

CAMP VERDE UNIFIED SCHOOL DISTRICT BOARD MINUTES
Tuesday, June 10, 2014
CAMP VERDE UNIFIED SCHOOL DISTRICT MULTI-USE COMPLEX LIBRARY
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.

6:00 p.m. Special Session

1. WELCOME AND CALL TO ORDER
Board President Helen Freeman called the meeting to order at 6: 11 pm.
2. PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE
Board Member Schneider led the Pledge of Allegiance.
There was a moment of silence.
3. ROLL CALL
Board members present were: Helen Freeman, Judy Gilbert, Bob Simbric and Christine Schneider.
Board Member Trent Hackett was absent.
4. AGENDA REVIEW AND ACCEPTANCE
Mrs. Gilbert moved, seconded by Mr. Simbric to accept the agenda as presented. The motion carried 4-0.
5. DISCUSSION AND POSSIBLE BOARD ACTION REGARDING THE COMPLETION OF THE SUPERINTENDENT'S INFORMAL 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
Discussion may include superintendent's job description, evaluation form, contract and superintendent's professional development plan and performance pay.
Mrs. Freeman explained that the conversation in executive session would be twofold. One discussion would be about the Board's assessment of Superintendent Dr. Amber Lee's progress on the goals that were set in December during her summative/formal evaluation. The mandated Performance Pay component would be the second part of the discussion.
Motion: Mrs. Gilbert moved, seconded by Mrs. Schneider to convene in executive session pursuant to ARS 38-431.03 (A) (1). The motion did not carry.
Mrs. Freeman asked if the Board wanted to proceed in executive session with or without Dr. Lee.
Motion: After discussion, Mrs. Gilbert moved to enter executive session in two phases, one with the Superintendent present and one without. There was discussion on the motion.
Motion: After discussion, Mrs. Gilbert moved to discuss the superintendent's evaluation and to clarify the two items that needed discussion in executive session. After brief discussion, Mrs. Gilbert withdrew her motion.
Mr. Simbric stated that the evaluation and the process were complex and that he would like time to review what the Board did in December during the summative evaluation.

Dr. Lee asked that the Board give her feedback in executive session on how they felt she was doing so that she could make any necessary adjustments.

After discussion, Mrs. Freeman asked that Mrs. Gilbert's second motion be reread.

Motion: Mrs. Gilbert restated her motion to enter executive session in two phases, one with the Superintendent present and one without. Mrs. Schneider seconded the motion. The motion passed 4-0.

The Board entered executive session at 6:36 pm.

The Board exited executive session at 7:18 pm.

7: 00 p.m. Regular Session

1. WELCOME AND CALL TO ORDER
Board President Freeman called the meeting to order at 7:19 pm.
2. PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE
High School Principal Mr. Weir led the Pledge of Allegiance. There was a moment of silence.
3. ROLL CALL
Board members present were: Helen Freeman, Bob Simbric, Judy Gilbert and Christine Schneider. Board member Trent Hackett was absent.
4. AGENDA REVIEW AND ACCEPTANCE
Mrs. Gilbert moved, seconded by Mr. Simbric to accept the agenda as presented. The motion passed 4-0.
5. STAFF/STUDENT/COMMUNITY RECOGNITION
Dr. Lee introduced Mrs. Sara Marcum, the incoming Elementary School Principal, saying that she was happy to welcome her aboard with the Board's approval this evening.
6. PUBLIC PARTICIPATION
There was no public participation.
7. CONSENT ITEMS POTENTIAL APPROVAL
 - A. PERSONNEL MATTERS
 - i. Acceptance of Resignations/Retirements/ Terminations: Kitty McDowell, Elementary Teacher, effective May 23, 2014; Rochelle Scarcello, Special Education Paraprofessional, effective May 23, 2014; Leticia Barker, Business Services Secretary, effective June 30, 2014; Kambrah Allsup, Paraprofessional, effective May 24, 2014; Corey Woodruff, Title I Computer Technician, effective June 10, 2014; Gene Smith, effective June 3, 2014
 - ii. Retirement Incentive Program (Policy GCQE): Diane Hough, Middle School Secretary, effective May 22, 2015; Teri Owen, Middle School Secretary; Jan Reeves, High School Attendance Secretary, effective May 22, 2015; Toni Harris, High School Administrative Assistant, effective May 22, 2015; Pat Allen, Middle School Teacher, effective May 22, 2015; Donna Young, Elementary School Secretary, effective May 22, 2015; Janie Kilby, Elementary School Secretary, effective May 22, 2015
 - iii. Employment Offers:
 - a. Certified: Sara Marcum, Camp Verde Elementary School Principal effective July 1, 2014; Lena DiBartolomeo, Middle School History Teacher 2014-2015; Adrienne Wright, Middle School Math Teacher 2014-2015; Jonee Elsea, Elementary Teacher 2014-2015; Samantha Freeman, Elementary Teacher 2014-2015; Jeff Neugebauer, High School Cabinet Making Teacher; Michael Prow, High School Physical Education and Weights Teacher
 - b. Classified: Cindy Federer, Middle School Custodian;

- c. Transfers: Mark Colbert from 7th grade Math Teacher to Title I Math Teacher; Jill Rayburn from Middle School Paraprofessional to High School Principal's Assistant/Bookkeeper;
- d. Transportation:
- e. Substitutes: Beth Lehman, K-12
- f. Coaches: Missy Harshman, High School Cheer Coach; Marie Worland, High School Cheer Coach
- g. Volunteers:
- iv. Other:
 - a. Extra Duty Contracts: Marie Zewell, South Verde AIMS tutoring; Rod Benson, Summer School Substitute; Daria Weir, Summer School Substitute; Mike Baker, Groundskeeper; Katie Mc Andrew, ESY Services; Deon Murphy, Summer School Paraprofessional; Patricia Max, Summer School Paraprofessional; Terry Teach, SV Nursery Aide; Rod Consolvo, Transportation additional hours; Marie Zewell, South Verde Summer School Teacher; Jeff Neugebauer, Skills USA Advisor 2014-15; Shelley Surber Swick, Capturing Kid's Hearts; Misty Davis, Summer School Bus Driver; Amy Hancock, Summer School Bus Driver; Ron Loveless, Summer School Bus Driver; Jon Ashby, Summer School Bus Driver; Kathleen Dumas, Summer School Bus Driver; Jennifer Yeager, Summer School Bus Driver; Jeff Galloway, Summer School Bus Driver; Raymond Freeman, Summer School Bus Driver
 - b. Vacation Payout (Policy GCD): Stacey Barker

B. FINANCIAL/BUSINESS

i. Approval of Vouchers:

- Payroll – No. 31 in the amount of \$ 329, 926.31
- No. 32 in the amount of \$ 925, 027.62
- No. 33 in the amount of \$158, 345.99
- No. 34 in the amount of \$ 52, 920.50
- Expense- No. 1456 in the amount of \$ 522.05
- No. 1461 in the amount of \$ 38, 433.41
- No. 1462 in the amount of \$ 224.13
- No. 1463 in the amount of \$ 46, 274.81
- No. 1465 in the amount of \$ 62, 055.71
- No. 1466 in the amount of \$ 62, 055.71
- No. 1467 in the amount of \$ 33, 378.55

ii. Budget Report

iii. Student Auxiliary Report

C. POTENTIAL APPROVAL OF THE FOLLOWING GOVERNING BOARD MEETING MINUTES

- i. Minutes taken during May 13, 2014 Regular Board Meeting
- ii. Minutes taken during May 13, 2014 Executive Session Meeting
- iii. Minutes taken during May 15, 2014 Special Board Meeting

D. POTENTIAL APPROVAL OF THE ENROLLMENT REPORT

- i. Enrollment Report

E. OTHER ITEMS

- i. Potential approval of CVHS School Fees for year ~~2013-2014~~ 2014-2015.
- ii. Potential approval of donation from Alco to benefit schools in the amount of \$ 457.59.
- iii. Potential acceptance of donation from the Henderson Endowment Fund in the amount of \$356.00 to go toward the Elementary Music Program curriculum.
- iv. Potential acceptance of conflict of interest waiver regarding the Yavapai County Attorney's Office and the District regarding bus transportation services in declared emergency situations.

- v. Potential approval of an additional Paraprofessional position at the Accommodation School to ensure best practices and safe learning environment.
- vi. Potential approval to designate Superintendent Dr. Lee or Director of Business Services Steve Hicks to certify the District projected ending cash balance for fiscal year ending June 30, ~~2013~~ 2014.

7.5 DISCUSSION AND POSSIBLE BOARD ACTION REGARDING ITEMS REMOVED FROM THE CONSENT AGENDA

Dr. Lee clarified that Item 7. E. i. regarding High School Fees should say the 2014-2015 school year. Mrs. Freeman clarified that Item 7. E. vi. regarding certifying the ending cash balance should say 2014 rather than 2013.

Regarding Item 7.E. v., adding a paraprofessional to the accommodation school, Mrs. Freeman asked how many students were enrolled in the school and how much the position would cost. Principal Danny Howe explained that approximately 20 students are enrolled and they are looking at adding 15 more students from the high school. Mr. Hicks stated that it would be cost approximately \$ 18,000.00 to \$ 20, 000.00 to fund the position.

Motion: Mr. Simbric moved to approve the consent agenda items with the correction of the typos. Mrs. Schneider seconded the motion. The motion passed 4-0.

Mrs. Gilbert requested that resignations, retirements and terminations under the consent agenda be separated in the future.

8. DISCUSSION AND POSSIBLE ACTION ITEMS

A. DISCUSSION AND UPDATE ON CAPTURING KID'S HEARTS DISTRICT IN-SERVICE HELD JUNE 3-5, 2014

Superintendent Dr. Lee and Middle School Principal Danny Howe spoke on the Capturing Kid's Hearts Program that the Middle School has adopted. Some of the Elementary and High School staff also attended the three day workshop on June 3-5. One philosophical component is using social contracts school wide with students, teachers, administrators, parents and support staff. Another important component is using the EXCEL Teacher/ Leader Model. Mr. Howe demonstrated how the program works. It is important to start each day talking about positive and optimistic things; this only takes 3-5 minutes. The goal is to have self managing classrooms. It will take time and practice. A trainer will return to the Middle School in October to help Mr. Howe evaluate how things are going. They will also be implementing a teen leadership class to help with some of the more challenging students. The charge is to empower the students to make the right choices. Mr. Howe stated that he hoped that everyone in the District would receive training. It is not just about the students, it is about everyone involved in their education. He thanked the Board for allowing him to implement the program campus wide.

B. POTENTIAL APPROVAL OF JANE (SIMBRIC) MATHEWS AS AIMS TUTORING COORDINATOR

Motion: After brief discussion, Mrs. Schneider moved, seconded by Mrs. Gilbert to approve Jane Mathews as AIMS Tutoring Coordinator. The motion passed 3-0 with an abstention from Mr. Simbric.

C. POTENTIAL APPROVAL OF YAVAPAI TITLE VOUCHER NUMBER 1464 IN THE AMOUNT OF \$ 5, 707.10

Motion: Mrs. Schneider moved, seconded by Mrs. Gilbert to approve the Yavapai Title Voucher number 1464 in the amount of \$ 5, 707.10. The motion carried 3-0 with an abstention from Mr. Simbric.

D. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE PUBLICATION OF THE CAMP VERDE UNIFIED SCHOOL DISTRICT PROPOSED ANNUAL BUDGET FOR FISCAL YEAR 2015

Director of Business Services Steve Hicks gave a general explanation of the District's proposed budget for fiscal year 2015. He went through various line items with the Board. The budget is a bit less than last year, mainly due to a reduction in additional assistance from the State which affects capital. The budget will undergo some changes before the Public Hearing and Budget adoption process at the upcoming July Board meeting.

Motion: After discussion, Mrs. Schneider moved to approve the publication of the Camp Verde Unified School District Proposed Annual Budget for fiscal year 2015. Mrs. Gilbert seconded the motion. The motion carried 4-0.

E. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE PUBLICATION OF THE SOUTH VERDE TECHNOLOGY MAGNET SCHOOL PROPOSED BUDGET FOR FISCAL YEAR 2015

Mr. Hicks explained that the South Verde budget is a cash controlled budget and is paid as the Charter student enrollment finalizes, rather than on the previous year's 100th day count. South Verde is expecting an increase in ADM (Average Daily Membership) in the coming year.

Action Requested: Mrs. Schneider moved, seconded by Mrs. Gilbert to approve the publication of South Verde Technology Magnet School Proposed Annual Budget for fiscal year 2015. The motion passed 4-0.

F. DISCUSSION AND POTENTIAL APPROVAL OF POLICY GCQE RETIREMENT OF PROFESSIONAL/SUPPORT STAFF MEMBERS AS FIRST READ

Dr. Lee and Mr. Hicks explained the amendment to the policy is an attempt to make it more equitable. It rewards employees for longevity, giving them the ability to collect a sick leave payout upon retirement. It will still require employees to give one year notice prior to retirement to enroll in the retirement benefit program. The Board requested some amendments be made on the policy and exhibit. The changes will be made prior to Second Read in July.

Motion: After discussion, Mrs. Gilbert moved, seconded by Mr. Simbric to approve Policy GCQE and GCQE-E as First Read.

G. DISCUSSION AND POSSIBLE ACTION TO ACCEPT SUPPLEMENTAL SALARY SCHEDULE C

Dr. Lee explained that the salary schedule could be readdressed when there is more information on 5th day programs.

Motion: Mr. Simbric moved, seconded by Mrs. Gilbert to accept supplemental salary schedule C. The motion passed 4-0.

H. DISCUSSION AND POSSIBLE ACTION TO ACCEPT CONTRACT FORM FOR NON CERTIFIED ADMINISTRATORS 2014-2015

Dr. Lee recommended that the Board accept the Option 1 form for the non certified administrator contracts. The form is what is currently in place and is consistent with what the other administrators are receiving.

There was extensive discussion on the contract options as Mrs. Freeman and Mrs. Schneider explained that they had consulted with the District's Legal Counsel about the contracts. They expressed that they were not comfortable with the contract models. Dr. Lee stated that an alternative salary schedule could be something to look at in the future because the salary schedule needs to be addressed as well. However, for current business purposes she recommended that the Board choose an option.

Motion: Mr. Simbric moved to accept the Option 1 contract form for classified administrators. The motion died for lack of a second. The conversation continued. Mrs. Schneider asked if the contract forms could be voted on individually.

Motion: After further discussion, Mrs. Schneider moved that the Board send the contracts back to the administration and individualize them per person's position. Mrs. Gilbert seconded the motion. The motion carried 4-0.

I. DISCUSSION AND POSSIBLE ACTION ON RESCHEDULING THE BI-ANNUAL YAVAPAI APACHE JOINT BOARD MEETINGS FROM THE FOURTH TUESDAY IN JUNE TO THE EARLIEST DATE THE DISTRICT HAS STUDENT DATA AVAILABLE

Mrs. Freeman explained that having the meeting on the Fourth Tuesday of June is not conducive to reporting AIMS data to the Tribal Council. The reports are not generally ready until July.

Motion: After discussion, Mr. Simbric moved, seconded by Mrs. Gilbert to reschedule the joint meeting at a time that would allow the data to be available. The motion carried 4-0.

J. DISCUSSION AND POSSIBLE ACTION TO SET A BOARD WORK SESSION FOR PROJECT BLANK SLATE DISCUSSION

Motion: After discussion, Mrs. Schneider moved to set a work session on Project Blank Slate and the AdvancED Review of Goals and Objectives for the District on June 24th at 5:30 pm in the library. Mrs. Gilbert seconded the motion. The motion carried 4-0.

10. INFORMATION ONLY

- a. 2014-2015 School Calendar
- b. Updated Annual Board Working Calendar
- c. Rules of Order
- d. Sample Board Operating Protocol
- e. Board Focus Goal Worksheet
- f. ASBA Article – 7 Practices of Highly Effective Board Members
- g. Heinfeld, Meech letter of understanding for auditing purposes

11. ADMINISTRATIVE REPORT

- a. Upcoming Arizona School Boards Association Summer Leadership Institute July 24-26, 2014 in Flagstaff: Dr. Lee asked the Board members to let her know if they planned on attending the workshop so their registration could be completed.

12. REQUESTS FOR FUTURE AGENDA ITEMS

Mrs. Freeman requested a report on the AIMS tests during the July Board meeting if the scores are available.

13. ADJOURNMENT

Motion: Mrs. Gilbert moved, seconded by Mrs. Schneider to adjourn the meeting. The motion passed 4-0. The meeting adjourned at 9:00 pm.

14. SIGNING OF DOCUMENTS

Respectfully Submitted,

Mary Hudson
Board/Administrative Assistant

Helen Freeman
Board President

Bob Simbric
Board Member

Judy Gilbert
Board Member

Christine Schneider
Board Member