

**CAMP VERDE UNIFIED SCHOOL DISTRICT BOARD MINUTES TAKEN Tuesday,  
July 9, 2013**

**JOINT MEETING WITH YAVAPAI APACHE COUNCIL  
to begin at 5:30 pm**

**PUBLIC HEARING AND REGULAR MEETING  
to begin at 7:00 pm**

**Public Hearing- POSSIBLE ACTION TO APPROVE THE CAMP VERDE UNIFIED  
SCHOOL DISTRICT'S ANNUAL BUDGET FOR FISCAL YEAR 2013**

**Public Hearing- DISCUSSION AND POSSIBLE ACTION TO APPROVE THE CAMP  
VERDE UNIFIED SCHOOL DISTRICT Doing Business As (dba) SOUTH VERDE  
TECHNOLOGY MAGNET SCHOOL ANNUAL BUDGET FOR FISCAL YEAR 2013**

**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.*

**5:30 PM**

**1. WELCOME AND CALL TO ORDER**

Board President Freeman called the meeting to order at 5:30 pm

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

Board members Mrs. Schneider led the pledge of allegiance.  
Mrs. Freeman led the moment of silence.

**3. ROLL CALL-GOVERNING BOARD**

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

Board Member Bob Simbric arrived at 6:09 pm.

Board member Judy Gilbert was absent.

Yavapai Apache Council Members present were: David Kwail, Tonya Lewis, Lorena Hazelwood, Robin Hazelwood, Dave Kinsey Jr. and Monica Marquez.

CVUSD Administrators present were: Amber Lee, Administrator-in-Charge; Steve Hicks, Director of Business Services; Debi Pottorff, Elementary Principal, Bob Weir, High School Principal and Stacey Barker, Support Services Director. Johnson O'Malley Representatives present were: Leona Wathagoma, Cindy Eaton, and Candice Romero.

**4. AGENDA REVIEW AND ACCEPTANCE**

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

**5. DISCUSSION WITH YAVAPAI APACHE COUNCIL REGARDING TITLE VII AND NATIVE AMERICAN STUDENT NEEDS**

Administrator-in-Charge, Dr. Amber Lee stated that she appreciated the feedback that was provided by the Yavapai Apache Nation regarding the Title VII grant. She let everyone know that Business Services Director, Steve Hicks would be conferencing with the Federal Department of Education Office of Indian Education on the following Wednesday morning.

Mr. Hicks explained that the conference call would define the parameters of the already granted funds for Title VII. He would know more about how what the Tribe was proposing might fit into the grant after the conference call.

Leona Wathagoma Director of Johnson O'Malley addressed the Council and the Board regarding the proposal. The idea was to fund parent education meetings and workshops; help give student school supplies to all Native American students, those inside and outside of the Yavapai Apache Nation; promote incentives for student achievement; purchase computer equipment and graphing calculators and promote Yavapai Apache Culture by funding Native American Week and Exodus day at school.

There was discussion among the Council Members, Board members and Administration as they contemplated the proposal. After discussion it was agreed that Mrs. Wathagoma would be the contact point and coordinator of the proposed events.

The Yavapai Apache Tribal Council and the Governing Board will meet again in October and review how the Title VII grant and the proposal are working.

Mrs. Freeman called a recess at 6:30 pm.

**6. POSSIBLE GOVERNING BOARD ACTION REGARDING TITLE VII AND NATIVE AMERICAN STUDENT NEEDS**

There was no action taken on the Item.

**7:00 PM PUBLIC HEARING**

**7. PUBLIC HEARING ROLL CALL**

Mrs. Freeman called the Public Hearing to order at 7:00 pm

Board Members present were: Helen Freeman, Christine Schneider, Trent Hackett and Bob Simbric.

Board Member Judy Gilbert was absent.

**8. BUDGET HEARING/CALL TO THE PUBLIC  
ARS 15-905**

Mrs. Freeman called to the public for comments regarding the Camp Verde Unified School District (CVUSD) and South Verde Technology Magnet School (SVTM) Annual Budgets for fiscal year 2013-2014. There were no questions or public comments.

**A. DISCUSSION ON THE CAMP VERDE UNIFIED SCHOOL DISTRICT'S ANNUAL BUDGET FOR FISCAL YEAR 2013-2014**

Mr. Steve Hicks, Director of Business Services gave a summary of the CVUSD budget. Mr. Hicks explained that the forms had come out twenty four (24) hours before the budget was due. While he was confident in the bottom line of the budget, there will be revisions.

**B. DISCUSSION ON THE SOUTH VERDE TECHNOLOGY MAGNET SCHOOL ANNUAL BUDGET FOR FISCAL YEAR 2013-2014**

Mr. Hicks gave a summary of the SVTM budget for 2013-2014. He explained that the South Verde budget is based on current student enrollment projections. The proposed budget is based on last year's enrollment and is subject to revisions.

**C. PUBLIC HEARING ADJOURNMENT**

The Public Hearing adjourned at 7:04 pm.

**REGULAR MEETING**

**1. ROLL CALL**

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

**2. STAFF/STUDENT/COMMUNITY RECOGNITION**

Dr. Amber Lee stated that there was no recognition scheduled however, she said she believed everyone's hearts and prayers were with the fire fighters and their families (referring to the Granite Mountain Firefighters).

**3. PUBLIC PARTICIPATION**

There was no public participation.

**4. CONSENT ITEMS**

Mrs. Freeman asked to pull Items 4. A. iv., under personnel matters, extra duty contracts; Item 4. E. v., regarding the High School English Book approval; and Item 4. E. viii., Potential approval of policy GCF.

**Motion:** Mr. Hackett moved, seconded by Mrs. Schneider to approve the consent agenda with the exception of Items 4. A. iv, 4. E. v., and 4. E. viii. The motion passed 4-0.

(For discussion on the consent agenda please see Item 4.5)

**A. PERSONNEL MATTERS**

- i. Resignations/Retirements : Alex Ray, custodian, effective 7-12-13
- ii. Transfers
- iii. Employment Offers
  - a. Certified: Marie Zewell, South Verde Teacher; Sarah Giddings, Middle School History teacher

- b. Classified: Austin Hudson, High School Paraprofessional; Adrian Parmarter, High School Paraprofessional
  - c. Transportation: Ellen DenDulk, Sub bus driver;
  - d. Substitutes: Jessie Price, Elementary Substitute; Loraine Prinsze, Elementary, Middle and High School PE Substitute; Lee Silver, Elementary, Middle and High School Substitute
  - e. Coaches: High School: Football, Steve Darby, Steve Hicks, Ron Sauntman, Tracey Tudor and Nic Dubs; Girls Soccer: Pat Allen, Mike Reamer; Boys Soccer: David Miller, Javier Pineda; Volleyball: Darcy Evans and Jenny Jackson; Cross Country: Mike O'Callaghan and Matt Malloy; Cheer: Jill Ashley
  - f. Volunteers: Mark Kresge, Boys Soccer; Mary Taylor, Cross Country
- iv. Other:
- a. Extra Duty Contracts: Tina Meckem, bus driver training; Rod Benson, new teacher in-services; Sara (Philips) Boland, contract correction; Jill Ashley, High School Registration; George Housner, High School Registration; ~~Jill Ashley~~, Toni Harris, High School Registration; Jan Reeves, High School Registration; Talythea Wilson, High School Registration and student account reconciliation; Jocelyn Alvey from 11 month to 12 month employee
  - b. Leave Of Absence:
  - c. Incentive Pay:

**B. FINANCIAL/BUSINESS**

- i. Approval of vouchers
  - Payroll – No 39 in the amount of \$ 98, 120.84
  - No 40 in the amount of \$ 196, 103.71
  - No. 41 in the amount of \$ \$ 105, 240.40
  - Expense- No. 1359 in the amount of \$87, 551.17
  - No. 1353 in the amount of \$ 317.80
  - No. 1361 in the amount of \$ 55, 748.64
  - No. 1358 in the amount of \$ 81, 908.73
  - No. 1357 in the amount of \$ 43, 051. 65

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

- i. Board Minutes taken June 11, 2013 Joint and Regular Board Meeting
- ii. Board Minutes taken June 20, 2013 Work Session

**D. ENROLLMENT REPORT**

**E. OTHER ITEMS**

- i. Potential approval of Occupational Therapy Bid to Verde Valley Occupational Therapy for 2013-2014.
- ii. Potential approval of Physical Therapy Bid award to Sharon Wenger P.T. for 2013-2014

- iii. Potential approval of Camp Verde Unified School District authorized account maintainers for 2013-2014 with Chase Bank: Dr. Amber Lee and Becky Santo
- iv. Potential approval of Camp Verde Unified School District authorized check signers for 2013-2014 for Chase Bank accounts: Amber Lee, Becky Santo, Danny Howe and Rhonda Austin
- v. Potential approval of High School English Text Books (list inserted)
- vi. Potential approval of the Camp Verde Middle School Student Handbook amendments for 2013-2014 school year.
- vii. Potential approval of Policy BEDB-Agenda to include Staff, Student and Community Recognition to come before Call to the Public as Second Read.
- viii. Potential approval GBP- Prohibited Professional Practices as Second Read.
- ix. Potential approval of Policy GCF-Professional Staff hiring as First Read
- x. Potential approval of excess expenditures within sub-subsections of the Maintenance and Operations budget for the 2013-2014 school year pursuant to ARS 15-905-G
- xi. Potential approval of resolution authorizing the Execution Of Warrants between Board Meetings regarding payment procedures for the 2013-2014 school year, pursuant to ARS 15-321
- xii. Potential approval of Vision Screenings assistance from Southwestern Eye Centers (volunteer) for the 2013-2014 school year.
- xiii. Potential increase of hours to Elementary Playground Aide, not to exceed 60 hours a year.
- xiv. Potential approval of Wal-Mart Cash for Schools participation by Camp Verde Elementary
- xv. Potential approval of resolution delegating authority to Business Manager to certify ending cash balance.

**4. B. DISCUSSION ON ITEM REMOVED FROM THE CONSENT AGENDA**

Mrs. Freeman asked to wait to discuss the extra duty contracts including moving Jocelyn Alvey from an 11 month employee to a 12 month employee until after the Board had time to discuss the potential position change for Dr. Lee (agendized as Item 5. A. E.). She also mentioned that it may be more efficient to write extra duties into the initial contracts, rather than filling out extra duty payroll updates year round. She also had concerns with the legibility of the payroll updates included in the board packet.

High School Principal Mr. Weir agreed that it would be better to budget ahead regarding the extra duty contracts. He also stated that a correction needed to be made to the consent agenda to add Toni Harris to the list for High School Registration.

Mrs. Freeman had concerns about the High School English book adoption list. There is a Board policy in place that gives parents a right to choose an alternative to assigned readings. Some of the titles on the exhibit in the packet were spelled incorrectly. She and Mrs. Schneider agreed that the title, the author and the copy write date should be part of what is approved. After further discussion it was suggested that the ISBN number also be part of

the exhibit that is approved by the Board. The list will be submitted for Board approval at a later meeting.

Mrs. Freeman asked to add some language to Policy GBP- Prohibited Professional Practices to reflect that Employees who believe they have been subject to adverse personnel actions may file a complaint with the State of Arizona Personnel Board.

**Motion:** After discussion Mr. Hackett moved to discuss Item 4. A. iv to the end of the meeting after discussion of the Superintendent, Jocelyn Alvey from 11 month to 12 month employee. Mrs. Schneider seconded the motion. The motion passed 4-0.

**Motion:** Mr. Simbric moved to approve Policy GBP as second read, Item E.viii. with the recommended paragraph added. Mrs. Schneider seconded the motion. The motion carried 4-0.

There was no action taken on Item 4. E. v., potential approval of High School English Text Books.

## **5. DISCUSSION AND POSSIBLE ACTION ITEMS**

### **A. DISCUSSION/INFORMATION/AND POSSIBLE ACTION ON THE NORTHERN ARIZONA HEALTH CARE INITIATIVE FUNDING AGREEMENT**

Dr. Lee introduced Mr. Richard Henn, Director on Fit Kids of Arizona from Northern Arizona Healthcare who presented Fit Kids at School. Mr. Henn spoke on the program and proposed agreement with the District. The program is funded by Northern Arizona Healthcare. Its goal is to prevent childhood obesity and diabetes. He handed out information packets and stated that they have seen a lot of good come from this program in other Arizona schools. The programs will sponsor a Fit Kids Coach and a full time Health/Wellness Aide to get the students at the elementary level up out of their seats during the school day with Brain Breaks. Elementary Principal Debi Pottorff stated that her staff was in support of the program.

**Motion:** After discussion, Mr. Simbric moved, seconded by Mr. Hackett to accept the offer from Northern Arizona Health Care and bring them into the Elementary School and see what transpires. The motion passed 4-0.

### **B. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE CAMP VERDE UNIFIED SCHOOL DISTRICT'S ANNUAL BUDGET FOR FISCAL YEAR 2013-2014**

**Motion:** After brief discussion, Mr. Simbric moved, seconded by Mr. Hackett to approve the Camp Verde Unified School District's Annual Budget for Fiscal Year 2013-2014 as presented by Mr. Hicks. The motion carried 4-0.

### **C. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE SOUTH VERDE TECHNOLOGY MAGNET SCHOOL ANNUAL BUDGET FOR FISCAL YEAR 2013-2014**

**Motion:** After discussion, Mrs. Schneider moved, seconded by Mr. Simbric to accept the South Verde Technology Magnet School Annual Budget for fiscal year 2013-2014 as currently outlined. The motion carried 4-0.

**D. DISCUSSION AND POSSIBLE ACTION TO ACCEPT QUALIFIED EVALUATORS FOR THE 2013-2014 SCHOOL YEAR TO INCLUDE: DR. AMBER LEE, PRINCIPAL BOB WEIR, PRINCIPAL STEVE KING, PRINCIPAL DANNY HOWE, PRINCIPAL DEBI POTTORFF, DIRECTOR OF BUSINESS SERVICES, STEVE HICKS, AND MARK SHOWERS, ASSISTANT HIGH SCHOOL PRINCIPAL**

**Motion:** After brief discussion Mr. Simbric moved to accept the Item as stated, Mr. Hackett seconded the motion. The motion carried 4-0.

**E. DISCUSSION REGARDING CHANGING DR. AMBER LEE'S POSITION FROM ADMINISTRATOR-IN-CHARGE AND DIRECTOR OF STUDENT SERVICES TO SUPERINTENDENT**

Mrs. Freeman stated that the Districts Legal Counselor, Anthony Contente-Cuomo was present in order to talk about the legalities of the potential change.

**Motion:** Mr. Simbric moved, seconded by Mrs. Schneider to enter executive session pursuant to A.R.S. §38-431.03(a)(1) for discussion of personnel matters and/ or A.R.S. §38-431.03(a)(4) for discussion or consultation with the district's attorney(s) regarding the potential change of Dr. Amber Lee's position from Administrator-In-Charge and Director Of Student Services to Superintendent. The motion passed 4-0.

Mrs. Freeman called a recess at 7: 51 pm.

Mrs. Freeman called the executive session to order at 8:00 pm.

The Board exited executive session at 9:58 pm.

**F. POTENTIAL ACCEPTANCE OF POSITION CHANGE FOR DR. AMBER LEE FROM ADMINISTRATOR-IN-CHARGE AND DIRECTOR OF STUDENT SERVICES TO SUPERINTENDENT FOR THE 2013-2014 SCHOOL YEAR**

**Motion:** Mr. Hackett moved, seconded by Mrs. Schneider to approve the position change of Dr. Amber Lee from Administrator in Charge to Superintendent for the 2013-2014 School Year. The motion passed 4-0.

**Item 4. A. iv. a. Extra Duty Contracts:**

**Motion:** Mr. Hackett moved to approve Jocelyn Alvey from 11 month to 12 month employee. Mrs. Schneider seconded the motion. The motion carried 4-0.

**6. INFORMATION ONLY**

- a. Arizona School Boards Association Policy Advisory, Volume 25 Number 3
- b. Arizona School Boards Association Summer Leadership Institute in Flagstaff, July 25-27
- c. Teacher and Principal Evaluation Tools (Appraisal Records) draft for 2013-2014

**7. ADMINISTRATIVE REPORT**

Dr. Lee let the Board know that the Teacher Evaluation Tool and the Policy Advisory that supports it were included in the information only section of the Board packet. They will be agendaized for action in August. The tool is a work and progress and will be modified again prior to approval.

**8. REQUEST FOR FUTURE AGENDA ITEMS**

Mrs. Freeman asked that the Board receive a report on the AIMS scores if they are no longer embargoed during the August Board meeting.

Mrs. Freeman asked to have a report from each site on how they did on their Math Goals as designated by the Board.

Mrs. Schneider asked to review the technology policies that the department is currently working on.

Mrs. Freeman asked that the Arizona School Board’s Delegates Assembly proposed political agenda for 2014 be discussed during the August Board meeting.

**9. ADJOURNMENT**

Mr. Hackett moved, seconded by Mrs. Schneider to adjourn the meeting. The motion carried 4-0. The meeting adjourned at 10:05 pm.

**10. 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