

CAMP VERDE UNIFIED SCHOOL DISTRICT BOARD

Minutes taken during SPECIAL WORK SESSION MEETING

June 9, 2015 at 6:30 PM

PUBLIC HEARING ON THE CAMP VERDE UNIFIED SCHOOL DISTRICT'S PLAN FOR ADDITIONAL ASSISTANCE REDUCTION AT 7:00 PM

And

REGULAR BOARD MEETING

AT 7:00 PM

AT THE 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.*

6:30 p.m. Special Session

1. WELCOME AND CALL TO ORDER  
Board President Freeman called the meeting to order at 6:28 pm.
2. ROLL CALL  
Board Members Present were: Helen Freeman, Tim Roth, Bob Simbric and Kitty McDowell.  
Christine Schneider joined the meeting telephonically at 6:33 pm.
3. AGENDA REVIEW AND ACCEPTANCE  
Motion: Mrs. McDowell moved, seconded by Mr. Simbric to accept the agenda as presented. The motion carried 4-0.
4. DISCUSSION AND POSSIBLE GOVERNING BOARD ACTION REGARDING THE TERMS OF THE EMPLOYMENT CONTRACT TO BE OFFERED TO THE SUCCESSFUL SUPERINTENDENT POSITION CANDIDATE. THE GOVERNING BOARD MAY VOTE TO CONVENE IN EXECUTIVE SESSION, WHICH WILL NOT BE OPEN TO THE PUBLIC, PURSUANT TO A.R.S. §38-431.03(A)(3) FOR LEGAL ADVICE FROM THE DISTRICT'S ATTORNEY(S) AND/OR PURSUANT TO A.R.S. §38-431.03(A)(4) FOR DISCUSSION OR CONSULTATION WITH THE DISTRICT'S ATTORNEY(S) IN ORDER TO CONSIDER ITS POSITION AND INSTRUCT ITS ATTORNEY(S) REGARDING THE PROPOSED SUPERINTENDENT EMPLOYMENT CONTRACT. THE DISTRICT'S ATTORNEY(S) MAY APPEAR TELEPHONICALLY.  
Motion: Mr. Simbric moved, seconded by Mrs. McDowell to enter executive session pursuant to A.R.S. §38-431.03(A)(4) for discussion or consultation with the District's Attorney(s) in order to consider its position and instruct its Attorney regarding the proposed superintendent employment contract.  
The Board entered executive session at 6:33 pm.  
The Board exited executive session at 7:27 pm.

Regular Meeting

1. WELCOME AND CALL TO ORDER

Mrs. Freeman called the regular meeting to order 7:31pm.

2. PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

South Verde Principal Mr. Steve King led the Pledge of Allegiance. There was a moment of silence.

3. ROLL CALL

Board Members present were: Helen Freeman, Tim Roth, Bob Simbric and Kitty McDowell. Board Member Christine Schneider was present telephonically.

4. AGENDA REVIEW AND ACCEPTANCE

Mrs. Freeman asked that the order of the agenda be rearranged to have the Public Hearing on the District's Plan for the Additional Assistance Reduction come after the Staff/Student and Community Recognition.

Mrs. Schneider asked to pull Items 7. B. ii. C. Transfers and 7. B. iii. a. Extra Duty Contracts for discussion.

Mrs. McDowell asked to pull Item 7. B. ii. B. Classified Employment Offers for discussion.

Motion: Mr. Schneider moved to accept the agenda as outlined with exclusion of the aforementioned consent items. Mrs. McDowell seconded the motion. The motion carried 4-1 with a nay from Mr. Roth.

5. STAFF/STUDENT/COMMUNITY RECOGNITION

Middle School Principal Danny Howe introduced Gifted Teacher Robin Tankesley and two students from the Gifted and Student Council group who went on the trip to the Carlsbad Caverns in New Mexico: Bennett Holm and Anna Johnson. Each of the students gave a synopsis of their adventure, both siting that the trip was educational, enlightening and fun. They took time on their tour to visit National Monuments in El Paso Texas, White Sands, New Mexico and the Space Museum in Alamogordo, New Mexico.

PUBLIC HEARING ON THE DISTRICT'S PLAN FOR ADDITIONAL ASSISTANCE REDUCTION

A. PUBLIC HEARING ROLL CALL 7:43 pm:

Board Members Present: Helen Freeman, Tim Roth, Bob Simbric and Kitty McDowell. Christine Schneider attended the meeting telephonically.

B. BUDGET HEARINGS/CALL TO THE PUBLIC

Director of Business Services Steve Hicks explained that the State was requiring Districts to cut 5% of their budgets in the area of additional assistance, which is Capital, to be used for classroom instruction. The estimated reduction to the Capital Budget for 2016 is \$ 585,099.00. The plan is to adjust spending in Maintenance. The Five (5) Year Facility Plan will need to be rewritten. There will also be spending adjustments to Transportation and Technology. The Technology infrastructure fortunately, is solid at this time. The District already does a great job of allocating money to support classroom instruction compared to peer group averages and State averages.

There were no questions or comments from the public.

6. PUBLIC PARTICIPATION

Middle School Teacher Mr. Donnie Shanks addressed the Board stating that he thought it was important to come and give a public thanks to Superintendent Dr. Amber Lee. In his career as a teacher he worked for six different superintendents. He said that Dr. Lee was the only one to ever visit his classroom. She has been a strong supporter and advocate for students inside and outside the District. She had supported programs that proved to help the students; Capturing Kid's Hearts and the four-day school week. Mr. Shanks thanked Dr. Lee for helping to bring his passion back to teaching through her leadership; saying she is an outstanding Superintendent and that she will be missed.

7. CONSENT ITEMS POTENTIAL APPROVAL

Motion: Mr. Simbric moved, second by Mrs. Freeman to approve the consent items with exception of the items that were pulled. The motion carried 5-0.

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

Mrs. McDowell asked about Item 7. B, ii. b. Title I Paraprofessional Gary Morgan. She understood that this was a new position because it was 30 hours with benefits. Her understanding was that new positions needed to be approved by the Board. Superintendent Lee, Mr. Hicks, and Mrs. Freeman clarified that Title I Paraprofessional was not a new position.

Mrs. Schneider asked about Item 7. B. iii. a. extra duty contracts, in particular, Sandie Moore with payroll updates for secretary training and summer school. High School Principal Mr. Weir clarified that the two jobs were separate and would be done at different times during the summer.

Motion: After discussion Mr. Simbric moved, seconded by Mrs. Schneider to approve Items 7. B. ii. b., and 7. B. iii. a. The motion carried 4-1 with a nay from Mrs. McDowell.

B. PERSONNEL MATTERS

- i. Acceptance of Resignations/Retirements/ Terminations: Katie McAndrew, Sign Language Assistant, effective June 26, 2015; Lindsey Barber, Custodian, effective 5-20-15; Sally Parker, Special Education Paraprofessional, effective May 28, 2015;
- ii. Employment Offers 2015-2016:
  - a. Certified:
  - b. Classified: Christina Brogdon, Title I Paraprofessional; Gary Morgan, Title I Paraprofessional; Kathy Izzo, Special Education Paraprofessional;
  - c. Transfers: Gwendolyn Partridge, from South Verde Custodian to Middle School Custodian; Mike Baker, Maintenance, from part time to full time; Sandie Moore, form Special Education Paraprofessional to High School Secretary; George-Anne Sheehan, from 4<sup>th</sup> Grade Teacher to 3<sup>rd</sup> Grade Teacher; Janell Benson, from 1<sup>st</sup> Grade Teacher to Kindergarten Teacher; Alvena Meyer, from Special Education Teacher to Third Grade Teacher;
  - d. Transportation:
  - e. Substitutes:
  - f. Coaches: High School Football: Steve Darby, Fernando Diaz, Steve Sarkesian, Mark Grogan, Mike Loza and Matthew Hebl – High School Girls Soccer: Pat

Allen and Mike Reamer – High School Boys Soccer: David Miller and Javier Pineda; High School Volleyball: Dan Gagnon and Brittany Armstrong – High School Cross Country: Mike O’Callaghan, Mike Prow – High School Cheer: Missy Harshman and Marie Worland

g. Volunteers: High School Football: Ron Sauntman, – High School Girls Soccer, Maddy Reay- High School Cross Country: Matt Malloy

iii. Other:

- a. Extra Duty Contracts: Katie McAndrew, Summer School Sign Language Interpreter; Tanis Moore, Summer School data entry; Sandie Moore, Secretary Training; Sandie Moore, Summer School Substitute Paraprofessional; Adrienne Wright, Math Instruction Training; Jill Rayburn, Summer Secretarial Duties; Kristi Mulcaire, Capturing Kid’s Hearts Training; Rick Watkins, Temporary Custodial;  
Fifth Day Programs: All Around Sports: Janna White and Tamara Wattenbarger; CTE Summer Equipment Cleaning: Kathy King; Tracy Tudor; Tim Harper; Kaylea Taylor; Thom Middlebrook;  
Summer School Bus Drivers: Loraine Koonz; Raymond Freeman; John Petrie; John Baker; John Ashby; Jennifer Yeager; Amy Hancock; Allison Bullard; Cindy Eaton  
Summer School Teachers: Jolynn Sperry; Lois Warren; Melissa Howe;  
Summer School Paraprofessionals: Michelle Macdonald; Austin Hudson

BC. FINANCIAL/BUSINESS-

(2)

i. Approval of Vouchers:

- Payroll – No. 31 in the amount of \$ 338, 957.72
- No. 32 in the amount of \$ 7, 861.75
- No. 33 in the amount of \$ 809, 445.36
- No. 34 in the amount of \$ 150, 507.43
- No. 35 in the amount of \$ 115, 467.04
- Expense-No. 1557 in the amount of \$ 1, 700.20
- No. 1564 in the amount of \$ 72, 399.21
- No. 1566 in the amount of \$ 27, 792. 45
- No. 1568 in the amount of \$ 177, 899.96

ii. Budget Report

CD. POTENTIAL APPROVAL OF THE FOLLOWING GOVERNING BOARD MEETING MINUTES (3)

- i. Minutes taken during May 12, 2015, Regular Meeting
- ii. Minutes taken during May 12, 2015, Executive Session 1
- iii. Minutes taken during May 12, 2015, Executive Session 2
- iv. Minutes taken during May 27, 2015 Special Meeting
- v. Minutes taken during June 2, 2015 Special Meeting
- vi. Minutes taken during June 3, 2015 Special Meeting

DE. POTENTIAL APPROVAL OF THE ENROLLMENT REPORT (3)

- i. Enrollment Report

EF. OTHER ITEMS (4)

- i. Potential approval of High School Student Fees for fiscal year 2015-16
- ii. Potential approval of Middle School Student Fees for fiscal year 2015-2016

- iii. Potential approval to designate Director of Business Services Steve Hicks and Middle School Principal and Administrator-In-Charge Danny Howe to certify the District projected ending cash balance for fiscal year ending June 30, 2014.
- iv. Potential approval of Samsung laptop donated by Tamara Wattenbarger to Camp Verde Elementary School Fifth Grade classrooms
- v. Potential approval to award contract to Heindfeld, Meech & Co., P.C. for District Annual Audit Services beginning fiscal year 2014-5015 through fiscal year 2018-2019
- vi. Potential approval of excess expenditures within sub-subsections of the Maintenance and Operations budget for the 2015-2016 school year pursuant to ARS 15-905G
- vii. Potential approval of resolution authorizing the Execution of Warrants between Board Meetings regarding payment procedures for the 2015-2016 school year, pursuant to ARS 15-321
- viii. Potential approval for South Verde Technology Magnet School to pursue grant opportunity with Yavapai Apache Tribe and the ANASAZI Foundation regarding outdoor behavioral health
- ix. Potential approval of Revised Forest Fee Management Association Intergovernmental Agreement
- x. Potential approval of Forest Fee By-Laws
- xi. Potential approval of Revised Yavapai County Education Technology Consortium Intergovernmental Agreement
- xii. Potential approval of Yavapai County Education Technology Consortium By-Law
- xiii. Potential approval of books donated to District Library from Nora Lubetz
- xiv. Potential approval of books donated to District Library from John Bohan
- xv. Potential approval of quote for fiscal year 2015-2016 for Physical Therapy Services from Sharon Wenger PT
- xvi. Potential approval of quote for fiscal year 2015-2016 for Speech Therapy Services from northern Arizona Speech/Language Service Providers
- xvii. Potential approval of donation to Elementary School from the Henderson Endowment fund for Carol Hildebrand's in-school art program from August 2015 through December 2015 in the amount of \$ 3, 150. 00

8. DISCUSSION AND POSSIBLE ACTION ITEMS

A. POTENTIAL APPROVAL OF YAVAPAI TITLE VOUCHER NO. 1567 IN THE AMOUNT OF \$ 5, 707.10

Motion: Mrs. Schneider moved, seconded by Mr. Roth to approve the Yavapai Title Voucher number 1567 in the amount of \$ 5, 707.10. The motion carried 3-1-0 with an abstention from Mr. Simbric.

B. DISCUSSION AND POSSIBLE ACTION REGARDING EXERCISING OF OPTION TO PURCHASE AFTER JULY 1, 2015, IN LEASE-PURCHASE AGREEMENT BETWEEN THE DISTRICT AND FORT VERDE MANAGEMENT. THE BOARD MAY VOTE TO ENTER INTO EXECUTIVE SESSION REGARDING THIS MATTER UNDER A.R.S. 38-431.03 (A)(3), FOR LEGAL ADVICE WITH THE DISTRICT'S ATTORNEY (THE ATTORNEY MAY BE PRESENT TELEPHONICALLY)

Motion: Mrs. Schneider moved, seconded by Mrs. McDowell to enter into executive session under A.R.S. 38-431.03 (A)(3), for legal advice with the District's Attorney to discuss exercising the option to purchase after July 1, 2015, the Lease-Purchase

Agreement between the District and Fort Verde Management. The motion carried 4-0 with an abstention from Mr. Simbric.

The Board convened in executive session at 8: 18 pm.

The Board exited executive session at 8:33 pm.

C. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE PUBLICATION OF THE CAMP VERDE UNIFIED SCHOOL DISTRICT PROPOSED ANNUAL BUDGET FOR FISCAL YEAR 2016

Steve Hicks, Director of Business Services gave an overview of the Proposed Annual Budget for fiscal year 2016. He answered questions from the Board. The General Budget Limit is \$ 7,870,969.00 with an Unrestricted Capital Budget Limit of \$ 243,928.00, equaling \$ 8,114,897.00.

Motion: Mrs. Schneider moved, seconded by Mrs. McDowell to approve the publication of the Camp Verde Unified School District Proposed Annual Budget for fiscal year 2016. The motion carried 5-0.

D. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE PUBLICATION OF THE SOUTH VERDE TECHNOLOGY MAGNET SCHOOL PROPOSED BUDGET FOR FISCAL YEAR 2016

Mr. Steve Hicks explained the South Verde cash account budget that is based on current student Average Daily Membership. The student ADM was based on 93.793 students this year, equaling \$ 773, 342.00.

Motion: Mr. Simbric moved, seconded by Mrs. Schneider to approve the publication of South Verde Technology Magnet School Proposed Annual Budget for fiscal year 2016. The motion carried 5-0.

E. DISCUSSION AND POSSIBLE ACTION TO SET A DATE AND TIME FOR THE PUBLIC HEARING AND POTENTIAL ADOPTION OF 2016 DISTRICT BUDGETS ON OR BEFORE JULY 15, 2015

Motion: After discussion, the Mrs. Schneider moved, seconded by Mr. Simbric to set July 14, 2015 at 7:00 pm as the date for the public hearing and potential adoption of the 2016 budgets. The motion carried 5-0.

F. DISCUSSION AND POSSIBLE ACTION ON TEACHER INCENTIVES FOR HIGHLY EFFECTIVE TEACHERS

Dr. Lee explained that Elementary Principal Sara Marcum did the research on teacher incentives. Mrs. Marcum reported that she had contacted seven Arizona districts including Mesa Unified District where Board President Freeman had found policy (GCO) for teacher incentives. Pendergast School District was the only school that she contacted that has an established working policy. Mrs. Marcum used their example as a model. There was some discussion on the Teacher Evaluation Committee working on the policy.

Motion: After discussion, Mr. Roth moved, seconded by Mrs. Freeman to direct the administration to refer the Teacher Incentive Policy to the Teacher Evaluation Committee to come up with a proposal regarding Teacher Incentives for Highly Effective Teachers.

G. DISCUSSION AND POTENTIAL APPROVAL OF ONE STEP SALARY SCHEDULE INCREASE ON TWO-YEAR PRINCIPAL CONTRACTS FOR 2015-2016 FOR THE FOLLOWING PRINCIPALS: HIGH SCHOOL PRINCIPAL BOB WEIR AND MIDDLE SCHOOL PRINCIPAL DANNY HOWE

Dr. Amber Marchant-Lee, Superintendent explained that in March of this year the Board approved a step increase for all of the certified and classified staff; with Mr. Weir and Mr. Howe being the only exceptions to that. She explained that she had contacted District legal counsel regarding the two-year contracts to make sure that the contracts consented for the step increase. Mrs. Freeman stated that when you have a two-year contract then the terms of that contract are solidified for two years; two-year contracts were not a benefit to the district if they included raises. Mr. Simbric and Mrs. McDowell spoke in favor of the step increase as a normal procedure.

Motion: Mr. Roth moved, seconded by Mr. Simbric to approve salary schedule increase for Principals Bob Weir and Danny Howe for the 2015-2016 school year. The motion carried 4-1 with a nay from Mrs. Freeman.

H. DISCUSSION AND POTENTIAL APPROVAL TO AWARD TWO YEAR PRINCIPAL CONTRACTS FOR THE LISTED ADMINISTRATORS FOR 2016-2017 AND 2017-2018 OR EXTENDED YEAR CONTRACTS FOR 2016-2017: HIGH SCHOOL PRINCIPAL BOB WEIR AND MIDDLE SCHOOL PRINCIPAL DANNY HOWE

There was discussion as Dr. Lee explained the options of awarding the contracts. Mr. Roth spoke in favor or extending the contracts for 2016-2017. Mrs. McDowell felt that if the contracts were awarded in this fashion, they would no longer be two-year contracts, but perpetual contracts. There was discussion on tabling the Item.

Motion: Mrs. Schneider moved, seconded by Mrs. McDowell to table the two year contracts at this time. The motion carried 5-0.

I. REPORT/UPDATE AND DISCUSSION ON TRANSPORTATION AND TRANSPORTATION 55 REPORT

Support Services Director, Stacey Barker gave an update on transportation. Though the route miles dropped significantly with the four-day school week, the funding level stayed the same. The bus inspections went well again this year. The busses run fifteen routes a day, four times each day, with exception of the Special Education busses that run more frequently.

There was no action taken on the Item.

J. REPORT/UPDATE AND DISCUSSION ON FACILITIES AND MAINTENANCE

Mr. Barker explained that the School Facilities Board had helped fund the High School roofing project this year. There is a 25 year warranty on the roof. All of the site building exteriors have been painted over the last few years, guided by the Five Year Facilities Plan. Carpeting will be next on this list, starting with the Elementary School. He understood that the 5% reduction in Capital dollars would warrant rewriting the Facilities Plan.

No action was taken on the Item.

K. REPORT/UPDATE ON SCHOOL WATER SYSTEMS

Mr. Barker explained that Board Member Simbric had requested he report on the Item. This year the school saved close to1, 000,000 gallons of water per month. The water system is monitored and tested regularly for arsenic. Mr. Simbric felt it important for the community be aware of how well the school does with the precious commodity.

There was no action taken on the Item.

10. INFORMATION ONLY

- a. 2015-2016 School Calendar

- b. Superintendent's report from My College Options
11. ADMINISTRATIVE REPORT
  - a. Report on Accommodation Program 2015-2016 – Principal Mr. Danny Howe explained that the accommodation program has been very successful; without this program a lot of students would miss opportunities. He handed out a report regarding the program.
12. REQUESTS FOR FUTURE AGENDA ITEMS
  - Mr. Roth asked that the Board set an Item on the July Board agenda to set a work session for team building.
  - Mrs. McDowell asked for a report on the solar project efficiency
13. ADJOURNMENT

Motion: Mr. Simbric moved, seconded by Mrs. McDowell to adjourn the meeting. The motion passed 5-0. The meeting adjourned at 10:06 pm.
14. SIGNING OF DOCUMENTS