

**CAMP VERDE UNIFIED SCHOOL DISTRICT BOARD MINUTES**

**Taken, October 9, 2018**

**REGULAR MEETING**

**Special Meeting 6:30 PM**

**Regular Meeting 7:00 PM**

**AT THE CAMP VERDE UNIFIED SCHOOL DISTRICT MULTI-USE COMPLEX LIBRARY**

**280 CAMP LINCOLN ROAD**

**CAMP VERDE, ARIZONA 86322**

**Mission:**

Providing students a safe and caring environment in which knowledge, skills, and attitudes enable learners to become productive citizens

*Respect, Integrity, Positive Relationships, Accountability*

**Vision:**

**Our District will:**

- Foster confidence, excellence, integrity, and a sense of belonging.
- Ensure each learner studies a challenging, academic and relevant curriculum, which enhances social, emotional, physical and ethical development.
- Work in partnership with all families and the community as an organization of engaged, motivated lifelong learners.

**WORK SESSION 6:30 PM**

1. **WELCOME AND CALL TO ORDER**

Mr. Roth called the meeting to order at 6:33 p.m.

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

Mr. Howe led the Pledge of Allegiance. There was a moment of silence.

3. **ROLL CALL**

Board members present were: Tim Roth and Eric Lawton. Helen Freeman joined the meeting by telephone at 6:33. Board members Bob Simbric and Kitty McDowell were absent.

4. **DISCUSSION ON PROFESSIONAL DEVELOPMENT BOOK – THE SPEED OF TRUST**

The Board members and members of administration discussed the book, specifically the behaviors covered in pages 125-157. There was no action taken on the item.

**REGULAR SESSION 7:00 PM**

1. **AGENDA REVIEW AND ACCEPTANCE**

Motion: Mrs. Freeman moved to accept the agenda with one exception. She requested item 4.g, and specifically CVHS Wrestling, be pulled from the Personnel Matters section to vote each coach individually. The motion was seconded by Mr. Lawton to accept the agenda as presented with the one exception mentioned. The motion carried 2-1.

Ayes: Freeman and Lawton

Nays: Roth

2. **PUBLIC PARTICIPATION/ CALL TO PUBLIC**

Mr. Howe recognized Mrs. McDowell for obtaining the Associate of Boardsmanship award as recognition for her service to the district.

3. STAFF/STUDENT/COMMUNITY RECOGNITION AND CELEBRATION OF GOOD THINGS

Administrator-In-Charge Danny Howe recognized the custodians across the District, Richard Garcia, Bonnie Dunegan, Cecilia Ortiz, Edward McAnally, Diana Miles, Sam Lamb, Blanca Cassillas, and Miriam Urias

4. POTENTIAL ACTION ON PERSONNEL MATTERS

- a. Resignations/retirements:
- b. Employment recommendations: Amanda Stone, Bus Aide
- c. Transfers: Brianna Ferguson, from Middle School Paraprofessional to High School Paraprofessional; Raylene Contreras, from Bus Driver to Transportation Supervisor
- d. Extra Duty: Debbie Justus, Special Olympics
- e. Friday Camp Coaches: Aaron Williams; Fernando Padilla
- f. Volunteers:
  - Cynthia Berry, Elementary
  - Rebecca LaGrave, Elementary
  - William LaBeau, Elementary
  - Ashley Pistol, Elementary
  - Connie Ross, Middle School
  - Austin Sandoval, Elementary
  - Debra Sandoval-Dow, Elementary
  - Peggy Schlichtemeier, Preschool
  - Alexis Seat, Elementary
  - Carolyn Teague, Elementary
  - Melissa Zeid, High School
- g. Coaches:
  - CVHS Boys Basketball: Dan Wall, Jeff Luera, Jake Spleiss, Javier Perez, Nick Dubs, and Reyes Herrera
  - CVHS Girls Basketball: Mark Showers, Steve Hicks, Amy Wall, Morgan Dubs, and Don Buss
  
  - CVMS Boys Basketball: Eric Hansen and Donnie Schanks
  - CVMS Girls Basketball: Steve Stone
  - CVMS Cheerleading: Kimberly Carrillo
  - CVMS Wrestling: Larry Allred, Timmy Townsend, Joseph Ogle and Ryan Allred

Motion: Mr. Lawton moved, seconded by Mrs. Freeman to approve the personnel items with the exception of the CVHS wrestling coaches. The motion carried 3-0.

Ayes: Roth, Freeman, and Lawton

Nays: 0

*CVHS Wrestling: Tracy Tudor, Mario Chagolla, Jeremy Uhler, Larry Allred, Tim Townsend, Ryan Allred and Hannah Hansen*

Motion: Mr. Roth moved to accept Tracy Tudor as CVHS Wrestling Coach, seconded by Mr. Lawton. The motion failed 1-2.

Ayes: Roth

Nays: Freeman and Lawton

Motion: Mr. Roth moved to accept Mario Chagolla as CVHS Wrestling Coach, seconded by Mr. Lawton. The motion failed 1-2.

Ayes: Roth

Nays: Freeman and Lawton

Motion: Mr. Roth moved to accept Jeremy Uhler as CVHS Wrestling Coach, seconded by Mr. Lawton. The motion carried 3-0.

Ayes: Roth, Freeman, and Lawton

Nays: 0

Motion: Mr. Roth moved to accept Larry Allred as CVHS Wrestling Coach, seconded by Mr. Lawton. The motion carried 3-0.

Ayes: Roth, Freeman, and Lawton

Nays: 0

Motion: Mr. Roth moved to accept Tim Townsend as CVHS Wrestling Coach, seconded by Mr. Lawton. The motion carried 3-0.

Ayes: Roth, Freeman, and Lawton

Nays: 0

Motion: Mr. Lawton moved to accept Ryan Allred as CVHS Wrestling Coach, seconded by Mrs. Freeman. The motion carried 3-0.

Ayes: Roth, Freeman, and Lawton

Nays: 0

Motion: Mr. Lawton moved to accept Hannah Hansen as CVHS Wrestling Coach, seconded by Mrs. Freeman. The motion carried 3-0.

Ayes: Roth, Freeman, and Lawton

Nays: 0

5. POTENTIAL ACTION ON BUSINESS AND FINANCIAL MATTERS

a. *Expense Vouchers in the amount of \$297,660.81*

b. *Payroll Vouchers in the amount of \$727,944.88*

c. *Financial Updates*

Motion: Mrs. Freeman moved, seconded by Mr. Lawton to approve the business and financial matters. The motion carried 3-0

Ayes: Roth, Freeman, and Lawton

Nays: 0

6. POTENTIAL APPROVAL OF GOVERNING BOARD MINUTES

a. *Minutes taken September 11, 2018 Regular Board Meeting*

Motion: Mrs. Freeman moved, seconded by Mr. Lawton to approve the minutes taken on September 11, 2018. The motion carried 3-0

Ayes: Roth, Freeman, and Lawton

Nays: 0

7. POTENTIAL ACTION ON THE CONSENT AGENDA

a. *Potential approval of Policy JFB – Open Enrollment as Second Read*

- b. *Potential approval of Policies as listed in the Arizona School Boards Association Advisory, Volume 30, Number 3, as Second Read to include:*  
*BCB – Board Member Conflict of Interest*  
*BE – School Board Meetings*  
*BEDF – Voting Method*  
*BEDG-R – Minutes*  
*DICA – Budget Forms*  
*DIE – Audits/ Financial*  
*DJ – Purchasing*  
*DN- School Properties Disposition*  
*FCB – Retirement of Facilities*  
*IKE- RB – Promotion and Retention of Students*  
*IL – Evaluation of Instructional Programs*  
*IMD – School Ceremonies and Observances*  
*JEB- Entrance Age Requirements*  
*JICK – Student Bullying Harassment/ Intimidation*  
*JJIB – Interscholastic Sports*  
*JL – Student Wellness*  
*JLCD – Medicines/ Administering Medicines to Students*
- c. *Potential approval of Tanis Moore as authorized check signer for Chase Bank*
- d. *Potential approval of South Verde Haunted House fundraiser, 2018*
- e. *Potential approval of the Camp Verde Elementary School Fall Family Roundup fundraiser , 2018*
- f. *Potential approval of donation of technology equipment from US District Court of Arizona in the approximate amount of \$13,745.00.*
- h. *Potential approval of book donation to Camp Verde Unified School District Library from Bashas in the approximate amount of \$342.00*
- i. *Potential approval of a tree and plaque donation to the Penderella Garden at Camp Verde Elementary School from Dianne Scantelbury of the Town of Camp Verde’s Tree Advisory Committee in the approximate amount of \$100.00*

Motion: Mrs. Freeman moved to accept the consent agenda, seconded by Mr. Lawton. The motion carried 3-0.

Ayes: Roth, Freeman, and Lawton

Nays: 0

8. DISCUSSION, REPORT AND POSSIBLE ACTION ITEMS

- a. *Discussion and possible action to accept the District Strategic Plan as an evolving document*

There was discussion on the Strategic Plan. Mr. Howe explained he and Mrs. Freeman have been discussing the Strategic Plan. Mrs. Freeman has done a lot of work on it. Mr. Howe said he and Mrs. Freeman felt we were trying to put too much information into one document and they suggest the board approve the front page with the four focuses. Later, the district can look at sections and focus on small pieces at a time, take things in smaller pieces rather than big chunks. In that sense it would be an evolving document. Mrs. Freeman suggested maybe each year we set goals and key in on one focus area. It was also suggested on the front page, under Infrastructure Focus, the sub-heading Monitor transportation maintenance be changed to Monitor transportation and maintenance.

Motion: Mr. Lawton moved, seconded by Mrs. Freeman to accept the District Strategic Plan as an evolving document including the first page. The motion carried 3-0.

Ayes: Roth, Freeman, and Lawton

Nays: 0

- b. *Report and discussion on Board goal of Gaining and Disseminating Information to and from the community, to include the school website*

Mr. Howe informed the board Mr. Lagoy is working with the web designer to revise a new site. Mrs. Freeman asked how information is put on the website. Mrs. Freeman mentioned she would like to make the website easier to use. She had a number of questions concerning the website. Mr. Howe assured the board he has discussed with Mr. Lagoy the ease of use of the website. Mr. Lawton shared his frustrations with not being able to find athletic schedules and relevant information. Mr. Roth shared we are working to fix the website and the website, along with the Strategic Plan, will keep coming back as agenda items until we get them fixed to satisfaction.

There was no action requested on the Item.

- c. *Discussion and report on the evaluation process and possible action to accept GCO-Evaluation of Professional Staff Members, as First Read*

Mr. Howe said he and Mrs. Hudson went over this policy and our policy is similar to this new policy. Mrs. Freeman mentioned, according to our present policy, we need to have a report on aggregate teacher and principal evaluations once a year. Mr. Howe said he would get it on the agenda and get it to the board. There was discussion on the policy and the evaluations that take place around the District.

Motion: Mr. Lawton moved to accept GCO-Evaluation of Professional Staff Members as First Read. It was seconded by Mrs. Freeman. The motion carried 3-0.

Ayes: Roth, Freeman, and Lawton

Nays: 0

- d. *Discussion and possible action to accept the District's Annual Financial Reports 2017-2018*

Director of Business Services Steve Hicks reported on the district Annual Financial Report for fiscal year 2017-2018. Mr. Hicks mentioned it has been a rainy year, ADM was down, there was over staffing due to current year funding, and federal grant allocations decreased. We used more cash accounts than anticipated and the percentage of cash accounts to budget was lower than we would like.

Motion: Mrs. Freeman moved, seconded by Mr. Lawton to accept the District's Annual Financial Reports for fiscal year 2017-2018. The motion carried 3-0.  
Ayes: Roth, Freeman, and Lawton.

Nays: 0

- e. *Potential approval of Policies as listed in the Arizona School Boards Association Advisory, Volume 30, Number 4 to include:*  
*IHB – Special Instructional Programs*

Mr. Howe explained we would like to view this as the first read, then bring it back next week for a final read. There was brief discussion on the policy.

Motion: Mrs. Freeman moved, seconded by Mr. Lawton to accept Policy IHB – Special Instructional Programs as First Read. The motion carried 3-0.

Ayes: Roth, Freeman, and Lawton

Nays: 0

- f. *Discussion and possible action on Board member request for information on athletic policies*

Mr. Roth explained he would like some clarification on what is being requested. Mr. Lawton said he could not give an actual policy he wanted changed, but mentioned he felt we are lacking in areas and do not have policies for some things. He gave an example of needing policies to organize practice schedules. Mr. Roth asked what it would look like. Mrs. Freeman suggested we find some of this information that already exists. Maybe a handbook or other documents already exist and can be gathered. She suggested we organize it in such a way that there are no questions of who does what. Mr. Lawton said he is looking for one thing in one place where we can find out what is needed. Mr. Roth said he sees a burden for the administration and questions if this is the best use of our monies and resources. Mrs. Freeman felt as a parent this is an important topic and we need to emphasize customer service. Mr. Howe suggested he gather all we have and work with Mr. Lawton to see where we are at regarding athletic policies and procedures. Mrs. Freeman sees it as protection for the district and parents and concurred with the suggestion of Mr. Howe. Mrs. Freeman would like the district to have a tool where we can say, here are some things you need to remember if you are going to coach for Camp Verde HS. However, she stated she doesn't want to make extra work for people.

Motion: Mr. Lawton moved to recommend Danny Howe gather the present athletic policies and present them at a future meeting. Mrs. Freeman seconded the motion. The motion carried 3-0.

Ayes: Roth, Freeman, and Lawton

Nays: 0

- g. *Discussion and possible action on Board member request for information on district job descriptions*

Mrs. Freeman questioned why this was an agenda item. Mr. Roth explained he wanted clarification on what specifically needed to be done. Mrs. Freeman asked if we still have a notebook with all the job descriptions. She thought she recalled a district policy requiring the superintendent to keep job descriptions

up to date. Mr. Howe shared we do have the book, but it has not been updated for a while. Mrs. Freeman thought we sometimes hire people for jobs we don't have and that we should have a description for each job. She questioned if the present transportation supervisor has the same responsibilities as the Transportation Director we used to have. Mrs. Freeman does not want the notebook redone, but feels we need to use it and keep it up to date. We do not want to reinvent the wheel, but want to make sure it is still working. Mr. Lawton said he believed part of the problem stems from recent changes to some district positions. Mrs. Freeman also felt there was a lot of information in the job descriptions that is not needed.

There was no action taken on this item.

9. ADMINISTRATIVE AND BOARD REPORTS

a. *Upcoming in November, AZMerit report*

Mr. Howe reported the AZMerit information will be presented to the board in November.

b. *High School supplementary English book list to be approved in November*

Mr. Howe reported the books are on display for 60 days to be approved in November.

c. *Enrollment report*

Mr. Howe reported enrollment is still doing fairly well.

There was no action taken on the above Items.

10. INFORMATION ONLY

a. *Updated Board annual calendar to include annual approval of Policy IHB- Special Instructional Programs, in September and IHBJ and IHBJ-R Indian Education, in October*

b. *Joint Meeting with Yavapai-Apache Council draft agenda for the October 16, 2018 meeting*

c. *Information on District Survey use*

No action requested on the items.

11. BOARD REQUEST FOR FUTURE AGENDA ITEMS

Mrs. Freeman asked we clarify this agenda item to better understand its purpose and avoid further confusion.

12. ADJOURNMENT

Motion: Mrs. Freeman moved to adjourn the meeting. Mr. Lawton seconded the motion. The motion carried 3-0. The meeting adjourned at 8:16 pm.

Ayes: Roth, Freeman, and Lawton

Nays: 0

SIGNING OF DOCUMENTS