

CAMP VERDE UNIFIED SCHOOL DISTRICT BOARD

MINUTES TAKEN

**NOVEMBER 14, 2017**

**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.

1. WELCOME AND CALL TO ORDER

Board President Mrs. Schneider called the meeting to order at 7:01 pm.

2. PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

CVHS Team Digital student Brittney Phelps led the Pledge of Allegiance. There was a moment of silence.

3. ROLL CALL

Board Members present were: Christine Schneider, Helen Freeman, Tim Roth, Kitty McDowell and Eric Lawton.

4. AGENDA REVIEW AND ACCEPTANCE

Motion: Mrs. Freeman moved, seconded by Mr. Lawton to approve the agenda as presented. The motion carried 4-1 with a nay from Mrs. McDowell.

5. PUBLIC PARTICIPATION/ CALL TO PUBLIC

There was no public participation.

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

Digital Media Teacher Ms. Scott and CVHS Team Digital students presented a brief summary of their Business Plan. The plan involves a web-based company called Skin City that will design and create vinyl covers that adhere to a variety of cell phones, providing quick design changes at a reasonable cost. The students will be presenting their 2018 Seventh Generation Business Plan at the Arizona State Capitol in January during the Indian Nations and Tribes Legislative Day. Camp Verde is the only High School team in the State competing against college students.

7. POTENTIAL ACTION ON PERSONNEL MATTERS AS RECOMMENDED BY THE SUPERINTENDENT

- A. Employment recommendations:  
Ligon, Victoria, Middle School Science Teacher
- B. Extra Duty/Coaches:  
Franklin, Tracy, ELL Tutoring  
Wall, Dan, HS Boys Basketball  
Luera, Jeff, HS Boys Basketball  
Perez, Javier, HS Boys Basketball  
Dubbs, Nick, HS Boys Basketball  
Hicks, Steve, HS Girls Basketball  
Wall, Amy, HS Girls Basketball  
Dubbs, Morgan, HS Girls Basketball  
Showers, Mark, HS Girls Basketball  
Tudor, Tracy, HS Wrestling  
Chagolla, Mario, HS Wrestling  
Black, Travis, HS Wrestling  
Uhler, Jeremy, HS Wrestling  
Tankesley, Brian, HS CTE Director  
Tankesley, Robin, MS Student Council
- C. Volunteers:  
Allred, Larry, HS Wrestling Volunteer  
Buss, Don, HS Girls Volunteer  
Brownell, Kimmie, ES Volunteer  
Diaz, Fernando, HS Volunteer  
Everts, Angela, ES Volunteer  
Garcia, Anthony, HS Volunteer  
Gardner, Jonathan, ES Volunteer  
Griffin, Hope, ES Volunteer  
Herrera, Thomas, HS Volunteer  
Herrera, Reyes, HS Volunteer  
Kirk, Crystal, HS Volunteer  
Manuel, Rhonda, MS Volunteer  
Navarro, Samantha, MS Volunteer  
Paluszcyk, Lisa, ES Volunteer  
Pedroza, Jose , ES Volunteer  
Petrie, Jennifer, ES Volunteer  
Pike, Patricia, HS Volunteer  
Pike, Steven, HS Volunteer  
Risk, Heather , ES Volunteer  
White, Miriam, ES Volunteer  
Wolfe, Jacob, HS Wrestling Volunteer  
Young, Jodi, ES Volunteer  
Zale, Carson, MS Volunteer
- D. Resignations/Retirements:  
Bustya, Susan, ES Health Aide, resignation effective 11/30/2017
- E. Transfers:

Motion: Mrs. Freeman moved, seconded by Mr. Roth to approve the personnel matters as recommended by the Superintendent. The motion carried 5-0.

8. POTENTIAL ACTION ON BUSINESS AND FINANCIAL MATTERS AS RECOMMENDED BY THE SUPERINTENDENT

- A. Expense Vouchers in the amount of \$ 258,582.18
- B. Payroll Vouchers in the amount of \$ 687,626.14
- C. Financial Updates
- D. Student Accounts

Motion: Mr. Roth moved, seconded by Mr. Lawton to approve the business and financial matters as recommended by the Superintendent. The motion carried 5-0.

9. POTENTIAL APPROVAL OF GOVERNING BOARD MINUTES

- A. Minutes taken during Joint and Regular Meeting October 11, 2017

Motion: Mr. Roth moved, seconded by Mrs. McDowell to approve the minutes taken October 11, 2017. The motion carried 5-0.

10. POTENTIAL ACTION ON THE CONSENT AGENDA

- A. Potential acceptance of donations for prizes to Camp Verde Elementary School's Fall Family Roundup to include: Crickets Restaurant, 2 meal certificates; JT Bistro, \$ 10.00 gift card; La Casita's \$ 20.00 gift card; Beto's Corner \$10.00 gift card; Thanks a Latte, \$ 10.00 gift card and three bags of coffee valued at \$ 11.99 each
- B. Potential approval of the contract with the Office of Administrative Hearings with regards to ARS 15-766 F.
- C. Potential approval of donation from James and Gloria Henderson Endowment Fund in the amount of \$ \$1,300.00 to be used for Friday Program, Adventures in Technology.
- D. Potential approval of donation from Alan Benfer Scholarship Fund in the amount of \$ 1,300.00 to be used for Friday Program, Growing Gardens
- E. Potential approval of Policy Advisory Volume 29, Number 4 to include Policy IJNDB Use of Technology Resources in Instruction
- F. Potential approval of text book purchase by Camp Verde High School according to Policy IJJ: Psychology, by David G Myers and it is the 7th edition

Motion: Mr. Roth moved, seconded by Mr. Lawton to approve the consent agenda as written. The motion carried 5-0.

11. DISCUSSION/REPORT ITEMS

- A. Site Council reports from the Elementary, Middle and High Schools

Fifth Grade Teacher Tammy Wattenbarger from the Elementary Site Council addressed the Board. Their Council meets on the last Monday of each month at 3:00 pm. The group collaborates on several projects including: curriculum, fieldtrip funding, holiday projects, parent nights, budget concerns, and how to best utilize tax credit dollars. They are looking for parents to join the Council.

Middle School Principal Danny Howe reported that thus far two Site Council meetings have been held at his school. The staff is actively working to recruit parents to join the Council. The group is currently focusing on raising money to buy hand-vacuums for each classroom. They meet on the last Thursday of each month at 7:00 am.

Parent Mr. Steve Pike reported that the High School Site Council consists of 2 parents, him and his wife. They are activity currently working on the High School handbook to include the student dress code. They meet the second Wednesday of each month at 7:00 am.

12. Discussion and possible action regarding Governing Board procedures with regards to canceling a Governing Board meeting. 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). The District's Attorney(s) may appear telephonically.  
Motion: Mrs. Freeman moved to convene in executive session pursuant to A.R.S. § 38-431.03(A)(3) for legal advice from the District's Attorney. Mr. Lawton seconded the motion. The motion carried 5-0.  
The Board entered executive session at 7:25 pm.  
The Board reconvened in open session at 7:52 pm.  
There was brief discussion on revising Policies BE and BED regarding School Board Meeting Procedures and Bylaws.  
There was some discussion on the Work Session meeting cancellation that occurred on the October 24, 2017.  
There was no action taken on the Item.
13. DISCUSSION AND POSSIBLE ACTION ITEMS
- A. Discussion and possible action to set a Work Session for the discussion on the Board's vision for Fifth-Day programs  
The Board discussed potential dates and times to schedule the Work Session. They agreed to add discussion on Policies BE and BED regarding School Board Meeting Procedures and Bylaws to the agenda for the Work Session regarding Fifth-Day Programs.  
Motion: Mr. Roth moved, seconded by Mr. Lawton to set a Work Session to go over Policies BE and BED starting at 3:30 pm and for one half hour, and then to have the second portion of the meeting for the Friday-Camp discussion to begin at 4:00 pm and end by 6:00 pm on the 27<sup>th</sup> of November. The motion carried 5-0.
- B. Discussion and Possible action on the ASBA Proposed Bylaws and Voting Instructions  
There was brief discussion on the proposed bylaws and the instructions for voting.  
Motion: Mrs. McDowell moved to accept the Arizona School Board's Association (ASBA) Proposed Bylaws and Voting Instructions. The motion died for lack of a second.  
Mr. Roth led the Board as they discussed their viewpoints on each of the proposed bylaws.  
Motion: Mr. Roth moved to accept ASBA Bylaw Proposals A, B, D, E, G and H. Mrs. Freeman seconded the motion. The motion carried 5-0.  
The Board asked that Superintendent/Governing Board Assistant Mrs. Hudson vote on their behalf.
- C. Discussion and Review of Governance Team Handbook  
The Board briefly discussed their handbook before tabling the Item until January.  
There was no action taken on the Item.
- D. Discussion and possible action on board annual self-evaluation, according to Policy BAA- Evaluation of School Board/ Board Self-Evaluation  
There was extensive discussion on the evaluation as the Board Members rated themselves as individuals as well as considering their overall functions a whole. As the Board went through the evaluation tool the members discussed their rationale

for the scores they had identified on the measurements. The Board discussed their different interpretations of the measurements. The Board discussed setting goals as well as going over the Governance Team Handbook during a Board Retreat in January. There was no action taken on the Item. The Board's evaluation is attached to the minutes (herein).

14. ADMINISTRATIVE AND BOARD REPORTS

A. Superintendent's Enrollment Report

Superintendent Goodwin reported that District student enrollment is down from last year, specifically in Kindergarten. There have also been a number of student discipline issues that have caused student suspensions contributing to the decline. Average daily attendance is up slightly from last year and is consistent with the State average of 93%.

B. Healthiest-you District Employee Utilization Report

Dr. Goodwin reported that the Healthiest-you dial-a-doc employee benefit program has reduced the District's medical costs.

C. Upcoming: November 29, 2017 Joint Meeting with the Yavapai-Apache Council and December 12, 2017 Regular Meeting and Superintendent Evaluation

Dr. Goodwin confirmed that the Yavapai-Apache Council would like to host the Joint Meeting.

D. Update on Spanish Club Puerto Rico trip cancelation

Superintendent Goodwin reported that because of the post-storm devastation in Puerto Rico the field trip was on hold. The earliest the Spanish Club may try to pursue the trip again may be in 2019.

E. Report on District-wide surveys to parents, staff and students to include the Elementary and Middle School Title I Survey, the K-12 Native American Parent Survey, the Exceptional Student Services Parent Satisfaction Survey, the Elementary School Faculty Survey, Elementary School Parent Survey and the Elementary School Student Survey, the Middle Fifth Day Interest Survey, the High School Academic Elective Survey and the High School Fifth Day Interest Survey

Dr. Goodwin reported that the results of the listed surveys would be coming forward at a later date. If the District decides to conduct further surveys the survey questions will need to be written objectively.

15. BOARD REQUEST FOR FUTURE AGENDA ITEMS

Mrs. Freeman asked to discuss the issue of students using drugs and alcohol; what the District is doing to educate students on the issue and intervene; what further resources might be available.

16. INFORMATION ONLY

A. 2017-2018 School Calendar

B. Superintendent Evaluation Forms to Governing Board

C. Strategic Plan update with fifth-day components

17. ADJOURNMENT

Motion: Mrs. Freeman moved, seconded by Mr. Lawton to adjourn the meeting. The motion carried 5-0. The meeting adjourned at 9:44 pm.

18. SIGNING OF DOCUMENTS

EXHIBIT

EVALUATION OF SCHOOL BOARD /  
BOARD SELF-EVALUATION  
ANNUAL SELF-APPRAISAL OF  
THE GOVERNING BOARD

The following list of items pertaining to the operation of the Governing Board is the basis for an annual self-evaluation. This may be carried out in conjunction with the annual evaluation of the Superintendent.

Please check the appropriate box for each item (**S = satisfactory, N = needs improvement, U = unsatisfactory**).

<i>*Board member scores are noted in the boxes below the scoring heading: S (Satisfactory) N (Needs Improvement and U (unsatisfactory)</i>
<b>To read the scores see the following example:</b>
SNU <b>2 2 1</b> = 2 board members scored the dimension satisfactory, 2 board members scored it as needs improvement and 1 board member scored it unsatisfactory

**A. Board Relationship with the Superintendent:**

SNU

**2 2 1** (1) The Board imparts information on issues, needs, and complaints in a manner allowing the Superintendent the opportunity to solve related problems in a professional manner.

SNU

**2 1 2** (2) The Board clearly interprets its position on controversial matters pertaining to the District, thereby enabling the Superintendent to properly carry out the wishes of the Board.

SNU

**1 2 1** (3) The Board disregards personalities and considers the recommendations of the Superintendent in an unbiased and objective manner.

SNU

**1 2 2** (4) The Board communicates views of personnel effectiveness, including views related to the Superintendent, in a confidential and professional manner.

**B. Board Relationship with the Community:**

SNU

**4 0 0** (1) The Board recognizes that the citizens have entrusted them with the educational development of the children and youth of this community.

SNU

**2 2 1** (2) The Board recognizes that the community expects their first and greatest concern to be in the best interest of each and every one of the young people without distinction as to who they are or what their background may be.

SNU

**4 1 0** (3) The Board enacts policies supporting the efforts of the administration in helping the people of this community to have the facts about their schools, to the end that they will readily provide the finest possible school program, school staff, and school facilities.

**C. Board Relationships Between Members During Meetings:**

SNU

**1 4 0** (1) Individual members of the Board treat other members of the Board and professional staff with respect during Board meetings.

SNU

**2 3 0** (2) Differences of opinion influencing Board member votes are based on the issues at hand and not on a personality basis.

SNU

**1 4 0** (3) All members of the Board conduct themselves in such a manner as to emphasize that individual Board members have authority only when convened in a legally conducted Board meeting with at least a quorum present.

**D. Board Relationships with Staff and Personnel:**

SNU

**5 0 0** (1) The Board requires the Superintendent to recommend personnel for their consideration and consistently adheres to this procedure.

SNU

**2 2 1** (2) The Board members make every effort to become acquainted with the personnel of the District.

SNU

**2 3 0** (3) The Board members' personal friendships with District personnel are maintained without allowing them to affect overall Board decisions and/or policies.

**E. Board Relationship to the Instructional Program:**

SNU

**2 3 0** (1) The Board makes an effort to keep informed about the instructional program by providing for periodic reports as deemed necessary and by periodic visitation in the schools.

SNU

**2 3 0** (2) The Board attempts to gain information from the community pertaining to instructional program needs.

SNU

**410**

(3) The Board maintains policies necessary to enable the educational staff to develop the educational program required to meet the needs of the community.

#### **F. Board Relationship to the Financial Management of the Schools:**

SNU

**500**

(1) The Board establishes the policies and provides the necessary resources to properly manage the finances of the District.

SNU

**500**

(2) The Board requires the proper accountability for the expenditure of funds in the District.

SNU

**500**

(3) The Board provides justified funding to maintain a high quality educational program in this District.

SNU

**140**

(4) The Board keeps the community informed about the financial needs of the District.

#### **G. General Statements:**

*\*not all general statements are listed. To view the written record please contact the District Office at 928-567-8005 and fill out a public records request.*

- (1) List in order of priority four (4) challenges the Board faces:
  - (a) Communication and trust in leadership; Board communications and trust in those communicating; allowing the Superintendent to administer to the staff without interference
  - (b) Budget concerns; lack of leadership; leadership stability in the District; the need to insist on changes to teaching strategies and use of new materials to increase student learning
  - (c) staff morale issues; obtaining valid data driven testing and programs and curriculum to address the needs of the students; implementing changes based on evaluation of testing
  - (d) increased drug use by students; utilizing the student toolbox to promote the personal success of individual students; needing staff accountability for student education



(2) List any weaknesses you have observed in the operation of the school system:

- Lack of trust
- The AZMERIT scores need to be addressed, proposals need to come forward to change this. Either quantity (5 day week) and/or quality (rigor in programs) needs to be addressed. The staff has been led to believe that the superintendent will not be receiving a contract renewal and this has stripped his authority to lead.
- Not using the strategic plan effectively. Need better rollout procedures for new programs and processes. Need process for promoting innovation at the staff level (job ownership).
- The Board - and its inability to lead the District, inability to stand united on items already voted upon, and its inability to trust

(3) List any significant accomplishments made by the school system during the past year:

- 5<sup>th</sup> day programs have grown and expanded
- Budget stability
- Admin team working together better and with more autonomy in their schools
- Expanded class choices for students
- Capturing Kid's Hearts growth and recognition
- Improved relationships with the Yavapai-Apache Nation
- We have a functional strategic plan
- We receive weekly Board updates