

**CAMP VERDE UNIFIED SCHOOL DISTRICT BOARD MINUTES**  
**TAKEN**  
**SEPTEMBER 11, 2018**  
**REGULAR MEETING**  
**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  
President Tim Roth called the meeting to order at 6:30 pm.
2. PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE  
Mr. Mark Showers led the Pledge of Allegiance. Those present acknowledged Patriot Day in their moment of silence.
3. ROLL CALL  
Board members present were: Tim Roth, Helen Freeman, Bob Simbric, and Eric Lawton.  
Board member Kitty McDowell joined the meeting at 6:56 pm.
4. DISCUSSION ON PROFESSIONAL DEVELOPMENT BOOK – THE SPEED OF TRUST  
The Board and the Administrative team discussed Cores 3 and 4 on capabilities and results in the book The Speed of Trust.  
There was no action on the item.

**REGULAR SESSION 7:00 PM**

1. AGENDA REVIEW AND ACCEPTANCE  
Motion: Mrs. Freeman moved, seconded by Mr. Lawton, to accept the agenda as presented. The motion carried 5-0.  
Ayes: Roth, Freeman, Simbric, McDowell, and Lawton  
Nays: 0
2. PUBLIC PARTICIPATION/ CALL TO PUBLIC  
Administrator-In-Charge Mr. Howe gave an update on the traffic in front of the Elementary School. He and Principal Mrs. Booth worked together to have the building staffed and opened earlier in the morning and the traffic rerouted to turn right only after student drop-off in the mornings. They are still working on a solution for the afternoon traffic.
3. STAFF/STUDENT/COMMUNITY RECOGNITION AND CELEBRATION OF GOOD THINGS  
Mr. Howe recognized District Mechanics John Rawson, Tim Conerly and Bruce Westburg (not present). The men have been able to find inexpensive vehicles, from

mowers to busses, repair them, and put them to work for the District. They are very valuable members of the staff; their diligence and knowledge have saved the District much expense.

4. POTENTIAL ACTION ON PERSONNEL MATTERS

- a. *Resignations/retirements:*  
*Christina Gilbert, Director of Special Services, resignation effective August 17, 2018*  
*Matson Breakey, Bus Driver, resignation effective September 13, 2018*  
*Adrian Selby, High School Paraprofessional, resignation effective August 30, 2018*  
*Joe Mazur, Custodian, resignation effective August 28, 2018*  
*Jennifer Mazur, Preschool Teacher, resignation effective August 28, 2018*  
*Ann Martin, Paraprofessional Library Aid, resignation effective September 6, 2018*  
*Rita Storms, recommended termination, effective September 11, 2018*
- b. *Employment recommendations:*  
*Paula Lester, Bus Dispatcher*  
*Miriam Urias, Custodian*  
*Melissa O'Dell, Paraprofessional Preschool and Life skills*  
*Regina Christenson, Kindergarten Teacher*  
*Joshua Fant, Computer Technician*
- c. *Transfers:*  
*Tanis Moore, from DO Admin Assistant to Payroll Coordinator*  
*Rainee Armstrong, from Transportation Lead to DO Admin Assistant*  
*Cecilia Ortiz, from Elementary Custodian to Middle School Custodian*  
*Ed McAnally, from Middle School Custodian to Elementary Custodian*
- d. *Extra Duty:*  
*Briana Furguson, Paraprofessional, extra hours needed to cover high school vacancy*  
*Kathy King, Teaching Prep Hour*
- e. *Friday Camp Coaches:*  
*Lisa Powers*  
*Felicia Padilla*  
*Lindsey Lowman*  
*Lisa Mina*  
*Ann Martin*  
*Bill Helm*  
*Greg Collins*  
*Angela Grubbs*  
*Debbie Whitelaw*  
*Shelley Surber*
- f. *Coaches/Athletics:*  
*Debbie Miller, High School Boys Soccer Volunteer*
- g. *Volunteers:*  
*Bill Gatchell, High School Sports Security*  
*Bethany Brady, Elementary*  
*Kimberly Carrillo, Elementary*  
*Chrystal Drake, Elementary*  
*Michael Jardine, Elementary Big Brothers, Big Sisters*

Motion: Mrs. Freeman moved, seconded by Mr. Lawton to accept the personnel matters as listed. The motion carried 5-0.

Ayes: Roth, Freeman, Simbric, McDowell, and Lawton

Nays: 0

5. POTENTIAL ACTION ON BUSINESS AND FINANCIAL MATTERS

- a. *Expense Vouchers in the amount of \$ 474, 850.39*
- b. *Payroll Vouchers in the amount of \$ 757, 273.97*
- c. *Financial Updates*

Motion: Mrs. McDowell moved, seconded by Mr. Lawton to accept the business and financial matters. The motion carried 5-0.

Ayes: Roth, Freeman, Simbric, McDowell, and Lawton

Nays: 0

6. POTENTIAL APPROVAL OF GOVERNING BOARD MINUTES

- a. *Minutes taken August 14, 2018, Regular Board Meeting*

Motion: Mrs. Freeman moved to accept the minutes taken, during the August 14 meeting. Mrs. McDowell seconded the motion. The motion carried 5-0.

Ayes: Roth, Freeman, Simbric, McDowell, and Lawton

Nays: 0

7. POTENTIAL ACTION ON THE CONSENT AGENDA

- a. *Potential approval of the Intergovernmental Agreement with Yavapai College regarding dual enrollment credit for Camp Verde students*
- b. *Potential approval of Policy IGD – Curriculum Adoption as Second Read*
- c. *Potential acceptance of technology equipment donations through Computers for Learning federal program in the approximate amount of \$ 61,892.00*
- d. *Potential approval of Conflict waiver for Yavapai County Attorney concerning the Yavapai Free Library District*

Motion: Mrs. Freeman moved, seconded by Mrs. McDowell to accept the Items on the consent agenda. The motion carried 5-0.

Ayes: Roth, Freeman, Simbric, McDowell, and Lawton

Nays: 0

8. DISCUSSION, REPORT AND POSSIBLE ACTION ITEMS

- a. *Discussion/update on District Enrollment and Average Daily Membership as well as Free and Reduced Meals status*

Mr. Howe reported the enrollment numbers are up by 50 students from this time last year. The High School has had the largest student incline, while the Elementary School enrollment has slightly declined. South Verde High School and the Accommodation School enrollment numbers have both increased while the Middle School is holding steady.

Though the cafeteria staff has been very diligent getting applications back for free and reduced lunch, the numbers have remained steady. The rise of the State minimum wage is likely a contributing factor.

- b. *Discussion/review of Governing Team Goals*

The Board evaluated their progress on the three goals:

Board Members should attend a school event or visit a school site at least once each quarter.

The Board will seek to gain information from the community and to disseminate information to the community through innovative avenues.

To abide by the Governance Team Handbook, and to respectfully hold themselves and each other accountable for working together as a team.

The Board agreed that the second goal still needed work.

There was no action taken on the Item.

- c. *Discussion and possible action to accept Policies as listed in the Arizona School Boards Association Advisory, Volume 30, Number 3, as First Read*  
*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*

There was a brief discussion on each policy listed.

Motion: Mrs. Freeman moved, seconded by Mr. Lawton to accept the policies listed on the agenda as First Read. The motion carried 5-0.

Ayes: Roth, Freeman, Simbric, McDowell, and Lawton

Nays: 0

- d. *Discussion/ update on the District Strategic Plan*  
 Mrs. Freeman reported on the Strategic Plan and the addition of action words to show what the District is doing, making it a public friendly as possible.  
 There was no action taken by the Board.

- e. *Discussion and possible action on Policy JFB – Open Enrollment, as First Read*  
 Mr. Howe explained the policy had to be rewritten to gage the programmatic needs of the students and the Districts ability to provide the needed programs. He recommended that the Board take the dates for enrollment application out of the policy to allow for open enrollment year round.  
Motion: Mrs. Freeman moved, seconded by Mr. Lawton to accept Policy JFB, Open Enrollment as First Read. The motion carried 5-0.  
Ayes: Roth, Freeman, Simbric, McDowell, and Lawton  
Nays: 0

- f. *Discussion and possible action to set a joint work session with the Yavapai Apache Tribal Council on October 9, 2018 at 5:30 pm or another time suitable to the Board*  
 There was discussion on a potential meeting time. The Board requested that the Council be contacted to request a date. No official action was taken by the Board.

9. ADMINISTRATIVE AND BOARD REPORTS

- a. *Upcoming in October, AZMerit report*  
 Mr. Howe explained that the AZMerit portal is down and the State does not expect it to be up until mid-October. Therefore, the report to the Board will be pushed back to November.

10. INFORMATION ONLY

- a. Board annual calendar
- b. High School supplementary English book list

11. BOARD REQUEST FOR FUTURE AGENDA ITEMS

- Mr. Roth asked to have the Board Goal discussion on gaining and discriminating information to and from the community, to include the school website.
- Mrs. Freeman asked to have a report or a list of the current job descriptions in the District.
- Mrs. Freeman asked to have a report on District survey data usage.
- Mr. Lawton asked to have a report on staff evaluations to ensure that people that hold more than one title are evaluated for each job.
- Mr. Lawton asked to have a report or discussion on the District's athletic policies.
- Mrs. Freeman asked for an update on the Phillip England Center Performing Arts Foundation happenings.

12. ADJOURNMENT

Motion: Mrs. McDowell moved to adjourn the meeting. Mrs. Freeman seconded the motion. The motion carried 5-0. The meeting adjourned at 8:13 pm.

Ayes: Roth, Freeman, Simbric, McDowell, and Lawton

Nays: 0

13. SIGNING OF DOCUMENTS