

NOTICE OF A MEETING OF THE BOARD OF TRUSTEES OF THE TOMBSTONE UNIFIED SCHOOL DISTRICT NO 1 PURSUANT TO A.R.S. Paragraph 38-431.02 notice is hereby given to the members of the board of trustees of the Tombstone Unified School District No 1 and to the general public that the board will hold a telephonic or **Regular Governing Board Meeting** open to the public on **July 8, 2020** beginning at **5:30 PM** at **Tombstone High School Madeline Giacomma Wyatt Commons Area** located at **1211 N. Yellowjacketway, Tombstone, Arizona.**

Pursuant to A.R.S. §38-431.03 (A)(3) the Board may choose to discuss or consult with the Board's attorney in person or via telephonic conference call, in executive session, on any matter listed on the agenda

**I.** **Call to Order Meeting** called to order at 5:30. In attendance were Mr. Hayhurst, Mr. Shelley, Mr. Guin, Mr. Keeling and Superintendent Devere. Mr. Dotson was absent.

**II.** **Pledge of Allegiance**

**III.** **Presentations-None**

**IV.** **Call to the Public** – “This is an opportunity for public comment. Unless the comment relates to an agenda item, Board Action is limited to directing staff to study and/or schedule the matter for future consideration. Members of the Board may respond to criticism. Comments shall be limited to three (3) minutes. In situations where a number of persons desire to present comments on the same subject, the Governing Board Chair may impose lesser time limits on each person's comments and an overall time limit on public comments in general.”

**COMMENTS SHALL BE LIMITED TO 3 MINUTES**

*Mr. Keeling made a motion to move VI, 2) on the Discussion/Action agenda to the consent agenda. Mr. Guin 2<sup>nd</sup> the motion. All were in favor, motion passed with a vote of 4-0. This is now item #8 on the consent agenda.*

*Mr. Guin made a motion to accept consent agenda, Mr. Keeling 2<sup>nd</sup> it. All were in favor, motion passed with a vote of 4-0.*

**V.** **Adoption of Consent Agenda**

**1)** **Approval of Payroll and Vouchers** (Grant & M&O)

i.	Payroll 26	\$ 176,366.17
ii.	Payroll 27	\$ 149,418.79
iii.	Payroll 28	\$ 84,002.75
iv.	Payroll 29	\$ 7,009.41
v.	Payroll 1	\$ 43,574.84
vi.	Expense 2025	\$ 94,299.58

(Vouchers may be viewed at the district office or online at [tombstoneschools.org](http://tombstoneschools.org))

**2)** **Personnel Matters**

**a.** **Sports/Clubs /Extended Duty Contracts** (M&O unless specified)

i. None

**b.** **Letter of Appointment**

i. Haymore, Savannah WJM Para Educator

**c.** **Substitutes**

i. Allen, Ryne

iii. Black, Andrea

ii. Birch, Tamera

iv. Buchan, Tom

- v. Burden, Gary
- vi. Burnett, Bruce
- vii. Carruthers, Sandra
- viii. Carter, Linda
- ix. Cecil, Linda
- x. Chambers, Doyle
- xi. Gaefke, Dave
- xii. Hennessey, Judy
- xiii. Lane, Steve
- xiv. Lewis David
- xv. Lyken, Ann
- xvi. Mills, Alexis
- xvii. Mueller, Steven
- xviii. Smeal, Laura
- xix. Stewart, Juliana
- xx. Troncale, Karen
- xxi. Valenzuela, Kristin
- xxii. Mohr, Linde

**d. Volunteer with Stipend**

- i. Williams, Jenna THS Cheer Coach

**e. Resignation/Termination**

- i. Conklin, Maria (Gabi) HCS/WJM Counselor
- ii. Arnett, Keith HCS Maintenance
- iii. Northcutt, Tammy HCS LTS
- iv. Garcia-Ford, Maria HCS LTS

**f. Contracted Staff**

- ii. Farmer, Patrick THS Chemistry/Physics Teacher
- iii. Brown, Joseph THS English Teacher
- iv. McGoldrick, Thomas THS Counselor
- v. Monteras, Roseller WJM Teacher

**3) Minutes for Approval**

- i. 6/10/2020

**4) Approval for Superintendent to sign payroll and expense vouchers to send to county for processing and Gov. Board to ratify at next meetings**

**5) Approval of lease to purchase contract and maintenance agreement for 5 years with All Copy Products (formerly Copygraphix)**

**6) Approval of leave payout for the following**

- i. Conklin, Maria
- ii. Arnett, Keith
- iii. Wilson, Megan
- iv. Northcutt, Tammy

**7) Approval of the following Purchased Service Personnel to provide Occupational Therapy for Tombstone Unified School District #1 for FY 2020-2021.**

- i. Occupational Therapist- Futures Education, offers to provide occupational therapy services district wide for the 20/21 SY. \$80.00 PH(OTR)or \$65.00(OTR Assistant)

**8) Discussion/Action: Approval of the following TUSD staff members as signers on the checking accounts at Vantage West Credit Union as of July 1, 2020**

- i. Account # 0000210802 - Revolving Fund-R.Devere, D.Bojorquez, D.Thursby, K. Lopez, N. Luna
- ii. Account # 0000214650 - Food Service- R.Devere, D.Bojorquez, D.Thursby, N. Luna,

- K. Lopez
- iii. Account # 0000214651 -HCS R.Devere, K. Beaman, J. Paz, N. Luna
  - iv. Account # 0000214652 -WJM R.Devere, D.Bojorquez, D.Thursby,  
N. Luna, S, Roppe
  - v. Account # 0000214653 -THS R.Devere, D.Thursby, James Milligan, N. Luna
  - vi. Account # 0000214692 -Withholding -R.Devere, D.Bojorquez, D.Thursby, N. Luna,  
K. Lopez
  - vii. Account # 0000217239 -Auxiliary R.Devere, D.Bojorquez, D.Thursby, N. Luna,  
K. Lopez

## **VI. Reports and Communications**

### **1) Principal Updates**

- i. THS-David Thursby  
*Mr. Thursby continued his praise on the graduation held in June. He has been busy looking to fill positions at THS and now has all of his teaching positions and a full time counselor filled, all which are HQ. Enrollment is at 452 with 28 on a waiting list. Maintenance and custodial have been hard at work this summer. Mrs. Ford has completed the requirements for her to become dual credit certified as well as Mr. Matchette.*
- ii. HCS-Kevin Beaman. Lots of work has been completed on campus.  
*Staff has been actively working to utilize all of the rooms to accommodate more spacing. The sprinklers on the football field are working and more grass seed has been planted. The gym flooring has been stripped and walls painted and new padding under the hoop. The gym has a much needed new shine to it. HCS is also fully staffed for the new year.*
- iii. WJM-Scot Roppe-no update from Mr. Roppe

### **2) Robert Devere, Superintendent**

- i. District Wide Update,  
*Enrollment is down at HCS and WJM, with a lack of kdg. Students. We anticipate them enrolling. We are currently guaranteed 98% of ADM funding from 19/20. SFB projects are in different stages of work. We are out to bid on A/C projects at THS and HCS. A walk-thru is happening next week. And a PO is being cut for architect projects. SY 20/21 has many unknowns right now, there are some concerns on the opening by some teachers. The AIA has pushed off the start of the fall season until 8/17 and are considering several different options. The CAC (Jr High league) has cancelled its 1<sup>st</sup> of 4 seasons for the 20/21 SY. Mr. Hayhurst wants to see if the jr high teams can still play some games with other schools. Mr. Beaman will look into this. Mr. Devere shared some of the results from the parent/staff survey sent out. The hottest topic is masks. Mr. Hayhurst asked what the max enrollment is for THS, Mr. Thursby responded 460.*
- ii. Student Enrollment – WJM 122, HCS 267, THS 450 (as of 8/18/2020)

### **3) Nora Luna-Business Office**

- i. Monthly Financial Report  
**Levy Funds**  
*Updated budget to last revision; June. Current M&O budget usage is 78.93%, Capital usage is at 28.69%.*

**Grant Funds Update**

Beginning Completion Reports. We have 4 grants that extend until 9/30/2020. ESSER – CARES ACT Funds have been allocated @ \$238,267.88

**Budget Funds**

Will begin to close out 1920 we should have one more 1920 expense voucher. We currently have only 16 open p.o.'s which 10 are utility/monthly service, 3 Lowes and 3 misc. Once we close out we can calculate Pre-pays for 2021 and have a good estimate on carryover funds. New year payroll has begun for 12 month employees. We also have our 1st expense voucher out.

**Cash Funds Update**

The district has numerous funds that operate on a cash–available basis. Month end Tax Credit is \$74335.13. Revenues from donors are accepted until April 15, 2020 for 2019-20 tax credits. Instructional Improvement, Fund 020, has cash of \$70,768.82. Revenue for qtr 3 and 4 totaling 27,517.30 have not been received for fund 961, there will be an adjustment to zero at year end per auditor advice. This fund will also be changing to a state project fund # between the 465-499 range, per the auditor general advice.

**Child Nutrition Program Update**

Positive balance of \$70,442.49. Invoices up to date.

USAGE Year to Date: Zero Usage

Financial Activity FY 1920 YTD

Total Payroll: M&O June 30, 2020

\$4,523,546.51 (includes benefits)

From a total of \$5,810,225.56.

(\$1,286,679.05 Difference)

Total A/P: M&O June 30, 2020

\$1,338,574.79

From a total of \$2,257,018.44

(\$918,443.65 Difference) Excluding 67XX

Proposed Budget 2021- \$7,680,009 (M&O)

Conservative - Estimated ADM @ 750 from current 766.799.

Increase of \$248,430 from final revision. (\$7,431,579- \$7,680,009). Average

5% increase. Classroom site fund has an approximate .8% increase. Tuition

from Palominas is estimated at \$431,579, a decrease \$230,539 (431,579-

662,118). From final 1920 enrollment #'s (80) enrollment estimated at 75.

Capital outlay was increased to \$500,047 from \$474,321. (\$74,274)

Transportation calculations (TSL) were based on 2019 reporting.

**Budget Funds 2021**

Base level funding increased (\$125.30) from \$4,150.43 to \$4,305.73.

The Proposition 301 (CSF): Funding per pupil for FY 2020 has decreased from

\$434 to \$425 per W.P. (weighted pupil) Unit. Projected revenues in FY 2021 are

projected at \$749,205 (All funds: 011.012.013) due to increase of wp. This fund

is used to compensate certified teachers and was recently renewed.

Prop 123 increased statewide from 50M to 75M, estimated revenue is \$64,554

an increase of \$21,518.

Tax rate down .066 (4.0700-4.0031)

History of Line of Credit: FY 1920

LOC Limit: \$2,200,000.00

April 24, 2016 LOC Balance: \$169,700

June 1, 2016 LOC Balance: \$0.00

- 4) **Old Business**
  - i. HCS Easement-*The Easement was an item on the agenda for a Town Council meeting and was voted down. Mr. Keeling asked if we can have our new attorney look into it.*
- 5) **Board Member Current Event Comments**  
*Mr. Keeling is happy to be here and Mr. Hayurst said he has a lot of faith in the people in the room in regards to the new school year.*

**Break for Trivia Drawing for Teachers!**

*Brian Miller won \$50.00*

**VII. Discussion/Action Agenda**

- 1) **Discussion/Action:** Approval of 2020/2021 Adopted Budget  
*Motion was made to approve by Mr. Guin and 2<sup>nd</sup> by Mr. Keeling. All were in favor with motion passing with a vote of 4-0*

*Item #2 was moved to consent agenda*

- 2) **Discussion/Action:** ~~Approval of the following TUSD staff members as signers on the checking accounts at Vantage West Credit Union as of July 1, 2020~~

- ~~i. Account # 0000210802 – Revolving Fund R.Devere, D.Bojorquez, D.Thursby, K. Lopez, N. Luna~~
- ~~ii. Account # 0000214650 – Food Service R.Devere, D.Bojorquez, D.Thursby, N. Luna, K. Lopez~~
- ~~iii. Account # 0000214651 – HCS R.Devere, K. Beaman, J. Paz, N. Luna~~
- ~~iv. Account # 0000214652 – WJM R.Devere, D.Bojorquez, D.Thursby, N. Luna, S. Roppe~~
- ~~v. Account # 0000214653 – THS R.Devere, D.Thursby, James Milligan, N. Luna~~
- ~~vi. Account # 0000214692 – Withholding – R.Devere, D.Bojorquez, D.Thursby, N. Luna, K. Lopez~~
- ~~vii. Account # 0000217239 – Auxiliary R.Devere, D.Bojorquez, D.Thursby, N. Luna, K. Lopez~~

- 3) **Discussion/Action:** ~~Approval of Coaches Evaluation Administrative Procedures~~  
*Mr. Miller shared the new procedures, Mr. Hayhurst agrees with them but envisions athletic department goals and objectives and is looking for more metrics.*  
*Motion made to table item until August by Mr. Keeling and 2<sup>nd</sup> by Mr. Guin. Motion passed with a vote of 4-0.*
- 4) **Discussion/Action:** Approval of TUSD Eligibility Administrative Procedures  
*Motion made to approve by Mr. Hayhurst and 2<sup>nd</sup> by Mr. Keeling. All were in favor, motion passed with a vote of 4-0*

- 5) **Discussion/Action:** Approval of \$150.00 for 1 day of teacher PD as additional training for remote instruction and Microsoft 365.  
*This will add one day on to the teacher contracted days and will consist of training/preparation in the event we have to move to remote instruction, and will be paid out of ESSA.*  
*Motion made to approve by Mr. Keeling and 2<sup>nd</sup> by Mr. Hayurst. All were in favor, motion passed with a vote of 4-0*
- 6) **Discussion/Action:** Approval of calendar adjustment for the 20/21 SY  
*8/17/20 will be the start date. Even if Governor Ducey pushes the date back, we will begin remotely. This calendar has been altered to meet the mandate of 180 days.*  
*Motion made to approve by Mr. Guin and 2<sup>nd</sup> by Mr. Shelley. All were in favor, motion passed with a vote of 4-0.*
- 7) **Discussion/Action:** Approval of instructional plan for 20/21 as mandated by AZCARES Act and Governor Ducey's Executive Order  
*Mr. Hayhurst realizes this will be tough for teachers, but knows there is nothing that can be done about it. Mr. Devere explained this was written by our Admin team to submit to ADE and is as straight-lined as possible to meet requirements.*  
*Motion was made to approve by Mr. Keeling and 2<sup>nd</sup> by Mr. Mr. Guin. All were in favor, motion passed with a vote of 4-0*
- 8) **Discussion/Action:** Adoption of Resolution authorizing the Superintendent to implement changes regarding Covid-19 related issues for the 20/21 SY  
*Motion made to approve by Mr. Guin and 2<sup>nd</sup> by Mr. Shelley. All were in favor, motion passed with a vote of 4-0*
- 9) **Executive Session:** Pursuant to A.R.S., 38-431.03 A (2) 15-342.1 the Board may choose to vote to go into executive session to discuss personnel matters relating to the employment of Scot Roppe. This session may be via telephonic or zoom.  
*Motion made to enter into executive session at 6:42 by Mr. Keeling and 2<sup>nd</sup> by Mr. Guin. All were in favor, motion passed with a vote of 4-0.*  
*Board came out of executive session at 7:12 and resumed meeting*
- ~~10) **Discussion/Action:** Approval of change of job duties for Scot Roppe  
*Motion made to table item by Mr. Keeling and 2<sup>nd</sup> by Mr. Guin. All were in favor, motion passed with a vote of 4-0*~~
- ~~11) **Discussion/Action:** Approval to create WJM Principals assistant position for the 20/21 SY  
*Motion made to table item by Mr. Keeling and 2<sup>nd</sup> by Mr. Guin. All were in favor, motion passed with a vote of 4-0*~~
- 12) **Discussion:** Future Agenda Items-*none*
- 13) **Discussion:** Board Comments  
*Mr. Hayhurst commented that the staff is doing a great job in this difficult situation.*
- 14) **Discussion:** Up-Coming Events

**VIII.** **Future Agenda Items**

**Next Board Meeting**

August 12, 2020    Huachuca City School

September 9, 2020    Tombstone High School

October 14, 2020    Huachuca City School

**IX.** **Adjournment** *Motion was made to adjourn at 7:15 by Mr. Guin and 2<sup>nd</sup> by Mr. Keeling. All were in favor, motion passed with a vote of 4-0*