WILLCOX UNIFIED SCHOOL DISTRICT NO. 13

480 NORTH BISBEE AVENUE

WILLCOX, ARIZONA 85643

REGULAR BOARD MEETING MINUTES

July 10, 2018 6:00 P.M.

DISTRICT OFFICE

|  |  |
| --- | --- |
| Board Members Present:  Dwayne Owen  Mark Hopkins  Gary Clement  Doris Jones | Others Present: Kevin Davis, Tom Currin, Steve Reno, Steve Campagna, Kris Duncan, Penny Long |

PLEASE SILENCE YOUR PHONES

**MINUTES**

**July 10, 2018**

**6:00 PM**

**I. Opening of Meeting**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Invocation for the Governing Board
4. Adoption of Agenda

**II.** **Call To The Public**

The public is invited to address the Board on any issue within its jurisdiction, subject to reasonable time, place and manner restrictions. Governing Board members are not permitted to discuss or take legal action on matters raised during open call to the public unless the matters are properly noticed for discussion and legal action. However, Arizona law permits Governing Board members to do the following at the conclusion of the open call to the public: (a) Respond to criticism made by those who have addressed the Board; (b) Ask staff to review a matter; or (c) Ask that a matter be placed on a future agenda. Persons desiring to address the Board must first be recognized by the Board President. Before speaking, the individual must state his/her name. Duration of comments may be limited by the Board President. Persons with specific problems or concerns regarding personnel are encouraged to utilize Governing Board Policy KEB, “Public Concerns and Complaints Against Personnel”.

**III.** **Administrative Reports / Summary of Current Events**

Superintendent’s Report – The Superintendent will report on the following items:

A. Summer Activities

The Superintendent and/or the Governing Board members may present a brief summary of current events. The Board will not propose, discuss, deliberate or take legal action on any matter on the summary, unless the specific matter is properly noticed for legal action.

**IV. Consent Agenda**

A. [Approval of Minutes](file:///\\kobol\DO%20Staff\Superintendent.Secretary\Gov%20Board%20Agendas\8-7-18%20Governing%20Board%20Agenda%20and%20Backup\1%20-6-12-18%20Regular%20Minutes.docx) – Consideration of approving the minutes of the Regular Meeting Dated June 12, 2018, and the as noted in the board backup.

B. [Ratification of Expense and Payroll Vouchers](file:///\\kobol\DO%20Staff\Superintendent.Secretary\Gov%20Board%20Agendas\8-7-18%20Governing%20Board%20Agenda%20and%20Backup\7-10-18%20IV.%20B.%20Expense%20and%20Payroll%20Vouchers.doc) – Consideration of approving the following expense and payroll vouchers as noted in the Board backup:

1. Expense - [#1831](file:///\\kobol\DO%20Staff\Superintendent.Secretary\Gov%20Board%20Agendas\8-7-18%20Governing%20Board%20Agenda%20and%20Backup\Expense%20Voucher%201831.pdf) for 3,184.53; [#1832](file:///\\kobol\DO%20Staff\Superintendent.Secretary\Gov%20Board%20Agendas\8-7-18%20Governing%20Board%20Agenda%20and%20Backup\Expense%20Voucher%201832.pdf) for $10,923.64; [#1833](file:///\\kobol\DO%20Staff\Superintendent.Secretary\Gov%20Board%20Agendas\8-7-18%20Governing%20Board%20Agenda%20and%20Backup\Expense%20Voucher%201833.pdf) for $35,979.56
2. Payroll – [#25](file:///\\kobol\DO%20Staff\Superintendent.Secretary\Gov%20Board%20Agendas\8-7-18%20Governing%20Board%20Agenda%20and%20Backup\Payroll%20Voucher%2025%20revise.pdf) for $240,349.32; [#26](file:///\\kobol\DO%20Staff\Superintendent.Secretary\Gov%20Board%20Agendas\8-7-18%20Governing%20Board%20Agenda%20and%20Backup\Payroll%20Voucher%2026.pdf) for $288,729.80; [#27](file:///\\kobol\DO%20Staff\Superintendent.Secretary\Gov%20Board%20Agendas\8-7-18%20Governing%20Board%20Agenda%20and%20Backup\Payroll%20Voucher%2027.pdf) for $122,278.04; [#28](file:///\\kobol\DO%20Staff\Superintendent.Secretary\Gov%20Board%20Agendas\8-7-18%20Governing%20Board%20Agenda%20and%20Backup\Payroll%20Voucher%2028.pdf) for $118,872.28

C. [Approval of Activity Accounts](file:///\\kobol\DO%20Staff\Superintendent.Secretary\Gov%20Board%20Agendas\8-7-18%20Governing%20Board%20Agenda%20and%20Backup\7-10-18%20IV.%20C.%20Activity.doc) – Consideration of approving the activity accounts for the month of May as noted in the Board backup.

D. [Approval of Willcox Rock and Sand Inc.](file:///\\kobol\DO%20Staff\Superintendent.Secretary\Gov%20Board%20Agendas\8-7-18%20Governing%20Board%20Agenda%20and%20Backup\7-10-18%20IV.%20D.%20Willcox%20Rock%20and%20Sand%20Inc%2071018.pdf) Payment – Consideration of approving payment to Willcox Rock and Sand Inc. as noted in the Board backup.

Invoice [# 8216](file:///\\kobol\DO%20Staff\Superintendent.Secretary\Gov%20Board%20Agendas\8-7-18%20Governing%20Board%20Agenda%20and%20Backup\7-10-18%20IV.%20D.%20Willcox%20Rock%20and%20Sand%20Inc%2071018.pdf) for $590.04

E. [Personnel](file:///\\kobol\DO%20Staff\Superintendent.Secretary\Gov%20Board%20Agendas\8-7-18%20Governing%20Board%20Agenda%20and%20Backup\7-10-18%20IV.%20E.%20Personnel.doc) –

1. Hiring – FY 2018-2019- Consideration of approving the following hiring for FY 2018-2019,

Contingent upon approval of fingerprint background check/clearance card when required:

a. Kelly Van Shaar, High School, Digital Visual Arts and Technical Theatre Instructor, Effective August 1, 2018.

b. Phillip Steward, High School, Head Girls Basketball Coach, Effective August 1, 2018.

c. Katrina Garza, High School, IDEA Teachers Assistant, Effective August 1, 2018. d. Fred Martin, Elementary School, Kindergarten Teacher, Effective August 1, 2018. e. Joylene Pando, Elementary School, Temporary Pre-K Paraprofessional, Effective August 6, 2018.

f. Melanie Williams, Elementary School, Paraprofessional, Effective August 1, 2018.

g. Priscilla Tipler, Elementary School, Paraprofessional, Effective August 1, 2018.

h. Linda McCann, Substitute Teacher, Effective August 1, 2018.

i. Amanda Lunt, Substitute Teacher, $11.88 per hour for 8 hours a day, Effective August 1, 2018.

2. Hiring – FY 2017-2018 – Consideration of approving the following hiring for FY 2017-2018, contingent upon approval of fingerprint background check/clearance card when required:

a. James Stalder, Bus Driver, Effective June 30, 2018.

3. Employee Resignations - Consideration of approving the following Employee Resignation

a. Patti Gallagher, District Office Accounts Payable, Effective June 11, 2018.

F. [Donations](file:///\\kobol\DO%20Staff\Superintendent.Secretary\Gov%20Board%20Agendas\8-7-18%20Governing%20Board%20Agenda%20and%20Backup\7-10-18%20IV.%20F.%20Donations.doc) – Consideration of approving the donations to the District listed in the Board backup.

1. SSVEC: Monetary donation to Willcox High School Science department for $1000.00.

2. NCCH: Monetary donation to Willcox High School Science department for $50.00.

3. West Central Initiative: Monetary donation to Willcox High School Science department for $500.00.

G. [2018-2019 Extra Duty list](file:///\\kobol\DO%20Staff\Superintendent.Secretary\Gov%20Board%20Agendas\8-7-18%20Governing%20Board%20Agenda%20and%20Backup\Ex%20Duty%201819%207-7-18.xlsx) – Consideration of approving the FY 2018-2019 Extra Duty list as noted Board

Backup.

**Gary Clement made a motion, seconded by Mark Hopkins to approve the Consent Agenda. Motion carries all.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Aye | Nay | Abstain |
| Gary | X |  |  |
| Mark | X |  |  |
| Doris | X |  |  |
| Dwayne | x |  | Will not vote on IV D |
| Guy |  |  |  |

**V. New Business**

A. [Audit Bid](file:///\\kobol\DO%20Staff\Superintendent.Secretary\Gov%20Board%20Agendas\8-7-18%20Governing%20Board%20Agenda%20and%20Backup\7-10-18%20V.B.%20Audit%20Bid.doc) – Consideration of approving the Audit Bid for FY 2018/19 with Dobridge & Co PC.

**Audit Bid change from Heinfield and Meich to Dobridge & Company.**

**Gary to make a motion to accept the audit bid for 2018 2019, seconded by Doris. Motion carries all.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Aye | Nay | Abstain |
| Dwayne | X |  |  |
| Gary | X |  |  |
| Doris | X |  |  |
| Mark | X |  |  |
| Guy |  |  |  |

B. [Adoption of the FY 2018-2019 Maintenance and Operation (M&O) and Capital (DAA) Budgets – Consideration of adopting the FY 2018-2019 Maintenance and Operation (M&O) and Capital (DAA) Budgets.](file:///\\kobol\DO%20Staff\Superintendent.Secretary\Gov%20Board%20Agendas\8-7-18%20Governing%20Board%20Agenda%20and%20Backup\7-10-18%20V.C.%20Adoption%20of%20Proposed%20FY%202018-2019%20M&O%20and%20Capital%20Budgets.doc) The proposed budget and worksheets are included in the backup.

**Mark made a motion to adopt the proposed budget for 2018-2019 Maintenance and Operation and Capital budgets, seconded by Doris. Motion carries all.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Aye | Nay | Abstain |
| Dwayne | X |  |  |
| Gary | X |  |  |
| Doris | X |  |  |
| Mark | X |  |  |
| Guy |  |  |  |

C. [Policy Revision](file:///\\kobol\DO%20Staff\Superintendent.Secretary\Gov%20Board%20Agendas\8-7-18%20Governing%20Board%20Agenda%20and%20Backup\7-10-18%20V.%20D.%20Policy%20Revisions.doc) – It is the administration's recommendation that the Governing Board approve the 2nd reading and adoption of policy GCCA listed in the board backup.

Gary Clement made a motion to accept the 2nd reading and adoption of policy GCCA listed in the board backup. Seconded by Mark Hopkins. Motion carries all.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Aye | Nay | Abstain |
| Dwayne | X |  |  |
| Gary | X |  |  |
| Doris | X |  |  |
| Mark | X |  |  |
| Guy |  |  |  |

D. [Acceptance of the District Allocation of Taylor Grazing Fund](file:///\\kobol\DO%20Staff\Superintendent.Secretary\Gov%20Board%20Agendas\8-7-18%20Governing%20Board%20Agenda%20and%20Backup\7-10-18%20V.%20E.%20Taylor%20Grazing%20Allocation.doc) – Consideration of approving the receipt of the District allocation of Taylor Grazing Fund in the amount of [$118.52](file:///\\kobol\DO%20Staff\Superintendent.Secretary\Gov%20Board%20Agendas\8-7-18%20Governing%20Board%20Agenda%20and%20Backup\7-10-18%20V.%20D.%20Taylor%20Grazing%20Allocation.doc), as provided by the Cochise County School Superintendent’s Office.

**Mark Hopkins to accept the approval of District Allocation of Taylor Grazing Fund. Seconded by Doris Jones. Motion carries all.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Aye | Nay | Abstain |
| Dwayne | X |  |  |
| Gary | X |  |  |
| Doris | X |  |  |
| Mark | X |  |  |
| Guy |  |  |  |

E. [Teacher Salary Increase](file:///\\kobol\DO%20Staff\Superintendent.Secretary\Gov%20Board%20Agendas\8-7-18%20Governing%20Board%20Agenda%20and%20Backup\Teacher%20Salary%20Increase%20Worksheet%20(5).xlsx) – Consideration of approving the [Teacher Salary Increase](file:///\\kobol\DO%20Staff\Superintendent.Secretary\Gov%20Board%20Agendas\8-7-18%20Governing%20Board%20Agenda%20and%20Backup\Teacher%20Salary%20Increase%20Worksheet%20(6).xlsx) as noted in the board backup.

**Mark Hopkins made a motion to approve the Teacher Salary Increase as noted in the board backup, seconded by Doris Jones. Motion carries all.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Aye | Nay | Abstain |
| Dwayne | X |  |  |
| Gary | X |  |  |
| Doris | X |  |  |
| Mark | X |  |  |
| Guy |  |  |  |

F. [Future Meeting Dates](file:///\\kobol\DO%20Staff\Superintendent.Secretary\Gov%20Board%20Agendas\8-7-18%20Governing%20Board%20Agenda%20and%20Backup\7-10-18%20V.%20A.%20Meeting%20Dates.doc) – The Board may set additional meeting dates as needed and discuss agenda items to be included in future agenda. The next regular meeting is scheduled for [August 7, 2018](file:///\\kobol\DO%20Staff\Superintendent.Secretary\Gov%20Board%20Agendas\8-7-18%20Governing%20Board%20Agenda%20and%20Backup\7-10-18%20V.%20F.%20Meeting%20Dates.doc).

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Aye | Nay | Abstain |
| Dwayne | X |  |  |
| Gary | X |  |  |
| Doris | X |  |  |
| Mark | X |  |  |
| Guy |  |  |  |

https://ssl.gstatic.com/ui/v1/icons/mail/images/cleardot.gif**VI. ADJOURNMENT**

Action to adjourn meeting

**Doris Jones made a motion, seconded by Mark Hopkins to adjourn the meeting. Motion carries all. The meeting is adjourned at 6:31PM**

**Motion: Doris Jones**

**Second: Mark Hopkins**

**Carried: By all**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_August 7, 2018\_\_\_\_\_\_\_\_\_\_

Doris Jones, Clerk