



Regular Board Meeting Agenda

Tuesday, June 10, 2014 | 6:00 PM | District Office Board Room, 8176 N. Westover, Joseph City, AZ 86032

1. ROUTINE BUSINESS

- 1.A. Call the Meeting to Order (*President*)
- 1.B. Roll Call (*Kathy Mitchell*)
- 1.C. Adoption of the Agenda (*Clerk*)
- 1.D. Pledge of Allegiance (*Volunteer*)
- 1.E. Invocation (*Volunteer*)
- 1.F. **Read, correct and approve the minutes of the following date(s):** (*Clerk*)
 - 1.F.(i) May 13, 2014 Regular Meeting

DATE: May 13, 2014
TYPE: Regular Session
PLACE: District Board Room
CONVENED: 4:40 p.m.
ADJOURNED: 5:40 p.m.

REGULAR SESSION

PRESENT: Mrs. Julie Davis, Member
Mr. Jim Edwards, Member
Ms. Linda Kor-Fisher, Member
Mr. Eldon Larsen, President
Mrs. Jennie Miller, Clerk
Mr. Bryan Fields, Superintendent/JH-HS Principal
Mr. Daniel Hutchens, Elementary Principal
Ms. Kathy Mitchell, Supt./Governing Board Secretary
9 Community Members

1. Mr. Larsen welcomed those present to the Regular Meeting, the time being 4:40 p.m.
2. Present for Roll Call: Mmes. Davis, Kor-Fisher, Miller & Messrs. Edwards, Fields, Larsen
3. On motion by Mrs. Miller, seconded by Mrs. Davis, the Governing Board voted unanimously to approve the May 13, 2014 agenda and addendum as presented with the exception of moving Consent Agenda Item #4 (Issuance of Classified Work Agreements) to Personnel #4. On motion by Mrs. Miller, seconded by Mr. Edwards, the Governing Board voted unanimously to delete the names of Paula Bain and Bill Patterson from the Classified Work Agreement list.
4. Ms. Darcy Combs volunteered for the Pledge of Allegiance.
5. Mrs. Janet Bushman volunteered for the invocation.
6. On motion by Mrs. Miller, seconded by Mr. Edwards, the Governing Board voted unanimously to approve the minutes of the April 8, 2014 Regular Meeting as presented.
7. Madison Fields gave a High School Student Council report about end of the year activities. Senior finals were coming up along with "Show What You Know" and music concert. New student officers for the 2014-15 school year include: Talaina Fisher-Student Body President, Katelyn Pugh-Vice President, Sharon Larsen-Social Secretary, and Jacob Martin-Secretary

8. Mr. Fields provided the Board with a written report including information on staff and student activity, training, testing, sports, scheduling, curriculum, concessions, and awards. Laurie Bowler was named April "Employee of the Month. The High School Teacher of the Year is Laurie Bowler. The Junior High Teacher of the Year is Teddi Baird.
9. Mr. Hutchens provided the Board with a written report including information on staff and student activities, Character Counts, Title I Family Fun Night, and Parent/Teacher Conferences. There were 26 kids at the Kindergarten Screening. The current student count is 217.
10. Mr. Gardner provided the Board with a written report with information on work trackers, renewal of software licensing, summer workers, and new wireless access.
11. Mr. Patterson provided the Board with a written report with information on grounds maintenance, bus parts, and the change from heating to cooling.
12. During "Call to the Public", the Board heard comments from 1) Glenna Spurlock regarding her position at the high school being cut, 2) Kelly Martin regarding a number of students from Winslow who would go to JCS if they had a bus to pick them up, 3) MaryAnn Bratt regarding her wish to teach another year, and 4) Becky Hunt's questions regarding FACS, which will make elective choices very slim. Girls need something else besides auto shop and woods. A lot of money is spent on sports but it won't benefit most kids after graduation like FACS would.
13. On motion by Mrs. Miller, seconded by Ms. Kor-Fisher, the Governing Board voted unanimously to approve the following consent agenda items: **1)** Auxiliary Vouchers #1021-1025 (\$6,879.34); Maintenance & Operation Vouchers #1047-1055 (\$107,671.84); Payroll Vouchers #23-25 (\$330,893.54); Revolving Fund Voucher #1019-1020 (\$327.86); and Student Activity Voucher 1013-8-1021 (\$8,881.68). **2)** District, Auxiliary, Student Activity, Food Service & Budget Summary for April 2014; **3)** the second reading of ASBA policy revisions BE: School Board Minutes, JICI: Weapons in School, JL: Student Wellness, & JLF, -EB, -EC, -ED: Reporting Child Abuse/Child Protection; **4)** Issuance of FY'15 classified work agreements to the following: Sheri Brennan, Kori Castellano, Julie Clifford, Mary Davis, Jeff Dixon, Kassie Dixon, Stephanie Farr, Bevan Henrie, Ericka Hunt, Sam Johnstun, Terry Johnstun, Lisa Lamps, Diane Lee, Mike Lorenc, Debra Maxwell, Amy Miller, Andrea Miller, Kathy Mitchell, Ron Palmer, Tonnie Pugh, Kelly Rogers, Julie Strong, Verlinda Turley, Floyd Williams, & Irene Yarrison; **5)** a FY'15 administrative contract for Daniel Hutchens, Elementary School Principal, **6)** FY'15 re-employment of teacher Claire Young, from the ESI Program, **7)** Tyler Gardner as a FY'14 student auditorium worker, **8)** the following FY'15 appointments: Sheri Brennan-High School Varsity Volleyball Coach, John Bryant-High School Athletic Director & High School Varsity Football Coach, Clare Elmer-High School Junior Varsity Volleyball Coach, Eric Miller-Dean of Students & Junior High Athletic Director, and Mike Sterkowitz-High School Junior Varsity Football Coach; **9)** Jane Gardner as a FY'15 High School Volleyball Volunteer, and **10)** FY'15 Sole Source Provider-Plasma Cam from Plasma Cam Company.
14. On motion by Mrs. Miller, seconded by Mrs. Davis, the Governing Board voted unanimously to approve this as the first reading of JCS policy revision IKF: Graduation Requirements. During discussion, this revision will be in line for the new FY'15 7-period day instead of the block schedule.

15. On motion by Ms. Kor-Fisher, seconded by Mr. Edwards, the Governing Board unanimously approved the FY'15 General Statement of Assurance as presented.
16. On motion by Mrs. Davis, seconded by Mrs. Miller, the Governing Board voted unanimously to approve the FY'15 InterGovernmental Agreement with the Northern Arizona Vocational Institute of Technology (NAVIT) as presented.
17. On motion by Mrs. Davis, seconded by Ms. Kor-Fisher, the Governing Board voted unanimously to approve the FY'14 Budget Revision as presented.
18. On motion by Mr. Edwards, seconded by Ms. Kor-Fisher, the Governing Board voted unanimously to approve the new position of Concessions Manager. This person will coordinate all concession activities with a stipend between \$2,100-\$3,200. Concession proceeds will benefit sports programs. The Booster Club would like to stop the ordering and supplying of concessions.
19. On motion by Mrs. Davis, seconded by Ms. Kor-Fisher, the Governing Board voted to approve Eldon Larsen as a FY'15 High School Football Volunteer, with a 4-0 vote. Mr. Larsen abstained.
20. The Board confirmed June 10, 2014 for the next Regular Meeting at 6:00 p.m. Mmes. Davis and Miller said they would not be able to attend.
21. The Board signed vouchers, contracts, etc.
22. On motion by Mr. Edwards, seconded by Ms. Kor-Fisher, the Governing Board adjourned the meeting, the time being 5:40 p.m.

Clerk

1.F.(ii) May 23, 2014 Special Meeting

DATE: May 23, 2014
TYPE: Special Meeting
PLACE: District Board Room
CONVENED: 6:17 p.m.
ADJOURNED: 6:20 p.m.

SPECIAL MEETING

PRESENT: Mrs. Julie Davis, Member
Mr. Jim Edwards, Member
Ms. Linda Kor-Fisher, Member
Mr. Eldon Larsen, President
Mrs. Jennie Miller, Clerk
Mr. Bryan Fields, Superintendent-JH-HS Principal

1. Mr. Larsen called the Special Meeting to order, the time being 6:17 p.m.
2. Present for Roll Call: Mmes. Davis, Kor-Fisher, Miller & Messrs. Edwards, Fields, Larsen
3. On motion by Mrs. Miller, seconded by Ms. Kor-Fisher, the Governing Board voted unanimously to approve the May 23, 2014 Special Meeting agenda as presented with the exception of deleting student names Jacob Martin and Ian Ramey from the list of student summer workers.
4. On motion by Mrs. Miller, seconded by Mr. Edwards, the Governing Board voted unanimously to approve the following 2014 summer workers: Adults: Isaac Hutton, Meghan Johnstun, Sam Johnstun, Lisa Lamps, Julie Layden, Diane Lee, Darrel Mosier, Gene Peplowski, Janella Perkins, Robert Pugh, Floyd Williams & Judy Young; and Students: Alyssa Buckley, Trevor Davis, Michael Diaz, Madison Fields, Jacob Harrison, Alyssa Hutchens, Daniel Hutchens, Sharon Larsen, Kolton McCormick, Katelyn Pugh, Sierra Rogers, Kristen Sanderson and Jayden Turley.
5. On motion by Mrs. Miller, seconded by Ms. Kor-Fisher, the Governing Board voted unanimously to adjourn the Special Meeting, the time being 6:20 p.m.

Clerk

1.G. REPORTS

1.G.(i) Superintendent/JH-HS Principal (*Bryan Fields*)

1.G.(i)(a) Current Events

May 30, 2014

To: Joseph City Governing Board

From: Mr. Fields

Re: June Board Report

Student Achievement

- We are receiving more testing results including AIMS and Stanford 10 results. Mr. Hutchens and I are analyzing the results and will have results ready for staff and public release when the embargo is lifted.
- Graduation programs all went well as did all end of the school year events. Thank you for your attendance and professionalism.
- Graduation parties went very well and several parents and volunteers stepped forward to make this a good event for our students.
- All teachers now have pre/post tests in place to better measure student growth. Some of these have been done through Galileo assessment and some teachers use different assessments that they've created or are part of a curriculum package.

Instruction, Curriculum, and Evaluation

- We are in the process of reviewing teacher performance packets (301) and processing the classroom site fund amount to them. As we receive appropriate testing data we will also be concluding teacher evaluation summaries.
- I have conducted a needs assessment survey with JH/HS staff and will begin analyzing the results soon to develop next years' plans.
- As a component of the new teacher evaluation our certified teachers have all surveyed students in hopes to make improvements in curriculum and instruction. This was a big change for teachers in our District and some of them had expressed concerns. The move has appeared to already pay dividends for us. Teachers are reporting good feedback from students and I anticipate overall better schools because of it.

Staff Development

- We are currently in the process of looking for a new Construction/Cabinetmaking teacher. We will start interviews in about two weeks. Along with this position, work continues on filling the Boys' basketball position, accounts payable position, and instructional aides. I plan on having recommendations for these positions by the July Board meeting.
- We have three teachers that will be attending a program to develop District Flexbooks for our 6,7,8 grade mathematics curriculum. This training will consist of several area schools and go from June 9 -19.

- We sent 4 teachers and Mr. Hutchens to a common core training May 15, 16. It was reported back that this was a good training that gave teachers some tools to bring back and incorporate into their classrooms.
- We are planning on having teachers come back to work two days earlier this summer for training on different programs. These days are set for August 5, and 6.
- I have been working on a comprehensive professional development log and plan to better track what we are doing as a District. This information will be included on our continual improvement plan.

School Climate

- The summer work program is going well. It is reported that many projects are underway and a lot of work is being completed. Because of your willingness to come in and approve our workers last week we were able to get started right away with the projects. The departments that are going full steam and receiving extra help are building maintenance, grounds, custodial, vehicle maintenance, and technology. If you are interested in doing a walk-through individually or as a Board let me know and I will arrange it.
- Bill Patterson is working out the details for a bus run to Winslow. This will include times and a safe place for drop-off and pick-up. Our cost analysis shows that we would like a minimum of 6 students to make this viable. Currently I have been contacted by several potential parents who are interested. Final number estimates will not be known until registration begins.
- Mr. Hutchens and I have conducted follow-up campus inspections to the ones done by the Trust Insurance conducted over a year ago on the respective campuses. We still have some work to do but these inspections and some minor changes have qualified us for a significant savings for next year. Steve will include more on his report about the savings.

School/Community Communication

- As a thank you to all businesses who contributed to the 8th grade promotion party I recently wrote a letter to the editor of the Tribune thanking them for their support.
- I have updated my Principal's and Superintendent's message on our website. I have also asked Mr. Hutchens to do the same.
- We have put information about the summer food program hosted at the Elementary cafeteria on our facebook page and website.
- Preparations continue to be made for the summer football camps that will be using our facilities.
- I know that an anonymous letter was mailed to you all and I am willing to discuss anything mentioned in the letter. Just as a reminder to the Board about some of the athletic cuts that we are making include: assigning athletics to work concessions, eliminating 1 paid coach at some JH programs, and leaving the White Mountain League in JH Football. We have decided to keep the JH Football team but be very selective with who we play and how many games that we play. We will probably only have 4 games and they will be with teams who we can compete evenly with. I believe that it is a good idea to have teams pursue the tax credit opportunity to help fund their

programs as well. I will meet with the athletic directors about this and look at putting together a plan to take advantage of this opportunity.

- Mr. Bryant is working on emergency action plans for our home events. This will be part of our overall school safety and emergency plans. He is also working on lining out all concessions with teams and classes. I will hold off on the concessions manager position until we see how things are going with the sponsors. He has also been working on the events calendar.

1.G.(i)(b) June Employee of the Month- April Sartain

1.G.(i)(c) APTA AZ Grant

1.G.(ii) **Management Team**

1.G.(ii)(a) **Elementary School** (*Daniel Hutchens*)

1.G.(ii)(a) Staff/Student Activities

June 2, 2014

To: Mr. Fields

From: Daniel Hutchens

Re: June Board Report

- We are working to finish wrapping up this year and making plans for next year.
- Classroom assignments for students are near completion and should be mailed out by June 11th.
- Maintenance and Technology departments are working on the summer projects for the Elementary School. We are adding some computers to Mr. Mosier's room.
- We will be sending the end of year test data for students home when we receive our AIMS scores for our students.
- The AIMS data that we have received so far shows that our students performed well. We look forward to sharing more with you when the embargo on these scores is lifted. We have no Third Grade students that will need to be retained.
- The library is open in the month of June on Tuesday and Thursday from 10-11:30.
- Camp Read-a lot is open and we have several kindergarten, first, and second graders attending the reading program. We appreciate Mrs. Dewitt and Mrs. Pogue for running this program and thank you to the school district for providing the necessary funds for this program.

1.G.(ii)(b) **Business Office (Steve Mills)**

1.G.(ii)(b) Budget

1.G.(ii)(c) **Technology Department (Jason Gardner)**

1.G.(ii)(c) Report Activity Chart, Summer Projects

1.H. **Call to the Public for Comments to the Governing Board (30 Minute Time Limit) (President)**

This time is granted on the agenda by the Governing Board to give citizens of the district the privilege to have a voice in the functioning of the schools. Positive input will help all of us benefit by having school and community work together. Patrons will be asked to identify themselves and the specific item(s) they wish to address. A sign-up sheet will be available for those who wish to comment during this time. There will be a 30 minute total time limit for comments. The number of people signed up will be given equal minutes to talk and no one else will be able to use another's minutes to add to their own. The Governing Board President may refer to the Superintendent for reply. Any action taken as a result of public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration and discussion at a later date.

1.I. **CONSENT AGENDA ITEMS (Discussion & Possible Approval) (Clerk)**

1.I.(i) District, Auxiliary, Student Activity, Food Service Budget Summary – May 2014

1.I.(ii) District Vouchers

-Auxiliary: #1026-1028 (\$4,030.29)

-Maintenance & Operation: #1056-1063 (\$99,018.89)

-Payroll: #26-29 (\$514,831.82)

-Revolving Fund #1021 (\$400.00)

-Student Activity: #1022-1023, 1025-1026 (\$7,969.64)

1.I.(iii) **Appointments**

1.I.(iii)(a) **Summer Student Workers**

1.I.(iii)(a) Yarrow Peters, Ian Ramey

1.I.(iv) Temporary Management Stipend - Bevan Henrie/Maintenance

1.I.(v) FY'15 Mechanic Contract - J.C. Hansen

1.I.(vi) **Second Reading of JCS Policy Revision**

1.I.(vi)(a) IKF: Graduation Requirements

1.I.(vii) **FY'14 Northland Pioneer College 2nd Semester Concurrent Enrollment Teacher**

1.I.(vii)(a) Janet Bushman

2. **OLD BUSINESS (Discussion & Possible Approval)**

None

3. **NEW BUSINESS (Discussion & Possible Approval)**

3.A. **Operations**

3.A.(i) **First Reading of ASBA Policy Revision (Bryan Fields)**

3.A.(i)(a) BCB: Board Member Conflict of Interest

Policy Advisory No. 499 Policy BCB — Board Member Conflict of Interest.
Board Members are forbidden from supplying school districts with equipment, material, supplies or services unless pursuant to an award or contract let after public competitive bidding. An exception exists for equipment, material, and supplies under certain dollar amounts. Policy BCB is revised to clarify that the exception for Board Member purchases applies only to equipment, materials, and supplies, and NOT services.

For a more extensive discussion on this rule see A.G.O. I87-035 discussing Arizona Revised Statutes 38-503(C) and 15-323.

B-0800

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BCB

BOARD MEMBER CONFLICT OF INTEREST

Voting Restrictions

Notwithstanding any other provision of law, a Governing Board member shall be eligible to vote on any budgetary, personnel, or other question that comes before the Board, except that it shall be unlawful for a member to vote on a specific item that concerns the appointment, employment, or remuneration of such member or any person related to such member as a dependent as defined in A.R.S. 43-1001. [LEGAL REF.: A.R.S. 15-323]

Employment Limitation

No dependent, as defined in Section 43-1001, of a Governing Board member may be employed in the District, except by consent of the Board. [LEGAL REF.: A.R.S. 15-502]

No employee of the District or the spouse of such employee may hold membership on the Governing Board of the District. [LEGAL REF.: A.R.S. 15-421]

Conflict of Interest

Any Board member or employee of the District who has, or whose relative has, a substantial interest in any contract, sale, purchase, or service to the District shall make known that interest in the official records of the District and shall refrain from voting upon or otherwise participating in any manner as a Board member or employee in such contract, sale, or purchase. [LEGAL REF.: A.R.S. 38-503]

Any Board member or employee who has, or whose relative has, a substantial interest in any decision of the District shall make known such interest in the official records of the District and shall refrain from participating in any manner as a Board member or employee in such a decision. [LEGAL REF.: A.R.S. 38-503]

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**Purchases from Governing Board
Members for Districts with
3,000 or More Students**

School district procurement rules are required for all purchases of service from Governing Board members, regardless of the dollar amount. Purchases for supplies may only be made after public competitive bidding. Purchases of supplies, materials, and equipment from Board members are subject to the following:

- Purchases for supplies, materials, and equipment ~~goods or services~~ are limited to three hundred dollars (\$300) per transaction;
- Total purchases within any twelve (12) month period are limited to one thousand dollars (\$1,000);
- The purchases comply with the Uniform System of Financial Records (USFR) guidelines for oral and written quotations.
- The Board has, by majority vote, adopted or reconfirmed a policy authorizing such purchases within the preceding twelve (12) month period.

[LEGAL REF.: A.R.S. 38-503; 15-323; A.G.O. I84-012; I06-002]

**Purchases from Governing Board
Members for Districts with
Fewer than 3,000 Students**

School district procurement rules are required for all purchases of service from Governing Board members, regardless of the dollar amount. Purchases for supplies may only be made after public competitive bidding. Purchases of supplies, materials, and equipment from Board members are subject to the following:

- Purchases less than one hundred thousand dollars (\$100,000) comply with the Uniform System of Financial Records (USFR) guidelines for oral and written quotations;
- Purchases of one hundred thousand dollars (\$100,000) and above comply with the school district procurement rules for public competitive bidding;
- Each purchase is approved by the Governing Board;
- The amount of the purchase is included in the Board's meeting minutes.

[LEGAL REF.: A.R.S. 15-323; A.G.O. I06-002]

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Filing of Disclosures

The District shall maintain for public inspection in a special file all documents necessary to memorialize all disclosures of substantial interest made known pursuant to the statutory conflict-of-interest provisions. [LEGAL REF.: A.R.S. 38-509]

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-213
15-323
15-421
15-502
38-481
38-503
38-509
43-1001
A.G.O. I84-012
I87-035
I88-013
I06-002

CROSS REF.: BBBA - Board Member Qualifications
DJE - Bidding/Purchasing Procedures

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

3.A.(ii) **Addition of Staff Positions** (*Bryan Fields*)

3.A.(ii)(a) Two Full Time Instructional Aide Positions

June 2, 2014

To: Joseph City Governing Board

From: Mr. Fields

Re: Additional Instructional Aide Positions

I would like to recommend that the Governing Board approve the addition of two full-time instructional aide positions for the Elementary school programs. It is anticipated that one will be at about 30 hours a week and the other one at 35 hours a week. This is to try to help with the added load being placed on teachers because of the reductions made this year. Mr. Hutchens and I have started on a plan for these positions but they have not been finalized because of final scheduling and personnel would have to be qualified and agreeable to the changes. Overall the changes may include a PE pull-out, math support in upper grades, a science enrichment program, writing support in grades 3-6, a possible keyboarding and art pull-out as well. Thank you.

3.B. Personnel *

3.B.(i) FY'15 Transportation Supervisor Agreement (Bryan Fields)

3.B.(i)(a) Bill Patterson

4. COMMENTS/FUTURE BOARD MEETING ITEMS

4.A. Administrators/Supervisors

4.B. Governing Board

5. OTHER

5.A. Confirmation of July Regular Meeting Date

5.A.(i) July 8, 2014 at 6:00 p.m.

5.B. FY'15 Budget Special Meeting Date

6. EXECUTIVE SESSION

The Governing Board reserves the right to recess into Executive Session when needed pursuant to A.R.S. 38.431.03.A, (1) for personnel matters when notified; (2) discussion or consideration of records exempt by law from public inspection; (3) for consultation with attorney; (4) for consultation with attorney when in pending or contemplated litigation.

7. ADJOURNMENT

Packet background materials for agenda items will be available for study in the District Office on the day preceding the Board Meeting. If any disabled person needs any type of accommodation, please notify the District Office at 928-288-3307 at least 72 hours prior to the time scheduled for the meeting.