



Regular Board Meeting Agenda

Wednesday, December 3, 2014 | 4:30 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) November 12, 2014 Regular Meeting

1.G. REPORTS

- 1.G.(i) **Superintendent/JH-HS Principal** *(Bryan Fields)*
 - 1.G.(i)(a) Current Events
 - 1.G.(i)(b) High School Student Council Report
 - 1.G.(i)(c) December Employee of the Month - Darrel Mosier
- 1.G.(ii) Elementary Principal (Daniel Hutchens)
- 1.G.(iii) Business & Operations (Steve Mills)

2. 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.

3. CONSENT AGENDA ITEMS (Discussion & Possible Approval) (Clerk)

3.A. District Vouchers

- 3.A.(i) Auxiliary: #1013-1014 (\$1,404.76)
- 3.A.(ii) Maintenance & Operation: #1026-1031 (\$98,918.57)
- 3.A.(iii) Payroll: #11-12 (\$231,715.02)
- 3.A.(iv) Revolving Fund: #1011 (\$34.00)

3.A.(v) Student Activity: #1005-1006 (\$918.37)

3.B. Financial Summaries: District, Auxiliary, Student Activity - October 2014

Financial Reports

Expenditure Budget Balance Report

REPORT TITLES

Joseph City School District	This report includes all funds associated with Joseph City USD with the exception of the Auxiliary Fund and the Student Activity Fund.
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COLUMNS

Account Number / Description	This is the reference number and description of the account whose data is presented on that line. Some reports summarize by fund, all the accounts within that fund. District accounting systems must be organized by fund. Each fund represents a unique source of revenue and a designated purpose for which those monies can be used.
Budget	This is the total amount budgeted for the fiscal year in all the accounts represented on that line.
Range To Date	The top of the report shows a "From Date" and a "To Date". The Range To Date column shows the total of all transactions dated during the range of time beginning with the "From Date" and ending with the "To Date". This range is typically the first day through the last day of the month.
YTD	Totals all transactions year to date, beginning with July 1 and ending with the "To Date" stated at the top of the report.
Balance	This is a calculation showing how much of the budgeted amount for that lines has not yet been spent: Balance = Budget - YTD
Encumbrance	Encumbrances are expenditures for which the District is obligated but has not yet paid. This is the total of unspent amounts from all active purchase orders and unspent amounts from all employment contracts and work agreements
Budget Balance % Remaining Bud	The dollar amount represents the total remaining budget amount not yet spent and not yet obligated: Budget Balance = Balance - Encumbrance . The percentage represents the remaining Budget Balance as a percent of the total Budget for that line: % Remaining Budget = Budget Balance ÷ Budget .

Fund Balances Report (Auxiliary Fund / Student Activity Fund)

REPORT TITLES

Joseph City Unified Auxiliary Fund	The Auxiliary Fund accounts for revenues and expenditures arising from bookstore operations, athletic operations, and miscellaneous district-related operations. Revenues may include the sale of supplies, fees for optional non-credit activities, athletic gate receipts, extra-curricular activity fees and fund raisers, concession sales and other miscellaneous receipts. Expenses may be for any related purpose.
Joseph City Unified Student Activity Fund	The Student Activity Fund contains agency monies held in trust by the District on behalf of student organizations. These may include Student Council, clubs and other student organizations approved by the board. Revenues and expenses related to these activities are accounted for in this fund.

COLUMNS

Fund / Description	Joseph City USD uses this report format to present all accounts with the Auxiliary Fund and Student Activity Fund, rather than a group of multiple funds. So even though the description says "Fund", this column actually shows the reference number and description of each account within the single fund, either Auxiliary or Student Activity, as indicated in the title of the report.
Beginning Balance	This shows the total of all cash plus any other assets minus any liabilities as of July 1 of the fiscal year. There are typically no other liabilities or assets besides cash. So in most cases, this amount is the cash balance in that class, club or activity account at the beginning of the year.
Revenue	Includes all revenues collected year to date from July 1 through the last day of the month shown in the header at the top of the report.
Expense	Includes all expenditures paid year to date from July 1 through the last day of the month shown in the header at the top of the report.
Transfers	Represents the total of all transfers of cash between accounts year to date from July 1 through the last day of the month shown in the header at the top of the report.
Fund Balance	Represents the total of all cash plus any other assets minus any liabilities as of the last day of the month shown in the header at the top of the report. There are typically no other liabilities or assets besides cash. So in most cases, this amount is the cash balance in that class, club or activity account as of the last day of the month. This amount is calculated: Fund Balance = Beginning Balance + Revenue - Expense + or - Transfers .
Cash Balance	This is the cash balance remaining in the account as of the last day of the month shown in the header at the top of the report.
Variance	Shows the difference, if any, between the Fund Balance and Cash Balance : Variance = Fund Balance - Cash Balance .

3.C. Second Reading of JC Policy GCCA: Professional/Support Staff Sick Leave (Bryan Fields)

4. OLD BUSINESS (Discussion & Possible Approval)

4.A. None

5. NEW BUSINESS (Discussion & Possible Approval)

5.A. Operations

5.A.(i) Bid Award for Pool Ventilation System (Steve Mills)

5.A.(ii) First Reading of Governing Board Policy Manual Review (Bryan Fields)

5.B. Personnel *

5.B.(i) Superintendent's Evaluation

5.B.(ii) JH Basketball Coaches

5.B.(ii)(a) 7th Gr - Darrel Mosier

5.B.(ii)(b) 8th Gr - Jason Gardner

6. COMMENTS/FUTURE BOARD MEETING ITEMS

6.A. Administrators/Supervisors

6.B. Governing Board

7. OTHER

7.A. Confirmation of December Meeting Date

7.A.(i) January 13, 2015 @ 6:00 pm

8. 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.

9. 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.