



Regular Board Meeting Agenda

Tuesday, November 10, 2015 | 6:00 PM | District Office Board Room, 8176 N. Westover, Joseph City, AZ 86032

1. ROUTINE BUSINESS

- A. Call the Meeting to Order (*President*)
- B. Roll Call (*Kathy Mitchell*)
- C. Adoption of the Agenda (*Clerk*)
- D. Pledge of Allegiance (*Volunteer*)
- E. Invocation (*Volunteer*)
- F. Read, correct and approve the minutes of the following date(s): (*Clerk*)
 - (i) October 6, 2015 Regular & Executive Sessions

G. REPORTS

- (i) Superintendent/JH-HS Principal (*Bryan Fields*)
 - (a) Current Events
 - (b) Maintenance, Transportation
 - (c) November Employee of the Month -
- (ii) Elementary Principal (*Daniel Hutchens*)
 - (a) Staff/Student Activities
- (iii) Business & Operations (*Steve Mills*)
 - (a) Business & Operations
 - (b) Technology, Food Services, Custodial

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

This is the time for the public to comment. Members of the Governing Board may not discuss items that are not on the agenda. Therefore, action taken as a result of public comment will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date. There is a 5 minute time limit per person.

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

- A. District Vouchers
 - (i) General Funds:
 - #1006-1010 (\$160,128.81)
 - (ii) Payroll:
 - #7-8 (\$150,553.01)
 - (iii) Revolving Fund:
 - #1011-1012 (\$124.00)
 - (iv) Auxiliary:
 - #1006-1007 (\$2,575.32)

(v) Student Activity:
#1001 (\$610.98)

B. Financial Summaries: District, Auxiliary, Student Activity -

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Financial Reports

Glossary

Expenditure Budget Balance Report

REPORT TITLES	
Joseph City School District	<i>This report includes all funds associated with Joseph City USD with the exception of the Auxiliary Fund and the Student Activity Fund.</i>
COLUMNS	
Account Number / Description	<i>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.</i>
Budget	<i>This is the total amount budgeted for the fiscal year in all the accounts represented on that line.</i>
Range To Date	<i>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.</i>
YTD	<i>Totals all transactions year to date, beginning with July 1 and ending with the "To Date" stated at the top of the report.</i>
Balance	<i>This is a calculation showing how much of the budgeted amount for that lines has not yet been spent: Balance = Budget - YTD</i>
Encumbrance	<i>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</i>
Budget Balance % Remaining Bud	<i>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.</i>

Fund Balances Report (Auxiliary Fund / Student Activity Fund)

REPORT TITLES	
Joseph City Unified Auxiliary Fund	<i>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.</i>
Joseph City Unified Student Activity Fund	<i>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.</i>
COLUMNS	
Fund / Description	<i>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.</i>
Beginning Balance	<i>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.</i>
Revenue	<i>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.</i>
Expense	<i>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.</i>
Transfers	<i>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.</i>
Fund Balance	<i>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.</i>
Cash Balance	<i>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.</i>
Variance	<i>Shows the difference, if any, between the Fund Balance and Cash Balance: Variance = Fund Balance - Cash Balance.</i>

4. OLD BUSINESS (Discussion & Possible Approval)

A. None

5. NEW BUSINESS (Discussion & Possible Approval)

A. Operations

(i) FY'15

B. Personnel

(i) FY'16 Appointments

6. COMMENTS/FUTURE BOARD MEETING ITEMS

A. Governing Board

B. Administration

7. OTHER

A. Confirmation of December Meeting Date(s) (*President*)

(i) December 8, 2015 at 4:30 p.m.

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.