

CAMP VERDE UNIFIED SCHOOL DISTRICT BOARD

MINUTES TAKEN

JUNE 13, 2023

REGULAR MEETING

6:00 PM

AT THE CAMP VERDE UNIFIED SCHOOL DISTRICT MULTI-USE COMPLEX LIBRARY

280 CAMP LINCOLN ROAD

CAMP VERDE, ARIZONA 86322

THE CAMP VERDE UNIFIED SCHOOL DISTRICT NO. 28 GOVERNING BOARD MAY VOTE TO CONVENE IN EXECUTIVE SESSION WHICH SHALL NOT BE OPEN TO THE PUBLIC PURSUANT TO A.R.S. §38-431.03(A)(3) FOR LEGAL ADVICE FROM THE DISTRICT'S ATTORNEY(S) ON ANY MATTER ON THIS AGENDA. THE DISTRICT'S ATTORNEY(S) MAY APPEAR TELEPHONICALLY.

Vision:

Providing students a safe and caring environment in which knowledge, skills, and attitudes enable learners to become productive citizens
Respect, Integrity, Positive Relationships, Accountability

Mission:

Our District will:

- Foster confidence, excellence, integrity, and a sense of belonging.
- Ensure each learner studies a challenging, academic and relevant curriculum, which enhances social, emotional, physical and ethical development.
- Work in partnership with all families and the community as an organization of engaged, motivated lifelong learners.

REGULAR SESSION 6:00 PM

1. **WELCOME AND CALL TO ORDER**

Mrs. Freeman called the meeting to order at 6:01 PM.

2. **ROLL CALL**

Board Member present were Helen Freeman, Sharon Petrie, Carol German, Thomasene Cardona, and Maraya Oothoudt.

3. **PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**

Carol German led the Pledge of Allegiance. There was a moment of silence.

4. **A STATEMENT OF GOVERNANCE TEAM'S SHARED PURPOSE FOR THE DISTRICT**

Mr. Hicks shared a statement of purpose from the Governance Team Handbook: We are entrusted by the community to uphold the constitution, to protect the public interests in schools, and to ensure that a high quality of education is provided to each student. We are a team with common focus and direction. We are not a distraction to the district or community, but a catalyst for the focused efforts of employees. The community can see evidence of this focused direction.

5. **AGENDA REVIEW AND ACCEPTANCE**

Motion: Mrs. Petrie moved, seconded by Ms. Oothoudt, to accept the agenda as presented. The motion carried 5-0.

Ayes: Freeman, Cardona, Oothoudt, Petrie, and German

Nays: 0

6. **PUBLIC PARTICIPATION/CALL TO PUBLIC**

None.

7. **POTENTIAL ACTION ON THE CONSENT AGENDA**

- A. *Potential approval of a donation from the Town of Camp Verde of three ash trees to be planted at Camp Verde High School.*

- B. *Potential approval of book adoption for Middle School Social Studies class, Harriet Tubman, conductor in the Underground Railroad, by Ann Petry.*
- C. *Potential approval of Policy GCD – Staff PTO/Vacations/Holidays, and Policy GCCA – Staff Sick Leave as Second Read.*
- D. *Potential approval of Band Teacher for school year 2023-2024 secured through SAVE – Strategic Alliance for Volume Expenditures, cooperative purchasing services.*
- E. *Potential approval of Speech Language Pathologist, and Speech Language Pathologist Aide, secured through SAVE – Strategic Alliance for Volume Expenditures, cooperative purchasing services.*
- F. *Potential approval of Memorandum of Understanding with Spectrum Health Care for student services.*
- G. *Potential approval of Memorandum of Agreement with Northern Arizona Council of Governments for a library assistant.*
- H. *Potential approval of Intergovernmental Agreement with Yavapai County for Substitute Teacher consolidation services.*
- I. *Potential approval of Donor’s Choose donation to Jessica Beaman’s class project Phonics, Place Value and More.*
- J. *Potential approval of delegating authority to Business Director Debbie Witt to dispose of Capital Assets.*
- K. *Potential approval of grant pursuit by Kindergarten Teacher Sarah Ellison for the Arizona Trout in the Classroom program from Arizona Game and Fish.*
- L. *Potential approval of annual Special Education Service Agreement with RISE Resource Center, Inc.*

Motion: Mrs. Petrie moved, seconded by Mrs. Cardona, to approve the items on the consent agenda A through L. The motion carried 5-0.

Ayes: Freeman, Cardona, Oothoudt, Petrie, and German

Nays: 0

8. POTENTIAL APPROVAL OF BUSINESS AND FINANCIAL MATTERS

- A. *Expense Vouchers in the amount of \$ 502,766.65*
- B. *Payroll Vouchers in the amount of \$1,950,450.68*
- C. *Financial Updates*
- D. *Student Accounts*

Motion: Mrs. Petrie moved, seconded by Mrs. Cardona, to approve the business and financial matters A through D. The motion carried 5-0.

Ayes: Freeman, Cardona, Oothoudt, Petrie, and German

Nays: 0

9. POTENTIAL APPROVAL OF GOVERNING BOARD MINUTES

- A. *Minutes taken during Regular Meeting on May 10, 2023*
- B. *Minutes taken during Special Meeting on May 16, 2023*

Motion: Mrs. Petrie moved to approve the Governing Board minutes taken May 10, 2023, and May 16, 2023. Ms. Oothoudt seconded the motion.

The motion carried 5-0.

Ayes: Freeman, Cardona, Oothoudt, Petrie, and German

Nays: 0

10. POTENTIAL APPROVAL OF PERSONNEL MATTERS

- A. *Resignations/Retirements effective end of school year:*
Erin Kellogg, Athletic Trainer
Caleb Kessler, PE Teacher
Kristy Williams, Cafeteria Worker
Hannah Daley, Paraprofessional

Denise Smith, Paraprofessional
James Strahorn, Math Teacher
Debra Zolnoski, Mentor Teacher
Cody Altringer, Elementary Teacher
Selina Johnson, Cafeteria Worker
Magda Cortes, Paraprofessional
Katie (Maria) Brewer, PE Teacher
Jane Mathews, Counselor, from District to ESI 2023-2024

B. Recommended Hires school year 2023-2024:

Danny Watkins, Behavior Specialist
Nancy McKeenan, Special Education Teacher
Sheilah-Margaret Pothast, Paraprofessional
Collette Segal, Math Teacher
Rachelle Watkins, Math Teacher
Catherine Metz, Paraprofessional
Jason Metzger, English Language Arts Teacher
Ann Zagoya, Paraprofessional
Jamie Alcalá, English Language Arts Teacher
Elsa Stoneheart, Paraprofessional
Cruz Carbajal, Paraprofessional

C. Transfers:

Tammey Carter from Elementary to CVO/Accommodation Special Education Teacher

D. Extra Duty:

Summer School Support: Krista Lee, Elaine Fitzgerald, Joseph Stoltman, Yessica Uribe, Rick Lashley, Blanca Urias, David Andrews, Brianne Buckley, Jane Mathews, Crystal Drake, Nicole Rowley, Deon Murphy, Donnie Shanks, and Clarissa Chavez

Special Education Professional Development: Pam Hughes, Jennifer Jackson, and Madison Allred

Crisis Prevention: Tammey Carter, and Jennifer Jackson

Evaluation Services: Tammey Carter, and Kelly Young

CVHS A-F Accounting: Crystal Drake, and Jane Mathews

Maintenance and Custodial through summer: Rick Watkins

Synergy Training: Jennifer White, Susan Collier, Serenity Trahin, Krista Lee, and Sierra Gibson

E. CVHS Coaches 2023-2024:

Ronnie Jorgenson, Football

Dee Massey, Wrestling

Motion: Mrs. Cardona moved, seconded by Ms. Oothoudt, to approve the personnel matters. The motion passed unanimously.

Ayes: Freeman, Cardona, Oothoudt, Petrie, and German

Nays: 0

11. DISCUSSION AND POSSIBLE ACTION ITEMS

A. Discussion and possible action to accept the Proposed Budget for School Year 2023-2024 for publication.

Mr. Hicks presented the proposed budget explaining it will be up for adoption in July. The primary tax rate is proposed to be 3.7% again this year. These taxes are the community's part of our budget. The district does not have a secondary tax rate, like most who pass bonds and overrides. The Beaver Creek students who attend high school here are now included in the ADM (Average Daily Membership). Previously we billed Beaver Creek Schools tuition to cover the costs. M&O (Maintenance and Operations) is proposed to increase 2.9 % because of the increase from the state to the base support level. Classroom Site funds (301 for

teachers) have also increased at the state level. The Board will likely be asked to increase teachers 301 payments for the school year in July, when they adopt the budget. Capital has also increased because ESSER funding has been used for capital projects and the district's carry forward has increased.

Motion: Mrs. Petrie moved, seconded by Mrs. Cardona, to approve accept the Proposed Budget for School Year 2023-2024 for publication. The motion passed unanimously.

Ayes: Freeman, Cardona, Oothoudt, Petrie, and German
Nays: 0

B. Discussion and possible action to approve four early release days in 2023-2024 for Camp Verde Middle School students for the purposes of teacher professional development time.

Mr. Hicks introduced Middle School Principal Dr. Dawn Macy who presented the framework and purpose of the request to the Board. The school will continue to use the designated PD (professional development) days for instructional focus and enrichment. The additional staff PD time will be used to continue to build culture, working on vertical alignment, and collaboration in PLCs (professional learning communities).

Dr. Macy spoke of the need to align with the High School, increasing academic rigor for the students are prepared for the transition post Middle School.

Motion: Mrs. Petrie moved, seconded by Ms. Oothoudt, action to approve four early release days in 2023-2024 for Camp Verde Middle School students for the purposes of teacher professional development time. The motion passed unanimously.

Ayes: Freeman, Cardona, Oothoudt, Petrie, and German
Nays: 0

C. Discussion and possible action to adopt supplementary Reading Material for Camp Verde Elementary School:

Wagon Wheels, by Barbara Brenner

Third-grade teachers Mrs. Wendy Tucker and Mrs. Rolande Karn spoke on the book and its relevance as supplementary reading for third grades in social studies. Wagon Wheels is a true story and historically accurate. It is character building and has great readability. It is not used for teaching but is a great book to supplement social studies.

Mrs. Cardona and Mrs. German each spoke on the book saying it was a great story. Mrs. Cardona wanted to make sure experiences of the people who were removed from their homes during the that time period was also covered in the social studies unit. Mrs. German said the book was about determination and courage and is appropriate reading for third graders.

The teachers explained the social studies unit explores the world and then narrows down to Arizona. They spend a good amount of time discussing settlers and explorers and how that impacted the indigenous people.

Motion: Mrs. Cardona moved, seconded by Mrs. German, to adopt Wagon Wheels, by Barbara Brenner as supplementary reading material for Camp Verde Elementary School. The motion passed 5-0

Ayes: Freeman, Oothoudt, Petrie, Cardona, and German
Nays: 0

D. Discussion, and possible action to approve policies in policy services advisory volume 35, number 2 as First Read to include:

IGA – Curriculum Development

IGC – Curriculum Adoption

IJJ – Textbook/ Supplementary Materials Selection and Adoption

JLCD with Regulation and Exhibit– Medicine/Administering Medicines to Students

Mr. Hicks explained a component had been added to Policies IGA, IGC, and IJJ that requires selection committees to follow the open meeting law. Policy JLCD required training for those who stock medications such as epinephrine and asthma inhalers. We don't currently stock medications, but if we have need the policy will cover it.

There was some discussion on the item as Mrs. Cardona wondered how many staff are trained in administering medication and how to respond to overdose. It was suggested the Board see the Arizona Seizure Action Plan before adopting the policies as second read.

Mrs. Petrie asked how the curriculum and textbooks that are on display are advertised as such. It was suggested that in addition to the website and social media posts, text messages or emails could be sent to parents.

Motion: Mrs. Cardona moved, seconded by Mrs. German, to approve policy services advisory volume 35, number 2 as First Read to include: IGA – Curriculum Development; IGC – Curriculum Adoption; IJJ – Textbook/Supplementary Materials Selection and Adoption; and JLCD with Regulation and Exhibit– Medicine/Administering Medicines to Students. The motion passed unanimously.
Ayes: Freeman, Cardona, Oothoudt, Petrie, and German
Nays: 0

E. Discussion and possible action to adopt recommended policy GBEFA – Staff Use of Digital Wireless Communications or Electronic Devices While Operating a Motor Vehicle, as First Read

Mr. Hicks explained a few years ago we passed up this advisory. Since then, however, we have learned that it is part of an attestation for a grant.

Motion: Mrs. Petrie moved, seconded by Mrs. Cardona, to adopt policy GBEFA – Staff Use of Digital Wireless Communications or Electronic Devices While Operating a Motor Vehicle, as First Read. The motion carried 5-0.
Ayes: Freeman, Cardona, Oothoudt, Petrie, and German
Nays: 0

F. Discussion and possible action to set a Board Retreat in July

There was discussion on scheduling a Board Retreat to discuss how the Board is doing and what they need to work on.

Motion: After discussion, Mrs. Petrie moved, seconded by Ms. Cardona, to set a Board Retreat on July 19, from 9 AM – 12:00 PM. The motion passed unanimously.
Ayes: Freeman, Cardona, Oothoudt, Petrie, and German
Nays: 0

G. Discussion and possible action to approve bid award for Camp Verde High School Restroom Remodel

Mr. Hicks explained we received a few bids after the invitation went out. The lowest bidder was Tierra Verde Builders, in the amount of \$227,800.00. The student bathrooms at CVHS will be completely remodeled. They will be easier to clean and take care of. There was some discussion on student safety and prevention in the form of vape detectors as well as smoke detectors, noise detectors, and cameras outside of the restrooms.

Motion: Mrs. Cardona moved, seconded by Mrs. Petrie, to approve and accept the bid award for Camp Verde High School Restroom Remodel. The motion passed unanimously.
Ayes: Freeman, Cardona, Oothoudt, Petrie, and German
Nays: 0

12. BOARD/ADMINISTRATIVE REPORTS

A. Information/ Reports for Summer Leadership Institute Attendees

Mrs. Petrie said there was a lot of information at the conference. ASBA (Arizona School Board's Association) does so much for school boards in Arizona.

Ms. Oothoudt said she learned about the different things you can do as a board member and enjoyed the presentation by Frank Kitchen on leadership.

Mrs. Freeman also enjoyed Mr. Kitchen's presentation and spoke on a few quotes on leadership including one by Phil Jackson, "Good teams become great ones when the members trust each other enough to surrender the 'me' for the 'we.'"

B. Stakeholder survey update

Mr. Hicks reported the survey had 291 responses, which is more than we have ever received. The committee will meet this Thursday to go over the results and find common trends. We hope when we have our forum, we will have more directed discussion related to the trends in the survey.

C. Report on District projects

Mr. Hicks reported on various projects taking place around the District. There is a lot going on while school is out.

- The Town is going out to bid but has run into obstacles. We still have hope to have the road done before school starts.
- Synergy (the student information system) training has begun, and we are excited about the program, it looks to be very user friendly.
- Thirteen new copiers are coming to the district through a new lease and company.
- The Elementary School received thirty new HVAC units with only a little work left to do to wrap up that project. The project was funded through ESSER monies.
- The High School restroom remodel, upon the Board's approval, is now set to begin. This project is also paid for by ESSER.
- The High School gymnasium will also be receiving HVAC units, with truss work to support them. This is funded by SFB (School Facilities Board) and will be done on Fridays, weekends, and nights while the students are in school.
- The choir room at the Elementary School is receiving carpet.
- New security cameras are being installed throughout the district.
- The auditorium has received replacement doors where needed.
- A new phone system is currently being installed.
- VLAN (Virtual local area network) partitioning work is underway. This will enable students at the High School to use their own devices while still protecting the district's network.
- The 1989 fiberoptics are being assessed to see how much digging needs to be done to replace what needs replacing.
- The staff just completed open enrollment for medical insurance.
- The Middle School will receive shade structures at the baseball field.
- A bar code system is being developed for fixed assets. This will save a lot of accounting time.
- This coming winter we will be piloting a new timecard system for the staff.
- The meetings with Southwest Foods Excellence have been very encouraging. They have great expertise in food service.

13. BOARD/ADMINISTRATIVE REQUEST FOR FUTURE AGENDA ITEMS

None.

14. INFORMATION ONLY
 - A. *Joint Meeting with Yavapai Apache Council on July 10, 2023, at 1:00 PM at the Tribal Council Chambers*

15. ADJOURNMENT

Motion: Mrs. German moved, seconded by Mrs. Cardona adjourn the meeting. The motion passed unanimously. The meeting adjourned at 7:16 PM.
Ayes: Freeman, Cardona, Oothoudt, Petrie, and German
Nays: 0

16. SIGNING OF DOCUMENTS