

General Meeting MINUTES of the Governing Board of the Peach Springs Unified School District

Wednesday, February 21, 2018 at 6:00 pm
Peach Springs Unified School District #8- Governing Board of Education
403 Diamond Creek Road (Elementary School)
Peach Springs, Arizona 86434

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Governing Board and the Public that the board will hold a meeting open to the public on Wednesday, February 21, 2018 at 6:00 p.m., in the Governing Board meeting room, Peach Springs Unified School District No.8, 403 Diamond Creek Road (Peach Springs Elementary School), in Peach Springs, Arizona. Information regarding agenda items, with the exception of materials relating to Executive Sessions, may be reviewed in the District Administrative Offices located at 403 Diamond Creek Road, Peach Springs, Arizona.

The Governing Board of the Peach Springs Unified School District #8 may vote to meet in executive session intermittently throughout the meeting pursuant to A.R.S. 38-431.03, to review and discuss certain matters which are marked by an asterisk(*). Additionally, the Board may vote to go into Executive Session on any matter listed on the agenda, pursuant to A.R.S. 38-431.03 (A) (3), for discussion or legal advice from the Board's attorney, which may occur via person or telephone. Any Executive Session discussions will not be open to the public. However, all Board decisions will be made in the open public meeting.

If any disabled person needs any type of accommodation, please notify administration at (928) 769-9034 prior to the time scheduled for the meeting. All members of the public wishing to address the Board are required to sign the attendance sign-in sheet and complete a Public Comment form. Board members of the Peach Springs Unified School District may attend either in person or, when necessary, by telephone, video conferencing, or internet conferencing.

MINUTES

- I. CALL TO ORDER 6:10 pm**
- II. PLEDGE OF ALLEGIANCE**
- III. STATEMENT OF WELCOME**
- IV. ROLL CALL** Roger Mueller-I, Raelene Havatone-I, Michelle Zephier-I, Emma Tapija-I, Addie Crozier- absent (excused)

APPROVAL OF AGENDA Michelle Zephier made motion to approve agenda and Roger Mueller second motion.
Motion: Raelene Havatone- I, Roger Mueller-I, Emma Tapija-I, Michelle Zephier-I
Vote: 4, 0, 0
- V. CALL TO THE PUBLIC** (This is the time that the public may comment. Members of the 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 of scheduling the matter for further consideration and decision at a later date.)
- VI. Approval of Governing Board Meeting Minutes:**
 - A. January 24, 2018
Raelene Havatone mentioned that correction is needed on spelling on name of Raelene and Roger on pages 1.16, 17, 18, 20, 31, 33, 35, 36, 37, 38 and asking about what is meant when recorded (whispering) as machine could not identify words only whisper mentioned. With noted correction to name spelling, Michelle Zephier made motion to approve agenda and Roger Mueller second motion.
Motion: Raelene Havatone- I, Roger Mueller-I, Emma Tapija-I, Michelle Zephier-I
Vote: 4, 0, 0
- VII. OLD BUSINESS**
 - 1. Discussion and review school wide attendance procedures (board president request based on Ms. Walker's prior questions on attendance) – no action needed but reviewing our attendance rating from August 91%, September 89.34%, October 86.84%, November 86.88%, December 84.66% dropping near the holidays and winter break

2. Discussion and presentation of evidence of recruitment efforts
Superintendent Jaime Cole mentioned and described the efforts made to recruit for vacant positions in our rural community and provided a visions outline of dates and money spent on recruitment of around \$8,000, posting in local paper numerous times, Navajo Nation, Kingman Miner, website locations, and Arizona Department of Education along with paper flyer postings and online (evidence was presented and provided to board members)
3. Discussion and possible action to approve cleaning service Viramontes Cleaning at rate of \$1250 every two weeks effective March 2, 2018
Discussion was made that in the past we had multiple staff members cleaning the school and the school was very dirty for students. Jaime Cole mentioned how it is critical that the building is clean for students as the organization and structure helps set a positive learning environment for students. From the bids, Linda Viramontes cleaning rate was the cheapest for deep cleaning. Bids were taken from the following Janitorial Service Venders
 - Marie Cleans Cleaning Service on 1/21/2018 refused bid “Peach Springs Elementary too challenging” – Raelene asked what was meant and Jaime Cole stated, “maybe she was referring to distance and location, Not sure exactly but quoted her statement”
 - Armao Janitorial Services 1/23/2018 bid rate of \$2880.00 a day
 - Cindy Olivas 1/29/2018 for \$50,000 for the school year but asked that the school provide all supplies from windex, vinegar, paper towels, bags, pumice stone, pine sol, rags, Lysol, mop, etc.
 - General Cleaning Services 1/22/2018 at 11:15 am Not within service area
 - Clean-All-Over Janitorial service 1/23/2018 at 8:13 am
 - Linda Viramontes- 1/23/2018 \$1250 (cheapest bid for deep cleaning service for the entire school including floors)

Michelle Zephier made motion to approve Linda Viramontes cleaning for \$1250 every two weeks or as needed for special events upon request and Raelene Havatone second motion.

Motion: Raelene Havatone- I, Roger Mueller-I, Emma Tapija-I, Michelle Zephier-I

Vote: 4, 0, 0

4. Discussion and possible action to approve \$1500 stipend for Mr. Ron Quasula Jr. to coach sports using the MOU/MOA agreement at Music Mountain High School (MOU/MOA from 11/8/2017 board agenda) (Item was postponed from 12/11/2017, 1/24/2018 board minutes
Jaime Cole mentioned that decision should be made by the board to approve or not approve item as the same agenda item has been tabled by the school board on 11/8/2017, 12/11/2017, 1/24/2018, and is now on today's 2/21/2018 agenda item. From each meeting item was tabled, questions were answered to the school board from prior meeting. Jaime Cole explained that the item was listed as recommendation from the TRUST insurance for the school to pay a coach when using the MOU/MOA agreement using Music Mountain High School gym for students for insurance purposes. Michelle Zephier mentioned that PSUSD has paid Ron Quasula in the past few years for coaching the students at Peach Springs USD. Much discussion was held on when Mr. Ron Quasula uses the high school gym although Jaime Cole confirmed that MMHS gym has been used for students and staff have opened the gym for games. Raelene Havatone questioned if he is coaching basketball as his son and granddaughter would coach or other staff from the recreation center. She then asked to see the MOU/MOA agreement

that was approved by the school board in the past as all the coaches names should be mentioned on the MOU/MOA and not Ron Quasula. Michelle Zephier made motion to approve Ron Quasula's stipend for \$1500 for coach Peach Springs Elementary basketball teams and Roger Mueller second motion. Emma Tapija stated she could not vote as Ron Quasula is her nephew and asked Jaime Cole for written documentation of conflict of interest for families. Jaime Cole mentioned she felt conflict is usually immediate family (child, mother, father like in the case of qualifying for bereavement leave) and Emma asked for written paperwork on conflict from family. Jaime Cole stated she did not have written statement with her but she could gather after the meeting for Emma Tapija in written format from the Arizona state law. Motion: Raelene Havatone- declined, Roger Mueller-I, Michelle Zephier-I, Emma Tapija- not voting as conflict as he is our nephew. Vote: 2, 1, 1 – not approved

5. Discussion and possible action to review Jaime Cole's prior years (two) superintendent's evaluations (meeting or exceeding all expectations from 2015-2016, 2016-2017, and conduct 2017-2018 evaluation) Prior tabled item from board meetings December 11, 2017, January 24, 2018* From the summary, Michelle Zephier and Roger Mueller rated Jaime Cole outstanding in all areas, Emma Tapija scored outstanding in most areas and few satisfactory and Raelene Havatone rated most satisfactory except for first item in sped that all other board members rated as outstanding.
 Section A comments: Effective supervision of staff
 Section B comments: Michelle Zephier mentioned that Jaime Cole helped school get out of debt when she arrived, passed prior audits, and management skills met
 Section C comments: Raelene Havatone mentioned that I email board members different information but Jaime Cole mentioned that she follows policies and goes through the board president on all communication and that all board members get the same emails but due to open meeting law violations I send individually, and Emma Tapija mentioned that Jaime Cole takes care of the day to day school operations and that is why she was hired to take care of that stuff. Emma stated that board communication is ok but that positions need to be filled.
 Section D comments: Emma stated that superintendent is allowed to work with her employees and she has gotten the education and scores higher for students
 Summary: Michelle Zephier stated that Jaime Cole has been an asset to the district and she has encountered emotional abuse from others but she verbally stated thank you to staying with the district these years.

Summary score: 15 outstanding, 11- ties of outstanding/satisfactory, 1 – satisfactory score

Rating area	Average score of the board	Michelle	Roger	Raelene	Emma
Sped program	Outstanding	O	O	U	O
Supervision	Outstanding	O	O	S	O/S
ED practice	Outstanding/sat.	O	O	S	S
Public informed	Outstanding/sat.	O	O	S	S
Public informed of practices	Outstanding/Sat	O	O	S	S
Follows	Outstanding	O	O	O	O

laws/policies					
Financial	Outstanding/sat.	O	O	S	S
Procedures	Outstanding	O	O	S	O
Records	Outstanding	O	O	S	O
Maintain property	Satisfactory	S	S	S	S
Transportation	Outstanding (showed effort to get drivers)	O	O	O	O
Use of building	Outstanding/sat.	O	O	S	S
New school	N/A				
Reports	Outstanding	O	O	S	O
Budget to community	Outstanding/sat.	O	O	S	S
Current on laws	Outstanding/sat.	O	O	S	S
Attends board	Outstanding	O	O	O	O
Directives of board	Outstanding/sat.	O	O	S	S
Advises board	Outstanding/sat.	O	O	S	S
Advises on new policies	Outstanding/sat.	O	O	S	S
Timely advice	Outstanding	O	O	S	O
Board recommend	Outstanding	O	O	S	O
Implements policies	Outstanding/sat.	O	O	S	S
Public relations	Outstanding	O	O	S	O
Acts on own discretion	Outstanding/sat.	O	O	S	O
Recommend dismissal of employees	Outstanding/sat.	O	O	S	O
Evaluations	Outstanding/sat.	O	O	S	S
Defines duties of staff	Outstanding/sat.	O	O	S	S
Recommends salary changes	Outstanding/sat.	O	O	S	O
Communicates to all employees action of board	Outstanding	O	O	Unknown	O

6. Discussion and possible action to discuss offering superintendent bonus of \$15,000*
- Michelle Zephier made motion to approve \$15,000 bonus to superintendent and Roger Mueller second motion.
- Motion: Raelene Havatone- declined to vote, Roger Mueller-I, Emma Tapija-I, Michelle Zephier-I
- Vote: 3, 0, 1

VIII. NEW BUSINESS

1. Discussion and possible action to approve Titan Alarm system for security cameras for \$53,778.23 as sole source that provides three monitor alarms
Jaime Cole explained prior bids obtained from Mikhail Smallcanyon before he left district and found Titan Alarm system was the cheapest cost. Michelle Zephier made motion to approve Titan Alarm system for security cameras for \$53,778.23 and Roger Mueller second motion.
Motion: Raelene Havatone- I, Roger Mueller-I, Emma Tapija-I, Michelle Zephier-I
Vote: 4, 0, 0
2. Discussion and possible action to approve Titan Alarm system for door security system for \$15,303.10 as sole source that provides three monitor alarms
Jaime Cole explained prior bids obtained from Mikhail Smallcanyon before he left district and found Titan Alarm system was the cheapest cost but Titan Alarm door security system is sole source as they also have three phone monitor systems so if someone breaks in there is live video monitor on three phones for immediate viewer access. Michelle Zephier made motion to approve Titan Alarm door alarms as **sole source** for \$15,303.10 and Roger Mueller second motion.
Motion: Raelene Havatone- I, Roger Mueller-I, Emma Tapija-I, Michelle Zephier-I
Vote: 4, 0, 0

IX. BUSINESS and TRAVEL

1. Discussion and possible action to approve vouchers 1818, 1819, 1820, 1821, 1822, and payroll 2718, 2918, 3018,
Michelle Zephier made motion to approve vouchers 1818, 1819, 1820, 1821, 1822, and payroll vouchers 2718, 2918, 3018 and Roger Mueller second motion.
Motion: Raelene Havatone- I, Roger Mueller-I, Emma Tapija-I, Michelle Zephier-I
Vote: 4, 0, 0

X. PERSONNEL

1. Discussion and possible action to approve classified and certified salaries for SY 2018-2019
Michelle Zephier made motion to approve classified and certified salary schedules for SY 2018-2019 (keeping same salary schedule as SY2017-2018) and Roger Mueller second motion.
Motion: Raelene Havatone- I, Roger Mueller-I, Emma Tapija-I, Michelle Zephier-I
Vote: 4, 0, 0
2. Discussion and possible action to approve business manager salaries for SY 2018-2019
Michelle Zephier made motion to approve business manager salary schedule range of \$60,000-\$80,000 and Raelene Havatone second motion.
Motion: Raelene Havatone- I, Roger Mueller-I, Emma Tapija-I, Michelle Zephier-I
Vote: 4, 0, 0
3. Discussion and possible action to approve positions and salaries for SY 2018-2019
 - Superintendent
 - Business manager/Grants
 - Attendance clerk
 - Payroll, grants, secretary

- Accounts Payable
- Behavior interventionist
- Instructional Coach
- Title 1 Reading Teacher
- K-8 teachers (10 teachers)
- Two special education teachers
- Special area teachers (culture, computer, art, PE)
- One kitchen manager
- One kitchen assistant
- Two bus drivers/custodians
- One custodian/groundkeeper
- Facilities Engineering/IT Manager

Michelle Zephier recommended the behavior interventionist as a non-certified position. Michelle Zephier made motion to approve positions and salary schedule for SY 2018-2019 and Roger Mueller second motion.

Motion: Raelene Havatone- I, Roger Mueller-I, Emma Tapija-I, Michelle Zephier-I

Vote: 4, 0, 0

A. ANNOUNCEMENTS AND DATE OF NEXT BOARD MEETING

Upcoming Board Meeting to be held at the Governing Board Meeting Room (in the Peach Springs Elementary School) located at 403 Diamond Creek Road, Peach Springs, AZ:

- a. Regular Governing Board Meeting – March 6, 2018 at 6:00 p.m.

A. ADJOURNMENT

Roger Mueller made motion to adjourn and Michelle Zephier second motion.

Motion: Raelene Havatone- I, Roger Mueller-I, Emma Tapija-I, Michelle Zephier-I

Vote: 4, 0, 0