

# Apache Elementary School

Serving the educational needs of children K-8

**August 8, 2017**

You are requested to turn off your cell phones during this meeting.

Thank you

## **REGULAR BOARD MEETING**

### **NOTICE AND AGENDA**

(Agenda is subject to change 24 hours prior to a scheduled meeting)

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Apache Elementary School District Board of Education and to the general public that the Apache School District Board of Education will hold a meeting open to the public on **\_Aug.8, 2017** beginning at **4:00 pm at the Apache Elementary School**. Pursuant to A.R.S. §38-431.03 (A)(3) the Board may vote to move into executive session at any time in order to consult with the Board's attorney in person or via telephonic conference call on any matters listed on the agenda. (Executive session is not open to the public).

#### **A. PRELIMINARY MATTERS**

**B. Call to Order**

**C. Pledge of Allegiance**

**D. Roll Call**

**E. Board officer election: President and Clerk**

**F. Approve Minutes of July 27 board meeting**

**G. Approve Minutes of Aug. 6 emergency board meeting**

**H. Adopt the Agenda**

#### **I. PUBLIC COMMENTS** (as per board policy BEDH, comments shall be limited to 3 minutes)

*(The president may allow individuals from the public to address the Board.) Comments shall be limited to education related issues on items that do not appear on this agenda or for which no public hearing has been held and limited to issues which are under the jurisdiction of the governing board. The Board shall not discuss or take legal action on matters raised during an open call to the public unless the matter are properly noticed for discussion and legal action on the current agenda, but may instruct the Head Teacher to schedule discussion at a later date. At the conclusion of the open call to the public, individual members of the Governing Board may respond to criticism made by those who have addressed the Board, may ask staff to review a matter or may ask that a matter be put on a future agenda. Note: Any individual desiring to address the Board shall complete a form (Request to Address Board) and give this form to the Board President **before the meeting begins**. Personal attacks upon Board Members, staff personnel, or other persons in attendance or absent by individuals who address the Board are discouraged. Presenters are cautioned that statements or representations concerning others that convey an unjustly unfavorable impression may subject the presenter to civil action for defamation. Policies KE, KEB, KEC, and KED are provided by the Board for disposition of legitimate complaints, including those involving individuals. "Call to the Public" is not an open discussion with the Board and Superintendent. **If a member of the public wishes to address an item listed on the agenda, the board may allow him/her to speak at that place on the agenda.***

- II. **Board Member Reports**
- III. **Head Teacher Report**
- IV. **Business Manager Report**
- V. **DISCUSSION/ACTION ITEMS**

The Board will discuss and may choose to take action on any item listed below

- A. Offer updated Notice of Employment to Mr. Zepeda, as Teacher's Assistant.
- B. Approve expenditure for bus driver, Mrs. Ana Grossman's physical exam and drug testing needed to update her CDL.
- C. Evaluation instruments and procedures
  1. The **Teacher** Formal Evaluation Form for Head Teacher, which will be used by a contracted outside evaluator, Melinda Escargeca, will be provided to the Head Teacher at the Aug. 8, 2017 board meeting. Rose Martinez, CCSS office will be contacted for Ms. Escargeca's contact information.
  2. The instrument to evaluate the Head Teacher's **Administrative duties** by the governing board will be approved at the Sept. 12 board meeting and will be subsequently provided to the Head Teacher.
  3. The evaluation for the **Teacher's Assistant** to be used by the Head Teacher will be provided to the Head Teacher and to the Teacher's Assistant at the Sept. 12 board meeting.
  4. Offer "contract" to Melinda Escargeca to observe and evaluate the Head Teacher at the rate of \$40 per hour for a total of 20 hours per year for the school year 2017-2018.
- D. Need to purchase fuel meter gauge and a fuel filter for the large gas tank  
Request that Ms. Guzman inquire as to vendor and prices for these items – possibly from Mr. Fernie Guzman, San Simon.
- E. Vendors: Ms. Guzman needs to provide W9 to each vendor as needed.
  1. Dennis Hanisch for Custodian for school daily and yard maintenance, as needed
  2. Lucas Rothpletz to service computers as needed
  3. Phil Angel to provide electrical work as needed
  4. Ward's Tire, Animas, to install tires on bus as needed
  5. Lance Schultis to provide emergency bus service as needed
  6. First Glass Bus Windshield
- F. Changing / rekeying all locks on school property
- G. Approve **Key Responsibility Form** (see addendum A) informing anyone receiving an Apache key that in case of loss, he/she shall be held responsible for the cost of changing locks and re-keying the number of keys issued for that/those lock(s).
  - All persons receiving keys for anything on Apache school property shall sign **Key Responsibility Form** and submit such signed form to the Head Teacher to be filed.
- H. Request that Ms. Guzman look into setting up e-mail addresses (to be posted on school website) for staff and board members through school's IP service provider

I. Forest Fees monies

\$12,000 is being allocated to Apache for this school year

The board has been asked to submit a letter to Jacqui Clay indicating how we intend to use those monies. Board member, Alicia Davidson has spoken with our Head Teacher and our Business Manager as to where the \$12,000 is needed in terms of instructional materials for students or other items which would benefit the students. **Submitted here is a letter prepared by Mrs. Davidson to Jacqui Clay regarding these funds for board approval.**

J. Items for next agenda

VI. UPCOMING EVENTS

- School starts Aug. 14 2017 at 8:00am
- Next regular Board meeting..... Sept. 12, 2017 at 4:00 pm

VII. ADJOURNMENT

*(The District does not exclude any disabled person from participation in services, programs or activities or discriminate against any qualified person with a disability. Any disabled person who has an inquiry regarding accessibility or who needs an accommodation should notify the District Superintendent's Office in advance of the scheduled Board meeting)*

Certification of posting:

I, Alicia Davidson, certify that this notice of public meeting, prepared pursuant to A.R.S. § 38-431.02, was posted on the 6<sup>th</sup> .Day of Aug. 2017 at 8 o'clock  p.m.

Alicia Davidson /Board Member  
Signature/Title

See Addendum A (pg. 4 of Agenda) as the **KEY RESPONSIBILITY FORM**



# KEY RESPONSIBILITY FORM

Approved Aug. 8, 2017

To be completed and submitted to the Apache School Head Teacher upon receipt of any Apache keys

I, \_\_\_\_\_ have received the keys listed below on (date) \_\_\_\_\_. (a) All keys shall be turned in to Head Teacher at the end of the school year. (b) Upon leaving employment of Apache Elementary School, I will return all issued keys in working condition to the Head Teacher prior to receiving my last pay/compensation. (c) If I should loose or damage any of the keys issued to me, I understand that I will be responsible for paying the cost of re-keying all such locks and of making the number of keys required for other personnel. The costs will be determined at the time of loss/damage.

**Quantity: KEY NO./ID: USED ON NAME OF BUILDING, GATE, OR BUS:**

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**Combination**

**Locks:**

Use back side, if needed.

The Head Teacher shall submit this form to the Board President for all keys issued to her prior to issuing keys to staff or board members.

***Upon Return of Keys:***

Head Teacher initial to the **left** of each key when it is **returned** to you.

Employee initial to the **right** each key upon **returning** it/them to Head Teacher.