

# Apache Elementary School

Serving the educational needs of children K-8

**ONE-ROOM SCHOOLHOUSE SINCE 1910**

10488 N. Skeleton Canyon Rd. / PO Box 16405 Portal, AZ 85632

Phone: 520/558-2364 / FAX: 520/558-2410 E-mail: [apacheelementary@gmail.com](mailto:apacheelementary@gmail.com)

Head Teacher: Miss Loy Guzman  
Teacher's Assistant: Mr. Frank Zepeda  
Business Manager: Ms. Tamara Winkler

School Board Members:  
Alicia Davidson, President  
[info@ddgambleguestlodge.com](mailto:info@ddgambleguestlodge.com)

Maurine Joens, Secretary  
[kmajjj@vtc.net](mailto:kmajjj@vtc.net)

Jennifer Racicot, Member  
[jennifer@labuenavidafarm.com](mailto:jennifer@labuenavidafarm.com)

## MINUTES OF THE APACHE SCHOOL BOARD MEETING

January 10, 2018, 6:30 pm at Apache School

### I. Preliminary Matters

- A. Call to Order – by Board President Davidson 6:30pm
- B. Pledge of Allegiance recited
- C. Roll Call: all board members present, Head Teacher Miss Guzman, Business Manager Ms. Winkler, and seven community members
- D. Agenda adoption: Mrs. Racicot moved and Mrs. Joens seconded adoption of both the original and the amended agendas. Motion carried. Mrs. Davidson requested that the Administrative evaluation (item D under Discussion/Action) be moved to item A as the first item.
- E. Approval of past minutes:
  - September 12, 2017 tabled until posted onto school website. Mrs. Joens moved, Mrs. Racicot seconded. Motion carried.
  - October 10, 2017 approved: Mrs. Davidson moved, Mrs. Racicot seconded. Motion carried.
  - November 7, 2017 tabled until submitted minutes replace posted minutes. Mrs. Joens moved, Mrs. Racicot seconded. Motion carried.
  - December 13, 2017 approved with addition to posting of two documents read aloud at the meeting -letter from Arizona Attorney General and the Teacher Evaluation System Verification requested by the AZ Dept. of Ed.

F. Approval of consent agenda: moved by Mrs. Joens, seconded by Mrs. Racicot.  
Motion carried.

**Public Comments:** *Mr. Racicot read a letter explaining their family's decision to withdraw their children from Apache School for personal/family reasons. Their decision has nothing to do with the school or head teacher. He expressed their gratefulness for the time their children spent in this unique one room school house and they will continue to support the ongoing successes of the Apache School.*

**II. Head Teacher Report:**

- Bus gas tank repairs– nozzle and hose; filled tank with 500 gallons
- Field Trip planned tentatively for March 2018 to Kartchner Caverns
- Alignment of textbooks with state standards as per her conversation with representatives from Houghton Mifflin and Harcourt Brace Jovanovich publishing companies. No minimum order required, and old textbooks can be redistributed as needed.
- Computers from county supt. are being downloaded and will be picked up this week.
- Radio – Ms. Guzman will pick up from sheriff's office shortly.
- Board Packets and Agendas: items for agendas need to be submitted to her no later than Thursday prior to meeting date. Board Packets will be available to be picked up by board members on Fridays prior to meeting dates.

**III. Business Manager Report:** She is working on end of year IRS and state tax documents and employee W-2 and 1099 forms.

**IV. Discussion / Action Items**

**A. Administrative Evaluation**

Mrs. Joens questioned/discussed the **procedure** for holding Ms. Guzman's evaluation in open session as opposed to executive session. Ms. Guzman assured the board that she approved of holding her evaluation in open session.

Mrs. Davidson assured board members that we had followed legal guidelines and were ready to proceed. Mrs. Joens moved to rescind the rationale previously approved for the revised evaluation form; Mrs. Davidson seconded; motion carried.

- Each board member brought in completed evaluation forms to be tallied by Ms. Winkler.
- Mrs. Davidson read through the evaluation form reading each area along with the rating assigned by each board member.

- Ms. Guzman was given a copy of her ratings immediately.
- Ms. Guzman will receive her second administrative evaluation in March, 2018.

**B. Mrs. Joens' questions regarding:**

- 1) curriculum and textbooks were addressed by Ms. Guzman in her report earlier.
- 2) Lawyer fees resulting from the violation complaints:  
Ms. Winkler responded that every year the lawyer fees go up, based on usage from the previous year.
- 3) Whether or not the board's acceptance of the Attorney General's resolution of the filed complaint had been sent to the Attorney General....  
Mrs. Davidson reported that she had submitted it to that office as requested.
- 4) Missing books.....it was concluded that books no longer on some bookshelves probably belonged to the previous teacher and she took them with her.
- 5) Policy Bridge....
  - the Key Responsibility form will be included as policy ECA-EB.
  - Recommended that we archive the district's old Mission statement and replace it with the new one adopted by this year's board.
  - Ms. Winkler will locate numbers of the policies approved in November
- 6) Processing of board minutes....draft of minutes is to be sent to Mrs. Davidson for editing and alignment with agenda. Mrs. Davidson will submit final draft to Ms. Guzman for posting on the school website. Upon board approval, "Draft" will be removed from the minutes.

**C. First reading of two ASBA revised policies:** Mrs. Davidson read policies 548-BOG© Advisory Committees and 562-JLCD© Medicines/Administering medicines to students

**D. Vendor....Approval of Debbie's cleaning Service** was moved by Mrs. Davidson and seconded by Mrs. Racicot. Motion carried.

**V. Items for next agenda: (Due to Ms. Guzman the Thursday prior to board mtg.)**

- A. Board's self-evaluation
- B.

**VI. Meeting Dates:**

Jan. 12: Strategic planning – 8:00am (Ms. Guzman & Mrs. Davidson)

Jan. 22: Strategic planning – 4:00pm (Ms. Guzman & all board members)

Feb. 7: Regular Board meeting – 6:30pm

**VII. Adjournment**

Moved by Mrs. Davidson, seconded by Mrs. Joens to adjourn at 8:00pm.

Motion carried.

Submitted by Governing Board clerk, Mrs. Joens, January 11, 2018.

*Certification of posting:*

*I, Alicia Davidson, certify that a draft of these minutes of the Apache School regular board meeting was posted on the 12<sup>th</sup> Day of January, 2018.*