

Apache Elementary School

Serving the educational needs of children K-8

ONE-ROOM SCHOOLHOUSE SINCE 1910

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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

MINUTES OF THE APACHE SCHOOL BOARD MEETING

Maurine Joens, Secretary
kmajjj@vtc.net

Jennifer Racicot, Member
jennifer@labuenavidafarm.com

**February 7, 2018, 6:30 pm, at the
Apache School**

1 Preliminary Matters

- A. The meeting was called to order by the board president, Mrs. Davidson.
- B. A reminder was given to the public regarding submitting consent forms for public Comments to Ms. Guzman prior to commencement of meeting.
- C. The pledge of Allegiance to the flag of the United States of America was led by Mrs. Davidson.
- D. The role was called. Attending were board members Mrs. Davidson, Mrs. Racicot, and Mrs. Joens. Also, in attendance were Ms. Guzman, Head Teacher, and three members of the public.
- E. Mrs. Davidson moved to adopt the agenda for the February 7, 2018, board meeting. Mrs. Joens seconded the motion. Motion carried.
- F. Approval of the minutes of the January 25, 2018, Strategic plan work session were tabled until after the discussion on minutes.
- G. Approval of the minutes of the September 12, 2018, board meeting was tabled until after the discussion on minutes.
- H. Mrs. Davidson moved to put the documents "Attorney General letter" and "Board acceptance of recommended resolution" on the school 's website as attachments to the December 13, 2018, board minutes.

- 1 Mrs. Davidson moved that the consent agenda, consisting of payroll vouchers, Expense vouchers, and verification of deposits, be approved. Mrs. Racicot seconded the motion. Motion carried.

11 Head Teacher Report

- _ Ms. Guzman gave a preview of the Odysseyware computer program that she recently learned about at a meeting for Cochise county schools with Odysseyware in Chandler. She was given the password and has received five site licenses and is using it already for math and language work with the students. The programs are aligned to the state standards. The students are responding favorably to and are excited about working with the Odysseyware program.
- _ Field trips are planned to the Karchner Caverns, to the Post office in Rodeo where the students will learn the process of the mail service and actually send and receive letters, and to the Forest service center. _ Cecil Williams is going to come to the school and help Ms. Guzman plan a birding area.
- _ Upcoming vi sits by community members Bill Cavalier, Stevie Wayman (health and hygiene), Rick and Vicki Beno (photography) , Eva Morin, Ray and Wyatt Mendez, and Deb Johnson (birding).
- _ Ms. Guzman showed and told about ceramic artwork children are doing, which will be displayed in the art gallery in Rodeo upon completion. Students will participate in a singing skit at the art gallery March 17.
- Valentine's Day party on February 14.-

The outdoor hot water heater building needs door replaced due to rotting by weather.

111. Business Manager Report: none

IV. Discussion/Action Items

- A. In discussing the Strategic plan, some mistakes were corrected, and Mrs. Davidson said that it was a 5-year plan with big goals to work toward with students at the core; it is flexible and not cut in stone, and is open to community input. She said we should think as to how we could get it out to the public this spring and in asking Mr. Grossman, who was attending the meeting, if he had any ideas and he suggested putting a stack of them at the post office.
- B. Mrs. Davidson started the self-evaluation for and by the board. She suggested that next year we have Ms. Guzman participate in the evaluation. Prior to the

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evaluation, Ms. Davidson read "Board Member's Role in Brief" from the ASBA handbook for board members and a statement she will keep before her at

meetings, "How will this help the district improve educational outcomes for students?"

- C. A second reading of two policies revised by ASBA, BDG and JLCD, was had. D. ASBA policy BEDH-E, the request to address board form, has replaced the form we had been using for that purpose.
- E. Mrs. Davidson moved that we change ASBA policy BE to read that our board meetings will be held on the 2nd Wednesday of the month instead of the 2nd Tuesday. It was noted that to change board meeting dates, a majority of votes by the board is required, but only when noticed on the agenda.
- F. Concerning Open Meeting Law 7.7.10, it was noted that agendas need to be amended, not have a separate amendment. It was also noted that items on the agenda can be moved to other locations on the agenda at the point of adoption of the agenda.
- G. Concerning maintenance of board meeting minutes (hard copies with addendums and agenda and removal of the word "draft" for file) , Mrs. Davidson recommended we table the topic until the next meeting if needed, as she said that audio copies of the meeting can be placed on the website. That will be researched in the meantime. It was suggested that Ms. Guzman place a note in the tape file stating that the December meeting had not copied. Ms. Guzman stated that she had put the blank tape in the file. Board meeting minutes displayed in the lock box outside of the school was discussed.
- H. Concerning the March 14, 2018 Administrative evaluation procedure, Mrs. Davidson said that a letter will be sent from ASBA to use that will tell Ms. Guzman that the evaluation will begin in Executive session and end in Open Session and that the final written administrative forms will be placed in the personnel file and not posted.
- I . Concerning grounds maintenance, Ms. Guzman indicated that the entire grounds needed to be maintained and that the school had a DR mower that would do the job well if the weeds were not allowed to grow too high. Mrs. Joens moved that we approve Tom's Bird Feeders and Reptile Supplies as a vendor. Mrs. Davidson seconded the motion. Motion carried.
- K. In response to Mrs. Davidson's editing of the minutes of the January board meeting, Mrs. Joens read a portion of the January board meeting minutes that she had submitted to show that we had not said the minutes were to be edited. Mrs. Davidson said she stands corrected on the matter.
- L. Mrs. Joens moved that the minutes of the September 12, 2018, board meeting that she had originally submitted be approved and posted.

Mrs. Davidson seconded the motion. Motion carried. Mrs. Joens moved that the minutes of the November 7, 2018, board meeting that she had originally submitted be approved and posted. Mrs. Davidson seconded the motion. Motion carried. Mrs. Davidson moved that the minutes of the January 10, 2019, board meeting that were submitted by Ms. Joens be approved and posted. Mrs. Joens seconded the motion. Motion carried.

.V. Items for March 7, 2018, agenda:

- A. Administrative evaluation
- B. Archive ASBA Mission Statement, Policy A, and replace with the new mission written by Ms. Racicot that we adopted.
- C. Use of audio recording of regular board meetings in lieu of paper minutes for placement on school website.

VI. Mrs. Davidson moved that the meeting adjourn. Mrs. Racicot seconded the motion. Motion carried. Meeting adjourned at 8:22 pm.

Respectfully submitted by Mrs. Joens, Board Secretary February 9, 2018.

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 9th. Day of February 2018.

Alicia Davidson, Board President