

DRAFT  
MINUTES OF THE APACHE SCHOOL BOARD MEETING  
December 10, 2018, 6:30 pm, at Apache School

PRELIMINARY MATTERS

The Apache school board met in it's regular meeting December 10, 2018, 6:30 pm, at Apache School.

The meeting was called to order by the president of the board, Alicia Davidson.

The Pledge of Allegiance to the flag of the United States of America was recited.

The roll was called. Attending were board members Alicia Davidson, Jennifer Racicot, and Maurine Joens. Also attending were Loy Guzman, Head Teacher, Tamara Winkler, Business Manager, and seven members of the public.

Jennifer Racicot moved to adopt the agenda and the amended agenda. Maurine Joens seconded the motion. Motion carried. The president moved Item D on the agenda to the position before Item A.

Maurine Joens moved to table the approval of the September 12, 2017, board meeting minutes until they have been posted on the school's website. Jennifer Racicot seconded the motion. Motion carried.

Alicia Davidson moved to approve the October 10, 2017, board meeting minutes. Jennifer Racicot seconded the motion. Motion carried.

Maurine Joens moved to table the approval of the November 7, 2017, board minutes until the submitted minutes replace the posted minutes. Jennifer Racicot seconded the motion. Motion carried.

Alicia Davidson moved to approve the December 13, 2017, board meeting minutes with the addition of two documents that were read at the meeting, the April 10, 2017, violation letter from the Office of the Arizona Attorney General and the current Board acceptance Recommended Resolution.

Motion to approve the Consent Agenda, consisting of Payroll vouchers 12 and 13, Expense Vouchers 1809 and 1810, and Verification of deposits, was made by Maurine Joens and seconded by Jennifer Racicot. Motion carried.

#### PUBLIC COMMENTS

Jerry Racicot addressed the board, stating that they had decided to withdraw their three children from Apache School for personal, family reasons, and that their decision had nothing to do with the school or head teacher. He said that his family is grateful for the time the children spent in this unique one room school house and that they will continue to support the ongoing success of the Apache school.

#### HEAD TEACHER REPORT

Mrs. Guzman reported seeing about repairs of the gas tank, repairing the nozzle and hose, and having the tank filled 500 gallons of gas. She reported a field trip to Benson caverns, probably in March.

She reported having talked with the representative from Houghton Mifflin Harcourt Publishing Company and having found out that our adopted textbooks are aligned with the standards, that textbooks can be adopted in 60 days, and that the company would not require us to have minimum orders. She stated that old textbooks no longer used can be distributed to people who could use them. She reported that the computers that will be given to the school by the County School Superintendent's office are almost ready, that they are now getting downloaded. She reported that the school will be getting the Sheriff's radio. She stated that packets for board members will be ready on the Friday before board meetings, and that agenda items submitted by board members need to be submitted to her by the Thursday preceding board meetings.

#### BUSINESS MANAGER REPORT

Ms. Winkler reported that she had been working on end of year IRS and state tax documents and employee's W-2 and 1099 forms.

#### DISCUSSION/ACTION ITEMS

Mrs. Joens had concerns about our procedure of the Head Teacher/Administrator evaluation, with policies stating that the person being evaluated should be given the option of having the evaluation in closed Executive Session with said session being noted on the agenda. Mrs. Guzman said she she was okay with having the evaluation in open session and Mrs. Davidson declared that we were legal in proceeding. Motion that "the rationale for revised evaluation section of the evaluation document that was approved at the November 7, 2017, board meeting by rescinded" by Maurine Joens and seconded by Alicia Davidson. Motion passed.

Mrs. Davidson conducted the evaluation of the Head Teacher/Administrator. Members of the board

brought the Head Teacher Administrative Evaluation forms already filled in and Ms. Winkler tallied the results in the areas of supervision of instruction, responsibilities with the board, and community relations. Mrs. Davidson read each board member's ratings and comments from the "outstanding" and "areas in need of improvement" sections of the form out loud. As a result of the comments, Mrs. Davidson determined that, as a result of the evaluation, Ms. Guzman be required to submit a newsletter to the board and parents of students two times a month. The tally will be signed by board members and Ms. Guzman at a future date and copies of individual rating forms and the tally form will be given to Ms. Guzman, being retained by each board member as well. It was determined that another Head Teacher/Administrator evaluation will be held at the March board meeting.

Mrs. Joens' questions about curriculum and textbooks had already been addressed in the Head Teacher's report.

Mrs. Joens had a question about lawyer fees resulting from the violation complaints. Ms Winkler stated that every year the lawyer fees go up, based on usage from the previous year.

Mrs. Racicot's item about specifying items 24 hours prior to the meeting had already been addressed.

Mrs. Davidson conducted the first reading of two policies revised by ASBA, BDG, concerning advisory committees, and JLCD, concerning medicines/administering medicines to students.

Concerning the letter to the district from the Office of the Arizona Attorney General read at the previous meeting, Mrs. Joens inquired as to whether notice of that action and the agenda had been provided to that office. Mrs. Davidson reported that it had been done.

Mrs. Joens had concerns about the empty bookshelves and was told that the missing books probably had belonged to the previous teacher, which she had taken with her when she left.

Mrs. Joens had questions about Apache's use of the Arizona School Board Association (ASBA) Policy Bridge. Ms. Winkler reported that our Key Responsibility form will be included in the policy bridge as Policy ECA-EB. Mrs. Joens mentioned that we had a situation with our having approved a new mission statement to be included in our strategic plan and student handbook at our October board meeting and that we already had a mission statement, Policy A, in our policy bridge, and suggested we archive the Policy A in Policy Bridge. Even though no motion was made, it was determined that we

would use our recently adopted policy. During the meeting Ms. Winkler was in the process of copying Apache's Policy Bridge policies for a required hard copy to be kept at the school. Mrs. Joens had questions about policies we had previously adopted at the November board meeting that were only identified by numbers on the agenda, stating that we can only view the policies by letters, and she wanted to know what letters corresponded to policies listed on agenda by number only Ms. Winkler said she would find and copy that information for her.

Motion made by Alicia Davidson and seconded by Jennifer Racicot to approve Debbie's Cleaning Service as a vendor. Motion carried. Ms. Winkler provided Mrs. Joens with a list of approved vendors.

Mrs. Joens had a question about handling the board meeting minutes following approval/correction.

The word "draft" will be removed. Board minutes, after they are written, are to be sent to Mrs.

Davidson and she will align them with the lettering and numbering system of the agenda and put them on the school letterhead, and then submit them to Ms. Guzman for posting on the school website.

#### ITEMS FOR NEXT AGENDA

Board self-evaluation

#### MEETING DATES

January 12 - Strategic Planning meeting

January 22 - Strategic Planning meeting, 4:00 pm

February 7 - School Board meeting, 6:30 pm

March 14 - School Board meeting, 6:30 pm

#### ADJOURNMENT

Motion made by Alicia Davidson and seconded by Maurine Joens to adjourn the meeting. Meeting adjourned at 8:00 pm.

Submitted by board clerk, Maurine Joens, December 11, 2018