

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

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

School Board Members:
Alicia Davidson, President
info@ddgambleguestlodge.com

Maurine Joens, Secretary
kmajjj@vtc.net

June 13, 2018 Regular School Board Meeting

5:00pm Notice and Agenda **Updated**

You are requested to turn off your cell phones during this meeting. Thank you. (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 community that the Apache School District Board of Education will hold a meeting open to the public on the second Wednesday of each month beginning at 5:00 pm at the Apache Elementary School. To accommodate board members and staff, date and time of regular board meetings may be changed and will be announced in the posting of that meeting's agenda in advance. Pursuant to A.R.S. 38-431.03, the board may vote to move into executive session at any time to consult with the board attorney in person or via telephonic conference call on any matters listed on the agenda. (Executive session is not open to the public.)

I. Preliminary Matters

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Adopt the Agenda of June 13, 2018 board meeting
- E. Approve minutes of May 9, 2018 regular board meeting
- F. Approve minutes of June 4, 2018 special board meeting
- G. Approve Consent Agenda
 1. Ratification of Payroll vouchers 22, 23, 24
 2. Ratification of Expense vouchers 1817 & 1818
 3. Verification of Treasurer's Deposits: 119638, 120186 & 119876

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 is 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 Head Teacher before the meeting begins. Any individual will be allowed to address specific items on the agenda during the meeting. The board president may rearrange agenda items as needed. 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 Head Teacher.

- II. Head Teacher Report**
- III. Business Manager Report**
- IV. Board Members Reports**
- V. Discussion/Action Items**

The Board members will discuss and may choose to act on any item listed below:

- A. Approve corrected certified salary schedule percentage (error was found following the June 4 special meeting)
- B. Approve corrected Head Teacher contract if needed
- C. Approval of Forest Fees Request letter
- D. FY2019 Annual Expenditure Budget – Proposed by Mrs. Winkler
- E. FY18/19 Budget hearing to be set for June 27 (10 days from proposed budget)
- F. Follow-up on training materials for new board members
- F. Replacing original minutes with corrected minutes
- G. Second reading of ASBA amended policies BEDB and GCCH
- H. Communication to board members
- I. Apache Emergency Management Plan – set schedule for development
- J. Teacher Performance Plan for FY18/19
- K. Student Registration Packet – status

VI. Items for next agenda – July 18, 2018

- A. Adopt FY18/19 Budget

VII. Adjournment

(The District does not exclude any disabled person from participation in services, programs, or activities or discriminate against any qualified person with disability. Any disabled person who has an inquiry regarding accessibility or who needs an accommodation should notify the Head Teacher'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 8th. Day of June, 2018.

Alicia Davidson, Board President

Attachments: BEDB and GCCH

Attachment of amended policy **BEDB © AGENDA**

The agenda shall list the specific matters to be discussed, considered or decided at the meeting. The Governing Board may discuss, consider or make decisions only on matters listed on the agenda and other matters related thereto. (Subject to A.R.S. 38-431.02)

Unless changed by a majority vote of Board members present at a meeting, the order of business shall be as follows:

Regular Meetings:

- Call to order
- Pledge of Allegiance
- Roll Call
- Adoption of agenda (discussion of items do not have to be in order)
- Approval of previous meeting minutes
- Approval of Consent Agenda
- Public Comments (Governing Board members shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action)
- Reports
 - Head Teacher
 - Business Manager
 - Governing Board Members
- Discussion / Action Items (Matters on which the Governing Board may take legal action during the meeting)
- Requests for future agenda items
- Adjournment

Special Meetings:

- ✓ *Call to Order*
- ✓ *Items for which the special meeting was called (may include timely action, discussion, and information items)*
- ✓ *Announcements*
- ✓ *Adjournment*

Executive Sessions:

- *An executive session may be scheduled, as necessary, during either a regular or special meeting (See Arizona Attorney General Agency Handbook Section 7.6.7)*
- *When an executive session is to be held, the notice must state the specific provision of law authorizing the executive session.*
- *The Board may vote to hold an executive session for the purpose of obtaining legal advice from the Board's attorney on any matter listed on the agenda pursuant to A.R.S. 38-431.03 (A)(3).*

Emergency Meetings:

In case of an actual emergency, the Governing Board, after giving such notice as is appropriate to the circumstances, may act on an emergency matter or call an emergency meeting in accordance with the requirements set out in A.R.S. 38-431.02. The emergency meeting shall follow the order of business for a special meeting. An emergency meeting shall be subsequently followed by the posting of a public notice within twenty-four (24) hours declaring that an emergency session has been held and setting forth the information specified by 38-431.02. Chapter 7 of the Arizona Agency Handbook shall be consulted for guidance when an emergency action or meeting is being considered.

Amended policy **GCCH ©**

PROFESSIONAL / SUPPORT STAFF BEREAVEMENT LEAVE

An employee may be granted, upon request to the Head Teacher, up to five (5) days of leave per event with pay, to be used in the event of death of the employee's family member as defined in Policy GCCA. Extensions of bereavement leave may be granted upon personal request to the Head Teacher. If approved, all such extensions of bereavement leave shall be deducted from the employee's accrued sick leave. In the absence of any accumulated sick leave, and upon request, the Head Teacher may approve an unpaid leave of absence for each day of extended bereavement leave used.