

Apache Elementary School

Serving the educational needs of children K-8

ONE-ROOM SCHOOLHOUSE SINCE 1910

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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

kmajji@vtc.net

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Minutes of the Apache School Board Meeting June 13, 2018, 5:00 pm, at the Apache School

I. Preliminary Matters

- A. The regular meeting of the Apache School Board was called to order June 13, 2018, 5:00 pm, at the Apache School, by board president, Mrs. Davidson.
- B. The Pledge of Allegiance to the flag of the United States of America was led by Mrs. Davidson.
- C. The roll was called. In attendance were board members Alicia Davidson and Maurine Joens. Also in attendance were Business Manager, Tamara Winkler, and Head Teacher/Administrator, Loy Guzman. There were three members of the public in attendance.
- D. Mrs. Davidson moved to adopt the agenda of the June 13, 2018, board meeting. Mrs. Joens seconded the motion. Motion carried.
- E. Mrs. Joens moved to approve the minutes of the May 9, 2018, regular school board meeting. Mrs. Davidson seconded the motion. Motion carried.
- F. Mrs. Davidson moved to approve the minutes of the June 6, 2018, special school board meeting. Mrs. Joens seconded the motion. Motion carried.
- G. Mrs. Joens moved to approve the Consent Agenda, which consisted of ratification of Payroll Vouchers 22, 23, and 24; ratification of Expense Vouchers 1817 and 1818; and verification of Treasurer's Deposits 119638, 120186, and 119876.

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Public Comments

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Mr. Billy Grossman addressed Item C of the Discussion/Action section on the agenda. In reference to the salary schedule for Head Teacher with MA degree, he referred to the \$42,000 figure saying that it was to have been \$42,00 for the teacher's salary with the administrator's salary on top of that. He said it needs to be corrected. He said the \$42,000 figure was in bold letters on the salary schedule and that did not include the administrative salary. He said he wanted to say that, as he was part of the mistake, and correcting it would be a good thing to do.

II. Head Teacher Report

Mrs. Guzman reported that since school has been out, the school has been uplifted. She talked about the prospects of students. She reported on work by the prisoners after school was out. If the prisoners have any free time they will return to help with painting. We will possibly get them in August so that they can get the school grounds ready for school to start.

III. Business Manager Report

Ms. Winkler gave the cash balance report, expenditure budget balance report, and the revenue budget report. She reported that there is plenty in the budget to finish the year and that there will be a carry over for next year. Bills from this year need to be paid by August 31. Our forest fees have increased from \$5000 last year to \$24,339. Insurance with the Trust has decreased from \$15,149 to \$11,173 as a result of less usage of prepaid legal services. Health insurance has gone down from \$9000 to \$7777 due to a change within the health plan.

IV. Board Member Reports

There were no board member reports.

V. Discussion/Action Items

- A. Mrs. Davidson moved that we approve the corrected certified 1% salary schedule. (An error had been found in the salary schedule following the June 6 special meeting). Mrs. Joens seconded the motion. Motion carried.
- B. Mrs. Davidson moved that we approve the corrected Head Teacher contract. Mrs. Joens seconded the motion. Motion carried.
- C. Discussion was held with no action taken concerning the 2017-2018 salary schedule in relation to Ms. Guzman's 2017-2018 contract, which stated that the salary plus any extra compensation agreement (which was the salary for administrative duties) equals the amount on the salary schedule. Mrs. Joens said she did not understand the reasoning on subtracting the administrative salary from the

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salary schedule instead of adding it. Ms. Davidson said that the

salary schedule was for the Head Teacher, as it stated. Mrs. Joens asked about the origin of the salary schedule. There was no record of the origin, as there was no school board last summer. Mrs. Joens said she was not happy about the situation, but realized that the salary matched the terms of the contract. Mrs. Joens suggested contacting the attorney about the matter and Mrs. Davidson said she had already done that and the attorney advised that the contract was signed and binding. Mrs. Joens expressed concern about the salary schedule stating, "Head Teacher" and Mrs. Davidson said that meant teacher plus administrator.

- D. The approval of Forest Fee request letter was tabled until the special board meeting, the Budget Hearing, on June 29, at 5pm.
- E. Mrs. Davidson moved to accept the FY2018/2019 Annual Expenditure budget proposed by Ms. Winkler. Mrs. Joens seconded the motion. Motion carried.
- F. FY 2018/2019 Budget hearing was set for June 29, 2018, 5pm.
- G. In following up the status of training materials for new board members, Ms. Winkler reported having ordered and received the Arizona Open Meeting Law book and Ms. Guzman reported having the enlarged copy of the Trust training materials in her computer. Mrs. Joens suggested writing "property of Apache Elementary School District 42" in or on the training materials.
- H. Mrs. Joens reported having talked with Arizona School Board Association concerning what to do when minutes are corrected and was advised that the original minutes are to actually be corrected. Mrs. Davidson suggested we begin that policy now and not go back to correct previous minutes.
- I. Mrs. Davidson conducted the second reading of the two amended policies BEDB and GCCH and moved that the board approved them. Mrs. Joens seconded the motion. Motion carried. Policy BEDB concerns the format of our agenda for board meetings and Policy GCCH concerns our bereavement leave for personnel.
- J. Mrs. Joens brought up the subject of board member communication being a bit risky on-line, as she does not always check e-mail and nearly missed the special meeting. Mrs. Davidson said we would just reply to e-mails, "Received", and then the sender would know whether the e-mail had been received or not.
- K. Monday, June 25, 2018, 9:30am, was set as the date for the Apache Emergency Management Plan planning meeting, at which a July meeting with agencies invited will be planned.
- L. No Item L on agenda.
- M. Ms. Guzman reported that the Teacher Performance Plan for FY2018/2019 is in progress and will be ready for approval at the July meeting.

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N. Ms. Guzman reported that the Student Registration Packet preparation is in progress. Mrs. Davidson mentioned the August 4 Care Fair in Douglas might be a good place for us to set up an information booth. After discussion on the matter, it was decided not to solicit students there. Mrs. Davidson mentioned a 30x72 banner that could be purchased for a reasonable amount and might be useful for the school to have.

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VI. Items for next agenda

June 25, 2018, 9:30am, emergency planning meeting

June 29, 2018, 5pm, Budget Hearing followed by the special meeting

- adopt FY2018/2019 budget

- approve Forest Fee request letter

July 11, 2018, 5pm, regular board meeting

- Teacher Performance Plan

- follow up on progress of emergency management plan

VII. Adjournment

Mrs. Davidson moved that the meeting be adjourned. Mrs. Joens seconded the motion. Meeting adjourned 6:33pm.

Submitted by Board Secretary, Maurine Joens, June 15, 2018.

Certification of posting:

I, Alicia Davidson certify that this notice of the minutes of the public meeting, prepared Pursuant to A.R.S. 18-431.02 was posted on the 15th day of June 2018.

Alicia Davidson, Board President