

# 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](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

March 21, 2018, 5:00 pm, at the Apache School  
(Rescheduled from March 14 due to power outage)

### I. PRELIMINARY MATTERS

- A. The meeting was called to order by the board president, Mrs. Davidson, March 21, 2018, at the Apache School, at 5:00 pm.
- B. The Pledge of Allegiance to the flag of the United States of America was led by Mrs. Davidson.
- C. The roll was called. Attending were board members Alicia Davidson and Maurine Joens. Also attending were Loy Guzman, Head Teacher/Administrator, Tamara Winkler, Business Manager, and four members of the public.
- D. Mrs. Davidson moved to adopted the agenda of the March 21, 2018, school board meeting. Mrs. Joens seconded the motion. Motion carried.
- E. Mrs. Joens moved that the minutes of the February 7, 2018, board meeting be adopted. Mrs. Davidson seconded the motion. Motion carried.  
Item L of the agenda was acted upon at this time. Mrs. Joens moved that the minutes of the January 25, 2018, Strategic Planning meeting that she submitted be approved for posting before the next meeting of the board. Mrs. Davidson seconded the motion. Motion carried.
- F. Mrs. Davidson moved that the consent agenda, consisting of Payroll Vouchers numbers 16 and 17, expense voucher number 1813, and verification of deposits numbers 117839, 119157, 118853, 118515, 118340, and 118075 be approved. Mrs. Joens seconded the motion. Motion carried.

There were no Public Comments

## **II. HEAD TEACHER REPORT:**

Ms. Guzman reported

- the spring break was wonderful
- Custodian Dennis Hanisch replaced the door (that had deteriorated due to the weather) on the outdoor hot water heater building.
- during the spring break Ms. Guzman went to Ms. Jacqui Clay's office and picked up the computers that Ms. Clay had donated to the school and also to the sheriff's office to pick up the responder phone
- a barbecue picnic for the public will be held May 24, for which letters will be sent out and at which time the Child Find will be conducted
- the students have been doing more writing and also writing letters
- students down to the second grade are working on cursive writing
- April 19 will be a trip to Ms. Clay's office and pizza
- a trip is planned to Kartchner Caverns
- a child in the district is being provided special education services by a therapist, using the facilities at Apache school

## **III. BUSINESS MANAGER REPORT**

Ms. Winkler reported :

- she will attend the meeting at the county superintendent's office April 19
- Apache Elementary School is one of the five schools in the county that is compliant with the delayed payroll and 7-business day payroll turn around that Ms. Clay is requesting of school's in the county
- the board will have a budget-making session with the Business Manager when the legislature sends out their packet at the close of their session
- an explanation of the annual budget process

## **IV. DISCUSSION/ACTION ITEMS**

- A. Concerning the Head Teacher's Administrative Evaluation and the 2018-2019 salaries, Mrs. Davidson moved that the board go into Executive Session. Mrs. Joens seconded the motion. Motion carried. The board retired into the school library room at 5:33 for the Executive Session. The board reconvened in Open Session at 6:45 pm.
- B. The Head Teacher Administrative evaluation forms completed by Mrs. Davidson and Mrs. Joens were read by Mrs. Davidson.
- C. Mrs. Davidson moved that as Head Teacher Ms. Guzman will be offered a salary of \$42,814, based upon the Apache Certified Salary Schedule adopted by the board July 27, 2017, that as Administrator Ms. Guzman will be offered a salary of \$8,000, and that as Business Manager, Ms. Winkler will be offered a one percent increase in pay for the 2018-2019 school year.
- D Mrs. Davidson extended letters of intent to current Apache personnel, stating that the letters were not legally binding, but were as legal as they could be for now.
- E. Contracts will be issued to the Apache personnel at the April 11 board meeting.
- F. Mrs. Davidson moved that the old mission/vision statements posted for

Apache be archived and replaced with the new statement recently adopted.  
Mrs. Joens seconded the motion. Motion carried.

- G. Ms. Guzman reported that the megabytes of an audio recording of our board meetings far exceed the 35 megabytes allowed by our website, thus making the posting of recordings of our meetings on our website to not be an option. She stated that anyone who wanted to hear recordings of school board meetings could access them at the school. It was noted that the January and November meeting minutes submitted by Mrs. Joens had not yet been posted on the website and that the two addendums to the December meeting minutes had not yet been posted on the website.
- H. Ms. Guzman reported that the Child Find will be conducted in conjunction with the Mary 24 event.
- I. Board members Davidson and Joens attested to having read policies 602-615 revised by ASBA previous to the board meeting, which constituted the first reading of the policies. It was determined that after the second reading the board would not adopt Policy 605 (GCCG),
- J. Ms. Guzman showed pictures and gave a description of a recent hot water heater leak, which had weakened a wall, in the teacherage, for which she had called Rob Bernard for help and repairs, for which he had submitted a bill. Alicia Davidson moved that even though we don't approve of the bill, due to the conflict of interest, the bill will be paid, and that the board will have an emergency repair plan in effect before the board meeting is over. Maurine Joens seconded the motion. Motion carried. Francisco Somoza and Scott Haggee were recommended for calling when emergency repairs are needed and the issue will be put on the next agenda for vendor approval, as well as removal of Debbie's Cleaning Service as a vendor.
- K. It was determined that future agendas would allow for the option of changing the date of a subsequent meeting in the event there were conflicts with board members not being able to attend. Mrs. Davidson moved that the meeting time be changed to 5:00 pm, Arizona time, for the remainder of the school year and for the summer months. Mrs. Joens seconded the motion. Motion carried.
- L. Item L had been acted upon along with item E in Preliminary Matters.
- V. Even though items for the next agenda were mentioned during the meeting, none were specifically mentioned at this time.
- VI. Mrs. Davidson moved that the meeting adjourn. Maurine Joens seconded the motion. The meeting adjourned at 7:33 pm.

Respectfully submitted by Mrs. Joens, Board Secretary, March 23, 2018

*Certification of posting: I, Alicia Davidson, certify that this draft of board minutes, prepared pursuant to A.R.S.38-431.02 was posted on the 24<sup>th</sup>. Day of March 2018.*

Alicia Davidson, Board President