

**Apache Elementary School
10488 N Skeleton Canyon Rd
Douglas, AZ 85607**

Special Board Meeting Minutes

Of May 18, 2017

The Governing Board, Apache Elementary School

The May 18, 2017 Special Board Meeting was held at Apache Elementary School.

1. PRELIMINARY MATTERS

A. Call to order: William Grossman called the April 26, 2017 Special meeting at 3:00 pm.

B. Pledge of Allegiance: William Grossman led the Board Members in the Pledge of Allegiance.

C. Roll Call: Present were William Grossman – Board President, Michael Wood-Clerk, also present, Palma Hudson and members of the public.

D. Agenda Adoption: William Grossman motioned to adopt the agenda. Michael Wood seconded. A vote was held: Aye 2 Nay 0 motion passed

2. DISCUSSION/ACTION ITEMS

- A. First reading of Policy Advisory 570- DJE Bidding/ Purchasing Procedures.** William Grossman motioned to approve the changes to Policy DJE pertaining to compliance in contracting with small and minority businesses, women’s business enterprises, labor surplus area firms and the reference. Michael Wood seconded. A vote was held: Aye 2 Nay 0. Motion passed 2-0.
- B. Notice of Employment for Teachers Assistant.** William Grossman motioned to offer Tanya Guillian her current position a\$13:00p/h. Michael Wood seconded. A vote was held: Aye 2 Nay 0 motion Passed. 2-0.
- C. Written job description for Superintendent/Principal/Chief Administrator position.** The job title was defined by the Board and current administration as Superintendent. Three examples of Superintendent job descriptions were looked over and discussed. Ideal education, duties and Experience were main topics. It was decided that Palma Hudson would compose a draft that would be emailed to each board member for review. No action taken.
- D. Post Superintendent/Principal/Chief Administrator position.** Due to discussion in idem C, William Grossman Motioned to table “Posting Superintendent Position” so that Palma Hudson could write a job description. Michael Wood Seconded. A vote was held: Aye 2 Nay0. Motion passed.
- E. Written description of survey and what return address to use.** Examples and survey guide were presented to the Board. The

Board was informed that the Administration would be in contact with the Cochise County Superintendent on creating a survey. Some example Questions were discussed as well as survey goals. No action was taken.

3. Upcoming Events. Board Meeting June 13,2017 at 5:30 pm. William Grossman motion to adjourn. Michael Wood seconded. A vote was held: Aye2 Nay0. Motion passed.

Meeting adjourned at 4:14pm May 18, 2017.

Next meeting June 13,2017 at 5:30pm.