

# Apache Elementary School

*Serving the educational needs of children K-8*

## **ONE-ROOM SCHOOL HOUSE 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](mailto:info@ddgambleguestlodge.com)

Maurine Joens, Secretary  
[kmajji@vtc.net](mailto:kmajji@vtc.net)

## **Minutes of the Apache School Board Meeting May 9, 2018, 5:05 pm, at the Apache School**

### **I. PRELIMINARY MATTERS**

- A. The regular meeting of the Apache School Board was called to order May 9, 2018, at 5:05 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 the Business Manager, Tamara Winkler, and Head Teacher/Administrator, Loy Guzman. There were two members of the public in attendance.
- D. Mrs. Davidson moved to adopt the agenda of the May 9, 2018, board meeting. Mrs. Joens seconded the motion. Motion carried.
- E. Mrs. Davidson moved to adopt the minutes of the April 11, 2018, regular board meeting, as submitted. Mrs. Joens seconded the motion. Motion carried.
- F. Mrs. Davidson moved to approve the consent agenda. Mrs. Joens seconded the motion. Motion carried. The consent agenda consisted of Payroll Vouchers 20 and 21, Expense voucher 1816, Treasurer's Deposit 119638., and FY1819 Continuing Resolution.

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

- Jeanne Williams spoke to the children last week, mentioning the importance of reading and writing and talking about the children writing a newsletter. She gave each child a book.
- Cecil Williams, of Friends of Cave Creek, spoke to the children today about birds living in the area and how they clean their feathers. Bird feeders were donated to the school. A bird count will be conducted in the fall.
- We'll see if Barbara Miller can come to talk about plants that will attract butterflies, giving us a jump start on our garden.
- Yesterday Anna Joens showed the students how to sew their names on plastic canvas with yarn. She will come back in the fall to help the children make plastic canvas boxes.
- Monday Linda Blake, of the Chiricahua Art Gallery, showed the students how to blend colors. They discussed painting the backdrop outside which will have

the children's stances painted. The students chose to include coyotes, bears, rabbits, lions, snakes, and cactus on the painting. The painting will have the words, Apache Elementary School, Home of the Howling Coyotes, painted on it

- The prisoners will come May 28, 29, and 30 to work at the school. We will find out if they will be coming in August.
- The school picnic barbecue will be held May 24 from 2-5:00 pm. The children will have a surprise skit.

### **III. BUSINESS MANAGER REPORT**

Ms. Winkler reported on a county meeting for business managers that she attended. She reported that Apache Elementary was one of five schools in the county which had all the requirements of the law concerning the payroll correct. She said that we were not required to have a financial audit. She said that the school cannot accept cash, unless it opens a bank account and issues checks to the county from that. The treasurer does not accept cash. It was suggested that the school not accept cash from anyone. A check reader is a possibility in the future.

### **IV. BOARD MEMBER REPORTS**

Mrs. Davidson announced a talk by Bill Kimble about the history of Apache, sponsored by the Historical Society, to be held at the Geronimo Surrender Monument Friday, May 18, at 9:00 am.

### **V. DISCUSSION/ ACTION ITEMS**

- A. Mrs. Joens moved to approve the 2017-2018 expenditure budget revision #1. Mrs. Davidson seconded the motion. Motion carried. The main change was that due to the student count, there was more money. If the budget packet arrives by May 29, there will be a budget training meeting in Palominos which she will attend.
- B. Mrs. Davidson moved that we approve page one of the 2018-2019 school calendar as proposed. Mrs. Joens seconded the motion. Motion carried.
- C. Ms. Guzman discussed the need for the school to obtain a site license for Windows 10. She is going to look into Tech Soup as a possible source for getting the site license at a cheaper rate.
- D. Ms. Guzman is waiting to receive a copy of San Simon's Teacher Performance Plan, at which time she will meet with Mrs. Davidson to present it. She mentioned attending a CASA meeting last week. The governor has signed a bill that all teachers will receive a 10% salary increase for the 2018-2019 school year and a 5% salary increase the two following years. Ms. Guzman, following the advice of the school lawyer, will wait to sign her contract until that increase is reflected in a paragraph being sent to her by the lawyer to be placed in the contract.
- E. Mrs. Davidson attended a two-day class in emergency management for schools for the purpose of learning how to deal with emergencies such as flood, fire, and invader break-in. The school will develop an Emergency Operation Plan over a period of time. The plan will be to educate students and staff concerning what to do in the event of an emergency. A lockdown will be prepared for. Students and personnel will be trained, involving parents and community fire and Portal Rescue personnel. Ms. Guzman showed the School Emergency Response Plan Manual, given to the school by the Trust. Alice trainers will come to assess what will be needed to prepare for a lockdown. Sheriff Daniels will talk with the children. Ms. Guzman hopes to have our emergency plan in effect by August.
- F. Mrs. Davidson moved that we amend ASBA Policy BEDB, concerning the format for our agenda, to reflect the format for the agenda that we are currently using. The second reading for this policy will be conducted at the June board meeting, as well as the second reading for amended Policy GCCH, amended at the April board meeting.
- G. Mrs. Joens moved to make the following corrections to the regular

January, 2018, board meeting minutes: 1) Change date of meeting from December 10 to January 10, and 2) Add "motion seconded by Mrs. Racicot and motion carried" to the motion made by Mrs. Davidson 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 recommendation resolution. Mrs. Davidson seconded the motion. Motion carried.

H Mrs. Joens moved that we approve the action that was taken to place the two letters that were addendums to the December board meeting minutes in the file without posting them. Mrs. Davidson seconded the motion. Motion carried.

I. The item about employee's pay scale and 2017-2018 salaries was tabled until the June meeting, as which time it will be discussed in Executive Session.

J. Mrs. Joens moved that the board provide loan copies of Arizona School Board Association's two books, The School Board Member Handbook and The Arizona Open Meeting Law, and a copy of the Trust's school board meeting training handout to new board members. Mrs. Davidson seconded the motion. Motion carried. Ms. Guzman will make enlarged copies of the Trust's training handout. Ms. Winkler will order the Open Meeting Law book from ASBA. The board has a copy of The School Board member Handbook that Mrs. Racicot donated when she resigned from the board.

**VI. Items for agenda for June 11, meeting:**

- 2nd reading of amended policy GCCH
- 2nd reading of amended policy BEDB
- Executive Session

**VII. Adjournment**

Mrs. Davidson moved that the meeting be adjourned. Mrs. Joens seconded the motion. Motion carried. Meeting adjourned at 6:15 pm.

Respectfully submitted by Mrs. Joens, Board Secretary May 11, 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 11<sup>th</sup>. Day of April 2018.*

*Alicia Davidson, Board President*