

# Apache Elementary School

Serving the educational needs of children K-8

## **ONE-ROOM SCHOOLHOUSE SINCE 1910**

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E-mail: [apacheelementary@gmail.com](mailto:apacheelementary@gmail.com)

Head Teacher: Ms. Loy Guzman

School Board Members:

Teacher's Assistant: Mr. Frank Zepeda

Alicia Davidson, President

Business Manager: Mrs. Tamara Winkler

[info@ddgambleguestlodge.com](mailto:info@ddgambleguestlodge.com)

Maurine Joens, Secretary

[kmajji@vtc.net](mailto:kmajji@vtc.net)

Dean Nelson, Member

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## **Minutes of September 12, 2018 Regular School Board Meeting**

### **I. Preliminary Matters**

- A. The regular meeting of the Apache School Board was called to order September 12, 2018, at 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, Dean Nelson, and Maurine Joens. Also in attendance were Loy Guzman, Head Teacher; Tamara Winkler, Business Manager; and three members of the public.
- D. Mrs. Davidson moved that the agenda for the September 12, 2018, board meeting be adopted with the combination of items A and G under Discussion/Action items. Mrs. Joens seconded the motion. Motion carried unanimously.
- E. Mrs. Davidson moved to approve the minutes of the August 8, 2018, regular board meeting. Mr. Nelson seconded the motion. Motion carried unanimously.
- F. Mrs. Davidson moved to approve the consent agenda, consisting of ratification of payroll vouchers 3 and 4, ratification of expense vouchers 1821 and 1902, and deposits 121879 and 122395. Mrs. Joens seconded the motion. Motion carried unanimously.

There were no public comments.

### **II. Head Teacher Report**

Mrs. Guzman reported:

- A. School is going well and is in its 5<sup>th</sup> week.
- B. Mr. Nelson has spread one load of gravel and we have two more loads yet to be spread.
- C. Two 20' by 20' canvas sun shades have yet to be put up. Elbrock's Water Systems will be contacted about the pipes for the awnings. (Mr. Nelson inquired as to water

- standing on the covers following a rain and suggested that perhaps a stick could be pushed up to relieve the water.)
- D. There was a problem with back-up from the toilet in the boys' bathroom. Elbrock's Water Systems, with Louie Pope's assistance, was able to locate the septic tank. (The septic tank will be noted on the map of the school premises that Ms. Guzman is compiling).
  - E. The school room has a new white board with the students' assignments on it. A white board had been ordered and a glass board called a whiteboard is what arrived. It was reported to be very serviceable and liked.
  - F. There are updates to the Open Meeting Law that The Trust will be giving us. It was noted that that is good, as Mr. Nelson won't have to go elsewhere for Open Meeting Law training.
  - G. Our county school superintendent is planning to attend our upcoming open house at school, so the date for the open house will be coordinated with Ms. Clay's calendar.
  - H. After the meeting the board can divide the voter list for the purpose of contacting local people about the open house after the date for the open house is set.
  - I. Sheriff Danels was at the CASA meeting that I attended today and announced available grants, for which I am planning to apply for the library, greenhouse, and birding/garden area. (Mrs. Davidson inquired as to whether Ms. Guzman had applied for the \$200 grants available from the county school superintendent's office, and Ms. Guzman reported that she had.

### **III. Business Manager Report**

Ms. Winkler reported:

- A. There were two cash balance reports because we are spanning two fiscal years. After next meeting we will only have one report.
- B. Columns of the expenditure report were explained.
- C. An explanation was given about every item on Capital Outlay having a different code, in response to Mr. Nelson's question about Capital Outlay.
- D. Forest fees will be used to pay for the shade covers and the white board.
- E. Concerning the revenue report, the revenue will catch up with the expenditures when people start paying their taxes in October.
- F. It was reported in a meeting at the treasurer's office in Bisbee that we will be getting a check scanner for deposits.
- G. In a meeting attended yesterday, I learned about handling additional employees, retirement, and disabilities.

### **IV. There were no board member reports**

#### **V. Discussion/Action Items**

- A. Ms. Davidson requested that we discuss the Head Teacher's job description item from the agenda before we discuss the Head Teacher's Administrative Evaluation instrument. Updates and revisions were made to the Head Teacher's job description instrument. Mrs. Davidson moved that we adopt the revised job description for Head Teacher /teaching realm and Head Teacher/administrative realm. Mr. Nelson seconded the motion. Motion carried unanimously. Updates were made to the Head Teacher's Administrative Evaluation instrument. Ms. Guzman suggested that the board conduct the evaluation. Mrs. Joens commented that the evaluation is to be done by a qualified evaluator. Mrs. Davidson said she was a qualified evaluator. Mrs. Davidson will

be considered as the evaluator at the next meeting. Mrs. Joens moved that we approve the amended Head Teacher Administrative Evaluation instrument. Mr. Nelson seconded the motion. The motion carried unanimously.

- B. The Head **Teacher's Performance Based Compensation Plan** was discussed, and a few changes were made. Mr. Nelson moved that we approve the Head Teacher's Performance Based Compensation Plan. Mrs. Davidson seconded the motion. Motion carried unanimously. The revised copy will be prepared and ready for the Head Teacher's Performance Based Compensation Plan hearing which will be held at 4:30 pm, October 10, 2018, prior to the regular board meeting.
- C. The student handbook was mentioned. Ms. Guzman found a copy of an old handbook. Policies have been added. Ms. Guzman noted that the school has a binding machine.
- D. In discussing a generator for power outages at the school, Mr. Nelson said that generators were available that would handle one or two items or that would handle the full load of the facility and come on when the power goes off and asked Ms. Guzman what she needs for the school. Mr. Nelson moved that more information be obtained before a decision is made. Mrs. Davidson seconded the motion. Motion carried unanimously. Ms. Winkler said that we need to save our capital fund for future needs and suggested that a generator might be purchased with forest fees or grants. Ms. Guzman will get estimates.
- E. Mrs. Davidson moved that we table the first reading of Policy Services Advisories 623-643 until the October 10 regular meeting. Mrs. Joens seconded the motion. Motion carried unanimously.
- F. Possible update of head teacher job description item has been handled previously in Discussion/Action Item A.
- G. Item G had been handled with Discussion/Action Item A.
- H. The new school website was discussed. As per Arizona School Board Association policy DICA, the teacher's salary has been posted on the home page. The link to the Arizona School Board Association Policies and dollars spent in the classroom, as per policy DIE, will yet be added.
- I. In discussing the removal of the fax line, Ms. Guzman reported that it had been discovered and removed with fiber optic installation at the school.

**VI. Items for next agenda of October 10, 2018:**

- A. Board designates Mrs. Davidson as teacher evaluator for 2018-2019 school year.
- B. 2017-2018 annual financial report

**VII. Adjournment**

Mrs. Davidson moved that the meeting adjourn. Mr. Nelson second the motion. The meeting adjourned at 7:05 pm.

Respectfully submitted September 13, 2018 by board secretary, Maurine Joens

*Certification of posting: I, Alicia Davidson certify that this notice of the minutes of the public meeting, prepared pursuant to A.R.S. 18-431.102 was posted on the 14th day of September 2018.*

*Alicia Davidson, Board President*