



**ONE-ROOM SCHOOLHOUSE SINCE 1910**  
10488 N. Skeleton Canyon Rd. / PO Box 16405 Portal, AZ 85632

**Phone/Fax: 520/558-2364**  
Head Teacher: Ms. Loy Guzman  
Teacher's Assistant: Mr. Frank Zepeda  
Business Manager: Mrs. Tamara Winkler

E-mail: [apacheelementary@gmail.com](mailto:apacheelementary@gmail.com)  
School Board Members:  
Maurine Joens, President  
[kmajjj@vtc.net](mailto:kmajjj@vtc.net)  
Dean Nelson, Secretary  
Mike Wolf , member

## **Minutes of December 10, 2019 Regular School Board Meeting**

### **I. Preliminary Matters**

- a) Call to order by President, Mrs. Joens. All board members present along with Ms. Guzman, Head Teacher, Mrs. Winkler, Business Manager and two members of the public.
- b) Motion to adopt agenda for the December 10, 2019 board meeting by Mr. Nelson, second by Mr. Wolf, motion carried unanimously.
- c) Pledge of Allegiance to the United States of America led by President, Mrs. Joens.
- d) Motion to approve minutes of November 12, 2019 Board Meeting by Mr. Nelson, second by Mr. Wolf, motion carried unanimously.

### **II. Reports**

#### **a) Head Teacher's report**

1. December 4<sup>th</sup> representatives from Tucson Symphony came to school with various instruments to demonstrate to students in preparation for student body attending upcoming concert in Sierra Vista on January 10<sup>th</sup>, 2020.
2. December 7<sup>th</sup> students were part of the Rodeo Christmas Program.
3. December 12<sup>th</sup> field trip with Friends of Cave Creek in Portal.
4. December 16<sup>th</sup> will be school Christmas party.
5. Students have been working on two bird watching stations, one next to school building, one in the teacherage yard.
6. \$795.00 spent on new books as part of donation to school.
7. December 19<sup>th</sup> last day of school before Christmas break.
8. January 15<sup>th</sup> the Zoo Mobile sponsored by the Tucson Zoo will visit campus.

#### **b) Superintendent's Report**

1. New flooring for school tentatively scheduled in March, 2020.
2. Tax donation drive in community underway.

**c) Business Manager's Report**

1. Reviewed cash balance, revenue, and expenditures for November.
2. Tutorial on accounts payable procedures.

**d) Governing Board Report**

1. None

**III. Public Comments**

1. None

**IV. Discussion / Action Items**

**Approve Consent Agenda**

1. Motion to approve consent agenda for treasurer's deposits and vouchers for expenses and payroll by Mr. Nelson, second by Mr. Wolf, motion carried unanimously.

**Specific Items of District Business**

- a) Pursuant to A.R.S. 38-431.03(A)(1) the Governing Board moved into executive session for the purpose of going through the administrative evaluation form.
- b) Motion to reconvene open meeting by Mrs. Joens, second by Mr. Wolf, motion carried unanimously.
- c) Board self- evaluation form completed by all board members.
- d) Motion to retroactively approve employee pay for work done not on Notice of Appointment by Mrs. Joens, second by Mr. Nelson, motion carried unanimously.
- e) December 14<sup>th</sup> History of Apache School event, from 2-4 p.m. with potluck and special speakers, photographs. Invitations have been sent and people called.
- f) Information on cost of attorneys given by Mrs. Winkler and notice that in next F/Y the rate will go down for the district.
- g) Motion to accept three donation checks totaling \$400.00 made by Mr. Nelson, second by Mr. Wolf, motion carried unanimously.
- h) Ms. Guzman and Mr. Zepeda planning on attending 2020 Innovations in Education Conference hosted by Ms. Clay, Cochise County School Superintendent, in Sierra Vista on January 24<sup>th</sup>-25<sup>th</sup>, 2020 and open to the public with \$75.00 registration fee.

**V. Requests for future agenda items**

- a) Final details for 2020 Innovations in Education Conference.
- b) Attorney policy.
- c) Board election of officers.

**VI. Adjournment**

- a) Motion to adjourn by Mrs. Joens, second by Mr. Wolf, motion carried unanimously.

*This draft respectfully submitted December 12, 2019, by board secretary, Dean Nelson.*

