

**CONFIRMED**  
**MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD OF**  
**COLORADO CITY UNIFIED SCHOOL DISTRICT #14**  
**HELD IN THE DISTANT LEARNING ROOM**  
**225 NORTH COTTONWOOD STREET**  
**COLORADO CITY, ARIZONA**

Held: 6:00 P.M. Monday, February 18, 2008 Mountain Daylight Time

GOVERNING BOARD MEMBERS PRESENT: Jared Hammon, President  
Sam Zitting, Clerk  
William Berry, Member

OTHERS PRESENT: Carol Timpson, Superintendent/Principal  
Fawneta Caroll, Assistant Principal  
Craig Chatwin, Teacher  
Betty Lou Barlow, Administrative Assistant

AGENDA

1. Call to Order

Jared Hammon called the meeting to order at 6:14 p.m.

2. Approval of Agenda
3. Consent Agenda
  - A. Approval of Minutes for January 21, 2008

**MOTION:** William Berry motioned and Sam Zitting seconded the motion that the Governing Board approve the minutes for the meeting of January 21, 2008. Vote: All in favor. Motion Carried.

Jared Hammon abstained from voting due to his absence at the January 21<sup>st</sup> Board Meeting.

- B. Ratification of Vouchers Signed Between Meetings, 8021, 8022, 8023

**MOTION:** Jared Hammon motioned and Sam Zitting seconded the motion that the Governing Board Ratify the Vouchers Signed Between Meetings, Vouchers 8021, 8022 and 8023. Vote: All in favor. Motion Carried.

4. Call to Public
5. Business Items
  - A. Consideration and Action on Baseball Leagues Facilities Use Agreements

Little League begins on March 25<sup>th</sup> and the Business Office has agreed to keep their fee the same as last year, the District has felt the Little League is very well managed and keeps good control of their organization.

The District has not had the same experience with the Adult Baseball League as the Little League. Before the Adult Baseball League starts the Business Office is asking the Governing Board to reconsider the Facility Use Agreement. During Little League, the parents are watching their children play, but at the Adult League the parents are playing and the children are roaming the facility. The District needs a full time security employee at the school during the baseball sessions to keep the building secure, report abuses such as alcohol, and maintain the school grounds during these games. Carol Timpson proposed a \$20 per hour rental and a \$30 per session fee which is every Friday for 10 weeks. The costs of the use of the facilities have been higher than expected due to the wear and tear and weekly maintenance on the baseball diamonds.

Jared Hammon asked who is responsible for the Adult League. Carol Timpson replied that Flinton Williams was responsible for the league last year. When our baseball mounds were vandalized, he said he would work with the perpetrator to see that they were fixed. At this point, no action has been taken to repair them.

Jared Hammon remarked that one way to make sure everything is taken care of is to assess a deposit which will be refunded when everything is in order at the end of the season. Sam Zitting wondered what would happen if one of player's children got hurt under the security persons watch. Carol Timpson replied that it is not the school's liability because the League is renting the facility. The League's have to cover themselves and their participants. They give the school proof of their liability insurance.

Sam Zitting was concerned about children being on the school campus unsupervised and not falling under the league's insurance. Carol Timpson replied that the parent's have the responsibility for their children when they bring them on campus. Sam Zitting asked if Carol Timpson would consult with Rob Haws about those liability issues.

Jared Hammon stated that the raise in rental fees sounds reasonable but there needs to be a stipulation that the sand and bases need to be back before baseball sessions starts. If problems keep persisting then there needs to be a deposit made before the season. Sam Zitting inquired if the deposit should be made this year because of the baseball fields not being returned to their original condition last year.

The Governing Board all agreed that a thousand dollar deposit sounds fair. A stipulation was made that the sand and bases be returned and a thousand dollar deposit made.

Sam Zitting stated again that he would like Rob Haws consulted to see if the district incurs more liability if a custodian is paid to monitor the school grounds during an activity and someone gets hurt.

Jared Hammon acknowledged that the District requires the student Body to follow the rules and there is no reason that adults should not also adhere to those same guidelines.

**MOTION:** Jared Hammon motioned and Sam Zitting seconded the motion that the Governing Board approve the Baseball Facility Use Agreement as presented with the stipulation that the sand and bases be returned to their original condition and a thousand dollar deposit made prior to the season. Vote: All in favor. Motion Carried.

B. Consideration and Action on Copier Purchase with Indirect Cost Funds

For every grant there is a certain percentage of monies that can be pulled and used as indirect costs. These funds can be used to buy copiers, printers, paper, office supplies, etc. Last year, the district did not use any indirect costs. This year, the District is requesting that some of the funds be used to buy a copier. The copier that is currently in the Business Office will be taken to the new Preschool Center.

Sam Zitting asked how old the copier is that is in the Business Office. Carol Timpson guessed that it was not more than five years old. Sam Zitting asked if there is a warranty on the copier. Carol Timpson replied that all copiers in the school district have a service agreement which provides maintenance, toner, and all servicing. Sam Zitting asked Carol to check on the agreement to make sure that moving it by ourselves will not invalidate it. William Berry asked Carol Timpson how much the machine will cost that District is requesting. Carol Timpson replied that Paul Timpson has researched several copiers and has selected a Sharp Copier for around \$7,000. The board packet includes the three competitive quotes. Paul recommends that the District purchase from Les Olsen who is a reputable dealer in the St. George area and also has the best price.

Jared Hammon asked if it would be in the best interest to rent or lease a machine instead of a purchase. Carol Timpson replied that several of the Schools copiers have been leased from IKON, but in this case, the funds are available and the overall cost is less expensive to purchase. We can also show our auditors that we have used our indirect costs fund for a legitimate purpose.

Jared Hammon expressed his concern about the School ending up with a machine that unusable. Carol Timpson replied that with the maintenance agreement the company agrees to keep the machine running for a penny a page.

William Berry stated that he understood the company LES OLSEN has a policy that would allow a company to trade machines if they do not operate properly. He agreed with Paul Timpson that the company is very reputable.

**MOTION:** William Berry motioned and Sam Zitting seconded the motion that the Governing Board approve the copier purchase with the indirect cost fund. Vote: All in favor. Motion Carried.

#### C. Consideration and Action on Preschool Center Lease to The Learning Center

Carol Timpson communicated with Centennial Park Industrial Park and they rent office space at \$.75 per square foot and distribute utility costs by square foot. South Zion rents at \$1.25 per square foot. Carol Timpson proposed they use the Centennial Park rate at \$.75 for about 500 square feet which is \$371.25, and \$75 for utilities. The Learning Center will be using water, electricity, and also the internet connection.

Jared Hammon asked where TLC's current office is located. Carol Timpson replied that they have been working out of a Utah office and would like to work closer to our preschool program. The Learning Center would like to sign a multi-year contract. They are willing to develop their playground area once they are assured of a continuing lease. Carol Timpson proposed that Sam Zitting authorize the final lease. The District has to get permission from UEP to sublease because the School is under a lease.

Jared Hammon asked if there is partition between TLC and the preschool students. Carol Timpson replied that TLC is renting a full room with access to an outside door. They would also have half a storage room. Sam Zitting asked Carol Timpson to be certain that TLC provides an insurance policy. Carol Timpson confirmed that TLC maintains its own insurance.

Jared Hammon asked if there is adequate parking space to accommodate TLC and Preschool staff. Carol Timpson responded that right now there is enough space because there isn't a bus loading zone. As soon as Kindergarten moves into the building, there has to be room for a bus to drop and load students.

**MOTION:** Sam Zitting motioned and William Berry seconded the motion that the Governing Board approve the lease of 1 ½ rooms of the Preschool Center to TLC at the rate shown at 75 cents a square foot at a five year renewal lease.

**MOTION:** Jared Hammon motioned and William Berry seconded the motion that the Governing Board authorize Sam Zitting to sign the lease agreement.

#### D. Consideration and Action on Release for Playground Equipment

The District needs authorization to ask Bruce Wisen for permission to sublease property and permission to move playground equipment to the Preschool playground. The release agreement has been sent to Bruce Wisen's attorney and to Brandon Kavanaugh. This agreement was created by Wisen's attorney and Brandon Kavanaugh our attorney modified it. Jared Hammon asked what specifically the playground equipment is. Carol Timpson stated that the District purchased three different playground sets, one is the main playground set at the El Capitan school, another is in the current preschool area at El Capitan, and the last set is on UEP property in front of the Darger building. The District has requested permission to move this set over by the Preschool Center. The Business Office was required to show proof that the school purchased the equipment before it was moved. The invoice it was referred to as the KinderPlay set.

Jared Hammon asked why there needs to be permission to move the School's own equipment. Sam Zitting replied that because it is sitting on UEP property, it cannot be moved without permission. Jared Hammon inquired who would be signing the document on behalf of the District. Carol Timpson replied that whoever the Board designates can sign the agreement.

**MOTION:** Jared Hammon motioned and William Berry seconded that the Governing Board adopt the Release Agreement for Playground Equipment. Vote: All in favor. Motion Carried.

**MOTION:** Jared Hammon motioned and Sam Zitting seconded the motion that the Governing Board delegates William Berry to sign the release form. Vote: All in favor. Motion Carried.

#### E. Consideration and Action on Border League Coaches Transportation

Carol Timpson requested permission for the volunteer coaches to drive District vehicles to their Border League games and allow basketball team members to ride with them in necessary.

Sam Zitting expressed his concern about extending the opportunity of getting a ride to only certain students. Carol Timpson replied that the parent notice specifically stated that the parents were responsible for providing transportation. Sam Zitting remarked that the reason for having parents provide transportation that it gets them to the games to be involved. The Arizona School Risk Retention Trust has acknowledged that a volunteer of the District can drive school vehicles as long as they are registered with the school, have a fingerprint card and has a vehicle insured in their name. Jared Hammon asked where the games are going to

be held. Carol Timpson responded that the games will be held in Hurricane, St. George, and Cedar City.

Jared Hammon asked if the Schools suburban will be the main vehicle used to transport the students to the games. Carol Timpson replied that the suburban has the capacity to seat seven students. Jared Hammon stated that the number of students transported be limited to those that can be seat belted.

**MOTION:** Sam Zitting and motioned William Berry seconded the motion that the Governing Board approve the Border League Coaches to transport students with the stipulation that they limit the number of students to the number of seat belts in the vehicle. Vote: All in favor. Motion Carried.

F. Appoint Carol Timpson to be the Arizona School Risk Retention Trust Custodian

Carol Timpson stated that this is a formality that allows her to sign documents for the Arizona School Risk Retention Trust. The Governing Board has to reappoint Carol Timpson every year.

Jared Hammon asked what documents she has to sign. Carol Timpson replied that the documents state how many buildings, vehicles and employees that the School Risk Retention Trust needs to insure.

**MOTION:** William Berry motioned and Jared Hammon seconded the motioned that the Governing Board appoint Carol Timpson to be the Arizona School Risk Retention Trust Custodian. Vote: All in favor. Motion Carried.

G. Accept Donation of Dodge Van as a Gift

Craig Chatwin has approached Carol Timpson asking permission to allow him to give a 15 passenger van as a donation to the School District.

When the Receiver sold all the District vehicles, Mr. Dee was left short for his science field trips. Last year, we used the bus for several of them. This year, his mineralogy class goes into areas that it is difficult to bring a bus. Craig Chatwin is offering to donate his van to the school. Carol Timpson has checked with the Trust and they are able to put this vehicle on our insurance. Craig Chatwin stated that the van is a 93' and it has well over 200,000 miles. He has purchased the van from his father and would give it as a donation if the District would accept the responsibility of maintaining and insuring it.

Jared Hammon wondered what the use would be of the van. Carol Timpson replied that the primary use of the van would be for field trips for Mr. Dee. This van, along with the District suburban would hold Mr. Dee's Mineralogy class.

Jared Hammon expressed his concern about the safety of the van, and stated that there was recently a problem in Utah concerning a van and its tire ratings. Craig Chatwin said that the van would be used mainly as an off road vehicle and would rarely see highways.

William Berry asked if the District would maintain the van and fix it. Carol Timpson confirmed that the District would repair and maintain the van. William Berry stated that the furthest rear seats could be taken out and the back could be used as storage. The problem with 15 passenger vans is that too many students are crowded into the back and it causes a weight distribution problem.

Craig Chatwin stated that the van does need a repair for a fuel pump that will cost about \$250. Carol Timpson said that before the van is used the District would have a full servicing done and an inspection to make sure the van is in good condition.

The Governing Board stated their appreciation for the generous donation. Jared Hammon stated that the van needs to have a written inspection by the transportation director.

**MOTION:** Jared Hammon motioned and Sam Zitting seconded the motion that the Governing Board accept the donation and allow the transportation director inspect the vehicle. Vote: All in favor. Motion Carried.

#### H. Consideration and Action on Out of State Travel – (2) ASCD March 12-14 New Orleans

Carol Timpson informed the board that this is the same travel they have authorized several times before but scheduling conflicts have prevented the participants from attending. The destination is now New Orleans.

**MOTION:** Sam Zitting motioned and William Berry seconded the motion that the Governing Board approve Out of State Travel on March 12-14 in New Orleans. Vote: All in favor. Motion Carried.

#### I. Sole Source Procurement for Windsor Management

The District received an audit citation because the District had not designated Windsor Management as a sole source provider for its accounting software. The District has to have three competitive quotes or be the sole source procurement. The District has to state that Visions is only provided by this company and their cost is reasonable and fair because of the stated reasons. To prove the cost is reasonable, other software charges are: Powerschool trains at \$400 dollars per day, School Master charges \$390 per day, and Visions costs \$415 per day. The District will be upgrading Visions this year and it will cost about \$27,000, training is included. Jared Hammon asked if Madrene Dutson would attend the training. Carol Timpson replied that Mary Timpson, Erma Timpson, and Marlyne Hammon would be attending the training sessions.

The audit citation was that the District spent over \$10,000 dollars with Windsor Management and did not write a sole source letter and the Governing Board did not sign it.

**MOTION:** William Berry motioned and Jared Hammon seconded the motion that the Governing Board approve the letter for Sole Source Procurement for Windsor Management. Vote: All in favor. Motion Carried.

#### J. Update on Basketball Program

Carol Timpson updated the Governing Board on the Basketball Season, and presented an article that was written by Desert Morning News. The Coaches are excited about the program and would like to coach again next year. They enjoyed working with our students. The Border League is going to help the 7<sup>th</sup> and 8<sup>th</sup> grade students be better prepared for the team their freshmen year.

Jared Hammon stated that he would like to commend Natalie Zitting and Joel Heaton for exemplifying excellent leadership with the athletes and have represented the values of the School District. The athletes have been good ambassadors for the school showing a desire to

go to the games and win in a sportsmanlike fashion. It has been some of the best public relations that the school can receive. There were more than fifty two comments relating to the news article and all the comments were positive.

The Governing Board appreciates all their efforts. Sam Zitting asked if the article could be forwarded to Nancy McClain, Trish Groe, and the Receiver.

Fifty-five students were on the VIS list, and several of those students attended the activity hosted by Joan Barlow the activity being free gym time on Saturday.

Jared Hammon asked the Governing Board if Carol Timpson could address the recent FBLA trip. FBLA attended Northern Winter Regional Conference in Show Low and brought home 12 trophies. There were two first places: John Barlow in Business Law and April Henderson in Leadership.

Craig Chatwin attended the conference with the students. He stated that this year there was a lot of written tests but next year will be more events that feature business interactions. Jared Hammon commented that the school is well represented with these young adults who go out and compete. William Berry wanted to speak on behalf of the community members who have commented on the school spirit that has risen and it has made a difference on how the community views the school and how the students perceive school. They have more of a determination and drive to attend and achieve new heights.

The Governing Board asked if the article and comments could be part of the minutes of the meeting.

#### K. Consideration on Policy Advisories

##### IHB & IHB-R (I-2350) Special Instructional Programs

6. Financial Reports
  - A. Cash Position
  - B. Cash Flow Analysis
  - C. Expenditure Budget
  - D. Grants Status
  - E. Student Activities Report
  
7. Adjournment

Jared Hammon adjourned the meeting at 7:28 p.m.

Next meeting set for March 23<sup>rd</sup>.