

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

Held: 6:00 P.M. September 15, 2008 Daylight Savings Time

GOVERNING BOARD MEMBERS PRESENT: Sam Zitting, Clerk
William Berry, Member
Daniel Dutson, Member
Charlette Chatwin, Member

OTHERS PRESENT: Carol Timpson, Superintendent
Fawneta Caroll, Title I Director
Mary Timpson, Business Manager
Betty Lou Barlow, Administrative Assistant
Craig Chatwin, High School Principal

AGENDA

1. Call to Order

Sam Zitting called the meeting to order at 6:10 p.m.

2. Approval of Agenda

3. Consent Agenda

A. Approval of Minutes

Regular Session, August 18, 2008 (motion listed with ratification of vouchers)

B. Ratification of Vouchers Signed Between Meetings

2008-09 Vouchers 9004, 9005, 9006, 9007, 9008, 9009

Sam Zitting asked about the Advanced Cabinet Solutions. Mary Timpson replied that cabinets were installed over to the Preschool Center.

Daniel Dutson inquired about Dockstader Holdings. Sam Zitting replied that Aaron Dockstader has been the supervisor on the remodeling of the Preschool Center.

Charlette Chatwin asked about Al's Vacuum Sales and Service. Mary Timpson replied that it was the yearly vacuum on all the District's vacuums. Steeds Cleaning cleaned the carpet for the School.

Sam Zitting asked about the response from the teachers and employees in the Preschool Center about the facilities. Fawneta Caroll responded that the facilities have so far adequately met all their needs and has been really nice. Its unbelievable for them to get something that has enough space, they have all enjoyed it.

Sam Zitting asked if the District buys fuel for the buses from Colorado City. Mary Timpson confirmed that they purchase fuel from the Town of Colorado City.

Charlette Chatwin asked about the 9 items from Hildale City, she asked if it was an electric bill. Mary Timpson replied that Hildale City provides the District utilities, like water, electric, sewer and propane.

Daniel Dutson asked what service H&M provides. Mary Timpson replied that it's the company, Houghton Mifflin, a textbook publisher. The District purchases many textbooks from this company.

Charlette Chatwin asked about Insect Lore. Does it sell textbooks or actual insects? Mary Timpson replied that it is a magazine. It does have insects, but there is other educational material available.

Sam Zitting asked about TKS service. Mary Timpson stated that the District has a T-1 line with Sprint which provides 1.5 Megabytes of bandwidth. This did not meet the District's need, so last year the District arranged for another 1.5 Megabytes of bandwidth from TKS. Sam Zitting asked if the cost was \$800 per month. Mary Timpson replied that that amount was for 8 months.

Charlette Chatwin asked about the Centennial Park Clinic. Mary Timpson stated that if there is any employees that want to get vaccination shots than the District is required to pay for them and the Centennial Park Clinic offers that service.

MOTION: William Berry motioned and Charlette Chatwin seconded the motion that the Governing Board approve the Minutes of the Regular Session, August 18, 2008 and the Ratification of Vouchers Signed Between Meetings, Vouchers 9004, 9005, 9006, 9007, 9008, 9009. Vote: All in favor. Motion Carried.

4. Call to Public

The subject of the cameras on the bus was discussed. Mary Timpson provided the Board Members with a paper stating the qualifications on the camera that Raymond Black suggested.

5. Business Items

A. Consideration and Action Regarding Converting Modular Building to On Campus Housing for Security Position – Aaron Dockstader Opinion.

Carol Timpson stated that she had Aaron Dockstader come and look at the Modular Building. Aaron Dockstader's analysis was that the Building is not sound enough for a big investment. It was built in the 70s and it doesn't have thick enough walls

and no wood frame. He told Carol that it would be better off for the District to invest in a used double wide that is in better shape, or by a modular that isn't finished and let the trades class finish it. He stated that often these type of remodels will burn down because of poor wiring after a substantial investment has been made in them.

Carol Timpson stated that the building will continue to be used for storage. Sam Zitting asked if the building is insured. Carol Timpson replied that the building is included in the District's insurance policy with the Arizona School Risk Retention Trust.

B. Authorize New Employees and New Positions for the 2008-09 Fiscal Year

Mary Timpson stated that Eliza Williams will replace Sherilyn Jessop in the ESS Department and Barbara Steed will be a temporary food service assistant for 3 months while Carol Cooke is recovering from foot surgery. These employees aren't in new positions but are just in a replacement position and a temporary position.

William Berry asked if there was a reason that Sherilyn Jessop quit. Fawneta Caroll commented that there were certain issues where she needed to be at home. Sam Zitting asked if both of these positions are classified. Mary Timpson confirmed that.

Charlette Chatwin asked if Barbara Steed will have any position after three months. Mary Timpson stated she is just replacing Carol Cooke until she is well enough to resume her normal duties.

MOTION: Daniel Dutson motioned and Charlette Chatwin seconded the motion that the Governing Board authorize the new Employees as listed. Vote: All in favor. Motion Carried.

**C. Consideration and Action Regarding Approving the 2008-09 Grant Applications
Title IID – Educational Technology**

Mary Timpson stated that this Grant falls under the NCLB project, which is No Child Left Behind. Sam Zitting asked who wrote the grant. Mary Timpson replied that Paul Timpson and she wrote the grant because they knew the requirements under it.

Mary Timpson remarked that this Grant can cover networking issues that the District has. Twenty five percent has to go to teacher education for technology, and the District has targeted that for the teachers to attend Powerschool. Another half of this grant pays for an outside technician to assist Paul with the networking system.

MOTION: Sam Zitting motioned and William Berry seconded the motion that the Governing Board approve the 2008-09 Grant Application for Title IID – Educational Technology. Vote: All in favor. Motion Carried.

D. Consideration and Action Regarding the 2008-09 Washington County Tuition Agreement

Mary Timpson stated that this agreement is similar to last year's agreement. Washington County will pay the District's base funding amount not including capital. Sam Zitting asked what the differences are between this year and last year. Mary Timpson remarked that the only difference is the base pay which is \$112 per student. Their tuition is our base pay not including the Districts soft capital and unrestricted capital.

Sam Zitting asked how much less the District is receiving for Utah students than Arizona students. Mary Timpson stated that it is about \$290. The total per student from Washington County is \$3212 and the state pays about \$3500. William Berry asked how many Utah students are currently enrolled in the School. Mary Timpson replied that there are 78 students from Hildale and Apple Valley.

Charlette Chatwin asked if the parents have to pay any part of the tuition. Mary Timpson remarked that the parents are not required to pay for the tuition.

MOTION: William Berry motioned and Daniel Dutson seconded the motion that the Governing Board approve the 2008-09 Washington County Tuition Agreement. Vote: All in favor. Motion Carried.

E. Consideration and Action Regarding Approval of the Sole Source Purchase from Scantron Corporation.

Craig Chatwin stated that the administration is looking for an easy, efficient method to analyze the District's in-house tests. This machine will quickly score and create a data analysis spreadsheet that will allow the teachers to see each standard and each student's proficiency in meeting it. The District does have an old Scantron machine but it can't analyze the tests that the School currently uses. They need a machine that will download scores to a computer and create the analysis by standards.

Craig Chatwin stated that this system is the most advanced system available. Sam Zitting asked if each class level will be able to use the same scanner. Craig Chatwin responded and said it will be a District machine that will scan tests from all grade levels. Each grade will take tests on bubble sheets and the sheets will be analyzed and the results given to the teachers so that they can modify their curriculum to address concepts that the class has not mastered.

Charlette Chatwin asked if there are special tests that have to be used with this machine. Craig Chatwin replied that eventually the tests will be written with the software, but currently it will just score and analyze the tests established by the District.

William Berry asked if the District is required by policy to have a machine that analyzes data. Craig Chatwin responded that if the District doesn't have a machine then someone will have to be hired in to compile the data.

Sam Zitting asked how much the machine will cost. Craig Chatwin replied that it will be about \$4000, but it is a long term investment because this machine will be used every time tests are issued to students.

Sam Zitting asked if there is a yearly service agreement where the machine is serviced and put in updated software. Craig Chatwin responded that he wasn't sure about the updated software but there is training that is included in that cost.

This machine will analyze the data and create a graph for each student that can tell what areas they are high in and what areas they are low.

MOTION: Daniel Dutson motioned and William Berry seconded the motion that the Governing Board approve the Sole Source Purchase from Scantron Corporation. Vote: All in favor. Motion Carried.

F. Approve and Sign the 2007-08 Annual Financial Report

Carol Timpson stated that the AFR report has to be published to all District Stakeholders. In the past the District has mailed it, but this year the State is allowing the District to post it on ADE's website like the budgets, but the link will be on the School website.

William Berry asked where the notifications will be published so that the public will know where to go to look at the AFR. Carol Timpson replied that in the past the District has posted a notice around the town and at the school. A notice will be posted that will give them our website address.

Carol Timpson remarked that Mary Timpson and she have worked extensively this past week to reconcile the District's cash to the County and finish all the year-end journal entries so that the Annual Financial Report could be filed on time without calling a special board meeting.

William Berry asked if the tuition from other government sources from outside Arizona also includes the Washington County tuition. Carol Timpson replied that Washington County is an out of state district.

Sam Zitting asked if this AFR report has been seen by the Auditor General. Carol Timpson replied that nobody will see the report until it is published on the website.

Carol Timpson stated that she and Mary have determined, based on the cash flow analysis, that the District will have enough money to operate this year without having to request a cash advance of state aid.

Carol Timpson that the Annual Financial Report is not a projection report but reflects what the District has already done. This report will be used by the Auditors when they start the District's 2007-08 financial audit. This is the final document required by the State for 2007-2008 fiscal year. As soon as this report is filed, then the District can request their ending fund balances from 2007-08 to be rolled over to beginning fund balances for 2008-09.

William Berry asked if there were any negative balances. Carol Timpson stated that there was some negative ending fund balances with the grants. These were expenditures that were taken out of the general fund but are now being reimbursed.

MOTION: Charlette Chatwin motioned and William Berry seconded the motion that the Governing Board approve and sign the 2007-08 Annual Financial Report. Vote: All in favor. Motion Carried.

G. Consideration and Action Regarding Donation of Eagle to District

Craig Chatwin stated that Brad Colgrove wants to donate a sculptured eagle to the District because it is the school mascot. He previously had received it as a gift and it is worth several thousand dollars.

Sam Zitting remarked on behalf of the Governing Board that it is a very nice gift and wondered if there was a card that the Administrators and the Governing Board can sign and give to Brad Colgrove for his generous offer.

MOTION: Charlette Chatwin motioned and Daniel Dutson seconded the motion that the Governing Board approve the Donation of the Eagle sculpture to District. Vote: All in favor. Motion Carried.

6. Policy Advisory Action

Advisory 303 – IHAA-R

Regulation outlining procedures that the District will take to meet the requirements for teaching English Language Learners.

Advisory 304 – DIC Financial Reports and Statements

CM School District Annual Report

Policies reflecting the Arizona's House Bill 2369 changing the content of the annual financial report from a school basis to a district basis and authorizing the posting by either newspaper, bulk mail, or ADE's website.

Advisory 305 – DJE Bidding/Purchasing Procedures

Adds the requirement that "A contract shall not be awarded to an entity that does not verify employment eligibility of each employee through the E-verify program in compliance with A.R.S. 23-214 subsection A. Each contract shall contain the warranties required by A.R. S. 41-4401 relative to the E-verify requirements.

Advisory 306- DJG Vendor/Contractor Relations

DJG-R Vendor Contractor Relations

Requires fingerprinting of each contractor, subcontractor, or vendor if they are required to provide service at least five (5) times during a month on school property. Also, requires each contract the District offers to contain language that the Contractor must warrant that all their employees have verified employment eligibility through the E-verify system and that the District has the right and responsibility to see proof of compliance.

Advisory 307 – GCRD – Tutoring for Pay

All tutors must have a fingerprint clearance card

Advisory 308 – LDA- Student Teaching and Internships

Requires fingerprint clearance cards prior to allowing a student teacher to provide services to students.

Daniel Dutson dismissed himself.

MOTION: William Berry motioned and Sam Zitting seconded the motion that the Governing Board approve Policy Advisory 303, 304, 305, 306, 307, and 308 . Vote: All in favor. Motion Carried.

7. Policy Advisory Review

Advisory 309 – GBJ Personnel Records & Files

Title 39-128 requires that Districts keep records reasonably necessary to maintain an accurate knowledge of disciplinary actions regarding staff members and the staff member responses.

Advisory 310 – JEB Entrance Age Requirements

A.R.S. 15-821 states that a school may refuse to admit to high school a student who has already graduated from high school with a recognized diploma.

Advisory 311 – JFAA

ARS 15-821 admits residency to a child living with a family member while awaiting the outcome of a legal guardianship or custody proceeding.

Advisory 312 – JH-R

ARS - 15-807 requires parental notification for different classification of students. District's must notify K-6 parents within two (2) hours, and within two (2) hours for seventh and eighth grade on their first class of the day. If a seventh or eighth grade student misses a class after first period, the school must contact the parent within five (5) hours.

Advisory 313 – JH-E

ARS 15-107 requires that “any information that is collected through an identification process for individual persons based on unique behavioral or physiological characteristics, including fingerprints, hand geometry, voice recognition, facial recognition, iris scans or retinal scans” receive parental authorization prior to the collection of the information. These process are used by some districts to give students access to technology and other areas.

8. Financial Reports

- A. Cash Flow Analysis
- B. Expenditure Budget
- C. Grants Status
- D. Student Activities Report

7. Adjournment

Sam Zitting adjourned the meeting at 7:00 p.m.
Next Meeting set for October 20, 2008