

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

Held: 6:00 P.M. Monday, November 23, 2009 Mountain Standard Time

The Board may vote to hold an executive session for the purpose of obtaining legal advice from the Board's attorney on any mater listed on the agenda pursuant to A.R.S. 38-431.03(A)(3) The Board may vote to hold an executive session for the purpose of discussing student records and information that must be kept confidential by law pursuant to A.R.S. 38-431.03(A)(2)

GOVERNING BOARD MEMBERS PRESENT:                   Jared Hammon, President  
  Charlette Chatwin, Member  
  Roger Knudson, Member  
  Daniel Dutson, Member

OTHERS PRESENT:                   Carol Timpson, Superintendent  
  Mary Timpson, Business Manager  
  Elizabeth Hammon, Secretary  
  Erma Timpson  
  Craig Chatwin  
  Fawneta Caroll  
  Kris Dennison  
  Cynthia Wayman

AGENDA

1. Call to Order

Jared Hammon called the meeting to order at 6:04. Sam Zitting was excused due to illness.

2. Approval of Agenda

Governing Board reviewed the agenda.

3. Consent Agenda

- a. Approval of Minutes
  - 1. Regular Session, October 12, 2009
  - 2. Executive Session, October 12, 2009
  - 3. Special Session, October 14, 2009

Jared Hammon suggested that the District have a form that parents could fill out when they wanted to sign over parental rights to another. This would protect us when honoring parent requests.

Daniel Dutson asked if the District purchased all their fuel from Colorado City. He suggested the possibility that the District could install an above ground fuel tank. He is installing one at his business and said he report to the Board the costs and regulations for it. Sometimes 30¢ a gallon can be saved by purchasing enough to fill a 10,000 gallon tank.

Jared Hammon asked if the school had any cases of Swine Flu. Carol Timpson told him that there has been high absenteeism due to illness, but as of yet, the District has not received any documented cases of the swine flu.

**MOTION:** Charlette Chatwin motioned and Jared Hammon seconded the motion that the Board approve the minutes of the Regular Session October 12, 2009; Executive Session, October 12, 2009; and Special Session, October 14, 2009. Vote: All in Favor. Motion carried.

b. Ratification of Vouchers Signed Between Meetings, Vouchers 1015-1019

**MOTION:** Daniel Dutson motioned and Roger Knudson seconded the motion that the Board approve 3b ratifications of vouchers signed between meetings, vouchers 1015 – 1019. Vote: All in Favor. Motion carried.

4. Call to Public

Cynthia Wayman extended an invitation to the Governing Board to attend the staff appreciation dinner hosted by the student council to be held on Friday, December 4, 2009 at 4:00 p.m.. Jared Hammon accepted the invitation and expressed appreciation for the student council and requested that Carol Timpson send an email reminding the Board.

Also Cynthia Wayman thanked Daniel Dutson for opening up his home and his heart for the staff party at his home celebrating the release of receivership.

5. Business Items

- a. Approval of Agreement with Mohave Community College for El Capitan Public School to be a Clinical Practicum/Internship Site.

Carol Timpson informed the Board that the school has been a clinical site for Mohave Community College in the past. The College sends their nurses in training over and they help Valja Williams do screenings and other school nurse duties. Valja appreciates their help when they assist her. This document formalizes that agreement. The College is specifically designating the agreement for up to two years. Carol Timpson supports the arrangement and recommends that the Board continue the relationship.

**MOTION:** Charlette Chatwin motioned and Daniel Dutson seconded the motion that the Board approve the agreement with Mohave Community College for El Capitan Public

School to be a Clinical Practicum Internship Site for two years. Vote: All in Favor.  
Motion carried.

b. Approval of the Elementary Student Council Fundraising Plan

Carol Timpson introduced Kris Dennison representing the elementary student council. His plan proposes three fundraisers this year. All fundraisers have to go to the Board for approval and he will answer any questions the Board might have. Jared Hammon asked if all the fundraisers were on campus. Kris Dennison answered yes. The activities will be done during the last two hours of the day, generally from 1:30 to 3:30 p.m. Fundraisers will be held after school. Kris reminded the Board that these activities were voted on by the student council. Jared Hammon asked concerning the walk-a-thon. Kris Dennison responded that the students wanted to raise money by getting out and exercising. Sponsors would pay for them to go a set number of miles.

Charlette Chatwin asked what 'spirit week' was. Kris Dennison explained that it was a week where the students did something different each day such as pajama day, funny hair day, etc. The students have to be in line with the school dress code.

**MOTION:** Jared Hammon motioned and Charlette Chatwin seconded the motion that the Board approve the Elementary Student Council Fundraising Plan. Vote: All in Favor. Motion carried.

c. Approval of Intergovernmental Agreement with Town of Colorado City as Modified by District Attorney

This document went to the School District attorney for signature and he requested a couple of changes prior to signing. The changes have been underlined within the document and relate to the e-verify requirements and the scrutinized interests in Iran. The administration has two copies already signed by the attorney, so it can be given directly to the city when the Board signs it. It is effective as of October 1, 2009.

**MOTION:** Jared Hammon motioned and Daniel Dutson seconded the motion that the Board approve the Intergovernmental Agreement with Town of Colorado City as modified. Vote: All in Favor. Motion carried.

d. Approve The Computer Generation, LLC as the Sole Source Provider for Reading Plus Software.

Carol Timpson explained that this is another sole source request. The District is purchasing software this year with the stimulus money and its goal is to evaluate these programs to determine whether they would like to purchase multi-year licenses next year. This program helps children develop left to right reading capacity. With it comes the diagnostic equipment to determine student need. The three quotes in Board packet show that this is a reasonable price.

Charlette Chatwin asked if the school has enough students with that problem to justify the purchase. Carol Timpson responded that the school has always had

students with these concerns but have not had software to identify or help them. Fawneta Carroll can testify of this from an ESS standpoint. The District serves many students with reading difficulties because their eyes can't stay focused on the line; they skip around, and it's hard to maintain coherent sentences.

Fawneta Carroll commented that the new reading program promotes silent sustained reading which helps the student's comprehension. The program only lights up one line of print at a time. It paces the student so that they have to read it, but is constantly pushing the students to read faster. All students who are not fluent readers have some degree of this difficulty. Carol Timpson told the Board that this purchases the diagnostic equipment. The reading software licenses will need to be renewed annually.

Roger Knudson commented that he assumes this type of a program retrains the brain and the neurological pathways. It trains the brain and eyes to work together.

Fawneta Carroll commented that the school is eager to try this program. They have taken this concept to a new level that is much more responsive to students. The school is looking forward to the results they hope to achieve with this implementation. The target population has already been identified.

Roger Knudson asked about formerly diagnosing problems like this and how the system has decided about children with this problem. Fawneta Carroll stated that research shows that 30 – 40% of kids fall into this category.

**MOTION:** Roger Knudson motioned and Daniel Dutson seconded the motion that the Board approve the Computer Generation, LLC as the Sole Source Provider for Reading Plus Software. Vote: All in Favor. Motion carried.

e. Approve Preventative Maintenance Report for School Facilities Board

Carol Timpson explained that the School Facilities Board requires the District to complete a comprehensive list of maintenance checks quarterly, semi-annually, and annually. Each year, the administration has to report the District compliance with these checks. Quarterly lists are made and Pete LaCorti assigns them to his maintenance help. When the checks are completed, all problems are referred to a work order system.

Roger Knudson asked if this was for the annual reporting period ending June 30, 2009. Carol Timpson replied that it was for 2008-09 and that the maintenance group has done the first two checks for 2009-10. This report has to be signed by the Governing Board president ensuring that the Board knows of the requirement

**MOTION:** Jared Hammon motioned and Charlette Chatwin seconded the motion that the Board approve Preventative Maintenance Report for School Facilities Board Vote: All in Favor. Motion carried.

f. Approve New Employees – Carol Hammon, Jacob Zitting

The private school requested a significant portion of their Title I funds for professional development. However, the grant will not allow the private school to use those funds for professional development. In rewriting the grant, the state required more instructional time for the students. After meeting with the private school, they are now requesting that Carol Hammon be employed an instructional assistant to work with the targeted students. Administration rewrote the grant to designate this position and received an approval.

Carol Timpson explained that the District intended to hire True North Consulting for the professional development to the private school. Carol Hammon works for True North Consulting. If the Board hires Carol Hammon, the District would no longer use True North Consulting for professional development. Rather, they would just have Carol Hammon provide the services that the District requires.

Roger Knudson wondered if True North Consultant was an incorporated entity. He commented that the District does not want a conflict between an employee and an independent contractor. They could hire her as an employee to do their professional training.

Jared Hammon suggested that Carol Timpson get legal counsel. Roger Knudson commented that because of the specialized services that Carol Hammon is providing, the District needs to structure this in a way that can accommodate District needs without creating a conflict. He also recommends talking to an attorney before making a decision on making Carol Hammon an employee because of the possibility of vacillating between roles.

Jacob Zitting is willing to be a relief custodian and maintenance person.

Jared Hammon gave authority for Charlette Chatwin to call for or make a motion, as he was going to abstain from voting on this issue.

**MOTION:** Charlette motioned and Roger Knudson seconded the motion that the Board approve the new employee, Jacob Zitting for the part time relief custodian, and that the Board table Carol Hammon until they get further notice of the legal status they need in order for her to be hired. Vote: All in Favor. Motion carried.

g. Consideration and Action on Heinfeld & Meech's Management Letter

Heinfeld and Meech has just finished the District's audit. The administration expects to get the final report before the Christmas Holidays. Carol Timpson review some of their findings with the Board. She reminded the Board that when the District was put into receivership, there were about seventy-nine findings. Two years ago, they had forty-eight findings. Last year they had thirty-five. This year they found twenty-one. Mary Timpson has contested several of the listed findings and has brought the total number down to thirteen.

## h. Capital Concerns

### 1. Follow-up and Action Regarding Drilling a Well on District Property

The administration brought Mervin Cox to the school grounds over the weekend and he has written up a report about potential water locations for a well. (The Board had a diagram of the school grounds in front of them.) Carol Timpson showed the Board the planned well site then referred them to Mervyn's recommendation of the southwest corner. He found lots of water just across the property line in the southwest corner. Mervin Cox recommended that Cluff Drilling come in and do a test drill before the District goes to the expense of drilling. Daniel Dutson and Jared Hammon commented about the expense of going down five hundred feet even with a test drill. Carol Timpson explained that she had also consulted with John Knudson who owns a drill rig. Jared Hammon told Carol Timpson get a quote for a test hole from Basic Drilling and Cluff Drilling.

### 2. Follow-up and Action Regarding Technical Building Remodel

The District has an approved Title I grant now and they are ready to go out to bid on the technical building. The District does not have five registered general contractors, even though we sent notices to all the houses in the community. Tomorrow, the District will put a bid notice in the Kingman Daily Miner. Then it will have to re-advertise seven days later. The bid opening can be two weeks after the second advertisement.

### 3. Fire Lane Repair – Building Renewal Monies

Carol Timpson had pictures of the north side of the building showing the torn up cement. She explained to the Board that the fire drain was hazardous. There are holes in the cement. She recommended that the District use building renewal monies to repair the cement. She reminded the Board that the new shed will be installed in this fire lane. It will eliminate parking in that area. The Board discussed possible solutions. The north side of the building is shaded and can have ice on it for weeks. Daniel Dutson commented that the ice is breaking down the cement. The Board discussed pavement and, inserting a drain out to the ball field with a grate so the water could drain from the area. If someone got hurt on that cement, then the District would be liable. Jared Hammon suggested bringing in a contractor or builder to fix the drainage problem. Roger Knudson suggested that the administration run this problem past a civil engineer and/or an architect and get ideas to bring back to the Board as to how to solve this problem. Roger Knudson recommended making that area a priority for clearing if there is any inclement weather to minimize ice buildup.

## i. Consideration and Action Regarding Final Letter to Simon Consulting

Carol Timpson reported that she had written a draft of a final letter to Simon Consulting to acknowledge the formal closing of the receivership. She asked the Board to read through it to see if it meets their needs. Jared Hammon asked Carol Timpson if she would email it to the Board members tomorrow so they could take some time and go over it. Then if any of them had suggestions, they could send them back to Carol Timpson.

j. Consideration and Action Regarding Tuition Agreement with Washington County School District

The District has tried several times, but has not been able to get an agreement from the Washington County School District. The District has to give them their funding projection for their students by May 1. They have to send it to their District of residency. Washington county sends back an agreement showing what they are willing to pay the District to educate their students. At this time, Washington County has not sent the agreement. Carol Timpson stated that the business manager has requested it several times.

k. Consideration and Action Regarding Textbook Adoption for Geography and Government – High school

Jen McKay is the District's new social studies teacher. She is teaching a government and geography class and the books are twenty year's old. The District has completed a considerable amount of textbook adoptions lately. Jen McKay is almost through with the Geography class. She is requested that the Governing Board approve the books for adoption and then the District will be able to purchase them over two years. The District could buy the government textbook this year, and she is willing to do half quantity if the Board could get them this year. Next year the District will try to purchase classroom quantity of both books. Jen McKay and Linda Earl have done the research for this project. The board package shows the recommended textbooks from the textbook review committee. These books must be on display for two months prior to adoption.

j. Policy Advisory Action – Advisories 324-340

Carol Timpson explained that this first set of advisories are the ones that came before the Board last month, and now they are up for adoption. It's a quick read-through. It shows the changes that they are making to each of these policies. Some of them may require more information before she sends them. If the Board wants to look at that report, it shows the new changes that are coming. These are ready to take action.

**MOTION:** Jared Hammon motioned and Daniel Dutson seconded the motion that the Board adopt policy advisory 324-340 based on Carol's recommendation. Vote: All in Favor. Motion carried.

k. Policy Advisory Review – Advisories 341-365

Carol Timpson explained that the next set are new policy changes and the Board can take action on them the next Board meeting. Last year, the legislature made extensive changes to educational law. Carol Timpson has read the policies and recommends them for Board adoption. There is one policy that gives the Governing Board the prerogative of setting their requirements for the qualifications of the superintendent.

**MOTION:** Charlotte Chatwin motioned and Jared Hammon seconded the motion that the Board move to executive session. Vote: All in Favor. Motion carried.

1. Executive Session to discuss personnel issues as authorized by A.R.S. § 38-431.03(A)(1)

Jared Hammon Reconvened the regular session at 8:50 p.m.

**MOTION:** Charlotte Chatwin motioned and Jared Hammon seconded the motion that the Board adjourn the executive session. Vote: All in Favor. Motion carried.

- m. Consideration and Action Regarding Personnel Issues as Discussed in Executive Session.

**MOTION:** Roger Knudson motioned and Daniel Dutson seconded the motion that the Governing Board recognize the business office staff for their fantastic work over the last four years. The Board, working in conjunction with the superintendent, would like to revisit the pay scale associated with the functions of that office and pass the word along to the employees, that the District and Board appreciate their efforts over the last four years and would like to reward it. Vote: All in favor. Motioned carried.

- n. Financial Reports
  1. Cash Flow Analysis
  2. Expenditure Budget
  3. Grants Status
  4. Student Activities Report

Jared Hammon asked Carol Timpson to make a quick synopsis of the financial reports. She reported that most of the grants have come through, but there are a couple more that need applications submitted. This is a significant year for grants because of the stimulus grants. Although the Title I grant funding did go down \$100,000, the District picked up \$700,000 with stimulus money. It is the stimulus grant that will buy this software, and sixty laptops. The District is also getting SMART Boards.

Charlette asked about Plato and the foreign language. Carol Timpson explained that whatever the District gets, a portion goes to the private school. It is also possible for any citizen to use the programs through our licensing as long as they pay the applicable fees.

Next meeting is scheduled for December 14, 2009.

o. Adjournment

Jared adjourned the meeting at 8:53 p.m.