

**WILLCOX UNIFIED SCHOOL DISTRICT NO. 13**  
480 NORTH BISBEE AVENUE  
WILLCOX, AZ 85643

Pursuant to (A.R.S.) 38-431.02, notice is hereby given to members of the Willcox Unified School District Governing Board and to the general public that the Board will hold a meeting that is open to the public on January 6, 2015 at 6:00 P.M. at the Willcox District Education Center, 480 N. Bisbee Ave. Willcox, AZ 85643. Pursuant to A.R.S. §38-431.03 (A)(3) the Board may choose to vote to move into executive session to discuss or consult with the Board's attorney in person or via telephonic conference call for legal advice regarding any matter listed on the agenda.

**MINUTES**  
**January 6, 2015**  
**6:00 p.m.**

**I. OPENING OF MEETING**

A. Call to Order

**The meeting was called to order by Mrs. Ellis at 6:00pm.**

B. Pledge of Allegiance

C. Invocation for the Governing Board

**Mrs. Jones led the Pledge of Allegiance and the Invocation.**

D. Approval of Agenda

**Motion: Bill Nolan**

**Second: Dwayne Owen**

**Yea: 5**

**Nay: 0**

E. Comments of Visitors / Call to the Public

**None**

Arizona's Open Meeting Law provides that all persons desiring to attend a school district governing board meeting shall be permitted to attend, listen and record the deliberations and proceedings. The law does not specifically provide the right to address the Governing Board; however, the Board has determined to allow a call to the public under the conditions set forth in Policy BEDH, a copy of which is posted at the entrance to the Board room. The Board President may also exercise his/her prerogative to allow comments on any agenda item at the time the item is discussed. All persons desiring to address the governing board must first fill out a request to address the board. The individual must then be recognized by the Board President. Before speaking, the individual must state his/her name. Duration of comments may be limited by the Board President. Specific problems or concerns regarding personnel must be addressed through the provisions of the Public Complaint Policies **KE, KEB, KEC, and KED**. At the end of the call to the public, members of the Governing Board may respond to criticism, ask staff to review a matter, ask that a matter brought up during the call to the public be put on a future agenda, or do nothing further. *The Open Meeting Law does not permit the board members to take legal action on items not on the agenda.*

F. Student Presentation – Middle School

**Mrs. Sechrest's 7<sup>th</sup> grade class gave a presentation with a microscope on blood, insects, cru stations and other objects. The class also gave a demonstration on the projection of rockets.**

G. Recognition of the OASIS Reading/Tutoring Program at the Elementary School

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The OASIS group could not be present.

## **ATTENDANCE**

### **Board Members**

**Bill Nolan, Board President; Dwayne Owen, Vice-President; Gary Clement, Board Clerk; Doris Jones, Board Member; Debbie Ellis, Board Member**

### **Administration:**

**Kevin Davis, Business Manager; Valerie Simon, ES Principal; Mike Patterson, MS Principal; Jeff Thompson, HS Principal; Kris Duncan, Special Services; Tom Currin, Operations Super; Andy Carrasco, IT**

### **Staff:**

**Carol Crocket, Howdy Sanborn, Paul and Kayla Collins, Etta Sechrest, Earl Goolsby.**

### **Visitors:**

**Ben Travis, Sue Lynch, Ainslee Witting, Mark Simon, José and Holly Rios, Donna Wortman, Mr. Flowers, other parents and students, with a total of 50 present.**

## **II. ORGANIZATION OF GOVERNING BOARD YEAR**

- A. Swearing in New Board Members – The governing board president will swear in the new board members.

**Mrs. Ellis swore in Mr. Gary Clement and Mrs. Doris Jones as new board members.**

- B. Nomination and Election of Governing Board Officers – The governing board president will open nominations and then elect officers for the following positions: president, vice-president and clerk. The newly elected board president will conduct the balance of the meeting.

**President: Bill Nolan was nominated**

**Motion: Dwayne Owen**

**Second: Gary Clement**

**Yea: 5**

**Nay: 0**

**Vice-President: Dwayne Owen was nominated**

**Motion: Doris Jones**

**Second: Gary Clement**

**Yea: 5**

**Nay: 0**

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**Clerk: Gary Clement was nominated**

**Motion: Dwayne Owen**

**Second: Doris Jones**

**Yea: 5**

**Nay: 0**

- C. Determination of Regular Meeting Dates, Time and Place – The governing board will discuss and take action to determine the day, time and place for conducting the regular meetings of the Willcox School District Governing Board.

**Motion: Gary Clement motioned to keep the meetings and times the same, every first Tuesday of the month at 6:00p.m.**

**Second: Dwayne Owen**

**Yea: 5**

**Nay: 0**

- D. Approval of Hearing Officers- The governing board may discuss and take action to appoint Mrs. Betsy Ajeman and Dr. Donald Roberts as hearing officers on student discipline matters.

**Motion: Dwayne Owen to appoint Mrs. Betsy Ajeman and Dr. Donald Roberts as hearing officers.**

**Second: Gary Clement**

**Yea: 5**

**Nay: 0**

### **III. CONSENT AGENDA.**

If any member of the Board wishes to remove an item from the consent agenda, it will be removed from the consent agenda. The Board will then discuss and act upon the items removed immediately following the adoption of the balance of the consent agenda.

- A. Approval of Minutes – Approval of the minutes of the Regular Board meeting dated December 2, 2014 and of the Special Board Meetings dated December 4, 2014 and December 15, 2014.
- B. Ratification of voucher/s – The Board may consider the ratification of the following vouchers as noted in the board backup:  
a. Expense - #1512 for \$139,196.36; #1513 for \$914,069.16  
b. Payroll - #14 for \$271,631.97;
- C. Approval of Activity and Auxiliary Accounts – The Board may consider approval of the Activity and Auxiliary accounts for November as noted in the board back up.
- D. Donations – The Board may consider approval of the donations to the district as noted in the board back up.
- E. Personnel –  
Hiring – The board may consider approval of the following hiring, contingent upon approval of fingerprint background check/clearance card when required for FY 2014-2015 as noted in the board backup:

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- a. Certified: Sandra Trujillo - Substitute Teacher
- b. Classified:
- c. Request to post: Special Education Clerk (Special Services Office)

F. Contract - Willcox Trust Membership Agreement – Approve the Membership/Participant contract with the School Retention Trust, Inc. and authorize the Business Manager to sign on behalf of the District. As the law firm of Udall Shumway, PLC had a conflict of interest in reviewing this contract, the Cochise County Attorney’s Office has read and approved the contract on behalf of the District.

**Motion: Debbie Ellis motioned to approve the consent agenda**

**Second: Doris Jones**

**Yea: 5**

**Nay: 0**

#### **IV. BOARD AND ADMINISTRATIVE REPORTS**

##### **A. Student Presentations –**

###### **1. FFA**

**Selia Davis, treasurer, spoke regarding FFA. The winter contest was held at the ASU Polytech campus in December, several students participated. For the holidays FFA participated in Adopt-A-Family, clothes and toys were bought for six families. The annual Light Show BBQ will be held on Friday, January 16, 2015 at 5:00-7:00pm in the middle school cafeteria, contact any FFA student for tickets or you can buy them at the door, tickets are \$6.00 per person.**

###### **2. High School Student Council**

**Cody Smith spoke regarding student council. The activity for December was the Angel Tree in Conjunction with the Nursing Home. There will be a Red Cross Blood Drive in January; the date will be announced later. The student council thanked the board and the administration for the support they receive in their projects.**

###### **3. Middle School Student Council**

**Rebecca Collins spoke on the success of the canned food drive last year. There upcoming events are a fund drive, a valentine dance and an 8<sup>th</sup> grade field trip. Students of the month are: Neveah Otero, 5<sup>th</sup> grade; Taylor Wortman, 6<sup>th</sup> grade; Kelby Flowers, 7<sup>th</sup> grade and Madison Rios, 8<sup>th</sup> grade. Teacher of the month is Kayla Collins.**

##### **B. Business Manger’s Report**

###### **a. Business office update**

**Business manager reported on the annual financial audit. The Audit is progressing as planned and should conclude by mid-January. We are preparing a CAFR or Certified Annual Financial Report for the first time in order to meet our bond reporting requirements with the MSRB or Municipal Securities Rulemaking Board. This Process must be completed by Jan. 31 in order to report to the MSRB by Feb. 1. The Business office is continuing the evaluation of pay scales especially classified personnel and will**

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have a recommendation in the spring. The Business office is continuing to work on procurement procedures in order to insure that we are following policy throughout the district. The Business Manager informed the board of district technology needs. The district has some urgent needs in back up servers and web monitoring systems that are urgent and needs a plan to move forward to improve the district systems. The business office and IT department are working on this plan now and will report on that soon.

**V. NEW BUSINESS**

- A. Presentation by organizations/companies that perform superintendent searches for school districts to describe services available, search process, and costs for having the superintendent search conducted.
1. ASBA (Arizona School Board Association) Karen Loftus presented from ASBA
  2. BWP and Associates - Sandra Sims-deGraffenried presented from
- B. Discussion and Action to hire an organization to conduct a superintendent search for the Willcox Unified School District.

**Motion: Gary Clement MOTIONED to hire ASBA for the superintendent search.**

**Second: Doris Jones**

**Yea: 5**

**Nay: 0**

- C. Volunteers – The board may discuss and take action regarding volunteer coaches.
- a. Jack Kortsen – HS JV Softball Coach
  - b. Vicki Hardy – HS V Softball Head Coach

**Classified volunteer coaches will be paid according to the existing extra duty pay schedule.**

**Motion: Dwayne Owen motioned to pay with the new contract and approve Mrs. Hardy and Mr. Kortsen.**

**Second: Gary Clement**

**Yea: 5**

**Nay: 0**

- D. The Board may vote to enter into executive session to consult with the attorney, either in person or telephonically, pursuant to A.R.S.431.03(A)(4) to consider its position and instruct its attorney, via telephonic conference call or in person regarding the public body's position regarding the terms of the work agreement that is the subject of negotiation with the interim superintendent appointee. No decisions will be made in executive session.

**Motion: Gary Clement MOTIONED to go into executive session and for the board president to bring the board back into open session.**

**Second: Dwayne Owen**

**Yea: 5**

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**Nay: 0**

**The board entered into executive session at 7:40p.m.**

**The board came back into open session at 7:57p.m.**

E. The Board may enter into executive session for personnel matters concerning Mr. Ben Travis pursuant to A.R.S. §38-431.03(A)(1). The Board may invite individuals into the executive session that they believe are material for their deliberations. Mr. Travis may choose to have this executive session held in open session. If Mr. Travis wishes to have the executive session held in open session, it will be held in open session at this point in the agenda. No decisions will be made in executive session.

F Notice of receipt of fingerprint clearance for Mr. Ben Travis.

G. Discussion and action to approve interim superintendent work agreement for Ben Travis

**Motion: Dwayne Owen to approve Mr. Ben Travis' work agreement.**

**Second: Gary Clement**

**Yea: 5**

**Nay: 0**

**Amended Motion: Gary Clement motioned to change line #2 in Mr. Travis' work agreement from maximum to minimum of two days.**

**Second: Dwayne**

**Yea: 5**

**Nay: 0**

**Mr. Travis will begin on Thursday, January 8, 2015.**

#### **VI. FUTURE MEETING DATES**

A. Upcoming Meetings – The Board may set additional meeting dates as needed and discuss agenda items to be included in future agendas: The next regularly scheduled board meeting is Tuesday, February 3, 2015 at the District Education Center.

**A work session with the board, principals and Mr. Travis was set for Tuesday, January 13, 2015 3:00p.m.**

#### **VII. ADJOURNMENT**

**With no further discussion Mr. Nolan entertained a motion to adjourn.**

**Motion: Doris Jones**

**Second: Dwayne Owen**

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**Yea: 5**

**Nay: 0**

**The meeting was adjourned at 8:22pm**

**Verified by Board Approval:**

\_\_\_\_\_  
**Gary Clement, Clerk**

**February 3, 2015**  
**Date**

**Respectfully Submitted:**

\_\_\_\_\_  
**Patricia Gallagher, Secretary**

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