

**Bouse Elementary School  
Board of Trustees and the Public  
Work Session 11:00 a.m.  
Special Meeting Agenda 12:00 p.m.  
Friday, May 5, 2017  
Bouse Elementary School District Office  
\*MINUTES\***

Pursuant to A.R.S. §38-431.05, notice is hereby given to the members of the Bouse Elementary School District Governing Board and to the general public that the Bouse Elementary School Governing Board will hold a **Work Session on Friday, May 5, 2017 at 11:00 a.m. and a Special Meeting open to the public on Friday, May 5, 2017 at 12:00 p.m.** at 44936 Joshua Dr. Bouse, AZ. As indicated in the following agenda Bouse Elementary School Governing Board may vote to go into executive session, which will not be open to the public, to discuss certain matters as listed on the agenda. The Board may at any time vote to move into executive session to seek legal advice from its attorney, either in person or telephonically, on any matter listed on the agenda.

Governing Board Members will attend either in person or telephonically. A speaker phone will be used so that the audience can listen to the Board member(s) discussion, deliberations and vote. If more than one Board member attends telephonically, each Board member will identify him/herself before speaking or voting.

**Work Session 11 a.m.:**

Pledge of Allegiance

Call Work Session to order/roll call:

**The meeting was called to order at 11:00am**

**Roll call Robin Cooper, Brenda Garcia and Heather Huhtala present.**

Discussion of reorganization of all certified and classified positions:

**Heather Huhtala reorganization- concerns: class size for three grades per classroom. Administrator Assistant/Secretary. Paraprofessional to assist half day in office. All staff and faculty will need to reapply for their jobs as job descriptions will be re-vamped.**

Discuss using hiring committee to recruit for all job openings:

**Brenda Garcia feels that there are too many employees for a small school.**

Discussion to revise the salary schedule to reflect the minimum wage increase for classified personnel for FY2017/2018 school year:

**Robin Cooper would like to have a certified teacher for Pre-K and Kinder- grades 1&2, 3&4, 5&6 and 7&8. Special Education part time with benefits. Will need 4 teachers.**

Discussion of possible Bouse Elementary Staff and Faculty incentives:

**Get collage credits and get a three cent increase in pay per credit.**

Discussion of revision of administrative duties for Gloria Dean:

**Will help complete HQ report-ADE, Teacher Evaluations and budget.  
Will do Special Education for 10 hours a week.**

Discussion of contract renewal for certified employees Pan Finkbeiner and Josephine Bonganciso:

Adjourn Work Session:

**Robin Cooper adjourned Work Session at 12:25pm**

**Special Meeting Agenda:**

1. Call Special Meeting to order/roll call:  
**12:26pm**

2. Pledge of Allegiance
3. Approve Agenda of Special Meeting of May 5, 2017  
**Robin Cooper made motion to approve the special meeting, Heather Huhtala seconded and the motion carried with a unanimous vote.**
4. **New Business**
  - A. Discussion and possible action to approve reorganization of all certified and classified positions:  
**Robin Cooper made the motion to have an Administrative Assistant: Lead Facilities / Bus Driver / Food Server; Paraprofessional/Receptionist; 2 Paraprofessionals; Food Service Attendant. Pre K, Kindergarten/SPED; 1&2 grade; 3&4 grade; 5&6 grade: 7&8 grade. Heather Huhtala seconded and the notion carried with a unanimous vote.**
  - B. Discuss and possible action on the use of the hiring committee to recruit for all job openings:  
**Robin Cooper proposed to assemble a hiring committee of a parent, board member and a community member. Heather Huhtala seconded and the notion carried with a unanimous vote.**
  - C. Discussion and possible action to approve salary schedule for classified personnel for FY2017/2018:  
**Heather Huhtala requested this to be tabled. Robin Cooper seconded and the motion carried with a unanimous vote.**
  - D. Discussion and possible action to approve Bouse Elementary Staff and Faculty incentives:  
**Heather Huhtala requested this to be tabled. Robin Cooper seconded and the motion carried with a unanimous vote.**
  - D. Discussion and possible action to approve the revision of administrator duties for Gloria Dean:  
**Heather Huhtala made the motion to have Mrs. Dean work 10 hours of SPED and help complete administrative work but no personal.**
5. Adjourn Special Meeting:  
**Robin Cooper called the meeting to a close ant 12:33pm Heather Huhtala second and the motion carried with a unanimous vote.**

*Pursuant to A.R.S. 38-431.03 a. 3 the Board may vote to go into Executive Session for discussion regarding employees, review of records exempt from public inspection, and advice from legal counsel, relating, to pending or completed litigation.*

*All persons present are hereby reminded that it is unlawful to disclose or otherwise divulge to any person who is not now present, other than a current member of the Board, anything that has transpired or has been discussed during this executive session. To do so is a violation of A.R.S.38-432.03 unless pursuant to a specific statutory exemption.*

Dated this day 5th of May, 2017

Bouse Elementary School Governing Board - By: \_\_\_\_\_, Executive Secretary

Individuals requiring English to Spanish interpreter or persons with a disability may request a reasonable accommodation, such a sign language interpreter, by contacting NA. Requests should be made as early as possible to arrange the accommodation.