

## Regular Meeting Minutes

4/28/2023

At 1:00 pm

### Topock Elementary School

5083 Tule Drive Golden Shores, AZ 86436

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Topock Elementary School District # 12 Governing Board and to the general public that the above-mentioned Governing School Board will hold a meeting open to the public on 4/28/2023 at 1:00 pm at Topock Elementary School, 5083 Tule Drive, Topock, Arizona. The Governing Board may vote to enter into executive session, which will not be open to the public, with regard to any item on this agenda pursuant to A.R.S. 38-431.03.A.1 relating to personnel decisions, Section 38-431.03.A.2 relating to discussion of records exempt by law from public inspection (such as student records), Section 38-431.03.A.3 for legal advice from the District's legal counsel, and/or Section 38-431.03.A.4 to consider the District's position in any pending or contemplated litigation.

### Type of Meeting: Governing School Board

- Call to order with the Pledge of Allegiance @1:11 pm
- Call to the Public Card must be turned into the Superintendent before meeting starts. There will be a three (3) minutes time limit. At this time, the Board President will call for comments from members of the public **on agenda items only**. Because of restrictions imposed by A.R.S. § 38-431.01, discussion and action on items brought before the Board during this time will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.

### AGENDA

#### Consent Agenda- Routine Orders of Business

1. **Approval of minutes from 3/24/23**
2. **AP# 1038, 1042, 1043, 1044, 1045, 1046, 1047, 1048  
Payroll# 2322, 2323, 2324, 2325, 2326**
3. **Approve Chevy van purchase using transportation modernization grant**  
**T. Daugherty- Okay. Chevy van purchasing on the grant. Have we got it painted now?**  
**Superintendent- We are not going to get it painted. If it is a part of the regular transportation of the students, then the insurance company required that it'd be painted. And it's not we'll still be transporting students on the buses.**  
**J. Gardner- Tell us some of the things that you'll be using the van for.**  
**Superintendent- If we have a field trip of accelerators to the needles Museum, eight kid's, got four kids who don't have rights to school on Tuesday. So, anything just like having a school vehicle, just like what we use our school truck**

J. Gardner- so I guess what I was getting that, John, if you're going to be transporting students here and there, it doesn't have to be painted.

Superintendent- It does not. It has to be a regular part of the transportation route to require the painting.

- D. Spiegel- makes motion to approve item # 3. Second by T. Daugherty. All in favor.

4. Approve calendar for SY 23/24

T. Daugherty- I've been doing a lot of thinking about calendars. Okay, anyways, I've been looking at this one. And I've been thinking about the kids. And then doing a little research and kids don't like getting up that early. Everybody keeps talking about this one or an eighty-day schedule. I don't know why we can't just do that. And let's shorten the school day.

Superintendent- We have more hours than are required. And at lower grades K three. But at the upper grades, we're only working within spitting distance. The 180 days is a misnomer. It's 180 days or the hour.

T. Daugherty- We are six short. What's the matter with another six days?

Superintendent- Well, if we shortened the school day, then academically, you're taking kids out of their seats and that they're not here.

T. Daugherty- I've had no complaints. And the thing about going to the 180 days? In addition, I think we get most kids here. Don't we give them lunch and breakfast? Yes. Well, that's another eight days or six days that we're skipping that on. And I think it's important that we get every day we can to feed these kids.

J. Gardner- Why don't we all discuss it with the teachers and let's put all our heads together see if we can't come up with something. Let's find out what the professional teaching staff thinks about the hours. Then, if there's something we need to discuss, let's do it.

Superintendent- I would disagree with that vehemently. And I will tell you that be in the calendar committee that I've spent extensive amounts of time on this. It's a very effective productive, it takes a calendar, it takes into consideration working parents, non-working parents, it matches many calendars in the area where people have multitudes of students go into different schools as closely as possible. And it takes into consideration the environment that we live in, as well as far as children being able to access outdoor activities. And so that, again, I think going to the staff is a moot point.

T. Daugherty- Don't you think that the staff would know their parents and that kind of thing? Probably the best.

Superintendent- They do. Yeah, the ones Why is it a moot point? Because I've already spoken to them, tell the parents to the staff, and the staff has stopped both parents. The staff came to me last year, the only significant change we made was adding a spring break last year and when I told him this You joking when he said I was going to take away spring break. I had a minor uprising but it's a joke.

- T. Daugherty makes a motion to table the calendar to get teacher and staff input. Second by J. Gardner. T. Daugherty and J. Gardner in favor. D. Spiegel oppose.

5. Approve resignation for Alexis Stockman

6. Approve Narcan Policy

- D. Spiegel makes a motion to approve items # 1,2,5, & 6. Second by J. Gardner. All in favor.
- D. Spiegel makes motion to enter into executive session. Second by J. Gardner. All in favor.

The Topock Elementary School District #12 will hold an executive session pursuant to the A.R.S. 38-431.03 in the vicinity of the Governing Board Room at Topock Elementary School, 5083 Tule Drive, Topock, AZ 86436 on 4/21/2023.

1. The Board may move into Executive Session for the purposes of discussion or consultation for legal advice with the attorney or attorneys of the Board, pursuant to Arizona Revised Statutes 38-431.03 (A)(3). The board will be discussing personnel matters.

- D. Spiegel makes a motion to leave executive session and return to regular session. Second by J. Gardner. All in favor.

### School Business/New Business

#### Discussion/Possible action

1. Discussion possible action to appoint Head Teacher

T. Daugherty- I think we need to become a real school. I think instead of the head teacher, let's get a principal. You know, I was looking at it. I think we're at \$1.95. Isn't that where we're headed on taxes?

Superintendent- Tax rate 206, 204 something like that.

T. Daugherty- We can go to three and a quarter. But do you know how much you can raise in that single year?

Superintendent- I forget what it is because we have never done it. And you just the only thing you have to do is that technically you have to do the truth in taxation hearing. So, you actually have a meeting notify the public like 10 days in advance of approving the tax rate, but we've never done it. But Tom, you're willing to raise taxes?

T. Daugherty- I am to get a principal.

Superintendent- There's 55 head teachers for single site administrators. And we don't have clarification yet. Mr. Carter said that he thinks it's more than 55 now because Yavapai county alone has 12.

J. Gardner- I just don't know that. Would there be enough work here, Tom to have a principal and the superintendent?

T. Daugherty- I tell you, I'd like to see a second person, you know, just to get a second attitude. I'd like to see us do everything we can to up our grades. I just think it's a good idea.

Superintendent- So funny you mentioned that because we actually have a certified principal on our staff who's teaching for us? Or do you look at making that person, the head teacher knowing that that person has principles certification and move forward in that direction? And that would be up to the board? So, my suggestion to the board is we have a certified principal on our staff already. And that's Kaili Lee. And I would ask the board to strongly consider her for the head teacher position.

T. Daugherty- So what are we going to do? Go ahead?

J. Gardner- I was just going to say I've actually talked with people about Kaili and I'm very impressed. They are impressed and I'd like to know how she feels about it.

K. Lee- I feel honored that I'm considered for the position. And the only thing I would ask is that we define the role. Specifically, what is the title? What are my duties? What's required of me, really is what I would like detail on. But I am definitely interested. I always want to see this school grow. That's been my goal since I came here. So, I am definitely interested in it.

J. Gardner- Are you interested in administrative or teaching?

K. Lee- I will always be a teacher first, I learned that you cannot be an administrator unless you are an educator. And I didn't go into administration to just stay in the classroom. I'm an advocate for students. I'm an advocate for teachers. And that will always be my first priority. But absolutely would love to fire and hire.

J. Gardner- I know, you have some pretty strong goals for yourself in the future. This is something that would help you with those goals that you'd be satisfied with?

K. Lee- Oh, absolutely. My intent is to hopefully step in when Mr. Warren retires. But I do have a certification, and I intend to use it, whether it's here or another district.

D. Spiegel- I just wanted to ask one question. So, if we were if John and the board were able to bring to you an outline of responsibilities by the next meeting, would you be willing to give us an answer there?

K. Lee- Yes, absolutely.

- J. Gardner- Makes a motion to approve Kaili Lee as head teacher and 12-month employee effective immediately. Second by T. Daugherty. All in favor.
  2. Discussion possible action to approve ASBAIT Health Insurance
    - Superintendent- This is just a continuation of our health insurance. We are still in a huge loss ration created by one former employee. We have one or two years left.
    - J. Gardner- Is that person still receiving insurance money?
    - Superintendent- No they are not. But the rolling average extended out over a few years. If we go out with a loss ration now we are looking at 100,000 increase.
    - J. Gardner- So approving it is the smart thing to do financially.
    - Superintendent- Absolutely it is.
- J. Gardner makes motion to approve ASBAIT Health Insurance. Second by T. Daugherty. All in favor.

3. Discussion possible action to vacate Superintendents contract extension as it has not met the requirements of ARS 15-503

T. Daugherty- I asked for this. I don't know if you have read this.

Superintendent- I did.

T. Daugherty- I know you said counsel said it was okay. But from what I understand in paragraph B, it says until May.

Superintendent- Which one are you talking about Tom? Paragraph 3B?

T. Daugherty- Paragraph 3B, Yes. The multiple years, which we did three years. And not earlier than fifteen months, you're under that. Then it says May of the year proceeding the final year of the contract, I guess were in that now.

Superintendent- So if you go back to the top of the paragraph you will see that it says to the employment of principals.

T. Daugherty- It does both. At the very top it says the employment of superintendents and you're a superintendent.

Superintendent- Correct, and should not be done within 15 months. That is why we were advised by Tosca to wait until March to do it and we did. If you go to the next sentence it says principals. So, they are talking about superintendent and principals in the same paragraph. But the principals one is not until May and my contract is superintendent.

T. Daugherty- That's the way you want to read it. The paragraph is talking superintendents and principals, it's the same idea. I think we should wait until next month to vote on you.

Superintendent- I think the board should ask President Gardner to contact the attorney and get clarification.

J. Gardner- We can't talk to Tosca today?

Superintendent- No, I didn't set it up to have Tosca.

J. Gardner- I have no clue what to do until we talk to Tosca.

T. Daugherty- It's a paragraph where they are talking about both and that's why I took it as another step we have to go through.

Superintendent- Yes, because it says superintendent or principal.

- Item tabled until next meeting.

4. Discussion possible action to create a video surveillance policy that includes FERPA Act rules

T. Daugherty- It is a family education rights and privacy act. We are depending so much on the video that I want to make sure we are following the rules. It seemed to me that John was trying to create policy in some of his memos. If something goes on in the video we may have consequences. I just want to make sure if we are going to do something we have some sort of policy. FERPA is a government policy, so I think we should just follow their rules.

J. Gardner- What rules are you concerned with?

T. Daugherty- I am not really concerned with any of them, I just want to make sure we have policy.

Superintendent- I am not sure where the discussion is going with this. My policy is we don't let anyone look at any video of a minor child.

T. Daugherty- I want to come up with policy and I think FERPA takes care of that.

Superintendent- I would ask Member Gardner to run that through Tosca or put it on the agenda and I will Tosca here.

T. Daugherty- So, we are not going to use FERPA?

Superintendent- No we absolutely will. FERPA is a guideline we use.

D. Spiegel- I think it is common sense.

T. Daugherty- It defiantly is but I don't know it was used in this situation but I am sure it will come out. I am just saying why don't we adopt FERPA as our policy. Do you have a problem with that?

Superintendent- No, I don't.

T. Daugherty- Okay.

- T. Daugherty makes motion to adopt FERPA as our video policy. Second by J. Gardner. All in favor.

5. Discussion possible action to act proactively to train key staff for medical seizures as described in ARS 15160.02

T. Daugherty- Obviously this is over what has happened. We are saying we have never had these parents come to us and say she has seizures and what not. There is actually newer ARS that talks about superintendents, principals and nurses needing to take an online course and appoint someone. I just want our people to be educated on seizures.

Superintendent- I want to point out to the board that on April 21<sup>st</sup> I got an email from the department of education and that is something we will do with all staff. If we can get a calendar set so we can get these dates booked.

T. Daugherty- We are going to do whole staff?

Superintendent- Yeah.

J. Gardner- I think it is a good idea to do whole staff.

- T. Daugherty makes motion to proactively train all staff for medical seizures as described in ARS 151-60.02. Second by J. Gardner. All in favor.

### Reports

Board Secretary- K. Lee

Superintendent- J. Warren

### Items for the next meeting

- Presentation by Crystal on Excellerators

- **Salary schedule to include Principal**
- **Change head teacher to Principal**
- **TRUST Board policy implementation**

### **Adjournment**

J. Gardner makes a motion to adjourn the meeting. Second by D. Spiegel. All in favor.

Pursuant to the Americans with Disabilities Act (ADA), Topock Elementary School District #12 endeavors to ensure the accessibility of all its programs, facilities and services to all persons with disabilities. If you need an accommodation for this meeting, please contact the Superintendent's office at (928)768-3344.

Prepared by K. Lee on 5/03/2023