

Owens Whitney Elementary District No. 6

Minutes of School Board of Trustees Meeting

Tuesday, June 14, 2016

1. Routine Opening of Meeting

1.1 Clay Tyree called the Board to order at 5:01 p.m.

1.2 Roll Call was taken: Clay Tyree-Board Chair, Frank Dazzo-Vice Chair, Carol Moreno-Board Member and Lee Gurney-Acting

1.3

1.4 Clerk

1.5 Frank Dazzo led the Pledge of Allegiance

1.6 Moment of silence

1.7 Call to the Public – No comments/questions

1.8 Board members reviewed the minutes from May 32, 2016. Motion to approve was made by Frank Dazzo, seconded by Carol Moreno – motion passed.

2. Action Items

2.1 The Board members received and reviewed vouchers.

-Motion to approve payment of vouchers was made by Clay Tyree, seconded by Frank Dazzo – motion passed.

2.2 The Board members received and reviewed executive board minutes from March 21, April 19, May 10 and May 16, 2016.

-Motion to approve the minutes was made Carol Moreno, seconded by Frank Dazzo – motion passed.

2.3 Discussion regarding current part-time, temporary, Business Manager's hours; if working more than 40 hours per pay period then retirement has to be paid by the County. She has been working 7-10 hours per day, 3 days per week. Most business managers at small schools are full time. Changing this position to full time will be discussed at the June 28, 2016, executive board meeting.

-Motion to approve payment of retirement benefits for Sandee Peet by Carol Moreno, seconded by Clay Tyree – motion passed.

2.4 Discussion regarding the differences in the Owens 2016-2017 school calendar versus KUSD. Owens has 2 extra days, in case school has to be closed for any reason and spring break was changed due to the AZ Merit testing. Changing to mirror KUSD school schedule were tabled until next meeting so AZ Merit test dates can be determined for the coming school year.

- 2.5 Linda Withrow presented applications and forms to be signed regarding homeless and low income situations. The breakfast program was discussed – open at 7:45 so grades 6-8 can be to class by 8 a.m. There will be a letter to the parents sent home informing them of this change.
- 2.6 Approval of bid for the removal of a dead tree by Unit 1 was tabled so William French could look into renting equipment and removing it himself. Also, there are some other trees on the school property that need some attention as they are touching buildings.
- 2.7 ASBA updates have occurred on policies and the school was not current as the mail and emails concerning these updates had not been opened. Sandee Peet has updated the board email addresses and home addresses on the website. There is a cost of \$500 involved in receiving these updates; Marcia will be contacted to explain the details to the Board.
- 2.8 Beth Ferry addressed the Board; she has handled Special Education and IEPs in previous years. Mrs. Burdsal feels she can handle the implementation of these programs but would like Beth to continue filing the appropriate paperwork and reports needed. She presented information on: 1. IDE Basic, a special education grant, 2. Title 1 and 2 grants (the state worked with her to get the grants, as completion reports had not been filed timely, so that money already spent will come from the Title fund) and 3. REAP Grant (there is \$13,000 to be spent up until September 30, 2016, - typically used for technology). There is \$18,000 coming available July first which is good for 9 months which could be used toward the salaries of then .two new teachers. Need to come up with a plan for spending the Grant money not just buying stuff and having it sit in a closet. Beth would work as a contract employee putting together a plan for all the Grant monies-with input from teachers and board, (possibly one visit per month or 15 days per year, maybe a few more in the beginning). This service would cost the school approximately \$5,000 for the year, plus the set-up time. She would file the completion reports, applications and handle reimbursements. Grant management can be written into the grant itself.
- Clay Tyree made a motion to hire Beth Ferry as the school's Grant Manager, Carol Moreno seconded – motion passed.
- 2.9 New Website can use REAP money because it involves parent communication. Beth Ferry presented a proposal by Pinecone Web Design for setup and management of the school's website, since our previous one had lapsed. A website is mandatory as the budget needs to be posted. The first year's fee would

be \$1,630 (including \$75/month); the fee would be approximately \$1,080 in the following years.

-Frank Dazzo made a motion to hire Pinecone Web Design for the school's website management, seconded by Carol Moreno – motion passed.

- 2.10 Phyllis Eaton addressed the Board regarding the budget. She had to revise 2 pages because of the passing of Prop. 123 in the recent election; the school did receive \$1,330 more money. The Board reviewed and signed the revised pages.

Phyllis also presented a proposal for continuing as Financial Manager, which entails her doing the budget, AFR and tax rate, etc. (see attached proposal). Budget needs to be filed by July 7, must be adopted by July 18. Monthly she has checked expenditure and voucher accounts (this years \$6,000 was spent on internet which was not in the budget) and also transportation control budget. Her work would take 2-4 hours per month, she charges \$50 per hour; yearly fee would be approximately \$3,700.

-Clay Tyree made a motion to hire Phyllis Eaton as Financial Manager, Frank Dazzo seconded – motion passed.

3. Information Items

- 3.1 Locks were changed today. Sandee Peet will keep list of who has keys. Office lock is keyed differently than the other doors.
- 3.2 Future meeting, per by-laws, will be held at 7:00 a.m. on the 2nd Tuesday of each month.

4. At 6:30 p.m. Clay Tyree made a motion to move into Executive Session to discuss new teacher contracts and current employee raises, Frank Dazzo seconded – motion passed.

- 5 The meeting was adjourned at 7:15 p.m.

Next meeting scheduled for Tuesday, June 28, 2016, at 7:00 a.m.

Respectfully Submitted

Lee Gurney, Acting Clerk