

Owens Whitney Elementary District No. 6  
Minutes of School Board of Trustees Meeting  
January 17, 2017

1. Routine Opening of Meeting

- 1.1 Clay Tyree called the Board to order at 7:00 a.m.
- 1.2 Roll Call was taken: Clay Tyree-Board Chair, Frank Dazzo-Vice Chair, Carol Moreno-Board Member, Mikaela Gist-Administrator, Phyllis Eaton-Business Manager, and Lee Gurney-Secretary
- 1.3 Pledge of Allegiance was led by Frank Dazzo
- 1.4 Moment of Silence was dispensed with
- 1.5 Call to the Public –no one present
- 1.6 Board members received and reviewed the minutes from December 16, 2016, board meeting. Motion to approve minutes was made by Frank Dazzo, seconded by Carol Moreno - motion passed.

2. Action Items

- 2.1 Vouchers were received, reviewed and signed. Motion to pay approved vouchers made by Clay Tyree, seconded by Carol Moreno – motion passed.
- 2.2 Lee Gurney presented information on the remaining IRS penalties, relayed from a telephone conversation with Tosca Henry, Attorney. (Copy of the telephone conversation written by Lee Gurney is attached). After discussion, Clay Tyree made a motion to pay the remaining interest and penalties of \$2,342.61 from the Small Schools Fund, Frank Dazzo seconded – motion passed. Lee will contact Tosca and have her send payment information to Debbie at the County Office.
- 2.3 Phyllis Eaton informed the Board that the money being paid out of the teacher's aide money while Lee Gurney was doing office work was being done incorrectly so it will be changed the next pay period. Within a couple months, Asstrid should be doing the invoices and within six months, the payroll. Lee informed the Board that she works 6-10 hours per week in the office. After discussion, Frank Dazzo made a motion to increase Lee's hourly rate \$1.00/hour while she is in the office and give her a \$1,000.00 bonus, Carol Moreno seconded – motion passed.  
-Phyllis is taking a budget class in Phoenix next month and feels Mikaela should attend to start learning that part of the school administration. It could be paid out of the Title II funds.

3. Information Items

- 3.1 Beth Ferry did not send a report to be presented.
- 3.2 Carol Moreno informed the Board that there is one family that has a graduation in Kingman that coincides with our graduation date. Mikaela will look into it.
- 3.3 -Linda Withrow informed Lee Gurney that this is to be her last year at the school. Linda said that the new employee needs a high school diploma but has a lot of training they have to attend before working and she feels they should also work

with her before the end of the school year for in-house training. An advertisement for the position will be posted.

-There was also discussion about hiring a third teacher for the 3-5 grades. An advertisement for that position will also be posted (on the ADE website to start). Phyllis said that this may cause an increase in the budget. Mikaela to talk to Sue Burdsal to see if she is returning next year.

3.4 Lee Gurney informed the Board that there have been two roof leaks in the past few months and she feels that the buildings need an inspection by a licensed contractor. It hasn't been done for a few years. Once an inspection is done, the Board would like two bids on the job. Phyllis said we do have some money to spend on repairs.

3.5 Mikaela Gist feels the school needs a credit card as our supplies can be bought so much cheaper on Amazon than from our current school supply vendors. Some things we need are not available from our suppliers so employees need to pay themselves and get reimbursed, sometimes in the hundreds of dollars. There was discussion about a prepaid card instead of a credit card; Amazon actually has a card (prepaid?). Frank Dazzo made a motion to get a prepaid card with \$1,000.00 to be added to it, Carol Moreno seconded – motion passed. Phyllis will figure out the logistics of transferring the money to the card and let us know.

-Carol Moreno mentioned buying the maintenance person a leaf blower for next year.

Clay Tyree made a motion to adjourn the meeting at 7:44 a.m., seconded by Frank Dazzo – motion passed.

The next meeting of the Board of Directors is scheduled for Tuesday, February 7, 2017, at 7 a.m.