

MINGUS UNION HIGH SCHOOL DISTRICT #4
1801 East Fir, Cottonwood, AZ 86326

GOVERNING BOARD
MINUTES OF MEETING

Mingus Union High School Library
Thursday, August 11, 2022, at 6:00 PM

Governing Board:

Carol Anne Teague
Chip Currie
Lori Drake
Anthony Lozano – Via Telephone

Also Present:

Mike Westcott, Superintendent
Lynn Leonard, Finance Director
Chelsie Barnard, Board Secretary

OPENING

Call to Order

Board President Carol Anne Teague called the meeting to order at 6:04 PM.

Roll Call

Board President Carol Anne Teague, Board Vice President Chip Currie, Board Member Lori Drake are all present. Board Member Anthony Lozano is present via telephone.

Pledge of Allegiance

The pledge was led by Genie Gee

Moment of Silence

A moment of silence was observed.

Adoption of Agenda

Motion was made by Board Member Lori Drake to adopt the agenda as presented. Second was made by Board Vice President Chip Currie.

Roll Call Vote:

Board President Carol Anne Teague - Aye
Vice President Chip Currie - Aye
Board Member Lori Drake - Aye
Board Member Anthony Lozano - Aye

Motion passed.

Public Comments

- None

Board Meeting Minutes Not Previously Approved

July 14, 2022 – Public Hearing

July 14, 2022 – Regular Meeting

Motion was made by Board Member Lori Drake to approve the Board Meeting Minutes as presented. Second was made by Board Vice President Chip Currie.

Roll Call Vote:

Board President Carol Anne Teague - Aye

Vice President Chip Currie - Aye

Board Member Lori Drake -Aye

Board Member Anthony Lozano - Aye

Motion passed.

Presentations and Reports

- **Superintendents Report:**
 - Update on the Capital Bond planning process
 - Superintendent Mike Westcott gave an overview of the planning process and stated there will be a master planning meeting and the District will provide information on planning to voters and the community. The District will consider staff and community input and would like to create a committee including community members.
- **Site Administrative Report**
 - Back to school update
 - High School Principal Genie Gee gave update on back to school and spoke about new staff members and new positions.
 - Ms. Gee spoke about current enrollment and the support measures that are being implemented for student achievement.
 - Ms. Gee highlighted the new Bilingual Parent Liaison position and introduced Mariana Laas.
 - Mariana spoke about her goals with this position and spoke about her background.

ACTION ITEMS – CONSENT *Specific information on routine vouchers and personnel will be available at the District Office 24 hours prior to Board Meetings. Please see Governing Board Secretary during regular office hours. (All items listed hereunder are routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the consent agenda and will be discussed separately.)*

- Board Member Lori Drake asked to pull items 5.3 (Donations) and 5.5 Policy 2nd Readings
- Board President Carol Anne Teague pulled item 5.2 (HR Report)

Approval of Routine Vouchers:

Expense:

1047 - \$ 3,413.25

1000 - \$102,451.05

1001 - \$173,800.93

1002 - \$ 23,376.83

Payroll:

2 - \$ 96,639.41

3 - \$300,644.91

Bookstore Activity

Ratification of Payments

Personnel: (See HR Report)

- **Administration:**
- **Certified Staff:**
- **Classified Staff:**
- **Revision to the Extra Duty Rates of Pay**

Donations

- Camera and Camera Accessories – William Taylor
- Monthly Hope Center Report

Agreements

- Dual Enrollment IGA with Yavapai College.

Motion was made by Board President Carol Anne Teague to approve the Consent Agenda as presented, minus items 5.2, 5.3 and 5.5 Second was made by Board Vice President Chip Currie. **Roll Call Vote:**

Board President Carol Anne Teague – Aye

Vice President Chip Currie - Aye

Board Member Lori Drake -Aye

Board Member Anthony Lozano – Aye

Motion passed

HR Report:

Board Member Lori Drake moved to approve item 5.2 (HR Report). Second was made by Board Member Anthony Lozano. **Roll Call Vote:**

Board President Carol Anne Teague – Recused

Vice President Chip Currie - Aye

Board Member Lori Drake -Aye

Board Member Anthony Lozano – Aye

Donations:

- Board President Carol Anne Teague thanked community member William Taylor for his donation.

Motion was made by Board Member Lori Drake to approve item 5.3 (Donations). Second was made by Board Vice President Chip Currie. **Roll Call Vote**

Board President Carol Anne Teague - Aye

Vice President Chip Currie - Aye

Board Member Lori Drake -Aye

Board Member Anthony Lozano – Aye

Motion passed

Policy Second Readings

- Board Member Lori Drake spoke about concerns with policy and asked about adding best practices wording to policy
- Board discussion on policy and concerns.

Motion was made by Board Member Lori Drake to approve item 5.5 (Policy 2nd Reading). Second was made by Board Vice President Chip Currie. **Roll Call Vote:**

Board President Carol Anne Teague - Aye

Vice President Chip Currie - Aye

Board Member Lori Drake - Aye

Board Member Anthony Lozano – Aye

Motion passed

Policy Second Readings

- Second Reading of Policy GBEF-Staff Use of Digital Communications including Social Media and Cell Phone use. Additions to Policy GBEF are in response to the release of best practices for social media and cell phone use between students and school personnel from The State Board of Education.

ACTION ITEMS - DISTRICT BUSINESS (*Specific items of District business as listed for consideration - may include various categorical areas as the business of the District necessitates Board discussion, deliberation, and action*)

- **October Board meeting date change-**
 - Superintendent Mike Westcott recommended moving the October Board meeting to October 6, 2022, to avoid conflict with Fall Break.

Motion was made by Board President Carol Anne Teague to approve changing the date of October's Board meeting to October 6, 2022. Second was made by Board Vice President Chip Currie **Roll Call Vote:**

Board President Carol Anne Teague - Aye

Vice President Chip Currie - Aye

Board Member Lori Drake - Aye

Board Member Anthony Lozano - Aye

Motion passed

- **Student Fundraising activities**
 - Finance Director Lynn Leonard gave an overview and rationale behind approving a list of Student Fundraising activities and stated that this is a new requirement by the Auditor General.
 - Board discussion on who will oversee the Student Fundraising Activities.
 - Lynn Leonard stated that herself and Genie Gee will oversee Student Fundraising Activities.

Motion was made by Board Member Anthony Lozano to approve the categories of student fundraising activities as presented. Second was made by Board Vice President Chip Currie. **Roll Call Vote:**

Board President Carol Anne Teague - Aye

Vice President Chip Currie - Aye

Board Member Lori Drake - Aye

Board Member Anthony Lozano - Aye

Motion passed

- **Booster Club Handbook**

- Finance Director Lynn Leonard gave an overview of the handbook and stated that on July 27, 2022, there was a training for families and staff on the new guidelines and added that now the District needs Board approval.

Motion was made by Board Vice President Chip Currie to approve the 2022-23 MUHSD Booster Club Handbook as presented. Second was made by Board President Carol Anne Teague. **Roll Call Vote:**

Roll Call Vote:

Board President Carol Anne Teague - Aye

Vice President Chip Currie - Aye

Board Member Lori Drake -Aye

Board Member Anthony Lozano – Aye

Motion passed

- **2022-23 Student Handbook**

- Superintendent Mike Westcott gave an overview on the changes in the handbook and provided rationale behind the changes.

Motion was made by Board Member Lori Drake to approve the 2022-23 Student Handbook as presented. Second was made by Board Vice President Chip Currie. **Roll Call Vote:**

Board President Carol Anne Teague - Aye

Vice President Chip Currie - Aye

Board Member Lori Drake - Aye

Board Member Anthony Lozano - Aye

Motion passed

- **Safe Return to In-Person Learning**

- Superintendent Mike Westcott stated that every 6 months we must submit our plan to ADE the District's plan for Safe Return to In-Person learning based on their oversight and plans based on use of federal funds. Highlighted changes from previous plan.
- Board Member Lori Drake asked about including parent/guardian in the language of the plan.

Motion was made by Board Member Lori Drake to approve the Safe Return to In-Person Instruction and continuity of services with added information and language to contact parents and guardians along with the child in language. Second was made by Board President Carol Anne Teague. **Roll Call Vote:**

Board President Carol Anne Teague - Aye

Vice President Chip Currie - Nay

Board Member Lori Drake - Aye

Board Member Anthony Lozano - Aye

Motion passed

- **Certified staff evaluators**

- High School Principal Genie Gee stated this is an annual item requiring Board approval and spoke about the chart as detailed in the narrative of the board packet.
- Board Vice President Chip Currie asked who evaluates new teachers.
- Ms. Gee stated she will perform new teacher evaluations twice throughout the school year.
- Board discussion on the evaluation tool being used.

Motion was made by Board Vice President Chip Currie to approve the Certified Staff evaluators list as presented. Second was made by Board President Carol Anne Teague. **Roll Call Vote:**

Board President Carol Anne Teague - Aye

Vice President Chip Currie - Aye

Board Member Lori Drake - Aye

Board Member Anthony Lozano - Aye

Motion passed

- **High School office receptionist**

- Superintendent Mike Westcott gave an overview and discussed the rationale behind adding the position. This position will be first point of contact for front office. The remaining front office staff positions will remain the same.
- Board discussion on how this position is being funded.
- Finance Director Lynn Leonard stated this is being funded out of M&O and added that it is full time, 10-month position.

Motion was made by Board President Carol Anne Teague to approve the Front Office Receptionist position as presented. Second was made by Board Vice President Chip Currie. **Roll Call Vote:**

Board President Carol Anne Teague - Aye

Vice President Chip Currie - Aye

Board Member Lori Drake - Aye

Board Member Anthony Lozano - Aye

Motion passed

- **Hourly rate increases for bus drivers**

- Superintendent Mike Westcott spoke about the bus driver shortage and stated we are running routes on skeleton crew. We are trying to attract more staff.

Motion was made by Board Vice President Chip Currie moved to approve the Hourly Rate increases for bus drivers and associated modifications to the classified salary schedule as presented. Second was made by Board Member Anthony Lozano **Roll Call Vote:**

Board President Carol Anne Teague - Aye

Vice President Chip Currie - Aye

Board Member Lori Drake - Aye

Board Member Anthony Lozano - Aye

Motion passed

Information and Discussion Items:

- Information and discussion regarding school safety and security measures.
 - Katherine Forbes and Yancey Devore presented information and spoke about their roles since Mr. Mitchell has retired.
 - Ms. Forbes and Mr. Devore shared Power Point presentation to highlight the systems being put in place to enhance safety and security needs.
 - Ms. Forbes spoke on her responsibilities which includes student related concerns, discipline, and intervention. Ms. Forbes will also oversee PLC, ALC and Special Education manifestation hearings.
 - Board discussion on practices being put into place to be prepared and how a drill will be implemented.
 - Discussion on making sure the police department and fire department are in alignment with our plan.
 - Mr. Devore spoke about plans for future safety measures.

Request for Future Agenda Items:

- **Budget update**
- **4-day school week committee**
- **Testing results**
- **Student Achievement**

Adjournment 7:59PM

Motion was made by Board Vice President Chip Currie to adjourn the meeting. Second was made by Board Member Anthony Lozano. **Roll Call Vote:**

Board President Carol Anne Teague - Aye

Vice President Chip Currie - Aye

Board Member Lori Drake -Aye

Board Member Anthony Lozano - Aye

Motion passed.

Board President, Carol Anne Teague

Vice President, Chip Currie