

WILLCOX UNIFIED SCHOOL DISTRICT NO. 13  
480 NORTH BISBEE AVENUE  
WILLCOX, ARIZONA 85643

**NOTICE OF REGULAR BOARD MEETING**

Pursuant to A.R.S. 38-431.02, notice is hereby given to members of the Willcox Unified School District Governing Board and to the general public that the Board will hold a Regular Meeting that is open to the public **on Tuesday April 2, 2024 at 6:00 P.M in the District Education Center Board room, located at 480 N. Bisbee Avenue, Willcox, AZ 85643.** Board members may participate in person or telephonically. Pursuant to A.R.S. 38-431.03(A) (3), the Board may vote to go into Executive Session (which will not be open to the public) for discussion or consultation with the Board's attorney(s) on any matter listed on the Agenda. The Board attorney(s) may appear in person or telephonically. Pursuant to Title II of the Americans with Disabilities Act (ADA), persons with a disability may request a reasonable accommodation by contacting Kevin Davis, Superintendent/Business Manager, at (520) 384-8600, 480 North Bisbee Avenue, Willcox, AZ 85643. Requests should be made as early as possible to allow time to arrange the accommodation(s). Persons needing a language interpreter should contact Kevin Davis 520-384-8600 at least 48 hours prior to the meeting.

The District subscribes to equal and quality educational opportunities for all students. All decisions pertaining to policies that affect curriculum, programs and facilities will be made carefully, after scrutiny of the needs of our students and the resources available.

A complete copy of the Meeting Agenda can be found on the District's website: [www.wusd13.org](http://www.wusd13.org). A copy of the agenda background material provided to Governing Board members (with the exception of material relating to possible executive sessions and records exempt from public inspection by law) is available for public inspection 24 hours in advance of the meeting at the District Office, 480 North Bisbee Avenue, Willcox, Arizona 85643.

PLEASE SILENCE YOUR PHONES

**AGENDA**  
**April 2, 2024**  
**6:00 PM**

**I. Opening of Meeting**

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Invocation for the Governing Board
- D. Adoption of Agenda

**II. Call To The Public**

The public is invited to address the Board on any issue within its jurisdiction, subject to reasonable time, place and manner restrictions. Governing Board members are not permitted to discuss or take legal action on matters raised during open call to the public unless the matters are properly noticed for discussion and legal action. However, Arizona law permits Governing Board members to do the following at the conclusion of the open call to the public: (a) Respond to criticism made by those who have addressed the Board; (b) Ask staff to review a matter; or (c) Ask that a matter be placed on a future agenda. Persons desiring to address the Board must first be recognized by the Board President. Before speaking, the individual must state his/her name. Duration of comments may be limited by the Board President. Persons with specific problems or concerns regarding personnel are encouraged to utilize Governing Board Policy KEB, "Public Concerns and Complaints Against Personnel".

**III. Presentations**

- A. Middle School Student Council
- B. High School FFA

**IV. Administrative Reports / Summary of Current Events**

Bond Update

The Superintendent and/or the Governing Board members may present a brief summary of current events. The Board will not propose, discuss, deliberate or take legal action on any matter on the summary, unless the specific matter is properly noticed for legal action.

**V. Consent Agenda**

- A. Approval of Minutes – Consideration of approving the minutes of the Regular Meeting dated March 5, 2024, work session minutes dated March 5, 2024, as noted in the board back up.
- B. Ratification of Expense and Payroll Vouchers – Consideration of approving the following expense and payroll vouchers as noted in the Board backup:
  - 1. Expense – #2424 \$85,899.99; #2425 \$55,499.60; #2426 \$35,669.84
  - 2. Payroll – #18 \$398,325.35; #19 \$354,717.28
- C. Personnel -
  - 1. Hiring – FY 2023-2024 - Consideration of approving the following hiring's for FY 2023-2024, contingent upon approval of fingerprint background check/clearance card when required:
    - a. Rebecca Bhasme, ASU Stem Grant, effective date 3/4/24.
    - b. Clay Cooke, WHS Girls Wrestling Coach, effective 10/15/23.
    - c. Extra Duty List
  - 2. Resignations – FY2023-2024– Consideration of approving the following resignations for FY 2023-2024.
    - a. Sara Kras, WHS Teacher, effective 5/23/24.
    - b. Denise Johnson, WMS Teacher, effective 5/23/24.
    - c. Paul McInnes, WHS Boys Head Basketball Coach, effective 3/21/24.
  - 3. Hiring – FY 2024-2025 - Consideration of approving the following hiring for FY 2024-2025, contingent upon approval of fingerprint background check/clearance card when required:
    - a. Paul Mc Innes, WHS Teacher on Assignment - Athletic Director, effective 7/1/24.
    - b. Mike Patterson, WHS Teacher on Assignment - Dean of Students, effective 7/1/24.
    - c. Todd DeBaun, WHS Head Volleyball Coach, effective 7/1/24.
    - d. Jan Osterman, Library Clerk, additional hours, effective 7/1/24.
- D. FY 2024-2025 Student Fee Schedule – Consideration of approving the FY 2024-2025 Student Fee schedule as noted in the board backup.
- E. Student Activities – Consideration of approving the Student Activity Accounts for February 2024.
- F. Donations – Consideration of approving the donations as listed in the Board backup.
  - 1. Courtney Gonzalez
  - 2. Stotz Equipment
  - 3. David Thompson
- G. It is the administration's recommendation that the governing board approve the out of state travel as presented in the board backup material.

**VI. New Business**

- A. Policy Revision – Consideration of approving the addition of procedure 4-100 to the policy manual as noted in the board backup material.

4-101.A Board Authority to Employ – Longevity Incentive

- B. Request for Quotation (RFQ) – Consideration of approving the following RFQ and/or contracts and authorizing the Superintendent to sign agreements and/or contracts:

1. RFQ 23-24-02 - Architectural/Design/Project Management Services - Approve the Evaluation Committee/Administrations report to the Board (pursuant to R7-2-1110 of the Arizona Administrative Code, recommending that the WUSD Governing Board award RFQ 23-24-02 to Swaim Associates.

2. Authorize the Administration to negotiate the Final AIA B101 Owner-Architect Agreement which will be submitted to the Board for its approval at a future meeting.

- C. Request for Proposal (RFP) - Consideration of approving the following RFP and/or contracts and authorizing the Superintendent to sign agreements and/or contracts as included in the board backup materials:

RFP 23-24-02 – Wide Area Network

- D. Certified Salary Schedule – Consideration of approving the FY2024-2025 Certified Salary Schedule as noted in the board backup material.

- E. Future Meeting Dates – The Board may set additional meeting dates as needed and discuss agenda items to be included in future agendas and the next regular meeting is scheduled for May 7, 2024.

**VI. Adjournment**

Action to adjourn meeting

I certify that this Notice and Agenda was posted on line on the District website and at the following location(s): District Office Building – Front Display Box on Monday April 1, 2024 by 5:00 p.m.

By: \_\_\_\_\_  
Kevin Davis, Superintendent