

## **DRAFT**

WILLCOX UNIFIED SCHOOL DISTRICT NO. 13  
480 NORTH BISBEE AVENUE DRAFT  
WILLCOX, ARIZONA 85643  
**REGULAR BOARD MEETING MINUTES**

<b>Board Members Present:</b> <b>Bill Ryan</b> <b>Mark Hopkins</b> <b>Homer Hansen</b> <b>Cliff Shipley</b> <b>Rachel Garza – Not present</b>	<b>Others Present:</b> <b>Kevin Davis, Erin Bowlby, Tammy Hall, Maria Guerrero</b>
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**August 6, 2024**  
**6:00 PM**

### **I. Opening of Meeting**

- A. Call to Order and Roll Call – **Mr. Ryan calls meeting to order.**
- B. Pledge of Allegiance - **Mr. Ryan led the Pledge of Allegiance.**
- C. Invocation for the Governing Board -**Mr. Hopkins led us in prayer.**
- D. Adoption of Agenda -**Mr. Hopkins made a motion to adopt the agenda. Seconded by Mr. Shipley. Call to vote, all in favor, motion passes.**

Name	Aye	Nay	Abstain
<b>Bill Ryan</b>	<b>X</b>		
<b>Mark Hopkins</b>	<b>X</b>		
<b>Rachel Garza</b>	<b>NP</b>		
<b>Homer Hansen</b>	<b>X</b>		
<b>Cliff Shipley</b>	<b>X</b>		

### **II. Call to the Public – No call to the public – Mr. Hansen enters meeting.**

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. Administrative Reports / Summary of Current Events**

- A. Back to school information and events. **Mr. Davis reports: Wanted to bring up our bring up, which are over. Mr Shipley came to our legal training yesterday. We did that for all our campuses. Also had a watch party for the softball girls. Staff breakfast. And tomorrow kids are back.**
- B. Bond Progress- **Mr. Davis reports: Mr. Davis shows some pictures of the classrooms that were remodeled, and mentions Mr. Ryan attended the committee meeting last week. The other thing looked at with the bond is the job scope of work and projected budget for the track and field, and the building for the Elementary School.**

#### IV. Consent Agenda

**Mr. Hansen made a motion to adopt the consent agenda. Seconded by Mr. Hopkins. Call to vote, all in favor, motion passes.**

Name	Aye	Nay	Abstain
<b>Bill Ryan</b>	<b>X</b>		
<b>Mark Hopkins</b>	<b>X</b>		
<b>Rachel Garza</b>	<b>NP</b>		
<b>Homer Hansen</b>	<b>X</b>		
<b>Cliff Shipley</b>	<b>X</b>		

- A. Approval of Minutes – Consideration of approving the minutes of the Regular Meeting dated July 8, 2023, Executive Meeting dated July 8, 2023 as noted in the board backup.
- B. Ratification of Expense and Payroll Vouchers – Consideration of approving the following expense and payroll vouchers as noted in the Board backup:
  - 1. Expense - #2435 - \$258,816.44; #2436 - \$349,583.70; #2437 - \$24,369.11; #2438 - \$77,902.92; #2500 - \$248,441.11; #2501 - \$121,424.62
  - 2. Payroll - #26 – 345,185.55; #27 – 159,241.16; #28 - 153,420.74; #29 - \$22,964.93; #2 - \$74,707.66; #3 - \$98,529.22
- C. Personnel-
  - 1. Hiring-FY 2024-2025 – Consideration of approving the following hiring for FY 2024-2025, contingent upon approval of fingerprint / background check / clearance when required:
    - a. Yolanda Gonzales, MS Night Custodian, effective 7/8/2024.
    - b. Jennifer Baca, MS Teacher, MS Teacher, effective 5/28/24.
    - c. Kristen Van Haren, Ag Science Teacher, effective 8/1/24.
    - d. Aylin Cordova, ES/Preschool Paraprofessional, effective 8/1/24.
    - e. Stephanie Gomez, Yoli Grajeda, Anna Vega, Lina Gomez, Yesenia McCluer, Health Aide, additional hours, effective 8/7/24.

- f. Sandra Pais, Maureen Lancaster, Richard Kuntz, Garret Douglas, Clint Sanborn, Teacher Teaching on Prep, effective 8/7/24.
- g. Maria Olivia Rey, behavior monitor/PBIS Paraprofessional, effective 8/2/24.
- h. Steven Ward, Part-time Grounds-keeper, effective 7/1/24.
- i. Joylene Pando, Pre-school Director/Teacher on Assignment, effective 7/1/24.
- j. Lizabet Torres, Teacher, effective 8/2/24.
- k. Kattie Shull, Term Teacher, Transfer, effective 8/1/2024.
- l. Extra-duty List

2. Resignations – FY2024-2025 – Consideration of approving the following resignations.

- a. William Bates, effective 7/3/24.

D. Donations: Consideration of approving the following donations from the following supporters.

- 1. Parent Group for ASL Club

E. Student Activity Accounts – Consideration of approving the June Student Activity Balances as listed in the bard back up.

**V. New Business**

A. Instructional Time Model – Consideration of approving the Instructional Time Model for FY 2024-2025. As listed in the board back up. **Mr. Hopkins made a motion to approve the Instructional Time Model for FY 2023-2024. Seconded by Mr. Hansen. Call to vote, all in favor, motion passes.**

Name	Aye	Nay	Abstain
Bill Ryan	X		
Mark Hopkins	X		
Rachel Garza	NP		
Homer Hansen	X		
Cliff Shipley	X		

B. Policy Revisions – Consideration of approving the following policies and or procedures: **Mr. Shipley makes a motion to approve item B, Mr. Hansen seconded. Call to vote, all in favor, motion passes.**

Name	Aye	Nay	Abstain
Bill Ryan	X		
Mark Hopkins	X		
Rachel Garza	NP		

<b>Homer Hansen</b>	<b>X</b>		
<b>Cliff Shipley</b>	<b>X</b>		

Policies

4-101 – Board Authority to Employ  
 3-107 – Fiscal Accounting and Financial  
 3-401 – Safety and Emergency Management  
 4-204 – Mandatory Reporting  
 5-105 – Open Enrollment  
 5-107 – Purple Star School Program  
 5-217 – Graduation  
 5-219 – Arizona Online Instruction  
 5-303 – Student Records  
 5-305 – Student Code of Conduct  
 5-404 – Administration of Medication Procedures  
 3-401.F – Safety and Emergency Management  
 3-203.A – Visitors – Prohibition  
 3-301.A – Food Services – Nutrition  
 4-101.A – Board Authority to Employ – Background  
 5-216.A – Promotion and Retention of Students  
 5-217.B – Graduation-Transfer Credits  
 5-217.C – Graduation-Protection for Foster Students  
 5-219.A – Arizona Online Instruction  
 5-303.D – Student Records-Foster Care  
 5-404.A – Administration of Medication

- C. 2024-2025 Budget Revision – Consideration of approving the first revision of the 2024-2025 M&O and DAA budgets as included in the board back up.

**Mr. Hansen makes a motion to approve, Mr. Shipley seconded. Call to vote, all in favor, motion passes.**

Name	Aye	Nay	Abstain
<b>Bill Ryan</b>	<b>X</b>		
<b>Mark Hopkins</b>	<b>X</b>		
<b>Rachel Garza</b>	<b>NP</b>		
<b>Homer Hansen</b>	<b>X</b>		
<b>Cliff Shipley</b>	<b>X</b>		

- D. Consideration and possible action to appoint a board member to represent the school district as the delegate to the Arizona School Boards Association delegate assembly to be held on September 7, 2024.

**Mr. Hopkins makes a motion to approve, Mr. Shipley seconded. Motion amended to appoint Mr. Shipley as the delegate to the Arizona School Boards Association. Call to vote, all in favor, motion passes.**

Name	Aye	Nay	Abstain
<b>Bill Ryan</b>	<b>X</b>		
<b>Mark Hopkins</b>	<b>X</b>		
<b>Rachel Garza</b>	<b>NP</b>		
<b>Homer Hansen</b>	<b>X</b>		
<b>Cliff Shipley</b>	<b>X</b>		

- E. Governing Board to discuss and may consider action to approve in whole or in part the draft 2025 Political Agenda of the Arizona School Boards Association (ASBA), and direct the District's delegate to the ASBA delegate assembly to represent the Board's determined position.

**Mr. Hopkins makes a motion to approve, Mr. Shipley seconded. Discussion to table till the next meeting. Mr. Ryan calls to table this motion till next meeting.**

Name	Aye	Nay	Abstain
<b>Bill Ryan</b>	<b>X</b>		
<b>Mark Hopkins</b>	<b>X</b>		
<b>Rachel Garza</b>	<b>NP</b>		
<b>Homer Hansen</b>	<b>X</b>		
<b>Cliff Shipley</b>	<b>X</b>		

- F. 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 September 3, 2024.

## VI. Adjournment

Action to adjourn meeting -**Mr. Shipley made a motion to adjourn the meeting. Seconded by Mr. Hansen. Call to vote, all in favor, motion passes.**

Name	Aye	Nay	Abstain
<b>Bill Ryan</b>	<b>X</b>		
<b>Mark Hopkins</b>	<b>X</b>		
<b>Rachel Garza</b>	<b>NP</b>		
<b>Homer Hansen</b>	<b>X</b>		
<b>Cliff Shipley</b>	<b>X</b>		

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, August 6, 2024 at 5:00 p.m.

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