

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

**NOTICE OF REGULAR BOARD MEETING**

Board Members Present: Mark Hopkins Gary Clement Cynthia Chaffey Bill Ryan Rachel Garza	Others Present: Kevin Davis, Erin Bowlby, Ellen Coffman, Karen Smith
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PLEASE SILENCE YOUR PHONES

**AGENDA  
June 7, 2022  
6:00 PM**

**I. Opening of Meeting**

A. Call to Order and Roll Call

**Mr. Hopkins call meeting to order at 6:00pm**

B. Pledge of Allegiance

C. Invocation for the Governing Board

D. Adoption of Agenda-motion to adopt agenda was made by Mr. Clement and seconded by Mr. Ryan.

Name	Aye	Nay
Mark	X	
Gary	X	
Cindy	X	
Bill	X	
Rachel	X	

**II. Call to the Public**

Ellen Coffman vice-president of Western Bank currently has a child homeschooled. Sees the importance of safety being recognized. We need to have a facility that is inviting and safe. The dollar amount makes more sense to fix what we have. I think we should go with the bond.

### III. Administrative Reports / Summary of Current Events

Superintendent's Report – The Superintendent will report on the following items:

- A. Legislative Update -budget has still not been approved. AMA could dramatically impact community and schools. Mr. Davis presented a power point (ALICE)noted in back up. Also, training is done every year online, with police and scenario training with new staff takes place. Navigate 360 each scenario you have there is a safety protocol. App on phone allots to track students and staff. Mrs. Chaffey stated that it is very impressive and we do a good job. Mrs. Chaffey aske about the option of allowing teachers and staff to carry a weapon. Mr. Davis -school boards to have a choice to allow. I'm not opposed to it but a lot of things need to be considered. Ms. Garza had a concern of electronics being used during a gas leak 6 years ago she said it was total confusion. Using electronics could cause a spark.

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 May 3, 2022 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 –#2223 for \$199,818.99; #2224 for \$86,121.50
  - 2. Payroll – #23 for \$335,697.13; #24 for \$355,297.52
- C. Personnel-
  - 1. Hiring – FY 2021-2022 - Consideration of approving the following hiring for FY 2021-2022, contingent upon approval of fingerprint background check/clearance card when required:
    - a. Mirna Garcia, Thanuja Poothaluri, Rebecca Bhasme and Wendy Conger, Migrant Summer School Teachers, effective May 20, 2022.
    - b. Carol Crockett, Mike Patterson, High School Summer School Teachers, effective May 23, 2022.
    - c. Anita Bowland, Judi King, Blanca Arguello, Rebecca Bhasme, Tina Neubauer, Thanuja Poothaluri, Middle School Summer School Teachers, effective May 23, 2022.

- d. Bernadette Martinez, Doug Meyer, Eliana Garcia, Krista Shipley, Ruth Foy, Tracey Wilson, Elementary Summer School Teachers, effective May 23, 2022.
  - e. Cora Molina, Emma Lakshana, Aidan Tippens, Melissa Matthews, Samantha Archuletta, Elementary School Summer School Para-professionals, effective May 23, 2022.
  - f. Kailin Lindle, Francisco Felix, Thaddeus Scott, Jesse Gonzales, Destany Smith, Kennady Peterson, Malia Rogers, Summer Student Workers, effective May 23, 2022.
  - g. Leonda Evans, Robert Perry, Migrant Summer Bus Driver, effective May 23, 2022.
  - h. Leonda Evans, Robert Perry, Antinette Cortez Summer Bus Driver, effective May 23, 2022.
  - i. Rosalie Perolino, Migrant Summer School Teacher, effective May 26, 2022.
  - j. Shannon Martinez, Business Office – Payroll/Human Resources, effective October 18, 2021.
  - k. Nicole Bengston, Custodian, effective May 31, 2022.
  - l. Praveen Payya, High School Summer School Teacher, effective May 20, 2022.
  - m. Paul McInnes, Transfer to High School Special Education Department, effective April 18, 2022.
  - n. Extra Duty List
2. Resignations–FY2021-2022–Consideration of approving the following resignations.
- a. Justin Crum, High School Para-professional, effective May 19, 2022.
  - b. Rina Colato, Middle School Para-professional, effective May 19, 2022.
  - c. Dalia Baltazar Villalobos, Middle School Custodian, effective May 19, 2022.
  - d. Jane Stone, Middle School Teacher, effective May 19, 2022.
  - e. Elena Whetten, Elementary School Teacher, effective May 19, 2022.
  - f. Doug Lockhart, High School Teacher, effective May 19, 2022.
  - g. Katie Hill, Elementary School Teacher, effective May 19, 2022.
  - h. Jacquelyn Hamilton, Middle School Teacher, effective May 19, 2022.
3. Hiring-FY 2022-2023 – Consideration of approving the following hiring for FY 2022-2023, contingent upon approval of fingerprint background check/clearance card when required:
- a. Jeston Lotts, HS Guidance Counselor, effective July 25, 2022.
  - b. Wendy Conger, High School Teacher, effective August 5, 2022.
  - c. Wendy Conger, Migrant Tutor, effective July 1, 2022.
  - d. Erin Bowlby, Elementary School Principal, effective July 1, 2022.
  - e. Valerie Simon, Middle School Principal, effective July 1, 2022.
  - f. Amanda Berger, Elementary School Teacher, effective August 3, 2022.
  - g. Andrew Brown, Elementary School Teacher, effective August 3, 2022.
  - h. Audrey Osterman, Elementary School Teacher, effective August 3, 2022.
  - i. Travis Beck, Elementary School Paraprofessional, effective August 5, 2022.

- j. Sandra Trujillo, Elementary School Teacher, effective August 3, 2022.
  - k. Laura Candelas, Elementary School Teacher, effective August 3, 2022.
  - l. Leonda Evans, Bus Driver, effective August 8, 2022.
  - m. Leonda Evans, Migrant Summer Bus Driver, effective July 1, 2022.
  - n. Sydney Elizondo, Speech Language Pathologist Assistant, effective August 8, 2022.
  - o. Tina Neubauer, Teacher on Prep, effective August 5, 2022.
  - p. Tina Neubauer, Middle School Teacher on Assignment – Dean, effective August 5, 2022.
  - q. Kattie Shull, Middle School Para-professional, effective August 8, 2022.
  - r. Nicole Bengston, Custodian, effective July 1, 2022.
  - s. Maria Felix, Elementary School Para-professional, effective August 8, 2022.
  - t. Summer Welch, Elementary School Para-professional, effective August 8, 2022.
- D. Donations – Consideration of approving the donations as listed in the Board Backup.
- a. Source of Coffee
  - b. Willcox Cowbells
  - c. WASA
- E. Contract Renewal – Consideration of approving the annual contract renewal for Food Service Management Company (FSMC) contract to Sodexo under RFP1819-02.
- F. Contract Renewal – Consideration of approving the annual contract renewal for Freeway Texaco/Chevron Republic Bank Gas/Diesel Contracts under RFP1718-03.
- G. The board will consider approving the following vendors as Sole Source for FY 2022-2023.
- a. Infinite Visions
  - b. Power School
  - c. Digital Imaging
  - d. Varitec Controls & Services
- H. Resolutions – Consideration of approving the following resolutions and where noted, Intergovernmental Agreement (IGA) and/or contracts and authorizing the superintendent to sign agreements and/or contracts:
- 22/23-01 – Arizona School Risk Retention Trust, Inc.
  - 22/23-02 – Dual Credit Program – IGA
  - 22/23-03 – Satellite Program
  - 22/23-04 – Medicaid Services
  - 22/23-05 – Holding Account Fund
  - 22/23-06 – Revolving Fund
  - 22/23-07 – District Trust Fund
  - 22/23-08 – School Lunch Fund
  - 22/23-09 – Hear Bid Protests
  - 22/23-10 – Elementary School Activity Fund

22/23-11 – Middle School Activity Fund  
22/23-12 – High School Activity Fund  
22/23-13 – Investment of Funds  
22/23-14 – Vouchers and Execution of Warrants between Board Meetings  
22/23-15 – Federal Funds Custodian  
22/23-16 – Designated Evaluators  
22/23-17 – District Hearing Officer  
22/23-18 – Policy CBCA Delegated Authority  
22/23-19 – District Records Clerk  
22/23-20 – State Purchasing Office  
22/23-21 – Deduction Agency Fund Account  
22/23-22 – Southeast Regional Cooperative – Agreement  
22/23-23 – Advance for State Aid  
22/23-24 – Head Start – MOU  
22/23-25 – Authority to Suspend  
22/23-26 – Department of Corrections – IGA  
22/23-27 – PNO Inadequacy  
22/23-28 – Purchasing Agreement Save  
22/23-29 – Use of Competitive Sealed Proposals  
22/23-30 – SRC – IGA  
22/23-31 – Health Insurance Consulting Services  
22/23-32 – Rio Salado College  
22/23-33 – Cafeteria Plan  
22/23-34 – ITV – IGA  
22/23-35 – Cochise Technology District Course Listing  
22/23-36 – ESI – Post Retirement Service Provider – Agreement  
22/23-37 – Reauthorization of the Secure Rural Schools Act  
22/23-38 – Migrant Head Start – MOU  
22/23-39 – Beyond Textbooks  
22/23-40 – WASA – MOU  
22/23-41 – Cochise County – MOU  
22/23-42 – Cash Balance Cert  
22/23-43 – PCG  
22/23-44 – Grand Canyon University  
22/23-45 – US Border Patrol – MOU  
22/23-46 – SRO – IGA  
22/23-47 – U of A Cooperative Extension  
22/23-48 – NAU Student Placement – Agreement  
22/23-49 – Revolving Line of Credit  
22/23-50 – Cooperative Purchasing Group  
22/23-51 – Omnia Partners Procurement  
22/23-52 – TIPS- USA The Interlocal Purchasing System  
22/23-53 – Bowie Sports IGA  
22/23-54 – Direct Service Agreement AZEDS  
22/23 55 – Sourcewell – The Cooperative Purchasing System  
22/23-56- Professional Public Group Consulting  
22/23-57- Shaw/GSA  
22/23-58- Buy Board-Purchasing System

22/24-59- Bonita School IGA

- I. Approval to advertise/sell items – The board may consider approving the advertisement and sale of the items listed in the board backup.

**Mr. Ryan made a motion to accept and approve consent agenda seconded by Mr. Clement. Motion carries all.**

Name	Aye	Nay
Mark	X	
Gary	X	
Cynthia	X	
Bill	X	
Rachel	X	

**VI. New Business**

- A. FY 2022-2023 Maintenance and Operation (M&O) and District Additional Assistance Budgets (DAA) – The board may consider approving the proposed FY 2022-2023 Maintenance and Operation (M&O) and District Additional Assistance (DAA) Budgets.

**Mr. Ryan made a motion to accept and approve and Mr. Hopkins seconded. Motion carries all.**

Name	Aye	Nay
Mark	X	
Gary	X	
Cynthia	X	
Bill	X	
Rachel	X	

- B. Vacation/Compensatory Time Buyback – The board may consider approving the buyback of vacation days and compensatory time earned, but unused by staff, as per policy and contract. **Mr. Ryan made a motion to accept and approve. Mrs. Chaffey seconded it. Motion carries all Ms. Garza asked what what’s the max you can buy back? Mr. Davis -there is no max.**

Name	Aye	Nay
Mark	X	
Gary	X	
Cynthia	X	
Bill	X	

Rachel	X	
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- C. Request for Proposal for Audit Services – The board may consider approving the opening of a request for proposal for annual audit services for the District. **Mr. Ryan made a motion to accept and approved and Ms. Garza seconded it. Ms. Garza asked if it would be an independent auditor. Motion carries all**

Name	Aye	Nay
Mark	X	
Gary	X	
Cynthia	X	
Bill	X	
Rachel	X	

- D. Bond Election – The board may consider, discuss, amend if desired, and, if deemed advisable, to adopt a resolution ordering and calling a special bond election to be held in and for the district and authorizing the superintendent to comply with certain sections of the internal revenue code. **Mrs. Chaffey made a motion to accept and approve to go out for the bond in the amount of 27 million seconded by Mr. Clement. Mr. Ryan I’m going to say this one more time as long as if something happens we don’t sell the bonds. Hopkins if we get struck down we get struck down. We will do it again next year. Chaffey stated she excited it is enough money to do everything we need to do and will make great improvements. Jim Giel attorney on via zoom. Nothing to add. Motion carries all**

Name	Aye	Nay
Mark	X	
Gary	X	
Cynthia	X	
Bill	X	
Rachel	X	

- 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 July 5, 2022. **Mr. Clement made a motion accept and approve seconded by Mrs. Chaffey. Motion carries all.**

Name	Aye	Nay
Mark	X	
Gary	X	
Cynthia	X	
Bill	X	
Rachel	X	

**VII. Adjournment**

Action to adjourn meeting -**meeting adjourned at 6:37p.m**

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 June 6, 2022 at 5:00 p.m.

By: \_\_\_\_\_