



Willcox Unified School District NO. 13

480 North Bisbee Avenue

Willcox, Arizona 85643

**Notice of Regular Board Meeting Minutes—DRAFT**

**Members present:**

Bill Ryan

Terri Kibler

Steve Marlatt

Homer Hansen

**Others Present:**

Shane Couch

Tammy Hall

Erin Bowlby

Kevin Davis

Destany Smith

**September 2, 2025**

**6:00 pm**

**I. Opening of meeting**

- A. Call to Order and Roll Call: Homer called the meeting to order.
- B. Pledge of Allegiance: Homer lead the pledge of allegiance.
- C. Invocation for the Governing Board: Terri prayed for the board members.
- D. Adoption of Agenda: Bill moved to adopt the agenda, Steve seconded. In favor: Bill, Terri, Steve, Homer. None opposed.

**II. Call to the Public – No public responded**

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:  
Fall fundraisers start in late October with the dance and boo grams. The math and ELA curriculum is new. The first season sports are Girls Volleyball and Cross Country.
- B. High School Student Council:

SLT Meeting had 30+ members attend.

Starting to prep for homecoming.

The World's Finest Chocolate Fundraiser will be starting this month, we received the boxes of chocolates today.

Student council is getting shirts for staff and representatives.

Youth court has their first case, and will be fundraising for a trip in DC.

This year's yearbook theme will be 90's scrapbook.

FCCLA club met today.

Knowledge bowl has 6 students participating. October 27<sup>th</sup> is their first home meet.

Textbooks are new, Science labs are ever Thursday. Math is exploring the "Big Ideas" and pretests.

There will be a Special Olympics this year.

W-Club had a Volleyball tournament on Saturday, and Volleyball played the 28<sup>th</sup> in Benson.

Football has an away game September 5<sup>th</sup>. Soccer has a home game tomorrow. Cross

Country has a meet in Tombstone September 10<sup>th</sup>.

**C. High School FFA:**

New officer training was the 27-29<sup>th</sup>, worked on developing communication, leadership and team building.

Green hand conference, conduct of meetings, Parliamentary procedures team, and the Public speaking teams were finalists at state.

6 members will be attending the National Conference in DC.

2 weeks ago, we had our first meeting and Ice breaker where everyone was invited to mingle, play games, eat food, and start the year off.

Friday and Saturday will be the Chapter Officer Leadership Training in Phoenix, where there will be many workshops on Teambuilding, networking, and fundraising.

**IV. Administrative reports/Summary of current events**

A. Conflict of Interest: Staff and board members need to fill out this form annually for auditors. Our 1<sup>st</sup> audit visit round is today and tomorrow.

B. We Are Willcox Event: will be held at the Middle School on September 11<sup>th</sup>. There is usually between 1000 and 1100 in attendance.

C. Bond Projects / Construction: The projects are still ongoing, MS orchestra room will be finished at a later date. The ES multipurpose room is the last thing to complete. HVAC Systems are working! Track update: the 1<sup>st</sup> day using the new field, the sound will be done tomorrow, and the Football game will be held on Friday. Old Gym and Field House projects are still being decided on.

D. Override Election: the override and pro-statements will be announced on September 30<sup>th</sup>. The last day to register to vote is October 6<sup>th</sup>.

**V. Consent Agenda**

Bill Moved to approve the consent agenda. Terri seconded. In favor: Bill, Terri, Steve, Homer. None opposed.

## **VI. New business**

- A. Resolutions – Steve moved to approve the following resolutions and where noted, Intergovernmental Agreement (IGA) and/or contracts and authorizing the superintendent to sign agreements and/or contracts:

25/26-65—Arizona Rangers Authorization

Terri seconded the motion. In favor: Bill, Terri, Steve, and Homer. None opposed.

- B. Policy Revisions – Homer moved to approve the following policy revisions as included in the board backup material.

### **Policy Number**

- © Policy 1-302 Governing Board Meetings and Open Meeting Law
- © Policy 1-401 Parents/Legal Guardian Rights in Education
- © Procedure 1-401.A Parents/Legal Guardian Rights in Education—Parental Involvement
- © Procedure 3-101.B Budget Adoption—Access and Publishing Requirements
- © Procedure 3-301.A—Food Services—Nutrition
- © Procedure 3-401.A—Safety and Emergency Management—Emergency Response Plans
- © Procedure 3-401.G (NEW)—Safety and Emergency Management—Training
- © Procedure 3-402.A Records—Disclosure of Public Records
- © Policy 4-101 Board Authority to Employ
- © Procedure 5-105.A Open Enrollment—Enrollment Process
- © Policy 5-201 Patriotic Exercises and Observance Days
- © Policy 5-203 Students with Disabilities (Individuals with Disabilities Education Act (IDEA))
- © Policy 5-401 Police Interview Notification
- © Policy 5-402 Department of Child Safety Interview and Custody
- © Policy 5-404 Administration of Medication
- © Procedure 5-404 Administration of Medication—Procedures for Administration
- © Policy 5-216.01 (NEW) Assessments
- © Policy 5-410 Interscholastic Athletics

Terri seconded the motion. In favor: Bill, Terri, Steve, and Homer. None opposed.

- C. Audit RFP – Terri moved to award the RFP for Audit Services to DRS CPA, PLLC for fiscal years 2025 – 2027, and authorize the superintendent to sign agreements and/or contracts as noted in the board backup material. Seconded by Bill.

Discussion: Clarification: We are required by the law to have annual audits. The audit contract lasts for 3 years, and needs to be renewed. This specific contract won the bid, and had the most competitive pricing and options.

In favor: Bill, Terri, Steve, and Homer. None opposed.

- D. [Future Meeting Dates](#) – The Board may set additional meeting dates as needed and discuss

agenda items to be included in future agendas. The next regular meeting is scheduled for October 7th, 2025.

Discussion: The board leadership meeting is planned for Friday 10<sup>th</sup>, 9am-2pm. There will be no HS campus walkthrough on that date.

**VII. Adjournment**

A. 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 **September 4th, 2025 at 6:00pm**.

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