

**NOTICE AND AGENDA OF COMBINED SPECIAL WORKSHOP, REGULAR GOVERNING BOARD MEETING, AND EXECUTIVE SESSION MEETING
BULLHEAD CITY ELEMENTARY SCHOOL DISTRICT NO. 15**

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Bullhead City Elementary School District #15 Governing Board and to the general public that the Bullhead City Elementary School District #15 Governing Board will hold a meeting open to the public on **September 20, 2018, Workshop at 4:30 PM, Meeting at 5:30PM, at the District Office, 1004 Hancock Road, Suite 100, Bullhead City, Arizona.** The Governing Board may vote to enter into executive session, which will not be open to the public, with regard to any item on this agenda pursuant to A.R.S. 38-431.03(A)(1) relating to personnel decisions, 38-431.03(A)(2) relating to discussion of records exempt by law from public inspection (such as student records), A.R.S. 38-431.03(A)(3) for legal advice from the District's legal counsel, and/or 38-431.03(A)(4) to consider the District's position in any pending or contemplated litigation. As indicated in the following agenda, the Bullhead City Elementary School District #15 Governing Board may vote to enter into executive session, which will not be open to the public, pursuant to A.R.S. 38-431.03, on any item on the agenda marked with an asterisk. Any decision by the Governing Board will take place in open public meeting.

**Colorado River Schools Strategic Plan
World Class Education 2020**

Objective #1- Increase quality enrichment activities for all students with emphasis on gifted and talented.

Objective #2- Create classy campuses/facilities.

Objective #3- Establish world class extracurricular programs.

Objective #4- Top talent teacher recruitment and retention.

Objective #5- Promote "Education Outside of the Box."

WORKSHOP MINUTES

1. **CALL TO ORDER:** The Board President will call the meeting to order.
Board President Dennis Crane opened the workshop at 4:30p.m.
 - 1.1 Roll Call
Dennis Crane, Melinda Sobraske, Doug Lutz, Maureen Anderson is not in attendance
 - 1.2 Budget
Budget was covered in Superintendent Hookstra's office with the three board members going page by page on items that might have been in question. Mr. Hookstra was able to look up on his computer and show that this was for salary for this person or this was the purchase of this particular supply with 30 plus pages they were able to cover up to 17 of those pages.

1.3 Curriculum

Not enough time to go over the curriculum.

2. **ADJOURNMENT:**

2.1 Motion to adjourn

President Crane asked for a motion to adjourn the workshop

Motion: Melinda Sobraske

2nd: Doug Lutz

Vote: 3-0

Time: 5:25 p.m.

REGULAR MEETING MINUTES

1. CALL TO ORDER:The Board President will call the meeting to order.

Board President Dennis Crane opened the meeting at 5:30p.m.

1.1 **Roll Call**

Dennis Crane, Melinda Sobraske, Doug Lutz

Maureen Anderson is not in attendance

1.2 **CITIZENS PRESENT:** Please sign the attendance sign-in sheet.

Jon E. Jones, Chuck Neuzil, Lance Ross, Michele McGinnis, Tim Mitchell, Martin Muecke, James McNutt, Cindy Neuzil, Joyce Pietri, Estella Baxter, Kathy Combs, Chris Barton, Sandra Brown, Christopher Roy, William Bailey, Cynthia Cochran, Patricia Frasure

2. PLEDGE OF ALLEGIANCE

3. CALL TO THE PUBLIC: This is the time that the public may speak to the Governing Board regarding issues within the jurisdiction of the Governing Board and subject to reasonable time, space, and manner restrictions as the Governing Board may establish (see policy BEDH). Comments will be limited to three minutes per individual, unless specifically waived by the Governing Board. At the conclusion of the call to the public, individual members of the Governing Board may respond to criticism made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be placed on a future agenda. However, the Governing Board cannot take action on matters that have not been noticed in advance as a part of the agenda.

No Calls to the Public

4. ADOPTION OF THE AGENDA:

President Crane asked for a motion to approve the agenda.

Motion: Melinda Sobraske

2nd: Doug Lutz

Vote: 3-0

5. PRESENTATION AND REPORTS:

5.1 Superintendent's report and update:

- Student [Enrollment/Attendance Comparison](#) - Our enrollment has increased from the 1st day of enrollment to the 20th day and we are holding. We are about 40 students less today from what we had this time last year. We will see how we compare when we have our 40 day counts.
- Buses - By the end of the month we should have 2 to 3 more bus drivers. We have received an email that we should be receiving the new busses by the middle of October. Doug asked how the Volkswagen grant was going Benje said that they are finishing up the paperwork tomorrow. Dennis asked if we are still receiving 2 travel and 2 route, Benje confirmed that's what was ordered.
- School Law Conference - Benje said that they covered a lot of equity in education, they also talked about the difference in ability vs opportunity and a how a number of children don't have the opportunity that a few children have. They emphasized on how middle class is shrinking. They also cover social emotional learning and how student don't know how to interact well with each other.

Melinda said she went to some of the session on social media and how if multiple board member are on the same "friendship list" it could be counted as a quorum if they are in conversations together. She also learned that we are not responsible for students until they get home, only when they are on school property.

- [Calendar Events](#) - Calendar events were covered including the ASBA County Meeting on October 23rd. Dennis Crane invited the new board members to attend with current board members. He also mentioned the New Board Members training in December.
- Facilities
 - SFB Grants - We are still waiting on one more quotes for carpeting of 63 rooms to be submitted, we just submitted to have 2 more HVAC's 1 for Fox Creek and 1 for BCMS. Sunrise HVAC has been completed. Desert Valley, they are redesigning how the units would go to get better airflow in all four rooms.
 - Site improvements - Fence at Coyote Canyon, the 1st phase has been completed and are starting the 2nd phase.

5.2 Administrative Reports:

[Alisa Burroughs](#), Special Education Director
[Cynthia Neuzil](#), Curriculum/Professional Development Director - Melinda asked about the training for the Filipino teachers and if it something new. She said not really but they are putting more of an emphasis on the classroom management.

[Chuck Neuzil](#), ELL Coordinator, NAU Assistant Clinical Professor

[James McNutt](#), Technology

[William Bailey](#), Transportation

[Lance Ross](#), Director of Public & Community Relations

[Jon Jones](#), Principal, Fox Creek JHS - **Dennis asked about band, Jon said they have 12 in Band, 33 in Choir, 25-30 in Strings. For the first time they had the band play the National Anthem as well as other songs at the last football game.**

Melinda asked about coalition he organized with the community and police, Jon said a lot of information was discussed and the possibility of a grant that may help to fund a counselor.

[Joyce Pietri](#), Principal, Bullhead MS - **Melinda asked about band, if it's all year or a semester and how many students are involved. Joyce said it's an all year program with about 40 to 50 students.**

[Sandra Brown](#), Principal, Desert Valley - **Melinda commented on the chart with the lighthouse students and was wondering how the other students are doing, Sandra said they are doing as well as the lighthouse students.**

[Jennifer Lott](#), Principal, Sunrise Elementary

[Martin Muecke](#), Principal, Diamondback Elementary - **Melinda asked Martin about the 4th grade team, he said they are working really well with the new Eureka math program. 3rd is now transitioned over to the Eureka math.**

[Jody Cheever](#), Chartwells - **Doug asked the comparison stated April to August and it didn't make a lot of sense, he was told that it should have been August to August, it was a typo.**

Melinda commented on how many students that are participating, 10% up from last year.

6. CONSENT AGENDA:

(Documentation concerning matters on the consent agenda may be reviewed at the School District Office.)

President Crane asked for a motion to approve the agenda. Doug requested pulling item 6.1 (f) addendums for discussion.

Motion: Doug Lutz

2nd: Melinda Sobraske

6.1 Personnel:

a. Resignations/Separations:

Steven Lara, BB, Bus Driver, effective 05/25/18

Marguerita Dickson, BB, Bus Driver, effective 07/24/18

Renee Vulgaris, DV, SPED Aide, effective 08/05/2018

Sandra Colmenares, CC, Aide, effective 08/13/18

Cheryl Lopez, SR, School Secretary, effective 09/07/18

Victoria Kunzman, FC, 7th Grade Language Arts Teacher, effective 09/12/18

Kim Bellantoni, DB, Preschool Aide, effective 8/30/18

b. Transfers/Reassignments:

Karla Giffin, FC Teacher Aide to CC SPED Aide

c. New Hires:

Anne Cuevas, FC, ELA Teacher, BA + 27 Step 5 \$39,768, effective 07/23/18
Molly Madueno, DO, Accounting Clerk, Grade 6 Step 3, \$15.20 hr., effective 08/06/18
Breeann Pittman, DB, Kindergarten Teacher, BA + 27 Step 1, \$33,577, effective 08/27/18
Aaron Fox, Asst Mechanic, BB, Grade 5 Step 6, \$15.50 hr., effective 09/04/18

d. Rehires:

Yolanda Pluma, DV, SPED Aide, Grade 2 Step 2, \$12.35 hr, effective 08/13/18

e. Substitute Teachers/Special Education Aides:

Teachers:

Karen Barnes
Alexandria Brown
Bryant Kristalle
Keith Survillas

Special Education Aides:

Nili Macias, DB, Title I Aide, Step 1 \$12.05 Hr., effective 08/13/18
Ariel Perez, DV, Title I Aide, Step 1 \$12.05 Hr., effective 08/20/18
Dena Parshall, BMS, Resource Aide, Step 4 \$12.95 Hr., effective 08/21/18
Mary Mafara, DV, Life Skills Aide, Step 1 \$12.05 Hr., effective 08/21/18
Sharon Burton, BB, Bus Aide, Step 1 \$11.00 Hr., effective 08/28/18

Doug commented on how many addendums there are and if we really need all of them, he would rather see the majority of these funds go district wide with increases in salary and supplies. He also asked if they are all after school or during school. He will approve them this year as they are already in place, He would like to take a look at these for next year and see what we really need and put the funding back into teacher's salary.

**Dennis Crane motioned to approve item 6.1(f) from the consent Agenda as presented
Motion: Dennis Crane
2nd: Doug Lutz
Vote: 3-0**

f. Addendums:

Extra-Curricular Addendums were sent out 8/22/18 to the following:

BMS

Nancy Swanson, Athletic Director, \$2,500
Nancy Swanson, Volleyball: Head Coach, \$1,400
Nancy Swanson, Electives Dept. Chair, \$1,200
Lily Radic, Volleyball: Assistant Coach, \$700
Margret Emlund, Math Dept. Chair, \$1,642
Laci Ortiz, E.L.A. Dept. Chair, \$1,642
Laci Ortiz, Student Council, \$428
Laci Ortiz, Student Newspaper, \$600
Laci Ortiz, Prof Development/Curriculum Committee, \$750
Michelle McGinnis, Social Studies Dept. Chair, \$1,642
Michelle McGinnis, Prop 301 Committee, \$750
Marcella Morris, Science Dept. Chair, \$1,642
Marcella Morris, National Jr. Honor Society, \$600

Diane Jessen, SPED Dept. Chair, \$1,642
Terry Dolan, Enrichment Dept. Chair, \$1,200
Adrienne Meyers, Student Council, \$428
Gina Padilla, Parent/Volunteer Coordinator, \$1,200
Charissa Gelsinger, Technology, \$600
Charissa Gelsinger, Prof Development/Curriculum Committee, \$750
Rose Gilbert, Technology, \$600
Lori Hart, Music, \$600
Adam Schulteis, Yearbook Sponsor, \$600
Donna Heronen, Yearbook Sponsor, \$600

DV

Roberta Rel, Team Leader, \$1,539
Angie Richardson, Team Leader, \$1,539
Deborah Kane, Co-Team Leader, \$769.50
Tammy Patterson, Co-Team Leader, \$769.50
Tammy Patterson, Prof Development/Curriculum Committee, \$750
Wendy Hardy, Co-Team Leader, \$769.50
Pamela Walker, Co-Team Leader, \$769.50
Karen Johnson, Co-Team Leader, \$769.50
Karen Johnson, Prop 301 Committee, \$750
Sonyia Roy, Co-Team Leader, \$769.50
Sonyia Roy, Student Council Sponsor, \$428
Joanna Goree, Team Leader, \$1,539
Deborah McMahon, Team Leader, \$1,539
Kate Hall, Team Leader, \$1,539
Krissina Torres-Tucker, Prof Development/Curriculum, \$750

DB

Erica Burmeister, Team Leader, \$1,539
Kelly Cascoe, Co-Team Leader, \$769.50
Angela Hall, Co-Team Leader, \$769.50
Staci Darus, Team Leader, \$1,539
Staci Darus, Prop 301 Committee, \$750
Danielle Boman Saindon, Team Leader, \$1,539
Deann Osuna, Team Leader, \$1,539
Deann Osuna, Student Council, \$428
Lori Tingle, Team Leader, \$1,539
Lori Tingle, Student Council, \$428
Maggie Morgan, Prof Development/Curriculum Committee, \$750
Heather Jones, Prof Development/Curriculum Committee, \$750

FC

Jesus Osuna, Athletic Director, \$2,000
Jesus Osuna, Technology Team Lead, \$1,000
Brent Schnabel, Baseball: Head Coach, \$1,200
Brent Schnabel, Football: Assistant Coach, \$800
Brent Schnabel, Language Arts Team Leader, \$1,350
James Brewer, Baseball: Assistant Coach, \$800
Caylie Robertson, Softball: Head Coach, \$1,200
Sarah Bowerman, Softball: Assistant Coach, \$800
David Kilpatrick, Boys Basketball: Head Coach, \$1,200
Steven Price, Football Co-Head Coach, \$1,000
Herbert Williams, Football Co-Head Coach, \$1,000

Kathleen Watson-Otani, Volleyball: Head Coach, \$1,200
Mike Giannamore, Volleyball: Assistant Coach, \$800
Shelby Cox, Cheer Coach, \$1,000
Christine Barton, Student Council Sponsor, \$1,100
Frances Martin, Interact Club Sponsor, \$1,100
Frances Martin, Science Olympiad, \$750
Frances Martin, Science Team Lead, \$1,350
Jamie McCune, Science Olympiad, \$750
Sarah Bowerman, Band/Choir, \$600
Adam Schultheis, Strings, \$600
Tawnya Hage, Math Team Leader, \$1,350
Noelle Regan, National Jr. Honor Society, \$1,100
Noelle Regan, Social Studies Team Lead, \$1,350
Noelle Regan, Prof Development/Curriculum Committee, \$750
Kathy Pavatt, Enrichment Team Lead, \$1,350
Jillian Martin, Special Ed Team Lead, \$1,000
Victoria Kunzman, 7th Grade Team Lead, \$1,350
Kenneth Weiss, 8th Grade Team Lead, \$1,350
Anne Cuevas, Prop 301 Committee, \$750

SR

Amy Shumake, Team Leader, \$1,539
Amy Shumake, Prop 301 Committee, \$750
Pam Cardinal, Team Leader, \$1,539
Matthew Cline, Team Leader, \$1,539
Kim Armstrong, Team Leader, \$1,539
Laramie Freshour, Team Leader, \$1,539
Laramie Freshour, Student Council Sponsor, \$428
Amy Morstad, Team Leader, \$1,539
Summer Spurgeon, Student Council Sponsor, \$428
Nichole Cope, Prof Development/Curriculum Committee, \$750
Nichole Trujillo, Prof Development/Curriculum Committee, \$750

Note:

Clarification on Nicole Hart from August 2018 meeting -
Nicole Hart, SPED Aide, BMS, Separation 05/01/18 – Reduction in Force
Nicole Hart, Title 1 Aide, SR, Rehired 07/30/18

6.2 Donations: Thank you to all who donate to our schools.

[Brenda Morga](#) - Donation of \$10.00, to Sunrise Elementary. Student was selling cookies dough, she didn't want any cookie dough but wanted to donate.

[Mission Bank](#) - Donation of spiral notebooks and calculators to Bullhead City Middle School from Mission Bank, value \$50.00

[Walmart](#) - Donation to Desert Valley Elementary, 40 bolts of fabric, value \$600.00

[Barry Badery](#) - Donation of school supplies to Bullhead City Middle School, value \$200.00

[Renee Carrasco](#) - Donation of (8) computer keyboards and mice to Bullhead

City Middle School, value \$120.00

[Toni Skeen](#) - Donation of Electric Technics Piano & Bench and book of Music to Bullhead City Middle School, value \$1200.00

6.3 Ratification of Vouchers:

Voucher 5003, Date 8-06-2018 (Expense)	\$6,146.00
Voucher 5004, Date 8-09-2018 (Expense)	\$2,292.50
Voucher 5005, Date 8-16-2018 (Expense)	\$159,620.63
Voucher 5006, Date 8-28-2018 (Expense)	\$246,357.90
Voucher 4, 9004 Date 8-17-2018 (Payroll 3)	\$585,136.82
Voucher 5, 9005 Date 8-30-2018 (Payroll 4)	\$605,812.16
Voucher 6, 9006 Date 8-31-2018 (Payroll 4.1)	\$108.60
Voucher 9007 Date 8-31-2018 (Payroll 4.2)	\$1,046.75
Voucher 9008 Date 9-14-2018 (Payroll 5)	\$602,710.79

6.4 Financial Reports:

[Student Activities](#)

6.5 Previous Minutes:

a. Regular meeting minutes, from [August 16, 2018](#)

b. Tax Credit Clubs for [2018-2019 School Year](#).

BCMS Tax Credit Clubs

Student Council
Art Club
National Jr. Honor Society
Gardening Club
Yearbook Club
Newspaper Club
Chess Club
Athletic Club
Band/Choir Club
Orchestra Club
Technology Club
Field Trip

Diamondback Tax Credit Clubs

Student Council
Art Club
Music Club
Academic Club
Athletic Club
Field Trip
Library Club
Gardening Club
Odyssey of the Mind
Friends of Rachel News Club
Stem
Science Club

Character Education
Yearbook Club
Reading Counts Club
Authors Day Club
Enrichment Club
Nature Trail Club

Desert Valley Tax Credit Clubs

Technology Club
Student Council
Tutoring/Homework Club
Dance and Cheer Club
Band Club
Gardening Club
Field Trip
Library Club
Citizenship Club
Choir Club

Sunrise

General
Sports Clubs
Kinder Club
Yearbook
Field Trips
Art Club
Band/Music
Technology Club
Stem Club
Character Clubs
Book Club
Culinary Club

Fox Creek Junior High

Athletics
Science Olympiad
STEM
Media Production
Art
Music/Choir
Student Council
SADD Club
Interact Club
Garden Club

7. OLD BUSINESS:

Board President Dennis Crane asked for a motion to discuss and possible approve the 2nd reading of policy's 616-224

Motion: Melinda Sobraske

2nd: Dennis Crane

Vote: 3-0

7.1 Discussion and 2nd reading of Policy Advisories No. [616-624](#)
616 [Policy NEW DICA](#) - Budget Format

- 617 [Policy DIE](#) - Audits/Financial Monitoring
- 618 [Policy DJ](#) - Purchasing
- 619 [Policy DJE](#) - Bidding/Purchasing Procedures
- 620 [Policy FEA](#) - Educational Specifications for Construction
- 621 [Policy GBEAA](#) - Staff Conflict of Interest
[Exhibit - GBEAA-E](#) - Staff Conflict of Interest
- 622 [Regulation IHBA-RB](#) - Special Instructional Programs and Accommodation for Disabled Students
- 623 [Policy JFABB](#) - Admission of Exchange and Foreign Students
- 624 [Policy JL](#) - Student Wellness
[Regulation JL-RA](#) - Student Wellness
[Regulation JL-RB](#) Student Wellness

**Board President Dennis Crane asked for a motion to discuss and possible approve the 2nd reading of policy's GCO, GCO-RA, Motion: Melinda Sobraske
2nd: Doug Lutz
Vote: 3-0**

- 7.2 Discussion and possible action on Policy GCO and GCJ - Evaluation of Professional Staff Members, Professional Staff Probationary and Continuing Status.
[GCO](#), Evaluation of Profession Staff Members - **Changes noted**
[GCO-RA](#), Regulation - Evaluation of Professional Staff Members **Changes noted**
[GCO-RB](#), Regulation - Evaluation of Professional Staff Members (Procedure for Appeal if Evaluation) - **No Changes**
[GCJ](#), Professional Staff Probation and Continuing Status - **No Changes**

8. NEW BUSINESS:

- 8.1 Discussion and 1st reading of Policy Advisories No. [625-643](#)
 - 625 [Policy BCB](#) - Board Member Conflict of Interest
[Exhibit BCB-E Policy](#) Board Member Conflict of Interest
 - 626 [Policy BE](#) - School Board Meetings
 - 627 [Policy BEDF](#) - Voting Method
 - 628 [Regulation BEDG-R](#) - Minutes Policy
 - 632 [Policy DN](#) - School Properties Disposition
 - 633 [Policy FCB](#) - Retirement of Facilities

- 635 [Regulation IKE-RB](#) - Promotion and Retention of Students
- 636 [Policy IL](#) - Evaluation of Instructional Programs
- 637 [Policy IMD](#) - School Ceremonies and Observances
- 638 [Policy JEB](#) - Entrance Age Requirements
- 639 [Policy JICK](#) - Student Bullying/Harassment/ Intimidation
Violence/Harassment/Intimidation/Bullying - **Melinda said that
the board really needs to take a look at this policy**
[Regulation JICK-R](#)
[Exhibit JICK-EB](#)
- 640 [Policy JJIB](#) - Interscholastic Sports
- 641 [Policy JL](#) - Student Wellness
Regulation JL-RB
- 642 [Exhibit JLCB- E](#) - Immunization of Students
- 643 [Policy JLCD](#) - Medicines/Administering Medicines to Students

8.2 Discussion and Possible Approval of Board members attending 2018 ASBA
County meeting [October 23, 2018 in Kingman, AZ](#) 4:00p.m. to 8:30p.m.

**Motion was made to approve board members who want to attend
the Mohave County meeting and invite those who will be on the
board to attend as well.
Melinda will be calling the future board members to invite them.
Motion: Doug Lutz
2nd: Melinda Sobraske
Vote: 3-0**

9. Future Topics

- Finish the budget curriculum from this workshop on the next board workshop.
- Campus Security

10. SETTING TIME , DATE, AND LOCATION FOR FUTURE MEETINGS

Date of October 18, 2018, Workshop at **4:30 PM**, Meeting at 5:30 PM, location,
1004 Hancock Road, Suite 100, Bullhead City, Arizona.

**President Crane asked for a motion go into executive session.
Motion: Melinda Sobraske
2nd: Doug Lutz
Vote: 3-0**

11. EXECUTIVE SESSION:

11.1 Pursuant to A.R.S 38-431.03(A)(1), the Governing Board may enter executive session for “discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee”.

11.1.1 Discussion and possible action of personnel.

President Crane reconvened the regular meeting.

Time: 8:10p.m.

12. ADJOURNMENT:

12.1 Motion to adjourn.

President Crane asked for a motion to adjourn the meeting.

Motion: Doug Lutz

2nd: Melinda Sobraske

Vote: 3-0

Time: 8:13p.m.

Board President, Dennis Crane

Board Clerk, Melinda Sobraske

Board Member, Doug Lutz