

**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 **June 25, 2018, Meeting at 3:30PM, Workshop at 5:00 PM, 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.”**

**REGULAR MEETING MINUTES**

**1. CALL TO ORDER:**The Board President will call the meeting to order.  
**President Dennis Crane opened the meeting at 3:38pm**

**1.1 Roll Call**

**Dennis Crane, Doug Lutz, Melinda Sobraske.**

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

**Jody Cheever, Kathy Combs, Estella Baxter, Scarlett Vargus, Gina Covert, Jennifer Lott, Kate Larson, Steve Larson, Angie Richardson, Kate Hall, Alexis Vernon, Nichole Cope, Sherry Ranck, Veronica Borgen, Lance Ross, Patricia Frasure, Cynthia Ferguson, William Bailey, Diane Beardsley, Kelly Tipton, Holly Hamilton, Geni Borlan, Cindy Neuzil, James Barber, Kory Burgess, Eva Corbett, Geoff Tubbs, Kerry Burgess, Joanne Cardone**

**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. **NONE**

**4. ADOPTION OF THE AGENDA:**

**President Crane asked for a motion to adopt 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](#) - This year we watched the numbers decline and then pick back up in the spring which does not help us with the numbers past 100th day and compensation. It will put us in a favorable position as we close out the year.
- [Calendar](#) events - Summer is half over and will new teacher will be starting. We will be enrolling student in about 5 weeks.
- Transportation Concerns Report - Concern and conversation with bus Drivers, all but compensation. The new office space in the old bus barn will provide more privacy which was lacking in the previous setup. The old trailer will remain. The other concern with the drives is the bus fleet, it is aging. The bus grounds will have dirt added and grading. Compensation, we hope to keep drivers and get drivers with a \$2.00 raise. Training with the drivers will continue on management and strategies on how to handle students on the bus. Radios were upgraded a couple years ago and we still have a few dropped spots where drivers can't get through on their radios. We have put in a request for a transportation secretary, with shortage of drivers the directors are out driving and can't receive the radio or phone calls coming in. Distribution of trips and mailboxes for drives to receive updated information were also discussed.
- [SEL Program](#) for High Risk Youth - **Social Emotional Learning, This is informational information.**
- Facilities
  - SFB Grants - **(3) Air Conditioning Grants, a Fire Curtain at Fox Creek Junior High School.**

- Site improvements - **a lot of moving furniture, painting and cleanup is going on right now at all school sites**
- Recognition
  - [Mrs. Cindy Neuzil and Mrs. Darolene Brown](#) - Appointments to ESSA Committee of Practitioners. **Mrs. Neuzil has been on this committee for 6 years, has done a great job and is well known in the state, with her partial retirement Mrs. Brown applied and was accepted.**

5.2 **Administrative Reports:**

[Alisa Burroughs](#), Special Education Director  
[Cynthia Neuzil](#), Curriculum/Professional Development Director  
[Chuck Neuzil](#), ELL Coordinator, NAU Assistant Clinical Professor  
[James McNutt](#), Technology  
[William Bailey](#), Transportation - **Melinda and Doug asked about the need of bus drivers. William said they still need 3 additional to start the year.**  
[Lance Ross](#), Director of Public & Community Relations  
[Jon Jones](#), Principal, Fox Creek - [Bullying Complaint Form](#) **Melinda asked if the form was just for Fox Creek or district wide. Benje said that one was created for Fox Creek, Melinda said she really liked it.**  
[Pat Young](#), Principal, Bullhead JHS  
[Sandra Brown](#), Principal, Desert Valley and Coyote Canyon Elementary  
[Jennifer Lott](#), Principal, Sunrise Elementary, [Financial Report](#)  
[Martin Muecke](#), Principal, Diamondback Elementary  
[Jody Cheever](#), Chartwells

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 consent agenda as submitted.**  
**Motion: Melinda Sobraske**  
**2nd: Dennis Crane**  
**Vote: 3-0**

6.1 **Personnel:**

**a. Resignations/Separations:**

Jolene Sheprow, SR Title 1 Teacher's Aide, Effective 5/24/2018  
 Melissa Thomas, CC 3<sup>rd</sup> Grade Teacher, Effective 5/25/2018  
 Kristen Roemer, DB 2<sup>nd</sup> Grade Teacher, Effective 5/25/2018  
 Jesse Meyer, BB Bus Aide, Effective 5/25/2018  
 Liz Odde, BB Special Education Bus Driver, Effective 5/25/2018  
 Maryann Shepherd, DO Substitute Teacher, Effective 5/25/2018  
 Nicholas Lane, BB Bus Driver, Effective 5/24/2018  
 Jeff Thomas, BHJH 6<sup>th</sup> Grade Math Teacher, Effective 5/25/2018  
 Edson Estrada, Special Education Teacher's Aide, Effective 5/25/2018  
 Dawn Lozada, FC Instructional Coach, Effective, 5/25/2018  
 Christina Mullen, SR School Secretary, Effective 6/16/2018  
 Dustin Borst, BHJH Physical Education Teacher, effective 5/25/2018  
 Ruth West, BB Bus Aide, Effective 5/24/2018

Diane Cales, BB Van Driver, Effective 5/24/2018

**b. Rescinded Resignations:**

Brandee Dubois, DV 3<sup>rd</sup> Grade Teacher

**c. Transfers/Reassignments:**

Sharon Proctor, BB Bus Driver to BB Substitute Bus Driver, Effective 5/24/2018

Megan Rubalcaba, BB Bus Monitor to BB Summer Van Driver, Effective 5/29/2018

Tawnya Hage, FC 7<sup>th</sup>/8<sup>th</sup> Grade Math Teacher to FC Instructional Coach, Effective 7/20/2018

Cathy Witt, BB Van Driver to BB Bus Driver, Effective 5/17/2018

**d. New Hires:**

Herbert Williams, FC CTE College and career, MA, Step 4, \$39,500, Effective 7/20/2018

Laura Luczek, DB 4<sup>th</sup> Grade Teacher, BA, Step 1, \$36,000, effective 7/20/2018

Nancy Papke, DB 4<sup>th</sup> Grade Teacher, MA, Step 10, \$42,500, Effective 7/20/2018

Michael Giannamore, FC Physical Education Teacher, MA, Step 1, \$38,000, Effective 7/20/2018

Karla Phillips, SR 4<sup>th</sup> Grade Teacher, MA, Step 10, \$42,500, Effective 7/20/2018

Schierlen Gotladera, FC 7<sup>th</sup> Grade ELA Teacher, BA, Step 1, \$36,000, Effective 7/20/2018

Christy Santizo De La Cruz, FC 7<sup>th</sup>/8<sup>th</sup> Grade Math, MA, Step 1, \$38,000, Effective 7/20/2018

Anne Cuevas, FC 8<sup>th</sup> Grade ELA, BA, Step 1, \$36,000, Effective 7/20/2018

Francis Calibjo, FC Special Education Resource Math Teacher, BA, Step 1, \$36,000, Effective 7/20/2018

Lovelace Cabato, FC CTE Computer Technology Instructor, BA, Step 1, \$36,000, Effective 7/20/2018

Joefel Suan, FC 8<sup>th</sup> Grade Math, MA, Step 1, \$38,000, Effective 7/20/2018

Cheryl Lopez, SR School Secretary, Grade 6, Step 7, \$15.05, Effective, 6/6/2018

Michelle Halsey, DV 1<sup>st</sup> Grade Teacher, MA +36, Step 10, \$44,500, effective 7/20/2018

**e. Substitute Teachers/Special Education Aides:**

**Teachers:**

Ashley Hawthorn

Darlene Peters

Carri Stolteben

Renee Hollander

**Special Education Aides:**

**NONE**

**f. Addendums:**

**NONE**

## 6.2 **Donations:**

**Performance Mobile Wash,** Donation of (2) exterior Car Washes to Desert Valley Elementary School for Teacher Appreciation. Value, \$40.00

**Rotary,** Donation of summer books to Desert Valley Elementary School. Value, \$135.00.

**Aquarius Casino Resort,** Donation of (60) box lunches in celebration of Teacher Appreciation week to Coyote Canyon Elementary School. Value, \$300.00

**Dot Foods, Inc.,** Donation of \$500.00 to Coyote Canyon Elementary School.

**Smith's,** Donation of baked goods for Spring Fling at Coyote Canyon Elementary Schools. Value, \$225.00

**Walmart,** Donation of sandwiches, wing and donuts for Teacher Appreciation week at Coyote Canyon Elementary Schools. Value, \$355.00

**Rotary,** Donation of summer books to Coyote Canyon Elementary Schools. Value, \$825.00

### **Donation to Sunrise Elementary**

Rotary Club, 195 Books, value \$390

Baskin Robbins, 21 Gift Cards, value \$105

Harrah's Casino, 2 Hotel Stays, value \$75

Riverside Casino, 3 Hotel Stays, value \$125

Melissa Steward, Hair Cut & Style, value \$150

Laughlin River Tours, 21 Certificates, value \$250

Amanda Kincaid, Whiteboard Markers and treats for teachers, value \$100

Human Bean, 30 Certificates, value \$150

Little Scooters, 8 Free Golf Certificates, value \$150

Walmart, Gift Card, value \$50

Sam's Club, Gift Card, value \$25

Ron's Tire Pros, \$100

Black Bear, 2 Gift Certificates, value \$50

Perkins Restaurant, Breakfast Food, value \$25

Parks & Recreation, Pool Passes, value \$250

National Life Group, 5 Starbucks Gift Cards, value \$50

Sharon Sauer, Treats for Teachers, value \$75

## 6.3 **Ratification of Vouchers:**

Voucher 4025, Date 5-10-2018 (Expense)	\$283,290.11
Voucher 4026, Date 5-11-2018 (Expense)	\$4,111.98
Voucher 4027, Date 5-23-2018 (Expense)	\$138,433.91
Voucher 29, 8029 Date 5-11-2018 (Payroll 22)	\$606,263.73
Voucher 30, 8030 Date 5-25-2018 (Payroll 23)	\$677,558.72

## 6.4 **Financial Reports:**

### **Student Activities**

**6.5 Previous Minutes:**

- a. Regular meeting minutes, from [May 17, 2018](#) and [June 18, 2018](#)
- b. Wells Fargo Borrowing Request, [Exhibit A](#)
- c. Approval of authorization for Roni Hart, Business Manager, and Benje Hookstra, Assistant Superintendent, to sign payroll, expense and auxiliary vouchers in the absence of the superintendent, Riley Frei, for the 2018-2019 school year; and a resolution authorizing the signing of vouchers and execution of warrants between meetings, with the vouchers being ratified at the next meeting of the Governing Board.
- d. Resolution of the Governing Board of the Bullhead City Elementary School District No.15 of Mohave County delegating authority to the District's Assistant Superintendent/Business Manager to certify the projected ending cash balance pursuant to A.R.S. §15-991(A)(3).
- e. Approval to re-establish a \$600.00 change fund at \$100.00 for each of the following school sites; FCJH, BCMS, DV, CC, DB, and SR for the school cafeteria for the 2018-2019 school year.
- f. Student Activities Fund Account - Approval to pass a resolution to approve a list of bank account signers at the following school sites for accounts authorized by statute A.R.S. 15-1122 for the 2018-2019 Fiscal Year.
  - Diamondback Elementary - Cristina Ashby & Krista Garde
  - Bullhead Middle School - Rose Gilbert & Angela Morales
  - Fox Creek Junior High - Karena Black & Gloria Camargo
  - Desert Valley - Cherl McSeveney & Lynda McLean
  - Sunrise - Meleah Akin & Cheryl Lopez
- g. Approval of Assistant Superintendent/Business manager Benje Hookstra as Student Activities Treasurer for the District and Christina Ashby for Diamondback, Cherl McSeveney for Desert Valley, Meleah Akin for Sunrise, Rose Gilbert for Bullhead City Middle School and Karena Black for Fox Creek Junior High as Assistant Student Activities Treasurer, for 2018-2019 school year.
- h. Student Activities Fund Account Approval list of bank account signers, Riley Frei, Benje Hookstra, Roni Hart and Traci Clark.
- i. Auxiliary Operations Account - Approval to pass a resolution to approve a list of bank account signer at the District Office for all Elementary, Middle and Junior High Schools accounts authorized by statute A.R.S. 15-1126 for the 2018-2019 Fiscal Year.
  - Riley Frei, Benje Hookstra, Traci Clark.
- j. Food Service Fund Clearing Account - Approval to pass a resolution to

approve a list of bank account signers at the District Office for account authorized by A.G. 160-35, for the 2018-2019 Fiscal Year.  
Riley Frei, Benje Hookstra, Traci Clark.

- k. Routine renewal of awarded contract for Audit Services with Hafen, Buckner, Everett and Graff, PC. 3 of 3 years.
- l. Fox Creek Junior High Schools [2018-2019 Addendums](#)
- m. Tax Credit Clubs for [2018-2019](#) School Year.

## **7. OLD BUSINESS:**

7.1 Discussion and Approval of Employee [Compensation Plan/ Salary Schedules for 2018-2019](#) School Year. [Administration Salary Placement Schedule](#)

**Melinda motioned to discussion and possibly approval of employee compensation plan/salary schedules for 2018-2019 school year and Administration Salary Placement Schedule**

**Motion: Melinda Sobraske**

**2nd: Doug Lutz**

**Vote: 2-1(Doug Lutz)**

7.2 Discussion and Possible Approval of Recommendation to Purchase School Buses.

- a. [Governor Ducey's](#) plan for new School Buses, releasing \$38 Million
- b. [AZ School Bus](#) - VW Beneficiary-Mitigation-Plan
- c. [Volkswagen Settlement Timeline](#)
- d. [VW Settlement Logistics & Transport key](#)

**Dennis motion to discussion and possible approve the recommendation to purchase school buses**

**Motion: Dennis Crane**

**2nd: Melinda Sobraske**

**Vote 3-0**

**Melinda motion that we lease purchase 2 route and 2 travel buses.**

**Motion: Melinda Sobraske**

**2nd: Dennis Crane**

**Vote: 2-1(Doug)**

## **8. NEW BUSINESS:**

8.1 Discussion and possible approval of [Proposed Budget for FY 2018-2019](#).  
[Budget Comparison](#)

**Melinda motion to discussion and possible approve the proposed budget for FY 2018-2019.**

**Motion: Melinda Sobraske**

**2nd: Dennis Crane**

**Vote: 2-1(Doug)**

8.2 Discussion and Possible Approval of the Bullhead City Elementary and Junior High School Students Handbook for 2018-2019 School Year.

Bullhead City Middle School, [Handbook](#)

Fox Creek Junior High School, [Handbook](#)

Doug Motioned to discuss and possibly approve the Bullhead City Middle School and Fox Creek Junior High School student handbooks for 2018-2019 School Year.

Motion: Doug Lutz

2nd: Melinda Sobraske

Vote: 3-0

9. Future Topics

- Review of School District Achievement Data
- 

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

Date of July 12, 2018 NO Workshop, Meeting at 5:30 PM,  
1004 Hancock Road, Suite 100, Bullhead City, Arizona.

2. **ADJOURNMENT:**

2.1 Motion to adjourn.

**Melinda made a motion to adjourn the meeting.**

**Motion: Melinda Sobraske**

**2nd: Dennis Crane**

**Vote: 3-0**

Time: **5:00pm**

**SPECIAL WORKSHOP MINUTES**

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

**President Dennis Crane opened the Workshop at 5:05pm**

1.1 Roll Call

Board members: **Dennis Crane, Melinda Sobraske, Doug Lutz**

Others Present: **CRUHSD Board Members- Kari Hoffman, Lori Crampton, Kerry Burgess, Donna Williamson and Laureen Davidson**

1.2 Board Workshop: Safety, Presentation by Bullhead City Police Department

**Mr. Frei introduced Bullhead City Police Chief Brian Williamson.**

**Mr. Williamson spoke to both governing boards. He said that the police department has had a very good long going relationship with the school district. He covered 3 topics prevention, response and recovery.**

**They will have more training for administration to look at the schools differently and will also familiarize the administration on how police would respond. The police department believes in layered defenses and layered security. The Police department has been equipped with resources, an armored van, active shooter kits, body armor, the school resource officer will also be equipped.**



**2. ADJOURNMENT:**

2.1 Motion to adjourn.

**President Dennis Crane adjourned the workshop**

Time: **5:45pm**

---

**Board President, Dennis Crane**

**Board Clerk, Melinda Sobraske**

---

**Board Member, Doug Lutz**