

BLUE RIDGE UNIFIED SCHOOL DISTRICT #32
GOVERNING BOARD
REGULAR MEETING MINUTES
May 14, 2019

Members Present: David Merrill, President; Jennifer Brimhall, Member; Chuck Waldo, Member-Diane Butler, Margaret Gabe both excused

Others Present: Dr. Michael L. Wright, Superintendent of Schools; Brenda Thomas-Martinez, Director of Finance and Business Operations, members of the administrative staff of Blue Ridge Unified School District as well as interested citizens.

1. **Opening Ceremony**

Pledge of Allegiance @ 5pm by Mardi Harris

2. **Recognize our Retirees**

- Deena Jorgenson, Teacher-34 years
- Gary Williams, Teacher-35 years
- Donna Hemmings, SPED Aide II-29 years
- Suzanne Funk, Occupational Therapist-31 years
- John Babbitt, Teacher-25 years

3. **Recognize our BR Star Awards for May 2019**

BR Star Awards for May 2019, Merry Lee Cox-employee, Dr. Laura Brown, community member.

4. **Recognition**

- Culinary Arts
- Photography
- Robotics
- NASA Rovers
- FBLA
- Odyssey of the Mind
- Spring Sports, Boys/Girls JHS
- Spring Sports, Boys/Girls HS

5. **Fab Lab update and presentation**

Meghan Penrod and Steve Gouker to present.

6. **Recognize foreign exchange students**

Mardi Harris to introduce foreign exchange students.

7. **Recommendation to approve donation-Motion to approve by Jennifer Brimhall, second Chuck Waldo, passed by unanimous vote-David Merrill, Jennifer Brimhall, Chuck Waldo**

- Horne Auto (Aaron and Michelle Horne) donated a 2009 3/4 ton Chevy Silverado pickup truck equipped with snow plow and Tommy lift. Donation valued at approximately \$35,000.00
- High Country Art Gallery donated a scholarship for supplies to the High School Art Department, valued at \$328.34
- Blue Ridge Little League donated \$4,275.00 for repair of the Blue Ridge High School baseball field lights
- Donation was received from Red Line, White Mountain Steel and FAMPF to construct a NASA Human Exploration Rover. Red Line (\$400), White Mountain Steel (\$400), FAMPF Group (\$885) to construct a NASA Human Exploration Rover.

8. **Consent Agenda-Motion to approve by Chuck Waldo, second Jennifer Brimhall, passed by unanimous vote-David Merrill, Jennifer Brimhall, Chuck Waldo**

8. 1. **Minutes**

BLUE RIDGE UNIFIED SCHOOL DISTRICT #32
GOVERNING BOARD
REGULAR MEETING MINUTES
May 14, 2019

Minutes of Regular Governing Board meeting held on April 9, 2019 for the Board approval or correction.

8. 2. Vouchers and Reports

Prior to Approval at each Governing Board meeting, Governing Board members may review vouchers. Vouchers represent orders for payment of material, equipment, salaries and services.

Approve Payroll Vouchers:

Voucher

| | |
|----|------------|
| 26 | 533,206.07 |
| 27 | 528,862.45 |
| 28 | 533,791.40 |

Total \$ 1,595,859.92

Approve Expense Vouchers:

Vouchers

| | |
|------|------------|
| 9053 | 94,458.08 |
| 9054 | 12,401.32 |
| 9055 | 34,059.71 |
| 9056 | 215.83 |
| 9057 | 269,771.93 |
| 9058 | 50,202.66 |
| 9059 | 57,667.35 |

Total \$ 518,776.88

Approve Student Activity & Auxiliary Operation Vouchers

Vouchers

| | |
|------|-----------|
| 3201 | 175.00 |
| 3202 | 535.67 |
| 3203 | 6,226.00 |
| 3204 | 743.61 |
| 3205 | 903.70 |
| 3206 | 3,700.13 |
| 3207 | 1,665.00 |
| 3208 | 829.60 |
| 3209 | 23.76 |
| 3210 | 31.24 |
| 3211 | 43.87 |
| 3212 | 13,585.17 |
| 3213 | 3,839.16 |
| 3214 | 2,019.57 |
| 3215 | 536.70 |
| 3216 | 582.89 |

BLUE RIDGE UNIFIED SCHOOL DISTRICT #32
GOVERNING BOARD
REGULAR MEETING MINUTES
May 14, 2019

| | |
|------|-----------|
| 3217 | 2,025.79 |
| 3218 | 525.00 |
| 3219 | 2,049.60 |
| 3220 | 1,379.00 |
| 3221 | 315.00 |
| 3222 | 3,968.22 |
| 3223 | 9,930.77 |
| 3224 | 4,100.00 |
| 3225 | 2,527.99 |
| 3226 | 13,379.42 |
| 3227 | 2,504.31 |
| 3228 | 2,096.10 |
| 3229 | 1,170.04 |
| 3230 | 950.00 |
| 3231 | 519.66 |
| 3232 | 1,917.24 |
| 3233 | 2,426.31 |

Total \$ 87,225.52

8. 3. Personnel

8. 4. Recommendation to approve new hires for the School Year 2019-20

Superintendent recommends the Governing Board approve the following new hires for the SY 2019-20:

- Jesse Reeck, English Teacher, High School
- Jennifer Olney, Band Teacher
- Shannon Willeford, Teacher, Junior High
- Shannon Wright, English Teacher, Junior High
- Brad Paxman, Spanish Teacher, High School

8. 5. Recommendation to approve the resignation of the following employees:

Superintendent recommends the Governing Board approve the resignations of the following employees:

- Darryl Suber, Teacher, High School (new opportunity)
- William Castle, Teacher, High School (new opportunity)
- David Fleming, Teacher, Junior High (new opportunity)
- Karen Berggren, Instructional Aide, BRES (new opportunity)

8. 6. Recommendation to approve the immediate retirement of the following employees:

Superintendent recommends the Governing Board approve the immediate retirement of the following employees:

- Matthew Heathco, Bus Driver, retire May 2019
- John Trowbridge, Bus Driver, retire May 2019

9. Business

9. 1. Recommendation to approve the Salary Determination Chart for the 2019-20 School Year

Superintendent recommends the Governing Board approve the Salary Determination Chart for the

BLUE RIDGE UNIFIED SCHOOL DISTRICT #32
GOVERNING BOARD
REGULAR MEETING MINUTES
May 14, 2019

2019-20 School Year. This item requires annual board approval. Adjustment was made to the beginning salary level for new teachers.

Motion to approve by Jennifer Brimhall, second Chuck Waldo, passed by unanimous vote-David Merrill, Jennifer Brimhall, Chuck Waldo

9. 2. **Recommendation to approve the renewal of Wage Notices for classified staff for the 2019-20 School Year**

Superintendent recommends the Governing Board to approve the renewal of Wage Notices for the 2019-20 School Year for classified staff members. A list was provided to the Governing Board as a separate handout.

Motion to approve by Chuck Waldo, second Jennifer Brimhall, passed by unanimous vote-David Merrill, Jennifer Brimhall, Chuck Waldo

9. 3. **Recommendation to approve the renewal of administration contracts for the 2019-20 School Year**

Superintendent recommends the Governing Board approve the renewal of current administration contracts for the 2019-20 School Year. A list was provided to the Governing Board as a separate handout.

Motion to approve by Chuck Waldo, second Jennifer Brimhall, passed by unanimous vote-David Merrill, Jennifer Brimhall, Chuck Waldo

9. 4. **Recommendation to approve a change to Policy GCQEAB, GCQE, GDQC and GCQEA retirement and/or resignation of Administrative Personnel, Professional Staff Members, Professional/Support Staff Members**

Superintendent recommends the Governing Board approve the change to the above policies for retirement and/or resignation of all administrative, professional and support staff to incorporate acceptance of retirement and/or resignation after February 15th or April 1st at the discretion of the Superintendent. This adjustment is meant to enable the District to address individual extenuating circumstances.

Motion to approve by Chuck Waldo, second Jennifer Brimhall, passed by unanimous vote-David Merrill, Jennifer Brimhall, Chuck Waldo

9. 5. **Recommendation to approve a change to Policy GCCA, Professional Staff undesignated leave**

Superintendent recommends the Governing Board approve a change to Policy GCCA, Professional Staff undesignated leave at the discretion of the Superintendent. This policy change is intended to enable the district to address individual extenuating circumstances.

Motion to approve by Chuck Waldo, second Jennifer Brimhall, passed by unanimous vote-David Merrill, Jennifer Brimhall, Chuck Waldo

9. 6. **Recommendation to approve 2019-2020 High School Course Content Book**

Superintendent recommends the Governing Board approve 2019-2020 High School Course Content Book. Rebecca Frazee, Adam Reeck are available for questions.

Motion to approve by Chuck Waldo, second Jennifer Brimhall, passed by unanimous vote-David Merrill, Jennifer Brimhall, Chuck Waldo

9. 7. **Recommendation to approve early graduation**

Superintendent recommends the Governing Board approve early graduation for Halle Rae Clark, Tiffani Aurora Neal and Arvanna Rose Patterson. Ms. Rebecca Frazee, principal available for questions.

Motion to approve by Chuck Waldo, second Jennifer Brimhall, passed by unanimous vote-David Merrill, Jennifer Brimhall, Chuck Waldo

BLUE RIDGE UNIFIED SCHOOL DISTRICT #32
GOVERNING BOARD
REGULAR MEETING MINUTES
May 14, 2019

9. 8. **Discussion and recommendation to approve the waiver of PE requirement for High School Student athletes.**
Superintendent recommends the Governing Board approve the waiver of PE for student athletes participating in at least one sport and/or extracurricular activity, including all Boys and Girls sports, cheerleading and marching band. The intent of the waiver is to enable increased Career and Technical Education (CTE) and Advanced Placement (AP) participation.
Motion to approve by Chuck Waldo, second Jennifer Brimhall, passed by unanimous vote-David Merrill, Jennifer Brimhall, Chuck Waldo
9. 9. **Recommendation to approve the Blue Ridge High School Summer School Program**
Superintendent recommends the Governing Board approve the Blue Ridge High School summer school program to be held June 3rd - 28th, 2019, at the High School Yellow Jacket Learning Center. This item requires annual board approval.
Motion to approve by Jennifer Brimhall, second Chuck Waldo, passed by unanimous vote-David Merrill, Jennifer Brimhall, Chuck Waldo
9. 10. **Recommendation to approve the Blue Ridge Elementary Summer School Program**
Superintendent recommends the Governing Board approve the Blue Ridge Elementary summer school program to be held June 10- June 28th.
Motion to approve by Chuck Waldo, second Jennifer Brimhall, passed by unanimous vote-David Merrill, Jennifer Brimhall, Chuck Waldo
9. 11. **Recommendation to approve the English Language Learners Summer School program**
Superintendent recommends the Governing Board approve the English Language Learners Summer School program, June 10th - 21st. This item requires annual board approval.
Motion to approve by Jennifer Brimhall, second Chuck Waldo, passed by unanimous vote-David Merrill, Jennifer Brimhall, Chuck Waldo
9. 12. **Recommendation to review and approve the hire of a Special Education Extended School Year (ESY) Teacher and ESY Teaching Assistant for Pre-School Summer Program, June 10th - 21st, 2019**
Superintendent recommends the Governing Board review and approve the hire of a Special Education ESY Teacher and Teaching Assistant for the ESY summer program, four days per week (Monday – Thursday), four hours per day, June 10, 2019–June 21, 2019 . The program is funded through our 6B Grant and requires annual Board approval.
Motion to approve by Chuck Waldo, second Jennifer Brimhall, passed by unanimous vote-David Merrill, Jennifer Brimhall, Chuck Waldo
9. 13. **Recommendation to approve Kinder Camp, June 2019**
Superintendent recommends the Governing Board approve the use of the Blue Ridge Elementary School campus for Kinder Camp sponsored by United Way. Kinder Camp to be held June 10th - 28th, 2019. The District office oversees all financial aspects of this program. Kim Osborne is available for questions. This item requires annual board approval.
Motion to approve by Jennifer Brimhall, second Chuck Waldo, passed by unanimous vote-David Merrill, Jennifer Brimhall, Chuck Waldo
9. 14. **Recommendation to review and approve the Intergovernmental Agreement (IGA), Joint Technical Education Courses (JTED) and NAVIT programs.**
Superintendent recommends the Governing Board review and approve the IGA between Blue Ridge Unified School District and its JTED and NAVIT programs, for the 2019-2020 School Year. This item requires annual board approval.

BLUE RIDGE UNIFIED SCHOOL DISTRICT #32
GOVERNING BOARD
REGULAR MEETING MINUTES
May 14, 2019

Motion to approve by Chuck Waldo, second Jennifer Brimhall, passed by unanimous vote-David Merrill, Jennifer Brimhall, Chuck Waldo

9. 15. **Recommendation to approve the Collaboration Memorandum of Understanding between Northern Arizona Council of Governments (NACOG) Head Start, and Blue Ridge Unified School District**

Superintendent recommends the Governing Board approve the Collaboration Memorandum of Understanding between NACOG-Head Start and Blue Ridge Unified School District, which outlines the expectations and responsibilities of each party.

Motion to approve by Jennifer Brimhall, second Chuck Waldo, passed by unanimous vote-David Merrill, Jennifer Brimhall, Chuck Waldo

9. 16. **Recommendation to approve the Special Education Memorandum of Understanding between Northern Arizona Council of Governments (NACOG) Head Start and Blue Ridge Unified School District**

Superintendent recommends the Governing Board approve the Special Education Memorandum of Understanding between NACOG-Head Start and Blue Ridge Unified School District. The agreement provides for expansion of pre-school participation, at no expense to the district.

Motion to approve by Chuck Waldo, second Jennifer Brimhall, passed by unanimous vote-David Merrill, Jennifer Brimhall, Chuck Waldo

9. 17. **Recommendation to approve the Lease Agreement between Northern Arizona Council of Governments (NACOG) Head Start and Blue Ridge Unified School District**

Superintendent recommends the Governing Board approve the Lease Agreement for the operation of Head Start program at the Old BRES building. Two classrooms (246, 247), restrooms and play area all located within the multipurpose facility (old BRES campus). The district is not responsible for any costs associated with changes, modifications, or improvements made to the existing facilities or playground area.

Motion to approve by Chuck Waldo, second Jennifer Brimhall, passed by unanimous vote-David Merrill, Jennifer Brimhall, Chuck Waldo

9. 18. **Recommendation to approve Emergency Procurement for domestic water line break repair and rebuild domestic water back flow valve**

Superintendent recommends the Governing Board approve emergency procurement for domestic water line break repair at the High School, provided by Action Plumbing. The estimated cost \$9,500.00. Additionally, emergency procurement is required to repair the domestic water back flow valve. Repairs were made by American First Equipment Sales and Service, at a cost of \$2,518.83.

Motion to approve by Jennifer Brimhall, second Chuck Waldo, passed by unanimous vote-David Merrill, Jennifer Brimhall, Chuck Waldo

9. 19. **Recommendation to review and approve the final budget revision 2018-19 School Year**

Superintendent recommends the Governing board review and approve the final budget revision for the 2018-19 School Year. Dr. Wright and Brenda Thomas-Martinez available for questions. This item requires annual board approval.

Motion to approve Jennifer Brimhall, second Chuck Waldo, passed by unanimous vote-David Merrill, Jennifer Brimhall, Chuck Waldo

9. 20. **Brenda Thomas-Martinez, Director of Finance and Business Operations Report**

- Auxiliary Operations, Tax Credit and Student Activities
- Operating Statement and Cash Flow Statements

BLUE RIDGE UNIFIED SCHOOL DISTRICT #32
GOVERNING BOARD
REGULAR MEETING MINUTES
May 14, 2019

- Food Service Admin Review
- Stifel update

9. 21. **Superintendent's Report**

Review of important dates and events, including:

- Baccalaureate, Tuesday, May 28th-7pm
- Senior BBQ, Thursday, May 30th-noon
- Graduation, Friday, May 31st-7pm
- Employee end of year celebration, Monday, June 3rd 8am - 10am
- BR/Horne Meals on Wheels Partnerships to support elderly community members in need.

9. 22. **Call to the Public**

The Public is invited to make comments to, or requests of, the Governing Board regarding items that are not listed at this time elsewhere on the Agenda. Those wishing to address the Board are asked to submit a Request to Address the Governing Board form, available from the secretary to the Governing Board. Members of the Board may not discuss items that are not on the agenda. Therefore, action taken as a result of the public comment will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date. The Operating Rules of the Public are as follows: Individual time limit is three minutes per person and time cannot be seeded to another individual.

Jennifer Brimhall-Sports/Clubs, Glow Run August 3, 2019

10. **Announcements**

The Board will be provided calendar items with respect to future meeting dates and other information concerning the Governing Board. **The next Regular Board Meeting will be held on Monday, June 3rd, 2019, Tuesday June 11th, Thursday, July 11th, at 5:00 p.m.**


11. **Adjournment-@6:30pm Motion by Chuck Waldo, second Jennifer Brimhall, passed by unanimous vote-David Merrill, Jennifer Brimhall, Chuck Waldo**

Respectfully submitted by,
Mary L. Ford
Executive Secretary to the Governing Board

EXECUTIVE SESSION/ADMONTION: All persons present during an executive session are hereby reminded that minutes of and discussions made at executive sessions shall be kept confidential except from:

1. Members of the public body which met in executive session.
2. Officers, appointees or employees who were the subject of discussion or consideration pursuant to A.R.S. §38-431.03(A)(1).
3. The auditor general on a request made in connection with an audit authorized as provided by law.
4. A county attorney or the attorney general when investigating alleged violations of the Arizona Open Meeting Law.

A.R.S. §38-431.07(A) provides for a fine of up to \$500.00 against a person who violates the Open Meeting Law or who knowingly assists another to do so. The Attorney may appear telephonically.

 **AMERICANS WITH DISABILITIES ACT:** Blue Ridge School District intends to comply with the A.D.A. If you are disabled or physically challenged and need a reasonable accommodation to participate, please contact the Superintendent of the Blue Ridge Unified School District as soon as practicable prior to the start of the meeting at (928) 368-6126.