



BLUE RIDGE UNIFIED SCHOOL DISTRICT #32
GOVERNING BOARD
REGULAR MEETING MINUTES
May 12, 2020

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

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

1. Opening Ceremony

Pledge of Allegiance @ 5:00 pm by Diana Butler

2. BR Star Awards for April 2020

- Eric Fogle, Teacher, High School
- Kevin Woolridge, Teacher, High School
- Nathan Neill-Director of Technology
- Josh Smith-Data Security Administrator
- Ruth McBride-Data Integration/WebMaster
- Chris Dugie-Lead Computer Tech
- Scott Culbertson-Network Security Admin
- Rocky Steinmetz-Computer Tech II
- Michael Vaughn-Computer Tech I

3. Consent Agenda Motion to approve by Chuck Waldo, second Diana Butler, passed by unanimous vote-David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler

3. 1. Minutes

Minutes of Regular Governing Board meeting held on April 7, 2020 for the Board approval or correction.

3. 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:
Vouchers

25	522,497.65
26	520,314.11

Total \$1,042,811.76

Approve Expense Vouchers:
Vouchers

1068	27,467.92
1069	46,800.13
1070	264.09
1071	320,060.29

Total \$ 394,592.43



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Approve Student Activity & Auxiliary Operation Vouchers
Vouchers

4148	100.42
4149	940.36
4150	6,607.57
4151	534.94
4152	195.54

Total \$ 8,378.83

3. 3. Personnel

3. 4. Recommendation to Approve the Resignation of the Following Employees:

- Keilah Butler, Teacher, Elementary School
- Margaret Pendergast, Aide, Elementary School
- Jazzmin Whiting, Aide, Elementary School
- Patricia Columbo, Aide, High School
- Sherri Kerr, Teacher, High School
- Barrett Halderman, Bus Aide, Transportation

3. 5. Recommendation to Approve New Hires/Promotion:

- Courtney Hoffmeyer, Principal, Junior High School
- Lance Penrod, Seasonal Groundskeeper-April - October
- Rustin Reed, Teacher, High School SY 2020-2021
- Maritess Dimaliwat, Speech Language Pathologist SY 2020-2021
- Angela Desmond, Teacher, Elementary School SY 2020-2021
- Erika Dixon, Teacher, Elementary School SY 2020-2021
- Dina Garibay, Teacher, Elementary School SY 2020-2021
- Melissa Martinez-Grzelak, Counselor/Student Support, Elementary School SY 2020-2021
- Tesha Polkabila, Teacher, Elementary School SY 2020-2021
- Mary Causey, Teacher, Elementary School SY 2020-2021
- Gretal Jane Malabug, Teacher, Elementary School SY 2020-2021
- Barbara Gillespie, Teacher, Elementary School SY 2020-2021

3. 6. Recommendation to Approve Salary Advancement Requests for Completed Continuing Education

Superintendent recommends the Governing Board review and approve salary advancement for course work completed. The completion of continuing education qualify the following for salary advancement per Policy GCBA-E. A list has been provided to the Governing Board as a separate handout.

4. Business

4. 1. Recommendation to Approve the Renewal of Continuation of Employment for Hourly Staff 2020-2021 School Year

Superintendent recommends the Governing Board approve the renewal of continuation of employment for hourly staff members, 2020-2021 School Year. A list has been provided to the Governing Board as a separate handout.

Motion to approve by Diana Butler, second Chuck Waldo, passed by unanimous vote-David



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Merrill, Chuck Waldo, Margaret Gabe, Diana Butler

4. 2. Recommendation to Approve the Renewal of Salaried Employee Contracts for the 2020-2021 School Year

Superintendent recommends the Governing Board approve the renewal of certain salaried employee contracts for the 2020-2021 School Year. A list has been provided to the Governing Board as a separate handout.

Motion to approve by Margaret Gabe, second Chuck Waldo- passed by unanimous vote- David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler

4. 3. Recommendation to Approve the Renewal of Administration Contracts for the 2020-2021 School Year

Superintendent recommends the Governing Board approve the renewal of current administration contracts for the 2020-2021 School Year. A list has been provided to the Governing Board as a separate handout.

Motion to approve by Chuck Waldo, second Margaret Gabe- passed by unanimous vote- David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler

4. 4. Recommendation to Review and Approve the 2019-2020 Proposition 301 Performance Pay Plan

Superintendent recommends the Governing Board review and approve the 2019-2020 Prop 301 performance pay plan. A list has been provided to the Governing Board as a separate handout.

Motion to approve by Margaret Gabe, second Diana Butler- passed by unanimous vote- David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler

4. 5. Recommendation to Approve the Renewal of Extra Duty Class Addendums for the School Year 2019-2020

Superintendent recommends the Governing Board approve the renewal of extra duty class addendums for the School Year 2019-2020. A list has been provided to the Board as a separate handout.

Motion to approve by Diana Butler, second Margaret Gabe- passed by unanimous vote- David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler

4. 6. Recommendation to Approve Payment to Teacher Technology Assistants (T3's) for the School Year 2019-2020

Superintendent recommends the Governing Board approve payment to T3's. A list has been provided to the Governing Board as a separate handout.

Motion to approve by Chuck Waldo, second Margaret Gabe- passed by unanimous vote- David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler

4. 7. 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 8th - 19th, 2020

Superintendent recommends the Governing Board review and approve the hire of a Special Education ESY Teacher and Teaching Assistant for the ESY summer program, two days per week (Monday and Thursday), June 8th - 19th, 2020 . The program is funded through our 6B Grant and requires annual Board approval.

Motion to approve by Chuck Waldo, second Margaret Gabe- passed by unanimous vote- David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler

4. 8. Recommendation to Approve the Blue Ridge High School Summer School Online Program

Superintendent recommends the Governing Board approve the Blue Ridge High School summer



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school online program to be held June 8th - 30th, 2020, Monday - Thursday, 9:00 am - 12:00 noon, online classes, student paid. This item requires annual board approval.

Motion to approve by Diana Butler, second Margaret Gabe- passed by unanimous vote- David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler

4. 9. **Recommendation to approve 2020-2021 High School Course Content Book**

Superintendent recommends the Governing Board approve 2020-2021 High School Course Content Book.

Motion to approve by Margaret Gabe, second Chuck Waldo- passed by unanimous vote- David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler

4. 10. **Recommendation to Re-Approve a Resolution Authorizing Processing of Vouchers for Payment Between Board Meetings**

Superintendent recommends the Governing Board re-approve a resolution authorizing processing of vouchers for payment between Board meetings. Signature of Board members for vouchers will be obtained at the monthly Board meeting. Per A.R.S. 15-321.G. (Annual item for approval)

Motion to approve by Chuck Waldo, second Margaret Gabe- passed by unanimous vote- David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler

4. 11. **Recommendation to Approve the Intergovernmental Agreement between Blue Ridge Unified School District and Vail Unified School District, Beyond Text Books Program, School Year 2020-2021**

Superintendent recommends the Governing Board approve the IGA between Blue Ridge Unified School District and Vail Unified School District, Beyond Textbooks Program, School Year 2020-2021. (annual item)

Motion to approve by Chuck Waldo, second Margaret Gabe- passed by unanimous vote- David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler

4. 12. **Recommendation to Approve a Name Change and Contract of Purchasing Cooperative**

Superintendent recommends the Governing Board approve the following purchasing cooperative name change and contract:

- US Communities, now Omnia Partners

Motion to approve by Chuck Waldo, second Margaret Gabe- passed by unanimous vote- David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler

4. 13. **Recommendation to Review and Approve Year 1 Renewal of Request for Proposal 19-022 for Food Service Management Contract Services**

Recommendation to review and approve year 1 renewal of request for proposal, Food Service Management Contract Services with Southwest Food Services.

Brenda Thomas-Martinez available for questions.

Motion to approve by Chuck Waldo, second Margaret Gabe- passed by unanimous vote- David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler

4. 14. **Recommendation to Review and Approve Food Service Meal Prices School Year 2020-2021**

Superintendent recommends the Governing Board approve per meal price increase District- wide. Reflecting the following prices:

BRES (K-6)	2019-2020	\$2.95	2020-2021	\$3.00
Junior High (7-8)		\$3.10	(no increase)	
High School (9-12)		\$3.10	(no increase)	

Brenda Thomas-Martinez available for questions.

Motion to approve by Margaret Gabe, second Diana Butler- passed by unanimous vote-



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David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler

4. 15. **Recommendation to Approve the Summer Food Program Participation Application**

Superintendent recommends the Governing Board approve the summer food program participation application. (This application requires annual approval) Brenda Thomas-Martinez available for questions.

Motion to approve by Margaret Gabe, second Chuck Waldo- passed by unanimous vote- David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler

4. 16. **Recommendation to Approve Additional Bank Account with Wells Fargo, Accounts Payable (AP) Payment Account Program**

Superintendent recommends the Governing Board approve additional bank account with Wells Fargo for the purpose of making electronic payments to vendors, AP payment account program.

Motion to approve by Diana Butler, second Margaret Gabe- passed by unanimous vote- David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler

4. 17. **Recommendation to Approve the Accounts Payable Card Program with Commerce Bank to begin June 1, 2020**

Superintendent recommends the Governing Board approve accounts payable card program with Commerce Bank. Accounts payable will process vendor payments through the Visa payment card program. This new system streamlines payments.

4.17 and 4.18 combined, approved together. Motion to approve by Diana Butler, second Chuck Waldo- passed by unanimous vote- David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler

4. 18. **Recommendation to Approve Accounts Payable Payment Account (banking services) to Accommodate the Accounts Payable Card Program with Commerce Bank**

Superintendent recommends the Governing Board approve AP payment account for the purpose of making electronic payments to vendors. The new system will streamline payments to vendors.

4. 19. **Brenda Thomas-Martinez, Director of Finance and Business Operations to Provide Monthly Financial Report to include the following:**

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

4. 20. **Superintendent's Report**

- District Update
- Preparing for the 2020-2021 School Year
- Social distancing guidance and safety efforts

5. **Superintendent Dr. Michael L. Wright, Performance Evaluation**

Discussion and possible action regarding the annual performance review, the award of performance pay to the Superintendent. The Governing Board may vote to convene in executive session, which shall not be open to the public, pursuant to A.R.S. §38-431.03(A)(1) for the discussion of personnel matters.

Motion to convene in executive session by Chuck Waldo, second Margaret Gabe- passed by unanimous vote- David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler

Motion to convene in open session by Chuck Waldo, second Diana Butler- passed by unanimous vote- David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler

Motion to approve award of performance pay by Chuck Waldo, second Margaret Gabe- passed by



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unanimous vote-David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler

6. 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 Tuesday, June 9, 2020 at 5:00 p.m.**

7. Adjournment @ 6:57pm Motion to approve by Margaret Gabe, second Chuck Waldo- passed by unanimous vote-David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler


Dated this 15th day of May, 2020

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.