



Regular Public Meeting- July 9, 2024
MINUTES

- I. Call to Order** Randy Hawley
Mr. Hawley called the meeting to order at 4:04.
- II. Pledge of Allegiance** Randy Hawley
- III. Roll Call of Members**
Randy Hawley, Present
Lauren Robinson, Present
Karen McClelland, Present
April Payne, Present
David Price, Present
Emily Frey, Excused
- IV. Statement of Welcome** Randy Hawley

PUBLIC HEARING

The Governing Board will entertain a motion to go into a Public Hearing regarding the proposed 2024-45 budget.

Motion made by April Payne/Karen McClelland: A motion to go into a Public Hearing passed by a vote of 5-0 at 4:05.

As authorized by A.R.S. 15-905, Finance Director Stacy Saravo will present information regarding the proposed 2024-25 budget and answer questions from the public regarding the proposed budget. The budget was initially proposed to the Governing Board on June 4, 2024

Stacy Saravo gave an overview of the proposed budget including Base Level Support, estimated ADM, M&O spending, ESSER III funds, capital goals, M&O override funding, and bond/debt service (see attached).

- Board President Hawley noted that the state did not provide a large increase. He hopes that our ADM loss is lower than anticipated.
- There were no comments or questions from the public.

The Governing Board will entertain a motion to return to the Regular Session.

Motion made by Lauren Robinson/Karen McClelland: A motion to return to the Regular Session passed by a vote of 5-0 at 4:11.

V. Call to the Public

Randy Hawley

- Community member Janet Webber spoke regarding handicapped access at the library at the Big Park Campus. The Webbers installed a handicapped-accessible door for less than \$4,000 earlier this year and have provided the quote to the District. She hopes that the Board will install an additional handicapped door at the property for the benefit of the population in the VOC.
- Founder of Low Income Student Aid, Inc. (LISA) Eric Wyles spoke regarding the organization. He supports early education and is committed to securing funding for students from low-income families to attend preschool if the board approves a preschool fee. He would appreciate the opportunity to speak regarding the organization at a future board meeting.

VI. Governing Board Member Comments

Board Members

There were no comments from Governing Board members.

VII. Student Representative Update

Emily Frey

There was no student representative update.

VIII. Superintendent's Update

Tom Swaninger

Superintendent Swaninger gave an overview of events throughout the district including planning, ongoing Cognia accreditation, and an upcoming presentation to the Big Park Council.

IX. Approve Order of the Agenda Including the

Randy Hawley

Consent Agenda and Minutes The consent portion of the agenda is to expedite routine matters that must be acted on by the Governing Board of Education. All items approved will be done by one non-debatable motion passed unanimously. Any item may be removed for debate on request of any member of the board, staff, or public. Items removed from the consent portion of the agenda become the first item of business on the regular agenda.

ATTACHMENT 1: Consent Agenda

1. Minutes for Governing Board meetings: June 4, 2024
2. Payroll vouchers – 25-27
3. Accounts Payable vouchers – 2448-2452, 2500
4. Gifts and donations – N/A
5. Fund balance statements – Attached
6. Personnel – Attached
7. Approved Fundraisers – N/A

Motion made by Lauren Robinson/Karen McClelland to approve the order of the agenda including the consent agenda and minutes carried by a vote of 5-0.

X. Business Items and Presentations

A. Final Review of the FY 24/25 Budget

Stacy Saravo

- Strategic Plan Alignment: Effective Communication/Use of Resources
- Attachment 2: Proposed Budget Presentation
- Attachment 3 Proposed FY24/25 Budget
- **ACTION ITEM:** Discussion and possible action to adopt the proposed FY 24/25 budget as presented.

- Finance Director Stacy Saravo asked the board to approve the FY24/25 school year presented in the Public Hearing. Board Member April Payne verified student enrollment from last school year, which was higher than the budgeted number.
- **Motion made by Lauren Robinson/April Payne:** A motion to approve the FY 24/25 budget as presented carried by a vote of 5-0.

B. Preschool Program Overview

Tom Swaninger

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 4: Preschool Presentation
- **ACTION ITEM:** Discussion and possible action to approve preschool fees for SY 24/25 as presented.
- Dr. Swaninger spoke regarding the impact of preschool but noted that our state does not fund preschool at a substantial level. The District has received a donation for a portion of the cost and is proposing a fee of \$450 or \$250 per month for students from low-income families to cover the remainder.
- The consensus among Board members was that the preschool program is vital for the long-term academic success of children. It also benefits whole families and the wider community. They are committed to the program and to working with community partners in the coming school year to raise funds so that children from low-income families can attend the preschool.
- Finance Director Stacy Saravo noted that low-income guidelines are set by the government for the Free & Reduced Lunch program and are adjusted for the number of members in a household.
- Karen McClelland noted that students with IEPs receiving Special Education services can attend the preschool program at no cost.
- **Motion made by Lauren Robinson/David Price:** A motion to approve preschool fees for the 2024-25 school year passed by a vote of 5-0.

C. SPAC Rates for FY25

Jennifer Chilton

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 5: SPAC Rates
- **ACTION ITEM:** Discussion and possible action to approve SPAC rental rates as presented.
- Jennifer Chilton summarized the proposed SPAC rental fees presented at the last board meeting.
- Board Member Lauren Robinson verified that this is an incremental increase that will be reviewed in the future.
- **Motion made by Lauren Robinson/David Price:** A motion to approve the SPAC rental rates as presented passed by a vote of 5-0.

D. Second Reading of ASBA Policy Advisory 787

Tom Swaninger

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 6: ASBA Policy Advisory 787
- **ACTION ITEM:** Discussion and possible action to approve ASBA's Policy Advisory 787.
- Dr. Swaninger gave an overview of PA 787.

- Karen McClelland asked about the use of AI in curriculum. Dr. Swaninger noted that technological advances are occurring more rapidly than we can make policy. The focus is frequently on practices first.
- **Motion made by April Payne/Karen McClelland:** A motion to approve PA 787 carried by a vote of 5-0.

E. Food Service Presentation

Stacy Saravo

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 7: Community Eligibility Provision Information
- Finance Director Stacy Saravo gave an overview of the Community Eligibility Provision (CEP) that will allow us to provide free breakfast and lunch to all enrolled students. The district will be reimbursed according to a formula based on students who automatically qualify to receive free or reduced-price meals based on participation in programs like to SNAP or Medicaid.
- Board Member Lauren Robinson asked about costs absorbed by the district. Saravo noted that we hope to increase participation, which will help lower costs for the district. This was similar to the model during Covid.
- Board Members were highly supportive of the program and the ability to provide no-cost meals to all students.
- April Payne asked if income forms are mandatory. Stacy Saravo noted that the district cannot make the forms mandatory, but encourages families to fill out the forms and follows up with families who do not.

F. Annual Food Service Renewal with SFE (2nd of 4 annual renewals)

Stacy Saravo

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 8: SFE Contract Renewal Amendment
- **ACTION ITEM:** Discussion and possible action to renew the annual food service contract with SFE for FY 24/25.
- Finance Director Stacy Saravo gave an overview of the renewal of the food service contract, which accounts for the CEP option described above.
- **Motion made by Karen McClelland/Lauren Robinson:** A motion to approve the annual food service contract with SFE passed by a vote of 5-0.

G. Review of the District's Site Performance Pay Plan (Prop 301)

Stacy Saravo

- Strategic Plan Alignment: Highly Performing & Supported Staff
- Attachment 9: Performance Pay Summary
- **ACTION ITEM:** Discussion and possible action to approve SOCUSD's Performance Pay Plan for the 2024-25 school year.
- Stacy Saravo noted that there are no changes to the program for the 2024-25 school year.
- **Motion made by Lauren Robinson/David Price:** A motion to approve the district's Site Performance Pay Plan passed by a vote of 5-0.

H. Athletic Coaching Stipend Schedule

Stacy Saravo

- Strategic Plan Alignment: Highly Performing & Supported Staff

- Attachment 10: FY25 Coaching Stipend List
- **ACTION ITEM:** Discussion and possible action to approve the athletic coaching stipend schedule for the 2024-25 school year.
- Stacy Saravo gave an overview of the proposed 2024-25 coaching stipends. The raises are commensurate with staff salary increases.
- **Motion made by Karen McClelland/Lauren Robinson:** A motion to approve the proposed 2024-25 coaching stipends passed by a vote of 5-0.

I. Superintendent Salary Adjustment

Randy Hawley

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 11: Superintendent Salary Adjustment
- **ACTION ITEM:** Discussion and possible action to approve the salary and stipend adjustment to the Superintendent contract for the FY25 school year, per the contract terms.
- Board President Hawley noted that this is an annual requirement that provides the same increase to the Superintendent's salary that was given to other administrators.
- **Motion made by Karen McClelland/April Payne:** A motion to approve the salary and stipend adjustment to the Superintendent contract for the FY25 per the contract terms passed by a vote of 5-0.

J. Student Fees

Stacy Saravo

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 12: Student Fee List
- **ACTION ITEM:** Discussion and possible action to approve the student fee schedule for the 2024-2025 school year.
- Stacy Saravo noted that there have not been substantial changes to the fees. AP fees are set by the College Board and may change.
- **Motion made by Lauren Robinson/David Price:** A motion to approve the student fee schedule for the 2024-25 school year passed by a vote of 5-0.

K. Fundraiser Approvals

Stacy Saravo

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 13: Fundraiser Approval Authorization
- **ACTION ITEM:** Discussion and possible action to authorize the superintendent to approve fundraisers including but not limited to dances, ticket sales, concession sales, and club fundraisers during the 2024-25 school year.
- Stacy Saravo noted that board approval is required. This authorization would authorize the Superintendent to approve fundraisers between board meetings. All fundraisers would be presented to the Board on a consent agenda.
- **Motion made by April Payne/Karen McClelland:** A motion to authorize the Superintendent to approve fundraisers including but not limited to dances, ticket sales, concession sales, and club fundraisers during the 24/25 school year passed by a vote of 5-0.

L. Appointment of Student Activity Fund Treasures as required by A.R.S. 15-1122

Stacy Saravo

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 14: Student Activity Fundraiser Appointment
- **ACTION ITEM:** Discussion and possible action to appoint Stacy Saravo as Student Activity Treasurer and Amanda Stanfield as Assistant Student Activity Treasurer.
- Stacy Saravo gave an overview of this annual item.
- **Motion made by Karen McClelland/Lauren Robinson:** A motion to appoint Stacy Saravo as Student Activity Treasurer and Amanda Stanfield as Assistant Student Activity Treasurer passed by a vote of 5-0.

M. Approval of Sole Source Vendors

Stacy Saravo

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 15: Sole Source Vendor List
- **ACTION ITEM:** Discussion and possible action to approve the Sole Source Vendor list for FY 24/25.
- Stacy Saravo gave an overview of Sole Source Vendors.
- **Motion made by David Price/Karen McClelland:** A motion to approve the Sole Source Vendor list for FY 24/25 passed by a vote of 5-0.

N. Approval of Purchasing Cooperatives

Stacy Saravo

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 16: Purchasing Cooperative List
- **ACTION ITEM:** Discussion and possible action to approve the Purchasing Cooperatives List for FY 24/25.
- Stacy Saravo gave an update on the Purchasing Cooperative List, which has no changes.
- **Motion made by Lauren Robinson/Karen McClelland:** A motion to approve the Purchasing Cooperatives List for FY 24/25 passed by a vote of 5-0.

O. Authorization to Exceed M & O Subsections

Stacy Saravo

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 17: M&O Authorization Form
- **ACTION ITEM:** Discussion and possible action to authorize excess expenditures within subsections 100, 200, 400, 500, 600, 700, 800, and 900 of the Maintenance & Operations budget in FY 24/25.
- Stacy Saravo noted that this measure will allow the district to overspend in specific subsections as long as the overall fund expenditures fall within the budget amount.
- **Motion made by Lauren Robinson/David Price:** A motion made to authorize excess expenditures within subsections 100, 200, 400, 500, 600, 700, 800, and 900 of the Maintenance & Operations budget in FY 24/25 passed by a vote of 5-0.

P. Execution of Warrants Between Board Meetings

Stacy Saravo

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 18: Warrant Authorization Form
- **ACTION ITEM:** Discussion and possible action to authorize the execution of warrants between board meetings.

- Stacy Saravo explained this item which authorizes the business office to execute warrants between meetings.
- A motion to authorize the execution of warrants between board meetings passed by a vote of 5-0.

Q. Emergency Procurement Authorization

Stacy Saravo

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 19: Emergency Procurement Authorization Form
- **ACTION ITEM:** Discussion and possible action to authorize Stacy Saravo and Jennifer Chilton to procure emergency services when necessary during FY 24/25.
- Stacy Saravo noted that this is an important authorization for things like AC and water repairs. Emergency procurements will be presented to the board at the earliest opportunity.
- A motion to authorize Stacy Saravo and Jennifer Chilton to procure emergency services when necessary during FY 24/25 passed by a vote of 5-0.

XI. Other Business

Randy Hawley

Future board meeting dates and agenda items: The next meeting will be on Tuesday, August 6 at 4:00. The September meeting will be moved from the 3rd to the 10th.

XII. Adjournment

Randy Hawley

A motion made by Lauren Robinson/David Price to adjourn the meeting at 5:30 carried by a vote of 5-0.

Submitted by: Amanda Stanfield

Signatures of Attendees:

Randy Hawley

Lauren Robinson

Karen McClelland

April Payne

David Price

**SEDONA-OAK CREEK UNIFIED SCHOOL
DISTRICT #9 VOUCHER**

Entity Number: 13-2-09

Voucher No: 101

Voucher Date: 07/19/2024

Prepared By:

Lesley Singletary

Pay Period: 101

Pay Cycle: EMERGENCY PAYROLLS

Printed: 07/09/2024 01:45:30 PM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 funds for the sum of \$12,271.17 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.


Administrator


RANDY HAWLEY President


LAUREN ROBINSON Vice President

KAREN MCCLELLAND Board Member


APRIL PAYNE Member

DAVID PRICE Member

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$10,167.51	\$777.82	\$1,247.55	\$78.29	\$12,271.17
	\$10,167.51	\$777.82	\$1,247.55	\$78.29	\$12,271.17

SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Entity Number: 13-2-09

Voucher No: 1

Voucher Date: 07/19/2024

Prepared By:

Lesley Singletary

Pay Period: 1

Pay Cycle: PAY PERIOD

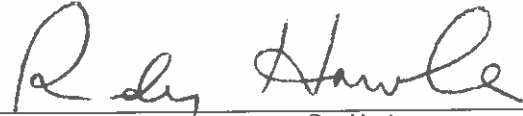
Printed: 07/12/2024 07:53:47 AM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 funds for the sum of \$58,427.10 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Administrator



RANDY HAWLEY

President

LAUREN ROBINSON

Vice President

KAREN MCCLELLAND

Board Member

APRIL PAYNE

Member

DAVID PRICE

Member

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$42,142.89	\$3,223.95	\$5,152.84	\$535.76	\$51,055.44
515	\$5,028.51	\$384.68	\$569.99	\$192.44	\$6,175.62
570	\$991.02	\$75.81	\$121.59	\$7.62	\$1,196.04
	\$48,162.42	\$3,684.44	\$5,844.42	\$735.82	\$58,427.10

SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Entity Number: 13-2-09

Voucher No: 2

Voucher Date: 08/02/2024

Prepared By:

Lesley Singletary

Pay Period: 2

Pay Cycle: PAY PERIOD

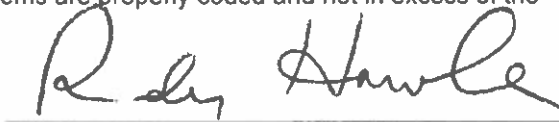
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THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 funds for the sum of \$85,673.47 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Administrator



RANDY HAWLEY

President

LAUREN ROBINSON

Vice President

KAREN MCLELLAND

Board Member

APRIL PAYNE

Member

DAVID PRICE

Member

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$58,323.86	\$4,342.12	\$7,083.11	\$4,949.93	\$74,699.02
160	\$445.23	\$34.06	\$54.63	\$3.43	\$537.35
515	\$6,258.52	\$475.27	\$632.15	\$1,123.00	\$8,488.94
530	\$280.00	\$21.42	\$34.36	\$2.16	\$337.94
570	\$1,222.33	\$93.50	\$149.97	\$144.42	\$1,610.22
	\$66,529.94	\$4,966.37	\$7,954.22	\$6,222.94	\$85,673.47

Encumbrance Voucher

SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2453

Voucher Date: 07/11/2024

Prepared By:

Terri L. Prigge
Printed: 07/11/2024 10:44:02 AM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 funds for the sum of \$14,209.29 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



RANDY HAWLEY

President

LAUREN ROBINSON

Vice President

KAREN MCCLELLAND

Board Member

APRIL PAYNE

Member

DAVID PRICE

Member

SEDONA-OAK CREEK UNIFIED SCHOOL
DISTRICT #9

Fund		Amount
001	Maintenance and Operation Fund	\$11,111.26
160	Title IV	\$149.22
610	Capital Outlay	\$2,948.81
		\$14,209.29

SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2501

Voucher Date: 07/11/2024

Prepared By:

Printed: 07/11/2024 10:55:19 AM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 funds for the sum of \$103,724.64 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



RANDY HAWLEY President



LAUREN ROBINSON Vice President

KAREN MCCLELLAND Board Member



APRIL PAYNE Member

DAVID PRICE Member

SEDONA-OAK CREEK UNIFIED SCHOOL
DISTRICT #9

Fund		Amount
001	Maintenance and Operation Fund	\$19,757.28
610	Capital Outlay	\$28,986.36
855	Employee Insurance Program	\$54,981.00
	Withholdings	
		\$103,724.64

SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2502

Voucher Date: 07/19/2024

Prepared By:

Terri L. Prigge
Printed 08/02/2024 11:26:48 AM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 funds for the sum of \$38,813.27 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



RANDY HAWLEY

President



LAUREN ROBINSON

Vice President

KAREN MCCLELLAND

Board Member



APRIL PAYNE

Member



DAVID PRICE

Member

SEDONA-OAK CREEK UNIFIED SCHOOL
DISTRICT #9

Fund		Amount
001	Maintenance and Operation Fund	\$26,981.39
346	ESSER III	\$7,986.88
526	Extracurricular activities fees tax credit	\$3,845.00
		\$38,813.27

SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2503

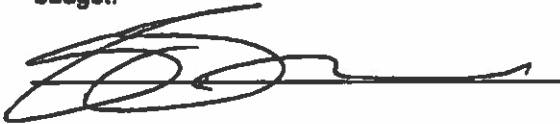
Voucher Date: 07/25/2024

Prepared By:

Terri L. Prigge
Printed: 07/25/2024 01:42:09 PM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 funds for the sum of \$52,163.47 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



RANDY HAWLEY

President



LAUREN ROBINSON

Vice President

KAREN MCCLELLAND

Board Member



APRIL PAYNE

Member



DAVID PRICE

Member

SEDONA-OAK CREEK UNIFIED SCHOOL
DISTRICT #9

Fund		Amount
001	Maintenance and Operation Fund	\$13,325.58
500	School Plant (Sale or Lease Over 1 Year)	\$7,734.00
515	CIVIC CTR - DW/DO	\$286.00
610	Capital Outlay	\$30,817.89
		\$52,163.47

8/12/2024

[illegible]

Personnel

1-Aug-24

New Hires:

Administration:

Certified:

Classified:

Joy Hanson

Paraprofessional (WSS)

07/31/24

Resignations/Retirements/Terminations/Reductions:

	Liquidated Damages Waiver Request	Leadership Recommendation
<u>Administration:</u>		
<u>Certified:</u>		

Classified:

Michael Milligan

Bus Driver

06/30/2024

Maria Gutierrez

SPED Para (HS)

07/11/24

Afsaney Javey

Kids Club Aide

07/20/24

Change in Position/FTE:

Certified:

Classified:

Administration:

Extra Duty Contracts:

<u>Name</u>	<u>Position</u>	<u>Amount</u>	<u>Funding</u>
Maria Varnell	Wildcat Extended Day	\$19.30 p/hr	Tax Credit
Joy Hanson	Wildcat Extended Day	\$19.25 p/hr	Tax Credit