



**Regular Public Meeting Minutes  
Tuesday, January 7, 2025**

**EXECUTIVE SESSION**

- I. Call to Order** Randy Hawley  
Board President Hawley called the meeting to order at 3:14.
- II.** The board will entertain a motion to go into executive session pursuant to A.R.S. §38-431.03(A)(1) to discuss a personnel matter: the Superintendent's Annual Evaluation.  
**Motion made by Lauren Robinson/Sam Blom** to go into executive session to discuss the Superintendent's Annual Evaluation at 3:15 carried by a vote of 5-0.
- III.** The board will entertain a motion to adjourn the Executive Session and resume the Regular Public Meeting.  
**Motion made by Karen McClelland Sam Blom** to adjourn the Executive Session at 4:05 carried by a vote of 5-0.

**REGULAR PUBLIC MEETING**

- I. Call to Order** Randy Hawley
- II. Pledge of Allegiance** Randy Hawley
- III. Roll Call of Members**  
Randy Hawley, Present  
Lauren Robinson, Present  
Karen McClelland, Present  
April Payne, Present  
Sam Blom, Present  
Emily Frey, joined at 4:00
- IV. Statement of Welcome** Randy Hawley
- V. Recognition of Students, Athletes, and Staff Members** Tom Swaninger  
Site Staff
- Strategic Plan Alignment: High Student Achievement & Highly Performing and Supported Staff
  - Principal Heather Isom and school staff recognized SRRJH Student of Arianna Koller, SRRHS Student of the Month Alexis Landaverde, SRRHS Athlete of the Month, Nicholas Hermen, Athlete of the Month, Andy Ellis, Teacher of the Month from Sedona Red Rock Jr/Sr High School, Kameron Moyer and Lana Kaska, Students of the Month from West Sedona School, and Sara Horton, Staff Member of the Month from West Sedona School.
- VI. Call to the Public** Randy Hawley  
None
- VII. Governing Board Member Comments** Board Members  
None

### **VIII. Student Representative's Update**

Emily Frey

Student Representative Emily Frey gave an update of campus events, including planning for prom and an upcoming Interact Club conference.

### **IX. Superintendent's Update**

Tom Swaninger

Superintendent Swaninger gave an update of events throughout the district, including our new Special Services Director Kelly Freundenthal, a Chromebook grant from Optimum, and budget planning for FY26.

### **X. 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: December 3, 2024
2. Payroll vouchers – 11, 12, 13
3. Accounts Payable vouchers – 2522, 2523, 2524
4. Gifts and donations – N/A
5. Fund balance statements – Attached
6. Personnel – Attached
7. Approved Fundraisers – Attached

**Motion made by Lauren Robinson/Sam Blom** to approve the Order of the Agenda including the Consent Agenda and Minutes carried by a vote of 5-0.

### **XI. Organizational Agenda Items**

#### **A. Election of the 2025 Board President**

Randy Hawley

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 2: Certificate of Election of Board President
- **ACTION ITEM:** Discussion and possible action to elect a Governing Board President for the period of one year.
- **Motion made by Lauren Robinson/Sam Blom** to elect Randy Hawley as Governing Board President during 2025 carried by a vote of 5-0.
- Randy Hawley thanked board members for his support and expressed his enthusiasm for the coming year.

#### **B. Election of the 2025 Board Vice President**

Randy Hawley

- Strategic Plan Alignment: Effective Use of Resources
- **ACTION ITEM:** Discussion and possible action to elect a Governing Board Vice President for a period of one year.
- **Motion made by Randy Hawley/Sam Blom** to elect Lauren Robinson as Governing Board Vice President for 2025 carried by a vote of 5-0.
- Lauren Robinson thanked the board for their support and positive working relationship.

#### **C. 2025 Governing Board Meeting Schedule**

Randy Hawley

- Strategic Plan Alignment: Effective Communication
- Attachment 3: Board Meeting Public Notice Form
- **ACTION ITEM:** Discussion and possible action to set the date, time, and location for Governing Board meetings in 2025.

- **Motion made by Randy Hawley/Lauren Robinson** to keep meeting dates and times the same in 2025 carried by a vote of 5-0.
- Regular meetings will be held on the first Tuesday of the month at 4:00 PM in the Sedona Performing Arts Center.

**D. Use of Board Signature Stamps for Signing Vouchers Between Meetings**

Stacy Saravo

- Strategic Plan Alignment: Effective Use of Resources
- **ACTION ITEM:** Discussion and possible action to approve the use of board signature stamps for signing vouchers between meetings.
- Finance Director Stacy Saravo noted that this is a routine annual measure that allows the business office to function efficiently.
- **Motion made by Karen McClelland/Sam Blom** to approve the use of board signature stamps for signing vouchers between meetings carried by a vote of 5-0.

**XII. Business Items and Presentations**

**A. Sister City Program Presentation**

Deb Sanders

- Strategic Plan Alignment: Effective Communication
- Attachment 4: Sister City Presentation
- Deb Sanders gave an overview of the Sister City Program, which includes a partnership with classes in Canmore, Canada.

**B. Resolution regarding the sale of District owned property in the Village of Oak Creek**

Tom Swaninger

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 5: Board Resolution
- **ACTION ITEM:** Discussion and possible action to approve the resolution authorizing and directing that certain real property owned by the District be listed for sale; and authorizing certain persons to execute all necessary documents and obtain all necessary consents and approvals relating to such sale.
- Superintendent Swaninger stated that after discussing this with attorneys and the School Facilities Board, this resolution is not required. This is because no SFB funds were used to construct Big Park School. No board action is needed at this time.

**C. Annual Board Member Conflict of Interest and Gift Training**

Stacy Saravo

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 6: Board Member Annual Conflict of Interest and Gift Training Presentation
- Attachment 7: District Conflict of Interest Policy
- Attachment 8: Board Member Conflict of Interest Form
- Finance Director Stacy Saravo gave an overview of the District's conflict of interest and gift policies, including a description of what constitutes a conflict of interest, required disclosure forms, the process to be followed in the event that a conflict arises during the calendar year, and a description of gifts covered by our district policies. Board members will complete and submit conflict of interest forms at the close of the meeting.

**D. Disposal of Outdated Fixed Assets**

Stacy Saravo

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 9: Asset Disposal List

- **ACTION ITEM:** Discussion and possible action to approve the disposal of outdated fixed assets as presented.
- **Finance Director Stacy Saravo** noted that the majority of assets being disposed of by the district are outdated technology. Additional items will be brought to the board in future meetings.
- **Motion made by Sam Blom/April Payne** to approve the disposal of outdated fixed assets as presented carried by a vote of 5-0.

**E. First Reading of ASBA Policy Updates 801-808**

Tom Swaninger

- Strategic Plan Alignment: Effective Communication
- Attachment 10: Policy Advisory 801-807
- Attachment 11: Policy Advisory 808
- Superintendent Swaninger gave an overview of the proposed policy updates. The second reading of these policies will occur at our February meeting.

**XIII. Other Business**

Randy Hawley

Future board meeting dates and agenda items: The next board meeting will be held on Tuesday, February 4th at 4:00.

**XIV. Adjournment**

Randy Hawley

**Lauren Robinson/April Payne** made a motion to adjourn the meeting at 4:58. The motion carried by a vote of 5-0.

Submitted by: Amanda Stanfield

Signatures of Attendees:

\_\_\_\_\_  
Randy Hawley

\_\_\_\_\_  
Lauren Robinson

\_\_\_\_\_  
Sam Blom

\_\_\_\_\_  
Karen McClelland

\_\_\_\_\_  
April Payne

# SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Entity Number: 13-2-09

Voucher No: 14

Voucher Date: 01/17/2025

Prepared By:

*Lesley Singlotary*

Pay Period: 14

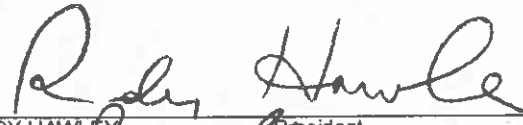
Pay Cycle: PAY PERIOD


Printed: 01/09/2025 01:39:33 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 \$228,482.49 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

SAM BLOOM Board Member

KAREN MCCLELLAND Board Member

  
APRIL PAYNE Board Member

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$164,858.02	\$12,530.25	\$19,244.16	\$6,728.51	\$203,360.94
110	\$4,565.67	\$349.27	\$560.22	\$35.15	\$5,510.31
160	\$445.23	\$34.06	\$54.63	\$3.43	\$537.35
220	\$5,005.05	\$382.89	\$614.11	\$38.54	\$6,040.59
515	\$6,276.02	\$480.12	\$646.89	\$843.87	\$8,246.90
525	\$370.37	\$24.80	\$45.44	\$2.85	\$443.46
526	\$32.15	\$2.46	\$3.95	\$0.25	\$38.81
530	\$2,270.78	\$173.71	\$278.63	\$17.49	\$2,740.61
570	\$1,183.59	\$90.54	\$145.22	\$144.17	\$1,563.52
	\$185,006.88	\$14,068.10	\$21,593.25	\$7,814.26	\$228,482.49

# SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Entity Number: 13-2-09

Voucher No: 15

Voucher Date: 01/31/2025

Prepared By:

*Lesley Singletary*

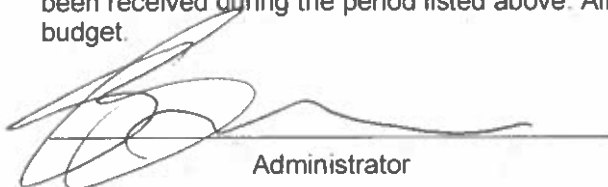
Pay Period: 15

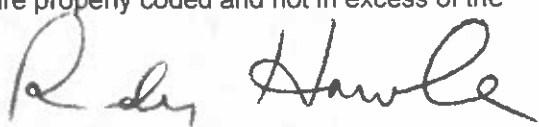
Pay Cycle: PAY PERIOD


Printed: 01/23/2025 01:08:41 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 \$270,257.58 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

SAM BLOOM Board Member

KAREN MCCLELLAND Board Member  
  
APRIL PAYNE Board Member

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$179,825.30	\$13,184.11	\$20,512.65	\$25,676.25	\$239,198.31
110	\$5,560.37	\$425.20	\$682.26	\$1,033.00	\$7,700.83
160	\$445.23	\$34.06	\$54.63	\$3.43	\$537.35
220	\$5,947.67	\$428.08	\$729.77	\$789.01	\$7,894.53
515	\$6,370.69	\$485.57	\$625.96	\$864.86	\$8,347.08
525	\$370.37	\$24.99	\$45.45	\$2.85	\$443.66
526	\$1,199.48	\$87.87	\$91.34	\$9.25	\$1,387.94
530	\$2,402.03	\$179.69	\$281.85	\$293.55	\$3,157.12
570	\$1,206.16	\$92.27	\$147.99	\$144.34	\$1,590.76
	\$203,327.30	\$14,941.84	\$23,171.90	\$28,816.54	\$270,257.58

# SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2525

Voucher Date: 01/10/2025

Prepared By:

*Merri L. Prigge*  
Printed: 01/10/2025 08:12:10 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 \$121,612.63 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.

*[Signature]*

*[Signature]*  
RANDY HAWLEY President

*[Signature]*  
LAUREN ROBINSON Vice President

SAM BLOOM Board Member

KAREN MCCLELLAND Board Member

*[Signature]*  
APRIL FAYNE Board Member

SEDONA-OAK CREEK UNIFIED SCHOOL  
DISTRICT #9

Fund		Amount
001	Maintenance and Operation Fund	\$71,265.82
160	Title IV	\$138.00
260	CTE Federal Perkins	\$1,978.69
400	CTE State Priority	\$149.62
510	Food Service	\$39,489.37
526	Extracurricular activities fees tax credit	\$1,919.72
610	Capital Outlay	\$6,671.41
		<b>\$121,612.63</b>

# SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2526

Voucher Date: 01/15/2025

Prepared By:

*Terri L. Drugg*  
Printed: 01/15/2025 10:39:35 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 \$70,613.50 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*  
RANDY HAWLEY President

*Lauren Robinson*  
LAUREN ROBINSON Vice President

SAM BLOOM Board Member

KAREN MCLELLAND Board Member  
*April Payne*  
APRIL PAYNE Board Member

SEDONA-OAK CREEK UNIFIED SCHOOL  
DISTRICT #9

Fund		Amount
001	Maintenance and Operation Fund	\$18,629.06
510	Food Service	\$39,687.86
526	Extracurricular activities fees tax credit	\$2,744.23
530	Gifts and Donations	\$2,155.31
570	Indirect Costs	\$7,015.49
610	Capital Outlay	\$184.55
850	STUDENT CLUB ACTIVITIES	\$197.00
	ACCOUNTS	
		<b>\$70,613.50</b>



# SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2527

Voucher Date: 01/17/2025

Prepared By:

*Terri L. Prigg*  
Printed: 01/31/2025 09:38:38 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 \$10,512.31 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*

RANDY HAWLEY

President

*Lauren Robinson*

LAUREN ROBINSON

Vice President

SAM BLOOM

Board Member

KAREN MCCLELLAND

Board Member

*April Payne*

APRIL PAYNE

Board Member

SEDONA-OAK CREEK UNIFIED SCHOOL  
DISTRICT #9

Fund		Amount
001	Maintenance and Operation Fund	\$10,218.31
525	Auxiliary Operations	\$294.00
		<b>\$10,512.31</b>

# SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

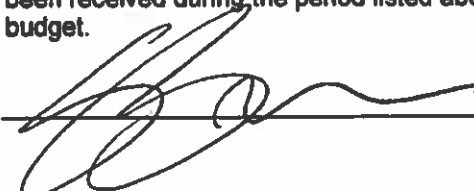
Voucher No: 2528

Voucher Date: 01/23/2025

Prepared By: *Terri L. Prigge*  
Printed: 01/23/2025 01:34:50 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 \$35,778.02 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

SAM BLOOM

Board Member

KAREN MCCOLLAND

Board Member



APRIL PAYNE

Board Member

SEDONA-OAK CREEK UNIFIED SCHOOL  
DISTRICT #9

Fund		Amount
001	Maintenance and Operation Fund	\$17,438.77
500	School Plant (Sale or Lease Over 1 Year)	\$3,351.57
526	Extracurricular activities fees tax credit	\$149.00
530	Gifts and Donations	\$1,061.93
610	Capital Outlay	\$13,776.75
		<b>\$35,778.02</b>

## as of 1/1/2025

Fund	Project Code	Student Activity/Club	7/1/2024 Balance	YTD Revenues	YTD Expenditures	Encumbrances	Ending Balance
850	8706	HS PROM	\$13,162.01	\$0.00	\$0.00	\$0.00	\$13,162.01
850	8711	HS STUDENT COUNCIL	\$7,123.77	\$3,354.15	\$5,938.67	\$0.00	\$4,539.25
850	8708	HS NATIONAL HONOR SOCIETY	\$2,203.04	\$0.00	\$0.00	\$0.00	\$2,203.04
850	8705	HS INTERACT CLUB	\$968.34	\$192.00	\$328.86	\$0.00	\$831.48
850	8710	HS PHOTOGRAPHY CLUB	\$553.78	\$0.00	\$0.00	\$0.00	\$553.78
850	4809	HS SENIOR CLASS	\$0.00	\$696.00	\$0.00	\$0.00	\$696.00
850	8701	JH STUDENT COUNCIL	\$2,576.29	\$82.00	\$391.50	\$0.00	\$2,266.79
850	8700	JH INTERACT CLUB	\$44.11	\$0.00	\$0.00	\$0.00	\$44.11
850	8719	WSS STUDENT COUNCIL	\$3,842.12	\$991.00	\$262.77	\$33.00	\$4,537.35
850	8702	HS POP CULTURE	\$1,175.81	\$0.00	\$0.00	\$0.00	\$1,175.81
850	8709	HS ROBOTICS	\$775.76	\$0.00	\$0.00	\$0.00	\$775.76
850	8712	HS GARDEN CLUB	\$585.84	\$0.00	\$0.00	\$0.00	\$585.84
850	8707	HS KEY CLUB	\$209.67	\$0.00	\$0.00	\$0.00	\$209.67
850	8704	HS ART CLUB	\$174.23	\$0.00	\$0.00	\$0.00	\$174.23
850	8703	HS GAY-STRAIGHT ALLIANCE	\$59.18	\$0.00	\$0.00	\$0.00	\$59.18
850	8720	WSS ODYSSEY OF THE MIND	\$2,772.13	\$0.00	\$0.00	\$0.00	\$2,772.13
850	8714	WSS BUILDERS CLUB	\$1,754.51	\$0.00	\$0.00	\$0.00	\$1,754.51
850	8716	WSS GREEN CLUB	\$1,482.70	\$0.00	\$0.00	\$0.00	\$1,482.70
850	8713	WSS ATHLETIC CLUBS	\$1,109.00	\$0.00	\$0.00	\$0.00	\$1,109.00
850	8715	WSS CHEERLEADERS	\$489.41	\$0.00	\$0.00	\$0.00	\$489.41
850	8717	WSS ROBOTICS CLUB	\$298.29	\$0.00	\$0.00	\$0.00	\$298.29
850	8718	WSS MUSIC CLUB	\$139.56	\$0.00	\$0.00	\$0.00	\$139.56
						Total:	\$39,859.90

# Personnel

1-Feb-25

## New Hires:

### Administration:

### Start Date

### Certified:

### Classified:

Raymond Hicks	Bus Driver	1/9/2025
Rhonda Ross	Bus Driver	1/29/2025
Rhuta Richardson	Wildcat Lead	1/27/2025

## Resignations/Retirements/Terminations/Reductions:

### Administration:

### Certified:

Jennifer Braden, WSS Theatre

### Classified:

Rhuta Richardson	Wildcat Lead	01/30/2025
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## Change in Position/FTE:

### Certified:

### Classified:

### Administration:

## Extra Duty Contracts:

<u>Name</u>	<u>Position</u>	<u>Amount</u>	<u>Funding</u>
Tiffany Wilson	STAR; Understanding Basic Behavior	\$37.50	M&O
April Borba	STAR; Understanding Basic Behavior	\$37.50	M&O
Bianne Castillo	STAR; Understanding Basic Behavior	\$75.00	M&O
Aubrey Lewis	STAR; Understanding Basic Behavior	\$37.50	M&O
Yvonne Fox	STAR; Understanding Basic Behavior	\$75.00	M&O
Raymond Hicks	Bus Driver Training	18.25/hr	M&O
Maritza Serrano	Craft Club K-2 (Spanish)	NTE \$1680.00	Tax Credit
Logan Haga	Chess Club	NTE \$892.50	Tax Credit
Mindy Zarlingo	Extended Day AM Care	NTE \$418.95	Donation
Janice Goimaric	Extended Day AM Care	NTE \$418.95	Donation
Kelly Cadigan	Extended Day AM Care	NTE \$1000.00	Donation
Sara Horton	Extended Day AM Care	NTE \$418.95	Donation
Alicia Pallares	Extended Day AM Care	NTE \$1000.00	Donation
Kelly Cadigan	Girls Empowerment Club	NTE \$472.50	Tax Credit
Mindy Zarlingo	Hiking Club	NTE \$ 945.00	Tax Credit
Kathy Linden	Hiking Club	NTE \$945.00	Tax Credit
Alicia Pallares	Craft Club 3-5	NTE \$472.50	Tax Credit
Kelly Cadigan	After School EL Tutoring	NTE \$840.00	Tax Credit
Rhonda Ross	Bus Driver Training	\$18.25/hr	M&O

## Approved Fundraisers

Club	Site Approval	Superintendent Approval
West Sedona Student Council (Valentine's Day Sale)	1/16/2025	1/21/2025
SRRJHS Student Council (Valentine's Day Dance)	1/21/2025	1/22/2025
National Honor Society (Valentine's Candy Grams)	1/28/2025	1/29/2025