



**Regular Public Meeting
Tuesday, March 4, 2025, 4:00 p.m.
MINUTES**

- I. Call to Order** Lauren Robinson
Vice President Lauren Robinson called the meeting to order at 4:00. Board President Randy Hawley was not in attendance.
- II. Pledge of Allegiance** Lauren Robinson
- III. Roll Call of Members**
Randy Hawley, Excused
Lauren Robinson, Present
Karen McClelland, Present
April Payne, Present
Sam Blom, Present
Emily Frey, Present
- IV. Statement of Welcome** Lauren Robinson
- V. Recognition of Students, Athletes, and Staff Members** Tom Swaninger,
Site Staff
- Strategic Plan Alignment: High Student Achievement & Highly Performing and Supported Staff
 - Site staff recognized the following students and staff members:
Yaretzi Perez Perez: Sedona Red Rock Middle School Student of the Month
Ariel Bustos Landa: Sedona Red Rock High School Student of the Month
Dayra Monroy Mange: West Sedona School Student of the Month
Isaac Joyeno Jimenez: West Sedona School Student of the Month
Karyl Goldemith: West Sedona School/Sedona Red Rock Staff Member of the Month
Danielle Beinfest: West Sedona School Staff Member of the Month
- VI. Call to the Public** Lauren Robinson
None
- VII. Governing Board Member Comments** Board Members
None
- VIII. Student Representative Update** Emily Frey
Student Representative Emily Frey gave an update on campus events including prom planning, senior club activities and funds, FCCLA training in Tucson for Senior Students participating in the VACTE teacher training program, Valentine Grams, recent Career Fair, Key Club St. Patrick's Day Parade participation, Big Brothers and Sisters Program, and Interact Club activities.
- IX. Superintendent's Update** Tom Swaninger

Superintendent Swaninger gave an update on events throughout the District, including the upcoming Future Scorpion Night, spring athletic programs, and the recent talent show.

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: Consent Agenda

1. Minutes for Governing Board meetings: February 4, 2025
2. Payroll vouchers – 102, 16 - 17
3. Accounts Payable vouchers – 2529 - 2532
4. Gifts and donations – N/A
5. Fund balance statements – Attached
6. Personnel – Attached
7. Approved Fundraisers – N/A

Motion to Approve the Order of the Agenda Including the Consent Agenda and Minutes made by Lauren Robinson/Sam Blom carried by a vote of 4-0.

XI. Business Items and Presentations

A. SOCUSD FY24 Audit Overview

Stacy Saravo

- Strategic Plan Alignment: Effective Communication
- Attachments: FY24 ACFR, FY24 USFR Compliance Questionnaire, FY24 Single Audit Report
- **ACTION ITEM:** Discussion and possible action to accept the 2024 audits as presented.
This will be a roll call vote. Each board member's vote will be recorded in the meeting minutes.
- Finance Director gave an overview of 3 audits performed by Heinfeld Meech, including a broad audit of the annual financial report, a USFR audit focusing on state regulations, and a Single Audit focusing on major federal funds. There were no notable funding on the ACFR. This was the 30th year the district has received recognition for the ACFR. There were no significant findings on the USFR Compliance Questionnaire audit. The financial office spent significant time on processes to improve this audit in 2024. The Single Audit focusing on federal funds had no findings.
- **Motion made by Sam Blom/Karen McClelland** to accept the 2024 audits as presented. The motion carried by a roll-call vote of 4-0 with 1 board member not casting a vote: Sam Blom: Yes, Karen McClelland: Yes, April Payne: Yes, Lauren Robinson: Yes, Randy Hawley: Not present/No Vote.

B. 2025-26 Staff Holiday Schedule

Stacy Saravo

- Strategic Plan Alignment: Effective Use of Resources
- **ACTION ITEM:** Discussion and possible action to add Juneteenth to the staff holiday schedule.
- Finance Director Stacy Saravo gave an overview of this request to recognize this new federal holiday.
- **Motion made by April Payne/Karen McClelland** to add Juneteenth to the holiday schedule carried by a vote of 4-0.

C. First Reading of ASBA Policy Updates

Tom Swaninger

- Strategic Plan Alignment: Effective Use of Resources
- Attachment: ASBA Policy Updates 809-819, 717-743 as indicated

- Superintendent Swaninger gave an overview of the attached ASBA Policy Updates intended to ensure that District policies are in alignment with current state and national laws. The second reading of the policy updates will occur in April.

XII. Other Business

Randy Hawley

Future board meeting dates and agenda items: The next board meeting will be held on Tuesday, April 1.

XIII. Adjournment

Randy Hawley

Motion made by April Payne/Sam Blom to adjourn the meeting at 4:35 carried by a vote of 4-0.

Submitted by: Amanda Stanfield

Lauren Robinson

Sam Blom

Karen McClelland

April Payne



MINUTES- Special Public Meeting on Wednesday, March 12 at 4:00 p.m.

- I. Call to Order** Randy Hawley
President Hawley called the meeting to order at 4:00 PM
- 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
- IV. Statement of Welcome** Randy Hawley
- V. Governing Board Member Comments** Board Members
There were no board member comments.
- VI. Superintendent's Update** Tom Swaninger
Superintendent Swaninger noted that many current initiatives at the district are related to staffing and planning for the 2025-26 school year.
- VII. Approve Order of the Agenda** Randy Hawley
Karen McClelland/Lauren Robinson made a motion to approve the order of the agenda. The motion carried by a vote of 5-0.
- VIII. Business Items and Presentations**
- A. 2025-2026 Employment Contract Overview** Stacy Saravo
- Strategic Plan Alignment: Effective Use of Resources
 - Attachment: Contract Information
 - **ACTION ITEM:** Discussion and possible action to approve the 2025-26 Certified Staff Salary Schedule and Contracts.
 - **ACTION ITEM:** Discussion and possible action to approve the 2025-26 Classified Staff Salary Schedule and Letters of Employment.
 - **ACTION ITEM:** Discussion and possible action to approve the 2025-26 Administrator Salary Schedule and Contracts.
 - **ACTION ITEM:** Discussion and possible action to approve a reduction in force for the 2025-26 school year.
 - Finance Director Stacy Saravo noted that the District intends to offer a one-step increase to all employees. This is reflected in the contracts and will be included in the budget when it is presented to the board. Karen McClelland asked about potential vacancies, which include

preschool and middle school math teachers. The positions have been posted and applications have been received. Superintendent Swaninger noted that positions for a theater teacher and community director have also been posted. Stacy Saravo stated that the reductions in force reflect an effort to rework position FTEs to meet the District's current needs.

- **Motion made by Karen McClelland/Sam Blom:** 2025-26 Certified Staff Salary Schedule and Contracts as presented carried by a vote of 5-0.
- **Motion made by Lauren Robinson/Karen McClelland:** A motion to approve the 2025-26 Classified Staff Salary Schedule and Letters of Employment carried by a vote of 5-0.
- **Motion made by Lauren Robinson/April Payne:** A motion to approve the 2025-26 Administrator Salary Schedule and Contracts carried by a vote of 5-0.
- **Motion made by Sam Blom/Karen McClelland:** A motion to approve a reduction in force for the 2025-26 school year carried by a vote of 5-0.

IX. Other Business

Randy Hawley

Future board meeting dates and agenda items: The next meeting will be held on April 1, 2025.

X. Adjournment

Randy Hawley

Motion made by Lauren Robinson/Sam Blom to adjourn the meeting at 4:18

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: 18

Voucher Date: 03/14/2025

Prepared By:

Lesley Singleton

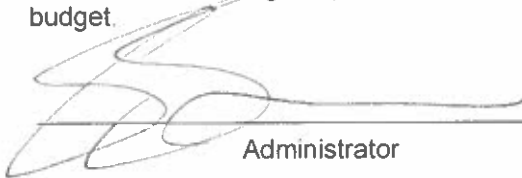
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Pay Cycle: PAY PERIOD

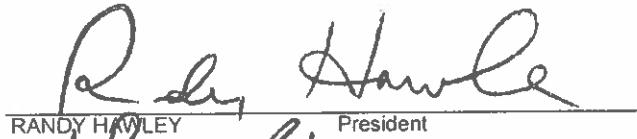
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THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 funds for the sum of \$271,454.95 on account of obligations incurred for value received in services and for 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

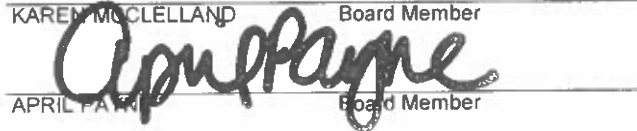
Vice President

SAM BLOM

Board Member

KAREN MCCLELLAND

Board Member



APRIL PAYNE

Board Member

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$180,338.21	\$13,190.84	\$20,297.87	\$26,197.23	\$240,024.15
110	\$5,702.47	\$436.07	\$699.70	\$1,034.09	\$7,872.33
160	\$445.23	\$34.06	\$54.63	\$3.43	\$537.35
220	\$6,053.82	\$434.67	\$742.80	\$1,131.56	\$8,362.85
515	\$7,395.78	\$565.77	\$850.09	\$842.22	\$9,653.86
525	\$370.37	\$24.80	\$45.44	\$2.85	\$443.46
526	\$62.34	\$4.78	\$3.35	\$0.48	\$70.95
530	\$2,209.53	\$165.11	\$264.68	\$292.06	\$2,931.38
570	\$1,179.53	\$90.23	\$144.73	\$144.13	\$1,558.62
	\$203,757.28	\$14,946.33	\$23,103.29	\$29,648.05	\$271,454.95

SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Entity Number: 13-2-09

Voucher No: 19

Voucher Date: 03/28/2025

Prepared By:

Lesley Singleton

Pay Period: 19

Pay Cycle: PAY PERIOD

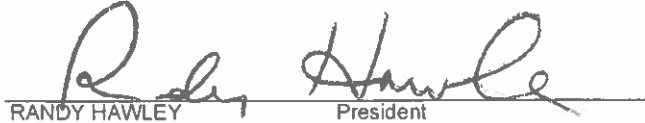
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THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 funds for the sum of \$240,027.37 on account of obligations incurred for value received in services and for 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 BLOM

Board Member

KAREN McCLELLAND

Board Member

APRIL PAYNE

Board Member

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$170,953.72	\$12,979.10	\$19,283.86	\$6,409.73	\$209,626.41
010	\$2,875.00	\$219.94	\$352.76	\$22.14	\$3,469.84
110	\$5,276.17	\$403.62	\$647.39	\$40.62	\$6,367.80
160	\$445.23	\$34.06	\$54.63	\$3.43	\$537.35
220	\$5,606.64	\$428.90	\$687.93	\$43.18	\$6,766.65
515	\$6,877.16	\$520.83	\$801.68	\$799.60	\$8,999.27
525	\$370.37	\$25.33	\$45.45	\$2.85	\$444.00
526	\$11.17	\$0.85	\$1.37	\$0.09	\$13.48
530	\$1,807.03	\$138.24	\$221.73	\$13.92	\$2,180.92
570	\$1,231.81	\$94.23	\$151.14	\$144.47	\$1,621.65
	\$195,454.30	\$14,845.10	\$22,247.94	\$7,480.03	\$240,027.37

SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

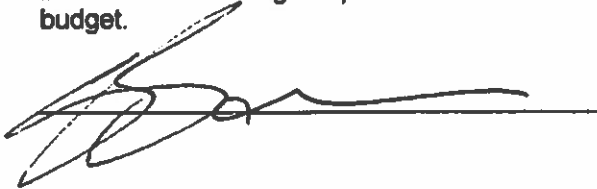
Voucher No: 2533

Voucher Date: 02/27/2025

Prepared By: Terri L. Prigge
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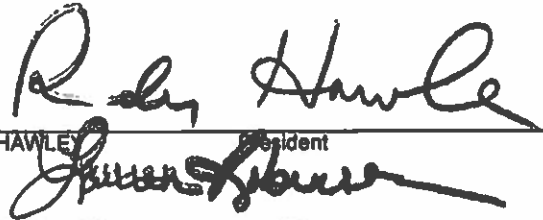
THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 funds for the sum of \$32,754.52 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 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 BLOM

Board Member

KAREN MCCLELLAND

Board Member



APRIL PAYNE

Board Member

SEDONA-OAK CREEK UNIFIED SCHOOL
DISTRICT #9

Fund		Amount
001	Maintenance and Operation Fund	\$20,724.32
515	CIVIC CTR - DW/DO	\$1,262.00
525	Auxiliary Operations	\$6,342.28
526	Extracurricular activities fees tax credit	\$1,349.86
610	Capital Outlay	\$3,076.06
		\$32,754.52

SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2534

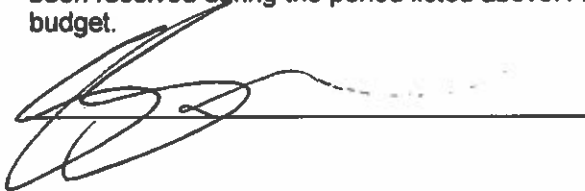
Voucher Date: 03/06/2025

Prepared By:

Herri L. Prigal
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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 \$52,573.50 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

President



LAUREN ROBINSON

Vice President



SAM BLOM

Board Member

KAREN MCLELLAND

Board Member



APRIL PAYNE

Board Member

SEDONA-OAK CREEK UNIFIED SCHOOL
DISTRICT #9

Fund		Amount
001	Maintenance and Operation Fund	\$39,391.24
110	TITLE I LEA	\$5,925.76
349	NATIONAL FOREST FEES	\$3,614.07
525	Auxiliary Operations	\$630.45
526	Extracurricular activities fees tax credit	\$941.25
610	Capital Outlay	\$1,635.73
850	STUDENT CLUB ACTIVITIES	\$435.00
	ACCOUNTS	
		\$52,573.50

SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2535

Voucher Date: 03/13/2025

Prepared By:

Merri L. Prigge
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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 \$31,862.53 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 BLOM Board Member

KAREN MCCLELLAND Board Member

APRIL PAYNE Board Member

SEDONA-OAK CREEK UNIFIED SCHOOL
DISTRICT #9


Fund	Amount
001 Maintenance and Operation Fund	\$29,073.43
526 Extracurricular activities fees tax credit	\$2,426.08
610 Capital Outlay	\$363.02
	\$31,862.53

SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2536


Voucher Date: 03/26/2025

Prepared By:


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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 \$26,099.34 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 BLOM Board Member

KAREN MCCLELLAND Board Member

APRIL PAYNE Board Member

SEDONA-OAK CREEK UNIFIED SCHOOL
DISTRICT #9

Fund		Amount
001	Maintenance and Operation Fund	\$13,813.36
110	TITLE I LEA	\$4,760.00
526	Extracurricular activities fees tax credit	\$4,641.80
610	Capital Outlay	\$654.18
850	STUDENT CLUB ACTIVITIES ACCOUNTS	\$2,230.00
		\$26,099.34

as of 3/1/2025

Total:

Personnel

1-Apr-25

New Hires:

Administration:

Start Date

Certified:

Classified:

Anthony Medeiros

WildCat Lead AM/PM

2/27/2025

Resignations/Retirements/Terminations/Reductions:

Administration:

Certified:

Classified:

Melonie Perry

SPED Para/Aide (WSS)

03/14/2025

Terri Prigge

Accounts Payable

03/21/2025

Change in Position/FTE:

Certified:

Classified:

Administration:

Extra Duty Contracts:

<u>Name</u>	<u>Position</u>	<u>Amount</u>	<u>Funding</u>
Gavin Shippen	Sports Official	\$35.00 p/hr	Tax Credit

Approved Fundraisers

Club	Site Approval	Superintendent Approval
High School Student Council- Prom	3/6/2025	3/6/2025
Middle School Student Council- Dance	2/24/2025	3/11/2025
WSS A. Pallares- Whole Kids Foundation/Community Garden Grant	3/7/2025	3/11/2025