



**September 5, 2023
Regular Public Meeting
MINUTES**

- I. Call to Order** Randy Hawley
President Hawley called the meeting to order at 4:05 p.m.
- II. Pledge of Allegiance** Randy Hawley
- III. Roll Call of Members**
Randy Hawley, Present
Lauren Robinson, Present
Karen McClelland, Attended Virtually
April Payne, Present
David Price, Present
Emily Frey, Present
- IV. Statement of Welcome** Randy Hawley
President Hawley welcomed attendees, including Karen McClelland who participated virtually.
- V. Call to the Public** Randy Hawley
There were no comments from the public.
- VI. Governing Board Member Comments** Board Members
There were no comments from governing board members.
- VII. Superintendent's Update** Tom Swaninger
Superintendent Swaninger gave an update of events throughout the district. Dr. Swaninger has been spending time at both campuses and has been impressed with the sense of community. Professional development for teachers has been an important focus, including Professional Learning Communities with an emphasis on student growth.
- VIII. Student Representative's Update** Emily Frey
Student Representative Emily Frey gave an update of student events at the high school, including student council elections and upcoming homecoming activities. Optional class meetings are new this year and provide a way for more students to get involved and give input. Student Council is planning a blood drive. Interact Club has begun community service activities. Fall sports are underway and going well.
- IX. Approve Order of the Agenda Including the Consent Agenda and Minutes** Randy Hawley
Motion made by Lauren Robinson/April Payne: A motion to approve the order of the agenda including the consent agenda and minutes passed by a vote of 5-0.
- X. Business Items and Presentations**
A. SY 23/24 Budget Revision Stacy Saravo
. Strategic Plan Alignment: Effective Communication, Use of Resources
. Attachments 2-3: Budget Information

- **ACTION ITEM:** Discussion and possible action to approve the revised SY 23/24 Budget as presented.
- Finance Director Stacy Saravo gave an overview of the proposed budget revision. This revision includes a one-time allocation from the state of approximately \$219,844. Because this is one-time funding, the district must be cognizant of budgeting one-time, non-recurring expenses. Although the money has been incorporated into the budget, the district team will make specific recommendations after the 40 day count later this month.
- **Motion made by Lauren Robinson/April Payne:** A motion to approve the revised SY 23/24 Budget as presented passed by a vote of 5-0.

B. Second Reading Of Proposed Changes To Board Policy GCE- Addition Of Retention and Recruitment Stipends

Stacy Saravo

- Strategic Plan Alignment: Highly Supported & Effective Staff
- Attachment 4: Policy GCE
- **ACTION ITEM:** Discussion and possible action to approve the proposed changes to Policy GCE.
- Stacy Saravo gave an overview of the proposed board policy outlining retention and recruitment stipends provided under our Title II grant. Board members asked about specific metrics used to measure student achievement. Assistant Superintendent Deana Dewitt explained that these are built into SMART goals and annual evaluations.
- **Motion made by David Price/Lauren Robinson:** A motion to approve the proposed changes to Policy GCE carried by a vote of 5-0.

C. Disposal of Outdated Fixed Assets

Stacy Saravo

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 5: Asset Disposal List
- **ACTION ITEM:** Discussion and possible action to approve the disposal of outdated fixed assets as presented.
- Stacy Saravo gave an overview of fixed assets the district that are outdated and no longer used by the district. Board approval is required before disposing of these assets. The majority of assets on the list are outdated computers and reference materials from the elementary school library. All of the assets were listed on the public surplus auction website. The computers will be sold. There were no bids for the reference materials. They will be donated to Manzanita Outreach.
- **Motion made by Lauren Robinson/April Payne:** A motion to approve the disposal of outdated fixed assets as presented carried by a vote of 5-0.

D. Emergency Procurement to Repair AC in Building E at SRRHS

Stacy Saravo

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 6: Emergency Procurement
- **ACTION ITEM:** Discussion and possible action to approve the emergency procurement award to VEREGY/Midstate Energy for the controller replacements.
- Stacy Saravo gave an overview emergency air conditioning repairs made at the high school in August. Normal procurement procedures were not followed due to the urgent need for the repairs. Board approval was requested for this expense.
- **Motion made by April Payne/David Price:** A motion to approve the emergency procurement award to VEREGY/Midstate Energy for controller replacements carried by a vote of 5-0.

XI. Other Business

Randy Hawley

Future board meeting dates and agenda items: The next board meeting is scheduled for Tuesday, October 3 at 4:00 p.m.

XII. Adjournment

Randy Hawley

Motion made by Lauren Robinson/April Payne to adjourn the meeting at 4:35 p.m. passed by a vote of 5-0.

Submitted by: Amanda Stanfield

Signature of Attendees:

Randy Hawley

Lauren Robinson

Karen McClelland

April Payne

David Price

DRAFT

SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Entity Number: 13-2-09

Voucher No: 5

Voucher Date: 09/15/2023

Prepared By: Lesley Singletary

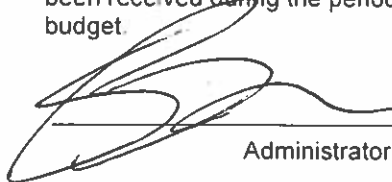
Pay Period: 5

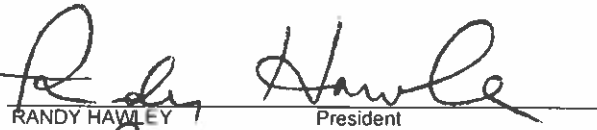
Pay Cycle: PAY PERIOD

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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 \$265,481.77 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.


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	\$177,013.74	\$12,885.71	\$19,671.31	\$25,175.38	\$234,746.14
110	\$3,793.18	\$290.18	\$466.18	\$733.78	\$5,283.32
160	\$447.84	\$34.26	\$55.04	\$3.45	\$540.59
190	\$142.22	\$10.88	\$17.48	\$1.26	\$171.84
220	\$8,050.98	\$587.45	\$736.72	\$1,965.49	\$11,340.64
515	\$7,990.69	\$597.14	\$809.93	\$931.22	\$10,328.98
530	\$1,472.95	\$108.89	\$181.03	\$285.90	\$2,048.77
570	\$778.77	\$59.57	\$95.71	\$87.44	\$1,021.49
	\$199,690.37	\$14,574.08	\$22,033.40	\$29,183.92	\$265,481.77

SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Entity Number: 13-2-09

Voucher No: 6

Voucher Date: 09/29/2023

Prepared By:

Lesley Singleton

Pay Period: 6

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 \$267,781.38 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.

[Signature]
Administrator

[Signature]
RANDY HAWLEY President

LAUREN ROBINSON Vice President

KAREN MCCLELLAND Board Member

[Signature]
APRIL PRICE Member

DAVID PRICE Member

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$179,758.83	\$13,100.66	\$19,621.88	\$23,641.27	\$236,122.64
110	\$3,934.57	\$300.99	\$483.57	\$734.86	\$5,453.99
160	\$447.84	\$34.26	\$55.04	\$3.45	\$540.59
190	\$142.22	\$10.88	\$17.47	\$1.27	\$171.84
220	\$9,376.36	\$688.81	\$843.76	\$1,983.81	\$12,892.74
515	\$7,376.26	\$550.07	\$776.80	\$868.34	\$9,571.47
526	\$35.00	\$2.68	\$4.30	\$0.27	\$42.25
530	\$1,472.95	\$108.89	\$181.03	\$285.90	\$2,048.77
570	\$709.30	\$54.26	\$87.17	\$86.36	\$937.09
	\$203,253.33	\$14,851.50	\$22,071.02	\$27,605.53	\$267,781.38

SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2409

Voucher Date: 08/31/2023

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 \$89,910.52 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 HAWKEY

President



LAUREN ROBINSON

Vice President

KAREN MACLELLAND

Board Member



APRIL PAYNE

Member



DAVID PRICE

Member

SEDONA-OAK CREEK UNIFIED SCHOOL
DISTRICT #9

Fund		Amount
001	Maintenance and Operation Fund	\$41,258.51
346	ESSER III	\$19,767.75
510	Food Service	\$9,727.92
515	CIVIC CTR - DW/DO	\$1,920.00
525	Auxillary Operations	\$719.63
526	Extracurricular activities fees tax credit	\$550.00
610	Capital Outlay	\$3,097.71
855	Employee Insurance Program Withholdings	\$12,869.00
		\$89,910.52

SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2410


Voucher Date: 09/15/2023

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 \$73,409.04 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	\$40,190.30
160	Title IV	\$165.00
346	ESSER III	\$2,250.00
500	School Plant (Sale or Lease Over 1 Year)	\$14,475.01
515	CIVIC CTR - DW/DO	\$100.00
525	Auxiliary Operations	\$50.00
526	Extracurricular activities fees tax credit	\$390.00
530	Gifts and Donations	\$6,996.00
610	Capital Outlay	\$8,792.73
		\$73,409.04

SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2411

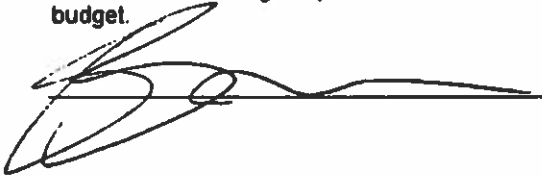
Voucher Date: 09/21/2023

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 \$45,391.75 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.)

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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	\$30,308.69
346	ESSER III	\$95.00
525	Auxiliary Operations	\$527.24
526	Extracurricular activities fees tax credit	\$3,402.71
530	Gifts and Donations	\$2,083.27
610	Capital Outlay	\$7,774.84
850	STUDENT CLUB ACTIVITIES	\$1,200.00
	ACCOUNTS	
		\$45,391.75

SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2412

Voucher Date: 09/28/2023

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 \$120,845.81 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 MCCOLLAND

Board Member

APRIL PAYNE

Member

DAVID PRICE

Member

SEDONA-OAK CREEK UNIFIED SCHOOL
DISTRICT #9

Fund		Amount
001	Maintenance and Operation Fund	\$102,309.61
525	Auxiliary Operations	\$1,793.11
526	Extracurricular activities fees tax credit	\$200.00
530	Gifts and Donations	\$1,943.00
610	Capital Outlay	\$14,533.14
850	STUDENT CLUB ACTIVITIES	\$66.95
	ACCOUNTS	
		\$120,845.81

Revised Personnel

1-Oct-23

New Hires:

Administration:

Certified:

Malmgren, Wendi	Behavior Interventionist (district wide) - Returning	9/18/2023
Ferris, Kristin	Speech Language Pathologist (district wide)	9/25/2023

Classified:

Resignations/Retirements/Terminations/Reductions:

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

Classified:

Brown, John "Mike"	Custodian (SRR)	9/15/23
Smith, Denise	Bus Driver	9/25/23

Change in Position/FTE:

Certified:

Classified:

Administration:

Extra Duty Contracts:

<u>Name</u>	<u>Position</u>	<u>Amount</u>	<u>Funding</u>
Hanks, Stephen	Girls Head Soccer Coach	\$1,356	Tax Credit
Ellis, Andy	XD Official	@ \$35.00 per game	Tax Credit
Barton, Maureen	Yoga Club	NTE \$1785.00	Tax Credit
Beinfest, Dani	Student Council Advisor	\$1,000.00	Tax Credit
Johnson, Michelle	Hiking Club	NTE \$1575.00	Tax Credit
Parks, Becky	Reading Club	NTE \$1680.00	Tax Credit
Serrano, Maritza	Arts & Crafts	NTE \$892.50	Tax Credit
Zarlingo, Mindy	Hiking Club	NTE \$1575.00	Tax Credit
Zarlingo, Mindy	PreK SPED Services	\$1,000.00	M&O