



## **GOVERNING BOARD MEETING MINUTES DECEMBER 3, 2024**

### **I. Call to Order**

Randy Hawley

Board President Hawley called the meeting to order at 3:11.

### **II. The board will entertain a motion to go into executive session for the following purposes:**

- A. In accordance with A.R.S. 38-431.03 (A)(3) –to receive advice from attorney concerning the sale of district property.**
- B. In accordance with ARS 38-431.03 (A)(1)- to discuss a personnel matter- Superintendent’s annual evaluation and performance goals.**

**Motion made by Lauren Robinson/Sam Blom to enter Executive Session at 3:11 in accordance with Arizona Revised Statutes to receive advice from attorney concerning the sale of district property and to discuss the Superintendent’s evaluation carried by a vote of 4-0 (Board member April Payne was not present).**

### **III. The board will entertain a motion to adjourn the Executive Session and return to the Regular Meeting.**

**Motion made by Lauren Robinson/Karen McClelland to adjourn the Executive Session and return to the Regular Public Meeting at 4:06 carried by a vote of 5-0 (all members were present and voted).**

## **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, Present

### **IV. Statement of Welcome**

Randy Hawley

### **V. Recognition of Students, Athletes, and Staff Members**

- Strategic Plan Alignment: High Student Achievement & Highly Performing and Supported Staff
- Site administrators recognized students and staff members of the month from both campuses.

Tom Swaninger,  
Heather Isom,  
Alisa Stieg

### **VI. Call to the Public**

- There were no public comments.

Randy Hawley

### **VII. Governing Board Member Comments**

Board Members

- There were no governing board member comments.

#### **VIII. Student Representative Update**

Emily Frey

- Student Representative Emily Frey gave a high school update, providing information about senior class events, fundraising, Interact Club, student council, prom planning, NHS, and Key Club.

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

Tom Swaninger

- Superintendent Swaninger gave an update of events throughout the District, including interest in reintroducing theater and tackle football and potential changes to the Sedona Education Foundation.

#### **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 – November 5, 2024
2. Payroll vouchers – 10
3. Accounts Payable vouchers – 2018 - 2021
4. Gifts and donations – N/A
5. Fund balance statements – Attached
6. Personnel – Attached
7. Approved Fundraisers – Attached

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

#### **XI. Business Items and Presentations**

##### **A. Authorization of Action Steps Related to the Potential Sale of the Big Park Campus**

Tom Swaninger

- Strategic Plan Alignment: Effective Use of Resources
- **ACTION ITEM:** Discussion and possible action to authorize Superintendent Tom Swaninger to take appropriate action to begin the steps necessary for the sale of the Big Park School.
- Dr. Swaninger requested authorization to take steps related to a potential sale of the Big Park property, including interviewing appraisers and brokers. Board members noted that these steps are the beginning of a long process and do not obligate the District to sell the property.
- **Motion made by Karen McClelland/Lauren Robinson** to authorize Dr. Swaninger to start the process to create RFPs for appraisers and brokers passed by a vote of 5-0.

##### **B. SitelogIQ Presentation Regarding Facility Master Plan**

Tom Swaninger,

Site Logic Staff

- Strategic Plan Alignment: Effective Use of Resources
- Dr. Swaninger stated that the District has worked with SitelogIQ to develop a plan for facilities that includes projected repairs, costs, and timelines in a single platform. This allows the District to manage assets in a responsible way enhancing fiscal management, succession planning, and transparency.
- Video presentation: <https://youtu.be/6lg5QcJwicw>

- Board members appreciated the emphasis on long-term planning and noted that there are considerable capital expenses in the future. Members also verified that the platform allows needs prioritization and customization according to District priorities.
- SitelogIQ staff noted that this plan is increasingly important as district facilities age and begin to require significant repairs.

**C. Overview of Certified Staff Evaluations, Including the Approval of Qualified Evaluators for the 2024-25 School Year**

Jennifer Chilton

- Strategic Plan Alignment: Highly Performing & Supported Staff
- Attachment 2: 2024-25 Qualified Evaluator List
- **ACTION ITEM:** Discussion and possible action to approve the list of qualified evaluators for the 2024-25 school year as presented.
- Dr. Chilton gave an overview of the evaluation process for certified teachers. This process overview including timelines, evaluation criteria, goals, and Prop 301 payments is presented to teachers annually. See PowerPoint for detailed information.
- Board members verified that evaluations and goals support the professional development program and that pre/post observation meetings emphasize continuous improvement.
- Dr. Chilton noted that the District's evaluators are administrators on each campus with extensive experience and education that qualifies them as evaluators, including training from the Arizona Department of Education.
- Motion made by Lauren Robinson/Sam Bloom to approve the list of qualified evaluators for the 2024-25 school year as presented carried by a vote of 5-0.

**XII. Other Business**

Randy Hawley

Future board meeting dates and agenda items: The next board meeting will be on Tuesday, January 7.

**XIII. Adjournment**

Randy Hawley

**Motion made by Lauren Robinson/Sam Blom** to adjourn the meeting at 5:33 carried by a vote of 5-0.

Submitted by: Amanda Stanfield

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Randy Hawley

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Lauren Robinson

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Sam Blom

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Karen McClelland

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April Payne

# SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Entity Number: 13-2-09

Voucher No: 11

Voucher Date: 12/06/2024

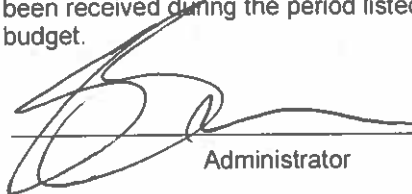
Prepared By:

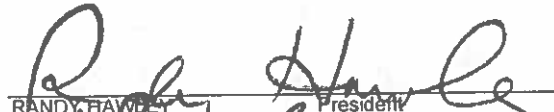

*Lesley Singletary*  
Printed: 12/02/2024 11:02:18 AM

Pay Period: 11  
Pay Cycle: PAY PERIOD

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 \$266,020.03 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	\$176,373.21	\$12,914.78	\$20,137.81	\$25,902.21	\$235,328.01
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	\$5,955.58	\$427.15	\$730.75	\$789.07	\$7,902.55
515	\$6,651.66	\$507.45	\$655.61	\$877.73	\$8,692.45
525	\$370.37	\$24.95	\$45.45	\$2.85	\$443.62
526	\$140.00	\$10.71	\$0.00	\$1.08	\$151.79
530	\$2,822.03	\$212.09	\$346.26	\$296.78	\$3,677.16
570	\$1,202.47	\$91.98	\$147.54	\$144.28	\$1,586.27
	\$199,520.92	\$14,648.37	\$22,800.31	\$29,050.43	\$266,020.03

# SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Entity Number: 13-2-09

Voucher No: 12

Voucher Date: 12/20/2024

Prepared By:

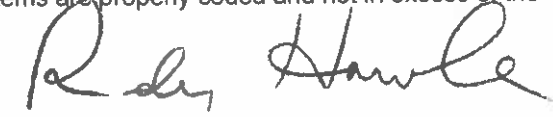
*Lesley Singletary*  
Printed: 12/12/2024 01:27:46 PM

Pay Period: 12  
Pay Cycle: PAY PERIOD


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 \$464,595.69 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	\$174,649.46	\$12,988.22	\$19,952.10	\$25,651.78	\$233,241.56
010	\$145,098.50	\$10,902.90	\$17,108.89	\$1,263.83	\$174,374.12
110	\$5,413.20	\$414.05	\$664.22	\$1,031.87	\$7,523.34
140	\$5,580.00	\$419.54	\$570.59	\$42.96	\$6,613.09
160	\$445.23	\$34.06	\$54.63	\$3.43	\$537.35
220	\$5,700.47	\$425.13	\$699.44	\$787.10	\$7,612.14
515	\$6,524.66	\$495.42	\$642.69	\$863.18	\$8,525.95
525	\$3,370.37	\$253.25	\$413.55	\$233.39	\$4,270.56
526	\$14,104.38	\$1,061.72	\$1,722.03	\$108.59	\$16,996.72
530	\$2,437.03	\$184.90	\$299.02	\$293.82	\$3,214.77
570	\$1,285.14	\$98.31	\$157.69	\$144.95	\$1,686.09
	\$364,608.44	\$27,277.50	\$42,284.85	\$30,424.90	\$464,595.69

# SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Entity Number: 13-2-09

Voucher No: 13

Voucher Date: 01/03/2025

Prepared By:

*Lesley Singletary*

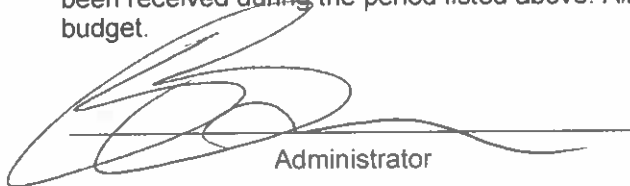
Pay Period: 13

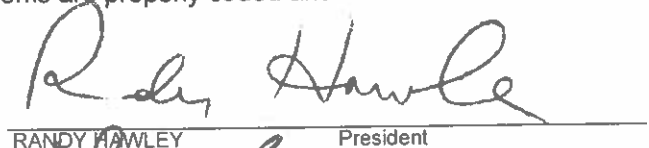
Pay Cycle: PAY PERIOD

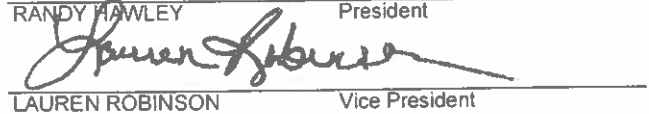
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THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 funds for the sum of \$262,691.29 on account of obligations incurred for value received in services and for 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	\$173,951.62	\$12,731.38	\$19,875.83	\$25,838.34	\$232,397.17
110	\$5,281.25	\$403.86	\$648.01	\$1,030.85	\$7,363.97
160	\$445.23	\$34.06	\$54.63	\$3.43	\$537.35
220	\$5,651.60	\$403.90	\$693.45	\$786.73	\$7,535.68
515	\$6,749.36	\$516.33	\$671.17	\$886.75	\$8,823.61
525	\$370.37	\$24.80	\$45.44	\$2.85	\$443.46
526	\$795.00	\$57.71	\$50.31	\$6.13	\$909.15
530	\$2,256.22	\$168.80	\$276.84	\$292.43	\$2,994.29
570	\$1,285.74	\$98.35	\$157.76	\$144.76	\$1,686.61
	\$196,786.39	\$14,439.19	\$22,473.44	\$28,992.27	\$262,691.29

# SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2522

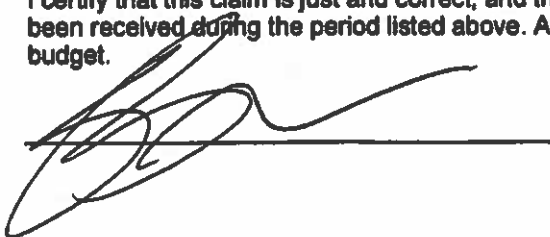
Voucher Date: 12/04/2024

Prepared By:

*Mekki L. Prigge*  
Printed: 12/04/2024 11:16:19 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 \$52,323.38 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	\$41,109.58
260	CTE Federal Perkins	\$1,670.27
500	School Plant (Sale or Lease Over 1 Year)	\$8,690.21
526	Extracurricular activities fees tax credit	\$514.46
850	STUDENT CLUB ACTIVITIES ACCOUNTS	\$338.86
		<b>\$52,323.38</b>

# SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2523

Voucher Date: 12/06/2024

Prepared By:

*Herri S. Prigge*  
Printed: 12/08/2024 09:45:39 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 \$381,573.52 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 BLOOM Board Member

KAREN MCCLELLAND Board Member



APRIL PAYNE Board Member

SEDONA-OAK CREEK UNIFIED SCHOOL  
DISTRICT #9

Fund		Amount
001	Maintenance and Operation Fund	\$11,537.83
526	Extracurricular activities fees tax credit	\$70.00
610	Capital Outlay	\$369,965.69
		<b>\$381,573.52</b>



# SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2524

Voucher Date: 12/19/2024

Prepared By:

*Terri L. Prigg*  
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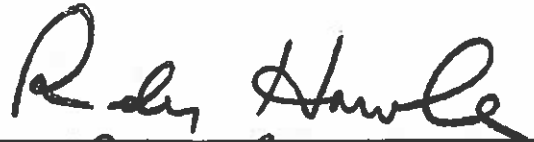
THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 funds for the sum of \$62,841.64 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 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

SAM BLOOM

Board Member

KAREN MCCLELLAND

Board Member



APRIL PAYNE

Board Member

SEDONA-OAK CREEK UNIFIED SCHOOL  
DISTRICT #9

Fund		Amount
001	Maintenance and Operation Fund	\$41,806.82
190	TITLE III - ELL	\$221.29
400	CTE State Priority	\$265.00
515	CIVIC CTR - DW/DO	\$6,480.00
525	Auxiliary Operations	\$1,336.32
526	Extracurricular activities fees tax credit	\$4,230.98
610	Capital Outlay	\$8,501.23
		<b>\$62,841.64</b>



# Personnel

1-Jan-25

## New Hires:

### Administration:

Kelly Freudenthal

Director of Student Services

### Start Date

01/06/2025

### Certified:

### Classified:

## Resignations/Retirements/Terminations/Reductions:

	Liquidated Damages Waiver Request	Leadership Waiver Granted
<u>Administration:</u>		
Deanna DeWitt - Resignation	n/a	n/a
Karyl Goldsmith - Retirement	End of FY25 Retire	
<u>Certified:</u>		

### Classified:

## Change in Position/FTE:

### Certified:

### Classified:

### Administration:

## Extra Duty Contracts:

<u>Name</u>	<u>Position</u>	<u>Amount</u>	<u>Funding</u>
Barbra Robles	HS/MS Robotics	\$1,000.00	Tax Credit
Kathy Linden	Hiking Club	\$921.55	Tax Credit
Mindy Zarlingo	Hiking Club	\$933.45	Tax Credit
Lara Cordova	Senior Class Club	\$750.00	Aux
Teresa Lamparter	Interact Club	\$1,000.00	Donations

Approved Fundraisers

Club	Site Approval	Superintendent Approval
Donors Choose/Optimum	11/12/2024	11/12/2024