



**Tuesday, September 10, 2024, 4:00
MINUTES**

- I. Call to Order** Randy Hawley
Board President Hawley called the meeting to order at 4:00 p.m.
- 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
Alana Schrader, Present
- IV. Statement of Welcome** Randy Hawley
- V. Recognition of Students, Athletes, and Staff Members** Tom Swaninger,
Heather Isom, Alisa Stieg
- Strategic Plan Alignment: High Student Achievement & Highly Performing and Supported Staff
 - Students, staff members, and student athletes were recognized for their hard work and contributions to the District.
- VI. Recognition of Retiring Board Member** Tom Swaninger
- Strategic Plan Alignment: Effective Communication
 - Superintendent Swaninger recognized retiring governing board member David Price.
- VI. Call to the Public** Randy Hawley
There were no comments from the public.
- VII. Governing Board Member Comments** Board Members
Board member Karen McClelland gave an overview of a recent ASBO law conference that included an emphasis on AI in schools. She hopes that student representatives will be included in the process when the District creates policies regarding AI.
- VIII. Student Representative Update** Alana Schrader
Alana Schrader gave an overview of events at the high school including Interact Club, NHS, Student Council, Homecoming, parking lot painting by the Senior class, and Senior event planning.
- IX. Superintendent's Update** Tom Swaninger
Superintendent Swaninger gave an update of events throughout the district including the upcoming Special Meeting on 9/23 to provide information on the upcoming election, athletics, and a recent Rotary award given the Mahers for their contributions to the district and community.

- X. Approve Order of the Agenda Including the Consent Agenda and Minutes** Randy Hawley
- 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 – 8/6/2024
2. Payroll vouchers – 3 - 5
3. Accounts Payable vouchers – 2455 – 2457, 2504 - 2509
4. Gifts and donations – N/A
5. Fund balance statements – Attached
6. Personnel – Attached
7. Approved Fundraisers – Attached

Motion made by Lauren Robinson/Karen McClelland: A motion 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. IGA with Coconino County for November 2024 Election Services** Stacy Saravo
- Strategic Plan Alignment: Effective Use of Resources
 - Attachment 2: IGA with Coconino County
 - **ACTION ITEM:** Discussion and possible action to approve an IGA with Coconino County for election services in November 2024.
 - Finance Director Stacy Saravo gave an overview of the proposed IGA with Coconino County for election services in November. This is a requirement.
 - **Motion made by Karen McClelland/Lauren Robinson:** A motion to approve the IGA with Coconino County for election services in November 2024 carried by a vote of 5-0.
- B. Addendum to Facility Rental Contract for Alcohol Sales** Jennifer Chilton
- Strategic Plan Alignment: Effective Communication
 - **ACTION ITEM:** Discussion and possible action to approve an addendum to facility rental contracts to allowing the sale of alcohol at specific events held on District property and outlining the District's policies and fees related to alcohol sales.
 - Assistant Superintendent Jennifer Chilton gave an overview of alcohol sales at events held at district facilities. The board initially approved these sales with an intent to review the practices after a year. This was disrupted by Covid. The District would like to review alcohol sales practices, revenues, and return to the board with specific recommendations.
 - Board Member Lauren Robinson verified that \$1 per drink sold is donated to the Education Foundation. Jennifer Chilton noted that minimum charges may be recommended moving forward.
 - **Motion made by David Price/Karen Robinson:** A motion to research facility rental contracts allowing the sale of alcohol at specific events held on District property and draft a document with policies related to alcohol sales for board review carried by a vote of 5-0.
- C. Approval of Sole Source Vendors** Stacy Saravo
- Strategic Plan Alignment: Effective Use of Resources
 - Attachment 3: FY25 Sole Source List

- **ACTION ITEM:** Discussion and possible action to approve the Sole Source Vendor list as presented.
- Finance Director Stacy Saravo gave an update on the Sole Source List, which has been revised based on feedback from the Auditor General.
- Karen McClelland asked for clarification on the professional development provided by WestEd. Superintendent Swaninger noted that this is a comprehensive program focused on improving instruction techniques based on observations made during classroom walkthroughs at both sites.
- **Motion made by Lauren Robinson/April Payne:** A motion to approve the Sole Source Vendor List carried by a vote of 5-0.

XI. Other Business

Randy Hawley

Future board meeting dates and agenda items: The next regular board meeting will be held on October 1.

XII. Adjournment

Randy Hawley

Motion made by Lauren Robinson/David Price to adjourn the meeting at 4:57 pm carried by a vote of 5-0.

Submitted by: Stacy Saravo/Amanda Stanfield

Signature of Attendees:

Randy Hawley

Lauren Robinson

Karen McClelland

April Payne

David Price



**Special Public Meeting
Monday, September 23, 2024, 5:00 p.m.**

MINUTES

- I. Call to Order** Randy Hawley
Mr. Hawley called the meeting to order at 5:00 p.m.
- II. Pledge of Allegiance** Randy Hawley
- III. Roll Call of Members**
Randy Hawley, Present
Lauren Robinson, Present
Sam Blom, Present
Karen McClelland, Present
April Payne, Not Present
- IV. Statement of Welcome** Randy Hawley
- V. Approve Order of the Agenda** Randy Hawley
Motion made by Lauren Robinson/Karen McClelland: A motion to approve the Order of the Agenda carried by a vote of 4-0.
- VI. Business Items and Presentations**
- A. Update on the Potential Sale of the Big Park Campus** Tom Swaninger
- Strategic Plan Alignment: Effective Communication, Effective Use of Resources
 - Superintendent Swaninger gave an overview of the meeting format, explaining that all questions should be submitted in writing and would be directed to appropriate the staff member to answer. A FAQ with answers to submitted questions will be posted to the District's website. Individuals with additional questions may also reach out to Dr. Swaninger after the meeting.
- B. Collection of Written Questions from Attendees Regarding the Potential Sale of the Big Park Campus** Randy Hawley
- Strategic Plan Alignment: Effective Communication
 - Attendees submitted written questions.
- C. Responses to Written Questions from Attendees Regarding the Potential Sale of the Big Park Campus** Randy Hawley
Tom Swaninger
Stacy Saravo
Jennifer Chilton
- Audience members submitted questions regarding the potential sale of the Big Park property. Superintendent Swaninger, Finance Director Saravo, and Governing Board Members explained that the community is being asked to vote to allow the District to place the property for sale. If

approved, the Governing Board would have the ultimate say on the purchase, giving priority to outcomes that will maximize the District's ability to serve students. Board Members hope to find an outcome that will also benefit area residents. District administrators are developing a FAQ that will be posted to the website.

VII. Other Business

Randy Hawley

Future board meeting dates and agenda items: The next Governing Board meeting will be held in October.

VIII. Adjournment

Randy Hawley

A motion made by Karen McClelland/Lauren Robinson to adjourn the meeting at 6:16 carried by a vote of 4-0.

Submitted by: Amanda Stanfield

Signature of Attendees:

Randy Hawley

Lauren Robinson

Sam Blom

Karen McClelland

SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Entity Number: 13-2-09

Voucher No: 6

Voucher Date: 09/27/2024

Prepared By:

Lesley Singletary

Pay Period: 6

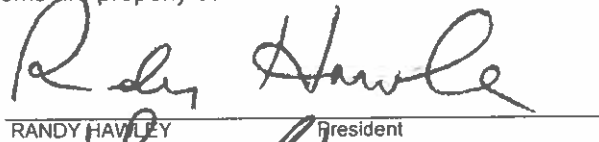
Pay Cycle: PAY PERIOD

Printed 09/23/2024 09:28:18 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 \$275,395.10 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	\$180,335.73	\$13,180.03	\$20,627.05	\$25,829.10	\$239,971.91
110	\$5,705.92	\$436.34	\$700.12	\$1,034.12	\$7,876.50
160	\$445.23	\$34.06	\$54.63	\$3.43	\$537.35
220	\$6,015.09	\$431.71	\$738.04	\$789.53	\$7,974.37
515	\$7,146.71	\$543.21	\$725.30	\$1,170.98	\$9,586.20
525	\$2,025.00	\$153.37	\$248.47	\$15.59	\$2,442.43
526	\$323.17	\$24.60	\$39.66	\$2.48	\$389.91
530	\$3,825.48	\$288.86	\$469.39	\$304.51	\$4,888.24
570	\$1,320.28	\$100.99	\$162.00	\$144.92	\$1,728.19
	\$207,142.61	\$15,193.17	\$23,764.66	\$29,294.66	\$275,395.10

SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Entity Number: 13-2-09

Voucher No: 7

Voucher Date: 10/11/2024

Prepared By:

Lesley Singletary

Pay Period: 7

Printed: 10/04/2024 10:30:14 AM

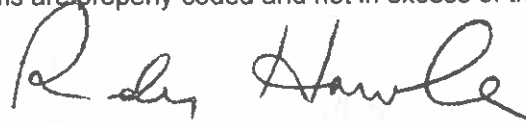
Pay Cycle: PAY PERIOD

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 \$271,165.94 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	\$180,796.95	\$13,222.39	\$20,552.40	\$26,187.91	\$240,759.65
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	\$6,032.78	\$433.05	\$740.22	\$789.67	\$7,995.72
515	\$6,663.78	\$507.45	\$664.96	\$1,154.89	\$8,991.08
525	\$370.37	\$25.04	\$45.45	\$2.85	\$443.71
526	\$759.48	\$51.44	\$65.59	\$5.84	\$882.35
530	\$1,527.03	\$113.02	\$187.37	\$286.81	\$2,114.23
570	\$1,188.56	\$90.92	\$145.83	\$144.21	\$1,569.52
	\$203,486.65	\$14,913.44	\$23,156.15	\$29,609.70	\$271,165.94

SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2510

Voucher Date: 09/12/2024

Prepared By:

Terri L. Prigge
Printed: 09/12/2024 11:07:18 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 \$39,347.17 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.



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	\$26,285.85
160	Title IV	\$240.00
400	CTE State Priority	\$201.01
530	Gifts and Donations	\$10,164.54
610	Capital Outlay	\$2,400.00
850	STUDENT CLUB ACTIVITIES	\$55.77
	ACCOUNTS	
		\$39,347.17

SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2511

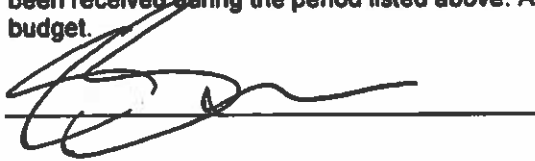
Voucher Date: 09/18/2024

Prepared By:

Terri L. Prigge
Printed: 09/18/2024 10:02:24 AM

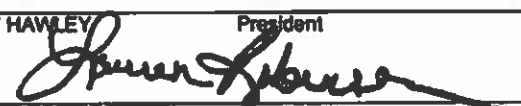
THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 funds for the sum of \$257,862.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to 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	\$257,862.00
	\$257,862.00

SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2512


Voucher Date: 09/19/2024

Prepared By:

Terri L. Prigge
Printed: 09/19/2024 10:26:16 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 \$68,631.37 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.



RANDY HAWLEY

President



LAUREN ROBINSON

Vice President

KAREN MACCELLAND

Board Member



APRIL PAINE

Member

DAVID PRICE

Member

SEDONA-OAK CREEK UNIFIED SCHOOL
DISTRICT #9

Fund		Amount
001	Maintenance and Operation Fund	\$54,002.82
346	ESSER III	\$10,668.09
526	Extracurricular activities fees tax credit	\$1,000.34
610	Capital Outlay	\$2,960.12
		\$68,631.37

SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2513

Voucher Date: 09/26/2024

Prepared By:

Terri L. Prigge
Printed: 09/26/2024 12:13:06 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 \$157,489.36 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	\$107,843.72
346	ESSER III	\$41,228.00
400	CTE State Priority	\$1,016.64
515	CIVIC CTR - DW/DO	\$15.86
525	Auxiliary Operations	\$55.00
526	Extracurricular activities fees tax credit	\$3,247.66
610	Capital Outlay	\$1,772.42
850	STUDENT CLUB ACTIVITIES ACCOUNTS	\$101.06
855	Employee Insurance Program Withholdings	\$2,209.00
		\$157,489.36

Student Activities Fund Report

9/30/2024

Fund	Project Code	Student Activity/Club	7/1/2023 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	\$0.00	\$0.00	\$0.00	\$7,123.77
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	\$0.00	\$0.00	\$0.00	\$968.34
850	8710	HS PHOTOGRAPHY CLUB	\$563.78	\$0.00	\$0.00	\$0.00	\$563.78
850	8701	JH STUDENT COUNCIL	\$2,576.29	\$26.00	\$101.06	\$0.00	\$2,501.23
850	8700	JH INTERACT CLUB	\$44.11	\$0.00	\$0.00	\$0.00	\$44.11
850	8719	WSS STUDENT COUNCIL	\$3,842.12	\$0.00	\$55.77	\$0.00	\$3,786.35
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:	\$41,368.72

Personnel

1-Oct-24

New Hires:

Administration:

Certified:

Classified:

Penny Ciambelli- WSS

09/30/24

Preschool Aide

Resignations/Retirements/Terminations/Reductions:

	Liquidated Damages Waiver Request	Leadership Waiver Granted
<u>Administration:</u>		
<u>Certified:</u>		
Jennifer Constantineau- SRR	Y	No

Classified:

Change in Position/FTE:

Certified:

Classified:

Administration:

Extra Duty Contracts:

<u>Name</u>	<u>Position</u>	<u>Amount</u>	<u>Funding</u>
Becky Parks	Chromebook Repaire	\$2,025.00	Aux
Frank Etzold	Wildcat Lead	\$1,592.50	Donations
Theresa Zaun	STEM Leadership	\$300.00	M&O
Maritza Serrano	Craft Club K-2	NTE \$1680.00	Tax Credit
Alicia Pallares	Craft Club 3-5	NTE \$840.00	Tax Credit
Kelly Cadigan	Girls on the Run	NTE \$1680.00	Tax Credit
Jennifer Braden	Girls on the Run	NTE \$1680.01	Tax Credit
Rosemarie Olson	Girls on the Run	NTE \$1200.00	Tax Credit

Approved Fundraisers

<u>Club</u>	<u>Site Approval</u>	<u>Superintendent Approval</u>
HS Interact Club- Purple Pinkie Project	9/18/2024	9/19/2024
SRR HS Student Council- Homecoming	9/30/2024	9/30/2024