

# NOTICE

NOTICE OF THE REGULAR MEETING OF THE GOVERNING BOARD OF  
COLORADO CITY UNIFIED SCHOOL DISTRICT #14  
HELD AT EL CAPITAN, DISTANCE LEARNING ROOM  
255 NORTH COTTONWOOD STREET  
COLORADO CITY, ARIZONA

To be held: 6:00 P.M. Monday, July 11, 2016 Mountain Daylight Time

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the District Staff and the General Public that the Governing Board of the Colorado City Unified School District #14 will hold a meeting open to the public on the above date, at the above address.

**ONE OR MORE BOARD MEMBERS MAY BE ATTENDING BY TELEPHONE OR VIDEO CONFERENCE.**

The Board may vote to hold an executive session for the purpose of obtaining legal advice from the Board's attorney on any matter listed on the agenda pursuant to A.R.S. §38-431.03(A)(3).

## AGENDA

1. Call to Order
2. Adoption of the Agenda
3. Informational Only Items
  - a. Cottonwood Construction Progress Report
  - b. El Capitan Construction Progress Report
4. Public Comments
5. Consent Agenda
  - a. Ratification of Vouchers Signed Between Meetings, 1651-1656, 1701
  - b. Ratification of Maintenance and Operations Auxiliary Expense Checks
  - c. Approval of Governing Board Minutes
    1. June 13, 2016 Regular Meeting
6. Action Items
  - a. Consideration and Action Regarding Offering Classified Employees Retirement Benefits
  - b. Consideration and Action Regarding Adoption of the 2016-17 Expenditure Budget
  - c. Consideration and Action Regarding Approval of 2016-17 Arizona Risk Retention Trust Proposal Acceptance Form with Prepaid Legal
  - d. Consideration and Action Regarding Approval of Certified Cash Balances
  - e. Consideration and Action Regarding Approval of M&O Auxiliary Clearing Account
  - f. Business Items: Annual Authorizations for the 2016-17 Fiscal Year
    1. Approve a \$5000 Revolving Fund Account for the 2016-17 Year

2. Approve Wells Fargo Bank for Auxiliary Accounts and Authorize Carol Timpson, Marlyne Hammon, Mary Timpson, and Erma Timpson as Check Signors
  3. Authorize Business Manager to sign Vouchers in Absence of Superintendent
  4. Authorize the Execution of Warrants between Board Meetings
  5. Authorize Mary Timpson to be the Custodian for the Bank Accounts and the Student Activities Treasurer
  6. Authorize Vouchers to be overspent by 10% or \$100 to cover Freight and Tax
  7. Approve out of State Travel for Employees and Board Members Who are Traveling To and From Arizona Destinations.
- g. Consideration and Action Regarding Approval of New Employees

7. Reports

- a. Expenditure Budget
- b. Fund Balances
- c. Student Activities Report

8. Next Meeting: August 8, 2016

**CONFIRMED**  
**MINUTES OF THE REGULAR SESSION OF THE GOVERNING BOARD OF**  
**COLORADO CITY UNIFIED SCHOOL DISTRICT #14**  
**HELD AT ELCAPITAN CAMPUS DISTANT LEARNING ROOM**  
**255 NORTH COTTONWOOD STREET**  
**COLORADO CITY, ARIZONA**

Held: 6:00 P.M. Monday, July 11, 2016 Mountain Daylight Time

**Governing Board Members Present:** Mr. Jared Hammon, President  
Mr. Sam Zitting, Clerk  
Ms. Rebecca Barlow

**Staff Present:** Ms. Carol Timpson, Superintendent  
Ms. Mary Timpson, Business Manager

**AGENDA**

**1. Call to Order**

Mr. Jared Hammon welcomed everyone and opened the meeting at 6:11 P.M.

**2. Adoption of the Agenda**

### **3. Informational Only Items**

#### **a. Cottonwood Construction Progress Report**

Ms. Carol addressed the Cottonwood Campus Construction. The demolition of interior of Cottonwood South Building has been more difficult than expected. The exterior has been improved, but no work has been done on the interior. Attention has been diverted to the Music Center in order to keep a music focus in our curriculum. A leak under the basketball court is being investigated. Mr. Zitting asked about mold in the exterior walls of the South Cottonwood Campus. Ms. Carol said there is no mold, but there are termites that are being addressed.

#### **b. El Capitan Construction Progress Report**

Ms. Shauna presented a report of El Capitan progress. The priority has been the Gym sandblasting. The exterior doors have been painted, and carpets cleaned. A lot of the classrooms have been moved for carpet cleaning. The lawn by the north parking lot has been planted. There are 4 or 5 sprinkler leaks that Maintenance is working to repair. Mr. Zitting asked if the well is keeping up, and if the pressure needs to be regulated. Mr. Mark said it is keeping up and the pressure is being regulated. The concrete on the basketball court has been repaired, but Ms. Shauna is not satisfied with the rough patches. The Board suggested calling the Vendor back to grind the rough patches down.

### **4. Public Comments**

Sherrie Barlow addressed the Board regarding Classified Retirement. She stated that she had worked for the District for 16 years. She attended the last Board Meeting and feels that the Board was not given all the information they needed to make a vote in the best interest of the classified staff. The following classified staff expressed their desire for retirement benefits: Erma Timpson addressed the board and referred back to the June 2010 minutes, which discussed classified retirement. She pointed out that it is has been 6 years since this issue was addressed. She contacted each classified staff to see what they wanted, and they each voted for retirement. She feels that to deny the classified staff retirement, sends the message that they are not valued. . Marlyne Hammon stated that she has served the District for 38 years. She said that she worked as a janitor as a young girl, making it 45 years that she has been with the District. She was working when Alvin Barlow asked if the Classified Staff wanted retirement. The wages were so low at the time that many of them chose not to take retirement out of their pay. Times have changed, and she feels that retirement is needed to have the necessary financial support for the future. Retirement would also give staff the desire to be more dedicated and stay employed longer. Mr. Hammon stated that when employees see retirement benefits grow, it supports longevity.

Mary Timpson, Business Manager, feels that the Board is at a disadvantage when they are required to make decisions for people without the necessary information. It appears that the Administration views the classified staff as short term employees. She referred to a list showing the years that the Classified Staff have been employed to demonstrate that many of them are long term employees. She pointed out that, at the last Board Meeting, the Board authorized a \$2000 increase for Certified Staff. The yearly contribution for 3/4<sup>th</sup> of the Classified Staff would be \$2500 or less. If the District can give a \$2000 increase to the Certified Staff, why can't the Classified Staff receive benefits as well? She said the 2% increase for the Classified Staff is about \$300 to \$400 for most of them. Aseneth Barlow, Smith Timpson, Lisa Cook, Alice Hammon, Micah Barlow, Martha Hammon, Victoria Hammon, Hazel Zitting, Susie Dutson, and Mark Berg (and wife Heidi) told the board that they would like retirement.

## **5. Consent Agenda**

- a. Ratification of Vouchers Signed Between Meetings, 1651-1656, 170**
- b. Ratification of Maintenance and Operations Auxiliary Expense Checks**
- c. Approval of Governing Board Minutes**

*Motion: Ms. Barlow motioned to ratify items a, b, and c. Mr. Zitting seconded.  
Vote: All in favor. Motion carried.*

## **1. June 13, 2016 Regular Meeting**

## **6. Action Items**

- a. Consideration and Action Regarding Offering Classified Employees Retirement Benefits**

Mr. Hammon stated that the Board and Superintendent is sympathetic to retirement, but must insure that the budget can afford it. Ms. Carol stated that to offer retirement requires a commitment to budget for it every year. She explained that if M&O monies are left at the end of the year, it goes into Capital Funds. However, it cannot be put back into M&O once it is in Capital. She said if the District chooses to offer retirement; it would have to staff and budget accordingly each year. Mr. Zitting commented that he went through the budget several years ago, and feels that there is a misconception that monies can be used for staffing instead of construction projects. Ms. Mary pointed out that the Administration determines how much money goes into M&O and how much goes into Capital,

based on a formula. Ms. Barlow asked to see what monies were left in M&O at the year-end for the last five years. Ms. Carol said those monies come from student growth, and the requirement is to go to current year funding. Mr. Hammon asked what other schools offer. He was informed that all other Arizona schools offer classified retirement. Mr. Zitting referred back to the five scenarios that were discussed at the last meeting and asked for clarification on each of those. Ms. Carol stated that the Board authorized a 3% matching 403b at the last meeting. Mr. Zitting asked if the Board authorized a 3% matching retirement at the last meeting, how the District can afford to change that to ASRS. Ms. Carol said the District has been in crisis, but thinks it can be managed by pulling back on M&O funds and staff accordingly next year. Mr. Zitting asked which scenario is recommended. Ms. Carol recommends keeping the same scenario that was authorized, but change from the 403b to ASRS. The Administration Team offered to give up their raise to support the retirement plan. Mr. Hammon said these are tough decisions and the Board would like to support the staff, but the financing needs to be discussed to be sure it can be done. Mr. Zitting expressed concern that the budget can cover it. Mr. Hammon pointed out that two Board members are not present, and asked the remaining members if they needed more information. Mr. Zitting said he relies on the recommendation from the Administration and wants to make sure the District can stand by the commitments made. Mr. Hammon addressed the staff and expressed appreciation on behalf of the Board for their commitment to the District.

*Motion: Mr. Hammon motioned to offer the Classified Employees the Arizona State Retirement System. Ms. Barlow seconded. Vote: All in favor. Motion carried.*

**b. Consideration and Action Regarding Adoption of the 2016-17 Expenditure Budget**

Ms. Carol said there was no change on the budget, but thinks the tax rate may need to decrease. She recommends adopting the budget and then make budget revisions as needed when she certifies cash balances to the State.

*Motion: Mr. Zitting Sam motioned to adopt the 2016-17 Expenditure Budget. Mr. Hammon seconded. Vote: All in favor. Motion carried.*

**c. Consideration and Action Regarding Approval of 2016-17 Arizona Risk Retention Trust Proposal Acceptance Form with Prepaid Legal**

Ms. Carol stated that the Prepaid Legal Proposal was \$10,000, not \$2997.

*Motion: Ms. Barlow motioned that due to the price of \$10,873 instead of \$2997, to decline Prepaid Legal. Mr. Zitting seconded. Vote: All in favor. Motion carried.*

**d. Consideration and Action Regarding Approval of Certified Cash Balances**

The form presented allows Ms. Carol to Certify the Cash Ending Balances.

*Motion: Mr. Hammon motioned to approve the Certified Cash Balances. Mr. Zitting seconded. Vote: All in favor. Motion carried.*

**e. Consideration and Action Regarding Approval of M&O Auxiliary Clearing Account**

Ms. Mary made the request to re-open a clearing account in the Custodial Accounts in order to deposit miscellaneous checks that can then be transferred to the County Treasurer.

*Motion: Mr. Zitting motioned to approve the M&O Auxiliary Clearing Account. Ms. Barlow seconded. Vote: All in favor. Motion carried.*

**f. Business Items: Annual Authorizations for the 2016-17 Fiscal Year**

- 1. Approve a \$5000 Revolving Fund Account for the 2016-17 Year**
- 2. Approve Wells Fargo Bank for Auxiliary Accounts and Authorize Carol Timpson, Marlyne Hammon, Mary Timpson, and Erma Timpson as Check Signors**
- 3. Authorize Business Manager to sign Vouchers in Absence of Superintendent**
- 4. Authorize the Execution of Warrants between Board Meetings**
- 5. Authorize Mary Timpson to be the Custodian for the Bank Accounts and the Student Activities Treasurer**
- 6. Authorize Vouchers to be overspent by 10% or \$100 to cover Freight and Tax**
- 7. Approve out of State Travel for Employees and Board Members Who are Traveling To and From Arizona Destinations.**

Item f. 6 stated “vouchers” should have been “purchase orders”.

*Motion: Mr. Hammon motioned to approve Item f. 1 through 7 as amended. Ms. Barlow seconded. Vote: All in favor. Motion carried.*

**g. Consideration and Action Regarding Approval of New Employees**

Ms. Carol presented the list of new employees as per the interview process. Luann Fischer has been hired for the 6<sup>th</sup> Grade Teacher. Rosalee Bistline and Tavija Cook have been hired to fill positions in the Kitchen. Transportation Director, Raymond Black has resigned, due to health issues. Smith Timpson will take the Transportation Director position. One bus driver position needs to be filled. The Kindergarten Teacher position has not been filled yet. Mr. Hammon asked if the advertisements and interviews were done as per policy. Yes, they were. Ms. Shauna stated that she would like to keep her athletic director and use an evaluation system to determine his effectiveness rather than putting the position up for hire each year. Mr. Hammon asked that item to be put on the next agenda as an action item.

*Motion: Mr. Hammon motioned to approve item number g. Mr. Zitting seconded. Vote: All in favor. Motion carried.*

## **7. Reports**

- a. Expenditure Budget**
- b. Fund Balances**
- c. Student Activities Report**

Ms. Carol said the District ended this year in good standing. The budget was kept in line. She stated that the Trades Center, Music Center and North Auditorium are Capital Funded items that are being renovated. The funding will be reassessed when they are completed to see how much can be done on the South Cottonwood Campus.

Mr. Hammon adjourned the meeting at 7:41P.M.

## **8. Next Meeting: August 8, 2016**