



BLUE RIDGE UNIFIED SCHOOL DISTRICT #32
REGULAR GOVERNING BOARD MEETING MINUTES
December 14, 2021

Members Present: David Merrill, President; Chuck Waldo, Vice-President; Diana Butler, Member; Margaret Gabe, Member; Jennifer Brimhall, Member

Others Present: Dr. Michael L. Wright, Superintendent of Schools; Brenda Thomas-Martinez, Chief Financial Officer; members of the administrative staff of Blue Ridge Unified School District, as well as interested citizens.

The Agenda for the meeting is as follows. The Board reserves the right to change the order of the items on the Agenda except for public hearings and bid awards.

1. Opening Ceremony

Pledge of Allegiance @ 5:00 pm by Jane Estes

Annual Presentation of NAVIT Programs, by Matt Weber, Superintendent of NAVIT

Mr. Weber will provide a yearly summary of our student's participation in NAVIT and the financial impact of the District's participation.

Blue Ridge Elementary Donation:

McGraw Hill Reading Tools for the benefit of the elementary school, donated by Jane Estes, in the amount of \$616.94.

District Donation:

Mattresses and bed frames, for the benefit of Blue Ridge Professional Housing, donated by Mountain Mattress, in the amount of \$1,286.00, the facility was remodeled by our CTE Construction Students and Instructor.

Recognition of December BR Star Award Recipient

• Amy Hathcock, Counselor, Elementary School

2. Consent Agenda Motion to approve by Jennifer Brimhall, second Chuck Waldo, passed by unanimous vote-David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler, Jennifer Brimhall

2. 1. Minutes

Minutes of Regular Governing Board meeting held on November 9, 2021, Governing Board meeting held for the Board approval or correction.

2. 2. Vouchers and Reports

Before approval at each Governing Board meeting, Governing Board members may review vouchers. Vouchers represent orders for payment of material, equipment, salaries, and services.

Approve Payroll Vouchers:

11	65,275.19
12	574,378.96
13	557,491.30
14	539,156.63

Total \$1,736,302.08

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Approve Expense Vouchers:

3025	21,219.87
3026	80,017.70
3027	28,429.19
3028	39,945.94
3029	76,612.12
3030	194,373.47
3031	17,413.25
3032	38,964.54
3033	59,778.34
3034	648.15
3035	76,973.68
3036	12,200.97
3037	169,073.00

Total \$ 815,649.72

Approve Student Activity & Auxiliary Operation Vouchers:

6038	2,106.56
6039	1,710.49
6040	450.32
6041	2,246.30
6042	1,015.63
6043	2,493.20
6044	201.63
6045	925.13
6046	1,260.08
6047	120.00
6048	63.94
6049	128.80
6050	21.58
6051	480.00
6052	1,752.57
6053	103.73
6054	78.00
6055	250.00
6056	750.00
6057	567.44
6058	2,323.32
6059	2,411.13
6060	432.19
6061	253.63
6062	6,454.56
6063	11,359.23
6064	37.30
6065	1,608.00
6066	1,266.20
6067	100.00

Total \$ 42,970.96

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2.3. **Personnel**

2.4. **Recommendation to Approve the Resignation of the Following Employees:**

Superintendent recommends the Governing Board approve the resignation of the following employee:

- Dina Garibay, Teacher, elementary school (moving)
- Holly Brown, Bus Aide, Transportation (moving)
- Joella Douglas, Bus Aide, Transportation (moving)
- Don Coughlin, Bus Driver, Transportation (new opportunity)

2.5. **Recommendation to Review and Approve Extra Curriculum Addendums, CTE Monitoring Stipends and Dual Enrollment Stipends School Year 2021-2022**

Superintendent recommends the Governing Board review and approve extra curriculum addendums for SY 2021-2022. A list has been provided to the Board as a separate handout.

2.6. **Recommendation to Approve Impact Aid Application Signature Authorization**

Superintendent recommends the Governing Board approve signature authorization of Impact Aid application to Superintendent of Schools.

3. **Business**

3.1. **Recommendation to Review and Approve the Hire of the Following Employees for the 2021-2022 School Year**

The Superintendent recommends the Governing Board approve the hire of the following employees:

- Jennifer Tanner, Teacher, Elementary School (replacement position)
- Catherine Doyle, Counselor, Elementary/Junior High/High School (new position)
- Caitlin Bowers, English Teacher, High School (replacement position)

Motion to approve by Chuck Waldo, second Jennifer Brimhall, passed by unanimous vote-David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler, Jennifer Brimhall

3.2. **Recommendation to Approve the Retirement of the Following Employees:**

Superintendent recommends the Governing Board approve the retirement of the following employee:

- Carol Godwin, Teacher, Junior High, will continue as a returning retiree
- Jane Estes, Teacher, Elementary School, May 19, 2022

Motion to approve by Chuck Waldo, second Diana Butler, passed by unanimous vote-David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler, Jennifer Brimhall

3.3. **Recommendation to Review and Re-Approve the Annual Financial Report for Fiscal Year 2020-2021**

Superintendent recommends the Governing Board review and re-approve the Annual Financial Report for Fiscal Year 2020-2021. Re-approval is required due to a county posting error. Brenda Thomas-Martinez, Chief Financial Officer to provide information.

Motion to approve by Diana Butler, second Margaret Butler, passed by unanimous vote-David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler, Jennifer Brimhall

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- 3.4. **Recommendation to Review and Approve the First Revision of Fiscal Year 2021-2022 Expenditure Budget**
Superintendent recommends the Governing Board review and approve the first revision of Fiscal Year 2021-2022 Expenditure Budget, Brenda Thomas-Martinez, Chief Financial Officer to present.
Motion to approve by Chuck Waldo, second Diana Butler, passed by unanimous vote-David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler, Jennifer Brimhall
- 3.5. **Recommendation to Review and Approve the November 2021 Financial Reports**
Superintendent recommends the Governing Board review and approve November tax credit, auxiliary operations and student activity financial reports presented by Brenda Thomas-Martinez, Chief Financial Officer. Copies of the financial reports have been provided to the Board as a separate handout.
Motion to approve by Chuck Waldo, second Diana Butler, passed by unanimous vote-David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler, Jennifer Brimhall
- 3.6. **Recommendation to Review and Approve School Year (SY) 2021-2022 Fund Raiser Events**
Superintendent recommends the Governing Board review and approve SY 2021-2022 fund raiser events. A list has been provided to the Board in a separate handout.
Motion to approve by Chuck Waldo, second Margaret Gabe, passed by unanimous vote-David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler, Jennifer Brimhall
- 3.7. **Recommendation to Review and Approve School Facilities Board (SFB) Project, Award of Bid**
Superintendent recommends the Governing Board review and approve the SFB project, award of bid to Edge Construction in the amount of \$1,450,000.00, high school main gym roof replacement. Dr. Wright will be available for questions.
Motion to approve by Jennifer Brimhall, second Chuck Waldo, passed by unanimous vote-David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler, Jennifer Brimhall
- 3.8. **Recommendation to Review and Approve Arizona State Mandated Minimum Wage Increase**
Superintendent recommends the Governing Board review and approve the mandated minimum wage (.65 per hour, effective January 1, 2022) increase, effective January 1, 2022. A list has been provided to the Board as a separate handout. Brenda Thomas-Martinez available for questions.
Motion to approve by Margaret Gabe, second Jennifer Brimhall, passed by unanimous vote-David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler, Jennifer Brimhall
- 3.9. **Recommendation to Review and Approve the School Year (SY) 2021-2022 Proposition 301 (Prop 301) First Portion of Performance Payment**
Superintendent recommends the Governing Board review and approve the Prop 301 first portion of performance payment for SY 2021-2022. A list has been provided to the Board in a separate handout. Dr. Wright available for questions.
Motion to approve by Chuck Waldo, second Diana Butler, passed by unanimous vote-David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler, Jennifer Brimhall
- 3.10. **Recommendation to Review and Approve Early Graduation of High School Student**
Superintendent recommends the Governing Board review and approve early graduation of High School student. Information provided to the Board in a separate handout. Loren Webb available for questions.
Motion to approve by Chuck Waldo, second Margaret Gabe, passed by unanimous vote-David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler, Jennifer Brimhall

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3.11. **Recommendation to Review and Approve Blue Ridge Professional Housing Policy GCBDA and Tenant Lease Agreement**

Superintendent recommends the Governing Board review and approve Professional Housing Policy GCBDA and Tenant Lease Agreement. Policy and Lease Agreement provided to the Governing Board as a separate handout. Dr. Wright available for questions.

Motion to approve by Diana Butler, second Margaret Gabe, passed by unanimous vote-David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler, Jennifer Brimhall

3.12. **Discussion and Possible Approval to Move the Board Meeting Day to the Third Tuesday of Every Month**

Superintendent recommends discussion and possible approval to move the Board meeting day from the second Tuesday of every month to the third Tuesday of every month. Dr. Wright available for questions.

Motion to approve by Chuck Waldo, second Diana Butler, passed by unanimous vote-David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler, Jennifer Brimhall

3.13. **Recommendation to Approve the January 2022 Governing Board Meeting Date**

Superintendent recommends the Governing Board approve January 18, 2022 meeting date. Dr. Wright available for questions.

Motion to approve by Jennifer Brimhall, second Margaret Gabe, passed by unanimous vote-David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler, Jennifer Brimhall

3.14. **Superintendents Report**

- Certificate of Achievement for Excellence in Financial Reporting
- Professional Housing Update
- School Safety Efforts
- COVID Update-Hospitalization and Death on the increase
- Upcoming vaccine clinics, December 14th, 2021, January 4, 2022

4. **Announcements**

The Board will be provided calendar items with respect to future meeting dates and other information concerning the Governing Board. Regular **Governing Board meeting will be held on Tuesday, January 18, 2022 at 5:00 pm.**

Adjourn at 5:59 pm, Motion to adjourn by Chuck Waldo, second Margaret Gabe, passed by unanimous vote-David Merrill, Chuck Waldo, Margaret Gabe, Diana Butler, Jennifer Brimhall

Call to the Public

The Public is invited to make comments to, or requests of, the Governing Board regarding items that are not listed at this time elsewhere on the Agenda. Those wishing to address the Board are asked to submit a Request to Address the Governing Board form, available from the secretary to the Governing Board. Members of the Board may not discuss items that are not on the agenda. Therefore, action taken as a result of the public comment will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date. The Operating Rules of the Public are as follows: Individual time limit is three minutes per person and time cannot be seeded to another individual.

1 Call to the Public, Janell Sterner

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Dated December 17, 2021

Respectfully submitted by,

Mary L. Ford

Executive Secretary

EXECUTIVE SESSION/ADMONITION: All persons present during an executive session are hereby reminded that it is unlawful to disclose or otherwise divulge to any person who is not present, other than a current member of the Board, or pursuant to a specific statutory exception, anything that has transpired or has been discussed during the executive session or the Minutes of the executive session. Failure to comply is a violation of A.R.S. 38-431.03 and may result in fines and other penalties in accordance with A.R.S. 38-

431.07.  **AMERICANS WITH DISABILITIES ACT:** Blue Ridge Unified School District intends to comply with the A.D.A. If you are disabled or physically challenged and need a reasonable accommodation to participate, please contact the Superintendent's office two business days in advance of the meeting or as otherwise as soon as practicable prior to the meeting date at 928-368-6126 ext. 1101