



BLUE RIDGE UNIFIED SCHOOL DISTRICT #32
REGULAR GOVERNING BOARD MEETING MINUTES
January 14, 2025

Members Present: Dave Merrill, President; Michael Granillo, Member; Margaret Gabe, Member; Sylviana Stebbins, Member; Bridget Wood, Member

Others Present: Dr. Michael L. Wright, Superintendent of Schools; Kimberly Dugdale, Chief Financial Officer, Excused and Administrative staff

1. Opening Ceremony

Pledge of Allegiance @ 5:00 pm by Margaret Gabe

Recognition of the January Students of the Month Awards

- Grace Smithson, High School
- Pablo Perez, Junior High
- Norah Levy, Elementary School

Recognition of the January Teacher of the Month Award

- Isaac Johnson, Elementary School

Recognition of the January BR Star Award

- James Wright, Bus Driver, Transportation

2025 Organization Items for the Governing Board

1.1 Election of Governing School Board Officers for 2025

Annually the Governing Board elects its officers for the current calendar year.

Michael Granillo nominated David Merrill as President, Motion to approve by Michael Granillo, second Margaret Gabe, passed by unanimous vote-David Merrill, Michael Granillo, Margaret Gabe, Sylviana Stebbins, Bridget Wood

David Merrill nominated Michael Granillo as Vice-President, Motion to approve by David Merrill, second Bridget Wood, passed by unanimous vote-David Merrill, Michael Granillo, Margaret Gabe, Sylviana Stebbins, Bridget Wood

David Merrill nominated Mary Ford as Executive Assistant to the Governing Board, Motion to approve by David Merrill, second Sylviana Stebbins, passed by unanimous vote-David Merrill, Michael Granillo, Margaret Gabe, Sylviana Stebbins, Bridget Wood

1.2 Resolution Authorizing Approval and Execution of Funding Proposals, Grants, Special Projects, Vouchers, Warrants, Salary and other Expenses Approved Between Board Meetings

The Superintendent seeks board authorization to allow a resolution authorizing vouchers, salary and other district expenses to be signed in advance of scheduled board meetings.

Motion to approve by Margaret Gabe, second Sylviana Stebbins, passed by unanimous vote-David Merrill, Michael Granillo, Margaret Gabe, Sylviana Stebbins, Bridget Wood

1.3 Identify and Record Conflicts of Interest for Governing Board Members, School Administration and Staff Districtwide

Pursuant to A.R.S. 38-503, Arizona State Statute, requiring all Governing Board and each group listed above must fully disclose actual and potential conflicts of interest.

Conflicts of interest noted, forms completed.

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1.4 Directive of Annual Investment/Reinvestment of All Monies within School District Service Fund

The Superintendent requests the Governing Board to direct the Navajo County Treasurer to invest/reinvest all monies belonging or credit to the school debit service fund. And, the Superintendent recommends the Governing Board approve all monies belonging to the school and/or credits received by the District to be invested/reinvested.

Motion to approve by Michael Granillo, second Sylviana Stebbins, passed by unanimous vote-David Merrill, Michael Granillo, Margaret Gabe, Sylviana Stebbins, Bridget Wood

1.5 Governing Board Delegation of Purchasing Authority

As required by Arizona Administrative Code R7-2-1006, the Governing Board approves annually the delegation of purchasing and procurement to certain Designated School Executives. It is recommended that the Board delegate such authority to the Superintendent and Chief Financial Officer to conduct District business.

Motion to approve by Michael Granillo, second Sylviana Stebbins, passed by unanimous vote-David Merrill, Michael Granillo, Margaret Gabe, Sylviana Stebbins, Bridget Wood

1.6 Establish Meeting Dates, Time and Location for Regular Monthly Governing Board Meetings Through December 2025

- February 11, 2025
- March 18, 2025 (due to Spring Break)
- April 8, 2025
- May 13, 2025-**change to May 6, 2025**
- June 9, 2025
- July 8, 2025
- August 12, 2025
- September 9, 2025
- October 14, 2025
- November 18, 2025 (due to Veterans Day)
- December 9, 2025

Motion to approve by Michael Granillo, second Sylviana Stebbins, passed by unanimous vote-David Merrill, Michael Granillo, Margaret Gabe, Sylviana Stebbins, Bridget Wood

Presentation and Update of BR's AI Management

Courtney Hoffmeyer, Junior High Principal, will provide an updated AI report.

Consent Agenda Motion to approve by Michael Granillo, second Margaret Gabe, passed by unanimous vote-David Merrill, Michael Granillo, Margaret Gabe, Sylviana Stebbins, Bridget Wood

2.

2. 1. **Minutes**

Minutes of Regular Governing Board meeting held on December 10, 2024, 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:

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17	557,439.27
18	349,137.58
19	3,677.55

Total \$ 910,254.40

Approve Expense Vouchers:

6014	330,114.54
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Total \$ 330,114.54

Approve Student Activity & Auxiliary Operation Vouchers:

9030	10,890.86
9031	570.00
9032	5,931.78
9033	765.99
9034	1,393.59
9035	3,331.23

Total \$ 22,883.45

2.3. **Personnel**

2.4. **Recommendation to Approve the District Teacher and Principal Evaluations**

Superintendent recommends the Governing Board approve the District Teacher and Principal Evaluations. This is an annual requirement.

2.5. **Recommendation to Approve the January 2025 Financial Report**

Superintendent recommends the Governing Board approve the January 2025 Financial Report. Kimberly Dugdale, Chief Financial Officer available for questions.

3. **Business**

3.1. **Recommendation to Approve the Out of State Travel Request for Courtney Hoffmeyer**

Superintendent recommends the Governing Board approve the out of state travel request for Courtney Hoffmeyer to attend the AI conference to be held at the Google office in Chicago, IL, February 4, 2025. Mrs. Hoffmeyer was selected to attend the Generation-AI Communities of Practice conference. (All expenses paid, no cost to the district).

Motion to approve by Sylviana Stebbins, second Margaret Gabe, passed by unanimous vote- David Merrill, Michael Granillo, Margaret Gabe, Sylviana Stebbins, Bridget Wood

3.2. **Superintendents Report**

- General District Update

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4. **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, 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.

None

5. **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, February 11, 2025, at 5:00 pm.**

6. **Adjournment @ 6:08 pm, Motion to adjourn by Margaret Gabe, second Sylviana Stebbins, passed by unanimous vote-David Merrill, Michael Granillo, Margaret Gabe, Sylviana Stebbins, Bridget Wood**

Dated January 17, 2025

Respectfully submitted by,

Mary L. Ford,

Executive Assistant to the

Governing Board