

BOARD OF EDUCATION

PINE STRAWBERRY SCHOOL DISTRICT #12

Monday, February 9, 2026

Board Meeting Minutes

I. CALL TO ORDER- The meeting was called to order at 5:31pm by Dawn Pawlowski.

II. ROLL CALL- Present Margaret Parker, Brandon Wells, Kelsey Randall and Dawn Pawlowski. Thom Cazel absent.

III. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE- The Pledge of Allegiance was led by Dawn Pawlowski.

IV. ADOPTION OF AGENDA- Margaret Parker made a motion to adopt the agenda. 2nd made by Kelsey Randall. Motion passed 4-0.

- A. Superintendent's Report –Mrs. Katie Ast
- B. Transportation/Maintenance Report – Mr. Keith Howell
- C. Special Services Report- Mrs. Kirsten Ratliff
- D. Fiscal Services Report – Mrs. Aimee Manjarres
- E. Student Activities Report- Mrs. Megan Ward
- F. Board Report- Board Members

VI. CALL TO THE PUBLIC-NONE

VII. ACTION ITEMS

A. Consent Agenda

i. Minutes

Jan. 12, 2026

ii. Payroll Vouchers

#15	\$108,337.57
#16	\$115,671.55

iii. Expense Vouchers

#2614	\$ 9,741.87
#2615	\$ 21,402.27
#2616	\$9,518.34

iv. 1st Reading Policy Advisory 960

Maragret Parker made the motion to approve the consent agenda. 2nd made by KeBrandon Wells. Motion passed 4-0.

B. New Business

1. Discussion of Instructional Time Model- Discussion Only

2. Discussion/Consideration/ Approval of Memorandum of Understanding

Brandon Wells made a motion that the Governing Board approve the Memorandum of Understanding the Safe Route to School Program. 2nd made by Kelsey Randall. Motion passed 4-0.

3. Discussion/Consideration/ Approval of Open Enrollment

Kelsey Randall made a motion that the Open Enrollment Policy for Pine Strawberry School estimates its overall capacity for the 2026-2027 school year at 120-125 students, not including preschool. It is estimated that there will be no excess capacity for out of school district students who are not enrolled under "tuition in" agreement with another school district, with the possible exception of children of staff members. 2nd made by Brandon Wells. Motion passed 4-0.

4. Discussion/Consideration/ Approval of Transportation Risk Factors

Brandon Wells made a motion to approve the provision of student transportation services for students residing within one mile of the school when safety risk factors exist, including wildlife hazards and the necessity of crossing State Route 87, as determined by the district. 2nd made by Margaret Parker. Motion passed 4-0.

5. Discussion/Consideration/ Approval of Security Cameras

Kelsey Randall made the motion that the Governing Board approve the purchase and installation of an outdoor and gym camera system from Oculens LLC under 1GPA Contract #25-07P-22, in total amount of \$18,120.54, to enhance campus safety and security. 2nd made by Bradon Wells. Motion passed 4-0.

Student Travel

- a. 8th Grade; Feb. 25, 2026; Gila Community College & Payson High School; Payson, AZ
- b. 3rd, 4th & 5th Grades; Feb. 26, 2026; Out of Africa; Camp Verde, AZ
- c. 4th & 5th Grades; Mar. 3, 2026; Payson High School, Payson, AZ
- d. 4th & 5th Grades; Apr. 22, 2026; Ag Days; Tonto Basin, AZ
- e. 3rd Grade; Apr. 30, 2026; Waterwheel; Payson, AZ
- f. 3rd, 4th & 5th Grades; May 6, 2026; Horton Creek; Payson, AZ

Margaret Parker made a motion to approve travel for the above students as presented by the Superintendent. 2nd made by Kelsey Randall. Motion passed 4-0.

Staff Travel- Ratify

- a. The Trust- Mandatory Title IX Training; Phoenix, AZ ; Feb. 2 & 4, 2026; K.Ast
- b. The Trust- Mandatory Title IX Training; Phoenix, AZ ; Feb. 2 -4, 2026; A. Manjarres & M. Conklin

Brandon Wells made the motion to approve and ratify the travel for the above listed staff as presented by the Superintendent. 2nd made by Margaret Parker. Motion passed 4-0.

C. Personnel Actions*

1. Discussion/Consideration/ Approval of Resignation- Wester

Brandon Wells made a motion to approve Mrs. Shawnee Wester's letter of resignation effective May 22, 2026. 2nd made by Kelsey Randall. Motion passed 4-0.

2. Discussion/Consideration/ Approval of Resignation- Stanger

Margaret Parker made a motion to approve Mrs. Mary Stanger's letter of resignation effective Feb. 6, 2026. 2nd made by Brandon Wells. Motion passed 4-0.

D. Upcoming Conferences/Activities

E. Future Meeting Dates/Items for Future Agendas - Monthly Meeting Changed- Mar.23, 2026 instead of Mar. 9, 2026

F. Correspondence

G. ADJOURNMENT

Margaret Parker made a motion to adjourn the meeting at 6:20pm. 2nd made by Brandon Wells. Motion passed 4-0.