

BOARD OF EDUCATION

PINE STRAWBERRY SCHOOL DISTRICT #12

Monday, May 11, 2026

Board Meeting Minutes

I. CALL TO ORDER- The meeting was called to order at 5:32pm by Dawn Pawlowski.

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

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

IV. ADOPTION OF AGENDA-Thom Cazel made a motion to adopt the agenda. 2nd made by Margaret Parker. Motion passed 5-0.

- 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

April 13, 2026

- ii. Payroll Vouchers

#22 \$ 112,468.28

#23 \$ 112,345.80

- iii. Expense Vouchers

#2622 \$ 22,530.20

iv. Policy Advisories 961-1046

Thom Cazel made the motion to approve the consent agenda. 2nd made by Kelsey Randall. Motion passed 5-0.

B. New Business

New Items

- 1. Discussion/Consideration/ Approval of Prop 301

Thom Cazel made the motion to approve the final 301 performance plan pay-out to certified teachers who meet their goals as outlined. No goal achieved: 0%,One goal achieved: 50%,Two

goals achieved: 75%, Three goals achieved: 100%. 2nd made by Kelsey Randall. Motion passed 5-0.

2. Discussion/Consideration/ Approval of Health Insurance

Brandon Wells made the motion to approve the recommendation to renew the contract with EMI Health Insurance. 2nd made by Kelsey Randall. Motion passed 5-0.

3. Discussion/Consideration/ Approval of District Liability Insurance

Kelsey Randall made the motion to approve the recommendation to renew the contract with The Trust for the school liability Insurance. 2nd made by Margaret Parker. Motion passed 5-0.

4. Discussion/Consideration/ Approval of Agreement with NAU ETC

Brandon Wells made the motion that the Governing Board approve the agreement between NAU Educational Technology Consortium (ETC) and Pine Strawberry School District. 2nd made by Kelsey Randall. Motion passed 5-0.

5. Discussion/Consideration/ Approval of Occupational Therapy Services

Kelsey Randall made the motion to award the Occupational Therapy contract to IDEAL Therapies for the school year 2026-2027, because they meet the needs of the district. 2nd made by Brandon Wells. Motion passed 5-0.

6. Discussion/Consideration/ Approval of Physical Therapy Services

Thom Cazel made the motion to award the Physical Therapy contract to BPT Therapies for the school year 2026-2027, because they meet the needs of the district. 2nd made by Brandon Wells. Motion passed 5-0.

7. Discussion/Consideration/ Approval of Speech Therapy Services

Kelsey Randall made the motion to award the Speech Therapy contract to IDEAL Therapies for the school year 2026-2027, because they meet the needs of the district. 2nd made by Brandon Wells. Motion passed 5-0.

8. Discussion/Consideration/ Approval of School Psychologist

Brandon Wells made the motion to award the School Psychologist contract to SchoolPysc LLC for the school year 2026-2027, because they meet the needs of the district. 2nd made by Kelsey Randall. Motion passed 5-0.

9. Discussion/Consideration/ Approval of Revised Budget 25-26

Brandon Wells made the motion to accept the revised budget for fiscal year 2025-2026 as presented by the business manager. 2nd made by Margaret Parker. Motion passed 5-0.

10. Discussion/Consideration/ Approval of Bank Accounts & Check Signers

Thom Cazel made the motion that the governing board approve the Business Manager's recommendation to re-establish the following accounts and designate the following signers for the Pine Strawberry School District #12.

Lunch Program Account

Revolving Fund Account

Payroll Account

Insurance Fund Account

Clearing Account

The approved signers for these accounts:

Katie Ast

Matthew Conklin

Keith Howell

Kirsten Ratliff

2nd made by Margaret Parker. Motion passed 5-0.

Student Travel

a. Joint Band Concert with RCMS & PHS; Payson, AZ ; May 14, 2026; Middle School Band
Brandon Wells made a motion to approve travel for the above students as presented by the Superintendent. 2nd made by Margaret Parker. Motion passed 5-0.

Staff Travel

b. Elevate- Early Childhood; Las Vegas, NV ; July 8-10, 2026; C. Wilcox, P. Heizer & W. Semrau
Thom Cazel made a motion to approve travel for the above listed staff as presented by the Superintendent. 2nd made by Brandon Wells. Motion passed 5-0.

C. Personnel Actions*

1. Discussion/Consideration/ Approval of Certified Substitute
Kelsey Randall made the motion to approve the Superintendent's recommendation that we approve Mrs. Rachel Pfoutz as certified substitute for the 2025-2026 school year. 2nd made by Brandon Wells. Motion passed 5-0.

2. Discussion/Consideration/ Approval of Resignation
Thom Cazel made a motion to approve Ms. Joy Opie's letter of resignation effective May 22, 2026. 2nd made by Brandon Wells. Motion passed 5-0.

3. Discussion/Consideration/ Approval of Resignation
Brandon Wells made the motion to approve Mr. Ryan Semrau's letter of resignation effective May 22, 2026. 2nd made by Kelsey Randall. Motion passed 5-0.

Thom Cael made a motion to go into Executive Session at 6:17pm. 2nd made by Brandon Wells. Motion passed 5-0. Returned into Regular meeting at 6:28pm.

D. Upcoming Conferences/Activities

E. Future Meeting Dates/Items for Future Agendas - Monthly Meeting- June 8, 2026

F. Correspondence

G. ADJOURNMENT

Thom Cazel made a motion to adjourn the meeting at 6:28pm. 2nd made by Margaret Parker. Motion passed 5-0.

