

**NOTICE OF REGULAR BOARD MEETING  
OF THE  
GOVERNING BOARD  
OF  
NACO ELEMENTARY SCHOOL DISTRICT NO. 23**

**Tuesday, December 3, 2019 at 5:15 P.M.**

**\* \* NOTICE \* \***

Pursuant to A.R.S. 38-431.03, notice is hereby given to the members of the Governing Board and the General Public that the Naco Elementary School District No. 23 will hold a regular meeting open to the public on **Tuesday, December 3, 2019 at 5:15 P.M. in the school cafeteria.** **\*Note the change of venue due to the school's book fair.**

The Board may choose to go into executive session for the purpose of discussion or consultation for legal advice with the attorney of the public body, either in person or via telephonic conference call, following any listed agenda item.

**AGENDA**

**I. OPENING OF THE MEETING**

- A. Call to Order/Pledge of Allegiance
- B. Adoption of the Agenda – The Governing Board reserves the right to reschedule, delete, or rearrange items on the agenda to efficiently conduct its business.

**II. CALL TO THE PUBLIC**

**III. CONSENT AGENDA**

**A. APPROVAL OF THE MINUTES**

- a. Regular Board Meeting November 5, 2019 (Evening)

**B. Presentation of the November Financial Report – Donna Horton**

**C. Approval of November Vouchers**

**D. Approval of use of Fund 465 Early literacy program funds to cover a portion of 2 of the K-2 Teachers' salaries (Ms. Charrie Pachlar and Mrs. Linda Mott) and the Purchase of Learning A-Z software program. The total spent will be \$40,930.00**

**E. Approval of use of Fund 020 Instructional Improvement fund- these funds are to cover a portion of 1 of the K-3 Teachers' salaries and benefits (Ms. Charrie Pachlar) as well as a \$650.00 per licensed teacher payment on December 13<sup>th</sup> from Indian Gaming monies given to the district. The total expended will be approximately \$25,983.00 and will also cover added benefits and retirement amounts.**

**F. Approval of use of Fund 011 Prop 301 Performance Pay Plan. This will come as the first of 3 payments under the plan approved in October and amended in November it will be in the amount of approximately \$390.00 per licensed teacher payment on December 13<sup>th</sup>. The total expended will be approximately \$8,415.00 and will also cover added benefits and retirement amounts.**

**G. Approval of 2019-2020 Winter Coaches Mr. Page for Baseball and Ms. Franco for GBB.**

**H. Approve the School Library Book Fair fundraiser project. We need to view this as a fundraiser even though our goal is to use the credits with Scholastic Book Fair to accumulate enough books to give them to our students**

- I. **We had a few people help with mini-classroom projects like Bulletin boards, clearing off the walls of old projects and reorganizing and repacking the papers from the Business Office from broken boxes that will not protect them anymore and they are starting to fall out of the boxes now, which will become a bigger problem so we are going to repack in sturdy bins to protect and the bins are also re-useable.**
- J. **We will need to approve Yariela Borquez for the job pay grade of substitute for office help at the same pay grade is currently at \$13.90 per hour. When Mrs. Elias is absent or on vacation we need someone to fill in and substitute for us and we generally use Ms. Borquez. We also need to approve Victor Valdez at his current rate of pay @ \$12.40 per hour to do Substitute custodial and office help work. Victor also some days fills in for Mrs. Elias if we have Bus driving that needs to be done by Ms. Borquez.**

#### **IV. ACTION ITEMS**

- A. Presentation, Discussion and possible vote to allow for the formation of a Chess Club at Naco elementary School. We have a couple possible supervisors and also a donor who has said she would be willing to earmark her donation for the purchase of chess boards and equipment if it is needed. There are some other funding possibilities as well if we gain approval. This request was brought by some of the 5<sup>th</sup> grade class and we also have some chess players in the middle school strategy class which is an elective class.
- B. Presentation, Discussion and possible vote on 2nd reading of Proposed Policy Changes recommended by Candice Pardee and ASBA. Policy GCCG, is not one that we have found was adopted by Naco ESD and with voluntary leave transfer. There has been a slight adjustment to this policy as first presented in that we have changed the term Superintendent to Committee, we have also defined the committee as to its membership. When presented verbally I informed the board that I preferred to not be the lone decision maker as the sick leave days donated came from employees, I preferred to form a committee to help with any situation that would arise. I have defined the committee.
- C. Presentation of hours or time worked and approval of salaries or amounts paid for work that was done but not yet approved by the board. To document to the state that the pay was given and approved by the Naco School Board to avoid Misuse of Public funds we will need to approve the following people and amount of pay. Yvonne Torres worked as a TOSA for the 2018-2019 School year helping with AZELLA and AZ Merit testing, student discipline, classroom walkthroughs and ordering curriculum, for this work she was paid \$ 20,021.27. Yariela Borquez for working as school Secretary during summer School and to cover summer vacations for our Secretary. Yariela was paid \$1,144.73 for this work that is yet to be approved, because it was not brought to the board for pre-approval. Victor Valdez worked on many different projects to clean and reorganize the storage shed, Classroom break-out areas and he also helped fill in to cover vacations by the custodial staff and help assure the cleaning would be completed because of the shortened time frame with summer school added. Victor was paid \$ 750.00 for this work over the summer.
- D. Presentation for approval of time worked between 8-14 hours per person over the Thanksgiving break to complete projects that we do not have the time for when we are doing our regular jobs day in and day out. Paraprofessionals are to be with students or supervising things like recess on school days. The projects included doing 3 or 4 bulletin boards, getting caught up and hopefully ahead of making copies for classrooms, taking

down Halloween and Thanksgiving projects from the walls, Decorating the doors with materials the teachers have, doing some shredding of papers for materials that can and should be shredded. Helping organize a couple file cabinets for our PSED area and make sure all current files are in one locked file cabinet and the files of students who have moved on is in another locked file cabinet as well as finding which files are outdated and those we need to contact former students and /or families to let them know they can have their files or we will destroy them for data privacy reason. Those working were Blanca Acuna, Azalia Oviedo, Victor Valdez and possibly Maritza Olivarez. Each person working will be paid at their approved hourly rate.

**V. SUPERINTENDENT’S REPORT**

**VI. ADJOURMENT**

**Dated this 22nd day of November, 2019, for the Regular Meeting to be held on Tuesday, December 3, 2019 at 5:15 P.M.**

**Posted in window of Naco School District office on 11/25/2019**

GOVERNING BOARD OF THE NACO ELEMENTARY SCHOOL DISTRICT #23

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

If you wish to request interpreter services, please contact the Superintendent at 520-432-5060, 24 hours prior to the meeting date of Tuesday, November 5, 2019. Meeting minutes will be made available to Naco District residents in a language they can understand upon request.