

Governing
School Board
Agenda

Meeting Date: 04/12/22

Chad Knippen

VERNON ELEMENTARY SCHOOL DISTRICT NO. 9
90 CRN 3139 • PO BOX 89 • VERNON, ARIZONA 85940
TELEPHONE: 928-537-5463 • FAX: 928-537-1820

Governing Board

Mr. John Wilhelm – President, Mrs. Deanna Hunt – Clerk, Mrs. Irene Humphrey– Member

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Vernon Elementary School District No. 9 Governing Board and to the general public that the Vernon Elementary School District No. 9 Governing Board will hold a public meeting open to the public on **April 12, 2022, 5:30 PM**, at 90 CRN 3139, Vernon, AZ, 85940. The District's Attorney(s) may appear telephonically. The Governing Board reserves the right to change the order of the items on the agenda, with the exception of public hearings and bid awards.

PUBLIC MEETING AGENDA APRIL 12, 2022

I. CALL TO ORDER (*Mr. Wilhelm*)

II. ROLL CALL (*Mr. Wilhelm*)

III. ADOPTION OF THE AGENDA (*Mr. Wilhelm, Action*)

IV. PLEDGE OF ALLEGIANCE AND PRAYER

V. CALL TO THE PUBLIC - Community members are invited to share their questions, comments, or concerns with the School Board. Per Policy BEDH – Any individual desiring to address the Board shall complete a form (Request to Address Board) and give this form to the District Administrator prior to the start of the Board Meeting. When speaking, citizens should state their name and address for the record, and limit their presentation to three minutes. The Governing Board members are not permitted to discuss or take legal action on matters raised during open call to the public unless the matters are properly noticed for discussion and legal action. However, the law permits Board members to do the following at the conclusion of the open call to the public: (a) Respond to criticism made by those who have addressed the Board; (b) Ask staff to review a matter; or (c) Ask that a matter be put on a future agenda.

VI. SUPERINTENDENT'S COMMENTS/REPORTS (*Dr. Knippen, information*) • Summary of Current Events.

VII. CONSENT AGENDA - The Board may vote to pull an item off of the Consent Agenda for Board Discussion and Board Action and may vote on that item separately from those items contained in the Consent Agenda. Names and details may be viewed at the District's Business Office and copies of the minutes and may be viewed on the District website or obtained by contacting the District Office. Copies of vouchers may be viewed by contacting the District Office.

1) Approval of the March 15, 2022 Regular Agenda Minutes as presented.

Approval of Payroll Vouchers: #20 - \$49,589.22, #21 - \$ 57,525.92

Approval of Expense Voucher: #2224 - \$27,511.00, #2225 - \$3,600.00, #2226 - \$28,441.38

2) Approval of Personnel Reports: Denise Compton – Retention Stipend, Andy Huyck – Substitute.

LETRS Addenda pay from Comprehensive Literacy Grant: S. King, K. Orton, A. Umphress, T. Yost, G. Kroll

Resignations: Mary Adams, Lauren L'Italien, Judy Cauthen, Robin Ballard.

New Hire Certified 2022-2023: Amanda McGinnis, Starla Stansbury

Volunteers: Carol Gustason-Johnson

3) Approval of Accounts:

Revolving Fund - March \$2,268.00

Student Services Ledger – March \$467.25

Food Service Fund – March \$96.00

Student Council General Activities – March \$246.51

8th Grade Fund Summary – March \$1,651.64

Student Council/Student Activities –March - \$648.13

Asset Disposal Fund – March \$20.00

VIII. OLD BUSINESS - None

IX. NEW BUSINESS

1) "Discussion and possible action regarding the approval to enter into executive session for renegotiation of the Superintendent's Employment Contract. The Governing Board may convene in executive session, which will not be open to the public, pursuant to A.R.S. §38-431.03(A)(4) for consultation with District legal counsel regarding contracts subject to negotiation. The District's legal counsel may appear remotely." *(Mr. Wilhelm action)*.

2) Discussion and possible action regarding a contract renegotiation for the Principal/Superintendent. *(Mr. Wilhelm action)*.

3) Discussion and possible action regarding the approval of the 2022-2023 Credit Cards, in accordance with A.R.S. §15-342, for the following vendors: Wex Bank, Home Depot, Lowe's, and Voyager (U.S. Bank) for the 2022-2023 school year. *(Mr. Wilhelm action)*.

4) Discussion and possible action regarding the resolution authorization for Governing Board Members to sign vouchers in between regular board meetings and to be ratified at the next Governing Board Meeting in accordance with A.R.S. 15-321-(G) for the 2022-2023 School Year. *(Mr. Wilhelm action)*

5) Discussion and possible action regarding the approval to sign an (IGA) Inter Governmental Agreement with Concho School for Nurse services for the 2022-2023 school year. in accordance with §A.R.S. 15-382. *(Mr. Wilhelm action)*

6) Discussion and possible action regarding the acceptance and acknowledgement of the audit by Dobridge & Company PC services for the 2020-2021 school year. *(Mr. Wilhelm action)*

7) Discussion and possible action regarding the approval of student per diem rates for meals during travel \$8 breakfast, \$10 lunch, \$10 for dinner. *(Mr. Wilhelm action)*

8) Discussion and possible action regarding the approval to move Nicolette Gardner into the Business Manager's position effective April 3, 2021 due to the resignation of Mary Adams. *(Mr. Wilhelm action)*

9) Discussion and possible action regarding the approval of the 21-22 Manager/Admin Salary Plan as presented. *(Mr. Wilhelm action)*

10) Discussion and possible action regarding the approval to start the process for a three-person board or continue with a five-person board. *(Mr. Wilhelm action)*

Location: Vernon Elementary School - 90 CRN 3039 Vernon, Arizona 85940

Future Meetings: May 10, 2022 – June 14, 2022

X. ADJOURNMENT

Dated this 7th day of April 2022

Vernon Elementary School District #9 Governing Board

By: *Karol Coffman*

Governing Board Secretary

Persons with a disability may request a reasonable accommodation. Contact the District office at (928) 537-5463. Requests should be made as early as possible.

VI.

Superintendent's
Comments/Reports

VII.

Consent Agenda



Vernon Elementary School District #9

P.O. Box 89 – 90 CRN 3139 – Vernon, AZ 85940 – ☎ (928) 537-5463 – Fax (928) 537-1820
www.vernon.k12.az.us

MEMO

To: Governing Board Members
From: Karol Coffman
Subject: Consent Agenda
Date: For April 12, 2022 Board Meeting

Recommended Motion: The approval of the March 15, 2022 Regular Agenda Minutes as presented.

VERNON ELEMENTARY SCHOOL DISTRICT NO. 9
90 CRN 3139 • PO BOX 89 • VERNON, ARIZONA 85940
TELEPHONE: 928-537-5463 • FAX: 928-537-1820

Governing Board

**Mr. John Wilhelm – President, Mrs. Deanna Hunt – Clerk, Mrs. Irene Humphrey–
Member**

PUBLIC MEETING AGENDA MINUTES MARCH 15, 2022

I. CALL TO ORDER *Mr. Wilhelm called the meeting to order at 5:32 pm.*

II. ROLL CALL *Present were John Wilhelm, Irene Humphrey and Deanna Hunt.*

III. ADOPTION OF THE AGENDA *A motion was made by Deanna Hunt for the adoption of the agenda as presented. A second was made by Irene Humphrey. A yes vote from John Wilhelm, a yes vote from Irene Humphrey and a yes vote from Deanna Hunt approved the adoption.*

IV. PLEDGE OF ALLEGIANCE AND PRAYER – *Mr. Wilhelm said prayer.*

V. CALL TO THE PUBLIC – *There were no calls to the public.*

VI SUPERINTENDENT'S COMMENTS/REPORTS *Dr. Knippen, gave information on Literacy Night, Parent/Teacher Conferences, new staff members. Dibels and Star scores.*

VII. CONSENT AGENDA - The Board may vote to pull an item off of the Consent Agenda for Board Discussion and Board Action and may vote on that item separately from those items contained in the Consent Agenda. Names and details may be viewed at the District's Business Office and copies of the minutes and may be viewed on the District website or obtained by contacting the District Office. Copies of vouchers may be viewed by contacting the District Office.

1. Approval of the January 11, 2022 Regular Agenda Minutes as presented.

Approval of Payroll Vouchers: #16 - \$47,199.71, #17 - \$59,873.00, #18 - \$47,666.92, #19 - \$61,017.06

Approval of Expense Voucher: #2220 - \$11,213.32, #2221 - \$18,285.51, #2222 - \$21,404.16, - #2223 - \$19,193.53

2) Approval of Personnel Reports: Denise Compton, Robin Ballard

3) Approval of Accounts:

Revolving Fund - January \$2,500.00 - February \$2,268.00

Student Services Ledger – January \$50.00 – February \$50.00

Food Service Fund – January \$50.00 – February \$50.00

Student Council General Activities – January \$246.51 – February \$246.51

8th Grade Fund Summary – January \$1,231.39 – February \$1,437.89

Student Council/Student Activities – January \$648.13 – February - \$648.13

Asset Disposal Fund – January \$50.00 – February \$35.00

- 4) Donations: Tom and Anne McCoy – Tax Credit Donation \$400.00
Kathleen Mapes – Tax Credit Donation \$400.00
John and Karol Coffman – Tax Credit Donation \$400.00

A motion was made by Deanna Hunt for the approval of the Consent Agenda as presented. A second was made by Irene Humphrey. There was no discussion. A yes vote from John Wilhelm, a yes vote from Irene Humphrey and a yes vote from Deanna Hunt approved the action.

VIII. OLD BUSINESS - None

IX. NEW BUSINESS

1) Discussion and possible action regarding the approval for the 8th grade class to travel to Hurricane Harbor in Phoenix for their 8th grade promotion trip. (Presentation from the 8th grade class). *Cameryn and Caitlyn Enrique gave a presentation. A motion was made by Deanna Hunt for the approval of the 8th grade class to travel to Hurricane Harbor. A second was made by Irene Humphrey. There was discussion about different options for paying for food on the trip since many places do not except checks or purchase orders. A yes vote from John Wilhelm, a yes vote from Irene Humphrey and a yes vote from Deanna Hunt approved the item.*

2) Discussion and possible action regarding the approval to increase U.S Bank Voyager Fleet Services credit amount by \$500.00 due to ADOT no longer accepting this card. *Dr. Knippen gave information on ADOT changing to Wex Bank credit account. A motion was made by Irene Humphrey for the approval to increase the amount by \$500.00. A second was made by Deanna Hunt. there was discussion on if we need to keep this card and the answer was yes it is used to fuel the school van. A yes vote from John Wilhelm, a yes vote from Irene Humphrey and a yes vote from Deanna Hunt approved the item.*

3) Discussion and possible action regarding the approval to open a Wex Bank credit account for diesel fueling with ADOT. *Dr. Knippen gave information on the Wex Bank credit account that this is who ADOT is using. A motion was made by Deanna Hunt for the approval to open the Wex Bank credit account. A second was made by Irene Humphrey. There was no discussion. A yes vote from John Wilhelm, a yes vote from Irene Humphrey and a yes vote from Deanna Hunt approved the item.*

4) Discussion and possible action regarding the approval to open a net 60 invoice credit account for Home Depot. *A motion was made by Deanna Hunt for the approval to open an invoice account for Home Depot. A second was made by Irene Humphrey. The discussion was that Home Depot offers supplies that Lowes does not carry, giving more options. Explanation of the account was that they would have a 60 day credit line instead of 30. A yes vote from John Wilhelm, a yes vote from Irene Humphrey and a yes vote from Deanna Hunt approved the item.*

5) Discussion and possible action regarding the approval of the Certified Salary Schedule as presented. *Dr. Knippen gave information on the 2% increase for the Certified Salary Schedule. A motion was made by Irene Humphrey for the approval of the Certified Salary Schedule as presented. A second was made by Deanna Hunt. There was no discussion. A yes vote from John Wilhelm, a yes vote from Irene Humphrey and a yes vote from Deanna Hunt approved the item.*

6) Discussion and possible action regarding the approval of the Classified Salary Schedule as presented. *Dr. Knippen gave information on the 1 3/4 % to 2 % increase on the Classified Salary Schedule keeping the first step above minimum wage. A motion was made by Deanna Hunt for the approval of the Classified Salary Schedule as presented. There was no discussion. A second was made by Irene Humphrey. A yes vote from John Wilhelm, a yes vote from Irene Humphrey and a yes vote from Deanna Hunt approved the item.*

7) Discussion and possible action regarding the approval of the Manager/Admin Salary Plan as presented. *Dr. Knippen gave information on the new Manager/Admin Salary Plan noting this keeps the salaries competitive with other school districts. A motion was made by Deanna Hunt for the approval of the Manager/Admin Salary Plan as presented. A second was made by Irene Humphrey. There was no discussion. A yes vote from John Wilhelm, a yes vote from Irene Humphrey and a yes vote from Deanna Hunt approved the item.*

8) Discussion and possible action regarding the approval of 2022-2023 Teacher Contracts and Work Agreements. *A motion was made by Deanna Hunt for the approval of the 2022-2023 Teacher Contracts, Classified work Agreements and Manager/Admin Salary Plan. A second was made by Irene Humphrey. There was no discussion. A yes vote from John Wilhelm, a yes vote from Irene Humphrey and a yes vote from Deanna Hunt approved the item.*

Certified Staff Contracts: Tammy Yost, Stephanie King, Robert Lefrandt, Andrew Madrid, Lisa Marean, Bill Simmons, Lauren L'Italien, Gail Kroll.

Manager/Admin Salary Plan: Jessica Wheeler, Nicolette Gardner

Classified Staff Work Agreements: Karol Coffman, Darla Rider, Susanne Chapman, Joyce Madrid, Betsy Elvendahl, Stacey Leach, Ron Hoffman, and Susan Larson, Judy Cauthen, Denise Compton, Robin Ballard, Lorraine Riley, Anthony Compton.

9) Discussion and possible action regarding the approval to use funds from gifts and donations to pay for food at school sponsored community events. *Dr. Knippen gave information on using the Gifts and Donation funds instead of asking the staff members to donate money. A motion was made by Irene Humphrey for the approval to use the Gifts and Donation funds to pay for food at school sponsored events. A second was made by Deanna Hunt. The discussion was that no tax credit money could be used and it would be the same process as other purchases keeping in compliance with policies and procedures. A yes vote from John Wilhelm, a yes vote from Irene Humphrey and a yes vote from Deanna Hunt approved the item.*

10) Discussion and possible action regarding the approval for Dr. Knippen to select an appropriate bid for the E-Rate. *Dr. Knippen gave information on the companies that put in bids and the short time frame to respond. A motion was made by Deanna Hunt for the approval for*

Dr. Knippen to select an appropriate bid for the E-Rate. A second was made by Irene Humphrey. There was no discussion. A yes vote from John Wilhelm, a yes vote from Irene Humphrey and a yes vote from Deanna Hunt approved the item.

11) Discussion and possible action regarding the approval of the 2022-2023 Proposed Calendar as presented. *Dr. Knippen gave information that our calendar aligns with Show Low School District. A motion was made by Irene Humphrey for the approval of the 2022-2023 Calendar as presented. A second was made by Deanna Hunt. There was no discussion. A yes vote from John Wilhelm, a yes vote from Irene Humphrey and a yes vote from Deanna Hunt approved the item.*

12) Discussion and possible action regarding the approval to start the process for a three-person board or continue with a five-person board. *The board asked to table this item and gather more information on the deadline to put names on the ballot and the process of moving to a 3 man board. This item will be put on the April 12, 2022 agenda.*

13) Discussion and possible action regarding the approval to enter into executive session for the discussion of a contract renegotiation for the Principal/ superintendent pursuant to A.R.S. §38-431.03(A)(1). *A motion was made by Deanna Hunt to enter into executive session at 6:38 pm. A second was made by Irene Humphrey. A yes vote from John Wilhelm, a yes vote from Irene Humphrey and a yes vote from Deanna Hunt approved the action. They returned from executive session at 7:30pm.*

14) Discussion and possible action regarding a contract renegotiation for the Principal/Superintendent. *This item was tabled and will be put on the April 12, 2022 Agenda. No vote needed.*

Location: Vernon Elementary School - 90 CRN 3039 Vernon, Arizona 85940

Future Meetings: April 12, 2022 – May 10, 2022

X. ADJOURNMENT - *A motion was made by Deanna Hunt to adjourn the meeting at 7:32pm. A second was made by Irene Humphrey. A yes vote from John Wilhelm, a yes vote from Irene Humphrey and a yes vote from Deanna Hunt approved the adjournment.*

Dated this 17th day of March 2022

Vernon Elementary School District #9 Governing Board

By: Karol Coffman

Governing Board Secretary



Vernon Elementary School District #9

P.O. Box 89 – 90 CRN 3139 – Vernon, AZ 85940 – ☎ (928) 537-5463 – Fax (928) 537-1820
www.vernon.k12.az.us

MEMO

To: Governing Board Members
From: Karol Coffman
Subject: Consent Agenda - Vouchers
Date: For the April 12, 2022

Payroll and Expense Vouchers:

#20 - \$49,589.22

#21 - \$57,525.92

#2224 - \$27,511.00

#2225 - \$3,600.00

#2226 - \$28,411.38

#2223 - \$19,193.53

Recommended Motion: Board Approval for Payroll and Expense Vouchers as presented.

VERNON ELEMENTARY SCHOOL DISTRICT #9 VOUCHER

Entity Number: 01-3-09

Voucher No: 20

Voucher Date: 03/18/2022

Prepared By:



Pay Period: 19
Pay Cycle: FY22 PAYROLL CALENDAR

Printed: 03/14/2022 03:26:04 PM

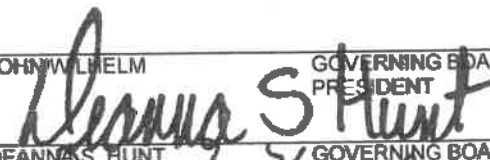
THE COUNTY SCHOOL SUPERINTENDENT OF APACHE COUNTY is hereby authorized to draw warrants against VERNON ELEMENTARY SCHOOL DISTRICT #9 funds for the sum of \$49,589.22 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (period cannot overlap fiscal year end.)

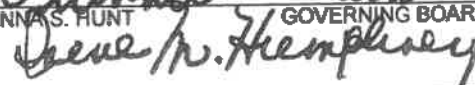
I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Administrator

JOHN W. WILHELM
GOVERNING BOARD PRESIDENT


DEANNA S. HUNT
GOVERNING BOARD CLERK


IRENE HUMPHREY
GOVERNING BOARD MEMBER

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$34,431.48	\$2,630.50	\$4,123.68	\$47.35	\$41,233.01
110	\$2,833.00	\$216.71	\$351.57	\$5.00	\$3,406.28
336	\$418.57	\$32.02	\$51.95	\$0.00	\$502.54
346	\$885.08	\$67.70	\$109.84	\$1.45	\$1,064.07
375	\$1,086.87	\$83.15	\$134.89	\$1.45	\$1,306.36
510	\$1,721.62	\$131.70	\$213.65	\$9.99	\$2,076.96
	\$41,376.62	\$3,161.78	\$4,985.58	\$65.24	\$49,589.22

Emailed to T. Stewart 3/14/22 GH

PR # Voucher Number
Ded Deduct on Voucher

Substitute for ADE 40-101

**VERNON ELEMENTARY SCHOOL
DISTRICT #9 VOUCHER**

Entity Number: 01-3-09

Voucher No: 21

Voucher Date: 04/01/2022

Prepared By: *J Madrid*

Pay Period: 20
Pay Cycle: FY22 PAYROLL CALENDAR

Printed: 03/28/2022 02:22:58 PM

THE COUNTY SCHOOL SUPERINTENDENT OF APACHE COUNTY is hereby authorized to draw warrants against VERNON ELEMENTARY SCHOOL DISTRICT #9 funds for the sum of \$57,525.92 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

[Signature]

Administrator

[Signature]

JOHN WILHELM GOVERNING BOARD PRESIDENT

[Signature]

DEANNA G. HUNT GOVERNING BOARD CLERK

[Signature]

IRENE HUMPHREY GOVERNING BOARD MEMBER

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$32,564.60	\$2,487.67	\$3,972.59	\$11,229.36	\$50,254.22
110	\$2,232.09	\$170.75	\$277.00	\$339.52	\$3,019.36
336	\$203.65	\$15.57	\$25.28	\$2.23	\$246.73
346	\$855.70	\$65.46	\$106.20	\$673.79	\$1,701.15
375	\$537.26	\$41.10	\$66.67	\$673.93	\$1,318.96
510	\$816.90	\$62.49	\$101.37	\$4.74	\$985.50
	\$37,210.20	\$2,843.04	\$4,549.11	\$12,923.57	\$57,525.92

Entered 3/29/22 noon to TELL

PR#: Voucher Number
Ded Deducti on Voucher

Substitute for ADE 40-101

VERNON ELEMENTARY SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2224

Voucher Date: 03/18/2022

Prepared By:


Printed: 03/14/2022 04:16:09 PM

THE COUNTY SCHOOL SUPERINTENDENT OF APACHE COUNTY is hereby authorized to draw warrants against VERNON ELEMENTARY SCHOOL DISTRICT #9 funds for the sum of \$27,511.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



JOHN WILHELM

GOVERNING BOARD
PRESIDENT

DEANNA S. HUNT

GOVERNING BOARD CLERK

IRENE HUMPHREY

GOVERNING BOARD
MEMBER

VERNON ELEMENTARY SCHOOL DISTRICT #9

Fund		Amount
001	MAINTENANCE & OPERATION	\$14,591.73
336	ESSER II	\$301.22
346	ESSER III	\$9,623.89
349	NATIONAL FOREST FEES	\$2,000.00
510	FOOD SERVICE	\$994.16
		\$27,511.00

VERNON ELEMENTARY SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2225

Voucher Date: 03/25/2022

Prepared By:


Printed: 03/21/2022 03:29:34 PM

THE COUNTY SCHOOL SUPERINTENDENT OF APACHE COUNTY is hereby authorized to draw warrants against VERNON ELEMENTARY SCHOOL DISTRICT #9 funds for the sum of \$3,600.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



JOHN WILHELM

GOVERNING BOARD
PRESIDENT

DEANNA S. HUNT

GOVERNING BOARD CLERK

TRENE HUMPHREY

GOVERNING BOARD
MEMBER

VERNON ELEMENTARY SCHOOL DISTRICT #9

Fund		Amount
001	MAINTENANCE & OPERATION	\$600.00
221	IDEA Basic	\$3,000.00
		\$3,600.00



VERNON ELEMENTARY SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2226

Voucher Date: 04/01/2022

Prepared By



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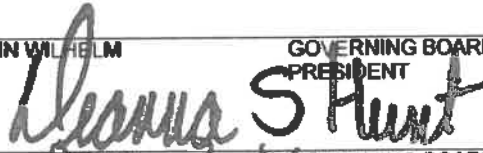
THE COUNTY SCHOOL SUPERINTENDENT OF APACHE COUNTY is hereby authorized to draw warrants against VERNON ELEMENTARY SCHOOL DISTRICT #9 funds for the sum of \$28,441.38 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



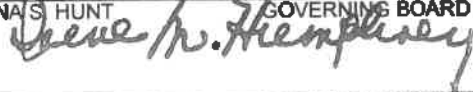
JOHN WILHELM

GOVERNING BOARD
PRESIDENT



DEANNA S. HUNT

GOVERNING BOARD CLERK



IRENE HUMPHREY

GOVERNING BOARD
MEMBER

VERNON ELEMENTARY SCHOOL DISTRICT #9

Fund		Amount
001	MAINTENANCE & OPERATION	\$4,963.67
336	ESSER II	\$6,960.00
346	ESSER III	\$16,135.13
510	FOOD SERVICE	\$382.58
		\$28,441.38

Sum of 3/29/22 items, to T.E.D. -



Vernon Elementary School District #9

P.O. Box 89 - 90 CRN 3139 - Vernon, AZ 85940

(928) 537-5463 - Fax (928) 573-1820

www.vernon.k12.az.us

Home of the Huskies!

Date: April 12, 2022

To: VESD Governing Board

From: Chad Knippen, Principal/Superintendent

RE: VESD Personnel Report

Recommended Motion: I move that the Governing Board approve all personnel items as presented for the Vernon Elementary School District.

Resignations/Retirements:

Mary Adams	Resignation	Effective April 2, 2022
Lauren L'Italien	Resignation	Effective May 28, 2022
Judy Cauthen	Resignation	Effective March 20, 2022
Robin Ballard	Resignation effective	Effective April 5, 2022

New Hires Certified:

Amanda McGinnis	New Hire Kindergarten	Effective July 1, 2022
Starla Stansbury	New Hire Primary Teacher	Effective July 1, 2022

New Hires Classified:

Renewals Certified:

Renewals Classified Administrators

Renewals Classified

Renewal of ESI Employees

Change of Notice of Appointment/Pay Rate:

Nicolette Gardener	Move to Business Manager Position / \$60,818/yr	Effective April 3, 2022
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Stipend/Addenda/Incentives:

Stephanie King	LETRS Training Stipend \$1000	Effective April 15, 2022
Kristen Orton	LETRS Training Stipend \$1000	Effective April 15, 2022
Ashley Umphress	LETRS Training Stipend \$1000	Effective April 15, 2022
Tammy Yost	LETRS Training Stipend \$1000	Effective April 15, 2022
Gail Kroll	LETRS Training Stipend \$1000	Effective April 15, 2022

Recruitment and Retention Incentive:

Substitute Teachers:

Andy Huyck

Substitute Teacher

Effective March 10, 2022

Volunteers:

Carol Gustason-Johnson

Volunteer

Effective April 12, 2022

Leave of Absence

Terminations/Non-Renewals:

**Vernon Elementary School District #9
Personnel Action Request Form**

Name: Denise Compton

New Hire Change To Effective Date: 3/28/2022

Extra Duty Assignment/Addenda Retention Stipend (ESSER III)

Certified Grade n/a Support Staff Rate of Pay _____

Hours per day: _____ Recruitment/Retention Stipend \$750.00

Name of Person Replacing: _____

Transfer/Reassignment Termination Effective Date: _____

From: _____

Certified: Grade _____ Support Staff: Supervisor: _____

Hours Working Per Day: _____ Date Hired in District: _____

Reason for Leaving: _____

Leave of Absence

Effective Start Date: _____ End Date: _____ Length of Time: _____

Salary: \$ _____

Years of Experience: _____ Degree/Hours: _____

Funding Code: ESSER III 346.100.1900.6150.100 (Pay Period #20)



Superintendent Signature

3-28-22

Date

**Vernon Elementary School District #9
Personnel Action Request Form**

Name: Tammy Yost

New Hire Change To Effective Date: 3/29/2022

Extra Duty Assignment/Addenda: LETRS Module 3 Payment for Comprehensive Literacy Grant Participants offered through Navajo County School Superintendents Office

Certified Grade Teaching Staff Support Staff Rate of Pay

Hours per day: Stipend/Addenda Amount: \$1,000.00

Name of Person Replacing: Pay Date: 4/15/22

Transfer/Reassignment Termination Effective Date:

From:

Certified: Grade Support Staff: Supervisor:

Hours Working Per Day: Date Hired in District:

Reason for Leaving:

Leave of Absence

Effective Start Date: End Date: Length of Time:

Salary: \$

 Years of Experience: Degree/Hours:

Funding Code: LETRS 322.100.1000.6112.100 (Pay Period #21)



Superintendent Signature

3-31-22

Date

Vernon Elementary School District #9
Personnel Action Request Form

Name: Ashley Umphress

New Hire Change To Effective Date: 3/29/2022

Extra Duty Assignment/Addenda: LETRS Module 3 Payment for Comprehensive Literacy Grant Participants offered through Navajo County School Superintendents Office

Certified Grade Teaching Staff Support Staff Rate of Pay

Hours per day: Stipend/Addenda Amount: \$1,000.00

Name of Person Replacing: Pay Date: 4/15/22

Transfer/Reassignment Termination Effective Date:

From:

Certified: Grade Support Staff: Supervisor:

Hours Working Per Day: Date Hired in District:

Reason for Leaving:

Leave of Absence

Effective Start Date: End Date: Length of Time:

Salary: \$

Years of Experience: Degree/Hours:

Funding Code: LETRS 322.100.1000.6112.100 (Pay Period #21)



Superintendent Signature

3-29-22

Date

**Vernon Elementary School District #9
Personnel Action Request Form**

Name: Kristen Orton

New Hire Change To Effective Date: 3/29/2022

Extra Duty Assignment/Addenda: LETRS Module 3 Payment for Comprehensive Literacy Grant Participants offered through Navajo County School Superintendents Office

Certified Grade Teaching Staff Support Staff Rate of Pay

Hours per day: Stipend/Addenda Amount: \$1,000.00

Name of Person Replacing: Pay Date: 4/15/22

Transfer/Reassignment Termination Effective Date:

From:

Certified: Grade Support Staff: Supervisor:

Hours Working Per Day: Date Hired in District:

Reason for Leaving:

Leave of Absence

Effective Start Date: End Date: Length of Time:

Salary: \$

 Years of Experience: Degree/Hours:

Funding Code: LETRS 322.100.1000.6112.100 (Pay Period #21)



3/31/22

Superintendent Signature

Date

Vernon Elementary School District #9
Personnel Action Request Form

Name: Gail (Judith) Kroll

New Hire Change To Termination Effective Date: 3/29/2022

Extra Duty Assignment/Addenda: LETRS Module 3 Payment for Comprehensive Literacy Grant Participants offered through Navajo County School Superintendents Office

Certified Grade Teaching Staff Support Staff Rate of Pay

Hours per day: Stipend/Addenda Amount: \$1,000.00

Name of Person Replacing: Pay Date: 4/15/22

Transfer/Reassignment Termination Effective Date:

From:

Certified: Grade Support Staff: Supervisor:

Hours Working Per Day: Date Hired in District:

Reason for Leaving:

Leave of Absence

Effective Start Date: End Date: Length of Time:

Salary: \$

Years of Experience: Degree/Hours:

Funding Code: LETRS 322.100.1000.6112.100 (Pay Period #21)



Superintendent Signature

3-31-22

Date



Vernon Elementary School District #9

P.O. Box 89 – 90 CRN 3139 – Vernon, AZ 85940 – ☎ (928) 537-5463 – Fax (928) 537-1820
www.vernon.k12.az.us

MEMO

To: Governing Board Members
From: Karol Coffman
Subject: Consent Agenda
Date: For April 12, 2022 Board Meeting

Summary of Accounts:

Revolving Fund – March \$2,268.00
Student Services Ledger – March \$467.25
Food Service Fund – March \$96.00
Student Council General Activities – March \$246.51
8th Grade Fund Summary – March \$1,651.64
Student Council/Student Activities – March \$648.13
Asset Disposal Fund – March \$20.00

Recommended Motion: Approval of the accounts as presented.

Vernon Elementary School District No. 9

REVOLVING FUND BANK ACCOUNT LEDGER FY 21.22

	<i>Beginning Balance</i>	Withdraw	Deposit	\$2,500.00	
1626 ✓	11/1/2021 United States Postal Service	220.00		\$2,280.00	Postage Stamps
	1/4/2022 Deposit		220.00	\$2,500.00	Replinish Revolving Acct.
1627	2/7/2022 United States Postal Service	232.00		\$2,268.00	Postage Stamps

STUDENT SERVICES BANKING LEDGER

CK#	✓	DATE	DESCRIPTION	AMOUNT	DEPOSIT BALANCE	
		7/1/2020	Payee	Withdraw	Deposit	\$ 53.10
3832	✓	7/30/2021	Apache County Treasurer	\$3.10	\$	50.00
	✓	8/4/2021	Student Council Fundraising - Ice Sales		\$2.00	\$ 52.00
	✓	8/12/2021	Student Council Fundraising - Ice Sales		\$1.25	\$ 53.25
3833		9/9/2021	Apache County Treasurer	\$3.25	\$	50.00
	✓	9/9/2021	Student Council Fundraising - Ice Sales		\$0.60	\$ 50.60
	✓	9/16/2021	General Fund - fair - blue ribbon award		\$40.00	\$ 90.60
	✓	9/16/2021	Student Council Fundraising - Ice Sales		\$0.30	\$ 90.90
	✓	11/3/2021	8th grade pencil fundraising		\$74.25	\$ 165.15
	✓	11/3/2021	Student Council Fundraising - Ice Sales		\$0.60	\$ 165.75
	✓	11/4/2021	8th grade pencil fundraising		\$43.00	\$ 208.75
	✓	11/22/2021	Student Council Fundraising - Movie Night		\$294.90	\$ 503.65
	✓	11/22/2021	Fundraiser - 8th grade bake sale		\$292.10	\$ 795.75
	✓	11/23/2021	Fundraiser - 8th grade bake sale		\$280.24	\$ 1,075.99
3833	✓	12/8/2021	Apache County Treasurer	\$1,025.99	\$	50.00
	✓	1/19/2022	8th grade popcorn ball sale		\$133.50	\$ 183.50
	✓	1/26/2022	8th grade pizza sale		\$313.59	\$ 497.09
3834	✓	2/2/2022	Apache County Treasurer	\$447.09	\$	50.00
	✓	2/14/2022	Student Council Fundraising - Movie Night		\$386.30	\$ 436.30
	✓	2/14/2022	Fundraiser - 8th grade Valentine Sale		\$164.00	\$ 600.30
	✓	2/14/2022	Fundraiser - 8th grade Valentine Sale		\$42.50	\$ 642.80
3835		3/2/2022	Apache County Treasurer	\$592.80	\$	50.00
	✓	3/3/2022	Student Council - Literacy Night		\$203.50	\$ 253.50
	✓	3/24/2022	Fundraiser - 8th grade bake sale		\$213.75	\$ 467.25

Vernon Elementary School

FOOD SERVICE FUND- CLEARING BANK ACCOUNT LEDGER FY 21-22

CK#	V	DATE	DESCRIPTION	DRAFT	DEPOSIT	BALANCE	REF
			<i>Beginning Balance</i>			\$79.10	
1026	v	7/30/2021	Apache County Treasurer	29.10		\$50.00	
	v	8/12/2021	Adult Lunches		46.55	\$96.55	
	v	8/19/2021	Adult Lunches		15.00	\$111.55	
	v	8/25/2021	Adult Lunches		35.00	\$146.55	
	v	9/1/2021	Adult Lunches		5.00	\$151.55	
1027		9/9/2021	Apache County Treasurer VOID	101.55		\$50.00	
	v	9/9/2021	Adult Lunches		22.85	\$72.85	
	v	9/16/21	Adult Lunches		22.85	\$95.70	
	v	9/23/21	Adult Lunches		20.00	\$115.70	
	v	9/29/21	Adult Lunches		37.00	\$152.70	
	v	10/20/21	Adult Lunches		2.85	\$155.55	
	v	10/27/21	Adult Lunches		20.00	\$175.55	
	v	11/3/21	Adult Lunches		33.00	\$208.55	
	v	11/8/21	Adult Lunches		10.00	\$218.55	
	v	11/17/21	Adult Lunches		5.00	\$223.55	
	v	11/22/21	Adult Lunches		40.00	\$263.55	
	v	12/1/21	Adult Lunches		7.85	\$271.40	
1027	v	12/8/21	Apache County Treasurer Ck 1027		101.55	\$372.95	
	v	12/8/21	Adult Lunches		1.00	\$373.95	
1028	v	12/14/21	Apache County Treasurer	323.95		\$50.00	
	v	12/15/21	Adult Lunches		4.00	\$54.00	
	v	1/4/22	Adult Lunches		32.00	\$86.00	
1029	v	1/5/22	Apache County Treasurer	36.00		\$50.00	
	v	1/26/22	Adult Lunches		10.00	\$60.00	
1030	v	2/2/22	Apache County Treasurer	10.00		\$50.00	
	v	2/9/22	Adult Lunches		7.00	\$57.00	
	v	2/14/22	Adult Lunches		4.00	\$61.00	
1031		3/2/22	Apache County Treasurer	11.00		\$50.00	
	v	3/3/22	Adult Lunches		29.00	\$79.00	
	v	3/9/22	Adult Lunches		2.00	\$81.00	
	v	3/23/22	Adult Lunches		5.00	\$86.00	
	v	3/31/22	Adult Lunches		10.00	\$96.00	

REPORT OF CASH RECEIPTS, DISBURSEMENTS, AND CASH BALANCES

MONTH ENDING: 3/31/2022

DESCRIPTION	DATE OF TRANSACTION	CHECK NUMBER	AMOUNT DEPOSITED	DATE DEPOSITED	PO NUMBER/ CHANGE FUND	AMOUNT DISBURSED	TOTAL RECEIPTS
BEGINNING BALANCE							\$206.51
Fair - Blue Ribbon Award for Educational Booth	9/16/2021		\$40.00				\$246.51

VERNON ELEMENTARY SCHOOL

8TH GRADE FUNDRAISING ACTIVITIES REPORT

REPORT OF CASH RECEIPTS, DISBURSEMENTS, AND CASH BALANCES
MONTH ENDING: 3/31/2022

8TH GRADE FUNDRAISING EVENT	DATE OF TRANSACTION	CHECK NUMBER	AMOUNT DEPOSITED	DATE DEPOSITED	PO NUMBER/CHANGE FUND	AMOUNT DISBURSED	TOTAL RECEIPTS
PRIOR YEAR BEGINNING BALANCE							\$94.71
Fundraiser - 8th grade pencil sale	11/3/2021		\$74.25	11/3/2021			\$168.96
Fundraiser - 8th grade pencil sale	11/4/2021		\$43.00	11/8/2021			\$211.96
Fundraiser - 8th grade bake sale	11/22/2021		\$292.10	11/22/2021			\$504.06
Fundraiser - 8th grade bake sale	11/23/2021		\$280.24	11/23/2021			\$784.30
Fundraiser - 8th grade popcorn ball sale	1/19/2022		\$133.50	1/19/2022			\$917.80
Fundraiser - 8th grade pizza sale	1/26/2022		\$313.59	1/26/2022			\$1,231.39
Fundraiser - 8th grade valentine sale	2/14/2022		\$164.00	2/14/2022			\$1,395.39
Fundraiser - 8th grade valentine sale	2/14/2022		\$42.50	2/14/2022			\$1,437.89
Fundraiser - 8th grade bake sale	3/24/2022		\$213.75	3/24/2022			\$1,651.64

REPORT OF CASH RECEIPTS, DISBURSEMENTS, AND CASH BALANCES

MONTH ENDING: 3/31/22

STUDENT COUNCIL FUNDRAISING EVENT	DATE OF TRANSACTION	CHECK NUMBER	AMOUNT DEPOSITED	DATE DEPOSITED	PO NUMBER/CHANGE FUND	AMOUNT DISBURSED	TOTAL RECEIPTS
BEGINNING BALANCE							\$644.88
Ice Sales - Student Council	8/4/2021		\$2.00				\$646.88
Ice Sales - Student Council	8/12/2021		\$1.25				\$648.13

Vernon Elementary School

ASSET DISPOSAL FUND- CLEARING BANK ACCOUNT LEDGER FY 21-22

CK#	V	DATE	DESCRIPTION	DRAFT	DEPOSIT	BALANCE	REF
			<i>Beginning Balance</i>			\$5.00	
	V	1/11/2022	Paymac, Inc. - Public Surplus		758.50	\$763.50	Oct. & November
7013	V	2/2/2022	Apache County Treasurer	713.50		\$50.00	
	V	2/28/2022	Banking Fee	15.00		\$35.00	
	V	3/31/2022	Banking Fee	15.00		\$20.00	

VIII.

Old Business

IX.

New Business



Vernon Elementary School District #9

P.O. Box 89 – 90 CRN 3139 – Vernon, AZ 85940 – ☎ (928) 537-5463 – Fax (928) 537-1820
www.vernon.k12.az.us

MEMO

To: Governing Board Members
From: Karol Coffman
Subject: New Business
Date: For April 12, 2022 Board Meeting

Wex Bank, Home Depot, Lowe's, and Voyager (U.S. Bank) for the 2022-2023 school year.

Recommended Motion: Approval of the 2022-2023 Credit cards as presented.



Vernon Elementary School District #9

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MEMO

To: Governing Board Members

From: Karol Coffman

Subject: New Business

Date: For April 12, 2022 Board Meeting

Recommended Motion: Approve the resolution authorization for Governing Board Members to sign vouchers in between regular board meetings and to be ratified at the next Governing Board Meeting in accordance with A.R.S. 15-321-(G) for the 2022-2023 School Year



Vernon Elementary School District #9

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MEMO

To: Governing Board Members

From: Karol Coffman

Subject: New Business

Date: For April 12, 2022 Board Meeting

Recommended Motion: Approval of the acceptance and acknowledgement of the audit by Dobridge & Company PC services for the 2020-2021 school year.

Memo

To: Governing Board Members
From: Chad Knippen c/o Nicolette Gardner
cc: File
Date: 3/31/22
Re: Per Diem Rate for Student Meals

Per Diem Rate for Student Meals

A survey of school districts in the area including Joseph City, Snowflake, Blue Ridge and Show Low revealed that governing board per diem rates are established for those districts to simplify student meal planning during travel. The district can request payment at a flat rate per meal, per student, payable to the activity sponsor. Upon return from trips receipts and unused monies are provided to the office along with a statement from the students acknowledging that they received the meal.

Recommended Motion: I move the School District Governing Board to approve the presented student meal per diem rates.



Vernon Elementary School District #9

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MEMO

To: Governing Board Members

From: Karol Coffman

Subject: New Business

Date: For April 12, 2022 Board Meeting

- 1) Recommended Motion: Approval of the Manager/Admin Salary Plan Salary Schedule as presented.**

VERNON UNIFIED SCHOOL DISTRICT
Manager/Admin Salary Plan
2021-22

Business Manager/Finance Director

Step	Salary
1	59949
2	60818
3	61700
4	62595
5	63503
6	64424
7	65358
8	66306
9	67267
10	68242
11	69232
12	70236
13	71254
14	72287
15	73335
16	74398
17	75477
18	76571
19	77681
20	78807
21	79950
22	81109
23	82285
24	83478
25	84688



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MEMO

To: Governing Board Members
From: Karol Coffman
Subject: New Business
Date: For April 12, 2022 Board Meeting

Recommended Motion: The approval to move Nicolette Gardner into the Business Manager's position effective April 3, 2021.