

**MINUTES FROM REGULAR BOARD MEETING
OF NACO ELEMENTARY SCHOOL DISTRICT NO. 23**

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

The meeting was held in the school Cafeteria and there were no closed sessions requested or required.

Governing Board Attendees

Dawn Walker
Alberto Olmos
Brisa Romero

Administration

Tim Mayclin-Supt.
Donna Horton - B. Mgr.

Public/School Employees

Linda Mott
Julie Morgan

I. OPENING OF THE MEETING

- A. Call to Order/Pledge of Allegiance **By Dawn Walker-Garner @ 5:17**
- 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. **Motioned by Dawn Walker & Seconded by Mr. Olmos Ayes 3-0 Nays.**

II. CALL TO THE PUBLIC- none

III. CONSENT AGENDA

- A. APPROVAL OF THE MINUTES
 - a. Regular Board Meeting November 15, 2019 (Evening) **Moved by Mr. Olmos and Seconded by Ms. Romero & Dawn Walker Ayes 3-0 Nays.**
- B. **Presentation of the November Financial Report – Donna Horton**
- C. Approval of November Vouchers and approve the RFP seeking Audit services for the 2018-2019 Fiscal year through the 2022-2023 Fiscal year. **Additional clarification of the RFP inclusion in the consent agenda. Moved by Mr. Olmos and Seconded by Dawn Walker-Garner Ayes 3-0 Nays.**
- 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. **Moved by Romero and Seconded by Mr. Olmos Ayes 3-0 Nays.**
- 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 13th 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. **Moved by Mr. Olmos and Seconded by Ms. Romero Ayes 3-0 Nays.**
- 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 13th. The total expended will be approximately \$8,415.00 and will also cover added benefits and retirement amounts. **Moved by Dawn Walker and Seconded by Ms. Romero Ayes 3-0 Nays.**
- G. Approval of 2019-2020 Winter Coaches Mr. Page for Baseball and Ms. Franco for GBB. **Moved by Ms. Romero and Seconded by Mr. Olmos Ayes 3-0 Nays.**
- 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. **Moved by Mr. Olmos and Seconded by Ms. Romero Ayes 3-0 Nays.**

- 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. **Moved by Dawn Walker and Seconded by Ms. Romero Ayes 3-0 Nays.**

- 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 day's fills in for Mrs. Elias if we have Bus driving that needs to be done by Ms. Borquez. **Motioned by Dawn Walker & Seconded by Ms. Romero Ayes 2-1 Nays (Mr. Olmos-No)**

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 5th grade class and we also have some chess players in the middle school strategy class which is an elective class. **Motioned by Dawn Walker & Seconded by Mr. Olmos Ayes 3-0 Nays**

- 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. **Motioned by Mr. Olmos & Seconded by Ms. Romero Ayes 3-0 Nays**

- 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. **Motioned by Dawn Walker with the acknowledgement of possible report misconduct or a serious mistake on the salary of one of the above individuals & Seconded by Ms. Romero Ayes 3-0 Nays**

- 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 SPED 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. **Motioned by Mr. Olmos & Seconded by Ms. Romero Ayes 3-0 Nays**

V. **SUPERINTENDENT'S REPORT**

VI. **ADJOURNMENT at 6:52 Motioned by Dawn Walker seconded by Ms. Romero Ayes 3-0 Nays**

Dated this 3rd day of December, 2019, for the Regular Meeting to be held on Tuesday, January 14, 2020 at 5:15 P.M.

GOVERNING BOARD OF THE NACO ELEMENTARY SCHOOL DISTRICT #23

Dawn Walker President

Date

Alberto Olmos

Brisa Romero