



Sonoita Elementary School District # 25
Elgin School

23 Elgin Road
Elgin, Arizona 85611
(520) 455-5514 Fax (520) 455-5516

Mary Faley, Superintendent
Melissa Paul, Executive Secretary

SONOITA GOVERNING BOARD MEETING
TUESDAY, NOVEMBER 7, 2023 @ 5:00 PM
ELGIN SCHOOL CONFERENCE ROOM, ELGIN SCHOOL

MINUTES

BOARD ATTENDANCE:

Ginny Cosbey, President
Harry Dotson, Clerk
Anthony Fennell, Member
Nancy Webster, Member
Megan Thomas, Member ~ Arrived at 5:11pm.

DISTRICT ATTENDANCE:

Mary Faley, Superintendent
Heidi Gonzales, Business Manager

OPENING

A. Call to Order – Ginny Cosbey called the meeting to order at 5:00pm.

- Pledge of Allegiance – All in attendance stood to recite the Pledge of Allegiance.
- Adoption of the Agenda – The Board discussed changing the order of action items, the Items I. J. K. L. be moved to after Item U, so Item I. executive session be held after other action items. The Board agreed to begin the meeting with informational items and based on time, decide if action item order should be modified. Ginny Cosbey made a motion to adopt the agenda as discussed above, Nancy Webster 2nd, motion carried 4/0.

Member	Aye	Nay	Abstain
G.C.	X		
H.D.	X		
N.W.	X		
A.F.	X		
M.T.			

B. Approve Minutes

- Meeting Minutes October 3, 2023
- Special Meeting Minutes October 10, 2023
~ Mary Faley clarified with Anthony Fennell what his vote was on item G. of October 3, 2023 minutes. It is marked as abstained on the minutes, but Heidi Gonzales checked her notes and had it as a nay vote. Anthony Fennell confirmed a nay vote. Heidi Gonzales noted the error and stated it will be corrected.
~Ginny Cosby made a motion to approve the Meeting Minutes October 3, 2023 with the correction to Anthony Fennell's vote from abstained to nay on Item G., and the Special Meeting Minutes October 10, 2023, Nancy Webster 2nd, motion carried 4/0.

Member	Aye	Nay	Abstain
G.C.	X		
H.D.	X		
N.W.	X		
A.F.	X		
M.T.			

INFORMATION ITEMS

C. BOARD MEMBER ACTIVITY REPORTS

~ Anthony Fennell attended an IT job fair. He spoke to a gentleman with the Center for the Future of Arizona, whose chapter has a free of cost program that works with middle schools and high schools in IT subjects and education. This may be a great resource for our district to tap into.

D. SUPERINTENDENT'S REPORT

- Students of the Month ~ Middle School ~ Ayla Stockton
- Enrollment (129)
- Early Childhood Center ~ Mary provided and reviewed the blueprint plans for the Early Childhood center with the Board.
- Veterans Day Program 11/9/23
- Resolution regarding ASBA
- Calendar/Events
- Budget Update ~ October 2023 ~ Heidi Gonzales provided the Board with a monthly Budget update.
- Student Account/8th Grade Fund Activity ~ October 2023 ~ Heidi Gonzales provided the Board with the Student Account/8th Grade fund monthly activity update.

PUBLIC COMMENT

~ Tom Macauley addressed the Board regarding athletic participation of children attending Crossroads Christian Academy.

PRESENTATIONS

- E. Student Achievement; State Report Card
~ Mary Faley gave a PowerPoint presentation overview of the State Report Card, Elgin School results and how they are determined.

ACTION ITEMS

- F. DISCUSS – Consultant Nic Clement from ASBA will provide the Governing Board with an update on the search status.
~ Nic Clement gave a PowerPoint presentation reviewing the Superintendent Search timeline and process. Our current stage in the process is stage 3.
- G. DISCUSS – Consultant Nic Clement from ASBA will provide the Governing Board with a summary of the survey results.
~ Nic Clement gave a PowerPoint presentation summarizing the Superintendent Search Survey results.
- H. DISCUSS - Consultant Nic Clement from ASBA will present the Governing Board with information regarding the applicant screening process and screening protocol for the position of District Superintendent.
~ Nic Clement discussed and reviewed the applicant screening process and protocol. There are 8 submissions.

~ At this time the Board agreed to place items I. through L. after Item U. to complete all other action items prior to item I. executive session.

- I. (M.) DISCUSS / ACTION TO APPROVE – FY 23/24 ProCare Therapy Client Services Agreement and Addendums for virtual Speech Language Pathology Services.
~ The Board discussed the ProCare Therapy Client Services Agreement.
~ Ginny Cosbey made a motion to approve the FY 23/24 ProCare Therapy Client Services Agreement and Addendums for virtual Speech Language Pathology Services, Nancy Webster 2nd, motion carried 4/0/1.

Member	Aye	Nay	Abstain
G.C.	X		
H.D.	X		
N.W.	X		

A.F.			X
M.T.	X		

- J. (N.) DISCUSS / ACTION TO APPROVE – FY 23/24 Servicemaster Clean Service Agreement for Custodial Services.

~ The Board reviewed the Servicemaster Clean Service Agreement.

~ Ginny Cosbey made a motion to approve the FY 23/24 Servicemaster Clean Service Agreement for Custodial Services, Megan Thomas 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
G.C.	X		
H.D.	X		
N.W.	X		
A.F.	X		
M.T.	X		

- K. (O.) DISCUSS / ACTION TO APPROVE – FY 22/23 Classroom Site Fund Narrative Results.

~ The Board reviewed and discussed the FY 22/23 Classroom Site Fund Narrative Results.

~ Ginny Cosbey made a motion to approve the FY 22/23 Classroom Site Fund Narrative Results, Harry Dotson 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
G.C.	X		
H.D.	X		
N.W.	X		
A.F.	X		
M.T.	X		

- L. (P.) DISCUSS / ACTION TO APPROVE – Expending \$28,931.88 with FSEC to replace the fire pump in the fire suppressing system. The funds will be reimbursed by the School Facilities Oversight Board.

~The Board discussed expending \$28,931.88 with FSEC to replace the fire pump in the fire suppressing system.

~ Ginny Cosbey made a motion to approve expending \$28,931.88 with FSEC to replace the fire pump in the fire suppressing system, Harry Dotson 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
G.C.	X		
H.D.	X		
N.W.	X		
A.F.	X		
M.T.	X		

- M. (Q.) DISCUSS / ACTION TO APPROVE – FY 23/24 GEAR UP Memorandum of Understanding with Santa Cruz County.

~ The Board reviewed the FY 23/24 GEAR UP Memorandum of Understanding with Santa Cruz County.

~ Ginny Cosbey made a motion to approve the FY 23/24 GEAR UP Memorandum of Understanding with Santa Cruz County, Anthony Fennell 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
G.C.	X		
H.D.	X		
N.W.	X		
A.F.	X		
M.T.	X		

- N. (R.) DISCUSS / ACTION TO APPROVE – FY 23/24 Proposed Classified Salary Schedule.

~ The Board discussed the FY 23/24 Proposed Classified Salary Schedule.

~ Ginny Cosbey made a motion to approve the FY 23/24 Proposed Classified Salary Schedule, Megan Thomas 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
G.C.	X		
H.D.	X		
N.W.	X		
A.F.	X		
M.T.	X		

- O. (S.) DISCUSS / ACTION TO APPROVE – FY 23/24 Proposed Classified hourly increases based on new step schedule placement as presented, effective Jan 1, 2024.
 ~ The Board discussed the FY 23/24 Proposed Classified hourly increases based on new step schedule placement as presented, effective Jan 1, 2024.
 ~ Ginny Cosbey made a motion to approve the FY 23/24 Proposed Classified hourly increases based on new step schedule placement as presented, effective Jan 1, 2024, Nancy Webster 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
G.C.	X		
H.D.	X		
N.W.	X		
A.F.	X		
M.T.	X		

- P. (T.) DISCUSS / ACTION TO APPROVE – Approve the purchase of an 84-passenger bus from Canyon Bus Sales in FY25 to be paid equally by the three districts in the transportation consortium in the span of two fiscal years. The purchase price of the bus is \$267,678.51 through Mohave Contract #23D-CSBS-0905. Sonoita Elementary School District's portion is \$89,226.17.
 ~ The Board discussed the purchase of an 84-passenger bus from Canyon Bus Sales in FY25 to be paid equally by the three districts in the transportation consortium in the span of two fiscal years. The purchase price of the bus is \$267,678.51 through Mohave Contract #23D-CSBS-0905.
 ~ Ginny Cosbey made a motion to approve the purchase of an 84-passenger bus from Canyon Bus Sales in FY25 to be paid equally by the three districts in the transportation consortium in the span of two fiscal years. The purchase price of the bus is \$267,678.51 through Mohave Contract #23D-CSBS-0905. Sonoita Elementary School District's portion is \$89,226.17. Nancy Webster 2nd, motion carried 4/0/1.

Member	Aye	Nay	Abstain
G.C.	X		
H.D.	X		
N.W.	X		
A.F.	X		
M.T.			X

- Q. (U.) DISCUSS / ACTION TO APPROVE – The following coaches for winter sports:

- ~ Kerry Newberry - Head Coach Boys Basketball
- ~ Jayci Whittington – Assistant Coach Boys Basketball
- ~ Megan Thomas – Assistant Coach softball
- ~ Jen Zerbel – Head Coach softball

~ The Board discussed the winter sports coaches. The Softball head coach will be Jen Zerbel, the Softball Assistant Coach will be Megan Thomas.

~ Ginny Cosbey made a motion to approve the following coaches for winter sports:

- ~ Kerry Newberry - Head Coach Boys Basketball
- ~ Jayci Whittington – Assistant Coach Boys Basketball
- ~ Megan Thomas – Assistant Coach softball
- ~ Jen Zerbel – Head Coach softball

Nancy Webster 2nd, motion carried 4/0.

Member	Aye	Nay	Abstain	Recuse
G.C.	X			
H.D.	X			
N.W.	X			

A.F.	X			
M.T.				X

- R. (I.) DISCUSS / ACTION TO APPROVE - Recommended that the Governing Board approve the call for Executive Session pursuant A.R.S. Section 38-431.03(1). The Governing Board will screen applicant submissions for the position of District Superintendent.

~ Ginny Cosbey made a motion to convene in Executive Session pursuant A.R.S. Section 38-431.03(1). The Governing Board will screen applicant submissions for the position of District Superintendent at 6:40pm, Megan Thomas 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
G.C.	X		
H.D.	X		
N.W.	X		
A.F.	X		
M.T.	X		

~ Ginny Cosbey made a motion to reconvene in regular session at 8:16pm, Anthony Fennell 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
G.C.	X		
H.D.	X		
N.W.	X		
A.F.	X		
M.T.	X		

- S. (J.) DISCUSS / ACTION TO APPROVE - The Governing Board will discuss and may consider the selection of candidates for the position of District Superintendent who will be invited to interview with the Board.

~ Anthony Fennell made a motion to select Daniel Erickson for a first interview for the Superintendent position, Megan Thomas 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
G.C.	X		
H.D.	X		
N.W.	X		
A.F.	X		
M.T.	X		

~ Anthony Fennell made a motion to select Kevin St. John for a first interview for the Superintendent position, Nancy Webster 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
G.C.	X		
H.D.	X		
N.W.	X		
A.F.	X		
M.T.	X		

~ Anthony Fennell made a motion to select Shannon Harvilla for a first interview for the Superintendent position, Harry Dotson 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
G.C.	X		
H.D.	X		
N.W.	X		
A.F.	X		
M.T.	X		

~ Anthony Fennell made a motion to select Thomas Webb for a first interview for the Superintendent position, Megan Thomas 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
G.C.	X		
H.D.	X		
N.W.	X		
A.F.	X		
M.T.	X		

- T. (K.) DISCUSS / ACTION TO APPROVE - The Governing Board will discuss and may consider the process and schedule for interviewing for the position of District Superintendent.

~ The Board discussed the process and schedule for interviewing for the position of District Superintendent, it was agreed first interviews would be held via Zoom.

~ Anthony Fennell made a motion to approve the process and schedule for interviewing for the Superintendent position be as follows:

The Board will convene at 5:00pm on November 14 and 16, 2023. Interviews will begin at 5:30pm, will be 1 hour in length via Zoom, with 15-minute break between, during executive session. Each interview will have a unique Zoom link. Following the last interview on November 16, 2023, the Board will deliberate in executive session.

Harry Dotson 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
G.C.	X		
H.D.	X		
N.W.	X		
A.F.	X		
M.T.	X		

- U. (L.) DISCUSS - The Governing Board will discuss and provide the ASBA Consultant themes for the purpose of developing interview questions.

~ The Board discussed themes for the purpose of developing interview questions. Themes agreed upon are:

- What bring interest in this position
- Student Achievement
- School Finance and Budget
- Challenges for school districts now and in the future
- Staff retention/Hiring techniques
- Leadership experience and techniques
- Rural Schools
- Student Retention/Enrollment
- Districtwide operation and management experience

- V. DISCUSS – First Reading, Policy Advisory Volume 35, Number 3, September 2023.

- ~ Policy Advisory No. 748Policy BCB —Board Member Conflict of Interest
- ~ Policy Advisory No. 749.....Policy BDA — Board Organizational Meeting
- ~ Policy Advisory No. 750 Policy BE — School Board Meetings
- ~ Policy Advisory No. 751 Policy BEDA — Notification of Board Meetings
- ~ Policy Advisory No. 752.....Policy BEDB — Agenda
- ~ Policy Advisory No. 753 Policy CBI — Evaluation of Superintendent
NEW - Exhibit CBI-EB — Evaluation of Superintendent
- ~ Policy Advisory No. 754 Policy EBC — Emergencies
- ~ Policy Advisory No. 755Policy GCG-Part-Time and Substitute Professional Staff Employment
- ~ Policy Advisory No. 756 Policy IHA —Basic Instructional Program
Exhibit IHA-E —Basic Instructional Program
- ~ Policy Advisory No. 757.....Policy JFABDA — Admission of Students in Foster Care
- ~ Policy Advisory No. 758 Policy JK — Student Discipline
- ~ Policy Advisory No. 759 Policy JKD — Student Suspension
- ~ Policy Advisory No. 760Policy JKE — Expulsion of Students
- ~ Policy Advisory No. 761.....Policy JLH — Missing Students
- ~ Policy Advisory No. 762.....Regulation JRCA-R — Request for Transfer

~ The Board reviewed the Policy Advisory Volume 35, Number 3, September 2023.

CONSENT AGENDA**

**A Board member may request any item listed under the consent agenda be removed from the consent agenda. If an item is removed from the consent agenda, it will be discussed and voted upon separately immediately following the consent agenda. Specific information regarding the matters being approved under the consent agenda is available in the Board packet and may be reviewed during normal business hours.

W. Expense Vouchers 1008, 1009, 1010, 1011, 1012

X. Payroll Vouchers 8, 9

~ The Volleyball Head Coach and Cross-Country Head Coach warrants will be removed from expense voucher 1010 per legal counsel.

~ Ginny Cosbey made a motion to approve the consent agenda, excluding the warrants for Volleyball Head Coach and Cross-Country Head Coach on expense voucher 1010 per legal counsel, Nancy Webster 2nd, motion carried 4/1.

Member	Aye	Nay	Abstain
G.C.	X		
H.D.	X		
N.W.	X		
A.F.		X	
M.T.	X		

STUDY ITEMS

- 4 Day School Week/Annual School Calendar

FUTURE AGENDA ITEMS

- Student Achievement
- Adding an additional administrative position
- Private School student participation in athletics discussion
- Trust Model Policy
- Chronological Board Activity List
- Resolution for ASBA
- Future ASBA membership
- Second Reading & possible adoption, Policy Advisory Volume 35, Number 3, September 2023

ADJOURNMENT ~ Ginny Cosbey made a motion to adjourn the meeting at 9:54pm, Nancy Webster 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
G.C.	X		
H.D.	X		
N.W.	X		
A.F.	X		
M.T.	X		