

**M-I-N-U-T-E-S**  
**CRANE ELEMENTARY SCHOOL DISTRICT**  
**REGULAR MEETING**  
**July 10, 2018**

The Governing Board of the Crane Elementary School District met in a regular meeting on Tuesday, July 10, 2018, at the Crane Board Room, 930 S. Avenue C, Yuma, Arizona. The meeting was called to order by Acting Board President Sarah Claridge at 9:00 a.m.

**MEMBERS PRESENT:** Mrs. Sarah Claridge, Acting Board President; Mrs. Terre Catanzaro; and Mr. Dan Farar

**PARTICIPATING TELEPHONICALLY:** Mr. Jim Colby

**MEMBERS ABSENT:** Mrs. Brenna Paulin

**OTHERS PRESENT:** Laurie Doering, Superintendent; Mike Hoffman, Assistant Superintendent; Dale Ponder, Chief of Finance and Operations; Lupe Lewis, Human Resource Director; Norine Bowers, Director of Federal Programs; Ozzy Hernandez, Director of Facilities and Maintenance; Mercedes Villafana, Procurement Manager; Connie Jerpseth, Director of ESS; Linda Rodriguez; Kathrine Kaste; Kristi Witte; and Amy Crawford, Yuma Sun Reporter.

**Item B-1: Convene Public Hearing Pursuant to A.R.S. 15-905, 15-905.01 and 15-1103 for Review of the Proposed Maintenance and Operations and District Additional Assistance Budgets for Fiscal Year 2018-2019:** The purpose of this hearing is to provide members of the public with an opportunity for questions and discussion of the proposed expenditure budget for the 2018-2019 fiscal year. Pursuant to Arizona Revised Statutes §§ 15-905, 15-905.01 and 15-1103, the district shall present the proposed budget for consideration of the residents and the taxpayers of the school district. Statement of Purpose: "The purpose of this hearing is to provide public opportunity for questions and discussion of the District's proposed Maintenance & Operation and District Additional Assistance Fund Budgets for the 2018-2019 fiscal year." Mrs. Claridge, Acting Board President asked for any comment or discussion from the public. There was no comments and/or discussion from the public.

**Item B-2: Consideration to Adjourn Hearing:** Having no comments or discussion, the Acting President asked for a motion to adjourn the public hearing. Mrs. Catanzaro so moved, and Mr. Farar seconded. The motion carried with a vote of 4-0 with the votes being as follows: Claridge – aye; Colby – aye; Catanzaro – aye; and Farar – aye. The hearing adjourned at 9:07 a.m.

**Item C-1: Adoption of Regular/Special Meeting Minutes of the Governing Board:** The Acting President offered to entertain a motion to adopt the minutes of the regular meeting on June 12, 2018 and special meeting on June 26, 2018. Mrs. Catanzaro so moved, and Mr. Farar seconded. The motion carried with a vote of 4-0 with the votes being as follows: Claridge – aye; Colby – aye; Catanzaro – aye; and Farar – aye.

**Item C-2: Adoption of Executive Session Minutes of the Governing Board:** The Acting President offered to entertain a motion to adopt the minutes of the Executive Session on June 12, 2018 and June 26, 2018. Mr. Farar so moved, and Mrs. Catanzaro seconded. The motion carried with a vote of 4-0 with the votes being as follows: Claridge – aye; Colby – aye; Catanzaro – aye; and Farar – aye.

**Item D-1: Superintendent’s Current Events Summary:**  
Mrs. Doering started her report by informing the Governing Board about this year’s open house. She stated that open house provides a great opportunity for children to visit their new classroom and meet their teachers. Open House will be held at each school on Monday, July 30th from 5:00 p.m. – 7:00 p.m. and Tuesday July 31st from 8:00 a.m. - 10:00 am. Please note that Valley Horizon had scheduled a staff training on Tuesday, July 31st and will have an alternate opportunity for parents to attend on Friday, July 27th from 8:00 am-10:00 am. School personnel are communicating this adaptation to Valley Horizon parents. Staff from transportation and food services are also available for the Open Houses in order to assist families.

She also shared that school begins Wednesday, August 1st. This is an exciting time for children, families and staff and she is looking forward to another rewarding year.

Mrs. Doering shared that Gowan Science Academy, Mesquite Elementary, HL Suverkrup Elementary, Pueblo Elementary, Gary A. Knox Elementary, Salida Del Sol Elementary and Rancho Viejo Elementary completed the Jump Rope for Heart or Hoops for Heart event. Our district raised \$19,584! Every dollar raised goes to innovative research, the fight for stronger health policies, and provides critical tools and information to save and improve lives. She shared how appreciative she is of the work the students and staff did to raise these funds.

Mrs. Doering concluded by sharing that the new teachers to Crane will begin their induction on Wednesday, July 18th in room 607 at CRMS at 8:00 am. The board is invited to stop by and help welcome them to Crane if they are able to attend.

**Item E-1: Report on Governing Board Member Conference/Workshop Attendance:** Mrs. Claridge shared that she visited the following schools who had summer school programs this summer: Mesquite, Pueblo and Valley Horizon. Mrs. Claridge thanked the teachers who help run those programs for our students. She also shared that as she visited the schools she noticed how well kept the school grounds and facilities were and she is very grateful and proud of our staff. Mrs. Claridge also shared that she has been taking her family to enjoy the Summer Food Program at Salida Del Sol this summer and how much they have enjoyed the variety and delicious food provided.

**Item E-2: Board Discussion/Action on Legislative Issues:** Mr. Ponder shared that the “Invest in Ed” initiative had collected 270,000 signatures to place the initiative on the ballot for the November elections. The signatures are currently being reviewed by the state and assuming that they have enough valid signatures that would go on the ballot for the November election which would generate extra funds for education.

**Item F-1: Call to the Public:** No one wished to speak.

**Item F-2: Acknowledgment of Public Request to Speak:** No one wished to speak.

**Item G: Consent Agenda:** The Acting President asked if anyone wished to pull any items on the consent agenda. Having none, Mr. Farar moved to adopt the consent agenda items 1-7 as presented. Mrs. Catanzaro seconded. The motion carried with a vote of 4-0 with the votes being as follows: Claridge – aye; Colby – aye; Catanzaro – aye; and Farar – aye.

**Item H-1: Gifts from the Public:** The Acting President called for a motion to adopt the Gifts from the Public. Mr. Farar moved to adopt the gifts from the public as presented and Mrs. Catanzaro seconded. The motion carried with a vote of 4-0 with the votes being as follows: Claridge – aye; Colby – aye; Catanzaro – aye; and Farar – aye.

**Item I-1: Consideration of Adoption of the 2018-2019 Expenditure Budget:** At the Governing Board meeting held on June 26, 2018, the Governing Board approved the 2018-2019 proposed expenditure budget. The proposed budget was subsequently advertised on the District's website and the website of the Arizona Department of Education for public review, inspection and possible comment. No changes were made to the budget that was proposed at the June meeting, and the expenditure budget is now ready for formal adoption. The Acting President asked motion to adopt the 2018-2019 Expenditure Budget as presented. Mrs. Catanzaro moved, and Mr. Farar seconded. The motion carried with a vote of 4-0 with the votes being as follows: Claridge – aye; Colby – aye; Catanzaro – aye; and Farar – aye.

**Item I-2: Consideration for Approval to Authorize the District Administration to Enter into an Agreement with AZTEC High School for Meal Services:** The administration of AZTEC High School contacted the School Nutrition Department requesting meal services for their student population for the 2018-2019 school year. Michael Clark, Director of School Nutrition, is currently in discussions with the administration of AZTEC High School regarding the structure, schedule and financial components related to the arrangement. AZTEC High School is seeking the meal services effective August 1, 2018. Due to this timeline, the district administration is seeking authorization from the Governing Board to negotiate and enter into an agreement that is mutually acceptable to both parties and execute the required documents. A template of the agreement, provided by the Arizona Department of Education, is attached. The Acting President asked motion to enter into an agreement with AZTEC High School for Meal Services. Mr. Farar moved, and Mrs. Catanzaro seconded. The motion carried with a vote of 4-0 with the votes being as follows: Claridge – aye; Colby – aye; Catanzaro – aye; and Farar – aye.

**Item I-3: First Reading of Revised Policy IJOA, Field Trips:** Due to the increase of opportunities for students of the district to participate in enrichment activities outside of the region, Governing Board Policy IJOA, Field Trips has been modified by permitting the transportation during a field trip to be conducted through district approved methods and by district personnel, when appropriate and able. The Acting President asked motion to take revised policy IJOA under consideration and schedule a second reading and adoption for the regular Governing Board meeting in August. Mrs. Catanzaro moved, and Mr. Farar seconded. The motion carried with a vote of 4-0 with the votes being as follows: Claridge – aye; Colby – aye; Catanzaro – aye; and Farar – aye.

**Item I-4: First Reading of Revised Policy DJE, Bidding/Purchasing Procedures:** Policy DJE has been modified by the addition of a paragraph under "Public Inspection and Rationale for Awarding a Contract" found in A.R.S. 15-213. The Acting President asked motion to take revised policy DJE under consideration and schedule a second reading and adoption for the regular Governing Board meeting in August. Mr. Farar moved, and Mrs. Catanzaro seconded. The motion carried with a vote of 4-0 with the votes being as follows: Claridge – aye; Colby – aye; Catanzaro – aye; and Farar – aye.

**Item I-5: Presentation and Possible Discussion on Implementation of Delayed Payroll:** Effective July 1, 2018, the district implemented a delayed payroll system for all employees and wished to share the details of the plan with the Governing Board. Mr. Dale Ponder, CFO provided a presentation and offered discussion regarding the implementation of the delayed payroll system.

**Item J: Adjournment:** Mrs. Claridge called for a motion to adjourn. Mr. Farar so moved, Mrs. Catanzaro seconded, and the meeting was adjourned at 9:39 a.m.

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Sarah Claridge  
Governing Board Clerk

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Minnie Encinas  
Governing Board Secretary

