

**M-I-N-U-T-E-S**  
**CRANE ELEMENTARY SCHOOL DISTRICT**  
**REGULAR MEETING**  
**August 14, 2018**

The Governing Board of the Crane Elementary School District met in a regular meeting on Tuesday, August 14, 2018, at the Crane Board Room, 930 S. Avenue C, Yuma, Arizona. The meeting was called to order by Board President Brenna Paulin at 5:00 p.m.

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

**PARTICIPATING TELEPHONICALLY:** Mr. Jim Colby

**OTHERS PRESENT:** Laurie Doering, Superintendent; Mike Hoffman, Assistant Superintendent; Dale Ponder, Chief of Finance and Operations; Lupe Lewis, Human Resource Director; Ryan Tyree, Principal of Crane Middle School; Leslie Mommer, Assistant Principal of Crane Middle School; Cindy Hookstra, Principal of Rancho Viejo Elementary; Karen Burns, Principal of Mesquite Elementary; Jamie Haines, Principal of Gowan Science Academy; Trish Valentin, Principal of H.L. Suverkrup Elementary; Abby Pemberton, Director of Curriculum; Laura Hurt, Principal of Gary Knox Elementary; Sheila Mendoza, Principal of Salida Del Sol Elementary; Bobbie Henry, Principal of Pueblo Elementary; Ana Noriega, Principal of Valley Horizon Elementary; Michael Clark, Director of School Nutrition; Ozzy Hernandez, Director of Facilities and Maintenance; Mercedes Villafana, Procurement Manager; Connie Jerpseth, Director of ESS; Linda Rodriguez; and Shalyn Galdones.

**Item B-1: Presentation and Possible Discussion of 2018 Statewide Assessment Results:** Dr. Hoffman, Assistant Superintendent presented the board with the results of the 2018 statewide assessment.

**Item C-1: Adoption of Regular/Special Meeting Minutes of the Governing Board:** The President offered to entertain a motion to adopt the minutes of the regular meeting on July 10, 2018. Mrs. Claridge so moved, and Mrs. Catanzaro seconded. The motion carried with a vote of 5-0 with the votes being as follows: Paulin – aye; Claridge – aye; Colby – aye; Catanzaro – aye; and Farar – aye.

**Item D-1: Superintendent’s Current Events Summary:**

Mrs. Doering started off her report by sharing that our 2018-2019 school year officially started last Wednesday, August 1<sup>st</sup>. She commended each of the schools for the excellent job they did preparing for the new year as well as with their annual Open House activities. These events go a long way in helping students and parents adjust and prepare for the new year and greatly contribute to a smooth and successful 1<sup>st</sup> day of school for all. In addition, she thanked the parents for taking the time to be involved in the schools. She informed everyone that within the next month, schools will also be hosting Back to School Nights and she encouraged parents and students to attend these as well.

Mrs. Doering shared that student presentations at Board meetings will continue this year. Each school has signed up for a month to have students present on projects they are working on.

Mrs. Doering announced that Jesus Villahermosa a nationally recognized expert in the area of active shooters and with over 30 years of law enforcement experience will be providing a presentation for parents, staff and community members. This will be held at the Pueblo Elementary cafeteria from 6:00 PM to 8:00 PM on Wednesday, August 15<sup>th</sup>. He will share what strategies and techniques we will be implementing to improve the safety of our schools. She encouraged staff, parents and community members to attend this highly engaging, informative event.

Mrs. Doering ended her report with sad news. We are deeply saddened by the news that Amy Crawford passed away unexpectedly. We all join in grieving her loss and appreciate her dedication to education. Amy was eager to share the positive experiences at schools and was a true partner in education. Fond memories are what we have to remember Amy. We send our most heartfelt condolences.

Mrs. Paulin thanked Mrs. Doering and shared that she would also like to extend her condolences to Amy’s family. She shared that in all of her years on the board, Amy was the best reported that we had. She was committed to simplifying complex issues to help the public understand what was going on. She also shared that Amy was very fair, her reported was never slanted in one direction or another it was just the way it was.

**Item E-1: Report on Governing Board Member Conference/Workshop Attendance:** Mr. Farar began the report by sharing that talked to many students to see how they liked school. Mr. Farar says that the younger students were excited and the other not so much. He asked them specifically how their first day was and all of them said they were happy to be back. He also shared that in particular Crane Middle School had a great start to their year. All the glitches were worked out by the time the students returned to school.

Mrs. Catanzaro shared that she attended the new teacher orientation and got to meet many new faces. She also spoke to some students who shared their first week went great.

Mrs. Claridge shared that she also attended the new teacher induction and it was very nice to see everyone. Mrs. Claridge shared that she was asked to say something during that meeting and found that to be difficult but shared that Mrs. Catanzaro had the best thing to say which was to say that our administration has an open-door policy. She wanted to re-emphasize that when the administration says that, they mean it. They have an open door, if you have any problems go talk to them. Mrs. Claridge also visited Valley Horizon and had lunch with her family in July. She shared that the custodial staff at Valley are amazing and were working hard to make sure everything was ready for when the staff returned. Mrs. Claridge also attended Valley's open house and spoke to parents and teachers and got a wonderful vibe. Mrs. Claridge also attended Mesquite's open house and shared how well prepared all the teachers were. She also attended Crane Middle's open house and saw how very excited the students and teachers were with all the changes that have taken place. There is a great vibe of excitement from both students and staff. Mrs. Claridge also gave a shout out to the transportation department for working so hard on getting everything done well on the first week when it's so hectic.

Mrs. Paulin shared that she attended the Gowan Kindergarten Jump Start lunch. She shared that it was like a circle of life moment because her son attended kindergarten with her granddaughter's teacher at Gowan. Mrs. Paulin shared that she also attended a political forum with Mrs. Doering for the candidates who are running for office in district 13. She shared that education is a hot button issue at this time and will continue to be until the election in November. Mrs. Paulin asked that we support that candidates who support education.

Mr. Colby shared that he is happy to hear that the school year has had a great start and congratulated Mrs. Haines and Mr. Tyree for their performance in the 2018 statewide assessment.

**Item E-2: Board Discussion/Action on Legislative Issues:** No one wished to discuss on this item.

**Item E-3: Discussion and Action of Student Discipline Hearing Officer:** At the Regular Governing Board meeting on December 13, 2016 the Governing Board adopted the use of a hearing officer to conduct discipline hearings with the exception of expulsion hearings. It was directed at the time of adoption that this item be brought back before the board for approval each school year. The administration would like to recommend the Governing Board approve the hearing officers available in Yuma County through the TRUST as hearing officers for the District. The President offered to entertain a motion to adopt the use of a hearing officer to conduct discipline hearings. Mrs. Catanzaro so moved, and Mr. Farar seconded. The motion carried with a vote of 5-0 with the votes being as follows: Paulin – aye; Claridge – aye; Colby – aye; Catanzaro – aye; and Farar – aye.

**Item E-4: Discussion of Draft 2019 Political Agenda:** The Board needs to discuss the Draft 2019 Political Agenda in order to guide the District's delegate as to the board's direction in voting. Mrs. Claridge as the district delegate asked the other members if there is anything they would like her to address while she is there. Mr. Farar stated that he would like to have Mrs. Claridge bring up that all public funded entities should be held

accountable through financial audits. Mrs. Paulin shared that she was looking over the top five priorities that the board had voted on in May and noticed that one of those items is not on the draft agenda, specifically the item which states: Sufficiently fund market competitive salaries for all non-teaching staff. Mrs. Claridge stated that item was bundled with another item. Mrs. Paulin asked Mrs. Claridge to touch on that item while at the delegate assembly if possible. Mrs. Claridge asked the other board members what they thought about the item that would allow districts the option to operate individual schools for 200-day years and increase accompanying funding. After some discussion with Mr. Ponder, District CFO, it was directed for her to remain neutral on this item.

**Item E-5: Consideration and Adoption of ASBA Policy Services Subscription**

**Agreement:** The District's four-year ASBA Policy Service Agreement subscription will soon expire. The administration recommends the renewal of the four-year ASBA Policy Service Agreement effective July 1, 2018. A copy of the agreement is attached for your review. The President offered to entertain a motion to adopt the ASBA Policy Services Subscription Agreement. Mrs. Claridge so moved, and Mr. Farar seconded. The motion carried with a vote of 5-0 with the votes being as follows: Paulin – aye; Claridge – aye; Colby – aye; Catanzaro – aye; and Farar – aye.

**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 President asked if anyone wished to pull any items on the consent agenda. Mrs. Paulin did not wish to pull an item, but rather make comments on items G14 and G15. Those are agreements for the Dynamic Curriculum Strategies with other district, and she feels that is great news for the district. Also, item G16 which is the agreement with the City of Yuma to bring back an SRO for our middle schools. Mr. Farar moved to adopt the consent agenda items 1-18 as presented. Mrs. Claridge seconded. The motion carried with a vote of 5-0 with the votes being as follows: Paulin – aye; Claridge – aye; Colby – aye; Catanzaro – aye; and Farar – aye.

**Item H-1: Gifts from the Public:** The President offered to entertain a motion to adopt the Gifts from the Public as presented. Mrs. Claridge so moved with our gratitude, and Mrs. Catanzaro seconded. The motion carried with a vote of 5-0 with the votes being as follows: Paulin – aye; Claridge – aye; Colby – aye; Catanzaro – aye; and Farar – aye. Mrs. Paulin thanked all the donors for thinking about Crane when they have a few extra dollars to donated.

**Item H-2: First Reading of Revised Policy JFABB, Admission of Exchange and Foreign Students:** A first reading for ASBA Policy Advisory No. 623 Policy JFABB, Admission of Exchange and Foreign Students is needed. Language is adjusted to better reflect the requirements of A.R.S. 15-823. The President entertained a motion to take the revised policy into consideration and schedule a second reading and adoption for the regular meeting in September. Mr. Farar so moved, and Mrs. Catanzaro seconded. The motion carried with a vote of 5-0 with the votes being as follows: Paulin – aye; Claridge –

aye; Colby – aye; Catanzaro – aye; and Farar – aye.

**Item H-3: First Reading of Revised Policy JL, Student Wellness:** A first reading for ASBA Policy Advisory No. 624 Policy JL, Student Wellness is needed. SB1083 added A.R.S. 15-118 to Title 15, Education, by defining recess and requiring mandatory recess periods for specific grade levels as described in the policy. These requirements are included in Policy JL and the corresponding regulations. The President entertained a motion to take the revised policy into consideration and schedule a second reading and adoption for the regular meeting in September. Mrs. Catanzaro so moved, and Mr. Farar seconded. The motion carried with a vote of 5-0 with the votes being as follows: Paulin – aye; Claridge – aye; Colby – aye; Catanzaro – aye; and Farar – aye.

**Item I-1: First Reading of Revised Policy DIE, Audits/Financial Monitoring:** A first reading for ASBA Policy Advisory No. 617 Policy DIE, Audits/Financial Monitoring is needed. Policy DIE is revised due to changes in A.R.S. 41-1279.03 to require each school district to prominently post on its website home page a copy of its profile pages that displays the percentage of every dollar spent in the classroom by that school district from the most recent status report issued by the auditor general. House Bill 2663 added language in A.R.S. 15-213 related to the number of consecutive years for which a district may hire an auditor/auditing firm and the prohibition of the same auditor/auditing firm receiving consulting fees from that school district. The President entertained a motion to take the revised policy into consideration and schedule a second reading and adoption for the regular meeting in September. Mrs. Catanzaro so moved, and Mr. Farar seconded. The motion carried with a vote of 5-0 with the votes being as follows: Paulin – aye; Claridge – aye; Colby – aye; Catanzaro – aye; and Farar – aye.

**Item I-2: First Reading of New Policy DICA, Budget Format:** A first reading for ASBA Policy Advisory No. 616 Policy DICA, Budget Format is needed. Policy DICA is new, reflecting current statutory language in A.R.S. 15-903 which requires the school district budget format to include a variety of information and to prominently display on the school district website specific information pertaining to teacher salaries. House Bill 2663 in A.R.S. 41-1279.03 added a requirement for school districts to place on its website a copy of its profile pages that display the percentage of every dollar spent in the classroom by that school district from the most recent auditor general status report. School districts may want to include the additional categories of Instructional Support and Student Support alongside the dollars in the classroom number as the intent of the report is to give a more accurate picture of the percentage of district dollars spent that directly impact teaching and students learning. The President entertained a motion to take the revised policy into consideration and schedule a second reading and adoption for the regular meeting in September. Mr. Colby so moved, and Mrs. Catanzaro seconded. The motion carried with a vote of 5-0 with the votes being as follows: Paulin – aye; Claridge – aye; Colby – aye; Catanzaro – aye; and Farar – aye.

**Item I-3: First Reading of Revised Policy DJ, Purchasing:** A first reading for ASBA Policy Advisory No. 618 Policy DJ, Purchasing is needed. Substantial additional language from A.R.S. 15-213 pertaining to purchasing, supervision of financial transactions, personal gifts and benefits, and reprisal against an employee for disclosure of public information is included in this policy. In response to isolated issues relating to purchasing and conflict of interest, the Legislature passed House Bill 2663 which inserted substantial language additions in A.R.S. 15-213 related to procedures, limitations on personal gain, and penalties related to violations of the statute. These are replicated in this policy which should be read in conjunction with other cross-referenced policies. The school district attorney should be consulted in complicated financial transactions where there is the possibility of a conflict of interest in the areas of purchasing, contracts, and construction. The President entertained a motion to take the revised policy into consideration and schedule a second reading and adoption for the regular meeting in September. Mr. Farar so moved, and Mrs. Catanzaro seconded. The motion carried with a vote of 5-0 with the votes being as follows: Paulin – aye; Claridge – aye; Colby – aye; Catanzaro – aye; and Farar – aye.

**Item I-4: First Reading of Revised Policy FEA, Educational Specifications for Construction:** A first reading for ASBA Policy Advisory No. 620 Policy FEA, Educational Specifications for Construction is needed. A.R.S. 15-341 has added language which allows the Governing Board to delegate authority to the superintendent to submit plans for new school facilities to the School Facilities Board to obtain certification that the plans meet minimum adequacy guidelines as prescribed in A.R.S. 15-2011. This language is replicated in the policy. The President entertained a motion to take the revised policy into consideration and schedule a second reading and adoption for the regular meeting in September. Mr. Farar so moved, and Mrs. Claridge seconded. The motion carried with a vote of 5-0 with the votes being as follows: Paulin – aye; Claridge – aye; Colby – aye; Catanzaro – aye; and Farar – aye.

**Item J-1: First Reading of Revised Policy GBEEA, Staff Conflict of Interest:** A first reading for ASBA Policy Advisory No. 621 Policy GBEEA, Staff Conflict of Interest is needed. Language has been added to this policy to clarify conflict of interest and to offer ASBA recommendations pertaining to annual employee training to ensure district conflict of interest policies are communicated to employees and acknowledged as received and understood by each employee. In February 2018 Policy Advisory No. 603 added language to GBEEA-E, Staff Conflict of Interest, updating this exhibit to more closely reflect the Conflict of Interest Disclosure Memorandum in Appendix 8.1 of the Attorney General Arizona Agency Handbook. Given the changes in HB 2663 on procurement and the focus on conflicts of interest in purchasing, Policy Services strongly recommends adoption of PA 621 with the additional language provided in GBEEA-E. The President entertained a motion to take the revised policy into consideration and schedule a second reading and adoption for the regular meeting in September. Mrs. Catanzaro so moved, and Mrs. Claridge seconded. The motion carried with a vote of 5-0 with the votes being as follows: Paulin – aye; Claridge – aye; Colby – aye; Catanzaro – aye; and Farar – aye.

**Item K: Adjournment:** Mrs. Paulin called for a motion to adjourn. Mr. Farar so moved, Mrs. Claridge seconded, and the meeting was adjourned at 5:51 p.m.

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Sarah Claridge  
Governing Board Clerk

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Minnie Encinas  
Governing Board Secretary

| School                                 | Donor                                       | Item(s) Donated   | Approx. Value | Purpose   |
|--|---|---|---------------|---|
| Federal Programs                       | Moms Clubs of Yuma-Foothills                | School supplies & clothing                                | \$650.00      | For district homeless students                              |
| Gary A. Knox Elementary                | Donorschoose                                | Funded the "Creative Seating for Creative Minds" project. | \$425.06      | For use by the students in Mrs. Moaratty's 4th grade class. |
| Salida Del Sol                         | Gardner's Book Service                      | Books   | \$182.47      | For use by Salida Del Sol students.                         |
| Rancho Viejo Elementary/Salida Del Sol | Francisco Flores with Farmers Insurance Co. | New Books   | \$100.00      | For use by RV's 6th grade team and the RV/SDS Library       |
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|  |   | Total for this month                                      | \$1,357.53    |   |
|  |   | FY 2018-2019 Year to Date:                                | \$15,857.53   |   |
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