

**NOTICE OF GOVERNING BOARD MEETING of the
YAVAPAI ACCOMMODATION SCHOOL DISTRICT NO. 99**

PURSUANT TO A.R.S. 38-341.02, NOTICE IS HEREBY GIVEN TO THE MEMBERS OF THE YAVAPAI ACCOMMODATION SCHOOL DISTRICT AND TO THE GENERAL PUBLIC THAT THE GOVERNING BOARD WILL HOLD A MEETING OPEN TO THE PUBLIC AND CONDUCTED IN ACCORDANCE WITH A.R.S. 38-431.01 ETAL. ON:

**May 2, 2013 11:00 am
Yavapai Accommodation School District Office
2970 Centerpointe East, Prescott, AZ 86301
The agenda for the meeting will be as follows:**

Copies of agendas and supplementary documentation relative to public meetings are available from the District Office during normal work hours 24 hours prior to meeting and on the day of the meeting.

Item A. Call to Order – Superintendent Tim Carter

Item B. Welcome and Introductions – Superintendent Tim Carter

Item C. Public Participation

Item D. Consider approving the Consent Agenda

(All of these items can be voted on with one motion, unless the Board or a member of the public would like to consider an item separately.)

1. Consider approving the agenda as presented
2. Consider approving minutes from the April 11, 2013 meeting.
3. Consider approving minutes from the April 15, 2013 meeting.

Item E. Study and Voting Session

1. Consider and approve the policy related to insurance coverage of employees and their families
2. Consider Business Manager/Administrative Assistant job description
3. Consider and approve Office Assistant job description
4. Consider and approve Receptionist/Registrar job description
5. Consider and approve Sick Bank Enrollment form
6. Consider and approve Sick Bank Withdrawal form
7. Consider and approve PTO/Vacation Buy-Back and Donation form
8. Consider and approve hiring a full time Business Manager/Administrative Assistant
9. Consider and approve YASD 2013-14 School Calendar
10. Consider and approve Dual Enrollment IGA between Yavapai College and YASD
11. Consider and approve dues for Character Counts Membership
12. Consider and approve district dues for Alternative Education Consortium Membership
13. Consider and renew Contract for professional audit services

Item F. District Updates

1. Governing Board President – Superintendent Mr. Tim Carter
2. Director of Instruction – Mr. Jim Taylor

Item G. Closing of Meeting

1. Set Date and Time of next Governing Board meeting
2. Adjournment