

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

**Thursday, November 12, 2015 3:00pm  
Yavapai Accommodation School District Office  
2972 Centerpointe East Dr., Prescott, AZ 86301  
The agenda for the meeting will be as follows:**

**Item A. Call to Order, Welcome and Introductions**

*Board President, Mr. Tim Carter opened the meeting at 3:00 pm.  
Present for the meeting was Superintendent Carter, Dr. Rex, Allison Lawrence and Kellie Burns.*

**Item B. Public Participation**

*No public participated in the meeting.*

**Item C. 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 and approve the agenda as presented**
- 2. Consider and approve the minutes from the October 1, 2015 Regular Meeting**
- 3. Consider and approve the minutes from the October 12, 2015 Special Meeting**
- 4. Consider and ratify per [A.R.S. §15-321]:**

**a. Accounts Payable voucher(s) in the amount of:**

**9106 - \$14,379.77**

**9107 - \$5000.98**

**9108 - \$23,325.50**

**9109 - \$11,732.55**

**b. Payroll voucher(s) in the amount of:**

**VO8 PP7 - \$20,625.73**

**VO9 PP8 - \$17,948.58**

**VO10 PP8.1 - \$595.60**

**VO11 PP9 - \$21,634.00**

**c. Quarterly Reports**

**9300 - \$870.06**

*The Consent Agenda was considered and approved.*

**Item D. Action**

- 1. Consider and approve details of the Citizenship Testing, Regular ED and SPED Students**

*This item was tabled until the December Meeting. No action was taken.*

- 2. Consider and approve 301 Plan**

*The 301 Plans were approved with the exception of changing substitute to long-term substitute.*

- 3. Consider and approve the job description for Paraprofessionals**

*The job description for Paraprofessionals was approved.*

- 4. Consider and approve the job description for Registrar Specialist**

*The job description for Registrar Specialist was approved with explanation of acronyms.*

- 5. Consider and approve the job description for Business Manager**

*The job description for Business Manager was approved with explanation of acronyms.*

- 6. Consider and approve the job description for Teachers**

*The job description for Teachers was approved.*

**7. Consider and approve the job description for Dean of Students**

*The job description for Dean of Students was approved with explanation of acronyms.*

**8. Consider and approve the job description for District Executive Officer**

*The job description for District Executive Officer was approved.*

**9. Consider and approve adding a Board Policy to GDO-EA – Evaluation of Support Staff Members - Paraprofessional Evaluation and including new evaluation tool.**

*This item was tabled until the December Meeting. And will appear as “Consider and approve a revision to Board Policy to GDO-EA – E”. No action was taken.*

**10. Consider and approve the Registrar Evaluation Form**

*The Registrar Evaluation Form was approved as revised.*

**11. Consider and approve the Business Manager Evaluation Form**

*The Business Manager Evaluation Form was approved as revised.*

**12. Consider and approve new Transition Program Para Pro Work Agreement**

*The Transition Program Para Pro Work Agreement for 28 hours a week including ASRS was considered and approved.*

**13. Consider and approve Cathy Davis as a Substitute Teacher**

*Cathy Davis was considered and approved as a Substitute Teacher.*

**Item E. Discussion (No action will be taken)**

**1. Governing Board President – Superintendent Carter**

*No report given.*

**2. District Executive Officer – Dr. Kristen Rex**

• **Professional Learning Community – October 30**

*Celebrated success, Looking for high numbers for December Graduation, Increasing Class completions, decreasing absences and tardiness, housekeeping and discipline, duty to report, AdvancED, 301 plan and 1% goals updates.*

• **Update on Staff Observations**

*Second evaluations are completed except one.*

• **True Colors Assessment**

*Ongoing assessment with staff and students*

• **Campus Visit – Embry Riddle (Mrs. Burns)**

*7 Students went for a campus visit to Embry Riddle with back scene tour.*

• **Mat Force Presentation (Mrs. Burns)**

*A wonderful Mat Force presentation with presenter staying late for a discussion with students.*

**3. Budget/Cash Analysis Report**

• **30.07 % of YASD Budget Spent**

• **Civic Fund - \$15,632.76**

• **Gifts and Donations - \$1,116.49**

• **Social Services - \$978.75**

• **Student Activity Funds - \$518.27**

• **Tax Credit - \$11,687.89**

**4. Enrollment Report**

**This time last year: 80**

**Current enrollment: 72**

**5. Open Call to the Public and Future Agenda Items** [“Call to the Public: This is the time for the public

to comment. Members of the Board may not discuss items that are not specifically identified on the Agenda. Therefore, pursuant to A.R.S. §38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date.”]

*There were no open calls from the public.*

• *Citizenship Testing, Regular ED and SPED Students*

• *Revision to Board Policy to GDO-EA – E*

**Item F. Closing of Meeting**

**1. Date and Time of next Governing Board meeting**

**December 8, 2015 @ 3:00pm**

**January 5, 2016 @ 3:00pm**

**February 2, 2016 @ 3:00pm**

**March 1, 2016 @ 3:00pm**

**April 5, 2016 @ 3:00pm**

**May 3, 2016 @ 3:00pm**

**June 7, 2016 @ 3:00pm**

**July 5, 2016 @ 3:00pm**

**August 2, 2016 @ 3:00pm**

**September 6, 2016 @ 3:00pm**

**October 4, 2016 @ 3:00pm**

**November 1, 2016 @ 3:00pm**

**December 6, 2016 @ 3:00pm**

**2. Adjournment**

*The meeting was adjourned at 4:07pm by Board President Tim Carter.*

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Time\_\_\_\_\_

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Laurin L. Custis  
Administrative Assistant to the YASD Board