

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

**March 1, 2013 4:00 PM
Yavapai Accommodation School District Office
2970 Centerpointe East, Prescott, AZ 86301**

Call to Order – Board President Mr. Tim Carter opened the meeting at 4:00 PM.

Welcome and Introductions – Present for this meeting Board President Mr. Tim Carter, Jim Taylor, Rita Leyva and Laurin Custis.

Public Participation - No public participated in the meeting.

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 Canine Search Procedures and Letter to Parents**

Consent Agenda:

1. Item #1, Agenda, was approved. Item #2 was removed and considered separately as part of the regular voting agenda.

Study Session/Review -

- 1. The Trust – Exposure Summary**

The Exposure Summary was reviewed. Mr. Taylor will submit the Exposure Summary to The Trust.

Study and Voting Session –

- 1. Consider approving Canine Search Procedures and Letter to Parents**

Letter to the Parents and Canine Search Procedures were reviewed and approved.

- 2. Consider and approve action on the PTO Accrual Policy and YASD Sick Bank**

PTO Accrual Policy

PTO Accrual Policy that was presented on 2-12-13 was approved. Policy will take effect 7-1-13.

	CERTIFIED EMPLOYEES	ADMINISTRATORS	CLASSIFIED EMPLOYEES
PTO	10 DAYS – accrued at the rate of 1 day per month	12 DAYS – accrued at the rate of 1 day per month	12 DAYS – accrued at the rate of 1 day per month
Paid Time Off	Accrual Limit: 10 days Employee will continue to accrue 1 PTO day on the first day per contract month. At the end of each school year, the district will “buy down” all days accumulated by that employee in excess of 10 days at ½ of their daily rate of pay.	Accrual Limit: 12 days Employee will continue to accrue 1 PTO day on the first day per contract month. At the end of each school year, the district will “buy down” all days accumulated by that employee in excess of 12 days at ½ of their daily rate of pay.	Accrual Limit: 12 days Employee will continue to accrue 1 PTO day on the first day per contract month. At the end of each school year, the district will “buy down” all days accumulated by that employee in excess of 12 days at ½ of their daily rate of pay.

VACATION	0 DAYS – 7/1/2013 - limited to current total	20 DAYS – accrued as of 1st day of contract period Accrual Limit: 20 days 7/1/2013 – limited to current total	12 DAYS – accrued as of 1st day of work agreement Accrual Limit: 12 days 7/1/2013 – limited to current total
POLICY EFFECTIVE 7/01/2013	PTO – 1 day per contract month VAC – NO FUTURE VACATION DAYS	PTO – 1 day per contract month VAC – Accrual pro-rated per length of contract	PTO – 1 day per contract month VAC – Accrual pro-rated per length of work agreement

Additional Notes:

All Employees upon termination with accrued VACATION and/or PTO LEAVE will be paid at ½ of their daily rate of pay up to their accrual limit.

Between 7/1/13 and 7/15/13, Any Employees may sell their VACATION and/or PTO LEAVE accumulation in excess of the limit at ½ of their daily rate of pay.

COMP TIME: Classified Employees can only earn COMP TIME on a pre-approved, emergency basis. All comp time must be used during the same pay cycle that it is earned.

YASD Sick Bank was considered and approved.

SICK BANK POLICY

- Voluntary.
- Certified and Classified may participate.
- Enrollment – prior to September 1 each year, or upon employment if after that date.
- Minimum contribution of 1 day per year, payable on September 1.
- No minimum on excess contributions after that time.
- Once contribution has been made participants may not reclaim days.
- Sick Bank contribution limit is 200 days.
- Excess contributions will be “suspended” when bank reaches the 200 day limit.
- Eligible employee must use all PTO and Vacation time to “0” before they may use Sick Bank days.
- Eligible employees are limited to 20 days per school year with documentation.
- Eligible employees may request additional Sick Bank days with documentation pending Board approval.
- Sick Bank days are for use by eligible employees who experience a loss of pay for reasons of:
 1. Extended illness
 2. Recuperation
 3. 3-5 days for Bereavement
 4. Non-elective surgery or surgery pre-approved by the Board
- Immediate family is considered to be father, mother, son, daughter, spouse, brother, sister, granddaughter, grandson, grandfather, grandmother, daughter-in-law, son-in-law, Immediate step-family members and corresponding relatives by court order.
- Sick Bank days will not be granted for absences due to elective procedures or worker’s compensation claims.

3. Consider and approve action on YASD employee over payment
YASD employee over payment was considered and no action was taken.

4. Consider and approve action on the 2013 Prom
Location: Traxs Dance Club, Prescott Valley
Date: May 4, 2013 Time: 8pm -12:00pm
Theme: Mardi Gras (No Beads)
Music: DJ - music approved by Mr. Taylor
Tickets: \$15.00 each

Dress Code: Semi-formal

The 2013 Prom was considered and approved.

5. **Consider and approve action on funds for 2013 Prom**

Funding for the 2013 Prom was considered and an expenditure of \$2000.00 was approved.

Closing of Meeting

The meeting was adjourned at 5:38 pm by Board President, Tim Carter.