



**Regular Public Meeting
Tuesday, July 1, 2025 at 4:00 pm
MINUTES**

- I. Call to Order** Randy Hawley
Board President Hawley called the meeting to order at 4:04 pm.
- II. Pledge of Allegiance** Randy Hawley
- III. Roll Call of Members**
Randy Hawley, Present
Lauren Robinson, Present
Karen McClelland, Present
April Payne, Present
Sam Blom, Present
- IV. Statement of Welcome** Randy Hawley
Board President Hawley welcomed attendees.
- V. Call to the Public** Randy Hawley
There were no public comments.
- VI. Governing Board Member Comments** Board Members
Board member Karen McClelland noted the positive story in the newspaper about community involvement in the after school program at West Sedona School.
- VII. Superintendent's Update** Tom Swaninger
Dr. Swaninger gave an overview of events throughout the district, including hiring for the 2025-26 school year, a focus on summer planning and aligning programs to the District's long-term mission, and new programs for the 2025-26 school year.
- VIII. Approve Order of the Agenda Including the Consent Agenda and Minutes** Randy Hawley
The consent portion of the agenda is to expedite routine matters that must be acted on by the Governing Board of Education. All items approved will be done by one non-debatable motion passed unanimously. Any item may be removed for debate on request of any member of the board, staff, or public. Items removed from the consent portion of the agenda become the first item of business on the regular agenda.

Attachment 1: Consent Agenda

1. Minutes for Governing Board meetings: June 3, 2025
2. Payroll vouchers – 24 - 25, 103
3. Accounts Payable vouchers – 2547 - 2550
4. Gifts and donations – Attached
5. Fund balance statements – Attached
6. Personnel – Attached
7. Approved Fundraisers – Attached

Motion made by Lauren Robinson/Sam Blom: A motion to approve the order of the agenda including the consent agenda and minutes carried by a vote of 5-0.

IX. Business Items and Presentations

A. RFP for Real Estate Brokerage Services Related to the Sale of the Big Park Property

Stacy Saravo

- Strategic Plan Alignment: Effective Communication/Use of Resources
- Attachment 2: RFP – Real Estate Brokerage Services
- **ACTION ITEM:** Discussion and possible action to authorize the Superintendent and Finance Director to issue a Request for Proposals (RFP) for professional real estate brokerage services to assist with the potential sale of the Big Park property.
- Finance Director Stacy Saravo gave an overview of the RFP for real estate brokerage services related to the sale of the district owned property in the Village of Oak Creek. Approval from the board would allow the district to issue the RFP. Responses would be delivered to the district and kept sealed until the response period finishes. The RFP includes background, experience, fee schedule, and other pertinent information. The ability to meet or exceed our needs, fees, expertise, knowledge, references, marketing ability would be included in selection criteria. The RFP period will last for up 3 weeks, including newspaper advertising and a site walk through. The District would like to issue the RFP in mid-July and receive responses by mid-August.
- **Motion made by Lauren Robinson/Sam Blom:** A motion to authorize the Superintendent and Finance Director to issue a Request for Proposals for professional real estate brokerage services to assist with the potential sale of the Big Park property carried by a vote of 5-0.

B. Presentation of the 2025-26 Proposed Budget

Stacy Saravo

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 3: FY26 Proposed Budget Summary
- Attachment 4: FY26 Proposed Budget
- Attachment 5: FY26 Budget Short Form
- Finance Director Stacy Saravo presented the 2025-26 proposed budget. The budget will be presented again in July with a potential adoption vote. The district has estimated loss of 28 ADM. This projection will be compared to 40th and 100th day counts. Differences between the estimated and actual ADM could impact funding and would be included in a budget revision. In the past few years, the District has carried over 5% of the budget. A 3-5% carryover may be more realistic this year.
- Board member Sam Blom asked about the state budget. Ms. Saravo noted that because the budget was passed very recently, some of the details are still unknown.
- Superintendent Swaninger reiterated the District's commitment to fiscal responsibility.

C. Review of the District's 2025-26 Site Performance Pay Plan (Prop 301)

Stacy Saravo

- Strategic Plan Alignment: Highly Performing & Supported Staff
- Attachment 6: Performance Pay Summary
- **ACTION ITEM:** Discussion and possible action to approve SOCUSD's Performance Pay Plan for the 2025-26 school year.
- Finance Director Stacy Saravo gave an overview of the District's 2025-26 Site Performance Pay Plan, noting that there have been no changes to the performance plan this year. The District may review some of the plan features this year, including the pay timing and performance standards. Any resulting changes would be reflected next year.

- **Motion made by Sam Blom/Karen McClelland:** A motion to approve SOCUSD's Performance Pay Plan for the 2025-26 school year carried by a vote of 5-0.

D. 2025-26 Athletic Coach Stipend Schedule

Stacy Saravo

- Strategic Plan Alignment: Highly Performing & Supported Staff
- Attachment 7: 2025-26 Coaching Stipend Schedule
- **ACTION ITEM:** Discussion and possible action to approve the athletic coaching stipend schedule for the 2025-26 school year.
- Finance Director Stacy Saravo gave an overview of the stipend schedule. The schedule includes a 2% increase, which is commensurate with the raises given to other staff members.
- **Motion made by Lauren Robinson/April Payne:** A motion to approve the athletic coaching stipend schedule for the 2025-26 school year carried by a vote of 5-0.

E. Fundraiser Approval Authority

Stacy Saravo

- Strategic Plan Alignment: Effective Communication/Use of Resources
- Attachment 8: Fundraiser Approval Delegation Form
- **ACTION ITEM:** Discussion and possible action to authorize the Superintendent to approve fundraisers including but not limited to dances, ticket sales, concession sales, and club fundraisers during the 2025-2026 school year.
- Finance Director Stacy Saravo gave an overview of this annual required request delegating fundraising approvals to the Superintendent.
- **Motion made by April Payne/Sam Blom:** A motion to authorize the Superintendent to approve fundraisers including but not limited to dances, ticket sales, concession sales, and club fundraisers during the 2025-2026 school year carried by a vote of 5-0.

F. Appointment of Student Activity Fund Treasurer as Required by A.R.S. 15-1122

Stacy Saravo

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 9: Student Activity Treasurer Appointment Form
- **ACTION ITEM:** Discussion and possible action to appoint Stacy Saravo as Student Activity Treasurer and Amanda Stanfield as Assistant Student Activity Treasurer.
- Finance Director Stacy Saravo gave an overview of this annual request. There have been no changes from the 2024-25 school year.
- **Motion made by Lauren Robinson/Sam Blom:** A motion to appoint Stacy Saravo as Student Activity Treasurer and Amanda Stanfield as Assistant Student Activity Treasurer carried by a vote of 5-0.

G. Increase to Revolving Account Balance with One AZ Credit Union

Stacy Saravo

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 10: Revolving Account Balance Increase Authorization
- **ACTION ITEM:** Discussion and possible action to increase the Revolving Account balance with One AZ Credit Union to \$10,000.
- Finance Director Stacy Saravo gave an overview of this request. This would help the business office process payments with a short turnaround time.
- **Motion made by April Payne/Karen McClelland:** A motion to approve an increase the Revolving Account balance with One AZ Credit Union to \$10,000 carried by a vote of 5-0.

H. Approval of Sole Source Vendors

Stacy Saravo

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 11: FY 26 Sole Source Vendor List
- **ACTION ITEM:** Discussion and possible action to approve the FY26 Sole Source Vendor list.
- Finance Director Stacy Saravo gave an overview of this annual item. This vendor list exists for instances when the District feels there are not multiple vendors for a good/service, making an RFP or formal procurement process impossible. The auditor general has asked Districts to review sole source lists and provide more detailed information on the decision to include particular vendors on the list. The current list includes PowerSchool, Tyler Technologies, WestEd, AZ Interscholastic Association, and the AP College Board.
- **Motion made by Lauren Robinson/Sam Blom:** A motion to approve the FY26 Sole Source Vendor list carried by a vote of 5-0.

I. Approval of FY26 Purchasing Cooperatives

Stacy Saravo

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 12: FY26 Purchasing Cooperative List
- **ACTION ITEM:** Discussion and possible action to approve the FY26 Purchasing Cooperative List.
- Finance Director Stacy Saravo gave an overview of the Purchasing Cooperative List. These cooperatives are not immune from bid and quote rules. Purchasing Cooperatives typically provide discounts to member districts. There are no changes from last year's list.
- **Motion made by Sam Blom/Lauren Robinson:** A motion to approve the Purchasing Cooperative List for FY26 carried by a vote of 5-0.

J. Second Reading of Changes to Policy BE to Reschedule Regular Board Meetings in FY26

Tom Swaninger

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 13: Proposed Policy BE
- **ACTION ITEM:** Discussion and possible action to approve changes to board policy BE to move regular board meetings to the second Tuesday of each month.
- Superintendent Tom Swaninger gave discussed proposed changes to Policy BE. This would better accommodate deadlines for the business office and reduce the need for follow up meetings. Board Member April Payne verified that this change would begin in August.
- **Motion made by Karen McClelland/Sam Blom:** A motion to approve Policy BE to move regular board meetings to the second Tuesday of each month carried by a vote of 5-0.

K. Second Reading of ASBA Policy Updates 876 - 908

Tom Swaninger

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 14: Policy Advisories 876-905
- Attachment 15: Policy Advisories 906-908
- **ACTION ITEM:** Discussion and possible action to approve ASBA policy updates 876 – 908.
- Superintendent Tom Swaninger gave discussed ASBA Policy Updates 876-908. Board member Karen McClelland asked if it is preferable to expand the ASBA model policy on cell phone use or leave the policy as-is and include District-specific information in the student handbooks. Superintendent Swaninger responded he would prefer to leave specifics in the handbooks since both sites have slightly different rules. Rules at both sites comply with state laws.
- **Motion made by Karen McClelland/Sam Blom:** A motion to approve ASBA policy updates 876 – 908 carried by a vote of 5-0.

L. ASBA Policy Updates 866 – 875, including the new Superintendent evaluation instrument

Tom Swaninger

- Strategic Plan Alignment: Effective Use of Resources
- Attachment 16: Policy Advisories 866-875
- **ACTION ITEM:** Discussion and possible action to approve policy advisories 866-875.
- Superintendent Tom Swaninger discussed ASBA Policy Updates 866 – 875. He noted that there are 2 potential evaluation instruments, CBI-EA and CBI-EB. Dr. Swaninger and board members preferred Policy CBI-EB because it gives more opportunities for comments and input from the board.
- **Motion made by Sam Blom/Lauren Robinson:** A motion to approve policy advisories 866-875 including CBI-EB carried by a vote of 5-0.

X. Other Business

Randy Hawley

Future board meeting dates and agenda items: There will be a special public meeting held virtually on Monday, July 14 at 2:00 pm regarding the 2025-26 budget. The next regular public meeting is scheduled for Tuesday, August 12, 2025 at 4:00 pm.

XI. Adjournment

Randy Hawley

Motion made by Sam Blom/April Payne: A motion to adjourn the meeting at 4:39 carried by 5-0.

Prepared by: Amanda Stanfield

Signatures of Attendees:

Randy Hawley

Lauren Robinson

Sam Blom

Karen McClelland

April Payne