



**Minutes of Regular Board Meeting of the Governing Board
Joseph City Unified School District
District Office Board Room, 8176 N. Westover, Joseph City, AZ 86032
Tuesday, September 15, 2026**

Members present

Karsten Flake, Lexi Nelson, Cat Hansen

Administrators present

Shannon Harvilla, Superintendent; Caleb Layden, Business Manager; Eric Miller, JH/HS Principal

Others present

14 Community members

1. OPENING ITEMS

1.A. Call to Order

Motion by Lexi Nelson to call the regular meeting to order.

Time: 6:00 p.m.

1.B. Roll Call

1.C. Pledge of Allegiance

1.D. Invocation

2. APPROVE AGENDA

Motion by Lexi Nelson to approve the agenda with the following changes: Separate 6.A. from Consent Agenda and add it to the Action Items as Item 8.H; second by Karsten Flake

Final Resolution: Motion passed.

Yes: Lexi Nelson, Karsten Flake, Cat Hansen

3. APPROVE MINUTES

August 11, 2026 Regular Board Meeting

August 25, 2026 Special Board Meeting

Not Acted upon

4. SUPERINTENDENT'S REPORT

4.A. Wildcat Way Students of the Month

Students of the Month for August 2026

Ryslyn Fischer

Grace Birk

Charles Gardner

Kylie Hansen

5. REQUESTS TO SPEAK TO THE GOVERNING BOARD

None

6. CONSENT AGENDA

Motion by Lexi Nelson to approve the Consent Agenda, Items 6A – 6E; second by Cat Hansen

Final Resolution: Motion passed.

Yes: Lexi Nelson, Karsten Flake, Cat Hansen

6.A. Approve Expense Vouchers

Action to ratify district vouchers for the period August 1, 2026 through August 31, 2026.

General and Special Funds: #1003, #1004, #1005, #1006 — \$217,973.05

Auxiliary Operations Funds: Pending August payroll and External Accounts reconciliation.

Student Activities Fund: Pending August payroll and External Accounts reconciliation.

6.B. Student Activities Fund Report

Revenues, expenditures and charges in the Student Activities Fund Report; period of August 1, 2026 through August 31, 2026.

6.C. Student Fundraisers

Organization	Description	Action
Class of 2027	Snowcone Sales	Ratify
Class of 2030	Cotton Candy Sales	Ratify
HS Boys Basketball	School Fundr Online donations	Approve
Student Council	Homecoming Dance	Ratify

6.D. Gifts & Donations

Donor	Item	School/Program	Purpose	Amount
1 GPA	check	District wide Student Accounts	Bringing All outstanding Lunch Accounts to Date	\$12,088.96
Arizona Diamondbacks Foundation	check	Youth Sports	To support Sports in the schools	\$1000

7. POSSIBLE EXECUTIVE SESSION (*)

None

8. ACTION ITEMS

8.A. Personnel Requests (*)

Name	Assignment	Action
Bowler, Laurie	JH/HS Tutor	Assignment
Brown, Kevin	Volunteer, Athletic	Acceptance
Bushman, Adriane	Preschool Aide	Appointment
Bushman, Adriane	Elementary Yearbook Coordinator	Assignment
Bushman, Jess	Science Fair Coordinator	Assignment
DeShazor, Steven	Custodial Coordinator	Resignation
Edwards, Sydnee	JH Softball Volunteer	Acceptance
Fish, Kari	JH Softball Volunteer	Acceptance
Hansen, Ruth	Title I Coordinator - ESI contracted Employee	Resignation

		Effective 10/1/26
Hutchens, Daniel III	Custodial Coordinator	Appointment
Johnstun, Aaron	JH/HS Tutor	Assignment
Metzger, Kelly	Red Ribbon Week Coordinator	Assignment
Miller, Ava	Substitute Teacher*	Appointment
Moss, Benson	Auditorium Tech	Appointment
Smith, Jim	Event worker	Renewal

Motion by Lexi Nelson to approve Personnel Requests as presented; second by Cat Hansen

Final Resolution: Motion passed.

Yes: Lexi Nelson, Karsten Flake, Cat Hansen

8.A.(i) Personnel Requests (*)

Name	Assignment	Action
Spurlock, Sharon	Substitute Teacher	Appointment

Motion by Lexi Nelson to approve Personnel Request as presented; second by Karsten Flake

Final Resolution: Motion passed.

Yes: Lexi Nelson, Karsten Flake, Cat Hansen

8.B. Resolution: 2027 Preventative Maintenance Guideline and Plan

Motion by Lexi Nelson to approve Resolution 2027-1 Preventative Maintenance Guideline and Plan as presented; second by Karsten Flake

Final Resolution: Motion passed.

Yes: Lexi Nelson, Karsten Flake, Cat Hansen

8.C. Resolution: FY 2027 Capital Plan

Motion by Lexi Nelson to approve Resolution 27-2 Capital Plan as presented; second by Karsten Flake

Final Resolution: Motion passed.

Yes: Lexi Nelson, Karsten Flake, Cat Hansen

8.D. Resolution : 2027-3 Building Inventory

Motion by Lexi Nelson to approve Resolution 27-2 Capital Plan as presented; second by Karsten Flake

Final Resolution: Motion passed.

Yes: Lexi Nelson, Karsten Flake, Cat Hansen

8.E. PUBLIC HEARING and Approval of 2026-27 Performance Pay Plans for Teachers and Certified Specialists and Classroom Site Fund Allocation.

Motion to by Lexi Nelson to open the public hearing at 6:16 p.m.

No comments

Public Hearing closed at 6:18 p.m.

Motion to approve 2026-27 Performance Pay Plans for Teachers and Certified Specialists and Classroom Site Fund Allocation by Lexi Nelson; second by Cat Hansen

Final Resolution: Motion passed.

Yes: Lexi Nelson, Karsten Flake, Cat Hansen

8.F. Adoption of High School Environmental Science textbook and curriculum materials.

Textbooks, supplementary materials and online resources proposed for adoption are High School Environmental Science PDF version of Environmental Science Copyright© by Holt, Rinehart and Winston Text that students would use for their textbook assignments is the PDF version of Environmental Science Copyright© by Holt, Rinehart and Winston

<https://anyflip.com/qjhij/xqst/basic>

<https://drive.google.com/open?id=1HVZpKA9EgPs5H03uhNIJ0qc0Bm-HnTK5>

Motion to approve and adopt the High School Environmental Science textbook and curriculum materials
Final Resolution: Motion passed.
Yes: Lexi Nelson, Karsten Flake, Cat Hansen

8.G. Discussion and Approval of Changes to Governing Board Policies reviewed August 11, 2026: BEDB, CBA, DJ, DJE, IHA, IHB-R, IKE-RB, IKF, JF-R, JFAA-R, JFAB-R, JFABC-R, JFABD-RB, JFABDA-RB, new Regulation JFB-RB, JJAB, Regulation JR-R, KFA

Motion by Lexi Nelson to adopt the above 17 board policies, omitting Policy DJ, which will be presented at a future board meeting; second by Karsten Flake
Final Resolution: Motion passed.
Yes: Lexi Nelson, Karsten Flake, Cat Hansen

8.H. Approve FY 2026-27 Fee Schedules

FY 2026-27 Fee Schedules: Community Use of Facilities Fees, JH/HS activity Fees, Elementary / Preschool Tuition and Fees.
Motion to approve FY 2026-27 Fee Schedule by Lexi Nelson; second by Karsten Flake
Final Resolution: Motion passed.
Yes: Lexi Nelson, Karsten Flake, Cat Hansen

9. INFORMATION ITEMS

9.A. Requests for Future Agenda Items

Policy D.J. for discussion and possible approval
Upcoming out of state travel for Pamela Dean, Shannon Harvilla.

9.B. Upcoming Meetings and Events Calendar

- Policy Work Session - September 18, 2026 at 1:00 p.m.
- Next Regular Board Meeting - October 13, 2026 at 6:00 p.m.

9.C. Review of Possible Policy Changes to be Considered for Adoption at a Future Meeting

See the attached Policy Advisory for policy changes to be considered. Policies affected: New regulation DJ-R Purchasing Ethics; Policy BCB - Board Member Conflict of Interest and its accompanying Exhibit BCB-E, and Policy GBEAA - Conflict of Interest and its accompanying Exhibit GBEAA-E.

10. ADJOURNMENT

Motion to adjourn by Lexi Nelson; second by Cat Hansen
Final Resolution: Motion passed
Yes: Lexi Nelson, Cat Hansen, Karsten Flake
Time: 6:26 p.m.

APPROVED:

Board Clerk or President