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, October 13, 2026

Members present
Eldon Larsen, President; Dayton Flake, Clerk; Karsten Flake, Cat Hansen, Lexi Nelson

Administrators present
Shannon Harvilla, Superintendent; Caleb Layden, Business Manager; Eric Miller, JH/HS Principal; Pamela Dean, Elementary Principal

Others present
10 Community members

1. OPENING ITEMS

1.A. Call to Order
Motion by Eldon Larsen 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 Eldon Larsen to approve the agenda with the following changes to agenda item 8A All personnel as listed, except changing Erica Hunt to 8A1 – Reassignment from 1st grade teacher to Reading Teacher / Math Coach; second by Lexi Nelson
Final Resolution: Motion passed.
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

3. APPROVE MINUTES
August 11, 2026 Regular Board Meeting
August 25, 2026 Special Board Meeting
September 15, 2026 Regular Board Meeting
September 18, 2026 Policy Work Session

Motion by Dayton Flake to approve the above board meeting minutes; second by Lexi Nelson.
Final Resolution: Motion passed.
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

4. SUPERINTENDENT'S REPORT
Superintendent Shannon Harvilla reports on enrollment and the October 1 count, students and classrooms, staff, safety and operations, facilities and the School Facilities Division, finances, policy and governance, partnerships, and upcoming dates. No action will be taken.

4.A. Principal's Report - Joseph City Elementary School

Report from Pamela Dean, Elementary Principal and District Director of Special Services, July to September 2026: safety and campus operations, teaching and learning, early childhood and community partnerships, staff roles, and special services.

4.B. Principal's Report - Joseph City Jr/Sr High School

Principal's report from Eric Miller, Joseph City Jr/Sr High School: classroom highlights, student learning opportunities, and September Wildcat Way Students of the Month.

5. REQUESTS TO SPEAK TO THE GOVERNING BOARD

Kory Castellano, reporting positive progress with Elementary Special Education.

6. CONSENT AGENDA

Vote on Consent Agenda. All items listed will be considered as a group and will be approved with one motion unless a Board Member requests an item be removed from the consent agenda and considered as a separate item.

Motion by Eldon Larsen to approve the Consent Agenda, Items 6A – 6D; second by Dayton Flake
Final Resolution: Motion passed.
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

6.A. Approve Expense Vouchers

Action to ratify district vouchers for the period September 9, 2026 through September 11, 2026.
General and Special Funds: #1007 ($89,444.23), #1008 ($14,433.64)

6.B. Student Activities Fund Report

Revenues, expenditures and charges in the Student Activities Fund Report; period of 9/1/26 through 9/30/26.

6.C. Student Travel - Chess Team, State Qualifier

High school chess team travel to the state individual qualifier, October 30-31, 2026, Rincon High School, Tucson, AZ, and to the state chess championship tournament in Yuma, AZ (date to be announced). Chaperones: Laurie Bowler and Michael Gayer, with up to seven students, within the one adult per ten students ratio in Regulation IJOA-R.

6.D. Out of State Travel

Pamela Dean, 2027 ACT Regional Conference, Las Vegas, NV; February 5, 2027

Shannon Harvilla, National Superintendents' Conference in Atlanta, GA; February 25-27, 2027 - paid by scholarship.

7. POSSIBLE EXECUTIVE SESSION (*)

None

8. ACTION ITEMS

8.A. Personnel Requests (*)

8.A.1

Name	Assignment	Action
Alvarado-Rogers, Maria	Substitute Teacher	Appointment
Brawley, Brichelle	Student Worker	Appointment
Dean, Pamela	District Director of Special Services	Reclassification
Downing, Marie	Substitute Teacher	Appointment
Gardner, Crystal	Long-term Substitute Teacher	Assignment
Gardner, Kathleen	Student Worker	Renewal
Iverson, Kimberly	Student Worker	Appointment
King, Grayson	Student Worker	Appointment

Miller, Jareon	Volunteer Coach	Acceptance
Mosier, Darrel	Substitute Teacher	Ratification
Mosier, Jori	Special Education Services Coordinator	Title Change
Robinson, King	Student Worker	Appointment
Smith, Tyson	JH Wrestling Head Coach	Appointment
Strong, Jason (Alex)	Spanish Interpreter	Assignment

Motion by Eldon Larsen to approve 8.A 1. personnel as presented; second by Lexi Nelson
Final Resolution: Motion approved.
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

8.A.2 Personnel Request

Hunt, Ericka – Reassignment from 1st Grade Teacher to Reading Specialist / Math Coach

Motion by Eldon Larsen to approve 8.A.2. personnel as presented; second by Dayton Flake
Final Resolution: Motion approved.
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen
Abstained: Lexi Nelson

8.B. Discussion and Possible Action Regarding the Superintendent's Performance Pay (*)

Set the Superintendent's FY 2026-27 performance pay goals. The Board may convene in executive session under A.R.S. 38-431.03(A)(1) to discuss this item before voting in open session.

Motion by Eldon Larsen to approve the Superintendent's FY '27 Performance Pay Goals, as presented; second by Lexi Nelson
Final Resolution: Motion approved.
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

8.C. Discussion and Possible Approval of Changes to Governing Board Policies

These policies and possible changes were presented for public and board review at the previous regular board meeting and on the District website. See the attached Policy Advisory for policy changes to be considered. See the Link section of this agenda item to view the current policy manual. Policies affected: DJ, DJ-R, BCB, BCB-E, GBEAA, GBEAA-E.

Motion by Eldon Larsen to approve DJ, DJ-R, BCB, BCB-E, GBEAA, GBEAA-E as presented; second by Lexi Nelson
Final Resolution: Motion approved.
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

Resolution 2027-4, Delegating Purchasing Approval to the Superintendent

Adopt a resolution authorizing the Superintendent, or a designee named in writing, to approve purchases within the adopted budget and under $100,000 in compliance with Policy DJE, Regulation DJE-R and the School District Procurement Rules, and to approve food and beverages within Regulation DJ-R.
On September 15, 2026 the Board held Policy DJ because, as written, every food and beverage purchase would need advance Board approval. On September 18 the Board directed that approval rest with the Superintendent inside written limits. To be considered immediately after Policy DJ and Regulation DJ-R.

Motion by Eldon Larsen to Adopt Resolution 2027-4 as presented; second by Lexi Nelson
Final Resolution: Motion approved.
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

8.D. Approve the Joseph City Schools Annual Financial Report for 2025-26

Annual Financial Report for fiscal year 2025-26. A.R.S. 15-904 requires the report to be submitted to the Arizona Department of Education and the Navajo County School Superintendent by October 15, 2026, and published by November 15, 2026. Tonight is the only regular meeting before the October 15 deadline. Attached: a one-page summary of the October 12, 2026 draft report, the draft AFR workbook prepared by Victoria Farrar, and the Business Manager's list of items still being completed. The Board will be asked to approve the report as drafted and authorize the Superintendent and Business Manager to complete the listed corrections and submit it by October 15. Any changes will be reported to the Board on November 10, 2026.

Motion by Eldon Larsen to approve the Joseph City Schools Annual Financial Report for 2025-26; second by Karsten Flake.
Final Resolution: Motion approved.
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

8.E. USDA Grant: Resolution 2027-5, Accepting Distance Learning and Telemedicine Grant AZ0735-A16

Resolution 2027-5 accepting USDA Distance Learning and Telemedicine Grant AZ0735-A16 and authorizing the Superintendent to execute the grant agreement.

Motion by Eldon Larsen to accept the USDA Distance Learning and Telemedicine Grant AZ0735-A16 and authorizing the Superintendent to execute the grant agreement; second by Dayton Flake
Final Resolution: Motion approved.
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

9. INFORMATION ITEMS

9.A. Requests for Future Agenda Items

This agenda item is for the Governing Board to have a running record of potential items to be placed on future agendas. There will be no discussion on the substance, merits, or issues relating to the proposed agenda item.

9.B. Upcoming Meetings and Events Calendar

Policy Work Session (rescheduled from October 9 for lack of a quorum), Sections A, B and C - October 23, 2026 at 1:00 p.m.
Next Regular Board Meeting - November 10, 2026 at 6:00 p.m.
Policy Work Session, Sections D, E and F - November 20, 2026 at 1:00 p.m.

9.C. First Reading of Proposed Policies, Regulations and Exhibits, and Retirement of Policies, for Adoption November 10, 2026

First reading only. No action will be taken. These items were studied at the September 18, 2026 policy work session and come back for adoption at the November 10, 2026 regular meeting.

- **DGD** Credit Cards, **DGD-R** regulation and **DGD-E** card holder agreement (ASBA Policy Advisory 1065)
- **ACAA** Title IX (no text change) and **ACAA-R** Title IX regulation, naming positions rather than individuals
- **GCO-R** Evaluations and Contracts, new regulation combining and replacing GCO-RA and GCO-RB (ASBA Policy Advisory 1015)
- **GCFC-R** Fingerprinting Requirements, new regulation
- **JLDB** Restraint and Seclusion, with **JLDB-R** and exhibits **JLDB-EA, JLDB-EB, JLDB-EC, JLDB-ED** (A.R.S. 15-105)
- **KI** Visitors to Schools (ASBA Policy Advisory 1069)
- Retirement of **GCCB, GCL, GCMC, DFA-E, GCO-RA and GCO-RB** (ASBA removal advisories 994, 1004, 1012, 1013, 1015, 1032)

9.D. Arizona Minimum Wage Increase, January 1, 2027

Information only. Under A.R.S. 23-363(B), the Arizona minimum wage rises from $15.15 to $15.65 per hour on January 1, 2027. The attached summary shows the effect on the Support Staff pay schedule approved April 8, 2025. A revised Support Staff schedule will come to the Board for action on November 10, 2026.

9.E. Report and Public Comment on the Use of Maintenance and Operations Override Monies for 2025-26

Report on how the District used maintenance and operations override monies in fiscal year 2025-26, with an opportunity for public comment, as required by A.R.S. 15-481 by October 31. Presented by Caleb Layden, Business Manager. No action will be taken.

9.F. Enrollment Report

Enrollment report from Julie Mills, Student Data and Technology Specialist, as promised to the Board on September 15, 2026, including the current student count and the projected 100th day average daily membership. No action will be taken.

10. ADJOURNMENT

Motion by Eldon Larsen to adjourn; second by Dayton Flake
Final Resolution: Motion approved.
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson
Time: 6:51 p.m.

APPROVED:

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Board Clerk or President