



**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, January 13, 2026**

Members present

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

Administrators present

Bryan Fields, Superintendent; Steven Mills, Business Manager; Eric Miller, Jr/Sr High Principal; Darrel Mosier, Elementary Principal

Others present

Matt Weber, Superintendent NAVIT; Southwest Foodservice Excellence Representatives; 5 community members

1. OPENING ITEMS

1.A. Call to Order

Motion by Eldon Larsen to call the meeting to order

Time: 6:01 pm

1.B. Roll Call

1.C. Pledge of Allegiance

1.D. Invocation

2. ORGANIZATIONAL ITEMS

2.A. Election of Governing Board President for the 2026 Calendar Year

Motion by Karsten Flake to nominate Eldon Larsen as Governing Board President for 2026; second by Cat Hansen

Final Resolution: Motion passed

Yes: Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

Abstained: Eldon Larsen

2.B. Election of Governing Board Clerk for the 2026 Calendar Year

Motion to nominate Dayton Flake as Governing Board Clerk for the 2026 Calendar Year; second by Cat Hansen

Final Resolution: Motion passed

Yes: Eldon Larsen, Karsten Flake, Cat Hansen, Lexi Nelson

Abstained: Dayton Flake

3. APPROVE AGENDA

Motion by Eldon Larsen to adopt the agenda as presented; second by Dayton Flake

Final Resolution: Motion passed

Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

4. APPROVE MINUTES

December 9, 2025 Regular Board Meeting

Motion to approve the December 9, 2025 Regular Board Meeting minutes by Eldon Larsen; second by Lexi Nelson

Final Resolution: Motion passed

Yes: Eldon Larsen, Cat Hansen, Lexi Nelson Abstained: Dayton Flake, Karsten Flake

5. SUPERINTENDENT'S REPORT

5.A. Report by Southwest Foodservice Excellence (SFE) regarding our food service program including Breakfast in the Classroom

5.B. Report on the Northern Arizona Vocational Institute of Technology (NAVIT) by Superintendent Matt Webber

5.C. Changes in Weighted Student Counts

6. REQUESTS TO SPEAK TO THE GOVERNING BOARD

None

7. CONSENT AGENDA

Motion to approve the Consent Agenda by Eldon Larsen; second by Cat Hansen

Final Resolution: Motion passed.

Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

7.A. Approve Expense Vouchers

Action to ratify district vouchers for the period 12/1/2025 through 12/31/2025.

General and Special Funds: #13 \$26,832.25; #14 \$162,807.11; #15 \$167,757.42; #1019 \$83,073.75; #1020 \$20,797.76; #1021 \$208,536.35; #1022 \$21,690.61

Auxiliary Operations Funds: #1033 \$1,539.16; #1035 \$11,750.26; #1037 \$914.44

Student Activities Fund: #1032 \$3,025.32; #1036 \$1,281.42; #1038 \$700.00

7.B. Student Activities Fund Report

Revenues, expenditures and charges in the Student Activities Fund Report; period of 12/1/2025 through 12/31/2025.

7.C. Student Fundraisers

Organization	Description	Action
HS Art Club	Handmade Cinnamon Ornaments	Ratify
HS Girls Basketball	Discount Cards	Ratify

8. POSSIBLE EXECUTIVE SESSION

None

9. ACTION ITEMS

9.A. Personnel Requests

Name	Assignment	Action
Bushman, Jacob	Instructional Aide	Appointment
Coronado, Avril	Student Worker	Appointment
Cox, Wyatt	Substitute Bus Driver	Appointment
Golding, Tori	Instructional Aide	Appointment
Najar, Rachel	Instructional Aide	Resignation
Powers, Madyson	Substitute Teacher	Appointment
Richards, Jacquelynn	Event Worker	Ratification
Strong, Jason	Substitute Teacher	Appointment
Tsosie, Melvin	JH Girls Basketball 7th Grade	Appointment
Whetten, Anthony	JH/HS Teacher Drama Coach	Resignation (Effective 5/21/26)

Motion by Eldon Larsen to approve the personnel requests as presented; second by Dayton Flake
Final Resolution: Motion passes.
Yes: Eldon Larsen, Karsten Flake, Dayton Flake, Cat Hansen, Lexi Nelson

9.B. The Governing Board and Arizona School Boards Association (ASBA) will discuss and may consider the parameters of the new Superintendent Search

Review information presented to the Governing Board for discussion related to the parameters of the new District Superintendent search.

Motion to discuss and consider agenda items 9.B through 9.G by Eldon Larsen; second by Karsten Flake.
After discussion and consideration, the board approved actions for agenda items 9.B through 9.G in a single motion. The specific actions approved are listed below for each agenda item.

Motion by Eldon Larsen, second by Karsten Flake to approve the parameters of the new superintendent search for agenda items 9.B through 9.G:

- Item 9.B. – Approve nationwide search conducted by ASBA with travel allowance for final applicants;
- Item 9.C. – Approve ASBA scope of services and delegating to ASBA, with board input, the setting of dates and times for opening the search, interviews, meetings, selection date;
- Item 9.D. – Approve directing ASBA to facilitate stakeholder group selection, conducting community focus groups, soliciting community input for interview questions, and soliciting community input for prioritizing applicant experience and traits;
- Item 9.E. – Approve directing ASBA to solicit community input through a digital e-survey;
- Item 9.F. – Approve directing ASBA to manage job postings and advertisements with a salary range of \$95,000 to \$120,000 per year with final contract details to be approved by the board;
- Item 9.G. – Approve directing ASBA to design and create the job application and to manage the process for selecting interview questions.

Final Resolution: Motion Passed

Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson.

9.C. The Governing Board will discuss and may consider the Scope of Services and Timeline that Arizona School Board's Association will provide during the new Superintendent Search

The Governing Board will discuss and may consider the extent of stakeholder involvement that may be included in the search process for a new District Superintendent and direct the Arizona School Boards Association, in conjunction with District administration, to develop specific plans.

Motion made and approved in agenda item 9.B.

9.D. The Governing Board will discuss and may consider and develop specific plans and consider the extent of stakeholder involvement that may be included in the search process for a new District Superintendent

The Governing Board will discuss and may consider the extent of stakeholder involvement that may be included in the search process for a new District Superintendent and direct the Arizona School Boards Association, in conjunction with District administration, to develop specific plans.

Motion made and approved in agenda item 9.B.

9.E. The Governing Board will review and may consider approval of the use of an Arizona School Boards Association community e-survey to be used to collect community thoughts related to the position of District Superintendent

The Governing Board will review and may consider approval of the use of an Arizona School Boards Association community e-survey to be used to collect community thoughts related to the position of District Superintendent.

Motion made and approved in agenda item 9.B.

9.F. The Governing Board will discuss the components of a position advertising document and may consider approval to direct the Arizona School Boards Association to construct and publish an advertising document related to the position of District Superintendent

The Governing Board will discuss the components of a position advertising document and may consider approval to direct the Arizona School Boards Association to construct and publish an advertising document related to the position of District Superintendent.

Motion made and approved in agenda item 9.B.

9.G. Governing Board to review, discuss, and may consider approval of the 2026 Superintendent Search Application and Additional Narrative Questions

The Governing Board may review and discuss questions to be added to the Arizona School Board Association's application for the position of District Superintendent.

Motion made and approved in agenda item 9.B.

9.H. Approval of EV Charger Rates

<i>General Public Rates</i>	<i>District Employee Rates</i>
\$3.00 per hour	\$2.00 per hour
\$10.00 per half-day	\$5.00 per half-day
\$20.00 per full-day	\$10.00 per full-day

Motion to approve the rates for employee and public use of the electric vehicle chargers in the District Office parking lot. by Eldon Larsen; second by Dayton Flake

Final Resolution: Motion passes.

Yes: Eldon Larsen, Karsten Flake, Dayton Flake, Cat Hansen, Lexi Nelson

10. INFORMATION ITEMS

10.A. Board Conflict of Interest Training and Filing of Statements

The Governing Board received training regarding school district conflict of interest rules. All board members completed and submitted Conflict of Interest statements.

10.B. Affirm Dates and Times of Regular Board Meetings, Annual Review of Ethics Policies, Staff Code of Conduct, Mission Statement

The board affirmed that regular board meetings will continue to be held on the second Tuesday of each month.

10.C. Requests for Future Agenda Items

Request by Lexi Nelson for a Work Session to study board direction, goals, attributes, and alignment to the school mission statements. Scheduled for 9:00 am on February 13, 2026.

10.D. Upcoming Meetings and Events Calendar

- **Focus Group for Superintendent Search** - January 29, 2026; 6:00 pm - 7:30 p.m.
- **Board Operations and Leadership Training (BOLTS)** - January 30, 2026; Flagstaff, AZ
- **Next Regular Board Meeting** - February 10, 2026; 6:00 p.m.
- **Superintendent Search Candidate Selection and Interview Preparation** - March 27, 2026; 10:00 a.m.
- **First Round Interviews** - April 8, 2026; time to be announced
- **Final Round and Community Forum; Meet and Greet the Candidates** - April 17, 2026; 12:00 p.m. - 8:00 p.m.

11. ADJOURNMENT

Motion by Eldon Larsen to adjourn the meeting; second by Karsten Flake

Final Resolution: Motion passed.

Yes: Eldon Larsen, Karsten Flake, Dayton Flake, Cat Hansen, Lexi Nelson

Meeting adjourned at 7:11 p.m.

