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*Office of the Superintendent*

## **MINUTES**

### **REGULAR GOVERNING BOARD MEETING**

JANUARY 14, 2009– 6:30 P.M. SUB HALL B – SAHUARITA AUDITORIUM  
350 W. SAHUARITA ROAD – SAHUARITA, AZ 85629

#### **I. Call to Order and Pledge of Allegiance**

President Diana Kellermeyer called the meeting to order at 6:29 P.M. Also in attendance Clerk of the Board, Tom Murphy, Board Members Elaine Hall, Mike Lurkins, Kris Ham, Superintendent Dr. Jay C. St. John, Assistant Superintendent Dr. Manny Valenzuela, Business Manager Charlotte Gates. There were 49 guests. The Pledge of Allegiance was observed.

#### **IA. Reorganization of the Governing Board**

##### **1. Election of President – Discussion and Possible Action**

Governing Board President Diana Kellermeyer stated that the nominations were now in order for the office of president.

Mr. Lurkins nominated Mrs. Hall as Board President.

Mrs. Kellermeyer asked if there were any other nominations.

Mrs. Kellermeyer moved the Board to close the nominations and was seconded by Mrs. Ham.

A vote was taken with all members voting aye to elect Elaine Hall as President.

##### **2. Election of Clerk – Discussion and Possible Action**

President Elaine Hall stated that nominations were now in order for the office of clerk.

Mr. Murphy nominated Mr. Lurkins as Clerk of the Board.

Mrs. Hall asked if there were any other nominations.

Mrs. Hall moved the Board to close the nominations and was seconded by Mrs. Kellermeyer. The motion carried.

A vote was taken with all members voting aye to elect Mike Lurkins as Clerk of the Board.

#### **II. Approval of Agenda**

The superintendent recommended approval of the agenda as it was revised. Mr. Lurkins made the motion and was seconded by Mrs. Murphy. The motion carried.

#### **III. Approval of Minutes – October 8, 2008 and December 3, 2008**

The superintendent recommended approval of the October 8, 2008 and December 3, 2008 minutes as distributed. Mrs. Kellermeyer made the motion and was seconded by Mr. Murphy. The motion carried.

### **III. Approval and Ratification of Vouchers**

Mrs. Gates recommended ratification of previously approved payroll Vouchers 14, 15, and 16 in the amount totaling \$2,757,590.37, new payroll 19 for the pay period ending February 6, 2009 and new payroll 20 for the pay period ending February 20, 2009 in the amounts not to exceed \$2,000,000. She further recommended approval of expense vouchers 9038 through 9045 in the amount of \$1,531,529.88. The motion was made by Mr. Lurkins and seconded by Mr. Murphy. The motion carried.

### **V. Call to the Public**

Will be moved to agenda item B. Business, #3

### **VI. Recognition of Staff, Students and Community**

- A.** Mustang Alternative High School Graduate –The superintendent recognized Jaymes Creason as a Graduate of the Mustang Alternative High School. Dr. Valenzuela presented Mr. Creason with his high school diploma.
- B.** Anza Trail Boys Basketball Team – 2008 Southern Valley League Boys Basketball Champions

On December 13, 2008, the Anza Trail Boys Basketball Team participated in the Southern Valley League Tournament. The team, lead by Coach Justin Archer and Coach Santry Rush, defeated the Desert Sky Middle School Boys Basketball team in the Championship Game 34-30, in our schools first ever championship.

### **VII. New Business**

#### **A. Instruction – Discussion and Possible Action**

1. Review of the 2009-2010 Teaching Calendar – Discussion Only

Attached is the first attempt at a teaching calendar for 2009-2010. It is a traditional calendar. The superintendent recommended that we communicate this by posting this on the webpage and send to administrators so that they can speak to their staff about it. It will then be brought back for approval at the next Board meeting.

#### **B. Business – Discussion and Possible Action**

1. Budget Crunch – Discussion Only

The economic downturn that has dominated the news for the last few months will not be avoided by Sahuarita Unified School District. There are several items the Board will need to keep in mind as to how they want the administration to deal with the inevitable cuts that will be made by the Legislature. The superintendent reviewed the possible cuts to education that are currently on the table at the Legislature. The superintendent suggested the Board may want to consider holding a public forum on this issue.

2. November 2009 Election Cycle – Discussion Only

The time has come to make a decision as to whether to ask the County Board of Election to run our M & O Override elections. The superintendent presented some items that the

Board needs to review to assist in making that decision. The superintendent explained in detail the effects of the possible cuts and the importance of the override for the District to continue the programs currently in place at SUSD. The superintendent recommended that the Board hold a public forum on this issue.

3. Road Improvements on Sahuarita Road

Mr. Mike Ramirez, at the request of Curtis Jones, addressed the Governing Board in support of the underpass on Sahuarita Road. Mr. Curtis Jones, a resident and parent in our district, asked the Governing Board to discuss and possibly take a position on overpasses and/or underpasses when the Town of Sahuarita considers the improvement to Sahuarita Road. The Town discussed this matter prior to the Board meeting but the superintendent suggested that we should honor Mr. Jones's request. The superintendent stated that the District needs to be involved in the discussions and planning on the upcoming Sahuarita Road improvements.

4. District-Wide Security Fencing #2009-8

The superintendent recommended that Security Fence of Arizona be awarded Bid #2009-8 for District wide security fencing project #2009-8 in the amount of \$292,472.00. The motion to approve the award to Security Fence of Arizona was made by Mrs. Kellermeyer and seconded by Mr. Murphy. The motion carried.

5. Request for RFP for Food Services

A letter was received from ADE regarding our current Food Service Management contract. Our current contract has an additional one year extension available in 2009; however the USDA has implemented new federal procurement guidelines which must be in place by July 1, 2009. Due to the new requirements, SUSD#30 must procure a new contract to continue using a FSMC.

The superintendent recommended a request for a RFP for Food Services. Due to the services that are provided it is not advantageous for the district to use competitive sealed bidding but to use competitive sealed proposals. This will allow the district to make a determination using other factors listed in R7-2-1024(B) that are applicable in which price is not the determining factor. The superintendent recommended approving the request for RFP for Food services. The motion was made by Mrs. Kellermeyer and seconded by Mrs. Ham. The motion carried.

6. Hybrid School Bus Purchase

A copy of a Mojave price quotation on a hybrid diesel/electric route bus built by International Corporation was included in the Board packet. The cost is staggering. Our wonderful community partner Freeport Mc MoRan has agreed to help us with the cost of this purchase. Even with Freeport's help the cost difference is \$40,000.00. We have been on the phone with the representative of the Arizona dealer to see if we can get some price reduction. We still believe it is the best interest of the district to make this purchase. The payback time period will be dependent on the cost of diesel fuel, which is volatile at best. This would be the first hybrid bus in the state of Arizona. The superintendent recommended approval of the purchase of a hybrid school bus. The motion was made by Mrs. Kellermeyer and seconded by Mr. Lurkins. The motion carried. The Governing Board thanked Freeport Mc Moran for their support.

7. Approval of RFQ #2009-12 –Trash Removal and Recycling Services

Mrs. Gates notified the Board that the sealed bids were opened on January 13<sup>th</sup> at 2:00 p.m. in the District Conference Room. Due to the time and date of the bid opening, a copy of the bid tabulation and recommendation will be presented at the next Board meeting.

**B. Governing Board – Discussion and Possible Action**

1. ADE - Teacher Evaluation System Verification FY 2009-2010 General Statement of Assurance

A.R.S. § 15-952.A.3 Specifies that local Governing Boards must submit evidence to the Sate Board of Education that the evaluation system originally approved by the Board continues to meet all requirements set forth in A.R.S. § 15-537. The superintendent recommended approval of the Teacher Evaluation System for the FY 2009-2010. He stated that the district has a Qualified Teacher Evaluation System in place that worked well and recommended approval of the general statement of assurance. Mrs. Ham made the motion and was seconded by Mrs. Kellermeyer. The motion carried.

2. SHS “Trick or Treat So Kids Can Eat” – Information Only

The superintendent shared a letter received from Dr. Neish regarding the “Trick or Treat so Kids Can Eat” food drive. The high school drama club unselfishly reached out to neighbors who needed a hand. This year, over 315 Thespian Troupes from 38 states participated in the TOTS-EAT campaign. Their collections totaled more than 309,000 pounds (154 tons).

3. Board Member E-mail and Computer Use

One of the advantages of having a new Board member is that he/she takes the training as and new Board member and reminds us to take a look at operational items. The superintendent recommended that the Board discuss the use of emails, the use of district or private computers, and electronic Open Meeting Law concerns. The superintendent asked the attorney and was advised that if the Governing Board members use their personal computer to answer District e-mails, their personal computer could be seized if the government so chooses. The superintendent offered that the District could provide computers for Board members as needed. No decision made.

**C. Personnel – Discussion and Possible Action**

1. Change in Staffing Procedures

Scott Downs, HR Director, has suggested that SUSD increase the registrar position from 11 months to 12 months at the high school. Consideration is being given to making some staffing changes in terms of size of buildings because the registrar at the high school is responsible for recording the date the student was enrolled and the date the student left. This information is critical. The superintendent recommended the change in the registrar position at the high school. The motion was made by Mr. Murphy and seconded by Mr. Lurkins. The motion carried.

**VIII. Superintendent/Administrative Reports**

**Dr. St. John** – The student enrollment at Anza Trail is 1289, SHS – 1406, SIS – 615, SMS – 633, SPS – 788 (including 152 at ECC), Sopori – 209. Total enrollment is 4940 students.

Upcoming events include: Dr. St. John and several staff members met with the architects for the design of the new high school. Meeting with the Town of Sahuarita on economic development, K-12 financial aid meeting Jan. 15<sup>th</sup> sponsored by the guidance counseling staff, meeting with kindergarten parent, meeting of Southern AZ School Personnel Assoc. with Scott Downs, regular construction meetings continue, PowerSchool implementation meetings, Pima County School Superintendent's meeting, meeting with Edge Charter School, SHS National Honor Society induction next week. Recent events include: continue meeting with architects, Safe Moves Program was at the high school (thank you letter in packet), attended U of A South senior capstone project and SUSD hired a person that Dr. St John met at this event, met with Terri Noe and her doctoral program advisor, attended the SHS music concert and it was outstanding, reading meeting with Freeport McMoRan who is a sponsor, along with the Governor, who gives a book to every student in 1<sup>st</sup> grade and every 4<sup>th</sup> grade student in the District, attend community action group meeting as a representative with the community group that is dealing with the water issues in Green Valley, met with the lobbying group (by phone) and spoke to the masters program and identified teachers in our district that want to get into the Administration Masters Program. Did a walk-through of SIS with the School Facilities Board, walked the new high school site with Richard and met with Spencer Smith concerning the FICO site. Upcoming events – the Town of Sahuarita at their January 26<sup>th</sup> meeting is going to have a JTED presentation by Dr. Alan Storm, the SHS Robot Class is having a contest on Saturday between 6 teams, an official Proclamation from Mayor Robert Walkup for National School Counseling Week on February 2-6, 2009, a letter from the Fleet Reserve Association thanking the District, Christine Garcia and Cdr. Battle and their students for their participation in the commemoration of the USS Arizona, information from Southwest Foodservice Excellence regarding the Roving Chef program.

**Dr. Valenzuela** noted that these difficult economic times are a good time to reflect on all the good things that we are doing, despite the challenges that we face. SIS is starting a partnership with some engineers at Raytheon called "Brainy Bobcats". These engineers are coming to the site before the school day begins and working with students who need additional instruction in math and science. Also, SHS, under the leadership of Dr. Neish, is making great strides in establishing a partnership with the University and mobilizing the science and technology initiative to get kids doing hands on research, applied science work, etc. Dr. Valenzuela wanted to specially recognize Desi Raulston, Principal at Sopori. Under her leadership, she has led the Sopori to pursue State A+ recognition.

**Charlotte Gates** reported that the Business Dept. is very busy since coming back from the winter break. Currently, we have started self-audits for the school sites for student activities and auxiliary accounts. Joann Harris is doing the audits. The IT and attendance are also doing self-audits at the school sites to help us be proactive when we go through the audit procedures. Sahuarita is going through a State Retirement audit. We will be starting the RFP process for a food service management company. With food service, we are trying to encourage breakfast participation, and Southwest Foodservice Excellence has provided 3 new bikes to be raffled at Central Cafeteria, Anza Trail Cafeteria and Sopori Cafeteria.

**Scott Boone** reported that security cameras have been installed on all buildings and the project should be complete within 2 weeks.

**Scott Downs** announced the Job Fair will be held on March 7, 2009. The HR Department is starting to plan for the new year.

**Dr. Barb Smith** had nothing to report.

**Fred Huff** reported that last month 50,747 miles were driven by district buses in December. DPS inspected 38 of the buses and all 38 buses passed inspection. They will be coming

back tomorrow to finish the inspection on the remaining buses. The DPS inspection is very thorough and they go over the vehicles in detail.

**George Emerson** reported that 700 work orders were completed in December. Grounds keeper interviews are currently underway and hopefully, by the end of the month the department will be fully staffed.

**Desi Raulston** thanked the White Elephant for their generous donation to help fund a number of enrichment activities for students. A Cougar Awards Assembly was held yesterday and 428 awards were handed out for outstanding work by students. Teachers are reviewing their Dibels and Galileo test results. PBIS was started at the beginning of the year and the staff customized the program for Sopori. A successful assembly was held and the teachers modeled negative behaviors and students modeled the positive behaviors. Operation Boot Straps was at Sopori just before the winter break. Every student and all members of their families and staff received a new pair of shoes and socks. Thanks to the Tubac Rotary for donating over 600 pairs of shoes to Sopori students. Everyone is continuing to be the "best they can be".

**Tina Steward** was unable to attend the meeting.

**Carol Salica** reported the enrollment at SIS at 614 students. January 20<sup>th</sup> will be the first Star Gazing Party organized by the PTP, January 23<sup>rd</sup> will be a special assembly with a professional jump roper/inspirational speaker, a Bobcat assembly was held recognizing the Bobcat of the Month, staff recognition was held.

**Kathy Shiba** reported that Anza Trail students and staff are all busy. Enrollment is 1289 students with 6 more students enrolled today. Spelling Bee was held and winners will be attending the District Bee on January 22<sup>nd</sup>. The student that won the District Bee last year was the winner at Anza this year. Awards Assembly was held after the winter break. Special thanks to the Sahuarita Kiwanis Club for everything they do for the students at Anza. This week there were jump rope demonstrations in preparation for Jump Rope for Heart. Kathy just returned from the National Assoc. of Secondary School Principals conference. Kathy serves on the board of this organization and attended their meeting in Denver over the weekend. Anza has been celebrating accelerated reader all week. Cheerleaders will be competing in Phoenix at a cheerleading competition. Friday evening will be the first Star Party. Tuesday Anza will have 100<sup>th</sup> day activities. Tuesday is also SUSD Band Day. Caterpillar will be funding a Lego's Robotic Club at Anza. This will include students 2nd grade through 8<sup>th</sup> grade.

**Terri Noe** reported that 4 new students enrolled today. SMS jazz band has been invited to play on Friday at the new library in Sahuarita. Sports activities are in progress. Several field trips are planned. A clothing drive is underway. The National Junior Honor Society has started a project where students can purchase a tile, design it themselves. All the tiles will be hung outside E Building. This is part of the PBIS encouraging connectedness. Awards assembly was held after winter break. At least 50% of students are on either the A or B Honor Roll. A Star Party night was held in partnership with the U of A. The PBIS did training today at SMS about connectedness. Spelling Bee was held last week.

**Mark Neish** reported winter athletics are over halfway finished. Mark attended a meeting of the AIMS Taskforce today. Curriculum wise, a new after school class tied in Pima Community College has begun. This class is part of the PCC aviation program. The class is Aviation Blueprint and there are about 20 students signed up for it.

**Dr. St. John** reported on the Sahuarita Enrichment Foundation. Savannah Jack is back for a fundraiser on February 14<sup>th</sup>. There will be a dinner, silent auction and show. Tickets are \$20

per person. Sponsors have stepped forward to pay all the expenses and Southwest Foodservice Excellence is donating all the food for the dinner.

**IX. Consent Agenda – Action**

The superintendent recommended approval of those items on the Consent Agenda, as these are routine items. Special recognition was given to the White Elephant for their generous donations to the District. Mr. Lurkins made the motion and was seconded by Mrs. Ham. The motion carried.

**A. Employment / Change of Status /Transfers**

1. Walter Ray Draeger, 7<sup>th</sup> & 8<sup>th</sup> Grade L.A. Teacher, Anza Trail, Replacement – Effective 1/07/08
2. Vanessa Navarro, Substitute Custodian, SMS, New Hire – Effective 11/28/07
3. Mandi Patterson, Part-time Classroom Lead, ECC, Replacement – Effective 01/03/08
4. Antonio Ramirez, Custodian, Anza Trail, Replacement – Effective 12/06/07
5. Francisco Arvizu, Mechanic, Transportation, Status Change – Effective 12/06/07
6. Krystal Carrillo, L.I.N.K. Program Assistant, L.I.N.K, Status Change – Effective 08/28/07
7. Sonia Carrillo, L.I.N.K. Program Assistant, L.I.N.K, Status Change – Effective 12/26/07
8. Sally Glines, Math Teacher, SMS, Status Change – Part Time – Effective 01/07/08 – 02/04/08
9. Sean Grider, AIMS Math Teacher, SHS, Status Change – Effective 01/07/08
10. Susan Ormiston, Special Education Teacher, Anza Trail, Status Change – Effective 01/07/08
11. Christina Pizarro, Payroll Specialist, District Office, Transfer – Effective 12/17/07
12. Francisco Sanchez, Bus Driver, Transportation, Status Change – Effective 12/17/07
13. Mary Ann Simonds, Payroll Specialist, District Office, Status Change – Effective 12/06/07
14. Cristi Trent, Instructional Aide, Anza Trail, Status Change – Effective 11/01/07

**B. New Addenda's**

1. Kathleen Eakins, Student Council Sponsor, Anza Trail - Effective 12/01/07
2. Eduardo Escobedo, Head Girls Tennis Coach, SHS – Effective Spring 2008
3. Amy Kueck, Yearbook Sponsor, Anza Trail – Effective 12/01/07
4. Stephanie Manuel, Boys Soccer Coach, Anza Trail – Effective 01/07/08
5. Mike Moreno, Wrestling Coach, Anza Trail – Effective 01/07/08

**C. Resignations / Terminations / Separations**

1. Jeanette Ratzlaff, Student Services Assistant, District Office, Retirement – Effective 01/08/08
2. Dawn Roan, Special Education Teacher, Anza Trail, Resignation – Effective 12/21/08

**D. Volunteers**

1. Leno F. Bazzanella, SHS
2. Lara Maloy, SPS
3. Mark Mandel, SHS
4. Bonnie L. Tetzlaff, Anza Trail
5. Carol Thompson, Anza Trail
6. Dennis D. Van Vactor, Anza Trail

**E. Gifts and Donations**

1. Caterpillar Foundation, SPS, \$1,000.00
2. Country Fair White Elephant, Anza Trail School, \$35,000.00
3. Country Fair White Elephant, SMS, \$25,000.00
4. Country Fair White Elephant, SHS, \$40,000.00
5. Country Fair White Elephant, Sopori, \$23,000.00
6. Country Fair White Elephant, SIS, \$24,000.00
7. Country Fair White Elephant, SPS, \$15,000.00
8. Country Fair White Elephant, SUSD Early Childhood Center, \$1,000.00
9. Country Fair White Elephant, SUSD, \$2,500.00
10. Country Fair White Elephant, SUSD, CIMT, \$2,000.00
11. Country Fair White Elephant, SUSD Project Inspire, \$500.00
12. Green Valley Shrine Club, Anza Trail, \$100.00
13. Patricia & Ronald Holt, SMS, \$500.00
14. Life Touch, SIS, \$140.00
15. Optimist Club of Green Valley-Sahuarita, SHS Model United Nations Club, \$500.00
16. Optimist Club of Green Valley-Sahuarita, SHS Bowling Team, \$200.00
17. Optimist Club of Green Valley-Sahuarita, SPS, Walking Club, \$100.00
18. Optimist Club of Green Valley-Sahuarita, L.I.N.K., \$300.00
19. Optimist Club of Green Valley-Sahuarita, SHS Creative Movement Flagline, \$240.00
20. Optimist Club of Green Valley-Sahuarita, SHS Orchestra, \$200.00
21. Optimist Club of Green Valley-Sahuarita, SHS Creative Writing Hodge Podge Literary Magazine, \$300.00
22. Optimist Club of Green Valley-Sahuarita, SHS National Honor Society's Salvation Army Angel Tree, \$500.00
23. Raytheon Hispanic Employees Association, SIS, \$1,500.00
24. SIS PTP, SIS, \$575.00
25. Trico, SMS, \$200.00
26. Wal-Mart Foundation, Anza Trail, \$500.00
27. Wal-Mart Foundation, SPS, \$1,000.00

**F. Use of School Facilities**

1. Sailor Baseball, Use of JV Baseball Field, SHS, 02/25/08 – 02/29/08 from 8:00 a.m. – 2:30 p.m.

**G. Out of State Travel/Student Travel**

1. Kathy Shiba, Anza Trail, NASSP National Conference, San Antonio, Texas, February 21, 2008 – February 25, 2008.

**H. Approval for Bank of America Line of Credit Disbursement**

**X. Board Communication**

Mr. Murphy wished everyone a Happy New Year and welcomed Mrs. Ham to the Board. Congratulations to Scott Downs on his new position and to Carol Salica on her new assignment.

Kris Ham publicly thanked everyone who voted for her and she is excited to be a part of the Board. Communication is a topic Kris feels very strongly about, both within and outside of the District. Kris is interested in being an advocate for our District and schools in Arizona with the Legislature. ASBA offers advocacy training for Board members as well as anyone who is interested.



Mike Lurkins spoke as a member of the Helmet Peak Volunteer Fire Fighters and thanked the Board for letting them use one of the school facilities to train new fire fighters.

Elaine Hall welcomed Kris to the Board and thanked everyone for all they do.

**XI. Establish Next Board Meeting** – January 28, 2009 – 6:30 P.M. – SUSD District Auditorium

**XII. Executive Session – Discussion and Possible Action - none**

**XIII. Adjournment**

The meeting was adjourned at 8:22 p.m. Mr. Lurkins made the motion and was seconded by Mr. Murphy. The motion carried.

Respectfully,

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Clerk of the Board