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Office of the Superintendent

MINUTES
REGULAR GOVERNING BOARD MEETING
6:30 P.M. – FEBRUARY 13, 2008 – SOPORI ELEMENTARY SCHOOL LIBRARY
5000 W. ARIVACA RD., AMADO, AZ

I. Call to Order and Pledge of Allegiance

President Diana Kellermeyer called the meeting to order at 6:36 P.M. Also in attendance Clerk of the Board, Martin McGee, Board Members Tom Murphy, Mike Lurkins, and Elaine Hall, Superintendent Dr. Jay C. St. John, Assistant Superintendent Dr. Manny Valenzuela, and Business Manager Charlotte Gates. There were 32 guests. The Pledge of Allegiance was observed.

II. Approval of Agenda

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

III. Approval of Minutes – January 9, 2008 & January 23, 2008 ++

The superintendent recommended approval of the January 9, 2008 and January 23, 2008 minutes as published. Mr. Lurkins made the motion and was seconded by Mr. McGee. The motion carried.

IV. Approval and Ratification of Vouchers

Mrs. Gates recommends ratification of previously approved payroll vouchers 14 and 15 in the amounts totaling \$1,594,705.37. She further recommends approval of expense vouchers 8148 - 8153 in the amount of \$624,458.35. Mr. McGee made the motion and was seconded by Mr. Murphy. The motion carried.

V. Call to the Public - None

VI. Recognition of Staff, Students and Community

Dr. St. John complimented Maria Lopez, cafeteria director for Sopori from Southwest Food Services. Southwest had the students participate in the roving chef program in which students carved fruits and vegetables and displayed their wonderful carvings at the Board meeting. He thanked Maria Lopez for her outstanding presentation of the student's carvings and working closely with the students at Sopori.

VII. New Business

A. Instruction – Discussion and Possible Action

1. Review of the 2008-2009 Teaching Calendar – Discussion Only ++

The Board members were presented with a draft copy of the 2008-2009 Teaching Calendar. This is the first attempt at the calendar. The calendar reflects the traditional events over the past few years. Dr. St. John recommended communicating the calendar by posting it on the

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webpage for comments. The calendar has been distributed to administrators so that they can speak to staff about it. It will then be brought back for approval at the next Board meeting on February 27, 2008. Dr. St. John will share this calendar with anyone else who is interested in commenting. No action was taken.

B. Business – Discussion and Possible Action

1. Mechanical System Replacement Bid #2008-3

Mrs. Gates has received two responses from the opening Seal Bid #2008-03 regarding the Mechanical System Replacement.

R.E. Lee Mechanical Contracting, Inc. for the amount of \$192,862.
Pueblo Mechanical & Controls, Inc. for the amount of \$194,850.

Mrs. Gates recommended accepting bid amount of \$192,862 offered by R.E. Lee Mechanical Contracting, Inc. She attached corresponding documents to the Board packet.

The superintendent explained that the SIS gymnasium swamp cooler needs to be replaced with a HVAC system. Daryl Rawson mentioned that the successful equipment has been ordered and is not scheduled to start till after summer.

Mr. Murphy asked if the district has to take the lowest bid or if this is something that we can look into in regards to quality and service of the HVAC system.

Mrs. Gates replied that in this circumstance we have to take the lowest bid.

Daryl Rawson explained that he has worked with R.E. Lee Mechanical Contracting in the past and they do provide quality systems. He has had good experience with the company.

The motion to approve R.E. Lee Mechanical Contracting, Inc. for the replacement of the HVAC system at SIS was made by Mr. McGee and seconded by Mrs. Hall. The motion carried.

2. Bond Sales & Project Update

The superintendent stated that he along with Dr. Valenzuela and Mrs. Gates attended the bond sale on Tuesday, February 5, 2008 in Phoenix. They also attended a short luncheon meeting concerning arbitrage. The taxpayers in our district should be thrilled that we were able to sell \$9 million worth of "B Bonds" in the bond market at an average interest rate of 3.59%. This is significantly below the interest we used in the bond campaign.

Dr. St. John also mentioned that the shade structures and playground equipment will be installed over spring break. We are continuing to have discussions with our insurance company concerning the gym and pool. The insurance company has not yet given a latest report regarding the middle school gym and the pool. He stated that later in the meeting he will recommend the approval to hire a construction manager position and a clerical position for the bond projects, which will move things along more quickly.

B. Governing Board – Discussion and Possible Action

1. Policy Advisory Revisions
 - a. Policy Advisory No. 299
 1. GCF Professional Staff Hiring

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2. GCF-ED - Professional Staff Hiring (Procedures and Practices)
3. GDF – Support Staff Hiring
4. GDF-EF – Support Staff Hiring (Procedures and Practices)

The superintendent recommended approval of the policy revisions listed above. Mrs. Hall made the motion and was seconded by Mr. Murphy. The motion carried.

B. Personnel – Discussion and Possible Action

1. Personnel Compensation

The superintendent provided the Board with a rough estimate of the personnel compensation. He explained that in the meet and confer process he indicated to the staff that if the district had the opportunity to give staff additional raises, they would. Taking a look at the district's growth money, the district has a little over half a million dollars in growth money, an amount that was not known when the district projected its budgeted salaries. We still contend that the district needs to keep a significant amount of those funds in reserve in case the district has any additional problems between now and the end of the year. The superintendent recommended that the district provide the district staff with a flat increase of \$250.00 for every employee of the district. He recommended that the \$250.00 be combined into annual salaries so that the amount will carry forward each year. The motion was made by Mr. Lurkins and seconded by Mr. McGee. The motion carried.

The superintendent also stated that the \$250.00 averages out to approximately 0.75 percent increase, depending on an employee's years of service and salary, bringing the total to approximately 3.63 percent. There is an argument that the district should use the \$175,000 to reduce class sizes. The superintendent mentioned that this is not a good time to be hiring staff.

2. Volunteer Coordinator Positions

Dr. Valenzuela clarified the presentation that Dr. St. John made. In addition to the \$250.00 flat increase, Dr. Valenzuela submitted a successful grant with the State of Arizona to provide an additional retention stipend. All staff members who have completed a complete year, maintained a good standing based on their performance reviews, and commit to come back and work for our district will receive approximately \$200 as a signing bonus.

In terms of Volunteer Coordinator positions, Dr. Valenzuela stated we have wonderful volunteer at all of our schools to enhance the quality of education. He feels that it is beneficial to have volunteer coordinators to support, recruit, and assist volunteers. Dr. Valenzuela stated that through federal funds the district has been able to provide funding for volunteer coordinators. He recommended approval of three volunteer coordinator positions be added to the district. The motion was made by Mr. McGee and seconded by Mrs. Hall. The motion carried.

3. Staffing Needs for 2008-2009

The superintendent presented information regarding 2008-2009 staffing requests. The administrative team and the Governing Board met about three weeks to discuss the staffing needs for 2008-2009. The superintendent presented the requests gathered by each building and department. After discussions with the central office administration, Dr. St. John recommended the following new staff positions:

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Sahuarita Primary School:

- Certified: 3 – Kindergarten Teachers, 2 – 1st Grade Teachers, 2- 2nd Grade Teachers, 1 – Reading Coach.
- Classified: 1-Custodian, 1-Technology Assistant, 3-Instructional Aides

Sahuarita Intermediate School:

- Certified: 3 – 3rd Grade Teachers, 1- 5th Grade Teacher
- Classified: 1 – Instructional Aide

Sopori Elementary School:

- Certified: 1 – 5th Grade Teacher
- Classified: 1 – Clerk I – Attendance

Anza Trail School:

- Certified: 3 – Kindergarten Teachers, 1 – 1st Grade Teacher, 3 – 2nd Grade Teachers, 2 – 3rd Grade Teachers, 1 – Guidance Counselor, 1 – 4th Grade Teacher, 2 – 5th Grade Teachers
- Classified: 1 – Assistant Principal Secretary, 1 – Assistant to the Principal, 6 – Instructional Aides

Sahuarita Middle School:

- Certified: 5 – Teachers
- Classified: 8 Hr. Schedule – Clerk II Attendance, 1 – Custodian, 1 – Campus Monitor, 1 – Instructional Aide

Sahuarita High School:

- Certified: 6 – Teachers (Math, English, Science/Social Studies)
- Classified: Upgrade “Registrar” – 11 months, 1 - Counselor Secretary, 1 – Custodian, 1 – Stipend / Assistant Marching Band

DISTRICT:

Technology:

- 1 – Clerk I

Student Services:

- 1 – Occupational Therapist
- 1 – Project Inspire Teacher
- 1 SPED Instructional Aide (Anza)
- Upgrades to two student service positions

Business Office:

- 1 – Accounting Clerk, AP

Facilities:

- 2 – Turf/ Irrigation Specialist
- 1 – Chemical Specialist
- 1 Prev. Maint. Technician

Transportation:

- 1 – Mechanic
- 3 – Bus Drivers

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Assistant Superintendent:

- 1 – Administrative Assistant
- 1 – Staff Development Coordinator.

Total Costs with Benefits for the above positions would be M& O funds of \$1,421,350.00 and K-3 Override of \$998,000.00.

The superintendent recommended not to make Sopori a K-8 school for economic reasons and to provide students with academic opportunity for seventh and eighth-graders that need access to advanced high school classes.

Mrs. Kellermeyer suggested maybe keeping Sopori as a priority for the future. The superintendent does not expect a lot of growth in the future in order to make it cost effective and to provide the additional programs to the students at Sopori.

Mr. Murphy stated that it would be too hard to have additional programs at Sopori with little expense. He suggested starting an informative group and addressing the community of Sopori.

Mrs. Kellermeyer expressed concern about the K-3 class size. Her concern was that we are adding teachers but the class sizes are not being reduced significantly. The spreadsheet shows 23 students on average for K-3 classrooms and we promised the community to keep it below 25 students a class. What happens if we continue to grow next year? We will be over our 25 per student mark>

The superintendent stated that we have no room for additional teachers the classrooms are full and we have no more classroom space. He stated that the next alternative will be to add portables. He will try very hard to do away with portables because he feels portables are a waste of money. He stated that the district has done a good job of reducing class size.

Dr. Valenzuela mentioned that the classroom size figures provided are based on a five percent growth and when you reduce that figure the district is well below 23 students per classroom. The equation is approximately 17.85 students per classroom without the estimated five percent growth. The estimated growth has been built in to the 23 students per classroom. Therefore, if our percentage of growth is bit higher than five percent we will still be below the 25 students per classroom.

Mr. McGee made the motion to approve the above positions as presented and to keep Sopori at a K-6 status. Mr. Murphy seconded the motion. The motion carried.

4. Administrative Salaries Corrective Action

The superintendent mentioned that the district belongs to an organization called SASPA which compare salaries such as teachers, custodians, and administrators. The district has approximately four to five categories that the district falls below the average salary compared to other neighboring districts. Right now the district is very competitive with teacher salary averages. He informed the Board that our high school's assistant principal salaries are 23.3% below the average of districts like Amphitheater, Catalina Foothills, Flowing Wells, Mammoth San Manuel, Marana, Nogales, Santa Cruz, Sierra Vista, Sunnyside, Tanque Verde, TUSD, and Vail. Principals at the elementary schools in our district are 34% below average of those districts. Director of Business Services is 23% below average, director of Technology is 29% below average, director of Human Resources is 19% below average, director of Facilities is 20% below average, and the Assistant Superintendent is 4.2% below average. The superintendent stated that he had originally wanted to make recommendations for three additional administrative positions to the 2008-2009 staffing and simply could not

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afford to. We are asking our administrative staff to do more than some other districts. Dr. St. John will make a recommendation at the next Board meeting of things that need to be done in the upcoming months and years.

Attached in the Board packet was information regarding administrative salaries. The superintendent recommended equity adjustments to four administrators as included in the packet. In his opinion, these were administrators that were missed placed on the administrative salary schedule. The motion was made by Mr. Murphy and was seconded by Mrs. Hall. The motion carried.

Mr. Murphy stated that he wished the Board could do more if the money was available and their hard work is greatly appreciated.

5. Superintendent's Contract

Included in the Board packet was a contract for the Superintendent of Schools. The superintendent's contract period extends from April 1, 2008 to June 30, 2010. The current Contract with Educational Services, Inc. for services of the Superintendent ends March 31, 2008.

Mrs. Kellermeyer made a recommendation to approve the renewal of the superintendent's contract. Mr. Lurkins made the motion and was seconded by Mr. Murphy. The motion carried.

Mr. Lurkins stated that we have the best administrative staff and it all reflects back to the superintendent.

Mr. Murphy thanked the superintendent for all his work and continued dedication.

6. Administrative Reorganization ++

The superintendent asked the Governing Board to consider his recommendation to create some positions and do some administrative reorganizing. He stated that we have 14.7 million dollars of projects in our district and an extra million dollars of capital to spend over the years. The district has some projects that are not necessarily related to building the high school. The superintendent requested to hire a construction manager and a construction manager secretary to handle these projects. The superintendent recommended that the positions be paid with interest from the bond; not from the bond itself. He also recommended that the district move the supervision of the warehouse from the facilities department to the Business office. It would make sense to have the warehouse division a part of the Business office due to procurement. He also recommended moving the supervision of the white fleet from the facilities department to the transportation department. In addition, he recommended creating a position for the custodial supervisor. The items he recommended will not cost the district any M&O money and is simply a reorganization. It will however, cost the district some interest income from the bond investments. The motion to approve administrative reorganization, and three additional positions was made by Mr. McGee and seconded by Mrs. Hall. The motion carried.

Mrs. Hall stated that she appreciates the superintendent for all his work and realizes how much time and energy is involved to get this all done.

VII. Superintendent/Administrative Reports

Dr. St. John – The district's total enrollment is 4634 the schools break down is as follows:

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- 1178 at Anza Trail
- 1280 at the SHS
- 536 at SIS
- 627 at SMS
- 768 at SPS including 187 at ECC
- 250 at Sopori

Dr. Valenzuela and Dr. St. John will be meeting with the representatives at Freeport McMoRan tomorrow morning to discuss their continued support of the district. This week is love of reading week and Dr. St. John will be reading to a few classes in the next couple of days. He will be helping the high school organize the annual optimist club golf tournament that supports the athletic program among other programs at the school. Tomorrow night the SUSD Educational Enrichment Foundation is sponsoring a Valentine's Day Concert starring Savannah Jack. Tickets are available through the administrators, district office, and at the door tomorrow night.

On Friday Dr. St. John will travel to Phoenix to testify in the administrative law hearing SUSD #30 vs. School Facilities Board. We are still arguing with them regarding the value of the property that Anza Trail is built on. Dr. St. John will be out of state all next week. When he returns he will be attending a safe driving meeting. Dr. Valenzuela and Dr. St. John will be traveling to Phoenix on Monday to honor Caroline Torres as the recipient of the Milken award. He recently met with Raphael Payan who is the director of Pima County Parks and Recreation and is in the process of developing a memorandum of understanding. Dr. St. John feels that the Sahuarita Park is a done deal and that we will be building our next high school on that property. He also met with the BAJA league and they were concerned about the use of the baseball diamond at Sahuarita park three days a week during the day. Dr. St. John agreed to make a commitment to allow BAJA to continue to use the fields and realizes that during construction it may be a little hard to work around some of the construction zones but we will continue to work it out. The superintendent will continue to try to operate the fields of Sahuarita Park as a park and may be a bit difficult because high schools typically use the facilities a lot more than other schools especially in the evenings.

Included in odds and ends was the NJROTC evaluation. Dr. St. John explained that we continue to have one of the top programs in the area. The Santa Cruz Valley Car Nuts thanked the district for contributing and helping with their Car Show in Tubac.

Desi Raulston – Today the roving chef came to Sopori and Armando Rodriguez from Southwest along with other staff members including Maria Lopez cooked with the students. Mrs. Raulston shared pictures of the roving chef with the Board and community. She thanked Southwest Food Services for providing the program. The 5th and 6th graders will have board games and a dance tomorrow at 1:00 p.m. Next week is spirit week. February 20th is Sopori's Cowboy Cook out at 11:00 a.m. and everyone is invited to attend.

Recent events include the American Heart Jump Rope and raised \$90.37. Mrs. Raulston thanked Isabel Alvares and Lila Salcido for volunteering as Sopori is having their first set cheerleaders.

Tina Steward – Announce that last Thursday they students made Valentine's for the rest homes and will be having ice cream for them. This week is Red and Pink spirit week. March 8th is the carnival and is working in conjunction with Anza Trail.

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Scott Downs – This week is spirit and love of reading week. This week SIS hosted their Bobcat assembly and thanked Mr. Murphy for attending the assembly. He also thanked Daryl for their hard work.

Kathy Shiba – Spirit week is next week. Adelante Latina conference is this Saturday. Last week boy's choir traveled to Tucson and sang with the Tucson boy's choir. Math Counts competed in Vail this week and came home with a trophy for best new team.

Terri Noe – SMS had to cancel their Catalina Island field trip due to illness. This week SMS will be having boy's soccer, basketball, wrestling, and dance. Students will be taking a field trip to Raytheon along with Anza Trail students. Spirit week is next week and students will be going to the Renaissance fair.

Clint Carlton – Tomorrow the high school will be conducting a PCC assessment. Friday and Saturday band and orchestra will be competing at regionals. Spring sports are underway and winter sports ended yesterday. Twelve wrestlers made it to the state competitions.

Dr. Valenzuela – He had the opportunity to visit Anza Trail School and had the opportunity to see the use of the early release days being utilized as professional development. There was a teacher lead collaborative session where teachers were sharing ideas and explaining how to do things consistently instead of waiting before the test. He experienced wonderful strategies to help gain comprehension and mentioned it was really great use of the early release day.

Charlotte Gates – Stated that she is still looking for two payroll positions to fill.

Scott Boone – Stated that he is continuing to look for a location to place a high speed internet tower for Sopori staff.

Fred Huff – Mentioned that his team is fighting the flu. He has one new hire training this week and field trips totaled 5,858 miles and they travel 4,300 miles a day.

George Emerson – Stated that the grounds department is now fully staffed and is short one custodian. Now that the facilities department has a full staff, they are focusing on working on quality not quantities. He hopes everyone notices the change and the facilities start to look better.

IX. Consent Agenda – Discussion and Possible Action

The superintendent recommends approval of those items on the Consent Agenda, as these are routine items. Mr. McGee made the motion and was seconded by Mr. Murphy. The motion carried.

A. Employment / Change of Status /Transfers

1. Holly Aldrich, Substitute Teacher, SPS, Replacement – Effective 01/24/08
2. Arturo Balderrama, HVAC Technician, Facilities, Promotion – Effective 01/21/08
3. Rosemarie Bickford, Inclusion Health Assistant, SIS – Effective 02/05/08
4. Jackie Gerstein, Gifted Teacher, SIS, Replacement – Effective 01/22/08 ++
5. Elizabeth Isley, L.I.N.K. Program Specialist P/T, L.I.N.K., New Position – Effective 02/04/08
6. Bernadine Larkin, Inclusion Health Assistant, SMS, Replacement – Effective 01/31/08
7. Christa Lenhart, Inclusion Health Assistant, ECC, Replacement – Effective 02/04/08
8. Martin Valdez Noriega, Maintenance Technician, Facilities, Lateral Transfer – Effective 01/31/08

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9. Florencio Ortega, Freshman Baseball Coach, SHS, Replacement – Effective 02/04/08
10. Danielle Perales, L.I.N.K. Aide P/T, L.I.N.K., New Position – Effective 02/04/08
11. Gilbert Robles, Groundskeeper, Facilities, New Hire – Effective 02/04/08
12. Jose Sanchez, JV Baseball Coach, SHS, Replacement – Effective 02/04/08
13. James Scunziano, Bus Driver, Transportation, Status Change – Effective 01/14/08
14. Maria Sonia Galvarro, Bus Driver, Transportation, Status Change – Effective 01/14/08

B. New Addenda's

1. Amy Ragazzo, Athletic Director, SMS, Replacement – Effective 01/14/08
2. Laura Watson, Girls Basketball Coach, SMS, Replacement – Effective 01/07/08
3. Thomas Herrera, Choral Director, SMS, New Position – Effective 01/07/08

C. Resignations / Terminations / Separations

1. Tracy Casebier, Kindergarten Teacher, SPS, Resignation – Effective 02/01/08
2. Kay Chaisson, Athletic Director, SMS, Resignation – Effective 01/14/08
3. Michelle Des Rochers, P/T L.I.N.K. Program Assistant, L.I.N.K. Resignation – Effective 02/01/08
4. Theresa Foerster, Instructional Aide, SHS, Resignation – Effective 02/01/08
5. Nikki Mendoza, ECC Aide, ECC, Resignation – Effective 02/15/08
6. Gloria Sierra, CIMT Member, Resignation – Effective 01/21/08
7. Mary Ann Simonds, Payroll Specialist, District Office, Resignation – Effective 02/15/08
8. Laura Simons, Campus Monitor, Anza Trail, Resignation – Effective 01/18/08
9. Katherine Terrell, Inclusion Health Assistant, SIS / Project Inspire, Resignation – Effective 01/25/08

D. Leave of Absence

1. C. Elena Malovich, English Teacher, SHS, Leave of Absence for School Year 2008-2009.

E. Volunteers

1. Frances T. Anderson, SIS
2. Christina Henrie, Anza Trail
3. Peter K. Hiadzi, SHS
4. Dorothy Jane Hill, SPS or Anza Trail
5. Julia Whetten, SPS

F. Gifts and Donations

1. Arizona State Council Knights of Columbus, Project Inspire, \$763.80
2. Terry Dees, Donation of a Sink Cabinet for the use of Anza Trail Life Skills Class.
3. First, SHS Robotics, \$4,500.00.
4. General Mills Box Tops for Education, SMS, \$128.40.
5. Good Search, SMS, \$8.33.
6. Lowe's Charitable and Educational Foundation, SPS, \$7,795.00.
7. Phelps Dodge Foundation, SHS, \$500.00.
8. Wells Fargo, Project Inspire, \$134.61.

G. Use of School Facilities

1. The Big Band Express, Main Auditorium for a concert at 2:00 p.m. on March 2, 2008. A portion of the ticket sales will go to Green Valley Assistance Services.

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2. The Community Food Bank, Sopori Cafeteria, High School Cafeteria outside table area, and the High School Snack Bar. Beginning May 30, 2008 –from 8:00 a.m. -2:00 p.m. Monday through Fridays. The Community Food Bank provides summer meal programs for children 18 and under in Green Valley / Sahuarita area.
3. The Rock of Sahuarita, Freshman Baseball Field, Saturday, March 15, 2008 from 7:00 a.m. to 12:00 p.m. for an Easter Egg Hunt.

H. Out of State Travel/Student Travel

1. Anza Trail Cheerleading, National Competition at Knott's Berry Farm, Buena Park, CA, March 28 – March 30, 2008.
2. Laura Blanco, Paula Valdez, Carol Salica, Lila Salcido, Karen Salcido, Mark Neish, Clint Carlton, Hector Romero, Julio Roman, Delia Magallanes, and John Haas, Student Records Management System (SIRS) Users' Conference, February 6, 2008 – February 8, 2008 in Laughlin, NV.
3. SHS Student Council, AASC State Convention, Ironwood Ridge High School, February 7, 2008 – February 9, 2008.

I. Student Fund – Raising Activities

1. Anza Trail Cheerleaders, Cheerleading Clinic for grades K-5, Anza Trail, February 09, 2008.

X. Board Communication

Mr. Murphy – Commented briefly and thanked Ms. Galeki for her hard work with the cheerleaders this past weekend. The cheerleaders had a unique opportunity to work with the NFL cheerleaders. He also complimented Mr. Downs for his fantastic awards assembly at SIS. The kids were so excited about the assembly and it went very well. Mr. Downs also build a big screen for the student to use during the assembly; Mr. Murphy thanked him again for a job well done. Mr. Murphy thanked the superintendent.

Mrs. Hall – She and Mr. Lurkins attended the hatching of the fish eggs in Ms. Simpson's class. Ms. Hall was very impressed with the notes that the kids have been taking in the process.

XI. Establish Next Board Meeting – February 27, 2008 – 6:30 P.M. – SUSD District Auditorium

XII. Adjournment

The meeting was adjourned at 8:27 PM.

Respectfully,

Clerk of the Board