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*Office of the Superintendent*

## *MINUTES*

### **NOTICE OF PUBLIC MEETING**

*REGULAR GOVERNING BOARD MEETING*  
MAY 25, 2011 – 6:30 P.M. DISTRICT AUDITORIUM, POD B  
350 W. SAHUARITA ROAD – SAHUARITA, AZ 85629

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

President Tom Murphy called the meeting to order at 6:33 P.M. Also in attendance was Board Clerk, Kris Ham, Members Elaine Hall, and David Eves; Business Manager, Charlotte Gates; Superintendent Dr. Manuel Valenzuela, and Assistant Superintendent Scott Downs. There were 53 guests. The Pledge of Allegiance was observed. Diana Kellermeyer was absent.

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

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

#### **III. Approval of Minutes - May 11, 2011**

The superintendent recommended approval of the May 11, 2011 minutes as posted. Mrs. Hall made the motion and was seconded by Mrs. Ham. The motion carried.

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

Mrs. Gates recommended approval of expense vouchers 1069 through 1072 in the amount of \$2,609,718.13. The motion to approve Mrs. Gates recommendation was made by Mr. Eves and seconded by Mrs. Ham. The motion carried.

#### **IV. Call to the Public**

The following parents and students expressed their concerns regarding the football program and the hiring of the next head SHS Football Coach.

- Laura Reyes – SHS Football and Cheer Parent
- Jake Reyes – SHS Football Player and Student
- Dante Enriquez - SHS Football Player and Student
- Josh Lee - SHS Football Player and Student
- Robert Hernandez - SHS Football Player and Student
- Eric Miller - SHS Football Player and Student

It was requested that immediate action to hire a high-quality, experienced, and respectable head football coach soon. They expressed concerns about the football program and stated that it is important to hire a football coach soon as the summers are an integral part of their training and will need to learn plays and begin the formation of a quality football team.

Mr. Murphy stated that the Board cannot comment specifically on this topic. However, he thanked the students and parents for voicing their opinion. He stated that he appreciated the comments.

Dr. Valenzuela thanked each of the student athletes for attending today's meeting. He stated that the students are very articulate, poised, and communicated very well. Dr. Valenzuela stated that the District is working really hard and involving a lot of different people with expertise to hire the highly-qualified, caring, and hard working coach that wants to work with the athletes to take the program to the next level.

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

### **A. Support Staff of the Month – Name To Be Announced**

Mr. Downs announced that Mrs. Florence Lopez has been selected as the Support Staff Employee of the Month for May 2011. He stated that Florence is currently an Administrative Assistant in the Construction Office and is a dedicated, loyal employee who has been with our organization for approximately 5 years.

Mr. Daryl Rawson, Florence's supervisor, describes her as an employee who goes above and beyond her duties. Florence is well organized and maintains detailed records of all bond expenditures, protecting the District from costly audit findings. Florence reconciles millions of dollars in bond monies on a daily basis and coordinates multiple meetings with architects, contractors and the District to ensure that all construction needs are met. Her tasks vary daily and she completes them with a smile on her face and never complains. Florence can often be seen working in multiple capacities. For example, she works in the office, she works on the construction sites, and she attends important construction meetings at the District level. Florence doesn't hesitate when her job requires visiting construction sites to take pictures in the hot sun for the district website or when she is needed in measuring district fencing. Florence is a true asset to not only the construction office, but to the District as well.

Florence Lopez exemplifies the highest level of the SUSD core values and standards of excellence. It is a pleasure to join with the Construction team to recognize Mrs. Florence Lopez as the May Support Staff Employee of the Month. Florence was presented with a framed certificate and a \$40.00 gift card to El Charro Restaurant courtesy of Freeport McMoRan.

## **VII. New Business**

### **A. Instruction – Discussion and Possible Action – None**

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

1. Single Audit Reporting for Fiscal Year Ended June 30, 2010



Included in the Board packet is a copy of the Single Audit Reporting Package for the fiscal year ended June 30, 2010. Mrs. Gates provided the Board with a summary of the audit process. She stated that the audit was a favorable audit. Dr. Valenzuela highlighted a couple of audit findings and has taken corrective processes. Dr. Valenzuela recommended approval of the Single Audit Reporting for Fiscal Year Ended June 30, 2010 as it was presented. The motion to approve the Single Audit Reporting for Fiscal Year Ended June 30, 2010 was made by Mrs. Hall and seconded by Mrs. Eves. The motion carried.

2. Approval of Facility Rental Rates 2011-2012

Included in the Board packet were the new facilities rental rates for FY 2011-2012. Dr. Valenzuela explained that our facilities belong to the community. Aside from their use as educational resources the facilities are available for use by community organizations, many of which are sharing of our school mission such as youth and scouting programs that enhance our community. The item we struggle with is the importance with keeping up with increasing cost. The District realizes that these are tough times and the availability of resources and these organizations capacity for absorbing these costs are limited as well and is a delicate balance. Dr. Valenzuela shared that he is pleased to inform the Board that the new proposed rates are either unchanged or changed as minimal as possible. Dr. Valenzuela stated that the increase of fees, if any, is no more than approximately 3%. Dr. Valenzuela recommended approval of the Facility Rental Rates for 2011-2012 as presented. The motion to approve Dr. Valenzuela's recommendation was made by Mr. Eves and seconded by Mrs. Ham. The motion carried.

Mr. Murphy stated that they have had many discussions on keeping a good balance on facility rates to the best of our ability. He stated that he appreciates keeping the rates in check.

3. Renewal of 2011-2012 RFP & RFQ List

Mrs. Gates requested approval for renewal of the following for fiscal year 2011/2012 as follows:

- RFP 2011-1 Architectural Services to EMC2, Swaim Associates, & Merry Carnell Schlecht, Inc.
- RFQ 2011-4 CMAR for New Early Childhood Center to CORE
- RFQ 2011-5 CMAR for New K-5/6-8 or K-8 School to CORE
- RFQ 2011-6 CMAR for Various Existing Facilities Remodel Projects to CORE
- RFQ 2011-7 CMAR for Anza Trail School Drainage/Parking to Sun Western Contractors
- RFQ 2011-9 CMAR for New Construction of the Facilities/Construction/IT Office Building to CORE
- RFQ 2011-10 CMAR for New SMS Gym to CORE

- RFP 2010-5 Knit Shirts to Madera Promo
- RFQ 2010-18 Design of Replacement Mechanical Systems to KC Mechanical
- RFP 2010-19 Dental Services to Employers Dental Services, Principal Financial Group, and The Standard
- RFP 2010-21 Special Education Professional Services to STARS
- RFP 2009-9 Network Infrastructure ReDesign/Implementation to Simply Bits
- RFP 2009-13 Banking Services to Wells Fargo Bank, N.A.
- RFP 2009-16 IFB Workers Compensation to The Alliance
- RFP 2009-18 Trash Removal and Recycling Services to Saguaro Environmental Services
- RFP 2008-6 Student Management System to School Systems, Pearson

A motion to approve the listed 2011-2012 RFP & RFQ renewal list as it was presented was made by Mrs. Ham and seconded by Mrs. Hall. The motion carried.

4. Approval of South Campus Construction GMP ++

Dr. Valenzuela announced that the long awaited initiation of the Sahuarita Educational Center known as the south campus is about ready to launch. Pending Board approval, we have gone through all of the negotiations with Rancho Sahuarita Company and all the details that need to be taking care of in order to start building the center. Dr. Valenzuela explained that we are at the point that we are ready to go. Dr. Valenzuela requested approval of CORE's GMP for the South Campus Construction that incorporates the ECC, K-5 School, and pool totaling \$14,023,082 (\$2,465,374 – ECC; \$9,456,976 – K-5; \$2,100,732 – Pool). A motion to approve the South Campus Construction GMP totaling \$14,023,082 was made by Mr. Eves and seconded by Mrs. Hall. The motion carried.

5. Approval of Sun Western Contractors Contract ++

Dr. Valenzuela stated that from the very first day Anza Trail opened in January of 2007 it has not been without its logistic challenges. Namely, the availability of adequate parking and the flow of traffic. Dr. Valenzuela stated that the District initiated a collaborative discussion amongst several stakeholders such as parents; TOS police department, school officials, and various departments with the TOS. A plan has been developed to add up to 75 additional parking spaces to Anza and improve the safety and the logistics of the circulation of traffic to include a designated drop off area for school busses. In addition, it provides a designated drop off area for better access. Included in the Board packet was the Sun Western Contractors Contract in the amount of approximately \$504,000. Dr. Valenzuela recommended approval of Sun Western Contractors Contract as it was presented. The motion to approve the Sun Western Contractors Contract as presented was made by Mr. Eves and seconded by Mrs. Hall. The motion carried.



### C. Governing Board – Discussion and Possible Action

1. ~~Revision of Board Policy K-2600 KJA Relations with Booster Organizations~~ ++

This item was removed on the revised agenda.

2. Approval of Wellness Policy - Guidelines and Procedures

Included in the Board packet was the final draft to the wellness policy guidelines and procedures. Dr. Valenzuela stated that this document is to serve as details to the current wellness policy as guidelines and procedures. The policy provides guidelines and procedures in the area of curriculum, nutrition education, outreach and communication with families, providing additional resources for school such as physical education equipment, and collaborating to promote health and wellness. Dr. Valenzuela recommended approval of the Approval of Wellness Policy - Guidelines and Procedures. A motion to approve the Wellness Policy – Guidelines and Procedures was made by Mrs. Ham and seconded by Mrs. Hall. The motion carried. **EXHIBIT A.**

### D. Personnel – Discussion and Possible Action

1. 6/5<sup>th</sup> or .2 FTE SMS Music Request

In order to promote consistency in the music programs at each school, a schedule has been formulated that would require one 6/5<sup>th</sup> position. Dr. Valenzuela recommended approval of the additional .2 FTE for the 2011-2012 school year. A motion was made by Mr. Eves and seconded by Mrs. Ham to approved the 6/5<sup>th</sup> or .2 FTE SMS Music request. The motion carried.

2. Reclassification of Part-time Business Specialist Position

Mrs. Gates has requested to reclassify the part-time Business Specialist position to Special Accounts Clerk- Group D (range Min \$9.60 - \$15.00). This will save the district approx. \$8,000.

This position will be largely responsible for Food service clerical duties, insure compliance with all Federal and State Regulations and other duties as assigned.

The revised job description was included in the Board packet. A motion to approve the reclassification of the Part-time business specialist position as described was made by Mrs. Ham and seconded by Mr. Eves. The motion carried.

3. Assistant to the Principal at Sahuarita Primary School – 2011-2012 SY ++

In contemplating the addition of an "Assistant to the Principal" at Sahuarita Primary School, the recommendation is based on several factors. First the high need disciplinary intervention of this age level, requires more time be allocated to counseling and initiation and implementation of specific behavior plans, which is not necessarily needed at schools of similar size. Secondly, the position ids being recommended for the 2011-2012 school year only, and to be reviewed every year. When construction is finished on the new K-5 school, Sahuarita Primary Schools' population will decrease, thus possibly eliminating the need for this position. It was recommended by Mr. Downs that the employee who fulfills this position, have an administrative certificate, or working towards

that endeavor. Based on Mr. Downs' recommendation, Dr. Valenzuela recommended approval of an Assistant to the Principal position at Sahuarita Primary School for the 2011-2012 SY. A motion to approve Dr. Valenzuela's recommendation was made by Mr. Eves and seconded by Mrs. Ham. The motion carried.

4. Special Education 6/5th Position Request for WGHS ++

In analyzing the Special Educational needs for Walden Grove High School for the 2011-2012 SY, Dr. Smith and Mrs. Hill have concluded that a 6/5<sup>th</sup> position is needed to ensure all Special Education students needs are met in their Individual Education Plans. To minimize the number of special education teachers and meet the needs of highly qualified, we will pilot a team teaching approach at WGHS. The position will be funded by IDEA grant; thus, will not have an effect on the M & O budget. Dr. Valenzuela recommended approval for a 6/5<sup>th</sup> Special Education position at WGHS. The motion to approve Dr. Valenzuela's request was made by Mrs. Hall and seconded by Mrs. Ham. The motion carried.

5. SHS Security Guard - One Week Work Extension ++

Dr. Valenzuela stated that Mr. Thompson has explained that every year the lead security person has a myriad of paperwork that needs to be completed to close out the year and begin the new year. Currently that position is finished without the time needed to close out or open properly. Consequently, the issuing of parking passes happens after the year begins instead of during the registration process. It is Mr. Thompson's desire to have this position have one week after the school ends and one week before the school year starts to better serve the needs of the students. Dr. Valenzuela recommended approval for a one (1) week extension of the Security Guard at SHS. The motion to approve Dr. Valenzuela's recommendation was made by Mrs. Ham and seconded by Mr. Eves. The motion carried.

VIII. Superintendent/Administrative Reports

Dr. Valenzuela provided the Board with the District's enrollment numbers as follows:

SUSD Attendance as of 5-19-2011

	SUSD Attendance as of 5-19-2011			"/-" from last report on 5-11-2011
	Boys	Girls	Total	
SHS	741	690	1431	-5
SMS	347	340	687	0
ANZA	679	675	1354	0
SIS	334	332	666	-1
SPS	411	358	769	0
SOP	118	93	211	0
<b>TOTAL</b>	<b>2630</b>	<b>2488</b>	<b>5118</b>	<b>-6</b>
%	51.4%	48.6%		<b>-0.0012%</b>



Dr. Valenzuela stated that he was very pleased with the culminating activities throughout the schools. All events were very well attended and strongly supported. In particular, Dr. Valenzuela singled out both of the middle school promotion ceremonies. They were very well organized and the decorum and dignity of those events were very appropriate. Dr. Valenzuela extended the same compliments to Principal Thompson and his team at SHS. The high school graduation was very positive with over 300 graduates was a very fitting tribute and celebration of these students who have worked really hard to attain this milestone.

Dr. Valenzuela shared Sopori Cultural program pictures and explained the Sopori School cultural program with a school in Minneapolis, Minnesota.

Dr. Valenzuela was informed that a couple of our students from the art program were successful in a prestigious regional art festival in Tubac. He shared that Kevin Ariega and Tyrell Glover's artwork won two out of the four awards in the show. Kevin won "Best of Show" for his painting, "Don Quixote in the Desert", and Tyrell won the Sid Cedargreen Memorial Scholarship for his glazed ceramic stepping stones.

Dr. Valenzuela shared that the State of Arizona has an end of course assessments called, "Skilled State Assessments" in the CTE areas. He was pleased to announce that we had a couple of our students earned the top scores in the State of Arizona. Justin Phillips earned top scores in the area of Robotics and automation and Olivia Drauset earned top scores in the area of Culinary Arts.

Dr. Valenzuela congratulated Coach Fanning and the Lady Mustangs Softball Team as they emerged as the Champions for the State of Arizona. He presented the Board with pictures from the Arizona Daily Star highlighting the event. Dr. Valenzuela stated that the athletic programs are an integral part of what we do and we look forward to do everything we can to support them.

## **IX. Consent Agenda – Action**

The superintendent recommended approval of the items on the Consent Agenda as they were revised and distributed. A motion to approve the consent agenda as it was presented was made by Mrs. Ham and seconded by Mrs. Hall. The motion carried.

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

1. Julia Bacchus, Summer Arts Program, SHS, New Hire – Effective 05/24/11 – 06/30/11
2. Shara L. Canez, Classroom Lead, ECC, Status Change – Effective 07/31/2010
3. Teresa Carreon, Summer Arts Program, SHS, New Hire – Effective 05/24/11 – 06/30/11
4. Castaneda, Ismael, Summer Arts Program, SHS, Re-Hire – Effective 05/24/11 – 06/30/11
5. Siomara Enriquez, School Psychologist Intern, ATS, New Hire – Effective 08/04/11
6. Michael Farrar, Bus Driver Trainee, TRANS, Replacement – Effective 05/09/11
7. Tyrell Glover, Summer Arts Program, SHS, Re-Hire – Effective 05/24/11 – 06/30/11
8. Gilberto Martinez, Summer Arts Program, SHS, New Hire – Effective 05/24/11 – 06/30/11
9. Rene Martinez, Bus Driver Trainee, TRANS, Replacement – Effective 05/20/11
10. Evonne Murphy, Summer Arts Program, SHS, New Hire – Effective 05/24/11 – 06/30/11
11. Sherry Nguyen, Summer Arts Program, SHS, New Hire – Effective 05/24/11 – 06/30/11
12. Madian Romero, Summer Arts Program, SHS, Re-Hire – Effective 05/24/11 – 06/30/11
13. Meghan Selich, Inclusion Health Assistant, ECC, Status Change – Effective 05/23/11
14. Bianca Soria-Galvarro, Bus Driver Trainee, TRANS, Replacement – Effective 05/20/11
15. Mark Verdin, Summer Arts Program, SHS, New Hire – Effective 05/24/11 – 06/30/11



16. Brooke Weber, Summer Arts Program, SHS, New Hire – Effective 05/24/11 – 06/30/11

#### **B. Resignations / Terminations / Separations**

1. Jeffrey Bilkanich, Bus Driver, TRANS, Resignation – Effective 05/19/11
2. Vivian Brown, Bus Driver, TRANS, Resignation – Effective 05/19/11
3. Maureen A. Hughes, Inclusion Health Assistant, SPS, Resignation – Effective 05/19/11
4. Kristin Kowalek, Teacher, ATS, Resignation – Effective 05/20/11
5. Larissa Laine, Teacher, SHS, Resignation – Effective 06/30/11
6. Jerry Meyer, Bus Driver, TRANS, Resignation – Effective 05/11/11
7. Natalie C. Thomas, Instructional Aide, ATS, Resignation – Effective 05/19/11
8. Andrew B. Vishner, Instructional Aide, SMS, Resignation – Effective 05/19/11
9. Christopher Fee, History Teacher, SHS, Resignation – Effective 05/20/11 ++
10. Genell Burroughs, Counselor, SHS, Resignation – Effective 05/20/11 ++
11. Marian Finley, Counselor, Anza Trail, Resignation – Effective 05/20/11 ++
12. Donna Martin, Instructional Aide, SIS, Retired – Effective 05/19/11 ++
13. Gabriel Tadeo, Inclusion Health Assistant, SPS, Resignation – Effective 05/19/11 ++
14. Jennifer Huerta, 5<sup>th</sup> Grade Teacher, Anza Trail, Resignation – Effective 05/20/11 ++
15. Elizabeth Wofford, 2<sup>nd</sup> Grade Teacher, Anza Trail, Resignation – Effective 05/20/11 ++
16. Kassie Dales, 2<sup>nd</sup> Grade Teacher, SPS, Resignation – Effective 05/20/11 ++

#### **C. Addendums**

1. Molly Alcaraz, ELD Curriculum Development, SOP – Effective 05/23/11 – 06/30/11
2. Veronica Arvizu, SPED Curriculum Development, SIS – Effective 05/23/11 – 06/30/11
3. Libby Brandt, SPED Curriculum Development, SIS – Effective 05/23/11 – 06/30/11
4. Deborah Drake, SPED Curriculum Development, SHS – Effective 05/23/11 – 06/30/11
5. Wendy Dresang, ELD Curriculum Development, SOP – Effective 05/23/11 – 06/30/11
6. Kate Duniho, SPED Curriculum Development, ATS – Effective 05/23/11 – 06/30/11
7. Pam Ellis, SPED Curriculum Development, SIS – Effective 05/23/11 – 06/30/11
8. Cynthia Gamillo, ELD Curriculum Development, ATS – Effective 05/23/11 – 06/30/11
9. Judy Fisher, SPED Curriculum Development, SHS – Effective 05/23/11 – 06/30/11
10. Windy Giddings, SPED Curriculum Development, ATS – Effective 05/23/11 – 06/30/11
11. Vicky Green, SPED Curriculum Development, SHS – Effective 05/23/11 – 06/30/11
12. Jodi Hekter, ELD Curriculum Development, SPS – Effective 05/23/11 – 06/30/11
13. Kori Hoffmeyer, SPED Curriculum Development, SMS – Effective 05/23/11 – 06/30/11
14. Mary Kraus, ELD Curriculum Development, SPS – Effective 05/23/11 – 06/30/11
15. Larissa Laine, Summer Arts Program Supervisor, SHS – Effective 05/24/11 – 06/30/11
16. Donna Lewis, SPED Curriculum Development, ATS – Effective 05/23/11 – 06/30/11
17. Rachelle Lizardi, ELD Curriculum Development, ATS – Effective 05/23/11 – 06/30/11
18. Patricia Maxson, SPED Curriculum Development, SPS – Effective 05/23/11 – 06/30/11
19. Maggie Meister, SPED Curriculum Development, SHS – Effective 05/23/11 – 06/30/11
20. Cynthia Morales, SPED Curriculum Development, ATS – Effective 05/23/11 – 06/30/11
21. Nerissa Patrone, ELD Curriculum Development, ATS – Effective 05/23/11 – 06/30/11
22. Bethany Patterson, SPED Curriculum Development, ATS – Effective 05/23/11 – 06/30/11
23. Mandi Patterson, ELD Curriculum Development, ATS – Effective 05/23/11 – 06/30/11
24. Rachel Redman, SPED Curriculum Development, SpS – Effective 05/23/11 – 06/30/11
25. Audrey Reida, SPED Curriculum Development, SOP – Effective 05/23/11 – 06/30/11
26. Brenda Ross, SPED Curriculum Development, SPS – Effective 05/23/11 – 06/30/11
27. Stephanie Sainz, ELD Curriculum Development, ATS – Effective 05/23/11 – 06/30/11
28. Andrea Serrano, SPED Curriculum Development, SPS – Effective 05/23/11 – 06/30/11
29. Lynne Stephenson, SPED Curriculum Development, SIS – Effective 05/23/11 – 06/30/11
30. Catelin Strang, SPED Curriculum Development, SHS – Effective 05/23/11 – 06/30/11



31. Anong Turner-Riley, ELD Curriculum Development, SMS – Effective 05/23/11 – 06/30/11
32. Elisha Wintch, SPED Curriculum Development, SHS – Effective 05/23/11 – 06/30/11
33. Sherry Woodrich, SPED Curriculum Development, SIS – Effective 05/23/11 – 06/30/11
34. Marsha Flores, Teacher, SHS – Effective 05/23/11 – 06/30/11 ++
35. Christopher Fanning, Teacher, SHS – Effective 05/23/11 – 06/30/11 ++

**D. Volunteers**

1. Elizabeth Buentello, SPS
2. Clover Carbajal, SPS
3. Cynthia Garcia, SPS
4. Chrissie Hancock, SPS
5. Charles Humble, SPS
6. Stephanie Johnson, SPS
7. Sydney Kelson, SPS
8. Clarita Lopez, SPS
9. Victoria Pomeroy, SHS
10. Jose Salas, SPS
11. Mary L. Taylor, SOP
12. Isabel Villegas, SPS
13. Robert A. Wright, Jr., SPS

**E. Request for Leave of Absence ++**

1. Cori Jones, 6<sup>th</sup> Grade Science Teacher, SMS – Effective 2011-2012 SY

**F. Gifts and Donations**

1. Jeanette Ratzlaff, Olympus Digital Camera – Anza Trail
2. SUSD #30 Student Activity, \$1,000 – Anza Trail NHD
3. SIS PTP, \$500.00 – SIS
4. SIS PTP, \$2,500.00 – SIS
5. Misc., \$15.00 – Anza Trail
6. Misc., \$750.00 – SMS
7. Safeway, 100 Cookies – SIS Career Day
8. Sertino's Coffee and Ice Cream, Coffee service for 50 – SIS Career Day
9. Sundt Construction, Classroom and Office Supplies – Anza Trail

**G. Use of School Facilities**

1. The Sahuarita Lady Panthers has requested the use of the SIS Gymnasium for Sahuarita Girls Basketball Practice. Starting Tuesday, May 31<sup>st</sup> to Wednesday, July 13, 2011 on Monday's, Tuesday's and Wednesday's with the exception of Monday, July 4<sup>th</sup>, from 1:30 p.m. to 3:30 p.m.

**H. Overnight / Out of State Student Travel**

1. Chris Fanning to attend the AIAAA Athletic Directors Annual Conference in Prescott, AZ from September 10-12, 2011.
2. Charlotte Gates to attend the International ASBO Conference in Seattle Washington from September 15-20, 2011.

**I. Approval of Student Fund-Raising Activities**

1. Jaguars PTO to sell Entertainment Books to raise funds to help benefit SMS from August 15-26, 2011.
2. Anza Trail NJHS to participate in the Great American Fundraiser to raise money for library books and playground equipment.
3. SMS Student Council to participate in catalog sales to raise money for activities sponsored by SMS student council for the 2011-2012 SY.
4. Sahuarita High School NJROTC to sell Little Caesars Pizza Sales from July 25 – August 12, 2011.
5. Sahuarita High School NJROTS to host a Car Wash at Lewis Brown Recycling Center on August 13, 2011.

**J. Approval of Student Activity Revenue & Expenditure Reports - Month End 05/31/11 & Auxiliary Accounts Revenue & Expenditure Reports – Month End 05/30/11 ++**

**X. Board Communication**

Mrs. Ham commended the students and families who attended the Board meeting to speak up for their program. She was impressed that they feel so strongly about their program and understand how important it is to them.

Mrs. Hall thanked the students and families for staying for the entire meeting.


Mr. Murphy stated that the two 8<sup>th</sup> grade promotions and the high school graduations were all very balanced with celebration and decorum. He stated that all speakers for the three events were excellent. Mr. Murphy stated that he had the opportunity to attend Grad Night for a few hours after the graduation ceremony. He was please with the Grad Night turnout and thanked those who organized the event. Mr. Murphy thanked the high school administration with their collaboration and the large monetary donations from Freeport McMoRan.

**XI. Establish Next Board Meeting – June 8, 2011 – 6:30 P.M. – District Auditorium**

**XIII. Adjournment**

The meeting was adjourned at 7:17 p.m. Mr. Eves made the motion and was seconded by Mrs. Ham. The motion carried.

Respectfully,

  
Clerk of the Board



## **Sahuarita Unified School District #30 Wellness Policy – Guidelines and Procedures**

The Sahuarita Unified School District #30 is committed to providing a school environment that enhances learning and development of lifelong wellness practices.

It is with this in mind that the Governing Board supports a school environment that encourages and models nutritious eating habits and physical activity, which promote academic success and lifelong health for our students, staff, and community.

A healthy school environment goes beyond school meals in the cafeteria. A healthy lifestyle and maintaining a healthy weight requires a combination of healthy food choices and an appropriate amount of physical activity. Foods made available on the school campus should offer children nutritious choices, and physical activity should be incorporated into the school day as often as possible. The healthy, physically active child is more likely to be academically successful.

To accomplish these goals, the governing board supports the following wellness policies:

### **Nutrition Education and Wellness Promotion:**

The link between learning and nutrition has been well documented. To achieve full academic potential, physical and mental growth, and life long well-being, students must develop healthy eating habits.

- Curriculum
  - Sequential and interdisciplinary nutrition topics shall be integrated within comprehensive health and/or other areas of the curriculum (such as math, science, language arts, and social studies), and will be taught at every grade level K-6 and in grade levels 7-12 as appropriate.
  - Schools are encouraged to utilize programs such as Fitness for Life (grades K-6), Fuel Up for 60 (grades 5-12) or other appropriate curriculum.
  - Staff primarily responsible for nutrition education should be properly trained and regularly participate in professional development activities to effectively deliver quality nutrition education.
  - The school district should utilize the services of a qualified nutrition professional, who is specialized in school based nutrition, to lead the effort to implement nutrition education.
- Nutrition Education and the School Environment
  - The nutrition education program will work with the school meal program and may use the cafeteria as a learning laboratory to allow students to apply critical thinking skills taught in the classroom.
  - Schools are encouraged to continue and/or develop programs such as “the Roving Chef” and/or create school gardens.
  - Nutrition Education may be incorporated during classroom snack times, as well as during meals.
- Behavior Focused Nutrition Education
  - Nutrition education will incorporate lessons helping children acquire skills for reading Nutrition fact food labels and menu planning.
- Staff as Role Models
  - Staff is encouraged to model healthy eating and physical activity as a valuable part of daily life.
- Engagement of Families
  - Nutrition education will involve sharing information with families and the broader community to positively impact students and the health of the community.
  - The schools will provide information to families that encourage them to teach their children about health and nutrition and to provide nutritious meals for their families.
  - Suggested methods of communication include: handouts, school websites, articles and information provided in district or school newsletters, presentations that focus on nutrition and healthy lifestyles, and through other appropriate means available to reach parents.



**Sahuarita Unified School District #30**  
**Wellness Policy – Guidelines and Procedures**

- Families, teachers, students, and school officials are engaged in choosing the competitive food selections for their schools.
- The food service director or representatives may be available to speak with parents during open house.
- **Marketing/Restriction of Marketing**
  - The healthiest choices, such as salads and fruit, will be prominently displayed in the cafeterias to encourage students to make healthy choices.
  - Education materials shall be free of brands and illustrations of unhealthful foods.
  - Food providers will be sensitive to the school environment in displaying their logos and trademarks on school grounds
  - Advertising messages are consistent with and reinforce the objectives of the education and nutrition environment for all age groups.
  - Advertising of foods or beverages in the areas accessible to students during meal times should be consistent with established nutrition environment standards.

**Nutrition Standards for the USDA School Meals:**

Healthy school meals provide energy and nutrients children need for sound minds and bodies. Children who are not well nourished have difficulty learning. The variety of healthy foods offered in school meal program allows children to learn to enjoy different foods and develop healthy eating habits.

- **Promotion of the School Breakfast Program**
  - All schools will offer daily breakfast through the USDA School Breakfast Program which students are encouraged to participate in.
  - Child Nutrition Programs are accessible to all children.
  - Students are encouraged to start each day with a healthy breakfast.
- **Nutrition Standards for School Meals**
  - Child Nutrition Programs shall meet or exceed federal (USDA Dietary Guidelines), state (Arizona Nutrition Standards) and local requirements.
  - Menus will meet the Federal and State nutrition standards, featuring a variety of healthy choices. A la Carte offerings shall meet the same standards
- **Strategies to Increase Participation in School Meal Programs**
  - To the extent possible, school and transportation schedules shall be designed to encourage participation in school meal programs. For example, morning bus routes will be scheduled to allow students to arrive at school in time to eat breakfast.
- **Time for Meals**
  - The National Association of State Boards of Education recommends that students should be provided adequate time to eat lunch. It is recommended that students be provided a minimum of 20 minutes to eat their lunch, however if that is not logistically possible, students will be given no less than 15 minutes to eat.
  - Cafeterias include enough serving lines/areas so that students do not have to spend too much time waiting in line.
- **Meal Environment**
  - Students shall be provided a safe, comfortable, and pleasant environment in which to eat lunch. Dining areas are attractive. Students have adequate space to eat and have convenient access to hand-washing facilities before meals.
  - Appropriate supervision shall be provided in the cafeteria and rules for safe behavior shall be consistently enforced. The lunchroom should have a relaxed and enjoyable climate where healthy eating habits are established.
  - Drinking water is available for students at meals; fountains are located in the cafeteria.
- **Nutrition Training for Food Service Director and/or onsite manager**



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- Shall ensure that professional development in the area of food and nutrition is provided for food service managers and staff.
- Nutrition Information for School Meals
  - Cafeterias and schools will share and publicize information about the nutritional content of meals with students and parents: on-line, in school offices, and upon request.
- Food Safety/Food Security
  - All Foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented in the school nutrition program and whenever possible in other programs to prevent food illness in schools.
  - For the safety and security of the food and facility, access to the food service operation is limited to Child Nutrition staff and authorized personnel only. For further guidance, see the US Dept. of Agriculture food security guidelines.

**Nutrition Standards for Competitive and Other Foods and Beverages:**

- Pursuant to Arizona Revised Statute 15-242, all Kindergarten through Eighth grade schools are to abide by the Arizona Nutrition Standards set forth by the Arizona Department of Education. The District will apply these standards to grades pre-K-8, and the high schools are strongly encouraged to follow the Arizona Nutrition Standards whenever possible.
- The Arizona Nutrition Standards will apply to all foods and beverages sold in vending machines, snack bars, a la carte, fundraisers, and school events during the normal school day. The normal school day is defined in the standards as “from the start of the 1<sup>st</sup> breakfast period until the end of last instruction period (last bell)”. In addition, the same standards will be applied to any group “classroom snacks” which are provided in the classroom during the normal school day. For complete details of specific nutrient requirements, refer to the most current version of the “Arizona Nutrition Standards” which may be found on the AZ Department of Education Web site, the SUSD Web site, or upon request.
- All foods made available to preK-8<sup>th</sup> Grade students, and whenever possible to High School Students, on campus during the normal school day will comply with the current USDA Dietary Guidelines for Americans and Arizona Nutrition Standards:
  - Vending Machines (not permitted for students on preK-8 campuses)
  - A La Carte
  - Beverage contracts
  - Fundraisers
  - Concession stands
  - Student stores
  - Classroom Snacks
  - School parties/celebrations (whenever possible)
  - Birthday parties (whenever possible)
- To assist staff and parents/guardians in complying with Arizona Nutrition Standards, the most current/update Arizona Nutrition Standards, Quick Reference Arizona Nutrition Standards, and a Nutrition Calculator are available on-line at AZ Dept of Education and Sahuarita USD Web-pages. The district will also provide “Healthy Guidelines for School Snacks” for schools and parents to use as a resource, which will be updated as needed.
- The Arizona Nutrition Standards do NOT apply to individual student snacks provided by parents/guardians. They also do not apply to fundraisers, concession stands, and student stores that occur AFTER normal school hours. Because healthy nutrition should take place 24 hours a day/7 days a week, it is strongly encouraged that staff and parents continue to adhere to the Arizona Nutrition Standards in the planning of food associated with these events whenever possible.



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- **Energy Drinks are prohibited for ALL STUDENTS on campus (including individual snacks/lunch), during normal school hours.**
- **It is recommended that preK-8<sup>th</sup> grade students should not bring carbonated or caffeinated beverages and/or candy to school. These items are of minimal nutritional value.**
- Vending Machines are not available to students on preK-8 campuses.
- Vending Machines available on the High School Campuses should comply with Arizona Nutrition Standards.
- All foods made available on campus (including school sponsored events) adhere to food safety and sanitation and security guidelines.
- Students and staff will have access to free, safe, and fresh drinking water throughout the school day. Drinking water fountains are available to students and staff throughout the school building.
- **Classroom Parties or other Celebration/Rewards**
  - It is recommended the holiday and birthday celebrations that include food are limited to 1 time per month.
  - We suggest classrooms come up with alternate ways of celebrating the child's birthday that are not focused on food.
  - Holiday and other classroom celebrations should be focused on *activities* rather than food.
  - Food and/or physical activity should not be used as a reward or punishment.
  - Consideration should be given to non-food items as part of any teacher-to-student incentive programs. Should school staff use food as a reward for student accomplishment, foods should meet AZ Nutrition Standards whenever possible.
- **Fundraising**
  - All fundraising during the normal school day will comply with Arizona Nutrition Standards.
  - Competitive foods must not be served during school meal times; this includes any fundraiser, school store, and concession stand food sales.
  - All other fundraising projects (those that take place AFTER normal school hours) are encouraged to follow Arizona nutrition standards. Items being sold that do not meet nutritional standards may be acceptable when offered on an intermittent basis, i.e., cookie dough sales once a year, etc.
  - Candy sales should not be "ongoing" throughout the year and may not take place DURING normal school hours (per Arizona Nutritional Standards).
  - Food and beverages sold at fundraisers will include healthy choices and provide age appropriate selections for all age groups.
  - Organizations operating concessions at school functions will include a selection of healthy food choices in their offerings.

**Physical Education and Physical Activity:**

- Physical Education Curriculum
  - The Physical Education Curriculum should meet all Arizona State Standards. All students in grades 1-5 will be scheduled for physical education instruction in accordance with state law. All students in grades 6-12 shall be offered an opportunity to participate in the instructional program of physical education.
  - Patterns of meaningful physical activity connect to students' lives outside of physical education
  - Physical education and physical activity shall be an essential element of each school's instructional program. The program shall provide the opportunity for all students to develop the skills, knowledge and attitudes necessary to participate in a lifetime of healthful physical activity
  - The physical education program shall be designed to stress physical fitness and encourage healthy active lifestyles. The program should consist of physical activities of varying intensities and for a duration that is sufficient to provide a significant health benefit to students
  - Physical activity participation should take into consideration the "balancing equation" of food intake and physical activity.



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- Physical education includes the instruction of individual activities as well as competitive and non-competitive team sports to encourage life-long physical activity
- Information shall be provided to families to help them incorporate physical activity into their student's lives.
- Schools encourage families and community members to institute programs that support physical activity, such as walking to school programs.
- Sun Safety should be addressed as part of the Physical Education curriculum.
- Times Per Week of Physical Education
  - Schools will use NASPE standards as a guide when planning physical education classes.
  - Time allotted for physical activity should be consistent with research, national and state standards.
- Teacher-Student Ratios for Physical Education
  - Physical education classes should have the same student/teacher ratios used in other classes as much as possible.
- Equipment and Facilities for Physical Education
  - The physical education program shall be provided adequate space and equipment and conform to all applicable safety standards.
  - Physical education courses will be in an environment where students learn, practice and are assessed on developmentally appropriate motor skills, social skills, and knowledge.
  - The school provides a physical and social environment that encourages safe and enjoyable activity for all students, including those who are not athletically gifted.
- Qualifications for Physical Education Instructors
  - Policies ensure that state certified physical education instructors teach all physical education classes.
- Physical Education Training for Physical Education Instructors
  - PE Staff will receive professional development on a yearly basis.
- Physical Education Waiver Requirements
  - Academic activities should not take the place of physical education. However, students on the school's sports teams or other approved courses may substitute participation for physical education credits.
- Regular Physical Activity Breaks for Elementary School Students
  - Physical activity opportunities shall be offered daily throughout the school day, beyond recess and PE. It is recommended that students have frequent opportunities to stretch and move throughout the day.
  - Physical activity may be integrated across curricula and throughout the day. Movement can be made a part of science, math, social studies, and language arts.
  - Children should have several opportunities for physical activity lasting 15 minutes or more approximately every two hours, especially during the daytime hours. .
- Structured Physical Activity Before or After School
  - Intramural and enrichment offerings should be maintained at present levels and steadily increased as possible to accommodate elementary, middle, and high school grades.
  - Participation in intramural sports shall be an option for all middle and high school students.
  - After school program shall encourage physical activity and healthy habit formation.
- Community Use of School Facilities for Physical Activity
  - The district is encouraged to promote the use of school facilities outside of school hours for physical activity programs offered by community-based organizations, per board policies.
- Not Restricting Physical Activity as Punishment
  - Staff members shall not deny participation in recess or other physical activity opportunities as a form of discipline or punishment unless the safety of students is in question, likewise physical activity shall not be used as a form of punishment.

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- Daily Recess in Elementary School
  - Provide a daily recess period (elementary schools), which is not used as a punishment or a reward.
  - Elementary Schools are encouraged to consider implementation of recess before lunch, since research indicates that physical activity prior to lunch can increase the nutrient intake and reduce food waste.
  - Elementary Schools are encouraged to consider implementation of structured recess periods to supplement physical education/activities.

**Other School Based Wellness Activities:**

A School Wellness Policy is only one step in addressing the obesity problem that exists in the United States. With the combined efforts of schools, parents, and communities, we can make a difference in changing habits for a lifelong healthy lifestyle for our children.

- Local wellness policy goals should be considered in planning all school-based activities (such as school events, field trips, dances and assemblies).
- Support for health of all students is demonstrated by hosting health clinics, health screenings, and helping to enroll eligible children in Medicaid and other state children's health insurance programs.
- In the future, Parent-Teacher/Booster organizations could consider developing a family-based healthy activities program. This could include such activities as family track time, a walking program with incentives for walking certain distances, etc.
- The District should have a written and up-to-date Crisis Response Plan.
- Health Classes shall address subjects such as sun safety, eating disorders, and health problems affected by nutrition.

**Policy and Implementation**

- Establishment of Advisory Committee
  - The District Wellness Committee/School Health Advisory Council shall include stakeholders and shall meet a minimum of two times annually to monitor and evaluate the implementation of the policy.
  - The school district will create, strengthen, and/or work within existing school health advisory councils to develop, monitor, review, and revise nutrition and physical activity policies. The councils will serve as resources to school sites for implementing these policies.
- Plan for Implementation
  - Principals shall ensure that their schools are adhering to the policies beginning with the start of the 2011-2012 school year.
- Reports
  - The wellness committee will discuss ways to present their progress to the Superintendent.
- Revising the Policy
  - The policy shall be revised as necessary.