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 Office of the Superintendent

## Governing Board Meeting Minutes

July 14, 2010- Sub Hall B District Auditorium  
 350 W Sahuarita Rd., Sahuarita AZ

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### **PUBLIC HEARING FOR ADOPTION OF FY 2010/2011 EXPENDITURE BUDGET**

6:30 pm – July 14, 2010 - Sub Hall B District Auditorium  
 350 W Sahuarita Rd. – Sahuarita AZ

Pursuant to Arizona Revised Statutes school districts must hold a public hearing prior to the adoption of the budget for the fiscal year 2010-2011. Mrs. Hall called the public meeting to order at 6:34 p.m. A public hearing was held for the presentation of the proposed 2009/2010 budgets. The Governing Board took action at a regular meeting scheduled immediately after the hearing. Adjourned to regular session at 6:45 p.m.

The following information was presented by Mrs. Gates.

#### SAHUARITA UNIFIED SCHOOL DISTRICT 2010/2011 BUDGET LIMITATIONS

7/14/2010

#### Adopted

#### MAINTENANCE & OPERATION LIMITATIONS

BRCL	(Base Revenue Control Limit):	19,298,940
	Determined by such as the number of students, type of student, experience of teaching faculty, size and type of school district, and the state adopted base support level.	
	(Adjusted Base Revenue Control Limit):	19,298,940
TRCL	(Transportation Revenue Control Limit):	1,895,450
	The TSL (Transportation Support Level) is determined by the number of miles eligible students were transported. The difference of the TSL for the prior year and the budget year is added to the prior year TRCL. This number becomes the budget year TRCL.	
RCL	(Revenue Control Limit):	21,194,390
	The BRCL plus the TRCL	
CORL	(Capital Outlay Revenue Limit) Transferred to M & O:	600,000

The unweighted student count times the state adopted capital outlay base level, plus growth factor, and grades 9-12 textbook support level. May be added to General Budget Limit as district desires.

<b>Assistance for Education</b>	0
<b>Registered Warrants</b>	0

**RCL Additions:**

Growth Adjustment	0
Override Authorization	3,096,109
Excess Property Tax Valuation Judgment	0
Tuition Revenue	750,000
Budget Balance Carry Forward from prior year	854,611
Interest Expense incurred due to Delayed State Aid	0
Early Graduation Scholarship Reduction	0
Other Adjustments	0
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<b>GENERAL BUDGET LIMIT</b>	<b>26,495,110</b>
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**CAPITAL LIMITATIONS**

<b>SCA (Soft Capital Allocation):</b>	1,035,043
The unweighted student count times the state adopted Soft Capital Allocation per student	
SB 1006 Adjustment	(835,634)
Budget Balance Carry Forward from prior year	314,740
Interest earned FY 09-10	7,488

<b>SOFT CAPITAL BUDGET LIMIT</b>	<b>521,637</b>
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**Unrestricted Capital Outlay Fund:**

<b>Capital Outlay Revenue Limit</b>	1,182,180
The unweighted student count times the state adopted capital outlay base level, plus growth factor, and grades 9-12 textbook support level. May be added to General Budget Limit as district desires.	
CORL transferred to M & O	<hr/> 600,000
	582,180
Tuition Revenue Capital	75,000
Capital Outlay Override	1,000,000
UCBL adjustment	0
Interest Earned FY 09-10	27,328
Budget Balance Carry Forward from prior year	<hr/> 1,233,543

UNRESTRICTED CAPITAL BUDGET LIMIT	2,918,051
AMOUNT AVAILABLE FOR CAPITAL EXPENDITURES	3,439,688

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**REGULAR GOVERNING BOARD MEETING**

July 14, 2010- Sub Hall B District Auditorium - 350 W Sahuarita Rd. - Sahuarita AZ  
 TIME: Immediately following the public hearing on the proposed budget.

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

President Mike Lurkins called the meeting to order at 6:45 P.M. Also in attendance were Board Clerk, Tom Murphy, Members Elaine Hall, Diana Kellermeyer, and Kris Ham, Superintendent Dr. Manuel O. Valenzuela, Assistant Superintendent Scott Downs, and Business Manager Charlotte Gates. There were 12 guests. The Pledge of Allegiance was observed.

**II. Approval of Agenda**

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

**VI. Approval of Minutes – January 27, 2010**

The superintendent recommended approval of the Governing Board minutes of January 27, 2010. Dr. Valenzuela explained that the minutes are not as far behind as it seems as we have had some difficulties with the recording. We are in the process of exploring the possibility of digital recording. Mr. Murphy made the motion and was seconded by Mrs. Hall. The motion carried.

**IV. Approval and Ratification of Vouchers**

Mrs. Gates recommended ratification of previously approved payroll Vouchers 28 in the amount totaling \$320,362.55, Voucher 29 in the amount totaling \$320,362.61, Voucher 30 in the amount totaling \$318,876.39, Voucher 31 in the amount totaling \$270,223.80, and Voucher 32 in the amount totaling \$47,565.34, new payroll #4 for the pay period ending August 20, 2010, in the amount not to exceed \$2,000,000.00, new payroll #5 for the period ending September 3, 2010, in the amount not to exceed \$2,000,000. She further recommends approval of expense vouchers 1085 through 1089 in the amount totaling \$2,025,034.73. The motion was made by Mrs. Kellermeyer and seconded by Mrs. Ham. The motion carried.

**V. Call to the Public**

**Farhad Moghimi – Town of Sahuarita - 375 Sahuarita Center Way, Sahuarita, AZ 85629 -** Thanked the Board for their support of the traffic signal project on Rancho Sahuarita Blvd. Construction has been started and the process has been very rapid. The poles are up this week and the Town is borrowing help from the other project to be able to get this project done as quickly as possible. Farhad’s commitment to the Board and the Town Council is to get



this completed as quickly as possible. He will be back to report to the Board an exact date of the completion of the project. He thanked the Board for the opportunity to work with the District as he appreciates the partnership. In addition, he thanked the Board for another partnership which is currently underway and almost completed. The art students and the art teacher, Larissa Laine, are creative and amazing individuals as they created the wonderful art work for the underground pedestrian crossing. Farhad presented pictures of the art project and once again thanked the Board for the partnerships between the Town of the Sahuarita and the District.

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

### **A. Staff Recognition:**

1. Government Finance Officers Association of the United States and Canada - Award of Financial Reporting Achievement for FY Ended June 30, 2009 – Charlotte Gates ++

Dr. Valenzuela recognized Mrs. Gates for receiving this prestigious award. He stated that we are pleased to announce that the Government Finance Officers Association of the United States and Canada has awarded the Certificate of Achievement for Excellence in Financial Reporting to Mrs. Charlotte Gates for her comprehensive annual financial report (CAFR) for the fiscal year ended June 30, 2009. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

## **VII. New Business**

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

1. Language Arts Program Adoption

Dr. Valenzuela stated that in early in the spring he recommended that three series of Language Arts textbooks be piloted for more than 60 days for public review. At this point, the time has expired and Dr. Valenzuela recommended approval of the Language Arts Program Adoption of three separate series: Write Up a Storm for grades K-5, Pearson Prentice Hall for grades 6 – 8, and Glencoe/McGraw-Hill for grade 9– 12. The motion to approve Dr. Valenzuela's recommendation was made by Mrs. Kellermeyer and seconded by Mr. Murphy. The motion carried.

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

1. Adoption of Fiscal Year 2010/2011 Expenditure Budget

Pursuant to A.R.S. 15-905 fiscal year 2010/2011 expenditure budgets are submitted for adoption by the Governing Board. The adopted budget is as proposed on June 23, 2010. Dr. Valenzuela recommended approval of the 2010/2011 Expenditure Budget. A motion to approve adoption of Fiscal Year 2010/2011 Expenditure Budget was made by Mrs. Kellermeyer and seconded by Mrs. Ham. The motion carried.

2. Approval of Beginning of the Year District Breakfast

Dr. Valenzuela recommended approval of the beginning of the year recognition breakfast. This will be paid out of the gifts and donations from monies allocated

specifically for recognition and meals. The motion to approve the beginning of the year District breakfast was made by Mrs. Kellermeyer and seconded by Mr. Murphy. The motion carried.

3. Approval of Teacher Induction Meals

Dr. Valenzuela will recommend approval of teacher induction meals. This will be paid out of the gifts and donations for monies allocated for recognition and meals. The motion to approve teacher induction meals was made by Mrs. Kellermeyer and seconded by Mrs. Hall. The motion carried.

4. Approval of SMS Faculty and Staff Meals

Included in the Board packet was a letter from Mrs. Silman requesting specific funds from the Country Fair White Elephant for recognition breakfasts and lunches. Dr. Valenzuela recommended approval for SMS to use Gifts and Donation Monies for Professional Development activities and Faculty/Staff meals. This will be paid out of the gifts and donations for monies allocated for professional development activities and faculty/staff meals. The motion to approve SMS faculty and staff meals was made by Mrs. Ham and seconded by Mrs. Kellermeyer. The motion carried.

5. Approval of CORE GMP for Athletic Improvements – Snack Bar, Restrooms, and Storage Project.

Mr. Downs explained that as part of the original plan for the football field and track improvements and through value engineering there was some funding available out of the 2007 bond. The original scope changed and we were able to include a bathroom facility, snack bar, and appropriate storage structure. Mr. Downs provided the Board with a site map and described the location of where the new facilities will be located. Dr. Valenzuela recommended approval of the CORE GMP for Athletic Improvements to include the Snack Bar, Restrooms, and Storage Project in the amount of \$366,934. A motion to approve the CORE GMP for Athletic Improvements – Snack Bar, Restrooms, and Storage Project in the amount of \$366,934 was made by Mr. Murphy and seconded by Mrs. Kellermeyer. The motion carried.

**C. Governing Board – Discussion and Possible Action - None**

1. Addendum for Band Director

Dr. Valenzuela stated that in analyzing the current funding allocated to the stipend of "HS Band Director" the position currently pays ½ the amount of any other addendum in same classification. Scott Downs has suggested that the stipend be increased to that of any other sport (i.e. baseball, soccer, etc.) or any other club (FBLA, FCCLA, etc.). Dr. Valenzuela recommended that the Band Director stipend be increased to that of any other sport.

Mrs. Ham asked if band was offered as a class. Dr. Valenzuela stated that band is a class and that the addendum is based on the fact that band has some performances go beyond the normal scope of the school day. The total stipend would be approx. \$4,000.00.

Mrs. Kellermeyer requested that the item be placed on the next Board agenda as an executive session item.



A motion to approve the Addendum for Band Director was made by Mrs. Hall and seconded by Mr. Murphy. Motion was rejected 2-3.

Mrs. Kellermeyer made a motion to discuss this item in executive session after the next Board meeting for discussion and possible action. The motion was seconded by Mr. Murphy. The motion carried

## 2. Reclassification of Administrative Assistant – Facilities

In analyzing the Administrative Assistant in the Facilities Department, the Administrative Assistant for Facilities is the only position that is not in subcategory F. Scott Downs has suggested that the Administrative Assistants for the Facilities Department be considered equivalent to the Administrative Assistant in IT, Construction, and Transportation. This would give the current employee in this position, whom has 5 years experience, a rate increase of \$11.13/hour to \$11.68/hour. Dr. Valenzuela recommended reclassification of the Administrative Assistants to be reclassified as stated above. A motion to approve Dr. Valenzuela's recommendation was made by Mr. Murphy and seconded by Mrs. Hall. The motion carried.

## 3. Part-Time Dispatcher

In analyzing the current funding needed to maintain the operations of dispatch operation in our transportation department, the needed overtime allocated to this function would decrease, if we approved ad hired, a 6hour/day employee. This would increase the stability of the department, while decreasing the cost needed to maintain its operations. This position would not accrue benefits, as it is a part time position. Mr. Downs and Mrs. Gates have suggested a new part-time dispatch position be established in our transportation department. Dr. Valenzuela recommended approval of the part-time dispatcher as it was presented. The motion to approve a part-time dispatcher position was made by Mrs. Kellermeyer and seconded by Mrs. Ham. The motion carried.

## VIII. Superintendent/Administrative Reports

Dr. Valenzuela notified the Board that letters to the new and returning staff were sent out. He pointed out new teachers are back on the 26<sup>th</sup> of July and returning staff are due to report on the 30<sup>th</sup> of July. The "Welcome Back" kickoff celebration and breakfast will commence on July 30<sup>th</sup> at 7:30 a.m. Dr. Valenzuela reported that he submitted a proposal on behalf of the District to the Arizona School Boards Association as they will be hosting their annual conference in Phoenix, AZ. Their theme this year is "Leadership and Collaboration." The District's proposal is focused on a wonderful partnership that continues to evolve in the Country Fair White Elephant (CFWE). The CFWE offers our students scholarship, jobs, and grants to the gifts and donations fund. In return, the Board has allowed District administration to work at the CFWE during the summer months as they lose their volunteers during the summer months.

In addition, the District is moving forward with a new email system that Mr. Boone has resourcefully identified school functions. The new email system will save approximately \$30,000. Dr. Valenzuela stated that the new website should be almost ready to be launched as it will be user friendly. Parents will soon be able to access parent communication access through a single user portal where parents will have access to their students' information such as grades, attendance, and discipline. The system will also be able to offer an online payment system for the cafeteria in the future.

Lastly, Dr. Valenzuela shared an article from Dr. Judith Owens who is an assistant professor at Brown University.

## **X. Consent Agenda – Discussion and Possible Action**

The superintendent recommended approval of the Consent Agenda, as they are routine items. The motion was made by Mrs. Kellermeyer and seconded by Mr. Murphy. The motion carried.

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

1. Howard Birmingham, Physical Education Teacher, SHS, New Hire – Effective 07/26/10
2. Michelle Castro, Pre-School Teacher – Even Start, Sopori, New Hire – Effective 07/26/10
3. Karla Clapper, Third Grade Teacher, SIS, New Hire – Effective 07/30/10
4. Alma De La Rosa, Monitor, Anza Trail, New Hire – Effective 07/30/10
5. Marysol Navarro, Instructional Aide, Sopori, New Hire – Effective 07/30/10
6. Sarah Rebello, CTE Business Instructor, SHS, New Hire – Effective 07/26/10
7. Juanita (Jenni) Rojas, Special Education Teacher – PI, SIS, New Hire – Effective 07/26/10
8. Dean Williams, Groundskeeper, Facilities, New Hire – Effective 07/01/10 ++
9. Lisa De La Ossa, Administrative Asst. to the Asst. Superintendent, Admin./HR, Status Change – Effective 06/22/10
10. Debbie Diggs-Tapia, Instructional Aide, Anza Trail, Status Change – Effective 07/30/2010
11. Nicole Herbst, Human Resources Specialist, Admin HR, Status Change – Effective 06/22/10
12. Angie King, Monitor, Anza Trail, Status Change – Effective 07/30/10
13. Campbell Tommy Willson, Bus Driver, Transportation, Status Change – Effective 06/21/10

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

1. Michelle Fair, Bus Driver Trainee, Transportation, Resignation – Effective 06/24/10
2. Christina Flores, PE Teacher, SHS, Resignation – Effective 07/06/010
3. Judy Kennedy, Second Grade Teacher, Sopori, Resignation – Effective 06/23/10
4. Angie King, LINK Program Specialist, LINK Program, Resignation – Effective 07/23/10
5. Jayne Marshall, LA Teacher, SMS, Separation – Effective 06/28/10
6. Marisol Metzler, Kindergarten Teacher, Anza Trail, Resignation – Effective 07/31/10 ++
7. Jennifer Nolan, Campus Monitor, Anza Trail, Separation – Effective 05/21/10
8. Hector Portugal, Herbicide Tech, Facilities, Separation – Effective 07/14/10

### **C. Addendum**

1. Pat Torres, Summer Attendance Clerk, SHS - Effective 06/22/10 – 06/23/10
2. Veronica Vajda, Summer Curriculum Work, SMS – Effective 05/22/10

### **D. Volunteers - None**

### **E. Request for Leave of Absence - None**

### **F. Gifts and Donations**

1. Pima County Treasurer (Escript Rebate), SMS - \$4.59



**G. Use of School Facilities**

1. The AYSO 837 Soccer League has requested the use of Sahuarita Park from August 1, 2010 to October 31, 2010, from 8:00 a.m. – 9:00 p.m. Sunday – Saturday to hold youth soccer practice and games.
2. Pima Community College has requested the use of the SHS Library and adjoining Classrooms (A146 and A170) for the Fall Semester Classes, starting Monday, August 25, 2010 through Thursday, December 19, 2010. Monday and Wednesdays for Elem. Algebra from 3:45 p.m. – 5:15 p.m., Intermediate Algebra Mondays and Wednesdays from 5:15 p.m. – 7:00 p.m., Popular Music in America Tuesdays and Thursdays from 3:45 p.m. – 5:30 p.m., and Writing I on Tuesdays and Thursdays from 5:15 p.m. to 7:00 p.m.

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

1. Dr. Manuel O. Valenzuela, to attend the ASA Fall Superintendents' Conference in Prescott, AZ from October 24-26, 2010.
2. Lizette Huie to attend the AASBO Risk Management Class in Phoenix, AZ from November 5-6, 2010 & November 19-20, 2010
3. Lizette Huie to attend the AASBO Food Service Class in Phoenix, AZ from December 3-4, 2010 & December 17-18, 2010

**I. Approval of Student Fund-Raising Activities - None**

**J. Approval of Student Activity and Auxiliary Accounts Revenue and Expenditure Reports**  
- Month Ended 06/30/10 ++

**K. Approval of New Signers on Bank of America and Wells Fargo Bank Accounts ++**

**L. Approval of Sole Source Procurement**

**M. Approval of Bank of America Line of Credit**

1. **Approval of Long-Term Hearing/Expulsion Officers for the 2010-2011 School Year:** Dr. Manuel O. Valenzuela, Scott Downs, Dr. Barbara Smith.

**O. Approval of Qualified Teacher Evaluators for 2010-2011 School Year:** Desi Raulston, Tina Steward, Carol Roman, Stephanie Silman, Kerri Carlton, Kathy Shiba, Karen Pischansky, Clarisa Rodriguez, Dr. Mark Neish, Clint Carlton, Kent Thompson, Dr. Barbara Smith, Scott Downs, Dr. Manuel O. Valenzuela.

**X. Board Communication –**

Mrs. Kellermeyer welcomed Dr. Valenzuela and Mr. Downs.

Mr. Murphy shared that he traveled to Massachusetts and found it interesting to read in the local papers headlined, "Continued Struggles Keeping Kindergarten Class Sizes Small." He stated that not only do we struggle with that other states also share the same struggles with education funding. Mr. Murphy asked if the AIMS results have been received.

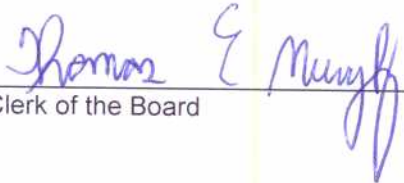


Dr. Valenzuela stated that he will be making a formal presentation of the AIMS results in an upcoming meeting.

Mrs. Hall announced the ASBA Leadership Conference.

- XI. **Establish Next Board Meeting** – August 11, 2010 – 6:30 P.M. – District Auditorium
- XII. **Executive Session – Discussion and Possible Action - None**
- XIV. **Adjournment 7:35 P.M.**

Respectfully,

  
Clerk of the Board