



Sahuarita Unified School District No. 30

Sahuarita High School
Sahuarita Primary School

Sahuarita Middle School
Sahuarita Intermediate School

Sopori Elementary School

MINUTES

Regular Governing Board Meeting

6:30 p.m.-November 19, 2003 – Sub Hall B - District Auditorium

I. Call to Order and Pledge of Allegiance

In the absence of President Elaine Hall, Clerk Anthony Bruno called the meeting to order at 6:30 PM. Also present were Board members Michael Lurkins, Daniel Zobenica, Martin McGee, Superintendent Dr. Jay C. St. John and Business Manager Charlotte Gates. Board There were 40 guests. The Pledge of Allegiance was observed.

II. Approval of Agenda

Dr. St. John recommended approval of the agenda as revised with a change to Item VIII – New Business – B. Personnel, #2 Approval of Additional Assistant Coach for SHS Girls Basketball and the addition of an Executive Session Pursuant to §A.R.S. 38-431.03 A.2. Mr. McGee made the motion and was seconded by Mr. Zobenica. The motion carried.

III. Approval of Minutes – October 22, 2003

Dr. St. John recommended approval of the minutes for October 22 as distributed. Mr. Lurkins made the motion and was seconded by Mr. Zobenica. The motion carried.

IV. Approval and Ratification of Vouchers

Mrs. Gates recommended ratification of previously approved payroll Vouchers 9 in the amount of \$414,160.76, Voucher 10 in the amount of \$422,141.71, new payroll Vouchers 11 for the pay period ending November 21, 2003 in the amount not to exceed \$500,000.00 and new payroll Voucher 12 for the pay period ending December 5, 2003 in the amount not to exceed \$500,000.00. She further recommended approval of expense vouchers 5019 through 5023 in a total amount of \$377,914.86. Mr. McGee made the motion and was seconded by Mr. Zobenica. The motion carried.

V. Call to the Public - None

VI. Recognition of Staff, Students and Community - None

VII. Old Business – Discussion and Possible Action

A. Amended Annual Financial Report

Mrs. Gates reported that after the Annual Financial Report was submitted, the County Superintendent's office notified her that the report needed to be amended due to interest that was recorded. Mrs. Gates recommended ratification of the amended Annual Financial report for FY2003. Mr. Zobenica made the motion and was seconded by Mr. McGee. The motion carried.

B. Transportation Report from The O'Malley Group – Information Only

Dr. St. John introduced Tim O'Malley and Tom Piowarsy from the O'Malley Group. The O'Malley Group presented a report on the transportation services for the district. The group was hired for their consulting services to give a cost comparison of contract services vs. in house management of transportation service and the pros and cons of both options. Tom stated that the contract cost was up by 116% in the last two years and that is very high. He researched the costs and stated that if the district were running the service, the costs would be lower.

Mr. McGee stated that he would like the transportation service brought back in-house. He would like the Board to consider the district to be a bidder.

Mr. Bruno made the motion to re-bid the contract and include the district; Mr. McGee seconded him. The motion carried.

VIII. New Business – Discussion and Possible Action

A. Personnel

1. Approval of two Instructional Aide III Positions – Speech/Language Therapy Assistants.

Dr. St. John stated that at a previous Board meeting the Board approved the concept of replacing certified Speech/Language Clinicians with Speech/Language Therapy Assistants. It has been difficult to fill the certified positions and would now like to hire two instructional aides to serve as Speech/Language Therapy Assistants. Dr. St. John recommends approval of the two new positions. Mr. McGee made the motion and was seconded by Mr. Zobenica. The motion carried.

2. Approval of additional Assistant Coach for SHS Girls Basketball ++

Dr. St. John stated that Mr. Kellermeyer and Mr. Cleveland have requested additional coaching staff at the high school. Dr. St. John recommended approval of an additional Girl's Basketball Coaching position. Mr. McGee made the motion and was seconded by Mr. Lurkins. Discussion followed. Mr. Zobenica stated that he would like to know the number of students participating in the program. His last count was 12 varsity and 13 freshmen/jr. varsity players. He feels that there are enough coaches to provide the services. Dr. St. John stated that when he spoke with Coach Fanning, there were 36 players. The motion carried with Mr. Zobenica voting nay.

B. Business – Discussion and Possible Action

1. December Budget Revision for Growth – Information Only

Dr. St. John presented information on the December Budget revision for growth. He informed the Board that the district is allowed to revise the budget at the 40th day. Based on the growth in the district, there have been approximately 334 additional students since the budget was presented in July, That will be an additional increase of 1.1 million dollars. The figures will be in the December revision. The district is also allowed to transfer monies from M&O back to Capital when you have growth. Mrs. Gates and Dr. St. John will be asking to amend the budget for the increased M&O of 1.1 million dollars based on the growth in the district, and then they will be asking to

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transfer \$200,000.00 back to Capital. The district would like to use the \$200,000.00 for a couple of projects that were discussed later in the meeting.

2. Override Election/Election Dates

Dr. St. John presented information regarding the scheduling of an override election and the possible election dates in calendar year 2004. He informed the Board that it would be impossible to run two override elections during the same fiscal year. He added that if a special election was held in March, May or September, the district would incur the total cost of the election and this could be between \$25,000.00 and \$30,000.00. If it is run at a general election where other entities such as the county or state are running, the cost will be divided and would be approximately \$11,000.00 or \$12,000.00. Mr. Bruno asked when the County Bond election was going to be. Dr. St. John stated that he was not sure. Mr. Bruno made a motion to run the override election in November 2004 and was seconded by Mr. Lurkins. The motion carried.

3. Auditorium HVAC – Permission for RFP for Financing and RFP for Replacement

Dr. St. John stated that Daryl Rawson had that auditorium system engineered, the approximate cost is \$400,000.00, and he would like to finance that over five years. Dr. St. John asked the Board to use \$100,000.00 of the \$200,000.00 that is being returned to Capital in the December budget revision to finance the replacement of the auditorium HVAC system. We need permission to release an RFP for financing and an RFP for replacement of the HVAC system. Dr. St. John recommended the Board direct the district to put out RFP's for financing and replacement of the HVAC system. Mr. Zobenica made the motion and was seconded by Mr. McGee. The motion carried.

4. Auditorium Lighting – Information Only

Dr. St. John stated that John Flannery informed him that the auditorium lighting system, which includes both pods and the stage lighting, is on its last legs. It is working at about 60% of its capacity. He asked Daryl to obtain engineering on this because by law the district must bid for the project. The Civic Center fund has accumulated enough money to replace the lighting if it costs \$100,000.00. If the cost is more than that, they may come back to the Board with opportunities for other places to find money to replace the lighting. This is being mentioned to the Board because if the HVAC is replaced, there is a possibility that the lights may go out. Mr. Zobenica asked if it would be less expensive if both the HVAC and Lighting were fixed together. Mr. Rawson stated that the two items are separate and not connected physically and the district wouldn't save by doing both together.

5. Job Order Contract for New Administration Building – Information Only

Dr. St. John advised the Board that Daryl Rawson and himself are close to making a recommendation to the Board about job order contracting.

6. New Administration Building – Scale Drawings and Preliminary Elevations – Information Only.

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Dr. St. John presented to the Board the first scale drawings and preliminary elevations of the new administration building. The building will be 6000 square feet and will be at the south end of the administration parking lot. The buildings that house the administrative and student support staff will be cleaned out and used for the before and after school program.

7. Approval of Arizona Youth Survey

Dr. St. John asked the Board to remove this item from the agenda. He has not received a copy of the survey from Michael Spargur and would like to see it before he makes a recommendation.

8. Community Schools – Woodworking Class for Adults

Diane Miller asked permission from the Governing Board to offer a woodworking class through a cash fund called the Community School Fund. She would like to offer the class one evening per week for a traditional semester class. The class would be similar to a class at Pima Community College. Dr. St. John recommended approval of the class. Mr. Zobenica made the motion and was seconded by Mr. McGee. Discussion followed. Mr. Bruno commented on the fact that the district offered similar classes in the past and the participation was great. The motion carried.

9. Exchange of Property – Information Only

Dr. St. John updated the Board on the exchange of property with the town. He met with Jim Stahle, Dan Hochuli, attorney for the town, Spencer Smith, district attorney, and Sandy Lewis from Fidelity National Title to set up a closing on the 15,000 sq ft of property in the main parking lot. A check will be entered into escrow for \$15,000.00 for that square footage. About 30 days later the district will exchange that piece of property for the remaining \$536,100.00 for the approximately 22 acres next to Anamax Park.

10. School Facilities Board Meeting Update – Information Only

Dr. St. John updated the Board on the two meetings he had with William Bell, Director of the SFB. The meetings were very positive meetings. Mr. Bell stated that he is making himself accessible to the superintendents of the school districts in Arizona and they can call him directly if they need to. Elaine Hall, Bill Woodward, Steve Kellermeyer and Dr. St. John attended one or both meetings and expressed their general concerns. The biggest concern at this time is the new wing at the high school. With just a few changes in the plan, they indicated that the Capital Improvement Plan will be presented somewhere between December 1st and the end of March 2004. Dr. St. John expects to get the Capital Improvement Plan approved in early February

C. Governing Board – Discussion and Possible Action

1. Out of State Travel by Anthony Bruno to National School Boards Association Federal Relations Network Conference in Washington D.C.

Tony Bruno is again the representative for the NSBA Federal Relations Network Conference in Washington D.C. Dr. St. John recommended approval of his travel. Mr. McGee made the motion and was seconded by Mr. Lurkins.

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Discussion followed. Mr. Lurkins asked Tony to review what he would be doing in Washington. Mr. Bruno stated that it is a lobbying effort on a national scale. He will represent the state of Arizona and he is assigned to appear before certain members of congress and discuss issues such as IDEA Federal funding and other issues. The motion carried.

2. ASBA Official Delegate

The Governing Board named their official delegate for the ASBA Delegate Assembly in December. Mr. Zobenica made the motion to name J. Elaine Hall as their official ASBA Delegate and Mike Lurkins as alternate. Mr. McGee seconded the motion. The motion carried.

3. 2004 Board Meeting Schedule

Mr. Zobenica questioned the November 2004 schedule. Dr. St. John recommended approval of the schedule with a change in the November 2004 schedule. Only one meeting will be held on November 10. Mr. Zobenica made the motion and was seconded by Mr. McGee. The motion carried.

4. Policy GCQE – Retirement of Professional Staff Members – Information Only

Dr. St. John stated that the change in policy was approved at a previous meeting. After consultation with our attorney and with Don Williams, policy advisor for ASBA, the following changes were made.

- The employee must be at least ~~fifty-five (55)~~ fifty (50) years of age prior to July 1 of the calendar year in which the retirement is planned ~~or have twenty-five (25) years of service with the District~~

This is information only because the intent of the policy that was approved at the last meeting is still in place.

IX. Superintendent/Administrative Reports

Mary Northey – Mary reported on the School district Employee Report (SDER) and the Implications of No Child Left Behind. The SDER calculates the District's Teacher Experience Index, which has an effect on our budget. It includes items such as FTE, Gender Report, Certified Staff, Support Staff, Administrative Staff, Teachers Education and Employees living in the district. She reported that the district's total employees are 305, 275 are full-time employees, 218 are female and 87 are male. There are 177 certified staff and 128 support staff. 80% of the teachers in the district have additional course work above a bachelor's degree and many have a master's degree. No Child Left Behind is the reauthorization of the Elementary Education Act and was signed into law on 1/8/2002. Under the guidelines the teacher must have a bachelor's degree, hold a valid state certificate and must demonstrate subject matter competency. All teachers who are currently teaching must be "Highly qualified" by the end of school year 2005-2006. Paraprofessionals are non-certified support personnel who work with students in an instructional role, such as Instructional Aides, Library Aides and Technology Assistants. Paraprofessionals must have a high school diploma or GED and Completion of two years study at an institution of higher education or possession of an Associate's or higher degree or demonstration of knowledge and ability to assist in the instruction of reading/language arts, writing and mathematics through a rigorous local or state assessment. All paraprofessionals who were hired after 1/8/02 must meet qualifications.

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Steve Kellermeyer – Steve reported that enrollment at the high school is at 817. He commented on the meeting with the School Facilities Board he attended. He stated that they do see that the district needs to begin building now.

The marching band received a superior rating at the Eastern Arizona College marching band festival. This is the first time since the mid 80's that the band has done this well. The flag team did a great job also. The volleyball and football teams have both gone above and beyond.

Steve attended an AIA Victory with Honor meeting at Sunnyside School on Monday. This program needs to be enforced at Sahuarita. It is a new way of looking at sports, fans, coaching and athletes.

The football banquet was held yesterday in the cafeteria. Boys and girls basketball season begins on Friday.

Evaluations are going well and will be finished soon. Steve thanked the White Elephant for their generous donations.

The high school has become aware of a growing problem with drugs. They have started an intensive sweep and investigation paired with student and parent education.

Kathy Shiba – Kathy stated that between now and Christmas it is probably some of the busiest times. Last year the middle school started a Chess club. Mrs. Glines offered to sponsor the club. They began going to a couple of tournaments. This year they attend the St. Joseph's Annual Catholic Schools Chess Tournament and took 2nd place. It is nice to see that all students have a place to go regardless of where their interests are. Mrs. Mount is sponsoring a debate club at the middle school and hopes to have some competitions by the end the year. There are about 12 clubs on campus. She thanked her staff for running those clubs with no pay. Mrs. Powell and the SMS cheerleaders will be sponsoring a cheerleading clinic this Saturday. Mrs. Powell also works with students on prevention. Each month there is a different subject; in October it was say No to drugs and alcohol. Josh Pastner for the UofA came in and spoke to the students. Next month they will be working on human relations, which includes sexual harassments. Mrs. Powell does an excellent job lining up speakers and providing those programs to the students. The storytellers will be going to the elementary and will also have a Storytellers Fest on Tuesday, November 25 at 6:00 PM. Mr. Harcourt does a great job with the storytellers. December 4 the choir will be touring the nursing homes. December 2 the choir, orchestra and the 6th grade band will be traveling to Sopori. December 8 thru 12 the middle school will be showing off their science fair projects. December 10 at 8:00 am and December 11 at 6:00 pm will be the Winter Arts Festival with over 200 students involved. On the December 15 and 16, the 6th grade class will be presenting their Drama production. Athletic teams are doing very well. Basketball, Soccer and Softball teams are undefeated and a pep rally will be held on Wednesday at 2:00. Kathy invited everyone to look at the art displays in the Auditorium as they are leaving tonight.

Wayne Ross – There are 65 students in the chess club at SIS. On Monday, November 13, the 3rd grade met in auditorium with author Debbie Buchanan, author of "This House is Made of Mud". On November 18 picture retakes were completed. On Friday, Trico Electric will do a safety orientation presentation for the 3rd grade. On Monday November 24, the 4th grade will be doing a writers workshop. November 25 will be the second phase of training staff in Character Counts. On November 26 is the SIS spelling bee and there will be 18 competing. The Winter Holiday Concert will be on December 16 at 6:30 pm.

Barb Smith – There is a lot going on at SPS. Teachers are working hard. Staff decided not to have winter program, but will have a program in January. Debby Buchanan, author of "This House is Made of Mud" also spoke to the students at SPS

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about her book. Barb thanked Scott Downs for coming up with the school guard program. The school guard program includes working with supervisors at lunch patrolling and teaching students good safety habits. Barb also completed another 24 hours of training for the LTRS program. She has one more session to complete the training. Barb thanked Kevin Harcourt from the middle school for going to SPS to do storytelling in the classes. Some classes at SPS will be attending the Nutcracker.

Daryl Rawson – Daryl thanked the Board for the recent approval of the additional staff.

Charlotte Gates – Charlotte commented on the Rancho Sahuarita bus situation. Dr. St. John and Charlotte went to the bus stop and rode the bus. There was talk of bringing the elementary students in 15 minutes early, but after reviewing the routes, they will remain as is. A bus was added to pick up overflow instead for now. The Arizona School Business Officials hosted a budget requirement class the past two weekends. There is also a student attendance workshop this Friday with 137 registered for this meeting about SAIS.

Dr. Jay St. John – Dr. St. John reported on the tax credits. Currently the district is at \$20,000.00. This usually picks up a little bit, but is slow this year. Last year it was approximately \$75,000.00. He received a letter from the Pima County Board/Superintendent in regards to the Student Accountability Information System (SAIS) and what is being done to correct the problems with the system. He also distributed a copy of the ASBA's Summary of the State Board of Education Meeting. Barb referred to Debby and Tim Buchanan, who are the authors of several books. The Governor of the State of Arizona purchased a book for every first grader in Arizona. The book is called "This House is Made of Mud". The author of the book was a parent at Sopori Elementary School at one time. Copies of two of their books were purchased for each Library. Received a thank you note from Debbie Smith at the middle school for the birthday cards the Board sends out. Dr. St. John received a copy of a letter from William Bell, Executive Director of the School Facilities Board, thanking Mayor Oldham for his letter and data regarding the growth in the district. Marsha Koshollek received a letter of thanks for participation in the Spring 2003 GED Testing Service English as a Second Language Equating Study. The Arizona Department of Education's website shows several Sahuarita High School students who were involved in the Career and Technical Education Day in April.

X. Consent Agenda

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

A. Employment/Change of Status

1. Phillip Lichtenhan, Art Teacher – SHS – New Position – Ratification to 11/3/03
2. Hector Olivas, Custodian – SHS – Replacement – Ratification to 10/27/03
3. Sergio Silvain, Girls Soccer Coach – SMS – Ratification to 10/20/03
4. John Rojahn III, Boys Varsity Basketball Assistant Coach – SHS – Ratification to 11/3/03
5. Sarah Bell, Instructional Aide III, SLTA – SPS – New Position – Ratification to 10/28/03
6. Jim Wright, Parking Lot Security – SHS – Replacement – Ratification to 10/20/03

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7. Tami Craver, Instructional Aide II – SE – Preschool – Replacement – Ratification to 11/03/03
8. Alma Gonzalez – LINK – Change of Status from Preschool Aide to LINK Program Specialist Level I – Ratification to 11/12/03
9. Betty Echenique – SPS – Change of Status from Project Inspire Aide II to Instructional Aide SLTA – Ratification to 11/3/03
10. Terri McGee – District Office – Change in Status from Clerk III – Receptions to Clerk III – A/P – Ratification to 10/27/03
11. Josie Meza, Certified Substitute – Continuous Recruitment – Ratification to 10/02/03

B. Resignations/Terminations/Separations

1. Carolyn Hupp, Instructional Aide – SHS – Resignation Effective 10/24/03
2. Lauryl Fife, Teacher – SHS – Retirement Effective May 2004
3. Judy Cutler, Teacher – Sopori – Retirement Effective May 2004
4. Hector Olivas, Custodian – SHS – Verbal Resignation Effective 10/31/03
5. Sarah Malovich, Clerk III – A/P – Resignation Effective 11/7/03

C. Approval of Extra Duty Addendums

1. Class Sponsors – SHS – Deborah Drake, Pat Huff, Jim Phillips, Shawn Jones, Sue Voorhees, Karin Rojahn, Al Elias, Lisa Gant – Ratification to 10/28/03
2. Weight Conditioning – SHS – Tina Cueta – Ratification to 10/31/03

D. Approval of Payment of Additional Credit Hours – Ciria Davis, Wally Hammond, Lora Negrito, Karin Rojahn, Julie Arnold, John Haas, Desiree Raulston, Vanessa Kohler, Melissa Wing, Colleen Young, Lily Cummins, Geri Priest, Nanci Saksek.

E. Volunteers

1. Michael Moreno – Wrestling Program – SHS – Ratification to 10/16/03
2. Mandy Espinosa – Softball Program – SMS – Ratification to 10/23/03
3. Fairlene Wearne – Classroom Help – SMS – Ratification to 10/23/03
4. Anne Morrison – Language Arts/Reading – SMS – Ratification to 10/1/03
5. Kristina Ratzlaff – Cross County Track Program – SHS – Ratification to 10/21/03
6. Heather Stahle – Classroom Help – SMS – Ratification to 11/10/03

F. Gifts & Donations

1. Jose Chavez - \$40.00 – SMS Cheerleaders
2. Eric L. and Engracia Phelps - \$40.00 – SMS Cheerleaders
3. Anonymous Donation - \$40.00 – SMS Cheerleaders
4. Anonymous Donation - \$40.00 – SMS Cheerleaders
5. Gwendolyn Moritz – Art Supplies – SHS Art Department
6. The Artist In You – Mat Boards – SHS Art Department
7. Alice G. Saylor – Sharp Microwave – SHS Administrative Lunch Area
8. Oasis Institute - \$424.00 – Sopori Elementary and SPS
9. Green Valley Optimist Club - \$300.00 – Sopori Elementary

G. Student Out of State Travel/Overnight Travel

1. SMS Ecology Club – Hyder, Alaska and Stewart, British Columbia – July 2004

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H. Staff Out of State Travel/Overnight Travel

1. Jay St. John – AASA Conference – San Francisco, CA – February 19-22, 2004

XI. Board Communication

Mr. Zobenica thanked the administrators and teachers for their hard work and dedication.

XII. Establish Next Board Meeting – December 10, 2003 – District Auditorium

XIII. Executive Session

Mr. Zobenica moved the Board enter executive session pursuant to §A.R.S. 38-431.03.A.1 Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body.

Pursuant to §A.R.S. 15-843 to hear the request of a student in the high school Alternative Suspension Program to return to the mainstream classroom setting and to hear the possible appeal of the decision of the hearing officer in a long-term suspension hearing – Discussion and possible action.

Pursuant to §A.R.S. 38-431.03 A.2 Discussion or consideration of records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law. ++

Mr. McGee seconded the motion. A roll call vote was taken with all members voting aye. The time was 8:21 PM. The Board returned to regular session at 9:31 and adjourned the meeting.

XIV. Adjournment

The meeting was adjourned at 9:35 PM. Mr. Zobenica made the motion and was seconded by Mr. Bruno. The motion carried 4-0.

Respectfully,

Clerk of the Board