



Sahuarita Unified School District No. 30

Sahuarita High School
Sahuarita Primary School

Sahuarita Middle School
Sahuarita Intermediate School

Sopori Elementary School
Sahuarita Intermediate School

Regular Governing Board Meeting Minutes 6:30 p.m. – January 12, 2005 – Sub Hall B - District Auditorium 350 W. Sahuarita Rd., Sahuarita, AZ 85629

I. Call to Order and Pledge of Allegiance

Clerk of the Board, Elaine Hall, called the meeting to order at 6:30 PM. Also present were Board members Michael Lurkins, Martin McGee, Diana Kellermeyer, Thomas Murphy, Superintendent Dr. Jay C. St. John and Business Manager Charlotte Gates. There were 26 guests. The Pledge of Allegiance was observed.

IA. Reorganization of the Governing Board

A. Election of the President

Mr. McGee nominated Mrs. Hall for the position of President. Mr. Murphy seconded the motion. Mrs. Hall was elected unanimously.

B. Election of the Clerk

Mr. McGee nominated Mr. Lurkins for the position of Clerk. Mr. Murphy seconded the nomination. Mr. Lurkins was elected unanimously.

II. Approval of Agenda

Dr. St. John recommended approval of the agenda as it was distributed. Mr. McGee made the motion and was seconded by Mr. Lurkins. The motion carried.

III. Approval of Minutes

Dr. St. John recommended approval of the minutes of the December 8, 2004 regular Governing Board Meeting as they were distributed. Mr. McGee made the motion and was seconded by Mrs. Kellermeyer. The motion carried.

IV. Approval and Ratification of Vouchers

Mrs. Gates recommended ratification of previously approved payroll Voucher 12 in the amount of \$499,380.51, payroll Voucher 13 in the amount of \$482,893.54, payroll Voucher 14 in the amount of \$473,743.31 and new payroll Voucher 15 for the pay period ending January 14, 2005 in the amount not to exceed \$550,000.00. She further recommended approval of expense vouchers 6022 through 6025 in a total amount of \$553,621.48. Mr. McGee made the motion and was seconded by Mr. Murphy. The motion carried.

V. Call to the Public - None

VI. Recognition of Staff, Students and Community - None

VII. New Business

A. Instruction – Discussion and Possible Action

1. Modify 2004-2005 Teaching Calendar

Governing Board Meeting Minutes, January 12, 2005

After discussions with the Arizona Department of Education, it is evident that the District needs to add two days back onto its calendar. There are two items that need to be taken into consideration:

1. It is necessary to have 179 days designated as school days.
2. It is necessary to have the proper number of instructional minutes based on those 179 days.

Dr. St. John presented the following options:

1. Designate one or both of the Rodeo Days as instructional days and have school on those two days.
2. Shorten Spring Break, which is March 14-18.
3. Add the Friday and Monday after High School Graduation as half days.

Dr. St. John spoke with Dr. Ken Brown from Continental; since Continental has to provide transportation for their High School students to SHS his preference is that the two days be added to the end of the school year.

Dr. St. John recommended adding the days to the end of the school year. Mr. Lurkins made the motion and was seconded by Mr. McGee. The motion carried.

B. Governing Board – Discussion and Possible Action

1. Policy Revision GCO-RA – Evaluation of Professional Staff

Dr. St. John explained to the new Board members that the District contracts with the Arizona School Board Association for their policy service. ASBA advised a change in Policy GCO-RA – Evaluation Professional Staff. Dr. St. John recommended approval of the revision. Mr. McGee made the motion and was seconded by Mr. Murphy. The motion carried.

2. Review 2004-2005 Goals – Discussion Only

Dr. St. John reviewed the 2004-2005 Goals.

- Implement a written dress code for employees – In Progress
- Consistently enforce the dress code in all buildings in the district – Implemented
- Plan for increased staffing in all areas of the district – A plan has been discussed regarding increased staffing, which will be reviewed again.
- Maximize the Foundation – Have not maximized yet, but have made progress.
- Plan for a grant writer – Implemented – Hired a part-time grant writer.
- Plan a review of the English curriculum – In Progress
- Plan a review of the Math curriculum – In Progress
- Strengthen the Music program – The Foundation purchased much need instruments and uniforms for the band.
- Review Project Inspire – In Progress
- Plan and implement a performance pay schedule for all employees – the teaching staff has Prop 301 and a plan was adopted at the December 8th Board meeting for the classified staff.
- Implement the 8 step model for instructional improvement on a daily basis by all instructional employees – In Progress
- Upgrade the Web page – In Progress
- Investigate a designee for a public information officer – In Progress
- Review the Administrator Evaluation system – In Progress
- Return to study sessions with the Board and the Administrative Team - Implemented
- Reinforce the CIMT role in staff development - Implemented
- Implement a staff development program for classified employees – In Progress

Governing Board Meeting Minutes, January 12, 2005

- Implement a reward system for licenses and special skills acquired by classified staff – In Progress
- Plan the replacement of the HVAC system in the auditorium – Completed during last summer.
- Plan a replacement and relocation of the SHS tennis court - Have not worked on this.
- Plan the next building – Implemented – Several new buildings are planned for the future.

3. Set 2005-2006 Goals – Discussion and Possible Action

During the ASBA December Conference, the Governing Board discussed the follow goals for the 2005-2006 school year.

- Implement a written dress code for all employees – carried over from last year.
- Continually consistently enforce the dress code in all buildings in the district – carried over from last year.
- Investigate a random drug testing program for extra curricular activity participants
- Review the bus discipline procedures
- Review special education discipline procedures
- Continue to plan form increase in staff in all areas of the district
- Continue to maximize the Foundation
- Continue to plan for a grant writer
- Review the Food Service Program
- Consider additional resources for the district
- Review the Project Inspire Program – carried over from last year
- Plan and implement a performance pay schedule for employees – Administrators
- Develop a strategic plan for instruction
- Present the 8 step model for the new Board
- Review the high school schedule
- Investigate a designee for a public information officer
- Review the Administrator Evaluation system
- Schedule study sessions with the Board and the Administrative Team
- Continue the implementation of the 8 step model
- Implement a staff development program for classified employees
- Implement a reward system for licenses and special skills acquired by classified staff
- Plan a replacement and relocation of the SHS tennis court
- Plan the next buildings
- Review the Emergency Response manual guidelines
- Implement a district safety committee
- Develop a strategic plan for facilities, classified staff, staff, administration, public relations, finances, and curriculum

Dr. St. John asked the Board if they would like to adopt the goals or make changes to the goals. Discussion followed.

Mrs. Kellermeyer questioned the goal of implementing a written dress code for employees. She asked if some of the principals currently have a dress code for their employees. Dr. St. John responded: "yes some of them do depending on the administrator." Mrs. Kellermeyer asked if this item is for a district-wide written dress code or if it will be based on each individual site? Dr. St. John stated it would be district-wide. Mrs. Kellermeyer stated that she was concerned whether this issue is an enforcement issue? She stated that if there are some sites that have successfully implemented a dress code and others that haven't, is it more of an enforcement issue then creating a district-wide policy. Dr. St. John stated that there is not a set dress code at any building, but only building level administrators preferences. Basically the policy states that teachers/staff are supposed to dress professionally. Since each building has its own idea of professional dress the district receives calls from parents asking why this teacher in

Governing Board Meeting Minutes, January 12, 2005

one classroom dresses this way and in my other child's classroom, the teacher is dressed differently? Mr. Murphy stated that it should be taken into consideration those teachers who are playing on the floor with clay and crayons. Dr. St. John stated that those items would be taken into consideration.

The Board requested the goals be put on a future agenda so that more discussion can take place.

4. Ad Hoc Committee on Infrastructure Recommendations

Dr. St. John distributed a three-page summary of the Ad Hoc Committee on Infrastructure recommendations, which comes from the Metropolitan Education Commission. He currently serves as vice-chair of the Metropolitan Education Committee and was chairperson of the Ad Hoc Committee of Infrastructure. These are non-binding recommendations and he recommended the Board adopt them. Mr. Lurkins made the motion and was seconded by Mr. McGee. The motion carried.

VIII. Superintendent/Administrative Reports

Mr. Larry McKee – Construction has begun on the new wing at the high school. There have been a few minor problems, but it has begun.

Student count at SHS is 943 students as of today. The high school's attendance rate goal for the first semester was 96%; they finished with 94.5% attendance rate.

Girl's basketball is 9-1 in the league and may make the playoffs. The wrestling team had been exceptional; they lost their first dual meet by 2 points and are 6-1 for the year. They are ranked 4th in the State. They won tournaments in Benson, Douglas and Santa Cruz. Mr. Dorgan was selected as the best coach at the Benson tournament.

Drew Downing has become the first All-State Jazz Band Alto Saxophone player since 1999.

Mrs. Kathy Shiba – SMS had a school spelling bee today. Katie Tingle was the winner. She and five others will be proceeding on next week, Wednesday, January 19 at 9:00 am to the district spelling bee in the auditorium. There will also be students from SIS and Sopori as well.

An awards assembly was held today. Special thanks to the Green Valley Elks Lodge, the American Legion Auxiliary and the Masonic Lodge, they all had essay contests which give the students opportunities to really think about some subjects all relating to Americanism. One of the students received 2nd place in regions and is headed to the State level. Awards were also given for the 7th and 8th grade science fair that was held in December. There are twelve projects that will be sent to regional competition at the University of Arizona. Thank you Mrs. Garcia and the dance team from the high school who performed at the awards assembly. Thank you to John Flannery for all does with the auditorium. He makes sure everything is ready and does a phenomenal job.

Welcome to two new teachers, Naveen Walia, who will be teaching 7th grade math and 8th grade pre-algebra. She comes to the district with a master's degree in math and three years experiencing teaching math in India. She runs her class like a math lab, she does a majority of the time teaching, but it is run as a lab. She believes children need to understand how they can what they are using in the classroom. Najma Bano from Pakistan comes to the district with a master's degree in science and math. The students and staff are excited to have them here and have said only wonderful things about them.

Science Olympiad will be traveling to Good Year for their first tournament. They have been testing their bridges in bottles rockets as well as studying up for test that they take. On Friday at 9:30 they will be testing their bridges.

Student Council leaves on Friday for a Regional Conference in Phoenix.

Governing Board Meeting Minutes, January 12, 2005

Thank you to the high school for loaning their gym for a wrestling tournament. The Green Valley Optimist Club will have their food wagon at the tournament.

Mr. Rodriguez approached Mrs. Shiba and asked if he could have a Jazz Band so he will be teaching this on top of his other classes.

Dr. Wayne Ross – SIS has 621 students who will be participating in Spirit Week this week.

The student council at the intermediate school has decided to raise funds to help the Tsunami victims. They came up with the idea to bring change or a dollar each to contribute to the effort that goes out from Tucson World Care Organization. In February they will begin a jump-a-thon for the American Heart Association, which they donate any proceeds to research to end heart disease. In March they begin Bucks for Trucks. Also in March, April and May teachers and staff will be volunteering at the Country Fair White Elephant. These are just a few of the ways that SIS shows their students the true value of their education is and how they can become contributing leaders.

SIS has a new teacher, Mrs. Alexis Jacobs, who has 28 students in her new class. There were 19 students registered on Thursday and Friday of last week.

SIS will continue to reach for the excellence within.

Dr. Barb Smith – Barb stated that when the water broke in the district before the winter break, they learned how important a phone tree was. This situation brought the staff together to discuss how they could reach the families in the school because at that age group it is really important to be able to contact every home, which is what they did.

SPS hired a new kindergarten teacher, Katie Zarro, who is doing a phenomenal job.

SPS has also since an increase in enrollment. There are approximately fifteen new students.

KB Homes donated \$1500.00 to the primary school that will be dedicated to the music program and also resources to assist in the reading program to provide more intervention materials.

There are over 60 volunteers working with the K-2 students in the area of reading for the Oasis and Reading Seed programs. This is the highest they have ever had.

Mr. Charles Oldham – Report cards for Sopori will go home this Friday for the second quarter.

The Spelling Bee was held this week, Brian Hickey was the winner. He is the top speller of Sopori. The runner up was Omar Chida.

Mrs. Kennedy was involved in an accident and has been teaching in a wheelchair and is doing well.

Mrs. Charlotte Gates – Mrs. Gates stated that there was an emergency procurement that had to be dealt with; the heating boiler at SPS went out. Because of the seriousness it needed to be taken care of as soon as possible. Mr. Rawson was able to find one for approximately \$8500.00. This will be at the next Board meeting for ratification.

Mr. Fred Huff – Mr. Huff reported that they have 34 regular routes, six special need routes, nine preschool routes, two special needs preschool, and six activity routes. There are 34 regular routes and Sahuarita owns 34 regular buses, two trip busses and four Laidlaw busses. Out of the 34 busses, two are 1991. There are eight busses that go into Rancho Sahuarita that transport approximately 500 students. The traffic is terrible, and they still need to add at least two routes at this time and probably one or two by the end of the year. These routes will have to be completed with Laidlaw busses. Mr. Huff stated that the district is still short busses needs to purchase at least ten more busses at this time.

Governing Board Meeting Minutes, January 12, 2005

Dr. Jay St. John – The main campus of this school district is provided electricity by Trico, which is cooperative and once a year they return some of the excess funds that they have made to the customers. The district received a check for approximately \$8,000.00 which is less than years past due to a change in rules by the Arizona Corporation Commission.

As January 6, 2005 the district had received \$83,000.00 in tax credits, which is about \$10,000.00 more than last year. Thank you to those who have contributed.

Dr. St. John complimented both Mary Northey and Kathy Shiba for bringing the two new teachers from out of the country.

The new wing is under construction and planning of the new middle school is still taking place. The School Facilities Board has not approved the land as of yet. The funds that the district has received from the School Facilities Board will not be enough to build a school of the current standard in the district. The classrooms will not have carpet but sealed concrete along with hallways and the gym. There would be no landscape, softball field, and football field or baseball diamond. There are many more items that would be left out if the Board decides to use just the funds that SFB has allotted for the project. If the Board and the community decide that they would like to see these items in the school, they will need to seek additional resources for the district. There are several ways to do this and they include: ask the voters to approve a capital override or provide class B bonds. There is also a law on the books that states the Governing Board may increase what is known as adjacent ways taxes, this can be done without voter permission. This is not something that he would like to do due to the fact that this is without voter permission. The District would like the community to be involved in the decision.

Dr. St. John stated that the District Offices have successfully moved into their new building and are now looking at ways to use the old facilities. The original plan was to put as much of the LINK program plus the Wellness Center in those buildings. There have been others who have approached the district regarding use of those buildings. Those buildings need a lot of work and they are non-instructional space so the School Facilities Board will not help with them. Two grants have been written to ask for help in restoring those buildings.

Dr. St. John stated that a date needs to be set for a Board/Administration retreat. Two options were given out: Civil Rights Day or Rodeo Day. No date was set at this time. Dr. St. John will speak with the administrators to get another time.

IX. Consent Agenda – Action

The superintendent recommended approval of those items on the Consent Agenda as they were distributed. Mr. McGee made the motion and was seconded by Mr. Murphy. The motion carried

A. Employment

1. Najma Bano – SMS – Science Teacher – Replacement – Ratification to 01/05/05
2. Naveen Walia – SMS – Math Teacher – New Position – Ratification to 01/05/05
3. Scott Boyter – SHS – PE Teacher – Transfer/Replacement – Ratification to 01/06/05
4. Janet Hackley – Student Services – Psychologist – Temp Position – Ratification to 01/06/05
5. Katherine Wallace – Sopori – Instructional Aide – Replacement – Ratification to 01/10/05
6. Cathleen Zarro – SPS – Kindergarten Teacher – Replacement – Ratification to 01/06/05
7. Virginia Cobb – SHS – Custodian – Replacement – Ratification to 01/04/05
8. Rosalina Szabo – Project Inspire – Instructional Aide III – Substitute – Ratification to 01/06/05
9. Danielle Frahm – SHS – Instructional Aide II – Replacement – Ratification to 01/06/05
10. Alexis Jacobs – SIS – 5th Grade Teacher – New Position – Ratification to 12/15/04
11. Roger Cutler – Facilities – Maintenance Technician – New Position – Ratification to 01/10/05

Governing Board Meeting Minutes, January 12, 2005

12. Roberto Corranza – Facilities – Maintenance Technician – New Position – Ratification to 01/10/05
 13. Ed Diaz – Facilities – Maintenance Technician – Replacement – Ratification to 01/10/05
- B. Extra Duty Addendum – Ray Quihuis – SHS Track Coach – Ratification to 12/20/04
- C. Extra Credit Hours Supplement – Cindy Chamberlain, Maribeth Steward, Tina Anderson, Sharon Green, Barbara Tingle, Mary Swigert, Chris Fanning, Ciria McCain, Ron Potts, Lynley Thowson, Nicole Castle
- D. Resignations/Terminations/Separations
1. Sukie Teran – Project Inspire – Sub Instructional Aide III – Termination Effective 12/10/04
 2. Anita Kosik Roden – SHS – Custodian – Resignation Effective 01/07/05
 3. Robin Pierce – SHS – Health Assistant – Resignation Effective 01/14/05
- E. Volunteers
1. Anthony Birchak – SHS – Effective 01/12/05
 2. Juliet Edwards – SPS/SIS – Effective 01/12/05
 3. Linda Luke – SPS – Effective 01/12/05
 4. Donald Kret – SPS – Effective 01/12/05
 5. Patricia Felix – SHS – Effective 01/12/05
 6. Maria Lyle – SHS – Effective 01/12/05
- F. Gifts & Donations
1. Mr. Glenn H. Lundell - \$250.00 – SHS NJROTC Club
 2. Green Valley La Canoa Lions Club - \$320.00 – Sahuarita Unified School District
 3. Ms. Ruth Lund – Artley Wood Clarinet W/Mouthpiece – Sahuarita Middle School
 4. Green Valley Concert Association, Inc. - \$1000.00 – SHS Mustang Band
 5. Green Valley Fire District I - \$100.00 – SHS NJROTC Program
 6. Green Valley Fire District I - \$100.00 – SHS Key Club
 7. Tucson Proving Ground Employee Club - \$600.00 – SHS Skills USA
 8. Caterpillar Foundation - \$600.00 – Sahuarita High School
 9. Raytheon Tucson Management Club, Inc. - \$225.00 – Sahuarita Intermediate School
 10. Optimist Club of Green Valley-Sahuarita - \$100.00 – Sahuarita Primary School
 11. Tohono O’odham Gaming Authority - \$200.00 – SHS Band
 12. Country Fair White Elephant, Inc. - \$14,000.00 – Sopori Elementary School
 13. Country Fair White Elephant, Inc. - \$21,000.00 – Sahuarita Intermediate School
-
14. Country Fair White Elephant, Inc. - \$2,500.00 – Sahuarita School District
 15. Country Fair White Elephant, Inc. - \$12,000.00 – Sahuarita Primary School
 16. Country Fair White Elephant, Inc. - \$33,000.00 – Sahuarita High School
- G. Student Fund Raising Activities
1. Sahuarita Primary School – Pizza Hut Family Night – January 2005
 2. Sahuarita Primary School – Little Caesars Pizza Kit Sales – February thru March 2005
- H. Facilities Use & Property Rental
1. Town of Sahuarita Parks and Recreation Department – SIS Gymnasium – February 5, 2005 and March 5, 2005

Governing Board Meeting Minutes, January 12, 2005

X. Board Communication

Mr. Lurkins – Attended the SMS awards assembly, which lasted approximately one and half-hours. Out of 767 students, 481 have a 3.0 or better. SUSD has some of the best students and teachers. Thank you teachers for all they do.

Mr. Murphy stated that he now has a better understanding of how the district is run and how much the staff in the district office does. Thank you for all they have done to help me as a new Board member.

Mrs. Kellermeyer stated that it was exciting to have students from the high school attend the meetings. She hopes that opportunities such as these are valuable to the students and they take the opportunities and use them to become future leaders.

She also stated that she hopes that more of the community can attend the meetings so that Board can communicate better with them. Thank you to those who have attended tonight.

XI. Establish Next Board Meeting – January 26, 2005, District Auditorium

XII. Executive Session

Mr. Lurkins moved the Board enter executive session pursuant to §A.R.S. 15-843 to hear the request from a student in the Alternative to Suspension Program to return to the regular 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. A roll call vote was taken with all members voting aye. The time was 8:12pm. The Board returned to regular session at 9:00 pm and adjourned the meeting.

XIV. Adjournment

The meeting was adjourned at 9:03 p.m. Mrs. Hall made the motion and was seconded by Mr. McGee. The motion carried.

Respectfully,

Clerk of the Board