

## MINUTES

### REGULAR GOVERNING BOARD MEETING 6:30 pm, December 10, 2003 - Sub Hall B District Auditorium 350 W Sahuarita Rd., Sahuarita AZ

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

President Elaine Hall called the meeting to order at 6:30 PM. Also present were Board members Michael Lurkins, Anthony Bruno, Daniel Zobenica, Superintendent Dr. Jay C. St. John and Business Manager Charlotte Gates. There were 20 guests. The Pledge of Allegiance was observed. Board member Martin McGee arrived at 6:50 PM.

#### II. Approval of Agenda

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

#### III. Approval of Minutes – November 19, 2003

Dr. St. John recommended approval of the minutes for November 19, 2003 as distributed. Mr. Bruno 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 11 in the amount of \$416,332.07, new payroll Vouchers 13 for the pay period ending December 19, 2003 in the amount not to exceed \$500,000.00 and new payroll Voucher 14 for the pay period ending January 2, 2004 in the amount not to exceed \$500,000.00. She further recommended approval of expense vouchers 5024 and 5025 in a total amount of \$267,387.08. Mr. Zobenica made the motion and was seconded by Mr. Bruno. The motion carried.

#### V. Call to the Public – None

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

**Mary Northey, Director of Personnel, recognized the following staff members.**

**Scott Boone** – Scott Boone for all his hard work with the website. Scott did an awesome job revamping the website.

**Kay Richardson** – Kay has gone above and beyond the call of duty. Her willingness and loyalty to Sahuarita is remarkable.

**Kathy Shiba, Middle School Principal, recognized the following staff and community members.**

**Cindy Conant** – Cindy has done a wonderful job getting the auditorium set up with the storyteller kachinas made by her students.

**Milton Perrin** – Milton is Cindy's husband. He has been creating the middle school art website for several years and has done a spectacular job.

**Nancy Plumb** – Nancy is the library aide at SMS and has brought some great ideas to the middle school library. She instructs the classes that go to the library on library etiquette and all the things you need to know to find resource materials.

**Christine Sanders** – Christine is doing great things with the band. She spends a lot of her own personal time with tutoring band students and after school activities.

**Marsha Wilber** – Marsha is the greatest choir instructor ever. She spends an enormous amount of her personal time getting things and students ready for performances. She has put the love of singing and music in many students' hearts.

## VII. New Business

### A. Personnel – Discussion and Possible Action

#### 1. Retirement Policy

Mary Northey, Director of Personnel, provided Dr. St. John with information regarding an employee of the district who, with the changes in the retirement policy, would not receive the unused sick leave payout. Because of this particular employee's long service to the district and starting so young, she would actually be eligible for retirement before she reaches age 50. There is no indication that she would like to retire before the age of 50, but a public record is needed so that she may go back and refer to it with future Administrators and Boards of Education. Dr. St. John recommended passing a motion waiving the rule for Edna Solares. Mr. Zobenica made the motion and was seconded by Mr. Bruno. The motion carried.

### B. Business – Discussion and Possible Action

#### 1. Revision of 2003-2004 Budgets – **Attachment A & B**

Mrs. Gates presented the 2003-2004 revised budget. In accordance with Arizona Revised Statute 15-905 school districts must revise their budget prior to December 15. This revision of the fiscal year 2003/04 includes the following:

#### **Corrections from BUDG 75** – for Fiscal Year 2003:

Tuition adjustment	– (-\$4,738) M&O
	- (-\$366) Capital Outlay
Excess Utilities	- (-\$28,014)

#### **Corrections from BUDG 25** – for Fiscal Year 2004:

RCL adjustment due to Sp. ED. Weighted count	– (-\$26,782) M&O
Unrestricted Capital	-\$8,968
Soft Capital	-\$12,796
Increase Budget Carryforward	-\$41,873

#### **Sudden Growth for FY 03-04** - \$1,164,508.39

Attached is an overview of the budgets. The budget worksheets are available should the Board choose to review them. Dr. St. John recommended approval of the revised budgets as they were distributed and proposed by Mrs. Gates. Mr. Bruno made the motion and was seconded by Mr. Lurkins. The motion carried.

#### 2. FY 2003-2004 Request for Advance Based on Growth

Historically, the district has always asked for advanced state aide payment with the budget revision due to the cash flow in the district. Mrs. Gates recommended approval of the Request for Advance Based on Growth with the budget revision for an additional 1.1 million dollars. Mr. Zobenica made the motion and was seconded by Mr. Lurkins. The motion carried.

#### VIII. Superintendent/Administrative Reports

**Barb Smith**- Barb reported that everything is alive and well at the primary school. There will not be any performances this month; they take place the second half of the school year. Barb will inform the Board when those dates will be. She stated that she finished her LTRS training in Sedona and has completed her 72 hours of training on reading instruction. She looks forward to having workshops in the future. Barb wished everyone a Happy Holiday.

**Charles Oldham** – The teachers and students are very busy in the classroom learning their state standards. Charles thanked Christine Sanders and Marsha Wilber from the middle school music program for taking approximately 75 students to perform at Sopori. Charles commented on how enlightening it is to the children to see how fast you can learn to play an instrument and begin to become proficient. It is exciting for Charles to introduce the fifth graders, who will have that opportunity in their sixth grade year, to the program. Charles also thanked Charlotte Gates for helping Sopori obtain a new Xerox machine. With the help of Scott Boone the teachers can send their items that need to be copied through the network right from their classroom computer. All they have to do is walk over and pick it up. Training on the new equipment will be tomorrow morning. The Sopori music program will be held December 18. They are in the process of surveying the parents of the Arivaca area to see if a bus will be provided for those who do not have transportation to attend the program. He thanked Scott Boone and Jim Swanson; they had twelve obsolete computers that they provided to Sopori. There will be twelve more workstations for the AR reading program.

**Wayne Ross** – The Intermediate School's Winter Concert will be Tuesday, December 16 at 6:30 in the auditorium. There is a lot of excitement this time of year at the school and things are going well. Teachers are wrapping up the second quarter grades and the students are excited about their successes. One item that the intermediate school teaches is community service, community connections and community collaborations. Wayne spoke with Charles Oldham from Sopori regarding what they could get involved in that teaches the students how to care about people outside themselves. Charles stated that they help the food bank in Amado. Wayne spoke with Mr. Bruno from the food bank and they were willing to have the students participate in what Sopori had already started. The students were able to preview the SMS singer's performance before they went out to do service in the community and sing at the various rest homes and care centers in Green Valley. The students received a preview of what they can expect to learn and continue to do at the middle school. Sahuarita high school invited the intermediate school to join their M.A.S.A. club and help put together Thanksgiving baskets. This year the students received a thank you from the club for all their help. With their help the club was able to make 65 baskets for 51 families. The students also received a thank you from the Santa Rita care center for the turkeys the students made for them.

**Kathy Shiba** – Kathy wished everyone a wonderful holiday. Today the middle school had their musical program for entire student body. Tomorrow night the program will be offered to the parents and community at 6:00 pm. Prior to the Winter Arts

Festival, from 5:00 to 6:00 pm the 7<sup>th</sup> and 8<sup>th</sup> grade science fair projects will be displayed for everyone to see. The winners of the science fair will be competing at the University of Arizona. On Friday, December 12, the sixth grade students will have their science fair projects displayed in the E Building, which is the sixth grade building. Saturday the middle school is hosting the Desert league playing league tournament starting at 9:00 am. The softball team will also be participating in a tournament on Saturday. The school is finishing their school spelling bee and are preparing for January where they will compete district wide. Student council is working on a can food drive to help families less fortunate. National Honor Society recently began a recycling project.

**Steve Kellermeyer** – Steve wished everyone a Happy Holiday. He stated that the current enrollment at the high school is at 810. NCA will be here on December 12 between 8:00 and 12:00 to visit the high school. Students are being informed of the dangers of huffing chemicals. There are students who are working to put up posters about the dangers involved with huffing. The school has received several calls from parents thanking the school for being responsible in getting the information to the students.

**Scott Boone** – Scott presented the revised website to the Board. The website is updated once a year. Every year it gets better and better. This year the site received a whole new look. It has more information, links and other great items. He mentioned the new events calendar that will include all the events to take place district wide. He asked everyone for help to keep up with the calendar.

**Dr. Jay C. St. John** – Dr. St. John received a letter from Tom Horne's office, Arizona Department of Education, regarding Adequate Yearly Progress (AYP). Sahuarita High School and Sahuarita Intermediate School have made adequate yearly progress for two consecutive years and are no longer identified for school improvement. Congratulations to Steve and Wayne for this accomplishment. He also received another letter from Tom Horne's office regarding NCLB Program Updates. The letter included an update on the Title I Distinguished School Award. ADE nominated Madison Rose Lane Elementary School for recognition at the National State Title I Directors Conference as the Arizona Title I Distinguished School. Twenty-eight Title I schools in Arizona were invited to apply for this recognition, nineteen applications were reviewed and three schools were chosen for site visits including Sahuarita Middle School. He congratulated Kathy Shiba for being one of the top schools. Current enrollment in the district is 2597.

The Auditor General's report is now available on the Auditor General's web page. Dr. St. John stated that a very remote percent of the district money is spent in the classroom. Two reasons that they have identified for this are:

1. The district transports a lot of students and it is very expensive to do this.
2. The district has a lot of square footage to maintain.

The goal for the next three or four years is to increase the percentage of money spent in the classroom.

## **IX. 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. Susan Johnson, Gifted Teacher – SPS – Replacement – Effective 1/5/04

**Governing Bd. Mtg. – December 10, 2003**

2. Denise Gonzales, Substitute – LINK Aide – SIS – Ratification to 11/18/03
3. Evelyn Reilly – SIS – Change of status from Aide I to Aide II – Effective 12/20/03

**B. Resignations/Terminations/Separations**

1. Greg Swalwell, ASP Teacher – SMS – Resignation Effective 12/8/03

**C. Volunteers**

1. Shirley Wilt – SPS – Ratification to 11/14/03
2. Marge Hanley – SPS – Ratification to 11/14/03
3. Barbara Brown – SPS – Ratification to 11/14/03
4. Sally Dallas – SPS – Ratification to 11/14/03
5. Kay Pilz – SPS – Ratification to 11/14/03
6. Natalie Gehl – SPS – Ratification to 11/14/03
7. Mary Lou Page – SPS – Ratification to 11/14/03
8. Marilyn Taylor – SPS – Ratification to 11/14/03
9. Sharon Chamberlin – SPS – Ratification to 11/14/03
10. Mary Lou James – SPS – Ratification to 11/14/03

**D. Gifts & Donations**

1. Green Valley Optimist Club - \$210.00 – S.H.S M.A.S.A.
2. Torres Blancas Ladies Golf Assoc. - \$1500.00
3. Green Valley La Canoa Lions Club - \$700.00
4. Trico Electric Cooperative - \$2700.00 – SMS –
5. Trico Electric Cooperative - \$2595.86 – Sopri Music Program
6. Fred and Carolyn Barton – Two Books – *The Year in Pictures, 100 Photographs that Changed the World.* – SMS
7. Ms. June Easton – Life Fitness 9000 Treadmill – SHS Conditioning Club.
8. Country Fair White Elephant, Inc. - \$850.00 – SHS Band
9. Country Fair White Elephant, Inc. - \$100.00 – SHS Art Department
10. Mrs. Eustolia McCall – Various Books – SHS Library
11. Leo and Shirley Pavlovich – Computer Printer - SUSD

**E. Staff Out of State Travel/Overnight Travel**

1. Charlotte Gates – AASBO Leadership Conference – Cincinnati, OH – February 13-14, 2004

**X. Board Communication**

**Elaine Hall** – Elaine stated that she enjoyed Scott's presentation on the web page. The web page has come a long way. She stated that it was wonderful that they could recognize the staff members. She wished every a wonderful holiday.

**Mike Lurkins** added that the teachers of the district are excellent role models. There were four or five teachers at a site council meeting last week and instead of staying in their room, they were helping him with other projects. He appreciates all they do for the students.

**XI. Establish Next Board Meeting – January 14, 2004 – District Auditorium**

**XII. Executive Session**

*Unofficial until approved at  
January 14, 2004 Board Meeting*

Executive session A was not needed and was cancelled.

A. Pursuant to §A.R.S. 15-843 to hear the possible appeal of the decision of the hearing officer in a long-term suspension hearing – Discussion and possible action.

Mr. Bruno moved the Board enter executive session pursuant to §A.R.S. 38-431.03.A.3. Discussion or consultation for legal advice with the attorney or attorneys of the public body.

Presentation of Statement of Charges by Superintendent Charging Grounds for the Dismissal of Jim Phillips, a Certificated Teacher.

Discussion and Possible Action to Issue Notice of Intention to Dismiss Jim Phillips, a Certificated Teacher.

Discussion and Possible Action to Accept the Resignation of Jim Phillips, a Certificated Teacher.

Mr. McGee seconded the motion. A roll call vote was taken with all members voting aye. The time was 7:15 PM.

The Board returned to regular session at 7:44 and the following action was taken.

Dr St. John recommended adopting the following charges against James W. Phillips, a teacher at the high school: **Attachment C**

Mr. Bruno made the motion that the Governing Board issue to James W. Phillips a Notice of Intention to Dismiss him at the expiration of thirty days from service of the Notice and a copy of the Statement of Charges as presented by the Superintendent.

He further moved that James W. Phillips be dismissed at the expiration of thirty days from service of the Notice of Intention to Dismiss him, subject to his right to a hearing if he requests one in accordance with Arizona statutes.

Finally, he moved that the Governing Board place James W. Phillips on administrative leave effective immediately.

Mr. McGee seconded the motion. The motion carried.

### **XIII. Adjournment**

The meeting was adjourned at 7:51 PM. Mr. Zobenica made the motion and was seconded by Mr. Bruno.

Respectfully,

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Clerk of the Board

ATTACHMENT A  
**SAHUARITA UNIFIED SCHOOL DISTRICT**  
**2003/04 BUDGET LIMITATIONS**  
 Revised 12/03

**MAINTENANCE & OPERATION LIMITATIONS**

<b>BRCL (Base Revenue Control Limit):</b>	7,567,757
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.	
<b>TRCL (Transportation Revenue Control Limit):</b>	1,498,014
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.	
<b>RCL (Revenue Control Limit):</b>	9,065,771
The BRCL plus the TRCL	
<b>CORL (Capital Outlay Revenue Limit) Transferred to M &amp; O:</b>	0
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>	2,681
<b>RCL Additions:</b>	
Growth Adjustment	1,165,370
Override Authorization	906,577
Tuition Revenue	450,000
Budget Balance Carry Forward from prior year	314,684
Excess Utilities	401,936
<b>GENERAL BUDGET LIMIT</b>	<b>12,307,019</b>
<b>CAPITAL LIMITATIONS</b>	
<b>SCA (Soft Capital Allocation):</b>	462,472
The unweighted student count times the state adopted Soft Capital Allocation per student	
Budget Balance Carry Forward from prior year	31,128
Interest earned FY 02-03	134
<b>SOFT CAPITAL BUDGET LIMIT</b>	<b>493,734</b>
<b>Unrestricted Capital Outlay Fund:</b>	
<b>Capital Outlay Revenue Limit</b>	609,034
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	0
Tuition Revenue Capital	50,151
Interest Earned FY 02-03	193
Budget Balance Carry Forward from prior year	233,900
<b>UNRESTRICTED CAPITAL BUDGET LIMIT</b>	<b>893,278</b>
<b>AMOUNT AVAILABLE FOR CAPITAL EXPENDITURES</b>	<b>1,355,750</b>

