



## *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. – February 11, 2004 – Sopori Elementary School 5000 W. Arivaca Rd., Amado, AZ 85645**

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

President Anthony Bruno called the meeting to order at 6:30 PM. Also present were Board members Michael Lurkins, Elaine Hall, Daniel Zobenica, Martin McGee, Superintendent Dr. Jay C. St. John and Business Manager Charlotte Gates. There were 10 guests. The Pledge of Allegiance was observed

#### **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 Mrs. Hall. The motion carried.

#### **III. Approval of Minutes**

Dr. St. John recommended approval of the minutes for the regular meeting on January 28, 2004, the special meeting on January 28, 2004 and the special meeting on February 2, 2004 as distributed. Mr. Lurkins made the motion and was seconded by Mr. McGee. The motion carried.

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

Mrs. Gates recommended ratification of previously approved payroll Voucher 15 in the amount of \$422,328.32 and new payroll Voucher 17 for the pay period ending February 13, 2004 in the amount not to exceed \$500,000.00. She further recommended approval of expense vouchers 5032 and 5033 in a total amount of \$127,576.32. 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. New Business**

##### **A. Instruction – Discussion and Possible Action**

##### **1. Adoption of 2004-2005 Teaching Calendar**

Dr. St. John requested the item be removed from the agenda due to concerns and conflicts in the calendar. The item will be on a future agenda following further research.

##### **2. Approval of New CTE program entitled "Graphic Communications"**

Steve Kellermeyer, Dennis Maki and Lora Negrito sent information to Dr. St. John regarding a new Career and Technical Education Program entitled "Graphic Communications". The courses that could be offered are Print Photography and Graphic Arts (Digital Photography). Dr. St. John recommended approval of the new course and posting of the new position. Mr. McGee made the motion and was seconded by Mr. Zobenica. Discussion followed. Dr. St. John stated that the school system has to reflect what is going on in the photography area and it is moving from film to digital. Mrs. Negrito was available for any questions. She stated that last year the highest placing they had at the VICA regional competition was 73<sup>rd</sup>, this year they had a 6<sup>th</sup>, 10<sup>th</sup> and 15<sup>th</sup> place and one of the students was chosen by their peers to be 1<sup>st</sup> in people's choice. They have been invited to participate in the State competition. Mr. Bruno asked about funding for the new position. Dr. St. John stated that since the classes will begin next year, they would budget for the new position. Mr. Lurkins asked how many students are participating in the program at this time. Mrs. Negrito stated that she had 17 students total, 5 advanced and 12 regular. A poll was recently done to see how many students and parents are interested in participating in the new program. The poll came back showing 47% are interested in participation in the new program. The motion carried.

3. Approval of New Half-time SHS Drama/Fine Arts Position

Dr. St. John received a letter from Sue Voorhees, Drama Teacher at the high school, requesting a change in employment. She would like to retire as a full-time teacher this year. She also requested to be rehired as a part time Drama teacher for next year. The Board would have to waive the policy to notify the district a year in advance and approve a new half-time Drama/Fine Arts position. Dr. St. John recommended approval of the request. Mr. Zobenica made the motion and was seconded by Mrs. Hall. Discussion followed. Mr. Bruno asked if this would impact the teacher index. Mrs. Gates responded, yes it would. The motion carried.

4. New SHS Earth Science Textbooks – On display in the Sahuarita High School Library Classroom for 60 days – **Information Only**

The high school science department has selected the books listed below as the new Earth Science textbooks. As required by statute the books will be on display in the library classroom for 60 days. This item will be brought before the Board in late April for approval of adoption. Dr. St. John recommended placing the items on display in the library classroom. Mr. Zobenica made the motion and was seconded by Mrs. Hall. The motion carried.

1) Teacher's Edition  
Title: Earth Science  
Author: Spaulding Namowitz  
Publishers: McDougal Littell

2) Title Earth Science  
Author: Spaulding Namowitz  
Publishers: McDougal Littell

3) Title: Modern Earth Science  
Author: Robert J. Sager, William  
L. Ramsey, Clifford R. Phillips,  
Frank M. Watenpaugh  
Publishers: Holt Rinehart and

4) Teacher's Edition  
Title: Modern Earth Science  
Author: Robert J. Sager, William  
L. Ramsey, Clifford R. Phillips,  
Frank M. Watenpaugh

Winston

Publishers: Holt Rinehart and  
Winston

5) Title: Global Science  
Author: John W. Christensen  
Publishers: Kendal, Hunt

6) Teacher's Edition  
Title: Earth Science  
Author: National Geographic  
Society  
Publishers: Glencoe McGraw Hill

7) Title: Earth Science  
Author: National Geographic Society  
Publishers: Glencoe McGraw Hill

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

### **1. Sue Butler, Request for Release of Contract**

Sue Butler was offered a position as Director of the Creative Writing Laboratory at the Pima Community College West Campus. It would be a professional advancement for Ms. Butler. Dr. St. John recommended releasing her from her contract. Mrs. Hall made the motion and was seconded by Mr. McGee. The motion carried.

### **2. Valerie Lawrence, Request for Leave of Absence – Remainder of 2003-2004 School Year**

Ms. Lawrence had very serious spinal surgery before the holidays and has not recovered completely. She requested a leave of absence for the remainder of the 2003-2004 school year. She is a tenure teacher and a valuable employee and Dr. St. John recommended approval of the request for leave of absence. Mr. Lurkins made the motion and was seconded by Mrs. Hall. The motion carried.

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

### **1. RFP for Telephone System Upgrade**

Due to growth in the district, the current telephone system is at capacity. The plans are to update the telephone system and add more lines. The estimated cost would be over \$32,700 and at this time there is a request to send out a RFP for Telephone System Upgrade. Dr. St. John recommended approval of the request for RFP. Mr. McGee made the motion and was seconded by Mr. Lurkins. Discussion followed. Mr. Bruno asked if Intel could be declared a Sole Provider. Mrs. Gates responded, No she has already spoken to the auditor regarding this issue. Mr. Bruno also asked what it takes to put out an RFP. Mrs. Gates responded that it takes her time and Joann Harris's time to put out an RFP. The motion carried.

### **2. Modification to Excess Utilities Intergovernmental Agreement**

Mrs. Gates stated that there has been a modification to the Excess Utilities IGA to ensure that all participants are operating under the same documents, and therefore, all of the same terms. The modification also includes private counsel in the "Conflict of Interest" Paragraph (paragraph 14) because the private attorneys who are working with participants are in the same position

as the County Attorneys. Mrs. Gates recommended approval of the modification to the Excess Utilities IGA. Mr. McGee made the motion and was seconded by Mrs. Hall. The motion carried.

**3. RFP for Financial Services**

Mrs. Gates stated that Florence Unified School District, as a member of the strategic Alliance of Volume Expenditures (SAVE) cooperative, has prepared RFP #04-06-09 to Provide Financial Consultant Service (Investment Banking Services). Proposed effective for Fiscal year 2003-04 and the following Four (4) Consecutive Fiscal Years. She is requesting approval to participate in their RFP. Mr. Zobenica made the motion and was seconded by Mr. McGee. Discussion followed. Mrs. Gates stated that it will save money and whatever Florence Unified School District's bid results are is what the district would use. Mr. McGee asked how much it would cost the district. Mrs. Gates responded that there is not cost to the district. She also stated that it is a five-year contract renewable every year. The motion carried.

**VIII. Superintendent/Administrative Reports**

**Charles Oldham** – Sopori is plugging along with its main task of teaching children. The next event that will be held is the Cowboy Cookout on February 25 at 11:00.

**Scott Downs** – The primary school will have a new addition to it staff; Kevin Stroh will be the new 2<sup>nd</sup> grade teacher at SPS. When Mr. Downs spoke with Mr. Stroh, he stated that he had never heard a negative comment about Sahuarita and he was looking forward to working at the school. The staff is excited to have him there.

Mr. Downs stated that he had an opportunity to visit the high school this week. He was excited to see all the programs the school had to offer the students. He is proud to say he is part of Sahuarita.

The Lions Club will be at SPS on February 16 to meet with the 1<sup>st</sup> graders. They will be talking with them about the flag.

On February 25, the first graders will be going to Reed Park Zoo in Tucson.

**Wayne Ross** – The Raytheon Hispanic Employee's Association was nominated by the staff on SIS for a Crystal Apple Award, which is an award given to corporations for community service. Dr. Ross notified Laura Acosta, who was the president last year, of the nomination.

Laura Acosta will be holding the first meeting for the Wright Flight on Wednesday, February 18. Eighteen fifth grade students will be invited to participate in the program. To be accepted into the program the students will have to pass a test on aeronautics.

The 3<sup>rd</sup> grade will be going to the Desert Museum, 4<sup>th</sup> grade will be going to the Arizona State Museum, and the 5<sup>th</sup> grade will be going to Kartchner Caverns. All this is part of the curriculum at SIS.

The Title I after school tutoring program is going well. Students who were in the lower end of the class receive 2 hours of tutoring once or twice a week.

Parent Involvement Group has purchased Accelerated Reader Program for SIS.

There are 467 students at SIS and the school is getting ready to put in a large order for desks and other items.

Dr. Ross thanked everyone for his or her support.

**Kathy Shiba** - Carol Rakowski, Assistant Principal, got married today and is now Carol Salica. Vanessa Kohler, teacher at SMS, had a new little baby girl.

Kathy complimented Charles on their library. She stated it was a "Fabulous Library".

Today was career day at SMS; approximately 28 people attended to share their careers with the students. They included representatives for the Airforce, Border Patrol, lawyers, a judge, a University of Arizona hockey coach, surgeons, policemen, firemen, windshield replacement and different construction companies. There was a big variety for the students.

All the students at SMS are working on speeches for the Optimist Club Oratorical Conference. It is a part of the curriculum and it is one of their DAPs that every student in school writes and presents a speech, those that wish can compete, but it is their chose whether they compete or not. The competition for this will be on March 4.

Kathy will be in Phoenix from February 18-20. She is on a team that assesses principals from around the state through ASA.

Kathy shared a letter she received from Steve Kenner, a referee for a soccer match that was held at Emily Gray Middle School in Tucson. He stated how impressed he was with the students from Sahuarita. They were respectful not only to him, but also to the opponents.

Kathy played a phone message she received from Governor Janet Napolitano for the Board. Governor Napolitano thanked Kathy for the wonderful job that her and her staff is doing at Sahuarita Middle School.

Kathy received a phone call from Associate Superintendent of Greater Arizona, Sharon Collins; Superintendent Tom Horne would like to visit the school. Arrangements are being made and hope to have him here in March.

**Steve Kellermeyer** – Steve stated that photography was not the only ones who placed at the VICA regions, but Auto had a 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> place winner, Cabinetmaking had a 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winner, Carpentry had a 1<sup>st</sup> place winner and Television Production had a 3<sup>rd</sup> and 4<sup>th</sup> place winner.

In 2001-2002 Science/Health was on the textbook adoption rotation, Earth Science is out of sequence and will be looked at this year. New Spanish textbooks are being looked at now, but the committee may decide to keep what they have now.

The boys and girls basketball won both their games. They will be playing on Thursday and both will be away games. Wrestling is still in the running.

The student population at the high school is at 807.

Mr. Kellermeyer advised the Board that at the next meeting he might be making a recommendation to add credits to the graduation requirement.

**Dr. Jay St. John** – Jay advised the Board that Mary Northey would be out of the office for a week, her father is having surgery.

Dr. St. John attended the boy's basketball game last night and received a compliment for a referee from Wilcox. He indicated to Dr. St. John that he loved coming to Sahuarita and that the students there are great.

The NJROTC had an inspection on January 22, 2004. CDR Paul D. Hill conducted the inspection and in a letter stated that he was extremely impressed with the NJROTC staff, students, and program. Dr. St. John shared the letter with the Board.

Dr. St. John had intended on attending the School Facilities Board meeting tomorrow, but noticed that the well item was not on the agenda. He will attend a future meeting that will include this item and will update the Board at that time.

The Board and Administrators will have a retreat on Thursday, February 26 from 8:00 a.m. to 12:00 p.m. The retreat will be held at the Sahuarita High School Library Classroom.

Judy Cutler and Jana Turner are working on a grant for mentors or training for teachers who are new to the district and new to the profession.

Dr. St. John attended the ASA Legislative Committee meeting last week. Becky Hill will be speaking about all day Kindergarten on Monday and he may attend this meeting.

Jim Stahle from the Town of Sahuarita and Dr. Jay met with Cox Cable. They are still encouraging them to bring cable to the district. Primary interest is a community access channel.

Dr. St. John received a letter from Director William Bell from the SFB stating that they will be contracting with a private firm to review the processes and state expenditures in the Deficiencies Corrections Program. Some of Sahuarita schools' projects may be involved.

District enrollment at this time is 2625.

Dr. St. John will provide the Board with more information regarding the Crystal Apple Awards and the luncheon that will be at TCC at a future meeting.

**Charlotte Gates** – Charlotte informed the Board that a private company by the name of Energy Design & Consulting would be reviewing district documents and procedures to assist the district in adopting measures to reduce utility costs. There is no cost to the district.

The transportation bids are due on March 2, 2004 and an insurance bid is due on March 12.

## **IX. Consent Agenda**

The superintendent recommended approval of those items on the Consent Agenda as it was revised. Mr. McGee made the motion and was seconded by Mrs. Hall. The motion carried.

**A. Employment**

1. Michael M. Moreno, Asst. Baseball Coach – New Position – Ratification to 02/09/04
2. Vanessa Diaz, Inventory Control Tech – New Position – Ratification to 02/09/04
3. Kathleen (Irvin) Thompson, Instructional Aide III – Substitute – Project Inspire – Ratification to 01/26/04
4. Christina Ragsdale, Substitute Alternative to Suspension – SMS – Replacement – Ratification to 12/10/03
5. Kathy Cease, Instructional Aide III – Substitute – Project Inspire – Ratification to 01/26/04
6. Nubia Carrillo, L.I.N.K. Aide – Replacement – Ratification to 01/21/04
7. Substitute Teachers – Terrance McManus, Charlotte Poe – Ratification to 01/26/04
8. Kevin Stroh, 2<sup>nd</sup> Grade Teacher – Replacement – Effective 02/12/04++

**B. Resignations/Terminations/Separations**

1. Sue Voorhees, SHS Drama Teacher – Retirement Effective July 1, 2004

**C. Volunteers**

1. Casimer Passalino – S.T.O.P. Committee – 02/11/04
2. Marlys Swenson – SPS – 02/11/04

**D. Gifts & Donations**

1. Jerald Ralph Nelson - 1990 Buick Skylark - SHS Auto Mechanic Class
2. David R. Tronrud - "Atlas of the skies" Book – SHS Library.
3. Trico Electric Cooperative, Inc. - \$150.00 – SHS Annual Springtime Madness
4. American Lung Association - \$600.00 – SMS
5. Nanette Jenkins – Computer including monitor, hard drive, keyboard and mouse - SMS
6. Werner and Lorraine Harsch – 40 yrs of National Geographic Magazine – SUSD
7. Greater Green Valley Community Foundation - \$2000.00 – L.I.N.K
8. Oasis Institute - \$434.00 – SPS and Sopori
9. Ron Holt – Computer including Keyboard and Mouse – Undesignated

**E. Student Travel**

1. SHS Key Club – Kamp Kiwanis, New Mexico – February 14–16, 2004
2. SMS Music Department – AZ Music Educators Choral Competition – Flagstaff, AZ – April 30 – May 1, 2004.

**X. Board Communication**

**Martin McGee** – Mr. McGee was able to attend the NJROTC inspection. He commented on how well the students had done. Although it had rained on this day, they were still able to go outside and do some of the inspection. When classes had to be moved around due to the rain, there was no hesitation on anyone's part to do so.

**Elaine Hall** – Mrs. Hall had an opportunity to meet with half a dozen Rancho Sahuarita parents. She stated that they complimented the school and she didn't receive any negative comments.

**Michael Lurkins** – Mr. Lurkins had an opportunity to attend the honors day that 13 or 14 students attended. They began at 7:00 am and continued until 7:00 pm. They did a wonderful job.

**Daniel Zobenica** – Mr. Zobenica thanked Kathy Shiba for the wonderful job she and her staff did on the A+ application. He thanked the Board for the addition of two new CTE classes at SHS and he thanked Ms. Voorhees for looking out for the fine arts.

**Anthony Bruno** – Mr. Bruno addressed the group of boy scouts who attended the meeting. The boys in the troop are in the process of acquiring their Eagle Scout position and in order to achieve this, they are required to attend a School Board meeting.

**XI. Establish Next Board Meeting** – February 25, 2004 District Auditorium

**XII. Executive Session**

Mrs. Hall moved the Board enter executive session A.R.S. 38-431.03.A.1; Discussion of Superintendent's Contract, Mr. Bruno seconded the motion. A roll call vote was taken with all members voting aye. The time was 7:30 PM. The Board returned to regular session at 8:34 and adjourned the meeting.

**XIII. Adjournment**

The meeting was adjourned at 8:35 PM. Mrs. Hall made the motion and was seconded by Mr. Lurkins.

Respectfully,

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Clerk of the Board