



## *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. – August 11, 2004 – Sub Hall B – Sahuarita Auditorium 350 W. Sahuarita Rd, Sahuarita, Arizona**

#### **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, Martin McGee, Superintendent Dr. Jay C. St. John and Business Manager Charlotte Gates. There were 22 guests. The Pledge of Allegiance was observed.

#### **II. Approval of Agenda**

Dr. St. John recommended approval of the agenda as it was distributed. Mr. Lurkins made the motion and was seconded by Mr. McGee. Discussion followed. Mr. Bruno made the motion to pull Item E - Approval of Jay C. St. John as a hearing officer in long-term suspension hearings – from the Consent Agenda for discussion. Mr. McGee seconded the motion. The motion carried to amend the agenda.

#### **III. Approval of Minutes – July 7, 2004**

Dr. St. John recommended approval of the minutes of the Special Governing Board meeting on July 7, 2004 as distributed. Mr. McGee 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 Voucher 2 for the pay period ending July 16, 2004 in the amount of \$98,020.58, payroll voucher 3 for the pay period ending July 30, 2004 in the amount of \$108,353.45, new payroll voucher 4 for the pay period ending August 13, 2004 in an amount not to exceed \$500,000.00. She further recommended approval of expense vouchers 5057 through 5060 and expense vouchers 6002 through 6004 in a total amount of \$443,052.48. Mr. McGee made the motion and was seconded by Mrs. Hall. The motion carried.

#### **V. Call to the Public - None**

#### **VI. Recognition of Staff, Students and Community - None**

#### **VII. New Business**

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

##### **1. Approval of Stipend for Choral and Orchestra at SHS**

Mr. Larry McKee, Principal of Sahuarita High School, requested an additional stipend for choral and orchestra. At this time there are no current employee stipends for the choral and orchestra programs; however, there is one for the marching band. The sponsors of both groups would be asked to put in significant amount of hours outside the regular school hours. Dr. St. John recommended approval of an extra duty schedule stipend for those two positions. Mr. Lurkins made the motion and was seconded by Mrs. Hall. The motion carried.

2. Acceptance of Resignation from Mr. Charles Oldham – Principal at Sopori Elementary School/Approval of continued employment through Educational Services Inc.

Mr. Charles Oldham requested that he retired effective October 5, 2004 with the stipulation that he continue to serve as Principal of Sopori Elementary School through the term of his current contract. Mr. Oldham will continue through a contract with Educational Services Inc. Dr. St. John recommended acceptance of his resignation and a contract issued through ESI to Mr. Oldham. Mr. McGee made the motion and was seconded by Mr. Bruno. The motion carried

3. Approval of Increased Hours for Attendance Clerks at SIS and SPS

Mary Northey, Director of Personal, proposed an increase in hours for the attendance clerk's at SIS and SPS. Due to the growth in the district, the secretaries are busy with new registrations. The clerks would go from a 3.5-hour day to a 7-hour day. Dr. St. John recommended approval of the increased hours. Mr. Lurkins made the motion and was seconded by Mrs. Hall. The motion carried.

B. Instruction – Discussion and Possible Action

1. Approval of Gifted Education Scope and Sequence for 2004-2005

Dr. Barbara Smith, Sue Johnson and Pat Mount submitted the Gifted Education Scope and Sequence to the Board. Dr. St. John recommended approval of the scope and sequence for 2004-2005. Mr. McGee made the motion and was seconded by Mrs. Hall. The motion carried.

C. Business – Discussion and Possible Action

1. Awarding of RFQ 2005-1 Construction Manager at Risk Services

The district will be using the Construction Manager at Risk processes in building the new wing at the high school and the second middle school. Kathy Shiba, Larry McKee, Ken Woodward, Bill Woodward, Daryl Rawson, Richard Clutter and Jay C. St. John interviewed four construction companies on August 5, 2004. Dr. St. John recommended awarding the RFQ to Sundt Construction. Sundt Construction is based out of Tucson and has experience working with the School Facilities Board. They have built six SFB buildings in the last two years with all six of those being K-8 buildings and two of them were with the district's Architect Firm, Emc2. Kurt Wadlington from Sundt will be the project manager. Kurt is familiar with the district; he was previously employed with Durrant who has completed projects for the district in the past. Mr. McGee made the motion and was seconded by Mrs. Hall. Discussion followed. Motion carried.

D. Governing Board – Discussion and Possible Action

1. Revision of Policies
  - a. KD – Public Information And Communications
  - b. KHC – Distribution/Posting of Promotional Materials

The district received a policy service advisory from ASBA on policy KD – Public Information and Communications and KHC – Distribution/Posting of Promotional Materials. The purpose of this advisory is to make schools aware of the problems associated with distribution or posting of non-school promotional materials and to advise as to possible solutions to these problems. Dr. St. John recommended approval of the changes in these policies. Mr. McGee made the motion and was seconded by Mrs. Hall. The motion carried.

### VIII. Superintendent/Administrative Reports

**Larry McKee** reported that there were 942 students enrolled at SHS; 832 students showed up for classes today. Several calls were received stating that students would begin either Friday or Monday. Mr. McKee thanked the high school for their performance on the first day of school. He also thanked his peers, the administration, and Board members of SUSD for their support.

**Kathy Shiba** stated that it was a great day at SMS and everything went well. She reported that there are 742 students enrolled at SHS; 732 students showed up for classes today. Parents and students have been contacted and several will not be attending classes until next week.

**Dr. Wayne Ross** reported 572 students enrolled at SIS; 532 attended classes today, 12 are waiting to be entered into the system and six students enrolled today. Dr. Ross thanked his wonderful staff and introduced several new staff members to the Board.

**Dr. Barb Smith** reported that SPS had a fantastic day with 492 students attending first day of school not including preschool. She thanked Mr. Lurkins for visiting the SPS campus.

**Charles Oldham** reported that 233 students attended classes at Sopori today.

**Charlotte Gates** reported that she is receiving bus quotes for new buses. She will be meeting with Fred Huff from transportation to discuss the quotes and make their recommendation to Dr. St. John. The district received its second shipment of building renewal funds.

**Dr. Jay C. St. John** requested that a Special Board Meeting be held to discuss budget cuts if the override is not passed. A Special Board meeting will be held Tuesday August 17, 2004 at 9:00 AM.

Enrollment for SUSD was at 3052 this afternoon. This count includes students that may have left the district but have not yet withdrawn.

Two areas of concern with staffing are the 4<sup>th</sup> and 5<sup>th</sup> grades at SIS and 8<sup>th</sup> grade at SMS. The Board may be asked to add additional staff to these areas.

The Sahuarita Educational Enrichment Foundation received a significant donation from a builder in the community. The donation was in the amount of \$75,000.00. The Foundation Board will meet before the next Board meeting at 5:30 pm.

Channel KOLD-TV 13 out of Tucson spoke with Dr. St. John last week regarding a Tools for Schools project. A school bus was parked in front of Wal-Mart and a challenge was sent to the community members to fill the bus with school supplies. The district received a significant amount of school supplies. Mr. Huff from the transportation department and Dr. St. John unloaded the bus Sunday morning. Items will be distributed based on the needs of the different buildings. Dr. St. John thanked Fred Huff, Scott Downs, Barb Smith and her husband for all the help they provided.

The 2004 ASBA County Workshop will be held on October 11 at Flowing Wells.

A copy of the letter from the Auditor General to the Joint Legislative Audit Committee was received stating that they completed a 6-month follow-up to the SUSD audit. The district implemented five recommendations and after advice from council chose not to implement one recommendation.

The official ballot question for the November 2, 2004 election will read "Shall the Governing Board of Sahuarita Unified School District No. 30 of Pima County, Arizona, Adopt a General Maintenance and Operations Budget for 2005-2006 Which Exceeds The Revenue Control Limit Specified By Statute In The Amount Of Ten Percent (10%) Approximately \$1,200,545?" This will not increase taxes, but is a continuation of the current tax.

Dr. St. John presented information on primary and secondary tax rates. The combined primary and secondary tax rate has dropped .70 per hundred dollars assessed valuation.

Remodeling is being completed at SMS, SPS and the Auditorium. The HVAC system is running and can be controlled from anywhere in the district.

## **IX. Consent Agenda**

Dr. St. John recommended approval of the Consent Agenda as it was amended. Mr. Bruno made the motion to pull out Item E - Approval of Jay C. St. John as a hearing officer in long-term suspension hearings for discussion and was seconded by Mr. McGee. The motion carried. Mr. Lurkins made the motion to approve the consent Agenda as it was amended and was seconded by Mrs. Hall. The motion carried.

### **A. Employment/Reassignment**

1. Kenneth Holbrook Kolley – SHS AIMS Reading /English Teacher – New Position - Ratification to 08/03/04
2. Tammy Steevey – SHS English Teacher – Replacement – Effective 08/11/04
3. Judith Kuhlman – SHS Spanish Teacher – New Position – Effective 08/11/04
4. Bernice Brown – District Office HR Specialist – New Position – Ratification to 07/27/04
5. Allen Graham – Sopori Buildings & Grounds Tech – Replacement – Ratification to 07/26/04
6. Tom Caisse – District Groundskeeper I – Replacement – Ratification to 07/26/04
7. Wendella Dresang – Sopori E.L.L. Teacher – New Position – Ratification to 08/03/04
8. Ginger Dunn – Sopori Half time Music Teacher – Replacement – Ratification to 08/09/04

### **B. Resignations/Terminations/Retirements**

1. Arthur F. Gonzalez – Assistant Varsity Baseball Coach – Resignation Effective End of 2003/2004 Season.

### **C. Gifts & Donations**

1. Raytheon Hispanic Employees Association - \$1000.00 – Sahuarita Intermediate School
2. Treasurer of Pima County - \$500.00 – SHS Student Council
3. Keith and Joy Terrill – Refracting Telescope – Sahuarita High School

### **D. Approval of Teacher Evaluators for 2004-2005 School Year – Barbara Smith, Scott Downs, Kathy Shiba, Carol Salica, Wayne Ross, Charles Oldham, Larry McKee, Jack Lehmkuhl, Jay C. St. John**

### **E. Approval of Jay C. St. John as a hearing officer in long-term suspension hearings\*\***

### **F. Approval of 12 weeks Maternity Leave for Nicole S. Castle – SPS Teacher**

### **G. Approval of Line of Credit with Bank of America for FY 04-05**

### **H. Student Travel**

1. NJROTC – Washington D.C. – Orientation/Educational – March 10-14, 2005

### **I. Fund Raisers**

1. “Welcome to Sahuarita School District” Publication. Booklet includes ads purchased by businesses. Percentage of proceeds will go to Sahuarita Unified School District.

### **J. Volunteers**

1. Peter J. Bearse – SHS Football Program – Ratification to 07/09/04

### **K. Facilities Use & Property Rental**

1. Sahuarita/Green Valley 49ers – Use of Baseball Field with Lights and Concession Stand – Mondays/Wednesdays/Thursdays & Use of SHS Football Fields – Ratification to August 1, 2004
2. Greater Arizona Bicycling Association – Administration Parking Lot/Area – Sunday, October 24, 2004
3. American Cancer Society – Use of Sahuarita High School Property on April 25 & 26, 2004 for their Relay For Life Event

L. Procurement

1. Approval of Sole Source Provider – Management Information Group

**\*\*Approval of Jay C. St. John as a hearing officer in long-term suspension hearings –**

Dr. St. John stated that the Board has always been adamant in terms of Zero Tolerance therefore; the Superintendent has always been the hearing officer for the school district. In the past Barbara Smith has also served as hearing officer. If a hearing involves a Special Education student, Dr. Smith is required to hold the manifestation hearing for that student, which creates a conflict of interest if she were to run both the hearing and the manifestation hearing. On another occasion, Charles Oldham had been asked to serve as hearing officer. He has since been removed due to a conflict of interest between his role as a hearing officer and Mayor of the Town. At one time, Dr. St. John spoke with a person from outside the district who was interested in becoming a hearing officer for the district, but he was not comfortable with that. If the Board chooses to go outside the district to hire, there would be an extra expense. It is time consuming, but Dr. St. John believes he should be the hearing officer and he recommended himself as hearing officer for the district. Mr. McGee made the motion and was seconded by Mr. Lurkins. Discussion followed. Mr. McGee and Mr. Bruno stated that the Board was concerned about the amount of time the hearing officer position takes from the superintendent. Mr. Bruno asked if there would be a savings on the Superintendent's salary if someone from outside the district were hired to do the hearings. There would not be a savings, but an additional expense to the district. Mr. Bruno is concerned that there is time that is being taken away from the superintendent to deal with the growth, new buildings, developers, legislature, School Facilities Board and all the other duties the superintendent performs. Dr. St. John understands and appreciates the concern, but feels that he can continue as hearing officer and still complete the other duties expected of him. Mr. Bruno and Mr. McGee feel that consideration should be given to hire someone from outside the district in the future. The motion carried.

**X. Board Communication**

**Mike Lurkins** thanked the administrators for allowing him to visit their campuses today. The fourth and fifth grade classrooms are full; teachers are handling this well, but something should be done about the class sizes. SPS is always fun to visit, the children behaved excellent. The high school was very busy, but Jack and Larry are doing a great job. The students at SMS were also very well behaved. He will be visiting Sopori in the near future.

**Tony Bruno** had the opportunity to tour the campuses with Dr. St. John last week. He was impressed with the remodeling that was going on. Things were progressing nicely so that the rooms could be ready for the start of school.

Mr. Bruno attended the freshman orientation and everything was very well orchestrated. It was amazing to see the number of students who were new to the district! It was nice to see the growth.

**Elaine Hall** was able to attend the new teacher orientation and was impressed with new staff that was hired. Those who run the orientation did a great job. She was also able to attend the Back to School staff picnic last Saturday. That too was very well orchestrated. It was organized and there was plenty of food. Many were commenting on what a great idea it was.

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

**XII. Adjournment**

The meeting was adjourned at 7:24 PM. Mr. Lurkins made the motion and was seconded by Mr. McGee. The motion carried.

Respectfully,

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Clerk of the Board