



## 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. – August 27, 2003 – Sub Hall B – Sahuarita Auditorium**  
**350 W. Sahuarita Rd, Sahuarita, Arizona**

#### 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, Martin McGee, Superintendent Dr. Jay C. St. John and Business Manager Charlotte Gates. There were 46 guests. The Pledge of Allegiance was observed.

A moment of silence was observed for a teacher in the district who passed away recently.

#### II. Approval of Agenda

Dr. St. John recommended approval of the agenda with two additions to the Consent Agenda, Item A – Employment/Reassignment, #12 Substitute Teachers – addition of Rick Canez and Item E – Volunteers – addition of 2 volunteers, Rae Ann Zarese – SIS Classroom and Pete Bearse – SHS Football. Mr. Bruno made the motion and was seconded by Mr. Zobenica. The motion carried.

#### III. Approval of Minutes – August 6 and August 13

Dr. St. John recommended approval of the minutes for August 6 and August 13 as distributed. Mr. Zobenica made the motion and was seconded by Mr. Lurkins. The motion carried.

#### IV. Approval and Ratification of Vouchers

Dr. St. John recommended ratification of previously approved payroll Voucher 4 in the amount of \$260,522.85 and new payroll Voucher 5 for the pay period ending August 29, 2003 in the amount not to exceed \$270,000.00. He further recommended approval of expense vouchers 4068 through 4071 and 5006 through 5008 in a total amount of \$222,541.26. Mr. Lurkins made the motion and was seconded by Mr. McGee. The motion carried.

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

#### VI. Recognition of Staff, Students and Community – **Margaret Link** – Outstanding “New to Arizona” Teacher Award for 2002-2003 – **Lora Negrito** – Wal-Mart Teacher of the Year, presented on May 6, 2003 – **SHS Yearbook Staff**, Lizzie Tanori, Rachel Smith, Christina Schall, Eve Aistis and Shari Gibson – **Laura Blanco** – In recognition and appreciation for continued commitment and dedication.

**Margaret Link** received Outstanding “New to Arizona” Teacher Award. Margaret is the Culinary Arts Instructor at SHS and was recognized this summer at the Arizona State Career & Technical Education Conference.

**Lora Negrito** received the Wal-Mart teacher of the year award for the area. The award was presented to Lora Negrito on May 6, 2003.

This summer the editorial staff of the SHS Yearbook attended a camp August 4-8 at Pepperdine University in Malibu, CA. **Lora Negrito and her staff including Lizzie Tanori, Rachel Smith, Christina Schall, Eve Aistis and Shari Gibson** worked hard, did an outstanding job, and beat out several other schools. **Shari Gibson** was awarded the Merit of Excellence Award for photography and was offered a job from a photo teacher!!!

**Laura Blanco** was recognized for her hard work and dedication in preparing the student information system for the new school year.

## **VII. New Business**

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

#### **1. Approval of Assistant Coaching Position – SHS Basketball Program**

Dr. St. John received a letter dated May 16, 2003 addressed to Mr. Holmer and Mr. Cleveland from Scott Boyter, Boys Varsity Basketball Coach. Mr. Boyter requested a paid assistant coaching position to be added to the Boy's Basketball Program for the 2003-04 basketball season. Mr. Cleveland and Mr. Kellermeyer, Assistant Principal of the High School, recommended approval of the request made by Mr. Boyter. Dr. St. John recommended approval of the Assistant Coaching Position. Mr. Lurkins made the motion and was seconded by Mr. McGee. Discussion followed.

Mr. Bruno asked if the position was budgeted. Dr. St. John responded that it is not budgeted. Mr. Bruno asked if this was a stipend. Dr. St. John stated that it is approximately \$1200.00. The motion carried.

#### **2. Approval of Additional Teaching Positions – Kindergarten, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grades and possibly 1 or 2 positions at the SHS.**

Dr. St. John sent emails to Barb Smith and Wayne Ross questioning additional staffing needs. Mrs. Smith and Dr. Ross responded to the emails requesting an additional Kindergarten teacher, 4<sup>th</sup> grade teacher and 5<sup>th</sup> grade teacher. Dr. St. John also received a memo from Kathy Shiba requesting additional teachers at the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade levels. Steve Kellermeyer also made a recommendation for additional teachers at the high school based on enrollment gains and additional electives.

Dr. St. John spoke with the principals of the buildings and concluded that there is never a good time during the school year to add a new teacher to the district. This would involve asking current teachers to give up 4 or 5 students that they have had for a length of time. It is difficult on the students, parents and the teachers. Last year positions were added several times during the year. This year Dr. St. John asked the administrative staff if eight positions would be sufficient. This would alleviate having to hire in the middle of the year. Dr. St. John recommended approval of all 8 positions. This is not a budgeted item; this will take a significant majority of contingency funds. There is growth, so the district will receive growth funds during the year.

Ms. Northey, Director of Personnel, informed Dr. St. John that the average salary including Prop 301 for a teacher in the district is \$36,600.00. After adding 18.5% benefits to this figure, the average teacher salary is \$43,371.00 in the district.

Dr. St. John stated that he would not recommend approval of the positions if he felt it would put the district in a financial position that it couldn't handle.

Dr. St. John received a memo from Steve Kellermeyer that explains how the administrative staff, counseling staff and the high school teaching staff are looking at what needs to be done at the high school. The memo included the following:

1. The lack of space in the building is beginning to dictate what has to be done.
2. Electives are still needed at the 9<sup>th</sup> and 12<sup>th</sup> grade levels.
3. Moving the Freshman Social Studies requirement to the sophomore year.
4. Possibility of having classes after regular school hours. Aims remediation classes are being held during the regular school day, this may be moved to the 3:00 time slot. The late buses run at 5:00 for after school activities, this may allow time for classes after school.

The two teaching positions will probably be in the elective area. If the positions are assigned to electives, extra rooms will not be needed. For example, an additional room is not needed if

an Art teacher is hired. The Art teacher has two rooms at this time. There is plenty of space in P.E., so an additional P.E. teacher could be hired. Adding an additional foreign language teacher or an additional foreign language would require an additional academic room. Mr. Lurkins made the motion and was seconded by Mr. Bruno. Discussion followed.

Mr. Bruno commented on a meeting last year with the administrative staff and at that time, the administrators recommended 40 new teachers. Dr. St. John stated that out of the 40 that they recommended, 23 teaching positions and 2 administrative positions have been filled since the that planning meeting. Mr. Bruno requested planning another planning meeting. Mrs. Hall and Dr. St. John will work out a schedule for another planning meeting with the administrators. Mr. Zobenica stated that with 878 students in the high school and only one person involved with music, he would like to a position assigned to the music department.

The motion carried.

3. Approval of Aide for PE Locker room control – SMS

Dr. St. John received a memo from Kathy Shiba requesting approval of an aide for the girl's locker room during PE. When a replacement PE teacher was hired, a male teacher was chosen. There are some problems with supervision of the female students in the PE classes so a female aide is needed to provide this supervision. Dr. St. John recommended approval of Mrs. Shiba's request. Mr. McGee made the motion and was seconded by Mr. Zobenica. The motion carried.

4. Approval of three additional Instructional Aides - Project Inspire

Dr. St. John received a memo from Barb Smith requesting three additional aides for the Project Inspire Program. Also attached was a copy of the student's roster listing their Census Grade, Category, Transportation Needs, Instructional Aide(s) assigned to them and whether the student receives speech services, physical therapy and/or occupational therapy. Dr. St. John recommended approval of three additional aides to the program. He also recommended that Project Inspire deliver a presentation to the Board about the program in general and if there are any ways in which the program can be restructured to control costs.

These positions will be paid out of M&O; they were not budgeted for, but will be reimbursed the following year. Mr. Lurkins made the motion and was seconded by Mr. Bruno. The motion carried.

B. Business – Discussion and Possible Action

1. Pinnacle One

Dr. St. John introduced Lynn Weber and Terry Vogel from Pinnacle One. Pinnacle One is a company that is hired to develop the Capital Improvement Plan for the district. This plan needs to be filed by September 1<sup>st</sup> with the School Facilities Board. The plan includes the districts capital and building needs for the next few years.

Last year from the 100<sup>th</sup> day in 2002 to the 100<sup>th</sup> day of 2003 the districts growth was 14.3% and this is exactly what Pinnacle One predicted the growth would be.

Pinnacle One began their presentation with what they feel the district's needs are. A new Elementary School needs to be completed and accepting students by August 2006, a new classroom wing at the existing high school is needed by August 2006, a new middle school is needed by August 2007, a new high school and a another new elementary school will be needed by August, 2009. Mr. Vogel stated that the pace of home sales in Rancho Sahuarita is faster then projected it would be last year.

Mr. Bruno questioned whether we are accepting students from Altar Valley or Santa Cruz. Dr. St. John stated that there are students from Santa Cruz, but are not receiving any students from Altar Valley at this time. He also questioned Mr. Vogel about the rural areas in the district. An owner can develop on the land and not submit a plat plan. This also increases the student count, is this taken into consideration and if not is there a procedure to

do this. Mr. Vogel stated that in the past not only student generation out of each new house was taken into consideration, but also (wildcat) subdivisions, maybe 4 or 5 lots were taken into consideration. The number of students in the district presently was projected out at a 6% growth rate. Both were being factored in, so the State Facilities Board instructed everyone to do one or the other.

Mr. Lurkins questioned what the average student count per house. Mr. Vogel stated that a student generation factor of .316 students per household is used to calculate the average student count per house. This is actually close to what the SFB is using. The SFB uses .3 and other growing districts are using the .316 factor.

Mr. Vogel explained Adequacy Capacity Area and square footage to the Board and what the School Facilities Board will be looking at in order to determine if new schools are needed. Mr. Bruno questioned if it is a disadvantage having the elementary and intermediate split because of the difference in square footage with administrative versus educational space in the plan. Mr. Vogel stated that it does not make a difference; the SFB masks all the square footage for elementary including Sopori. Dr. St. John recommended the plan be approved and submitted to the Schools Facilities Board. Mr. Lurkins made the motion and was seconded by Mr. Bruno. The motion carried.

2. Job Order Contracting – Information only item

Daryl Rawson, Facilities Director, and Dr. St. John explained the new concept of job order contracting in terms of constructing buildings and small repair jobs up to \$750,000.00. New legislation was passed recently stating that school districts and governmental bodies have the ability to job order contracts up to \$750,000.00. When funding is received from the town in exchange for the property next to Anamax Park, the district will receive approximately \$550,000.00. We do not have any extra funds to allot to this building. Mr. Rawson and Dr. St. John are considering job order contracting for the new administration building. The legislation allows governmental bodies to go through Mohave Educational Services or State Contract and hire a construction company, the architectural plans and the funds are given to the company and they are asked to build it for this certain amount. Mr. Rawson and Dr. St. John believe this may be a way to keep costs as close to the \$550,000.00 figure as possible. When you have a hard bid, as was done in the past, you have a contingency for change orders, errors and omissions and other contingencies. Dr. St. John stated this is strictly informational, Board approval is not needed at this time and this item may be brought back to the Board in September.

3. Transportation Proposal – Discussion only item

The conclusion of the district's 5-year contract with Laidlaw is near its end and by law the district will have to re-bid for the contract. Dr. St. John made a presentation on a proposal from a company by the name of The O'Malley Group. Mrs. Gates recommended hiring The O'Malley Group to review the transportation services in our district. This report will analyze the transportation program and report to the Board their findings as to whether or not the Board can run the transportation department themselves and how it can be done more efficiently.

C. Governing Board

1. Revision of Policy GDBA - Support Staff Salary Schedules

Policy GDBA deals with Support Staff Salary Schedules. In the policy a paragraph states, "Salary advancements for regular 12-month employees are granted only at the beginning of each fiscal year." The interpretation of this paragraph by some of the district employees is that a regular 12-month employee will receive a raise at the beginning of every year. This is not a problem now, they are receiving a raise, but if there were a situation where a raise was not granted they might press the fact that the policy states they will receive one. Dr. St. John recommended that the policy be sent to ASBA and ask for their opinion on how this may be interpreted and if this should be changed. Mr. Bruno made the motion and was seconded by Mr. McGee. The motion carried.

## VIII. Superintendent/Administrative Reports

**Mr. Oldham** stated that there is a lot of energy at Sopori and it is truly exciting to see this energy. He thanked the Board for allowing him to be in that setting. 3 new staff members at Sopori, Karen Burns, Susan Kashel and Geri Priest are doing a wonderful job. Mr. Oldham is very pleased with their performance and what they are sharing with the schools. Sopori still needs a 3/5 P.E. teacher and a Kindergarten Aide. These positions are a little difficult to fill, but teachers have managed to compensate for the lack of personnel. Aims results from last years Aims test have arrived and parents' reports should be going home soon if they haven't already.

**Mrs. Smith** stated that the primary school is continuing to grow. She commented on the 429 students that march into the cafeteria for lunch every day. The school year is going very well and she is pleased with the staff and how quickly students have learned procedures and what is expected of them. Teachers are immersed in the new reading series. Diagnostic testing has been completed and each grade level is utilizing their hour and a half of dedicated reading and language arts time every day and following the Harcourt plan.

Mrs. Smith commented on Special Education. Special Education has taken on 40 new students since the census taken last year. Last year there were 292 special education students and this year 40 students entered the district, and out of the 40 students 7 went into Project Inspire. Out of the 7 all but about 2 were unexpected so with growth comes surprises in different areas including Special Education. Programs like Project Inspire tend to be misunderstood. These students are not on a diploma or graduation track, they are on a track of learning functional skills and community based instruction after they pass age 16. We serve these students until they are 22 by law so the student population is longer then the students who are on a graduation track. Project Inspire staff are working on a presentation for the Board. The caseloads in special education is high in some areas, middle school and high school are running 30-35 students on a caseload for a teacher. It is a lot of paperwork aside from what is done in the teaching arena. Staff has not increased except for Aides in this area.

**Dr. Ross** stated that there are 452 students at SIS, 470 are enrolled and they are continuing to look at who will be attending and who will not. At the end of last school year the count was at 360, so SIS is approaching 100 more students then last year. Open House will be Tuesday September 9, 2003 from 4:00 to 6:00 PM and Grandparents will be the honored guests. The Optimist Club will be providing the food. During the open house a book fair will be available and the Wright Flight Instructional Program for select students sponsored by Raytheon. Dr. Ross commented on the partnership with Raytheon, he stated that it is greatly appreciated. At this time Raytheon is in the process of disposing a number of furniture and SIS has put their name on the list to acquire additional tables, chairs and other furniture items. Dr. Ross invited the Board to visit the classrooms. Teachers are working very hard with instructional planning. They have allotted a minimum of 2 hours of reading, language arts and writing every morning in grades 3, 4 and 5. Dr. Ross thanked the Board for approving the additional teaching positions.

**Mrs. Rakowski** stated that Mrs. Shiba was not able to attend the meeting so she will be filling in for her. The middle school has approximately 630 students. Cafeteria staff has been very accommodating with the 500 students that are in the cafeteria at the same time. Extra staff members were asked to help and they too were there to help with no problems. As of today the 7<sup>th</sup> grade Pre-Algebra class is at 39 students, 32 students are in the Algebra I class and 2 students are walking to the high school for Algebra II/Trigonometry. They are very proud of the Math accomplishments at the middle school. Open house last week had a phenomenal turn out of students, parents and staff members. Teachers had parents lined up to speak with them. Athletics have started, approximately 60 students are trying out for Flag Football, 50 students for Volley Ball. Ms. Rakowski and the coaches are talking about ways to accommodate as many students as possible. This is the first year cuts may have to take place. First game will be on Wednesday, September 3<sup>rd</sup> and then continue with 2 games every week for 6 weeks.

**Mr. Kellermeyer** stated that several high school students attended the meeting this evening and this is typical of the involvement of the students. Two staff members also attended the meeting and he stated that they are a part of the best staff around. Enrollment is at 880 with some of the ghosts out of the system and new students enrolled since the start of school. The school is out of space and the need for the new wing is great. Mr. Zobenica asked what the closing number of students was last year and Mr. Kellermeyer stated it was at 723.

**Mr. Rawson** stated that he has spent the last 14+ years doing the same type of work at larger institutions. He thanked the Board members, administrators and teachers for their support while doing his job here at SUSD. The Facilities department does not have students of their own, but the staff attempts to treat each student as their customers. They try to make sure and provide the best facility that they can and the most conducive to learning. Each of the administrators has been more than understanding when things have gotten backed up. The department receives approximately 2300 work orders per year, 7 staff members perform 90% of those.

**Dr. St. John** stated that the high school woodshop has been asked to build some storage space for the ROTC program. This is in the process at this time and it will be done as quickly as possible. Last spring it was mentioned that the district is working with Pima Community College on some electronics and optics systems programs. Twelve students have spoken with Dennis Maki about the program and it is off to a great start.

Charlotte is working on rental fees, a new piece of legislation passed recently, the district has to justify why we charge what is charged.

Daryl mentioned the roof on the music room that will need to be repaired; this will not be a problem.

Everyone is aware of the student that was bitten by a snake. It appears that he did not get bitten.

Dr. St. John has been working on enrollment appeals. All the principals and secretaries have been asked to refer the students and parents to him if there is a question on enrollment.

There has been one attendance appeal for the high school this year.

Dr. St. John and Tony had lunch with Congressmen Jim Kolbe. They discussed some items with him such as all day Kindergarten and the Wetlands project and how the government in general is pricing the district out of the market on these items. They also spoke about what they feel the biggest problem in public education is at this time. It is to define what needs to be done; if it is academics, then it shouldn't be a social service agency.

On August 26, Dr. St. John and Tony meet with people from the Governors office, they were sent here because of the relationship with the Governor, Pima County and Tony Bruno. He explained to them what the concerns are with the School Facilities Board. Statistical evidence has never been able to be generated; the 100<sup>th</sup> count is the first actual statistical evidence that the SFB has that the district is actually growing. The district is one of the fastest growing school districts in Arizona.

## **IX. Consent Agenda**

The superintendent recommended approval of those items on the Consent Agenda with the additions stated at the beginning of the meeting. Mr. Zobenica made the motion and was seconded by Mr. Bruno. The motion carried.

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

1. Christine Wiegand, Instructional Aide – LINK – New Position – Ratification to 8/13/03
2. Joshua Miller, Instructional Aide – LINK – Replacement – Ratification to 8/13/03
3. Carla Curlango – Instructional Aide – LINK – New Position – Ratification to 8/13/03
4. Alicia Verwys – Instructional Aide III – Project Inspire – Replacement – Ratification to 8/20/03
5. Dorcas McGee – Instructional Aide III – Project Inspire – Replacement – Effective 9/2/03
6. Kristin Hall – Instructional Aide – LINK – New Position – Ratification to 8/18/03
7. Dorcas McGee – Substitute Instructional Aide III – Project Inspire – Ratification to 8/13/03
8. Maureen Hughes – Substitute Instructional Aide III – Project Inspire – Ratification to 8/20/03
9. Sukie Teran – Substitute Instructional Aide III – Project Inspire – Ratification to 8/18/03
10. Andrea Bailey – Substitute Instructional Aide III – Project Inspire – Ratification to 8/15/03
11. Margo Boie – Substitute Instructional Aide III – Project Inspire – Ratification to 8/21/03
12. Substitute Teachers - Jon Bell, Richard Lozano, Robert Lyngholm – Ratification to 8/19/03
13. Luis Valenzuela – Instructional Aide II, ASP – SHS – Replacement – Ratification to 8/11/03
14. Mike Schreiner – Middle School Football Coach – SMS – Ratification to 8/20/03

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

1. Dorcas McGee, Instructional Aide – Sopori – Transferred to LINK Program, Effective 8/7/03

### **C. Approval of 2003-2004 Extra Duty Addenda – Assistant Volleyball Coach - SHS**

D. Student Travel

1. SMS Student Council
  - a. Retreat in Prescott
  - b. Leadership Camp in Prescott

E. Volunteers

1. Cathy Bencomo – Sahuarita Middle School

**X. Board Communication**

Mr. Zobenica commented on the wonderful article in the Arizona Daily Star on the Physical Education course at Sahuarita Middle School. Those students who would rather not participate in PE have now found through the actions of the school that they not only want to participate, but also now are participating in athletic.

He stated that Mr. Prince, a Special Education instructor and Track/Cross-Country Coach at the high school, has a book out by the name of Liberation Saturday. Anytime you think you have had a tough life, read the book, it will inspire you.

Mr. Lurkins commented on the 23 new teachers that have been hired in the last 18 months. He feels that the district has some of the best teachers and other staff in the state.

**XI. Establish Next Board Meeting – September 10, 2003, District Auditorium**

**XII. Executive Session**

Mr. Bruno moved the Board enter executive session pursuant to §A.R.S. 15-843 Appeal of Long-term Suspensions. Mr. McGee seconded the motion. A roll call vote was taken with all members voting aye. The time was 8:12 PM. The Board returned to regular session at 8:42 and adjourned the meeting.

**XIII. Adjournment**

The meeting was adjourned at 8:45 PM.

Respectfully,

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Clerk of the Board