



## *Sahuarita Unified School District No. 30*

Sahuarita High School  
Sahuarita Primary School

Sahuarita Middle School  
Sahuarita Intermediate School

Sopori Elementary School  
Sahuarita Intermediate School

### **MINUTES**

#### **Regular Governing Board Meeting 6:30 p.m. – September 10, 2003 – Sub Hall B – Sahuarita Auditorium 350 W. Sahuarita Rd, Sahuarita, Arizona**

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

In the absence of President Elaine Hall, Clerk Anthony Bruno called the meeting to order at 6:29 PM. Also present were Board members Michael Lurkins, Daniel Zobenica, Superintendent Dr. Jay C. St. John and Business Manager Charlotte Gates. Board members' Martin McGee and Elaine Hall were absent. There were 52 guests. The Pledge of Allegiance was observed.

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

Dr. St. John recommended approval of the agenda as it was revised. Added to the Agenda were the following: Item VII – New Business – B. Personnel - #2 Approval of New Position Description – Instructional Aide III Speech/Language Therapy Assistant and #3 Approval of Maternity Leave – Erin Biggs. Also added to the agenda under Item VII – New Business – C. Business - #4 SMS Music Room Roof Repairs/Job Order Contract. Mr. Lurkins made the motion and was seconded by Mr. Zobenica. The motion carried.

#### **III. Approval of Minutes – August 27**

Dr. St. John recommended approval of the minutes for August 27 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 5 in the amount of \$397,593.60 and new payroll Voucher 6 for the pay period ending September 12, 2003 in the amount not to exceed \$500,000.00. He further recommended approval of expense vouchers 5009 and 5010 in a total amount of \$99,808.16. Mr. Lurkins made the motion and was seconded by Mr. Zobenica. The motion carried.

#### **V. Call to the Public**

Jo Bullers addressed the Board in regards to bus schedules. Ms. Bullers is in support of the split bus schedules. She would like the primary and intermediate school students to continue to ride the buses separate from the middle and high school students.

Linda Freischlad addressed the Board in support of the split bus schedules. She also would like the primary and intermediate school students to continue to ride the buses separate from the middle and high school students.

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

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

A. Instruction

1. Test Report – Stanford 9

Dr. St. John reported on the district's Stanford 9 test scores. He advised everyone that the Stanford 9 is a score that can be compared to other students in the United States because it is standardized against national norms, the AIMS test is only for students living in Arizona. Dr. St. John stated that he is generally pleased with the district scores. He is especially pleased with the scores at the SHS. Although most scores are either at or above the state and national percentile, some need improvement. He indicated that the 2<sup>nd</sup> and 4<sup>th</sup> grade scores were low and needed improvement. The results have been published and sent to parents of the students. Mr. Bruno asked if there were significant staffing changes during the year. Dr. St. John replied that one teacher left during the school year and had to be replaced. Another teacher was added during the year and classes were split.

2. Test Report – AIMS

Dr. St. John reported on the AIMS test scores. This test is only done in Arizona so it cannot be compared to other tests. He stated that the results are generally favorable, but continued work is needed. The state test is being reviewed because student's scored well above the 50<sup>th</sup> percentile in mathematics on the standardize tests and yet, when the AIMS test is administered they do not do as well. This year's sophomore class is required to pass this test in order to graduate. The state has guaranteed that the students will have a chance to take the test five times before they graduate from high school, even though they have yet to have the tests given more than once per year. Dr. St. John stated that the district is always seeking to improve the student's performance. Reading has been established as the district wide goal so scores are expected to continue to rise in this area.

B. Personnel

1. Educational Services Incorporated

A contract was signed with Educational Services Incorporated. By signing the contract the district was able to employ Mr. John Lehmkuhl as an assistant principal at the high school. Mr. Lehmkuhl will give Mr. Kellermeyer administrative help. Mr. Lehmkuhl comes to the district from TUSD. He took their retirement buy-out and has 4 years experience as an assistant principal at Catalina High School and TUSD, prior to that he was the mathematics department chairman and math teacher at Saguaro High School for a number of years. The benefit to the district of the Educational Services, Inc. contract is that Mr. Lehmkuhl is their employee not the district's employee. Both the district and Educational Services, Inc. have a 30-day out clause. Preliminary indications from Mr. Kellermeyer are that he appreciates the additional assistance. Dr. St. John recommended ratifying the contract to September 2, 2003. Mr. Lurkins made the motion and was seconded by Mr. Zobenica. Discussion followed.

Mr. Bruno asked if this was a budgeted item and Dr. St. John responded that it is a regular budgeted item. Mr. Bruno also asked if the Board would have the opportunity to meet Mr. Lehmkuhl. Mr. Lehmkuhl will attend the next scheduled meeting. Mr. Zobenica stated that he had the opportunity to meet Mr. Lehmkuhl at a football game and he seems to be an outstanding individual. The motion carried.

2. Approval of New Position Description – Instructional Aide III Speech/Language Therapy Assistant

One of the most difficult, if not the most difficult, positions to fill in any district is the Speech/Language Pathologist. Barb Smith is recommending that a new position description be developed as an Instructional Aide III – Speech/Language Therapy Assistant and that assistants are hired and trained by current Speech/Language Therapists. The instructional aides will help deliver services to speech/language students who need assistance. Dr. St. John recommended approval of the new position description. Mr. Zobenica made the motion and was seconded by Mr. Lurkins. The motion carried.

3. Approval of Maternity Leave – Erin Biggs

Dr. St. John stated that Erin Biggs is a Speech/Language Pathologist with the district. He recommended approval of the requested maternity leave for Erin Biggs. Mr. Lurkins made the motion and was seconded by Mr. Zobenica. The motion carried.

F. Business – Discussion and Possible Action

1. 2003/2004 Revenue Budget – **Attachment A**

Dr. St. John presented the 2003/2004 Revenue Budget as prepared by Mrs. Gates. He stated that the district is not revenue driven, it is expenditure driven and therefore the amount of school district revenue does not determine the level of expenditures. The expenditure limit determines the amount of revenue needed. This is a routine matter. Dr. St. John recommended approval of the 2003/2004 Revenue Budget. Mr. Zobenica made the motion and was seconded by Mr. Lurkins. Discussion followed.

Mr. Zobenica asked Dr. St. John to explain what the soft capital allocation is. Dr. St. John stated that there are three main funds in school districts.

1. Maintenance and Operation Fund (General Fund)
2. Unrestricted Capital Outlay
3. Soft Capital

Soft Capital is the fund that the district is allowed to spend on items that cost more than \$1000.00 and last more than five years in the classroom, for example; textbooks, buses, furniture, computers etc... The motion carried.

2. Amendment to Transportation Services Agreement

Dr. St. John recommended approval of an amendment to the Transportation Services Agreement, which gives a paperwork trail for the way in which Laidlaw is paying their drivers on minimum routes. The amendment is not retroactive to the beginning of the contract, but for the remainder of the contract that expires in May 2004. Mr. Lurkins made the motion and was seconded by Mr. Zobenica. Discussion followed. Mr. Bruno questioned if the district will incur a cost. Dr. St. John stated that this would not increase the district's cost; it is only adding language in the contract that allows the current costs to continue. The motion carried.

3. Bus Routes

At a previous meeting, a discussion was held on the bus schedules. At that time Fred Huff indicated that there were enough buses to split the schedules. The primary and intermediate students would be released earlier and taken home. The buses would then return and take the middle and high school students home. This schedule was to be in force during the summer months and would be discontinued in October. In October, all students would then ride the bus

home together. Due to the growth in the district and the increased enrollment, Mr. Huff has now indicated that the current amount of buses will not be sufficient to allow all students to ride home together. The district would have to purchase equipment and approximately three routes would need to be added if the students are all bused home together in the afternoon. Dr. St. John recommended the bus schedules remain split at this time. Mr. Lurkins made the motion and was seconded by Mr. Zobenica. Discussion followed. Mr. Zobenica asked for comments from the principals. He asked the principals if taking away the instructional time would be putting them at a disadvantage.

Mrs. Smith stated that the instructional time is missed, however the bus discipline problems that accrued last year were immense. She felt that the students are safer following this bus schedule. Dr. Ross agreed with Mrs. Smith. They both feel this schedule is working at this time. Dr. St. John stated that instructional time shouldn't have to be based on finances or student's behavior. He commented on the problems that occurred on the buses last year. He stated that the problems were not all created by the older students; the younger students generated some problems. It would be ideal if there were enough transportation equipment and soft capital money to purchase enough buses, but at this time it is not possible. The motion carried.

4. SMS Music Room Roof Repairs/Job Order Contract

The SMS Music Room Roof needs to be replaced. The need for the replacement was brought to light by a recent storm that tore off some the soffit. There appears to be some significant water damages underneath the soffit. Dr. St. John recommended a Job Order Contract with Centennial Construction to complete the repairs. Dr. St. John and Daryl will observe Centennial's work and may consider them for a Job Order Contract on the new administration building if the work is satisfactory. Mr. Zobenica made the motion and was seconded by Mr. Lurkins. Mr. Zobenica questioned when the building was built and if the district has any recourse. Dr. St. John responded that the district has spoken with the insurance company and there is no recourse. Mr. Bruno asked if the soffit was above the student's lockers. Mrs. Shiba stated yes it was. A comment was made that it was fortunate that it happen at a time when students were not in school. The motion carried.

**VIII. Superintendent/Administrative Reports**

**Steve Kellermeyer** – Mr. Kellermeyer stated that enrollment is at 851. The faculty is beginning to work with Teacher Logic, a classroom computer based attendance program. The program is limited to only ten at a time. They are working at having more then ten teachers on the system at a time. Fall sports have began and are on their way. Mr. Kellermeyer thanked the Board for allowing the hiring of Jack Lehmkuhl for administrative support.

**Kathy Shiba** – Mrs. Shiba distributed schedules for the flag football and volleyball games. There are over 60 students participating in each event. Enrollment is at 638 students and still growing. She thanked the Board for approving the new teacher positions. Today was the first Coffee with the Principal. These are done on the 2<sup>nd</sup> Wednesday of each month from 5:30 to 6:30. Tomorrow is the first Site Council meeting for the year, Mrs. Shiba indicated that goals and objectives will be renewed and they will be discussing the budget.

**Wayne Ross** – Dr. Ross stated that there are 453 students at the intermediated school. Their open house was held on September 9<sup>th</sup>. He indicated that attendance was at approximately 275. He thanked the optimist club for the food they provided. Tomorrow is red, white and blue day; the students will be allowed to wear red, white and blue in honor of the heroes and victims of 9/11. The day will be spent reviewing the proclamation that was issued by the President a year ago. Two new teachers have been hired, Mrs. Danon

Davidson for 4<sup>th</sup> grade and Mrs. Tarah Mansell for 5<sup>th</sup> grade. Thursday, September 25 is the Student Council election of officers.

**Barb Smith** – Mrs. Smith stated that as of yesterday enrollment for kindergarten thru 2<sup>nd</sup> grade was at 428. The preschool is almost to capacity; this will add 80 students and 100 to a waiting list. She indicated that the year is going very well and she is pleased with the instructional planning that is happening. Mrs. Smith thanked the Board for the new additional kindergarten teacher. This will be the seventh kindergarten class in the district. Open house will be on September 25, 2003 from 4:00 to 6:00. The Optimist Club will provide the food. There will also be a Scholastic Book fair this evening. In October the annual Rural Metro fire prevention activity will take place.

**Charles Oldham** - Mr. Oldham stated Sopori's open house would be on September 18. The Optimist Club will be there to serve food. Classrooms will be open at 5:30 and teachers are looking forward to visiting with parents. Mr. Oldham commented on the action research groups that were held at the inservice today. He found them to be very informative and looks forward to continuing the groups throughout the year.

**Dr. St. John** – Dr. St. John distributed an article from Education Week for the Board's information. The article states that a strong partnership is needed between the home and the schools. He feels the district has this partnership.

In July 2001, the district purchased 6 buses at a cost of \$501,327.00. \$200,000.00 has been retired and \$300,000.00 is still left to pay. Those buses are now in their 3<sup>rd</sup> year of service. On June 30<sup>th</sup> 2003, the district purchased 4 more buses. The district borrowed \$327,526.00 and has retired about \$70,000.00 of this amount. The district probably needs 5 buses just to replace buses that need to be replaced.

Dr. St. John received a letter from Slade Meade who is the State Senator from district 20 in Phoenix. He is one of the new people in the state legislator and is very supportive of public education. The Governing Board was asked to write to him and several others to thank them. He is the only one that wrote the district back.

Dr. St. John received a letter addressed to Elaine Hall from Amphitheater thanking the Governing Board for the letter expressing condolences on the loss of three of the amphitheater high school students.

The well went down again this morning. The district has had problems with the well in the last two or three weeks. The problem appears to be an electrical equipment problem and may be fixed for approximately \$1000.00. A letter has been written to the School Facilities Board requesting their help with this particular situation since they are now in charge of facilities throughout the state. There is one well and if it ever has a serious problem, the students will be sent home. The district has a second well, but the funds are not available to bring the old well back into service.

**September 17**, the Metropolitan Education Commission is having a forum for candidates for mayor in Tucson. Dr. St. John will be attending, he is now the education representative on the commission from Pima County.

**September 23**, Elaine Hall, Charlotte Gates, Lyn Ash (president of Sahuarita Education Association), and Dr. St. John will be attending a follow up budget town hall with the Governor at Pima Community College Downtown Campus. Charlotte, Elaine, Dr. St. John attending the original meeting last year.

Dr. St. John stated that enrollments as of today are as follows:

SHS	853
SMS	632
SIS	458
SPS	454
Sopori	241

**Total                    2638**

Dr. St. John stated that one of the districts goals was to know if a child was a student in the district just by pulling up the information on the computer and if they are a student, are they in school today and who do we need to contact if someone is needed to be contact. Dr. St. John presented the Central Registry Program. This will allow access to this information.

As soon as student pictures are in, all students will have ID's.

#### **IX. Consent Agenda**

The superintendent recommended approval of those items on the Consent Agenda, as they are routine items. Mr. Lurkins made the motion and was seconded by Mr. Zobenica. The motion carried.

##### **A. Employment/Reassignments**

1. Michelle Chase, Instruction Aide – LINK – Replacement – Ratification to 9/2/03
2. Maureen Hughes, Instructional Aide III – Project Inspire – Change of Status –New Position – Ratification to 9/2/03
3. Substitute Teachers – Jeannie Welsh, Amber Moroney, Thyra Strapac, Kevin shoots, Emmanuel Mounkam, Arthur Wilder, Sandra Spahr-Parker, Juday Sainsbury and Margaret Brewer – Ratification to 9/3/03

##### **B. Approval of 2003-2004 Extra Duty Addenda**

1. Sara Canatsy – Girls Basketball Coach – SMS – Ratification to 9/3/03
2. Joe Rieman – Boys Basketball Coach – SMS – Ratification to 9/3/03

##### **C. Resignations/Terminations/Separations**

1. Luis Valenzuela - Instructional Aide II, ASP – SHS – Ratification to 8/27/03

##### **D. Volunteers**

1. Norberto "Bob" Acosta – SMS – Math and Science Tutorial – Ratification to 9/2/03
2. Gloria Cortez – SMS – Clerical – Ratification to 9/2/03

##### **E. Gifts and Donations**

1. Carol Eileen Madeheim – 1989 Dodge Vehicle – SHS – Auto Mechanic Class
2. Ms. Cora Vere – Assorted English Books – SHS
3. Ms. Kathy Wanek – I Mac OS 8.6 computer – SMS – Special Education

##### **F. Approval of Student Activity, Auxiliary and Revolving Fund Expenditures – July, 2003**

**X. Board Communication**

Mr. Lurkins commented that Jo Bullers addressed the Board with concerns about the bus schedules, but didn't stay for the discussion or decision on the issue.

Mr. Bruno addressed the students at the meeting. He stated that this is a business meeting and should be taken very seriously. The five members of the Board give of their time voluntarily. The Board respects the students enough to give of their time; the students should respect the Board and act like ladies and gentlemen while they are attending the meeting.

**XI. Establish Next Board Meeting – September 24, 2003, District Auditorium**

**XII. Adjournment**

Mr. Zobenica made the motion and was seconded by Mr. Lurkins.

The meeting was adjourned at 7:44 PM.

Respectfully,

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Clerk of the Board

**ATTACHMENT A**

**DISTRICT NAME** Sahuarita Unified School District

**COUNTY** Pima

**CTDS NUMBER** 100230000

<b>ESTIMATED REVENUES</b>	<b>MAINTENANCE AND OPERATION FUND 001</b>	<b>UNRESTRICTED CAPITAL OUTLAY FUND 610</b>	<b>ADJACENT WAYS FUND 620</b>	<b>SOFT CAPITAL ALLOCATION FUND 625</b>	<b>DEBT SERVICE FUND 700</b>	<b>TOTAL</b>
<b>0100 CASH</b>						
1.0102 Cash in Bank (Revolving Fund)	5,000					
2.0103 Cash on Deposit with County Treasurer (1)	336,405	91,605	7,806	73,144	193,132	
3. Cash Balance in the Debt Service Fund not being used to reduce taxes						
4. SUBTOTAL Beginning Cash Balance, July 1, 2003 (lines 1 + 2 - 3)	341,405	91,605	7,806	73,144	193,132	
<b>1000 LOCAL (Excluding Current Year Property Taxes)</b>						
5. 1100 Property tax collections (from prior years)						
6. 1300 Tuition	450,000	50,151			72,750	
7. 1400 Transportation Fees						
8. 1500 Earnings on Investments						
9. Other (Specify Codes)						
10. SUBTOTAL (lines 5 through 9)	450,000	50,151	0	0	72,750	
<b>2000 INTERMEDIATE</b>						
11.2110 County School Fund						
12.2120 County Equalization Assistance	415,799	18,224		20,680		
13.2210 Special County School Reserve Fund						
14.2900 Revenue for/on Behalf of the District						
15. SUBTOTAL (lines 11 through 14)	415,799	18,224		20,680		
<b>3000 STATE</b>						
16.3110 State Equalization Assistance	5,874,646	257,486		292,178		
17. Other (Specify Codes)						
18. SUBTOTAL (lines 16 + 17)	5,874,646	257,486		292,178	0	
<b>4000 FEDERAL</b>						
19.4100 Unrestricted Revenue Received Directly						
20.4200 Unrestricted Revenue Received through State						
21.4700 Revenue Received through Intermediate Agencies						
22.4800 Revenue in Lieu of Taxes						
23.4900 Revenue for/on Behalf of the District						
24. SUBTOTAL (lines 19 through 23)	0					
25.5200 Interfund Transfers-In						
26.6930 Interfund Transfers-Out (2)						
27. Amount Available Before Property Taxes (lines 4 + 10 + 15 + 18 + 24 + 25 - 26)	7,081,850	417,466	7,806	386,002	265,882	
28. Budgeted Expenditures (Excluding Overrides to be provided by Secondary Tax Levy) (3)	10,467,650	699,702	35,000	480,804	2,815,853	
29. Amount to be Provided by Primary Tax Levy (line 28 - 27)	3,385,800	282,236	27,194	94,802		3,790,032
30. Budgeted Overrides and Debt Service Expenditures to be Provided by Secondary Tax Levy (For Debt Service Column, record line 28 - 27)						



## Minutes of September 10, 2003, Governing Board Meeting

- (1) Must include receivables at June 30, 2003, collected during the 60-day encumbrance period. This line should not include the amount of Cash on Deposit with the County Treasurer at June 30, 2003, that is used to pay liabilities reported on the Advice of Encumbrance during the 60-day encumbrance period.
- (2) Maintenance and Operation (Fund 001) must include the amount transferred to School Opening (Fund 545) in accordance with A.R.S. §15-943.01. In addition, if budgeted expenditures are less than the cash balance remaining in the Maintenance and Operation (Fund 001), Unrestricted Capital Outlay (Fund 610), Adjacent Ways (Fund 620), or Soft Capital Allocation (Fund 625) Funds, the portion of the cash balance not being used to make expenditures in the budget year should be transferred to the Maintenance and Operation (Fund 001), Unrestricted Capital Outlay (Fund 610) or Soft Capital Allocation (Fund 625) Funds to reduce taxes.
- (3) Record Maintenance and Operation (M&O) expenditures (Fund 001) from the adopted budget (page 1, line 30) less the portion of the M&O Override [page 7, line 3(a)] and Special K-3 Program Override M&O expenditures [page 7, line 3(c)] to be provided by Secondary Tax Levy. Record Unrestricted Capital Outlay expenditures (Fund 610) from the adopted budget (page 4, line 10) less the portion of the Unrestricted Capital Outlay Override (page 4, line 1) and Special K-3 Program Override Unrestricted Capital Outlay expenditures (page 3 of the Supplement, line 26) to be provided by Secondary Tax Levy. Record Adjacent Ways expenditures (Fund 620) from the adopted budget (page 6, line 22). Record Soft Capital Allocation expenditures (Fund 625) from the adopted budget (page 4, line 19). Record Debt Service expenditures (Fund 700) from the adopted budget (page 6, line 28).

