



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 & Executive Session

**September 24, 2003 - 6:30 p.m. – 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 35 guests. The Pledge of Allegiance was observed.

II. Approval of Agenda

Dr. St. John recommended approval of the agenda as revised with two additions: VII. New Business Item A – Instruction, #3 Re-Organization of High School Departments and Item B. Personnel, #1 Approval of New Positions for Facilities. Mr. Bruno made the motion and was seconded by Mr. Lurkins. The motion carried.

III. Approval of Minutes – September 10

Dr. St. John recommended approval of the minutes for September 10 as distributed. Mr. Zobenica made the motion and was seconded by Mr. Bruno. The motion carried.

IV. Approval and Ratification of Vouchers

Mrs. Gates recommended ratification of previously approved payroll Voucher 6 in the amount of \$401,194.21, new payroll Voucher 7 for the pay period ending September 26, 2003 in the amount not to exceed \$500,000.00 and new payroll Voucher 8 for the pay period ending October 10, 2003 in the amount not to exceed \$500,000.00. She further recommended approval of expense vouchers 5011 and 5012 in a total amount of \$272,281.95. 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

Dr. St. John stated that Dr. Ross, Principal at the Sahuarita Intermediate School, recommended the following staff, students and community members for recognition.

Bob Acosta - Bob has been instrumental in the continuing effort to help students at SIS increase their academic achievement. Through his volunteer efforts in the Wright Flight Tutorial Program sponsored by Raytheon Corp., Bob has taught classes and volunteered his time to make it possible for students to set goals and achieve those goals with his knowledge, patience, and guidance in helping students be successful in the program and in their SIS classrooms. Thank you Bob Acosta!

Laura Acosta – Laura has been giving her time and effort to many student-centered projects these past four years here at Sahuarita Intermediate School (SIS). This year she will again be teaching in the Wright Flight Program sponsored by the Raytheon Corp. We applaud her continuing efforts to help SIS students increase their academic achievement.

Laura was recently recognized **NATIONALLY** with the Hispanic Engineer National Achievement Award for Community Service. She directs the Raytheon-Sahuarita Educational Partnership Project sponsored by the Raytheon Hispanic Employees Association (RHEA), which recruits Raytheon employees and other Tucsonans to improve math and science education through volunteering their time to come to the schools and help tutor students. Thank you, Laura, for all that you do!

Gloria Sierra - Thank you to Gloria who as the Principal's Designee, handles countless small situations on a daily basis and especially in the Principal's absent, and keeps things going smoothly. Gloria is also our CIMT person and she helps coordinate the special community service activities for staff and students throughout the school year.

Steve Shoemaker - Chairman of the Sunshine Committee who plans and carries out the many thoughtful occasions when we as SIS staff want to remember each other and those in our community less fortunate. Steve is also our Character Counts coordinator for distributing resources to teachers for lessons being taught on the Six Pillars of Character.

Pat Salazar - Pat recently went above and beyond her regular cleaning areas to help keep the school clean and secure while we searched for a new custodian. She is currently showing the newly hired custodian the areas to be cleaned and helping him learn about the use of chemicals and cleaning supplies. Pat's cheerful, "can-do" attitude is an asset to the students and staff of Sahuarita Intermediate School. Thank you Pat!

Green Valley Optimist Club - Dan Zobenica, Charlotte Gates and the many volunteers from the club who make our Open House a wonderful event each year with the Optimist Food Wagon. They not only serve the most delicious hamburgers and hot dogs with a smile, but they donate all the proceeds back to the school. We APPRECIATE YOU, Optimists! Thanks so much. Dr. Ross and the Students, Staff, and Parents of Sahuarita Intermediate School

VII. New Business

A. Instruction – Discussion and Possible Action

1. Academic Decathlon – Information Only

Suzanne Borth, Industrial Technology Teacher, stated that there are 12 students on the Academic Decathlon Team. Half of the students attended the meeting. It has been a while since a full team could be put together. Last year through teacher recommendations and AIMS scores Ms. Borth invited 70 students to attend a meeting. Thirty students attended this meeting and approximately eight stayed. It was the first time in 10 years that a full team was established. Based on their performance last year, the team was allowed to have a class this year. There are fourteen students enrolled, twelve of which will be competing. The team has been invited to several competitions and is looking forward the events. There are ten events and all students are required to compete in all events which include history, job interview, a prepared speech and an impromptu speech, a timed writing, science, math, economics, art, language and literature and music. This is a lot to cover in a short period of time. The members of the team in attendance at the meeting tonight were as follows: Vanessa Green, Clare Piedmont, Bonnie Williams, Daniel Simonton, Jason Scott and Nate Clarke. Ms. Borth stated that they are looking for volunteer judges for the December 1st competition; the opportunity is open to faculty, staff, community and any adult that would like to be involved. Volunteers will be required to attend training for half a day and a Friday evening commitment for judging.

2. Community Access Television

Dr. St. John met with two gentlemen, Brian Turkin and David Verwys. They contacted the district in regards to developing a Community Access/Commercial Television station in the Sahuarita/Green Valley area. Dr. St. John gave them a tour of the Sahuarita High School and Mr. Flannery's production studio. He also attended a Green

Valley Chamber of Commerce meeting where Mr. Turkin and Mr. Verwys made a presentation on a Community Access/Commercial Television station in the area. The gentlemen involved feel the television station has potential in the area. Dr. St. John stated that he is always interested in additional opportunities for students in the district.

Dr. St. John recommended passing a motion in support of a community access television station for the Sahuarita/Green Valley area. He is continuing to put pressure on Cox Cable to get cable access into the school district and distribute it through the school's own system. He would also like to have the students broadcast athletic events, School Board meetings, Town Council meetings, Planning and Zoning meetings and cultural events. The students of Sahuarita should produce these programs and they should be sent out over a community access station.

When community members' pay their cable bill there is a portion of those funds set aside by the Federal Government for Community Access Television. These funds stay in Tucson and the community needs to recapture some of those funds and have their own community access that is more in tune with what is going on in Sahuarita/Green Valley rather than Tucson. Mr. Zobenica made the motion and was seconded by Mr. Lurkins. The motion carried.

3. Re-Organization of High School Departments ++

A memo from Steve Kellermeyer was distributed with his recommendation for re-organizing the high school departments so that all certified staff is assigned to a group that would be called a department. Historically, the departments were loosely organized groups. Mr. Kellermeyer suggested 8 departments of teachers. Each department would consist of 6 or 7 members and would have a person who is employed by the Board to serve as department chairperson. He is suggesting the following departments:

- Career and Technical Education
- English
- Math
- Fine Arts/Foreign Language/ELL
- Physical Education/ROTC/Street Law
- Science and Librarian
- Social Studies, ASP/ISS
- Special Education and Title I

Steve recommended that since Dennis Maki is already an administrator in the district he could lead the Career and Technical Education group. He is asking the Board to support reimbursing department chairpersons for leading these groups. He recommended between \$1050.00 and \$1225.00 per department chairperson depending on the size of the group.

As the high school continues to grow, the faculty continues to grow. As of right now there are 52 full-time teachers at the high school and 2 more were added tonight. In most large high schools, department chairpersons receive a very large stipend and/or they receive an extra planning period to do department work. Eventually, department chairpersons may need to have supervisory certificates because they help with supervision in their departments. The chairperson's duties would include schedule refinement, state standards across the curriculum, dis aggregation of test scores, plans for growth in programs and additional programs and better test preparation for students. Dr. St. John recommended approval of the re-organization. Mr. McGee made the motion and was seconded by Mr. Bruno. Discussion followed. Mr. Bruno questioned administrative costs and how this would affect those costs. Dr. St. John stated that it would not increase the administrative amount because it is already in the administrative account now. The motion carried.

B. Personnel – Discussion and Possible Action

1. Approval of New Positions for Facilities Department ++

Approximately 6 weeks ago, Daryl Rawson requested 4 new positions for the facilities department. One of those positions was filled at that time and now the funds are available to provide Mr. Rawson with a second position he requested. Dr. St. John recommended approval of the Inventory Control/Warehouse position. Mr. McGee made the motion and was seconded by Mr. Bruno. The motion carried.

C. Business – Discussion and Possible Action

1. Override Election

In February a discussion was held in regards to the override election. Charlotte received information from Scott Little at the county office. Included in the information was an official notice that the district needs to notify them if and when the district wants to run an election in the next fiscal year. There are 4 dates that this can be done: March 9, May 18, September 7 and November 2, which is the regular general election. The district has the 10% override this year and the 2004-2005 year. If it is not passed in FY2004-2005 then in 2005-2006 the district will lose a third of the 10%. This is a significant amount of funds due to the growth in the district. The Board requested the item be placed on an agenda for a retreat.

2. SMU Mechanical Engineering – Information Item Only

The Board was issued information from Daryl Rawson concerning the cost of the replacement of the HVAC system in the auditorium. The School Facilities Board never contracted Dr. St. John as to whether they would be willing to fund the replacement of the HVAC system. He will continue to try and contact them about the possibility of funding the project. Charlotte and Dr. St. John discussed with the Board plans to move the remaining Capital that was transferred to M&O back to Capital. Replacing the HVAC system could cost the district approximately \$400,000.00. The engineering is complete and the item may be back on the agenda with a recommendation to bid it. Mr. Lurkins asked how long the bid is good for. Dr. St. John stated that they would like to open the bids in January or February so that it could be done in the summer. Mr. Rawson and Dr. St. John discussed phasing the project in two phases, but this would cost the district approximately 25 to 30% more if it is completed in phases.

3. New Administration Building – Quality vs. Quantity

There are continuing discussions with Architects and Engineers about the possibility of a masonry building at a smaller square footage verses a wooden and steel studded building. Costs are the overriding concern. Almost all buildings in the district are masonry and Dr. St. John would like this to continue. At this time, the building is slightly less than 6000 sq ft, but the Architect is anticipating more the \$100.00 a square foot. The district cannot afford this amount. Dr. St. John asked the Board for direction on whether the building should be a smaller masonry building or a larger stucco building. Dr. St. John stated that even at 6000 sq ft, in 3 years the building would be too small. Mr. McGee stated that if it were square footage that the district wants then the building would have to be stucco. Mr. Bruno stated that this should be another issue that should be placed on an agenda for a retreat. He also stated that there is a fiscal responsibility to the district and at this point dollars should be conserved. Mr. Zobenica asked if there was a possibility for the building to be a combination of both, allowing for the option of expansion in the future.

Dr. St. John stated that there are two main concerns for the new building.

1. Restrooms – Handicap accessible
2. Cafeteria for Employees

In the original plans, a Boardroom was suggested, but there are not enough funds for this. Also, instead of having three conference rooms in the new building there will be one conference room that doubles as a lunch room and one other small conference room and this is all. The offices are small already. Mr. Bruno questioned whether students in the Habitat class could do the interior walls. Dr. St. John stated that this might be possible depending on what the first true estimates contain.

D. Governing Board – Discussion and Possible Action

1. November/December Board Meeting Dates

Dr. St. John stated that during the month of November, Board meetings are scheduled for the 12th and 26th. The 26th is the day before Thanksgiving and members may not be available to attend. Dr. Jay recommended the November meeting move to Wednesday, November 19th. During the month of December, the Board meeting is scheduled for the 17th. The ASBA Annual Conference has been rescheduled for the 17th – 19th. Dr. St. John recommended the December meeting move to Wednesday, December 10th. Mr. Zobenica made the motion and was seconded by Mr. McGee. Discussion followed. Mr. Bruno made a comment to the principals regarding the holiday programs. It was requested the dates for the programs try to be scheduled around the ASBA Annual Conference. The motion carried.

2. Revision of Policies

- a. CFD School-Based management
- b. DIE-R Audits/Financial Monitoring
- c. GBI Staff Participation in Political Activities
- d. GCF Profession Staff Hiring
- e. GCFC Professional Staff Certification and Credentialing
- f. GCO Evaluation of Professional Staff Members
GCO-R Evaluation of Professional Staff Members - regulation
- g. JQ Student Fees, Fines, and Charges
JQ-R Student Fees, Fines, and Charges
- h. KF Community Use of School Facilities – policy revision
KF-RA Community Use of School Facilities – regulation
KF-RB Community Use of School Facilities – regulation
KF-EA Community Use of School Facilities – regulation
KF-EB Community Use of School Facilities – regulation
KF-EC Community Use of School Facilities – regulation
- i. JLF Reporting Child Abuse/Child Protection – policy revision
JLF-R Reporting Child Abuse/Child Protection – regulation
JLF-E Reporting Child Abuse/Child Protection – regulation

The superintendent recommended approval of the revisions as listed. The revisions are to update the policies with the requirements mandated by changes made in the last legislative session. Mr. McGee made the motion and was seconded by Mr. Bruno. The motion carried.

VIII. Superintendent/Administrative Reports

Dr. St. John reported that Mr. Bruno, Mrs. Hall, Lynn Ash and he attended the Governors Summit on School Finance Tuesday, September 23. The session was very informative. He stated that the Governor is commented to no funding cuts for K12.

ASBA County Workshop is on October 6 at Cienega High School. Registration is at 5:00. Dr. St. John stated that he would be leaving from the school at 4:00.

Dr. St. John stated that William Bell is the new Director of the Schools Facilities Board. Dr. St. John wrote a letter to Mr. Bell in regards to the high school. In the letter he referred to the fact that when the high school was built and opened in 1998, the common areas, gymnasium, cafeteria and library were built for a larger number of students. At that time they did not feel the funds were available to build the third two-story classroom wing so it was set aside. The ratio of common area to instructional space or classroom space in that building is out of proportion to the normal SFB ratio. He stated that he would be spending a significant majority of time dealing with the SFB in the next year or two.

Changes on bus routes were made due to over crowdedness. Dr. St. John stated that he would continue to have discussions with Mrs. Gates about how much Capital to transfer. The district owes a little over half a million dollars on buses that were purchased over the last three years. There are not enough buses and more will need to be purchased. It Capital is transferred there will be several choices as to what to do with the Capital which would include replacing the HVAC system in the auditorium or payoff buses and borrow money or buy more and payoff over time without paying off the ones the district currently has.

Charles Oldham reported that Sopori had a wonderful open house night. He stated that the optimist club provided an exceptional contribution to open house night.

Steve Kellermeyer introduced Mr. Jack Lehmkuhl. Mr. Lehmkuhl is the new assistant principal at the high school.

IX. Consent Agenda - Action

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

1. Diana Navarro, Instruction Aide - Monitor, SMS – New Position – Ratification to 9/9/03
2. Danon Davidson, 4th grade Teacher – SIS – New Position – Ratification to 9/9/03
3. Tarah Mansell, 5th grade Teacher – SIS – New Position – Ratification to 9/9/03
4. Aida Lopez, Instructional Aide III – Project Inspire – Replacement – Ratification to 9/16/03
5. Lara Abend – Kindergarten Teacher – SPS – New Position – Ratification to 9/15/03
6. Phil Cox – Speech Therapist – Replacement – Effective 9/30/03
7. Zachary Shisslak – Substitute for Physical Education – Sopori – Ratification to 9/15/03
8. Tavia Schackart – Certified Occupational Therapist – Where Needed - Ratification to 9/17/03
9. Ramon Herrera – Custodian – SIS – Ratification to 9/17/03

B. Volunteers

- Intermediate** – Seth Wagenman – Wright Flight Program – Ratification to 9/10/03
- Intermediate** – Lorraine Wagenman – Wright Flight Program – Ratification to 9/10/03
- Sopori** –Carolynn Hubbard – Tutorial K-5 – Ratification to 9/10/03
- Sopori** – Gigi Phefferkorn – Tutorial K-3 – Ratification to 9/12/03

C. Gifts & Donations

1. Kiwanis Club of Green Valley - \$200.00 – SHS Key Club
2. Farmers Investment Co. - \$250.00 – SHS – NJROTC
3. TARGET Stores - \$176.41 – SPS

4. American Council on Education – \$50.00 – SHS
 5. Raytheon - Equipment and Supplies valued at \$752.00 - SIS
- D. Approval of Student Activity, Auxiliary and Revolving Fund Expenditures – August 2003
- E. Facilities Use & Property Rental – Pima Community College use of high school computer lab
- F. Resignations/Terminations/Retirements
1. Margo Boie, Substitute Instructional Aide – SIS – Effective 9/4/03
 2. Heather Cushman, Instructional Aide III – Project Inspire – Effective 9/19/03
- G. Approval of Extra Duty Addendum
1. Dennis Maki – Tech Prep Service – SHS
 2. Curriculum Instruction Management Team – Gloria Sierra, Kevin Harcourt, Lauryl Fife, Sue Butler, Jana Turner, Judy Cutler, Heidi Niegocki, Joanne Wilson, June St. John

X. Board Communication

Mr. Bruno stated that he had the opportunity over the weekend to attend the ASBA Board of Directors meeting. During the meeting many different legislative issues were discussed. He advised the Board that they would be receiving a survey from ASBA. The Governor has requested a profile of the Board members so ASBA has taken an active role in producing this survey.

He also stated that the Governor is very interested in funding all day Kindergarten and Preschool. She made a presentation to ASBA and in the presentation her aides have asked for the support of the school districts and ASBA.

Mr. Bruno commented that 26 Board members would be recognized at the Pima County workshop on October 6, 2003. Six of these Board members are from Sahuarita and Continental.

Mr. Zobenica addressed the principals who have invited the Optimist Club to their schools. He stated that the Optimist Club gets more out of it than they give. They are happy and thrilled to provide their services.

He thanked those parents and community who are truly outstanding.

Mr. Lurkins commented on the teachers and how wonderful they are. He also thanked the parents who give of their time to the school.

Mrs. Hall stated that she too attended the Governors summit. She commented on how supportive the Governor is of this part of the state and education.

XI Establish Next Board Meeting – October 8, 2003, Sopori Elementary School

XII. Adjournment

The meeting was adjourned at 7:24 PM.

Respectfully,

Clerk of the Board