

# Governing Board Minutes



Somerton Elementary School District #11  
Governing Board Agenda  
Executive Session and Regular Governing Board Meeting

Date: December 10, 2009  
Time: 6:00 p.m.  
Governing Board Agenda  
Executive Session and Regular Governing Board Meeting

Place: Professional Development Room • 215 N. Carlisle Ave  
• Somerton AZ 85350 • (928) 341-6000 • [www.somerton.k12.az.us](http://www.somerton.k12.az.us)

Attending Board: Jose Moreno C. David Gonzalez Martha Camacho  
Absent Board: Leticia Yepez Fern Soto  
Attending Staff: Jerry Cabrera Melissa Porchas Margarita Camacho Bob Cassidy  
Bill Rhodes Maria Villarreal Martin Velasco Jorge Cano  
Connie Zepeda Maria P. Vasquez Elizabeth Santos Arisbey O. Garcia  
Noemi Castro  
Attending Public:

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## 1. Regular Governing Board Meeting Agenda

### Opening and Announcements

#### 1.1. Call to Order/Pledge of Allegiance

*Mr. Moreno called the regular Governing Board meeting to order at 6:13 p.m.*

*The Pledge of Allegiance was led by Mr. Cabrera*

#### 1.2. Comments from the Audience

Under Comments from the Audience, the public may address the Board on any subject not listed on the agenda. An individual may only address the Board once under this item. Five (5) minutes may be allotted to each speaker but can be extended by a Board member, if so desired. The Board cannot act on non-agenda items and cannot respond to issues other than to provide general information or giving direction to the Superintendent to add to a future agenda or for the Superintendent to follow up with speaker. The individual shall state his/her name and address before addressing the Board.

*Mr. Bill Rhodes, SEA President addressed the Governing Board regarding the Policy Advisory GCO-RA.*

*Mr. Moreno thanked Mr. Rhodes for expressing his concern.*

#### 1.3. Call for Executive Session

1. Executive session pursuant to A.R.S. Section 38-431.03.A.1--personnel; discussion or consideration of employment, assignment, dismissal, disciplining of a certificated teacher.

## 2. Reports/Discussion Items

### 2.1. Superintendent

#### 2.1.1. Current Events

*Mr. Cabrera mentioned the recent visit of Representative Lynne Pancrazi to our district she was shadowing Dr. Reed.*

## 2.2. Board Members Report

### 2.2.1. President and other Board member comments

*Mr. Moreno attended the Legislator Dinner on December 1, 2009. He thanked ELC for the nice art display.*

## 2.3. Administrators/Directors

### Classified Directors Oral Report

#### Business Service: Melissa Porchas

Audit for FY 08/09

Tax Credit 2009

*Mrs. Porchas mentioned the last visit of the audit from Heinfeld and Meech went very well. Also, she reminded the public and Governing Board about the Tax Credit that they have until December 31, 2009 to contribute.*

#### Food Service: Jorge Cano

Revenue for November 2009 \$ 144,109.81

Expenditures for November 2009 \$ 122,632.90

Profit \$ 21,476.91

Fresh and Vegetable Program at OGE

Polar Cooling Walk-in Freeze at DSS

*Mr. Cano mentioned that Food Service is making profit every month. He is hoping that next year all schools will be in the same Fresh and Vegetable program. Desert Sonora is very happy to have a walk-in freezer.*

#### Grounds/Maintenance: Martin Velasco

Upcoming Auction

New Memorandum of Understanding (M o U) for the Facility Usages

*Mr. Velasco commented the upcoming auction that will be held on January 2010. He also indicated that Somerton School and City of Somerton are working together on the Facility Usages Agreement.*

#### Human Resources: Jerry Cabrera

HQ Improvement Plan

2011 Policy Advisories

*Mr. Cabrera mentioned that those teachers that need to be HQ are waiting for test results. Mr. Cabrera met with SEA and discussed the 2011 Policy Advisory.*

#### Nurse: Liz Santos

Flu update

*Mrs. Santo had a flu presentation at all the schools. She is hoping to schedule a flu clinic next week.*

#### Technology: Bob Cassidy

Server Upgrades

Technology Audit

*Mr. Cassidy mentioned that server upgrades are an ongoing process and discussed the different servers the district uses. He was very pleased with the audit.*

#### Transportation: Maria Villarreal

Bus Inspections

Bus Evacuations

*Mrs. Villarreal mentioned that they had the bus fire drills last month and evacuations. Public Safety inspected the buses and are in compliance.*

## 2.4. Other discussion items/Presentations/Information

2.4.1. APS Energy Saving (Discussion) by Mr. Cabrera

*Mr. Cabrera met with APS and discussed the energy saving cost analysis.*

2.4.2. Enrollment Summary (Information)

11/20/09 2824

11/21/08 2798

2.4.3. Number of Suspensions District wide ( Information)

*The number of suspensions*

	<i>Monthly</i>	<i>Cumulatively</i>
DSS-	3	3
ELC-	1	4
OGE-	0	0
SMS-	27	60
TDS-	9	9
Transportation	3	3

*Mr. Cabrera made some correction on SMS suspensions. There are 23 suspensions instead of 27 and TDS are zero suspensions Mr. Gonzalez asked why SMS have so many suspensions. Mrs. Garcia explained some of the reason of the suspensions.*

2.4.4. Dates to Remember

January 12, 2010  
301 Plan (By Mrs. Lydia Rodriguez)  
Re-Organizational Meeting  
at 6:00 p.m.

ASBA BOLTS--Board Operations and Leadership Training Seminar  
Wednesday, January 20, 2010  
Tucson Arizona

February 11, 2010  
Professional Development  
by Kim Seh

### 3 . Approval of Consent Agenda

*The following items may be approved in one motion under the Consent Agenda. If a particular item is to be discussed, it may be pulled from the Consent Agenda and taken as a separate agenda item. The Board may take action on the following items or defer them to the next regularly scheduled meeting*

3.2. Approval of Board Minutes

3.2.1. Regular Session Minutes November 12, 2009

3.3. New Hires 2009-2010

	<u>Position Description</u>	<u>Location</u>	<u>Range</u>	<u>Status</u>
3.3.1.	Mayoral, Xochitl	District	75.00/day	Temporary
3.3.2.	Gonzalez, Carlos	District	75.00/day	Temporary
3.3.3.	Sanchez, Paulina	District	75.00/day	Temporary
3.3.4.	Guerra, Keila	District	75.00/day	Temporary
3.3.5.	Madrigal, Rosa	District	75.00/day	Temporary
3.3.6.	Moreno, Pilar	SPEd	TBD	Full-Time
3.3.7.	*Zarate, Yesenia	TDS	44	Full-Time

*\*contract will be offered once proof of completed AEPA exams is submitted.*

3.4. Resignations/Retirement/Terminations

	<u>Position Description</u>	<u>Location</u>	<u>Leave Date</u>	<u>Reason</u>
3.4.1. Mora, Linda	Bus Assistant	Transportation	11/27/09	Resignation
3.4.2. Beshears, Terry	Custodian	TDS	11/13/09	Retirement
3.4.3. *McShane, Elena	Reading Interventionist	TDS	12/11/09	Resignation
3.4.4. *Federico, Kenia	Teacher	TDS	12/18/09	Resignation

**\*These are certified resignations that require a release of contract.**

3.5. Leave Request 2009-2010

	<u>Position Description</u>	<u>Location</u>	<u>Leave Date</u>	<u>Reason</u>
3.5.1. Beshears, Sheila	Instructional Assistant	TDS	12/18/09-02/16/10	FMLA
3.5.2. Galata, Lori	Teacher	TDS	11/16/09-12/11/09	FMLA
3.5.3. Magana, Sandra	Teacher	SMS	12/17/09-01/22/10	FMLA
3.5.4. *Celaya, Francisca	Instructional Assistant	TDS	01/11/10-05/26/10	Leave of Absence

**\*This leave of absence request is due to the employee student teaching.**

3.1. Approval to go out for Request for Proposal (RFP) for the Pink Building Parking Lot.

3.2. Approval of Second Reading for Certified Professional Non-Teacher Evaluation Instrument.

3.3. Approval of Accounts Payable Vouchers for FY 2009-2010 for the following months. At each Board meeting we will bring back to the Board a voucher cover sheet for signatures along with listing of vendors and amounts paid on each voucher.

January	Not to Exceed \$ 800,000.00
February	Not to Exceed \$ 800,000.00
March	Not to Exceed \$ 800,000.00
April	Not to Exceed \$ 800,000.00
May	Not to Exceed \$ 800,000.00
June	Not to Exceed \$ 800,000.00

3.4. Approval of Payroll Vouchers for FY 2009-2010 for the following months per pay period. The months of May and June has been increased to \$1,000,000.00 per pay period to pay for Special Ed., ESL, Prop 301, Contract Payouts and Balloon payments stipend payments. At each Board meeting we will bring back to the Board a voucher cover sheet for signatures.

January	Not to Exceed \$ 660,000.00
February	Not to Exceed \$ 660,000.00
March	Not to Exceed \$ 660,000.00
April	Not to Exceed \$ 660,000.00
May	Not to Exceed \$ 1,000,000.00
June	Not to Exceed \$ 1,000,000.00

3.5. Acceptance of Student Activity Fund Report.

3.6. Acceptance of Accounts Payable Reports.

3.6.1. Voucher No. 1021 for the sum of \$	13,102.47
3.6.2. Voucher No. 1020 for the sum of \$	309,792.09
3.6.3. Voucher No. 1019 for the sum of \$	75,370.03
3.6.4. Voucher No. 1018 for the sum of \$	406,489.32

3.7. Acceptance of Payroll Voucher Reports.

3.7.1. Voucher No. 32 for the sum of \$	192,813.40
3.7.2. Voucher No. 31 for the sum of \$	61,175.97
3.7.3. Voucher No. 30 for the sum of \$	346,357.80
3.7.4. Voucher No. 29 for the sum of \$	183,393.13
3.7.5. Voucher No. 28 for the sum of \$	61,713.08
3.7.6. Voucher No. 27 for the sum of \$	349,184.59

3.8. Ratification of Accounts Payable Vouchers for November 2009.

Ratification of Accounts Payable Vouchers not to exceed \$804,753.91 for the month of November 2009. This caused the total amount of the voucher processed to exceed the amount approved. Due to the increase in purchases from stimulus funding it caused the month h of November to exceed the approved amount.

END OF CONSENT AGENDA

*The consent agenda was approved.*

*MOTION: Mr. Moreno moved, Mrs. Camacho seconded the motion. Motion passed.*

**4 . Action Items**

4.1. Approval of the Revised 2009-2010 M&O Budget

*Mrs. Porchas explained the Revised 2009-10 Budget.*

*MOTION: Mr. Moreno moved, Mrs. Camacho seconded the motion. Motion passed.*

4.2. Approval of First Reading of Policy Advisories

No. 314-----GBGCB--Staff Health and Safety

No. 315-----JLCB--Immunization of Students

----JLCB-R--Immunization of Students

----JLCB-E--Immunization of Students

No. 316-----JLCC--Communicable/Infectious diseases

*MOTION: Mr. Moreno moved, Mrs. Camacho seconded the motion. Motion passed.*

4.3. Approval of First Reading of Policy Advisories

4.3.1. No. 341-----BBBB--Board Member Oath of Office

4.3.2. No. 342-----BIE--Board Member Insurance/Liability

4.3.3. No. 343-----CBA--Qualifications and Duties of the Superintendent

4.3.4. No. 344-----CBI-Evaluation of the Superintendent

4.3.5. No. 345-----DBF-Budget Hearing and Review/Adoption Process

4.3.6. No. 346-----DBJ-Budget Transfers

4.3.7. No. 347-----DFF-Income from School Sales and Services

4.3.8. No. 348-----DIA-Accounting System

4.3.9. No. 349-----DIE-R-Audits/Financial Monitoring

4.3.10. No. 350-----DJE-R - Bidding/Purchasing Procedures

4.3.11. No. 351-----GCB - Professional Staff Compensation and Contracts

4.3.12. No. 352-----GCBA - Professional Staff Salary Schedules

4.3.13. No. 353-----GCCE - Professional/Support Staff Conferences/Visitations/Workshops

4.3.14. No. 354-----GCF - Professional Staff Hiring

4.3.15. No. 355-----GCMF - Professional Staff Duties and Responsibilities

4.3.16. No. 356-----GCO - Evaluation of Professional Staff Members

GCO-RA - Evaluation of Professional Staff Members

4.3.17. No. 357-----GCQA - Professional Staff Reduction in Force

4.3.18. No. 358-----GCQF - Discipline, Suspension, and Dismissal of Professional Staff Members

4.3.19. No. 359-----IKFA - Early Graduation

4.3.20. No. 360-----JEB - Entrance Age Requirements

4.3.21. No. 361-----JII - Student Concerns, Complaints and Grievances

JII-R - Student Concerns, Complaints and Grievances

JII-EB - Student Concerns, Complaints and Grievances

- 4.3.22. No. 362-----JR - Student Discipline
- 4.3.23. No. 363-----JKE - Expulsion of Students
- 4.3.24. No. 364-----JLCD - Medicines/Administering Medicines to Students  
JLCD-R - Medicines /Administering Medicines to Students
- 4.3.25. No. 365-----KHB - Advertising in Schools

*MOTION: Mr. Moreno moved, Mrs. Camacho seconded the motion. Motion passed.*

**5 . Adjournment**

*MOTION: Mr. Moreno moved to adjourn the meeting at 6:55 p.m. Mr. Gonzalez, seconded the motion.  
Motion passed.*

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*Signature of Board President/Clerk*

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*Date*