

Governing Board Minutes

Somerton Elementary School District #11
Governing Board Agenda For Work Session
Public Hearing,
Executive Session and Regular Governing Board Meeting



Date: August 14, 2008
Time: Work Session 5:00 p.m.
Time: Public Hearing 6:00 p.m.
Regular Meeting Immediately after Public Hearing

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

Attending Board: Jose Moreno Agustin Tumbaga Jr. Fern Soto
Martha Camacho Leticia Yepez

Absent Board:

Attending Staff: Dr. Doug Rutan Margarita Camacho Bob Cassidy
Shelly Mezei Bill Rhodes Maria P. Vasquez
Elizabeth Garza Cecilia Arvizo Arisbey Ojeda-Garcia
Melissa Porchas Kim Seh Jody Attaway
Maria De La Fuente Connie Zepeda Veronica Lopez
Maria C. Villarreal

Attending Public: None

1. Work Session

1.1. Exit Interviews

Mr. Muñoz presented a powerpoint overview of the Exit Interview Data for 2007-08. Mr. Muñoz gave a breakdown by school and how it was rated. Overall the Human Resource Department will be focused on two of the Board Goals:

- To Recruit and retain a quality certified staff*
- Provide a school climate where all students, staff, and parents are valued, safe, motivated and happy.*

1.2. Highly Qualified/Certification

Mrs. Volpe presented a powerpoint on Highly Qualified staff. She explained how the teachers get properly certified. If teachers do not pass the proper tests those teachers will get on a Highly Qualified Individual Teacher Plan which the principals are involved to assure it is accomplished. Mrs. Volpe handed out a sheet on Teachers Who Acquired Highly Qualified Status from 2006-07 to 2007-2008. Thirty-two teachers became Highly Qualified from 2006-08 and thirteen of them have resigned.

1.3. Fine Arts

Postponed.

Work Session closed at 6:00 p.m.

2 . Public Hearing

2.1. Truth in Taxation

Mr. Moreno called the Public Hearing to order at 6:07 p.m.

The Pledge of Allegiance was led by Dr. Rutan.

Mr. Moreno asked if there were any questions on the Tax Rate Increase.

Public Hearing closed at 6:09 p.m.

3 . Regular Governing Board Meeting Agenda

Opening and Announcements

3.1. Call to Order/Pledge of Allegiance

3.2. 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.

None at this time

3.3. 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.

No need for executive session.

4 . Reports/Discussion Items

4.1. Superintendent

4.1.1. Current Events

Dr. Rutan thanked all the administrators for the outstanding job starting school. He announced that Mrs. Camacho, Mrs. Yopez and Mr. Tumbaga are running for the new term as Governing Board members. Also, he mentioned that he had lunch with all the new teachers.

4.2. Assistant Superintendent

Dr. Reed is very excited how each school site is doing and thanked the administrators for a job well done. Dr. Reed mentioned that he has visited each school and sees the enthusiasm of all the teachers and students. He handed out a folder of the information that was given out during the New Teacher's Orientation.

4.3. Board Members Report

4.3.1. President and other Board member comments

Mrs. Camacho welcomed all the teachers and administrators and how appreciative she is to see a great year of learning academically and to see how happy the students are with their teacher.

Mrs. Soto attended the Open House.

Mr. Tumbaga mentioned how the Governing Board needs to be prepared to answer any questions when the community asks about the tax rate. He mentioned that the City is also increasing taxes.

Mrs. Yopez mentioned that is going to be a great year.

4.4. Administrators/Directors

No report

4.5. Other discussion items/Presentations/Information

4.6. Letter from Barbara Gonzales (Information)

We are handling this administratively and will report back next month.

4.7. Southwest Futures Forum Board Member on panel (Discussion)

Dr. Rutan explained the Southwest Futures Forum panel and that he needed a spokesman. Mr. Moreno will be the spokesman for the meeting.

5. 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

5.2. Approval of Board Minutes

5.2.1. Regular Session Minutes July 10, 2008

5.2.2. Special Governing Board Minutes July 21, 2008

5.3. New Hires 2008-2009

	<u>Position Description</u>	<u>Location</u>	<u>Range</u>	<u>Status</u>	
5.3.1.	Caperon, Maria	Non-Instructional Aide	Adult Ed	22	Part-Time
5.3.2.	Andre, Rosary	Substitute	District	65.00	Temporary
5.3.3.	Carter, Tanya	Substitute	District	65.00	Temporary
5.3.4.	Castillo, Elvia	Substitute	District	65.00	Temporary
5.3.5.	Cavanaugh, Barbara	Substitute	District	100.00	Temporary
5.3.6.	Cuevas, Erin	Substitute	District	65.00	Temporary
5.3.7.	Durazo, Paola	Substitute	District	65.00	Temporary
5.3.8.	Hernandez, Henry	Substitute	District	100.00	Temporary
5.3.9.	Johnson, Clara	Substitute	District	65.00	Temporary
5.3.10.	Lara, Johanna	Substitute	District	65.00	Temporary
5.3.11.	Lira, Maria	Substitute	District	65.00	Temporary
5.3.12.	Lopez, Armida	Substitute	District	65.00	Temporary
5.3.13.	Lopez, Melissa	Substitute	District	65.00	Temporary
5.3.14.	Mayoral, Xochitl	Substitute	District	65.00	Temporary
5.3.15.	Mendez, Rosella	Substitute	District	65.00	Temporary
5.3.16.	Quintero, Cynthia	Substitute	District	65.00	Temporary
5.3.17.	Reyes, Dora	Substitute	District	65.00	Temporary
5.3.18.	Reyes, Maira	Substitute	District	65.00	Temporary
5.3.19.	Rivara, Genesis	Substitute	District	65.00	Temporary
5.3.20.	Rush, Robert	Substitute	District	65.00	Temporary
5.3.21.	Steinfelt, Jane	Substitute	District	100.00	Temporary
5.3.22.	Ugalde, Hector	Substitute	District	65.00	Temporary
5.3.23.	Zamudio, Rocio	Substitute	District	65.00	Temporary
5.3.24.	Zinzun, Jose Luis	Substitute	District	65.00	Temporary
5.3.25.	Lis, Victor	Computer Tech I	District	32	Full-Time
5.3.26.	McBride, Anita	Substitute	District	65.00	Temporary
5.3.27.	Alvarado, Susana	Substitute IA	District	25	Temporary
5.3.28.	Hernandez, Avelina	Teacher	DSS	44	Full-Time
5.3.29.	Alvarado, Susana	Instructional Asst	ELC	28	Full-Time
5.3.30.	Flores, Nadia	Instructional Asst	ELC	25	Full-Time
5.3.31.	Gonzalez, Carmen	Teacher	SMS	37	Full-Time
5.3.32.	Gutierrez, Geraldine	Secretary II	SMS	28	Full-Time

5.3.33. Hall, Darla	Teacher	SMS	44	Full-Time
5.3.34. Ochoa, Francisco	Teacher	SMS	37	Full-Time
5.3.35. Rivera, Jerry	Teacher	SMS	37	Full-Time
5.3.36. Valdivia, Mario	Instructional Asst	SMS	28	Full-Time
5.3.37. Fischer, Kelly	Teacher	TDS	44	Full-Time
5.3.38. Fuentes, Susan	Health Aide	TDS	25	Part-Time
5.3.39. Ventouras, Maria	Teacher	TDS	44	Full-Time
5.3.40. Bedoy, Karina	Crossing Guard Sub	Trans	22	Part-Time
5.3.41. Fuentes, Susan	Crossing Guard Sub	Trans	22	Part-Time

5.4. Growth Rider 2008-2009

	<u>Position Description</u>	<u>Location</u>	<u>Previous Range</u>	<u>New Range</u>
5.4.1. Miranda, Elizabeth	Teacher	DSS	45	48
5.4.2. Gonzalez, Juana	Instructional Asst	SMS	28	31

5.5. Leave Request 2008-2009

	<u>Position Description</u>	<u>Location</u>	<u>Leave Date</u>	<u>Reason</u>
5.5.1. Molina, Gloria	Teacher	OGE	08/6/08-09/1/08	FMLA
5.5.2. Lutich, Mariah	Teacher	SMS	8/6/08-5/29/09	Leave of Absence
5.5.3. Cuen, Jennifer	Teacher	TDS	10/6/08-1/5/08	FMLA

5.6. Resignations/Retirement/Terminations

	<u>Position Description</u>	<u>Location</u>	<u>Term Date</u>	<u>Reason</u>
5.6.1. Saenz, Maribel	Instructional Asst	ELC	7/28/08	Resignation
5.6.2. Brown, Destiny	Secretary II	SMS	8/1/08	Resignation
5.6.3. Matthews, Martha	Instructional Asst	SMS	8/7/08	Resignation

5.7. Additional Assignments/Stipends

	<u>Position Description</u>	<u>Location</u>	<u>Amount</u>	<u>Status</u>
5.7.1. Certified Staff	*Various	District	22.00/hr	Stipend
5.7.2. Migrant Liaisons	Identification/Recruiting	District	+Varies	Temporary
5.7.3. All Staff	Extended Day Tutorials	District	+Varies	Stipend
5.7.4. Assigned Staff	AEPA Trainers	District	22.00/hr	Stipend
5.7.5. All Staff	*Various	District	+Varies	Stipend
5.7.6. Martinez, Jessica	8th Grade Math Honors	SMS	22.00/hr	Stipend
5.7.7. Hernandez, Abigail	Bus Driver	Trans	12.91/hr	Temporary

**Various description includes SEI/SIOP training, curriculum planning, collaboration, facilitating, mentoring, 8-step process, curriculum, interventions, counseling. Also, after-school tutorials, ASIP committee, review, revise plan.*

+ Various rate includes 22.00/hr for all certified staff and the actual hourly rate for all classified employees.

5.8. Moving from Emergency Certified to Highly Qualified 2008-2009

	<u>Position Description</u>	<u>Location</u>	<u>Previous Range</u>	<u>New Range</u>
5.8.1. Zuno, Doreen	Teacher	DSS	44	44

5.9. Approval to release Laiza Gomez from her 2008/2009 school year teaching contract.

5.10. Approval of School District Excess Utilities Report and expenditure Plan for 2008-2009 school year.

A district may budget for utility costs that are exempt from the Revenue Control Limit, as provided in A.R.S. §15-910. Excess utilities are direct operational costs of heating, cooling, water, electricity, telephone communications and sanitation fees that exceed a base amount. The base amount is calculated by increasing or decreasing the utilities cost for the base year of 1984-85 by the percentage change in the combined Revenue Control Limit and Capital Outlay Revenue Limit from the budget year.

A district may expend from the excess utility budget category only after it has expended the full amount budgeted in the base utility lines of the budget. The amount budgeted for excess utilities may be revised, after notice is given and a public meeting is held, any time before May 15, 2009. The ability to budget for excess utilities ends after FY 2009-2010.

5.11. Approval for all Certified Administrators to be approved as qualified evaluators for the Somerton School District.

Cecilia Arvizo	Veronica Lopez	Maria P. Vasquez
Jody Attaway	Frank Reed	Jeanie Volpe
Maria De La Fuente	Shelly Reed-Mezei	Connie Zepeda
Arisbey Garcia	Doug Rutan	
Elizabeth Garza	Kim Seh	

5.12. Approval of Agreement with WACOG Head Start Program to provide Food Service

5.13. Acceptance of Student Activity Fund Report.

5.14. Acceptance of Accounts Payable Reports.

5.14.1. Voucher No. 1003 for the sum of \$	2,024.19
5.14.2. Voucher No. 1002 for the sum of \$	180,901.92
5.14.3. Voucher No. 1001 for the sum of \$	21,468.35
5.14.4. Voucher No. 1060 for the sum of \$	1,173.51
5.14.5. Voucher No. 1059 for the sum of \$	15,544.38
5.14.6. Voucher No. 1058 for the sum of \$	71,882.40

5.15. Acceptance of Payroll Voucher Reports.

5.15.1. Voucher No. 5 for the sum of \$	17,340.36
5.15.2. Voucher No. 4 for the sum of \$	117,693.71
5.15.3. Voucher No. 3 for the sum of \$	538.60
5.15.4. Voucher No. 2 for the sum of \$	25,576.47
5.15.5. Voucher No. 1 for the sum of \$	81,654.17

END OF CONSENT AGENDA

Mrs. Yopez called for a motion to approve the consent agenda with the exception of agenda item 5.9.

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

6 . Action Items

Dr. Rutan explain agenda item 5.9 that principals can adjust any of their staff accordingly to enrollment or students needs.

Mrs. Yopez entertained a Motion to approve agenda item 5.9

***MOTION:** Mrs. Camacho seconded the motion. Motion passed*

6.1. Acceptance of the following donation.

6.1.1. Ms. Helen M. Daughton to the Somerton School District for \$1000.00.

Dr. Rutan thanked Ms. Daughton for her donation.

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

6.2. Approval to hire Arisbey Ojeda-Garcia as an Assistant Principal for the Somerton Middle School.

Dr. Rutan is very pleased that Mrs. Ojeda-Garcia is part of Somerton School District.

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

Mr. Moreno welcomed Mrs. Ojeda Garcia to the district.

6.3. Approval of 2008-2009 Capital Plan.

Dr. Rutan explained the Capital Plan requires annual approval.

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

6.4. Approval of the 21st Century Community Learning Center site facilitator position.

This is program that operates beyond the regular school day and year. This position may be split 2 or 3 ways, at the discretion of the principal. The position will be paid at the district's hourly rate. Responsibilities will include supervision of after school classes, spring break classes and summer classes as well as planning and reporting.

Dr. Rutan explained the grant is for SMS and is an after school program. The facilitator will be paid out this grant.

Mrs. Arvizo mentioned that this is two hours daily after school and is limited to 6th , 7th and 8th graders. 130 students will benefit from this program.

Mr. Moreno asked for how many years.

Mrs. Arvizo mentioned that this grant is for 3 years.

Mrs. Camacho asked if this program is only for those that are low.

Mrs. Arvizo mentioned that is program is for all student grade levels.

MOTION: *Mr. Tumbaga moved, Mrs. Yepez seconded the motion. Motion passed*

6.5. Approval to waive or decline Facility Usage fees for a benefit tournament at the Reynoso and Somerton Middle School fields.

Dr. Rutan explained how the district shares the Reynoso field with the City of Somerton. The district does not use the lighting at night. This tournament was for a benefit.

Mr. Tumbaga explained how the city approved this tournament.

Mr. Tumbaga entertained a Motion to waive the Facility Usage fees, with the direction of staff to work with the Somerton City to come to a solution.

MOTION: *Mr. Moreno seconded the motion. Motion passed*

Mrs. Camacho recommended for waiving fees to be brought back in the future.

6.6. Approval to waive the fees for TOY for TOTS.

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

6.7. Approval to increase substitute rate of pay

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

6.8. Approval of First Reading of Policy Advisories:

6.8.1. No. 303--- IHAA-- English Instruction
IHAA_R--English Instruction

6.8.2. No. 304--- DIC--Financial Reports and Statements
CM--School District Annual Report

6.8.3. No. 305----- DJE--Bidding /Purchasing Procedures

6.8.4. No. 306---- DJG-- Vendor/Contractor Relations
DJG-R---Vendor/Contractor Relations

6.8.5. No. 307--- GCRD--Tutoring for Pay

6.8.6. No. 308---- LDA --Student Teaching and Internships

MOTION: Mrs. Camacho moved, Mrs. Yopez seconded the motion. Motion passed

7 . Adjournment

***MOTION:** Mr. Tumbaga moved to adjourn the meeting at 6:59 p.m. Mrs. Camacho seconded the motion. Motion passed.*

Signature of Board President/Clerk

Date