

# Governing Board Minutes

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



**Date:** November 13, 2008  
**Time:** 5:00 p.m.  
Regular Meeting Immediately after Work Session

**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                      Agustin Tumbaga Jr.              Fern Soto  
Martha Camacho

**Absent Board:** Leticia Yepez

**Attending Staff:** Dr. Frank Reed                      Dr. Rutan                      Jerry Cabrera                      Bob Cassidy  
Melissa Porchas                      Jody Attaway                      Maureen Irr                      Maria P. Vasquez  
Cecilia Arvizo                      Shelly Reed-Mezei                      Jeanie Volpe                      Luciano Muñoz  
Officer Navarro                      Margarita Camacho

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## 1. Work Session

### 1.1. Presentation of 403(b)

Mr. Phil Tavasci discussed the new IRS 403 (b) Regulations which apply to retirement savings arrangements sponsored by public schools. Mr. Tavasci mentioned that the Somerton School District has chosen to participate in a state wide bid for 403(b)/457(b) services. Employees can rest assured that their 403(b) choice was competitively bid on a national scale. The five selected vendors are; AIG, ING, Met Life, Security Benefit, and the Hartford . Mr. Tavasci mentioned that employees are not required to transfer/rollover monies previously contributed from their current company to one of the five approved Providers listed. Mr. Tavasci will be meeting with all the employees that are currently enrolled.

### 1.2. School Policies

Mr. Cabrera hand out a packet on the Policy of Leave Requests for classified. Mr. Cabrera discussed the procedures when a classified employee requests a leave of absence. Mr. Cabrera presented the revised leave request form with new wording. Any absences exceeding two (2) successive days, the first ten (10) days of the school year, or the day prior to or following a holiday requires documentation. All documentation must be submitted to the immediate supervisor within ten (10) calendar days.

The Work Session closed at 5:50 p.m.

## 2. Regular Governing Board Meeting Agenda

### Opening and Announcements

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

*Mr. Moreno called the meeting to order at 6:05 p.m.*

*The Pledge of Allegiance was led by Ms. Soto.*

#### 2.2. 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.

*No comments from the Audience*

2.3. Call for Executive Session

1. Executive session pursuant to **A.R.S. Section 38-431.03.A.1**--Discussion or consideration of employment, appointment, assignment, salary of a public officer--superintendent's and resignation/termination of district employees.

*Mr. Moreno said that there was a need to call for Executive Session at the end of the meeting.*

### **3 . Reports/Discussion Items**

3.1. Superintendent

3.1.1. Current Events

*Dr. Rutan commented on the audit. We had on audit 12 months ago with several pages of recommendations from the auditors. The auditors visited us last week. To quote what the lead auditor said " I just need to say something up front, I conduct audits in almost every school district in the State of Arizona. I'm telling you here today what we are about to share with you is the most improved audit we ever given a school district in my ten years of audit. We have seen really impressive improvement and is phenomenon not only financial also with the business procedures."*

*Dr. Rutan pointed out the upgrades of Professional Development Room and thank the maintenance staff.*

3.2. Assistant Superintendent

*Dr. Reed thanked Mr. Cabrera for getting the Professional Development Room ready for the meeting with Dr. McBiles.*

3.3. Board Members Report

3.3.1. President and other Board member comment

*Mrs. Camacho asked about TDS Performance.*

*Dr. Reed explained that Mrs. Lopez needed to attend a Title I meeting.*

3.4. Administrators/Directors

3.4.1. \*Mrs. Arvizo, Principal, Mrs. Garza, and Mrs. Ojeda-Garcia Assistant Principals SMS

*Mrs. Arvizo mentioned about the assemblies at SMS and SMS participated in the Veteran's Day Parade.*

3.4.2. \*Ms. Attaway - Director of Special Programs

*Ms. Attaway reported that she is about to closed the Correct Action plan on Special Education monitoring and hopes to complete all the final activities next week.*

3.4.3. \*Mr. Cabrera - Special Projects Coordinator/HR

3.4.4. \*Mr. Cano - Food Service Director

3.4.5. \*Mr. Cassidy - Director of Technology

*Mr. Cassidy reported that last month we received 10 new servers from E-Rate. The total expense of these servers is \$65,000.00 and the district only paid 10%. Mr. Cassidy thanked Melissa for her assistance.*

3.4.6. \*Ms. De La Fuente - Principal ELC

3.4.7. \*Mrs. Irr - Grant Writer

*Mrs. Irr hand out a form with all nine (9) current grants the district is working with, and she explained each of the grants.*

*She also mentioned that the district need sa full time Grant Writer.*

*Mr. Tumbaga asked how the other districts have the process of their Grant Writers.*

*Mrs. Irr replied that they have a full time Grant Writer.*

- 3.4.8. Mrs. Lopez - Principal and Mrs. Zepeda, Assistant Principal TDS
- 3.4.9. Mrs. Porchas -Assistant to Director of Financial Services
- 3.4.10. Ms. Reed-Mezei - Director of Federal Programs
- 3.4.11. Ms. Santos - RN., Coordinator of Health Services s
- 3.4.12. Mrs. Seh,- Principal OGE
- 3.4.13. Mrs. Vasquez - Principal DSS
- 3.4.14. Mrs. Villarreal - Director of Transportation
- 3.4.15. Mrs. Volpe - Director of ELL/HQ

\*Oral presentation

3.5. Other discussion items/Presentations/Information

3.5.1. ASBA Delegate Assembly on Thursday, December 11, 2008.

The name of the Delegate and Alternate who will represent our Board at the Meeting.

*Ms. Soto will be the ASBA Delegate and Mrs. Yopez will be the alternate.*

3.5.2. Tax Credit Form (Information)

*This form was sent to all employees. The form is included for you to share with relatives, friends, and for your own use.*

*Dr. Rutan emphasized the importance of their contribution of the Tax credit.*

3.5.3. Enrollment Summary (Information)

11/02/07	2748
10/31/08	2773

3.5.4. Number of Suspensions District wide ( Information)

*The number of suspensions*

	<i>Monthly</i>	<i>Cumulatively</i>
DSS-	2	2
ELC-		1
OGE-		0
SMS-	4	20
TDS-	10	11

**4. 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*

4.2. Approval of Board Minutes

- 4.2.1. Regular Session Minutes October 9, 2008
- 4.2.2. Executive Session Minutes October 9, 2008
- 4.2.3. Executive Session Minutes October 16, 2008

4.3. New Hires 2008-2009

	<u>Position Description</u>	<u>Location</u>	<u>Range</u>	<u>Status</u>
4.3.1.	Ortiz, Jose D Groundskeeper (Temp)	District	22	Temporary
4.3.2.	Armenta, Gabriel Substitute	District	75.00	Temporary
4.3.3.	Chavez, Claudia Substitute	District	75.00	Temporary
4.3.4.	Cordova, Imelda Substitute	District	75.00	Temporary
4.3.5.	Cruz, Gabriela Substitute	District	75.00	Temporary
4.3.6.	Curiel, Sara Substitute	District	75.00	Temporary
4.3.7.	Eggers, Jared Substitute	District	75.00	Temporary

4.3.8.	Encarnacion, Jose	Substitute	District	75.00	Temporary
4.3.9.	Espinoza, Cynthia	Substitute	District	75.00	Temporary
4.3.10.	Gaona, Yohany	Substitute	District	75.00	Temporary
4.3.11.	Garcia, Francisca	Substitute	District	75.00	Temporary
4.3.12.	Gonzalez, Jose	Substitute	District	75.00	Temporary
4.3.13.	Gonzalez, Ricardo	Substitute	District	75.00	Temporary
4.3.14.	Higuera, Esmeralda	Substitute	District	75.00	Temporary
4.3.15.	Murrieta, Rafael	Substitute	District	75.00	Temporary
4.3.16.	Olivas, Edith	Substitute	District	75.00	Temporary
4.3.17.	Quintero, Yanelly	Substitute	District	75.00	Temporary
4.3.18.	Sainez, Jose	Substitute	District	75.00	Temporary
4.3.19.	Sanchez, Miranda	Substitute	District	75.00	Temporary
4.3.20.	Soto, Crisanta	Substitute	District	75.00	Temporary
4.3.21.	Soto, Omar	Substitute	District	75.00	Temporary
4.3.22.	Talamante, Nancy	Substitute	District	75.00	Temporary
4.3.23.	Valenzuela, Elena	Substitute	District	75.00	Temporary
4.3.24.	Waugh, Keith	Substitute	District	75.00	Temporary
4.3.25.	Anaya, Gladys	Teacher	ELC	48	Part-Time

4.4. Reassignments	<u>Previous</u>	<u>New</u>		<u>Old</u>	<u>New</u>
	<u>Description</u>	<u>Description</u>	<u>Location</u>	<u>Range</u>	<u>Range</u>
4.4.1.	Zazueta, Cathy	Substitute -District	Long-Term Sub	ELC	75.00 75.00

4.5. Resignations/Retirement/Terminations

	<u>Position Description</u>	<u>Location</u>	<u>Term Date</u>	<u>Reason</u>	
4.5.1.	Munoz, Gerardo	Groundskeeper	District	10/20/08	Termination
4.5.2.	Kositzke, Matthew	Teacher	OGE	10/05/08	Deceased
4.5.3.	Gonzalez, Angeles	Instructional Assistant	SMS	10/10/08	Resigned
4.5.4.	Ventouras, Maria	Teacher	TDS	11/07/08	Abandonment

*Mr. Moreno needed more information on Agenda item 4.5.1. and 4.5.4.*

*Dr. Rutan explained the reason of the termination and the abandonment of the classroom.*

4.6. Leave Request 2008-2009

	<u>Position Description</u>	<u>Location</u>	<u>Leave Date</u>	<u>Reason</u>	
4.6.1.	Quijada, Evelia	Custodian	ELC	10/6/08-10/31/08	FMLA

4.7. Additional Assignments/Stipends 2008-2009

	<u>Position Description</u>	<u>Location</u>	<u>Leave Date</u>	<u>Reason</u>	
4.7.1.	Delahoya, Tadeo	21st CCLC Bus Activities	SMS	11.82/hr	Part-Time
4.7.2.	Felix, Alicia	21st CCLC Bus Driver	SMS	14.42/hr	Part-Time
4.7.3.	Felix, Hilario	21st CCLC Bus Driver	SMS	13.55/hr	Part-Time
4.7.4.	Plaza, Anita	21st CCLC Activities	SMS	10.45/hr	Part-Time
4.7.5.	*TBD	21st CCLC Bus Driver	SMS	Hourly Rate	Part-Time

\*Employee to be determined in case if one of the assigned bus drivers is not available.

4.8. Approval to issue Request For Proposal (RFP) for Legal Services.

4.9. Approval to issue Request For Proposal (RFP) for Audit Services

4.10. Acceptance of Student Activity Fund Report.

4.11. Acceptance of Accounts Payable Reports.

4.11.1.	Voucher No. 1021 for the sum of \$	9,004.95
4.11.2.	Voucher No. 1020 for the sum of \$	308.58
4.11.3.	Voucher No. 1019 for the sum of \$	159,144.00
4.11.4.	Voucher No. 1018 for the sum of \$	13,716.52
4.11.5.	Voucher No. 1017 for the sum of \$	257,131.65

- 4.11.6. Voucher No. 1016 for the sum of \$ 12,946.69
- 4.11.7. Voucher No. 1015 for the sum of \$ 205,280.06

- 4.12. Acceptance of Payroll Voucher Reports.
  - 4.12.1. Voucher No. 20 for the sum of \$ 73,252.04
  - 4.12.2. Voucher No. 19 for the sum of \$ 501,436.37
  - 4.12.3. Voucher No. 18 for the sum of \$ 76,914.28
  - 4.12.4. Voucher No. 17 for the sum of \$ 499,577.24
  - 4.12.5. Voucher No. 16 for the sum of \$ 90,267.39
  - 4.12.6. Voucher No. 15 for the sum of \$ 504,750.49

END OF CONSENT AGENDA

***MOTION:** Mr. Tumbaga moved; Mrs. Camacho Seconded the motion. Motion passed*

## 5 . Action Items

- 5.1. Reschedule the Governing Board Meeting of December 11, 2008.  
The Annual AzSBA & ASA Converts is December 10-12 in Phoenix. Two Board members will be attending. We are suggesting that the Dec. 11 meeting be moved to guarantee a quorum and to allow the other members to attend the convention if they wish to benefit from this experience.

*The Governing Board meeting will be held on Thursday, December 4, 2008 at 6:30 p.m. in the Professional Development Room.*

***MOTION:** Mr. Tumbaga moved; Mrs. Camacho Seconded the motion. Motion passed*

- 5.2. Approval to Adopt Somerton Middle School Cobra Explorer Patrol Policy

***MOTION:** Mr. Tumbaga moved; Mrs. Camacho Seconded the motion. Motion passed*

- 5.3. Approval of First Reading of revised Classified Evaluation Instrument Policy.

***MOTION:** Mrs. Camacho moved; Ms. Soto Seconded the motion. Motion passed*

- 5.4. Approval of First Reading of revised Leave Request Policy.

*Mr. Moreno recommended for agenda item 5.4 to be tabled for future agenda.*

***MOTION:** Mrs. Camacho moved; Ms. Soto Seconded the motion. Motion passed*

- 5.5. Approval of First Reading of Policy Advisories:
  - 5.5.1. No. 314--- GBGCB--Staff Health and Safety
  - s
  - 5.5.3. No. 315--- JLCB--Immunization of Students
    - JLCB-R--Immunization of Students
    - JLCB-E--Immunization of Students
  - 5.5.4. No. 316---- JLCC--Communicable/Infectious Diseases
  - 5.5.5. No. 317---- GBEB--Staff Conduct
  - 5.5.6. No. 318---- GCMF--Professional Staff Duties  
and responsibilities
  - 5.5.7. No. 319---- IHAA-R--English Instruction
  - 5.5.8. No. 320---- JFBC--Admission of Transfer Students
  - 5.5.9. No. 321--- DJE-E--Bidding/Purchasing Procedures

***MOTION:** Mr. Moreno moved; Mrs. Camacho Seconded the motion. Motion passed*

5.6. Non-renewal of the teaching contract of Maria Ventouras.

***MOTION:** Mrs. Camacho moved; Ms. Soto Seconded the motion. Motion passed*

*Mr. Moreno mentioned that there was no need to go into Executive Session.*

**6 . Adjournment**

***MOTION:** Mr. Moreno moved to adjourn the meeting at 7:03 p.m. Mr. Tumbaga seconded the motion. Motion passed.*

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*Signature of Board President/Clerk*

\_\_\_\_\_  
*Date*