

Minutes

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

Date: July 12, 2007
Time: 6:00 p.m.
Regular Meeting Immediately after the Public Hearing

Amended
Minutes
10/9/07



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

Attending Board: Luis Heredia Jose Moreno Leticia Yopez Fern Soto

Absent Board: Martha Camacho

Attending Public: Dr. Doug Rutan Jerry Cabrera Margarita Reyes Cathy Witmer
Bob Cassidy Dr. Glass

Mrs. Soto arrived to the Board Meeting at 6:35 p.m.

1. Public Hearing

1.1. Adoption of 2007-2008 Budget.

Mr. Heredia called the Public Hearing to order at 6:11 p.m.

Mrs. Witmer handed out the Somerton School District 2007-2008 Proposed Budget. Mrs. Witmer recommended the adoption of 2007-08 budget as proposed

Mr. Heredia directed that the budget tax rate be adjusted to include with Adjacent Ways with increase, if the capacity allows.

Dr. Rutan explained breakdown of the budget and coding.

Mrs. Witmer will be providing the Governing Board with a new budget code revenue booklet.

The Hearing closed at 6:47 p.m.

2. Regular Governing Board Meeting Agenda

Opening and Announcements

2.1. Call to Order/Pledge of Allegiance

Mr. Heredia called the regular Governing Board meeting to order at 6:49 p.m.

The Pledge of Allegiance was led by Mr. Heredia

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 give 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.

2.3. 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, promotion, demotion, dismissal, salaries, disciplining or resignation of a certificated teacher.
2. Executive session pursuant to A.R.S. Section A.R.S Section 38-431.03.A5---discussion or consultation with the designated representatives of the District in order to consider its position and instruct its designated representatives regarding negotiations with employee organizations regarding the salaries, salary schedules or compensation paid in the form of fringe benefits of employees of the District.

Dr. Rutan mentioned that there was no need to call for Executive Session.

3 . Reports/Discussion Items

3.1. Superintendent

3.1.1. Current Events

Dr. Rutan mentioned that many administrators were off for the summer and Dr. Reed was on vacation. He complimented Mrs. Witmer for her excellent job with the Budget packet.

3.2. Assistant Superintendent

No Report

3.3. Board Members Report

3.3.1. President and other Board member comments

Mr. Moreno asked questions about the following:

- *AIMS Results*
- *How many teaching positions are currently unfilled*
- *How does the district recruit teachers*
- *The preschool placement test for gifted students*

Dr. Rutan replied to Mr. Moreno's questions .

- *AIMS results will be able until July 16, 2007*
- *The Somerton School District has 9 certified and 4 classified positions open district wide*
- *Mrs. Vasquez, and Mrs. Lopez attended the Recruiting Fair for the district*
- *Principals contact colleges and universities,*
- *Rise Program*
- *There is no placement test for preschool gifted students*

3.4. Administrators/Directors

No Report

3.5. Other discussion items/Presentations (Information)

3.5.1. District Budget (Discussion)

Mrs. Witmer will present to you and explain the 2007-2008 budget during the meeting. Attached is the budget worksheet Mrs. Witmer used to set up the 2007-2008 budget. You can review it to help you determine any budget questions you would like to ask during the meeting.

3.5.3. 2007-2008 Certified Salary Sheet (Discussion)

Dr. Rutan commented on the Teacher Compensation Package.

Mr. Heredia commented that he is very pleased with this new tool.

4. Approval of Consent Agenda

4.1. Approval of Board Minutes.

- 4.1.1. Regular Session Minutes June 18, 2007
- 4.1.2. Executive Session Minutes June 18, 2007
- 4.1.3. Special Session Minutes June 28, 2007

4.2. Hiring 2007-2008

	<u>Position Description</u>	<u>Location</u>	<u>Range</u>	<u>Status</u>	
4.2.1.	Machovcova, Martina	School Psychologist	District	64	Full-Time
4.2.2.	Ortiz, Cynthia	Computer Technician I	District	32	Full-Time
4.2.3.	Flores, Jorge	Kindergarten IA	ELC	TBD	Full-Time
4.2.4.	Mendez, Martha	Kindergarten IA	ELC	28	Full-Time
4.2.5.	Mercado, Rosa	Kindergarten Teacher	ELC	50	Full-Time
4.2.6.	Peterson, Tara	Kindergarten Teacher	ELC	43	Full-Time
4.2.7.	Perez, Ana	Library Assistant	OGE	25	Full-Time
4.2.8.	Arvizu, Blasa	Sp Ed IA	SMS	28	Full-Time
4.2.9.	Flores, Minerva	Secretary III	SMS	TBD	Full-Time
4.2.10.	Orozco, Rosa	6th Grade Teacher	SMS	47	Full-Time
4.2.11.	Stroup, Brandon	Music Teacher	TDS	TBD	Full-Time

4.3. Reassignments

	<u>Position Description</u>	<u>Location</u>	<u>Old Range</u>	<u>New Range</u>	<u>Status</u>	
4.4.1.	Huffman, Ken	Maintenance II	District	47	39	Full-Time
4.4.2.	Miranda, Elizabeth	Reading Coach	DSS	43	44	Full-Time
4.4.3.	Bonilla, Nora	Home Instructor	ELC	23	37	Full-Time
4.4.4.	Bedoy, Juan	Instructional Assistant	SMS	37	25	Full-Time
4.4.5.	Lopez, Delores	New Comers	SMS	45	45	Full-Time
4.4.6.	Macedo, Alba	6th Grade Teacher	SMS	43	43	Full-Time
4.4.7.	Rodriguez, Lydia	Master Teacher	SMS	49	49	Full-Time
4.4.8.	Garcia, Patricia	Library Assistant	TDS	37	TBD	Full-Time
4.4.9.	Gonzalez, Karina	Computer Lab Assistant	TDS	23	28	Full-Time
4.4.10.	Lopez, Margarita	Instructional Assistant	TDS	27	31	Full-Time
4.4.11.	Munoz, Gerardo	Lead Custodian	TDS	19	31	Full-Time

Mr. Moreno questioned the range for agenda item 4.4.1

Dr. Rutan explained the new range that with the new salary survey it will be the same salary.

4.5. Additional Assignments/Stipends

	<u>Position Description</u>	<u>Location</u>	<u>Amount</u>	<u>Status</u>	
4.5.1.	Armenta, Maria I.	MEES Program	Adult Ed	\$ 4,843.20	Temporary
4.5.2.	Cabrera, Jerry	Construction Management	District	\$ 9,000.00	Temporary

Mr. Heredia requested the explanation of the extra duties of Mr. Cabrera.

Manages and oversees facilities renovations and new school construction (Transportation and Remodel of Cafeteria Building): assists the superintendents to provide information to the State School Facilities Board; oversees design professionals, construction managers contractors and others

on facility projects; serves as contact person for projects; makes appropriate recommendations to the Board as required. \$5,000.00

Oversees, monitors and organizes the Operations and Personnel Department compliance with applicable Federal, State and District rules, regulations and ordinances; develops long-term goals, objectives and priorities; works closely with maintenance, and transportation; coordinates operations with the overall operation of the District \$2,000

Manages and maintains plans and documents for the Maintenance Department; establishes and recommends priorities for repair project, plans, cost estimates and bids; establishes and recommends priorities for the repair projects; assists with preparation and administration of custodial and maintenance department budgets; participates in capital plan for district facilities \$2,000.

4.5.3. Grajeda, Letisia	5 Additional Days	DSS	\$	TBD	Temporary
4.5.4. Anaya, Gema	SETIS I	Inst. Services	\$	22.00/hr.	Temporary
4.5.5. Arvizu, Paz	SETIS I	Inst. Services	\$	22.00/hr.	Temporary
4.5.6. Bonilla, Nora	SETIS I	Inst. Services	\$	300.00	Temporary
4.5.7. Brienza, Patricia	SETIS I	Inst. Services	\$	22.00/hr.	Temporary
4.5.8. Burns, Traci	SETIS I	Inst. Services	\$	22.00/hr.	Temporary
4.5.9. Burns, Traci	SETIS I	Inst. Services	\$	460.00	Temporary
4.5.10. Cassidy, Sahara	SETIS I	Inst. Services	\$	22.00/hr.	Temporary
4.5.11. Cervantes, Eva	SETIS I	Inst. Services	\$	22.00/hr.	Temporary
4.5.12. Duran, Juan	SETIS I	Inst. Services	\$	22.00/hr.	Temporary
4.5.13. Elliot, Jessica	SETIS I	Inst. Services	\$	22.00/hr.	Temporary
4.5.14. Elliot, Jessica	SETIS I	Inst. Services	\$	460.00	Temporary
4.5.15. Felix, Bernardo	SETIS I	Inst. Services	\$	22.00/hr.	Temporary
4.5.16. Galata, Lori	SETIS I	Inst. Services	\$	22.00/hr.	Temporary
4.5.17. Garner, Charles	SETIS I	Inst. Services	\$	22.00/hr.	Temporary
4.5.18. Garner, Charles	SETIS I	Inst. Services	\$	460.00	Temporary
4.5.19. Griffiths, Shelley	SETIS I	Inst. Services	\$	22.00/hr.	Temporary
4.5.20. Guiverra, Jessica	SETIS I	Inst. Services	\$	22.00/hr.	Temporary
4.5.21. Houg, Lynda	SETIS I	Inst. Services	\$	22.00/hr.	Temporary
4.5.22. Houg, Lynda	SETIS I	Inst. Services	\$	460.00	Temporary
4.5.23. Magana, Sandra	SETIS I	Inst. Services	\$	22.00/hr.	Temporary
4.5.24. Medina, Petra	SETIS I	Inst. Services	\$	22.00/hr.	Temporary
4.5.25. Munoz, Dina	SETIS I	Inst. Services	\$	22.00/hr.	Temporary
4.5.26. Phillips, Cheryl	SETIS I	Inst. Services	\$	22.00/hr.	Temporary
4.5.27. Rouse, Elisa	SETIS I	Inst. Services	\$	300.00	Temporary
4.5.28. Roy, Maunuelete	SETIS I	Inst. Services	\$	22.00/hr.	Temporary
4.5.29. Roy, Maunuelete	SETIS I	Inst. Services	\$	460.00	Temporary
4.5.30. Sparks, Shelley	SETIS I	Inst. Services	\$	22.00/hr.	Temporary
4.5.31. Sparks, Shelley	SETIS I	Inst. Services	\$	22.00/hr.	Temporary
4.5.32. Sullivan, Jennifer	SETIS I	Inst. Services	\$	22.00/hr.	Temporary
4.5.33. Sullivan, Jennifer	SETIS I	Inst. Services	\$	460.00	Temporary
4.5.34. Tyus, Odette	SETIS I	Inst. Services	\$	460.00	Temporary
4.5.35. Ullery, Lupe	SETIS I	Inst. Services	\$	22.00/hr.	Temporary
4.5.36. Villafana, Juan	SETIS I	Inst. Services	\$	22.00/hr.	Temporary
4.5.37. Anaya, Gema	SETIS II	Inst. Services	\$	22.00/hr.	Temporary
4.5.38. Arvizu, Paz	SETIS II	Inst. Services	\$	22.00/hr.	Temporary
4.5.39. Ayala, Maria	SETIS II	Inst. Services	\$	22.00/hr.	Temporary
4.5.40. Burns, Tracy	SETIS II	Inst. Services	\$	22.00/hr.	Temporary
4.5.41. Cassidy, Sahara	SETIS II	Inst. Services	\$	22.00/hr.	Temporary
4.5.42. Cervantes, Eva	SETIS II	Inst. Services	\$	22.00/hr.	Temporary
4.5.43. Cramp, Leon	SETIS II	Inst. Services	\$	22.00/hr.	Temporary
4.5.44. Felix, Bernardo	SETIS II	Inst. Services	\$	22.00/hr.	Temporary
4.5.45. Garcia, Patricia	SETIS II	Inst. Services	\$	22.00/hr.	Temporary

4.5.46.	Jovel, Maria	SETIS II	Inst. Services	\$ 22.00/hr	Temporary
4.5.47.	Madrid, Maria	SETIS II	Inst. Services	\$ 22.00/hr.	Temporary
4.5.48.	Medina, Petra	SETIS II	Inst. Services	\$ 22.00/hr.	Temporary
4.5.49.	Romero, Alejandra	SETIS II	Inst. Services	\$ 22.00/hr.	Temporary
4.5.50.	Sullivan, Jennifer	SETIS II	Inst. Services	\$ 22.00/hr.	Temporary
4.5.51.	Villafana, Juan	SETIS II	Inst. Services	\$ 22.00/hr.	Temporary
4.5.52.	Ward, Mary	SETIS II	Inst. Services	\$ 22.00/hr.	Temporary
4.5.53.	Gonzalez, Angeles	Band Room Organization	SMS	\$ TBD	Temporary
4.5.54.	Navarro, Elizabeth	AZTEP Master Teacher	SMS	\$ 5,000.00	Temporary
4.5.55.	Navarro, Elizabeth	AZTEP Mentor	SMS	\$ 2,888.20	Temporary
4.5.56.	Newby, Tami	Band Room Organization	SMS	\$ TBD	Temporary
4.5.57.	Rodriguez, Lyldia	AZTEP Mastor Teacher	SMS	\$ 5,000.00	Temporary
4.5.58.	Rodriguez, Lydia	AZTEP Mentor	SMS	\$ 2,270.40	Temporary
4.5.59.	Singer, Dale	AZTEP Master Teacher	SMS	\$ 5,000.00	Temporary
4.5.60.	Singer, Dale	AZTEP Mentor	SMS	\$ 1,981.10	Temporary
4.5.61.	Villegas, Norma	Compliance Activities	SPED	\$ 11.09/hr	Temporary
4.5.62.	Felix, Alicia	JOM Driver	Transportation	\$ 11.38/hr	Temporary

Mr. Heredia is recommended that information on stipends to be more specific on agenda item 4.5.55, 4.5.58 and 4.5.59.

Mr. Cabrera mentioned that there will be an electronic PAR and on agenda item 4.5.55, 4.5.58 and 4.5.59, the stipend amount is for the 10 extra working days.

4.6. Resignations/Retirement/Terminations

	<u>Position Description</u>	<u>Location</u>	<u>Term Date</u>	<u>Reason</u>	
4.6.1.	Roldan, Marina	Accounting III	District	6/29/07	Resigned
4.6.2.	Arrellano, Marilyn	Instructional Assistant	DSS	6/08/07	Resigned
4.6.3.	Colvin, Roxanna	Teacher	DSS	6/08/07	Resigned
4.6.4.	Luera, Francisca	Teacher	ELC	6/08/07	Resigned
4.6.5.	Zazueta, Cathy	Instructional Assistant	ELC	6/08/07	Resigned
4.6.6.	Conwill, Dinora	Teacher	SMS	6/08/07	Resigned
4.6.7.	Manherz, Michael	Teacher	SMS	7/10/07	Resigned
4.6.8.	Spadafino, Christina	Teacher	SMS	6/08/07	Resigned
4.6.9.	Spearman, William	Teacher	SMS	6/08/07	Resigned
4.6.10.	Vasquez, Martha	Teacher	SMS	6/08/07	Resigned

Mr. Heredia asked questions about agenda items 4.5.2, 4.6.6 and 4.6.7.

Mr. Heredia is recommended a reclassification of contract on agenda item 4.5.2.

Mr. Cabrera explained the discrepancy on the termination dates it should be the date of the letter submitted. Agenda item 4.6.6 termination date is July 5, 2007 and agenda item 4.6.7 is correct.

4.7. Leave Request

	<u>Position Description</u>	<u>Location</u>	<u>Leave Dates</u>	<u>Reason</u>	
4.7.2.	Lomeli, Wendy	Secretary II	DSS	08/06/07-09/28/07	FMLA
4.7.3.	Beshears, Terry	Custodian	TDS	06/29/07-09/21/07	FMLA

4.8. Approval for Emergency Teachers for 07/08 School Year

	<u>Position Description</u>	<u>Location</u>	<u>Start Date</u>	<u>Status</u>	
4.8.1.	Franco, Aida	5th Grade Teacher	DSS	8/15/07	Full-Time
4.8.2.	Sauceda, Juana	1st Grade Teacher	DSS	8/15/07	Full-Time
4.8.3.	Franco, Maria	Kindergarten Teacher	OGE	8/15/07	Full-Time
4.8.4.	Gaxiola, Sylvia	7th Grade Teacher	SMS	8/15/07	Full-Time
4.8.5.	Goycoolea, Yolanda	7th Grade Teacher	SMS	8/15/07	Full-Time
4.8.6.	Lopez, Vanessa	7th Grade Teacher	SMS	8/15/07	Full-Time
4.8.7.	Nava, Luz	6th Grade Teacher	SMS	8/15/07	Full-Time

4.8.8.	Romero, Paulina	8th Grade Teacher	SMS	8/15/07	Full-Time
4.8.9.	Shepler, Gary	8th Grade Teacher	SMS	8/15/07	Full-Time
4.8.10.	Suarez, Karina	8th Grade Teacher	SMS	8/15/07	Full-Time
4.8.11.	Valdivia, Maria	Success Teacher	SMS	8/15/07	Full-Time
4.8.12.	Caratachea, Marisol	1st Grade Teacher	TDS	8/15/07	Full-Time
4.8.13.	Cuen, Jennifer	5th Grade Teacher	TDS	8/15/07	Full-Time
4.8.14.	Garcia, Ana	RF Interventionist	TDS	8/15/07	Full-Time
4.8.15.	Garcia, Sarai	2nd Grade Teacher	TDS	8/15/07	Full-Time
4.8.16.	Griffiths, Shelley	5th Grade Teacher	TDS	8/15/07	Full-Time
4.8.17.	Perea, Maria	1st Grade Teacher	TDS	8/15/07	Full-Time
4.8.18.	Price, Lindsey	1st Grade Teacher	TDS	8/15/07	Full-Time
4.8.19.	Valtierra, Araceli	1st Grade Teacher	TDS	8/15/07	Full-Time
4.8.20.	Vazquez, Leslie	2nd Grade Teacher	TDS	8/15/07	Full-Time

4.9. Approval to award contract for the Administration remodel Electrical Trim & Fixtures.
Mr. Cabrera will be providing the information at the Board meeting.

Mr. Cabrera recommend to award contract to Lozano Construction to install electrical Trim and fixtures to the administration.

4.10. Acceptance of Student Activity Fund Report.

4.11. Acceptance of Accounts Payable Reports.

- 4.11.1. Voucher No. 1096 for the sum of \$ 1,498.05
- 4.11.2. Voucher No. 1095 for the sum of \$ 134,175.15
- 4.11.3. Voucher No. 1094 for the sum of \$ 41,693.56

4.12. Acceptance of Payroll Voucher Reports.

- 4.12.1. Voucher No. 76 for the sum of \$ 6,125.59
- 4.12.2. Voucher No. 75 for the sum of \$ 164,987.43
- 4.12.3. Voucher No. 74 for the sum of \$ 58,695.18
- 4.12.4. Voucher No. 73 for the sum of \$ 220,157.43
- 4.12.5. Voucher No. 72 for the sum of \$ 225,824.42
- 4.12.6. Voucher No. 71 for the sum of \$ 257,57.69
- 4.12.7. Voucher No. 70 for the sum of \$ 356,860.83
- 4.12.8. Voucher No. 69 for the sum of \$ 41,249.89
- 4.12.9. Voucher No. 68 for the sum of \$ 61,634.2
- 4.12.10. Voucher No. 67 for the sum of \$ 172,376.89
- 4.12.11. Voucher No. 66 for the sum of \$ 752,123.03
- 4.12.12. Voucher No. 65 for the sum of \$ 349.86
- 4.12.13. Voucher No. 64 for the sum of \$ 511,243.10
- 4.12.14. Voucher No. 63 for the sum of \$ 106,635.67
- 4.12.15. Voucher No. 62 for the sum of \$ 488,022.72

- *Voucher # 1090, 1091, 1092 and 1093 of Accounts Payable Reports were discussed at the meeting because they were in the packet but not listed on the agenda.*

Mr. Heredia needed clarification on the expenditure of the vouchers.

Mrs. Witmer addressed all the questions the Board members asked about the expenditures

Mr. Heredia requested a loyalty oath of two years agreement from those teachers who the district pays for their college tuition.

END OF CONSENT AGENDA

Mr. Heredia entertained a Motion to approve the consent as amended

MOTION: Mrs. Yopez moved; Mr. Moreno seconded the motion. Motion passed.

5 . Action Items

5.1. To approve or reject Unification Plan one

Mr. Heredia entertained a Motion.

MOTION: Mrs. Yopez moved to reject Plan one; Mr. Moreno seconded the motion. Motion passed.

5.2. To approve or reject Unification Plan two.

Mr. Heredia entertained a Motion.

MOTION: Mrs. Yopez moved to reject Plan two; Mr. Moreno seconded the motion. Motion passed.

5.3. Discussion and possible approval of a recommended third plan for unification

Mr. Heredia recommended for third plan to be tabled and bring back to Dr. Rutan.

Mr. Heredia entertained a Motion to table agenda item 5.3.

MOTION: Mrs. Yopez moved; Mr. Moreno seconded the motion. Motion passed.

5.4. Approval of appointment of Treasurer and Asst. Treasurer for Student Activities.

Each year the board must appoint the Treasurer and Asst. Treasurer for the Students Activities Fund at the beginning of each year. Recommend Superintendent as the treasurer and the Director of Finance the Asst. Treasurer

Mr. Heredia entertained a Motion to approve agenda item 5.4.

MOTION: Mrs. Yopez moved; Mr. Moreno seconded the motion. Motion passed.

5.5. Approval to adopt 2007-08 Budget as Proposed

Mr. Heredia recommended to add Budget capacity, possible improvement at the Somerton Middle School parking and sidewalk. Amount not to exceed the previous capacity from last year. Amend to the current language.

Mr. Heredia entertained a Motion to approve 2007-2008 Budget.

MOTION: Mrs. Yopez moved; Mr. Moreno seconded the motion. Motion passed.

5.6. Approval to change the contract days for Administrators

Changes are from 30 days to 20 days.

Dr. Rutan commended that those administrators that requested 20 days vacation had to write a justification with the exception of Mrs. Irr, Mrs. Volpe and Mrs. Zepeda they will continue on 30 days vacation.

Mr. Heredia recommended that that documentation be provided for the extra days.

Mr. Heredia entertained a Motion to approve agenda item 5.6.

MOTION: Mrs. Yopez moved; Mr. Moreno seconded the motion. Motion passed.

6 . Future Agenda Items

6.1. New Teacher Training (Future)

6.2. Preschool Report (Future)

6.3. School Boundary Committee (Future)

Mr. Heredia recommended publication of the following:
Board Goals
First day of school- Monday, August 20, 2007
All staff orientation- Thursday August 17, 2007
New teacher orientation- Invite Board members
iCal(calendar) - Board members

7. Adjournment

Mr. Heredia entertained a Motion to adjourn

MOTION: *Mrs. Yopez moved to adjourn the meeting at 8:21 p.m. Mr. Moreno seconded the motion.*
Motion passed.

Signature of Board President/Clerk

Date