

Minutes

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



Date: August 9, 2007
Time: 6:00 p.m.
Regular Meeting

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

Attending Board: Luis Heredia Jose Moreno Martha Camacho Fern Soto

Absent Board: Leticia Yopez

Attending Public:

Dr. Doug Rutan	Jerry Cabrera	Margarita Reyes	Dr. Reed
Bob Cassidy	Maria De La Fuente	Cecilia Arvizo	Elizabeth Garza
Liz Navarro	Lydia A. Rodriguez	Connie Zepeda	Vicente Varela
Paula Reyes	Gloria Varela	Sarah Reynaldo	Duane Sheppard
Yadira Garcia	Salvador Puga	Karla Villa	Carmen Morales
Dale Singer	William Rhodes	Minerva Flores	Gerald streit
Erika Hernandez	Lina Campuzano	Eva Campuzano	Martha Rodriguez
Evangelina Campuzano			

The Somerton Summer Strings led by Mrs. Ehler performed for the Governing Board .

1. Regular Governing Board Meeting Agenda

Opening and Announcements

1.1. Call to Order/Pledge of Allegiance

Mr. Heredia called the regular Governing Board meeting to order at 6:12 p.m.

The Pledge of Allegiance was led by Ms. Soto

1.2. Performance of the Somerton Summer String Group by Mrs. Ehler.

Mr. Heredia thanked Mrs. Ehler for an excellent job! He introduced the parents of the students that performed to the audience, thanked them for making the time for this extra activity.

1.3. 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.

Mr. Heredia mentioned to the parents that the Governing Board cannot act or take any action on this matter, but they can hear their concerns:

Mrs. Francisca Puga was representing a group of parents with a concern regarding the Orange Grove water. These parents are concerned about the quality of the water that these students are drinking from drinking fountains. Even if they send their children with bottled water teachers don't want the students to bring bottled water because they will wet the carpet.

Dr. Rutan mentioned that the water is tested and we receive monthly reports.

Mrs. Erika Hernandez presented a signed petition to the Board members with their concerns on the quality of the water. Their concern is where the money is coming to fund the new parking lot and how the administration prioritizes their needs. To them their priority is the children and it is important to get cold and drinkable water for all the students.

Mr. Heredia requested a copy of the petition to be given to all the Board members. He would like for the Somerton School District to notify Mrs. Puga when this matter is going to be presented to the Governing Board.

1.4. Call for Executive Session

1. A. Executive session pursuant to A.R.S. §38-431.03.A.3--Discussion and consultation for legal advice with the District's attorneys regarding at-will and contract employees.; discussion and consultation with the District's attorneys for legal advice,
2. B. Executive session pursuant to A.R.S. §38-431.03.A.1—discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of district employees

Mr. Heredia said that there was a need to call for Executive Session on agenda item 4.5 at the end of the meeting for legal advice and personnel issues.

2. Reports/Discussion Items

2.1. Superintendent

2.1.1. Current Events

Dr. Rutan is excited with the New Teacher Orientation and how the mentors are assigned with new teachers. Friday is the last day of Jump Start and everything is going well. On Wednesday, August 15th all staff will report and on Thursday, August 16th all staff will report to TDS at 7:00 a.m. for the all-staff breakfast and meeting.

Mr. Heredia requested that all the coordinators of Jump Start be present at September Board meeting.

2.2. Assistant Superintendent

Dr. Reed mentioned that at the September Governing Board meeting he will have a full report on Jump start.

Dr. Rutan also mentioned that a full report will be presented on AIMS.

Mr. Moreno asked that Somerton Middle School present a schedule of their electives.

2.3. Board Members Report

2.3.1. President and other Board member comments

Mr. Moreno requested feed back from previous comments from the audience:

Food Service Program

SMS PE and Sport programs

Reynoso Field when students are playing and the balls fly onto neighbor's property

Wednesday Early Dismissal

Water for students at OGS

Mr. Heredia thanked the administrators for their progress on the hiring and filling all their positions. He also thanked SMS for the invitation for their Open House on Thursday, August 16th at 6:00 p.m.

Mrs. De La Fuente made an invitation to all the Board members to her Open House that is going to be held on Friday, August 17th at 4:00-6:00 p.m.

Mr. Moreno attended the New Teacher Orientation lunch and he thanked Mr. Sheppard, and Mrs. Gonzales for their excellent organization.

2.4. Administrators/Directors
No Report

2.5. Other discussion items/Presentations (Information)

2.5.1. New Teacher Orientation (Presentation) by Mr. Sheppard

Mr. Sheppard mentioned that we have 34 new teachers and the theme is "Get Connected". He handed out a folder with the new teacher information:

Goals for NTO:

Establish and Utilize a common language

Understand the philosophical framework by which the district operates

Get new teachers ready for the first day of school

Establish the mentor/mentee relationship

Mr. Sheppard introduced Mr. Singer as one of the Mentors who will be assisting the new teachers.

Mr. Singer handed out a binder on the Mentors and Mentee Program. He mentioned that the Governor's Office has sent an invitation to the Master Teachers for Aug. 20th. He introduced Mrs. Lydia Rodriguez as the new Mentor. This is a three year program where they pair with teachers to give them the support the first two years. The average support is two hours per week for all the beginning teachers.

Mr. Moreno is concerned that new teachers only receive 2 hours per week of support.

Mr. Singer explained how they provide the support to new teachers .

Dr. Rutan mentioned how pleased and proud he is of this program. This group of mentors is the pride of Arizona. Somerton School District was selected as the top choice. He introduced the new mentor Lydia Rodriguez and welcomed Mrs. Zepeda the new Assistant Principal from TDS and Mrs. Minerva Flores-Carrasco as the new secretary at SMS.

Dr. Reed complemented Mrs. Flores-Carrasco for the wonderful job she doing.

Mr. Heredia thanked them and welcomed them to step up to the plate. He knowledgeable Mr. Singer and Mrs. Navarro for the job they are doing at SMS.

2.5.2. Discussion of New Hiring Procedures for the Somerton School District.

Mr. Cabrera commented that the new hiring procedures was just a draft, and it will be presented to the Board for approval at a later date.

Mr. Heredia mentioned that the new hiring procedures need to be in accordance with the Somerton Policy Manual. The application process needs to be on a timeline and respected .

Mr. Moreno asked if this new procedure was for both classified and certified staff.

Mr. Cabrera commented that those new hiring procedures will be for all staff.

Mr. Moreno asked about the guidelines for administrator hiring.

Dr. Reed added that it is the same policy for all hiring. The principal gets a committee together for the hiring according to the position and when all procedures are completed it is presented to the board.

Mr. Cabrera explained the steps for a new hire.

Dr. Reed commented that some applicants have legal issues that delay the procedures for board approval.

Mr. Heredia explained the policy of new positions on posting with a job description, location and approval.

Mrs. Camacho asked how the position is posted and who receives the application. Is HR Director in charge of setting appointments and calling for reference checks and background checks?

Dr. Reed explained that Mrs. Hollis is the one that receives the applications and sends them to the supervisor according to the position. Principals are usually the person that does the reference checks because they like to speak personally to the previous supervisor for references. HR department is in charge of background checks.

Mrs. Camacho mentioned that normally HR is in charge of the main functions of hiring.

Mrs. De La Fuente mentioned that she does not receive an application without the district stamp.

Mr. Heredia recommended that any applicant living in the district get automatic interviews.

2.5.3. Open Positions (Information)

2.5.3.1. Certified Positions

- 2.5.3.1.1. 4/5th Grade Resource
- 2.5.3.1.2. 7th Reading
- 2.5.3.1.3. 7th Grade Language Arts

2.5.3.2. Classified Positions

- 2.5.3.2.1. Accounting III-IV
- 2.5.3.2.2. Network Administrator
- 2.5.3.2.3. Food Service Director

Dr. Rutan commented that the administrators are working very hard to fill all the positions.

Mr. Heredia asked why the Reading position was not posted on the first agenda and is on the revised.

Dr. Rutan explained that science position was filled with a highly qualified teacher who was the reading teacher. That left the Reading position open.

3. Approval of Consent Agenda

3.1. Approval of Board Minutes.

3.1.1. Regular Session Minutes July 12, 2007

Mr. Heredia requested the explanation (attachment) of the extra duties of Mr. Cabrera for agenda item 4.5.2 of the July's agenda:

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.

3.2. Hiring 2007-2008

	<u>Position Description</u>	<u>Location</u>	<u>Range</u>	<u>Status</u>
3.2.1. Prieto, Arnold	Groundskeeper	District	22	Full-Time
3.2.2. Gomez, Laiza	PE Teacher	DSS	44	Full-Time
3.2.3. Attaway, Jillian	Speech Aide	DSS/OGE	25	Full-Time
3.2.4. Zuno, Doreen	1st Grade Teacher	DSS	44	Full-Time
3.2.5. Flores, Blanca	SPED IA	SMS	28	Full-Time
3.2.6. Gonzalez, Eddie	7th Grade Math	SMS	44	Full-Time
3.2.7. Munõz, Lidia	SPED IA	SMS	31	Full-Time

3.3. Reassignments

	<u>Previous Description</u>	<u>New Description</u>	<u>Location</u>	<u>Old Range</u>	<u>New Range</u>
3.3.1. Brienza, Patricia	2nd Grade Teacher	Interventionist	DSS	43	44
3.3.2. Garibay, Christian	Adult Ed Teacher	Adult Ed	ELC	43	44
3.3.3. Barrios, Alma	Office Specialist	Office Assistant	SMS	28	28
3.3.4. Ortega, Melissa	Office Assistant	Migrant Liaison	SMS	22	28
3.3.5. Brown, Dana	PT Speech Aide	FT Speech Aide	TDS	19	25

3.4. Additional Assignments/Stipends

	<u>Position Description</u>	<u>Location</u>	<u>Amount</u>	<u>Status</u>
3.4.1. Attaway, Jillian	CPR Attendance	DSS/OGE	NET:\$100.00	Full-Time
3.4.2. Arreola, Norma	Ext. MEES Services	ELC	\$ 163.03/day	Full-Time
3.4.3. Rodriguez, G. Alicia	MEES Services	ELC	\$ 11.18/hr.	Full-Time
3.4.4. Rodriguez, G. Alicia	Ext. MEES Services	ELC	\$ 11.18/hr.	Full-Time
3.4.5. Argueta, Erika	SPED Stipend	SPED	NET: \$600.00	Full-Time
3.4.6. Lopez, Hilda	SPED Stipend	SPED	NET: \$600.00	Full-Time
3.4.7. Villegas, Norma	Compliance Activities	SPED	\$ 12.24/hr.	Full-Time
3.4.8. Zamora, Berenice	SPED Stipend	SPED	NET: \$600.00	Full-Time
3.4.9. Celaya, Francisca	Language Training Attendance	TDS	NET: \$462.00	Full-Time
3.4.10. Morales, Martin	Temporary Custodian	TDS	\$ 9.18/hr.	Full-Time

3.5. Growth Rider

	<u>Position Description</u>	<u>Location</u>	<u>Previous Range</u>	<u>New Range</u>
3.5.1. Lopez, Dolores	7th Grade Teacher	SMS	45	47

3.6. Moving From Emergency Teacher To Highly Qualified

	<u>Position Description</u>	<u>Location</u>	<u>Previous Range</u>	<u>New Range</u>
3.6.1. Medeiros, Roxana	3rd Grade Teacher	DSS	43	44
3.6.2. Petersen, Tara	Kindergarten Teacher	ELC	43	44
3.6.3. Griffiths, Shelley	5th Grade Teacher	TDS	43	44

3.7. Resignations/Retirement/Termination's

	<u>Position Description</u>	<u>Location</u>	<u>Term Date</u>	<u>Reason</u>
3.7.1. Tyus, Odette	4th Grade Teacher	OGE	08/03/07	Resigned
3.7.2. Brick, George	Principal	SMS	08/10/07	Resigned
3.7.3. Clark, Claudia	SPED IA	SMS	07/26/07	Resigned

3.8. Leave Request

	<u>Position Description</u>	<u>Location</u>	<u>Leave Dates</u>	<u>Reason</u>
3.8.2. Lopez, Maria	Custodian	SMS	07/25/07-09/04/07	FMLA

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

	<u>Position Description</u>	<u>Location</u>	<u>Start Date</u>	<u>Status</u>
3.9.2. Jimenez, Erica	1st Grade Teacher	DSS	08/15/07	Full-Time
3.9.3. Duenas, Gabriela	Kindergarten Teacher	ELC	08/15/07	Full-Time
3.9.4. Flores, Annabel	SPED Teacher	ELC	08/08/07	Full-Time
3.9.5. Pizano, Lidia	Kindergarten Teacher	ELC	08/15/07	Full-Time
3.9.6. Rouse, Elisa	SPED Teacher	ELC	08/15/07	Full-Time
3.9.7. Soto, Armando	Boys PE Teacher	SMS	08/15/07	Full-Time
3.9.8. Quintana, Olivia	3rd Grade Teacher	TDS	08/15/07	Full-Time

3.10. Approval for Emergency Substitute Teachers for 07/08 School Year

	<u>Position Description</u>	<u>Location</u>	<u>Start Date</u>	<u>Status</u>
3.10.2. Burruel, Norma	5th Grade Teacher	DSS	08/15/07	Time slips
3.10.3. Aguilar, Francisco	8th Grade Teacher	SMS	08/15/07	Time slips
3.10.4. Lopez, Armida	TDB	SMS	08/08/07	Time slips
3.10.5. Meraz, Cecilia	6th Grade Teacher	SMS	08/15/07	Time slips
3.10.6. Rosales, Vanessa	TDB	SMS	08/08/07	Time slips
3.10.7. Workman, Megan	SPED Resource Teacher	SMS	08/08/07	Time slips
3.10.8. Aguilar, Erica	PE Teacher	TDS	08/15/07	Time slips
3.10.9. Celaya, Francisca	SPED Teacher	TDS	08/08/07	Time slips

3.11. Approval for Adult Education Teachers for 07/08 School Year

	<u>Position Description</u>	<u>Location</u>	<u>Start Date</u>	<u>Status</u>
3.11.2. Gonzalez, Francisco	Adult Ed Teacher	ELC	08/15/07	Time slips
3.11.3. Martinez, Edith	Adult Ed Teacher	ELC	08/15/07	Time slips
3.11.4. Martinez, Fabiola	Adult Ed Teacher	ELC	08/15/07	Time slips
3.11.5. Rosalez, David	Adult Ed Teacher	ELC	08/15/07	Time slips
3.11.6. Valenzuela, Jose	Adult Ed Teacher	ELC	08/15/07	Time slips
3.11.7. Valladares, Adriana	Adult Ed Teacher	ELC	08/15/07	Time slips

3.12. Approval to award contract to Desert Premier Roofing for repair roof for the new administration building

3.13. Approval to award contract to Lozano Construction to install stucco for the new administration building.

3.14. Approval of School District Excess Utilities Report and expenditure Plan for 2007-2008 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, 2008. The ability to budget for excess utilities ends after FY 2008-2009.

3.15. Approval of IGA between Somerton School and Southern Yuma County Interscholastic Association.

3.16. Approval of Food Service agreement with PPEP Tech High School.

3.17. Approval of Food Service agreement with Cesar Chavez Learning Center.

3.18. Approval of Food Service agreement with the PPEP Youth.

3.19. Acceptance of Student Activity Fund Report.

- 3.20. Acceptance of Accounts Payable Reports.
 - 3.20.1. Voucher No. 1004 for the sum of \$ 188,431.67
 - 3.20.2. Voucher No. 1003 for the sum of \$ 8,161.89
 - 3.20.3. Voucher No. 1002 for the sum of \$ 216,749.37
 - 3.20.4. Voucher No. 1001 for the sum of \$ 343,056.44

- 2006-07
 - 3.20.5. Voucher No. 1101 for the sum of \$ 23.96
 - 3.20.6. Voucher No. 1100 for the sum of \$ 958.19
 - 3.20.7. Voucher No. 1099 for the sum of \$ 20,496.22
 - 3.20.8. Voucher No. 1098 for the sum of \$ 169,711.642
 - 3.20.9. Voucher No. 1097 for the sum of \$ 6,605.84

The Vouchers # 1090-1093 were not listed on the June Governing Board Agenda

- 3.20.10. Voucher No. 1093 for the sum of \$ 140,048.82
- 3.20.11. Voucher No. 1092 for the sum of \$ 199,098.36
- 3.20.12. Voucher No. 1091 for the sum of \$ 110,427.23
- 3.20.13. Voucher No. 1090 for the sum of \$ 97,392.17

- 3.21. Acceptance of Payroll Voucher Reports.
 - 3.21.1. Voucher No. 4 for the sum of \$ 127,667.09
 - 3.21.2. Voucher No. 3 for the sum of \$ 25,440.40
 - 3.21.3. Voucher No. 2 for the sum of \$ 16,33.41
 - 3.21.4. Voucher No. 1 for the sum of \$ 93,920.95

END OF CONSENT AGENDA

Mr. Heredia called for a motion to approve the consent agenda with the adding to the minutes the attachment of Mr. Cabrera's explanation for stipends.

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

4. Action Items

- 4.1. Discussion and possible action to issue letter to the Arizona redistricting Commission

Mr. Heredia asked for a motion for agenda item 4..1

No action until issuance of the letter to the Arizona Redistricting Commission.

- 4.2. Approval of Joint Yuma County Public School Redistricting letter.

Mr. Heredia asked for a motion for agenda item 4.2

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

- 4.3. Approval to hire Assistant Principal for the Somerton Middle School.

Mr. Heredia asked for a motion to hire the Assistant Principal for SMS.

MOTION: *Mrs. Camacho moved to hire Elizabeth Garza, Mr. Moreno Seconded; Motion Passed*

Mr. Heredia congratulated Mrs. Garza as the new Assistant Principal for the Somerton Middle School. Mrs. Garza thanked the Governing Board.

4.4. Approval to amend the Emergency Teacher salary range from 43 to 44.

Mr. Heredia asked for a motion to amend the Emergency Teacher salary range from 43 to 44

MOTION: *Mrs. Camacho moved, Mr. Moreno Seconded; Motion Passed*

4.5. Discussion and possible action regarding employment/assignment of District administrator.

Mr. Heredia recommended to go into Executive Session for legal advice/personnel issues.

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

CALL FOR EXECUTIVE SESSION

Executive session pursuant to A.R.S. Section A.R.S Section 38-431.03.A.3

Executive session pursuant to A.R.S. Section A.R.S Section 38-431.03.A.1

MOTION: *Mr., Heredia called for an Executive Session at 7:35 p.m. Mrs. Camacho moved, Mr. Moreno Seconded; Motion passed*

MOTION: *Mr. Heredia asked for a motion, to return from Executive Session at 10: 15 p.m. Mrs. Camacho moved, Mr. Moreno Seconded; Motion passed*

MOTION: *Mr. Heredia moved to resume Regular Session at 10:18 p.m. Mrs. Camacho seconded the motion. Motion passed*

Mrs. Camacho made the following motion: I move that the Board place Cathy Witmer on Administrative leave with full pay and benefits until the Board directs otherwise. Ms. Witmer is to turn in her keys, laptop computer, and district cell phone immediately. Ms. Witmer should remain reasonably available by telephone should district administration need to contact her. If she is not available for any extended period during the normal work day, she should call Margarita Camacho and leave a telephone number where she can be reached.

MOTION: *Mrs. Camacho moved; Ms. Soto Seconded the motion. Motion passed Vote 3-1*

5. Future Agenda Items

5.1. Preschool Report (September)

5.2. School Boundary Committee (September)

6. Adjournment

MOTION: *Mrs. Camacho moved to adjourn the meeting at 10:20 p.m. Mr. Moreno seconded the motion. Motion passed.*

Signature of Board President/Clerk

Date