

MINUTES



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

Date: October 12, 2006
Time: Public Hearing 6:00 p.m.
Regular Meeting Immediately after Public Hearing

Place: Valle Del Encanto Learning Center Cafeteria • 400 N. Cesar Chavez Ave • Somerton AZ
85350 • (928) 341-6000 • www.somerton.k12.az.us

Public Hearing Prior to Regular Meeting

Attending Board: Luis Heredia Scott Omer Martha Camacho Leticia Yepez

Absent Board: Dale Phillips

Attending Public: Dr. Doug Rutan Dr. Frank Reed Cathy Witmer Margarita Reyes
Jerry Cabrera Esperanza Rodriguez Jody Attaway Bob Cassidy
Eldaa Galindo Maureen Irr Veronica Lopez Shelly Mezei
Amelia Rodriguez Duane Sheppard Gerald Streit Maria C, Villareal
Magnolia Alonzo Salvador Alonzo Dr. Merton C. Glass

Mr. Heredia called the public hearing to order at 6:13 p.m.

1. Public Hearing

1.1. Update progress of capital improvements financed with bond funds. Pursuant to A.R.S. §15-91(K)
Mrs. Witmer distributed graphs showing the progress.

1.2. Presentation of the Annual Financial Report for 2005-2006
AFR is in the process of being completed and will be presented at board meeting.
Mrs. Witmer recommended AFR to be moved to the November agenda.
The Public Hearing closed at 6:16 p.m.

2. Regular Governing Board Meeting Agenda

Mr. Heredia called the regular Governing Board meeting to order at 6:16 p.m.

Opening and Announcements

2.1. Call to Order/Pledge of Allegiance
The Pledge of Allegiance was led by Mr. Omer

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. Three (3) 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 Submitted

2.3. Call for Executive Session A.R.S. §38-431.03 (A.1)

Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting. A.R.S. §38-431.03 (A.3)

Executive sessions discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation. A.R.S. §38-431.03 (A.4)

Mr. Heredia stated there was no need to enter into the Executive Session.-

3. Reports/Discussion Items

3.1. Discussion items

3.1.1. Algebra report for the Middle School-- refer to handout

Mr. Streit explained that Mrs. Thompson, Principal of Kofa High School, said that the school did not test the students at the end of last school year for the honors Algebra program. Thirty-five students were placed in the honors 1 program. Of those 35 students, 21 students are from SMS. Seventeen of those 21 are now in Algebra 1 honors program and 4 are still in the Algebra 2 honors program. Mr. Omer would like a follow up on a future agenda regarding the algebra curriculum.

3.2. Board Members Report

Mrs. Yopez thanked the Board members and administration for their prayers and thoughts during the time she was absent. Mr. Omer commented that all the candidates that are running for Governing Board seat are good. Mr. Heredia was pleased with Governor Janet Napolitano's visit to the Somerton School District.

3.3. Superintendent

Dr. Rutan commented on the the following:

- *The progress of the new transportation building.*
- *The first district newsletter was distributed with more being published in the coming months.*
- *He congratulated Mr. Heredia for receiving the Arizona School Boards Association "Associate of Boardsmanship" award at the Yuma County ASBA workshop in September.*
- *Reviewed the new format of the Board packet and consent agenda.*

3.4. Assistant Superintendent

Dr. Reed commented on what a great experience it was presenting the dictionaries with Dr. Geyer to all the 3rd grades on Thursday, October 5, 2006 .

3.5. Administrators/Directors

Written report is included in the packet

3.6. Other discussion items/presentations

3.6.1. Classified salary survey presentation/timeline

A committee has been formed to do a classified salary survey. The first meeting was held on Friday, October, 6, 2006 to establish criteria needed and the timelines for the completion of this project. An employee has been selected to represent each classified group. A survey is being developed for each classified staff member to complete which will help the committee establish range assignments. The committee will be comparing salaries of surrounding districts and private business. The following staff will be serving on this committee- Cathy Witmer - Director of Finance, Jeanie Volpe - Interim Personnel Director- Esperanza Rodriguez- Admin. Asst. to Human Resources- Kim Seh- Principal Orange Grove School, Shelly Mezei- Federal Programs Director, Jody Attaway- Special Programs-Amelia Rodriguez- Interim Food Service Director, Ken Huffman-Maintenance Director, Maria Villarreal- Transportation Director, Liz Santos- Nurses, Melissa Porchas- Assistant Finance. Bob Cassidy-Technology Director and Barbara Gonzales-Secretary/SEA

The committee will be obtaining a Public Sector survey that will be shared with staff. The committee's goal is to present a final report by April of 2007.

3.6.2. Food Service Update

With the assistance of the Food Service team, teachers and school secretaries have collected and processed 2,630 applications. There are 54 applications not received as of this date. The free and reduced percentages are as follows SMS-88.28%, OGS-83.29%, DSS-87.91%, TDS-83.49 and ELC-80.65%. Overall percentage for the District is 85.36%. These figures are consistent with prior year percentages.

3.6.3. Teacher/Student ratio by class

Spreadsheet for 2005 and enrollment to date for 2006 enclosed in packet for review.

Dr., Rutan commented that it is a better student/teacher ratio than 2005. Mr. Heredia expressed concern regarding 1st and 5th grade levels at TDS having a higher student teacher ratio. Mrs. Lopez replied that they had formed a seventh 1st grade class to alleviate the overcrowding, but there were not enough funds available to do that for the fifth grade.

4. Approval of Consent Agenda

4.1. Approval of Board Minutes.

- 4.1.1. Regular session minutes September 14, 2006
- 4.1.2. Executive session minutes September 14, 2006

4.2. Approval of First Reading of Policy Advisories:

- 4.2.1. No. 278...JE-Bidding/Purchasing Procedures
- 4.2.2. No. 279...EB-Environmental and Safety Program
- 4.2.3. No. 280...JLIF--Sex Offender Notification
 - JLIF-R--Sex Offender Notification
 - JLIF-E--Sex Offender Notification

4.3. Approval of Second Reading of Policy Advisories:

- 4.3.1. No. 269...EBAA-R -- Reporting of Hazards and Warning Systems
- 4.3.2. No. 270...IHB -- Gifted and Talented Education
- 4.3.3. No. 271...IKA -- Grading/Assessment Systems
- 4.3.4. No. 272...IL -- Evaluation of Instructional Programs
- 4.3.5. No. 273...ILB -- Test/Assessment Administration
- 4.3.6. No. 274...ILC -- Use and Dissemination of Test Results
- 4.3.7. No. 275...KJG -- Relations with Indian Tribal Councils
- 4.3.8. No. 276...LC -- Relations with Education Agencies
 - LC-EA Relations with Education Agencies
 - LC-EB Relations with Education Agencies
- 4.3.9. No. 277...Augmentation of Mandated Testing Scores

4.4. Hiring

	Position Description	Location	Range	Amount	Status
4.4.1. Aguilar, Silvia	Food Service Worker	SMS	13	\$ 8.25/hr.	Part Time
4.4.2. Brown, Destiny	District Office Specialist	District	33	\$11.86/hr.	Full Time
4.4.3. Castro, Maria	Food Service Worker	OGS	13	\$ 6.93/hr.	Part Time
4.4.4. Castro, Vanessa	COE Student Worker	TDS	1	\$ 5.15/hr.	Temporary
4.4.5. Croft, Ana	Substitute Teacher	District	—	\$65.00/day	Temporary
4.4.6. Delgadillo, Denise	Substitute Teacher	District	—	\$65.00/day	Temporary
4.4.7. Lopez, Maria L.	Food Service Worker	OGS	13	\$ 6.93/hr.	Part Time
4.4.8. Mayoral, Xochitl	Substitute Teacher	District	—	\$65.00/day	Temporary
4.4.9. Montoya, Blanca	Food Service Worker	TDS	13	\$ 6.93/hr.	Part Time
4.4.10. Puga, Laura	COE Student Worker	OGS	1	\$ 5.15/hr.	Temporary
4.4.11. Reyes, Rocio	Substitute Teacher	District	—	\$65.00/day	Temporary
4.4.12. Rivera, Patricia	Food Service Worker	SMS	13	\$ 6.93/hr.	Part Time
4.4.13. Romero, Ana	COE Student Worker	ELC	1	\$ 5.15/hr.	Temporary
4.4.14. Rosalez, David	Adult Ed. Teacher	ELC	—	\$22.66/hr.	Temporary
4.4.15. Sanchez, Paulina	Substitute Teacher	District	—	\$65.00/day	Temporary

4.4.16. Smith, Timothy	Substitute Teacher	District	–	\$65.00/day	Temporary
4.4.17. Solis, Ofelia	Substitute Bus Driver	District	22	\$ 8.65/hr.	Temporary
4.4.18. Zacarias, Analiz	COE Student Worker	SMS	1	\$ 5.15/hr.	Temporary

4.5. Reassignments

	Position Description	Location	Range	Amount	Status
4.5.1. Camarillo, Ruby	LAS Tester	District	22	\$9.22/hr.	Full Time

4.6. Growth Riders

	Position Description	Location	Salary	Current Range	New Range
4.6.1. Duran, Juan	Teacher	DSS	45	47	
4.6.2. Garza, Elizabeth	Head Teacher	ELC	48	50	
4.6.3. Gonzalez, Cecilia	Instructional Asst.	SMS	21	23	
4.6.4. Guiverra, Jessica	Teacher	TDS	43	45	
4.6.5. Macedo, Alan	Instructional Asst.	SMS	21	27	
4.6.6. Olin, Ruth	School Counselor	DSS	45	51	
4.6.7. Plaza, Anita	Certified Nurse Asst.	SMS	22	25	
4.6.8. Saenz, Maribel	Instructional Asst.	ELC	19	23	
4.6.9. Singer, Dale	Teacher	SMS	44	47	
4.6.10. Sullivan, Jennifer	Teacher	TDS	44	47	

4.7. Leave Requests

	Position Description	Location	Leave Dates
4.7.0.2. Adams, Debbie	Teacher	SMS	08/17/06 to 11/09/06
4.7.0.3. Cabrera, Francisca	Food Service Worker	DSS	11/01/06 to 01/08/07
4.7.0.4. Parra, Robin	Teacher	ELC	11/08/06 to 01/08/07

4.8. Resignations/Retirement/Terminations

	Position Description	Location	Term Date
4.8.0.2. Valencia, Irma	Bus Assistant	District	10/06/06

4.9. Approval to recognize S.E.A. as the bargaining agent for the certified meet and confer unit. District policy (HA) states that “The Governing Board will act on the authorization for this representation at its next regular meeting subsequent to presentation of evidence that a majority of employees in the category authorize such representation.” S.E.A provided documentation to the District administration verifying a majority of employer.

4.10. Approval of sole source vendors. The District is required to bring to the Board for approval each year a listing of vendors who have been designated as sole source. A listing of sole source vendors are enclosed for your review.

4.11. Affirmation of the Declaration of Curricular & Instructional Alignment to the Arizona Academic Standards. The State is requiring the district confirm that the requirements have been met. The Governing Board and the Superintendent are required to sign a Declaration. Copy of the declaration is enclosed for your review.

4.12. Approval to appoint Cathy Witmer to continue as the Authorized Representative of the District in all matters pertaining to the agreement between the Trust and the District. The Trust is the carrier of the District’s liability insurance. Copies of the agreement are enclosed in packet.

4.13. Approval of the Annual Financial Report for the 2005-2006 school year as presented.

Mrs. Witmer recommended AFR to be moved to the November agenda

4.14. Approval to issue RFP for remediation of new administration building. The RFP is enclosed for your review.

4.15. Approval to issue RFP for playground surfacing materials and to expand playground equipment area to meet code. The Trust did an inspection on all playground equipment and the surfacing materials underneath the equipment. Their recommendation was to upgrade the materials for safety reasons. The District’s recommendation is to replace with pea gravel. RFP is enclosed for your review.

- 4.16. Approval to authorize Dr. Rutan to sign the Utility Easement for APS for electrical facilities to serve Somerton Transportation Facility. Easement is enclosed for your review.
- 4.17. Acceptance of Student Activity Fund Report. A monthly student activity report is required be given to the Board.
- 4.18. Acceptance of Accounts Payable Reports. A copy of the accounts payable vouchers are enclosed for your review.
- 4.19. Acceptance Payroll Voucher Reports. A copy of the payroll vouchers are enclosed for your review

END OF CONSENT AGENDA

MOTION: Mr. Omer Second Mrs. Camacho Vote 4-0

5 . New Business

- 5.1. None at this time

6 . Future Agenda Items

- 6.1. Report on student, staff, and patron surveys
- 6.2. Report on evaluation committee
- 6.3. Jay Blanchard presentation (December)

7 . Adjournment

MOTION: Mr. Heredia Second Mrs. Camacho Vote 4-0 meeting adjourned at 7:04 p.m.

President/Clerk Date

Signature of Board