

# Minutes

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



**Date:** April 26, 2007  
**Special Governing Board Meeting**  
**Time:** 7:00 p.m.

**Place:** Somerton School District #11 • Superintendent Office 215 N. Carlisle Avenue  
Somerton AZ 85350 • (928) 341-6000 • [www.somerton.k12.az.us](http://www.somerton.k12.az.us)

**Attending Board:** Luis Heredia Jose Moreno Fern Soto Martha Camacho

**Absent Board:** Leticia Yopez

**Attending Public:** Dr. Doug Rutan Jerry Cabrera Cathy Witmer Margarita Reyes

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## 1. Regular Governing Board Meeting Agenda

### Opening and Announcements

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

*Mrs. Camacho called the regular Governing Board meeting to order at 7:10 p.m.*

*The Pledge of Allegiance was led by Mr. Moreno.*

#### 1.2. 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 at this time.*

#### 1.3. Call for Executive Session

1. 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 to employees of the District.

*Mrs. Camacho recommended to call for Executive Session at the end of the meeting for agenda items 4.2., 4.3. and 4.4.*

## 2. Reports/Discussion Items

### 2.1. Other discussion items/Presentations/Information

- 2.1.1. Governing Board Retreat (Information)  
 Regional Center for Border Health  
 Thursday, May 31, 2007  
 At 4:00 p.m.

*Dr. Rutan reminded about the Board Retreat and reenforced the importance of their presence.*

- 2.1.2. County-Wide School Board Meeting for the Yuma Plan (Information)  
 Wednesday, May 9, 2007  
 at 6:00 p.m.

*Dr. Rutan reminded about the County Wide School Board Meeting.*

### **3. Approval of Consent Agenda**

#### **3.1. Approval of Board Minutes**

- 3.1.1. Special Session/Regular Session minutes April 10, 2007  
 3.1.2. Executive Session minutes April 10, 2007

#### **3.2. Approval of Second Reading of Policy Advisories:**

- 3.2.1. No. 284....GBJ-Personnel Records and Files  
 GBJ-E - Personnel Records and Files  
 3.2.2. No. 285....IKG-RB-Graduation Requirements  
 IKF-EB-Graduation Requirements  
 3.2.4. No. 286....JC-School Attendance Areas  
 3.2.5. No. 287....JFBA-Unsafe School Choice  
 JFBA-E\_Unsafe School Choice  
 3.2.6. No. 288....JR. Student Records

#### **3.3. Hiring**

	<u>Position Description</u>	<u>Location</u>	<u>Range</u>	<u>Status</u>
3.3.1. Brown, Dana	Speech Assistant	OG/DSS	19	Full-Time
3.3.2. Puerta, Alondra	Instructional Assistant	SMS	23	Full-Time
3.3.3. Steinfelt, Jane	Substitute	District	–	Part-Time

#### **3.4. Additional Assignments/Stipends**

	<u>Position Description</u>	<u>Location</u>	<u>Amount</u>	<u>Status</u>
3.4.1. Anaya, Gladys	Curriculum Mapping	ELC	\$ 99.00	Temporary
3.4.2. Bohon, Laura	Curriculum Mapping	ELC	\$ 99.00	Temporary
3.4.3. Brown, Dana	CPR	OG/DSS	Hourly Rate	Temporary
3.4.4. Cordova, Claudia	Curriculum Mapping	ELC	\$ 99.00	Temporary
3.4.5. Danser, Arlene	Curriculum Mapping	ELC	\$ 99.00	Temporary
3.4.6. Dueñas, Gabriela	Curriculum Mapping	ELC	\$ 99.00	Temporary
3.4.7. Luera, Francisca	Curriculum Mapping	ELC	\$ 99.00	Temporary
3.4.8. Maxwell, Irasema	Curriculum Mapping	ELC	\$ 99.00	Temporary
3.4.9. Pizano, Lidia	Curriculum Mapping	ELC	\$ 99.00	Temporary
3.4.10. Salas, Martha	Curriculum Mapping	ELC	\$ 99.00	Temporary
3.4.11. TBA	CPR	District	Hourly Rate	Temporary
3.4.12. TBA	CPR	District	Hourly Rate	Temporary
3.4.13. TBA	CPR	District	Hourly Rate	Temporary
3.4.14. Vasquez, Martha	Curriculum Mapping	ELC	\$ 99.00	Temporary
3.4.15. Volpe, Tom	Curriculum Mapping	ELC	\$ 99.00	Temporary
3.4.16. Wong, Jessenia	CPR	SMS	Hourly Rate	Temporary

### 3.5. Leave Requests

	<u>Position Description</u>	<u>Location</u>	<u>Date Leaves</u>
3.5.1. Godinez, Juan	Groundskeeper	SMS	04/10/07-05/10/07
3.5.2. Guerra, Keila	Instructional Assistant	DSS	04/12/07-05/11/07

### 3.6. Resignations/Retirement/Terminations

	<u>Position Description</u>	<u>Location</u>	<u>Term Date</u>	<u>Reason</u>
3.6.1. Martinez, Gilbert	Instructional Assistant	SMS	04/09/07	Resigned
3.6.2. Zamora, Berenice	Teacher	DSS	06/08/07	Resigned

END OF CONSENT AGENDA

**MOTION:** Mr. Moreno moved, Ms. Soto seconded the motion. Motion passed

## 4. Action Items

- 4.1. We need your approval to add one working day to the approved 2007-08 school calendar. The approved calendar was short one day because of the confusion of Good Friday not being during the Spring Break as it was on the 2006-07 school calendar. We are proposing two options for your consideration and approval:

- 4.1.1. Option I Adding one day for returning staff on August 15, 2007.
- 4.1.2. Option II Change Good Friday, March 21, 2008 to a staff work day and non-student day.

*Dr. Rutan explained to the Board members of the confusion with school calendar of 2007-08. He explained because of the Good Friday holiday being on a Friday that is not during the spring break, the calendar was short one teacher day. He presented both options for the Governing Board to vote.*

*Mr. Heredia's recommendation was Option I adding one day for returning staff on August 15, 2007.*

*Mr. Camacho commented that this will give the teachers an extra day to get ready for Open House.*

**MOTION:** Mrs. Camacho moved to accept option I, Ms. Soto seconded the motion. Motion passed

- 4.2. Discussion and Possible Action on Staff Contract Language.

**MOTION:** Mrs. Camacho moved to approve the Staff Contract Language with the change of adding 1.5% increase in salary for all staff, Mr. Moreno seconded the motion. Motion passed

- 4.3. Discussion and Possible Action on Salary Range changes for Classified Staff.

**MOTION:** Mrs. Camacho moved to fully fund the Salary Range for Classified Staff for the 2007-08 school year. Mr. Moreno seconded the motion. Motion passed

- 4.4. Discussion and Possible Action on Staff Salary Increases

**MOTION:** Mrs. Camacho moved to approve the Staff Salary Increase for all staff of 1.5 % for 2007-08 school year. Mr. Moreno seconded the motion. Motion passed.

- 4.5. Approval of Corrected Annual Financial Report for 2005-2006.

It was necessary to journal an expenditure from Soft Capital to the Unrestricted Capital Fund. \$71,000.00 for Construction Services was coded to 625, in error, which is a restricted fund and can only be used for classroom instruction.

This was not discovered until after the Annual Financial Report was filed and it is necessary to correct the coding error to assure that the district is in compliance with the law. I have requested from the Department of Education pursuant to ARS 15-915 to open the file for a submission of correction.

*Mrs. Witmer explained that it was coding error.*

**MOTION:** *Mr. Moreno moved to accept the corrected Annual Financial Report, Ms. Soto seconded the motion. Motion passed*

4.6. Approval to issue contract to remodel Administration Building HVAC.

*Dr. Rutan recommended agenda item 4.6 be tabled to the May 10th Board meeting.*

**MOTION:** *Mr. Moreno moved to table 4.6, Ms. Soto seconded the motion. Motion passed*

4.7. Approval to issue Invitation for Bids from 7/1/07 thru 6/30/08 with Optional Annual Renewals up to 6/30/2012.  
The purpose for the invitation for Bids (IFB) is to have a local vendor if possible available at anytime and during the weekend in case of an emergency.

The Invitation for Bids are for the following classifications:

-Plumbing Services  
Electrical Services  
Metal Fabrication Services  
HVAC Services

*Mrs. Camacho read the names of the invitations for bids.*

**MOTION:** *Mr. Moreno moved, Ms. Soto seconded the motion. Motion passed*

4.8. Governing Board Meeting for the month of May 10, 2007, the time needs to be changed from 6:00 p.m. to 4:00 p.m.

**MOTION:** *Mr. Moreno moved to change the time for May 10, 2007 Board meeting to 4:00 p.m.  
Ms. Soto seconded the motion. Motion passed*

4.9. Approval of Custodians and Grounds Supervisor combined Position.

**MOTION:** *Mr. Moreno moved to approve the new position, Ms. Soto seconded the motion. Motion passed*

## **CALL FOR EXECUTIVE SESSION**

**Executive session** pursuant to A.R.S. Section A.R.S Section 38-431.03.A5

**MOTION:** *Mr. Heredia called for an Executive Session at 7:40 p.m. Mr. Moreno seconded the motion. Motion passed*

**MOTION:** *Mrs. Camacho moved to return from Executive Session at 8:30 p.m. Mr. Moreno seconded the motion. Motion passed*

**MOTION:** *Mrs. Camacho moved to resume Regular Session at 8:30 p.m. Mr. Moreno seconded the motion. Motion passed*

## **5. Future Agenda Items**

- 5.1. Evaluation Presentation (June)
- 5.2. Gifted Program Presentation by Mrs. Vasquez (May)
- 5.3. New Teacher Training (Future)
- 5.4. AYP AZ-LEARNS Powerpoint Presentation by Mr. Sheppard (June)
- 5.5. Preschool Report (May)
- 5.6. School Boundary Committee (June)

## 6 . Adjournment

***MOTION:*** Mrs. Camacho moved to adjourn the meeting at 8:44 p.m. Mr. Moreno seconded the motion.  
Motion passed.

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*Signature of Board President/Clerk*

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*Date*