



MINUTES

Thursday, October 13, 2005 -- 6:00 p.m. Regular Governing Board Meeting

Tierra Del Sol Elementary School
1002 South Somerton Avenue
Somerton, Arizona

ATTENDING BOARD	Scott Omer	Dale Phillips	Luis Heredia
ABSENT BOARD	Leticia Yepez	Martha Camacho	Judith Bobbitt, Superintendent
ATTENDING PUBLIC	Dave Pottinger Elizabeth Merino Maria Villarreal Gerald Streit Maria. P. Vasquez Mr. Gradias Rose Arévalo	Ken Huffman Alma Barrios Jody Attaway Tom Warren Maria E. De La Fuente Cathy Witmer	Jerry Cabrera Stella Watts Bob Cassidy George Brick Gladys Anaya Douglas Rutan

1. OPENING AND ANNOUNCEMENTS

1.a. Call to Order President

At 6:08 p.m., Mr. Omer announced that Mr. Heredia would arrive late and that the meeting would not start without him because only two members were present at that time. Mr. Heredia arrived and called the meeting to order at 6:23 p.m.

1.b. Pledge of Allegiance President

Mr. Phillips led the Pledge.

1.c. Audience with Individuals President Information

None submitted.

1.d. Approval of Board Minutes President Action

Regular Sessions: • June 23, 2005, June 28, 2005, and September 6, 2005

Mr. Heredia entertained a Motion to approve Minutes as submitted.

MOTION: Mr. Omer moved to approve the June 23, June 28, and September 6 Board Minutes as submitted, Mr. Phillips seconded, Motion carried.

1.e. Call for Executive Session President Information

The Board chose to call Executive Session toward the end of the meeting.

2. REPORTS

2.a. Superintendents' Report Superintendents Information

Dr. Rutan explained that he met with Mrs. Bobbitt in Dateland for an update on Agenda information. Mrs. Bobbitt was going to Tucson to be with her mother, who was going in to surgery to repair a broken hip.

2.b. Administrators'/Directors' Report

Information

Mr. Heredia thanked schools for submitting their handbooks, as they are useful reference tools regarding each school's protocol.

2.c. Board Member Report

Information

Mr. Heredia asked staff to submit Arizona School Boards Association's (ASBA) applications for recognition of Valle Del Encanto's Family Literacy Program. The application is due October 21. Another recognition application is due October 28. He trusts staff will submit their program information for consideration. Mr. Heredia encouraged Principals to set up individual meetings for Board Members to visit schools and participate in activities throughout the school year.

Mr. Phillips noted that he attended the ASBA 's County Workshop and was happy to hear that they're sponsoring a newsletter to showcase Arizona Schools. He anticipates the District participation.

2.d. Construction Update

Mr. Cabrera

Information

Mr. Cabrera updated the Board on construction. The new school only has a few punch list items to complete and landscaping is complete. The Jefferson Street project is near completion. Dr. Rutan noted that final payment is being held until all projects are completed. \$250,000 is in reserve. Mr. Cabrera will attend a Summary Completion Meeting with contractors and architects at the end of the project.

3. CONSENT AGENDA -- PERSONNEL

Superintendent

Action

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.

3.1 HIRING

- a.. Altamirano, Rosa Cafeteria Monitor, Child Nutrition
- b. Easthope, Diana Teacher, Somerton Middle School
- c. Franco, Aída Instructional Assistant, Valle Del Encanto
- d. Garcia, Andres Instructional Assistant, Valle Del Encanto
- e. Garcia, Patricia Classified Instructor, Tierra Del Sol Elementary
- f. Hernandez, Abigail Driver, Transportation
- g. Pino, Abraham Instructional Assistant, Somerton Middle School

3.2 RESIGNATIONS / TERMINATIONS OF EMPLOYMENT / NON-RENEWAL OF CONTRACTS

- a.. Alexander, Barbara Teacher, Desert Sonora Elementary
- b. Alonso, Martha Secretary, Instructional Services/Travel
- c. Conwill, Terry Community School Liaison, Somerton Middle School
- d. Dalton, Martin Warehouse Clerk
- e. Dawson, John Teacher, Somerton Middle School
- f. Facio, Joel Teacher, Somerton Middle School

3.3 LEAVE REQUESTS

- a.. Ayala, Maria E. Teacher, Tierra Del Sol Elementary

FMLA Requests

- b. Camarillo, Adriana Teacher, Orange Grove Elementary
- c. Camarillo, Ruby Library Assistant, Orange Grove Elementary
- d. Ellsworth, Dorothy Librarian, Desert Sonora Elementary
- e. Felix, Alicia Bus Driver, Transportation
- f. Garcia, Blanca Food Service Worker, Child Nutrition
- g. Martinez, Edith Adult Ed Teacher, Family Literacy
- h. Mitchell, V. Cookie District Office Specialist, District

3.4 REASSIGNMENTS

- a. Anaya, Gladys Reading Coach, Valle Del Encanto Learning Center
- b. Calderon, Monica Instructional Assistant, Desert Sonora Elementary
- c. Castillo, Maria Classroom Supervisor, Orange Grove Elementary
- d. Magaña, Sandra Classroom Supervisor, Desert Sonora Elementary
- e. Velasco, Martin Lead Custodian, Tierra Del Sol Elementary

3.5 ADDITIONAL ASSIGNMENTS / STIPENDS

- a. Foutch, Donna Teacher, Orange Grove Elementary
- b. Hinthner, Amber Psychologist, Special Programs
- c. **Parent Training With Counselors and Liaisons**
 - Olin, Ruth
 - Retiz, Maria
 - Zacarias, Imelda
 - Weissenberg, Patricia
 - Arrizon, Maria
 - TBA, SMS
 - Lamarque, Marina
 - Bañuelos, Laura
- d. **Temporary Assistance Barcoding Books at Orange Grove, Desert Sonora, Tierra Del Sol**
 - Reyes, Margarita
 - Grajeda, Letisia
 - Peralta, Miriam
 - Carbajal, Briana
 - Robles, Veronica
 - Chavez, Annette
 - Preciado, Leda
 - Camarillo, Ruby
 - Zacarias, Ana L.
 - Medina, Catalina
 - Zarate, Ana
 - Zacarias, Imelda
 - Carbajal, Ruby
 - Perez, Elizabeth
 - Dinwiddie, Lisa
- e. **Read Well Intervention Workshop**
 - Rush, Irene
 - Reynoso, Shantal
 - Houg, Lynda
 - Garcia, Zoila
 - Fermanis, Chris
 - Bravo, Anna
 - Franco, Maria
 - Wilson, Madeleine
 - Cooper, Samantha
 - Neblina, Karla
 - Tyus, Odette
 - Caiazza, Maria
 - Linares, Patricia
- f. **AZTEP Funded Stipends to Plan 2005-06 New Teacher Activities**
 - Various Teachers
- g. **Special Education Stipends**
 - Muñoz, Dina
 - Paramo, Patricia
 - Muñoz, Luciano
 - Martinez, Maria D.
 - Ullery, Guadalupe
 - Foutch, Donna
 - Rivera, Artemisa
 - Joanicot, Eduviges
 - MacDougall, Elizabeth
 - Flores, Walther
 - Reeves, Cathy
- h. **Program Improvement Stipend**
 - Various Teachers Somerton Middle School and Tierra Del Sol Elementary
- i. **Program Improvement Stipend**
 - Various Teachers
- j. **Program Improvement Stipend**
 - Various Teachers
- k. **Literacy Through School Libraries Grant**
 - Chavez, Annette
 - Sloan, Paula
 - Camarillo, Ruby
 - Ellsworth, Dorothy
 - TBA
- l. **Literacy Through School Libraries Grant**
 - Various Teachers
- m. **AZTEP Grant**
 - Navarro, Liz
 - Martinez, Jessica
 - Singer, Dale
 - Sorrell, Joseph
 - Rodriguez, Lydia
 - Spadafino, Christina
- n. **Hinthner, Amber Psychologist, District**

3.6 SUBSTITUTES

- SUBSTITUTE TEACHERS

- Attaway, Jillian
- Bellotti, Lourdes
- Burruel, Norma
- Carter, Tanya
- Lopez, Christina
- Serrato, Ramona

- SUBSTITUTE BUS DRIVER

- Frausto, David

3.7 NEW POSITIONS

- Instructional Assistant
 - Assistant Secretary
- Valle Del Encanto Learning Center
Valle Del Encanto Learning Center

Mr. Heredia entertained a Motion.

MOTION: Mr. Omer moved to approve Consent Agenda Items 3.1 through 3.7, Mr. Phillips seconded, Motion carried.

CONSENT AGENDA ENDS

3.08 NEW POSITIONS

- Human Resource
- Business Office

Dr. Rutan noted that since his position is new, the Human Resource Department needs to be formed. The Board had the Organizational Chart to review. The new Human Resource Administrative Assistant will work on recruiting new staff, assisting with Certification, Employee Benefits. His current secretary, Ms. Mitchell, would get preliminary employment paperwork completed. The Business Office position would assist with Payroll, as the District is growing, so are the demands for more personnel in the District Office. The Administrative Assistant position would be similar to Ms. Porchas, Ms. Witmer's Assistant.

The Board agreed that the Administrative Assistant should have a Bachelor's Degree or equivalent experience and five years experience.

Mr. Heredia asked that the Motion include the qualifications for the person to have a degree in Management or Business Human Resource Administration or five years experience equivalency. He added that this position may afford the District a more professional atmosphere that would reduce tension of bias in employment of individuals. Mr. Heredia entertained a Motion.

MOTION: Mr. Omer moved to approve Item 3.08 with changes noted for the Administrative Assistant to the Human Resource Department and a Business Office Assistant, Mr. Phillips seconded, Motion carried.

The Board agreed to move Items 3.09 and 3.10 after Business and Finance.

4. BUSINESS AND FINANCE

Superintendent Action

- INFORMATION ONLY***
- Accounts Payable and Payroll Voucher Actual Amounts
 - Student Activity Report

4.01. Approval for Renewal of Vendor Contracts

Ms. Witmer recommended Item 4.01 for approval.

Mr. Heredia entertained a Motion.

MOTION: Mr. Omer so moved, Mr. Phillips seconded, Motion carried.

4.02. Approval of Sole Source Vendors

Ms. Witmer submitted Item 4.02 for approval. Mr. Heredia asked how sole-source vendors are determined. Ms. Witmer explained that textbooks companies are determined because once a series is adopted, the District has to stay with the company supplying the text. Copies with models sold by various vendors are not considered sole source.

Mr. Heredia entertained a Motion.

MOTION: Mr. Omer so moved, Mr. Phillips seconded, Motion carried.

4.03. Approval of Addendum to Food Service Contract

Ms. Witmer explained that attorneys for the District and State Dept. reviewed Sodexho's offer to advance funds for equipment and added the statement that if Sodexho doesn't meet criteria, and we didn't maintain funding requirements, they would have to. Sodexho was going to give the District \$100,000 to pay back three years without interest, because it is a vendor contract. The District had to fund through capital.

Mr. Heredia entertained a Motion.

MOTION: Mr. Omer so moved, Mr. Phillips seconded, Motion carried.

4.04. Approval of Memo of Understanding With Chicanos Por La Causa-Early Childhood Development

Ms. Witmer recommended approval of the annual IGA with Chicanos Por La Causa.

Mr. Heredia entertained a Motion.

MOTION: Mr. Omer moved to approve the Memorandum of Understanding with Chicanos Por La Causa - Early Development as presented, Mr. Heredia noted that special needs students receive assistance. Mr. Phillips seconded, Motion carried.

4.05. Approval of Preventive Maintenance Plan

Ms. Witmer noted that this item did not need Board Approval, but did need its signature.

Mr. Heredia entertained a Motion.

MOTION: Mr. Omer so moved, Mr. Phillips seconded, Motion carried.

4.06. Approval of Intergovernmental Agreement With The City of Somerton

Ms. Witmer submitted this IGA for approval, it is an agreement the District has had for over eight years.

Mr. Heredia entertained a Motion.

MOTION: Mr. Omer moved to approve the intergovernmental Agreement with the City of Somerton, Mr. Phillips seconded. Because of funding cuts, we only have one School Resource Officer (SRO) assigned to the District. Motion carried.

4.07. Approval of Ratification of September Accounts Payable Vouchers

Ms Witmer recommended approval of item 4.07 due unanticipated increased construction costs.

Mr. Heredia entertained a Motion.

MOTION: Mr. Omer moved to approve Item 4.07, Mr. Phillips seconded, Motion carried.

4.08. Discussion and Approval of Building Renewal Plan

Dr. Rutan noted that this plan has been changed from five to three years. The report was submitted stipulating allotted carry over monies. Valle Del Encanto was not submitted on the previous report, so they will not receive funding. Desert Sonora will receive building renewal funding. Funds were approved June, 2005.

Mr. Heredia entertained a Motion.

MOTION: Mr. Omer moved for approval, Mr. Phillips seconded, Motion carried.

4.09. Discussion and Approval of New School Facilities Fund Annual Report

Ms. Witmer explained that final payment has not be received, but the information shows revenues and expenditures with a balance, the fund will b e zero when the report is completed. Construction will not be completed until the 2005-06 school year ends.

Mr. Heredia entertained a Motion.

MOTION: Mr. Omer moved for approval, Mr. Phillips seconded, Motion carried.

4.10. Discussion and Approval for District to Submit Letter Requesting City of Somerton to Proceed With Hall Development Agreement

The Board recommended the District write a letter requesting the City proceed with the Hall Development Agreement because it includes a five acre parcel for a school and another for a park in the middle of the housing development. The District cannot comment on lot size but it's important for developers to understand that the school will be an important part of their project. The school would not be on a busy street, which means our students will be safer.

The five acre size may not accommodate the number of children that will live in the subdivision. Ideally 5-7 acres may be enough. If the District were to ask for 15 acres they could justify the request by making the develop understand how few students would be accommodated in that small a school. Some students may need to be bused, there will only be capacity for 600 students.

Mr. Heredia entertained a Motion.

MOTION: Mr. Omer moved to allow the Superintendent or Assistant Superintendent to draft a letter to developers and/or the City to request continuing dialogue for the ability to set aside and purchase right of way for a school, Mr. Phillips seconded, Motion carried.

4.11. Discussion and Approval for Board to Develop Mediation Group

Mr. Heredia noted that he asked for this item to be placed on the Agenda. He hoped to have a mediation group with representatives from Classified, Certified, Administration and possibly parent league that would assist with concerns from staff. Currently, staff goes to the Superintendent who brings a recommendation to the Board or they go directly to the Board. Mr. Omer and Mr. Heredia agreed that policy would need to be revised to include such a group and mediation process.

Dr. Rutan explained that the HR person would deal with small issues and allow for grievances and he added that the department has to be set up before this can happen. Mr. Omer noted that it's important to make sure the process is beneficial to the employees and administration. He added that a purpose and need would need to be determined. Mr. Heredia wanted the information discussed and hoped a deadline could be set to move forward. Group composition could be reviewed at the December meeting.

Mr. Phillips said he needed more information which would include legal issues. He felt that the Board should have more discussion and possible legal counsel before moving in any direction. Mr. Heredia said the the timeline could be changed and possibly have something prepared for next year in order for the Board to consider financial impacts.

Mr. Heredia noted that SEA may possibly be able to work up something that could be considered and if placed on the Agenda, policy and procedure could be discussed along with pros and cons. Mr. Omer said if counsel feels this is an appropriate venture, it would be a good idea to start at a small pilot site.

There was no further discussion.

1.e. Call for Executive Session President Information **A.R.S. §38-431.03 (A.1) Executive Sessions**

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 for legal advice with the attorney or attorneys of the public body.

A.R.S. §38-431.03 (A.4) 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.

Somerton School District's Attorney may be consulted via telephone for the following matters in Executive Session:

- Discussion and Possible Action Regarding Superintendent Search
- Discussion and Action Regarding Gender Discrimination Complaint Against George Brick
- Discussion and Action Regarding Termination of Tom Warner

Mr. Heredia noted that the items listed for Executive Session will be discussed and decisions will be made after the Board resumes Regular Session. Mr. Heredia entertained a Motion to enter Executive Session.

MOTION: Mr. Omer so moved, Mr. Phillips seconded, Motion carried. The Board entered Executive Session at 7:43 p.m.

Mr. Heredia entertained a Motion to resume Regular Session.

MOTION: Mrs. Camacho so moved, Mr. Omer seconded, Motion carried. The Board resumed Regular Session at 9:25 p.m.

3.09. Action On Gender Discrimination Complaint Against George Brick

Mr. Heredia entertained a Motion.

MOTION: Mr. Camacho moved to accept the recommendation submitted on the Gender Discrimination Against Mr. George Brick, Mr. Omer seconded, Motion carried.

3.10. Action On Termination of Tom Warner

Mr. Heredia entertained a Motion.

MOTION: Mr. Camacho moved to approve the Termination of Mr. Tom Warner, Mr. Omer seconded, Motion carried.

4.12. Discussion and Approval to Begin Superintendent Search

Mr. Heredia entertained a Motion.

MOTION: Mrs. Camacho moved to approve the District to begin the process to search for a new Superintendent, Mr. Omer seconded, Motion carried.

5. ADJOURNMENT

Mr. Heredia entertained a Motion.

MOTION: Mrs. Camacho moved to adjourn the meeting, Mr. Omer seconded, Motion carried. Meeting adjourned at 9:25 p.m.

Signature of Board President/Clerk

Date