



# **MINUTES -- 4:00 p.m.**

## **Thursday, February 9, 2006**

**Valle Del Encanto Learning Center**  
 Cafetorium, 400 North Avenue F, Somerton, Arizona

<b>Attending Board</b>	Leticia Yepez Dale Phillips	Scott Omer	Luis Heredia
<b>Absent Board</b>	Martha Camacho		
<b>Attending Public</b>	Ken Huffman Bill Spearman Gladys Anaya Jeanie Volpe Dale Singer Viridiana Mendoza Judith Bobbitt Duane Sheppard (4:36pm)	George Brick Bob Cassidy Arlene Danser Shelly Mezei Elizabeth Merino Eldaa Galindo Rose Arévalo Maria P Vasquez (4:38pm)	Jerry Contreras Dewhurst Tom Volpe Gerald Streit Esperanza Rodriguez Cathy Witmer Panfilo Contreras (4:47pm)

### **1) Work/Study Session**

#### **2.e. Safe Schools, Healthy Students      Mr. Dewhurst, Yuma District      Information**

The Board recognized Mr. Dewhurst, Yuma District's Safe Schools, Healthy Students Program, who explained that he hopes to work collaboratively with Somerton District. He said that Somerton District's Early Childhood Program students are being served by them. He invited everyone to attend a Workshop scheduled Monday, February 20, at Woodard Junior High in Yuma. Refreshments and lunch will be provided. He noted that Spanish workshops for monolingual-Spanish speakers will be available. In addition, Wednesday, February 22, another workshop will be held with Guest Speaker Mary Ellen Colón, who's topic is "What's the Big Deal About Culture? Cross-Cultural Training for International Education".

### **Work/Study Session**

Ms. Witmer distributed the handout for the Power Point presentation. She explained the Historical Background, how the Revenue Budget is built and Allocation of Unrestricted and Soft Capital funds. Arizona Revised Statutes (ARS) and the Uniform System of Financial Records (USFR) are followed carefully, to assure compliance.

Because Legislation mandates spending limits, building the budget can be complicated. The Average Daily Membership Attendance (ADM) is calculated by dividing the number of days students are enrolled in school by the number of days in session. For each day a student is enrolled, we receive one percent of funding for that student. The Expenditure Budget is adopted by the end of June. The Revised Expenditure Budget can be revised at the latest, May 15. The annual budget report can be adopted by July 15.

Ms. Witmer explained that many acronyms are used, such as BRCL (Base Revenue Control Limit), GBL (General Budget Limit) , TRCL (Transportation Revenue Limit), and CORL (Capital Outlay Revenue Limit).

Ms. Witmer explained that if a student enrolls on the first day of school and is still here on the 40th Day, the student is counted 0.4. If they are still enrolled on the 100th Day, that student would count 1.0. Low ADA reduces funding. Absences are key 1% of funding is received for every day a child is in attendance. 40th Day numbers give an indication of District growth. The 100th Day figures should be available for the Board soon.

Base Revenue Control Limit is regulated by Legislature to utilize a weighted student count. The two types of weighted student count we use are Group A and Group B. The weighted student count takes into consideration the associated cost of educating certain classifications of students (Support Level Weight). In addition the district size and whether it's an elementary or high school district in a rural area, etc. are considered.

The teacher evaluation instrument is approved by the state, Mrs. Bobbitt sends a confirmation that the District is in compliance, which then generates additional funds, if everything is in order. The report shows how many teachers are in the District, how many years they've worked in the District and their experience. Again, Legislature dictates funding allowances. 4:45 p.m.

Mrs. Bobbitt noted that because school started later this year, the 100th day may show an increase from the 40th Day. At that time, we may see savings in utility costs. In addition, the District can look to see if there are any other benefits. District One is thinking about creating a two year cycle.

Ms. Witmer asked for direction from the Board as to what they want presented at the next meeting. Mr. Heredia asked for information on last year's 40th and 100th Day counts for the previous years. Mrs. Bobbitt said we've remained consistent with the number of Migrant students we have in the District. The Board agreed that it's important to get parent preference when creating the calendar. Ms Witmer was commended on the format of her presentation.

Mr. Spearman, Somerton Middle School Teacher, asked about health insurance and other factors that need to be addressed. Ms. Witmer said that the insurance company will not commit to any changes for next year. Mr. Sheppard noted that twelve instructional days were lost this year, prior to AIMS testing. Mr. Heredia agreed that further discussion is warranted. 4:59 p.m.

## **2) Regular Session**

*Immediately After Work Session*

*Approximately 4:45 p.m.*

## **3) Executive Session**

*Immediately After Regular Session*

*Approximately 6:00 p.m.*

### **1. OPENING AND ANNOUNCEMENTS**

**1.a. Call to Order** **President** **Information**

Mr. Heredia called the meeting to order at 4:58 p.m.

**1.b. Pledge of Allegiance** **President** **Information**

Mrs. Yopez led the Pledge. Mr. Cabrera welcomed everyone to the school.

**1.c. Audience with Individuals** **President** **Information**

Mr. Singer introduced himself as the SEA spokesperson and thanked the Board for approving their working for Certified staff in the Meet and Confer process. He mentioned Arlene Danser from Valle Del Encanto, Mariah Lutich from the Middle School, and Jeanie Glover from Tierra Del Sol, who are other representatives. They've sent out staff surveys which will give them an idea of what staff want to negotiate or discuss this year.

**1.d. Approval of Board Minutes** **President** **Action**  
• **January 12, 2006 Regular and Executive Sessions**

Mr. Heredia entertained a Motion.

**MOTION:** Mr. Omer moved to approve January 12 so moved, Mrs. yopez seconded, Motion carried.

**1.e. Call for Executive Session** **President** **Information**

*(See: 1.e. Under Business and Finance Section of This Agenda)*

Mr. Heredia advised that the Board will enter in to Executive Session, after Regular Business is conducted, to discuss the Superintendent search. He added that other items may be discussed but no names will be mentioned. Other matters to be considered may be related to possible litigation.

**2. REPORTS**

**2.a. Superintendents' Report** **Information**

Mrs. Bobbitt said that the District is focusing on academic success, which is embedded in everything that the District does. She commended everyone on an outstanding job. Mrs. Bobbitt noted that Somerton Middle School and Orange Grove are ranked as Performing Plus, Desert Sonora and Tierra Del Sol as Performing, and Valle Del Encanto is moving positively forward. She added that it is a reflection of hard work and continued focus of the Board.

Mrs. Bobbitt reported that she had a private interview with an outside evaluator to speak to the RISE and BEST Programs that NAU sponsors. These programs were initiated by Dr. Patricia Peterson and have been integral parts of Somerton District and the quality staff that are hired. She was very happy with the outcome of the interview and proud that the evaluator was surprised of the type of success and accolades she had for the program.

Mr. Heredia asked that information be shared in the future, he understood that the funding is not available and we are very creative and lucky to be able to maintain the connection to 'grow our own'. Mrs. Bobbitt assured the Board she would provide more information at another meeting.

Mrs. Bobbitt added that Dr. Rutan and Mr. Cabrera did a phenomenal job at getting an exception from the State Facilities Board to have land appraised for the proposed Hall Development. She added that another meeting is scheduled to meet with the High School District and developers for another future land venture that would be of benefit to the growth of the districts.

**2.b. Administrators'/Directors' Report** **Information**

Mr. Heredia thanked the schools for including their calendars with their Board information, this allows the Board the opportunity to attend functions, when possible.

**2.c. Board Member Report**

**Information**

Mr. Omer and Mr. Heredia thanked Middle School staff for the manner in which they handled the incident at the school. Mr. Omer said they were to be commended for the creative way they solved the problem. In addition, he thanked Tierra Del Sol for their innovative idea of sending children to the Learning Ladder in Yuma. He added that it's a good way to utilize resources and do what's best for putting kids first. Mr. Heredia added that the situation at the Middle School was conveyed throughout the community consistently. He also attended the parent meeting and felt concerns were addressed properly.

**2.d. Construction Update**

**Mr. Cabrera/Dr. Rutan**

**Information**

Mr. Cabrera explained that the south parking lot near Valle Del Encanto has a budget of \$6000 less than anticipated. The project will begin in a few weeks. The Somerton Avenue/Jefferson Street Project will begin after the Water Users complete ditch excavation. The block for the new administrative building has been ordered but hasn't been delivered. Mr. Heredia reminded staff to go to [www.yumaevents.com](http://www.yumaevents.com) to see information about the Workshop Mr. Dewhurst presented.

**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. Bellotti, Lourdes Instructional Assistant, Desert Sonora Elementary
- b. Carbajal, Francisca Instructional Assistant, Valle Del Encanto Learning Center
- c. Cervantes, Enrique Maintenance Technician, District
- d. Hernandez, Sara J. Instructional Assistant, Orange Grove Elementary
- e. Merino, Mercedes Tutor, Orange Grove Elementary
- f. Plata, Jennifer Accounting Specialist, District
- g. Runyan, Paula Substitute Crossing Guard, District

**3.2 REASSIGNMENTS**

- a. Harris, Shirley Instructional Assistant, Somerton Middle School
- b. Hedglin, Uvet Instructional Assistant, Somerton Middle School
- c. Madrigal, Rosa Long-Term Substitute, Somerton Middle School
- d. McBride, Ann Long-Term Substitute, Desert Sonora Elementary
- e. Roque, Leticia Long-Term Substitute, Orange Grove Elementary

**3.3 ADDITIONAL ASSIGNMENTS**

- a. Figueroa, Ana Food Service Worker, Valle del Encanto Learning Center
- b. Garibay, Christian Adult Education Teacher, Valle Del Encanto Learning Center
- c. Magana, Sandra Teacher, Desert Sonora Elementary

**3.4 SUBSTITUTES**

- Cavazos, Veronica
- Ibarra, Aglael
- Lewis, Judy
- Rojas, Maria L.
- Sanchez, Maria E..
- Sarabia, Melisa V.

**3.5 RESIGNATIONS / RETIREMENTS**

- a. Cervantes, Graciela Food Service Worker, Somerton Middle School
- b. Chávez, Annette Librarian, Tierra Del Sol Elementary
- c. Corella, Hector Groundskeeper, Tierra del Sol Elementary

- d. Fryer, Justin                                      Teacher, Tierra del Sol Elementary
- e. Gallup, Joy    Teacher, Orange Grove Elementary
- f. Harris, Shirley                                      Instructional Assistant, Somerton Middle School

**3.6 NEW POSITIONS**

- a. Clerk    Federal Programs
- b. Speech Assistant                                      Desert Sonora, Special Services
- c. Support Services Specialist                                      Food Service and Transportation

Mrs. Bobbitt suggested the Board take Item 3.6 separately, to discuss the proposed positions. She explained that Mrs. Mezei assists principals with compliance reports and as the years have gone by, the reports are more complicated, which takes more time to compile information. She explained that the Speech Assistant has been needed for a while because of the number of children that are served. The Support Services Specialist position will be housed at the Transportation Office. This person will assist Mrs. Villarreal, when she is out of the office, to screen calls and monitor radios. In addition, the person will be utilized to input information for Transportation and Food Service reports under Ms. Witmer’s supervision. The departments could not justify a full time position. A combination of responsibilities to the two departments will work better for both areas. Assistance to the Maintenance Department may be integrated at a later date. Mrs. Bobbitt recommended approval of Consent Agenda Items as submitted.

Mr. Heredia entertained a Motion.

**MOTION:** Mr. Omer moved to approve Consent Agenda Items 3.1 - 3.5 and to act on Item 3.6 separately. Mrs. Yepez seconded, Motion carried.

Mr. Heredia entertained Motion regarding 3.6 New Positions.

Mr. Omer asked for clarification of Item 3.6.c. and wanted to know how this person could cover two positions or areas. Mrs. Bobbitt explained that the Assistant to the Director of Food Services’ position had been eliminated. Because of this, this position will assist Transportation and Food Service at a lower cost. The person will assist when Mrs. Villarreal, Transportation Director, has to substitute for a driver and will allow her time to complete paperwork, instead of fielding phone calls. Ms Witmer will supervise this position. Mr. Omer said he did not want to see the other position resurface at another time.

Mr. Heredia asked who the direct supervisor would be, since the position covers two areas. Ms. Witmer explained that she will train and supervise the person, as the reports will be reviewed by her prior to submission. As the position develops, she will evaluate program needs and presents changes to the Board. Mrs. Yepez wanted to know what other duties the person would perform. Ms. Witmer said that they would be responsible for submitting or inputting data for transportation and food services (ie: lunch applications, financial reports, work requests) and cover phones when Mrs. Villarreal is out of the office. The Board was assured that this position is not funded through Maintenance and Operations. Mr. Heredia asked that all three positions be posted.

**MOTION:** Mr. Omer moved to approve Items 3.6.a., b., and c. and that the Assistant Director to Food Service position be eliminated from the systems, Mrs. Yepez seconded, Motion carried.

#### **4. BUSINESS AND FINANCE**

**Superintendent Action**

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

##### **4.01. Approval of First Reading of Policy Advisories:**

- **No. 261: EFDA -- Collection of Money/Food Tickets**
- **No. 262: EFE -- Competitive Food Sales/Vending Machines**
- **No. 263: IKF -- Graduation Requirements**
  - IKF-RB -- Graduation Requirements**
  - IKF-EA -- Graduation Requirements**
  - IKF-EB -- Graduation Requirements**
- **No. 264: JL -- Student Wellness**
  - JL-RA -- Student Wellness**
  - JL-RB -- Student Wellness**

Mr. Heredia entertained a Motion.

**MOTION:** Mr. Omer moved to approve the First Reading to Policy Advisories as submitted, Mrs. Yepez seconded, Motion carried. 5:29 p.m.

#### **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.

##### **A.R.S. §15-843 (F1-3; G1-2; H; I) Executive Sessions**

- F. In all action concerning the expulsion of a pupil, the governing board of a school district shall:
1. Be notified of the intended action.
  2. Decide, in executive session, whether to hold a hearing or to designate one or more hearing officers to hold a hearing to hear the evidence, prepare a record and bring a recommendation to the board for action and whether the hearing shall be held in executive session.
  3. Give written notice, at least five working days prior to the hearing by the governing board or the hearing officer or officers designated by the governing board, to all pupils subject to expulsion and their parents or guardians of the date, time and place of the hearing. If the governing board decides that the hearing is to be held in executive session, the written notice shall include a statement of the right of the parents or legal guardians or an emancipated pupil subject to expulsion to indicate their objection to the governing board's decision to have the hearing held in executive session. Objections shall be made in writing to the governing board.
- G. If a parent, legal guardian or emancipated pupil subject to expulsion disagrees that the hearing should be held in executive session, then it shall be held in an open meeting unless:
1. If only one pupil is subject to expulsion and disagreement exists between that pupil's parents or legal guardians, the governing board, after consultations with the pupil's parents or legal guardians or the emancipated pupil, shall decide in executive session whether the hearing will be in executive session.
  2. If more than one pupil is subject to expulsion and disagreement exists between the parents or guardians of different pupils, then separate hearings shall be held subject to the provisions of this section.
- H. Nothing in this section shall be construed to prevent the pupil who is subject to expulsion or suspension, and the pupil's parents or legal guardians and legal counsel, from attending any executive session pertaining to the proposed disciplinary action, from having access to the minutes and testimony of the executive session or from recording the session at the parent's or legal guardian's expense.
- I. In schools employing a superintendent or a principal, the authority to suspend a pupil from school is vested in the superintendent, principal or other school officials granted this power by the governing board of the school district.

The Board may enter in to Executive Session regarding:

1. Discussion and Possible Recommendation Regarding Superintendent Search

Mr. Heredia entertained a Motion.

**MOTION:** Mr. Omer so moved, Mrs. Yepez seconded, Motion carried.

## **5. ADJOURNMENT**

Mr. Heredia entertained a Motion to adjourn

**MOTION:** Mr. Omer so moved, Mrs. Yepez Motion carried, the meeting adjourned at 9:00 p.m.

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Signature of Board President/Clerk

Date