



MINUTES

Attending Board	J. Scott Omer Dale Phillips	Martha Camacho Leticia Yopez	Luis Heredia
Attending Public	Jackie Leatherman George Brick Manuel Figueroa Jody Attaway Veronica Lopez Julio Lopez Rose Arévalo	Paul Filby Shelly Reed-Mezei Celine Fernandez Yvonne Llanes Maria E. De La Fuente Bob Klein	Gerald Streit Bob Cassidy Elizabeth Merino Maria P. Vasquez Cliff O'Neill Judith Bobbitt

Re-Organizational Meeting Tuesday, January 11, 2005 -- 6:00 p.m. Regular Meeting Immediately Following

Orange Grove Elementary
3525 West County 16 1/2
Somerton, Arizona

1. OPENING AND ANNOUNCEMENTS

1.a. Call to Order Mr. Phillips Information

Mr. Phillips called the meeting to order at 6:03 p.m.

2. RE-ORGANIZATIONAL MEETING

Mr. Phillips Action

- A.R.S. 15-321
- A.R.S. 15-323

2.a. Oath of Office The Honorable Manuel Figueroa Action

- A.R.S. 38-231

The Honorable Judge Figueroa explained that it is the legal responsibility of elected officials to be sworn in whether they're newly elected or re-elected. In addition, Judge Figueroa mentioned that the Board Members could sign their certificates with a pen made with wood from the old O. L. Carlisle School building made by Mr. Kempton, a community member. The Oath was administered.

2.b. Election of Board President President/Clerk Action

Mr. Phillips entertained a Motion for Board President nominations.

MOTION: Mr. Omer nominated Mr. Heredia, who accepted the nomination. There were no other nominations, Mrs. Yopez seconded, Motion carried.

2.c. Election of Board Clerk President/Clerk Action

Mr. Phillips entertained Motion to nominate the Board Clerk.

MOTION: Mrs. Camacho moved to nominate Mr. Omer, Mr. Omer accepted the nomination. There were no other nominations, Mrs. Yopez seconded, Motion carried.

2.d. Establish Board Meeting Dates and Times President/Clerk Action

Mr. Phillips entertained Motion to establish Board Meeting Dates and Times.

MOTION: The Board discussed and agreed to keep the Board Meetings on the second Thursday of the month at 6:00 p.m. Mr. Omer so moved, Mrs. Yopez seconded, Motion carried.

3. ADJOURNMENT

Mr. Phillips entertained a Motion to adjourn.

MOTION: Mr. Omer so moved, Mrs. Yopez seconded, Motion carried. The Re-organization meeting adjourned at 6:11 p.m.

Regular Board Meeting Minutes

1. OPENING AND ANNOUNCEMENTS

1.a. Call to Order President/Clerk

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

1.b. Pledge of Allegiance President/Clerk

Mr. Omer led the Pledge.

1.c. Audience with Individuals President/Clerk Information

None submitted.

1.d. Approval of Board Minutes President/Clerk Action

• December 9, 2004 Regular and Executive Sessions

Mr. Heredia entertained a Motion. Mrs. Bobbitt recommended Regular and Executive Session Minutes for review and approval.

MOTION: Mr. Omer moved to approve the Minutes as submitted, Mrs. Camacho seconded, Motion carried.

4.12. CALL FOR EXECUTIVE SESSION President/Clerk Action

A.R.S. §38-431.03 (A.1 and A.3) Executive Sessions

- A. Upon a public majority vote of the members constituting a quorum, a public body may hold an executive session but only for the following purposes:
 - 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 the public meeting.
 - 3. Discussion or consultation for legal advice with the attorney or attorneys of the public body.

Mrs. Bobbitt noted that Mr. John McDonald, Somerton School District's attorney was on standby for a phone conference and she recommended they enter in to Executive Session pursuant to ARS 38-431.03 regarding Personnel and A.3 legal advise.

Mr. Heredia entertained a Motion.

MOTION: Mr. Omer so moved, Mrs. Camacho seconded, Motion carried. The Board moved in to Executive Session at 6:14 p.m.

Mr. Heredia entertained a Motion to return to Regular Session.

MOTION: Mr. Omer so moved, Mrs. Camacho seconded, Motion carried. The Board returned to Regular Session at 6:45 p.m.

2. REPORTS

2.a. Superintendent's Report

Mrs. Bobbitt

Information

Mrs. Bobbitt referred to binders included with Board information that was submitted to the State Facilities Board (SFB) for reconsideration of funding. City of Somerton's Cliff O'Neill and Russ Lambert, and Housing America staff contributed valuable information. Senator Cannell spoke to SFB Executive Director, Bill Bell, to give his support. Mrs. Bobbitt happily reported that funds were approved.

When additional SFB criteria is established, Mrs. Bobbitt will meet with Mr. Bell and key staff to apply for funding. Currently, the District will receive \$98 per square foot and the new inflation index shows \$104 per square foot. Class enrollment is increasing daily.

Information regarding next school year's calendar was removed from the Agenda as information from the high school district had not been finalized. Mrs. Bobbitt hopes to have information at the February meeting. District #1's Board approved their start date for after Labor Day, Crane will continue with their same schedule and other area schools are all different.

Mr. Omer asked for a construction update to be added to the Agenda.

2.b. Administrator's/Director's Report

Information

Mrs. Bobbitt explained that Dr. Reed is in Phoenix with his father who is scheduled for tests and possible surgery, Mr. Sheppard is teaching an AWC class, and other administrators are either out of town or attending classes. Mrs. Bobbitt will be in Washington, DC, until Sunday, attending the Interstate Migrant Education Council (IMEC) meeting.

2.c. Board Member Report

Information

Mrs. Camacho mentioned that Item 4.11 will address concerns voiced at the last meeting during Audience With Individuals, but that she wanted to address the concern regarding the role of Board Members.

Mrs. Camacho said she joined the Board with the belief that a college education leads to a better life and believes in raising student achievement. She graduated from O. L. Carlisle and was 16th in a class of 500 at Kofa. She earned a degree in Accounting at ASU, but felt that she and many of her classmates struggled through college. She added that she doesn't believe in micromanagement and as a Board Member, she trusts recommendations presented by Staff. She thanked the audience for voicing their concerns and noted that it is unfortunate that no concerns were offered when one of the District's schools was labeled under performing.

Mr. Phillips was asked by Cocopah Education to invite everyone to a meeting on January 13 from 4:00 to 5:00 p.m. He attended the ASBA Conference in Phoenix and felt it was a worthwhile.

Mr. Heredia attended ASBA's financial sessions. He asked Staff to look in to pending Arizona State Retirement Systems' (ASRS) in regard to District budget and additional full day kinder funding. Legislative ruling needs to be followed so the District knows where it stands. The English Language Learners assessment is a point of legislative discussion because the assessment may reclassify students which may reduce the state's obligation, which would impact district's resources.

The Board agreed to hold a Work Session on Tuesday, January 25 at 6:00 to 7:00 p.m. Mrs. Yopez will advise as to whether she can attend.

3. PERSONNEL CONSENT AGENDA

Mrs. Bobbitt

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

- Calderon, Johanna Instructional Assistant, Desert Sonora Elementary
- Loustaunau, Soledad Crossing Guard, Tierra Del Sol Elementary
- Villegas, Lisa Special Programs Assistant, District

3.2 REASSIGNMENTS

- Armas, Ana Instructional Assistant, Tierra Del Sol Elementary
- Espinoza, Claudia Student Advocate, Somerton Middle School
- Gonzalez, Irene Health Assistant, Somerton Middle School
- Jimenez, Erica Classroom Supervisor, Desert Sonora Elementary
- Sanchez, Annabel Instructional Assistant, Desert Sonora Elementary

3.3 SUBSTITUTE

- Wright, Gary

Mrs. Bobbitt recommended Consent Agenda items as submitted for approval.

Mr. Heredia entertained a Motion.

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

4. BUSINESS AND FINANCE

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

4.01. Approval to Issue RFP for Occupational Therapy Services

Because the RFP was not included in Board Packets, Ms. Attaway, Special Programs Director, explained that an Occupational Therapist provides written reports, evaluations, consultations, attendance at Individualized Education Plan (IEP) meetings, and completion of progress reports. Generally, the RFP is a state template.

Mr. Heredia entertained a Motion.

MOTION: Mrs. Camacho so moved, Mrs. Yopez seconded, motion carried.

4.02. Approval of Sole-Source Vendors

4.03. Approval of S.A.V.E. Vendors

4.04. Approval to Award Teaching and Office Supply Bids M

Mrs. Bobbitt recommended approval of Items 4.02-4.04 in one vote, unless the Board chose separate approval.

Mr. Heredia entertained a Motion.

MOTION: Mr. Omer so moved, Mrs. Camacho seconded, motion carried.

4.05. Approval of Resolution of Support of Arizona Western College's Restructuring

Mrs. Bobbitt reviewed and recommended the Resolution for the Board's approval.

Mr. Heredia entertained a Motion.

MOTION: Mr. Omer so moved adding that new Board positions should be noted on the Resolution, Mrs. Camacho seconded, motion carried.

4.06. Approval of Name for New School

Mrs. Bobbitt postponed this item for the next meeting.

4.07. Discussion, Information, and Possible Action Regarding New School

This item was withdrawn because funding was awarded.

4.08. First Reading of Policy Service Advisory:

- **#245: GCO-RA -- Evaluation of Professional Staff**

Mrs. Bobbitt explained that when ASBA's policy advisories are received, copies are sent for staff's input. She recommended approval of the first reading.

Mr. Heredia entertained a Motion.

MOTION: Mrs. Camacho so moved, Mrs. Yopez seconded, Motion carried.

4.09. Acceptance of Dictionaries for Third Graders

Mrs. Bobbitt explained that Dr. Rick Geyer personally donated dictionaries for all Somerton District third graders.

Mr. Heredia entertained a Motion.

MOTION: Mr. Omer so moved, Mrs. Camacho seconded, Mr. Heredia asked how many students received dictionaries, Mrs. Bobbitt said under 400, Motion carried.

4.10. Discussion, Information, and Possible Action on Site for New Administration Center

As directed by the Board, Mrs. Bobbitt explained that further research estimated cost over \$100,000 to renovate the pink building as temporary office space while Administration Center is being built. The most significant cost would be to upgrade electrical voltage to accommodate computers. Staff recommends building on Tierra Del Sol Elementary's property as suggested earlier. Mr. Omer thanked staff for their getting the information to the Board and asked about estimated cost of possible water/sewer connections and street improvements.

Although Staff had not specifically addressed these concerns with City Staff, Mr. Cliff O'Neill, was present and confirmed that Garvin Street is complete and sewer connections and capacity are not an issue at that site.

Mrs. Camacho said Desert Sonora would have additional space for classrooms. The Transportation/Maintenance facility may require space currently used as DSS parking. In addition the District is concerned of the potential problems a vacant building can cause, as the Bishop building did. Estimated cost of the new facility is about \$1.8 million. Budget was developed prior to bond elections.

The TDS property is approximately 15 acres, 6 acres at the rear of the property have been fenced off, because student supervision was difficult in that vast a space. Mr. Heredia suggested a meeting with architects and community members to get input on additional space use (soccer field, walking park). Mr. Omer will provide enhancement grant information so staff can aggressively pursue available funding. Mr. Heredia asked for research in to possible community use of the current District Office building, when it's vacated.

Mr. Heredia entertained a Motion.

MOTION: Mr. Omer moved to locate the new facility on TDS property as recommended in the Board Packet, Mrs. Camacho seconded, motion carried. Mr. Klein explained that bonds can be sold as early as July, 2005, but the District will delay for a better bond capacity.

4.11. Discussion, Information, and Possible Action on District Policies:

a. #BEDA: Notification of Board Meetings

Mrs. Bobbitt said a locked display case will be mounted at the post office and meeting dates/times will be on school marquees. Mr. Omer suggested posting notices in the local paper.

h. #EEB: Business and Personal Transportation Services

Mr. Omer suggested a regular review of vehicle assignments. Mr. Klein will revise form to include 'reason for use'. Discussion included reasons vehicles are taken to staffs' residences and whether this procedure is in the best interest of the District. The Board agreed that if staff responds to early/late alarm calls, the school vehicle is immediately recognized by law enforcement and could be a safety issue. The Board suggested staff research this issue and asked for more information to be presented at the next meeting.

Mrs. Bobbitt explained that she chose not to use a school vehicle. She receives a monthly travel allowance and closely tracks mileage for personal and business use. Mr. Klein and Mr. Huffman are assigned school vehicles because one of their duties is to respond to alarm calls.

b. #GDF: Support Staff Hiring

c. #GCCA/GDDA: Professional/Support Staff Leaves and Absences

#GBEA: Staff Ethics

d. #GBEAA: Staff Conflict of Interest

e. #GDG: Part-Time and Substitute Support Staff Employment

f. #AC: Nondiscrimination/Equal Opportunity

#GBA: Equal Employment Opportunity

In order to avoid misunderstandings, Mrs. Camacho strongly recommended the District not hire relatives, because there should be a sufficient number of community members available for hire. Mrs. Bobbitt explained that children of staff members had been hired for short-term jobs in the past. The District felt it was beneficial for them to acquire work skills in a familiar environment.

Mr. Omer understood community concerns and perceptions but reminded the Board that state statute defines the word 'relative'. He suggested staff research state statute, ASBA and District Policy in this regard. He added this is a rural Arizona community, where there may not be other alternatives at the time of hire. He agreed that caution and discretion must be utilized when decisions are made, because the Board opened themselves up when they hired the Superintendent's husband. The Board agreed that public perception will be a constant problem, but minimal alternatives for hire is a reality.

In order to alleviate misinformation or misperceptions, the Board requested being informed when positions are posted and the possible addition of a disclosure statement be included on applications so the definition of 'relative' is clear.

i. #KF: Community Use of School Facilities

#KF-RA: Community Use of School Facilities

#KG-E: Community Use of School Facilities

Mrs. Bobbitt said that the misperception of APS donating utilities for a year at the field is untrue. \$50,000 of poles for securing lighting was installed, but after that the District and City are responsible for setting up use of the facility. A refined

procedure for securing use of the field will be researched. Mr. Klein explained that when the field first became available, people were sent by the City to reserve the field, but they did not say they were sponsored by the City and were charged. Now that relationship is defined and only groups not sponsored by the City or extra practices not authorized by the City are charged. The cost is the same the City charges for their fields.

The District has paid for lighting left on all night. At this time, Mr. Huffman is the only person authorized to set timers. Mr. Heredia suggested releasing authority to a City staff person. Mr. Klein will be in discussion with City Parks/Rec person to see whether this is feasible.

e. #GDG: Part-Time and Substitute Support Staff Employment

f. #AC: Nondiscrimination/Equal Opportunity

#GBA: Equal Employment Opportunity

Mrs. Bobbitt explained that the hiring process includes mandatory fingerprinting, background and reference checks. Personnel and Payroll records are filed separately, as mandated by the state, and Staff are constantly discussing procedures to assure a good flow of paperwork.

g. #DIE-R: Audits/Financial Monitoring

This Item was not addressed.

Mr. Heredia thanked staff for supplying this information.

5. ADJOURNMENT

Mr. Heredia entertained a Motion to adjourn.

MOTION: Mr. Omer so moved, Mrs. Yepez seconded, motion carried. The Meeting adjourned at 7:49 p.m.

Signature of Board President/Clerk

Date