



# MINUTES

*Thursday, February 24, 2005 -- 5:00 p.m.  
Work/Study Session*

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

**Attending Board** Luis Heredia Leticia Yopez Martha Camacho  
Dale Phillips Scott Omer (Arrived 7:20 p.m.)

**Absent Board** Judith Bobbitt

**Attending Public** Celine Fernández Jody Attaway Ken Huffman  
Paul Filby Maureen Irr Jeanie Volpe  
Elizabeth Merino Shelly Reed-Mezei Ann McBride  
Annette Chávez Dr. Richard Geyer Maria De La Fuente  
Maria P. Vasquez Luis C. Benavides Dr. Richard Geyer  
Cathy Witmer Bob Klein Rose Arevalo

**1.a. Call to Order** Mr. Heredia  
Mr. Heredia called the meeting to order at 5:10 p.m.

**1.b. Pledge of Allegiance**  
Mr. Heredia led the Pledge.

**1.c. Financial Services Presentation** Information Ms. Witmer

Ms. Witmer distributed information to the Board regarding the process that is used for Request for Proposals. She highlighted the information contained in the RFP issued for Occupational Therapists on tonight's agenda for award.

Ms. Witmer prepared and outlined information the Board requested which included Maintenance and Operations, Federal Programs and Proposition 301 funds. Ms. Witmer also presented information on the projected revenue increases that will be seen in the M & O Budget section. She supplied information on what will be available, the new positions requested, the cost of opening the new school, as well as fixed increases.

Ms. Witmer reminded the Board that the M & O Budget is separate from our Federal Programs. In addition any positions currently funded through the M&O Budget must continue to be funded in the M&O Budget, and can not be transferred to a Federal Program Fund. In Special Education the District must also maintain the same level of funding per student for each special education student.

Ms. Witmer mentioned that administrators submitted lists of potential positions they could fill, if funding were available. Mr. Brick would like to address the Board, at a future meeting, to present his future staff needs. Ms. Witmer presented the fixed cost report showing increase in utilities. She recommended the Board set priorities in order for her to submit information they'd like to see in future reports. Some Districts have made cuts in their budget, by cutting all travel, some supplies, or staffing. Ms. Witmer will research and find out what cuts may need to be put in place, if the District is faced with budget restrictions. Mr. Heredia suggested a report that shows where funds are being distributed and how they're used. To save on cost, Ms. Witmer explained that the District purchases some items in bulk and distributes those items from its warehouse.

Ms. Witmer said that after the budget is presented to administrators, they will have to see what positions can be funded for the new school. If an estimation of staff is made from the number of classrooms at any given school, it would probably be incorrect, because some rooms are being used that were not originally going to be classrooms (ie: Music Room/Kindergarten Class or store rooms/classroom). Additional options will need to be explored.

**1.d. Adjournment** Mr. Heredia  
Mr. Heredia adjourned the Work Session at 6:24 p.m.

# Regular Board Meeting

## Immediately Following Work/Study Session

### Regular Meeting Agenda

#### 1. OPENING AND ANNOUNCEMENTS

**1.a. Call to Order**

Mr. Heredia

The Board moved directly in to Regular Session at 6:34 p.m.

**1.b. Audience with Individuals**

Mr. Heredia

**Information**

Ms. Merino speaking as SEA and Meet/Confer Representative asked to allow for community input regarding possible late start of the 2005-06 school year. Teachers are concerned that Reading First Grant testing would suffer with the later start date and understand that completion of the new school construction should also be addressed.

**1.c. Approval of Board Minutes**

Mr. Heredia

**Action**

• **January 11, 2005 Regular and Executive**

• **January 25, 2005 Budget**

Mr. Heredia entertained a Motion.

**MOTION:** Mrs. Camacho moved to approve Minutes as submitted, Mr. Phillips seconded, Mrs. Yopez asked for January 25 Minutes to reflect her absence, Motion carried with that correction. Executive Session Minutes were not available and will be submitted for approval at a future meeting.

#### 2. REPORTS

**2.a. Superintendent's Report**

Mrs. Bobbitt

**Information**

• **Certificate of Appreciation Presentation**

In Mrs. Bobbitt's absence, Mr. Heredia presented plaques of appreciation to Dr. Richard Geyer for his dictionary donations to third graders over several years and Mr. Dale Phillips for his years of service as Board President.

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

**Information**

No additional discussion.

**2.c. Board Member Report**

**Information**

• **ASBA Legislative Conference**

Mr. Heredia had ASBA Legislative Conference information added to packets for the Board's review. Rising cost of retirement and health care was an area of concern, because the 2% raise may not compensate current nor future increases. It was suggested that everyone send letters to editors, Legislators, and House Representatives to present information regarding success with the full-day kindergarten program, because funds are at risk for being cut as is funding for ELL children.

Mr. Phillips shared that before his brother passed away in January, he wanted people to know that his favorite job was working as a bus driver for Somerton School District.

**2.d. Construction Update**

Mr. Klein

**Information**

Mr. Klein reported that the Beam Signing went well and despite the delayed funding, Mr. Galles looks forward to a late-August completion. They will try to turn the building over in phases, so staff can begin moving. Unfortunately, the recent rains have not helped construction. FCI is doing their best to completion the beginning of August. A financial update will be presented at the March meeting.

**2.e. "Sed De Saber" Program Presentation** Mr. Filby **Information**

Mr. Filby presented the Sed De Saber Pilot Program that five employees (Leticia Figueroa, Consuelo Ramirez, Leticia Uriarte, Patty Peru, Maggie Angiano, and Patty Muñoz) and one volunteer (Lucy Villaescusa) are participating in. Each participant receives a \$50 gift certificate and use of the Leapfrog Pad with 6 books. Upon completion, participants should achieve third grade level English skills and Certificates of Completion will be presented at a Board Meeting. In the future, Mr. Filby hopes to provide this program to more employees.

**2.f. Discussion of School Calendar and Impact of Construction on Opening New School** **Information**

In Mrs. Bobbitt's absence, Mr. Klein asked to defer this Item to the March Meeting.

**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, Monica Instructional Assistant, Desert Sonora Elementary
- Lopez, Maria Teresa Instructional Assistant, Desert Sonora Elementary
- Martinez, Maria Elena Cafeteria Monitor, Orange Grove Elementary
- Retiz, Maria Ernestina Instructional Assistant, Desert Sonora Elementary
- Roy, Maunuelete Teacher, Desert Sonora Elementary

**3.2 ADDITIONAL ASSIGNMENT**

- Armenta, Maria I. Teacher, Adult Education
- Carrasco, Frank Instructional Assistant, Family Literacy
- Garcia, Maria C. Cafeteria Monitor, Desert Sonora Elementary
- Martinez, Marina I. Teacher, Adult Education
- TBA Teacher, Adult Education
- Various Teachers Reading Academy One Stipends
- Various Teachers Special Education Stipends

**3.3 REASSIGNMENT**

- Caiazza, Maria Reading Interventionist, Orange Grove Elementary
- Castillo, Hector Instructional Assistant, Desert Sonora Elementary
- Peña, Rosalba Instructional Assistant, Desert Sonora Elementary
- Vasquez-McCall, Vanessa ACE Parent Liaison, Family Literacy

**3.4 LEAVE OF ABSENCE**

- Ashmore, William Teacher, Somerton Middle School
- Herrera, Margarita Liaison, Somerton Middle School
- Rodriguez, Brenda Teacher, Orange Grove Elementary
- Ruiz, Maria Instructional Assistant, Orange Grove Elementary
- Villegas, Lisa Special Programs Assistant, District

**3.6 RESIGNATION**

- Calderon, Johanna Instructional Assistant, Desert Sonora Elementary
- Cooper, Samantha Teacher, Orange Grove Elementary
- Lujan, Cordelia Teacher, Tierra Del Sol Elementary
- Gonzalez, Irene Health Aide, Somerton Middle School

**3.7 RETIREMENT**

- Magaña, Jeanne Instructional Assistant, Desert Sonora Elementary

**3.8 NEW POSITION**

- Instructional Assistant Life Skills Program, Tierra Del Sol Elementary

Mr. Klein noted that the request for hire of Maunuelete Roy was received late and back-up information was not available to add to packets. Mrs. Camacho asked that additional information be added for positions, such as Item 3.8, so the Board is aware of funding sources or funding will be amended. Regarding Item 3.8, Mr. Klein explained that a severely disabled student will be enrolled and an Instructional Assistant is needed to care for that child's needs. The intention is for federal programs to be used for this position. Mr. Phillips asked about Resignations and why there are so many. One teacher is getting married and moving out of state. The other is returning to Colorado. Unfortunately, when hiring teachers from out of state, some stay and others get homesick in December, then leave at year's end. Mr. Heredia requested an updated report when changes are made after packets are distributed.

Mr. Heredia entertained a Motion.

**MOTION:** Mrs. Yepez moved to approve Consent Agenda Items, Mrs. Camcho seconded, Motion carried.

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

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

##### **4.01. Approve Occupational Therapist Contract for Remainder of 2004-05 School Year**

A bid went out and despite several proposals being less expensive, Mrs. Attaway requests use of the same Occupational Therapist (OT). The quality of services provided, his awareness of District the routine within the District and the children are comfortable with him, she prefers continued use of his skills. Other contracted agencies were not able to provide the consistent services, which is not feasible with the population of students being serviced at this time.

Mr. Heredia entertained a Motion.

**MOTION:** Mrs. Camacho moved, Mr s. Yepez seconded, Motion carried.

##### **4.02. Approval of IGA with Chicanos Por La Causa/Arizona Migrant and Seasonal Head Start**

Mr. Klein recommended approval of Item 4.02, which was reviewed and approved by the District's legal counsel.

Mr. Heredia entertained a Motion.

**MOTION:** Mr. Phillips moved, Mrs. Camacho seconded, Motion carried.

##### **4.03. Ratification of Accounts Payable Vouchers for January**

Mr. Klein recommended approval of Ratification to January's Voucher due to construction payments.

Mr. Heredia entertained a Motion.

**MOTION:** Mrs. Camacho moved to approve Item 4.03, Mrs. Yepez seconded, Motion carried.

##### **4.04. Discussion, Information, and Possible Action on Submission of Letter of Withdrawal to North Central Association on Behalf of Orange Grove Elementary**

Mr. Klein suggested tabling this Item so the Board can receive additional information at the next meeting.

Mr. Heredia entertained a Motion.

**MOTION:** Mrs. Camacho moved to Table Item 4.04, Mrs. Yepez seconded, Motion carried.

##### **4.05. Discussion, Information, and Possible Action on Name for New School**

Mrs. De La Fuente explained that community parents, students, and community members from Chicanos Por La Causa, Somerton Public Works, Somerton Court, PPEP-Tec, Tierra Del Sol Elementary staff and other District staff were given a chance to vote on the name for the new school.

After tallying the votes, Mrs. De La Fuente reported that Valle Del Encanto came in with the most votes and it was up to the Board to decide whether they wanted Learning Center or Academy.

Mr. Heredia entertained a Motion.

**MOTION:** Mrs. Camacho moved to go with the majority of votes and name the school Valle Del Encanto Learning Center, Mrs. Yepez seconded, Motion carried.

**4.06. Acceptance of Donations Received:**

**a. 153 Reams of Paper from WalMart**

**b. Textbooks from the Mexican Consulate**

**c. Orange Grove's Yearbook Assistance Fund:**

- Adonai Construction (\$50)
- Condor Seed (\$200)
- Glen Curtis Co. (\$500)
- RDO Equipment (\$100)
- Martinez Contractors (\$75)

Mr. Klein noted that the District received donations within the last month that are outlined in the Board packet information. He recommend approval.

Mr. Heredia entertained a Motion.

**MOTION:** Mrs. Yepez sol moved, Mrs. Camacho seconded, Motion carried.

**4.07. Second Reading and Approval of Policy Service Advisory:**

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

Mr. Klein explained that this technical correction of policy is to clarify when a teacher is given preliminary notice of inadequate performance, the Board must be notified within five days of the notices being sent.

Mr. Heredia entertained a Motion.

**MOTION:** Mr s. Camacho moved to approve, Mrs. Yepez seconded, Motion carried.

**4.08. Discussion, Information, and Possible Action on Joint use Agreement with the City of Somerton Regarding Facilities**

Mr. Klein explained that this item of concern had been discussed at previous meetings. The Joint Use Agreement was approved November, 2002 and is valid until 2005 unless subsequent changes are made. The City will take care of the field's lighting and every six month the District and City have agreed to meet to discuss making the field operational and duties of each agency in relation to use of the field.

If events are not scheduled by the City or an organized City league the group is charged for lighting. (Mr. Omer arrived at 7:20 p.m.). Mr. Heredia suggested payment be collected at the City and/or District Office when City events are being scheduled. The District will discuss arrangements with the City. The District will review the practice of asking for a Certificate of Insurance from private groups. The District wants to assure understanding of liability with groups using the facility. The Board asked for Staff to look in to what procedures other schools use.

Mr. Phillips noted that the areas should be monitored so that the public is not drinking or doing something else on the premises that could be negatively reflected on the District.

The Board agreed to bring this matter to the table at the next Board Meeting for further discussion.

**4.09. Information, Discussion, and Possible Action on Policy #EEB: Business and Personal Transportation Services**

Mr. Klein will be present a report at the next meeting regarding this item. Mr. Heredia noted that the Board wants to tightened District vehicle use.

Mr. Heredia entertained a Motion to table this item and discuss it at the next meeting.

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

**4.10. CALL FOR EXECUTIVE SESSION**

Mr. Heredia

**Action**

**A.R.S. §38-431.03 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.

The Governing Board may enter in to Executive Session to consult with Somerton School District's attorney via telephone conference.

Mr. Heredia entertained a Motion.

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

**5. ADJOURNMENT**

Mr. Heredia entertained a Motion to adjourn.

**MOTION:** Mr. Omer moved, Mrs. Yopez seconded, Motion carried. Meeting adjourned at 8:53 p.m.

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Signature of Board President/Clerk

Date