

**DOUGLAS UNIFIED SCHOOL DISTRICT #27**  
**DOUGLAS, ARIZONA**

Board Room  
Central Administration Building

4:00 PM  
March 28, 2023

**Special Board Meeting & Executive Session**  
**Minutes of the Board**

**I. PRELIMINARY MATTERS:**

CALL TO ORDER: Mr. Ray Borane, President

PRESENT: Mr. Kevin Smith, Member  
Mrs. Jana Selchow, Member  
Mr. Mitch Lindemann, Member  
Mr. Mario Ramos, Member

Others Present: Ana C. Samaniego, Superintendent  
Denise Cox, Assistant Superintendent  
Cesar Soto, Chief Financial & Operations Officer  
Alma Valenzuela, Executive Secretary

**Public Comments:**

None

**II. ACTION ITEMS:**

**A. Discussion/action to remove item from table – “Discussion/action on the approval of non-renewal of certified staff contract for 2023-2024 school year pursuant to A.R.S. §15-536 and §15-538.” Item was tabled at the March 14, 2023 Special Board Meeting.**

For the record, Mr. Ray Borane recused himself because he has been ex parte in this matter. He will defer and have the immediate past president, Mr. Mitch Lindemann, preside at this time.

Mr. Ramos motioned to approve removing the item from table as presented. Mrs. Selchow seconded the motion. Motion carried 4/0/1.

Name	Aye	Nay	Abstain
Mr. Kevin Smith	√		
Mrs. Jana Selchow	√		
Mr. Mitch Lindemann	√		
Mr. Mario Ramos	√		
Mr. Ray Borane			√

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<sup>1</sup>A unanimous (5/0) vote will show the members voting in this manner throughout the minutes:

Name	Aye	Nay	Abstain
Mr. Kevin Smith	√		
Mrs. Jana Selchow	√		
Mr. Mitch Lindemann	√		
Mr. Mario Ramos	√		
Mr. Ray Borane	√		

**B. Discussion/action on the approval of non-renewal of certified staff contract for 2023-2024 school year pursuant to A.R.S. §15-536 and §15-538: 1) for reasons of inadequate performance; and 2) reasons not related to performance.**

Mrs. Samaniego advised that her recommendation is to approve the non-renewal for the 2023-2024 school year for the employee mentioned in the action item (Mrs. Yuliana Sabal). The Board was provided all the background information, documents provided, acknowledged and signed by both parties, following all policies and State statutes as they pertain to the inadequacy of classroom performance of a non-continuing certified staff member and other non-performance reasons of non-renewal.

Mr. Smith motioned to approve the non-renewal of certified staff contract for 2023-2024 school year pursuant to A.R.S. §15-536 and §15-538: 1) for reasons of inadequate performance; and 2) reasons not related to performance as presented. Mrs. Selchow seconded the motion. Motion carried 4/0/1.

Name	Aye	Nay	Abstain
Mr. Kevin Smith	√		
Mrs. Jana Selchow	√		
Mr. Mitch Lindemann	√		
Mr. Mario Ramos	√		
Mr. Ray Borane			√

*At this time, Mr. Lindemann returned the meeting to Mr. Borane.*

**C. Discussion/action on the approval of classified retirement.**

Mrs. Samaniego advised that Ms. Carolyn Celaya is the secretary at Clawson and has been a long-time employee of the District and she has made the decision to retire effective June 1, 2023. Thank you to Ms. Celaya for her years of service.

Mr. Lindemann motioned to approve the classified retirement as presented. Mrs. Selchow seconded the motion. Motion carried 5/0. <sup>1</sup>

- Carolyn Celaya                      Secretary (Clawson)                      Retirement effective 06/01/23

**D. Discussion/action on the approval of creating the Dean of Students position and job description.**

Mr. Lindemann motioned to approve creating the Dean of Students position and job description as presented. Mrs. Selchow seconded the motion.

Mrs. Samaniego advised that the Board was provided the Dean of Students job description she had worked on when she was in Human Resources. This job description, once approved, would replace the one (1) vacancy at the high school, which is the assistant principal of curriculum and instruction. They were unable to fill due to lack of interest and applicants. In order to assist the high school, Mrs. Bianca Hernandez became a Teacher on Special Assignment (TOSA) to assist with curriculum initiatives. She did not deal with discipline, did not suspend, nor address parents. In meeting with the high school administration, they have requested the Dean of Students instead of an Assistant Principal of Curriculum and Instruction. The Dean of Students will require the candidate that applies to have a Master's Degree in Education, minimum of five (5) years of

teaching experience, and they don't have to have an Administrative Certificate. They don't have to be a principal as certified by the Arizona Department of Education (ADE) but it would be preferred if they did. Will also need to have knowledge of State and Federal programs; possession of excellent communication; and computer proficiency. As of Dean of Students, they are able to suspend, assist the principal in supervision, address needs with parents, extra-curricular activities, and so forth. This position will be on the Certified Teacher Salary Schedule, similar to the TOSA's. Mr. Borane asked if she could please talk about the need for this position? Mrs. Samaniego replied that what happened this year, due to the lack of the third administrator who is able to address student behavior and needs, the number of disciplinary infractions that are being dealt with constantly at the high school are a lot. Between Mr. Vidal and Mr. Young, who are the Assistant Principals and have other duties in the respective areas, are dealing constantly with the disciplinary actions and getting bombarded with all the suspensions, discipline, and infractions. Ultimately, addressing all those needs. By the lack of the third person, it has put a strain on the individuals who are not only dealing with discipline, teacher evaluations, supervise the campus, and still attend to everything. A discipline infraction can take hours. The new Dean would be able to support them in that role. Mr. Borane commented about the certification and since the position does not do supervision, it doesn't need a supervisor's certificate either. Mr. Smith asked if the position is limited to the high school or districtwide? Mrs. Samaniego replied that the job description states that the position reports to the principal and it doesn't have to be limited to the high school. If there was a situation where we are not able to find assistant principals for the high school, this job description would work. Mr. Borane commented that one of the main duties and responsibilities in the job description is the authorization for the individual to suspend students and this duty has to be authorized by the Board. Mrs. Selchow asked if the individual would be doing evaluations? Mrs. Samaniego replied no, there will be no supervisory of classified or certified staff. Mr. Ramos asked if there are individuals interested in the position? Mrs. Samaniego replied that she is sure there might be internal candidates or could also attract people from neighboring communities that wouldn't necessarily need a principal's certificate but maybe have some other roles elsewhere. Dean of Students is very common in the middle school and secondary levels because they serve as a resource between the students, staff, parents, and administration. Mr. Ramos asked if the individual would be involved with the middle schools? Mrs. Samaniego replied no, this is to approve the position and job description. If the need were to be evident at the middle school level, knowing that we already have a job description, then Mrs. Samaniego would go to the Board to request to fill the position at the middle school. This is just to approve the job description, which would allow Mrs. Samaniego to move forward with the position in the high school. Mr. Borane commented that Mrs. Samaniego alluded very clearly about the position, that's it actually in lieu of. Mr. Borane asked Mr. Soto if the position is encumbered? Mr. Soto replied yes, the assistant principal position at the high school was encumbered since became vacant. It will now be the Dean of Students and the funding is there. Mr. Lindemann asked if the Dean of Students position is approved and at some point, another assistant principal is needed, how will that fit in? Mrs. Samaniego replied that as a Dean of Students, dealing with the discipline and having that third person assisting, there won't be a need unless the administration comes back to say that the Dean of Students is not working. Mrs. Samaniego doesn't foresee the needs once the position is there. Mr. Lindemann asked how about in addition to the Dean of Students there comes a time, then a new budget would have to be created? Mrs. Samaniego replied yes unless there was a 500 to 1,000 student enrollment increase at the high school, which may be in about 5 to 8 years. With the current student enrollment, Mrs.

Samaniego does not foresee the need. Mr. Borane commented that the normally the Dean of Students is adopted because it is a lesser position in certification. If the administration feels that this is what is actually needed to concentrate on the discipline because of the overflow on the other positions, this would suffice to alleviate those other two (2) assistant principals.

There being no further discussion, motion carried 5/0.

**E. Discussion/action on the approval of salary increase for certified and classified employees for School Year 2023-2024.**

Mrs. Samaniego advised that based on the discussion with the Board at the last meeting, this Board has always done the very best to give increase to our staff. After looking at the budget, having discussions with Mrs. Cox and Mr. Soto, and looking at what we are able to do without overextending ourselves, the Administration is committed and is recommending that a 5% salary increase be given to certified employees, which includes teachers, TOSA's, counselors, etc. We are confident that it is sustainable, year after year. For our classified employees, adding \$0.75/hr. increase to their hourly pay and the 2<sup>nd</sup> year of decompression to address the loyalty and compression issues. The amounts and information were provided to the Board in their background. We are confident and excited about being able to do a 5% for our staff. There was a conversation with Mr. Borane, that possibly in October when our budget numbers are solidified and if there is anything more that can be done, then it will be brought back to the Board. For now, we are confident with these recommendations. Mr. Soto commented that these are the scenarios and recommendations they are making. For the classified staff, this will be the 2<sup>nd</sup> year of decompression as last year the Board approved the plan which will be done potentially in four (4) years. Mr. Soto commented that for certified, the Board asked him to run different scenarios from 3% to 5% and with the 5% they are confident and can sustain it going forward. The approximate cost for certified is \$438,486.67. Mr. Borane asked if there was any information about the \$10,000.00 the legislature is looking at for certified? Mr. Soto replied that there is something circulating at the legislature about a 5% for teachers but the issue is where is the money going to come from? Is it going to be sustainable? Is it a one-time thing? We don't know the specifics of those monies and if it will pass. If it passes, that would be great. But most likely it's just going to be probably a one-time payment for all certified, in addition to what we are doing. The amount from the legislature is still in the works. Mr. Borane commented that if there is any extra money, notwithstanding any of the two (2) items, the Board can come back and do a one-time payment or if it is sustainable put it on the salary schedule. If it is feasible, the Board will consider it. Mr. Soto commented that for classified, it will be a \$0.75/hr. increase. The projection for minimum wage is to go up to \$14.40/hr., which is \$0.55 more than what is on the salary schedule. The Administration is recommending \$0.75/hr. for existing employees and \$0.55/hr. for new employees for the next school year. No information has been received on the State minimum wage increasing to \$15.00/hr. starting in January and the projection right now is \$14.40/hr. The Administration is recommending \$0.75/hr. increase and the 2<sup>nd</sup> year of decompression. The approximate amount for classified is \$457,560.59.

Mr. Lindemann motioned to approve the salary increase for certified and classified employees for School Year 2023-2024 as presented. Mr. Smith seconded the motion.

Mr. Lindemann commented that it is a great thing to give the \$0.75/hr. increase but if at some point they change the minimum wage, nothing will have to be changed by us? Mr. Soto replied that they will probably have to as the projection is \$14.40/hr. but if for whatever reason the State says we have to go to \$15.00/hr. starting January, then we will still need \$0.60 to adjust and catch up with the minimum wage.

Mr. Borane reiterated that the recommendation is a 5% increase for certified staff and \$0.75/hr. increase and the 2<sup>nd</sup> year of decompression for classified staff.

There being no further discussion, motion carried 5/0.

**III. EXECUTIVE SESSION:**

**The Governing Board may vote into executive session, pursuant to A.R.S. § 38-431.03 (A) (1) for the discussion of salaries:**

A. Discussion on administrative staff salaries.

**No Board action is taken during executive session. Should either employee wish to have the executive session dealing with the matter pertaining to that employee held in open session, it shall be conducted in open session following the executive session at this point in the agenda.**

Mr. Lindemann motioned to enter into executive session. Mrs. Selchow seconded the motion. Motion carried 5/0. *Meeting moved into executive session at 4:27 p.m.*

*Return from executive session at 5:26 p.m.*

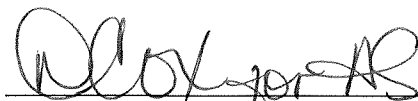
**IV. ADJOURNMENT:**

There being no further business, Mr. Lindemann motioned to adjourn the meeting. Mrs. Selchow seconded the motion. Motion carried 5/0. The meeting was adjourned at 5:26 p.m.

*Back in open session and adjourned the executive session at 5:32 p.m.*

There being no further business, Mr. Lindemann motioned to adjourn the meeting. Mrs. Selchow seconded the motion. Motion carried 5/0. The meeting was adjourned at 5:32 p.m.

Minutes prepared by Alma Valenzuela, Executive Secretary. The Board at their meeting on May 2, 2023, approved these minutes.

  
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Ana C. Samaniego, Superintendent