

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

Board Room  
Central Administration Building

5:00 PM  
December 8, 2020

**Regular Board Meeting (Rescheduled)  
Minutes of the Board**

**I. PRELIMINARY MATTERS:**

CALL TO ORDER: Mr. Ray Borane, President

PRESENT (Telephonically): Mr. Mario Ramos, Member  
Mr. Mitch Lindemann, Member  
Mr. Natalio Sabal, Member  
Dr. Edward Gomez, Member

ABSENT: Ana C. Samaniego, Superintendent

Others Present: Denise Cox, Assistant Superintendent  
Cesar Soto, Chief Financial & Operations Officer  
Gehrig Duarte, Ex-Officio Student Member  
Alma Valenzuela, Superintendent's Secretary

**Approval of Minutes:**

Mr. Lindemann motioned to approve the following minutes. Mr. Sabal seconded the motion. Motion carried 5/0. <sup>1</sup>

1. April 21, 2020 – Regular (Rescheduled)

**Summary of Current Events:**

Mrs. Cox, on behalf of Superintendent Samaniego, addressed the Board and informed them about the following:

- The Douglas High School (DHS) Counselors received a certificate from the Governor's Office for Outstanding FAFSA Performance for the 2019-2020 school year. Congratulations DHS Counselors.
- Embry Health is doing free COVID-19 testing at DHS, Monday through Friday from 7:00 a.m. to 7:00 p.m. The information is on the District website.
- The end of Quarter 2 is fast approaching and it will be on December 23<sup>rd</sup>.

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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. Mario Ramos	√		
Mr. Mitch Lindemann	√		
Mr. Natalio Sabal	√		
Dr. Edward Gomez	√		
Mr. Ray Borane	√		

**Governing Board Members:**

Mr. Lindemann commented that he attended the Arizona School Boards Association (ASBA) Annual Conference virtually on December 3<sup>rd</sup>. New ASBA officers were elected.

Dr. Gomez asked if it is possible to conduct the Board meetings via ZOOM or Google Meet. Mrs. Valenzuela replied that it is possible and it will be set up via Google Meet. Mr. Borane commented that for the January organizational meeting, he will request that all members attend in person but follow social distancing guidelines.

**Reports:****Ex-Officio Student Member – Gehrig Duarte**

Mr. Duarte provided the DHS School Activity Report for December.

**Business Office Reports – Cesar Soto**

Mr. Soto addressed the Board and stated that the Board was provided the November reports. We are still experiencing a slow decrease in student enrollment.

**Human Resources & Student Enrollment Reports – Denise Cox**

Mrs. Cox advised there are 3,856 students, including preschool, enrolled at this time.

The COVID-19 cases are rising in Douglas. There are several staff out pending results as well as positive cases. We are trying to do best we can in order to mitigate exposure at the sites. We cannot close the District unless it is a Governor's Executive Order or the Cochise County Health Department.

After Thanksgiving we saw a peak in positive cases. Due to this, we have had to temporarily close safe learning spaces at the following sites:

- Paul Huber Middle School: Will reopen on Monday, December 14<sup>th</sup>.
- Ray Borane Middle School
- Faras Elementary School
- Joe Carlson Elementary School: Kinder through 2<sup>nd</sup> grades only closed only; 3<sup>rd</sup> through 5<sup>th</sup> grades are currently open.

Mr. Borane moved Item III. H. to this time.

**III. ACTION ITEMS:****H. Discussion/action, if needed, on the Distance Learning Update.**

Mrs. Cox, on behalf of Superintendent Samaniego, provided the Distance Learning Update. DUSD continues to operate 100% online with students either at home or attending a safe learning space. Mrs. Samaniego hoped that starting in January we could begin our hybrid model allowing for students to return to partial in-person learning at least two (2) days a week. However, assessing the local COVID-19 situation and considering all facts being provided by the Cochise County Health Department, it is not in the best interest of students or staff to begin our hybrid model until possibly later in the spring. Mrs. Samaniego firmly believes that students belong in school but the health and well-being of the students and staff is more important at this time. Therefore, her

recommendation is to postpone any in-person instruction until the spring. One (1) issue we are facing is the lack of substitute teachers, when teachers have to be out, with COVID-19 and online instruction that has been quite challenging. Substitute teachers are not available at the moment being that the online platform we follow is not easy for a substitute to take over without proper training. Due to COVID-19 related issues, many teachers are absent for several days, reducing their virtual teaching time with students. If teachers are able to work from home during an absence due to COVID-19 or any other circumstance, then it's in the best interest of students to continue their virtual teacher meets so that the instruction does not get interrupted. When teachers are absent, they are expected to leave a lesson and assignments for students to complete online. Lessons should be relevant and purposeful. All teachers need to be prepared with virtual lesson plans and submit them to their principals, so that when teachers need to be absent, instruction should not stop. Teachers need to understand that during this year the classroom has been taken into our family's homes, making their teaching visible to all members in a family. Parents, grandparents, and any family at home is constantly watching and hearing what is going on during a virtual classroom. We ask that our parents don't interrupt lessons but rather send teachers an email privately about a concern they may have. We know that this has been extremely difficult for our staff, students, and parents. Parents have had to change their lives drastically to accommodate their own children at home. We hope that parents continue to work with their child's teacher so that together we can do what is best for their children.

We have ordered more Chromebooks and laptop carts because unfortunately State testing is still planned. Obviously, this poses a challenge because AZELLA and AzMERIT (AzM 2) will have to be done in person, not at home. Schools will have to get very creative in scheduling students in small groups, so that all students get tested during the testing window.

We will continue to provide Personal Protective Equipment (PPE) and ask all employees to follow our protocols with fidelity, so that we can minimize the spread. DUSD simply cannot shut down and send all employees home as that would need to be a Governor mandate. We will continue to monitor our cases and take action when needed. If schools need to shut down safe learning spaces, we will. If we need to send employees home, we will. We will do whatever it takes to keep operating safely. Our District must keep operating and having our schools open is a mandate in order to receive funding.

At the moment, all winter sports activities for DHS have been put on hold for the remainder of this semester. We will analyze our data and make a decision as to whether we can resume any sports activity in January.

Mrs. Samaniego wants to thank all of the staff during these challenging times but especially our instructional support staff for being the essential employees who are dealing daily with students and supporting their instruction. She would also like to thank the Human Resources Department for handling all COVID-19 related cases and trying to handle every situation with utmost professionalism and confidentiality.

Mrs. Cox commented that in referring to spring, they will look at the data by February. The guidance from the Cochise County Health Department is that they are thinking we will probably

see another spike in January due to the holiday season. We may not be able to start our hybrid model until Quarter 4, which will be after spring break.

Mrs. Cox commented that in regards to spring sports, it will have to be determined by Mrs. Samaniego and the DHS Administration based on AIA guidelines. Winter sports have been placed on hold for the remainder of the semester.

**Public Comments:**

Due to COVID-19, public comments were submitted via email and were read by Mrs. Cox. The following public comments were received:

- Mr. Nathaniel Darus, representing Douglas High School Band, regarding the virtual DHS band concert (<https://www.youtube.com/watch?v=ltdMHxc3kaA>)

**II. CONSENT AGENDA ITEMS:**

Mr. Lindemann motioned to approve the consent agenda as presented. Mr. Sabal seconded the motion. Motion carried 5/0.

1. Payroll and Expense Vouchers/Reports:
  - i. Student Activities & Auxiliary Reports
  - ii. Payroll Vouchers: 10, 11

**III. ACTION ITEMS:**

**A. Discussion/action on the approval of certified hires.**

Mr. Lindemann motioned to approve the certified hires as presented. Mr. Sabal seconded the motion. Motion carried 5/0.

- |                      |  |         |                       |
|----------------------|--|---------|-----------------------|
| • Adalberto Figueroa | 21 <sup>st</sup> CCLC Instructional Aide     | \$12.83 | 21 <sup>st</sup> CCLC |
| • Michael J. Torres  | Substitute Custodian ( <i>Ratification</i> ) | \$12.00 | M&O                   |

**B. Discussion/action on the approval of temporary classified hires.**

Mr. Lindemann motioned to approve the temporary classified hires as presented. Mr. Sabal seconded the motion. Motion carried 5/0.

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|----------------------|------------------------------|---------|-------|
| • Alexa Ivanna Ochoa | Instructional Aide (Clawson) | \$12.49 | CARES |
| • Jill Worden        | Instructional Aide (Clawson) | \$12.49 | CARES |
| • Blanca Dominguez   | Instructional Aide (PHMS)    | \$12.49 | CARES |

**C. Discussion/action on the approval of classified resignations & retirements.**

Mrs. Cox thanked Ms. Ybarra and Ms. Trevizu for their years of service to the District. All staff are rehirable.

Mr. Lindemann motioned to approve the classified resignations & retirements as presented. Mr. Ramos seconded the motion. Motion carried 5/0.

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|-------------------------|--|---|
| • Mary Elizabeth Ybarra | Instructional Aide (JC)                  | Retirement effective 01/15/2021 (29 yrs.) |
| • Rosalba Trevizu       | Custodian (DHS)                          | Retirement effective 12/31/2020 (23 yrs.) |
| • Dayana Medina         | Instructional Aide (Faras)               | Resignation effective 12/23/2020 (5 yrs.) |
| • Guadalupe Tanabe      | Instructional Aide (JC)                  | Resignation effective 12/02/2020 (1 mo.)  |
| • Catalina Decker       | 21 <sup>st</sup> CCLC Instructional Aide | Resignation effective immediately         |

**D. Discussion/action on the approval of addendum.**

Mrs. Cox commented that Mrs. Duarte submits timesheets for the hours she works and gets paid based on that.

Mr. Lindemann motioned to approve the addendum as presented. Mr. Sabal seconded the motion. Motion carried 5/0.

- Joanie Duarte                      STAR Autism (ESS)    \$30.00/hr.                      MIPS

**E. Discussion/action on the approval of donations received for DUSD #27.**

Mr. Lindemann motioned to approve donations received for DUSD #27 as presented. Mr. Ramos seconded the motion. Motion carried 5/0.

- *Donation of \$598.00 from STEM-CAN Support to Clawson Elementary for Mrs. Noemi Escalante's teacher project.*
- *Donation of \$1,250.00 from Walmart #1846 to Stevenson Elementary Community Grant.*

**F. Discussion/action on the approval of the Intergovernmental Agreement for Pathways to Teaching between The Arizona Board of Regents, University of Arizona and DUSD #27.**

Mrs. Cox commented that this is a partnership with University of Arizona South. It is a “grow your own” type of program to support the recruitment and retention of future teachers from within the District. There are about 13 people interested in this program.

Mr. Lindemann motioned to approve the Intergovernmental Agreement for Pathways to Teaching between the Arizona Board of Regents, University of Arizona and DUSD #27 as presented. Mr. Ramos seconded the motion. Motion carried 5/0.

*Mr. Borane stopped the meeting at 5:30 p.m. to enter the Public Hearing.*

*Mr. Borane reconvened the meeting at 5:33 p.m.*

**G. Discussion/action on the approval of the Revision to the District Annual Expenditure Budget for Fiscal Year 2020-2021.**

Mr. Soto commented that we are experiencing a decrease in enrollment and that is the reason for the revision to the budget. We were projecting in adjusting the budget by roughly \$1million because of the loss of about 200 students but due to the carryover it ended being close to \$500,000. Another big factor was the savings on the vacancies we have. The positions that we will not be able to fill this year were removed and it helped tremendously. We will continue monitoring the student enrollment. All of the positions that we have not filled are encumbered and when hybrid is approved, then we will be able to cover those positions. If needed, we can transfer Capital monies into the M&O funds.

Mr. Borane asked if the budget can sustain all the expenditures that have been approved and especially the sustainability of staff raises? Mr. Soto replied yes.

Mr. Sabal asked what is being done about student enrollment? Mrs. Cox replied that many of the students that we have lost is due to the families moving to other cities, another state, or an online platform. If they have attendance issues, the parent liaisons and secretaries are making calls and making home visits to help them log on. Assistance and visit attempts are being documented by the school office staff. Mr. Soto commented that the whole state is experiencing a loss enrollment of about 50,000 students. This is an issue that is affecting all the districts in the state. We still do not know how Proposition 208 is going to benefit school districts. We still have CARES Act funds available to spend by September 2021.

Mr. Lindemann motioned to approve the Revision to the District Annual Expenditure Budget for Fiscal Year 2020-2021 as presented. Mr. Sabal seconded the motion. Motion carried 5/0.

**IV. DISCUSSION ITEMS:**

**A. Request for future agenda items**

None.

**V. ANNOUNCEMENTS:**

- Winter Break (No School) ..... December 24, 2020, through January 6, 2021
  - December 24, 2020, through January 1, 2021: All District Offices Closed (to include Transportation, Warehouse/Receiving, and Maintenance Departments).
- Annual Organizational Meeting ..... January 5, 2021 at 10:00 a.m.
- Next Regular Board Meeting ..... January 12, 2021

**VI. EXECUTIVE SESSION:**

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

- A. Superintendent Ana C. Samaniego’s annual evaluation.

**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. Mr. Ramos seconded the motion. Motion carried 5/0. *Meeting moved into executive session at 5:46 p.m.*

*Return to open session at 5:51 p.m.*

**VII. OPEN SESSION:**

- A. *Discussion/action to approve Superintendent Ana C. Samaniego’s annual evaluation.*

Mr. Lindemann motioned to approve Superintendent Ana C. Samaniego’s annual evaluation as presented. Mr. Ramos seconded the motion. Motion carried 5/0.

**VIII. ADJOURNMENT:**

Governing Board members wished everyone a Merry Christmas and Happy New Year. Mr. Sabal thanked everyone on the Board, the Administration, and the Staff for putting up with all the mandates. He wished everyone a very Merry Christmas and a healthy and safe New Year. With all of his heart, he gives everyone his thanks.

There being no further business, Mr. Lindemann motioned to adjourn the meeting. Mr. Ramos seconded the motion. Motion carried 5/0. The meeting was adjourned at 5:54 p.m.

Minutes prepared by Alma Valenzuela, Superintendent's Secretary.

The Board at their meeting on September 7, 2021, approved these minutes.

**Public Comments:**

Effective immediately and until further notice, the DUSD Governing Board will be enforcing the Center for Disease Control's health precautionary recommendation limiting all public gatherings to 10 people. There will be no call to the public. All Governing Board meetings will be live-streamed and available to view via DUSD's YouTube channel.

Details regarding presentations and discussions are available on the audio and video recordings posted on the Governing Board page on the DUSD website at [www.dusd.us](http://www.dusd.us) (For exact statements made during the board meeting, you may request a copy of the audio).