Governing Board
Minutes

Somerton Elementary School District #11
Governing Board Agenda For Public Hearing
Executive Session and Regular Governing Board Meeting

Date: **December 11, 2007**
Time: **5:00 p.m. Regular Meeting and Executive Session**

Place: **Professional Development Room • 215 N. Carlisle Avenue • Somerton AZ 85350 • (928) 341-6000 •** www.somerton.k12.az.us

Attending Board: Luis Heredia Leticia Yepez Fern Soto

Absent Board: Mrs. Camacho Jose Moreno

Attending Public:

Dr. Doug Rutan	Jerry Cabrera	Margarita Camacho	Melissa Porchas
Bob Cassidy	Jeanie Volpe	Jody Attaway	Cecilia Arvizo
Connie Zepeda	Maria P. Vasquez	Richard Brose	Mariah Lutich
Kim Seh	Maria C. Villarreal	Jorge Cano	

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1. Public Hearing

Revised 2007-2008 M&O Budget.
Dr. Rutan presented an overview of the revision of the 2007-2008 budget which included a handout. Melissa Porchas and Tracy McLaughlin from Heinfeld & Meech have been working very hard on the revised budget. All journals will be updated on a monthly basis and a report will given to the Governing Board

Mrs. Yepez thanked Mrs. Porchas for her hard work.

2. Regular Governing Board Meeting Agenda

Opening and Announcements

2.1. Call to Order/Pledge of Allegiance

Mr. Heredia called the regular Governing Board meeting to order at 5:10 p.m.

The Pledge of Allegiance was led by Mrs. Yepez.

2.2. Comments from the Audience
Under Comments from the Audience, the public may address the Board on any subject not listed on the agenda. An individual may only address the Board once under this item. Five (5) minutes may be allotted to each speaker but can be extended by a Board member, if so desired. The Board cannot act on non-agenda items and cannot respond to issues other than to provide general information or give direction to the Superintendent to add to a future agenda or for the Superintendent to follow up with speaker. The individual shall state his/her name and address before addressing the Board.

Mr. Richard Brose from Four Corners Environmental addressed the Board members with a concern on the Environmental consulting services invoice payment. Mr. Brose was asking the Governing Board for directions to resolve this issue.

Mr. Heredia responded that it will be placed as a future agenda item for discussion.

2.3. Call for Executive Session

1. Executive session pursuant to A.R.S. Section 38-431.03.A 1---personnel; discussion or consideration of employment, assignment, promotion, demotion dismissal, salaries, disciplining or resignation of a certificated teacher.

The Board may enter into Executive Session to Discuss and/or
1. Review the Superintendent's Evaluation

Mr. Heredia recommended for Executive Session to be held on Thursday, January 3, 2007 at 6:00 p.m.

3 . Reports/Discussion Items

3.1. Superintendent
3.1.1. Current Events

Dr. Rutan commented on the following:
- *Senator Aguirre and Representative Ulmer visited Somerton Schools.*
- *Attended the Annual Legislator Dinner on December 10th where Senator Aguirre and Representative Ulmer were present. Senator Aguirre emphasized how impressed she was with her visit to the Somerton School District. She mentioned how proud she is with the education Somerton Schools and the professionalism of the staff.*
- *Reminder of all the Christmas Programs for all schools*
- *January 10, 2008 dinner*
- *Dr. Reed was absent because he was ill.*

3.2. Assistant Superintendent

3.3. Board Members Report
3.3.1. President and other Board member comments
Mr. Heredia submitted his letter of resignation from the Somerton School District Governing Board effective January 31, 2008. He mentioned that one Board member can participate on the interviews for the new member.

3.4. Administrators/Directors
3.4.1. Mrs. Arvizo, Mrs. Garza, and Mr. Streit Assistant Principals SMS
3.4.2. Ms. Attaway - Director of Special Programs
3.4.3. Mr. Cabrera - Special Projects Coordinator
3.4.4. Mr. Cassidy - Director of Technology
3.4.5. Mr. Cano - Food Service Director
3.4.6. Ms. De La Fuente - Principal ELC
3.4.7. Mrs. Irr - Grant Writer
3.4.8. Mrs. Lopez - Principal and Mrs. Zepeda, Assistant Principal TDS
3.4.9. Mrs. Porchas -Assistant to Director of Financial Services
3.4.10. Ms. Reed-Mezei - Director of Federal Programs
3.4.11. Mrs. Santos - Coordinator Health Service
3.4.12. Mrs. Seh - Principal OGE
3.4.13. Mr. Sheppard - Director of Instructional Services
3.4.14. Mrs. Vasquez - Principal DSS
3.4.15. Mrs. Villarreal - Director of Transportation
3.4.16. Mrs. Volpe - Director of HR/ELL
3.4.17. Mr. Volpe- Library/Media

3.5. Other discussion items/Presentations (Information)

3.5.1. Number of Suspensions District wide (Information)
The number of suspensions
DSS-1

ELC-1
OGE-0
SMS-24
TDS-27

Mr. Heredia asked that all suspensions be presented monthly and cumulatively.

Mrs. Zepeda mentioned that they give positive referrals to the students and they emphasize more on the positive then the suspensions.

Mrs. Arvizo mentioned that they have teachers and instructional assistants on duty during the morning, lunch and after school. The relationship between the students and staff is great, teachers know the students by name . Officer Navarro is doing an excellent job helping the students.

3.5.2. Staff Survey (Information)

Dr. Rutan mentioned the tremendous increase at the elementary levels.

3.5.3. Facility Fee Schedule (Discussion)

Mr. Cabrera presented the new facility fee schedule for the community usage compared with other districts.
Yuma District #1-Higher than Somerton School District
Gadsden School District-Retricted, case by case basis
Crane District--Does not rent facilities
Somerton School District is still the lowest price to rent.
Mr. Cabrera mentioned that even with the new charges it will not cover the overtime for the custodian.

Mr. Heredia recommended that the facility fee be revised. -The uses of the facilities be charged on a case by case basis. The general purpose is for the community to have as much access as possible.
He asked about the transportation fees. Mrs. Villarreal mentioned that out of town trip fee changed from $450.00 to $650.00. This is a flat fee.

4. Approval of Consent Agenda

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

4.1. Approval of Board Minutes.
- 4.1.1. Regular Session Minutes November 8, 2007
- 4.1.2. Executive Session Minutes November 8, 2007

4.2. Approval of Second Reading of Policy Advisories:
- 4.2.1. No. 294------DKA-Payroll Procedures/Schedules
  DKA-E--Payroll Procedures/Schedules
- 4.2.2. No. 296-----JK-R Student Discipline

4.3. Hiring 2007-2008

	Position Description	Location	Range	Status
4.3.1. Alvarado, Susana	Substitute	District	65.00	Temporary
4.3.2. Carlos, Angelica	Substitute	District	65.00	Temporary
4.3.3. Castro, Vanessa	Substitute	District	65.00	Temporary
4.3.4. Conwill, Terry	Substitute	District	65.00	Temporary
4.3.5. Dutton, Edna	Substitute	District	65.00	Temporary
4.3.6. Flores, Anued	Substitute	District	65.00	Temporary
4.3.7. Gonzalez, Nidia	Substitute	District	65.00	Temporary
4.3.8. Juarez, Elva	Substitute	District	65.00	Temporary
4.3.9. Navarro, Lydia	Substitute	District	65.00	Temporary
4.3.10. Ortiz, Elizabeth	Substitute	District	65.00	Temporary
4.3.11. Ortiz, Jenny	Substitute	District	65.00	Temporary

4.3.12. Quintana, Robert	Substitute	District	65.00	Temporary
4.3.13. Rodriguez, Gloria	Substitute	District	65.00	Temporary
4.3.14. Salgado, Zenaida	Substitute	District	65.00	Temporary
4.3.15. Trevino, Jackie	Substitute	District	65.00	Temporary
4.3.16. Valazquez, Jessica	Substitute	District	65.00	Temporary
4.3.17. Zendejas, Lorena	Substitute	District	65.00	Temporary
4.3.18. Crocker, David	Instructional Assistant	TDS	28	Full-Time
4.3.19. Phillips, Cheryl	Emergency Substitute	TDS	37	Temporary
4.3.20. Porchas, Maria E	Instructional Assistant	TDS	28	Full-Time

4.4. Reassignments

	Previous Description	New Description	Location	Old Range	New Range
4.4.1. Bautista, Emilia	IA - MEES	IA - SMS	SMS	28	28
4.4.2. Flores, Blanca	IA - SMS	IA - DSS	DSS	28	28
4.4.3. Alvarado, Susana	Substitute	IA	ELC	65.00	28
4.4.4. Garcia, Patricia	Emergency Sub	Library Asst	TDS	65.00	28
4.4.5. Matthews, Martha	Substitute	IA	TDS	65.00	25

4.5. Leave Request

	Position Description	Location	Leave Date	Reason
4.5.1. Canales, Maritza	Instructional Assistant	DSS	01/06/07-06/06/08	Absence
4.5.2. Avila, Viviana	Secretary II	OGE	10/22/07-11/26/07	FMLA
4.5.3. Flores, Minerva	Secretary III	SMS	12/17/07-01/25/07	FMLA
4.5.4. Hedglin, Uvet	Instructional Assistant	TDS	01/07/07-06/06/08	Absence
4.5.5. Martinez, Martha A	Instructional Assistant	TDS	01/06/07-06/06/08	Absence

4.6. Additional Assignments/Stipends

	Position Description	Location	Amount	Status
4.6.1. Garibay, Christian	MEES/Fam. Lit Teacher	Adult Ed	174.88/daily	Temporary
4.6.2. Joanicot, Eduviges	07/08 SPED Stipend	District	1,200.00	Stipend
4.6.3. Kulka, Tami	07/08 SPED Stipend	District	1,200.00	Stipend
4.6.4. Reeves, Cathy	07/08 SPED Stipend	District	1,200.00	Stipend
4.6.5. Garcia, Guadalupe	07/08 SPED Stipend	DSS	1,200.00	Stipend
4.6.6. Ullery, Guadalupe	07/08 SPED Stipend	DSS	1,200.00	Stipend
4.6.7. Argueta, Erika	07/08 SPED Stipend	ELC	1,200.00	Stipend
4.6.8. Foutch, Donna	07/08 SPED Stipend	OGE	1,200.00	Stipend
4.6.9. Flores, Walther	07/08 SPED Stipend	SMS	1,200.00	Stipend
4.6.10. Muñoz, Luciano	07/08 SPED Stipend	SMS	1,200.00	Stipend
4.6.11. Romero, Paulina	07/08 SPED Stipend	SMS	1,200.00	Stipend
4.6.12. Lopez, Hilda	07/08 SPED Stipend	TDS	1,200.00	Stipend
4.6.13. Paramo, Patricia	07/08 SPED Stipend	TDS	1,200.00	Stipend

4.7. Resignations/Retirement/Terminations

	Position Description	Location	Term Date	Reason
4.7.1. Lasley, Nicole	Instructional Assistant	DSS	12/14/07	Resigned
4.7.2. Sorrell, Joseph	Teacher	SMS	11/08/07	Resigned
4.7.3. Martinez, Marione	Instructional Assistant	TDS	11/23/07	Resigned

4.8. Growth Rider

	Position Description	Location	Old Range	New Range
4.9. Sheppard, Patricia	Reading Interventionist	ELC	48	49

4.10. Acceptance of Student Activity Fund Report.

4.11. Acceptance of Accounts Payable Reports.

4.11.1. Voucher No. 1027 for the sum of $ 335.39
4.11.2. Voucher No. 1026 for the sum of $ 43,767.97

4.11.3. Voucher No. 1025 for the sum of $ 280,035.14
4.11.4. Voucher No. 1024 for the sum of $ 87,384.64
4.11.5. Voucher No. 1023 for the sum of $ 180,139.79
4.11.6. Voucher No. 1022 for the sum of $ 13,767.80
4.11.7. Voucher No. 1021 for the sum of $ 81,087.43

a list of all the coding funds will be in the front of each voucher with person in charge of fund.

4.12. Acceptance of Payroll Voucher Reports.

4.12.1. Voucher No. 24 for the sum of $ 42,365.00
4.12.2. Voucher No. 23 for the sum of $ 557,387.73
4.12.3. Voucher No. 22 for the sum of $ 60,781.79
4.12.4. Voucher No. 21 for the sum of $ 555,829.57
4.12.5. Voucher No. 20 for the sum of $ 71,642.00
4.12.6. Voucher No. 19 for the sum of $ 561,803.65

END OF CONSENT AGENDA

MOTION: *Mrs. Yepez moved; Ms. Soto Seconded the motion. Motion passed*

5 . Action Items

5.1. Discussion and possible action of the Understanding Between the Department of Homeland Security, Social Security Administration, and Designated Agent Reading E-Verify.

MOTION: *Mrs. Yepez moved; Ms. Soto Seconded the motion. Motion passed*

5.2. Approval for new Special Education Instructional Assistant position. This position would be part-time and under 20 hours a week. This position would serve as a 1 to 1 personal assistant for Preschool at Valle Del Encanto Learning Center.

MOTION: *Mrs. Yepez moved; Ms. Soto Seconded the motion. Motion passed*

5.3. Approval for Special Education Speech Technician salary range. The District is suggesting the position to be placed at range 46.

MOTION: *Mrs. Yepez moved; Ms. Soto Seconded the motion. Motion passed*

5.4. Discussion and possible action of the First Reading Policy Manual Adoption

MOTION: *Mrs. Yepez moved; Ms. Soto Seconded the motion. Motion passed*

5.5. Possible action on the Facility Fee Schedule

Dr. Rutan recommended for agenda item 5.5 to be tabled for future agenda.

MOTION: *Mrs. Yepez moved; Ms. Soto Seconded the motion. Motion passed*

5.6. Possible action on the Nepotism Policy

Dr. Rutan recommended for agenda item 5.6 to be tabled until Mrs. Camacho is present.

MOTION: *Mrs. Yepez moved; Ms. Soto Seconded the motion. Motion passed*

5.7. Discussion and possible action SMS school Improvement Plan.

MOTION: *Mrs. Yepez moved; Ms. Soto Seconded the motion. Motion passed*

5.8. Approval of the Revised 2007-2008 M&O Budget.

MOTION: *Mrs. Yepez moved; Ms. Soto Seconded the motion. Motion passed*

5.9. Discussion and possible action Approval of First Reading of Policy Advisories:

5.9.1. No. 297------GCF--Professional Staff Hiring

GCF-ED - Professional Staff Hiring (Procedures and Practices for employment authorization and employment eligibility verification)

5.9.2. No. 298------GDF-Support Staff Hiring

GCF-EF- Professional Staff Hiring (Procedures and Practices for employment authorization and employment eligibility verification)

MOTION: *Mrs. Yepez moved; Ms. Soto Seconded the motion. Motion passed*

6. Adjournment

MOTION: *Mr. Heredia moved to adjourn the meeting at 6:20 p.m. Mrs. Yepez seconded the motion. Motion passed.*

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Signature of Board President/Clerk *Date*