Notice of Public Meeting

Pursuant to Arizona Revised Statutes annotated A.R.S. with the requirements §38-431.02. Notice of this Public Meeting has been appropriately posted. The Board will consider the item(s) listed on the agenda and will take action when necessary and appropriate. The Board reserves the right to change the order of items on the agenda, with the exception of public hearings. The Board may vote to go into Executive Session for discussion of any item on the agenda pursuant to A.R.S. §38-431.03, A.1-7. One or more members of the Board may participate in the meeting by telephone. A copy of the completed agenda with names and details, including available support documents, may be obtained during regular business hours at the Somerton Elementary School District Superintendent's Office at 215 N. Carlisle Avenue, Somerton, AZ 85350.

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

Date: **November 8, 2007**
Time: **5:00 p.m. Regular Meeting and Executive Session**
Time: **6:00 p.m. Resume to Regular Meeting and Public Hearing**

Place: **Tierra Del Sol Elementary • 1002 S. 1002 S. Somerton Avenue • Somerton AZ 85350 • (928) 341-6000 •** www.somerton.k12.az.us

Attending Board: Luis Heredia, Jose Moreno, Leticia Yepez, Fern Soto

Absent Board: Martha Camacho

Attending Public:

Dr. Doug Rutan	Jerry Cabrera	Dr. Reed	Margarita Camacho
Tracy McLaughlin	Melissa Higdon	David Pottinger	Jody Attaway
Maureen Irr	Maria P. Vasquez	Duane Sheppard	Jeannie Volpe
Gerald Streit	Bill Rhodes	Cecilia Arvizo	Elizabeth Garza
Maria Elena De La Fuente		Maria C. Villarreal	Bob Cassidy
Kim Seh	Jorge Cano		

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1. Public Hearing

Mr. Heredia moved to resume to Public Hearing and Regular Session at 6:41 p.m.

1.1. Presentation of the Annual Financial Report for 2006-2007

Dr. Rutan introduced Tracy McLaughlin, from Heinfeld & Meech as the presenter of the AFR for 2006-07 in conjunction with agenda item 3.5.1

Mrs. Mclaughlin thanked the Governing Board for the opportunity and handed out the Annual Financial Report. Mrs. Mclaughlin mentioned that she has been working very closely with Melissa Porchas, Dr. Rutan, Mr. Cabrera and Dr. Reed in reconciling the Annual Financial Report.

Mrs. McLaughlin explained:
ADM-Roll up Revenue
Actual Revenue
Actual expenditures by funds.
Ending Fund Balance
Federal Projects
Mrs. McLaughlin explained the Maintenance and Operation Expenditures for the fiscal year. She explained the differences in the budget, expenditures, and the ending balance.

Mr. Heredia presented Action agenda item 5.3 for approval of the AFR Report 2006-07.
***MOTION:** Mr. Moreno moved, Mrs. Yepez seconded; Motion passed.*
Mr. Heredia thanked Mrs. McLaughlin for her excellent job!

Dr. Rutan mentioned that the revised budget will be on the December agenda.

Mrs. McLaughlin presented the final audit report on the budget. Mrs. McLaughlin emphasized that several of the recommendations are already in place or completed. The Vision 2x is set up to allow the budget capacity to be verified prior to authorizing a purchase requisition.

Dr. Rutan commented that he is meeting with all the administrators regarding expenditures and needs for this budget year.

Mr. Heredia mentioned that one of the Governing Board Goals was to build a five year budget plan.

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 5:21 p.m.

The Pledge of Allegiance was led by Mr. Heredia.

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.

No comments submitted.

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.

2. Executive session pursuant to A.R.S. Section 38-431.03.A.3--discussion or consultation for legal advice with the attorney or attorneys of the public body.

3. Executive session pursuant to A.R.S Section 38-431.03.A.4--discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation

Dr. Rutan recommended to go into Executive Session

Mr. Heredia called for Governing Board to go into Executive Session as stated on the agenda items. Mrs. Yepez read the agenda items 2.3; 2 & 3.

MOTION: *Mr. Heredia called for an Executive Session at 5:29 p.m. Mrs. Yepez moved, Ms. Soto Seconded; Motion passed*

MOTION: *Mr. Heredia moved to return to Regular Session at 6:41 p.m. Mrs. Yepez seconded the motion. Motion passed*

3 . Reports/Discussion Items

3.1. Superintendent

3.1.1. Current Events

Dr. Rutan commented on the following:
He is meeting with all the administrators in individual meetings
He invited the Governing Board to attend the Veteran's Assembly at SMS this Friday.
The Somerton Rotary Club donated dictionaries to all the third graders of Somerton District.

3.2. Assistant Superintendent

Dr. Reed mentioned that the Somerton Middle School was selected as one of the honorees for "A Great Place to Work".

3.3. Board Members Report

3.3.1. President and other Board member comments

Mr. Heredia congratulated the SMS administrators for the nomination as "A Great Place to Work"

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

Mr. Moreno asked if the Pre -school is to its full capacity.
Ms. Attaway replied that 20 is the capacity and enrollment is not there yet.

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

Mr. Moreno asked about the 1.5 FTE Reading First Grant.
Mrs. Irr mentioned that 1. 0 is for intervention specialists for each school and .5 is for the reading coach. We have one more year of Reading First funding and then will need to decide how and if other programs can absorb these positions.

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

Mr. Moreno asked Mr. Sheppard when is our next workshop with Dr. McBiles. He would like to attend one of the workshops in the future

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. Audit Report by Tracy McLaughlin

Mrs. Tracy McLaughlin, from Heinfeld & Meech, presented the final audit report on the budget. The report included the final budget for the 2006-2007 year as well as the process for revising the 2007-2008 budget.

3.5.2. 40 Day Enrollment (Information)

Oct. 27, 2006 2691

Oct. 20, 2007 2738

3.5.3. Number of Suspensions District wide (Information)

The number of suspensions since October 9, 2007 to the present: (8) Eight
DSS-1
TDS-7

Mr. Heredia wants the cumulative total of suspensions each month.

3.5.4. Performance Pay for Administrators (Information) by Dr. Reed

Dr. Rutan mentioned that agenda item 3.5.4 was already approved.

3.5.5. Hiring Guidelines Checklist (Discussion).

Dr. Rutan mentioned that the PAR will be attached to the checklist.

Mr. Heredia would like a line to be added where the committee members sign off in recommending the candidate.

Dr. Rutan will bring back the checklist with the signature line.

3.5.6. Nepotism Policy (Discussion)

Mr. Heredia mentioned since Mrs. Camacho is the one that wants the Nepotism Policy so ask her if this is okay or if she wants it more restrictive.

Dr. Rutan mentioned that Mr. Cabrera can do more research on the Nepotism Policy and it can be more or less restrictive.

Mr. Heredia asked if other districts sign a Nepotism statement.

Mr. Cabrera replied no.

Mr. Heredia is recommending that we talk to Mrs. Camacho about the legal issues.

3.5.7. Tax Credit Form (Information)

This form was sent to all employees.

Mr. Heredia is recommending we send the Tax Credit Form to all the parents of Somerton School District.

3.5.8. Parent Survey (Information)

Dr. Rutan mentioned that this is a two year statistic and there are a tremendous gains.

Mrs. Yepez needed to leave the regular Governing Board meeting. She left at 7:36 p.m.

4. Approval of Consent Agenda

4.1. Approval of Board Minutes.
- 4.1.1. Regular Session Minutes October 9, 2007
- 4.1.2. Executive Session Minutes October 9, 2007

4.2. Approval of Second Reading of Policy Advisories:
- 4.2.1. No. 289-------EB--Environmental and Safety Program
  EB-R--Environmental and Safety Program
- 4.2.2. No. 290-------ECCB--Building and Grounds Maintenance

4.3. Approval of Second Reading of Policy Advisories

4.3.1. No. 291---- BDF--Advisory Committees

4.3.2. No. 292---- JC---School Attendance Area
JC-R--School Attendance Areas
JC-E--School Attendance Areas

4.3.3. No. 293--- JFBA--Tuition/Admission of Nonresident Students

4.4. Hiring 2007-2008

	Position Description	Location	Range	Status
4.4.1. Bravo, Mayra	Substitute	District	65.00/day	Temporary
4.4.2. Gonzalez, Vanessa	Substitute	District	65.00/day	Temporary
4.4.3. Hernandez, Irene	Substitute	District	65.00/day	Temporary
4.4.4. Hernandez, Alejandra	Substitute	District	65.00/day	Temporary
4.4.5. Lira, Maria	Substitute	District	65.00/day	Temporary
4.4.6. Moreno, Brenda	Substitute	District	65.00/day	Temporary
4.4.7. Moreno, Violeta	Substitute	District	65.00/day	Temporary
4.4.8. Reyes, Dora	Substitute	District	65.00/day	Temporary
4.4.9. Rodriguez, Nancy	Substitute	District	65.00/day	Temporary
4.4.10. Rodriguez, Gladis	Substitute	District	65.00/day	Temporary
4.4.11. Romero, Vanessa	Substitute	District	65.00/day	Temporary
4.4.12. Sarabia, Daniela	Substitute	District	65.00/day	Temporary
4.4.13. Sarabia, Melisa	Substitute	District	65.00/day	Temporary
4.4.14. Serrano, Carmen	Substitute	District	65.00/day	Temporary
4.4.15. Valle, Maria	Substitute	District	65.00/day	Temporary
4.4.16. Zendejas, Lorena	After-School Tutor	DSS	25	Part-Time

4.5. Reassignments

	Previous Description	New Description	Location	Old Range	New Range
4.5.1. Castillo, Elva	FS Worker	FS Substitute	District	22	8.65/hr
4.5.2. Castro, Maria	FS Worker	FS Substitute	District	22	8.65/hr
4.5.3. Gradias, Maria I	FS Manager TDS	FS Manager OGE	OGE	36	36
4.5.4. Lamar, Margarita	FS Worker	FS Substitute	District	22	8.65/hr
4.5.5. Rivera, Leticia	FS Worker	FS Substitute	District	22	8.65/hr
4.5.6. Rodriguez, Amelia	FS Manager OGE	FS Manager District	District	36	36
4.5.7. Rodriguez, Gloria	FS Worker	FS Substitute	District	22	8.65/hr
4.5.8. Aguilar, Silvia	FS Worker 6 Hrs	FS Worker 4 Hrs	DSS	22	22
4.5.9. Alonzo, Judith	FS Worker 6 Hrs	FS Worker 4 Hrs	DSS	22	22
4.5.10. Ramirez, Consuelo	FS Worker 6 Hrs	FS Worker 4 Hrs	ELC	22	22
4.5.11. Torres, Martha	FS Worker 6 Hrs	FS Worker 4 Hrs	ELC	22	22
4.5.12. Zazueta, Cathy	Substitute	Temp IA	ELC	65.00	9.31/hr
4.5.13. Lopez, Maria L	FS Worker 6 Hrs	FS Worker 4 Hrs	OGE	22	22
4.5.14. Meza, Daisy	FS Worker 6 Hrs	FS Worker 4 Hrs	OGE	22	22
4.5.15. Castro, Guadalupe	FS Worker 6 Hrs	FS Worker 4 Hrs	SMS	22	22
4.5.16. Rivera, Patricia	FS Worker 6 Hrs	FS Worker 4 Hrs	SMS	22	22
4.5.17. Rodriguez, Elva	FS Worker 6 Hrs	FS Worker 4 Hrs	SMS	22	22

4.6. Leave Request

	Position Description	Location	Leave Date	Reason
4.6.1. Correa, Doraly	Instructional Assistant	ELC	9/26/07-11/30/07	FMLA
4.6.2. Martinez, Erika	Teacher	OGE	9/24/07-11/13/07	FMLA
4.6.3. Vargas, Selene	Teacher	OGE	11/9/07-06/06/08	Leave of Absence

4.7. Additional Assignments/Stipends

	Position Description	Location	Amount	Status
4.7.1. Martinez, Edith	Ad Ed Teacher	Adult Ed	24.17/hr	Part-Time
4.7.2. TBA	After-School Tutorials	District	22.00/hr	Temporary

4.8. Resignations/Retirement/Terminations

	Position Description	Location	Term Date	Reason
4.8.1. Avery, Leah	Revised Retirement Date	TDS	12/31/08	Retirement
4.8.2. Garcia, Jaqueline	Instructional Assistant	TDS	10/12/07	Resigned

4.9. Acceptance of Student Activity Fund Report.

4.10. Acceptance of Accounts Payable Reports.

4.10.1. Voucher No. 1020 for the sum of $ 856.24
4.10.2. Voucher No. 1019 for the sum of $ 211,275.03
4.10.3. Voucher No. 1018 for the sum of $ 99,630.72
4.10.4. Voucher No. 1017 for the sum of $ 151,275.03

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

4.11. Acceptance of Payroll Voucher Reports.

4.11.1. Voucher No. 18 for the sum of $ 53,838.48
4.11.2. Voucher No. 17 for the sum of $ 489,922.20
4.11.3. Voucher No. 16 for the sum of $ 80,022.94
4.11.4. Voucher No. 15 for the sum of $ 61,252.43

END OF CONSENT AGENDA

MOTION: *Mr. Moreno moved; Ms. Soto Seconded the motion. Motion passed*

Mr. Heredia asked about agenda item 4.3, attendance area of the district. He wants the attendance/ boundaries committee to continue with its meetings.

5 . Action Items

5.1. Discussion and possible action concerning Board statement on accountability.
Dr. Rutan presented the statement of accountability for approval.

MOTION: *Mr. Moreno moved; Ms. Soto Seconded the motion. Motion passed*

5.2. Discussion and possible action of the Preventive Maintenance Report Statement.
Preventive Maintenance reports are tasks that were done for each school building to prevent future expenditures.

MOTION: *Mr. Moreno moved; Ms. Soto Seconded the motion. Motion passed*

5.3. Approval of the AFR Report 2006-07.

MOTION: *Mr. Moreno moved; Ms. Soto Seconded the motion. Motion passed*

5.4. Approval of the Scope and Sequence Criteria of Somerton School District Gifted Program.
The Somerton School District believes that every student, identified as gifted, should have the opportunity to be challenged in order to develop the skills necessary to continue enhancing their abilities and skills.

MOTION: *Mr. Moreno moved; Ms. Soto Seconded the motion. Motion passed*

5.5. Reschedule the Governing Board Meeting of December 13, 2007.

Governing Board will be held on Tuesday, December 11, 2007 at 5:00 p.m. in the Professional Development Room.

MOTION: *Mr. Moreno moved; Ms. Soto Seconded the motion. Motion passed*

5.6. Approval of First Reading of Policy Advisories:

5.6.1. No. 294------DKA-Payroll Procedures/Schedules
DKA-E--Payroll Procedures/Schedules

5.6.2. No. 296-----JK-R Student Discipline

MOTION: *Mr. Moreno moved; Ms. Soto Seconded the motion. Motion passed*

6 . Adjournment

MOTION: *Mr. Heredia moved to adjourn the meeting at 7:55 p.m. Mr. Moreno seconded the motion. Motion passed.*

_____ _____

Signature of Board President/Clerk *Date*