Governing Board Minutes

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

Date: **October 9, 2007**
Time: **4:00 p.m.**
Regular Meeting Immediately after Public Hearing

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

Attending Board: Luis Heredia, Jose Moreno, Martha Camacho, Fern Soto

Absent Board: Leticia Yepez

Attending Public:

Dr. Doug Rutan	Jerry Cabrera	Dr. Reed	Margarita Camacho
Maureen Irr	Cecilia Arvizo	Gerald Streit	Maria Elena De La Fuente
Shelly Reed-Mezei	Martin Porchas	Gerald Streit	Connie Zepeda
Duane Sheppard	Bob Cassidy	Cecilia Arvizo	Kim Seh
Jorge Cano	Maria C. Villarreal	Veronica Lopez	Maria P. Vasquez
Elizabeth Garza	Jeanie volpe	Mariah Lutich	Melissa Higdon
Rebecca Weber	Arlenne Danser	Alicia Rodriguez	Patricia Weissenberg

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1. Public Hearing

1.1. Update progress of capital improvements financed with bond funds. Pursuant to A.R.S. §15-91(K)

1.2. Presentation of the Annual Financial Report for 2006-2007
AFR is in the process of being completed and will be presented at board meeting

Dr. Rutan recommended that the Public Hearing be moved to the November Governing Board meeting.

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 4:07 p.m.

The Pledge of Allegiance was led by Ms. Soto.

Mr. Heredia asked for a moment of silence in memory of Mrs. Yepez (mother-in-law of one of Board members) and for the loss of Mr. John Contreras.

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. Heredia mentioned to the public that the Governing Board cannot act or take any action, but they can hear patron concerns:

Mrs. Lutich, SEA representative, addressed the Governing Board members by thanking them for their continued support with SEA. They are excited to work on behalf of teachers.

2.3. Call for Executive Session

1. A. Executive session pursuant to A.R.S. §38-431.03.A.3--Discussion and consultation for legal advice with the District's attorneys regarding at-will and contract employees.; discussion and consultation with the District's attorneys for legal advice,
2. B. Executive session pursuant to A.R.S. §38-431.03.A.1—discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of district employees

Mr. Heredia said that there was a need to call for Executive Session at the end of the consent agenda for legal advice.

3. Reports/Discussion Items

3.1. Superintendent

3.1.1. Current Events

Dr. Rutan informed the Governing Board of the outcome of the General Performance Audit and the final report should be ready sometime in December or January. A concern is that the non-instructional costs are 30% over the cost of comparable districts, and the administration is already working on a plan.

The Food Service is over staffed and the budget is in the red. Mr. Cano and Mr. Cabrera are working to cut the costs. Part of the plan is to cut four monitors and reduce some of the employees from six hours to four hours.

The good news is the purchase of the 80 acres for a future high school and middle school.

Dr. Rutan and Mr. Cabrera will be meeting on a monthly basic with Campesino Sin Fronteras.

Mr. Heredia recommended to follow the proper notice and procedures with the new changes with food service staff.

3.2. Assistant Superintendent

Dr. Reed suggested to bring back the Performance Pay on the November agenda. He will be discussing the Weapon Policy due to a recent problem at SMS.

3.3. Board Members Report

3.3.1. President and other Board member comments

Mr. Moreno had a question on the classroom sizes from one school to another school. For the future he suggested that a way be found to balance the numbers of the class sizes.

Mrs. Camacho asked how the school boundary committee is doing with boundaries.

Mr. Cabrera explained that all residents in the Las Estrellas subdivision are going to Orange Grove.

3.4. Administrators/Directors

3.4.1. Mrs. Arvizo - Assistant Principal SMS

Mr. Moreno will be visiting SMS on October 17, 2007.

3.4.3. Ms. Attaway - Director of Special Programs
Mr. Moreno asked Ms. Attaway to explain the Bad News vs Good News in her Board report.

Ms. Attaway explained how Medicaid controls all the aspects on what is to be reimbursed. She added that this is a very complicated process and is asking people to write to their congressmen.

Mr. Heredia thanked Ms. Attaway for the information.

3.4.7. Mr. Cabrera - Special Projects Coordinator
3.4.8. Mr. Cassidy - Director of Technology
3.4.9. Mr. Cano - Food Service Director
3.4.10. Ms. De La Fuente - Principal ELC
3.4.11. Mrs. Garza, Assistant Principal SMS
3.4.12. Mrs. Irr - Grant Writer
Mr. Moreno asked about the Reading First Grant and AZTEP program. What happens when funds run out? Dr. Reed mentioned that grants have timelines and sometimes they are absorbed by the M&O Budget.
3.4.13. Mrs. Lopez - Principal TDS
3.4.14. Mrs. Porchas -Assistant to Director of Financial Services
3.4.15. Ms. Reed-Mezei - Director of Federal Programs
3.4.16. Mrs. Santos - Coordinator Health Service (No Report)
3.4.17. Mrs. Seh - Principal OGE
3.4.18. Mr. Sheppard - Director of Instructional Services
3.4.19. Mr. Streit - Asst. Principal
Mr. Streit was very proud to announce that the SMS wrestlers won the district title.
3.4.20. Mrs. Vasquez - Principal DSS
3.4.21. Mrs. Villarreal - Director of Transportation
3.4.22. Mrs. Volpe - Director of HR/ELL
3.4.23. Mr. Volpe- Library/Media Services Coordinator
3.4.24. Mrs. Zepeda, Assistant Principal TDS

Mrs. Camacho thanked the elementary administrators for the information provided on grades K-2.

3.5. Other discussion items/Presentations (Information)

3.5.1. Weapon in School (Discussion)

Dr. Reed mentioned that the policy on Weapons was in the Board packet; this policy was adopted in 1997. There was an incident at SMS where students brought a loaded BB gun to school. The administration will follow the procedures as stated in the policy. Dr. Reed mentioned that the parents might appeal their case to the board. Students are suspended for 10 days.

Mr. Moreno asked for direction on disciplinary action or is there no tolerance in this case?

Mr. Heredia reminded the administrators to follow the procedures and to send a notice to keep the integrity of the process. Parents need to be informed of their rights and if they would like to appeal, a form must be given to them with procedures.

Dr. Reed will get the form to the administrators on the parent's right to appeal.

3.5.2. Number of Suspensions District wide (Information)
The number of suspensions since the beginning of the school year:
(7) seven

Mr. Heredia mentioned there needs to be an internal discussion to talk to the administrators if there is a pattern on suspensions.

3.5.3. HR Hiring Guidelines (Discussion/Information)

Mr. Moreno had a question regarding the interview questionnaire, Is it revised for each interview?

Dr. Rutan mentioned that there is an interview questions template with different questions depending on the position. There are three consistent questions that are asked of each applicant, no matter the position.

Mrs. Camacho was concerned when relatives are hired and are directly supervised by a close relative. When couples are married and one decides to leave, then both leave.

Mr. Heredia recommendations:
That there be a district policy on a staff member's relationship with theirsupervisor
A check list to be added the PAR tracking the hiring process .

Mr. Cabrera added that on #5 those who meet the minimum qualifications will receive an interview. On #10, the offer letter should say it is subject to final approval of the Board.

3.5.4. Organizational Chart (Information)

Dr. Rutan presented the Organizational Chart and explained the chart. Financial Services-Dr. Rutan will be in charge of Finance and will do the evaluations of the Classified Directors.

Mr. Heredia requested that Mr. Cabrera's contract and job description be updated. There needs to be reclassification of his position.

3.5.5. ASBA Annual Award (Information)

Information was in the background packet.

3.5.6. SFB Capital Plan (Information)

Information was in the background packet

3.5.7. October Menu (Information)

Information was in the background packet

3.5.8. SMS Action Plan (Presentation/Discussion)

Dr. Reed presented the SMS Action Plan with a full description of the activities and responsibilities concerning the under performing label of SMS. Every Wednesday Dr. Reed and Mr. Sheppard meet with SMS Administrators.

Mr. Moreno questioned the AIMS Score of the 6th graders on Reading and Writing and how much they have dropped.

Dr. Reed mentioned that they are targeting all the areas. Mr. Sheppard is working directly with 6th grade teachers.

3.5.9. Audit Report (Presentation) by Mr. Scott Kies.

Dr. Rutan mentioned that we had four different auditors and then introduced Melissa Higdon and Rebecca Weber from Heinfeld , Meech & Co.

Melissa Higdon stated that this was a draft of the Financial report before finalizing for the public record. Highlights of the report include:

- *Lack of reconciliation with the County Treasurer's Office*
- *Revenue reports from the County Treasurer's Office*
- *Once a month there needs to be a reconciliation as required to be aware of cash on hand.*

- *Cash balances reports*
- *Transactions reports*
- *Cash flow & register warrants*

Mr. Heredia asked why the County Treasurer's Office didn't send notice of the lack of reconciliations report.

Ms. Higdon stated that the County Superintendent's Office made the effort to communicate.

Mr. Heredia asked if there is a standard report for reconciliation to minimize the report.

Ms. Higdon mentioned that it is up to the district to review the reports on a monthly basis.

Ms. Higdon talked about the Financial Coding

- *Chart of accounts*
- *General ledger*
- *Codes must be consistent*
- *Donations & Gifts need to be put it in proper fund.*
- *Capital Expenditures*
- *Revenue is being allocated incorrectly by the district.*
- *Verification of appropriate revenue and expense allocation should occur during the monthly reconciliation with the County Superintendent's office.*
- *Negative Cash balances in different account*
- *Monthly reconciliations, monitor monthly so issues can be brought to board attention in a timely matter.*
- *The Food Service Fund is in the negative cash balance and Food Service language in the Sodexho contract stated that the district shall retain control of the school food service account.*
- *Accountability by the Business Manager*

Mr. Heredia recommended that the board monitor the budget with monthly reports that have an actual cash balance.

4. Approval of Consent Agenda

4.1. Approval of Board Minutes.
- 4.1.1. Regular Session Minutes September 13, 2007
- 4.1.2. Executive Session Minutes September 13, 2007
- 4.1.3. Board Retreat Minutes May 31, 2007
- 4.1.4. Amended Regular Session Minutes July 12, 2007
  Agenda item 4.5.2

4.2. Approval of First 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 First 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. Johnson, Maria	Adult Ed Teacher	Adult Ed	$22.96/hr	Full-Time
4.4.2. Garcia, Alicia	Substitute	District	$65.00/day	Temporary
4.4.3. McIntire, Dominic	Network Administrator	District	60	Full-Time
4.4.4. Mendez, Rosela	Substitute	District	$65.00/day	Temporary

4.4.5.	Trigueros, Teresita	Substitute	District	$65.00/day	Temporary
4.4.6.	Altamirano,Guadalupe	Library IA	District	31	Full-Time
4.4.7.	David, Abel	6th Grade Teacher	SMS	48	Full-Time
4.4.8.	Hinojosa, Hector	7th Grade Teacher	SMS	44	Full-Time
4.4.9.	Tigami, Michail	7th Grade Teacher	SMS	48	Full-Time
4.4.10.	Martinez, Marione	Sp Ed IA	TDS	28	Full-Time

4.5. Reassignments

		Previous Description	New Description	Location	Old Range	New Range
4.5.1.	Morales, Martin	Custodian	Groundskeeper	District	22	22
4.5.2.	Lopez, Yesica	Instructional Asst	Instructional Asst	DSS	28	31
4.5.3.	Sanchez, Maria E	Temp IA	Temp Secretary II	OGE	25	28
4.5.4.	Bonilla, Karla	Substitute	Temp IA	SMS	N/A	25
4.5.5.	Peru, Patricia	Food Svs Worker	Food Svs Worker	TDS	22	22

4.6. Leave Request

		Position Description	Location	Leave Date	Reason
4.6.1.	Valenzuela, Brenda	Counselor	SMS	09/25/07	FMLA

4.7. Additional Assignments/Stipends

		Position Description	Location	Amount	Status
4.7.1.	TBD	ASIP - School Improvement	District	22.00/hr	Temporary
4.7.2.	Joanicot, Eduviges	PBIS Coach	District	NTE: 308.00	Temporary
4.7.3.	Attaway, Jody	PBIS Planning	District	NTE: 308.00	Temporary
4.7.4.	Olin, Ruth	PBIS Planning	DSS	NTE: 308.00	Temporary
4.7.5.	Garner, Charles	SETIS II	DSS	*Varies	Temporary
4.7.6.	Garza, Elizabeth	PBIS Planning	SMS	NTE: 308.00	Temporary
4.7.7.	Valenzuela, Brenda	PBIS Planning	SMS	NTE: 308.00	Temporary
4.7.8.	Zepeda, Concepcion	PBIS Planning	TDS	NTE: 308.00	Temporary
4.7.9.	Weissenberg, Patricia	PBIS Planning	TDS	NTE: 308.00	Temporary

* Project SETIS II: Various rate includes Pre and Post-testing(NTE: 22 per test); 70 hours summer institute (NTE:1400);AEPA Prep (NTE:480)

4.9. Resignations/Retirement/Terminations

		Position Description	Location	Term Date	Reason
4.9.1.	Prieto, Arnold	Groundskeeper	District	09/24/07	Resigned
4.9.2.	Perez, Ana	Library IA	OGE	10/01/07	Resigned
4.9.3.	Avery, Leah	Teacher	TDS	06/06/08	Retirement
4.9.4.	Remmy, Dawn	Sp Ed IA	TDS	09/11/07	Resigned

4.10. Approval for New Special Education position for 07/08 School Year

		Position Description	Location	Start Date	Status
4.10.1.	TBD	Speech Technician	District	ASAP	Full-Time

4.11. Approval for Special Education IA position to move from PT to FT for 07/08 School Year

		Position Description	Location	Start Date	Status
4.11.1.	TBD	Sp Ed IA	TDS/SMS	ASAP	Full-Time

4.12. Approval of appointment of Treasurer and Asst. Treasurer for Student Activities.
Each year the board must appoint the Treasurer and Asst. Treasurer for the Students Activities Fund at the beginning of each year. Recommend Superintendent as the treasurer and the Assistant to Director of Financial Services the Asst. Treasurer.

4.13. Approval to recognize S.E.A. as the bargaining agent for the certified meet and confer unit. District policy (HA) states that "The Governing Board will act on the authorization for this representation at its next regular meeting subsequent to presentation of evidence that a majority of employees in the category authorize such representation." Over 95 petitions were delivered to Dr. Rutan prior to this meeting of the Governing Board.

4.14. Approval to appoint Gerardo Cabrera as the Authorized Representative of the District in all matters pertaining to the agreement between the Trust and the District. The Trust is the carrier of the District's liability insurance.

4.15. Approval of the Annual Financial Report for the 2006-2007 school year as presented.

Dr Rutan recommended AFT to be moved to the November agenda.

4.16. Acceptance of Student Activity Fund Report.

4.17. Acceptance of Accounts Payable Reports.

4.17.1.	Voucher No. 1016 for the sum of $	149,949.27
4.17.2.	Voucher No. 1015 for the sum of $	82,064.66
4.17.3.	Voucher No. 1014 for the sum of $	356,126.67
4.17.4.	Voucher No. 1013 for the sum of $	91,007.10
4.17.5.	Voucher No. 1012 for the sum of $	221,913.45

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

4.18. Acceptance of Payroll Voucher Reports.

4.18.1.	Voucher No. 14 for the sum of $	55,883.48
4.18.2.	Voucher No. 13 for the sum of $	483,318.54
4.18.3.	Voucher No. 12 for the sum of $	1,715.70
4.18.4.	Voucher No. 11 for the sum of $	61,252.43
4.18.5.	Voucher No. 10 for the sum of $	481,678.06

END OF CONSENT AGENDA

Mr. Heredia called for a motion to approve the consent agenda . Separate motion on agenda item 4.10 & 4.11 new position outside the consent agenda.

MOTION: *Mrs. Camacho moved, Mr. Moreno seconded; Motion passed.*

4.10 Approval for New Special Education position for 07/08 School Year

	Position Description	Location	Start Date	Status
41.0 TBD	Speech Technician	District	ASAP	Full-Time

MOTION: *Mrs. Camacho moved, Mr. Moreno seconded; Motion passed.*

4.11 Approval for Special Education IA position to move from PT to FT for 07/08 School Year

	Position Description	Location	Start Date	Status
411.1 TBD	Sp Ed IA	TDS/SMS	ASAP	Full-Time

MOTION: *Mrs. Camacho moved, Mr. Moreno seconded; Motion passed.*

5 . Action Items

5.1. Presented for your approval is the updated extracurricular stipends for 2007-2008 and the addition of the intramural program, which is a new program for 2007-2008. This program was developed based on previous board discussions and a request by Mr. Moreno.

Mr. Heredia emphasized motivating staff to give their tax credit donation to the schools. This is a great way to help the extracurricular programs. He would like for the Tax Credit notice to go out by next month.

MOTION: *Mrs. Camacho moved, Mr. Moreno seconded; Motion passed.*

5.2. Annually, ASBA asks Governing Boards to develop its top ten legislative priorities for 2008.

Mr. Heredia asked that individual board members get the ten priorities and submit them to Margarita by October 19, 2007.

MOTION: *Mrs. Camacho moved, Mr. Moreno seconded; Motion passed.*

5.3. We have developed hiring procedures for all staff. We are asking you to approve the procedures outlined in the plan presented.

Mr. Heredia added two changes to the hiring procedures:
1. Nepotism Policy Disclosure
2. Check list.

MOTION: *Mrs. Camacho moved, Mr. Moreno seconded; Motion passed.*

5.4. Attached you will find the proposed administrative organizational chart, with accompanying work tasks. This plan splits the different administrators and programs between Dr. Reed and myself. Dr. Reed would mainly be responsible for all programs and personnel related to the instructional program and I would be responsible for the non-instructional personnel and programs. I would be responsible for Dr. Reed.

Mr. Heredia asked for Dr, Rutan to do the evaluations for Classified Directors.

MOTION: *Mrs. Camacho moved, Ms. Soto seconded; Motion passed.*

5.5. Discussion and possible action concerning employee on ESI contract.

Mr. Heredia recommended to go into Executive Session for legal advice on agenda item 5.5.

CALL FOR EXECUTIVE SESSION

Executive session pursuant to A.R.S. Section A.R.S Section 38-431.03.A.3
Executive session pursuant to A.R.S. Section A.R.S Section 38-431.03.A.1

MOTION: *Mr. Heredia called for an Executive Session at 6:02 p.m. Mrs. Camacho moved, Mr. Moreno Seconded; Motion passed*

MOTION: *Mr. Heredia asked for a motion to return from Executive Session at 7:40 p.m. Mr. Moreno moved, Ms. Soto Seconded; Motion passed*

MOTION: *Mr. Heredia moved to resume Regular Session at 7:50 p.m. Mr. Moreno seconded the motion. Motion passed*

Mr. Moreno made the following motion: I move that the Governing Board give notice to ESI that Cathy Witmer's services are no longer needed by the Somerton District effective immediately.

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

6. Adjournment

MOTION: *Mr. Heredia moved to adjourn the meeting at 7:53 p.m. Mr. Moreno seconded the motion. Motion passed.*

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Signature of Board President/Clerk *Date*