

# Douglas Unified School District No. 27

Administrative Offices

1132 12th Street, Douglas, Arizona 85607 (520) 364-2447

FAX: (520) 364-7470

*Earl Pettit*  
Superintendent

*Denise Evans*  
Business Manager

**Board Room**  
**Central Administration Building**

**5:30 PM**  
**July 13, 2009**

*You are respectfully requested to turn off all cell phones and pagers during this meeting.  
Thank you.*

## REGULAR BOARD MEETING NOTICE AND AGENDA

(Agenda is subject to change 24 hours prior to scheduled meeting)

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Douglas Unified School District Board of Education #27 and to the general public that the Douglas Unified School District Board of Education will hold a meeting open to the public on **July 13, 2009** beginning at **5:30 PM** in the Board hearing room located in the Central Administration building, 1132 12th Street, Douglas, Arizona. As indicated in the following agenda, the Board may vote to go into executive session, which will not be open to the public, to discuss certain matters.

### I. PRELIMINARY MATTERS

A. Call to Order

B. Pledge of Allegiance

C. Approval of Minutes

- |                 |                        |
|-----------------|------------------------|
| • May 18, 2009  | Work Session           |
| • June 2, 2009  | Regular board meeting  |
| • June 2, 2009  | Executive sessions (3) |
| • June 18, 2009 | Special board meeting  |
| • June 18, 2009 | Executive session      |

D. Adopt the Agenda

E. Call to the Audience - (*Comments shall be limited to 3 minutes*)

*The President may allow individuals from the public to address the Board. Comments shall be limited to education-related issues on items that do not appear on this agenda or for which no public hearing has been held. The Board shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action, but may instruct the Superintendent to schedule discussion at a later date. At the conclusion of the open call to the public, individual members of the Governing Board may respond to criticism made by those who have addressed the Board, may ask staff to review a matter or may ask that a matter be put on a future agenda.*

## **II. CONSENT AGENDA**

*(Items on the Consent Agenda will be enacted without separate discussion of each item, but may be removed from the Consent Agenda and placed on the Action Agenda per a Governing Board Member request for discussion/action.)*

- A. Approval of payroll and expense vouchers. *(If there are any questions regarding vouchers, details may be obtained at the District Office Monday through Friday from 8:00 am – 3:00 pm.)*
- B. Approval of second reading of revisions to Policy JQ “Student Fees, Fines, and Charges”.
- C. Approval of fundraising activities by district athletic teams for the 2009/2010 school year.
- D. Approval of the following HR items for certified staff:
  - 1. Hire – 1<sup>st</sup> grade teacher, Ellen Schafer, base salary of \$29,200 (BA, level C)
  - 2. Hire – Sped teacher/Behavior Specialist, Kevin Keeley, base salary of \$34,300 (MA, level F)
  - 3. Hire – Sped teacher, Irina Nilca, base salary of \$29,200 (BA, level C)
  - 4. Hire – Sped teacher, Maggie Moran, base salary of \$28,400 (BA, level A)
  - 5. Hire – Sped teacher, Sarah McNabb, base salary of \$29,200 (BA, level C)
  - 6. Hire – Sped teacher, Marc Martinez, base salary of \$28,400 (BA, level A)
  - 7. Hire – Kinder teacher, Ashley Jenkins, base salary of \$28,400 (BA, level A)
  - 8. Hire – Middle school teacher, Jenna Fine, base salary of \$28,800 (BA, level B)
  - 9. Hire – PE teacher, William Mahler, base salary of \$30,000 (BA, level E)
  - 10. Hire – Chemistry teacher, Melissa Nañez, base salary of \$28,800 (BA, level B)
  - 11. Hire – Math teacher, Stephen Wasche, base salary of \$28,800 (BA, level B)
  - 12. Hire – Science teacher, Jennifer Owen, base salary of \$29,600 (BA, level D)
  - 13. Hire – 1<sup>st</sup> grade teacher, Linda Dolbec, base salary of \$30,400 (BA, level F)
  - 14. Hire – 5<sup>th</sup> grade teacher, Ray Shelton, base salary of \$39,500 (MA+60, level F)
  - 15. Hire – Math teacher, John Manjarres, base salary of \$39,500 (MA+60, level F)
  - 16. Hires – certified substitute teachers @ \$100/day
    - a. Herlinda Villegas
    - b. Gregoria Barco
    - c. Elsa Obregon
    - d. Bernardo Acedo
    - e. Palmer McDonald
    - f. Melissa Seelhorst
    - g. Jesus Saspe
    - h. William Kimble
    - i. Virginia Morris
    - j. Jonathan Jones
    - k. Burke Richardson
    - l. Sonia Wilkinson
    - m. Raul Torrez
    - n. Claudio Barrera
    - o. Michelle Kimble
  - 17. Hires – coaching staff for the 2009/2010 school year (as listed)
  - 18. Addendum – in the amount of \$4,860 for Sandy Uterhardt in addition to already approved (June meeting) amount of \$5,140 for a total amount of \$10,000 for her ELC management and supervisory role.
  - 19. Approval of afterschool tutoring for highly qualified middle school teachers at a rate of \$25/day.
  - 20. Approval of ASU student teachers for fall semester 2009: Alvina Hughes, Gricelda Hernandez, Amanda McFarland, Naideny Urquijo, Luz Badgero, Sasha Taylor, Hannah Hurtado, Leyla Secheslingloff, David Hurtado, Daniel Noriega, Tricia Valdez, Maira Gonzalez, Priscilla Cordova, Melanie Molina.

21. Volunteers – Jesus Armenta (parent), Edith Rodriguez (parent), volunteer coaches: Mary Morris, Martin Valenzuela, Alfonso Acosta, Tony Vasquez, Tony Rodriguez, Michael Ramirez, Mario Hernandez, Diego Guerrero, Victoria Houlihan, Jennifer Nalley, Marco Romero, Carlos Duarte, Max Tapia, Eric Valenzuela.

E. Approval of the following HR items for support staff:

1. Hire – parent liaison, Elisa Altamirano, hourly rate of \$8.87 (Category VII)
2. Hires – cafeteria worker I:
  - a. Luz Arvizu, hourly rate of \$7.25 (Category II)
  - b. Jasmin Montano, hourly rate of \$7.25 (Category II)
3. Hire – community outreach coordinator, Eric Meechan, annual salary of \$38,500.00
4. Hire – administrative assistant, Maria T. Dillman, hourly rate of \$9.90 (Category X)
5. Revision to employee category/salary placement – Business & Finance Assistant revised to an exempt position; Sonia Barcelo placed on annual salary of \$41,499 (no change to pay)
6. Revisions to employee category/salary placement – Administrative Assistant category revised to category XII (previously at category X) – salary adjustments for administrative assistants.
7. Revisions to job descriptions for existing positions of alternative to suspension monitor, counselor behavior specialist, COTA, campus security officer, business & finance assistant, instructional aide, Sped instructional aide, student store instructional aide, library instructional aide, high school bookstore manager, night security, parent liaison, school-to-work liaison.
8. Hire – certified nursing assistant, Maria Pedroza, hourly rate of \$10.25 (category XI)
9. Revision to employee category/salary placement – Maintenance Coordinator. Guadalupe Acosta – salary adjustment to \$49,000.00 annually.

**III. PUBLIC HEARING – For FY2008-2009 District Operating Public Budget as per A.R.S. § 15-905 (B).**

**IV. EXECUTIVE SESSIONS**

1. Records exempt by law from public inspection - Records exempt by law from public inspection – Pursuant to A.R.S. §38-431.03 (A) (2) and A.R.S. §15-843 (11), the Board may vote to hold an executive session for discussion/action on parent appeal of student retention.
2. Records exempt by law from public inspection - Records exempt by law from public inspection – Pursuant to A.R.S. §38-431.03 (A) (2) and A.R.S. §15-843 (11), the Board may vote to hold an executive session for discussion/action on parent appeal of student retention.
3. Records exempt by law from public inspection – Pursuant to A.R.S. §38-431.03 (A) (2) and A.R.S. §15-843 (A), the Board may vote to hold an executive session for discussion/action on permanent expulsion of student.

## **V. ACTION AGENDA**

*The Board may vote to hold an executive session to consider one or more of the following matters. No Board action is taken during an executive session. Pursuant to A.R.S. §38-431.03 (A)(3) the Board may choose to discuss or consult with the Board's attorney in person or via telephonic conference call on any matter listed on the agenda.*

- A. Discussion/action on adoption of FY2008/2009 district operating budget as presented.
- B. Discussion/action on approval of the following sole source providers for FY 2009/2010:
  - National Network of Digital Schools (NNDS)
  - Windsor Management-Infinite Visions
  - Kronos
  - NCS Pearson Inc.
  - National College Board
  - Cochise County Solid Waste Management-Douglas
  - The Grow Network/McGraw Hill
  - IGNITE for schools
  - Auto Desk Design Academy
  - Southwest Gas Corporation
  - City of Douglas Water Company
  - Arizona Public Service
- C. Discussion/action on approval of Strategic Long Range Technology plan to cover dates July 1, 2009 through June 30, 2010.
- D. Discussion/action on approval of bid award for RFP #09-004-14 for school photograph services.
- E. Discussion/action on approval of bid award for RFP #09-003-14 for yearbook and related services.
- F. Discussion/action on approval of revision to Policy exhibit CCB-E "Line and Staff Relations".
- G. Discussion/action on approval of Hearing Officers for the 2009/2010 school year.

## **VI. REPORTS/DISCUSSION ITEMS**

- A. Reports
  - Administrative Report (pursuant to A.R.S. §38-431.02 (K) – Earl F. Pettit, Superintendent
    - Open enrollment final report
    - Report on salaries/wages
    - Attendance zones update
  - Business Office Reports – Denise Evans
    - District budget balances/budget update
    - Student Activity
    - Auxiliary
    - Bid update
    - District travel

- Enrollment Report (none for this meeting)

**VII. UPCOMING EVENTS**

- First day of school – Thursday, August 6, 2009
- Next regular board meeting.....August 4, 2009

**VIII. ADJOURNMENT**

*(The District does not exclude any disabled person from participation in services, programs or activities or discriminate against any qualified person with a disability. Any disabled person who has an inquiry regarding accessibility or who needs an accommodation should notify the District Superintendent’s Office in advance of the scheduled Board meeting.)*

Certification of posting:

I, Earl F. Pettit, certify that this notice of public meeting, prepared pursuant to A.R.S. 38-431.02, was posted on the 10<sup>th</sup> day of July, 2009 at 10:30 AM o’clock.

---

Superintendent