

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

Board Room  
Joe Carlson Administration Building

5:30 PM  
February 2, 2010

**Regular Board Meeting**  
**Minutes of the Board**

**I. PRELIMINARY MATTERS**

CALL TO ORDER: Mr. Chuck Hoyack, President

PRESENT: Mr. Mario Ramos, Member  
Ms. Susan Kramer, Member  
Mrs. Patricia Lopez, Member  
Mr. Ed Rivera, Member

Others Present: Ms. Leanne Bowley, Interim Administrator  
Ms. Edna Elias, Executive Secretary

**ADOPT THE AGENDA:**

Motion was made by Ms. Kramer to adopt the agenda with the placement of consent items II.A.1.ii and II.A.7.ii as a separate action items. Mr. Hoyack also requested that the Board remove item II.A.5.ii from the agenda; move item II.A.6 to a separate action item and also relocate the bond management plan update to be heard under the “summary of current events” section. Mr. Hoyack also informed the Board that there is an amendment to the salary reported for item II.A.4.a – the salary should be \$1,656.00. Motion, with all of the revisions mentioned, was seconded by Mrs. Lopez. Motion carried with five aye votes.

**APPROVAL OF MINUTES:**

Motion was made by Mrs. Lopez to approve the minutes as presented. Motion was seconded by Mr. Rivera. Motion carried with five aye votes. Minutes approved were:

December 22, 2009  
January 12, 2010

Executive session #3  
Organizational meeting

## SUMMARY OF CURRENT EVENTS:

### Administrative Report –

Ms. Bowley addressed the Board and invited Ms. Mary Good, Ms. Beverly Enriquez, Mr. Ken Cormier and Ms. Jana Selchow to present a Powerpoint presentation on highly qualified teachers, recruitment and retention. (Presentation attached as part of these minutes).

### Celebrations and recognitions –

Ms. Bowley asked Mr. Muecke to address the Board with a recognition of two district students, Apolonia Bustamante (Huber MS) and Alejandrina Bustamante (Stevenson). Mr. Muecke shared that these two students have their hair cut every two years and make the donation to a children's' cancer charity organization for use in making wigs for children. The students were brought forward for recognition and presented with a certificate for their outstanding community service.

### Bond management plan update – Jeff Cook and Richard Clutter

Mr. Cook addressed the Board and provided information on the following:

- An overview of bond projects – \$7.43 million
- Schematic design of multi-purpose room at Clawson Elementary
  - Ms. Overman commented that input was received from school staff and parents and she appreciated everyone's input.
- Locker-room facility at the stadium
- Miscellaneous projects –
  - Will be at DHS tomorrow for walk-thru
  - Geo-testing will begin soon
  - Site visits for roofing projects are ongoing – proposal documents are due the week of 2/15; presentations will be made the week of 2/22; selection will be made in early March. The same procedure will be used for the turf project.
- City of Douglas has been approached for an intergovernmental agreement for thirty years – should be in place prior to the sales of bond. It is hoped that this item will be placed on the March board meeting agenda.
- Mr. Cook commented that everything is on schedule and on budget at this time.

### Ex-officio board member report – George Watkins, Jr.

Mr. Watkins reported on the following:

- Senior class pictures were taken on February 1<sup>st</sup>
- No school on February 8<sup>th</sup> due to professional development
- AIMS testing will be on February 23 and 24

- The FFA fundraiser “Kiss a Piglet” will be held on February 26<sup>th</sup>
- PTSO pancake breakfast fundraiser for Project Graduation will be on February 21<sup>st</sup> from 7:30 – 11:30 AM
- Ribbon cutting ceremony at the new DHS marquee will be on February 22<sup>nd</sup>

## PUBLIC COMMENTS:

Mrs. Ana Grijalva addressed the Board on behalf of DHS Band. Mrs. Grijalva spoke about efforts to try to raise funds for band members to be able to travel to Disneyland, hoping to go on April 31st. She mentioned that there are several parent volunteers on board. Mr. Hoyack informed Mrs. Grijalva that administration will be available to assist her in providing information on the process and procedure to get this item to the Governing Board.

Ms. Brita Groves addressed the Board on behalf of the educational community and spoke about Governor Brewer’s plan to cut the vocational block grant and informed everyone how it will affect our district and the State. She provided information on how to contact legislators to voice your opinion.

## II. ACTION AGENDA

### **Approval of the following consent agenda items:**

Motion was made by Mrs. Lopez to approve consent item II.A with the previously approved revisions. Motion was seconded by Mr. Rivera. Motion carried with five aye votes. The approved items were as follows:

1. 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.)*
  - i. Payroll vouchers: 17
  - ii. ~~Expense vouchers: 1017, 1018, 1019~~ (moved to separate action)
2. Fundraising activities for district schools:
  - i. Penny drive for Haitian relief – Clawson Elementary School
  - ii. Valentine’s Day dance – RBMS student council/NJHS/Yearbook club – for 8<sup>th</sup> grade completion ceremonies/awards
3. Donations as follows:
  - i. Armed Forces Communications & Electronics Association, Southern AZ chapter- science grant (DHS) in the amount of \$4,827.00; math grant (DHS) in the amount of \$5,000.00.
  - ii. The Finks Foundation – gift in the amount of \$200.00 for Stevenson Elementary and \$100.00 for Sarah Marley Elementary - for students to be able to visit Slaughter Ranch
  - iii. Donation of \$1,500.00 from Taco Bell business to Stevenson Elementary School for the production of musical “Mary Poppins”.



- i. Briana Owen (Spec Ed instructional aide) – effective 1/19/10
  - ii. Rosa Navarro (instructional aide @ 21<sup>st</sup> Century program) – effective 1/8/10.
- 6. ~~Approval of second reading of revisions to Policy KJA “Relations with Booster Organizations”.~~ (moved to separate discussion)
- 7. Approval of first reading of revisions to the following district policies:
  - i. BBBB “Board Member Oath of Office”
  - ii. ~~BIE “Board Member Insurance/Liability”~~ (moved to separate action)
  - iii. CBA “Qualifications and Duties of the Superintendent”
  - iv. CBI “Evaluation of the Superintendent”
  - v. DBF “Budget Hearings and Reviews/Adoption Process”
  - vi. DBJ “Budget Transfers”
  - vii. DFF “Income from School Sales and Services”
  - viii. DIA “Accounting System”
  - ix. GCBA “Professional Staff Salary Schedules”
  - x. GCCE “Professional/Support Staff Conferences/Visitations/Workshops”
  - xi. GCF “Professional Staff Hiring”
  - xii. GCMF “Professional Staff Duties and Responsibilities”
  - xiii. GCQA “Professional Staff Reduction in Force”
  - xiv. IKFA “Early Graduation”
  - xv. JEB “Entrance Age Requirements”
  - xvi. JII “Student Concerns, Complaints, and Grievances” (exhibit included)
  - xvii. JK “Student Discipline”
  - xviii. JKE “Expulsion of Students”
  - xix. JLCD “Medicines/Administering Medicines to Students”
  - xx. KHB “Advertising in Schools”

**Discussion/action on approval of expense vouchers (moved to separate discussion from consent item)**

Motion was made by Mr. Hoyack to approve the expense vouchers as listed originally in item II.A.1.ii. Motion was seconded by Mrs. Lopez.

Discussion followed with Ms. Kramer asking about expense voucher 1019 that was submitted in the agenda background to the Board – there are no signatures on the voucher copy submitted. It was explained by staff that it is a voucher signed just prior to the start of the meeting.

There being no further discussion, Mr. Hoyack called for a vote on the motion on the floor. Motion carried with five aye votes.

**Discussion/action on approval of second reading of revisions to Policy KJA “Relations with Booster Organizations”.**

Motion was made by Mr. Hoyack to table this item until a new permanent superintendent is hired. Motion was seconded by Mr. Rivera.

Discussion followed with Mr. Hoyack explaining that the reason for his motion was that Mr. Pettit had begun presentations to all PTISO's and Mr. Hoyack is unsure that the presentations were completed and the Board has not received any feedback or concerns from PTISO's. He commented that he is not necessarily opposed to revisions to the policy but he feels that things were left a bit hanging and with a new superintendent coming on board July 1<sup>st</sup> and since this is an internal district revision, not a recommended ASBA revision, he feels it should be something that can be delayed until the new superintendent can have some input. Ms. Bowley addressed the Board and stated that she had discussed this with Mrs. Evans and asked if this was pressing enough that the Board would need to act on it before July 1<sup>st</sup> and she indicated that it was not a pressing issue and could wait.

There being no further discussion, Mr. Hoyack called for a vote on the motion on the floor. Motion carried with five aye votes.

**Discussion/action on approval of first reading of revisions to Policy BIE "Board Member Insurance/Liability".**

Motion was made by Mrs. Lopez to approve the first reading of revisions to Policy BIE as presented. Motion was seconded by Mr. Rivera.

Discussion followed with Ms. Kramer asking to be recused from this item because she is a retiree with district insurance coverage and it would be a conflict of interest to vote on this.

There being no further discussion, Mr. Hoyack called for a vote on the motion on the floor. Motion carried with four aye votes, one recusal.

**Discussion/action to approve Mr. Ray Borane's qualifications to undertake Superintendent duties as interim administrator in charge who will have the title of Chief Administrative Officer. His qualifications include thirteen (13) years of experience as a Superintendent of District; seven (7) years of experience as Deputy State Superintendent; at least four (4) years of experience as a consultant off and on for the Cochise County School Superintendent; three (3) years of experience as an Assistant Superintendent; and two (2) years of experience as an high school vice principal.**

Motion was made by Ms. Kramer to approve the qualifications submitted by Mr. Ray Borane as presented. Motion was seconded by Mr. Ramos.

Discussion followed with Ms. Bowley addressing the Board and stating that the reason that this item is brought before the Board is for compliance with ARS 15-503.

Mr. Hoyack called for a vote on the motion on the floor. Motion carried with five aye votes.

**Discussion/action on agreement with Mr. Ray Borane as Chief Administrative Officer for DUSD #27.**

Motion was made by Mrs. Lopez to approve the Chief Administrative Officer contract as presented. Motion was seconded by Ms. Kramer.

Ms. Bowley addressed the Board and stated that this contract was drafted by district legal counsel and has been reviewed by Mr. Borane.

Mr. Ramos commented that Mr. Borane has accepted to honor this contract for \$1.00 for the entire time he is here and stated that this is very gracious of him.

Mr. Hoyack called for a vote on the motion on the floor. Motion carried with five aye votes.

**Discussion and possible action on approval for AZ School Boards Association to conduct a superintendent search on behalf of DUSD #27.**

Mr. John Gordon, ASBA Director of Leadership Development, addressed the Board and stated that he is very glad to see the action taken this evening with a very respected administrator in this district and in this State. He presented a packet of information for the Board to review regarding the process and the cost of the search. He mentioned that the cost of the search has been reduced by \$1,000.00 because of hard economic times and this cost includes all travel and expenses for ASBA staff to do the search. Mr. Gordon commented that he hopes that all can be accomplished by the end of April so that the Board may have a transition time with the newly chosen superintendent.

Mr. Gordon reviewed information that has changed with revisions to Statute since the district last had a superintendent search. He reviewed options for setting qualifications for superintendent which must be board approved.

Ms. Kramer asked what would be the advantage of hiring someone that is not in the field of education. Mr. Gordon replied that typically this is done in larger districts because the governing board and community would like to get someone in that had a more business background or organizational/management background that someone with an educational background may have. This may give more choice.

Once qualifications have been adopted and a profile is developed, it is posted online on the ASBA website, in Education Week, AESA (national organization) and NSBA (national organization). Mr. Gordon commented that they have about 3,000 hits a day on

the postings and applications and 84% of people that apply for positions go through the ASBA website. Mr. Gordon then reviewed the timeline of events. He commented that how much the community is involved is up to the governing board.

Mr. Gordon stressed the importance of building the qualifications and that they should be designed to fit this district's needs and not a general application. Mr. Gordon asked that he have designated contact person, typically the Board President and the executive assistant, to be able to share information on the application process once it begins.

Mr. Hoyack thanked Mr. Gordon for his presentation.

Motion was made by Mrs. Lopez to approve the proposal submitted and authorize AZ School Boards Association to begin conducting a superintendent search on the district's behalf as presented. Motion was seconded by Mr. Rivera.

Discussion followed with Mr. Ramos asking if the Board will be meeting to discuss the qualifications. Mr. Hoyack asked that Ms. Good and Ms. Elias to forward to the Board the posting and qualifications that were used in the previous superintendent search as a point of reference.

Ms. Kramer asked for funding source to pay for this search. Mrs. Evans addressed the Board and stated that a cash account available for this type of purchase will be used. Mr. Gordon clarified to Mr. Hoyack that the \$3,500.00 covers the entire search expense.

Mr. Hoyack called for a vote on the motion on the floor. Motion carried with five aye votes.

**Discussion/action on approval of DUSD #27 participation in the State of AZ surplus property program and authorize Lupe Acosta, Maintenance Coordinator; Alfredo Garcia, Safety Coordinator; Barbi Escarcega, Purchasing Agent; and Santos Luis Greer, Transportation Supervisor, to sign as buyers on the district's behalf.**

Motion was made by Mr. Rivera to approve DUSD #27's participation in the State of AZ surplus property program and authorize those listed on the agenda background to sign as buyers on the district's behalf. Motion was seconded by Mrs. Lopez.

Discussion followed with Mr. Ramos asking the purpose of the program. Ms. Bowley responded that this is a renewal of authorization to purchase, for example a used van, and the district has been a participant for several years. She commented that there is no cost to the district for participation.

Ms. Kramer asked for clarification on the renewal date of the agreement, which expired in October, 2009. Ms. Bowley responded that she would clarify the expiration date on the agreement and inform the Board.

Mr. Hoyack called for a vote on the motion on the floor. Motion carried with five aye votes.

**Discussion/action on approval of Resolution authorizing the execution of warrants between board meetings, pursuant to Policy DK “Payment Procedures”.**

Motion was made by Mrs. Lopez to approve the resolution which authorizes the execution of warrants between Governing Board meetings. Motion was seconded by Mr. Rivera.

Ms. Bowley addressed the Board and stated that this is an annual renewal which brings the District into compliance not only with Policy DK but also ARS 15-321. This resolution, once approved, is submitted to the County Superintendent’s office.

Mr. Hoyack called for a vote on the motion on the floor. Motion carried with five aye votes.

**Discussion/action on authorization to submit E-rate application forms #471 for FY2010/2011 (E-rate Year 13).**

Motion was made by Mrs. Lopez to approve the filing of E-rate applications forms 471 for FY2010/2011, E-rate Year 13, as presented. Motion was seconded by Ms. Kramer.

Mr. Javier Baca addressed the Board and stated that this is the application cycle process and required forms prior to this have been posted. He noted that, due to the district’s increased free and reduced percentage that has come up through the year, our discount percentage is now 90% district-wide. This offers the opportunity for the district to have more of a reimbursable amount of utilities, fees and services. This is a basic maintenance year, no significant expansion or upgrades will be made.

Mr. Hoyack called for a vote on the motion on the floor. Motion carried with five aye votes.

**Discussion/action on intergovernmental agreement with Vail School District for the SAIS Outreach Support Program for FY 2010.**

Motion was made by Mrs. Lopez to approve the intergovernmental agreement with Vail Unified School District for participation in the SAIS outreach support program and authorize the payment of \$1,250.00. Motion was seconded by Mr. Rivera.

Mr. Javier Baca addressed the Board and stated that the purpose of this is to participate in the program which offers additional support for participating districts. At the beginning of this fiscal year, the State basically shut down their support team at ADE that provided technical support to all schools when issues arose regarding the submission of attendance data, SAIS data, etc. to the State. Because of this, there has been a bit of a struggle in overcoming technical issues. One former member of the State team has now joined Vail

USD, and since he is highly regarded for his knowledge of SAIS, they have offered this program for districts to participate and receive his support. Mr. Baca commented that it would be very advantageous for this district to participate in this support service program.

Ms. Kramer asked about funding for the fee to participate. Mr. Baca replied that there is an identified professional services account code to cover the cost for the remaining year.

Ms. Bowley addressed the Board and commented that for AYP and AZ LEARNS, it is extremely important to have clean data submitted and having some kind of support out there is critical to the whole process.

Mr. Hoyack called for a vote on the motion on the floor. Motion carried with five aye votes.

**Discussion/action on revision to district insurance program to include eligibility for board members to participate, per current Policy BIE “Board Member Insurance/Liability”**

Motion was made by Mr. Ramos to approve the amendment of contracts for medical, dental, vision and accidental life/disability insurance contracts. Motion was seconded by Mrs. Lopez.

Discussion followed with Ms. Kramer recusing herself from discussion and vote on this item because she is a retired district employee participating in this insurance program.

Ms. Mary Good addressed the Board and stating that what is being requested is that the Board approve the revision to the contract to allow this eligibility group, which is already authorized by Policy BIE. Revisions to the contracts would be effective on March 1<sup>st</sup>.

Mr. Hoyack called for a vote on the motion on the floor. Motion carried with four aye votes, one recusal.

**Discussion/action on approval of continuation of Cochise College’s Service Learning Project: Mentoring for Success (COOKIES- Creating Optimistic Outlooks and Keeping Interest in Educational Success) to continue at Sarah Marley school for the spring 2010 semester.**

Mr. Hoyack recused himself from discussion and action on this item because of his employment at Cochise College. He turned the meeting over to Mr. Rivera.

Motion was made by Mr. Ramos to approve the continuation of the COOKIES program at Sarah Marley. Motion was seconded by Mrs. Lopez.

Ms. Bowley addressed the Board and commented that in this program Cochise College students mentor elementary students. Ms. Claudia Leon, Sarah Marley principal,

addressed the Board on the success of this program at the school and urged the approval for the spring semester.

Mr. Rivera called for a vote on the motion on the floor. Motion carried with four aye votes, one recusal.

**Discussion/action on out of state travel for reading coaches, Debbie Thuma, Rosella Melgoza, Cynthia Bohmfalk, Francesca Inzerillo, Lori Simmons, Margaret Waag and Angelica Chavez to attend the International Reading Association annual convention in Chicago, IL on April 26-28, 2010.**

Motion was made by Ms. Kramer to approve the out of state travel for staff mentioned to attend the convention on April 26-28, 2010 as presented. Motion was seconded by Mrs. Lopez.

Ms. Bowley addressed the Board and stated that funding for this travel will come from the stimulus money this district has received. She mentioned that 20% of this money must be used for professional development.

Mr. Hoyack called for a vote on the motion on the floor. Motion carried with five aye votes.

**Discussion/action on out of state travel for Sue Gibbs and Stephanie Tsuya to attend the NCTM (National Council of Teachers of Mathematics) conference for increasing teacher effectiveness by understanding mathematical concepts held in San Diego, CA, April 21-24, 2010.**

Motion was made by Mr. Hoyack to approve the out of state travel as presented. Motion was seconded by Mr. Ramos.

Mr. Hoyack clarified that the Board had, at a previous meeting, approved travel for Jean Tsuya to attend this conference – Stephanie Tsuya is another district employee attending the conference.

Ms. Bowley addressed the Board and commented that she had approached Jean Tsuya about possibly recruiting additional math teachers to attend this conference.

Mr. Hoyack called for a vote on the motion on the floor. Motion carried with five aye votes.

**Discussion/action on establishing date and time for Board to meet regarding annual goals.**

Motion was made by Ms. Kramer to ask Ms. Elias to contact board members to find an available time within the next month to get together to set board goals. Mr. Hoyack asked Ms. Kramer if she would consider amending her motion to include the addition of

meeting to discuss superintendent qualifications. Ms. Kramer agreed to the amendment to her motion. Motion, as amended, was seconded by Mr. Ramos. Motion carried with five aye votes.

**Discussion/action on appointment of district hearing officers for the balance of the 2009/2010 school year.**

Motion was made by Mrs. Lopez to approve the inclusion of Ray Borane and The Trust hearing officer program to the list of previous approved district hearing officers. Motion was seconded by Mr. Rivera. Motion carried with five aye votes.

**Discussion/action on selection of legal services through School Attorney Enhancement or Prepaid Legal Services.**

Motion was made by Ms. Kramer to select Prepaid Legal Services and not designate Ms. Carl. Mr. Hoyack asked Ms. Kramer if she would consider amending her motion and that the Board ratify the selection of Prepaid Legal Services and delegate authority to Ray Borane as Administrator in Charge to select the primary legal provider. Ms. Kramer agreed to the amendment to her motion. Mr. Hoyack clarified the motion, which is to ratify the selection made one year ago for legal services through Prepaid Legal Services and delegate authority to Mr. Borane to select the primary legal provider for the balance of the year. Motion was seconded by Mr. Ramos.

Ms. Kramer asked for clarification on whether the district can use Prepaid Legal or the County Attorney. Mr. Hoyack responded that the County Attorney's office is one of many legal services provided under Prepaid Legal. He commented that in his experience on the Board, the Board approves either Prepaid Legal or School Attorney Enhancement, and on his time on the Board the choice has always been Prepaid Legal.

Ms. Bowley addressed the Board and informed them that she and Ms. Good were also informed that there is an Arizona statute that allows for school districts to work with their County Attorney at any time.

Ms. Good addressed the Board and stated that the County Attorney's office offers their services to entities in the County. The Trust has approved the Cochise County attorney to be part of Prepaid Legal list. What they ask the district to do is to select a primary person, but the district can still use anyone on that list for basic legal services. This is pretty much all the district ever needs; however, when special legal services are needed then approval is requested from The Trust and The Trust appoints that attorney.

Mr. Hoyack asked Board members if they wished to receive comments from the audience. There was no objection. Mr. Mike Nava addressed the Board and asked if it was necessary to make a decision tonight and if there was a possibility to have community input and decide at the next month's meeting. Mr. Hoyack responded that this action should have been brought before the Board seven or eight months ago.

Mr. Hoyack called for a vote on the motion on the floor. Motion carried with five aye votes.

### **III. REPORTS/DISCUSSION ITEMS**

#### Business Office Reports –

Mr. Hoyack asked for clarification on the district travel report and asked that Mrs. Evans review the report and make corrections as needed, then submit to the Board for information.

#### Enrollment Report –

There were no questions on the report submitted.

#### Information/discussion items –

#### Meet & Confer update –

Ms. Good addressed the Board and stated that some support positions have changed dramatically and do not align with the current salary schedule. These situations are being looked at by Meet & Confer. Ms. Donna Savill, DEA president, also addressed the Board and stated that it is important for everyone to know that this is not a raise in pay and that this is the placing of people at the appropriate level.

As part of this update also, Mrs. Evans distributed information to the Board regarding the State's action in cutting some programs in half. Some of these include AIMS intervention, Drop-Out prevention, CTE Priority, Gifted Ed and SEI; with Early Childhood Block Grant being cut completely.

As an update to the 2010/2011 calendar – staff informed the Board that the new calendar will not stray from 180 instructional days and that it will have professional development days embedded at no cost to the district.

#### Requests for future agenda items –

Mr. Hoyack asked that a special board meeting be scheduled for student discipline issues. Also, he requested that a discussion/action item be placed at the next regular meeting to discuss the addition of public comments to special board meeting agendas.

#### **IV. ADJOURNMENT**

There being no further business, motion was made by Mr. Hoyack to adjourn the meeting; motion was seconded by Mrs. Lopez and motion carried. Meeting was adjourned at 7:29 PM.

Minutes prepared by Edna Elias, Superintendent/Governing Board Secretary.

These minutes were approved by the Board at their meeting of March 2, 2010.