

CATALINA FOOTHILLS SCHOOL DISTRICT
Tucson, Arizona

REGULAR MEETING OF THE GOVERNING BOARD
Catalina Foothills High School
House 4, Room 712
November 29, 2011 – 6:30 p.m.

Regular Meeting Minutes

NOTICE OF MEETING

Announcement of the meeting was posted at the J.W. Murphey Administration Center, Catalina Foothills High School (CFHS), Esperero Canyon Middle School, Orange Grove Middle School, Ventana Vista Elementary School, Canyon View Elementary School, Manzanita Elementary School, Sunrise Drive Elementary School, and CFSD Web site (www.cfsd16.org) on November 21, 2011.

ATTENDANCE

Board Members Present

Carole Siegler, President
Todd Camenisch, Vice President
John Bergan, Board Member
Mary Lou Richerson, Board Member
Sherri Silverberg, Board Member

District Administration

Mary Kamerzell, Superintendent
Terry Downey, Associate Superintendent

District Personnel

Ilona Lund, Administrative Assistant

VISITORS

Stella Frisch, Susan Schoenfeld

1. **OPENING**

1.1 Call to Order and Welcome

Ms. Siegler called to order the governing board meeting at 6:30 p.m.

1.2 Pledge of Allegiance

Ms. Siegler led the group in the Pledge of Allegiance.

1.3 Rules of Order for Public Participation in the Governing Board Meeting

Ms. Siegler read the Rules of Order for Public Participation in the Governing Board Meeting.

2. **PUBLIC COMMENTS**

There were no public comments.

3. **CONSENT AGENDA**

Upon a motion by Dr. Camenisch and a second by Ms. Silverberg, the governing board approved the following items on the consent agenda: 3.1.1 the November 7, 2011, special governing board meeting minutes, as presented; 3.1.2 the November 8, 2011, regular governing board meeting minutes as presented; 3.2 the expense voucher memorandum, as presented; 3.3 the field trip request memorandum, as presented; 3.4 the fund raising request memorandum, as presented; 3.5 the acceptance, with gratitude, of the gifts and donations memorandum, as presented; 3.6 the personnel memorandum, as presented; 3.7 the authorization of a co-op contract through Mohave for the Orange Grove Middle School AC units, as presented; 3.8 the estimated 2011-2012 cooperative purchases, as presented; and 3.9 the award of IFB 12-02-12 Sunrise Drive Playground Project to Kapp-Con Construction, as presented. Motion carried 5-0.

3.1.1 Approval of November 7, 2011, Special Governing Board Meeting Minutes

On the consent agenda, the governing board approved the November 7, 2011, special governing board meeting minutes, as presented.

3.1.2 Approval of November 8, 2011, Regular Governing Board Meeting Minutes

On the consent agenda, the governing board approved the November 8, 2011, regular governing board meeting minutes, as presented.

3.2 Expense Vouchers

On the consent agenda, the governing board approved the following expense vouchers.

| | | |
|-----------------|------|-----------------|
| Expense Voucher | 3069 | \$ 1,075,047.93 |
| Expense Voucher | 3073 | 84,162.39 |
| Expense Voucher | 3074 | 84,905.85 |
| Expense Voucher | 3075 | 212,282.76 |
| Expense Voucher | 3076 | 407,387.67 |
| Expense Voucher | 3077 | 1,072,086.74 |
| Expense Voucher | 3078 | 21,423.00 |
| Expense Voucher | 3079 | 200,910.85 |
| Expense Voucher | 3080 | 56,106.59 |
| Expense Voucher | 3081 | 4,641.01 |
| Expense Voucher | 3082 | 86,729.03 |
| Expense Voucher | 3083 | 2,749.79 |
| Expense Voucher | 3084 | 51,052.71 |

3.3 Field Trip Requests

On the consent agenda, the governing board approved the following field trip requests.

- CFHS Choir (65 students), clinic and performance at University of San Diego, San Diego, CA, 3/29-4/1/12 fee: \$300
- CFHS Student Council (12 students), Student Council state convention, Glendale, AZ, 2/9-2/11/12
- Community Schools Winter Break Program – Caving Adventure, explore the underground, how caves are formed, creatures that inhabit them, Peppersauce Cave, Oracle, AZ, 12/30/11 fee: \$60
- Manzanita 3rd grade (108 students), offer authentic hands on experience to students to enrich knowledge of earth science, Bisbee/Tombstone, AZ, 5/8/12 fee: \$100
- Ventana Vista kindergarten (67 students), learn about air and space exploration, Pima Air and Space Museum, Tucson, AZ, 12/9/11
- Ventana Vista 4th grade (81 students), experience erosion and weather in nature, Colossal Cave, Vail, AZ, 1/25/12

3.4 Fund Raising Request

On the consent agenda, the governing board approved the following fund raising requests.

- Canyon View Elementary School Family Faculty Organization (FFO), percentage of sales of BTO Yogurt, to raise funds for student water day and playground equipment, off campus (BTO Yogurt, 6060 E. Sunrise Drive), first Saturday of each month following board approval throughout the year
- CFHS Student Council, “Thirsty Thursday – Give Change to Make Change,” collect change from students and staff, on campus, following board approval throughout school year (community benefit)

- CFHS Student Council, distribution of pledge cards for Christina Taylor Green Memorial Foundation, to raise funds for this foundation (community benefit), on/off campus, 12/4/11-1/20/12
- Esperero Canyon Student Council, sale of school related clothing; concession sales at Student Council events, before/after schools, and school sports events; cash donations from students and parents; and selling bicycle related art created by students, to raise funds to donate to World Bicycle Relief for 50 bikes – community benefit project, on campus, December 2011-2012
- Esperero Canyon FFO, the following events to raise funds for grants and educational programs:
 - Geo Whiz, on campus, December 2011-January 2012
 - Sales of food and drink at Encore Evening, on campus, spring 2012 (exact date to be determined)
 - Restaurant/retail fund raisers (% of proceeds), on/off campus, following board approval throughout the year
 - Office Depot Education Program, off campus, following board approval throughout the year
 - Target Take Charge of Education Program, off campus, following board approval throughout the year

3.5 Gifts and Donations Memorandum

On the consent agenda, the governing board accepted, with gratitude, the following gifts and donations.

- Donations to Community Schools Foothills Phil program:
 - Theresa Charysyn, \$25
 - K.S. Halsted, \$25
 - Christopher Wiegand, \$50
 - Thomas Rubbo, \$25
 - Maria Brockway, \$50
 - Marcia Gill, \$25
 - Kenneth and Sandra Sautley, \$50
- Canyon View FFO, \$308 to Canyon View Elementary School for field trip transportation
- Canyon View FFO, \$270 to Canyon View Elementary School for field trip transportation
- Canyon View FFO, \$310.96 to Canyon View Elementary School for phonological awareness skills program
- Chris Lopez, \$1,077.25 to CFHS football program
- Canyon View FFO, \$1,319 to Canyon View Elementary School for kindergarten curriculum project
- Heads at Ease, two American flags to Manzanita Elementary School
- Murat Kacira, \$580 to CFHS for instruction
- Asia Society, \$10,000 to CFHS Chinese language program
- James and Graciela Wolf, \$500 to CFHS for cabinets for wrestling program
- College Board, \$500 to CFHS for AP testing
- John Ritter Photography, \$4,000 to CFHS

3.6 Personnel Memorandum

On the consent agenda, the governing board approved the following personnel actions.

CERTIFIED STAFF

- *Resignations*
 - Jennifer Kinkade, 1.0, writing and literature teacher, Orange Grove Middle School, effective 5/24/12

- Susan Wadman, 1.0, math teacher, Orange Grove Middle School, effective 5/24/12
- *Resignation/Request to be Released From Contract*
 - Jane Butler, 1.0, writing and literature teacher, Esperero Canyon Middle School, effective 1/9/12

CLASSIFIED STAFF

- New Hires/Rehires (Approval for hire is contingent upon receipt of DPS fingerprint clearance)
- Changes in Status
- Resignations

COMMUNITY SCHOOLS

- New Hires/Rehires (Approval for hire is contingent upon receipt of DPS fingerprint clearance)
- Changes in Status

COACHES

VOLUNTEERS

SUBSTITUTES

Anthony Sanders
Susan Deflorian
Lorraine Rule
Emilie Brill Duisberg

3.7 Award if Co-op Contract

On the consent agenda, the governing board authorized the administration of the contract through Mohave for the replacement of five AC units at Orange Grove Middle School at an estimated cost of approximately \$50,000.

3.8 2011-2012 Cooperative Purchases

On the consent agenda, the governing board approved the estimated 2011-2012 cooperative purchases, as presented.

3.9 Award of IFB 12-02-12 Sunrise Drive Playground Project

On the consent agenda, the governing board approved the award of a contract for IFB 12-02-12 Sunrise Drive Playground Project to Kapp-Con Construction in the contract amount of \$156,713.27.

4. **NEW BUSINESS**

4.1 2012-2013 and 2013-2014 School Calendars

Ms. Downey presented for the governing board's final review the 2012-2013 calendar that was previously approved in December 2010. She reviewed various aspects of the calendar that included: first day of school, August 9; October break, October 11 and 12; Veteran's Day falls on a Sunday, therefore, there is no school holiday; Thanksgiving holiday, November 21, 22, and 23; Winter Break, December 24 through January 4, 2013; Rodeo Days, February 21 and 22; Spring Break, April 1 through April 5; and last day of school, May 21. She noted that this calendar had been posted on the CFSD website for one year without comment.

Ms. Silverberg noted that the PSAT test in October 2012 would fall after the October break. She stated she would be interested in knowing if there was a significant difference

in participation between the October 2011 and the 2012 testing dates. Ms. Downey agreed to report on that next year.

Discussion ensued regarding the level of absenteeism on Good Friday and other days prior to the start of a school holiday.

Upon a motion by Ms. Richerson and a second by Dr. Bergan, the governing board approved the 2012-2013 school calendar as published. Motion carried 5-0.

Ms. Downey then presented the first reading of the proposed 2013-2014 school calendar. She highlighted the following aspects of this calendar that included: first day of school, August 8; October break, October 17 and 18; Veteran's Day, Monday, November 11; Thanksgiving holiday, November 27, 28, and 29; Winter Break, December 23 through January 3, 2014; Rodeo Days, February 20 and 21; Spring Break, March 31 through April 4; and last day of school, May 21.

Ms. Richerson asked if administration had considered extending the October holiday to one week in light of the earlier start dates for the recent school years. Discussion ensued regarding the current number of school holidays, the effect of shortened weeks on instruction and absentee rates, and the need to balance the number of days in both the first and second semesters.

Ms. Siegler reminded the board members that action on the proposed 2013-2014 school calendar was scheduled for the December 13, 2011, board meeting.

4.2 Selection of Delegate to the Arizona School Boards Association (ASBA) Annual Conference Business Meeting

Upon a motion by Ms. Silverberg and a second by Dr. Camenisch, the governing board approved Dr. John Bergan as its delegate, Dr. Camenisch as its alternate, and Ms. Richerson as its second alternate to the business meeting at the ASBA Annual Conference. Motion carried 5-0.

5. **DISCUSSION/REPORTS**

5.1 Review of FY 2013 Draft Budget Process

Dr. Kamerzell presented the timeline for the development of the FY 2013 Maintenance and Operations (M & O) Budget. The planning process outlined the reconciliation of the FY 2012 budget with actual expenditures, the development of a straw budget proposal by district administrators, and decision points by the board in preparation for the adoption and submittal to the state of the final budget in July 2012. Dr. Kamerzell noted that it was anticipated that there would be no joint legislative budget proposal and that only the governor's budget would be considered by the Legislature. She reminded the governing board that the action noted for the March 27, 2012, board meeting regarding the non-renewal of certain professional staff contracts related to those staff members whose contracts cannot be renewed legally and did not refer to any type of reduction in force action.

Ms. Richerson questioned if the timeline mirrored previous years regarding action taken on employees' salaries, wages, and benefits. Dr. Kamerzell said that it reflected timelines for the last couple of years. Ms. Silverberg asked if similar to previous years the governing board would have executive sessions scheduled for board meetings prior to the April 10, 2012, scheduled board action to review the proposed salaries, wages, and benefits. Dr. Kamerzell confirmed that executive sessions were scheduled for board meetings prior to the April 10, 2012, meeting.

Dr. Kamerzell noted that there was no column on the timeline presented identifying a capital budget timeframe. She stated this was due to the fact that state funding for capital had been all but eliminated.

The governing board requested no changes to the timeline presented.

6. **DISCUSSION/REPORTS**

6.1 **Legislative and/or ASBA Reports**

Governing board members discussed information received at the November 13, 2011, Pima County Governing Boards/Superintendents Collaborative meeting. This information included possible legislative action pertaining to e-learning/distant learning opportunities for students and the possible delay in the implementation of the state's teacher and principal evaluation requirements (SB1040).

7. **FUTURE AGENDA CONSIDERATIONS**

There were no requests for future agenda considerations.

8. **ADJOURNMENT**

Upon a motion by Ms. Silverberg and second by Dr. Bergan, the governing board adjourned its meeting at 7:24 p.m. Motion carried 5-0.

Date: _____

Todd Camensich, Vice President