

CATALINA FOOTHILLS SCHOOL DISTRICT
Tucson, Arizona

SPECIAL MEETING OF THE GOVERNING BOARD
Murphey Administration Center
2101 E. River Road
Tucson, Arizona
October 5, 2009 – 8:00 a.m.

Special 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 School, Canyon View School, Manzanita School, Sunrise Drive School, and CFSD Web site (www.cfsd16.org) on October 1, 2009.

ATTENDANCE

Board Members Present

Mary Lou Richerson, President
Carole Siegler, Vice-President
Janell Jellison, Board Member
Sherri Silverberg, Board Member

District Administration

Mary Kamerzell, Superintendent
Terry Downey, Associate Superintendent
Sandra Thompson, Director of Finance

Board Member Absent

Todd Camenisch, Board Member

District Personnel

Ilona Lund, Administrative Assistant
John Prokop, Senior Accountant

1. **Call to Order**

Ms. Richerson called to order the special meeting of the governing board at 8:02 a.m.

2. **Approval of FY 2009 Annual Financial Report**

Ms. Thompson presented the FY 2009 Annual Financial Report for review and approval. She noted that the majority of the differences between FY 2009 budgeted and actual numbers related to the M & O, capital, and Career Ladder carry forward. Ms. Thompson then reviewed highlights from each page of the Annual Financial Report.

Ms. Silverberg asked if the student transportation cost in the FY 2010 straw budget were actual numbers. Dr. Kamerzell answered that they were not. She stated that not all accounts were adjusted to actual numbers when updating the current year's straw budget. However, actual numbers would be used when preparing the FY 2011 straw budget.

Ms. Thompson noted the significant decrease from budgeted to actual in the cost of utilities. She explained that this was due to the transfer of more utility costs to food services, the ability to offset some utility costs through the e-rate grant, and more efficient use of utilities through energy savings measures. Board members commented on this positive direction for utility costs in response to the elimination of excess utilities funding. A question was raised regarding the designation of the CFSD sites as either higher or lower users and its implication regarding utility charges. Ms. Thompson will research the information and forward the explanation to the board members.

With respect to information presented, Ms. Silverberg asked how tuition was paid for CFSD students attending the Arizona Schools for the Deaf and Blind. Dr. Kamerzell shared that she was aware of CFSD students in attendance at this school, however, was not clear on how tuition was paid. She stated she would research the funding mechanism for the tuition payment to this facility.

Ms. Thompson explained the changes to accounting for the capital outlay override to more easily track the projects. Ms. Siegler asked if these funds could be carried forward. Ms. Thompson stated that the funds could be carried forward similar to unrestricted capital. Dr. Kamerzell informed the governing board that some discretionary funds had been distributed from the current budget to the sites for capital purchase needs.

Ms. Thompson reviewed the location of debt service information in the document and the state and federal grant monies.

Ms. Siegler asked about the district's cash flow in case of any additional delay in state funding. Ms. Thompson noted that the district had sufficient cash reserves. Discussion ensued regarding the purpose of the state requesting earlier reporting of the Annual Financial Report this year and the implication for school districts' cash flow and state funding received in November.

Ms. Thompson described the changes made in the reporting of the auxiliary and tax credit accounts with respect to tracking expenditures to facilitate the "roll-over" of these funds from year to year. Dr. Kamerzell added that the FY 2010 Annual Financial Report would reflect expenditures against the tax credit budget of revenues.

Ms. Thompson reviewed differences between budgeted and actual numbers in the area of K-3 override adjustments, English Language Learning programs, and funds related to the closure and sale of the Alternative High School facility. Ms. Silverberg asked about the difference in budgeted and actual costs for food services and if the balance noted meant there was a loss to the district for food services management services. Ms. Thompson and Ms. Downey explained that the difference in the ending balance related to projects and equipment at the various sites that needed to be paid for by the district such as the remodel of the Orange Grove Middle School kitchen, and was not due to the contracted cost for Sodexo management services.

There was a discussion regarding the Classroom Site Fund of the Annual Financial Report, and the distribution of performance pay to Valley View Early Learning Center teachers. Ms. Downey explained the formula used for pre-school teachers. This led to a discussion of the number of special needs students at the Early Learning Center and the funding sources for them. Dr. Kamerzell stated she would clarify and define the number of special needs students at the Early Learning Center and the respective funding the district received for these pre-K students.

Upon a motion by Ms. Silverberg and a second by Ms. Jellison, the governing board approved the FY 2009 Annual Financial Report, as presented. Motion carried 4-0.

3. **Adjournment**

Upon a motion by Ms. Siegler and a second by Ms. Silverberg, the governing board adjourned its meeting at 8:51 a.m. Motion carried 4-0.