

**CATALINA FOOTHILLS SCHOOL DISTRICT**  
**Tucson, Arizona**

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**REGULAR MEETING OF THE GOVERNING BOARD**  
**Catalina Foothills High School**  
**Building 4, Room 712**  
**November 24, 2009 – 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 School, Canyon View School, Manzanita School, Sunrise Drive School, and CFSD Web site (www.cfsd16.org) on November 17, 2009.

**ATTENDANCE**

**Board Members Present**

Mary Lou Richerson, President  
Todd Camenisch, Board Member  
Sherri Silverberg, Board Member

**District Administration**

Mary Kamerzell, Superintendent  
Terry Downey, Associate Superintendent

**Board Members Absent**

Janell Jellison, Board Member  
Carole Siegler, Vice President

**District Personnel**

Iлона Lund, Administrative Assistant

**Visitors and Constituents**

Anne Morgan, Nancy McGilliard, John Bergan, Denise Saucedo, Kim Ferreira, Rebecca Pezzulo, Matt Pezzullo

1. **OPENING**

1.1 **Call to order**

Ms. Richerson called the meeting to order at 6:30 p.m.

1.2 **Pledge of Allegiance**

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

1.3 **CFSD Super Volunteers – FRIENDS (Foothills Residents Involved in the Educational Needs of District Students)**

The governing board honored the CFSD FRIENDS group for their efforts in the successful capital bond vote on the November 3, 2009, ballot. Ms. Richerson described the importance of the work that the CFSD FRIENDS did each election to support the needs of the district's children. She read the names of all of the members of FRIENDS involved in the most recent election. FRIENDS' members honored were: Amy Bhola, Alice Catallini, Kim Ferreira, Peter Flynn, Terry Fortunato, Jennifer Harris, Lisa Hawkins, Nancy Heiser, Jennifer Horner, Eileen Jackson, Maureen Jones, Nancy Kersey, Patricia McCabe, Lisa Millerd, Anne Morgan, Mary Lee Moulton, Matt Pezzulo, Rebecca Pezzulo, Carole Siegler, Sherri Silverberg, Laura Wittman, and Marcy Ziska. Ms. Ferreira, Ms Morgan, Ms. Silverberg, and Mr. and Ms. Pezzulo were in attendance for the presentation. Ms. Richerson presented each individual with a certificate of appreciation and a key chain that stated, "I Make A Difference."

1.4 **Rules of Order for Governing Board Meetings**

Ms. Richerson read the Rules of Order for Governing Board Meetings.

2. **PUBLIC COMMENTS**

There were no public comments

3. **CONSENT AGENDA**

Prior to the motion regarding the consent agenda, Ms. Richerson noted that on the gifts and donation memorandum, there was the CFSD Foundation's second grant installment of \$125,000 toward their \$500,000 donation to the district.

Upon a motion by Ms. Silverberg and a second by Dr. Camenisch, the governing board approved the following consent agenda items: 3.1 the November 10, 2009, regular governing board meeting minutes, as revised; 3.2 the expense voucher memorandum, as presented; 3.3 the fund raising request memorandum, as presented; 3.4 the acceptance, with gratitude, of the gifts and donations memorandum, as presented; 3.5 the personnel memorandum, as presented; and 3.6 the additions to the Sole Source Listing for FY 2010, as presented. Motion carried 3-0.

3.1 November 10, 2009, Regular Governing Board Meeting Minutes

On the consent agenda, the governing board approved the November 10, 2009, as revised. (The revision to the published minutes was on page 6 of the minutes, third bullet, to add, "...sale of download cards from CD Baby.")

3.2 Expense Vouchers

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

Expense Voucher	1055	\$ 1,073,917.28
Expense Voucher	1057	107,808.06
Expense Voucher	1058	8,789.37
Expense Voucher	1059	368,240.47
Expense Voucher	1060	19,176.43
Expense Voucher	1061	31,046.83
Expense Voucher	1062	142,905.01

3.3 Fund Raising Requests

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

- CFHS Student Council, sale of "Super Fan" fashions, to raise money for student council events such as winter formal, Futbol Fun Night, etc., on campus 1/14-5/14/10
- CFHS DECA, PTAM, Skills USA (joint activity), video memory disc sales, to raise money to support travel and other membership and competition activities, on campus, on-line, following the board approval through 5/26/10 (delivery 6/1/10 by mail)

3.4 Gifts and Donations

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

- Congregation or Chadash, \$275 to CFHS steel drum band
- Tucson Botanical Gardens, \$350 to CFHS steel drum band
- United Way of Tucson and Southern Arizona, \$45.96 to Canyon View School
- Kandy and William Chimitt, \$44.26 to Canyon View School for inclusion and resource supplies

- Manzanita Family Faculty Organization (FFO), \$534.45, to Manzanita School for field trip transportation
- CFSD Foundation, \$125,000 to CFSD as second grant installment
- Allonso and Gisselle Hernandez, \$500 to Canyon View School
- All American Publishing, LLC, \$211.50 to CFHS athletics program
- Donations made to Community Schools Foothills Phil:
  - Linda Doughty, \$75
  - Robert and Judith Atwell, \$50
  - Daniel Lowe, Jr, \$25
  - Mark and Nancy Blomquist, \$50
  - KS Halstead, \$25
  - Jeannie Villegas, \$25
  - Maurice Wainwright, \$25
  - Sandra Saufley, \$25
  - Michael Bangs, \$25
  - Timothy Westendorf, \$25
  - Jodeen Rodack, \$25
  - Bonnie Beckman, \$25

### 3.5 Personnel

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

- CLASSIFIED  
(Employment – approval for hire is contingent upon receipt of DPS fingerprint clearance.)  
New Hires  
Changes in Status  
Resignations
- COMMUNITY SCHOOLS  
Changes in Status

### 3.6 Additions to Sole Source Listing FY 2010

On the consent agenda, the governing board approved the additions of SchoolDude.com, AZ K-12 Center, Myriam Met and Interprep/Greg Duncan, and McRel Resource Center to the Sole Source Listing for FY 2010.

## 4. NEW BUSINESS

### 4.1 Review of Approved 2010-2011 Student Calendar

Ms. Downey presented for the board's review, the 2010-2011 student calendar that it approved in December 2008. She reminded the governing board that the approval action was contingent upon the review of the calendar this year in case there was a need for modification. Ms. Downey reviewed aspects of the calendar and stated that administration had no recommendations for changes.

Dr. Camenisch addressed previous board's discussions to align school breaks with reporting period breaks. He asked if the board wanted to again address that recommendation. There was no consensus to do this. Ms. Downey noted that this 2010-2011 calendar version had been on the district website for the past year and she had received no additional recommendations for changes. The governing board made no changes to the 2010-2011 calendar.

### 4.2 Proposed 2011-2012 Student Calendar

Ms. Downey presented the first reading of a proposed 2011-2012 student calendar recommended by the district administrators. She stated that it was similar to 2010-2011

approved calendar with the following exceptions: the semesters were more evenly divided (87/93 student days); Veteran's Day fell on a Friday; spring break coincided with Easter week; and winter break required a shortened week before and after the break.

Ms. Silverberg suggested that the winter break begin December 23 and continue through January 6, 2012, encompassing three weekends. Discussion ensued regarding the pros and cons for classes being held through December 23. Ms. Downey offered to research previous years' student calendars to determine the latest date that a winter break started. Ms. Downey also reminded the governing board that statute required that breaks for employees not be longer than 10 days.

Ms. Richerson commented that the second reading and possible action on the 2011-2012 student calendar would be at the December 8, 2009, board meeting.

#### 4.3 Proposed Revisions to CFSD Policies

Dr. Kamerzell presented the first readings of proposed changes to the following CFSD policies.

##### 4.3.1 Policy BBBB Board Member Oath of Office

The changes to the policy reflected the new statute that removed the one-day waiting period between an official's oath of office and the start of his/her term of office.

##### 4.3.2 Policy BIE Board Member Insurance/Liability

The revisions to the policy reflected the statute's language that required the district's compliance with insurance requirements for governing boards. Dr. Kamerzell noted that CFSD already met these requirements.

##### 4.3.3 Policy CBA Qualifications and Duties of the Superintendent

The changes to the policy included the requirement of a valid fingerprint card under the listing of qualifications for the superintendent. Dr. Kamerzell noted that the qualification currently listed in the policy for a valid Arizona Superintendent Certificate would also ensure that an individual had a valid fingerprint card.

##### 4.3.4 Policy CBI Evaluation of the Superintendent

Dr. Kamerzell informed the governing board that a replacement to the last paragraph of the policy clarified the timeline for offering a multi-year contract to a superintendent.

##### 4.3.5 Policy DBF Budget Hearings and Review/Adoption

This policy reflected the requirement for the board's adoption of budget revisions when notified by the Superintendent of Public Instruction that there was an excess of the district's allowable budget categories.

##### 4.3.6 Policy DBJ Budget Transfers

There was a deletion and replacement of language to this policy that clarified the spending of monies in excess of the capital outlay budget if funds were in reserve and that such action must be approved by the governing board in an open meeting.

##### 4.3.7 Policy DFF Income from School Sales and Services

The revisions to this policy complied with changes in the law regarding the sale of advertising on the district website and at athletic facilities.

##### 4.3.8 Policy DIA Accounting System

The changes to this policy reflected new legislation that allowed a district that met certain criteria to manage its own accounting system and not have to use the County School Superintendent's staff. Dr. Kamerzell explained that although the changes were made to comply with the statute's language, at this time CFSD had no interest in assuming the accounting responsibilities currently managed by the County School Superintendent's staff.

- 4.3.9 Policy DIE-R Audits/Financial Monitoring  
The revisions to this policy reflected the changes made to Policy DIA.
- 4.3.10 Policy DJE-R Bidding/Purchasing Procedures  
The revisions to this policy reflected changes in the law that exempt intergovernmental agreements from competitive bidding procurement regulations.
- 4.3.11 Policy JEB Entrance Age Requirements  
The changes to this policy reflected the statute requirement to provide an "academically meaningful" one-half day kindergarten program in districts where the number of one-half day students was approximately the equivalent of a full-day kindergarten class size average. Ms. Downey reported that currently the district had only a few families that opted for their student to attend half-day.
- 4.3.12 Policy KHB Advertising in Schools  
The revisions to this policy reflected the same changes made to Policy DFF *Income from School Sales and Services* regarding advertising on the district website and at athletic facilities. It also added the cross reference to Policy DFF.
- 4.4 Proposed Revisions to CFSD Policies  
Ms. Downey presented proposed revisions to the following CFSD policies.
  - 4.4.1 Policy GCB Professional Staff Contracts and Compensation  
The changes to this policy reflected changes to state laws governing the reduction in salaries. Ms. Downey explained that the revised language now allowed for some or all teachers to be notified of a general salary reduction at any time. Dr. Camenisch asked how this information would be shared. Dr. Kamerzell suggested that there would be a discussion about any contract language change at contract time. She also shared that the Arizona Education Association had filed a lawsuit regarding this legislation so the statutory change was most likely common knowledge among teachers.
  - 4.4.2 Policy GCBA Professional Staff Salary Schedules  
The revisions to this policy reflected statutory language that prohibited payment for professional association activities as well as added language regarding teachers returning to work at the district after working for a charter school.
  - 4.4.3 Policy GCCE Professional/Support Staff Conferences/Visitations/Workshops  
The changes to this policy were similar to the language changes in Policy GCBA that prohibited compensation for professional association activities.
  - 4.4.4 Policy GCF Professional Staff Hiring  
The revisions to this policy were in the last paragraph of the policy that clarified for teachers what it meant under state law to accept a contract and the prohibition of altering the language of a contract.
  - 4.4.5 Policy GCMF Professional Duties and Responsibilities

The change to this policy related to minor language revision regarding the deletion of a reference to teachers' record keeping in a school register to a computer entry.

4.4.6 Policy GCO and GCO-RA *Evaluation of Professional Staff Members*

The revisions to this policy included changes in the statutes that permitted the board to delegate the authority to notice a teacher of inadequate performance and to receive a report of such a notice within five days. It also removed the March 15 to May 15 timeline for a contract to be offered to a non-continuing teacher, and eliminated the April 15 timeline for notice to a teacher of the intent not to re-employ. Ms. Downy also noted changes in the law regarding the time frame from 85 days to 60 days for a teacher to demonstrate a correction of his/her inadequacy of classroom instruction.

Ms. Silverberg asked that if there had been a change regarding the terms of teacher retention, was there still any significance in designating teachers as continuing and non-continuing teachers. Ms. Downey explained that these descriptions were still referenced in law and the changes seemed to address only reduction in force situations.

Ms. Silverberg asked about the reference to board notification with respect to a teacher's inadequate performance. Ms. Downey explained that this was not new. However, in most cases these individuals chose to resign. Therefore, there have not been any recent notifications to the board.

Ms. Richerson asked if the reference to the five-day notice to the board needed to be delineated as either calendar or work. Dr. Kamerzell stated that it was interpreted as workdays.

Dr. Camenisch asked about teachers' evaluation cycles. Ms. Downey explained the timing of the formal and informal evaluation process for non-tenured (1-3 years) and tenured teachers. Dr. Kamerzell noted that it was also the discretion of the principal to conduct a formal evaluation at any time for any teacher if the principal believed it was warranted.

4.4.7 Policy GCQA *Professional Staff Reduction in Force*

The changes to this policy reflected statutory language that stated, "...school districts shall not adopt policies that provide employment retention priority for teachers based on tenure or seniority." Ms. Downey reiterated that this language reflected only reductions in force procedures and was not related to performance issues.

4.4.8 Policy JII, JII-R, and JII-EB *Student Concerns, Complaints, and Grievances*

The revision to this policy was the addition of language that stated that law enforcement would be notified if district administrators believed or an investigation indicated that there had been an unlawful act.

Dr. Camenisch questioned if a law officer without a parent present could interview a student. Dr. Kamerzell and Ms. Downey answered that there were circumstances when the district had no authority to require that a parent be present. Dr. Kamerzell said she would send the appropriate policies to Dr. Camenisch that outlined these situations.

4.4.9 Policy JK *Student Discipline*

The changes to this policy added language that reflected the district's current practice of distributing information regarding discipline, suspension, and expulsion of students to parents at the time of their student's enrollment.

4.4.10 Policy JKE *Expulsion of Students*

Ms. Downey reminded the governing board that only it could impose the expulsion of a student. She stated that changes to statute now allowed for the governing board to write a policy that would allow it to have the option to designate a hearing officer to review the recommendation for expulsion. Ms. Downey noted that CFSD's current policy required that all expulsions be presented to the board for review and action.

Discussion ensued regarding the small number of expulsions that had been recommended throughout CFSD's history, the procedure for designating another hearing officer to review the recommended expulsion, scenarios when it would be difficult for a board member to act on the recommendation, and the district's history regarding previous boards' actions on expulsions. Ms. Downey offered to share with the governing board the exact number of district expulsions that had occurred. Ms. Richerson asked if Policy JKE could be returned for the second reading in the CFSD policy format (rather than Arizona School Boards Association's) reflecting current practice. Ms. Downey agreed.

Ms. Silverberg asked what the interpretation of "annual meeting" meant in the policy. Dr. Kamerzell stated that it meant that the governing board would "annually" designate a hearing officer to review expulsion recommendations.

4.4.11 Policy JLCD and JLCD-R *Medicines/Administering Medicines to Students*

The revisions to this policy included the addition of language regarding diabetes management.

Ms. Richerson reminded the board members that second readings of all of the proposed policy revisions would be at the December 8, 2009, board meeting.

5. **DISCUSSION/REPORTS**

5.1 Legislative and/or ASBA Update

The governing board discussed the Arizona Legislature's recent cuts (\$144 million) to K-12 soft capital funding. Dr. Kamerzell shared that this was approximately \$650,000 to CFSD's soft capital budget. The board also reviewed the current status of the state's growing deficit (projected for next year at \$3 billion) and its potential impact to the district's 2011 budget. Board members also shared information from former Arizona Senate President Tim Bee regarding the possibility of a special election in the spring to request that voters allow the Legislature to abandon previously approved voter initiatives that do not have a dedicated funding stream or, if they do, permit the Legislature to reallocate those dollars for other purposes.

6. **FUTURE AGENDA CONSIDERATIONS**

Dr. Camenisch requested that the board consider a discussion related to alternative schedules to the traditional school year. He offered to forward information to the board members related to this topic.

7. **ADJOURNMENT**

Upon a motion by Ms. Silverberg and a second by Dr. Camenisch, the governing board adjourned its meeting at 8:00 p.m. Motion carried 3-0.