



Sonoita Elementary School District
 Elgin School
 23 Elgin Rd
 Elgin, AZ 85611
 (520) 455-5514 Fax (520) 455-5516
 Daniel R. Erickson, Superintendent

SONOITA GOVERNING BOARD REGULAR MEETING
 Tuesday, August 6, 2024 @ 5:00 PM
 ELGIN SCHOOL CONFERENCE ROOM, ELGIN SCHOOL

MINUTES

BOARD ATTENDANCE:

Harry Dotson, President
 Nancy Webster, Vice President
 Anthony Fennell, Member
 Ginny Cosby, Member
 Megan Thomas, Member ~ arrived at 5:10pm.

DISTRICT ATTENDANCE:

Daniel Erickson, Superintendent
 Heidi Gonzales, Business Manager

Opening

A. Call to Order ~ Harry Dotson called the meeting to order at 5:01pm.

- Pledge of Allegiance ~ All in attendance stood to recite the Pledge of Allegiance.
- Adoption of the Agenda ~ Harry Dotson made a motion to adopt the agenda, Ginny Cosby 2nd, motion carried 4/0.

Member	Aye	Nay	Abstain
H.D.	X		
N.W.	X		
G.C.	X		
A.F.	X		
M.T.			

B. Approve Minutes

- July 9, 2024, Regular Meeting Minutes
- July 16, 2024, Retreat Minutes

~ Harry Dotson made a motion to approve the July 9, 2024, Regular Meeting Minutes and the July 16, 2024, Retreat Minutes, Ginny Cosby 2nd, motion carried 4/0.

Member	Aye	Nay	Abstain
H.D.	X		
N.W.	X		
G.C.	X		
A.F.	X		
M.T.			

Information Items

C. Board Member Activity Reports

~ Anthony Fennell attended the first day of school, from a parent's perspective, it's seems to be going great.

D. Superintendent' Report

- Enrollment ~ 117
- Back to School ~ Mr. Erickson shared some pictures of the first week of school with the Board and gave some highlights of the week.
- Meet the Teacher Night

- Teacher of the Year ~ Chris Clouse is our Teacher of the Year; Callie Mattus has been nominated as AZ Elementary Science Teacher of the Year.
- Facilities Update ~ Construction on the Early Childhood Learning Center began 8/2/24.
- Budget Update ~ July 2024
- Student Account/8th Grade Fund Activity ~ July 2024

Public Comment

The Governing Board is prohibited by law from addressing topics which do not appear on the agenda.

The purpose of the “Call to the Public” section on the agenda is for the Governing Board to hear statements from Constituents. Response to statements will not be made at this meeting.

The person speaking shall observe the rule of propriety and refrain from slanderous remarks.

In order to ensure that each individual have an opportunity to address the Board, a two (2) minute time limit has been set for individual speakers. If considered necessary, this time limit can also be reduced to ensure that each individual has an opportunity to address the Board.

~ Lindsey Taylor addressed the Board regarding praise for Mr. Erickson.

Action Items

- E. Discuss /Action to Approve – FY25 payment to Patagonia Union High School for new bus purchase, \$47,947.00.
 ~ Harry Dotson made a motion to approve the FY25 payment to Patagonia Union High School for new bus purchase, \$47,947.00, Anthony Fennell 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
H.D.	X		
N.W.	X		
G.C.	X		
A.F.	X		
M.T.	X		

- F. Discuss /Action to Approve – Hiring Aubrey Gallardo as Paraprofessional Substitute.
 ~ Harry Dotson made a motion to approve hiring Aubrey Gallardo as Paraprofessional Substitute, Megan Thomas 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
H.D.	X		
N.W.	X		
G.C.	X		
A.F.	X		
M.T.	X		

- G. Discuss /Action to Approve – Hiring Jessica Orona as Paraprofessional Substitute.
 ~ Harry Dotson made a motion to approve hiring Orona as Paraprofessional Substitute, Ginny Cosby 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
H.D.	X		
N.W.	X		
G.C.	X		
A.F.	X		
M.T.	X		

- H. Discuss /Action to Approve – Hiring Braden Davis for FY25 Psychological Services.
 ~ Anthony Fennell suggested verbiage for this item to be “Contracting Braden Davis for FY25 Psychological Services” since Mr. Davis is going to be providing contracted psychological services rather than being hired as a District employee. The Board and Mr. Erickson agreed.
 ~ Harry Dotson made a motion to approve contracting Braden Davis for FY25 Psychological Services, Anthony Fennell 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain

H.D.	X		
N.W.	X		
G.C.	X		
A.F.	X		
M.T.	X		

- I. Discuss /Action to Approve – FY25 Jeramie O’Dell providing Facilities/Maintenance Consultation Services FY25.
 ~ Harry Dotson made a motion to approve Jeramie O’Dell providing Facilities/Maintenance Consultation Services FY25, Ginny Cosby 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
H.D.	X		
N.W.	X		
G.C.	X		
A.F.	X		
M.T.	X		

- J. Discuss /Action to Approve – FY26 Calendar Options. The Governing Board may vote to direct staff to hold a community forum to explore various calendar options for the 2025-26 School Year.
 ~ Mr. Erickson discussed the seven calendar options provided to the Board. The Board discussed holding a community forum regarding the school calendar options. Mr. Erickson recommended holding the forum on August 27th from 5:30 to 7:00pm in the Elgin School conference room. The Board asked Mr. Erickson to provide some differences between the calendars and gather information from attendees.
 ~ Harry Dotson made a motion to hold a community forum to explore various calendar options for the 2025-26 School Year, on Tuesday August 27, 2024, from 5:30 to 7:00pm, Anthony Fennell 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
H.D.	X		
N.W.	X		
G.C.	X		
A.F.	X		
M.T.	X		

- K. Discuss /Action to Approve – Team Member Recruitment and Retention. The Governing Board may vote to approve Recruitment and Retention Strategies.
 ~ Mr. Erickson reviewed the Recruitment and Retention Strategies with the Board.
 ~ Harry Dotson made a motion to approve the proposed Recruitment and Retention Strategies, Megan Thomas 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
H.D.	X		
N.W.	X		
G.C.	X		
A.F.	X		
M.T.	X		

- L. Discuss /Action to Approve –FY25 Superintendent’s Evaluation Guidelines - The superintendent will present his updated contract including Exhibit A. The superintendent will also provide a brief narrative regarding the goals. The board will vote on the procedures using a scale of Met / Not Met for each goal. Note - The superintendent will verbally review evaluation documentation with the Governing Board in November 2024. The Governing Board will determine if satisfactory progress has been made towards the goals. If the Board determines that the superintendent has made satisfactory progress, the first half of the performance pay will be paid in December 2024. The superintendent will provide the board with copies of the following documentation for the evaluation process:
- 1 copy of the Professional Development Calendar for the first semester.
 - 2 samples of teacher feedback.

- 1 agenda from a data review meeting.
- 1 copy of his calendar showing at least two Parent Principal Partnership Meeting opportunities as well as any attendance at community events.
- 1 copy of Superintendent Collaborative Network and Superintendent Leadership Forum agendas.

The Governing Board and superintendent will discuss progress made on the superintendent goals. The superintendent will provide clarification of any questions prior to the board vote.

~ Mr. Erickson reviewed and discussed the Superintendent goals and proposed guidelines for the FY25 Superintendent's Evaluation.

~ Harry Dotson made a motion to approve the proposed FY25 Superintendent's Evaluation Guidelines as discussed and presented, Megan Thomas 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
H.D.	X		
N.W.	X		
G.C.	X		
A.F.	X		
M.T.	X		

M. Discuss / Action to Approve – FY25 Stipends as follow:

- Athletic Director ~ \$2000.
- Board Secretary ~ \$4500.
- Student Activities/CIMI Advisor (2) ~ \$1000/each
- Coaching ~ \$1000 head coach, \$500 assistant coach for every sport.
- TITLE I Director ~ \$6000.
- TITLE IX ~ \$1500
- Wellness Coordinator (reimbursed by ASBAIT) ~ \$500.
- Missoula Children's Theater ~ \$1,500.
- 3 Day High Needs Para ~ \$1,800
- 2 Day High Needs Para ~ \$1,200
- 5 Day Special Needs Para ~ \$1,500
- IT/Media ~ \$1,000
- Transportation Coordinator ~ \$1,000
- Transportation Assistant ~ \$500

~ Harry Dotson made a motion to approve the FY25 Stipends as follows:

- Athletic Director ~ \$2000.
- Board Secretary ~ \$4500.
- Student Activities/CIMI Advisor (2) ~ \$1000/each
- Coaching ~ \$1000 head coach, \$500 assistant coach for every sport.
- TITLE I Director ~ \$6000.
- TITLE IX ~ \$1500
- Wellness Coordinator (reimbursed by ASBAIT) ~ \$500.
- Missoula Children's Theater ~ \$1,500.
- 3 Day High Needs Para ~ \$1,800
- 2 Day High Needs Para ~ \$1,200
- 5 Day Special Needs Para ~ \$1,500
- IT/Media ~ \$1,000
- Transportation Coordinator ~ \$1,000
- Transportation Assistant ~ \$500

~ Megan Thomas 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
H.D.	X		
N.W.	X		
G.C.	X		
A.F.	X		

M.T.	X		
------	---	--	--

N. Discuss / Action to Approve – FY25 Classified Extra Duty Projects/Stipends.

- a. Missoula Children’s Theater ~ \$1,500 (1)
- b. Veterans Day Coordinators ~ \$750 (4)
- c. Santa Cruz County Fair Coordinators ~ \$750 (2)
- d. Ranch & Rodeo Day Coordinators ~ \$750 (2)
- e. PD Coordinator/Planner ~ \$750 (1)
- f. PD/Special Events Meal Planning/Prep ~ \$750 (2)
- g. Special Events Prep/Setup ~ \$750 (1)

~ Harry Dotson made a motion to approve the FY25 Classified Extra Duty Projects/Stipends.

- h. Missoula Children’s Theater ~ \$1,500 (1)
- i. Veterans Day Coordinators ~ \$750 (4)
- j. Santa Cruz County Fair Coordinators ~ \$750 (2)
- k. Ranch & Rodeo Day Coordinators ~ \$750 (2)
- l. PD Coordinator/Planner ~ \$750 (1)
- m. PD/Special Events Meal Planning/Prep ~ \$750 (2)
- n. Special Events Prep/Setup ~ \$750 (1)

~ Ginny Cosby 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
H.D.	X		
N.W.	X		
G.C.	X		
A.F.	X		
M.T.	X		

O. Discuss / Action to Approve – Teacher Satisfaction Survey. The Governing Board may vote to approve the annual Teacher Satisfaction Survey.

~ Mr. Erickson discussed the proposed Teacher Satisfaction survey with the Board. The Board requested Mr. Erickson bring a proposed All Staff Satisfaction survey for review and possible approval at the September meeting.

~ Harry Dotson made a motion to approve the proposed Teacher Satisfaction Survey, Megan Thomas 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
H.D.	X		
N.W.	X		
G.C.	X		
A.F.	X		
M.T.	X		

P. Discuss / Action to Approve – Exit Survey. The Governing Board may vote to approve the Exit Survey.

~ Mr. Erickson discussed the proposed Exit Survey with the Board.

~ Harry Dotson made a motion to approve the proposed Exit Survey, Nancy Webster 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
H.D.	X		
N.W.	X		
G.C.	X		
A.F.	X		
M.T.	X		

Q. Discuss / Action to Approve – Taglines. The Governing Board may vote to approve the taglines for Sonoita Elementary School District and Elgin Elementary School. Successfully Empowering Students Diversely & Every Eagle Shines.

~ Mr. Erickson discussed the proposed taglines for Sonoita Elementary School District and Elgin School with the Board.

~ Harry Dotson made a motion to approve the proposed Taglines, Ginny Cosby 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
H.D.	X		
N.W.	X		
G.C.	X		
A.F.	X		
M.T.	X		

- R. Discuss / Action to Approve – FY25 Classroom Site Fund Performance Pay Plan and Project Stipends. The Governing Board may vote to approve the FY25 Classroom Site Fund Performance Pay Plan and Project Stipends as presented.
 ~ Mr. Erickson reviewed and discussed the FY25 Classroom Site Fund Performance Pay Plan and Project Stipends with the Board.
 ~ Harry Dotson made a motion to approve the – FY25 Classroom Site Fund Performance Pay Plan and Project Stipends. The Governing Board may vote to approve the FY25 Classroom Site Fund Performance Pay Plan and Project Stipends as presented, Ginny Cosbey 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
H.D.	X		
N.W.	X		
G.C.	X		
A.F.	X		
M.T.	X		

- S. Discuss – The superintendent will provide an update on the Pre-School Grant and construction.
 ~ Mr. Erickson gave an update on the Early Childhood Learning Center, construction is underway. Mr. Erickson discussed funding of the Early Childhood Learning Center.
- T. Discuss – FY24 Total Compensation Statements
 ~ The Board reviewed the FY24 Total Compensation Statements.
- U. Discuss – Retention stipends. The Governing Board will discuss possibly adding employee retention stipends.
 ~ Mr. Erickson and the Board discussed possible retention stipends. This item will be on the September agenda for discussion and possible approval.
- V. Discuss – Santa Cruz County Treasurer’s Office.
 ~ Mr. Erickson and the Board discussed the Santa Cruz County Treasurer’s Office and challenges at hand. The Board requested Mr. Erickson draft a letter on behalf of the Board to the County Supervisors for approval and signatures at the September Board meeting.
- W. Discuss – Model Policies and Procedures 2024/2025: Volume 1 Suggested Updates. First Reading.
 ~ Policy 3-107 – Fiscal Accounting and Financial Reporting
 ~ Procedure 3-301.A – Food Services – Nutrition
 ~ Procedure 3-203.A – Visitors—Prohibiting Disruptions
 ~ Policy 3-401 – Safety and Emergency Management
 ~ Procedure 3-401.F – Safety and Emergency Management—Community Notifications
 ~ Policy 4-101 – Board Authority to Employ
 ~ Procedure 4-101.A – Board Authority to Employ—Background Check
 ~ Policy 4-204 – Mandatory Reporting
 ~ Policy 5-217 – Graduation
 ~ Procedure 5-217.B – Graduation—Transfer Credits
 ~ Procedure 5-217.C – Graduation—Protections for Foster Care Students
 ~ Policy 5-303 – Student Records
 ~ Procedure 5-303.D – Student Records—Foster Care Students
 ~ Policy 5-105 – Open Enrollment
 ~ Policy 5-107 – Purple Star School Program
 ~ Procedure 5-216.A – Promotion and Retention of Students; Passing Grades—Standards and Processes
 ~ Policy 5-219 – Arizona Online Instruction

- ~ Procedure 5-219.A – Arizona Online Instruction—Assessment Protocol
- ~ Policy 5-305 – Student Code of Conduct
- ~ Procedure 5-303.D – Student Records—Foster Care Students
- ~ Policy 5-105 – Open Enrollment
- ~ Policy 5-107 – Purple Star School Program
- ~ Procedure 5-216.A – Promotion and Retention of Students; Passing Grades—Standards and Processes
- ~ Policy 5-219 – Arizona Online Instruction
- ~ Procedure 5-219.A – Arizona Online Instruction—Assessment Protocol
- ~ Policy 5-305 – Student Code of Conduct
- ~ Policy 5-404 – Administration of Medicine
- ~ Procedure 5-404.A – Administration of Medicine—Procedures for Administration

~ First Reading of Model Policies and Procedures 2024/2025: Volume 1 Suggested Updates.

Consent Agenda**

**A Board member may request any item listed under the consent agenda be removed from the consent agenda. If an item is removed from the consent agenda, it will be discussed and voted upon separately immediately following the consent agenda. Specific information regarding the matters being approved under the consent agenda is available in the Board packet and may be reviewed during normal business hours.

- Expense Vouchers – FY 23/24 ~ 1040
FY 24/25 ~1000, 1001, 1002
- Payroll Vouchers – 2, 3

~ Harry Dotson made a motion to approve the consent agenda, Megan Thomas 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
H.D.	X		
N.W.	X		
G.C.	X		
A.F.	X		
M.T.	X		

STUDY ITEMS

- FY26 Employee Benefit Options

FUTURE AGENDA ITEMS

- Student Achievement
- Adding an additional administrative position ~ January 2025
- Alternate School Year Calendar
- Elgin Elementary Advisory Committee
- Staff Satisfaction Survey ~ September 2024
- Letter to County Supervisors ~ September 2024
- Retention Stipends

ADJOURNMENT

~ Harry Dotson made a motion to adjourn the meeting at 7:03pm, Ginny Cosby 2nd, motion carried 5/0.

Member	Aye	Nay	Abstain
H.D.	X		
N.W.	X		
G.C.	X		
A.F.	X		
M.T.	X		