

SANTA CRUZ ELEMENTARY SCHOOL #28

The Little Red School School Board Meeting Tuesday, November 18th, 2025 **MINUTES**

(Those in attendance are respectfully requested to silence their cell phones/electronic devices)

Pursuant to A.R.S. #38-431.02, notice is hereby given to the members of the Governing Board of the Santa Cruz Elementary School District #28 and to the general public that the Board will hold a Regular Board meeting, on Tuesday, November 18, 2025 at 5:30p.m., in the District Office located at 7 Duquesne Rd, Nogales, AZ. Doors will be opening for the public @ 5:15 P.M.

The Board may hold one or more executive sessions during the meeting pursuant as indicated below. Executive sessions are not open to the public. The Governing Board reserves the right to move into executive session pursuant to A.R.S. 38-431.03 (A) (3) for legal advice from the attorney for the district, either in person or telephonically, on any agenda item.

The governing Board reserves the right to reschedule, delete, or rearrange items on the agenda, to efficiently conduct its business.

Notices and agendas are posted at: Santa Cruz Elementary School District Office located at 7 Duquesne Road, Nogales, Arizona 85621, accessible to the public 24 hours a day District website at: <http://www.sced28.com/>

If you are in need of translation services or are a person with a disability seeking reasonable accommodation in order to access the Governing Board meeting, please contact Danitza Garcia @ dgarcia@sced28.com (1) working day prior to the Governing Board meeting.

In absence of our current Board President Daniel Fish, Mr. Noon was voted in as acting President for 11/18/2025 Board Meeting.

Name	Aye	Nay	Abstain
Dr. Pottinger			
Mr. Noon	x		
Mr. R. Fish	x		
Mr. D. Fish			
Mrs. D. Gonzales	x		

A. Call to order @ 5:30P.M.

1. Roll call:
- Board President: Danny Fish (absent)
 - Board Clerk: Mr. Noon
 - Board Member: Mr. Ron Fish
 - Board Member: Dr. Pottinger (absent)
 - Board Member: Mrs. Debbie Gonzales
 - Superintendent/Principal: Ms. Romero

B. Pledge of Allegiance: Led by Mr. Robert Noon

C. Call to the Public: Alejandro Castaneda, President of Patagonia Lake Estates A. read letter regarding tax increase.

Members of the public wishing to address the Board on education-related matters within the jurisdiction of the Board are required to complete the appropriate "Request to Speak" form and submit the completed

form to the Board prior to the meeting. The President will recognize individuals from the public to address the Board. Public comments should be limited to 3 minutes or less in order to continue with the efficiency of the meeting. The Board requests that the public refrain from the use of speech or language that is offensive or inappropriate to the proper conduct of the meeting. At the conclusion of the call to the public, individual members of the Board may only respond to criticism, ask staff to review a matter or ask that a matter be placed on a future agenda. The Board shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action on the current agenda. Members of the audience are also reminded that personal attacks on individuals are discouraged; the Board policy allows complaints about individual employees of the District to be addressed by completion of Policy KEB.

D. School Board Minutes:

Discuss/Approve the following Board Minutes:

1. Board Meeting Minutes, October 7th, 2025

Mr. Fish motioned to approve, Mrs. Gonzales 2nd

Name	Aye	Nay	Abstain
Dr. Pottinger			
Mr. Noon	x		
Mr. R. Fish	x		
Mr. D. Fish			
Mrs. D. Gonzales	x		

E. Reports/ Discuss:

1. Report Summary on Small Schools Adjustment, Timeline of Truth in Taxation, and Tax Calculations Presented by Ms. Romero, Mrs. Denisse Melendez, and Santa Cruz County Officials.

A series of informational presentations were provided regarding key fiscal and compliance matters in regards to the recent tax increase. Ms. Romero led a presentation on the Small Schools Adjustment, outlining its purpose, and the Truth in Taxation process. Mrs. Denisse Melendez reviewed the budget, tax formulas, and district financial needs. Following these, County Treasurer Alejandro Paz and County Assessor Pablo Ramos delivered presentations on tax calculations, assessed values, and applicable Arizona statutes. All reports confirmed that no statutes were out of compliance for the district and that all guidelines were followed in accordance with Arizona Revised Statutes. They further provided detailed explanations of the formulas, assessment procedures, and tax levies used, all aligned with Arizona Department of Revenue and state guidelines. The district will continue to serve students and provide excellence in education with the resources available. The collaboration and support demonstrated by all county officials present was greatly appreciated and noted as an important component of strong community engagement.

F. New Business:

1. Discuss/Approve terms of engagement letter between Santa Cruz Elementary District #28 and Dallas Siler CPA, PLLC to conduct FY24 & FY25 financial audit not to exceed \$20,500.00 and FY26 & FY27 not to exceed \$20, 900.00

Mrs. Debbie Gonzales motioned to approve, Mr. Ron Fish 2nd

Name	Aye	Nay	Abstain
Dr. Pottinger			
Mr. Noon	x		
Mr. R. Fish	x		
Mr. D. Fish			
Mrs. D. Gonzales	x		

2. Read/Approve letter of resignation of Maintenance full time worker Alfredo Alvarez effective October 30, 2025.

Mr. Ron Fish motioned to approve, Mrs. Debbie Gonzales 2nd.

Name	Aye	Nay	Abstain
Dr. Pottinger			
Mr. Noon	x		
Mr. R. Fish	x		
Mr. D. Fish			
Mrs. D. Gonzales	x		

3. Discuss/Approve to have second classroom observation requirement for continuing teachers waived for teachers whose teaching performance based on the first observation places the teacher in one of the two highest teaching performance classifications for the current school year 25-26 unless the teacher requests a second observation.

Mrs. Debbie Gonzales motioned to approve, Mr. Ron Fish 2nd.

Name	Aye	Nay	Abstain
Dr. Pottinger			
Mr. Noon	x		
Mr. R. Fish	x		
Mr. D. Fish			
Mrs. D. Gonzales	x		

4. New Policies for Adoption:

Policy No. 917	EA
Policy No. 918	EB-R
Policy No. 919	EBAA, EBAA-R

Support Services Goals/Priority Objectives
Environmental Safety Program
DELETE Reporting Hazardous Systems

Policy No. 920	EBAB, EBAB-R	Hazardous Materials
Policy No. 921	EBBB, EBBB-R	Accident Reports
Policy No. 922	EBC, EBC-R	Emergencies, Plans, and school closings
Policy No. 923	EBCD, EBCD-R	DELETE weather emergency closings
Policy No. 924	ECA, ECA-R	Security
Policy No. 925	ECAC, ECAC-R	Vandalism
Policy No. 926	ECB	Building and Grounds Maintenance
Policy No. 927	ED	DELETE Materials and Equipment Management
Policy No. 928	EDB, EDB-R	maintenance and Control of Equipment
Policy No. 929	EDBA	DELETE Maintenance of Instructional Materials
Policy No. 930	EDC	Authorized use of Equipment
Policy No. 931	EE	Transportation Services
Policy No. 932	EEA, EEA-R	Student Transportation
Policy No. 934	EEAE, EEAE-R, EEAE-EA, EEAE-EB	Bus Safety Program
Policy No. 935	EEAEA	Bus Driver Requirements
Policy No. 936	EEAEAA, EEAEAA-R, EEAEAA-E,	DELETE Drug/Alcohol Employee Testing
Policy No. 937	EEAEB	Bus Purchasing and Maintenance
Policy No. 938	EEAEC	DELETE Student Conduct on School Buses
Policy No. 939	EEAF	DELETE Special Use of Buses
Policy No. 940	EEAG, EEAG-R,	DELETE Student transportation in private vehicle
Policy No. 941	EEB	Business Personnel Transportation Services
Policy No. 942	EEBD	DELETE Business Transportation Records
Policy No. 943	EF, EF-RA, EF-RB	Food Service
Policy No. 944	EFC, EFC-R	DELETE Free and reduced-food service
Policy No. 945	EFD	Pricing of and Payment of Food Service
Policy No. 946	EFDA	Pricing of and Payment for Food Service
Policy No. 947	EFE	DELETE Competitive Food Sales
Policy No. 948	EG	DELETE office services
Policy No. 949	EGAD	Copyright Compliance
Policy No. 950	EGAE	Mail and Delivery Services
Policy No. 951	EGAEA, EGAEA-R	Electronic Mail
Policy No. 952	EGD	Use of Technology Services
Policy No. 953	EHB, EHB-R	Data/Records Retention
Policy No. 954	FA	Facilities Development Goals
Policy No. 955	FCB	Retirement of Facilities
Policy No. 956	FEA	Educational Specifications for Construction
Policy No. 957	FF	Naming Facilities
Policy No. 958	GBEB	Staff Conduct

Mrs. Debbie Gonzales motioned to approve, Mr. Ron Fish 2nd.

Name	Aye	Nay	Abstain
Dr. Pottinger			
Mr. Noon	x		
Mr. R. Fish	x		
Mr. D. Fish			
Mrs. D. Gonzales	x		

5. New Policies for Study:

Policy No. 915	GDFA	Support Staff Qualifications and Requirements
Policy No. 916	IKF	Not Applicable-High School graduation Requirement
Policy No. 959	DJE	Bidding/Purchasing Procedures

G. Reports:

1. Superintendent/ Principal Report: Ms. Romero reported had Parent Teacher Conferences, Fall Break, Honor Roll Assembly, have had some misbehaviors , continue to receive calls from community members on tax increase, having meetings with the county on the revisions of the tax calculations, and working with attorneys to submit evidence of timelines and responses, Little Red receives letter grade of a “C” for state standardized Testing, for SY 24-25, getting ready for Annual LR Christmas program on Dec. 17th @ 6:00 P.M, everyone invited.

2. Board President’s Report: None

District happenings:

Current enrollment: Current enrollment 124, ½ Kinders = 117

FY 2025-2026

NOVEMBER 2025

PAYROLL:

APPROVE: FY2025-2026

PP0018	\$50,000
PP0019	\$50,000
PP0020	\$50,000

RATIFY: FY2025-2026

PP0008	\$39,290.68
PP0008.1	\$6,213.32
PP0009	\$37,833.25
PP0009.1	\$2,522.30
PP00010	\$38,234.56
PP00010.1	\$6,302.27

EXPENSE

APPROVE: FY2025-2026

E-2618	\$40,000
E-2619	\$40,000
E-2620	\$40,000

RATIFY: FY2025-2026

E-2607	\$35,364.00
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E-2608 \$53,491.59
E-2609 \$16,641.97

Mrs. Debbie Gonzales motioned to approve payroll, Mr. Ron Fish 2nd.

Name	Aye	Nay	Abstain
Dr. Pottinger			
Mr. Noon	x		
Mr. R. Fish	x		
Mr. D. Fish			
Mrs. D. Gonzales	x		

H. BUDGET BALANCE SUMMARY: Presented by Mrs. Denisse Melendez

I. Future Agenda Items: FY 26 revised budget #1, QTR 3 Stipend, Executive Session Superintendent Evaluation, report by Mrs. Debbie Gonzales on the “Energy Bus Book , update on Little Red Historical Site.

J. Next Board Meeting: Tuesday, December 9th, 2025

K. Adjournment: @6:53 P.M.

Mr. Ron Fish motioned to adjourn, Mrs. Debbie Gonzales 2nd.

Name	Aye	Nay	Abstain
Dr. Pottinger			
Mr. Noon	x		
Mr. R. Fish	x		
Mr. D. Fish			
Mrs. D. Gonzales	x		