

# CASA GRANDE ELEMENTARY SCHOOLS

220 West Kortsen Road  
Casa Grande, Arizona

The Governing Board of the Casa Grande Elementary School District No. 4 met Tuesday, December 11, 2018, at 6:00 p.m., in the Governing Board Room, Elementary Administration Building, 220 West Kortsen Road, Casa Grande, Arizona.

## 1.01 **Call to Order:**

Mrs. Kinser called the meeting to order at 6:00 p.m.

## 1.02 **Roll Call:**

Present:

Rachel Hernandez  
Gilberto Mendez  
David Snider  
Dolores Kinser, President Pro Tem

JoEtta Gonzales, Ed.D., Superintendent  
Tom Wohlleber, Chief Financial Officer  
Lisa Bradshaw, Director  
Jennifer McClintic, Director  
Brenda Tijerina, Director  
Jeff Lavender, Director  
Mike Cruz, PIO  
Sherrie Gill, Secretary

Also Present:

See Exhibit 1

Jennifer Murrieta, Principal  
Jessica Quiñones, Principal

Press: Heather Smathers  
Casa Grande Dispatch

Absent:

Judee Jackson, President

1.03 Ms. Hernandez led the Pledge of Allegiance.

1.04 A moment of silence was observed.

1.05 Dr. Gonzales administered the Oath of Office to Mr. Mendez and Mr. Snider for their appointment as Board members.

## 2.01 **Agenda Adoption:**

Ms. Hernandez moved that:

"The agenda be accepted and adopted, as presented."

Mr. Mendez seconded the motion. Board members voted as follows and the motion passed:

<b>Board member</b>	<b>In Favor</b>	<b>Against</b>
Rachel Hernandez	X	
Judee Jackson	absent	
Gilberto Mendez	X	
David Snider	X	
Dolores Kinser	X	

3.01 Mrs. Kinser called for objections from Board members, staff, and the public regarding consent agenda items.

Mr. Mendez moved that:

"The agenda items marked with an asterisk be approved and/or ratified."

Mr. Snider seconded the motion. Board members voted as follows and the motion passed:

<b>Board member</b>	<b>In Favor</b>	<b>Against</b>
Rachel Hernandez	X	
Judee Jackson	absent	
Gilberto Mendez	X	
David Snider	X	
Dolores Kinser	X	

\*4.01 The minutes of the November 13, 2018 regular meeting were approved by the Governing Board.

\*4.02 The minutes of the November 13, 2018 study session were approved by the Governing Board.

\*4.03 The minutes of the November 29, 2018 special meeting were approved by the Governing Board.

**5. Audience with Groups or Individuals:**

5.01 Dr. Gonzales recognized the Casa Grande Rotary Club students of the month for December, as follows: Eva Rodriguez, 8th grade, Cactus; Mailyn Zuniga, 8th grade, Casa Grande Middle School; Benjamin Kasper, 8th grade, Villago. Mr. Mendez assisted in presenting certificates to the students.

5.02 Norm Sam from the Sunrise Optimist Club recognized the following fifth grade students from McCartney Ranch Elementary School as students of the month for December: Jacquelin Arriola Madrigal and Elliott Tobie.

- 5.03 Dr. Gonzales recognized Desert Willow teacher, Jessica Renteria, who was recently selected as the best teacher in Casa Grande in a contest sponsored by the Casa Grande Dispatch. Ms. Renteria was selected by readers and was featured in the December 7 issue of the newspaper.
- 5.04 Rather than just recognizing staff members once a year with the District's Medal of Distinction Award, the Executive Leadership Team decided to expand the recognition of staff to make it more fluid by establishing the #BeKind Award. Dr. Gonzales recognized Cholla teacher, Andrew Johnson, who was selected as the first #BeKind Award recipient.
- 6.01 The Superintendent recommended the Board accept the following donations:

United Way of Pinal County donated several boxes of binders with dividers to be distributed to district schools and classrooms.

Jeff Lavender received a grant in the amount of \$375.00 from the City of Casa Grande Arts and Humanities Commission to be used for district 6<sup>th</sup>-8<sup>th</sup> graders to attend the Piatagorsky Concert.

Erica Herman, Art Teacher at CGMS, received the following grants for art materials and projects:

\$5,000 – Fiesta Bowl Wishes for Teachers

\$1,000 – APS Grant

\$2,000 – Casa Grande Arts and Humanities Grant

\$770.00 – Casa Grande Arts and Humanities Grant – Plein Air for Kids

\$702.97- Casa Grande Arts and Humanities Grant – Visual Arts on Campus

Dr. Gonzales acknowledged all the hard work and time Ms. Herman has put into writing all of her grant proposals, as well as the attention to detail and creativity this process requires.

Pamela Houston, Math Teacher at CGMS, received a grant in the amount of \$80.00 from the City of Casa Grande Arts and Humanities Commission for Marker Math.

Jessica Duran donated the following to CGMS:

Volleyball: volleyballs, knee pads, equipment bag valued at \$100

Wildcat Outdoors Club: propane and water valued at \$50

Special Education Quarter 1 Honor Roll Breakfast: \$50

Classroom games valued at \$30

Electric Light Parade float: \$300

Tyler Rosales donated to CGMS lumber and hardware for the Electric Light Parade float valued at \$100.

Ruth Phillips, 4<sup>th</sup> grade teacher at Ironwood, received a grant in the amount of \$1,000 from the City of Casa Grande Arts and Humanities Commission for “Art Night Activities.”

Sheena DeWolf, 4<sup>th</sup> grade teacher at Ironwood, received funding in the amount of \$110 for a Donors Choose Project, “Recharge our Flexible Seating.”

Melissa Karman, Special Education Teacher at Ironwood, received a grant in the amount of \$745.42 from the City of Casa Grande Arts and Humanities Commission for “Bathroom Rejuvenation.”

Mr. Snider moved that:

“The donations be accepted, as read.”

Mr. Mendez seconded the motion. Board members voted as follows and the motion passed:

<b>Board member</b>	<b>In Favor</b>	<b>Against</b>
Rachel Hernandez	X	
Judee Jackson	absent	
Gilberto Mendez	X	
David Snider	X	
Dolores Kinser	X	

Board members expressed their gratitude to Ms. Herman for her involvement with the community and her dedication to her students.

6.02 Information pertaining to the revision of the 2018-19 Expenditure budget had been included in the Board’s information. The public hearing provides the general public an opportunity to provide input with regard to the proposed revisions.

Mrs. Kinser declared that the public hearing for the proposed revision of the 2018-19 budget be opened at 6:37 p.m.

Mr. Wohlleber reported that the budget revision in December is required by state statute when our general budget limit changes exceeds 1% of our overall general budget.

The first component is the Revenue Control Limit (RCL) which is primarily driven by the average daily membership (ADM). When the budget was adopted it was based on an unweighted reduction of 70 students. We are currently at approximately 167 overall unweighted reduction of our ADM. The overall reduction from ADM is a little over \$350,000. The second component about the RCL where we had change was the Transportation Revenue Control Limit (TRCL) which had to do with a mileage discrepancy that came up in the reporting.

The General Budget Limit changes are primarily attributed to adjustments in District Additional Assistance (DAA), M&O Override calculation, Budget Balance Carryforward, and Prop 123 Additional Funding. The governor and legislature committed to beginning to restore the rather significant reduction in District Additional Assistance starting with this current fiscal year. We continue to contain or have a \$300,000 allocation of that DAA which is intended for capital, but we transferred \$300,000 to the operational budget to help supplement our increases for support staff this past year.

The projected amount for the M&O override was \$3,930,000. The ADE recalculated that amount at \$3,908,000 with a difference of about (\$20,000).

When we presented the annual financial report, we were very close to our target of \$1.8M which ended up being \$1,781,465. The budget balance carryforward will be decreased for M&O by \$18,535 and increased by \$52,760 for UCO.

The current ADE estimate for our District's portion of Prop 123 Additional Funding is \$282,145. This is \$7,145 more than reflected in the adopted budget.

When you net everything out based on these factors, we are in a position of needing to reduce our M&O budget by \$642,000.

To balance the budget, we are making the following recommendations:

Category	Amount
<b>Expenditure Reductions:</b>	
<b>One-Month Medical Insurance Premium Holiday (District portion)</b>	\$250,000
<b>Position Reduction Savings (K-plus para-educators, mechanic)</b>	\$151,434
<b>Total Expenditure Reductions</b>	\$401,434
<b>Expenditure Transfers (to other funds):</b>	
<b>Indirect Cost Fund</b>	\$66,000
<b>Medicaid Reimbursement Fund</b>	\$175,000
<b>Total Expenditure Transfers</b>	\$241,000
<b>TOTAL M&amp;O Budget Limit Reduction</b>	<b>\$642,434</b>

The budget will continue to be monitored. Budget development processes and strategies, for next year are being discussed to stay ahead of the enrollment situation.

- 6.03 A proposed revision of the 2018-19 budget had been provided to Board members prior to the meeting. Dr. Gonzales recommended that the Board authorize the revision of the 2018-19 budget.

Mr. Mendez moved that:

“The revision of the 2018-19 budget be approved.”

Mr. Snider seconded the motion. Board members voted as follows and the motion passed:

<b>Board member</b>	<b>In Favor</b>	<b>Against</b>
Rachel Hernandez	X	
Judee Jackson	absent	
Gilberto Mendez	X	
David Snider	X	
Dolores Kinser	X	

- 6.04 A copy of Arizona@Work Pinal County Work Experience Procedure Manual was provided to Board members prior to the meeting.

Ms. Tijerina reported about an opportunity to collaborate with the Arizona@Work Pinal County Youth Program. The program is a federally funded program through the United States Department of Labor to provide education and training services for youth. Program participants range in age from 16-24 and are earning their GEDs. Presently employment opportunities are being sought with community entities to collaborate with the organization to provide relevant work experience related to the participants employment interests and needs.

Last month Mrs. McClintic and Ms. Tijerina met with two of the organizations representatives who estimated that there are approximately 40 in the area with possibly 2 or 3 who may be interested in positions in education.

One of the program requirements for the participants includes a 1:1 career planner to offer career path guidance. Their work experience will be paid at \$12/hr paid by the organization for up to a maximum of six months and only up to a maximum of 25 hrs. per week in conjunction with their program of study.

Students will also participate in monthly job club meetings where they will be covering topics generated by employers like: the importance of regular attendance, professionalism, proper attire, etc., to get ready for the work force.

The work experience procedural manual which was provided by the organization not only goes into an overview of the program, but it also clearly defines the responsibilities of the organization as well as the training agency, who would be the district if approved. Some of the districts responsibilities would be direct supervision and training of the participants as well as providing orientation to the work sites. The orientation will need to include an explanation of our policies regarding safety, rules of conduct and procedures expected. The program requires specific student expectations to also be outlined and monitored on a weekly basis in order to improve student performance if needed. In turn, the students will also provide feedback in relationship to their work environments in order to have a mechanism to seek assistance from the organization, if needed.

Participation in the Arizona@Work Pinal County Youth Program will provide service towards the development of our local work force and will also provide the district's program with additional needed support. If approved, the next step will be Mrs. McClintic interviewing the prospective students who have been referred to us for placement in our special needs program. We have been advised that there is one student who is currently waiting and is interested in working with us. It's anticipated that a cohort for this program will begin in January.

Ms. Hernandez moved that:

“The partnership with ARIZONA@WORK – Pinal County be approved, as presented.”

Mr. Mendez seconded the motion. Board members voted as follows and the motion passed:

<b>Board member</b>	<b>In Favor</b>	<b>Against</b>
Rachel Hernandez	X	
Judee Jackson	absent	
Gilberto Mendez	X	
David Snider	X	
Dolores Kinser	X	

- \*6.05 A copy of the Authorization for Architectural Services for Safety and Security – Phase 2 had been included in the Board's information.

The District desires to award a contract to SPS+ Architects to address the Phase 2 architectural services for safety and security projects approved by the Governing Board at the November 13th meeting. The award would be in the amount not to exceed \$255,000.00, which includes a \$10,000.00 allowance for civil engineering and landscape architecture that may be required, along with printing reimbursables. Board members approved adoption of the Authorization for Architectural Services for Safety and Security – Phase 2.

- \*6.06 A copy of the Performance-Based Compensation Plan had been included in the Board's information.

A.R.S. §15-977 addresses the Performance Pay available to teachers through Proposition 301. The statute provides guidance regarding the elements that may be included in the system. The District's performance-based compensation continues to be in compliance with statute. Board members approved adoption of the Performance Pay Plan for Proposition 301 Funds.

- \*6.07 The Governing Board agreed to submit evidence to the State Board of Education that the District's teacher evaluation system continues to meet all requirements set forth in A.R.S. §15-537 and that monies have, and will continue to be, expended solely for teacher compensation, as specified in A.R.S. §15-952.

- \*6.08 Revised Policy GCCH – Professional/Support Staff Bereavement Leave was presented for adoption. This policy has been revised to clarify language regarding bereavement leave for non-family (as defined in the policy) members. Board members approved revision of Policy GCCH, as proposed.
- \*6.09 Revised Policy GCO – Evaluation of Professional Staff Members, was presented for adoption. Policy GCO is revised to include legislative changes pertaining to an alternative performance evaluation cycle for professional staff members. Board members approved revision of Policy GCO, as proposed.
- \*6.10 Revised Policy GCCA – Professional/Support Staff General Leave, was presented for first reading. Policy GCCA is revised to update language regarding accumulation of General Leave. Since this is submitted for a first reading, no action is required at this time.

**7. Instructional Programs:**

No items this meeting.

**8. Personnel:**

- \*8.01 The following certified personnel actions were ratified by the Governing Board:

Ratification of Certified Personnel Employment: Nicole Grimm, 4<sup>th</sup> grade teacher, McCartney Ranch.

Certified Personnel Resignations: Catrina Jensen, 4<sup>th</sup> grade teacher, McCartney Ranch, effective October 19, 2018; Sophia Trevino, 4<sup>th</sup> grade teacher, Evergreen, effective December 21, 2018.

- \*8.02 The following classified personnel actions were ratified by the Governing Board:

Reclassification of Accounting Assistant/Cashier Position to Bookkeeper: The administration has the opportunity to reclassify the vacant accounting assistant/cashier in the Office of Financial Services back to a bookkeeper position. The position reclassification would allow the employment of someone with a skill set to better support the needs of the District. The Board approved the reclassification of the accounting assistant/cashier, pay grade 9 starting at \$12.62/hour, to a bookkeeper at paygrade 14 starting at \$14.17/hour.

Reassignment of Educational Assistant from Cottonwood Elementary School to Saguaro Elementary School: Due to increased enrollment in the first grade classrooms at Saguaro Elementary School, the decision was made to reassign a Cottonwood School paraprofessional, Ms. Destiny Stewart, to Saguaro School, effective December 3, 2018.



Requests for Leaves of Absence: Two of our paraprofessionals are requesting leaves of absence to complete their student teaching requirements. Baely Lofink, special education specialist – ILT, CGMS from January 14 through March 5; Veronica Teague, paraprofessional, ECLC, from January 7 through June 14.

Reclassification of Support Staff to Apprentice Teacher: Annette Romero, apprentice teacher, Cholla Elementary School.

Revised Classified Salary Schedule, 2018-19: Effective January 1, 2019, the minimum wage in Arizona will increase from \$10.50 to \$11.00 per hour. The hourly rates of support staff, who are currently earning less than \$11.00/hour, will be automatically increased to \$11.00 effective January 1. The hourly rates for pay grades 1-3 on the classified salary schedule need to be increased to \$11.00, as well.

Classified Personnel Employment: Alma Campos, Van Driver, Transportation; Rebecca Fowler, Administrative Assistant, Palo Verde; Terrill Patterson, Delivery Driver, Nutrition Services; Gloria Quintana, Secretary, Talent Acquisition & Employee Services; Christopher Storey, Educational Assistant Special Education, Palo Verde; Donna Washington, Educational Specialist-KinderPlus, Mesquite.

Superintendent's Acceptance of Classified Personnel Resignations: Donald Barrett, Sub Bus Driver, Transportation, effective November 15, 2018; Erika Coleman, Nutrition Services Worker, Effective November 28, 2018; Lori Fritz, Cashier, Nutrition Services, effective November 13, 2018; Sandra Haehnel, Accounting Specialist, Payroll, effective December 5, 2018; Ashlie Hallberg, Noon Aide, McCartney Ranch, effective November 21, 2018; Rachel Moya, Specialist Lead, ECLC, effective December 14, 2018; Amber Pena, Educational Assistant Special Education, Ironwood, effective December 21, 2018; Travis Pierce, Sub Bus Driver, Transportation, effective October 30, 2018; Tammy Rodriguez, Van Driver, Transportation, effective November 22, 2018; Alexis Sosa, ECEP Lead, ECLC, effective December 14, 2018.

Substitute Personnel Employment: Margarita Baltierrez, Bus Driver Trainee.

Reclassification of Classified Personnel: Denise Acosta, Sub Bus Driver, Transportation; Tiffany Guevara, Accounting Specialist, Payroll; Destiny Stewart, Educational Assistant-1<sup>st</sup> Grade, Saguaro.

## 9. **Pupil Personnel**

A request from Mike Brideschge regarding an overnight field trip to take Casa Grande Middle School Wildcat Outdoor Club students on a camping trip to Box Canyon in Florence was included in the Board's information. Board members approved the overnight field trip to Box Canyon scheduled for January 18-20, 2019.

10. **Buildings and Grounds:**

No items this meeting.

11. **Reports:**

11.01 The student activities report for November, 2018, had been provided to the Board prior to the meeting.

\*11.02 The financial report for November, 2018 had been provided to the Board prior to the meeting.

\*11.03 The lunch menu for students had been provided to the Board prior to the meeting.

\*11.04 The vehicle status report for October 16 to November 15, 2018 had been provided in the Board's information.

\*11.05 The vehicle maintenance report for October 16 to November 15, 2018 had been provided in the Board's information.

\*11.06 The weekly attendance reports for November 14, November 21, November 28 and December 5, 2018 had been provided to Board members prior to the meeting.

\*12.01 The vouchers presented at the meeting, listed in Exhibit 2, were approved by the Governing Board.

13.01 The next regular meeting will be held on Tuesday, January 15, 2019, at 6:00 p.m.

14.01 **Call for Audience Questions Pertaining to Agenda Items and Items of Interest**

Mr. Snider complimented all three middle schools, their bands and cheer lines for their participation in the Electric Light Parade. They arrived on time, marched well, music was great and their enthusiasm was great.

15.01 Mrs. Kinser adjourned the meeting at 7:02 p.m.

Respectfully submitted,

Date Approved: 01/15/19

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President