

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, June 13, 2017, 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. Jackson called the meeting to order at 6:00 p.m.

1.02 **Roll Call:**

Present:

David Snider
Rachel Hernandez
Dolores Underwood
Judee Jackson, President

Frank Davidson, Ed.D., Superintendent
Kevin Kelty, Administrative Services Mgr.
Barbara Wright, Director
Maria Berecin-Rascon, Director
Brenda Tijerina, Director
Cecilia Montijo, Secretary

Absent:

Barbara Davis

Also Present:

Patricia Dee, Principal
Julie Holdsworth, Principal

Joanne Kramer, Principal
Kay Brack Steward, Principal

1.03 Ms. Hernandez led the pledge of allegiance.

1.04 A moment of silence was observed.

2.01 **Agenda Adoption:**

Dr. Davidson asked that Item 6.12, Second Reading, Revision of Policy GCCA - Professional/Support Staff Sick Leave, be tabled and that it be acted upon at the special meeting on June 27, due to the fact that corrections and clarifications need to be made to the policy.

Mr. Snider moved that:

"The agenda be accepted and adopted, as presented, with the exception of item 6.12, which will be tabled until the June 27, 2017 meeting."

Ms. Underwood seconded the motion. The motion passed unanimously by voice vote.

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

Ms. Underwood moved that:

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

Ms. Hernandez seconded the motion. The motion passed unanimously by roll call vote.

- *4.01 The minutes of the May 9, 2017 regular meeting were approved by the Board.
- *4.02 The minutes of the May 18, 2017 special meeting (study session) were approved by the Governing Board.
5. No items this meeting
- 6.01 The Superintendent recommended the Board accept the following donations:

Palo Verde School received a \$37,142.46 grant from Leader.org, which will help supplement funds so the school can become a "Leader in Me" school.

The following donations were received for the Saguaro School carnival: Norm and Debbie Sam - Chick-Fil-A, Subway, and McDonald's gift cards; Diva's Hair & Nail Salon - gift certificate; Cook-E-Jar - gift certificate; Mi Amigo Ricardo - gift certificate; Denia Welch - necklace/charms; Great Clips - gift card and products; Powell's Feed & Supply - a cap; S&J Ranch - horseback riding lessons; Salinas Family - gift basket; In-N-Out Burger - gift certificate and t-shirt; Buffalo Wild Wings - gift basket; Charles and Patricia Smith - gift basket; Meehl Family - gift baskets; Chris Adams - basketball hoop; Wal-Mart Distribution Center - \$250; Creative Café - gift certificate; Safeway - gift certificate; BeDillon's - gift certificate; Frito-Lay - chips; Rico Donuts - doughnuts.

Dr. Robert Hankel donated a tower garden valued at \$814 and \$100 towards the purchase of supplies for the first planting to Saguaro.

Ruth Phillips, Ironwood teacher, received a \$1,500 grant for art supplies from the City of Casa Grande Arts and Humanities Commission Program.

At Ironwood, Robbie and Coleen Bechtel from Keller-Williams Realty purchased materials for a garden, and along with company volunteers, installed six garden beds and ran irrigation lines to each bed.

Jeremy Thwaites from Water & Ice donated three jugs of water for the staff water cooler at Ironwood School.

Ms. Hernandez moved that:

“The donations be accepted, as read.”

Mr. Snider seconded the motion. The motion passed unanimously by voice vote.

- 6.02 A copy of a Governing Board Resolution naming the Casa Grande Middle School auditorium in honor of Dr. Frank Davidson, a Community Input Form, and Policy FF-Naming Facilities, had been included in the Board’s information.

Mrs. Jackson read portions of the Resolution into the record. She invited those present to view the bronze plaque at CGMS and reported that the celebration for Dr. Davidson held on May 20 was excellent. She expressed heartfelt appreciation to the co-committee members Barbara Wright, Kevin Kelty, and Jennifer Murrieta. She commended Mrs. Murrieta, Mr. Kelty, and Dr. Wright for their hard work in planning, securing donations, and organizing the event. She added that many other people helped with the celebration and expressed appreciation to all. She thanked the music/band teachers and students that performed as well.

Mrs. Jackson presented Mr. Kelty and Dr. Wright a token of appreciation. Mrs. Murrieta was not present.

Mr. Snider moved to:

“Name the Dr. Frank Davidson Auditorium in honor of Dr. Frank Davidson.”

Ms. Underwood seconded the motion. The motion passed unanimously by voice vote.

The signed Resolution and Community Input Form are attached as Exhibit 2.

Dr. Davidson expressed appreciation to all those who worked on planning and organizing the celebration, and added that he had no idea of the magnitude of the event. He stated that the committee did a fantastic job, and reported that it was a wonderfully emotional and fulfilling day for him.

He stated that he felt he was getting more credit than he deserves and that many people contributed in making the District great, and expressed appreciation to others who have worked alongside him and provided support. He added that it

has been his good fortune to work for the District, and expressed appreciation for the opportunity and honor to serve the District for the past 26 years.

- 6.03 Prior to the meeting, Board members received a memorandum from Mr. Kelty concerning the proposed 2017-18 budget, along with the budget worksheets. Each year, the Governing Board is required to take action in a public meeting to authorize publication of the proposed budget and the notice of the budget hearing.

Mr. Kelty reported that the change from calculating the budget based on prior year student counts to using current year student counts now and in the future will be in effect for the 2017-18 school year. The proposed budget includes an estimate of average daily membership during the first 100 days of next school year, and changes in enrollment will either increase or decrease budget availability later in the year. The proposed budget shows a slight increase in enrollment for 2017-18. If there is a decrease in the student count, the budget would need to be reduced, however, the District has over \$2 million in uncommitted budget balance carry forward in the event there is a significant decrease in enrollment.

The budget includes the estimated tax rate for next year. Actual cash balances will not be known until after June 30, and actual amounts could change once rates are adopted, however, no changes are anticipated.

Based on an increase in assessed valuation, a decrease in the qualifying tax rate, and anticipated cash balances, the primary tax rate will decrease from \$2.32 to \$2.10 per \$100 of net assessed valuation next year. The secondary tax rate will increase from \$1.37 to \$1.38 based on an increase in the Maintenance & Operations (M&O) override funding compared to 2016-17. The debt service tax rate will remain at \$.55 per \$100. The estimates will be adjusted before the rates are adopted by the County Board of Supervisors, if necessary.

The total of the M&O proposed budget is \$42,598,372, or \$2,586,372 greater than last year. While basic funding from increased student count and inflation funding increased by \$536,000 the \$2.5 million change is due to the fact that \$1,500,000 was moved from M&O into unrestricted capital for the textbook adoption. The reduced contributions to the Employee Benefits Trust account and an increase in budget balance carry forward, in addition to other small changes, made up the remaining differences compared to 2016-17.

The budget details Proposition 301 funds, or Classroom Site Funds. It is based on \$386 per weighted student count plus estimated unspent 301 funds from 2016-17. Each teacher will receive \$4,800 in base pay and can earn \$3,300 in performance pay; an increase of \$1,400 from last year. The \$386 weighted student count is \$54 more per student than the funding level in 2016-17.

The budget includes the unrestricted capital fund, bond building, and new school facilities funds. The unrestricted capital fund is used for purchase of textbooks,

library books transportation and other vehicles, computers, furniture, renovations, and other equipment.

The total unrestricted capital funding for 2017-18 is \$1,028,487. A total of \$100,000 of that funding is based upon estimated carry over from this year to next year; \$428,387 in new funding from District Additional Assistance (DAA), and \$500,000 from a one-time transfer from the M&O budget to unrestricted capital. Those funds will be used for additional textbook adoptions or other capital needs.

Mr. Kelty reported that new funding that could be used for unrestricted capital should be derived from a statutory funding level of \$450.76 per student in a formula referred to as District Additional Assistance (DAA). That funding level has not changed in 19 years. In addition, the state should provide approximately \$3 million in funding, however, they are cutting 85.5% of the statutory funding level, leaving only \$428,388 in DAA.

The other capital funds used to construct and renovate buildings consist of bond building and new facilities funds created by Students First in 1999. Funding for building renewal has been repealed by the Legislature and is no longer available. By formula, the District would have received approximately \$700,000 to properly maintain facilities. The District is eligible to apply for building renewal grants from the School Facilities Board (SFB), however, they will only fund equipment or facility needs when systems have failed. The \$500,000 amount is an estimate of what the District may apply for, and in May of 2018, the budget would be revised to more accurately reflect what is received.

Due to the passage of the bond election, the District now has bond building funds to budget. The \$27,747,023 amount shown on the adopted budget is the estimated balance of bond funds available at the end of the 2016-17 school year. The project included in this budget includes, but is not limited to, the new school, asphalt replacement at Cholla and Cactus, carpeting replacement at Ironwood and McCartney Ranch and the future security upgrades at all the other schools.

The budget contains all the other funds that are based upon approved grant funds or cash balances in those funds and can be adjusted as the next school year ends. The budget also includes summary pages that determine the District's general budget, unrestricted capital and the classroom site fund budget limits.

In response to a question regarding the status of SFB funding for the Palo Verde School water situation, Mr. Kelty stated that the SFB is recommending the replacement of drinking fountains and water heaters, and the re-testing of the water. He added that there has been contention between the SFB and the Arizona Department of Environmental Quality, however, quotes have been obtained for the water fountains and water heaters.

Mr. Kelty responded to a question concerning the budget balance carry over. He stated that the balance is a reserve fund and is not designated. It could be used for one-time needs as a contingency fund and could be helpful if enrollment drops during the current year.

Dr. Davidson added that it is an important reserve with current year funding because a 100-200 student drop in enrollment could be a substantial impact for the District.

Ms. Hernandez moved to:

“Approve the proposed 2017-18 budget, and to authorize publication of the proposed budget and the notice of budget hearings.”

Ms. Underwood seconded the motion. The motion passed unanimously by voice vote.

- *6.04 A memorandum from Mr. Kelty regarding the extension of short-term disability insurance was included in the Board’s information. The administration recommended approval of the fourth and final extension of a contract to Sun Life Financial for short term disability insurance at the rate of \$0.165 per \$100 of covered payroll for 2017-18. Board members authorized the renewal of the contract to Sun Life Financial for short-term disability insurance, as proposed.
- *6.05 A memorandum from Mr. Kelty concerning the extension of the contract with PowerSchool was included in the Board’s information. The Governing Board previously awarded a contract to PowerSchool Group LLC for a student information system for the 2016-17 school year, with an option to extend annually for four additional school years. The administration recommended the extension of the contract in an amount not to exceed \$63,400, plus applicable tax, for the vendor-hosted student information system with continuing product education for the 2017-18 school year. Board members authorized the extension of the contract with PowerSchool Group LLC in an amount not to exceed \$63,400, plus applicable tax, for the 2017-18 school year, as recommended.
- *6.06 Policy BGD - Board Review of Regulations, was presented for a second reading. The ASBA recommended that a brief portion of wording in the second paragraph be removed. Board members approved revision of Policy BGD, as proposed.
- *6.07 Revised Policy DIE - Audits/Financial Monitoring, was presented for approval. The ASBA recommended adding a reference to an Office of Management and Budget Compliance Supplement. Board members approved revision of Policy DIE, as proposed.
- *6.08 Policy DJE - Bidding/Purchasing Procedures, was presented for a second reading. The ASBA recommended a revision to Policy DJE relating to

contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. A reference to 2 C.F.R. 200.321 (contracting with small and minority businesses, women's business enterprises, and labor surplus area firms) was added to the legal references. Board members approved revision of Policy DJE, as proposed.

- *6.09 Policy EEAG - Student Transportation in Private Vehicles, was presented for a second reading. The ASBA recommended a revision to include language requiring that school district employees or Governing Board members acknowledge that the employee or Governing Board Member's automobile insurance is the primary coverage and that proof of insurance must be given to the District prior to such transportation being initiated. Board members approved revision of Policy EEAG, as proposed.
- *6.10 Policy EEB - Business and Personnel Transportation Services, was presented for a second reading. The policy was revised to include language requiring that school district employees or Governing Board members acknowledge that the employee or Governing Board Member's automobile insurance is the primary coverage and that proof of insurance must be given to the District prior to such transportation being initiated. Policy EEB was approved, as presented.
- *6.11 Policy EFDA - Collection of Money/Food Tickets, was presented for a second reading. The ASBA recommended a revision of Policy EFDA and a slight revision to Policy JL (the only change to Policy JL is a requirement to communicate the meal charge policy to parents). To incorporate the revisions, all of the current language would be deleted.

ASBA provided the following background on the recommendation:

The United States Department of Agriculture has provided guidance related to unpaid meal charges through Department Memos SP 46-2016, 47-2016, and SP 23-2017, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments." Guidance provided in these memos has been incorporated into Policy EFDA and JL. Please note that ASBA Policy Services has established specific conditions related to Meal Charges in Policy EFDA (see items A, B, C, & D in the text) that are suggested by Policy Services but not mandated by USDA. However, USDA does mandate that conditions are established by districts. As long as districts comply with USDA guidance these conditions can be locally determined.

USDA guidelines establish that the new language should be incorporated by July 1, 2017.

Board members approved revision of Policy EFDA, as proposed.

- 6.12 A copy of revised Policy GCCA - Professional/Support Staff Sick Leave was included in the Board's information. As noted in Item 2.01, the item was tabled and will be presented to the Board for approval at the June 27, 2017 meeting.
- *6.13 Revised Policy GDD - Support Staff Vacations and Holidays, was presented for approval. The Governing Board previously approved a recommendation to combine steps 3 and 4 on the Exempt Employees' Salary Schedule. The policy was revised to reflect the change. Board members approved revision of Policy GDD, as proposed.
- *6.14 Policy GDJ - Support Staff Assignments and Transfers, was presented for a second reading. The ASBA recommended a revision to minimize misinterpretation and misapplication of policy pertaining to assignments and transfers of support staff. Board members approved revision of Policy GDJ.
- *6.15 Policy IJNDBA - Website Accessibility, was presented for a second reading. The policy is intended to ensure website accessibility covered in federal regulations. As required, a Website Accessibility Complaint Form was developed. Board members approved revision of Policy IJNDBA, as proposed.
- *6.16 Policy JL - Student Wellness, was presented for a second reading. The only change to Policy JL is a requirement to communicate the District's meal charge policy to parents. Board members approved revision of Policy JL, as proposed.
- *6.17 Policy JLCC - Communicable/Infectious Diseases, was presented for a second reading. A revision was made to the policy to reflect the language in Arizona Administrative Code regarding pediculosis (lice infestations). Board members approved revision of Policy JLCC.
- *6.18 Policy JRR - Student Surveys, was presented for a second reading. The policy was revised to include the list of student/family characteristics in statute that requires specific written informed consent from the parent of a pupil prior to administration of a survey that is retained for longer than one year and that solicits personal information about the pupil regarding any of the characteristics which are listed. Board members approved revision of Policy JRR, as proposed.
- *6.19 The Governing Board adopted a resolution to authorize the signing of salary and expense vouchers between meetings contingent upon ratification at the following regular or special meeting.
- *6.20 The Governing Board approved a combined resolution affecting County Treasurer transactions for fiscal year 2017-18. The resolution (1) requests the County Treasurer to invest and reinvest all monies belonging or credited to the District for the period of July 1, 2017 through June 30, 2018. (2) Authorizes a representative of the District to provide warrant information to the Pinal County Treasurer on a daily basis, and stipulates that the Pinal County Treasurer will

submit the warrant information to the servicing bank in order to prevent fraud and illegal use of District funds. (3) Authorizes representatives of the District to request the Pinal County Treasurer to process wire transfers, book transfers, ACH and/or EFT payments on behalf of the District. (4) The District participates in the accounting responsibility program with the approval of the State Board of Education. The Governing Board must annually adopt a resolution authorizing the Superintendent to sign the District's expense and payroll warrants.

*7.01 A memorandum from Dr. Wright regarding the adoption of social studies curriculum was included in the Board's information. Middle school Social Studies materials will be examined to be considered for adoption for the 2018-19 school year. A committee of social studies teachers will research standards, curricular materials, and select a textbook to best meet the needs of students while aligning curricula to Arizona's standards. Board members authorized the administration to initiate a curriculum adoption process in Social Studies, as proposed.

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

Consideration of Superintendent Performance Pay: All Arizona districts must include a provision for performance-based pay in contracts with superintendents. The maximum amount of performance-based compensation that the superintendent may earn in any fiscal year is five percent (5%) of the annual salary. Board members approved the award of \$1,312.50 in performance-based compensation to the Superintendent, which is the same amount for which staff is eligible under the District's group-based performance pay program.

Consideration of Increase in Contract Length for Instructional Specialist in Curriculum and Instruction Office: The length of the contract for Stacy Gray will be increased from 214 to 219 days.

Conversion of School Psychologist Position: A vacant 0.5 FTE school psychologist position will be converted to a part-time teacher-on-assignment position which will provide support to the psychologists. Alice Balkow will be employed in that position.

Abandonment of Certified Personnel Contract: Clare Purdy, Math, Casa Grande Middle School.

Requests for Release from Certified Personnel Contracts: Suzanne Engle, Special Education, Desert Willow, Effective May 26, 2017; Rita Wiebold, Special Education, Cactus Middle School, Effective May 26, 2017.

Suzanne Engle was released from her 2017-18 contract, contingent upon the payment of liquidated damages.

Rita Wiebold was released from her 2017-18 teaching contract, and the requirement for payment of liquidated damages was waived.

Certified Personnel Employment, 2017-18: Beth Allsup, Fourth Grade, Cholla; David Althoff, Math, Villago; Jennifer Graffius, Math, Casa Grande Middle School; Kevin Kieser, Physical Education, Casa Grande Middle School; Tami Livermon-Dill, Physical Education, Cactus; John Raczkowski, Music, Cottonwood; Stacey Seaman, Instrumental/Vocal Music, District.

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

Classified Personnel Employment: Marcia Heikes, Accounting Specialist, District Office; David Rankin, Mechanic, Transportation.

Superintendent's Acceptance of Classified Personnel Resignations: Felicia Bock, Special Education Specialist, Desert Willow, Effective May 26, 2017; Jennifer Cook, EDEP Lead, ECLC, Effective May 26, 2017; Ashley Crosby, Special Education Specialist, Cactus, Effective May 17, 2017; Danielle Harding, Transportation Assistant, Transportation, Effective May 26, 2017.

Employment During Summer and Fall, Winter and Spring, 2017-18 - Hourly Custodian/Split Shift: Mary Apodaca, Brian Benenhaley, Melissa Bowman, Heather Byers, Linda Castano, Donald Coughlin, Maryellen Guilkey, Susan Guillen, Kevin Johnson, Ronnie Jones, Gloria Odom, Diana Olivas, Hector Perez, Adolfin Ramirez Rosillo, Brigitte Randall, Tammy Rodriguez, Maria Soto, Yvette Stewart, Gary Vose, Lorenzo Zuniga.

Reclassification of Classified Personnel: Michael Cicchelli, Substitute Custodian/Split Shift, Facilities; Jereld Whitmer, Bus Driver, Transportation.

Reclassification of Warehouse Lead Position from Pay Grade 36 to Pay Grade 37: Some changes to the position warranted a change in pay grade.

Authorization for Pay Grade Change for Human Resources Secretary/Specialist Positions from a Pay Grade 38 to a Pay Grade 42: The pay grade for the two specialist positions in the HR office was changed from a Pay Grade 38 to a Pay Grade 42, effective July 1.

Authorization to Increase Substitute Coordinator Position to a 12-Month Position: During budget cuts, the substitute coordinator position was reduced to an 11-month position. Due to the volume of work to prepare for the start of the school year, the position will be converted to the prior contract length.

9. No items this meeting.

10. No items this meeting.

11. Reports:

*11.01 The student activities report for May, 2017, had been provided to the Board prior to the meeting.

*11.02 The financial report for May, 2017 had been provided to the Board prior to the meeting.

*11.03 The weekly attendance reports for May 10 (membership of 6,883), May 17 (membership of 6,867), and May 24, 2017 (membership of 6,833) had been provided to Board members prior to the meeting.

*12.01 The vouchers presented at the meeting, listed in Exhibit 3, were approved by the Board members.

13.01 A special meeting and public hearing for adoption of the 2017-18 budget will be held on June 27, at 5:00 p.m.

A transition meeting with the Governing Board, Dr. Gonzales, and the senior leadership team will be held on July 11, at 3:00 p.m.

The next regular meeting will be held August 15, 2017; the third Tuesday of the month, at 6:00 p.m.

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

On behalf of all the Board members, Mrs. Jackson presented Dr. Davidson a gift and wished him well on his retirement. Dr. Davidson thanked the Board members and informed them that he had accepted a full-time position as an assistant clinical professor with NAU.

Board members also wished Mr. Kelty and Dr. Rascon well on their impending retirement and thanked them for their years of service to the District.

15.01 Mrs. Jackson adjourned the meeting at 6:44 p.m.

Respectfully submitted,

Date Approved: _____

President