

# 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 8, 2021, 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:**

Mr. Mendez called the meeting to order at 6:01 p.m.

## 1.02 **Roll Call:**

Present:

Jerry Stabley  
Adelphia Sisson  
Gilberto Mendez, President  
Blanca Varela

JoEtta Gonzales, Ed.D., Superintendent  
Tom Wohlleber, Chief Financial Officer  
Lisa Bradshaw, Director  
Jennifer McClintic, Director  
Aaron Whittle, Business Officer  
Joseph Leon, Business Officer  
Andrea Baker, Director  
Robert Quiñones, Director  
Stacy Howell, Director  
Mike Cruz, Communications & Marketing  
Jan Draper, Assistant Director  
Sherrie Gill, Executive Assistant

\*absent:  
Tom Ramsdell

Also Present:  
See Exhibit 1

Reporter: Gabrielle Olivera  
Casa Grande Dispatch

Barbara Wright, Principal

Jessica Quinones, Principal

1.04 Mrs. Varela led the Pledge of Allegiance.

1.05 A moment of silence was observed in memory of Lily Montijo.

## 2.01 **Agenda Adoption:**

Mr. Stabley moved that:

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

Mrs. Sisson seconded the motion. Board members voted as follows and the motion passed:

<b>Board member</b>	<b>In Favor</b>	<b>Against</b>
Tom Ramsdell	absent	
Gilberto Mendez	X	
Adelphia Sisson	X	
Jerry Stabley	X	
Blanca Varela	X	

**3. Awards, Recognitions, Celebrations**

3.01 Mr. Tom Wohlleber was recognized for all that he has accomplished for the District during his time here and the Governing Board wished him well on his retirement.

3.02 Mrs. Alysia Ruelas and the Nutrition Services Department team were recognized for their milestone of having served 1.5 million meals free of charge to children ages 18 and under in our community from March 2020-May 2021. The Nutrition Services Department will continue to serve grab-and-go meal services for our youth throughout the summer months.

3.03 Mrs. Lisa Morris-Wilkey was recognized for being awarded a \$5,000 grant from the Laura Bush Foundation for America’s Libraries.

3.04 Mrs. Samantha Sarnowski was introduced as the recommended new principal for Casa Grande Middle School.

4.01 Call to the Public

Cindy Thompson spoke regarding Board Agenda Item 6.02 – Information and Discussion Related to Recommended Changes to Regulations GBGB-R, JICA-RB, and KI-RB Related to Cloth Face Coverings. Ms. Thompson is not in favor of wearing masks.

Steve Hayes spoke regarding Board Agenda Item 6.02 – Information and Discussion Related to Recommended Changes to Regulations GBGB-R, JICA-RB, and KI-RB Related to Cloth Face Coverings. Mr. Hayes is not in favor of wearing masks.

5.01 Mr. Mendez called for objections from Board members, staff, and the public regarding consent agenda items.

Mr. Stabley moved that:

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

Mrs. Sisson seconded the motion. Board members voted as follows and the motion passed:

Board member	In Favor	Against
Tom Ramsdell	absent	
Gilberto Mendez	X	
Adelphia Sisson	X	
Jerry Stabley	X	
Blanca Varela	X	

\*5.02 The minutes of the May 11, 2021 Regular Meeting were approved by the Governing Board.

\*5.03 The following certified personnel actions were approved/ratified by the Governing Board:

Authorization to Employ Grant-Funded Personnel: Reading Interventionist at Mesquite Elementary School – Rachel McCoy, Certified Reading Interventionist, Mesquite Elementary.

Ratification of 5/6 Contract to 6/5 Contract (Band Teachers) – The Board approved issuing 5/6 contracts for Band Teachers, Blanche Meister and Claire Thorpe during the May Governing Board meeting. These teachers need to be issued a 6/5 contract.

Authorization to Issue Relocation Stipends for Newly Hired Out of State Teachers – This one-time \$1000 relocation stipend, funded by Title II-A, will be issued once the teacher has produced the proper Arizona teaching certification, signed an employment contract, and submitted a fingerprint clearance card. Should the teacher not fulfill their 2021-22 teaching contract, the stipend will be repaid to the District.

Request to be Released from Certified Personnel Contract: Regina Marlin, Special Education, Villago Middle School requested to be released from her 2021-22 school contract. Ms. Marlin will be assessed \$2000 in liquidated damages.

Reclassification of Psychologist Intern to Psychologist: Alisha Raccuia, effective for the 2021-22 school year.

Ratification of Certified Personnel Resignations, 2020-21:

Employee	Position	Campus/Dept.	Effective
Clifford, Theresa	Teacher - 8th Social Studies	Cactus	7/1/2021
Marlin, Regina	Teacher - SpEd SKII	Villago	5/27/2021

\*5.04 Classified Personnel

The following classified personnel actions were approved/ratified by the Governing Board:

Employment of a Health Technician for the 2021-2022 School Year: The District has been serving a high-needs special education student with compromised health who needs a 1:1 health technician in order to attend school.

Authorization for Temporary Pay Increase for Interim Custodial Operations Manager: Rod Reasner, current Custodian Supervisor will be out on leave from June 1-July 23, 2021. David Rascon, custodian, will be stepping in to cover Mr. Reasner's responsibilities while he is out. The administration is requesting Mr. Rascon receive a temporary pay increase of \$2 per hour while he is covering these additional responsibilities.

Authorization to Reclassify Payroll Specialist Position: Currently, the Payroll Specialist position is placed on paygrade 113. Due to the high level of importance this position has within the district, the scheduling constraints, and demanding nature of the position, the administration believes this job is more in line with pay grade 116. Administration is requesting Tiffany Guevara, Payroll Specialist be reclassified to paygrade 116 retroactive to April 1, 2021.

Authorization to Employ Enrollment Recovery Specialist: The Enrollment Recovery Specialist is a temporary (80 hours total, 10 hours per week, \$2,000 total stipend) ESSER grant funded position who will be responsible for providing families with resources, information, and registration services to enroll students back into CGESD for the 2021-22 school year. The administration is seeking Michael Parham to fill the temporary position of Enrollment Recovery Specialist.

Reallocation and Reclassification of Health Technician: Due to the number of students anticipated to be supported in the Extended Resource Program at Cactus, administration recommends the reallocation of the health technician from Desert Willow to Cactus Middle School. Administration also recommends the reclassification of the position to Special Education Specialist Inclusive Education Assistant. Pay grade will change from 109 to 107.

Stipend for Implementation of the Fresh Fruits & Vegetable Program: Administration is recommending the previously-issued \$1200 annual stipend, payable throughout the 2021-2022 school year, be provided to Tiffany Lankford, Central Kitchen Manager, in recognition of the added responsibilities to administer the FFVP program, providing the district is awarded the FFVP grant.

Authorization to Reclassify the Business Officer to a Controller Position: The Controller's main purpose will be to oversee all Payroll functions and student information systems. In recognition of the increased responsibilities, administration recommends the current exempt position be classified to exempt salary schedule Row 5, with the inclusion of a cell phone allowance.

Authorization to approve Four Employees to Work at Summer School Locations: To help with enrollment recovery, the Finance Office would like to have four employees work Extra Duty Extra Pay at the four summer school locations to assist families with enrollment for the 2021-2022 school year. The rate of pay will be \$13.35 per hour, from June 7 – June 30, for the hours of 8am-4pm.

Ratification of Classified Personnel Resignations:

<b>Employee</b>	<b>Position</b>	<b>Campus/Dept.</b>	<b>Effective</b>
Bryant, Shannon	Education Assistant-Inclusive Education	ECLC	5/10/2021
Calderon, Griselda	Noon Assistant	Villago	5/20/2021
Castro, Jassmin	Education Assistant-ELL	McCartney Ranch	5/20/2021
Celaya de Caballero, Sonia	Custodian	Facility Services	5/20/2021
Cochran, Diana	Education Assistant Title I	Cholla	5/24/2021
Gregory, Erin	Cafe Cook	Saguaro	5/11/2021
Ibarra, Natasha	Education Specialist-Early Childhood	Evergreen	5/20/2021
Keesling, Dakota	Education Assistant-Inclusive Education	Desert Willow	5/20/2021
Krukow, Jocelyn	Human Resources Technician	Human Resources	6/30/2021
Martinez, Amanda	Noon Assistant	Villago	5/11/2021
Miner, Elizabeth	Education Specialist-Inclusive Education	McCartney Ranch	5/20/2021
Preskitt, Doreen	Bus Driver Special Needs	Transportation	5/20/2021
Ross, Idella	Health Technician	Saguaro	5/20/2021
Sugar, Katrina	Education Specialist KinderPlus	Palo Verde	5/20/2021
Wooten, John	Bus Driver	Transportation	5/20/2021

Ratification of Classified Personnel Employment:

<b>Employee</b>	<b>Position</b>	<b>Campus/Dept.</b>
Ponce de Leon, Alejandro	Bus Driver	Transportation
Pryor, John	Bus Driver Trainee	Transportation
Rascon, Annalisa	Accounting Technician	Financial Services

Ratification of Reclassification of Classified Personnel:

<b>Employee</b>	<b>New Position</b>	<b>Campus/Dept.</b>
Guevara, Tiffany	Payroll Specialist	Financial Services
Orosco, Victoria	Purchasing Specialist	Purchasing
Orr, Tammy	Accounting Systems Analyst	Financial Services

\*5.05 Acceptance of Administrative Resignation: Joseph Leon, Business Officer, Financial Services, effective June 30, 2021.

- \*5.06 The student activities report for May, 2021, had been provided to the Board prior to the meeting.
- \*5.07 The financial report for May, 2021 had been provided to the Board prior to the meeting.
- \*5.08 The vehicle inventory report for May, 2021 had been provided in the Board's information.
- \*5.09 The vehicle maintenance report for May, 2021 had been provided in the Board's information.
- \*5.10 The weekly enrollment summaries for May 12 and May 19, 2021 had been provided to Board members prior to the meeting.
- \*5.11 The vouchers presented at the meeting were approved by the Governing Board.
- \*5.12 A copy of the contract with Desert Choice Schools for the 2021-2022 school year was provided to Board members prior to the meeting. The Governing Board approved a continuation of the contract to Desert Choice Schools for the educational services as described.
- \*5.13 A copy of Combined Resolution Affecting County Treasurer Transactions for Fiscal Year 2021-2022 was provided to Board members prior to the meeting. The Governing Board approved the Combined Resolution Affecting County Treasurer Transactions for Fiscal year 2021-22.
- \*5.14 Approval of Authorized Check Signers: The Governing Board approved the Superintendent, Chief Financial Officer, Director of Finance, Finance Officer, and Administrative Assistant of Finance & Operations as the authorized check signers for the Casa Grande Elementary School District.
- \*5.15 A memorandum from Mr. Wohlleber regarding Award RFP for Auditing Services was provided to Board members prior to the meeting. The Governing Board moved to award RFP #100-1521 for auditing services to CWDL Certified Public Accountants as proposed.
- \*5.16 A memorandum from Mr. Wohlleber regarding Authorization of Sole Source Vendors and a listing of current sole source vendors was provided to Board members prior to the meeting. The Governing Board authorized the vendors identified in the recommendation as sole source for the 2021-22 school year.
- \*5.17 A memorandum from Mr. Wohlleber regarding Authorization to Extend Contract for Stop Loss Reinsurance was provided to Board members prior to the meeting. The Governing Board authorized the extension of RFP-#179-1518 for stop loss reinsurance to Matrix Group Benefits LLC for the 2021-22 school year as proposed.

- \*5.18 A memorandum from Mr. Wohlleber regarding Approval of Employee Staffing Agreement with Educational Services, Inc. was provided to Board members prior to the meeting. The Governing Board approved the agreement with Education Services, Inc. for the contracting of post retirement individuals and substitutes for the 2021-22 school year, as proposed.
- \*5.19 A memorandum from Mr. Wohlleber regarding Authorization of Sole Source – Boys and Girls Clubs of the Sun Corridor was provided to Board members prior to the meeting. The Governing Board authorized the Boys and Girls Clubs of the Sun Corridor as a sole source as recommended.
- \*5.20 A memorandum from Mr. Wohlleber regarding Annual Authorization to Exceed Payment of Invoices in Excess of Purchase Order Amount was provided to Board members prior to the meeting. The Governing Board authorized exceeding payment in excess of purchase order amounts for the 2021-22 fiscal year.
- \*5.21 New Policy IHBHD and Regulation IHBHD-R Online/Concurrent/Correspondence Courses was presented to the Board for a first reading. As this was a first reading, no Board action was required.
- \*5.22 Due to the COVID-19 Pandemic and the subsequent changes to the work needing to be done, a temporary waiver to a portion of Policy GCD: Professional Staff Vacations is being recommended. The Governing Board approved the temporary waiver of Policy GCD authorizing the superintendent to allow for a) the extended carry-over of unused vacation time, and b) provide an option of reduced-rate vacation buy back for up to 5 days for school and district leaders choosing this option as a result of the additional workload involved in planning efforts related to the pandemic. All other portions of Policy GCD will remain intact and this temporary waiver will expire July 31, 2022.
- \*5.23 A copy of Proposal Acceptance Form from The Trust was provided to Board members prior to the meeting. Board members approved the Proposal Acceptance Form from the Arizona School Risk Retention Trust, Inc. for business insurance coverage for the 2021-22 fiscal year.
- \*5.24 A copy of the Coverage Acceptance Form from The Alliance was provided to Board members prior to the meeting. Board members approved the Coverage Acceptance Form from the Arizona School Alliance for Workers' Compensation, Inc., for workers' compensation insurance for the 2021-22 fiscal year.
- \*5.25 A copy of the lease agreement with Casa Grande Alliance was provided to Board members prior to the meeting. Board members approved the lease agreement with Casa Grande Alliance, as presented.
- \*5.26 A memorandum from Mr. Whittle regarding Authorization to change entities/persons

who can conduct business on behalf of the district with financial institutions was provided to Board members prior to the meeting. Board members authorized the changes in entities/persons who can conduct business on behalf of the District with financial institutions as recommended.

- 6.01 Mr. Jerry Stabley, Ms. Amber Kent and Ms. Caryl Chase provided an update on the progress of AARP Experience Corps Pinal-Casa Grande. The program launched during Fall 2020. In light of the coronavirus pandemic, the program pivoted from in-person tutoring to virtual this past school year. Program volunteers tutor third graders to help bring their reading to grade level. Volunteers began their training June 2020 and began tutoring November 2020 virtually. Sixty volunteers worked with ninety-four 3<sup>rd</sup> grade students from three CGESD schools (Saguaro, Cottonwood and Evergreen).

In the 2021-22 school year, the program will expand from 3 schools to 5 schools for CGESD.

- 6.02 Mr. Quinones presented information on how the decision to make masks optional was made. The CDC released a change to guidance May 16 with an asterisk that schools should maintain practices that were in place until the end of the school year. On May 21<sup>st</sup>, we released the change for optional mask use for vaccinated individuals, and then May 24<sup>th</sup> wording was updated to make mask usage optional for all individuals on campus.

Over the past several weeks, COVID benchmark data reported by the county has shown CGSD in moderate transmission. This trend is expected to continue throughout the summer. With this new information and feedback from the COVID Office Hours and staff survey, we have decided to update our mask use guidance

All of these components contributed to the decision to remove Regulation JICA-RB Student Dress, Regulation KI-RB Visitors to Schools, and updating Regulation GBGB-R Staff Personal Security and Safety in the Policy Manual. We will continue to monitor circumstances, and if conditions change we will respond accordingly.

Mr. Stabley asked about increased cleaning that was implemented at the beginning of the pandemic and if those would continue. Mr. Quinones said those practices were being addressed as newer information shows some of those efforts ineffective and/or unnecessary.

- 6.03 Mr. Wohlleber stated that the 2021-22 Budget Development Update will mostly be deferred to the actual budget proposal. We still do not have an approved State budget. The Auditor General's office released preliminary budget forms, so that a preliminary budget could be developed.



7.01 The Superintendent recommended the Board accept the following donations:

- APS donated 250 water bottles valued at \$500.00.
- Frank A. Randall III donated 36 reams of legal sized copy paper.
- Mrs. Lisa Morris-Wilkey of CGMS, was awarded a \$5,000 grant through the Laura Bush Foundation for America’s Libraries.
- Mrs. Sarah Taylor, teacher at Cholla, had a Donors Choose project funded in the amount of \$498. The project was titled “Success with Sensory”.
- Read Better Be Better donated 75 reading kits to the entire first grade class at Cholla Elementary.
- Ms. Heather Wilson, teacher at Desert Willow, had a Donors Choose project funded in the amount of \$790. The project was titled “Beginning of the NEW School Year Supplies and Snacks”.
- Mrs. Rachel Adams, teacher at Desert Willow, had a Donors Choose project funded in the amount of \$357. The project was titled “Beginning of the Year Supplies”.
- Mrs. Kimberly Stone, teacher at McCartney Ranch, had a Donors Choose project funded in the amount of \$546. The project was titled “Make Reading Fun!”.

Mrs. Sisson moved that:

“The donations be accepted, as read.”

Mrs. Varela seconded the motion. Board members voted as follows and the motion passed:

<b>Board member</b>	<b>In Favor</b>	<b>Against</b>
Tom Ramsdell	absent	
Gilberto Mendez	X	
Adelphia Sisson	X	
Jerry Stabley	X	
Blanca Varela	X	

7.02 A memorandum from Mr. Wohlleber regarding Award RFP for Standards Based Assessment System was provided to Board members prior to the meeting.

Mrs. Jan Draper and Ms. Andrea Baker presented information explaining the iReady Assessment system.

Mr. Stabley moved to:

“Authorize the award of RFP #191-2021 for a standards-based assessment system to Curriculum Associates, LLC as proposed.”

Mrs. Sisson seconded the motion. Board members voted as follows and the motion passed:

<b>Board member</b>	<b>In Favor</b>	<b>Against</b>
Tom Ramsdell	absent	
Gilberto Mendez	X	
Adelphia Sisson	X	
Jerry Stabley	X	
Blanca Varela	X	

- 7.03 A memorandum from Ms. Andrea Baker and Mrs. Jan Draper regarding Adoption of K-8 Science Programming was provided to Board members prior to the meeting. Ms. Baker and Mrs. Amber Cordova presented information regarding the Discovery program for elementary schools and Amplify program for middle schools.

In 2018 the State of Arizona adopted new science standards. The District has not had an adoption of K-5 science since 2000. The last 6-8 science adoption was in 2008.

Mrs. Varela moved to:

“Adopt Discovery and Amplify for 5 years, at a cost of no more than \$766,550.”

Mrs. Sisson seconded the motion. Board members voted as follows and the motion passed:

<b>Board member</b>	<b>In Favor</b>	<b>Against</b>
Tom Ramsdell	absent	
Gilberto Mendez	X	
Adelphia Sisson	X	
Jerry Stabley	X	
Blanca Varela	X	

- 7.04 A memorandum from Ms. Andrea Baker, Mrs. Jan Draper, and Mrs. Lisa Bradshaw regarding Adoption of 6-8 Computer Science Programming was provided to Board members prior to the meeting.

Mrs. Bradshaw and Mrs. Stacy Gray presented information on the CodeHS program being considered for adoption. The State of Arizona adopted Computer Science standards for the first time in 2018.

Mrs. Sisson moved to:

“Adopt CodeHS for 5 years, at a cost of no more than \$96,000.”

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

<b>Board member</b>	<b>In Favor</b>	<b>Against</b>
Tom Ramsdell	absent	
Gilberto Mendez	X	
Adelphia Sisson	X	
Jerry Stabley	X	
Blanca Varela	X	

7.05 A memorandum from Mr. Wohlleber regarding 2021-2022 proposed budget had been included in the Board’s information.

Mr. Wohlleber presented the 2021-22 proposed budget. He thanked Aaron Whittle, Joseph Leon and the Finance Department for all of their hard work. This proposed budget has been prepared using preliminary budget forms provided by the Arizona Auditor General’s Office. The final forms will not be available until after the state legislature has approved the 2021-2022 state budget and is signed into law by the Governor.

Highlights of the expenditure budget includes increases for all staff of 5%; targeted market salary/wage adjustments - \$100,000; increases in health & dental insurance, utilities and fuel costs.

Capital budget reflects elimination of the state DAA reduction. Special projects budget includes ESSER 2 allocation and a portion of ESSER 3 allocation, school safety grant for school counselors (Cholla and Desert Willow), Comprehensive Literacy State Development Grant (Mesquite), Targeted Support & Improvement Grant (Cactus, CGMS, Villago, Ironwood, McCartney Ranch, Mesquite and Palo Verde), Comprehensive Support & Improvement Grant (Cottonwood), and, Character Education Matching Grant (all schools).

Mr. Stabley moved to:

“Approve the proposed 2021-22 budget, and to authorize publication of the proposed budget and the notice of budget hearing.”

Mrs. Sisson seconded the motion. Board members voted as follows and the motion passed:

<b>Board member</b>	<b>In Favor</b>	<b>Against</b>
Tom Ramsdell	absent	
Gilberto Mendez	X	
Adelphia Sisson	X	
Jerry Stabley	X	
Blanca Varela	X	

8.01 The next regular meeting will be held on Tuesday, August 10, 2021, at 6:00 p.m.  
The Budget Hearing will be June 22, 2021 at 6:00 p.m.

8.02 Board members agreed to schedule a Board retreat on July 13, 2021.

9.01 **Executive Session**

The Governing Board did not adjourn for Executive Session.

10.01 Mr. Mendez adjourned the meeting at 8:28 p.m.

Respectfully submitted,

Date Approved: 06/22/2021

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President