

# 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, October 8, 2019, 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:**

President Jackson called the meeting to order at 6:00 p.m.

## 1.02 **Roll Call:**

Present:

Rachel Hernandez  
Dolores Kinser\*  
Gilberto Mendez  
David Snider  
Judee Jackson, President

JoEtta Gonzales, Ed.D., Superintendent  
Tom Wohlleber, Chief Financial Officer  
Andrea Baker, Director  
Brenda Tijerina, Director  
Jennifer McClintic, Director  
Michael Cruz, Public Information Officer  
Sherrie Gill, Executive Assistant

Also Present:

See Exhibit 1

Julie Holdsworth, Principal  
Scott Raymond, Principal

Barbara Wright, Principal  
Azure Sullivan, Principal

\*Mrs. Kinser left at 6:50pm, as she was not feeling well.

1.03 Mrs. Jackson led the Pledge of Allegiance.

1.04 A moment of silence was observed.

## 2.01 **Agenda Adoption:**

Mr. Snider moved that:

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

Mrs. Kinser 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	X	
Gilberto Mendez	X	
David Snider	X	
Dolores Kinser	X	

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

Mrs. Kinser moved that:

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

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	X	
Gilberto Mendez	X	
David Snider	X	
Dolores Kinser	X	

\*3.02 The minutes of the September 10, 2019 Special Meeting (Study Session) were approved by the Governing Board.

\*3.03 The minutes of the September 10, 2019 Regular Meeting were approved by the Governing Board.

\*3.04 The minutes of the September 25, 2019 Special Meeting and Executive Session were approved by the Governing Board.

\*3.05 A copy of the Amended Exchange Agreement, had been included in the Board's information. Board members approved the Amended Exchange Agreement with the City of Casa Grande.

\*3.06 Approval of Authorized Check Signers - Board members approved the Superintendent, Chief Financial Officer, Director of Finance and Administrative Assistant of Finance & Operations as the authorized check signers for the Casa Grande Elementary School District.

- \*3.07 Approval of Assignment of Student Activities Treasurer and Assistant Student Activities Treasurer - Board members approved to appoint the District's Director of Finance as Student Activities Treasurer and Accounting Systems Analyst as Assistant Student Activities Treasurer.
- \*3.08 A copy of revised Policy BEDH – Public Participation at Board Meetings, was presented for a second reading. Board members approved Policy BEDH, as proposed.
- \*3.09 A copy of revised Policy GBEA – Staff Ethics was presented for a second reading. Board members approved Policy GBEA, as proposed.
- \*3.10 A copy of revised Policy GBEB – Staff Ethics and Regulation GBEB-RA were presented for a second reading. Board members approved Policy GBEB, as proposed. Regulations do not require Board approval.
- \*3.11 A copy of revised Policy GBI – Staff Participation in Political Activities was presented for a second reading. Board members approved Policy GBI, as proposed.
- \*3.12 A copy of revised Policy GCFC – Professional Staff Certification and Credentialing Requirements (Fingerprinting Requirements) and Exhibit GCFC-E were presented for a second reading. Board members approved Policy GCFC, as proposed. Exhibits do not require Board approval.
- \*3.13 A copy of revised Policy GDF – Support Staff Hiring, was presented for a second reading. Board members approved Policy GDF, as proposed.
- \*3.14 A copy of revised Policy GDFA – Professional Staff Certification and Credentialing Requirements (Fingerprinting Requirements); and Exhibit GDFA-E were presented for a second reading. Board members approved Policy GDFA, as proposed. Exhibits do not require Board approval
- \*3.15 A copy of revised Policy IHA – Basic Instructional Program; and Exhibit IHA-E were presented for a second reading. Board members approved Policy IHA, as proposed. Exhibits do not require Board approval.
- \*3.16 A copy of new Policy IHAMD – Instruction and Training in Suicide Prevention was presented for a second reading. Board members approved Policy IHAMD, as proposed.
- \*3.17 A copy of revised Policy JICA – Student Dress was presented for 7 a second reading. Board members approved Policy JICA, as proposed.

- \*3.18 A copy of revised Policy JIH – Student Interrogations, Searches, Arrests was presented for a second reading. Board members approved Policy JIH, as proposed.
- \*3.19 A copy of revised Policy JLCD – Medicines/Administering Medicines to Students was presented for a second reading. Board members approved Policy JLCD, as proposed.
- \*3.20 A copy of new Policy JLDAC – Screening/Testing of Students (Vision Screening for Children) was presented for a second reading. Board members approved Policy JLDAC, as proposed.
- \*3.21 A copy of revised Policy JLF – Reporting Child Abuse/Child Protection was presented for a second reading. Board members approved Policy JLF, as proposed.
- \*3.22 A copy of new Policy GBEFA – Staff Use of Digital Wireless Communications or Electronic Devices While Operating a Motor Vehicle was presented for a second reading. Board members approved Policy GBEFA, as proposed.
- \*3.23 A copy of revised Policy GCO – Evaluation of Professional Staff Members was presented for a first reading. Since it is a first reading, no action is required.
- \*3.24 A copy of revised Policy GCF – Professional Staff Hiring was presented for a first reading. Since it is a first reading, no action is required.
- \*3.25 A copy of revised Policy JFB – Open Enrollment and Regulation JFB-R was presented for a first reading. Since it is a first reading, no action is required.
- \*3.26 A copy of revised Policy GDC-R – Support Staff Leaves and Absences was presented for a first reading. Since it is a first reading, no action is required.
- \*3.27 The following certified personnel actions were ratified by the Governing Board:  
 Request for Release from Certified Personnel Contract: Kathleen Curtain, 3<sup>rd</sup> Grade Cholla, effective September 27, 2019; Matthew DiLiberto, Special Education, McCartney Ranch, effective September 27, 2019; Brittany Heath, 3<sup>rd</sup> Grade, Palo Verde, effective October 11, 2019; Graciela Rodarte, Kindergarten, Cottonwood, effective September 30, 2019; Pamela Udelhofen, Math, Villago, effective October 11, 2019.

Request for Extended Leave of Absence: Erica Herman, Art, CGMS.

Professional Growth Supplemental Agreements: Supplemental agreements to 2019-20 certificated contracts in recognition of professional growth for individuals listed in the attachment which was provided to Board members.

Retirement Notices Effective May 20, 2020: Certificated staff retirement notices effective May 20, 2020, and payment of retirement benefits. A list was provided to Board members.

Ratification of Stipends for Class Overloads: Four CGMS teachers, Jeannette Andree, Amanda Avery, Janet Hammerstrom and Brigitta VandenHoek, accepted teaching an additional block for an additional 10% in their respective salary for teaching the extra section.

Authorization to Employ a Spanish Teacher for Casa Grande Middle School: The reinstatement of Spanish as an elective at CGMS to help reduce class sizes in electives.

Ratification of Certified Personnel Employment, 2019-20:

<b>Employee</b>	<b>Position</b>	<b>Campus/Dept.</b>
Nevarez De Ramos, Esmeralda	3 <sup>rd</sup> Grade	Cholla

\*3.28 The following classified personnel actions were ratified by the Governing Board:

Authorization to Employ a Campus Monitor at Casa Grande Middle School: A campus monitor will be employed as an attempt to curtail the number of student incidents at Casa Grande Middle School.

Authorization to Increase SLPA Daily Hours: Daily hours of all staff working in SLPA positions will be 8 hours per day.

Retirement Notice Effective January 31, 2020: Diana Limon, Administrative Assistant, Casa Grande Middle School. Ms. Limon will continue employment through smartSchoolsplus (SSP) for the next year.

Employment of Associate Instructor at McCartney Ranch Elementary School: Crystal Angel-Young has agreed to serve as the Associate Instructor (lead paraprofessional).

Replacement Notice of Employment Terms in Recognition of Professional Growth: Janelle Owens, Education Specialist-Inclusive Education, has completed professional development coursework related to her paraprofessional position.

Termination of Classified Personnel Employment: Gloria Flores, Café Cook, Evergreen, effective September 6, 2019.

Classified Personnel Resignations:

<b>Employee</b>	<b>Position</b>	<b>Campus/Dept.</b>	<b>Effective</b>
Cabanas, Mirna	Café Assistant	CGMS	9/24/2019
Diaz, Yulissa	Office Specialist	Cottonwood	10/4/2019
Hickox, Vicky	Café Site Assistant Manager	Mesquite	10/11/2019
Hodges, Connie	Educational Asst.-Title I/Crossing Guard	Desert Willow	9/12/2019
Keeton, Tammy	Senior Relief Bus Driver	Transportation	9/30/2019
Miller, Danelle	Educational Assistant	Cottonwood	10/11/2019
Paini, April	Educational Assistant/Crossing Guard	Ironwood	9/30/2019
Vanderheyden, Karen	Administrative Assistant	Saguaro	10/4/2019
Vaughn, Lynda	Bus Driver Trainee	Transportation	8/26/2019
Virgen, Michelle	Café Assistant	Ironwood	9/6/2019

Classified Personnel Employment:

<b>Employee</b>	<b>Position</b>	<b>Campus/Dept.</b>
Cons, Argelia	Educational Specialist-Inclusive	Mesquite
Garcia, Gabriela	Educational Specialist-Media Center	Palo Verde
Halloran, Megan	Educational Assistant-Student Support	McCartney Ranch
Jones, Ronnie	Sub Bus Driver ACR	Transportation
Martinez, Carlos	Associate Instructor	Cactus
Merx, Lisa	Café Site Assistant Manager	Ironwood
Moore, Heather	1st Grade Educational Assistant-BOY	McCartney Ranch
Olivas, Regina	Office Specialist	Facilities
Poehler, Deborah	Relief Bus Driver/Dispatcher	Transportation
Salazar, Linda	Van Driver	Transportation
Sanchez, Patricia	Office Specialist	Cottonwood
Sheperd, Lisbeth	Bus Driver Trainee	Transportation
Silva, Sarai	Educational Assistant-BOY	McCartney Ranch
Silva Ramirez, Gabriela	Café Assistant	Ironwood
Tompkins, Kenny	Bus Driver	Transportation
Trejo, Francisco	Bus Driver	Transportation
Valdez-Garcia, Rosa	Educational Assistant/Crossing Guard	Palo Verde

Reclassification of Classified Personnel:

<b>Employee</b>	<b>New Position</b>	<b>Campus/Dept.</b>
Branaman, Amber	Educational Specialist-Inclusive	McCartney Ranch
Campos, Alma	Transportation Assistant	Transportation
Castillo, Ciara	Educational Assistant/Crossing Guard	Desert Willow
Cochran, Diana	Educational Specialist-Inclusive	Mesquite
Esparza, Stacy	Educational Assistant-Title I/ELG	Palo Verde
Heinzelman, Catherine	Administrative Assistant	Saguaro
Husted, Natasha	Café Cook	Evergreen
Inzunza, Mary	Educational Assistant/Crossing Guard	CGMS
Macias, Desirae	Café Assistant	Cactus
Nagel, Cheri	Educational Assistant-Inclusive	Saguaro

- \*3.29 The student activities report for September, 2019 had been provided to Board members prior to the meeting.
- \*3.30 The financial report for September, 2019 had been provided to the Board prior to the meeting.
- \*3.31 The breakfast and lunch menu for students had been included in the Board's information.
- \*3.32 The vehicle status report for August 16 to September 15, 2019 had been included in the Board's information.
- \*3.33 The vehicle maintenance report for August 16 to September 15, 2019 had been included in the Board's information.
- \*3.34 The weekly attendance reports for September 11, September 18, September 25, and October 2, 2019, had been provided to Board members prior to the meeting.
- \*3.35 The vouchers presented at the meeting, listed in Exhibit 2, were approved by the Governing Board.

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

- 4.01 Kay Kroutil from the Sunrise Optimist Club recognized fifth grade students from Cottonwood Elementary School as students of the month for October. The students must be in good standing with positive leadership traits, must have an active interest in community service, and must be considered role models. The following students were recognized: Cailin Piombo and Jael Najera.
- 4.02 Dr. Gonzales recognized the Casa Grande Rotary Club students of the month for October, as follows: Chloe Keeling, 8th grade, Cactus; Alexis Alvarez, 8th grade,

Casa Grande Middle School; Alexis Fernan, 8th grade, Villago. Mr. Mendez assisted in presenting certificates to the students.

- 4.03 Dr. Gonzales recognized Daniel Garcia, recipient of the 2019 Esperanza Latino Teacher of the Year award.
- 4.04 Item was tabled for November.
- 4.05 A proclamation declaring the month of October as National Principals' Month had been shared with Board members prior to the meeting. October is designated annually as National Principals Month to recognize the essential role that principals play in school achievement and student success. A nationwide celebration of the principalship, National Principals Month is an initiative of the National Association of Elementary School Principals (NAESP), the National Association of Secondary School Principals, and other national organizations dedicated to school leadership.
- 4.06 A proclamation declaring the month of October as Alpha Delta Kappa (ADK) month had been shared with Board members prior to the meeting. The organization recognizes women who have proven themselves to be strong, efficient, professional teachers; to build fraternal fellowship with high standards of education; to assist in strengthening the status of the teaching profession; to sponsor scholarships and altruistic programs; and to cooperate with community projects. The proclamation was signed and disseminated throughout the District.

Two members, Nancy Harrison and Betty Jo Evers, were acknowledged. As members of ADK, they want to give back and part of their mission is to support teachers and the community as well.

## 5. **Items for Action/Discussion**

- 5.01 The Superintendent recommended the Board accept the following donations:

The American Legion Auxiliary donated school supplies to the district.

Meagan Petrie, CGMS, was awarded a full grant to Yoga Foster valued at \$120.00.

Jessica Duran Rosales donated \$360 worth of equipment to CGMS.

Lisa Maestas donated \$56.97 in school supplies to CGMS.

Brian Fowler donated \$50 in school supplies to CGMS.

Fast Auto Loans donated \$35.00 in school supplies to Cholla.



Tiffany Dunaway, Cactus MS, received a grant in the amount of \$550.98 from the Casa Grande Arts and Humanities Commission.

First Presbyterian Church donated \$124.38 in school supplies to Cottonwood.

Mr. and Mrs. G. Wright donated \$32.93 in school supplies to Cottonwood.

Cottonwood had an anonymous donation of \$46.82 in school supplies.

Mr. Mendez moved that:

“The donations be accepted, as read.”

Mrs. Kinser 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	X	
Gilberto Mendez	X	
David Snider	X	
Dolores Kinser	X	

5.02 Dr. Gonzales gave an update on the Beat the Odds Academy with a powerpoint presentation. The Center for the Future of Arizona administers the Beat the Odds School Leadership Academy. The National Institute for School Leadership provides the nationally recognized research based principal training program. The presentation included the program curriculum, the 12 units of the executive development program, and proven results of program graduates. The timeline of the four cohorts through which six district level leaders and all district principals will complete the program was also shared.

Dr. Gonzales spoke about the Pinal County Beat the Odds School Leadership Academy Partners and that she and Dr. Bebee of the Casa Grande Union High School District will be meeting with Mayor McFarland and City Manager, Larry Rains to explain the program as they are interested in the City of Casa Grande participating in the program.

5.03 Statute requires each Arizona school district to hold an annual meeting between September 1 and October 31 during which reports are provided on capital improvements funded through bonding and on the expenditure of budget override funds. A memorandum from Mr. Wohlleber summarizing the capital improvements financed through bonds and the use of override funds was included in the Board's information.

Mr. Wohlleber provided a presentation with regard to the expenditure of budget

override and bond funds. During the 2018-19 fiscal year, the District's Maintenance & Operations (M&O) override amounted to \$3.91 million. Priorities for the M&O override funding include: funding the current certified and classified salary schedules to attract and retain highly qualified staff, and maintaining class sizes at current levels. The M&O override is in effect for seven years beginning with the 2019-20 fiscal year with 1/3 phase-downs in years six (2024-25) and seven (2025-26).

Bond expenditures include school construction as well as furnishings and equipment, facility improvements, safety and technology at a cost of \$40 million, school buses at a cost of \$4.66 million. Bond capacity utilized is \$35.62 million, leaving a remaining bond capacity in the amount of \$9.04 million. Bond expenditures in 2018-19 include:

- school construction of Saguaro/CGMS in the amount of \$5,159,668
- facility improvements in the amount of \$113,389
- district safety and security in the amount of \$2,215,712
- technology equipment in the amount of \$148,023
- school bus replacement in the amount of \$2,312,500

5.04 The Annual Financial Report (AFR) represents the financial activity for 2018-2019 as budgeted and as actually recorded by the District for the fiscal year. A.R.S. 15-904 requires that the AFR be approved by the Governing Board and electronically submitted to ADE by October 15.

Mr. Wohlleber provided a brief overview of the 2018-2019 Annual Financial Report (AFR). A printed copy of the revised AFR was provided to Board members prior to the meeting.

Mr. Mendez moved to:

“Approve the 2018-2019 Annual Financial Report and authorize its transmission to the ADE.”

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	X	
Gilberto Mendez	X	
David Snider	X	
Dolores Kinser	absent	

6.01 The next regular meeting will be held on Tuesday, November 12, 2019, at 6:00 p.m.

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

Ms. Pam Udelhofen, a math teacher at Villago Middle School, who submitted her resignation to be effective October 18, 2019, requested to be compensated for her unused sick leave. The Board directed her request to Dr. Gonzales to address.

Mr. Jeff Lavender, Principal of Villago Middle School, spoke on behalf of Ms. Udelhofen stating that she has been a complete professional and has not spoken with staff about her situation.

The Board thanked Ms. Udelhofen for her years of service and wished her their best.

Mrs. Jackson adjourned the meeting at 7:34 p.m.

Respectfully submitted,

Date Approved: 11/12/19

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President