



## **TOLLESON UNION HIGH SCHOOL DISTRICT NO. 214**

### **GOVERNING BOARD UNOFFICIAL MINUTES REGULAR MEETING TUESDAY, June 27, 2023**

#### **CALL FOR PUBLIC HEARING**

##### **A. Call to Order and Roll Call**

The Tolleson Union High School District No. 214 Governing Board Public Hearing was called to order at 3:02 PM by Governing Board President, Dr. Elda Luna-Najera, with the following members in attendance: Dr. Kino Flores, Vice President, Mr. Steven Chapman, and Mr. Devin Del Palacio and Mr. Freddie Villalon.

##### **B. Pledge of Allegiance**

President Luna-Najera led the pledge of allegiance.

##### **C. PUBLIC HEARING**

Mr. Jeremy Calles, Chief Financial Office, stated there were no changes from the previous meeting when the proposed 2023-2024 budget was presented and made himself available for any questions. The public was encouraged and invited to ask questions or make comments. No questions or comments were posed.

##### **D. Adjournment of Public Hearing**

Mr. Del Palacio moved that the Governing Board approve adjourning the Public Hearing; seconded by Mr. Chapman. In a roll call vote, the motion carried 5-0. President Dr. Luna-Najera called the Work Study Session of the Tolleson Union High School District Governing Board adjourned at 3:05 PM.

#### **REGULAR MEETING**

##### **1. Call to Order and Roll Call**

The Tolleson Union High School District No. 214 Governing Board regular meeting was called to order at 3:05 PM by Governing Board President, Dr. Elda Luna-Najera, with the following members in attendance: Dr. Kino Flores, Vice President, Mr. Steven Chapman, Mr. Devin Del Palacio, and Mr. Freddie Villalon.

##### **2. Pledge of Allegiance**

The Pledge of Allegiance was not recited as it was recited during the Opening of the Public Meeting.

**3. Approval of the Regular Agenda**

Mr. Del Palacio moved to approve the Regular Agenda; seconded by Mr. Chapman. In a roll call vote, the motion carried 5-0.

**4. CELEBRATIONS**

Mrs. Nora Gutierrez, Superintendent, recognized District Office staff members of the year for the 2022-2023 school year. Mr. Antonio Aguirre, Director of Information Technology, was recognized as Administrative Employee of the Year and Sabrina Murrell, Transportation Route Specialist, was recognized as Classified Employee of the Year.

**5. SUMMARY OF CURRENT EVENTS**

**Superintendent Gutierrez Comments**

- Wanted to again celebrate and congratulate Mr. Devin Del Palacio for being named Executive Director of the Arizona School Boards Association.
- Reminder that Summer School Graduation will take place at 5:00 PM on Thursday, June 29, 2023 at the Tolleson Union High School PAC. It will be great to celebrate 100+ students.
- You'll remember that we had previously featured the teacher/student team of Samantha Ness and Aiden Kerbs from Copper Canyon High School who were going to Hawaii in June as part of a team researching a fallen War Hero from Arizona. This civics project is part of the National History Day Summer Institute. The project has begun and Samantha and Aiden headed out to Oahu from Sky Harbor Airport on June 20th to present their research and the culmination of their project. They will provide a eulogy at the National Memorial Cemetery of the Pacific in Honolulu, Hawaii. We have asked the student/teacher team to take plenty of pictures of the events so that we can do a follow-up media story once Samantha and Aiden get back from their trip.
- We are happy to report that the graduating class of 2023 has matched last year's total of scholarships with a whopping \$60 million in scholarship offers for this year's class. We are so proud of our graduates, and we know that many of them are taking advantage of the scholarships that they received and will put the money to good use to further their education.
- We are excited to report that one of our La Joya Community High School students, Vanessa Cervantes Rincon, had her cover art published in the Arizona Nursery Associations magazine for May/June 2023. Vanessa's artwork was selected for the cover as part of an Arbor Day Poster Contest. Vanessa's teacher at La Joya is Mr. Bryan Kilgore. Congratulations Vanessa and Mr. Kilgore. Great job.

**Governing Board Comments**

- Dr. Flores had no comments.
- Mr. Chapman thanked everyone for work being done, Summer School is coming to a close and was excited to attend Summer Graduation. He stated he was looking forward to convocation and getting the school year started and what great achievements will be coming up.
- Mr. Del Palacio had no comments.

- Mr. Villalon thanked Superintendent Gutierrez for her years of service at Tolleson Union High School District. Thank you and God bless.
- Dr. Luna-Najera had no comments.

## 6. **PUBLIC PARTICIPATION**

1. Mr. Nathan Caldwell-Meeks a Senior at University High School who plays basketball and runs track for Tolleson Union High School while maintain a 4.1 GPA, the youngest member of SEED Philanthropy, addressed the Governing Board stating he plans to apply to Howard, USC, UofA, and ASU in the fall which would cost approximately \$230.00. SEED stands for Students Engaged in Ethical Donations and are an African-American, male, giving circle which frequently do community service, fundraising, and grant-giving with the goal of providing young African-American males with the space where they can be their authentic selves while positively impacting their community. The basics of the grant is to give out 100 grants in the amount of \$250 for students. The goal is to get the \$25,000 from the Approach Arizona Community Foundation for students that are African-American, a Senior of the class of 2024, attend one of the schools within the Tolleson Union High School District, and have a GPA of 3.0 or above. Applying to colleges is expensive this grant would assist with the application. Asking the District that they collect the money and distribute to students that qualify for the grant.

Mr. Chapman stated unfortunately the Governing Board could not engage in questions but could ask administration to look into how the District could take the money and distribute the monies or you can connect with Administration to get more of the details. This is awesome.

Mr. Del Palacio also thanked the student for bringing this topic forward.

## 7. **APPROVAL OF THE CONSENT AGENDA**

Mr. Villalon moved to approve the Consent Agenda; seconded by Mr. Chapman. In a roll call vote, the motion carried 5-0.

### **CONSENT AGENDA \* ITEMS**

#### **\*1. Human Resources**

##### **A. Personnel Items**

The Governing Board approved the following personnel items.

#### **CERTIFIED STAFF**

##### **Position Changes**

Christiana Lindsey	TUHS	Moving from English Teacher to Instructional Coach Literacy
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##### **Resignation**

Carver, James	TUHS	CTE Teacher
Moran, Wanda	WPHS	CTE Teacher
Parker, Joseph	WPHS	Science Teacher

#### **CLASSIFIED STAFF**

##### **Employment of Personnel**

Brown, Anthony	DO	New Driver in Training
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Campbell, Yolanda	DO	Custodian I
Herrera, Noemi	DO	Administrative Assistant to the Chief of Operations
Jacquez Rocha, Maria Deisy	DO	Custodian I
Wilson Flowers, Kenyanna	LJCHS	From Clerical Support II – Attendance Clerk to Administrative Assistant IV - Athletics

### **Position Changes**

Tamayo, Ivonne	CCHS	From Nutrition Services Associate I to Nutrition Services Associate II
Felix, Henry	DO	From Lot Attendant to Bus Driver

### **Resignations**

Peña Ortega, Gustavo	DO	New Driver in Training
Smith, Tiffany	DO	Substitute Bus Driver
Luna, Laura	SLHS	Clerical Support II – Records Clerk
Ochoa Tirado, Rafael	TUHS	Custodian I
Davis, Joshua	WPHS	Technology Support Specialist II
Stucker, Dennis	DO	Bus Driver

## **VOLUNTEERS**

### **Volunteers**

Wertz, Alyssa	SLHS	Volunteer Volleyball Coach
Cardenas, Gilbert	SLHS	Volunteer Girls Wrestling Coach
Preyer, Tyrone Jr	SLHS	Volunteer Football Coach
Williams, Anthony	WPHS	Volunteer Boys Basketball Coach
West, Scott	LJCHS	Volunteer Softball Coach
Davidson, Kourtney	LJCHS	Volunteer Volleyball Coach

## **\*2. Business Services**

### **A. Vouchers**

Prior to ratification at the Governing Board meeting, Governing Board President, or his designee, reviews and signs vouchers. Vouchers represent orders for payment of material, equipment, salaries, and services. The Governing Board approved:

Payroll Vouchers:	\$ 12,054,842.82	(10340
Expense Vouchers:	\$ 3,101,471.95	(7202-7209)

### **B. Gifts and Donations**

The Governing Board approved acceptance of donations from Revolution Coffee Co., First American Title Insurance Company, Lennar Title, and Chipotle, totaling: \$4,993.68.

**\*3. Curriculum and Instruction**

**A. 2023-2024 Dual Enrollment IGA with the Maricopa Community College District**

The Governing Board approved the Intergovernmental Agreement between the Maricopa County Community College District (College) and Tolleson Union High School District to provide dual enrollment courses for 2023-2024 School Year.

**B. Open Enrollment Site Capacity**

The Governing Board approved the Open Enrollment student capacity for the 2023-2024 school year.

**\*4 Grants and Federal Programs**

**A. SRO IGA with City of Avondale for LJCHS and WHS**

The Governing Board approved the Intergovernmental Agreement with the City of Avondale to provide School Resource Officer services to La Joya Community High School and Westview High School from July 27, 2023 through June 30, 2024.

**B. SRO IGA with City of Avondale for WPHS**

The Governing Board approved the Intergovernmental Agreement with the City of Avondale to provide School Resource Officer services to West Point High School from July 27, 2023 through June 30, 2024.

**C. SRO IGA with City of Glendale for CCHS**

The Governing Board approved the Intergovernmental Agreement with the City of Glendale to provide School Resource Officer services to Copper Canyon High School from July 27, 2023 through June 30, 2024.

**D. SRO IGA with City of Tolleson for TUHS and UHS**

The Governing Board approved the Intergovernmental Agreement with the City of Tolleson to provide School Resource Officer services to Tolleson High School and University High School from July 27, 2023 through June 30, 2024.

**\*5 Superintendent's Office**

**A. Minutes – June 13, 2023 Governing Board Regular Meeting with Work Study Session**

The Governing Board approved the June 13, 2023 Governing Board Regular Meeting with Work Study Session minutes.

**DISCUSSION/ACTION OF ITEMS(S) PREVIOUSLY REMOVED FROM THE CONSENT AGENDA**

8. NA

**INFO/DISCUSSION ITEMS**

**9. Tardy/Sweep Survey Results**

Mrs. Mindy Westover, Assistant Superintendent of Curriculum and Instruction, and Mrs. Wendy Davy, Director of Student Information and Academic Accountability, provided follow-up information per the Governing Board's request on the Tardy/Sweep survey which went out in mid-May to all parents, staff, and students. Dr. Flores asked Nathan who was in the audience his perspective. Asked if he thought it was important to be in class the entire class time? Nathan did think it was important to be in class the entire time; sweep sets the student behind and the teacher behind. The first five minutes there may be exceptions. Mr. Chapman asked Nathan if he felt the five-minute passing period was sufficient. Nathan felt if the student only focused on getting from class to class, the five-minute passing period would be enough time. Mr. Chapman also asked about start time; Nathan felt his start time was good. Mr. Del

Palacio stated his son attends West Point, thanked the student for his perspective and thanked Mrs. Davey for her presentation, very inciteful. Mr. Villalon thanked Mrs. Davy for her presentation and Nathan for his input. Dr. Luna-Najera thanked the teams that Mrs. Davy and Mrs. Westover for sending out the survey, compiling the information, and presenting. She also thanked Nathan for his participation. Mr. Chapman what were the next steps now that the data was presented. Mr. Calles stated this would be addressed at the Retreat and hopefully have something to implement once the school year begins.

### **ACTION/DISCUSSION ITEMS**

#### **10. Fiscal Year 2023-2024 Proposed Budget**

Administration recommended the Governing Board adopt the proposed budget for the 2023-2024 fiscal year.

Mr. Del Palacio moved to adopt the proposed budget for the 2023-2024 fiscal year; seconded by Mr. Chapman. In a roll call vote, the motion carried 4-0. Mr. Villalon did not vote as he had to step out of the room momentarily.

#### **11. Award of Contract WQ23.401 Technology Blocking Pouch**

Administration was seeking Governing Board approval to award a contract for a Technology Blocking Pouch Program to Yondr Inc. for lockable phone pouches and program support at Copper Canyon High School. A representative, Shannon Godfrey, from Yondr shared a presentation and Mr. Bo Oxford, Copper Canyon High School Principal, provided input. Mr. Oxford stated he was not prepared to move forward with Yondr at this point; he wanted to research this a bit more.

Dr. Flores moved to Table the agenda item for further discussion in a year; seconded by Mr. Del Palacio. In a roll call vote, the agenda item was Tabled 5-0.

#### **12. AIA Bylaws; Article 15.3.1.2. – Online Charter School Students**

Administration was seeking the Governing Board approval of the AIA Bylaws; Article 15.3.1.2 – Online Charter School Students – whether to permit online charter school students to try out for interscholastic athletics and activities.

Mr. Chapman moved to not permit online charter school students to try out for interscholastic athletics and activities; seconded by Mr. Del Palacio. In a roll call vote, the motion carried 5-0.

#### **13. Additional Positions – Fleet Maintenance Manager, Visions Support Coordinator, Skilled Maintenance-General, six (6) Security Guards, three (3) Public Relations Positions (PR and Marketing Specialist, Video Production Specialist, Visual Communications Specialist), Director of Student Services, and ratify Chief Operations Officer position.**

Administration was seeking Governing Board approval of Additional Positions – Fleet Maintenance Manager, Visions Support Coordinator, Skilled Maintenance-General, six (6) Security Guards, three (3) Public Relations Positions (PR and Marketing Specialist, Video Production Specialist, Visual Communications Specialist), Director of Student Services, and ratify Chief Operations Officer position. Mr. Robert Herzog, Director of Transportation, Mrs. Joyce Council, Director of Business Services, Mr. Gabriel Martinez, Director of Facilities, Mr. Joseph Ortiz, Director of Public Relations/Marketing, Mr. Derek Fahleson, Chief Operations Officer, and Mr. Juan Ceja, Assistant Superintendent of Human Resources, all with spoke to additional positions requested within their respective departments.

Dr. Luna-Najera moved to approve the Additional Positions – Fleet Maintenance Manager, Visions Support Coordinator, Skilled Maintenance-General, six (6) Security Guards, three (3) Public Relations Positions (PR and Marketing Specialist, Video Production Specialist, Visual Communications

Specialist), and ratify Chief Operations Officer position with the exception of the Director of Student Services position tabled for a later; seconded by Mr. Chapman. In a roll call vote, the motion carried 5-0.

**14. Revisions to Support Staff, Guidance Counselor, and Administrator Hiring Schedules for FY 2023-2024**

Administration was seeking the Governing Board approval of the revisions of support staff, guidance counselor, and administrator hiring schedules. The revision to the salary schedules will help the District remain competitive in recruiting high caliber personnel to serve its students, staff, and community. If approved, employee salaries that are currently above the hiring schedule will not be adjusted. If the salary of a current employee is below the hiring schedule, their salaries will be adjusted to the salary listed on the approved hiring schedule.

Mr. Villalon moved to approve revisions of support staff, guidance counselor, and administrator hiring schedules for 2023-2024 school year; seconded by Mr. Chapman. In a roll call vote, the motion carried 5-0.

**15. Voluntary Coaching Stipend Agreements**

Administration was seeking Governing Board approval of Voluntary Coaching Stipend Agreements for employees and non-employee voluntary coaches. The stipend agreement language was developed in concert with District legal counsel. Copies of the draft stipend agreements provided for review.

Mr. Chapman moved to approve the Voluntary Coaching Stipend Agreements for employees and non-employee voluntary coaches; seconded by Mr. Del Palacio. In a roll call vote, the motion carried 5-0.

**16. Post-Employment – Move Conversion Plan Threshold from \$1,000 to \$5,000**

Administration was seeking Governing Board approval to move the post-employment conversion plan threshold from \$1,000 to \$5,000. The District currently uses a conversion plan to payout the accrued leave of eligible employees. Employee's whose payout is under \$1000 get the amount paid to them in their final paycheck. Employees whose payout is \$1000 must be paid through a conversion plan. The low threshold causes some employees frustration that their monies cannot be paid to them directly. Board policy requires the District to pay the monies in this manner to minimize tax implications to employees. To make the process more seamless for most employees and make this benefit more for retirees, we recommend increasing the threshold to \$5000. Mr. Chapman asked that this recommendation be brought forth during Meet and Confer.

Dr. Flores moved to approve the post-employment conversion plan threshold from \$1,000 to \$5,000; seconded by Mr. Del Palacio. In a roll call vote, the motion carried 5-0.

**17. Phased Retirement ESI Employee Staffing Agreement**

Administration seeks Governing Board approval of the Phased Retirement ESI Employee Staffing Agreement. A phased retirement program will allow the District to retain employees by allowing them to be employed by a third party and contracted to serve the District. The Arizona State Retirement System (ASRS) requires employees who retire to not work for an ASRS employer for one (1) year before they can return to work with an ASRS employer. By partnering with ESI, the District will be able to retain employees by hiring them through ESI at 85% of their retirement salary. The District will be able to hire the employee directly after one year. The return-to-work salary for employees returning to the District from ESI will be the ESI salary plus the pay increase given to employees for the ensuing school year or the starting salary for the position, whichever is greater.



Dr. Flores moved to approve the Phased Retirement ESI Employee Staffing Agreement; seconded by Mr. Del Palacio. In a roll call vote, the motion carried 5-0.

**18. Interim Superintendent Employment Agreement/Contract**

It was recommended the Governing Board approve the Interim Superintendent's Employment Agreement/Contract for Mr. Jeremy Calles.

Mr. Del Palacio moved to approve the a two-year Interim Superintendent's Employment Agreement/Contract for Mr. Jeremy Calles; seconded by Mr. Chapman. In a roll call vote, the motion carried 5-0.

**AGENDA ITEMS FOR FUTURE MEETING(S)**

- June 27, 2023 – Regular Meeting **at 3:00 p.m.**
- July 11, 2023 – Regular Meeting - **CANCELLED.**
- August 8, 2023 – Regular Meeting with Work Study Session, if needed, **at 6:00 p.m.**

**19. ADJOURNMENT OF REGULAR MEETING**

Mr. Chapman moved that the Governing Board approve adjourning the Regular Meeting; seconded by Mr. Del Palacio. In a roll call vote, the motion carried 5-0. President Luna-Najera called the Regular Meeting of the Tolleson Union High School District Governing Board adjourned at 5:40 PM.

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Dr. Elda Luna-Najera, Governing Board President