



# Pinal County School Office

**Jill M. Broussard**  
Superintendent



**Martin Bassett**  
Associate Superintendent

**Tonya L. Taylor**  
Chief Deputy

**Joel Villegas**  
Associate Superintendent

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**MARY C O'BRIEN ACCOMMODATION DISTRICT # 90  
REGULAR BOARD MEETING  
MONDAY, SEPTEMBER 11, 2023  
B.A.T.T.S.  
12:00PM**

**A. CALL TO ORDER**

*The meeting was called to order at 12:00 p.m. by Superintendent Jill Broussard. Those in attendance were Pinal County School Superintendent Jill Broussard; Mary C. O'Brien Superintendent Marty Bassett; Mary C. O'Brien School Principal Lisa Raymond, Villa Oasis Principal Ector Rodriguez, and Board Secretary Michelle Gonzalez.*

**B. PLEDGE OF ALLEGIANCE**

*Mrs. Broussard led the group in the Pledge of Allegiance.*

**C. CALL TO THE PUBLIC**

*A call to the public was made, but there were no members of the public in attendance.*

**D. CONSENT AGENDA**

- i. Approval of Minutes
  1. August 10, 2023
- ii. Ratification of Payroll Vouchers
  1. FY23/24 #3 & #4
- iii. Ratification of Payable Vouchers
  1. FY 2022/2023 V#9358, #9359, #9361, #9361
  2. FY 2023/2024 V#9404, #9405, #9406, #9407,
  3. FY 2023/2024 V#9001, #9002 (ACR for Retire/Rehire)
- iv. Ratification/Approval of New Hires
  1. Wilfred Beron, Maintenance Worker, effective August 24, 2023

2. Prescilla Peinado, Villa Paraprofessional, effective August 24, 2023
  3. Evangelina Cardenas, Villa Attendance Clerk, effective August 21, 2023
- v. Acceptance of Donations
1. Community Member Donation – Office and Craft Supplies
  2. Andy Salazar – School Supplies
  3. Cultivate Goodness – Snack Bags & School Supplies
  4. Orstead - \$2000 to Preschool

vi. Information

**JJIA-** Intramural Sports; **JJIB-** Interscholastic Sports

On July 20, 2023, a Federal Judge in the United States District Court (Tucson) granted a preliminary injunction in Helen Doe, et al. v. Thomas C. Horne, et al. (CV-23-00185-TUC-JGZ). The ruling enjoined Superintendent Horne from enforcing A.R.S. §15-120.02 (the Save Women’s Sports Act) *as to plaintiffs only*. ASBA published changes to JJIA and JJIB in August of 2022 to conform with Arizona law. Because of the preliminary nature of this case ASBA is not making a model policy change at this time but is advising each school district utilizing these two policies to consult with their district legal counsel before attempting to enforce JJIA/JJIB for the reasons stated in the Court’s order.

*Mrs. Broussard approved the consent agenda as presented.*

**E. NEW BUSINESS (Action)**

i. Ratify Approval of 23/24 Wage Notice

1. Wilfred Beron, Maintenance Worker
2. Priscilla Peinado, Paraprofessional
3. Evangelina Cardenas, Attendance Clerk

*Mrs. Broussard ratified approval.*

ii. Motion to Move to Rescind and Nullify all Current and Past Policies, Regulations, and Exhibits of the Pinal County School Programs.

*Mrs. Broussard motioned to Move to Rescind and Nullify all Current and Past Policies, Regulations, and Exhibits of the Pinal County School Programs.*

iii. Motion to Move to Adopt the Policy Manual Developed with Consulting Assistance from the Arizona School Boards Association, Containing Selected Retained Documents from the Predecessor Manual and New and Modified Documents hereby Prescribed and Approved by the Board.

*Mrs. Broussard motioned to Move to Adopt the Policy Manual Developed with Consulting Assistance from the Arizona School Boards Association, Containing Selected Retained Documents from the Predecessor Manual and New and Modified Documents hereby Prescribed and Approved by the Board.*

iv. Approval Requested of 22/23 MCOB Class Representatives and Officers Elected

1. President, Fatu Tuia
2. VP, Bill Tucker
3. Secretary, Vainuu Tuia
4. Treasurer, Sophia Wyble

*Mrs. Broussard approved.*

- v. Approval Requested of 23/24 MCOB Arizona Club Officers Elected.
  - 1. President, Zander Robles
  - 2. VP, Avarie Nunez
  - 3. Secretary, Sofia Wyble
  - 4. Treasurer, Amarisa Rodriguez

*Mrs. Broussard approved.*

- vi. Approval Requested of 23/24 MCOB Class Representatives and Officers Elected
  - 1. President, Lacie DeSmith
  - 2. VP, Joseph Raymond
  - 3. Treasurer, Lauren Schultz
  - 4. Secretary, Su'e Wyble

*Mrs. Broussard approved.*

- vii. Ratify Approval of Second Reading and Adoption of Policy GCCA

*Mrs. Broussard ratified approval.*

- viii. Ratify Approval of Second Reading and Adoption of ASBA Fall Policy Advisory Alert Vol. 35

*Mrs. Broussard ratified approval.*

- ix. First Reading of Policy GCL

*Mrs. Broussard approved.*

**F. CONSIDERATION AND ACTION REGARDING ACCEPTANCE OF BID(S)  
FOR 1GPA PURCHASES & OTHER 1GPA BUSINESS (Action)**

- i. Board Approval to Issue Solicitation
  - 1. Professional Consulting Services
    - a. IFB 22-16P, Field, Court and Parking Lot Lighting and Accessories
- ii. Contract Amendment
  - 1. Playground Solutions
    - a. 23-07P-04, ExerPlay, Inc. (8/15/23)
  - 2. Visitor, Volunteer and Emergency Management Systems
    - a. 19-19P-01, 34ED LLC dba Centegix (8/14/23)
- iii. Determination for Bid and Contract Security
  - 1. IFB 24-08P, Field, Court and Parking Lot Lighting and Accessories
- iv. Determination for Electronic Submission
  - 1. IFB 24-08P, Field, Court and Parking Lot Lighting and Accessories
- v. Determination for Multiterm Contract
  - 1. IFB 24-08P, Field, Court and Parking Lot Lighting and Accessories

*Mrs. Broussard ratified approval.*

**G. CONSIDERATION AND ACTION REGARDING ACCEPTANCE OF BID(S)  
FOR MCOB PURCHASES (Action)**

*There were no bids for consideration.*

**H. ADMINISTRATIVE REPORTS (Information)**

*Administrative Reports were presented at the Cabinet Meeting and are attached.*

**I. ADJOURN**

*Mrs. Broussard adjourned the meeting at 12:04p.m.*

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*Jill M. Broussard, Governing Board*  
*Mary C. O'Brien Accommodation District #90*

MARY C. O'BRIEN ACCOMMODATION DISTRICT, No. 90  
BOARD MEETING  
B.A.T.T.S.  
MONDAY, SEPTEMBER 11, 2023

SIGN IN SHEET

NAME	TITLE
Michelle Grogan	H.R. Director
Gretchen King	Villa Admin.
Nancy B.A.	Assoc. Supt.
Lisa P. Kayl	MCUB Admin
Jill Broussard	Board Pres.

## **Cabinet Meeting**

### **Villa Oasis Administration report**

**9/11/2023**

- Villa Oasis HS – 86 students: 9<sup>th</sup> – 12, 10<sup>th</sup> – 13, 11<sup>th</sup> – 25, 12<sup>th</sup> -36 / 9 OC
- Students of the month Adolfo Alba and Danna Valenzuela.
- Discipline – 6 suspensions for insubordination and 9 for Vape pens.
- Donations : None
- Community service : none
- **September**
  - ❖ 9/15/2023 – Teachers PD continued work of Villa Curricula Guides.
  - ❖ 9/18 – 9/19 – consultant visit for teachers support (curricula Guide updates)
- **October**
  - ❖ 10/7 – 10/11 – Washington DC trip
  - ❖ 10/9 – 10/13 – Fall Break

❖ 10/16- 10/17 - consultant visit for teachers support (curricula Guide updates)

**Youth Justice Center/Hope School/Esperanza School Administrator Report  
August 2023**

**Enrollment:**

As of 9/5/23 Enrollment for YJC:

Males	Females
19	3

(4 in Orientation unit – 5 days)  
(6 with IEP's)  
(6 adult remands)

As of 9/5/23 Enrollment for Esperanza Center:

Adult Education Program	Esperanza Education Program	Juveniles
10 Males 2 Females	17 Males 2 Females (10 with IEPs)	3 Males (1 with an IEP) 1 of the juveniles completed his diploma and does not attend in person

**August Highlights:**

- Kids at Hope Training New Staff – Detention/Kelsi
- Pinal County Community of Practice Meetings Resumed in August
- Teacher recommended for Hope School
- Mr. Sims attended IDEA conference

**Community Involvement/Guest Speakers:**

- Rachelle Adey, with ESA for Stem Activities

**Coming Soon:**

- Professional Development to be scheduled with Empowerment Research on working with youth with disabilities in detention (including detention if possible) and/or working with you with Trauma.
- SEAP meetings to resume in September



**MCOB Elementary and Preschool Administrator Report  
September 2023**

***MCOB Elementary Enrollment for 23-24 School Year***

As of 9/7/23, MCOB Elementary enrollment is at 122 students K – 6.

Grade	K	1	2	3	4	5	6	Resource	SLI	504
Enrollment	20	20	14	18	17	18	15	11	11	0

***MCOB Preschool Enrollment for 23-24 School Year***

As of 9/7/23, MCOB Preschool enrollment is at 7 students.

***September Highlights:***

- Progress Reports sent home on 9/5
- Patriot Day Assembly on 9/8
- Science Prep on 9/15
- Civics Day on 9/25
- Picture Day on 9/29

***Donations to MCOB***

Community Member Donation – office and craft supplies  
School Supplies from Andy Salazar  
Snack Bags & School Supplies from Cultivate Goodness  
\$2000 donation for MCOB Preschool from Orstead

***Community Involvement***

Eloy Fire District – Fire Safety Presentation & Fire Truck at Open House

***Student Council (fundraising, expenditures, meeting minutes, activities)***

Class Representatives and Officers were elected.

President: Lacie DeSmith, Vice President: Joseph Raymond, Treasurer: Lauren Schultz, Secretary: Su`e Wyble

6<sup>th</sup> grade: Izaiah Rackley & Carissa Gutierrez, 5<sup>th</sup> Grade: Miguel Pascual & Vainuu Tuia, 4<sup>th</sup> Grade: Millie Nevitt & Alex Huerta, 3<sup>rd</sup> Grade: Lucas Rodriguez & Cambrie Gordon, 2<sup>nd</sup> Grade: Roland Rasillo & Anthony Fernandez, 1<sup>st</sup> Grade: Elena Bustamante & Alessio Vasquez, Kinder: Cora Gordon & Jacob Aguayo

Purchased pizza for Eloy Fire District during Open House

***AZ Club (fundraising, expenditures, meeting minutes, activities)***

Officers Elected

President – Zander Robles, VP – Avarie Nunez, Secretary – Sofia Wyble, Treasurer – Amarisa Rodriquez

Sold Pizza Packages at Open House

Weekly snack sale, non-uniform

Fundraising Goal – year end field trip and supplies for middle school

***Discipline Report (student initials, gender, ethnicity, violation, consequence, ISS/OSS/Police report only)***

***Coming in October***

Virtual Parent/Teacher Conferences on 10/4 & 10/5, Pumpkin Patch & Family Picnic on 10/6, Fall Break, Honor Roll on 10/20, Halloween Celebration on 10/31

***Other:***

AEF A+ School of Excellence Application has been submitted

**GCCA**  
**PROFESSIONAL / SUPPORT STAFF**  
**PAID TIME OFF (PTO)**

**1. Definitions:**

A. *Paid Time Off (PTO) Program* - a program that provides for paid time off from work for employees for personal illness, personal business, and vacation. One of the purposes of this Program is to comply with the Fair Wages and Healthy Families Act.

B. *Family Medical Leave Act (FMLA)* - any absence due to a personal or family illness which meets the FMLA definition of serious illness and for which the employee provides adequate documentation.

C. *Scheduled Time Off* - any absence from work, which is requested and approved by the supervisor at least four (4) working days in advance.

D. *Unscheduled Time Off* - any absence from work, which is not scheduled or approved by the supervisor at least four (4) working days in advance.

**2. Guidelines**

A. The District provides paid time off from work for illness, family care, and other personal business needs. Paid time off shall be provided to an employee by an employer for:

B. An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;

C. Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;

D. Reasons related to child care, domestic violence, sexual violence, abuse or stalking, and legal services as described in A.R.S. 23-373.

E. Paid time off shall be provided upon the request of an employee. Such request may be made orally, in writing, by electronic means or by any other means acceptable to the District. When possible, the request shall include the expected duration of the absence. The District reserves the right to deny the use of paid time off if the employee fails to report the need for the use of paid time off as required by this policy.

F. When the use of paid time off is foreseeable, the employee shall make a good faith effort to provide notice of the need for such time to the employer in advance of the use of the paid time off and shall make a reasonable effort to schedule the use of paid time off in a manner that does not unduly disrupt the operations of the District.

G. The District will not require, as a condition of an employee's taking paid time off, that the employee search for or find a replacement worker to cover the hours during which the employee is using paid time off.

H. Paid time off may be used in five (5) minute increments.

I. For paid time off of three (3) or more consecutive work days, the District may require reasonable documentation that the paid time off has been used for a purpose covered by A, B, or C, above. Documentation signed by a health care professional indicating that paid time off is necessary shall be considered reasonable documentation for purposes of this section

J. As defined in statute (A.R.S. 23-371), "family member" means:

1. Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands *in loco parentis*, or an individual to whom the employee stood *in loco parentis* when the individual was a minor;
2. A biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood *in loco parentis* when the employee or employee's spouse or domestic partner was a minor child;
3. A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision;
4. A grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or
5. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

K. Paid time off should be scheduled and approved by the staff member's supervisor when possible;

1. No more than ten percent (10%) of the teaching staff or other groupings of employees may take scheduled time off at any one time.

2. Requests shall be acted upon in order of receipt, and the availability of substitutes, if necessary, may limit the number of requests granted at any one (1) time.

3. Scheduled time off during the following periods is at the discretion of the Superintendent and will require appropriate documentation:

a. On the day immediately preceding or following a holiday, scheduled school break or vacation.

b. During the first two (2) weeks of school or the last two (2) weeks of school.

4. An Employee who uses unscheduled time off during the following periods shall be required to provide documentation from a licensed, qualified medical healthcare provider

a. On the day immediately preceding or following a holiday, scheduled school break or vacation.

b. During the first two (2) weeks of school or the last two (2) weeks of school.

5. Employees must have accrued paid time off in order to take scheduled day(s) off. When a staff member exhausts all days of accumulated paid time off, an unpaid leave of absence must be requested, pursuant to District policy.

6. When an employee has a pattern of multiple unscheduled absences or three (3) or more consecutive days of unscheduled absences, the supervisor may require documentation to determine if the time away from work falls under another leave type including but not limited to FMLA. In general, however, the employee has the responsibility to provide any appropriate documentation that affects his/her attendance.

7. The District may, at District expense, require the employee to submit to medical or psychiatric examination by a physician or psychiatrist selected by the District to determine 1) whether or not the continued use of paid time off is appropriate or 2) whether return to duty is appropriate.

8. Paid time off may be used for childbirth during the time the physician verifies that the employee is physically unable to perform her normal duties. Paid time off for childbirth will not extend beyond six (6) weeks without the physician's verification. If the employee does not wish to return to her duties following childbirth, an extended leave of absence must be requested, consistent with existing District policy.

9. A staff member who is or will be the father or the grandparent of a newborn child will be allowed two (2) days of paid time off for the birth. In the event of medical complications, more than two (2) days of paid time may be allowed.

10. Upon request, the staff member shall inform the Superintendent of the following:

a. Purpose for which scheduled/unscheduled time off is being taken

b. Expected date of return from leave.

c. Where the staff member may be contacted during the leave.

11. Paid time off shall be charged at the rate of the smallest increment one (1) day for each fraction of a day exceeding one-half (1/2) day, and one-half (1/2) day for each fraction less than one-half (1/2) day. For the purpose of this policy, *day* is the number of hours typically assigned in the employee's workday.

12. Any employee who can be shown to have willfully violated or misused the District's Paid Time Off policy or misrepresented any statement or condition will be subject to discipline, which may include reprimand, suspension, and/or dismissal.

13. *Emergency Leave* - An employee who may be absent due to inability to travel to the work site due to weather conditions road closures, et cetera, must immediately report such anticipated absence to his/her supervisor. The Pinal County School Superintendent has the final responsibility to approve or disapprove the absence with or without pay.

### **3. Accrual:**

A. Employees of the District shall accrue a minimum of one (1) hour of paid time off for every thirty (30) hours worked, but employees shall not be entitled to accrue or use more than forty (40) hours of paid time off per year, unless the District selects a higher limit. A "year" is defined as the twelve (12) month period beginning on July 1 of each fiscal year.

B. Paid time off shall begin to accrue at the commencement of employment.

C. An employee may use paid time off as it is accrued. The District may require a newly hired employee to wait until the ninetieth (90th) calendar day after commencing employment before using accrued paid time off.

D. Employees who are exempt from overtime requirements under the Fair Labor Standards Act of 1938 (29 United States Code section 213(A)(1)) will be assumed to work forty (40) hours in each work week for purposes of paid time off accrual unless their normal work week is less than forty (40) hours, in which case paid time off accrues based upon that normal work week.

E. If an employee is transferred, but remains employed by the District, the employee is entitled to all paid time off accrued and is entitled to use all paid time off as provided in this section.

F. When there is a separation from employment and the employee is rehired within nine (9) months of separation by the District, previously accrued earned paid time that had not been used shall be reinstated. Further, the employee shall be entitled to use accrued paid time off and accrue additional paid time off at the re-commencement of employment.

G. If a different District succeeds or takes the place of an existing District, all employees of the original District who remain employed by the successor District are entitled to all paid time off they accrued when employed by the original District, and are entitled to use paid time off previously accrued.

H. Each eligible staff member shall be credited with a paid time off allowance at the rate of two (2) days in September. Paid time off is then accrued in hours on a monthly basis. Employees shall be credited with a maximum annual rate as listed below. Accrual rates depend on the number of months worked and the number of daily hours budgeted for the position held.

The unused portion of such allowance shall accumulate to a maximum of ninety (90) days, at which time no more paid time off can be accumulated. As accumulated paid time off is used and drops below ninety (90) days, an eligible employee may again accumulate paid time off up to the maximum limit.

<u>Contracted Months</u> <u>Annual Days</u>	<u>Monthly Accrual Rate</u>	<u>Accrual Maximum</u>
10 Month Employees	1 = 10 Days	720 Hours
12 Month Employees	12 Days = 12 Days	720 Hours

Employees' personal business leave, and personal illness (sick leave) balances as of August 1, 2018 will be transferred to paid time off. An employee shall not accrue more than accrual maximum at any time. No time may be earned above the maximum.

**Buyback** **of** **Accumulated**  
**Paid time off**

In recognition of ten (10) or more years of continuous full-time service, the District may, upon notice as indicated below, buy back accumulated paid time off from

those who retire or resign. Active staff may receive payment for up to 30 days of unused accumulated paid time off when maximum accrual is reached, and subject to funds available in the proper budget category. Certificated employees may be paid based upon a daily rate established for payment of a day-to-day substitute teacher, and classified staff members may be paid based upon a daily rate calculated by multiplying the minimum wage times eight (8) hours.

<u>Number of years of service</u>	<u>Accumulated days</u>	<u>Percent (%) of daily rate</u>
10 through 15	0 through 30	30
	31 through 60	40
	61 through 90	50

<u>Number of years of service</u>	<u>Accumulated days</u>	<u>Percent (%) of daily rate</u>
16 through 20	0 through 30	40
	31 through 60	50
	61 through 90	60

<u>Number of years of service</u>	<u>Accumulated days</u>	<u>Percent (%) of daily rate</u>
More than 20	0 through 30	50
	31 through 60	60
	61 through 90	70

### ***5. Retaliation Prohibited***

The District will not interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected in this policy or the Arizona Fair Wages and Healthy Families Act.

The District will not retaliate or discriminate against an employee because the employee has exercised protected rights, including but not limited to the right to request or use sick leave; the right to file a complaint with the Industrial Commission of Arizona or courts or inform any person about the Districts alleged violation; the right to participate in an investigation, hearing or proceeding or cooperate with or assist the Industrial Commission of Arizona in its investigations of alleged violations and the right to inform any person of his or her potential rights.



The Districts absence policy will not count paid time off an absence that may lead to or result in discipline, discharge, demotion, suspension, or any other adverse action.

Protections of this section shall apply to any person who mistakenly but in good faith alleges violations of this policy based on the supporting statutes.

Adopted: July 31, 2018

LEGAL

REF.:

A.R.S.

15-187

15-502

23-363

23-364

23-371

23-372

23-373

23-374

23-375

CROSS

REF.:

GCBA - Professional Staff Salary Schedules

**GCL ©  
PROFESSIONAL STAFF  
SCHEDULES AND CALENDARS**

All professional staff members shall report to their duty stations on time each workday and shall, as scheduled, be available there until the designated time(s) they are scheduled to leave. The Superintendent may alter or extend the school day for meetings, special events, and activities.

Professional staff members are expected to be in their respective rooms or work areas as the schedule prescribes so that they may see students, parents, and/or attend to other duties as assigned. Family members are not allowed in teacher work areas during scheduled duty hours unless approved by immediate supervisor.

In order to ensure the safety of students and the security of school campuses, teachers may be assigned supervisory duty during the teaching day. These duty assignments shall be considered a regular part of a teacher's duties and shall be fulfilled accordingly.

Teachers will perform duties other than classroom teaching. Extra duty assignments will be made by the Superintendent.

Adopted: date of Manual adoption

LEGAL  
A.R.S.  
15-521

CROSS  
GCMF - Professional Staff Duties and Responsibilities  
JLIA - Supervision of Students

## Student Council Meeting Notes

August 28, 2023

**President:** Lacie DeSmith    **Vice President:** Joseph Raymond

**Treasurer:** Lauren Schultz    **Secretary:** Su'e Wyble

Class Representatives

**K:** Cora Gordon, Jacob Aguayo

**1:** Elena Bustamante, Alessio Vasquez

**2:** Roland Rasillio, Anthony Fernandez

**3:** Lucas Rodriguez, Cambrie Gordon

**4:** Millie Nevitt, Alex Huerta

**5:** Miguel Pascual, Vainuu Tuia

**6:** Izaiah Rackley, Carissa Gutierrez

**Absent from meeting**

- Provide dinner for firefighter who will be presenting at school Open House, 09/30/2023.

Approved- not to exceed \$50