

BOARD OF EDUCATION

PINE STRAWBERRY SCHOOL DISTRICT #12

Monday, March 23, 2026

Board Meeting Minutes

I. CALL TO ORDER- The meeting was called to order at 5:35pm by Dawn Pawlowski.

II. ROLL CALL- Present Margaret Parker, Brandon Wells, Kelsey Randall and Dawn Pawlowski. Thom Cazel arrived at 5:40pm.

III. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE- The Pledge of Allegiance was led by Dawn Pawlowski.

IV. ADOPTION OF AGENDA- Kelsey Randall made a motion to adopt the agenda. 2nd made by Brandon Wells. Motion passed 5-0.

- A. Superintendent's Report –Mrs. Katie Ast
- B. Transportation/Maintenance Report – Mr. Keith Howell
- C. Special Services Report- Mrs. Kirsten Ratliff
- D. Fiscal Services Report – Mrs. Aimee Manjarres
- E. Student Activities Report- Mrs. Megan Ward
- F. Board Report- Board Members

VI. CALL TO THE PUBLIC- NONE

VII. ACTION ITEMS

A. Consent Agenda

i. Minutes

Feb. 9, 2026

ii. Payroll Vouchers

#17	\$ 113,063.54
#18	\$ 112,555.75
#19	\$ 112,571.49

iii. Expense Vouchers

#2617	\$ 31,496.21
#2618	\$ 34,379.69
#2619	\$ 31,309.00

Thom Cazel made the motion to approve the consent agenda. 2nd made by Brandon Wells. Motion passed 5-0.

B. New Business

Discussion Items

1. Discussion of Open Enrollment- No Action
2. Discussion of Instructional Time Model- No Action
3. Discussion of District Spending Report- No Action

New Items

1. Discussion/Consideration/ Approval of Instructional Time Model
Brandon Wells made the motion to approve the Instructional Time Model as presented by the Superintendent. 2nd made by Kelsey Randall. Motion passed 5-0.
2. Discussion/Consideration/ Approval of Audit
Margaret Parker accepted the FY 2024-2025 audit as presented by the business manager.
Dawn Pawlowski accepted the FY 2024-2025 audit as presented by the business manager.
Kelsey Randall accepted the FY 2024-2025 audit as presented by the business manager.
Thom Cazel accepted the FY 2024-2025 audit as presented by the business manager.
Brandon Wells accepted the FY 2024-2025 audit as presented by the business manager.
3. Discussion/Consideration/ Approval of Calendars for SY 26-27 & SY 27-28
Thom Cazel made the motion to approve the attached calendars for the 2026-2027 school year & the 2027-2028 school year. 2nd made by Brandon Wells. Motion passed 5-0.
4. Discussion/Consideration/ Approval of Policy Advisory 960
Kelsey Randall made the motion to adopt policy advisory 960 as presented. 2nd made by Thom Cazel. Motion passed 5-0.
5. Discussion/Consideration/ Approval of Staff Organizational Chart
Brandon Wells made the motion to approve the Pine Strawberry School District organizational chart as presented by the Superintendent. 2nd made by Margaret Parker. Motion passed 5-0.
6. Discussion/Consideration/ Approval of Approval of Contracts
Thom Cazel made the motion to approve contracts for the administration exempt, certified & classified contracts for the 2026-2027 school year. 2nd made by Kelsey Randall. Motion passed 5-0.

Student Travel

- a. 7th Grade; Apr. 27, 2026; iFly; Scottsdale, AZ
Kelsey Randall made a motion to approve travel for the above students as presented by the Superintendent. 2nd made by Brandon Wells. The motion passed 4-0, with Margaret Parker abstaining.

Staff Travel

- a. Student ADM & Attendance Compliance Workshop; Phoenix, AZ ; Mar. 24, 2026; A. Manjarres & M. Ward
- b. Student General Funds; Phoenix, AZ ; Mar. 27, 2026; A. Manjarres & M. Ward
- c. Roof Prevention Maintenance & Inspection Training; Phoenix, AZ; Apr. 16, 2026; K. Howell

Brandon Wells made the motion to approve the travel for the above listed staff as presented by the Superintendent. 2nd made by Kelsey Randall. The motion passed 4–0, with Margaret Parker abstaining.

C. Personnel Actions*

1. Discussion/Consideration/ Approval of Soccer Coaches

Kelsey Randall made a motion to approve the Superintendent's recommendation to approve Zack Graham & Melissa McNeeley as soccer coaches for the 2025-2026 season. 2nd made by Thom Cazel. The motion passed 4–0, with Brandon Wells abstaining.

2. Discussion/Consideration/ Approval of Summer School

Kelsey Randall made a motion to approve the Superintendent's recommendation to hire Mary Ann Runzo, Kara Ross, Zack Graham and Diana James for the 2026 summer school programs. 2nd made by Thom Cazel. The motion passed 3-0, with Brandon Wells and Margaret Parker abstaining.

3. Discussion/Consideration/ Approval of Step Increase for All Staff

Thom Cazel made the motion to approve a step increase for all Pine Strawberry School employees for the 2026-2027 school year. 2nd made by Kelsey Randall. Motion passed 5-0.

4. Discussion/Consideration/ Approval of Certified Contracts

Margaret Parker made the motion to approve the Superintendent's recommendation to offer a certified contract to the attached staff members for the 2026-2027 school year. 2nd made by Brandon Wells. Motion passed 5-0.

5. Discussion/Consideration/ Approval of Certified Contract

Brandon Wells made a motion to approve the Superintendent's recommendation to offer a certified contract to the attached staff member for the 2026-2027 school year. 2nd made by Kelsey Randall. The motion passed 4–0, with Margaret Parker abstaining.

6. Discussion/Consideration/ Approval of Classified Contracts

Brandon Wells made a motion to approve the Superintendent's recommendation to offer a classified contract to the attached staff members for the 2026-2027 school year. 2nd made by Margaret Parker. Motion passed 5-0.

7. Discussion/Consideration/ Approval of Classified Contract

Kelsey Randall made a motion to approve the Superintendent's recommendation to offer a classified contract to the attached staff members for the 2026-2027 school year. 2nd made by Thom Cazel. The motion passed 3-0, with Brandon Wells and Margaret Parker abstaining.

8. Discussion/Consideration/ Approval of Admin Contracts

Margaret Parker made the motion to approve the Superintendent's recommendation to offer an administrative contract to the attached staff members for the 2026-2027 school year. 2nd made by Brandon Wells. Motion passed 5-0.

9. Discussion/Consideration/ Approval of Admin Contract

Brandon Wells made the motion to approve the Superintendent's recommendation to offer an administrative contract to the attached staff member for the 2026-2027 school year. 2nd made by Kelsey Randall. The motion passed 4-0, with Margaret Parker abstaining.

Margaret Parker made a motion to go into Executive session at 6:31pm. 2nd made by Thom Cazel. Motion passed 5-0. Returned into regular session at 6:43pm.

10. Discussion/Consideration/ Approval of Superintendent Contract

Thom Cazel made a motion to approve a three-year contract for Superintendent Mrs. Katie Ast on Steps 5, 6, and 7. 2nd made by Brandon Wells. Motion passed 5-0.

D. Upcoming Conferences/Activities

E. Future Meeting Dates/Items for Future Agendas - Monthly Meeting- Apr. 13, 2026

F. Correspondence- Board retreat will be May 6th at 8:30am in the board room.

G. ADJOURNMENT

Margaret Parker made a motion to adjourn the meeting at 6:20pm. 2nd made by Brandon Wells. Motion passed 4-0.