

# GLENDALE ELEMENTARY SCHOOL DISTRICT NO. 40

Regular Meeting of the Governing Board  
December 8, 2016, 5:30 p.m.

Revised  
December 7, 2016

## Public Notice - Meeting Agenda

Notice of this meeting has been posted consistent with the requirements of A.R.S. §38-431.02.  
The meeting's location is the Board Room in the District Office, 7301 N. 58<sup>th</sup> Avenue, Glendale.

The Board reserves the right to change the order of items on the agenda, with the exception of public hearings, which are scheduled for a specific time. At the chair's discretion, the Board may carry over consideration of any business not concluded by 9:00 p.m. to the next regular meeting's agenda. Governing Board members may participate via telephone conference call if necessary. The Governing Board reserves the right to convene to executive session for the purpose of obtaining legal advice from its attorney for any item listed on the agenda, in person or by telephone, pursuant to A.R.S. §38-431.03(A)(3).

### GOVERNING BOARD PRIORITIES

- Student Achievement
- Quality Teachers and Staff
- Financial Stability
- Community Engagement

### OUR GOALS

- Increase Student Achievement
- Eliminate the Achievement Gap

### ~~5:00 p.m. Ceremony and Reception~~

~~The Governing Board will publicly commemorate the new and re-elected Board members' swearing of the oath of office. A reception will immediately follow the swearing-in ceremony.~~

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

#### 2. Opening Exercises

- a. Offer of Spanish Interpretation
- b. Moment of Silence
- c. Pledge of Allegiance
- d. Adoption of Agenda
- e. Approval of Acting Clerk (if necessary)

*Note: The swearing in ceremony/reception has been rescheduled to the January 12<sup>th</sup> meeting.*

#### 3. Special Recognition

##### a. Student Performance

Third grade students from Bicentennial South Elementary School will perform the following musical selections under the direction of Ms. Mary Bennett:

*One Small Step* by Sally K. Albrecht and Jay Althouse  
*Winter Wonderland*, by Felix Bernard and Richard B. Smith  
*Marshmallow World* by Carl Sigman and Peter DeRose  
*Jingle Bells* by James Lord Pierpont  
*Jingle Bell Rock* by Joe Beal and Jim Boothe  
*Feliz Navidad* by Jose Feliciano

#### 4. Call to the Public

The public is invited to address the Board on any issue within its jurisdiction, subject to reasonable time, place and manner restrictions. Governing Board members are not permitted to discuss or take legal action on matters raised during open call to the public unless the matters are properly noticed for discussion and legal action. However, the law permits Board members to do the following at the conclusion of the open call to the public: (a) Respond to criticism made by those who have addressed the Board; (b) Ask staff to review a matter; or (c) Ask that a matter be put on a future agenda.

Those wishing to address the Board should complete a "Call to the Public" form and submit it to the Board Secretary prior to the start of the meeting. Each speaker will be provided three (3) minutes to address the Board, unless provided other direction by the Board. At the outset of the speaker's remarks, the speaker should state their name and the Board requests that the speaker provide his/her address.

Individuals can access copies of documentation provided to the Board to substantiate administrations' recommendations, i.e. reports, detailed information, agreement documents, etc., the Friday before the Board meeting in each school's office, the Superintendent's office, or on the Governing Board's page of the District's website. Persons with disabilities may request reasonable accommodations by contacting (623) 237-7136 at least two days prior to the meeting.

## 5. **Consent Agenda**

### a. Approval of Minutes

The minutes of the November 17, 2016, Regular Meeting are submitted for approval.

### b. Ratification of Vouchers

It is recommended the Governing Board approve the expense and payroll vouchers as presented.

### c. Acceptance of Gifts

It is recommended the Governing Board ratify and approve acceptance of gifts offered to the District as presented.

### d. Certified Personnel Report

It is recommended the Governing Board approve the employments, resignations, retirements, promotions, leaves of absence, cancellations of employment, terminations and/or contract renewals of certified personnel.

### e. Classified Personnel Report

It is recommended the Governing Board approve the employments, resignations, retirements, promotions, leaves of absence, cancellations of employment, and/or terminations of classified personnel.

### f. Travel

It is recommended the Governing Board approve employee requests for out of county, out of state travel as presented.

### g. Surplus Property Disposal

It is recommended the Governing Board approve the items listed as surplus property and grant permission to dispose of them through public auction or salvage company.

### h. Out-of-State Teacher Recruitment Trip

It is recommended the Governing Board approve the proposed Out-of-State Teacher Recruitment Trip to New York.

### i. Surplus Property Trade-In

It is recommended the Governing Board approve the item listed as surplus property and grant permission to use as a trade in for new equipment.

## 6. **Reports and Information Items**

None at this time.

## 7. **Action Items**

### a. Employee Contracts and Work Agreements

It is recommended the Governing Board approve the employee contracts and work agreements as presented for the 2017-2018 school year.

### b. Self-Insured Trust Board Member

It is recommended the Governing Board appoint Mr. Mike Martinez to serve on the District's Self-Insured Trust Board as a community member representative.

### c. Revised Expenditure Budget

It is recommended the Governing Board approve the Revised Expenditure Budget for fiscal year 2016-2017 as presented.

d. Revised 2016-2017 School Year Calendars

It is recommended the Governing Board approve revised 2016-2017 school year calendars for Glendale Landmark School and Challenger Middle School as a result of the temporary closures.

e. Policy Revision Second Reading

It is recommended the Governing Board approve the second reading and adoption of proposed revisions to Policy GCCA *Professional/Support Staff Sick Leave*.

f. Suspension of Policy

It is recommended the Governing Board approve the suspension of Board Policy BGB-*Policy Adoption*, related to the first and second reading of recommended revisions to Board Policy CBI-*Evaluation of Superintendent* as listed in Item 7.G. of this Board meeting agenda dated December 8, 2016.

g. Policy Revision First and Second Reading

The Governing Board may consider taking action to approve the first and second reading and adoption of revisions to Policy CBI-*Evaluation of Superintendent*.

**8. Discussion Item**

a. Superintendent Evaluation Process

The Governing Board will discuss how the Superintendent's Evaluation Process will move forward.

**9. Board and Superintendent Strategic Goals**

a. Discussion: Goal Progress

The Governing Board will discuss the District's progress towards Board and Superintendent Strategic Goals and may provide administration with direction related to goals for possible future action.

**10. Future Meetings and Events**

a. Future Meetings

The Governing Board will review the list of upcoming Board meetings and potential agenda topics.

b. Agenda Item Requests

Governing Board Members will request items to be included on future meeting agendas for discussion, information and/or action.

**11. Summary of Current Events**

a. Superintendent Report

The Superintendent will present a brief summary of current events.

b. Governing Board Report

Governing Board Members will present brief summaries of current events, as necessary.

**12. Adjournment**

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 5.A. TOPIC: Approval of Minutes

SUBMITTED BY: Ms. Elizabeth Powell, Executive Assistant

RECOMMENDED BY: Mr. Joseph Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: December 8, 2016

RECOMMENDATION:

The minutes of the November 17, 2016, Regular Meeting are submitted for approval.

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**RATIONALE:**

**MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD  
School District No. 40 of Maricopa County, Arizona  
District Office Governing Board Room  
November 17, 2016**

**Present:** Ms. Brenda Bartels, President  
Ms. Mary Ann Wilson, Clerk  
Mr. Jamie Aldama, Member  
Ms. Sara Smith, Member

**Absent:** Mr. Martin Samaniego, Member

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order by Ms. Bartels at 5:30 p.m. She noted the presence of four of five Board members, with Mr. Samaniego absent, constituting a quorum.

**OPENING EXERCISES**

Ms. Bartels welcomed everyone and thanked them for coming. She called for a moment of silence followed by the Pledge of Allegiance.

Mr. Aldama moved to adopt the meeting agenda and Ms. Smith seconded the motion. Upon call to vote, the motion carried.

**SPECIAL RECOGNITION**

**Student Presentation** Ms. Teresa Pasillas and students from the William C. Jack morning art/garden club provided the Governing Board with an overview of their program and presented the Board with ornaments made by them for the District Office's Christmas Tree.

**Student Performance** Sixth, Seventh and Eighth Grade Students from Discovery's Scorpion Singers group performed the following musical selections under the direction of Ms. Morgan Hartley:  
*Star Spangled Banner*, by Francis Scott Key (lyrics) and John Stafford Smith (music)  
*Siyahamba*, Traditional South African Fold Song

**Governing Board**

**Member Recognition** The Governing Board recognized Board Members for achieving the following designations from their participation in the Arizona School Boards Association's Academy of Boardmanship:  
Ms. Brenda Bartels: Masters of Boardmanship: Fourth and Fifth Clusters  
Ms. Sara Smith: Masters of Boardmanship: Third Cluster  
Ms. Mary Ann Wilson: Associate of Boardmanship

**CALL TO THE PUBLIC**

None at this time.

**CONSENT AGENDA**

Ms. Smith requested to pull item 5K for separate consideration. Ms. Smith moved to approve the consent agenda with the exception of 5K as presented. Mr. Aldama seconded the motion. Upon call to vote, the motion carried and the following items were approved:

**Approval of Minutes** The Governing Board approved the minutes of the October 20, 2016, Regular Meeting and October 20, 2016 Executive Session.

**Ratification of Vouchers** The Governing Board approved the expense and payroll vouchers as presented.

**Acceptance of Gifts** The Governing Board ratified and approved acceptance of gifts offered to the District as presented.

<u>Donor</u>	<u>Gift</u>	<u>Recipient</u>
Shirley Feaser	Microwave oven and Refrigerator Est. Value \$840	American
Donor's Choose	"Music Literacy" project Est. Value \$764	Bici North
Donor's Choose	Drying Rack-Art room organizer Est. Value \$700	Bicentennial North
Dollar General	\$2,500 Youth Literacy Grant	Bicentennial North



Morris, Nicole	Attendance Secretary	\$11.84	11/07/16
Patel-Somerville, Anushka	Administrative Secretary-School	\$15.15	10/31/16
Roza, Judith A.	Bus Monitor	\$10.21	10/24/16
Smythe, Terry J.	Substitute School Bus Driver	\$13.65	10/31/16
Valdivia, James Andrew	Educational Assistant Special Education	\$10.00	10/26/16

**Rehire**

Eason, Victoria	Substitute School Bus Driver	\$13.65	10/31/16
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**Position Change**

Finch, Richard B.	From Groundskeeper to Senior Groundskeeper	\$13.39	10/31/16
Heard, Sherriel A.	From Substitute Bus Monitor to Bus Monitor	\$10.03	10/31/16
Rarang, Corina	From Trainee School Bus Driver to School Bus Driver	\$14.81	10/24/16
Rita, Gerald J.	From Unit Operations Manager to Operations Supervisor	\$40,208 (Prorated)	10/31/16

**Resignation**

Cordova, Andra Christina	Delivery Driver	Personal	11/04/16
Cortez, Evangelina	Food Service Worker	Other Employment	11/02/16
Ellis, Carol A.	Substitute Extended Day	Personal	11/11/16
Escobar, Marina del Carmen	Cleaner	Personal	11/14/16
Gates, Sharon	School Bus Operator Trainee	Personal	10/31/16
Guzman, Will	Bus Monitor	Other Employment	10/28/16
Hitchner, Brandon	Lead Custodian	Personal	10/28/16
Houston, Jermaine L.	Substitute Cleaner	Personal	10/17/16
Ingram, Dorothy E.	Educational Assistant	Other Employment	11/11/16
Ortega, Beatriz	Attendance Secretary	Personal	10/28/16
Rohrbacher, Margaret	Educational Assistant	Personal	10/07/16
Salguero Linares, Valeriana	Substitute Cleaner	Personal	10/14/16
Ultreras, Maria Roasario	Food Service Cashier	Other Employment	11/08/16

**New Hire Substitutes**

Larsen, Richard N.	Educational Assistant	\$9.66-11.49	11/02/16
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**Travel** The Governing Board approved employee requests for out of county, out of state travel as presented.

**Surplus Property Disposal** The Governing Board approved the items listed as surplus property and grant permission to dispose of them through public auction or salvage company.

**Surplus Property Trade-In** The Governing Board approved the item listed as surplus property and grant permission to use as a trade in for new equipment.

**Sole Source Award** The Governing Board approved the Sole Source Award to Houghton Mifflin Harcourt for products and services related to the Gifted Cognitive Abilities Test (CoGAT).

**Invitation for Bids** The Governing Board approved the award of Invitation for Bids 17.05.21 for Printing, Binding, Design and Related Services to Alpha-Graphics #12 #31; Century Graphics; Complete Print Shop; Courier Graphics; D & L Press; Kyrene School District Print Shop; McPrint Direct; and Rhonda Rae Reprographics for the 2016-2017 school year with the right to renew for four (4) additional years.

**Out of County Field Trip** The Governing Board approved the Out-of-County field trip for Glendale Landmark students to participate in the First Lego League Robotics Competition at Coconino High School in Flagstaff, Arizona on December 3, 2016 as presented.

*The following item was pulled for separate discussion and action.*

2016-2017 Revenue

Budget

Ms. Bartels requested some further explanation about the transfer of indirect costs from Food Services. Mr. Barragan explained indirect costs are operational expenses paid from food and nutrition grant funds.

Ms. Smith requested budget items not be placed on the Consent Agenda in the future.

Ms. Smith moved to approve the 2016-2017 fiscal year Revenue Budget as presented and Ms. Wilson seconded the motion. Upon call to vote, the motion carried.

## REPORTS AND INFORMATION ITEMS

None at this time

## ACTION ITEMS

Policy Revision Second

Reading

Mr. Quintana recommended the Governing Board approve the second reading and adoption of revisions to policy DID - Inventories, as presented. Ms. Smith moved to approve the recommendation as presented and Mr. Aldama seconded the motion. Upon call to vote, the motion carried.

Policy Revision Second

Reading

Ms. Smith moved to approve the second reading and adoption of the revised policy AC-Non-Discrimination / Equal Opportunity and Ms. Wilson seconded the motion. Upon call to vote, the motion carried with one vote opposed from Mr. Aldama and three votes in favor from Ms. Smith, Ms. Wilson, and Ms. Bartels. Mr. Aldama explained his vote in opposition was because he does not feel the policy's language is specific enough.

Policy Revision First

Reading

Mr. Quintana recommended the Governing Board approve the first reading of proposed revisions to Policy GCCA Professional/Support Staff Sick Leave. Mr. Aldama requested in the future to see what other school districts are doing with regard to including domestic partners. Ms. Smith moved to approve the recommendation as stated, with this concern to be reviewed before the second reading, and Ms. Wilson seconded the motion. Upon call to vote, the motion carried.

Reading Textbook

Adoption

Mr. Quintana recommended the Governing Board approve the adoption of the textbooks selected as a result of the Requests for Materials RFM #17.18.A for Reading/Language Arts Curricular Resources. Dr. Petersen-Incorvaia provided an overview of the process the adoption committee completed in order to select the materials for recommendation.

Ms. Smith inquired whether the new current year funding had an impact on the funding available to purchase these materials.

Mr. Aldama inquired about the rigor of the materials selected. Dr. Petersen-Incorvaia noted the materials were believed by the committee to provide rigorous curriculum for all grade levels.

Ms. Smith moved to approve the recommendation as presented and Ms. Wilson seconded the motion. Upon call to vote, the motion carried.

Mr. Quintana thanked the committee members and Educational Services staff who worked so hard to bring this recommendation forward to benefit our students.

National School Boards

Association Annual

Conference

Mr. Quintana recommended the Governing Board approve Governing Board members and administrators to be named to attend the National School Boards Association Annual Conference in Denver, CO, from March 23-27, 2017. Ms. Smith moved to



approve the recommendation as presented and Ms. Wilson seconded the motion. Upon call to vote, the motion carried.

Arizona School Boards  
Association Proposed  
Bylaw Changes

Mr. Quintana recommended the Board discuss the proposed changes to Arizona School Boards Association bylaws and consider taking action to provide direction in casting the Board's vote associated with these changes. Ms. Smith expressed concerns about not having enough time to review the bylaws. The Board asked to schedule a telephonic Board meeting before the December 5<sup>th</sup> deadline to allow more time to look at the proposed changes before taking action. Ms. Powell will work with Board members to schedule the special meeting. Ms. Smith also requested clarification on Item C, which will be collected prior to the meeting.

Suspension of Policy  
Deadline

Mr. Quintana recommended the Governing Board suspend the November 15<sup>th</sup> deadline set forth in Policy CBI - *Evaluation of Superintendent* for completion of the Superintendent's formative evaluation. Mr. Aldama expressed dissatisfaction with this recommendation coming to the Board after the deadline has already passed. Mr. Aldama also stated a new deadline should be specified if this one is being postponed.

Ms. Wilson moved to approve suspension of the November 15<sup>th</sup> deadline set forth in Policy CBI - *Evaluation of Superintendent* for completion of the Superintendent's formative evaluation and Ms. Smith seconded the motion. Upon call to vote, the motion carried with three in favor and one opposed from Mr. Aldama.

Superintendent  
Evaluation System

The Governing Board discussed and considered taking action related to proposed changes to the Superintendent's Evaluation System.

Ms. Wilson suggested adding ratings for each indicator under the standard, and then making the overall rating from that standard the average of those ratings. Using Outstanding, Satisfactory, Needs Improvement and Unsatisfactory as the rating scale. In part two of the evaluation, they would like to see number 2 and number 5 removed from the rating scale. In part three, the Board would like to remove number 2 from the rating scale.

Ms. Smith suggested the language in the policy to read the Board can provide written and/or verbal feedback rather than both.

Mr. Aldama noted Mr. Quintana is a SmartSchools employee and asked if the proposed changes took this into consideration. He added he felt this should be moved forward to another meeting to allow more time to review the proposed changes prior to the first read being approved. Mr. Quintana suggested it could be part of the telephonic meeting requested earlier.

Mr. Aldama stated this should be acted on in public, not during a telephonic meeting. Another option would be to do the first and second reading at the next meeting on December 8<sup>th</sup>, with some of the changes suggested. The Board agreed to move forward with in this manner.

Policy Revision First  
Reading

This item was tabled pursuant to the previous item's discussion.

**BOARD AND SUPERINTENDENT STRATEGIC GOALS**

Goal Progress

The Governing Board discussed the District's progress towards Board and Superintendent Strategic Goals.

Mr. Quintana reported on work being completed to help the District achieve its goals. He thanked the Board for approving the adoption earlier in the meeting. He explained the work being done by the Guiding Coalition to review data and adjusting practices in order to achieve our goals. He said he would have Ms. Powell work with Board members to

schedule some more dates for Board members to go to schools to observe some of the work being done in our schools.

Ms. Smith complimented the staff at Discovery she and Ms. Bartels had observed during a collaborative team meeting recently.

**FUTURE MEETINGS AND EVENTS**

Future Meetings: The Board reviewed the list of upcoming meetings and planned agenda items.

The next meeting is scheduled on December 8<sup>th</sup>. A telephonic meeting will be scheduled to take action on ASBA's bylaw changes prior to December 5<sup>th</sup>.

Ms. Bartels noted the Board should keep its December 22<sup>nd</sup> meeting in order to move forward with the Superintendent's evaluation.

Ms. Bartels suggested holding a workshop with ASBA at the second meeting in January.

Agenda Item

Requests: Governing Board Members were given the opportunity to request items to be included on future meeting agendas for discussion, information and/or action. None were received.

**SUMMARY OF BOARD AND SUPERINTENDENT CURRENT EVENTS**

Mr. Quintana thanked everyone for their work to change our practices to improve student learning.

Mr. Aldama wished everyone a Happy Thanksgiving Holiday.

Ms. Smith complimented Food Services on the nice turkey dinner served at the schools today. She also shared a very positive message she received from a District parent and community member.

Ms. Wilson shared she had encountered many supportive people in the community while she was out canvassing for the election, and this was a big difference from what she experienced four years ago when she heard so many negative things and complaints about the District.

Ms. Bartels noted our students are witnesses to the elections.

**ADJOURNMENT**

Ms. Smith moved to adjourn the meeting and Ms. Wilson seconded the motion. Upon call to a vote, the motion carried and the regular meeting adjourned at 7:24 p.m.

Submitted by:

\_\_\_\_\_  
Elizabeth Powell, Executive Assistant

Approved By:

\_\_\_\_\_  
Mary Ann Wilson, Clerk of the Board

Date: \_\_\_\_\_  
December 8, 2016

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 5.B. TOPIC: Ratification of Vouchers

SUBMITTED BY: Ms. Jill Winn, Accounting Budget Supervisor

RECOMMENDED BY: Mr. Mike Barragan, Assistant Superintendent for Financial & Auxiliary Services

DATE ASSIGNED FOR CONSIDERATION December 8, 2016

RECOMMENDATION:

It is recommended the Governing Board approve the expense and payroll vouchers as presented.

**RATIONALE:**

In accordance with A.R.S. § 15-321G, the expense and payroll vouchers must be approved and ratified by the Governing Board. The attached vouchers summarize expense and payroll warrants issued by Glendale Elementary School District and reviewed by the Clerk of the Governing Board.

**2016-2017 Fiscal Year Expense Vouchers:**

<u>DATE</u>	<u>VOUCHER #</u>	<u>AMOUNT</u>
10/06/2016	2033	\$477,397.42
10/06/2016	2034	\$101,819.25
10/07/2016	2035	\$16,250.00
10/13/2016	2036	\$458,194.38
10/13/2016	2037	\$2,868.64
10/13/2016	2038	\$113,870.02
10/13/2016	2039	\$4,725.41
10/20/2016	2040	\$545,003.51
10/27/2016	2041	\$505,452.56
10/27/2016	2042	\$2,614.44
10/27/2016	2043	\$68,634.67
11/03/2016	2044	\$196,598.42
11/3/16	2045	\$185,565.26

**2016-2017 Fiscal Year Payroll Vouchers:**

<u>DATE</u>	<u>VOUCHER #</u>	<u>AMOUNT</u>
08/11/2016	6	\$40,236.32
10/03/2016	1009	\$3,429,103.31
10/06/2016	18	\$299,197.57
10/17/2016	1010	\$2,778,008.73
10/20/2016	19	\$194,791.04
10/20/2016	20	\$1,600.45
10/31/2016	1011	\$2,519,500.01
11/03/2016	21	\$142,773.57
11/03/2016	22	\$1,690.69

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Source of Funding -  
M & O \_\_\_\_\_ State Grant \_\_\_\_\_ Federal Grant \_\_\_\_\_ Capital \_\_\_\_\_ Other \_\_\_\_\_  
Budget \_\_\_\_\_

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 5.C. TOPIC: Acceptance of Gifts

SUBMITTED BY: Ms. Jill Winn, Accounting Budget Supervisor

RECOMMENDED BY: Mr. Mike Barragan, Assistant Superintendent for Financial & Auxiliary Services

DATE ASSIGNED FOR CONSIDERATION: December 8, 2016

RECOMMENDATION:

It is recommended the Governing Board approve acceptance of the following gifts offered to the District.

**RATIONALE:**

<u>Donor</u>	<u>Gift</u>	<u>Recipient</u>
Donor's Choose	"New Toys" Project Est. Value \$500.00	American
Donor's Choose	"To Computer Programming and Beyond" Project Est. Value \$675.00	American
AMF Bowling	8 coupons for 1 free bowling session for student incentives	American
Rosemary Garcia	\$10.00 Donation to Student Council	Bicentennial North
Donor's Choose	"Cheerleaders Need Uniforms" Project Est. Value \$350.00	Challenger
Coca Cola	\$22.48 gift to school	Challenger
Coyote Ridge Booster Club	\$359.04 gift to student council	Coyote Ridge
Wells Fargo Community Support Campaign	\$166.14 Classroom Field Trips	Coyote Ridge
AZ Kids Think Too	23 Hygiene bags for incoming refugee students Est. Value \$450.00	District Wide
Child Safety Network	Donation of 70 Turkeys for Student Families	District Wide
Palo Verde Dentistry (Dr. Phan)	\$500.00 Student Incentives	GSA
Home Depot	Food and Supplies for Thanksgiving Feast Est. Value \$200.00	GSA
Angelique Alvarez (Harber)	2 2-gallon beverage dispensers/lemonade for Thanksgiving Feast Est. Value \$20.00	GSA
Kingdom First Ministries	Donation of 16 Turkeys for Student Families	GSA
Camelback Vending	\$39.12 gift to School	Landmark
Walmart/Christopher Rios	\$250.00 After School Activities	Mensendick
Coca Cola	\$131.98 Employee Incentives	Sine

Source of Funding -

M & O State Federal  
 Budget \_\_\_\_\_ Grant \_\_\_\_\_ Grant \_\_\_\_\_ Capital \_\_\_\_\_ Other \_\_\_\_\_

GLENDALE ELEMENTARY SCHOOL DISTRICT  
**ACTION AGENDA ITEM**

AGENDA NO: 5.D. TOPIC: Certified Personnel Report

SUBMITTED BY: Ms. Cathey Mayes, Director of Human Resources

RECOMMENDED BY: Dr. Barbara Goodwin, Assistant Superintendent for Human Resources

DATE ASSIGNED FOR CONSIDERATION: December 8, 2016

RECOMMENDATION:

It is recommended the Governing Board approve the employments, resignations, retirements, promotions, leaves of absence, cancellations of employment, terminations, and/or contract renewals of certified personnel.

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	<b><u>New Employment</u></b>		
1. Moreno, Michelle	Teacher	\$19,659.31	12/12/16

	<b><u>Resignation</u></b>		
1. Henriquez, Arthur	Retire		12/23/16
2. McAndrews, Emily*	Moved		12/23/16
3. Corey, Jeffrey*	Personal		12/23/16
4. Aggarwal, Himani*	Personal		12/02/16
5. Chadwick, Nikki	Personal		12/23/16

\*Recommend liquidated damages fee applied per contract

	<b><u>Change of Position</u></b>		
1. Conley, Jennise	Moved from Social Emotional Learning Specialist to Achievement Advisor		11/30/16
2. Matson, Danielle	Moved from Achievement Advisor to Teacher 6 <sup>th</sup> Grade		11/07/16
3. Regan, Tracey	Moved from Educational Assistant to Teacher Resource at Horizon		11/28/16

	<b><u>Guest Teacher - New Hire</u></b>		
1. Alfonso, Daniel P.	Guest Teacher		11/28/16
2. Johnson, LaVisa	Guest Teacher		11/28/16
3. Mohamed, Lina H.	Guest Teacher		12/05/16
4. Reiswig, Kim	Guest Teacher		11/28/16
5. Steinkamp, Dori L.	Guest Teacher		11/28/16

	<b><u>Guest Teacher - Re-Hire</u></b>		
1. Froncek, Martin E.	Guest Teacher		11/29/16

	<b><u>Guest Teacher - Resignation</u></b>		
1. Lewin, Rueben	Personal		07/25/16
2. Livingston, Lupe	Personal		10/24/16

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 5.E. TOPIC: Classified Personnel Report

SUBMITTED BY: Ms. Jacqueline Horine, Coordinator for Classified Human Resources

RECOMMENDED BY: Dr. Barbara Goodwin, Assistant Superintendent for Human Resources

DATE ASSIGNED FOR CONSIDERATION: December 8, 2016

RECOMMENDATION:

It is recommended the Governing Board approve the employments, resignations, retirements, promotions, leaves of absence, cancellations of employment, and/or terminations of classified personnel.

**New Employment**

1. Doepke, Darlene	School Bus Driver	\$14.13	11/14/16
2. Lizarraga, Brittanie A.	Substitute Administrative Assistant	\$15.83	11/17/16
3. Madrigal, Maria J.	Food Service Worker	\$8.54	11/21/16
4. Pate, Sandra	Extended Day Site Supervisor	\$8.54	12/05/16

**Position Change**

1. Bradley, Ronnie I.	From Educational Assistant CCSE to Educational Assistant CCLS	\$11.79	11/14/16
2. Cangas, Rosaura	From Lead Custodian to Unit Operations Manager	\$14.46	11/21/16
3. Eason, Victoria D.	From Substitute Bus Driver to School Bus Driver	\$16.22	12/05/16
4. Hallett, Evita M.	From Extended Day Site Supervisor to Extended Day Substitute	\$11.77	11/15/16
5. Lopez, Teresa	From Substitute Cleaner to Cleaner	\$9.90	11/14/16
6. Topete, Angelica	From Substitute Cleaner to Cleaner	\$9.90	11/14/16
7. Valdivia, James A.	From Educational Assistant Resource to Educational Assistant CCSE	\$11.75	11/14/16
8. Westmoreland, James R.	From Food Service Worker to Substitute Food Service Worker	\$8.54	11/28/16

**Resignation**

1. Alvarez, Carlos	Substitute Crossing Guard	Personal	05/26/16
2. Austin, Claudia E.	Library Clerk	Personal	12/02/16
3. Branham, Douglas L.	Groundskeeper	Personal	11/01/16
4. Chaney, Denise D.	Substitute Bus Monitor	Personal	11/03/16
5. Chaparro, Erick H.	Campus Monitor	Other Employment	11/18/16
6. Encizo, Cecilia Maria	Substitute Food Service Worker	Personal	03/11/16
7. Flores, Hilda	Food Service Worker	Personal	11/30/16
8. Gipson, Maurice Dewayne	School Bus Driver	Other Employment	11/16/16
9. Godinez, Marco A.	Cleaner II	Personal	11/28/16
10. Hallett, Evita M.	Extended Day Site Supervisor	Other Employment	11/14/16
11. McCutcheon, Javelin	Educational Assistant	Personal	12/16/16
12. Morris, Nicole	Attendance Secretary	Personal	11/22/16
13. Moscaira, Marco A.	Substitute Bus Driver	Personal	06/16/16
14. Pogue, Mary L.	Educational Assistant	Personal	11/04/16
15. Quintero, Norma	Food Service Worker	Health	11/29/16
16. Ramirez, Celene	Food Service Worker	Personal	11/18/16
17. Rojas, Mirna G.	Campus Monitor	Personal	10/24/16
18. Rubalcaba, Ashley Nicole	Educational Assistant	Personal	10/28/16
19. Wittrock, Rebecca	Administrative Assistant	Moving	11/16/16

**Correction to Leave of Absence**

1. Ramirez, Stephanie V.	Food Service Specialist	08/04/16 - 02/06/17
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GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 5.F. TOPIC: Approval of Travel

SUBMITTED BY: Various Departments

RECOMMENDED BY: Mr. Joe Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: December 8, 2016

RECOMMENDATION:

It is recommended the Governing Board approve the requests for employee and Board members' out-of-county travel as presented.

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<b><u>Traveler</u></b>	<b><u>Purpose/Location</u></b>	<b><u>Dates</u></b>	<b><u>Cost</u></b>
Regina Logan Shannon Gleave	School Nutrition Association Legislative Action Conference Washington, D.C.	April 1-5	\$4,148 <i>Food Services</i>
Brian Burns	Illuminate Education User's Conference San Diego, CA	Feb 21-22	\$892.12 <i>Title I</i>

**TRAVEL REQUEST FORM**

**For Out-of-County/Out-of-State Travel by District Employee**

**This form must be turned in with purchase requisitions and PAR to the Superintendent's Office with enough advance notice to ensure Board approval prior to travel date.**

Name of Traveler(s): Regina Logan & Shannon Gleave

Working at School/Department: Food & Nutrition

Reason for Travel: School Nutrition Association Legislative Action Conference

Traveling to: Washington DC

Dates of Travel: 4/1/17-4/5/17

Substitute Needed/Dates: None Required

	<b>Code</b>	<b>Cost</b>	<b>Requisition Number</b>
Charge Sub to:	<u>None required</u>	<u>\$ 0</u>	<u>                    </u>
Charge Registration to:	<u>510.100.3100.6360.580.0000</u>	<u>\$1000.00</u>	<u>                    </u>
Charge Airline/Bus to:	<u>510.100.3100.6580.580.0000</u>	<u>\$ 740.00</u>	<u>                    </u>
Charge Meal/Lodging to:	<u>510.100.3100.6580.580.0000</u>	<u>\$2,408.00</u>	<u>                    </u>
Charge Auto Mileage to:	<u>  </u>	<u>\$ 0</u>	<u>                    </u>
	Total Cost of Travel	<u>\$4,148.00</u>	<u>                    </u>

**APPROVED BY:** \_\_\_\_\_ **DATE** \_\_\_\_\_

\_\_\_\_\_ Approved      \_\_\_\_\_ Not Approved      By the Governing Board on \_\_\_\_\_  
Date



**CONFERENCE/WORKSHOP REQUEST**  
**JUSTIFICATION FORM**

Must be completed and submitted to the Superintendent's Office for transmittal to the Governing Board along with the Travel Request Form.

Name of Traveler(s): Regina-Logan & Shannon Gleave

Conference/Workshop Title: School Nutrition Association Legislative Action Conference (LAC)  
(Reason for Travel)

1. Relevance of conference/workshop to employee(s) work responsibilities:

Will provide topics related to work responsibilities. Topics include: Operations, communications, marketing, and nutrition. This conference will allow me to learn the proposed regulation for child nutrition reauthorization in 2017. Food and Nutrition will use this information to ensure that our schools are in compliance with rules and regulations of NSLP.

2. How will employee(s) share information with colleagues?

Through meetings, district website and implementation of federal regulations

3. How is the conference/workshop related to district, school or department goals and or objectives?

By attending LAC the Food & Nutrition Department will be prepared for changes of federal regulations to NSLP and ensure that the Food and Nutrition Department is in compliance in administrating the National School Lunch Program and continued implementation of the Healthy Hunger-Free Kids Act. This updated information will prepare us for our upcoming audit.

## TRAVEL REQUEST FORM

### For Out-of-County/Out-of-State Travel by District Employee

**This form must be turned in with purchase requisitions and PAR to the Superintendent's Office with enough advance notice to ensure Board approval prior to travel date.**

Name of Traveler(s): Brian Burns

Working at School/Department: Research and Evaluation

Reason for Travel: Illuminate Education User's Conference

Traveling to: San Diego, California

Dates of Travel: February 21-22, 2017

Substitute Needed/Dates: Not Required

	<b>Code</b>	<b>Cost</b>	<b>Requisition Number</b>
Charge Sub to:	<u>Not required</u>	<u>\$ 0</u>	<u>                    </u>
	Registration cost covered since Brian will present at conference		
Charge Registration to:	<u>                    </u>	<u>\$ 0</u>	<u>                    </u>
Charge Airline/Bus to:	<u>Not Required</u>	<u>\$ 0</u>	<u>                    </u>
	001.100.2570.6580.560.0000	\$ 516.17 (lodging)	
Charge Meal/Lodging to:	<u>                    </u>	<u>\$ 60.00 (meals)</u>	<u>                    </u>
Charge Auto Mileage to:	<u>001.100.2570.6580.560.0000</u>	<u>\$ 315.95</u>	<u>                    </u>
	Total Cost of Travel	<u>\$ 892.12</u>	<u>                    </u>

**APPROVED BY:** \_\_\_\_\_ **DATE** \_\_\_\_\_

\_\_\_\_\_ Approved      \_\_\_\_\_ Not Approved      By the Governing Board on \_\_\_\_\_ Date

**CONFERENCE/WORKSHOP REQUEST**  
**JUSTIFICATION FORM**

Must be completed and submitted to the Superintendent's Office for transmittal to the Governing Board along with the Travel Request Form.

Name of Traveler(s): Brian Burns

Conference/Workshop Title: Illuminate Education User's Conference  
(Reason for Travel)

**1. Relevance of conference/workshop to employee(s) work responsibilities:**

The Illuminate Education User's Conference (IEUC) is a conference put on by our learning management system, Illuminate Education; sessions will cover topics related to Data & Assessment. This directly relates to the work that the Research and Evaluation department does for the District. Along with attending the conference Brian Burns will be presenting a session on how Glendale Elementary School District (GESD) uses Illuminate Education to delivery assessments online. This will put GESD into the spotlight for our innovative efforts to ensure our students are career and college ready. Attending and presenting at IEUC will allow Brian Burns to collaborate with other districts, a growing number of which are in Arizona, that are also using Illuminate Education.

**2. How will employee(s) share information with colleagues?**

Brian Burns will share the information with the Research and Evaluation Department as well as Curriculum and Instruction. From these meetings it can be decided to how best share the information from the conference with Site Administrators, Achievement Advisors, and Teachers. Providing trainings to these certified staff members will help build capacity among them to better implement the learning management system. Better implementation will lead to more efficient use of Illuminate and the reports in can provide. Research and Evaluation will also use the content learned to better create, modify, share, and administer District wide assessments.

**3. How is the conference/workshop related to district, school or department goals and or objectives?**

By attending this conference Brian Burns will be able to learn how to effectively collect, display, and share data in a meaningful way that will impact student achievement. The data can be district wide, site wide, classroom specific, or any combination that will best help a stakeholder make an informed decision. These decisions will directly impact instructional practices and student achievement. With real time results provided by Illuminate teachers will be able to see what specific interventions students will need. This timely feedback and specific interventions will help teachers increase student achievement. As more data is collected in Illuminate better interventions can be put into place ensuring the right work is being done to help our students learn the concepts and skills they need eliminating the achievement gap.

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 5.G. TOPIC: Disposal of Surplus Property

SUBMITTED BY: Mr. Tony Remo, Fixed Assets Specialist

RECOMMENDED BY: Mr. Mike Barragan, Assistant Superintendent for Financial & Auxiliary Services

DATE ASSIGNED FOR CONSIDERATION: December 8th, 2016

RECOMMENDATION:

It is recommended the Governing Board approve the items listed as surplus property and grant permission to dispose of them through public auction or salvage company.

**RATIONALE:**

The District is currently using Arizona Auctioneers and Sierra Auction for surplus equipment. The following is a list of equipment that is outdated, broken, or non-repairable.

<u>District ID#</u>	<u>Description</u>	<u>District ID#</u>	<u>Description</u>
334676	Milk cooler	322131	Water heater
322327	Water heater	333156	Water heater
333353	Water heater	334083	Water heater
335746	Water heater	335814	Water heater
336943	Water heater	337065	Water heater
338122	Water heater	338219	Water heater
333571	Laptop	333572	Laptop
309473	File cabinet system	255164	Mixer
252271	Food processor	312884	Food slicer
332198	Oven	328327	Projector
327347	Laptop	313243	Keyboard
305527	Shelving	315471	Shelving
315386	Keyboard	335736	Drinking fountain
00700	Scrap metal **		

\*\*State Salvage Vendor

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Source of Funding -  
M & O \_\_\_\_\_ State Grant \_\_\_\_\_ Federal Grant \_\_\_\_\_ Capital \_\_\_\_\_ Other \_\_\_\_\_

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 5.H. TOPIC: Out-of-State Teacher Recruitment Trip

SUBMITTED BY: Dr. Barbara Goodwin, Assistant Superintendent for Human Resources

RECOMMENDED BY: Dr. Barbara Goodwin, Assistant Superintendent for Human Resources

DATE ASSIGNED FOR CONSIDERATION: December 8, 2016

RECOMMENDATION:

It is recommended the Governing Board approve the proposed Out-of-State Teacher Recruitment Trip to New York.

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RATIONALE:

The annual New York Teacher Recruiting Day consortium scheduled for April 3-7, 2017, was inadvertently left off the September 23, 2016, Board Agenda for approval consideration. We have attended this trip for the last several years and have had success in finding teachers.

As with all other trips, the recruiting expenditures for New York will be paid out of Title II. According to Guidance of Recruitment (ESEA, Section 2123) Local Education Agencies (LEAs) may utilize Title II-A funds to pay for recruitment expenses including website fees, job fair registration fees and travel/ per diem.

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 5.I. TOPIC: Trade in of Surplus Property

SUBMITTED BY: Mr. Tony Remo, Fixed Assets Specialist

RECOMMENDED BY: Mr. Mike Barragan, Assistant Superintendent for Financial & Auxiliary Services

DATE ASSIGNED FOR CONSIDERATION: December 8, 2016

RECOMMENDATION:

It is recommended the Governing Board approve the items listed as surplus property and grant permission to trade in for new equipment as explained in attached letter.

**RATIONALE:**

The District is currently using Arizona Auctioneers and Sierra Auction for surplus equipment. The following is a list of equipment that is outdated, broken, or non-repairable.

<b><u>District ID#</u></b>	<b><u>Description</u></b>	<b><u>District ID#</u></b>	<b><u>Description</u></b>
255164	Mixer	252271	Food processor
312884	Food slicer	332198	Oven Model #2-115AG

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Source of Funding -  
M & O \_\_\_\_\_ State Grant \_\_\_\_\_ Federal Grant \_\_\_\_\_ Capital \_\_\_\_\_ Other \_\_\_\_\_



Glendale Elementary School District #40  
Food & Nutrition Department  
Student Support Services Center  
7015 W. Maryland Avenue  
Glendale, AZ 85303  
Telephone (623) 237-6244  
Fax (623) 237-6273

May 2, 2016

Board Members

Re: Determination/Disposal of Equipment

Food and Nutrition is requesting Board approval for the equipment listed below. The trade in value will be applied to the quote to purchase new equipment for the Burton kitchen.

If the equipment were to be taken to Public Auction, it would be sold at a fraction of the amount Arizona Restaurant Supply (Mohave) is prepared to give the district as trade in.

- 255164 - Hobart 80 qt mixer with attachments model no. H-600
- 252271 - Hobart 15" buffalo chopper (food cutter) model no. 84142
- 312884 - Globe food slicer, model no. 2875
- 332198 - Blodgett double oven, model Neptune
- No tag - Montague double oven, model no. 2-F15AG

Thank you for your consideration,

Shannen Gleave  
Director of Food and Nutrition

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Source of Funding -

M & O

Budget \_\_\_\_\_

State

Grant \_\_\_\_\_

Federal

Grant \_\_\_\_\_

Capital \_\_\_\_\_

Other \_\_\_\_\_

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 7.A. TOPIC: Employee Contracts and Work Agreement

SUBMITTED BY: Dr. Barbara Goodwin, Assistant Superintendent for Human Resources

RECOMMENDED BY: Mr. Joe Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: December 8, 2016

RECOMMENDATION:

It is recommended the Governing Board approve the employee contracts and work agreements as presented for the 2017-2018 school year.

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**RATIONALE:**

The proposed contracts/work agreements for support, certified and administrative staff for the 2017-2018 school year are attached. The contract/work agreement language has been revised per the recommendation of the District's legal counsel.



**Glendale Elementary School District No. 40**

7301 North 58<sup>th</sup> Avenue  
Glendale, Arizona 85301

**ADDENDUM TO CONTRACT  
Additional Services and Compensation**

This document amends and modifies the Employment Contract (the "Contract") entered into between Glendale Elementary School District No. 40 of Maricopa County, Arizona, through its Governing Board (the "District") and **EMPLOYEE NAME** ("Employee"), effective for the **2016-2017-2018** school year. The terms and conditions of that Contract that are not inconsistent with this Addendum are not modified or otherwise effected by this Addendum. This Addendum shall be effective so long as the Contract is effective and shall have no force or effect in the event that the Contract is terminated, cancelled or otherwise rendered null and void. The execution of this Addendum was authorized by the Governing Board pursuant to the Personnel Action Request form(s) attached hereto.

1. In addition to the duties described in the Contract, Employee shall provide the following services to the District:
  - Demonstrate and model scientifically based math/science or literacy/social studies strategies.
  - Assist with the planning and implementation of site/district professional Development.
  - Assist teachers in lesson planning, data analysis, flexible grouping and integration of technology in math/science or literacy/social studies.
  - Observe and collaborate with teachers; Provide one-to-one feedback to teachers.
  - Interpret assessment data, both formal and informal, to drive instruction.
  - Collaborate with Glendale Union High School staff in order to implement the high school math curriculum, where appropriate.
  - Work directly with Principals, District Office staff, teaching staff and professional development providers.
  - Assist in the process of curriculum alignment to the Arizona State Standards and implementation of the power concepts at the building, grade and classroom level, utilizing district alignment structures and procedures.
  - Coordinate and monitor school support for new teachers.
  - Attend monthly (or scheduled) Achievement Advisor meetings at the District Office.
  - Work collaboratively with and coordinate effort with building bilingual mentors, gifted mentors and special education mentors to promote success for ALL students.
  - Work an additional 20 days - \_\_\_\_\_
2. As additional consideration for the services described in this Addendum, the District promises to pay Employee the sum of **\$AMOUNT.**

This Addendum must be received by the District Office Human Resources Department within fifteen (15) business days from the date of the employee's receipt of the written contract or the offer is revoked. Receipt will be deemed to have occurred when the written contract is personally delivered, placed in the employee's school provided mailbox, including electronic mail, or two days after being placed in a United States postal service mailbox. If the contract is returned and includes terms in addition to the terms of contract offered by the board or is not returned within the (fifteen) 15 business days, under accordance with the provisions of A.R.S. §15-536 and/or A.R.S. §15-538.01, this Addendum shall be null and void.

\_\_\_\_\_  
Achievement Advisor

\_\_\_\_\_  
Date

LENDALE ELEMENTARY SCHOOL DISTRICT GOVERNING BOARD:

By: \_\_\_\_\_  
Board Representative

DATE \_\_\_\_\_  
Date Issued

## CLASSIFIED OR CERTIFIED ADMINISTRATOR CONTRACT

This Agreement is entered into this **DAY** day of **MONTH, YEAR** between the Governing Board of Glendale Elementary School District No. 40, (hereinafter referred to as "Board"), and **EMPLOYEE NAME** (hereinafter referred to as "Administrator"), who represents that he/she has all credentials required by the laws of the State of Arizona and by the Board in order to qualify for the position of Administrator in the Glendale School District No. 40. It shall become effective when Administrator signs and returns it to the Assistant Superintendent of Human Resources, as the agent for the Board within thirty (30) days of its issuance.

### TERM OF EMPLOYMENT

T1. The Board agrees to employ Administrator for the term of **START DATE – END DATE**. Administrator shall be employed to work for a period of twelve months each fiscal year. (This is a total of **###** contract days).

T2. If Administrator is certified, then the Board shall provide notice of the Board's intention not to renew a contract on or before April 15<sup>th</sup>. Administrator has no legitimate expectancy of employment beyond the term indicated in Paragraph T1.

### DUTIES

D1. The duties and responsibilities of Administrator shall be those duties as may be assigned to the Administrator by the Superintendent. Administrator understands and agrees that there may be occasions requiring Administrator's presence outside of the regular duty hours and Administrator will be present and perform any assigned duties, any such duties being part of Administrator's obligations under this Contract in exchange for consideration.

D2. Administrator may be assigned to any particular building, location or department within the District at the discretion of the Superintendent and may likewise be transferred from one assignment or duties to another. Assignments or transfers shall take into account the best interests of the instructional program and the operation of the District as determined by the Superintendent.

D3. Administrator shall competently perform the duties of the assignment and will be subject to a performance evaluation. Administrator shall be governed during employment by federal and state laws, Board Policies, Administrative Regulations and rules and shall fulfill all the duties and responsibilities of the Administrator position or positions that may be assigned during the term of this Contract by the Superintendent and shall perform such duties at a professional level of competence as evaluated by the Superintendent.

### ADMINISTRATOR QUALIFICATIONS

Q1. Administrator represents that Administrator has obtained all required licenses and/or certification so as to fulfill the duties of the position to which Administrator has been assigned.

Q2. Administrator has provided fingerprints to the Arizona Department of Education and shall maintain throughout the term of this Contract a Fingerprint Clearance Card, on file with the District.

Q3. This Contract is conditioned on any licenses and/or certifications listed above being valid at the time that Administrator executes this Contract and continuing without interruption for the contract year, unless Administrator has written waiver executed by the Superintendent allowing Administrator to obtain the licenses and certificates at a latter specific date and maintaining same throughout the end of this Contract.

Q4. If newly hired, this offer of employment is conditioned upon receipt of a positive response regarding any background investigation/reference checks.

### COMPENSATION

C1. In consideration of performance of services pursuant to this Contract, the District agrees to pay Administrator, in addition to any fringe benefits provided by District Policy, the sum of **\$AMOUNT**. The compensation contained in this Paragraph C1 results from placement on the District Compensation schedule. Notwithstanding the foregoing, the sum listed in this Paragraph C1 may be modified in accordance with other provisions of this Contract. The annual salary shall be paid in equal installments in accordance with the Board Policy governing payment of wages.

~~C2. If the Arizona electorate approves the Education Finance Amendment (Proposition 123) in the election to be held on May 17, 2016, the District agrees to pay Administrator an additional     % of the base salary amount listed in Paragraph C1 as a raise to the base salary listed therein.~~  
C3. Administrator acknowledges that any time after execution of this Contract, the Base Salary specified in above may be reduced if any of the following occurs: 1) the District's Base Support Level, Revenue Control Limit, or General Budget Limit authorized for the 2016-2017-2018 fiscal year is less or becomes less than that authorized at the beginning of the 2015-2016-2017 fiscal year; 2) the District fails to receive during the 2016-2017-2018 fiscal year funds in the amount initially budgeted for such year due to a transition to current year funding or otherwise; or 3) the District does not receive funds that, as of May 30, 2016-2017, the District anticipates receiving for use in the 2016-2017-2018 fiscal year. The Administrator shall be given not fewer than ten (10) calendar days notice of any reduction in Base Salary that occurs as a result of this paragraph.

~~C4.3.~~ C4. If additional revenues become available to the District through legislative appropriation, state sales tax revenues, payment of back revenue owed by the State, decrease in anticipated cuts or decrease in revenue drop, or other legal enactment and if those revenues are appropriated, authorized, and/or permitted to be used for salaries during the 2016-2017-2018 school year, Administrator may be given a raise in salary, if so approved by the Governing Board in its sole discretion. Any such salary increase shall be apportioned to Administrator in a manner that will be determined by the Governing Board, unless the authorizing enactment specifies the method by which the increase is to be distributed. Administrator must be currently employed by the District to receive any increase.

~~C5.4.~~ C5. Administrator may be entitled to earn additional compensation under the District's Performance Pay Plan. Administrator's Supervisor shall determine if Administrator has met the requirements to receive up to two Performance Pay Plan payments, totaling an amount not to exceed **\$AMOUNT**.

~~C6.5.~~ C6. Administrator's salary is contingent upon final approval of the 2016-2017-2018 budget as required by Arizona law (A.R.S. §15-905). The above salary is subject to the condition that funding to the District, as provided in the Arizona revised statutes or otherwise, is not reduced.

~~C7.6.~~ C7. District reserves the right, as part of a salary reduction, to decrease Administrator's salary by furloughing Administrator. Administrator will not be required to perform any duties on any days of furlough and will receive no compensation for such days. Administrator may not use paid sick leave or other paid leave time on such furlough days.

~~C8.7.~~ C8. The District may terminate this agreement as part of a reduction in force. In the event District exercises this option, Administrator shall be entitled to a one-time payment equivalent to five (5) days per diem, the payment of which sum will constitute full satisfaction of District's obligations to Administrator pursuant to this Contract.

~~C9.8.~~ C9. This Contract is conditional upon the school or other work location to which Administrator is assigned remaining open and in full operation for the entire term of this Contract. In the event that, pursuant to court order, lack of appropriated or available funds, or for any other reason beyond the control of the District, either the assigned school or other work location is not open in operation for the full contract term or school operations are suspended or reduced below the anticipated level, there shall be a pro rata reduction of compensation under this Contract corresponding to the portion of the contract term that suspended or reduced District operations require suspension or reduction of the services of Administrator and funds to pay Administrator are not appropriated or are not lawfully available.

~~C10.9.~~ C10. Should Administrator believe there is a mistake in Administrator's salary resulting in Administrator receiving less than what Administrator would be entitled under the salary schedule, Administrator shall have thirty (30) working days from initiating performance of duties under the Contract to notify the District of mistake. If Administrator does not notify the District within these thirty (30) days, Administrator waives the right to have the salary corrected. If Administrator has received more money than Administrator is entitled for work performed, Administrator shall, at the District's option: (a) immediately repay any amount erroneously paid to the Administrator; or (b) allow the District to reduce future payments to Administrator to make up for any amount erroneously paid. This remedy shall be in addition to any other remedy to which the District is entitled under policy or law.

C14-10. If Administrator has retired with the Arizona State Retirement System and returned to work, Administrator acknowledges as follows: that District shall not pay contributions on behalf of the Administrator pursuant to A.R.S. §§ 38-736.38-737 or 38-797.05 during the term of this Contract and that the Administrator shall not accrue credited service, retirement benefits or long-term disability program benefits pursuant to Article 2.1 or Title 38 or pursuant to any District Policy for the period the Administrator returns to work. Administrator acknowledges that the District shall place Administrator on the salary schedule so as to recoup the costs associated with paying an alternative contribution rate pursuant to A.R.S. § 38-766.02.

**BENEFITS**

B1. Administrator shall receive benefits in accordance with his/her employment status (i.e. part time, retired, ten month, or twelve month, certificated or support staff) and pursuant to the applicable Board Policies.

(a) If Administrator is a full time twelve-month employee and not yet retired, Administrator shall receive twenty (20) days of vacation annually, exclusive of legal holidays. Vacation shall be taken subject to the approval of the Superintendent. Vacation time may be accumulated, but may not exceed 20 working days in excess of the 20 days of annual allotted vacation. After the first year of employment, upon resignation or retirement, or non-renewal, Administrator shall be entitled to be paid for no more than 40 earned but unused vacation days.

(b) Twelve-month administrative employees shall receive 15 paid holidays each year. Administrators employed 10 or 10-1/2 months shall receive 9 paid holidays. Part time Administrators shall receive 5 paid holidays.

(c) Administrator shall be provided sick leave. Twelve-month Administrators shall accrue sick leave at a rate of 13 days annually. Ten or 10 1/2 month Administrators will accrue sick leave at a rate of 11 days annually. Part time Administrators will accrue 5 days of sick leave annually.

(d). Daily rate of compensation shall be determined by dividing the annual base salary by the number of contract days.

B2. An Administrator employed at least thirty (30) hours or more will be eligible for the lowest cost medical/dental plan provided by District when Administrator qualifies for the insurance under the medical and dental plan. Said plan will be paid for by the District.

B3. If applicable based on Board Policy, life insurance shall be provided for Administrator that equates to two times Administrators annual salary.

B4. If applicable based upon Board Policy, the District shall provide Administrator with Long Term Disability Insurance. Administrators will receive 2/3 of monthly earnings, subject to a maximum amount of \$5,000.00 per month.

B5. Within budget, staffing and legal constraints, Administrator, upon approval by the Superintendent, shall be encouraged to attend appropriate professional meetings at the local, state and national levels. Cost of attendance, where approved in advance, shall be paid by the District.

B6. Administrator will be reimbursed for traveling done on behalf of the District in accordance with A.R.S. §15-342. Administrator will provide a personal vehicle to be used for professional business. Administrator shall have use of a District owned cellular telephone for professional business purposes only.

**MISCELLANEOUS PROVISIONS**

M1. Administrator affirms that all Administrator's representations in this Contract, Administrator's employment application and any other document or oral statement submitted to the District concerning qualifications, fitness for duty and representations about arrest and conviction record are true and accurate. In the case of newly hired Administrators, this Contract is subject to verification of previous experience, receipt of positive references and evaluation of official transcript and/or grade reports. The District may terminate this Contract if Administrator has misrepresented any of these items.

M2. Administrator represents and warrants that he or she has not committed or been convicted of molestation of a child, sexual conduct with a minor, child abuse or any other dangerous crime against children as defined in A.R.S. § 13-604.01 or any offense described in A.R.S. § 15-534(B). This Contract shall immediately terminate and Administrator shall be dismissed without any right to a hearing if Administrator is arrested for or charged with a non-appealable offence listed in A.R.S. § 41-1758(B) and fails to immediately report the arrest or charge to Administrator's supervisor.

M3. To the extent appropriate for the occasion, the District may provide incidental food and beverages to Administrator at mandatory staff meetings, including in-services and staff development activities/trainings, in order to foster good working relations and encourage and reward staff participation.

M4. This Contract is subject to cancellation pursuant to A.R.S. § 38-511.

M5. Administrator shall not discriminate against any employee, student, parent, contractor or other member of the public because of that person's sex, race, religion, color, national origin, age or disability.

M6. The entire agreement between the parties shall consist of this Contract, District's salary schedule, the District's Performance Pay Plan and such fringe benefits as the Board approves for this fiscal year. Any subsequent amendment or addendum to this Contract must be in writing and signed by both parties.

M7. The execution of this Contract was authorized at a legally convened meeting of the Board held on **BOARD DATE**. This Contract cancels and supersedes all prior employment contracts between the parties and must be revised in writing.

M8. If this Contract is not returned to the District's Human Resources Office within thirty (30) days from the date issued by the Board or includes terms in addition to those authorized by the Board, Administrator has not accepted employment with the District, and this Contract shall be null and void.

M9. Administrator shall be evaluated through the use of an evaluation system and instrument adopted and approved pursuant to A.R.S. § 15-203(A)(38). The parties acknowledge and agree that the District's evaluation system and instrument may be amended from time to time during the term of this Contract.

M10. Administrator recognizes that the District will incur expenses of securing a replacement and possibly costs for a substitute in the event that Administrator does not fulfill the obligations under this Contract. Administrator and District agree that these expenses, added to the negative impact to the students who will not have the stability of a single administrator are difficult to determine, and therefore that it is appropriate to assess an amount certain as liquidated damages. Administrator and District agree that the liquidated damages which may be assessed against Administrator for resigning, with Board approval, during the term of this Contract shall be in the amount of two thousand five hundred Dollars (\$2,500.00). Furthermore, resignation prior to the termination of this Contract shall in and of itself be considered to be a violation of the Performance Pay Plan, and Administrator shall be entitled to no portion of any funds. The District may withhold all or any part of these liquidated damages from any amount payable to the Administrator after receipt of the resignation or a failure to report for duty, and may take any action, including filing suit, to collect the liquidated damages.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed in the respective names and in the case of the Board Representative, on the day and year first written above.

GLENDALE ELEMENTARY SCHOOL DISTRICT NO. 40

By \_\_\_\_\_  
Board Representative

Date Issued: \_\_\_\_\_

\_\_\_\_\_  
Administrator

Date: \_\_\_\_\_



## CLASSIFIED OR CERTIFIED ADMINISTRATOR CONTRACT

This Agreement is entered into this **DAY** day of **MONTH, YEAR** between the Governing Board of Glendale Elementary School District No. 40, (hereinafter referred to as "Board"), and **EMPLOYEE NAME** (hereinafter referred to as "Administrator"), who represents that he/she has all credentials required by the laws of the State of Arizona and by the Board in order to qualify for the position of Administrator in the Glendale School District No. 40. It shall become effective when Administrator signs and returns it to the Assistant Superintendent of Human Resources, as the agent for the Board within thirty (30) days of its issuance.

### TERM OF EMPLOYMENT

T1. The Board agrees to employ Administrator for the term of **07/01/16** – **06/30/17**. Administrator shall be employed to work for a period of twelve months each fiscal year. (This is a total of **261** contract days).

T2. If Administrator is certified, then the Board shall provide notice of the Board's intention not to renew a contract on or before April 15<sup>th</sup>. Administrator has no legitimate expectancy of employment beyond the term indicated in Paragraph T1.

### DUTIES

D1. The duties and responsibilities of Administrator shall be those duties as may be assigned to the Administrator by the Superintendent. Administrator understands and agrees that there may be occasions requiring Administrator's presence outside of the regular duty hours and Administrator will be present and perform any assigned duties, any such duties being part of Administrator's obligations under this Contract in exchange for consideration.

D2. Administrator may be assigned to any particular building, location or department within the District at the discretion of the Superintendent and may likewise be transferred from one assignment or duties to another. Assignments or transfers shall take into account the best interests of the instructional program and the operation of the District as determined by the Superintendent.

D3. Administrator shall competently perform the duties of the assignment and will be subject to a performance evaluation. Administrator shall be governed during employment by federal and state laws, Board Policies, Administrative Regulations and rules and shall fulfill all the duties and responsibilities of the Administrator position or positions that may be assigned during the term of this Contract by the Superintendent and shall perform such duties at a professional level of competence as evaluated by the Superintendent.

### ADMINISTRATOR QUALIFICATIONS

Q1. Administrator represents that Administrator has obtained all required licenses and/or certification so as to fulfill the duties of the position to which Administrator has been assigned.

Q2. Administrator has provided fingerprints to the Arizona Department of Education and shall maintain throughout the term of this Contract a Fingerprint Clearance Card, on file with the District.

Q3. This Contract is conditioned on any licenses and/or certifications listed above being valid at the time that Administrator executes this Contract and continuing without interruption for the contract year, unless Administrator has written waiver executed by the Superintendent allowing Administrator to obtain the licenses and certificates at a latter specific date and maintaining same throughout the end of this Contract.

Q4. If newly hired, this offer of employment is conditioned upon receipt of a positive response regarding any background investigation/reference checks.

### COMPENSATION

C1. In consideration of performance of services pursuant to this Contract, the District agrees to pay Administrator, in addition to any fringe benefits provided by District Policy, the sum of **\$AMOUNT**. The compensation contained in this Paragraph C1 results from placement on the District Compensation schedule. Notwithstanding the foregoing, the sum listed in this Paragraph C1 may be modified in accordance with other provisions of this Contract. The annual salary shall be paid in equal installments in accordance with the Board Policy governing payment of wages.

~~C2. If the Arizona electorate approves the Education Finance Amendment (Proposition 123) in the election to be held on May 17, 2016, the District agrees to pay Administrator an additional            % of the base salary amount listed in Paragraph C1 as a raise to the base salary listed therein.~~

~~C3. Administrator acknowledges that any time after execution of this Contract, the Base Salary specified in above may be reduced if any of the following occurs: 1) the District's Base Support Level, Revenue Control Limit, or General Budget Limit authorized for the 2016-2017-**2018** fiscal year is less or becomes less than that authorized at the beginning of the 2015-2016-**2017** fiscal year; 2) the District fails to receive during the 2016-2017-**2018** fiscal year funds in the amount initially budgeted for such year due to a transition to current year funding or otherwise; or 3) the District does not receive funds that, as of May 30, 2016-**2017**, the District anticipates receiving for use in the 2016-2017-**2018** fiscal year. The Administrator shall be given not fewer than ten (10) calendar days notice of any reduction in Base Salary that occurs as a result of this paragraph.~~

~~C4. If additional revenues become available to the District through legislative appropriation, state sales tax revenues, payment of back revenue owed by the State, decrease in anticipated cuts or decrease in revenue drop, or other legal enactment and if those revenues are appropriated, authorized, and/or permitted to be used for salaries during the 2016-2017-**2018** school year, Administrator may be given a raise in salary, if so approved by the Governing Board in its sole discretion. Any such salary increase shall be apportioned to Administrator in a manner that will be determined by the Governing Board, unless the authorizing enactment specifies the method by which the increase is to be distributed. Administrator must be currently employed by the District to receive any increase.~~

C5. In addition to the annual base salary and any performance based pay, the District shall pay the sum of \$10,000 each year to a tax deferred plan or annuity, whether a 403(b) plan or a 457(b) plan maintained by the District or another tax deferred plan or annuity, that is designated by the Administrator before the beginning of the school year. If the payment is to a 403(b) plan or a 457(b) plan maintained by the District, the payment will be deemed to be an employer contribution to the maximum extent, if any, permitted thereunder for the year in which the payment is made, and the balance of the payment will be deemed to be an employee elective deferral pursuant to a salary reduction agreement. The Administrator acknowledges that the District may be required to withhold from the annual base salary an employee's FICA and Medicare taxes respecting the payment made by the District pursuant to this section. The Administrator acknowledges and agrees that neither the District nor any representative of the District has given or will give to the Administrator any legal or tax advice and that the Administrator is responsible for the tax consequences of the foregoing payments, including the election as to where the payment is to be made each year.

C6. Administrator's Supervisor shall determine if Administrator has met the requirements to receive up to two Performance Pay Plan payments, totaling an amount not to exceed **\$AMOUNT**.

C7. Administrator's salary is contingent upon final approval of the 2016-2017 budget as required by Arizona law (A.R.S. §15-905). The above salary is subject to the condition that funding to the District, as provided in the Arizona revised statutes or otherwise, is not reduced.

C8. District reserves the right, as part of a salary reduction, to decrease Administrator's salary by furloughing Administrator. Administrator will not be required to perform any duties on any days of furlough and will receive no compensation for such days. Administrator may not use paid sick leave or other paid leave time on such furlough days.

C9. The District may terminate this agreement as part of a reduction in force. In the event District exercises this option, Administrator shall be entitled to a one-time payment equivalent to five (5) days per diem, the payment of which sum will constitute full satisfaction of District's obligations to Administrator pursuant to this Contract.

C10. This Contract is conditional upon the school or other work location to which Administrator is assigned remaining open and in full operation for the entire term of this Contract. In the event that, pursuant to court order, lack of appropriated or available funds, or for any other reason beyond the control of the District, either the assigned school or other work location is not open in operation for the full contract term or school operations are suspended or reduced below the anticipated level, there shall be a pro rata reduction of compensation under this Contract corresponding to the portion of the contract

term that suspended or reduced District operations require suspension or reduction of the services of Administrator and funds to pay Administrator are not appropriated or are not lawfully available.

C14-10. Should Administrator believe there is a mistake in Administrator's salary resulting in Administrator receiving less than what Administrator would be entitled under the salary schedule, Administrator shall have thirty (30) working days from initiating performance of duties under the Contract to notify the District of mistake. If Administrator does not notify the District within these thirty (30) days, Administrator waives the right to have the salary corrected. If Administrator has received more money than Administrator is entitled for work performed, Administrator shall, at the District's option: (a) immediately repay any amount erroneously paid to the Administrator; or (b) allow the District to reduce future payments to Administrator to make up for any amount erroneously paid. This remedy shall be in addition to any other remedy to which the District is entitled under policy or law.

C12-11. If Administrator has retired with the Arizona State Retirement System and returned to work, Administrator acknowledges as follows: that District shall not pay contributions on behalf of the Administrator pursuant to A.R.S. §§ 38-736.38-737 or 38-797.05 during the term of this Contract and that the Administrator shall not accrue credited service, retirement benefits or long-term disability program benefits pursuant to Article 2.1 or Title 38 or pursuant to any District Policy for the period the Administrator returns to work. Administrator acknowledges that the District shall place Administrator on the salary schedule so as to recoup the costs associated with paying an alternative contribution rate pursuant to A.R.S. § 38-766.02.

## BENEFITS

B1. Administrator shall receive benefits in accordance with his/her employment status (i.e. part time, retired, ten month, or twelve month, certificated or support staff) and pursuant to the applicable Board Policies.

(a) If Administrator is a full time twelve-month employee and not yet retired, Administrator shall receive twenty (20) days of vacation annually, exclusive of legal holidays. Vacation shall be taken subject to the approval of the Superintendent. Vacation time may be accumulated, but may not exceed 20 working days in excess of the 20 days of annual allotted vacation. After the first year of employment, upon resignation or retirement, or non-renewal, Administrator shall be entitled to be paid for no more than 40 earned but unused vacation days.

(b) Twelve-month administrative employees shall receive 15 paid holidays each year. Administrators employed 10 or 10-1/2 months shall receive 9 paid holidays. Part time Administrators shall receive 5 paid holidays.

(c) Administrator shall be provided sick leave. Twelve-month Administrators shall accrue sick leave at a rate of 13 days annually. Ten or 10 ½ month Administrators will accrue sick leave at a rate of 11 days annually. Part time Administrators will accrue 5 days of sick leave annually.

(d). Daily rate of compensation shall be determined by dividing the annual base salary by the number of contract days.

B2. An Administrator employed at least thirty (30) hours or more will be eligible for the lowest cost medical/dental plan provided by District when Administrator qualifies for the insurance under the medical and dental plan. Said plan will be paid for by the District.

B3. If applicable based on Board Policy, life insurance shall be provided for Administrator that equates to two times Administrators annual salary.

B4. If applicable based upon Board Policy, the District shall provide Administrator with Long Term Disability Insurance. Administrators will receive 2/3 of monthly earnings, subject to a maximum amount of \$5,000.00 per month.

B5. Within budget, staffing and legal constraints, Administrator, upon approval by the Superintendent, shall be encouraged to attend appropriate professional meetings at the local, state and national levels. Cost of attendance, where approved in advance, shall be paid by the District.

B6. Administrator will be reimbursed for traveling done on behalf of the District in accordance with A.R.S. §15-342. Administrator will provide a personal vehicle to be used for professional business. Administrator shall have use of a District owned cellular telephone for professional business purposes only.

## MISCELLANEOUS PROVISIONS

M1. Administrator affirms that all Administrator's representations in this Contract, Administrator's employment application and any other document or oral statement submitted to the District concerning qualifications, fitness for duty and representations about arrest and conviction record are true and accurate. In the case of newly hired Administrators, this Contract is subject to verification of previous experience, receipt of positive references and evaluation of official transcript and/or grade reports. The District may terminate this Contract if Administrator has misrepresented any of these items.

M2. Administrator represents and warrants that he or she has not committed or been convicted of molestation of a child, sexual conduct with a minor, child abuse or any other dangerous crime against children as defined in A.R.S. § 13-604.01 or any offense described in A.R.S. § 15-534(B). This Contract shall immediately terminate and Administrator shall be dismissed without any right to a hearing if Administrator is arrested for or charged with a non-appealable offence listed in A.R.S. § 41-1758(B) and fails to immediately report the arrest or charge to Administrator's supervisor.

M3. To the extent appropriate for the occasion, the District may provide incidental food and beverages to Administrator at mandatory staff meetings, including in-services and staff development activities/trainings, in order to foster good working relations and encourage and reward staff participation.

M4. This Contract is subject to cancellation pursuant to A.R.S. § 38-511.

M5. Administrator shall not discriminate against any employee, student, parent, contractor or other member of the public because of that person's sex, race, religion, color, national origin, age or disability.

M6. The entire agreement between the parties shall consist of this Contract, District's salary schedule, the District's Performance Pay Plan and such fringe benefits as the Board approves for this fiscal year. Any subsequent amendment or addendum to this Contract must be in writing and signed by both parties.

M7. The execution of this Contract was authorized at a legally convened meeting of the Board held on **BOARD DATE**. This Contract cancels and supersedes all prior employment contracts between the parties and must be revised in writing.

M8. If this Contract is not returned to the District's Human Resources Office within thirty (30) days from the date issued by the Board or includes terms in addition to those authorized by the Board, Administrator has not accepted employment with the District, and this Contract shall be null and void.

M9. Administrator shall be evaluated through the use of an evaluation system and instrument adopted and approved pursuant to A.R.S. § 15-203(A)(38). The parties acknowledge and agree that the District's evaluation system and instrument may be amended from time to time during the term of this Contract.

M10. Administrator recognizes that the District will incur expenses of securing a replacement and possibly costs for a substitute in the event that Administrator does not fulfill the obligations under this Contract. Administrator and District agree that these expenses, added to the negative impact to the students who will not have the stability of a single administrator are difficult to determine, and therefore that it is appropriate to assess an amount certain as liquidated damages. Administrator and District agree that the liquidated damages which may be assessed against Administrator for resigning, with Board approval, during the term of this Contract shall be in the amount of two thousand five hundred Dollars (\$2,500.00). Furthermore, resignation prior to the termination of this Contract shall in and of itself be considered to be a violation of the Performance Pay Plan, and Administrator shall be entitled to no portion of any funds. The District may withhold all or any part of these liquidated damages from any amount payable to the Administrator after receipt of the resignation or a failure to report for duty, and may take any action, including filing suit, to collect the liquidated damages.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed in the respective names and in the case of the Board Representative, on the day and year first written above.

GLENDAL ELEMEN TARY SCHOOL DISTRICT NO. 40

By \_\_\_\_\_  
Board Representative

Date Issued: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Administrator

GB: 051415



## CLASSIFIED TERM CERTAIN APPOINTMENT – EXEMPT

This Classified Term Certain Appointment (“Appointment”) is between Glendale Elementary School District No. 40 (“District”), by and through its Governing Board, and **EMPLOYEE NAME**. It shall become effective only if Employee signs and returns it to the Personnel Department, as the agent for the Governing Board within **ten (10) days** of its issuance. District and Employee agree as follows:

### TERM OF EMPLOYMENT

T1. The Board agrees to employ the Employee for the term of **START DATE – END DATE**. The Employee shall be employed to work for a period of twelve months each fiscal year. (This is a total of **###** contract days).

### DUTIES

D1. The duties and responsibilities of Employee shall be those duties as may be assigned to the Employee by the Superintendent. Employee understands and agrees that there may be occasions requiring Employee’s presence outside of the regular duty hours and Employee will be present and perform any assigned duties, any such duties being part of Employee’s obligations under this Appointment in exchange for consideration.

D2. Employee may be assigned to any particular building, location or department within the District at the discretion of the Superintendent and may likewise be transferred from one assignment or duties to another. Assignments or transfers shall take into account the best interests of the instructional program and the operation of the District as determined by the Superintendent.

D3. Employee shall competently perform the duties of the assignment and will be subject to a performance evaluation. Employee shall be governed during employment by federal and state laws, Board Policies, Administrative Regulations and rules and shall fulfill all the duties and responsibilities of the Employee position or positions that may be assigned during the term of this Appointment by the Superintendent and shall perform such duties at a professional level of competence as evaluated by the Superintendent.

### EMPLOYEE QUALIFICATIONS

Q1. Employee represents that Employee has obtained all required licenses and/or certification, if any, so as to fulfill the duties of the position to which Employee has been assigned.

Q2. Employee has provided fingerprints to the Arizona Department of Education and shall maintain throughout the term of this Appointment a Fingerprint Clearance Card, on file with the District, unless the Employee’s certification status does not presently require fingerprinting or a clearance card.

Q3. This Appointment is conditioned on any licenses and/or certifications listed above being valid at the time that Employee executes this Appointment and continuing without interruption for the Appointment year, unless Employee has written waiver executed by the Superintendent allowing Employee to obtain the licenses and certificates at a latter specific date and maintaining same throughout the end of this Appointment.

Q4. If newly hired, this offer of employment is conditioned upon receipt of a positive response regarding any background investigation/reference checks.

### COMPENSATION

C1. In consideration of performance of services pursuant to this Appointment, the District agrees to pay Employee, in addition to any fringe benefits provided by District policy, a salary amount of **\$AMOUNT**. The compensation contained in this Paragraph C1 results from placement on the District Compensation schedule. Notwithstanding the foregoing, the sum listed in this Paragraph C1 may be modified in accordance with other provisions of this Appointment. Wages shall be paid in equal installments in accordance with the Board Policy governing payment of wages.

~~C2. If the Arizona electorate approves the Education Finance Amendment (Proposition 123) in the election to be held on May 17, 2016, the District agrees to pay Employee an additional          % of the base salary amount listed in Paragraph C1 as a raise to the base salary listed therein.~~  
C3. Employee acknowledges that any time after execution of this Contract, the salary specified in the above paragraph may be reduced if any of the following occurs: 1) the District’s Base Support Level, Revenue Control Limit, or General Budget Limit authorized for the ~~2016-2017-2018~~ fiscal year is less or becomes less than that authorized at the beginning of the ~~2015-2016-2017~~ fiscal year; 2) the District fails to receive during the ~~2016-2017-2018~~ fiscal year funds in the amount initially budgeted for such year due to a transition to current year funding or otherwise; or 3) the District does not receive funds that, as of May 30, ~~2016,2017,~~ the District anticipates receiving for use in the ~~2016-2017-2018~~ fiscal year. The Employee shall be given not fewer than ten (10) calendar days notice of any reduction in Base Salary that occurs as a result of this paragraph.

~~C4-3.~~ The District may terminate this agreement as part of a reduction in force. In the event District exercises this option, Employee shall be entitled to a one-time payment equivalent to five (5) days per diem, the payment of which sum will constitute full satisfaction of District’s obligations to Employee pursuant to this Contract.

~~C5-4.~~ If additional revenues become available to the District through legislative appropriation, state sales tax revenues, payment of back revenue owed by the State, decrease in anticipated cuts or decrease in revenue drop, or other legal enactment and if those revenues are appropriated, authorized, and/or permitted to be used for salaries during the ~~2016-2017-2018~~ school year, Employee may be given a raise in salary, if so approved by the Governing Board in its sole discretion. Any such salary increase shall be apportioned to Employee in a manner that will be determined by the Governing Board, unless the authorizing enactment specifies the method by which the increase is to be distributed. Employee must be currently employed by the District to receive any increase.

~~C6-5.~~ Employee’s salary is contingent upon final approval of the ~~2016-2017-2018~~ budget as required by Arizona law (A.R.S. §15-905). The above salary is subject to the condition that funding to the District, as provided in the Arizona revised statutes or otherwise, is not reduced.

~~C7-6.~~ District reserves the right, as part of a salary reduction, to decrease Employee’s compensation by furloughing Employee. Employee will not be required to perform any duties on any days of furlough and will receive no compensation for such days. Employee may not use paid sick leave or other paid leave time on such furlough days.

~~C8-7.~~ This Appointment is conditional upon the school or other work location to which Employee is assigned remaining open and in full operation for the entire term of this Appointment. In the event that, pursuant to court order, lack of appropriated or available funds, or for any other reason beyond the control of the District, either the assigned school or other work location is not open in operation for the full Appointment term or school operations are suspended or reduced below the anticipated level, there shall be a pro rata reduction of compensation under this Appointment corresponding to the portion of the Appointment term that suspended or reduced District operations require suspension or reduction of the services of Employee and funds to pay Employee are not appropriated or are not lawfully available.

~~C9-8.~~ Should Employee believe there is a mistake in Employee’s salary resulting in Employee receiving less than what Employee would be entitled under the compensation schedule, Employee shall have thirty (30) working days from initiating performance of duties under the Appointment to notify the District of mistake. If Employee does not notify the District within these thirty (30) days, Employee waives right to have the salary corrected. If Employee has received more money than Employee is entitled for work performed, Employee shall, at the District’s option: (a) immediately repay any amount erroneously paid to Employee; or (b) allow the District to



reduce future payments to Employee to make up for any amount erroneously paid. This remedy shall be in addition to any other remedy to which the District is entitled under policy or law.

~~C8-9.~~ If Employee has retired with the Arizona State Retirement System and returned to work, Employee acknowledges as follows: that District shall not pay contributions on behalf of the employee pursuant to A.R.S. §§ 38-736.38-737 or 38-797.05 during the term of this Appointment and that the Employee shall not accrue credited service, retirement benefits or long-term disability program benefits pursuant to Article 2.1 or Title 38 or pursuant to any District policy for the period the Employee returns to work. Employee acknowledges that the District shall place Employee on the salary schedule so as to recoup the costs associated with paying an alternative contribution rate pursuant to A.R.S. § 38-766.02.

**TERMINATION**

T1. Employee may not resign effective prior to the conclusion of the final duty day, unless the resignation is first approved by the Governing Board.

T2. The District may terminate Employee for cause, including but not limited to, a material breach of this Appointment, unprofessional conduct, conduct in violation of law, District Policy, Administrative regulations or rules.

T3. The District may elect not to renew the term of employment. Employee has no legitimate expectancy of continued employment beyond the term of this Appointment and District shall not be required to provide reason or cause for such decision. The District shall not be obligated to justify a decision to non-renew in any procedural hearing or other devices.

T4. Employee recognizes that the District will incur expenses of securing a replacement and possibly costs for a substitute in the event that the Employee does not fulfill his/her obligations under the Appointment. In the event that the Employee fails to report to his/her assignment or resigns from employment with the District, effective prior to the end of the term of this appointment, Employee agrees to pay the District the amount of Two Thousand, Five Hundred Dollars (\$2,500.00) as liquidated damages, and not as a penalty. The Governing Board may waive this payment if the Employee's non-performance results from circumstances beyond his/her control or from an agreement for a resignation in lieu of dismissal. The District may withhold all or any part of these liquidated damages from any amount payable to the Employee after receipt of the resignation or a failure to report for duty, and may take any action, including filing suit, to collect the liquidated damages. Employee shall reimburse the District for any collection fees, attorney fees, court costs or other reasonable expenses incurred by the District to collect the amount owed as liquidated damages.

**MISCELLANEOUS PROVISIONS**

M1. Employee affirms that all Employee's representations in this Appointment, Employee's employment application and any other document or oral statement submitted to the District concerning qualifications, fitness for duty and representations about arrest and conviction record are true and accurate. In the case of newly hired Employees, this Appointment is subject to verification of previous experience, receipt of positive references and evaluation of official transcript and/or grade reports. The District may terminate this Appointment if Employee has misrepresented any of these items.

M2. Employee represents and warrants that he or she has not committed or been convicted of molestation of a child, sexual conduct with a minor, child abuse or any other dangerous crime against children as defined in A.R.S. § 13-604.01 or any offense described in A.R.S. § 15-534(B). This Appointment shall immediately terminate and Employee shall be dismissed without any right to a hearing if Employee is arrested for or charged with a non-appealable offence listed in A.R.S. § 41-1758(B) and fails to immediately report the arrest or charge to Employee's supervisor.

M3. To the extent appropriate for the occasion, the District may provide incidental food and beverages to Employee at mandatory staff meetings, including in-services and staff development activities/trainings, in order to foster good working relations and encourage and reward staff participation.

M4. This Appointment is subject to cancellation pursuant to A.R.S. § 38-511.

M5. Employee shall not discriminate against any employee, student, parent, contractor or other member of the public because of that person's sex, race, religion, color, national origin, age or disability.

M6. The entire agreement between the parties shall consist of this Appointment, District's salary schedule, the District's Performance Pay Plan and such fringe benefits as the Board approves for this fiscal year. Any subsequent amendment or addendum to this Appointment must be in writing and signed by both parties.

M7. The execution of this Appointment was authorized at a legally convened meeting of the Board held on **BOARD DATE**. This Appointment cancels and supersedes all prior employment Appointments between the parties and must be revised in writing.

M8. If this Appointment is not returned to the District's Human Resources Office within **ten (10) days** from the date issued by the Board or includes terms in addition to those authorized by the Board, Employee has not accepted employment with the District, and this Appointment shall be null and void.

**Glendale Elementary School District No. 40**

By \_\_\_\_\_ Date Issued: \_\_\_\_\_  
Board Clerk

\_\_\_\_\_  
Employee Date: \_\_\_\_\_

**NOTICE OF INDEFINITE TERM APPOINTMENT**

NAME: «First\_Name» «Last\_Name»  
GRADE: «Row\_Head»  
HOURS PER DAY: «Hours\_Per\_Day»  
HOURLY RATE: «Rate\_Merge»

You are hereby notified that the Glendale Elementary School District No. 40 intends to employ you for the position of «Description», beginning «StartDate», at the rate of «Rate\_Merge» per hour. The wage and hour information included in this notice of appointment is used for budget and payroll purposes only and does not create a contract.

Your employment is "at will" and may be terminated by the District, or by you, with or without cause. Termination shall become effective upon Board action. No legitimate expectation of continued employment is created by this notice of appointment, understandings with the District or its agents, interpretations of Board policies, salary/compensation schedules, job descriptions or documents generated by the District. You are expected to comply with the District's policies, regulations and rules while you are employed.

This appointment is contingent upon final approval of the ~~2016-2017~~**2018** budget as required by Arizona Law (A.R.S. § 15-905). The above wage is subject to the condition that funding to the District, as provided in the Arizona Revised Statutes or otherwise, is not reduced. In the event of a budget shortfall the Governing Board may, in its discretion, reduce wages (although not below the minimum wage), reduce hours, or reduce the number of staff.

You shall not discriminate against any employee, student, parent, contractor or other individual with whom you come in contact while working for the District because of that person's sex, race, religion, color, national origin, age or disability.

This appointment is subject to cancellation pursuant to A.R.S. § 38-511.

This offer of appointment is contingent upon the following:

- a. ~~Fingerprinting, as required by A.R.S. § 15-512, or possession~~**Possession** of a valid fingerprint clearance card issued pursuant to ~~A.R.S. § 15-534, as required by law,~~**title 41, chapter 12, article 3.1 or provide proof of compliance with A.R.S. § 15-512(D) and A.R.S. § 15-534(A)(2):**
- b. Absence of any charge or conviction of any dangerous crime against children as defined in A.R.S. § 13-604.01 or A.R.S. § 15-512, and agreement to notify immediately the Superintendent of any such criminal charge or conviction which has occurred prior to or occurs during your employment;
- c. Completion of a satisfactory background investigation, reference checks and verification of previous experience;
- d. Satisfactory clearance through the federal E-Verify program;
- e. A valid driver's license and/or a CDL, if driving is required as part of your position description. The District shall be entitled to review your driving record periodically with the Arizona Department of Motor Vehicles; **and**
- f. Possession of any certificates, endorsements, or licenses requisite for the position.

In addition to any other remedies to which the District may be entitled, District shall not be obliged to pay or compensate you for work performed during any period when such contingencies have not been met and the District may deduct amounts paid to you attributable to such period from any other monies owed to you by the District.

If the notice of appointment is not returned to the District's Human Resources Office within **ten (10) days** from the date issued by the Governing Board or includes terms in addition to those authorized by the Governing Board, the undersigned has not accepted employment with the District, and this appointment shall be null and void.

By \_\_\_\_\_  
Governing Board Clerk

Date Issued: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

Date: \_\_\_\_\_

**Glendale Elementary School District No. 40**

7301 North 58<sup>th</sup> Avenue  
Glendale, Arizona 85301

**SPECIAL SERVICES**

This Contract is entered into by Glendale Elementary School District No. 40 ("District") and **EMPLOYEE NAME** ("Employee").

1. District agrees to employ Employee for ~~###~~ days during fiscal year ~~2016-2017, 2017-2018~~, commencing on **START DATE** and ending on **END DATE**. The contract year for Employee shall be in accordance with the official calendar adopted by the Governing Board. If, however, an emergency or other circumstance as determined and declared by the Governing Board or its authorized designee delays the opening or requires the closing of the schools, the period of time covered by this Contract shall be extended so as to maintain open schools for the number of days required by the Contract without additional compensation to Employee.
2. Employee agrees and promises that s/he shall maintain all certificates, endorsements and licenses necessary to perform the duties required, including but not limited to a certificate to perform duties requisite for Employee's assignment and a valid fingerprint clearance card as required by law. Employee's employment may be terminated if these conditions are not satisfied.
3. Employee understands and agrees that Employee is not entitled to compensation for any period during which such fingerprint clearance, certificate(s) and/or endorsement(s), license, and/or approved area(s) is/are not maintained and in effect; and in addition to any other remedies to which the District may be entitled, District shall not be obliged to pay or compensate Employee for work performed during such period and District may deduct any of that paid to Employee attributable to such period from any other monies owed to Employee by District.
4. District agrees to pay Employee a salary of **\$AMOUNT\***. In the event there is a difference between the salary amount stated here and the amount in the District salary schedule, the salary schedule shall govern. Employee shall also receive performance pay if Employee qualifies for such pay in accordance with the District's Performance Pay Plan. The amount of performance pay and the method and timing of payment of performance pay shall be as specified in the District's performance pay plan. Employee acknowledges that behavior in violation of state or federal law and/or District policies to the extent that Employee is terminated or resigns in lieu of a recommendation that Employee be terminated shall, in and of itself, be deemed to be a failure of Employee to comply with the performance plan and, therefore, result in Employee being entitled to no portion of the performance pay. Employee shall also receive such fringe benefits as the Governing Board approves for this fiscal year.
- ~~5. If the Arizona electorate approves the Education Finance Amendment (Proposition 123) in the election to be held on May 17, 2016, the District agrees to pay Employee an additional \_\_\_\_\_% of the base salary amount listed in Paragraph 4 as a raise to the base salary listed therein.~~
5. ~~6.~~ If additional revenues become available to the District through legislative appropriation, state sales tax revenues, payment of back revenue owed by the State, decrease in anticipated cuts or decrease in revenue drop, or other legal enactment and if those revenues are appropriated, authorized, and/or permitted to be used for salaries during the ~~2016-2017, 2018~~ school year, Employee may be given a raise in salary, if so approved by the Governing Board in its sole discretion. Any such salary increase shall be apportioned to Employee in a manner that will be determined by the Governing Board, unless the authorizing enactment specifies the method by which the increase is to be distributed. Employee must be currently employed by the District to receive any increase.
6. ~~7.~~ Employee acknowledges that any time after execution of this Contract, the Base Salary specified in Paragraph 4 may be reduced if any of the following occurs: 1) the District's Base Support Level, Revenue Control Limit, or General Budget Limit authorized for the ~~2016-2017, 2018~~ fiscal year is less or becomes less than that authorized at the beginning of the ~~2015-2016, 2017~~ fiscal year; 2) the District fails to receive during the ~~2016-2017, 2018~~ fiscal year funds in the amount initially budgeted for such year due to a transition to current year funding or otherwise; or 3) the District does not receive funds that, as of May 30, ~~2016, 2017~~, the District anticipates receiving for use in the ~~2016-2017, 2018~~ fiscal year. The Employee shall be given not fewer than ten (10) calendar days notice of any reduction in Base Salary that occurs as a result of this paragraph.
7. ~~8.~~ District reserves the right, as part of a salary reduction pursuant to A.R.S. § 15-544, to decrease Employee's salary by furloughing Employee. Employee will not be required to perform any duties on any days of furlough and will receive no compensation for such days. Employee may not use paid sick leave or other paid leave time on such furlough days.
8. ~~9.~~ The District may terminate this agreement as part of a reduction in force. In the event District exercises this option, Employee shall be entitled to a one-time payment equivalent to five (5) days per diem, the payment of which sum will constitute full satisfaction of District's obligations to Employee pursuant to this Contract.
9. ~~10.~~ Should Employee believe there is a mistake in Employee's salary resulting in Employee receiving less than what Employee would be entitled under the salary schedule, the Employee shall have thirty (30) working days from initiating performance of duties under the Contract to notify District of mistake. If Employee does not notify district within these thirty days, Employee waives right to additional amounts under current Contract. If the Employee has received more money than the Employee is entitled for work performed, the Employee shall, at the District's option (a) immediately repay any amount erroneously paid to the Employee or (b) allow the District to reduce future payments to the Employee to make up for any amount erroneously paid. This remedy shall be in addition to any other remedy to which the District is entitled under policy or law.
10. ~~11.~~ Employee warrants the truth of all representations and statements made by Employee to District in connection with this Contract as well as those contained in the Employee's employment application and any other document submitted to the District concerning qualifications, fitness to teach, and representations about arrest and conviction records. Employee recognizes that it is a requirement of employment to report to the administration any circumstances or events that would affect the continuing accuracy or validity of those representations. Determination by the Governing Board or its authorized representative that any such representation is not true or is inaccurate may, at District's option, be deemed

a material breach of this Contract and constitutes grounds for termination of employment in addition to any other action authorized by law or District policy.

- 11.** 42.—Pursuant to A.R.S. § 15-550, if Employee is arrested for or charged with any non-appealable offense listed in A.R.S. § 41-1758.03(B), Employee shall immediately report the arrest or charge to Employee’s supervisor. Failure to do so shall result in immediate dismissal.
- 12.** 43.—Employee agrees to perform the assignments the Employee was hired to perform and to perform such other duties as may be assigned. Employee agrees to abide by and be subject to the District’s policies, regulations and rules, as are in effect or may be amended during the term of this Contract.
- 13.** 44.—This contract is conditional upon the school or other work location to which Employee is assigned remaining open and in full operation for the entire term of this contract. In the event that, pursuant to court order, lack of appropriated or available funds, or for any other reason beyond the control of the District, either the assigned school or other work location is not open in operation for the full contract term or school operations are suspended or reduced below the anticipated level, there shall be a pro rata reduction of compensation under this contract corresponding to the portion of the contract term that suspended or reduced District operations require suspension or reduction of the services of Employee and funds to pay Employee are not appropriated or are not lawfully available.
- 14.** 45.—Employee recognizes that the District will incur expenses of securing a replacement and possibly costs for a substitute in the event that Employee does not fulfill the obligations under this Contract. Employee and District agree that these expenses, added to the negative impact to the students who will not have the stability of a single Employee are difficult to determine, and therefore that it is appropriate to assess an amount certain as liquidated damages. Employee and District agree that the liquidated damages which may be assessed against Employee for resigning, with Board approval, during the term of this Contract shall be in the amount of two thousand five hundred Dollars (\$2,500.00). Furthermore, resignation prior to the termination of this Contract shall in and of itself be considered to be a violation of the Classroom Site Fund Performance Plan, and Employee shall be entitled to no portion of any funds. **The District may withhold all or any part of these liquidated damages from any amount payable to the Employee after receipt of the resignation or a failure to report for duty, and may take any action, including filing suit, to collect the liquidated damages.**
- 15.** 46.—If Employee has retired with the Arizona State Retirement System, Employee acknowledges as follows: that District shall not pay contributions on behalf of the Employee pursuant to A.R.S. §§ 38-736, 38-737 or 38-797.05 during the term of this contract and that the Employee shall not accrue credited service, retirement benefits or long-term disability program benefits pursuant to Article 2.1 of Title 38 or pursuant to District policy for the period the Employee returns to work. Employee acknowledges that the District shall place Employee on the salary schedule so as to recoup the costs associated with paying an alternative contribution rate pursuant to A.R.S. § 38-766.02.
- 16.** 47.—Employee shall be evaluated through the use of an evaluation system and instrument adopted and approved pursuant to A.R.S. §§ 15-203(A)(38) and 15-537. The parties acknowledge and agree that the District’s evaluation system and instrument may be amended from time to time during the term of this Contract.
- 17.** 48.—To the extent appropriate for the occasion and as part of the compensation, the District may provide incidental food and beverages at mandatory staff meetings, including in-services and staff development activities/trainings, in order to foster good working relations and encourage and reward staff participation.
- 18.** 49.—This Contract is subject to cancellation pursuant to A.R.S. § 38-511.
- 19.** 20.—Employee shall not discriminate against any employee, student, parent, contractor or other member of the public because of that person’s sex, race, religion, color, national origin, age or disability.
- 20.** 24.—The entire agreement between the parties shall consist of this Contract, District’s salary schedule, and such fringe benefits as the Governing Board approves for this fiscal year. Any subsequent amendment or an addendum to this Contract must be in writing and signed by both parties.
- 21.** 22.—Employee must sign this Contract and return it to the District’s Human Resources Office within fifteen (15) days from the date it is issued by the Governing Board. Employee must return the Contract without any additions or deletions, or District’s offer of employment shall be automatically revoked.
- 22.** 23.—Employees who work less than twelve (12) months per year may be paid over twelve (12) months. This is called “annualized compensation.” Annualized compensation gives you income during the summer months. Due to IRS regulations, you must make a written election to receive annualized compensation. Please initial your selection. ***If you fail to return this election before you begin work for the school year, the District will not annualize your compensation. Pay option may not be changed during the term of this contract***

Please initial your election:

\_\_\_\_\_ I elect annualized compensation; please annualize my compensation as follows:

\_\_\_\_\_ **26 Pays:** 26 pays with balloon payment of balance of contract on last payment at end of contract term.

\_\_\_\_\_ **Year-Round:** 26 year-round biweekly pays (final pay of the contract term received two weeks prior to the first pay of the new contract term)

\_\_\_\_\_ I do not elect annualized compensation

\_\_\_\_\_ **(23 equal payments while school is in session).**

By signing this Contract, Employee acknowledges reading this Contract and specifically agrees to comply with all terms in the Contract.

\_\_\_\_\_  
**EMPLOYEE'S SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**GOVERNING BOARD CLERK'S SIGNATURE**

\_\_\_\_\_  
**DATE**

*\*Subject to increase pending employment and education verification*

GB: 030515

**Glendale Elementary School District No. 40**

7301 North 58<sup>th</sup> Avenue  
Glendale, Arizona 85301

**TEACHER'S EMPLOYMENT CONTRACT**

This Contract is entered into by the Glendale Elementary School District No.40 ("District") and **EMPLOYEE NAME** ("Teacher").

1. District agrees to employ Teacher for ~~###~~ days during fiscal year ~~2016-2017~~2018 commencing on **START DATE** and ending on **END DATE**. The contract year for Teacher shall be in accordance with the official calendar adopted by the Governing Board. If, however, an emergency or other circumstance as determined and declared by the Governing Board or its authorized designee delays the opening or requires the closing of the schools, the period of time covered by this Contract shall be extended so as to maintain open schools for the number of days required by the Contract without additional compensation to Teacher.
2. Teacher's employment is conditioned upon the possession at all times of a valid Arizona teacher's certificate for the position being offered and upon satisfactory completion of any and all background checks and fingerprint clearances that may be required. Teacher agrees to be "highly-qualified" and appropriately certified in all assigned core academic subjects or as otherwise required by law and to hold all requisite endorsements by the commencement date of this Contract. Teacher's employment may be terminated if these conditions are not satisfied.
3. Teacher understands and agrees that Teacher is not entitled to compensation for any period during which such fingerprint clearance, certificate(s) and/or endorsement(s) and/or approved area(s) is/are not maintained and in effect, ~~and in~~in addition to any other remedies to which the District may be entitled, District shall not be obliged to pay or compensate Teacher for work performed during such period and District may deduct any of that paid to Teacher attributable to such period from any other monies owed to Teacher by District. In the sole discretion of the District, Teacher may be paid at a substitute teacher rate for a maximum number of days as allowed by law.
4. District agrees to pay Teacher a salary of **\$AMOUNT\***. In the event there is a difference between the salary amount stated here and the amount in the District salary schedule, the salary schedule shall govern. Teacher shall also receive performance pay if Teacher qualifies for such pay in accordance with the District's Performance Pay Plan, subject to any reduction in Classroom Site Funding as described in paragraph ~~7~~6 below. The amount of performance pay and the method and timing of payment of performance pay shall be as specified in the District's performance pay plan. Teacher acknowledges that behavior in violation of state or federal law and/or District policies to the extent that Teacher is terminated or resigns in lieu of a recommendation that Teacher be terminated shall, in and of itself, be deemed to be a failure of Teacher to comply with the performance plan and, therefore, result in Teacher being entitled to no portion of the Classroom Site Fund performance pay. Teacher shall also receive such fringe benefits as the Governing Board approves for this fiscal year.
- ~~5. If the Arizona electorate approves the Education Finance Amendment (Proposition 123) in the election to be held on May 17, 2016, the District agrees to pay Teacher an additional \_\_\_\_\_% of the base salary amount listed in Paragraph 4 as a raise to the base salary listed therein.~~
- ~~5.~~ 6. If additional revenues become available to the District through legislative appropriation, state sales tax revenues, payment of back revenue owed by the State, decrease in anticipated cuts or decrease in revenue drop, or other legal enactment and if those revenues are appropriated, authorized, and/or permitted to be used for salaries during the ~~2016-2017~~2018 school year, Teacher may be given a raise in salary, if so approved by the Governing Board in its sole discretion. Any such salary increase shall be apportioned to Teacher in a manner that will be determined by the Governing Board, unless the authorizing enactment specifies the method by which the increase is to be distributed. Teacher must be currently employed by the District to receive any increase.
- ~~6.~~ 7. Pursuant to A.R.S. § 15-977 and provisions of the Classroom Site Fund, the District may or may not receive funds to support supplements to Teacher's Base Salary or which will entitle Teacher to performance pay if the Teacher qualifies under the District's performance pay plan. Teacher expressly acknowledges that total pay will depend upon allocation of the Classroom Site Funds, amount of Classroom Site Funds received, if any, and employee eligibility. Payments associated with the Classroom Site Fund may be paid only if the balance in the applicable Site Fund account is sufficient to support the payment.
- ~~7.~~ 8. Teacher acknowledges that any time after execution of this Contract, the Base Salary specified in Paragraph 4 may be reduced if any of the following occurs: 1) the District's Base Support Level, Revenue Control Limit, or General Budget Limit authorized for the ~~2016-2017~~2018 fiscal year is less or becomes less than that authorized at the beginning of the ~~2015-2016~~2017 fiscal year; 2) the District fails to receive during the ~~2016-2017~~2018 fiscal year funds in the amount initially budgeted for such year due to a transition to current year funding or for any other reason; or 3) the District does not receive funds that, as of May 30, ~~2016~~2017, the District anticipates receiving for use in the ~~2016-2017~~2018 fiscal year. The Teacher shall be given not fewer than ten (10) calendar days notice of any reduction in Base Salary that occurs as a result of this paragraph.
- ~~8.~~ 9. District reserves the right, as part of a salary reduction pursuant to A.R.S. § 15-544, to decrease Teacher's salary by furloughing Teacher. Teacher will not be required to perform any duties on any days of furlough and will receive no compensation for such days. Teacher may not use paid sick leave or other paid leave time on such furlough days.
- ~~9.~~ 10. The District may terminate this agreement as part of a reduction in force. In the event District exercises this option, Teacher shall be entitled to a one-time payment equivalent to five (5) days per diem, the payment of which sum will constitute full satisfaction of District's obligations to Teacher pursuant to this Contract.
- ~~10.~~ 11. Should Teacher believe there is a mistake in Teacher's salary resulting in Teacher receiving less than what Teacher would be entitled under the salary schedule, the Teacher shall have thirty (30) working days from initiating performance of duties under the Contract to notify District of mistake. If Teacher does not notify district within these thirty days, Teacher waives right to additional amounts under current Contract. If the Teacher has received more money than the Teacher is entitled for work performed, the Teacher shall, at the District's option (a) immediately repay any amount erroneously paid to the Teacher or (b) allow the District to reduce future payments to the Teacher to make up for any amount erroneously paid. This remedy shall be in addition to any other remedy to which the District is entitled under policy or law.
- ~~11.~~ 12. Teacher warrants the truth of all representations and statements made by Teacher to District in connection with this Contract as well as those contained in the Teacher's employment application and any other document submitted to the District concerning qualifications, fitness to teach, and representations about arrest and conviction records. Teacher recognizes that it is a requirement of employment to report to the administration any circumstances or events that would affect the continuing accuracy or validity of those representations. Determination by the Governing Board or its authorized representative that any such representation is not true or is inaccurate may, at District's option, be deemed a material breach of this Contract and constitutes grounds for termination of employment in addition to any other action authorized by law or District policy.

- 12.** 43.–Pursuant to A.R.S. § 15-550, if Teacher is arrested for or charged with any nonappealable offense listed in A.R.S. § 41-1758.03(B), Teacher shall immediately report the arrest or charge to Teacher’s supervisor. Failure to do so shall result in immediate dismissal.
- 13.** 44.–Teacher agrees to teach such grade, grades or subjects as the Teacher may be assigned to teach, and to perform such other duties as may be assigned. Teacher agrees to abide by and be subject to the District’s policies, regulations and rules, as are in effect or may be amended during the term of this Contract.
- 14.** 45.–This contract is conditional upon the school or other work location to which Teacher is assigned remaining open and in full operation for the entire term of this contract. In the event that, pursuant to court order, lack of appropriated or available funds, or for any other reason beyond the control of the District, either the assigned school or other work location is not open in operation for the full contract term or school operations are suspended or reduced below the anticipated level, there shall be a pro rata reduction of compensation under this contract corresponding to the portion of the contract term that suspended or reduced District operations require suspension or reduction of the services of Teacher and funds to pay Teacher are not appropriated or are not lawfully available.
- 15.** 46.–Pursuant to A.R.S. § 15-545, if Teacher resigns without advanced Governing Board approval, the resignation will be deemed to be an unprofessional act that may subject Teacher to disciplinary action by the State Board of Education, up to and including suspension or revocation of the teaching certificate.
- 16.** 47.–Teacher recognizes that the District will incur expenses of securing a replacement and possibly costs for a substitute in the event that Teacher does not fulfill the obligations under this Contract. Teacher and District agree that these expenses, added to the negative impact to the students who will not have the stability of a single teacher are difficult to determine, and therefore that it is appropriate to assess an amount certain as liquidated damages. Teacher and District agree that the liquidated damages which may be assessed against Teacher for resigning, with Board approval, during the term of this Contract shall be in the amount of two thousand five hundred Dollars (\$2,500.00). Furthermore, resignation prior to the termination of this Contract shall in and of itself be considered to be a violation of the Classroom Site Fund Performance Plan, and Teacher shall be entitled to no portion of any funds. **The District may withhold all or any part of these liquidated damages from any amount payable to the Teacher after receipt of the resignation or a failure to report for duty, and may take any action, including filing suit, to collect the liquidated damages.**
- 17.** 48.–If Teacher has retired with the Arizona State Retirement System and returned to work, teacher's employment is not subject to annual renewal and other provisions of Title 15 as specified in A.R.S. § 38-766.01. The District shall not pay retirement contributions on behalf of teacher during the term of this contract nor shall teacher accrue credited service, retirement benefits or long term disability program benefits under either state law or by District policy. Teacher acknowledges that the District shall place Teacher on the salary schedule so as to recoup the costs associated with paying an alternative contribution rate pursuant to A.R.S. § 38-766.02.
- 18.** 49.–Teacher shall be evaluated through the use of an evaluation system and instrument adopted and approved pursuant to A.R.S. §15-203(A)(38) and A.R.S. § 15-537. The parties acknowledge and agree that the District’s evaluation system and instrument may be amended from time to time during the term of this Contract and that the Teacher’s evaluation will not be used as a criteria for establishing compensation other than as required by law.
- 19.** 20.–To the extent appropriate for the occasion and as part of the compensation, the District may provide incidental food and beverages at mandatory staff meetings, including in-services and staff development activities/trainings, in order to foster good working relations and encourage and reward staff participation.
- 20.** 24.–This Contract is subject to cancellation pursuant to A.R.S. § 38-511.
- 21.** 22.–Teacher shall not discriminate against any employee, student, parent, contractor or other member of the public because of that person’s sex, race, religion, color, national origin, age or disability.
- 22.** 23.–The entire agreement between the parties shall consist of this Contract, District's salary schedule, the District's Performance Pay Plan and such fringe benefits as the Governing Board approves for this fiscal year. Any subsequent amendment or addendum to this Contract must be in writing and signed by both parties.
- 23.** 24.–Teachers who work less than twelve (12) months per year may be paid over twelve (12) months. This is called “annualized compensation.” Annualized compensation gives you income during the summer months. Due to IRS regulations, you must make a written election to receive annualized compensation. Please initial your selection. ***If you fail to return this election before you begin work for the school year, the District will not annualize your compensation. Pay option may not be changed during the term of this contract***

Please initial your election:

\_\_\_\_\_ I elect annualized compensation; please annualize my compensation as follows:

\_\_\_\_\_ **26 Pays:** 26 pays with balloon payment of balance of contract on last payment at end of contract term.

\_\_\_\_\_ **Year-Round:** 26 year-round biweekly pays (final pay of the contract term received two weeks prior to the first pay of the new contract term)

\_\_\_\_\_ I do not elect annualized compensation

\_\_\_\_\_ **(23 equal payments while school is in session).**

- 24.** 25.–This contract must be received by the District Office Human Resources Department within fifteen (15) business days from the date of the teacher’s receipt of the written contract or the offer is revoked. Receipt will be deemed to have occurred when the written contract is personally delivered, placed in the teacher’s school provided mailbox, including electronic mail, or two days after being placed in a United States postal service mailbox. If the contract is returned and includes terms in addition to the terms of contract offered by the board or is not returned within the fifteen (15) business days, under accordance with the provisions of A.R.S. §15-536 and/or A.R.S. §15-538.01, this Contract shall be null and void.

By signing this Contract, Teacher acknowledges reading this Contract and specifically agrees to comply with all terms in the Contract.

\_\_\_\_\_  
**TEACHER'S SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**GOVERNING BOARD CLERK'S SIGNATURE**

\_\_\_\_\_  
**DATE**

***\*Subject to increase pending employment and education verification***

GB: 030515



**Glendale Elementary School District No. 40**  
7301 North 58<sup>th</sup> Avenue  
Glendale, Arizona 85301

**TEACHER'S TEMPORARY CONTRACT**

This Contract is entered into by the Glendale Elementary School District No.40 ("District") and **FIRST NAME LAST NAME** ("Teacher").

1. District agrees to employ Teacher for ~~POSITION-DAYS###~~ days during fiscal year ~~2016-2017~~, 2017-2018 commencing on **START DATE** and ending on **END DATE**. The contract year for Teacher shall be in accordance with the official calendar adopted by the Governing Board. If, however, an emergency or other circumstance as determined and declared by the Governing Board or its authorized designee delays the opening or requires the closing of the schools, the period of time covered by this Contract shall be extended so as to maintain open schools for the number of days required by the Contract without additional compensation to Teacher.
2. As a **TEMPORARY** Contract, this Contract shall end at the end of the ~~2016-2017~~-2018 school year. Teacher has no right to a renewal of this Contract for the school year ~~2017-2018~~-2018-2019. Teacher specifically and expressly recognizes and agrees that this Contract constitutes written notice, pursuant to A.R.S. § 15-536, that the Governing Board intends not to renew this Contract and that no additional notice or action by the Governing Board is necessary to effectuate the non-renewal of this Contract.
3. Teacher's employment is conditioned upon the possession at all times of a valid Arizona teacher's certificate for the position being offered and upon satisfactory completion of any and all background checks and fingerprint clearances that may be required. Teacher agrees to be "~~highly~~" qualified and appropriately certified in all assigned core academic subjects or as otherwise required by law and to hold all requisite endorsements by the commencement date of this Contract. Teacher's employment may be terminated if these conditions are not satisfied.
4. Teacher understands and agrees that Teacher is not entitled to compensation for any period during which such fingerprint clearance, certificate(s) and/or endorsement(s) and/or approved area(s) is/are not maintained and in effect; ~~and in~~, In addition to any other remedies to which the District may be entitled, District shall not be obliged to pay or compensate Teacher for work performed during such period and District may deduct any of that paid to Teacher attributable to such period from any other monies owed to Teacher by District. In the sole discretion of the District, Teacher may be paid at a substitute teacher rate for a maximum number of days as allowed by law.
5. District agrees to pay Teacher a salary of **\$AMOUNT\***. In the event there is a difference between the salary amount stated here and the amount in the District salary schedule, the salary schedule shall govern. Teacher shall also receive performance pay if Teacher qualifies for such pay in accordance with the District's Performance Pay Plan, subject to any reduction in Classroom Site Funding as described in paragraph 7 below. The amount of performance pay and the method and timing of payment of performance pay shall be as specified in the District's performance pay plan. Teacher acknowledges that behavior in violation of state or federal law and/or District policies to the extent that Teacher is terminated or resigns in lieu of a recommendation that Teacher be terminated shall, in and of itself, be deemed to be a failure of Teacher to comply with the performance plan and, therefore, result in Teacher being entitled to no portion of the Classroom Site Fund performance pay. Teacher shall also receive such fringe benefits as the Governing Board approves for this fiscal year.
6. If additional revenues become available to the District through legislative appropriation, state sales tax revenues, payment of back revenue owed by the State, decrease in anticipated cuts or decrease in revenue drop, or other legal enactment and if those revenues are appropriated, authorized, and/or permitted to be used for salaries during the ~~2016-2017~~-2018 school year, Teacher may be given a raise in salary, if so approved by the Governing Board in its sole discretion. Any such salary increase shall be apportioned to Teacher in a manner that will be determined by the Governing Board, unless the authorizing enactment specifies the method by which the increase is to be distributed. Teacher must be currently employed by the District to receive any increase.
7. Pursuant to A.R.S. § 15-977 and provisions of the Classroom Site Fund, the District may or may not receive funds to support supplements to Teacher's Base Salary or which will entitle Teacher to performance pay if the Teacher qualifies under the District's performance pay plan. Teacher expressly acknowledges that total pay will depend upon allocation of the Classroom Site Funds, amount of Classroom Site Funds received, if any, and employee eligibility. Payments associated with the Classroom Site Fund may be paid only if the balance in the applicable Site Fund account is sufficient to support the payment.
8. Teacher acknowledges that any time after execution of this Contract, the Base Salary specified in Paragraph 4 may be reduced if any of the following occurs: 1) the District's Base Support Level, Revenue Control Limit, or General Budget Limit authorized for the ~~2016-2017~~-2018 fiscal year is less or becomes less than that authorized at the beginning of the ~~2015-2016~~-2017 fiscal year; 2) the District fails to receive during the ~~2016-2017~~-2018 fiscal year funds in the amount initially budgeted for such year due to a transition to current year funding or for any other reason; or 3) the District does not receive funds that, as of May 30, ~~2016~~, 2017, the District anticipates receiving for use in the ~~2016-2017~~-2018 fiscal year. The Teacher shall be given not fewer than ten (10) calendar days notice of any reduction in Base Salary that occurs as a result of this paragraph.
9. District reserves the right, as part of a salary reduction pursuant to A.R.S. § 15-544, to decrease Teacher's salary by furloughing Teacher. Teacher will not be required to perform any duties on any days of furlough and will receive no compensation for such days. Teacher may not use paid sick leave or other paid leave time on such furlough days.
10. The District may terminate this agreement as part of a reduction in force. In the event District exercises this option, Teacher shall be entitled to a one-time payment equivalent to five (5) days per diem, the payment of which sum will constitute full satisfaction of District's obligations to Teacher pursuant to this Contract.
11. Should Teacher believe there is a mistake in Teacher's salary resulting in Teacher receiving less than what Teacher would be entitled under the salary schedule, the Teacher shall have thirty (30) working days from initiating performance of duties under the Contract to notify District of mistake. If Teacher does not notify district within these thirty days, Teacher waives right to additional amounts under current Contract. If the Teacher has received more money than the Teacher is entitled for work performed, the Teacher shall, at the District's option (a) immediately repay any amount erroneously paid to the Teacher or (b) allow the District to reduce future payments to the Teacher to make up for any amount erroneously paid. This remedy shall be in addition to any other remedy to which the District is entitled under policy or law.
12. Teacher warrants the truth of all representations and statements made by Teacher to District in connection with this Contract as well as those contained in the Teacher's employment application and any other document submitted to the District

concerning qualifications, fitness to teach, and representations about arrest and conviction records. Teacher recognizes that it is a requirement of employment to report to the administration any circumstances or events that would affect the continuing accuracy or validity of those representations. Determination by the Governing Board or its authorized representative that any such representation is not true or is inaccurate may, at District's option, be deemed a material breach of this Contract and constitutes grounds for termination of employment in addition to any other action authorized by law or District policy.

13. Pursuant to A.R.S. § 15-550, if Teacher is arrested for or charged with any nonappealable offense listed in A.R.S. § 41-1758.03(B), Teacher shall immediately report the arrest or charge to Teacher's supervisor. Failure to do so shall result in immediate dismissal.
14. Teacher agrees to teach such grade, grades or subjects as the Teacher may be assigned to teach, and to perform such other duties as may be assigned. Teacher agrees to abide by and be subject to the District's policies, regulations and rules, as are in effect or may be amended during the term of this Contract.
15. This contract is conditional upon the school or other work location to which Teacher is assigned remaining open and in full operation for the entire term of this contract. In the event that, pursuant to court order, lack of appropriated or available funds, or for any other reason beyond the control of the District, either the assigned school or other work location is not open in operation for the full contract term or school operations are suspended or reduced below the anticipated level, there shall be a pro rata reduction of compensation under this contract corresponding to the portion of the contract term that suspended or reduced District operations require suspension or reduction of the services of Teacher and funds to pay Teacher are not appropriated or are not lawfully available.
16. Pursuant to A.R.S. § 15-545, if Teacher resigns without advanced Governing Board approval, the resignation will be deemed to be an unprofessional act that may subject Teacher to disciplinary action by the State Board of Education, up to and including suspension or revocation of the teaching certificate.
17. Teacher recognizes that the District will incur expenses of securing a replacement and possibly costs for a substitute in the event that Teacher does not fulfill the obligations under this Contract. Teacher and District agree that these expenses, added to the negative impact to the students who will not have the stability of a single teacher are difficult to determine, and therefore that it is appropriate to assess an amount certain as liquidated damages. Teacher and District agree that the liquidated damages which may be assessed against Teacher for resigning, with Board approval, during the term of this Contract shall be in the amount of two thousand five hundred Dollars (\$2,500.00). Furthermore, resignation prior to the termination of this Contract shall in and of itself be considered to be a violation of the Classroom Site Fund Performance Plan, and Teacher shall be entitled to no portion of any funds. **The District may withhold all or any part of these liquidated damages from any amount payable to the Teacher after receipt of the resignation or a failure to report for duty, and may take any action, including filing suit, to collect the liquidated damages.**
18. If Teacher has retired with the Arizona State Retirement System and returned to work, teacher's employment is not subject to annual renewal and other provisions of Title 15 as specified in A.R.S. § 38-766.01. The District shall not pay retirement contributions on behalf of teacher during the term of this contract nor shall teacher accrue credited service, retirement benefits or long term disability program benefits under either state law or by District policy. Teacher acknowledges that the District shall place Teacher on the salary schedule so as to recoup the costs associated with paying an alternative contribution rate pursuant to A.R.S. § 38-766.02.
19. Teacher shall be evaluated through the use of an evaluation system and instrument adopted and approved pursuant to A.R.S. § 15-203(A)(38) and A.R.S. § 15-537. The parties acknowledge and agree that the District's evaluation system and instrument may be amended from time to time during the term of this Contract and that the Teacher's evaluation will not be used as a criteria for establishing compensation other than as required by law.
20. To the extent appropriate for the occasion and as part of the compensation, the District may provide incidental food and beverages at mandatory staff meetings, including in-services and staff development activities/trainings, in order to foster good working relations and encourage and reward staff participation.
21. This Contract is subject to cancellation pursuant to A.R.S. § 38-511.
22. Teacher shall not discriminate against any employee, student, parent, contractor or other member of the public because of that person's sex, race, religion, color, national origin, age or disability.
23. The entire agreement between the parties shall consist of this Contract, District's salary schedule, the District's Performance Pay Plan and such fringe benefits as the Governing Board approves for this fiscal year. Any subsequent amendment or addendum to this Contract must be in writing and signed by both parties.
24. Teachers who work less than twelve (12) months per year may be paid over twelve (12) months. This is called "annualized compensation." Annualized compensation gives you income during the summer months. Due to IRS regulations, you must make a written election to receive annualized compensation. Please initial your selection. **If you fail to return this election before you begin work for the school year, the District will not annualize your compensation. Pay option may not be changed during the term of this contract**

Please initial your election:

\_\_\_\_\_ I elect annualized compensation; please annualize my compensation as follows:

\_\_\_\_\_ **26 Pays:** 26 pays with balloon payment of balance of contract on last payment at end of contract term.

\_\_\_\_\_ **Year-Round:** 26 year-round biweekly pays (final pay of the contract term received two weeks prior to the first pay of the new contract term)

\_\_\_\_\_ I do not elect annualized compensation

\_\_\_\_\_ **(23 equal payments while school is in session).**

25. This contract must be received by the District Office Human Resources Department within fifteen (15) business days from the date of the teacher's receipt of the written contract or the offer is revoked. Receipt will be deemed to have occurred when the written contract is personally delivered, placed in the teacher's school provided mailbox, including electronic mail, or two days after being placed in a United States postal service mailbox. If the contract is returned and includes terms in addition to the

terms of contract offered by the board or is not returned within the fifteen (15) business days, under accordance with the provisions of A.R.S. §15-536 and/or A.R.S. §15-538.01, this Contract shall be null and void.

By signing this Contract, Teacher acknowledges reading this Contract and specifically agrees to comply with all terms in the Contract.

\_\_\_\_\_  
**TEACHER'S SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**GOVERNING BOARD CLERK'S SIGNATURE**

\_\_\_\_\_  
**DATE**

*\*Subject to increase pending employment and education verification*

GB:-030515

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 7.B. TOPIC: Self-Insured Trust Board Member

SUBMITTED BY: Mike Barragan, Assistant Superintendent for Business Services

RECOMMENDED BY: Mr. Joe Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: December 8, 2016

RECOMMENDATION:

It is recommended the Governing Board appoint Mr. Mike Martinez to serve on the District's Self-Insured Trust Board as a community member representative.

**RATIONALE:**

The District's Insurance Trust Board oversees the District's Employee Benefits, Workers' Compensation, and Property, Casualty and Liability insurance trusts, and consists of five members appointed by the Governing Board, including: up to three (3) community members, one (1) Governing Board member, and one (1) District employee representative. The current trustees are:

- Mary Ann Wilson, Governing Board Member
- Lee Peterson, Community Member
- Bernadette Bolognini, Community Member
- Cathey Mayes, District Employee Representative

Mr. Robert Gonzalo previously served as a community member representative, but resigned his position on December 1, 2015. Upon his resignation, the District invited community members interested in the position to contact the District. Mr. Martinez subsequently expressed his interest in serving on the Self-Insured Trust Board. Mr. Martinez lives in Glendale and has two children attending Discovery. It is recommended the Governing Board appoint Mr. Mike Martinez to serve on the District's Self-Insured Trust Board as a community member representative.

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Source of Funding –  
M & O State Federal  
Budget \_\_\_\_\_ Grant \_\_\_\_\_ Grant \_\_\_\_\_ Capital \_\_\_\_\_ Other \_\_\_\_\_

# Michael Martinez

## Objective

To obtain a position that best utilizes the skills I've come to acquire through my educational background, personal interests, and varied work experiences.

## Profile

I am a motivated professional with a wide range of valuable experience and I am looking for a new position to challenge me. I am a firm believer that I can be the best at what I do; it is just a matter of time. With a Bachelor's Degree in Computer Information Systems I started my technical career just as the tech bubble began to burst in 2000. With my ability to acquire new skills quickly I was able to obtain a programming position at a healthcare company using a very specific programming language that I had never even heard of. Soon my responsibilities increased and I was dealing with companies such as General Motors, Motorola, Kaiser Permanente and others, all of which were highly value clients whose employees depended on the accuracy of the processes I helped put in place.

More recently I've worked with a government organization where the taxpayer motto is always "Do More with Less". Again, my ability to acquire new skills and my thirst for increasing productivity came into use as I helped develop and implement processes to further our organizational goals. Here I took control of such projects as: moving complex financial reporting from Excel files into a SQL Server environment, creating a web-based registration area and helping streamline the generation of thousands of checks every week. Probably most impressive with these projects is that none of them were "assigned" to me. They are instances where I saw a need or an opportunity to improve and I worked to bring about that change.

## Skills Summary

- ◆ Project Management
- ◆ Training
- ◆ Excellent Customer Service Skills
- ◆ Infinite Visions Enterprise Edition
- ◆ Arizona School Finance
- ◆ MS SQL Server
- ◆ ASP.NET/C#
- ◆ VBScript
- ◆ MS Office 2013
- ◆ Crystal Reports
- ◆ Adobe Acrobat Designer
- ◆ Adobe Photoshop
- ◆ Develop Documentation and Training
- ◆ Perform Presentations
- ◆ JasperSoft iReport
- ◆ IIS

## Experience

MCESA  
*Financial Systems Operations Manager*

Phoenix, AZ  
01/2013 – Present

Provide oversight, leadership and coordination in the administration of school district services for the Maricopa County Education Service Agency. This position is responsible for providing customer service support in the areas of fiscal management and business software and leadership ensuring that federal, state, county and school districts standards are adhered to.

- Conduct and implement business process analysis and needs assessments to provide technology solution(s) to the school districts and Education Service Agency business service staff.
  - Assess and identify software and procedural issues and concerns experienced by clients and work to develop alternative workflows.
  - Identify areas where existing business services, policies and procedures require change, or where new ones need to be developed and make recommendations in these areas. Evaluate impact of system changes
  - Evaluate software application changes and the effects on client business operations, provide training where needed.
- Ensure prudent fiscal management and deliver quality financial and business services to school districts and charter schools.
  - Provide consulting services for school districts that directly impact their ability to maintain compliance with all USFR's and Arizona Revised Statutes, including guidance from the Auditor General's Office.



# Michael Martinez

- Provide Audit and Outreach services based on collaborations with school districts, ADE and Auditor General that enable school districts to effectively use funding to support student achievement.
- Design, facilitate and implement a Centralized Payroll and Financial System on behalf of school districts.
- Implement Best Practices in auditing, forecasting and cash management.
  - Monitor State and Federal financial management policies and regulations and alerts client school districts to potential problems and/or changes.
  - Conduct external annual surveys, to client school districts, regarding the services the Business Services Division is providing. Conduct “Focus Groups” with representatives from client school districts to establish how services can be improved. Implements recommendations that will improve services provided by “Focus Groups”
  - Maximize existing resources to provide exceptional customer service to school districts, developing new methods and/or programs to support school district operations.
- Demonstrate Effective Human Resource Management to ensure Compliance with all Federal, State, County and School Law, Policies, and Regulations.
  - Ensure compliance with Department policies, federal grant guidelines, laws, and regulations.
  - Provide direction in planning staff development programs for personnel in the Finance, Accounting, and Payroll functions.

CLICKSQUARED  
*Report Developer*

Scottsdale, AZ  
02/2012 – 12/2012

As the primary report developer my responsibilities included:

- Training new and existing employees in the use of tools necessary to generate dynamic and informative reports.
- Design and document requirements to meet various business needs.
  - Example: I was required to review the Statement of Work for clients in order to document data, processes and any gaps that needed addressing to meet our client’s goals.
- Troubleshoot reporting discrepancies and work with Programmers, Database Administrators and Clients to help improve efficiency and accuracy.

MARICOPA COUNTY EDUCATION SERVICE AGENCY  
*Database Report Writer Analyst*

Phoenix, AZ  
04/2005 – 02/2012

My position with MCESA has evolved to include the following responsibilities:

- Supervise and coordinate helpdesk personnel to address the needs of Maricopa County school districts. Oversee various aspects of the helpdesk activities and prioritize responses to ensure critical processes are handled accordingly.
- Coordinate and provide training to various levels of school district personnel. Training included classroom-style, one-on-one and online webinars.
- Coordinate and provide training to internal personnel on a variety of topics relating to technology or school finance.
- Design and document processes for various business needs.
  - Example: I worked to document the step-by-step process of processing payroll information used by over half the school districts in Maricopa County.
- Troubleshoot school finance accounting discrepancies using various tools that were available.
- Suggest enhancements and document program bugs for our vendor partners to review.
- Streamline processes to increase efficiency.
- Modify and update existing MS Access Databases to reflect legislative changes or increase efficiency.
- Update the Maricopa County Education Service Agency website as needed.
- Create and maintain data in SQL Server using a variety of tables, stored procedures, and scheduled tasks.

BRIDGE INFOTECH (Contract for Fitigues, Inc.)  
*Programmer/Analyst*

Scottsdale, AZ  
03/2004 – 01/2005



# Michael Martinez

Fitigues, a clothing retailer with several stores nationwide and online, decided to move their existing BBx system from SCO Unix to a Windows 2000 environment. I was brought in as the sole programmer to make any and all programming changes that are needed for the transition. My tasks included the following:

- Change or modify all OS-specific system calls to work within the Windows 2000 Server platform. This included reviewing several hundred programs and file paths within the production system.
- Review and augment existing security measures for employee login and access. I implemented new login procedures as well as user maintenance and tracking.
- Discussed and planned changes for user training and program usability.
- Troubleshoot complex programming and reporting problems.
- Troubleshoot communication issues between SCO and Windows computers remotely.
- Document new and existing system processes.
- Locate and eliminate Virus & Spyware activity.
- Create or Modify financial reports for company purposes.

SHIPS HEALTHCARE SERVICES  
*Programmer/Analyst*

Scottsdale, AZ  
07/2000 - 11/2003

My tenure began at SHIPS when it was Health International. At the time my employment had commenced, I had little BBx experience. One of my essential functions performed for the company is solely to maintain and manage the BBx platform among other system maintenance. My accomplishments are among the following:

- Coordinated with Clients/Vendors when composing programs that loaded member eligibility information from 40 different file feeds that arrived by diskette, tape, and FTP.
- Review eligibility and claim information with financial analysts to ensure proper billing.
- Founding programmer to begin reporting via ColdFusion and ASP webpages on the Intranet that contained detailed error & eligibility information for each file feed that was processed.
- Worked as "On Call" for 1 week per month that required fixing errors remotely that occurred during both overnight processing and/or user work.
- Enhanced and maintained the company website that was utilized by clients for Medical Procedure Pre-certification which involved an online survey and provider look-up feature.
- Due to my broad background and knowledge, I was often the "go to" person for various technical tasks both in and out of the I.T. Department.
  - Example: Due to the applications that were used specifically by our programming staff, our Technical Support staff was often having difficulties troubleshooting or setting up systems for Programmer use. I often set up network drives and modified compile scripts to allow my co-workers to get back to work.
- Respond to user technical problems and requests.
- Participated in the Software Development Lifecycle by taking user ideas or company needs and designing and producing the appropriate system to meet user criteria.

U-HAUL INTERNATIONAL  
*Hotline Manager*

Phoenix, AZ  
09/1997 - 06/2000

My time at U-Haul was a steady progression of positions leading to more responsibilities. I started out as a Hotline Assistant taking calls for emergency road service (3 months) and was quickly promoted to Customer Services (for 15 months) where I worked with customers on a variety of issues. Then I was promoted to Hotline Manager (for 16 months) where I had 3 supervisors and up to 40 employees reporting to me. In my final two months of college I relinquishing my position of Hotline Manager and moved into Customer Service Analyst so I had more time to concentrate on my studies. My responsibilities included:

# Michael Martinez

- Directing the 40 staff members located at our evening road service call center.
- Resolving escalated calls from customers.
- Scheduling of employees.
- Launched the implementation of the S.T.A.R.S. program, which worked to recruit road service vendors in the Western United States.
- Arrange classes & instruct Hotline Employees about the Company and its equipment.
- Monitor and coach Customer Service Representatives and their work.
- Monitor and coach Hotline Representatives on a personal basis during their first 2 weeks of employment.

## Education

DEVRY UNIVERSITY – PHOENIX, AZ

**Bachelor of Science – Computer Information Systems, 2000**

(Four-year degree accomplished in 3 years of year-round study)



GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 7.C. TOPIC: Revised Expenditure Budget

SUBMITTED BY: Ms. Sara DiPasquale, Director of Finance

RECOMMENDED BY: Mr. Mike Barragan, Assistant Superintendent for Finance & Auxiliary Services

DATE ASSIGNED FOR CONSIDERATION: December 8, 2016

RECOMMENDATION:

It is recommended the Governing Board approve the Revised Expenditure Budget for fiscal year 2016-2017 as presented.

**RATIONALE:**

The District is not legally required to revise its budget in December pursuant to ARS § 15-905.E; however, due to issues with current year funding and new state and federal wage regulations upcoming, we felt it was in the District’s best interests to present a revised expenditure budget for the current year.

Revision #1 includes the following adjustments:

- Decrease in M&O based on last year’s ADM rather than on the modest growth we had estimated \$140,623
- Increase in Unrestricted Capital Outlay to include the District’s share of the \$50 million land trust distribution and increase in Unrestricted Capital Outlay due to FY16 budget balance carryforward \$612,619
- Increase in Classroom Site Funds due to FY16 budget balance carryforward (aggregate for all three funds) \$940,663

Source of Funding -

M & O Budget \_\_\_\_\_ State Grant \_\_\_\_\_ Federal Grant \_\_\_\_\_ Capital \_\_\_\_\_ Other \_\_\_\_\_



FY 2017  
STATE OF ARIZONA  
SCHOOL DISTRICT ANNUAL EXPENDITURE BUDGET  
DISTRICTWIDE BUDGET

Revised #1  
Version

BY THE GOVERNING BOARD

We hereby certify that the Budget for the Fiscal Year 2017 was

Proposed June 23, 2016  
Adopted July 14, 2016  
Revised December 8, 2016  
Date

Brenda Bartels, President  
MaryAnn Wilson, Clerk  
Jannie Aldama, Member  
Martin Samaniego, Member  
Sara Smith, Member

SIGNED

SIGNED

The budget file(s) for FY 2017 sent to the Arizona Department of Education, via the internet, on \_\_\_\_\_ contain(s) the data for the budget described above.

Date

Superintendent Signature

Joe Quintana

Superintendent Name (Typed Name)

Business Manager Signature

Sara DiPasquale

Business Manager Name (Typed Name)

District Contact Employee:

Sara DiPasquale

Telephone: (623) 237-7108

E-mail: sdipasquale@gesd40.org

REVENUES AND PROPERTY TAXATION

1. Total Budgeted Revenues for Fiscal Year 2016 \$ 69,170,792

2. Estimated Revenues by Source for Fiscal Year 2017 (excluding property taxes)

Local	1000	\$	10,000
Intermediate	2000	\$	6,048,314
State	3000	\$	52,051,332
Federal	4000	\$	
TOTAL		\$	58,109,646

3. District Tax Rates for Prior and Budget Fiscal Years (A.R.S. §15-903.D.4)

	Prior FY 2016	Est. Budget FY 2017
Primary Tax Rate:	1.3400	1.9171
Secondary Tax Rates:		
M&O Override	3.5679	3.6746
Special K-3 Program Override		
Special Program Override		
Capital Override		
Class A Bonds		
Class B Bonds	0.9342	0.8883
JTEED		
Total Secondary Tax Rate	4.5021	4.5629

A. TOTAL AGGREGATE SCHOOL DISTRICT BUDGET LIMIT (A.R.S. §15-905.H)

1. General Budget Limit (from Budget, page 7, line 11) \$ 72,680,717

2. Unrestricted Capital Budget Limit (from Budget, page 8, line A.12) \$ 7,181,222

3. Subtotal (line A.1 + A.2) \$ 79,861,939

4. Federal Projects (from Budget, page 6, Federal Projects, line 18) \$ 13,481,504

5. Title VIII-Impact Aid (from Budget, page 6, Federal Projects, line 16) \$ 0

6. Total Aggregate School District Budget Limit (line A.3 + A.4 - A.5) \$ 93,343,443

B. BUDGETED EXPENDITURES

1. Maintenance and Operation (from Budget, page 1, line 31) \$ 72,680,717

2. Unrestricted Capital Outlay (from Budget, page 4, line 10) \$ 7,181,222

3. Total Budget Subject to Budget Limits (line B.1 + B.2) \$ 79,861,939

(This line cannot exceed line A.3.)

Expenditures	FTE		Salaries	Employee Benefits	Purchased Services 6300, 6400, 6500	Supplies	Other	Totals		% Increase/ Decrease
	Prior FY	Budget FY						Prior FY	Budget FY	
100 Regular Education										
1000 Instruction	626.65	596.72	23,171,044	6,254,841	264,056	468,359	4,838	32,600,468	30,163,138	-7.5%
2000 Support Services										
2100 Students	43.44	43.44	1,332,824	347,448	63,020	34,129		1,833,598	1,777,421	-3.1%
2200 Instructional Staff	30.80	33.70	1,242,545	391,496	103,300	130,939	7,915	1,688,041	1,876,195	11.1%
2300 General Administration	8.50	7.50	549,515	870,786	379,254	40,773	58,345	1,830,534	1,898,673	3.7%
2400 School Administration	68.00	68.00	3,773,970	1,039,976	3,233	21,033	5,608	4,986,519	4,843,820	-2.9%
2500 Central Services	28.50	33.00	1,591,297	449,061	3,839,332	148,550	62,862	2,714,387	6,111,302	125.1%
2600 Operation & Maintenance of Plant	142.03	146.99	3,830,567	1,030,094	2,706,751	2,666,517	14,883	9,941,523	10,248,812	3.1%
2900 Other	0.00	0.00						0	0	0.0%
3000 Operation of Noninstructional Services	0.00	6.60	169,160	68,794				229,052	237,954	3.9%
610 School-Sponsored Cocurricular Activities	0.00	0.00						0	0	0.0%
620 School-Sponsored Athletics	0.00	0.00	105,242	23,460	46,523	16,447		189,774	191,672	1.0%
630 Other Instructional Programs	0.00	0.00	30,450	6,466		200		40,133	37,116	-7.5%
700, 800, 900 Other Programs	0.00	0.00	12,000	4,000				16,000	16,000	0.0%
Regular Education Subsection Subtotal (lines 1-13)	947.92	935.95	35,808,614	10,486,422	7,425,669	3,326,947	154,451	56,070,029	57,402,103	2.4%
200 Special Education										
1000 Instruction	170.38	154.00	4,698,276	1,476,700	1,031,409	6,156	126	7,610,675	7,212,667	-5.2%
2000 Support Services										
2100 Students	34.00	33.00	1,716,431	538,101	1,654,768	4,406		3,618,096	3,913,706	8.2%
2200 Instructional Staff	3.00	3.00	297,763	89,182	13,276	6,708	1,010	328,494	407,939	24.2%
2300 General Administration	0.00	0.00					550	0	550	--
2400 School Administration	1.00	0.00	1,684	336	0	1,050		89,985	3,070	-96.6%
2500 Central Services	0.00	0.00			1,970			2,416	1,970	-18.5%
2600 Operation & Maintenance of Plant	0.00	0.00			960			950	960	1.1%
2900 Other	0.00	0.00						0	0	0.0%
3000 Operation of Noninstructional Services	0.00	0.00						0	0	0.0%
Subtotal (lines 15-23)	208.38	190.00	6,714,154	2,104,319	2,707,383	18,320	1,686	11,650,616	11,540,862	-0.9%
400 Pupil Transportation	71.94	72.94	1,704,216	631,992	164,893	444,936	2,545	2,866,019	2,948,582	2.9%
510 Desegregation (from Districtwide Desegregation Budget, page 2, line 44)	0.00	0.00	0	0	0	0	0	0	0	0.0%
520 Special K-3 Program Override (from Supplement, page 1, line 10)	0.00	0.00	0	0	0	0	0	0	0	0.0%
530 Dropout Prevention Programs	0.00	0.00	0	0	0	0	0	0	0	0.0%
540 Joint Career and Technical Education and Vocational Education Center (from Supplement, page 1, line 20)	0.00	0.00	0	0	0	0	0	0	0	0.0%
550 K-3 Reading Program	15.00	14.00	645,521	143,649	0	0	0	799,068	789,170	-1.2%
Total Expenditures (lines 14, and 24-30)	1,243.24	1,212.89	44,872,505	13,366,382	10,292,945	3,990,203	158,682	71,385,732	72,680,717	1.8%

The district has budgeted an amount in the M&O Fund equal to the General Budget Limit as calculated on page 7 of 8.

**SPECIAL EDUCATION PROGRAMS BY TYPE (M&O Fund Program 200)**

(A.R.S. §§ 15-761 and 15-903)

	Prior FY	Budget FY
1. Total All Disability Classifications	11,022,920	10,940,862
2. Gifted Education	175,547	160,000
3. Remedial Education	0	
4. ELL Incremental Costs	452,149	440,000
5. ELL Compensatory Instruction	0	
6. Vocational and Technical Education	0	
7. Career Education	0	
8. Total (lines 1 through 7. Must equal total of line 24, page 1)	11,650,616	11,540,862

**Proposed Ratios for Special Education**

(A.R.S. §§15-903.E.1 and 15-764.A.5)

Teacher-Pupil 1 to 20  
Staff-Pupil 1 to 10

**Estimated FTE Certified Employees**  
(A.R.S. §15-903.E.2)

Prior FY	Budget FY
919.48	929.00

**Expenditures Budgeted for Audit Services**

M&O Fund - Nonfederal	6350	\$ 46,890
All Funds - Federal	6330	4,000

**FY 2017 Performance Pay (A.R.S. §15-920)**

Amount Budgeted in M&O Fund for a Performance Pay Component  
Do not report budgeted amounts for the Performance Pay Component of the Classroom Site Fund on this line.

**Expenditures Budgeted in the M&O Fund for Food Service**

Amount budgeted in M&O for Food Service (Fund 001, Function 3100)  
(This amount will be used to determine district compliance with state matching requirements pursuant to Code of Federal Regulations (CFR) Title 7, §210.17(a)]

\$ 237,954

Expenditures	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500 6810, 6890	Supplies 6600	Interest on Short-Term Debt 6850	Totals		% Increase/ Decrease
						Prior FY 2016	Budget FY 2017	
<b>Classroom Site Fund 011 - Base Salary</b>								
100 Regular Education								
1000 Instruction	1,264,842	210,224				1,282,347	1,475,066	15.0%
2100 Support Services - Students		0				0	0	0.0%
2200 Support Services - Instructional Staff						0	0	0.0%
Program 100 Subtotal (lines 1-3)	1,264,842	210,224				1,282,347	1,475,066	15.0%
200 Special Education								
1000 Instruction	70,195	23,230				92,500	93,425	1.0%
2100 Support Services - Students						0	0	0.0%
2200 Support Services - Instructional Staff						0	0	0.0%
Program 200 Subtotal (lines 5-7)	70,195	23,230				92,500	93,425	1.0%
Other Programs (Specify) ___ 550								
1000 Instruction	16,665	3,500				19,965	20,165	1.0%
2100 Support Services - Students						0	0	0.0%
2200 Support Services - Instructional Staff						0	0	0.0%
Other Programs Subtotal (lines 9-11)	16,665	3,500				19,965	20,165	1.0%
Total Expenditures (lines 4, 8, and 12)	1,351,702	236,954				1,394,812	1,588,656	13.9%
<b>Classroom Site Fund 012 - Performance Pay</b>								
100 Regular Education								
1000 Instruction	3,614,035	699,930				3,812,705	4,313,965	13.1%
2100 Support Services - Students						0	0	0.0%
2200 Support Services - Instructional Staff						0	0	0.0%
Program 100 Subtotal (lines 14-16)	3,614,035	699,930				3,812,705	4,313,965	13.1%
200 Special Education								
1000 Instruction	555,500	115,381				664,239	670,881	1.0%
2100 Support Services - Students						0	0	0.0%
2200 Support Services - Instructional Staff						0	0	0.0%
Program 200 Subtotal (lines 18-20)	555,500	115,381				664,239	670,881	1.0%
Other Programs (Specify) ___ 550								
1000 Instruction	70,700	14,847				84,700	85,547	1.0%
2100 Support Services - Students						0	0	0.0%
2200 Support Services - Instructional Staff						0	0	0.0%
Other Programs Subtotal (lines 22-24)	70,700	14,847				84,700	85,547	1.0%
Total Expenditures (lines 17, 21, and 25)	4,240,335	830,158				4,561,644	5,070,393	11.2%
<b>Classroom Site Fund 013 - Other</b>								
100 Regular Education								
1000 Instruction	1,716,883	282,363				1,743,744	1,999,246	14.7%
2100 Support Services - Students		0				0	0	0.0%
2200 Support Services - Instructional Staff						0	0	0.0%
Program 100 Subtotal (lines 27-29)	2,081,882	41,926				2,306,344	2,544,414	10.3%
200 Special Education								
1000 Instruction	1,919,782	324,289				2,100,944	2,303,156	9.6%
2100 Support Services - Students						0	0	0.0%
2200 Support Services - Instructional Staff						0	0	0.0%
Program 200 Subtotal (lines 31-33)	1,919,782	324,289				2,100,944	2,303,156	9.6%
530 Dropout Prevention Programs								
1000 Instruction	131,300	27,573				157,300	158,873	1.0%
2100 Support Services - Students						0	0	0.0%
2200 Support Services - Instructional Staff						0	0	0.0%
Program 200 Subtotal (lines 34-36)	131,300	27,573				157,300	158,873	1.0%
Other Programs (Specify) ___ 550								
1000 Instruction	30,300	6,362				36,300	36,662	1.0%
2100 Support Services - Students						0	0	0.0%
2200 Support Services - Instructional Staff						0	0	0.0%
Other Programs Subtotal (lines 36-37)	30,300	6,362				36,300	36,662	1.0%
Total Expenditures (lines 30, 34, 35, and 38)	2,081,882	368,829				2,306,344	2,544,414	10.3%
Total Classroom Site Funds (lines 13, 26, and 39)	7,673,319	1,435,241				8,269,800	9,203,463	11.4%

The district has budgeted an amount in Fund 011 equal to the Classroom Site Fund Budget Limit as calculated on Page 8 of 8.

The district has budgeted an amount in Fund 012 equal to the Classroom Site Fund Budget Limit as calculated on Page 8 of 8.

The district has budgeted an amount in Fund 013 equal to the Classroom Site Fund Budget Limit as calculated on Page 8 of 8.

FUND 610

UNRESTRICTED CAPITAL OUTLAY (UCO) FUND

Expenditures	Rentals 6440	Library Books, Textbooks, & Instructional Aids (2) 6641-6643	Property (2) 6700	Redemption of Principal (3) 6831, 6832	Interest (4) 6841, 6842, 6850	All Other Object Codes (excluding 6900)	Totals		% Increase/ Decrease
							Prior FY 2016	Budget FY 2017	
<b>Unrestricted Capital Outlay Override (1)</b>							0	0	0.0%
<b>Unrestricted Capital Outlay Fund 610 (6)</b>							2,520,957	3,534,071	40.2%
1000 Instruction		2,621,657	912,414				2,520,957	3,534,071	40.2%
2000 Support Services									
2100, 2200 Students and Instructional Staff		63,035	725,932				297,901	788,967	164.8%
2300, 2400, 2500, 2900 Administration			1,707,219				1,609,114	1,707,219	6.1%
2600 Operation & Maintenance of Plant			440,162				455,020	440,162	-3.3%
2700 Student Transportation			256,997				203,750	256,997	26.1%
3000 Operation of Noninstructional Services (5)			10,245				8,754	10,245	17.0%
4000 Facilities Acquisition and Construction			0			443,561	794,537	443,561	-44.2%
5000 Debt Service				0	0		93,019	0	-100.0%
<b>Total Unrestricted Capital Outlay Fund (lines 2-9)</b>		2,684,692	4,052,969	0	0	443,561	5,983,052	7,181,222	20.0%

The district has budgeted an amount in the UCO Fund equal to the Unrestricted Capital Budget Limit as calculated on Page 8 of 8.

(1) Amounts in the Unrestricted Capital Outlay Override line 1 above must be included in the appropriate individual line items for Fund 610 and in the Budget Year Total Column.

(2) Detail by object code:

	Unrestricted Capital Outlay
6641 Library Books	\$63,035.00
6642 Textbooks	2,535,620
6643 Instructional Aids	86,037
673X Furniture and Equipment	341,130
673X Vehicles	0
673X Tech Hardware & Software	1,681,683

(5) Expenditures Budgeted in Unrestricted Capital Outlay (UCO) Fund for Food Service

Enter the amount budgeted in UCO for Food Service [Amount will be used to determine district compliance with state matching requirements pursuant to CFR Title 7, §210.17(a)]

\$10,245.13

(6) Expenditures, if any, budgeted in the Unrestricted Capital Outlay Fund on lines 2-9 for the K-3 Reading Program as described in A.R.S. §15-211.

(3) Includes principal on Capital Equity Fund loans of \_\_\_\_\_, principal on capital leases of \_\_\_\_\_, and principal on bonds of \_\_\_\_\_.

(4) Includes interest on Capital Equity Fund loans of \_\_\_\_\_, interest on capital leases of \_\_\_\_\_, and interest on bonds of \_\_\_\_\_.

DISTRICT NAME Glendale Elementary School District 40

COUNTY Maricopa

CTD NUMBER 070440000

VERSION Revised #1

OTHER FUNDS—REQUIRED CAPITAL EXPENDITURE DETAIL ((A.R.S. §15-904.(B))

Expenditures	UNRESTRICTED CAPITAL OUTLAY Fund 610		BOND BUILDING Fund 630		NEW SCHOOL FACILITIES Fund 695		ADJACENT WAYS Fund 620		
	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	
<b>Total Fund Expenditures</b>	1.	5,983,052	7,181,222	10,508,098	7,170,660	0	0	580,000	580,000
<b>Select Object Codes Detail (1)</b>									
6150 Classified Salaries	2.	0		0		0			
6200 Employee Benefits	3.	0		0		0			
6450 Construction Services	4.	579,347	491,844	6,677,780	4,452,186	0	0	580,000	
6710 Land and Improvements	5.	0		0		0			
6720 Buildings and Improvements	6.	0		0		0			
673X Furniture and Equipment	7.	1,500,000	341,130	0	62,899	0	0		
673X Vehicles	8.	55,000		0	1,980,491	0	0		
673X Technology Hardware & Software	9.	2,082,146	1,681,683	0		0			
6831, 6832 Redemption of Principal	10.	0	0	0		0			
6841, 6842, 6850 Interest	11.	0	0	0		0			
Total (lines 2-11)	12.	4,216,493	2,514,657	6,677,780	6,495,576	0	0	580,000	
Total amounts reported on lines 2-11 above for:									
Renovation	13.	779,347	1,000,000	5,467,780	3,478,579				580,000
New Construction	14.	0	125,000	1,210,000	1,036,506				
Other	15.	3,437,146	1,389,657	0	1,980,491	0	0		
Total (lines 13-15, must equal line 12)	16.	4,216,493	2,514,657	6,677,780	6,495,576	0	0	580,000	

(1) Lines 2-11 may not include all budgeted expenditures of the fund. Total budgeted expenditures for each fund should be included on Line 1.

SPECIAL PROJECTS

OTHER FUNDS

FEDERAL PROJECTS

	FTE	Prior FY	Budget FY	Prior FY	Budget FY
1. 100-130 ESEA Title I - Helping Disadvantaged Children	6000	60.72	59.67	7,410,797	7,555,558
2. 140-150 ESEA Title II - Prof. Dev. and Technology	6000	3.75	5.00	660,699	649,890
3. 160 ESEA Title IV - 21st Century Schools	6000	2.99	3.38	1,120,882	325,405
4. 170-180 ESEA Title V - Promote Informed Parent Choice	6000	0.00		0	
5. 190 ESEA Title III - Limited Eng. & Immigrant Students	6000	6.75	6.00	588,759	537,089
6. 200 ESEA Title VII - Indian Education	6000	0.00		0	
7. 210 ESEA Title VI - Flexibility and Accountability	6000	0.00		0	
8. 220 IDEA Part B	6000	44.06	43.50	2,811,911	2,874,486
9. 230 Johnson-O'Malley	6000	0.00		0	
10. 240 Workforce Investment Act	6000	0.00		0	
11. 250 AEA - Adult Education	6000	0.00		0	
12. 260-270 Vocational Education - Basic Grants	6000	0.00		0	
13. 280 ESEA Title X - Homeless Education	6000	0.00	0.00	0	0
14. 290 Medicaid Reimbursement	6000	2.00	4.00	172,363	275,354
15. 374 E-Rate	6000	0.00	0.00	1,000,000	900,000
16. 378 Impact Aid	6000	0.00		0	
17. 300-399 Other Federal Projects (Besides E-Rate & Impact Aid)	6000	6.63	13.25	1,130,807	383,722
18. Total Federal Project Funds (lines 1-17)		126.90	134.80	14,896,218	13,481,504

STATE PROJECTS

19. 400 Vocational Education	6000	0.00		0	
20. 410 Early Childhood Block Grant	6000	0.00		0	
21. 420 Ext. School Yr. - Pupils with Disabilities	6000	0.00		0	
22. 425 Adult Basic Education	6000	0.00		0	
23. 430 Chemical Abuse Prevention Programs	6000	0.00		0	
24. 435 Academic Contests	6000	0.00		0	
25. 450 Gifted Education	6000	0.00		0	
26. 460 Environmental Special Plate	6000	0.00		0	
27. 465-499 Other State Projects	6000	4.75	0.00	188,181	188,181
28. Total State Project Funds (lines 19-27)		4.75	0.00	188,181	188,181
29. Total Special Projects (lines 18 and 28)		131.65	134.80	15,084,399	13,669,685

INSTRUCTIONAL IMPROVEMENT FUND (020)

	Prior FY	Budget FY
1. Teacher Compensation Increases	6000	315,000
2. Class Size Reduction	6000	148,347
3. Dropout Prevention Programs (M&O purposes)	6000	0
4. Instructional Improvement Programs (M&O purposes)	6000	357,700
5. Total Instructional Improvement Fund (lines 1-4)		821,047

Prior FY

Budget FY

	Prior FY	Budget FY
1. 050 County, City, and Town Grants	6000	3,900
2. 071 Structured English Immersion (1)	6000	4,989
3. 072 Compensatory Instruction (1)	6000	0
4. 500 School Plant (2)	6000	46,500
5. 510 Food Service	6000	11,780,058
6. 515 Civic Center	6000	187,144
7. 520 Community School	6000	601,426
8. 525 Auxiliary Operations	6000	22,009
9. 526 Extracurricular Activities Fees Tax Credit	6000	22,000
10. 530 Gifts and Donations	6000	205,000
11. 535 Career & Tech. Ed. & Voc. Ed. Projects	6000	310,651
12. 540 Fingerprint	6000	0
13. 545 School Opening	6000	10,000
14. 550 Insurance Proceeds	6000	0
15. 555 Textbooks	6000	65,000
16. 565 Litigation Recovery	6000	15,000
17. 570 Indirect Costs	6000	79,946
18. 575 Unemployment Insurance	6000	1,250,000
19. 580 Teacherage	6000	0
20. 585 Insurance Refund	6000	0
21. 590 Grants and Gifts to Teachers	6000	0
22. 595 Advertisement	6000	1,000
23. 596 Joint Technical Education	6000	0
24. 620 Adjacent Ways	6000	580,000
25. 639 Impact Aid Revenue Bond Building	6000	0
26. 650 Gifts and Donations-Capital	6000	5,000
27. 660 Condemnation	6000	6,100
28. 665 Energy and Water Savings	6000	458,653
29. 686 Emergency Deficiencies Correction	6000	0
30. 691 Building Renewal Grant	6000	650,000
31. 700 Debt Service	6000	2,332,360
32. 720 Impact Aid Revenue Bond Debt Service	6000	0
33. Other	6000	375,172

INTERNAL SERVICE FUNDS 950-989

1. 950-52 Self Insurance	6000	12,591,352
2. 955 Intergovernmental Agreements	6000	0
3. 9 OPEB	6000	0
4. 9	6000	0

(1) From Supplement, page 3, line 10 and line 20, respectively.  
 (2) Indicate amount budgeted in Fund 500 for M&O purposes



Calculation of FY 2017 General Budget Limit  
(A.R.S. §15-947.C)

	A. Maintenance and Operation	B. Unrestricted Capital Outlay
1. (a) FY 2017 Revenue Control Limit (RCL) (from Work Sheet E, line VIII, or Work Sheet F, line III)	\$ 63,053,125	
* (b) Increase or (Decrease) in 03 District High School Tuition Payments (A.R.S. §15-905.J) (1)		
(c) Adjusted RCL	\$ 63,053,125	
2. (a) FY 2017 District Additional Assistance (DAA) (from Work Sheet H, lines VII.E.1 and VII.F.1)	\$ 5,798,483	
* (b) DAA Reduction for State Budget Adjustments (from Work Sheet H, lines VII.E.2 and VII.F.2)	4,957,703	
(c) Adjusted DAA	\$ 840,780	840,780
3. FY 2017 Override Authorization (A.R.S. §§15-481 and 15-482)		
* (a) Maintenance and Operation	9,333,420	
* (b) Unrestricted Capital Outlay		
* (c) Special Program		
*4. Small School Adjustment for Districts with a Student Count of 125 or less in K-8 or 100 or less in 9-12 (A.R.S. §15-949) (If phase-down applies, see Work Sheets K and K2)		
*5. Tuition Revenue (A.R.S. §§15-823 and 15-824)		
Local		
(a) Individuals and Other Private Sources		
(b) Other Arizona Districts		
(c) Out-of-State Districts and Other Governments		
State		
(d) Certificates of Educational Convenience (A.R.S. §§15-825, 15-825.01, and 15-825.02)		
*6. State Assistance (A.R.S. §15-976) and Special Ed. Voucher Payments Received (A.R.S. §15-1204)		
*7. Increase Authorized by County School Superintendent for Accommodation Schools (not to exceed Work Sheet S, line II.B.5) (A.R.S. §15-974.B)		
8. Budget Increase for:		
(a) Desegregation Expenditures (A.R.S. §15-910.G-K)		
* (b) Tuition Out Debt Service (from Work Sheet O, line 7) (A.R.S. §15-910.L)	0	
* (c) Budget Balance Carryforward (from Work Sheet M, line 9) (A.R.S. §15-943.01)	2,855,429	
(d) Dropout Prevention Programs (Laws 1992, Ch. 305, §32 and Laws 2000, Ch. 398, §2)		
(e) Registered Warrant or Tax Anticipation Note Interest Expense Incurred in FY 2015 (A.R.S. §15-910.M)		
* (f) Joint Career and Technical Education and Vocational Education Center (A.R.S. §15-910.01)		
* (g) FY 2016 Performance Pay Unexpended Budget Carryforward (from Work Sheet M, line 6.D) (A.R.S. §15-920)	0	
(h) Excessive Property Tax Valuation Judgments (A.R.S. §§42-16213 and 42-16214)		
* (i) Transportation Revenues for Attendance of Nonresident Pupils (A.R.S. §§15-923 and 15-947)		
*9. Adjustment to the General Budget Limit (A.R.S. §§15-272, 15-905.M, 15-910.02, and 15-915) Include year(s) and descriptions, as applicable.		
(a) Prior Year Over Expenditures/Resolutions:		
(b) Decrease for Transfer from M&O to Energy and Water Savings Fund	(466,132)	
(c) Increase for Energy and Water Savings Fund Transfer to M&O		
(d) JTED Reduction [See Work Sheet J, footnote (1) for estimate]		
(e) Noncompliance Adjustment		
(f) ADM/Transportation Audit Adjustment		
(g) Other:		
10. Estimated Allocation of Additional Funding (2016 Prop 123 & Laws 2015, 1st S.S., Ch. 1, §§2 and 6)		560,553
11. FY 2017 General Budget Limit (column A, lines 1 through 10) (A.R.S. §15-905.F) (page 1, line 31 cannot exceed this amount)	\$ 72,680,717	
12. Total Amount to be Used for Capital Expenditures (column B, lines 1 through 8) (A.R.S. §15-905.F) (to page 8, line A.11)		\$ 3,496,458

\* Subject to adjustment prior to May 15 as allowed by A.R.S. Revisions are described in the instructions for these lines, as needed.

**CALCULATION OF UNRESTRICTED CAPITAL BUDGET LIMIT**

- A. 1. FY 2016 Unrestricted Capital Budget Limit (UCBL)  
(from FY 2016 latest revised Budget, page 8, line A.12) \$ 5,983,052
- 2. Total UCBL Adjustment for prior years as notified by ADE on BUDG75 report (For budget adoption, use zero.) \$ 5,983,052
- 3. Adjusted Amount Available for FY 2016 Capital Expenditures (line A.1 + A.2) \$ 5,983,052
- 4. Amount Budgeted in Fund 610 in FY 2016  
(from FY 2016 latest revised Budget, page 4, line 10) \$ 5,983,052
- 5. Lesser of line A.3 or the sum of line A.4 and any positive adjustment on line A.2 \$ 5,983,052
- 6. FY 2016 Fund 610 Actual Expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through fiscal year-end.) \$ 2,322,492
- 7. Unexpended Budget Balance in Fund 610 (line A.5 minus A.6) If negative, use zero in calculation, but show negative amount here in parentheses. \$ 3,660,560
- 8. Interest Earned in Fund 610 in FY 2016 \$ 24,204
- 9. Monies deposited in Fund 610 from School Facilities Board for donated land (A.R.S. §15-2041.F) \$
- 10. Adjustment to UCBL for FY 2017 (A.R.S. §15-905.M) Include year(s) and descriptions, as applicable.
  - (a) Prior Year Over Expenditures/Resolutions: \$
  - (b) Increase to UCBL Due to Greater than Anticipated Growth (from FY2016 BUDG75) \$
  - (c) JTED Reduction [See Work Sheet J, footnote (1) for estimate] \$ 8,262,800
  - (d) ADM/Transportation Audit Adjustment \$
  - (e) Other: \$
- 11. Amount to be Used for Capital Expenditures (from page 7, line 12) \$ 3,496,458
- 12. FY 2017 Unrestricted Capital Budget Limit (lines A.7 through A.11) (1) \$ 7,181,222

**CALCULATION OF CLASSROOM SITE FUND BUDGET LIMIT**

	Fund 011	Fund 012	Fund 013	Total Fund 010
B. 1. FY 2016 Classroom Site Fund Budget Limit (from FY 2016 latest revised Budget, page 8, line B.7)	1,394,812	4,561,644	2,306,344	8,262,800
2. FY 2016 Actual Expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through fiscal year-end.)	795,992	1,480,635	1,738,870	4,015,497
3. Unexpended Budget Balance (line B.1 minus B.2)	598,820	3,081,009	567,474	4,247,303
4. Interest Earned in the Classroom Site Fund in FY 2016	1,953	13,618	1,174	16,745
5. FY 2017 Classroom Site Fund Allocation (provided by ADE, based on §332) Enter the total allocation in the Total Fund 010 column. Funds 011, 012, and 013 will automatically calculate.	987,883	1,975,766	1,975,766	4,939,415
6. Adjustments to FY 2017 Classroom Site Fund Budget Limit (2)				0
7. FY 2017 Classroom Site Fund Budget Limit (Sum of lines B.3 through B.6) (3)	1,588,656	5,070,393	2,544,414	9,203,463

- (1) The amount budgeted on page 4, line 10 cannot exceed this amount.
- (2) This line may be used to recapture lost CSF budget capacity that resulted from underbudgeting in prior fiscal years.
- (3) The amounts budgeted on page 3, lines 13, 26, 39, and 40 cannot exceed the respective amounts on this line.

DISTRICT NAME

Glendale Elementary School District 40

COUNTY

Maricopa

CTD NUMBER

070440000

VERSION

Revised #1

FY 2017  
STATE OF ARIZONA



SUPPLEMENT  
TO

SCHOOL DISTRICT ANNUAL EXPENDITURE BUDGET  
FOR DISTRICTS THAT BUDGET FOR:

SPECIAL K-3 PROGRAM OVERRIDE (A.R.S. §15-903.D and Laws 2010, Ch. 179, §4)

JOINT CAREER AND TECHNICAL EDUCATION AND VOCATIONAL EDUCATION CENTER (A.R.S. §15-910.01)

ENGLISH LANGUAGE LEARNERS (A.R.S. §§15-756.04 and 15-756.11)

M&O Fund Supplement	FTE		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals		% Increase/ Decrease
	Prior FY	Budget FY						Prior FY 2016	Budget FY 2017	
<b>Expenditures</b>										
<b>\$20 Special K-3 Program Override</b>										
1000 Instruction	0.00							0	0	0.0%
2000 Support Services										
2100 Students	0.00							0	0	0.0%
2200 Instructional Staff	0.00							0	0	0.0%
2300 General Administration	0.00							0	0	0.0%
2400 School Administration	0.00							0	0	0.0%
2500 Central Services	0.00							0	0	0.0%
2600 Operation & Maintenance of Plant	0.00							0	0	0.0%
2900 Other	0.00							0	0	0.0%
3000 Operation of Noninstructional Services	0.00							0	0	0.0%
Subtotal (lines 1-9) (to Budget, page 1, line 27)	0.00	0.00	0	0	0	0	0	0	0	0.0%
<b>540 Joint Career and Technical Education &amp; Vocational Education Center</b>										
1000 Instruction	0.00							0	0	0.0%
2000 Support Services										
2100 Students	0.00							0	0	0.0%
2200 Instructional Staff	0.00							0	0	0.0%
2300 General Administration	0.00							0	0	0.0%
2400 School Administration	0.00							0	0	0.0%
2500 Central Services	0.00							0	0	0.0%
2600 Operation & Maintenance of Plant	0.00							0	0	0.0%
2900 Other	0.00							0	0	0.0%
3000 Operation of Noninstructional Services	0.00							0	0	0.0%
Subtotal (lines 11-19) (to Budget, page 1, line 29)	0.00	0.00	0	0	0	0	0	0	0	0.0%

Unrestricted Capital Outlay Fund Supplement	Expenditures	520 Special K-3 Program Override	Rentals 6440	Library Books, Textbooks, & Instructional Aids 6641-6643	Property 6700	Redemption of Principal 6831, 6832	Interest 6841, 6842, 6850	All Other Object Codes (excluding 6900)	Totals		% Increase/ Decrease
									Prior FY 2016	Budget FY 2017	
	1000 Instruction	21.							0	0	0.0%
	2000 Support Services	22.							0	0	0.0%
	3000 Operation of Noninstructional Services	23.							0	0	0.0%
	4000 Facilities Acquisition & Construction	24.							0	0	0.0%
	5000 Debt Service	25.							0	0	0.0%
	Subtotal (lines 21-25)	26.	0	0	0	0	0	0	0	0	0.0%
	540 Joint Career and Technical Education & Vocational Education Center										
	1000 Instruction	27.							0	0	0.0%
	2000 Support Services	28.							0	0	0.0%
	3000 Operation of Noninstructional Services	29.							0	0	0.0%
	4000 Facilities Acquisition & Construction	30.							0	0	0.0%
	5000 Debt Service	31.							0	0	0.0%
	Subtotal (lines 27-31)	32.	0	0	0	0	0	0	0	0	0.0%
	<b>Total (lines 26 &amp; 32) (Include in Fund 610 Budget, page 4, lines 2-9)</b>	33.	0	0	0	0	0	0	0	0	0.0%

English Language Learners Supplement	FTE		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Property 6700	Other 6800	Totals		% Increase/ Decrease	
	Prior FY	Budget FY							Prior FY 2016	Budget FY 2017		
<b>Expenditures</b>												
<b>Structured English Immersion Fund 071</b>												
1000 Instruction	1.	0.00	47,001	15,214					0	62,215	--	1.
2000 Support Services									0	0	0.0%	2.
2100 Students	2.	0.00							0	0	0.0%	2.
2200 Instructional Staff	3.	0.00	2,605	594	0				3,149	3,199	1.6%	3.
2300 General Administration	4.	0.00							0	0	0.0%	4.
2400 School Administration	5.	0.00							0	0	0.0%	5.
2500 Central Services	6.	0.00			0				1,840	0	-100.0%	6.
2600 Operation & Maintenance of Plant	7.	0.00							0	0	0.0%	7.
2700 Student Transportation	8.	0.00							0	0	0.0%	8.
2900 Other	9.	0.00							0	0	0.0%	9.
<b>Total (lines 1-9) (to Budget, page 6, Other Funds, line 2)</b>	10.	0.00	49,606	15,808	0	0		0	4,989	65,414	1211.2%	10.
<b>Compensatory Instruction Fund 072</b>												
1000 Instruction	11.	0.00							0	0	0.0%	11.
2000 Support Services												
2100 Students	12.	0.00							0	0	0.0%	12.
2200 Instructional Staff	13.	0.00							0	0	0.0%	13.
2300 General Administration	14.	0.00							0	0	0.0%	14.
2400 School Administration	15.	0.00							0	0	0.0%	15.
2500 Central Services	16.	0.00							0	0	0.0%	16.
2600 Operation & Maintenance of Plant	17.	0.00							0	0	0.0%	17.
2700 Student Transportation	18.	0.00							0	0	0.0%	18.
2900 Other	19.	0.00							0	0	0.0%	19.
<b>Total (lines 11-19) (to Budget, page 6, Other Funds, line 3)</b>	20.	0.00	0	0	0	0		0	0	0	0.0%	20.



**BUDGET WORK SHEETS  
FOR FISCAL YEAR 2017**

WORK SHEET TITLE	PAGE
A. Adjustment for Tuition Loss and Student Revenue Loss Phase-Down (Optional).	1
B. Support Level Weights and PSD-12 Weighted Student Counts.	2
C. Base Support Level and Base Revenue Control Limit . . . . .	3
C2. Weighted Student Count: AOI Students . . . . .	4
D. Transportation Support Level and Transportation Revenue Control Limit . . . . .	5
E. District Support Level and Revenue Control Limit . . . . .	6
F. Consolidation/Unification Assistance. . . . .	6
G. District Additional Assistance High School Student Count (Type 03) . . . . .	6
H. District Additional Assistance . . . . .	7
J. Equalization Base and Assistance . . . . .	8
K. Small School Adjustment Phase Down Limit . . . . .	9
K2. Maximum Small School Adjustment Override . . . . .	10
L. Impact Aid Fund (ESEA, Title VIII) . . . . .	11
M. Maintenance and Operation Fund Budget Balance Carryforward . . . . .	12
O. Tuition Out for High School Students . . . . .	13
S. Equalization Assistance for an Accommodation School . . . . .	14

**B. WORK SHEET FOR FY 2017 SUPPORT LEVEL WEIGHTS AND PSD-12 WEIGHTED STUDENT COUNTS**  
(A.R.S. §15-943, as amended by Laws 2016, Ch. 124, §17)

A. Unweighted Student Count

All Districts must complete lines A.1 through A.8 below.

Beginning with FY 2017, districts will use estimated current year counts (line A.4) to calculate the Base Support Level. However, in FY 2017 only, declining districts will use the prior year counts (line A.8) to calculate the total Base Support Level and one-time backfill monies in accordance with Laws 2016, Ch. 117, §141. All districts will use prior year counts (line A.8) on Work Sheet H to calculate DAA in accordance with A.R.S. §15-961.

**Current Year ADM (A.R.S. §15-943)**

1. FY 2017 Estimated Non-AOI Student Count
2. FY 2017 Estimated AOI Full-Time Student Count
3. FY 2017 Estimated AOI Part-Time Student Count
4. Total FY 2017 Estimated Student Count

**Prior Year ADM (A.R.S. §15-901)**

5. FY 2017 Non-AOI Student Count 2016 ADM
6. FY 2017 AOI Full-Time Student Count 2016 ADM
7. FY 2017 AOI Part-Time Student Count 2016 ADM
8. Total FY 2017 Student Count 2016 ADM

	PSD	K-8	9-12	TOTAL
1. FY 2017 Estimated Non-AOI Student Count	69,100	12,794,693		12,863,793
2. FY 2017 Estimated AOI Full-Time Student Count				0.000
3. FY 2017 Estimated AOI Part-Time Student Count				0.000
4. Total FY 2017 Estimated Student Count	69,100	12,794,693	0.000	12,863,793
5. FY 2017 Non-AOI Student Count 2016 ADM	69,100	12,794,693	0.000	12,863,793
6. FY 2017 AOI Full-Time Student Count 2016 ADM		0.000	0.000	0.000
7. FY 2017 AOI Part-Time Student Count 2016 ADM		0.000	0.000	0.000
8. Total FY 2017 Student Count 2016 ADM	69,100	12,794,693	0.000	12,863,793

B. Support Level Weights for Districts

	DESIGNATED AS ISOLATED		NOT DESIGNATED AS ISOLATED	
	K-8	9-12	K-8	9-12
Student Count 0.001-99.999 (from line A.4)	1,559	1,669	1,399	1,559
Support Level Weight				
Student Count 100.000-499.999	500,000	500,000	500,000	500,000
Student Count (from line A.4)				
Difference	=			
Weight Adjustment Factor	x	0.0005	0.0005	0.0003
Support Level Weight Increase	=			
Support Level Weight	+	1.358	1.468	1.278
Adjusted Support Level Weight	=			
Student Count 500.000-599.999	600,000	600,000	600,000	600,000
Student Count Constant				
Student Count (from line A.4)	-			
Difference	=			
Weight Adjustment Factor	x	0.0020	0.0020	0.0012
Support Level Weight Increase	=			
Support Level Weight	+	1.158	1.268	1.268
Adjusted Support Level Weight	=			
Student Count 600.00 or More (from line A.4)			1.158	1.268
Support Level Weight				
Joint Technical Education District				
Support Level Weight (A.R.S. §15-943.02)				1.339

C. PSD-12 WEIGHTED STUDENT COUNT

Section A student count multiplied by Section B support level weight.

1. PSD
2. K-8
3. 9-12
4. Total Student Count

	Non-AOI Student Count	AOI Full-Time Student Count	AOI Part-Time Student Count	Section B Support Level Weight	Non-AOI Weighted Student Count	AOI Full-Time Weighted Student Count	AOI Part-Time Weighted Student Count
1. PSD	69,100			x 1.450	= 100,195		
2. K-8	12,794,693	0.000	0.000	x 1.158	= 14,816,254	0.000	0.000
3. 9-12	0.000	0.000	0.000	x	= 0.000	0.000	0.000
4. Total Student Count	12,863,793	0.000	0.000		14,916,449	0.000	0.000



**C. WORK SHEET FOR FY 2017 BASE SUPPORT LEVEL (BSL) AND BASE REVENUE CONTROL LIMIT (BRCL)**

(A.R.S. §§15-808, 15-943, as amended by Laws 2016, Ch. 124, §17, and 15-944.E)

**WEIGHTED STUDENT COUNT**

	Non-AOI Student Count	Support Level Weight	Non-AOI Weighted Student Count
I. A. FY 2017 Non-AOI Student Count (from Work Sheet B, line C.4)			
B. Student Count Add-ons			
1. Hearing Impairment	0.000	4.771	0.000
2. K-3	5,359,623	0.060	321,577
3. K-3 Reading (1)	5,359,623	0.040	214,385
4. English Learners (ELL)	2,079,453	0.115	239,137
5. MD-R, A-R, and SID-R	35,555	6.024	214,183
6. MD-SC, A-SC, and SID-SC	90,800	5.833	529,636
7. Multiple Disabilities Severe Sensory Impairment	11,470	7.947	91,152
8. Orthopedic Impairment (Resource)	5,000	3.158	15,790
9. Orthopedic Impairment (Self Contained)	5,915	6.773	40,062
10. Preschool-Severe Delay	17,615	3.595	63,326
11. DD, ED, MIDD, SLD, SLI, & OHI	1,291,107	0.003	3,873
12. Emotional Disability (Private)	3,700	4.822	17,841
13. Moderate Intellectual Disability	23,626	4.421	104,451
14. Visual Impairment	2,500	4.806	12,015
15. Total Add-on Count (I.B.1 through I.B.14)	14,285,987		1,867,428
II. FY 2017 Non-AOI Weighted Student Count			16,783,877
			(I.A + I.B.15, this column)

III. FY 2017 AOI FT Weighted Student Count (from Work Sheet C2, line II)  
 IV. FY 2017 AOI PT Weighted Student Count (from Work Sheet C2, line IV)

AOI Weighted Student Count	Funding Ratio	Adjusted AOI Weighted Student Count
0.000	95%	0.000
0.000	85%	0.000

**CALCULATION OF FY 2017 BSL AND BRCL**

V. Total Weighted Student Count (line II + III + IV)			16,783,877
VI. A. Base Level Amount	\$3,635,64	- To include Teacher Compensation, use Base Level of \$3,681.09 (A.R.S. §§15-901, as amended by Laws 2016, Ch. 124, §14, and 15-952)	\$ 3,681.09
B. Increase for 200 Days of Instruction (line VI.C x 5%) (A.R.S. §15-902.04)		Check here <input type="checkbox"/> to calculate.	\$ 3,681.09
C. Adjusted FY 2017 Base Level Amount (line VI.A + VI.B) (to Work Sheet K, line I.G and II.G)			\$ 61,782,961.79
VII. Result (line V x VI.C)			\$ 1,0000
VIII. Teacher Experience Index (TEI) (If actual TEI is less than 1.0000 use 1.0000)			\$ 61,782,961.79
IX. Result (line VII x VIII)			\$
X. Increase for Tuition Loss Adjustment (from all copies of Work Sheet A, line I.D)			\$
XI. Increase for Student Revenue Loss Phase-Down (from Work Sheet A, line II)			\$
XII. FY 2015 Nonfederal Audit Service Actual Expenditures (2)	\$	41,635.00 x 1.00	\$ 41,635.00
XIII. Incremental Monies for Districts that Operated DSCS in FY 2016 (Laws 2016, Ch. 124, §41 and Ch. 117, §37)			\$
XIV. FY 2017 BSL and BRCL (sum lines IX through XIII) (to Work Sheet E, line D)			\$ 61,824,596.79

Portion of line IX amount from total K-3 and total K-3 Reading weighted student counts: (1)

K-3	\$ 1,183,753.88
K-3 Reading	\$ 789,170.48

- (1) Districts assigned a letter grade of C, D, or F, in accordance with A.R.S. §15-241 and Laws 2015, Ch. 76, §1, or that have more than 10% of their pupils in grade three reading far below the third grade level according to the reading portion of the AIMS test, or a successor test, will receive monies for this weight only after the district's K-3 Reading Program Plan is approved by the State Board of Education. A.R.S. §15-211
- (2) A.R.S. §15-914.F allows districts to increase the BSL if financial and compliance audit costs will be incurred for the budget year.
- Enter the FY 2015 **nonfederal** audit expenditures on line XII.
- Enter the FY 2015 federal audit expenditures from all funds to the right (should agree to FY 2015 AFR).
- Enter the total FY 2015 audit expenditures from all funds to the right.
- Do not include costs of consulting or other nonaudit services paid to audit firms (e.g., application fees paid for submission of district's reports to ASBO and GFOA for certification or for the preparation of the Meritorious Budget Award application to ASBO) in the amounts reported on Line XII or in this footnote.

\$ 2,500.00

\$ 48,632.00

**D. WORK SHEET FOR FY 2017 TRANSPORTATION SUPPORT LEVEL (TSL) (A.R.S. §§15-945, as amended by Laws 2016, Ch. 124, §19, and 15-816.01) AND TRANSPORTATION REVENUE CONTROL LIMIT (TRCL) (A.R.S. §15-946)**

**TABLE I**

Approved Daily Route Miles per Eligible Student Transported	FY 2017 State Support Level per Route Mile
I. 0.5 or Less	2.56
II. More than 0.5, through 1.0	2.09
III. More than 1.0	2.56

**TABLE II FACTORS**

Approved Daily Route Miles per Eligible Student Transported	Unified or an Accommodation School that offers instruction in grades 9-12 or a Common School District Not in a High School District (Type 01, 02, or 03)	Common School District within a High School District or an Accommodation School that does not offer instruction in grades 9-12 (Type 01 or 04)	High School District (Type 05)
I. 1.0 or Less	0.15	0.10	0.25
II. More than 1.0	0.18	0.12	0.30

**TSL CALCULATION**

- I. Approved Daily Route Miles per Eligible Student Transported
  - A. FY 2016 Approved Daily Route Miles 2,108,000
  - B. Number of Eligible Students Transported in FY 2016 3,420,000
  - C. Approved Daily Route Miles per Eligible Student Transported (I.A + I.B) 0.616
- II. To and From School Support Level
  - A. Annual Route Miles (Line I.A x 180 or 200, as applicable)  Check here if approved for 200 Days of Instruction 379,440,000
  - B. State Support Level per Route Mile (use Table I based on I.C) \$ 2.09
  - C. 1. FY 2016 Annual Expenditure for Bus Tokens \$ 0.00
    - 2. FY 2016 Annual Expenditure for Bus Passes \$ 0.00
  - D. To and From School Support Level [(II.A x II.B) + II.C.1 + II.C.2] \$ 793,029.60
- III. Academic Education, Career and Technical Education, Vocational Education, and Athletic Trips Support Level
  - A. Factor from Table II (based on I.C and district type) 0.100
  - B. Academic Education, Career and Technical Education, Vocational Ed., and Athletic Trips Support Level (II.A x II.B x III.A) \$ 79,302.96
- IV. Extended School Year Support Level for Pupils with Disabilities
  - A. Actual Route Miles traveled in July and August 2015 to Transport Pupils w/Disabilities for Extended School Year 1,246,000
  - B. Estimated Route Miles Traveled in June 2016 to Transport Pupils w/Disabilities for Extended School Year 1,200,000
  - C. Total Extended School Year Route Miles (IV.A + IV.B) 2,446,000
  - D. State Support Level per Route Mile (use Table I based on I.C) \$ 2.09
  - E. Extended School Year Support Level for Pupils with Disabilities (IV.C x IV.D) \$ 5,112.14
  - V. FY 2017 TSL (lines II.D + III.B + IV.E) (to Work Sheet E, line III) \$ 877,444.70
- VI. Support Level Change
  - A. FY 2016 Transportation Support Level \$ 869,048.10
  - B. Transportation Support Level Change (If result is negative, enter 0) (V - VI.A) \$ 8,396.60

**TRCL CALCULATION**

- VII. FY 2016 Transportation Revenue Control Limit \$ 1,228,528.19
- VIII. FY 2017 Transportation Revenue Control Limit
  - A. Preliminary FY 2017 Transportation Revenue Control Limit (VI.B + VII) \$ 1,236,924.79
  - B. 120% of FY 2017 Transportation Support Level (V x 1.20) \$ 1,052,933.64
  - C. Adjusted FY 2017 Transportation Revenue Control Limit (if line VIII.A is greater than line VIII.B use line VII, otherwise use line VIII.A) \$ 1,228,528.19
  - D. FY 2017 Transportation Revenue Control Limit (the greater of line V or VIII.C) (to Work Sheet E, line VII) \$ 1,228,528.19

**E. WORK SHEET FOR FY 2017 DISTRICT SUPPORT LEVEL (DSL) AND REVENUE CONTROL LIMIT (RCL) (A.R.S. §§15-947 and 15-951)**

**CALCULATION OF THE DSL**

I. FY 2017 Base Support Level/Base Revenue Control Limit (from Work Sheet C, line XIV)	\$ 61,824,596.79
II. Tuition Out for High School Students (from Work Sheet O, line 13) [Applies only to tuition for high school students if the District of Residence is a common school NOT within a high school district (Type 03).]	\$ 0.00
III. FY 2017 Transportation Support Level (from Work Sheet D, line V)	\$ 877,444.70
IV. FY 2017 District Support Level (sum of lines I through III)	\$ 62,702,041.49

**CALCULATION OF THE RCL**

V. FY 2017 Base Support Level/Base Revenue Control Limit (from line I above)	\$ 61,824,596.79
VI. Tuition Out for High School Students (from Work Sheet O, line 13) [Applies only to tuition for high school students if the District of Residence is a common school NOT within a high school district (Type 03).]	\$ 0.00
VII. FY 2017 Transportation Revenue Control Limit (from Work Sheet D, line VIII.D)	\$ 1,228,528.19
VIII. FY 2017 Revenue Control Limit (sum of lines V through VII) [to Budget, page 7, line 1(a)]	\$ 63,053,124.98

**F. WORK SHEET FOR FY 2017 CONSOLIDATION/UNIFICATION ASSISTANCE (A.R.S. §§15-912 and 15-912.01)**

I. Consolidation/Unification Increase for Transitional Costs incurred in first year	\$ 0.00
II. FY 2017 District Support Level (line I + Work Sheet E, line IV)	\$ 0.00
III. FY 2017 Revenue Control Limit (line I + Work Sheet E, line VIII) [to Budget, page 7, line 1(a)]	\$ 0.00

**G. WORK SHEET FOR FY 2017 DISTRICT ADDITIONAL ASSISTANCE HIGH SCHOOL STUDENT COUNT FOR COMMON SCHOOL DISTRICTS NOT WITHIN A HIGH SCHOOL DISTRICT (TYPE 03) (A.R.S. §15-951.C)**

I. High School Student Count Tuitioned Out (from Work Sheet O, line 6)	0.000
II. High School Student Count Transported by District of Residence to District of Attendance	_____
III. 50% of High School Student Count Transported by District of Residence to District of Attendance (Line II x .5) (to Work Sheet H, line V.A column 9-12)	0.000

H. WORK SHEET FOR FY 2017 DISTRICT ADDITIONAL ASSISTANCE (DAA)  
(A.R.S. §§ 15-951.C, 15-961, as amended by Laws 2016, Ch. 124, §22, 15-962.01, and 15-963.B, and Laws 2016, Ch. 124, §§35 and 36)

TABLE TO CALCULATE DAA PER STUDENT COUNT

	K-8	9-12
I. Student Count: .001 - 99.999 DAA per Student Count	\$ 544.58	\$ 601.24
II. Student Count: 100.000 - 499.999	500.000	500.000
A. Student Count Constant		
B. Student Count (from Work Sheet B, line A.8 and Work Sheet G, line II for type 03 districts)	0.000	0.000
C. Difference	= 0.000	= 0.000
D. Weight Adjustment Factor	x 0.0003	x 0.0004
E. Support Level Weight Increase	= 0.000	= 0.000
F. Support Level Weight	+ 1.278	+ 1.398
G. Adjusted Support Level Weight	= 0.000	= 0.000
H. Support Level Amount	x \$ 389.25	x \$ 405.59
I. DAA per Student Count	= \$ 0.00	= \$ 0.00
III. Student Count: 500.000 - 599.999		
A. Student Count Constant	600.000	600.000
B. Student Count (from Work Sheet B, line A.8 and Work Sheet G, line II for type 03 districts)	0.000	0.000
C. Difference	= 0.000	= 0.000
D. Weight Adjustment Factor	x 0.0012	x 0.0013
E. Support Level Weight Increase	= 0.000	= 0.000
F. Support Level Weight	+ 1.158	+ 1.268
G. Adjusted Support Level Weight	= 0.000	= 0.000
H. Support Level Amount	x \$ 389.25	x \$ 405.59
I. DAA per Student Count	= \$ 0.00	= \$ 0.00
IV. Student Count: 600.000 or More & JTED DAA per Student Count	\$ 450.76	\$ 492.94

CALCULATIONS FOR DAA

	PSD	K-8	9-12
V. District Additional Assistance Base			
A. FY 2017 Student Count 2016 ADM (from Work Sheet B, line A.8 and Work Sheet G, line II for type 03 districts)	69.100	12,794.693	0.000
B. DAA per Student Count (from Table above)	x \$ 450.76	x \$ 450.76	x \$ 0.00
C. DAA Base (line V.A x line V.B)	= \$ 31,147.52	= \$ 5,767,335.82	= \$ 0.00

VI. District Additional Assistance Growth Factor

- A. FY 2017 Student Count 2016 ADM (from Work Sheet B, line A.8 and Work Sheet G, line II for type 03 districts)
- B. FY 2016 Student Count (2015 ADM)
- C. FY 2017 DAA Growth Factor (VI.A ÷ VI.B)

VII. Adjusted District Additional Assistance

A. DAA Base (from line V.C)	\$ 31,147.52	\$ 5,767,335.82	\$ 0.00
B. Adjusted Growth Factor (if line VI.C is < or = 1.05, use 1.0, if > 1.05, use 1 plus 50% of the increase)	x 1.0000	x 1.0000	x 1.0000
C. FY 2017 DAA (VII.A x VII.B)	= \$ 31,147.52	= \$ 5,767,335.82	= \$ 0.00

D. DAA for High School Textbooks

1. FY 2017 9-12 Student Count 2016 ADM (from Work Sheet B, line A.8)			0.000
2. Support Level Amount for Textbooks			x \$ 69.68
3. DAA for Textbooks (VII.D.1 x VII.D.2)			= \$ 0.00
E. 9-12 DAA (including capital transportation adjustment from line VII.G below)			= \$ 0.00
1. FY 2017 9-12 DAA (9-12 lines VII.C + VII.D.3) (to Budget, page 7, line 2.a)			= \$ 0.00
2. 9-12 DAA Capital Transportation (line VII.G) & State Budget Reductions Adjustments (to Budget, page 7, line 2.b)			= \$ 0.00
3. Adjusted FY 2017 9-12 DAA (VII.E.1-VII.E.2) (to Work Sheet J, line II.E)			= \$ 0.00

F. PSD and K-8 DAA (including capital transportation adjustment from line VII.G below)

1. FY 2017 PSD and K-8 DAA (PSD and K-8 line VII.C) (to Budget, page 7, line 2.a)			= \$ 5,798,483.34
2. PSD and K-8 DAA Capital Transportation (line VII.G) & State Budget Reduction Adjustments (to Budget, page 7, line 2.b)			= \$ 4,957,703.26
3. Adjusted FY 2017 PSD and K-8 DAA (VII.F.1-VII.F.2) (to Work Sheet J, line II.E)			= \$ 840,780.08
G. Capital Transportation Adjustment A.R.S. §15-963.B	\$	\$	\$

**J. WORK SHEET FOR EQUALIZATION BASE AND ASSISTANCE (A.R.S. §§15-971.A and .B and 15-992)**

	PSD-8	9-12
I. A. Total FY 2017 PSD and K-8 Weighted State Aid Student Count		
1. PSD (from Work Sheet B, line C.1)	100,195	
2. K-8 (from Work Sheet B, line C.2, Total Non-AOI and AOI Counts)	14,816,254	
B. Total FY 2017 PSD-8 and 9-12 Weighted State Aid Student Count	14,916,449	0.000
(Total Non-AOI and AOI Counts)	(LA1 + LA2)	(from Work Sheet B, line C.3)
C. Total FY 2017 Weighted State Aid Student Count (line 1B PSD-8 column + 9-12 column)	14,916,449	
D. PSD-8 and 9-12 Factors (line 1B + line 1C)	1.0000	0.0000
II. A. Lesser of District Support Level (DSL) or Revenue Control Limit (RCL) (from Work Sheet E, line IV or VIII, or Work Sheet F, line II or III) (to Work Sheet S, line I.A)	\$ 62,702,041.49	
B. Tuition Out for High School Students (from Work Sheet E, line II or VI)	-	\$ 0.00
C. Adjusted DSL/RCL (II.A - II.B)	\$ 62,702,041.49	
D. DSL/RCL PSD-8 and 9-12 Allocation (line 1.D x II.C)	\$ 62,702,041.49	\$ 0.00
E. Adjusted FY 2017 District Additional Assistance (from Work Sheet H)	\$ 840,780.08	\$ 0.00
	(from Work Sheet H, line VII.F.3)	(from Work Sheet H, line VII.E.3)
F. Tuition Out for High School Students (Type 03 Districts Only) (from Work Sheet E, line II or VI)	\$ 63,542,821.57	\$ 0.00
G. FY 2017 Equalization Base (II.D + II.E (+ 9-12 II.F for Type 03 only))	\$ 2,576,216.00	\$ 0.00
III. A. 2016 Primary Assessed Valuation ÷ 100	\$ 67,076.00	\$ 0.00
B. 2016 Salt River Project (SRP) Valuation ÷ 100	\$ 2,643,292.00	\$ 0.00
C. 2016 Government Property Lease Excise Tax Assessed Valuation ÷ 100	\$ 2,0793	\$ 2.0793
D. TOTAL Valuation (III.A + III.B + III.C)	\$ 5,496,197.06	\$ 0.00
E. Qualifying Tax Rate	\$ 58,046,624.51	\$ 0.00
F. Qualifying Levy (III.D x III.E)	\$ 0.00	\$ 0.00
G. FY 2017 Equalization Assistance (II.G - III.F) (1)	\$ 0.00	\$ 0.00
IV. Additional Tax in Districts Ineligible for Equalization Assistance; Amount to be Levied and Paid to the State (50% of line III.F - II.G)	\$ 0.00	\$ 0.00

(1) Laws 2016, Ch. 124, §38, requires a joint technical education district (JTED) with 2016 ADM of more than 2,000 to be funded at 95.5% of the state aid that would otherwise be provided by law and to reduce its budget limits accordingly. Therefore, the JTED's actual total equalization assistance may be less than the amount calculated on this Work Sheet. Estimated reduction to state aid is \$ 0.00. This estimated reduction amount must be used to reduce the GBL on page 7, line 9 and/or the UCBL on page 8, line A.10.

(Equalization Base using 2016 ADM x 4.5%)

V. Additional State Aid to Education (ASAE) Information for Department of Revenue

A. Dropout Prevention Program (from page 1, line 28)	\$ 0.00
B. Tuition-Out Debt Services (from Work Sheet O, column A x column B)	\$ 0.00
C. Adjustment for Tuition Loss (from Work Sheet C, line X and XI)	\$ 0.00
D. Liabilities in Excess of School Budget (from TNT Work Sheet, line 13)	\$ 0.00
E. Vocational M&O Expenses (from page 1, line 29)	\$ 0.00
F. Adjacent Ways (from TNT Work Sheet, line 12)	\$ 0.00
G. Phase Down Small School Budget Limit Exemption (from Work Sheet K or K2, line VI)	\$ 0.00

**M. WORK SHEET FOR CALCULATION OF THE FY 2017 MAINTENANCE AND OPERATION (M&O) FUND BUDGET BALANCE CARRYFORWARD (A.R.S. §15-943.01, as amended by Laws 2016, HB2481, §2)**

1.	a.	General Budget Limit (GBL) (from FY 2016 latest revised Budget, page 7, line 10)	\$ 71,385,732.00
	b.	Adjustments to the GBL from FY 2016 BUDG75	\$
	c.	Adjusted GBL	\$ 71,385,732.00
2.	a.	Budgeted M&O expenditures (from FY 2016 latest revised Budget, page 1, line 31, Total Budget Year Column)	\$ 71,385,732.00
	b.	Adjustments to the GBL (from line 1 b)	\$ 0.00
	c.	Adjusted Budgeted Expenditures	\$ 71,385,732.00
3.		Lesser of the Adjusted GBL (line 1.c) or the Adjusted Budgeted Expenditures (line 2.c)	\$ 71,385,732.00
4.		M&O actual expenditures	\$ 68,530,303.00
5.		Budget Balance (line 3 minus line 4) (If negative, enter zero. The district does not have any budget balance to carry forward. Do not complete the remainder of this Work Sheet.)	\$ 2,855,429.00

**Note: For lines 6.a through 6.f deduct the FY 2016 actual expenditures from the budget amount. If the result is negative, enter zero.**

		FY 2016 Budget	Actual	Unexpended Budget
6.	a.	Special Program Override	\$ 0.00	\$ 0.00
	b.	Desegregation	\$ 0.00	\$ 0.00
	c.	Tuition Out Debt Service	\$ 0.00	\$ 0.00
	d.	Dropout Prevention Programs	\$ 0.00	\$ 0.00
	e.	Joint Career and Technical Ed. and Voc. Ed. Center	\$ 0.00	\$ 0.00
	f.	Performance Pay	\$ 0.00	\$ 0.00
	g.	Total Budget Balance Deductions [Add lines 6.a through 6.f.]		\$ 0.00
7.		Budget Balance after Deductions (If negative, enter zero. The district does not have any budget balance to carry forward.) (line 5 minus line 6.g)		\$ 2,855,429.00
8.		Enter the amount of Budget Balance Carryforward transferred to the School Opening Fund (not to exceed the lesser of line 7 or the FY 2016 M&O Fund ending cash balance)		\$
9.		Actual Budget Balance Carryforward to be used in M&O Fund (line 7 - line 8) [to Budget, page 7, line 8(c)]		\$ 2,855,429.00

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 7.D. TOPIC: Revised 2016-2017 School Year Calendars

SUBMITTED BY: Ms. Cindy Segotta-Jones, Assistant Superintendent for Educational Services

RECOMMENDED BY: Ms. Cindy Segotta-Jones, Assistant Superintendent for Educational Services

DATE ASSIGNED FOR CONSIDERATION: December 8, 2016

RECOMMENDATION:

It is recommended the Governing Board approve revised 2016-2017 school year calendars for Glendale Landmark School and Challenger Middle School as a result of the temporary closures.

**RATIONALE:**

Due to the temporary closure and relocation of Glendale Landmark School and Challenger Middle School from September 12, 2016 - October 7, 2016, the school calendar was affected, specifically, the number of days the schools were in session. Glendale Landmark School was not in session September 12-15, 2016 and Challenger Middle School was not in session September 12-16, 2016.

Since A.R.S. § 15.341.01 requires a 180-day school year, both of these school calendars were affected with Glendale Landmark School in session 177 days and Challenger Middle School in session 176 days.

The statute also gives the State Superintendent of Public Instruction the ability to waive the affected hours due to emergencies; hence, the days do not need to be made up. On October, 25, 2016, Superintendent Diane Douglas waived the three days for Landmark School and the four days for Challenger Middle School, and provided guidance related to revising the schools' calendars to reflect the dates of closure.

The attached revised school calendars were created under the guidance of the Arizona Department of Education for the dates of the schools' closures to be formally reflected in the school year calendars.

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Source of Funding -  
M & O \_\_\_\_\_ State Grant \_\_\_\_\_ Federal Grant \_\_\_\_\_ Capital \_\_\_\_\_ Other \_\_\_\_\_

# Glendale Elementary School District - Challenger Middle School

Revised 2016-2017 School Year

July 2016							1
S	M	T	W	Th	F	Sa	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

August 2016							2
S	M	T	W	Th	F	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
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28	29	30	31				

September 2016							3
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18	19	20	21	22	23	24	
25	26	27	28	29	30		

October 2016							4
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						1	
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9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

November 2016							5
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20	21	22	23	24	25	26	
27	28	29	30				

December 2016							6
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January 2017							7
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February 2017							8
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26	27	28					

March 2017							9
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19	20	21	22	23	24	25	
26	27	28	29	30	31		

April 2017							10
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May 2017							11
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14	15	16	17	18	19	20	
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28	29	30	31				

June 2017							12
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18	19	20	21	22	23	24	
25	26	27	28	29	30		

- July 4 — Independence Day
- July 25 — New Teachers Report
- Aug. 1 — Returning Teachers Report
- Aug. 8 — School Starts
- Sept. 5 — Labor Day
- Sept. 21 — Professional Growth Day
- Oct. 10-14 — Fall Break
- Oct. 20-21 — Parent/Teacher conferences / Early Release
- Nov. 11 — Veteran's Day
- Nov. 23-25 — Thanksgiving Break
- Dec. 26-Jan.6 — Winter Break
- Jan. 16 — Martin Luther King Jr. Day Holiday
- Feb 8 - Professional Growth Day
- Feb. 20 — Presidents Day Holiday
- March 16-17— Parent/Teacher conferences / Early Release
- March 20-24 — Spring Break
- May 25 — Last Day of School/Early Release for students
- May 29 — Memorial Day

### LEGEND

Faculty Day
National Holidays
School Breaks
Full Day Professional Growth
Early Release
School Starts/Ends
Parent/Teacher Conferences
Emergency School Closure

### Instructional Grading Periods

- Period 1-     October 7<sup>th</sup>
- Period 2-     December 23<sup>rd</sup>
- Period 3-     March 10<sup>th</sup>
- Period 4-     May 25<sup>th</sup>



# Glendale Elementary School District - Glendale Landmark School

Revised 2016-2017 School Year

July 2016							1
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August 2016							2
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September 2016							3
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October 2016							4
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November 2016							5
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December 2016							6
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January 2017							7
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29	30	31					

February 2017							8
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March 2017							9
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19	20	21	22	23	24	25	
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April 2017							10
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May 2017							11
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21	22	23	24	25	26	27	
28	29	30	31				

June 2017							12
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11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

- July 4 — Independence Day
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- May 29 — Memorial Day

### LEGEND

Faculty Day
National Holidays
School Breaks
Full Day Professional Growth
Early Release
School Starts/Ends
Parent/Teacher Conferences
Emergency School Closure

### Instructional Grading Periods

- Period 1-     October 7<sup>th</sup>
- Period 2-     December 23<sup>rd</sup>
- Period 3-     March 10<sup>th</sup>
- Period 4-     May 25<sup>th</sup>

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 7.E. TOPIC: Policy Revision Second Reading

SUBMITTED BY: Mr. Mike Barragan and Dr. Barbara Goodwin

RECOMMENDED BY: Mr. Joe Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: December 8, 2016

RECOMMENDATION:

It is recommended the Governing Board approve the second reading and adoption of proposed revisions to Policy GCCA Professional/Support Staff Sick Leave.

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**RATIONALE:**

The recommended change to policy GCCA Professional/ Support Staff Sick Leave is being made to align with Meet and Confer recommendations made and approved by the Governing Board in May.

The policy changes have been reviewed and approved by legal counsel.

**GCCA**  
**PROFESSIONAL / SUPPORT STAFF**  
**SICK LEAVE**

Sick leave for District personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned. Family, for purposes of sick leave, shall include:

Spouse	Grandparents
Children	Grandchildren
Parents	Like relations created by marriage
Siblings	(e.g., stepchild, father-in-law, et cetera)

Sick leave may include other excused absences, such as medical, dental, or optical examination or treatment impossible to schedule on nonduty days.

Eligible *professional staff* members shall be credited with a sick leave allowance to a maximum of thirteen (13) days, contingent on the number of months employed during the fiscal year four (4) of which will be allocated for personal business. Two (2) days of sick leave and two (2) days of personal business shall be credited at the time the employees receive their first paycheck, and the remaining days shall be accrued through the remainder of their work calendar. Professional staff members hired after the date of the first payroll warrant for the employee's position shall receive a pro-rated sick leave allocation at the time of their first paycheck. Unused days allocated as personal business will roll into sick leave balances at the end of each year. The unused portion of the sick leave allowance shall accumulate without limit.

Eligible *support staff* members shall be credited with a sick leave allowance to a maximum of thirteen (13) days, contingent on the number of hours and months employed during the fiscal year.

An employee who separates from employment with the District having used sick leave in excess of the prorated amount to which the employee was eligible during the period of employment shall have a deduction for the excess leave taken from their final salary payment.

Sick leave may be used for childbirth during the time the physician verifies that the employee is physically unable to perform her normal duties.

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

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

- Purpose for which sick leave is being taken.
- Expected date of return from sick leave.
- Where the staff member may be contacted during the leave.

Sick leave is only for the purpose of recuperative activities, e.g., obtaining medical care or treatment, procuring medications or other prescribed materials, convalescing at home or at a medical facility, or other therapy or activity prescribed by the employee's physician or health practitioner (with verification required if requested by the Superintendent). 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 sick leave is appropriate or 2) whether return to duty is appropriate. A statement may also be requested when the District has reason to believe that the employee might be harmed by a premature return to work.

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

Other types of leave may be deducted from accumulated sick leave when an employee is temporarily unable to carry out the performance of assigned duties and/or responsibilities. If the employee refuses the "Return to Work" offer, the employee will not be allowed to use sick or donated leave to make up the difference for the wages they could have earned.

### **Sick Leave Buy Back**

~~After ten (10) years of continuous service with the District, and upon resignation, retirement, or death, an employee or the employee's estate will be paid for unused sick leave at a rate of ninety dollars (\$90) per day for certificated and exempt support personnel or at a rate based on the first range of the employee's support staff salary grade or ninety dollars (\$90) per day, whichever is less.~~

~~The figures in the following chart represent a cap placed on the sick leave buy back of all certificated employees including certificated administrators.~~

<del>Years</del>	<del>of</del>	<del>Maximum</del>	<del>Days</del>
<del>Service</del>		<del>Reimbursed*</del>	
<del>Ten (10)</del>		<del>Eighty (80)</del>	
<del>Fifteen (15)</del>		<del>One Hundred Twenty (120)</del>	
<del>Twenty (20)</del>		<del>One Hundred Sixty (160)</del>	
<del>Twenty five (25) and beyond</del>		<del>One Hundred Seventy (170)</del>	

~~\*A "day" is the number of hours in the employee's regularly assigned workday.~~

~~A request for sick leave buy back must be presented in writing to the personnel department by March 20 of the year in which the resignation is to occur. Anyone submitting a request after March 20 may be paid the following year. When extenuating circumstances preclude such notification by the above deadline, consideration will be given to the applicant's request depending on the availability of funds. If funds are unavailable, the applicant will be paid the first pay period of the following fiscal year.~~ The District may offer as a benefit of employment the

ability for employees to receive compensation for accrued but unused sick leave (sick leave buy back). The Governing Board shall approve the eligibility requirements, requisite timelines for application and payment, and compensation amounts for any sick leave buy-back program.

Adopted: July 23, 2014

LEGAL REF.:

A.R.S. [15-187](#)  
[15-502](#)

CROSS REF.:

[GCBA](#) - Professional Staff Salary Schedules

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 7.F. TOPIC: Suspension of Policy

SUBMITTED BY: Mr. Joseph Quintana, Superintendent

RECOMMENDED BY: Mr. Joseph Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: December 8, 2016

RECOMMENDATION:

It is recommended the Governing Board approve the suspension of Board Policy BGB-Policy Adoption, related to the first and second reading of recommended revisions to Board Policy CBI- Evaluation of Superintendent as listed in Item 7.G. of this Board meeting agenda dated December 8, 2016.

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RATIONALE:

Suspension of Policy BGB will allow the Governing Board to complete the first and second reading and adoption of revisions to policy CBI-Evaluation of Superintendent, which will allow for the evaluation process to move forward at the next meeting.

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 7.G. TOPIC: Policy Revision First and Second Reading

SUBMITTED BY: Ms. Brenda Bartels, Governing Board President

RECOMMENDED BY: Ms. Brenda Bartels, Governing Board President

DATE ASSIGNED FOR CONSIDERATION: December 8, 2016

RECOMMENDATION:

The Governing Board may consider taking action to approve the first and second reading and adoption of revisions to Policy CBI-Evaluation of Superintendent.

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RATIONALE:

**CBI**  
**EVALUATION OF SUPERINTENDENT**

The Superintendent should provide leadership for the District by meeting the expectations of the Board and the community. In order to accomplish this goal, the Superintendent must receive formal, evaluative feedback from the Board on an annual basis. As a regularly scheduled activity, the Governing Board will meet at least once each year to provide written and/or oral evaluative feedback to the Superintendent on the Superintendent's performance. The primary purpose of the evaluation process will be to effect improvements in administrative leadership.

The Superintendent's performance will be evaluated based on specified administrative standards, annual goals and objectives, and fulfillment of duties in the job description.

Any meetings of the Board to compile evaluative data or to discuss the evaluative feedback with the Superintendent, shall be held in executive session unless the Superintendent requests that the meeting be held in open session. The Superintendent will be given a copy of the written evaluation and another copy shall become a part of the Superintendent's file. The Superintendent may respond in writing to the Governing Board if there is disagreement with the evaluation.

On or before May 15, the Governing Board shall offer a contract to the Superintendent for the next school year(s). If it is the last year of the Superintendent's contract, the Board shall notify the Superintendent on or before April 15 of its intention not to renew the administrative contract. If the Superintendent's contract with the School District is for multiple years, the School District shall not offer to extend or negotiate the contract until May of the year preceding the final year of the contract.

Using the annual performance evaluation the Board and the Superintendent will mutually establish goals and objectives for the Superintendent for the ensuing year.

Adopted: August 11, 2011

LEGAL REF.: A.R.S. [15-503](#)

CROSS REF.: [CBA](#) - Qualifications and Duties of Superintendent



## CBI-R REGULATION

### EVALUATION OF SUPERINTENDENT

#### (Guidelines)

#### Steps in the Formal Evaluation Process

Beginning in September, the Superintendent will provide the Governing Board with reports on the previous school year's assessment results, state performance rating, and achievement of Strategic (District) Goals. These reports will be done in open session. The Superintendent will also provide reports on completion of Performance (personal) Goal(s), which may be held in an executive session. Following the reports, Board members will be provided with an evaluation packet containing the Superintendent evaluation policy (CBI), procedures (CBI-R) and evaluation forms (CBI-E). The Governing Board will then meet in executive session to complete the Superintendent's annual summative performance evaluation. This process regarding reporting will be concluded by November 30 of each school year but such deadline may be extended by the Governing Board.

**Part I - Administrative Standards** - Part I of the evaluation instrument measures the Superintendent's performance based on six (6) administrative performance standards in five (5) main categories. A composite rating and summary paragraph are completed for each standard listed on the instrument.

Each individual Board member will complete Part I of the evaluation instrument individually. Unsatisfactory ratings require specific information and/or supporting evidence that justifies the rating, as well as direction for improvement.

The average of the Governing Board members' individual scores will be calculated to determine the composite score assigned for each standard. The Board will attempt to reach consensus on a summary paragraph for each standard.

**Part II - Annual Goals and Objectives** - The second part of the evaluation assesses the Superintendent's performance related to the annual goals mutually developed and agreed upon with the Governing Board. A composite rating and summary paragraph are completed for the Superintendent's progress towards the attainment of each strategic (District) and performance (personal) goal.

Each individual Board member will rate the Superintendent's progress toward attainment of each annual strategic (District) and performance (personal) goal individually. Unsatisfactory ratings require specific information and/or supporting evidence to be provided to justify the rating, as well as direction for improvement.

The average of the individual scores will be calculated to determine the composite score assigned for each goal. The Board will attempt to reach consensus on a summary paragraph for each goal.

**Part III - Overall Assessment** - The final part of the evaluation combines scores from Part I and Part II for the overall rating of the Superintendent's performance. The Board will attempt to reach consensus on a summary statement. In any instance in which the Board cannot reach consensus on the language in any summary paragraph or statement, the Board

shall follow the following process: Summary paragraphs or statements will be prepared by the Board President or other designee.

If any individual Governing Board member disagrees with the summary, the Board member will submit his/her individual summary for that particular item to the Superintendent individually.

The Board will meet with the Superintendent to review the evaluation documents.

The Board will convene an executive session to conduct the review. The Superintendent will be provided with copies of Part I, Part II, and Part III. The Superintendent's original evaluation forms will be placed in the Superintendent's personnel file as appropriate.

## EVALUATION OF SUPERINTENDENT

**Part I: Administrative Standards**

Each individual Board member will rate the Superintendent in the standards prior to the evaluation meeting. Unsatisfactory ratings require specific information and/or supporting evidence that justifies the rating, as well as direction for improvement.

Rating Scale:           1 = Outstanding  
                               2 = Satisfactory  
                               3 = Needs Improvement  
                               4 = Unsatisfactory

At the evaluation meeting, the individual Board members' scores will be averaged to determine the composite rating for each standard and a summary paragraph will be developed.

**A. Educational Leadership**

<i>Standard 1: Facilitates the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community</i>	
<b>Indicator</b>	<b>Rating</b>
Develops, implements, and monitors the District's mission to improve student achievement.	
Promotes support for and fulfillment of the District's mission.	
Provides purpose and direction for individuals and groups within the District.	
Demonstrates knowledge of educational issues and how they affect students, schools, and the community.	
Facilitates the development of strategic action plans and continuous improvement plans in cooperation with the schools and the community.	
<b>Overall Rating for Standard 1</b>	

*Comments:*

<i>Standard 2: Advocates and supports curricular and instructional programs that promote the success of students.</i>	
<b>Indicator</b>	<b>Rating</b>
Develops a strategic plan that enhances teaching and learning.	
Demonstrates knowledge of curriculum design, including alignment and sequence of curriculum that promotes student achievement.	
Applies knowledge of valid and reliable performance indicators and testing procedures in measuring student achievement.	
Uses current technology, telecommunication, and information systems to support instruction, student achievement, and staff development.	
Advocates, nurtures and sustains a District culture and instructional program conducive to student learning.	
Provides opportunities for growth experiences for all District personnel.	
Implements programs to help students develop as caring and informed citizens.	

Takes an active leadership role in the development and ongoing evaluation of the instructional programs.	
Evaluates educational innovations for implementation and/or changes in the schools.	
Establishes a student achievement monitoring and reporting system based on disaggregated data.	
<b>Overall Rating for Standard 2</b>	

*Comments:*

## **B. Relationship with the Governing Board**

<i>Standard 3: Develops, nurtures, and maintains a productive, professional relationship with the Board.</i>	
<b>Indicator</b>	<b>Rating</b>
Provides the Board with the agenda and appropriate back-up material before each Board meeting.	
Informs and advises the Board about school programs, events, and issues, and other major activities operating under the Board's authority.	
Presents material in a clear, concise manner.	
Seeks and accepts constructive criticism of work.	
Supports Board actions to the public and the staff.	
Ensures all Board members are provided with the same information as the rest of the Board.	
Takes prompt action to implement all directives of the Board.	
Develops and implements rules and regulations in keeping with Board policy.	
Informs the Board of policies and procedures that need revision, updating, or creation.	
Encourages the Board to read educational publications and to attend educational meetings.	
Provides orientation for new Board members.	
<b>Overall Rating for Standard 3</b>	

*Comments:*

## **C. Communications**

<i>Standard 4: Implements positive and proactive communication strategies for effective parent and community involvement to improve the learning environment for all students.</i>	
<b>Indicator</b>	<b>Rating</b>
Articulates the District vision, mission, and priorities to the community and general public.	
Responds appropriately to news media.	
Writes and speaks effectively.	
Demonstrates group leadership skills, including consensus building, collaboration and conflict resolution.	
Engages in effective community relations and school-business partnerships.	
Communicates effectively with appropriate governmental agencies.	
Formulates strategies for passing bond and override elections.	
Encourages community participation in the schools.	

Solicits and gives attention to problems and opinions from all stakeholder groups and individuals.	
<b>Overall Rating for Standard 4</b>	

*Comments:*

#### **D. Management**

<i>Standard 5: Effectively manages the District's services, programs, operations, and resources.</i>	
<b>Indicator</b>	<b>Rating</b>
Defines and uses effective processes for gathering, analyzing, and using data for decision making and ongoing evaluation.	
Delegates at appropriate organizational levels.	
Secures, allocates, and manages human and material resources.	
Uses staff evaluation and staff development systems to improve the performance of staff members.	
Demonstrates understanding of employee compensation packages and a collaborative negotiations process.	
Identifies potential legal issues affecting school personnel selection, development, supervision, retention, and dismissal.	
Understands the budgetary process and makes recommendations to keep the school system fiscally sound based on the best interests of students.	
Makes and follows through on decisions.	
Promotes a safe, professional and effective learning/working environment for all.	
Plans, manages and evaluates current and long range facilities development and usage program.	
Uses technology to enhance administration.	
<b>Overall Rating for Standard 5</b>	

*Comments:*

#### **E. Personal Leadership**

<i>Standard 6: Demonstrates a high level of ethics, honesty, and integrity in all personal and professional interactions.</i>	
<b>Indicator</b>	<b>Rating</b>
Demonstrates ethical and personal integrity.	
Is able to handle pressure and maintains poise and emotional stability in the full range of professional duties.	
Exhibits multicultural and ethnic understanding, sensitivity, and respect for diversity.	
Demonstrates a sense of humor.	
<b>Overall Rating for Standard 6</b>	

*Comments:*

## Part II: Annual Goals and Objectives

- Annual goals are mutually developed and agreed upon by the Governing Board and the Superintendent.
- The Superintendent will provide the Governing Board with reports on the previous school year's assessment results, state performance rating, and achievement of Strategic (district) Goals. These reports will be done in open session. The Superintendent will also provide reports on completion of Performance (personal) Goals in Executive Session.
- Each Board member will rate the Superintendent's progress toward attainment of each annual strategic and performance goal, from which a composite rating will be derived. Unsatisfactory ratings require specific information and/or supporting evidence to be provided to justify the rating, as well as direction for improvement.

Rating Scale:            1 = Exceeded expectations of goal  
                              2 = Satisfactory progress toward goal  
                              3 = Needs more progress toward attaining goal  
                              4 = Unsatisfactory progress toward attaining goal

- The average of the individual scores will be calculated to determine the composite score assigned for each goal. The Board will attempt to reach consensus on a summary paragraph for each goal.

### Strategic (District) Goals:

Goal: \_\_\_\_\_

Rating: \_\_\_\_\_

Comments:

Goal: \_\_\_\_\_

Rating: \_\_\_\_\_

Comments:

Goal: \_\_\_\_\_

Rating: \_\_\_\_\_

Comments:

Performance (personal) Goals:

Goal: \_\_\_\_\_

Rating: \_\_\_\_\_

Comments:

Goal: \_\_\_\_\_

Rating: \_\_\_\_\_

Comments:

Goal: \_\_\_\_\_

Rating: \_\_\_\_\_

Comments:

**Part III: Overall Assessment**

The Board will combine composite scores for Part I and Part II to determine an overall performance rating for the Superintendent. A summary statement for the overall evaluation will be drafted.

*Example:* On a scale of one (1) to five (5), we believe that your performance during the past year rates 2.0. The Board is pleased with your work and commends you for a job well done. We urge you to move ahead on as many of the above suggestions as may be feasible.

Rating Scale:        1 = Outstanding  
                          2 = Satisfactory  
                          3 = Need Improvement  
                          4 = Unsatisfactory

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***Signatures:***

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President of Board

Date

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Superintendent



## CBI EVALUATION OF SUPERINTENDENT

The Superintendent should provide leadership for the District by meeting the expectations of the Board and the community. In order to accomplish this goal, the Superintendent must receive formal, evaluative feedback from the Board on an annual basis. As a regularly scheduled activity, the Governing Board will meet at least ~~two (2) times~~ ~~once~~ each year to provide written and/or oral evaluative feedback to the Superintendent on the Superintendent's performance. The primary purpose of the evaluation process will be to effect improvements in administrative leadership.

The Superintendent's performance will be evaluated based on specified administrative standards, annual goals and objectives, and fulfillment of duties in the job description.

Any meetings of the Board to compile evaluative data or to discuss the evaluative feedback with the Superintendent, shall be held in executive session unless the Superintendent requests that the meeting be held in open session. The Superintendent will be given a copy of the written evaluation and another copy shall become a part of the Superintendent's file. The Superintendent may respond in writing to the Governing Board if there is disagreement with the evaluation.

On or before May 15, the Governing Board shall offer a contract to the Superintendent for the next school year(s). If it is the last year of the Superintendent's contract, the Board shall notify the Superintendent on or before April ~~15, of~~ ~~15 of~~ its intention not to renew the administrative contract. If the Superintendent's contract with the School District is for multiple years, the School District shall not offer to extend or negotiate the contract until May of the year preceding the final year of the contract.

Using the annual performance evaluation the Board and the Superintendent will mutually establish goals and objectives for the Superintendent for the ensuing year.

Adopted: August 11, 2011

LEGAL REF.: A.R.S. [15-503](#)

CROSS REF.: [CBA](#) - Qualifications and Duties of Superintendent

## CBI-R REGULATION

### EVALUATION OF SUPERINTENDENT (Guidelines)

#### Steps in the Formal Evaluation Process

~~A formative meeting will be conducted in an executive session prior to November 15. This evaluation will consist of a written report and oral presentation from the Superintendent regarding progress toward current year goals and objectives and a completion report for the prior year's goals and objectives. The Board will discuss the current year progress report and use Part II (Annual Goals and Objectives) to return a preliminary composite evaluation to the Superintendent.~~

~~A summative annual evaluation will be conducted prior to May 31. Beginning in September, the Superintendent will provide the Governing Board with reports on the previous school year's assessment results, state performance rating, and achievement of Strategic (District) Goals. These reports will be done in open session. The Superintendent will also provide reports on completion of Performance (personal) Goal(s), which may be held in an executive session. Following the reports, Board members will be provided with an evaluation packet containing the Superintendent evaluation policy (CBI), procedures (CBI-R) and evaluation forms (CBI-E). The Governing Board will then meet in executive session to complete the Superintendent's annual summative performance evaluation. This process regarding reporting will be concluded by November 30 of each school year but such deadline may be extended by the Governing Board.~~

~~Part I - Evaluation Instrument - The Administrative Standards - Part I of the evaluation instrument measures the Superintendent's performance based on six (6) administrative performance standards in five (5) main categories. A composite rating and summary paragraph are completed for each standard listed on the instrument. Prior to the executive session, each~~

~~Each individual Board member will rate the Superintendent's performance of each standard. The average of the complete Part I of the evaluation instrument individually. Unsatisfactory ratings require specific information and/or supporting evidence that justifies the rating, as well as direction for improvement.~~

~~The average of the Governing Board members' individual scores will be calculated to determine the composite score assigned for each standard. In the evaluation meeting, the Board will review the standards and composite ratings and attempt to reach consensus on a summary paragraph for each standard. When consensus cannot be reached, each Board member will submit their summary for that particular item to the Superintendent individually.~~

~~Unsatisfactory ratings require specific information and/or supporting evidence that justifies the rating to be provided, as well as direction for improvement.~~

~~Summary paragraphs for each standard will be prepared by the Board President or other designee according to the consensus reached by the Board, when applicable.~~

~~Part II - Annual Goals and Objectives - The second part of the evaluation assesses the Superintendent's performance related to the annual goals mutually developed and agreed upon with the Governing Board. A composite rating and summary paragraph are completed for the Superintendent's progress towards the attainment of each strategic and performance goal. The Superintendent will present a report and reflection on the District's progress towards the strategic goals and objectives set by the Board for the District, along with a report and reflection of the Superintendent's progress towards the~~

~~personal performance goals and objectives set by the Board for the Superintendent (District) and performance (personal) goal.~~

Each ~~Board~~ individual Board member will rate the Superintendent's progress toward attainment of each annual strategic (District) and performance goal. ~~The average of the individual scores will be calculated to determine the composite score assigned for each goal.~~(personal) goal individually. Unsatisfactory ratings require specific information and/or supporting evidence to be provided to justify the rating, as well as direction for improvement.

The average of the individual scores will be calculated to determine the composite score assigned for each goal. The Board will attempt to reach consensus on a summary paragraph for each goal. ~~When consensus cannot be reached, each Board member will submit their summary for that particular item to the Superintendent individually.~~

~~Summary paragraphs for each goal will be prepared by the Board President or other designee according to the consensus reached by the Board, when applicable.~~

**Part III - Overall Assessment** - The final part of the evaluation ~~averages the combined scores~~ combines scores from Part I and Part II for the overall rating of the Superintendent's performance. ~~A summary paragraph will be drafted for each area of the evaluation according to Board consensus.~~

~~Example: On a scale of one (1) to five (5), we believe that your performance during the past year rates 2.0. The Board is pleased with your work and commends you for a job well done. We urge you to move ahead on as many of the above suggestions as may be feasible.~~

~~When consensus cannot be reached, each Board member will submit their summary to the Superintendent individually. Summary paragraphs~~The Board will attempt to reach consensus on a summary statement. In any instance in which the Board cannot reach consensus on the language in any summary paragraph or statement, the Board shall follow the following process: Summary paragraphs or statements will be prepared by the Board President or other designee ~~according to the consensus reached by the Board, when applicable.~~

If any individual Governing Board member disagrees with the summary, the Board member will submit his/her individual summary for that particular item to the Superintendent individually.

The Board will meet with the Superintendent to review the evaluation documents. ~~The~~

The Board will convene an executive session to conduct the review. The Superintendent will be provided with copies of Part I, Part II, and Part III. The Superintendent's original evaluation forms will be placed in the Superintendent's personnel file as appropriate.

**CBI-E EXHIBIT  
EVALUATION OF SUPERINTENDENT**

**Part I: Administrative Standards -~~Evaluation Instrument~~**

Each individual Board member will rate the Superintendent in the standards prior to the evaluation meeting. ~~The individual Board members' scores will be averaged to determine the composite rating for each standard.~~ Rating Scale: 1 = Outstanding

~~2 = Good~~

~~3 = Satisfactory~~

~~4 = Need Improvement~~

~~5 = Unsatisfactory~~

~~6 = No Information~~

~~Unsatisfactory~~ ratings require specific information and/or supporting evidence that justifies the rating ~~to be provided~~, as well as direction for improvement.

Rating Scale: 1 = Outstanding

2 = Satisfactory

3 = Needs Improvement

4 = Unsatisfactory

At the evaluation meeting ~~a summary paragraph will be determined by consensus for each standard. When consensus cannot be reached, each Board member will submit their summary for that particular item to the Superintendent individually. Summary paragraphs for each standard will be prepared by the Board President or other designee according to the consensus reached by the Board, when applicable.~~ the individual Board members' scores will be averaged to determine the composite rating for each standard and a summary paragraph will be developed.

**A. Educational Leadership**

*Standard 1: Facilitates the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community*

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<b>Indicator</b>	<b>Rating</b>
Develops, implements, and monitors the <del>District's</del> District's mission to improve student achievement.	
Promotes support for and fulfillment of the <del>District's</del> District's mission.	
Provides purpose and direction for individuals and groups within the District.	
Demonstrates knowledge of educational issues and how they affect students, schools, and the community.	
Facilitates the development of strategic action plans and continuous improvement plans in cooperation with the schools and the community.	

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*Supporting Evidence:*

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Overall Rating for Standard 1

Comments:

*Standard 2: Advocates and supports curricular and instructional programs that promote the success of students.*

**Indicator**

**Rating**

Develops a strategic plan that enhances teaching and learning.

Demonstrates knowledge of curriculum design, including alignment and sequence of curriculum that promotes student achievement.

Applies knowledge of valid and reliable performance indicators and testing procedures in measuring student achievement.

Uses current technology, telecommunication, and information systems to support instruction, student achievement, and staff development.

Advocates, nurtures and sustains a District culture and instructional program conducive to student learning.

Provides opportunities for growth experiences for all District personnel.

Implements programs to help students develop as caring and informed citizens.

Takes an active leadership role in the development and ongoing evaluation of the instructional programs.

Evaluates educational innovations for implementation and/or changes in the schools.

Establishes a student achievement monitoring and reporting system based on disaggregated data.

*Supporting Evidence:*

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<b>Overall Rating for Standard 2</b>	

*Comments:*

***B. Relationship with the Governing Board***

**Standard 3:** Develops, nurtures, and maintains a productive, professional relationship with the Board.

<b>Indicator</b>	<b>Rating</b>
Provides the Board with the agenda and appropriate back-up material before each Board meeting.	
•	
Informs and advises the Board about school programs, events, and issues, and other major activities operating under the Board's authority.	
•	
Presents material in a clear, concise manner.	
•	
Seeks and accepts constructive criticism of work.	
•	
Supports Board actions to the public and the staff.	
•	
Ensures all Board members are provided with the same information as the rest of the Board.	
•	
Takes prompt action to implement all directives of the Board.	
•	
Develops and implements rules and regulations in keeping with Board policy.	
•	
Informs the Board of policies and procedures that need revision, updating, or creation.	
•	
Encourages the Board to read educational publications and to attend educational meetings.	
•	
Provides orientation for new Board members.	

*Supporting Evidence:*

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***C. Communications***

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<b>Overall Rating for Standard 3</b>	

*Comments:*

***C. Communications***

*Standard 4:* Implements positive and proactive communication strategies for effective parent and community involvement to improve the learning environment for all students.



<b>Indicator</b>	<b>Rating</b>
Articulates the District vision, mission, and priorities to the community and general public.	



Responds appropriately to news media.	
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Writes and speaks effectively.	
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Demonstrates group leadership skills, including consensus building, collaboration and conflict resolution.	
--	--



Engages in effective community relations and school-business partnerships.	
--	--



Communicates effectively with appropriate governmental agencies.	
--	--



Formulates strategies for passing bond and override elections.	
--	--



Encourages community participation in the schools.	
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Solicits and gives attention to problems and opinions from all stakeholder groups and individuals.	
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***Supporting Evidence:***

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***D. Management***

Overall Rating for Standard 4

Comments:

**D. Management**

Standard 5: Effectively manages the District's services, programs, operations, and resources.



**Indicator**

**Rating**

Defines and uses effective processes for gathering, analyzing, and using data for decision making and ongoing evaluation.



Delegates at appropriate organizational levels.



Secures, allocates, and manages human and material resources.



Uses staff evaluation and staff development systems to improve the performance of staff members.



Demonstrates understanding of employee compensation packages and a collaborative negotiations process.



Identifies potential legal issues affecting school personnel selection, development, supervision, retention, and dismissal.



Understands the budgetary process and makes recommendations to keep the school system fiscally sound based on the best interests of students.



Makes and follows through on decisions.



Promotes a safe, professional and effective learning/working environment for all.



Plans, manages and evaluates current and long range facilities development and usage program.



Uses technology to enhance administration.

*Supporting Evidence:*

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<b>Overall Rating for Standard 5</b>	
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*Comments:*

***E. Personal Leadership***

*Standard 6:* Demonstrates a high level of ethics, honesty, and integrity in all personal and professional interactions.



<b>Indicator</b>	<b>Rating</b>
Demonstrates ethical and personal integrity.	



Is able to handle pressure and maintains poise and emotional stability in the full range of professional duties.	
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Exhibits multicultural and ethnic understanding, sensitivity, and respect for diversity.	
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Demonstrates a sense of humor.	
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*Supporting Evidence:*

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<b>Overall Rating for Standard 6</b>	
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*Comments:*

**Part II: Annual Goals and Objectives**

- Annual goals are mutually developed and agreed upon by the Governing Board and the Superintendent. ~~• The~~
- ~~The Superintendent will present a report and reflection on the District's progress towards the strategic goals and objectives set by the Board for the District, along with a report and reflection of the Superintendent's progress towards the performance goals and objectives set by the Board for the Superintendent~~ provide the Governing Board with reports on the previous school year's assessment results, state performance rating, and achievement of Strategic (district) Goals. These reports will be done in open session. The Superintendent will also provide reports on completion of Performance (personal) Goals in Executive Session.
- Each Board member will rate the Superintendent's progress toward attainment of each annual strategic and performance goal, from which a composite rating will be derived.

~~• The Board will attempt to reach consensus to determine the composite rating assigned for each goal. When the consensus is not reached, each Board member's rating and feedback will be provided to the Superintendent individually for that particular item. When such a situation occurs, the average of the Board's ratings will be utilized for scoring purposes.~~

~~• Unsatisfactory ratings~~ **Unsatisfactory ratings** require specific information and/or supporting evidence to be provided to justify the rating, as well as direction for improvement.

Rating Scale:

- ~~1 = Exceeded expectations of goal~~
- ~~2 = Attained goal~~
- ~~3 =~~
- ~~4~~ 2 = Satisfactory progress toward goal
- ~~5~~ 3 = Needs more progress toward attaining goal
- ~~6 = No progress~~
- 4 = Unsatisfactory progress toward attaining goal

~~Strategic Goal:~~ Composite Rating:

~~Goal 1~~

~~6 = No progress~~

• The average of the individual scores will be calculated to determine the composite score assigned for each goal. The Board will attempt to reach consensus on a summary paragraph for each goal.

Strategic (District) Goals:

Goal: \_\_\_\_\_ ~~Goal 2:~~

Rating: \_\_\_\_\_

~~Goal 3:~~ \_\_\_\_\_

~~Goal 4~~ Comments:

Goal: \_\_\_\_\_

Goal 5:

Rating: \_\_\_\_\_

Goal 6: \_\_\_\_\_

Comments:

Goal: \_\_\_\_\_

Rating: \_\_\_\_\_

*Supporting Evidence:*

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Performance Goal: \_\_\_\_\_ Composite Rating:

Goal 1

Comments:

Performance (personal) Goals:

Goal: \_\_\_\_\_

Goal 2:

Rating: \_\_\_\_\_

Goal 3: \_\_\_\_\_

Goal 4

Comments:

Goal: \_\_\_\_\_

Goal 5:

Rating: \_\_\_\_\_

Goal 6: \_\_\_\_\_

Comments:

Goal: \_\_\_\_\_

Rating: \_\_\_\_\_

*Supporting Evidence:*

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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments:

**Part III: Overall Assessment**

The Board will ~~average~~ combine composite scores for Part I and Part II to determine an overall performance rating for the Superintendent. ~~A summary paragraph will be drafted for each area of the evaluation according to Board consensus.~~ A summary statement for the overall evaluation will be drafted .

*Example:* On a scale of one (1) to five (5), we believe that your performance during the past year rates 2.0. The Board is pleased with your work and commends you for a job well done. We urge you to move ahead on as many of the above suggestions as may be feasible.

Rating	Scale:	1	=	Outstanding
		2	=	Good
		3	=	Satisfactory
		4	=	Need Improvement
		5	=	Satisfactory

3 = Need Improvement

4 = Unsatisfactory

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**Signatures:**

\_\_\_\_\_  
President of Board

Date

\_\_\_\_\_

\_\_\_\_\_  
Superintendent

Date

\_\_\_\_\_

GLENDALE ELEMENTARY SCHOOL DISTRICT

**INFORMATIONAL AGENDA ITEM**

AGENDA NO: 10.A. TOPIC: Future Meetings

SUBMITTED BY: Mr. Joseph Quintana, Superintendent

RECOMMENDED BY: Mr. Joseph Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: December 8, 2016

Board Meetings dates for the 2016-2017 school year are listed below with the agenda topics anticipated for each meeting. Routine items, i.e., vouchers, personnel reports, travel, etc., are not included in the list.

December 22	Special Meeting
January 12	Organizational Meeting Executive Session regarding Salary Negotiations
January 26	Special Meeting
February 9	Employment Agreements and Contracts
February 23	Special Meeting
March 9	Meet and Confer/Salary Recommendations Teacher Evaluation System Textbook Adoption Recruitment Report
March 30	Special Meeting
April 13	Employment Contract Renewals Budget Revision Board Meeting Schedule Attendance Boundaries
April 27	Special Meeting
May 11	Authorized Signatories Call for Election Renewal of Sole Source, Cooperative, and Purchasing Contracts
May 25	Special Meeting
June 8	Regular Meeting
June 22	Special Meeting