

GLENDALE ELEMENTARY SCHOOL DISTRICT NO. 40

Special Meeting of the Governing Board

August 30, 2016, 5:00 p.m.

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. 58th 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

1. Call to Order and Roll Call

2. Executive Session

At this time, the Governing Board will consider voting to recess the regular meeting in order to convene to executive session for the following purposes:

- a. In accordance with A.R.S. § 38-431.03(A)(3) for the purpose of obtaining legal advice from the attorney for the public body regarding proposed revisions to the District's Policy AC-Non-Discrimination.
- b. In accordance with A.R.S. § 38-431.03(A)(3) for the purpose of obtaining legal advice from the attorney for the public body regarding the #OpenAz Unity Pledge.

3. Reconvene to Public Session

4. 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)

5. Special Recognition

a. Student Performance

Seventh and Eighth Grade Advanced Band students from Glendale American will perform the following musical selections under the direction of Ms. Corinne Grant:

The Concert Bb Chorale

Star Spangled Banner...by John Stafford Smith/arranged by David Shaffer

Armed Forces Salute...by Michael Sweeney

Pirates of The Caribbean...by Klaus Badelt/arranged by Michael Sweeney

Happy...by Pharrell Williams/arranged by Michael Sweeney

6. 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

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.

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.

7. Consent Agenda

a. Approval of Minutes

The minutes of the August 11, 2016, Regular Meeting are submitted for approval.

b. 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.

c. 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.

d. Travel

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

e. Authorized Signatories

It is recommended the Governing Board approve the list of authorized signatories for the 2016-2017 Fiscal Year in addition to the Superintendent for all accounts as presented.

f. Service Agreement

It is recommended the Governing Board approve the service agreement with Arizona State University for parent training services during the 2016-17 school year.

8. Reports and Information Items

None at this time.

9. Action Items

a. Policy Revision First Reading

It is recommended the Governing Board approve the first reading of proposed revisions to policy GCQF-Discipline, Suspension and Dismissal of Professional Staff Member as presented.

b. Employment of Coordinator

It is recommended the Governing Board approve the employment of Mr. John Hecht as Coordinator for Special Education, salary and benefits commensurate with other Coordinators.

c. Out-of-State Teacher Recruitment Trips

It is recommended the Governing Board approve the proposed Out-of-State Teacher Recruitment Trips, including participation in the job fairs specified, and the corresponding out-of-county/state travel for the employees who attend.

10. 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.

11. 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.

12. 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.

13. Adjournment

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 7.A. TOPIC: Approval of Minutes

SUBMITTED BY: Ms. Elizabeth Powell, Executive Assistant

RECOMMENDED BY: Mr. Joseph Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: August 30, 2016

RECOMMENDATION:

The minutes of the August 11, 2016, Regular Meeting are submitted for approval.

RATIONALE:

**MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD
School District No. 40 of Maricopa County, Arizona
District Office Governing Board Room
August 11, 2016**

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

CALL TO ORDER AND ROLL CALL

The meeting was called to order by Ms. Wilson at 5:30 p.m. She noted the presence of all five Board members, constituting a quorum, with Ms. Bartels participating by telephone. Ms. Wilson stated she had been asked by Ms. Bartels to preside over the meeting in her place during her absence.

OPENING EXERCISES

Ms. Wilson welcomed everyone and thanked them for coming. She called for a moment of silence. Ms. Wilson welcomed the Webelos Troop 567 who then led the group in reciting the Pledge of Allegiance.

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

SPECIAL RECOGNITION

Student Recognition The Governing Board recognized students who passed the Glendale Union High School District Final Exam for High School Geometry.

CALL TO THE PUBLIC

None at this time.

CONSENT AGENDA

Ms. Smith asked to remove items 5.H. and 5.I. Mr. Samaniego moved to approve the consent agenda with the exception of the items listed and Ms. Smith seconded the motion. Upon call the vote, the motion carried and the following items were approved:

Approval of Minutes The Governing Board approved the minutes of the July 14, 2016, Regular Meeting, and July 26, 2016, Special Meeting.

Certified Personnel The Governing Board approved the employments, resignations, retirements, promotions, leaves of absence, and/or terminations of certified personnel as follows:

New Employment*

Berlan, Stephanie	Teacher	\$35,287.13*	07/29/16
Corey, Jeffrey	Teacher	\$36,000*	07/25/16
Gleason, Joyce L.	Teacher	\$34,752.48*	08/03/16
Ianos, Damaris	Teacher	\$36,000*	07/25/16
Sotomayor, Stefaney	Achievement Advisor Implementation Coach	\$36,000*	07/25/16
Velie, Philip	Teacher	\$36,000*	07/25/16

*Salary is subject to change pending employment and transcript verification.

**Rehire Smart School-Issuance of Contract for 16-17 School Year

Resignation

Thill, Kimberlee*	Teacher	Personal Reasons	05/27/16
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*Recommend liquidated damages fee applied per contract

Correction to New Employment Name

Riebold, Rachel	Teacher		07/14/16
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Correction to New Employment

Masferrer, Catheryn	Social Emotional Learning Specialist start 7/28/2016		06/09/16
McLellan, Stephen	Teacher start date 7/28/2016		07/14/16
Wright, Kellie	Speech Language Pathologist \$73,214 to \$70,214		05/26/16

Change of Position

Ashby, Alicia	Substitute Teacher to Social Emotional Learning Specialist Teacher	07/28/16
Hall, Elena	Substitute Teacher to Regular Teacher	07/25/16
Brumm, Becky	Teacher to Achievement Advisor	07/18/16
Dent, Lisa	Teacher to Achievement Advisor	07/18/16
Dubiach, Julie	Teacher to Achievement Advisor	07/18/16
Enricco, Norma	Teacher to Achievement Advisor	07/18/16
Kirkham, Jeremy	Guest Teacher to Teacher	08/01/16
Medina, Daniela	Teacher to Achievement Advisor	07/18/16
Smith, Jeremy	Teacher to Achievement Advisor	07/18/16

Guest Teacher - New Hire

Alonzo, Brooke L.	Guest Teacher	07/25/16
Brinkley, Timothy	Guest Teacher	08/04/16
Cano, Cesar H.	Guest Teacher	08/01/16
Cox, Emis J.	Guest Teacher	07/25/16
Gentile, Daniella	Guest Teacher	07/25/16
Kappas, Deborah J.	Guest Teacher	07/25/16
Larsen, Richard N.	Guest Teacher	08/01/16
LaPlant, Quentin J.	Guest Teacher	07/25/16
Lee, Barnabas J.	Guest Teacher	08/01/16
Livingston, Lupe T.	Guest Teacher	08/02/16
Perez, Mayra J.	Guest Teacher	08/01/16
Michaels, Kristen A.	Guest Teacher	07/25/16
Nelson, Kimberly	Guest Teacher	08/01/16
Roberts, Lynda D.	Guest Teacher	08/08/16
Shaheen, John Michael	Guest Teacher	07/25/16
Sullivan, Brenda R.	Guest Teacher	07/25/16

Guest Teacher - Resignation

Borukhova, Alla	Personal Reasons	05/26/16
Rivera, Tammy M.	Other Employment	05/26/16

Guest Teacher - Rescind

Lewin, Rueben B.	No Longer Interested in Position	07/25/16
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Guest Teacher - Separation

Wilson, Lynn	Temporary Assignment Ended	05/27/16
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Leave of Absence - Certified

Dossett, Larry	Certified Teacher	08/01/16 - 05/27/17
Sheperd-Neal, Victoria M.	Certified Teacher	01/13/16 - 01/13/17

Classified Personnel The Governing Board approved the following employments, resignations, retirements, promotions, leaves of absence, cancellations of employment, and/or terminations of classified personnel as presented.

New Employments

Alvino, Alan	Trainee School Bus Driver	\$12.07	08/08/16
Arballo, Veronica	Campus Monitor	\$9.20	08/08/16
Beltran, Maricruz	Educational Assistant Special Ed Autism	\$11.49	08/04/16
Bohn, Monique	Campus Monitor	\$9.20	08/08/16
Bradley, Kealohilani	Campus Monitor	\$9.20	08/08/16
Bustamante, Ashley	Campus Monitor	\$9.20	08/08/16
Canales, Monica	Educational Assistant Standard	\$9.66	08/08/16
Carbajal, Vivian	Substitute Cleaner	\$9.90	08/08/16
Etheridge, Asurai	Educational Assistant Special Education	\$11.69	08/04/16
Garcia, Corina	Campus Monitor	\$9.52	08/08/16
Hernandez, Tania	Educational Assistant Special Education	\$11.49	08/04/16
Herrera, Luz	Substitute Cleaner	\$9.90	08/08/16
Ingram, Dorothy	Educational Assistant Special Education	\$11.49	08/15/16
Lopez, Teresa	Substitute Cleaner	\$9.90	08/08/16

Moles, Carl	Trainee School Bus Driver	\$12.07	08/08/16
Moody, LaDonna	School Bus Driver	\$15.15	08/01/16
Murillo, Denecia	Campus Monitor	\$9.20	08/15/16
Myers, Zarohn M.	Security Maintenance	\$12.07	08/15/16
Rarang, Corina	Trainee School Bus Driver	\$13.16	08/15/16
Rosales De Cordoza, Rosa D.	Food Service Worker	\$8.54	08/15/16
Sanchez, Emilio	Educational Assistant, Special Education	\$11.49	08/04/16
Steel-Thaxton, Angela	Campus Monitor	\$9.20	08/08/16
Steel, Jeannie	Campus Monitor	\$9.20	08/08/16
Super, Ali	Food Service Specialist	\$10.15	08/04/16
Topete, Angelica	Substitute Cleaner	\$9.90	08/15/16
Valdes, Gabriel	Substitute Cleaner	\$9.90	08/08/16
Waite, Brianna M.	Educational Assistant, Special Education	\$12.75	08/04/16

Rehires

Estrada, Carmen H.	Educational Assistant-Ortho Impaired	\$10.72	08/04/16
Godinez, Marco A.	Substitute Cleaner	\$9.90	08/08/16
Hailey, Leland	Campus Monitor	\$10.21	08/08/16
Mazariegos, Cristina	Food Service Worker	\$8.54	08/08/16

Correction to Name

Bosquez, Rosemary	Rosemary Garcia		08/03/16
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Position Changes

Cue, Joyce Y.	From Substitute Bus Monitor to Bus Monitor	\$9.20	08/01/16
Dazey, Trisha Ruth	From Educational Assistant Standard to Educational Assistant Resource	\$9.96	08/04/16
Foley, Heather Ann	From Food Service Worker to Food Service Specialist	\$11.23	08/04/16
Hitchner, Brandon	From Substitute Cleaner to Lead Custodian	\$10.55	08/08/16
Isaguirre Meza, Jeanette	From Food Service Worker to Food Service Specialist	\$10.55	08/04/16
Kadhim, Nada Hashem	From Substitute Food Service Worker to Food Service Worker	\$8.69	08/08/16
Regan, Tracey L.	From Educational Assistant Special Ed to Educational Assistant Standard	\$11.22	08/04/16
Vinson, Linda	From Substitute Food Service Worker to Food Service Worker	\$9.48	08/08/16

Resignations

Cabrera, Anna Claudia	Food Service Cashier	Personal	05/27/16
Drake, Ann	Educational Assistant	Education	05/26/16
Dranka, Donna M.	Educational Assistant	Move	05/26/16
Harris, Alicia	Educational Assistant Special Education	Personal	08/05/16
Henson, Tina L.	Student Information Coordinator	Other Employment	08/12/16
Laughter, Lolita A.	Educational Assistant Standard	Other Employment	05/26/16
Laughter, Lolita A.	Family Services Advocate	Other Employment	05/26/16
Leiva, Carmen G.	Substitute Cleaner	Personal	05/26/16
Murphy, Lupe A.	Food Service Specialist	Other Employment	05/27/16
Ontiveros, Maria del Carmen	Food Service Worker	Personal	05/26/16
Ordaz, Leticia	Food Service Worker	Personal	05/27/16
Tiznado, Maria De Los A.	School Bus Driver	Other Employment	05/26/16
Trim, Marciana	Educational Assistant	Other Employment	05/26/16
Valenzuela, Lorraine M.	Campus Monitor	Personal	05/26/16
Wofford, Elizabeth T.	Food Service Manager	Personal	05/27/16

Leave of Absence

Oldham, Rene	Educational Assistant Special Education Panda Preschool		08/04/16 to 09/30/16
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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.

Qualified Evaluators The Governing Board approved the list of Qualified Evaluators as presented.

The following items were discussed and acted upon separately.

Student Activity Fund

Balance Statement Ms. Smith asked for an update on what policy changes were taking place in order to ensure compliance with these accounts. Mr. Barragan gave an overview of steps being taken to ensure all activities associated with these funds comply with regulatory laws.

Mr. Samaniego moved to approve the recommendation as stated and Ms. Smith seconded the motion. Upon call to vote, the motion carried and the Governing Board approved the Student Activity Fund Balance Statements for May and June, 2016, as presented.

Auxiliary Operations Fund

Balance Statement Mr. Samaniego moved to approve the Auxiliary Fund Balance Statements for May and June, 2016, as presented and Mr. Aldama seconded the motion. Upon call to vote, the motion carried, with four votes in favor and one opposed from Ms. Smith.

Note: Mr. Samaniego left the meeting at 5:50 p.m.

REPORTS AND INFORMATION ITEMS

Opening of School Administration presented an overview of the start of the 2016-2017 school year. The following PowerPoint presentation was reviewed:



NEW TEACHER INDUCTION WEEK

In collaboration with Educational Services and Community Partners, Human Resources organized a week of activities to welcome, train, prepare, and provide support for 160 new teachers.

Pierce Energy Planning	XL Fitness	J & M Painting
Midfirst Bank	Liberty Mutual	Glendale Kiwanis
Color Me Bella	AXA	Wholesale Floors
State Farm Insurance	Horace Mann	GEA
Rita's Ice	Sam's Club	Peter Piper Pizza
Mass Mutual	T-Mobile	Grand Canyon University
Realty One	Appreciation Financial	

NEW TEACHERS' SUPPORT

- Site coaches assigned to all new teachers
- Classroom management training
- Classroom set-up assistance
- Prep for Meet the Teacher Night
- New Teacher Induction Achievement Advisors visited all new teacher classrooms
 - Ensured all teachers had necessary resources
 - Individual personal needs
- Human Resources staff visits

WELCOME BACK EVENT AT GCU

Roll-out New Strategic Goals:

**INCREASE STUDENT ACHIEVEMENT
ELIMINATE THE ACHIEVEMENT GAP**

Clear Message:

ALL KIDS CAN AND WILL LEARN AT HIGH LEVELS

GUIDING COALITION

- **August 3rd** – First of six professional development sessions
- **Participants: 18 teams**
 - 79 Classroom Teachers
 - 34 School Administrators
 - 18 District Administrators
- **Purpose:** Lead the Professional Learning Community Process
- **Outcome:** Develop skills and strategies to problem solve and move the work forward at each school site and Districtwide
- **Output:** Development of a Continuous Improvement Plan

STUDENTS' TOOLS FOR SUCCESS

- **Kiwanis:**
 - Stuff the Bus / Back to School Supply Drive
 - Back to School Clothes Shopping Trip
- **Higher Praise Church**
 - 600 backpacks full of school supplies

OPENING DAY

- Welcomed over 13,000 students
- District Staff deployed to sites to support/observe
 - Shorter registration lines
 - Welcoming campus environments
- All classrooms provided all instructional materials to be ready for use on Day 1

MAINTENANCE SUMMER PROJECTS

- Restroom remodels
- Gymnasium floors
- Carpet removal
- District Office infrastructural upgrade
- New Transportation building
- Phase III Energy Performance Contracting
- Security upgrades

MAINTENANCE, *continued*

- Shade Structures
- Kitchen remodel
- Storm damage to two classrooms
- Weather delayed completion of some summer projects; will be completed within a week.

TRANSPORTATION

- Five new buses (2 propane, 3 diesel)
- Summer mechanical work on A/C units
- CDL certification completed by four drivers
- Support for new drivers

TRANSPORTATION

- Attended all Meet the Teacher nights
- Two students on wrong bus Monday; returned to school (no missing students)
- Technology glitches resolved before end of Day 2.

TECHNOLOGY

- New Director
- State reporting system conversion from SAIS to AzEDS
- Master Schedule and student enrollment support
- Email system upgrade
- Infrastructure Upgrades: network switch, wireless, cabling, etc.

TECHNOLOGY

- 527 employee account changes
- 14,000 student badges printed
- Google Apps and Chromebooks Pilot (Landmark)
- New website launching August 19th
- 800 new teacher laptops (early fall)

FOOD AND NUTRITION SERVICES

- Community Eligibility Program at six sites
- Fresh Fruit & Vegetable Program at seven sites
- 902 Free/Reduced Meal Program Applications Processed

HUMAN RESOURCES

- Staffing
- Enrollment
 - Open Enrollment
- Employee Absence Management / Substitute Placement System (AESOP)



ACTION ITEMS

Delegate Assembly
Representative

Mr. Quintana recommended the Governing Board select from its membership a representative and alternate to serve as delegate at the Arizona School Boards Association Delegate Assembly on September 10, 2016. Ms. Bartels volunteered to serve as delegate representative again this year. Ms. Smith moved to approve Ms. Bartels and Mr. Aldama seconded the motion. Upon call to vote, the motion carried.

Political Agenda
Direction

Mr. Quintana recommended the Governing Board provide its delegate with direction in voting at the Arizona School Boards Association's Delegate Assembly on September 10, 2016. Mr. Aldama moved to direct the delegate in voting in favor of the proposed political agenda and Ms. Smith seconded the motion. Upon call to vote, the motion carried.

BOARD AND SUPERINTENDENT STRATEGIC GOALS

Goal Progress

The Governing Board discussed the District's progress towards Board and Superintendent Strategic Goals. Mr. Quintana reported having rolled out the new goals at the Welcome Back event on August 2nd.

DISCUSSION ITEM

Proposed Entertainment
District

The Governing Board discussed the City of Glendale's entertainment district proposal. Mr. Quintana reported having received additional information about the City's proposal from Mr. Aldama and noted each Board member had been provided copies of these documents with their agendas. Mr. Quintana deferred to Mr. Aldama to provide an overview about the City's proposed entertainment district. Mr. Aldama shared the web address for community members to provide feedback on the issue at: <http://www.glendaleaz.com/feedback.cfm>.

Mr. Quintana read the statement Ms. Bartels had given a local newspaper when asked about the issue:

The Governing Board is studying the issue, and as yet has not taken a position. However, as a matter of principle, we oppose anything that would endanger our students. It is our hope that the city council will carefully study the effects of any similar policies in other municipalities, and put the safety of our city's children first before making a decision on this matter.

Ms. Smith stated her agreement with Ms. Bartels statement and that she opposes any measure that would put establishments serving alcohol adjacent to schools.

Ms. Bartels proposed asking the City if the District could host a community forum for both the Board and members of the community to hear more details about the proposal and provide their feedback.

Ms. Wilson encouraged everyone to study the issue and provide their feedback to the City through the online survey.

FUTURE MEETINGS AND EVENTS

Future Meetings:

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

Mr. Quintana noted the need to move the September Regular Meeting due to a conference four Board members will be attending on the 15th. Ms. Smith is not available on the 1st. Mr. Quintana suggested August 30th. Ms. Powell will work with Board members to finalize a date.

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. Mr. Aldama will work with Mr. Quintana to schedule the aforementioned community forum.

SUMMARY OF BOARD AND SUPERINTENDENT CURRENT EVENTS

Mr. Quintana recognized everyone who contributed to a successful start to the school year.

Ms. Smith relayed her third grader's excitement to be taking the AZ MERIT this year. She also reported her seventh grader had achieved a perfect score on the ELA portion of the AZ MERIT.

Ms. Wilson complimented the Human Resources department on their work to prepare for a welcoming week for new teachers. Ms. Wilson reported Mr. Aldama had drafted a thank you note for the Maintenance Department from the Board to present to the department's staff.

ADJOURNMENT

Mr. Aldama moved to adjourn the meeting and Ms. Smith seconded the motion. Upon call to a vote, the motion carried and the regular meeting adjourned at 7:00 p.m.

Submitted by:

Elizabeth Powell, Executive Assistant

Approved By:

Mary Ann Wilson, Clerk of the Board

Date: August 30, 2016

GLENDALE ELEMENTARY SCHOOL DISTRICT
ACTION AGENDA ITEM

AGENDA NO: 7.B. 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: August 30, 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.

New Employment*

1. Anderson, Andrea	Teacher	\$36,750	07/25/16
2. Hernandez, Kimberly	Achievement Advisor	\$31,852.53*	08/22/16
3. Herranen, Selena	Teacher	\$36,000*	08/08/16
4. Mischung, Jamie	Social Emotional Learning Specialist	\$37,085.03	08/09/16
5. Smith, Rebecca L.	Teacher	\$36,000*	07/25/16
6. Taylor, Maggie	Teacher	\$36,000*	08/08/16
7. Zapanta, Charlotte	Teacher	\$34,217.82*	08/08/16
8. Zuniga, Esmeralda	Teacher	\$36,000*	08/08/16

*Salary is subject to change pending employment and transcript verification.

**Rehire Smart School-Issuance of Contract for 16-17 School Year

Resignation

1. Mcguire, Amanda*	Teacher	Moved	05/27/16
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*Recommend liquidated damages fee applied per contract

System Update - Removal of Inactive Guest Employees

1. Lawson, Marcia A.			05/26/16
2. Paczosa, James G.			05/26/16
3. Thomas, Barbara J.			05/26/16
4. Weiss, Joseph R.			05/26/16

Change of Position

1. Stepp, Bradford	from Guest Teacher to Regular Teacher		07/25/16
2. Szabados, Vincent	from Educational Assistant to Regular Teacher		07/25/16

Rehire Smart Schools

1. Gallimore, Jody			09/03/16
2. Langer, Roseann			11/03/16

Guest Teacher - New Hire

1. Ahmadpour, Princinella J.	Guest Teacher		08/10/16
2. Binkley, Timothy	Guest Teacher		08/04/16
3. Cano, Cesar H.	Guest Teacher		08/01/16
4. Evans, Malinda A.	Guest Teacher		08/01/16
5. Givens, Joyce M.	Guest Teacher		08/01/16
6. Hauswirth, Maryann C.	Guest Teacher		08/09/16
7. Fenton, Kasey M.	Guest Teacher		08/08/16
8. Morrow, Angela D.	Guest Teacher		08/08/16
9. Stauffer, Colleen M.	Guest Teacher		08/08/16

Leaves of Absence

- | | | |
|----------------------|---------|---------------------|
| 1. Carlson, Stacy A. | Teacher | 08/01/16 - 05/26/17 |
| 2. Vega, Stephanie | Teacher | 08/01/16 - 05/26/17 |

Non-Administrative Contract Renewal

- | | |
|---------------------------|---------|
| 1. McAndrews, Kristopher* | Teacher |
|---------------------------|---------|
- *Contract Renewal for 16/17 School Year

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 7.C. 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: August 30, 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. Arellano, Emily L.	Campus Monitor	\$9.20	08/15/16
2. Borbon, Arelia R.	Educational Assistant Special Education Resource	\$9.66	08/15/16
3. Contreras, Maria E.	Campus Monitor	\$9.20	08/22/16
4. Canela, John D.	Substitute Cleaner	\$9.90	08/15/16
5. Diaz, Luz	Substitute Cleaner	\$9.90	08/29/16
6. Enriquez Mendoza, Laura	Campus Monitor	\$9.20	08/15/16
7. Escobedo, Guadalupe	Campus Monitor	\$9.20	08/29/16
8. Flores, Linda	Food Service Worker	\$8.54	08/29/16
9. Gonzalez, Elia K.	Campus Monitor	\$9.20	08/15/16
10. Guerrero, Orlando A.	Substitute Cleaner	\$9.90	08/15/16
11. Hoepelman, Stephanie A.	Educational Assistant Ortho Impaired	\$9.66	08/15/16
12. James, Kelly J.	Food Service Manager	\$14.38	08/15/16
13. Johnson, Cheryl	Campus Monitor	\$9.20	08/29/16
14. Lara, Elena	Campus Monitor	\$9.20	08/29/16
15. Lizarraga Villa, Kimberly	Campus Monitor	\$9.20	08/15/16
16. Loader, Dylan	Educational Assistant Special Education	\$11.49	08/29/16
17. Nunziata, Bonnie	Food Service Manager	\$15.15	08/22/16
18. Pike, Anthony R.	Trainee School Bus Driver	\$12.07	08/22/16
19. Quintero, Grace S.	Food Service Worker	\$8.54	08/08/16
20. Ramos, Angelica	Campus Monitor	\$9.20	08/22/16
21. Salguero Linares, Valeriana	Substitute Cleaner	\$9.90	08/29/16
22. Topham, Martin	Buyer/Contract Specialist	\$19.88	08/15/16
23. Valenzuela, Jocelyn	Campus Monitor	\$9.20	08/29/16
24. Wittrock, Rebecca	Administrative Assistant	\$17.57	08/29/16

Rehire

1. Aceves Tavares, Dulce M.	Substitute Cleaner	\$9.90	08/15/16
2. Gongora, Destany S.	Educational Assistant Self Contained	\$11.69	08/15/16
3. Reyes, Tracy J.	Food Service Specialist	\$11.27	08/29/16
4. Ruiz, Maria G.	Campus Monitor	\$9.20	08/15/16

Position Changes

1. Canez-Mada, Sylvia Ann	Family Service Advocate Liason	\$13.97	08/08/16
2. Garcia, Monique	From Cleaner II to Lead Custodian	\$14.85	08/15/16
3. Mellouk, Moez	From Trainee School Bus Driver to Bus Monitor	\$9.20	08/22/16
4. Navarro Valenzuela, Luz E.	From Receptionist to Administrative Secretary-School	\$14.98	08/08/16
5. Plautz, Kimberly Marie	From Food Service Specialist to Food Service Manager	\$15.11	08/08/16

Resignation

1. Esquer, Michelle	Crossing Guard	Personal	05/26/16
2. Johnson, Julie A.	Trainee School Bus Driver	Personal	07/22/16

3. Moody, LaDonna	School Bus Driver	Employment	08/03/16
4. Payne, Katie R.	Educational Assistant Standard	Personal	08/19/16
5. Smedley, Earlene C.	Bus Monitor	Personal	08/10/16
6. Villafana, Monica	Educational Assistant Special Education	Moving	09/02/16

Increase in Hours

1. Cota, Francisca D.	From 4.5 hours per day to 5.5 hours per day	\$8.61	08/22/16
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Additional Position

1. Castro, Patricia A.	Campus Monitor	\$9.20	08/08/16
2. Desselles, Charles	Campus Monitor	\$9.20	08/08/16
3. Elder, Maria	Campus Monitor	\$9.20	08/08/16
4. Farley, Michelle M.	Campus Monitor	\$9.20	08/08/16
5. Fields, Laurie M.	Campus Monitor	\$9.20	08/08/16
6. Filippone, Vali M.	Campus Monitor	\$9.20	08/08/16
7. Griego, Nicole R.	Campus Monitor	\$9.20	08/08/16
8. Khanal, Saraswati	Campus Monitor	\$9.20	08/08/16
9. McCall, Magayla	Campus Monitor	\$9.20	08/08/16
10. Mendez, Cynthia E.	Campus Monitor	\$9.20	08/08/16
11. Misbeek, Marjorie F.	Campus Monitor	\$9.20	08/08/16
12. Ortez Mendoza, Paula	Campus Monitor	\$9.20	08/08/16
13. Rojas, Mirna G.	Campus Monitor	\$9.20	08/08/16
14. Ruiz, Brenda S.	Campus Monitor	\$9.20	08/08/16
15. Salih, Pary	Campus Monitor	\$9.20	08/08/16
16. Zamora, Liliana	Campus Monitor	\$9.20	08/08/16

Rehire- Substitutes

1. Baird, Nadia M.	Substitute Educational Assistant	\$9.66-\$11.49	08/08/16
2. Maria, Cindy	Substitute Educational Assistant	\$9.66-\$11.49	08/19/16

Leaves of Absence

1. Foulks, Polly	Educational Assistant SPED	08/04/16-08/25/16
2. Rodriguez, Petra P.	School Secretary	08/17/16-07/12/17

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 7.D. TOPIC: Approval of Travel

SUBMITTED BY: Various Departments

RECOMMENDED BY: Mr. Joe Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: August 30, 2016

RECOMMENDATION:

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

Traveler	Purpose/Location	Dates	Cost
Barbara Goodwin Cathey Mayes Jacque Horine Teresa Wong Brian Duguid	ASPAA Fall Conference Prescott, AZ	Nov. 16-18	\$3,665 <i>Title II</i>
Barbara Goodwin Joe Quintana	ASA Fall Superintendent's Conference Prescott, AZ	Oct. 23-25	\$1,090 <i>M&O</i>
Shannon Gleave	School Nutrition Association Committee Meetings Arlington, VA	Oct. 13-16	<i>No Cost</i>
Maria Urrutia	Interagency Farmworkers Coalition Conference Prescott, AZ	Sept 25-28	\$800 <i>Title III</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): Barbara Goodwin, Cathey Mayes, Jacque Horine, Teresa Wong, Brian Duguid
Working at School/Department: Human Resources
Reason for Travel: 2016 ASPAA Fall Conference
Traveling to: Prescott, AZ
Dates of Travel: November 16-18, 2016
Substitute Needed/Dates: No

Table with 4 columns: Description, Code, Cost, Requisition Number. Rows include Charge Sub to, Charge Registration to (141.100.2200.6810.552.0000, \$ 1,975.00), Charge Airline/Bus to, Charge Meal/Lodging to (141.100.2570.6580.552.0000, \$ 1,290.00), Charge Auto Mileage to (141.100.2570.6580.552.0000, \$ 400.00), and Total Cost of Travel (\$ 3,665.00).

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): Barbara Goodwin, Cathey Mayes, Jacque Horine, Teresa Wong, Brian Duguid

Conference/Workshop Title: 2016 ASPAA Fall Conference
(Reason for Travel)

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

The conference focuses on Human Resources issues, Legislative Review, Record Retention, Certification, Health Care Reform, HQ, EEOC, ADA, etc.

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

Information will be shared with the Executive Team, Administrative Leadership, Directors and Supervisors at various meetings and in a variety of settings. Information will also be shared with individuals on a regular basis when they meet with HR employees regarding employee situations.

The HR Dept employees will receive ongoing training on topics from the conference throughout the year.

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

A major goal for the HR Dept is to remain updated or obtain new information relating to federal and state legislation and guidelines. Knowledge gained will assist with compliance issues, training and information sharing.

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): Barbara Goodwin, Joe Quintana

Working at School/Department: District Office

Reason for Travel: Arizona School Administrators Fall Superintendency Conference

Traveling to: Prescott, Arizona

Dates of Travel: October 23-25, 2016

Substitute Needed/Dates: No substitute needed

	Code	Cost	Requisition Number
Charge Sub to:	<u>N/A</u>	<u>\$ 0</u>	<u> </u>
Charge Registration to:	<u>001.100.2570.6360.550.0000</u>	<u>\$ 500.00</u>	<u> </u>
Charge Airline/Bus to:	<u>N/A</u>	<u>\$ 0</u>	<u> </u>
Charge Meal/Lodging to:	<u>001.100.2570.6580.550.0000</u>	<u>\$ 500.00</u>	<u> </u>
Charge Auto Mileage to:	<u>001.100.2570.6580.550.0000</u>	<u>\$ 90.00</u>	<u> </u>
	Total Cost of Travel	<u>\$1,090.00</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): Barbara Goodwin, Joe Quintana

Conference/Workshop Title: Arizona School Administrators Fall Conference
(Reason for Travel)

1. Relevance of conference/workshop to employee(s) work responsibilities: The conference's theme this year is "Into the Future," and will focus on 21st Century schools.
2. How will employee(s) share information with colleagues? Information will be shared appropriately in administrative team meetings, reports to the Board, and other customary methods of internal and external communication.
3. How is the conference/workshop related to district, school or department goals and or objectives? The conference will provide information and training to equip senior administrative team members with the tools necessary to comply with local, state, and federal requirements and manage the district in the most effective way possible.

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): Maria Urrutia, Migrant Program

Working at School/Department: Language Acquisition Department

Reason for Travel: 2016 Arizona Interagency Farmworkers Coalition Conference

Traveling to: Prescott, AZ

Dates of Travel: September 25 – 28, 2016

Substitute Needed/Dates: N/A

	Code	Cost	Requisition Number
Charge Sub to:	_____	\$ _____	_____
Charge Registration to:	130.100.2570.6360.561.0000	\$ 250	_____
Charge Airline/Bus to:	_____	\$ _____	_____
Charge Meal/Lodging to:	130.100.2213.6580.561.0000	\$460	_____
Charge Auto Mileage to:	130.100.2213.6580.561.0000	\$ 90	_____
	Total Cost of Travel	\$ 800	_____

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): Maria Urrutia, Migrant Program

Conference/Workshop Title: 2016 Arizona Interagency Farmworkers Coalition Conference
(Reason for Travel)

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

The conference will provide the Migrant Clerk with valuable resources to revise and update the instructional support provided to migratory students. Conference topics of discussion will be migrant education, healthcare, migratory* labor issues, and more.

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

This information will be share with migrant parents at meetings. The information will also be shared with teachers and school administrators within the district.

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

The conference is sponsored by the Arizona Interagency Farmworkers Coalition to provide schools with resources in migrant education, farm workers healthcare, and labor issues. The information obtain in this conference will be used to ensure migratory children, who move among states, are not penalized by disparities among states in curriculum, state academic content, and student academic achievement standards. Funding to cover the expenses for attending this conference is provided annually by the ADE Migrant Educational Program Grant.

*Migratory work refers to temporary or seasonal employment in fishing or agricultural work, including the production or initial processing of crops, livestock, dairy products, and fish, as well as the cultivation and harvesting of trees.

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): Shannon Gleave

Working at School/Department: Food and Nutrition

Reason for Travel: School Nutrition Association Fall Committee Meetings

Traveling to: Arlington, VA

Dates of Travel: 10/13/2016-10/16/2016

Substitute Needed/Dates: None Required

	Code	Cost	Requisition Number
Charge Sub to:	<u>None required</u>	<u>\$ 0</u>	<u> </u>
Charge Registration to:	<u>510.100.3100.6360.580.0000</u>	<u>\$ 0</u>	<u> </u>
Charge Airline/Bus to:	<u>510.100.3100.6612.580.0000</u>	<u>\$ 0</u>	<u> </u>
Charge Meal/Lodging to:	<u>510.100.3100.6612.580.0000</u>	<u>\$ 0</u>	<u> </u>
Charge Auto Mileage to:	<u> </u>	<u>\$ 0</u>	<u> </u>
	Total Cost of Travel	<u>\$ 0</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): Shannon Gleave

Conference/Workshop Title: School Nutrition Association Fall Committee Meetings
(Reason for Travel)

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

I will be representing Glendale Elementary School District sitting on the National Nutrition Committee with the School Nutrition Association. We will be researching, learning and discussing topics related to the National School Lunch Program and the Breakfast and lunch meal patterns

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 the national committee meeting with SNA it will provide my department with the necessary tools to ensure we are following all USDA regulations. It will also provide our district with a positive image of being experts in the field.

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 7.E. TOPIC: Authorized Signatories Election

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

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

DATE ASSIGNED FOR CONSIDERATION: August 30, 2016

RECOMMENDATION:

It is recommended the Governing Board approve the list of authorized signatories for the 2016-2017 Fiscal Year in addition to the Superintendent for all accounts as presented.

Food Services Clearing Account (2 Signatures Required)

Director of Food and Nutrition
Assistant Superintendent for Finance and Auxiliary Services
Director of Finance and Purchasing
Accounting Budget Supervisor

Student Activity Clearing Account (2 Signatures Required)

Assistant Superintendent for Finance and Auxiliary Services
Director of Finance and Purchasing
Accounting Budget Supervisor

District 40 Clearing Account (2 Signatures Required)

Assistant Superintendent for Finance and Auxiliary Services
Director of Finance and Purchasing
Accounting Budget Supervisor

General Fund (Accounts Payable) (2 Signatures or 1 Original Signature, 1 Board Clerk Stamp)

Governing Board Clerk
Assistant Superintendent for Finance and Auxiliary Services
Director of Finance and Purchasing

General Fund (Payroll Checks) (2 Signatures or 1 Original Signature, 1 Board Clerk Stamp)

Governing Board Clerk
Assistant Superintendent for Finance and Auxiliary Services
Director of Finance and Purchasing

Claim Settlement for Liability and Workers' Compensation

Assistant Superintendent for Finance and Auxiliary Services
Administrator of Risk Management (Up to \$5,000.00 per Claim)

Purchase Orders

Assistant Superintendent for Finance and Auxiliary Services
Director of Finance and Purchasing
Manager of Purchasing and Warehouse

District-Wide Contracts

Assistant Superintendent for Finance and Auxiliary Services

Grants

Assistant Superintendent for Finance and Auxiliary Services
Assistant Superintendent for Educational Services

Memo of Understanding - Grants

Assistant Superintendent for Finance and Auxiliary Services
Assistant Superintendent for Educational Services

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 7.F. TOPIC: Service Agreement

SUBMITTED BY: Ms. Leslee Miele, Director of Effective Schools

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

DATE ASSIGNED FOR CONSIDERATION: August 30, 2016

RECOMMENDATION:

It is recommended the Governing Board approve the service agreement with Arizona State University for parent training services during the 2016-17 school year.

RATIONALE:

Arizona State University’s American Dream Academy will provide training for parents of children enrolled in the Glendale Elementary School District. The training is designed to develop skills and techniques which will enable parents to address educational needs of their school-aged children. The ADA benefits schools, students, and parents. This eight-week training will be held at Melvin E. Sine, Desert Spirit, Glendale Landmark and Challenger.

By joining forces with schools and communities, parents make sure their children have successful academic careers and prepare for a university experience.

Source of Funding -

M & O Budget _____ State Grant _____ Federal Grant X Capital _____ Other _____

**SERVICES AGREEMENT
ARIZONA STATE UNIVERSITY
And
Glendale Elementary School District #40**

This Agreement is entered into as of August 16, 2016, between the ARIZONA BOARD OF REGENTS, a body corporate, for and on behalf of ARIZONA STATE UNIVERSITY, AMERICAN DREAM ACADEMY (ADA) and Glendale Elementary School District #40.

- A. Scope of Services: ADA will provide a parent training course (“The American Dream Academy”) for the parents of the children enrolled in the Glendale Elementary School District #40 identified in Section B. ADA will recruit parents by phone, provide an Introductory and Recruitment Session, a series of weekly training sessions for parents culminating in a graduation ceremony with certificates. The training is designed to develop skills and techniques which will enable parents to address the educational needs of their school-aged children. The term of this agreement is August 16, 2016 through June 30, 2017.
- B. Location(s):
Melvin E. Sine School, Desert Spirit School, Glendale Landmark and Challenger
- C. Fees: The District will be billed \$6,500 per program regardless of the number of parent graduates. The district fee per school will be reduced by a grant of \$750 per school, for a total of \$5,750. A parent graduate is defined as a person with a child enrolled in any of the participating schools, registered for the ADA program. ASU and its funding partners will subsidize the remaining portion of the cost.
- D. Class Size: The ADA program is predicated on the notion that effective program outcomes are realized only when reasonably sized groups of parents participate in the program’s activities. Thus, in order to form any class for any given language group, we require that the class have at least eight (8) parents from that language group. If fewer than eight (8) parents from a specific language group do not register for the program, then ADA staff will meet with the principal to decide if the class should be cancelled. ADA understands the many community demands faced by school leaders and will make every effort to work with the school to meet those demands. However, at this point the program is offered only in English and Spanish.
- E. School Procedures: ADA adheres to all Glendale Elementary School District #40 procedures such as lockdowns, fire drills, evacuations, etc. We ask that the School provide advance notice, when possible, of any such event prior to program implementation so that the program team can be properly notified and informed.
- F. Child Watch Services: The schools are strongly encouraged to provide child care for all parents participating in the program. In case the School decides to provide child care, the

cost and administration of the child care is the sole responsibility of the Glendale Elementary School District # 40.

- G. Security: Security and the enforcement of any and all other security related requirements on School property are the responsibility of the school. ADA will adhere to any and all building regulations and expects all ADA staff and parent attendees to do so as well.
- H. Walk-Through: Prior to the implementation of the program, ADA staff will do a facility walk through at the school to specifically locate all rooms available for the morning and evening sessions as well as any other pertinent information such as accessible bathrooms for evening sessions, accessible parking lots for parents and staff, classroom signage, and information regarding other school personnel who will be available during evening sessions to assist in various logistical tasks, including opening of classrooms.
- I. Termination: This agreement may be terminated by either party with 30 days' notice in writing. The parties acknowledge that this agreement is subject to cancellation by either party pursuant to the provisions of A.R.S. §38-511. See also Section J. If the Glendale Elementary School District cancels the program with less than thirty (30) days' notice, a termination fee of \$1,300 will be assessed.
- J. Recruitment: The success of the program depends largely on a large-scale telephone recruitment campaign. The campaign is carried out by the American Dream Academy Call Center. Thus, it is imperative that schools make available the school telephone list, at least two weeks prior to the start date of the program. If the list is not provided, this will be interpreted as a decision by the school to cancel the program with less than 30 days' notice, and a termination fee of \$1,300 will be assessed.
- K. Additional School Requirements: ADA shall comply with the applicable requirements as set forth under A.R.S. §15-512. Each school shall advise ADA in advance as to the expected requirements and ADA shall determine whether or not it is able to proceed with the course offering.
- L. Insurance: ADA represents and warrants that it is insured through the State of Arizona, Department of Administration, pursuant to A.R.S. §41-621.
- M. Default and Remedies: Any one of the following events shall be deemed to be an "Event of Default" hereunder.
 - i. Failure by either party to perform as specifically described herein.
 - ii. A court having jurisdiction over any of the parties shall enter an order for relief in any involuntary case commenced against the applicable party as debtor under the Federal Bankruptcy Code or the entry of a court decree or order appointing a custodian, receiver, liquidator, assignee, trustee, or other similar official.

Upon the occurrence of an "Event of Default," the non-defaulting party (1) shall have all the remedies afforded by law and in equity; and (2) shall have the right to terminate this Agreement.

N. Miscellaneous:

- i. Each party shall be responsible for its and its agents' negligence, actions and omissions.
- ii. Neither party shall have the right to assign this Agreement without the prior written consent of the other party.
- iii. This Agreement constitutes the entire agreement and understanding of the parties with respect to its subject matter. No prior or contemporaneous agreement or understanding will be effective.
- iv. The laws of Arizona shall govern this Agreement, and the Arizona state courts shall have jurisdiction over its subject matter.
- v. Any notice required under this agreement shall be in writing and may either be given by personal delivery or sent by regular mail addressed to the following:

As to American Dream Academy:

Alejandro Perilla, Director
American Dream Academy
Arizona State University
542 E Monroe, Suite D-100
Phoenix, AZ 85004
Office: 602-496-1020

As to School:

Ms. Leslee Miele
Director for Effective Schools
Glendale Elementary School District # 40
7301 N. 58th Avenue
Glendale, AZ 85301
Office: 623-237-7153

Notice shall be deemed to be received upon presentment to the other party or upon three (3) days after mailing, if mailed postage prepaid by regular mail at the address set forth above for the respective party or at such changed address as may be subsequently submitted by written notice of either party.

vi. ADA is an independent contractor and is not an employee of the School or School District. Neither ADA nor any personnel of ADA will for any purpose be considered employees or agents of the School. ADA assumes full responsibility for the actions of ADA's personnel, and is solely responsible for their supervision, daily direction and control, payment of salary (including withholding income taxes and social security), worker's compensation and disability benefits. Neither the School nor any personnel of the School will for any purpose be considered employees or agents of ADA. The School assumes full responsibility for the actions of the School's personnel and is solely responsible for their supervision, daily direction and control, payment of salary (including withholding income taxes and social security), worker's compensation and disability benefits

vii. State of Arizona Provisions

- a. Nondiscrimination: The parties will comply with all applicable state and federal laws, rules, regulations, and executive orders governing equal employment opportunity, immigration, and nondiscrimination, including the Americans with Disabilities Act. If applicable, the parties will abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.
- b. Conflict of Interest: In accordance with Arizona Revised Statutes ("A.R.S.") § 38-511, ASU may cancel this Agreement within three years after the execution of this Agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting, or creating this Agreement on behalf of ASU, at any time while this Agreement or any extension thereof is in effect, is an employee or agent of any other party to this Agreement in any capacity or a consultant to any other party with respect to the subject matter of this Agreement. Notice is provided of A.R.S. § 41-753D.
- c. Arbitration in Superior Court: In the event of litigation, as required by A.R.S. § 12-1518, the parties agree to make use of arbitration in all contracts that are subject to mandatory arbitration pursuant to rules adopted under A.R.S. § 12-133.
- d. Records: To the extent required by A.R.S. § 35-214, the non ASU parties to this Agreement (jointly and severally, "Entity") will retain all records relating to this Agreement. Entity will make those records available at all

reasonable times for inspection and audit by ASU or the Auditor General of the State of Arizona during the term of this Agreement and for a period of five years after the completion of this Agreement. The records will be provided at Arizona State University, Tempe, Arizona, or another location designated by ASU on reasonable notice to Entity.

- e. Failure of Legislature to appropriate: In accordance with A.R.S. § 35-154, if ASU's or the District's performance under this Agreement depends on the appropriation of funds by the Arizona Legislature, and if the Legislature fails to appropriate the funds necessary for performance, then ASU or the District may provide written notice of this to Entity and cancel this Agreement without further obligation of ASU. Appropriation is a legislative act and is beyond the control of ASU.
- f. E-Verify: To the extent applicable under A.R.S. § 41-4401, the parties warrant their compliance with all federal immigration laws and regulations that relate to their employees and compliance with the E-verify requirements under A.R.S. § 23-214(A). A party's breach of the above-mentioned warranty shall be deemed a material breach of the Agreement and may result in the termination of the Agreement by either party under the terms of this Agreement. The parties each retain the legal right to randomly inspect the papers and records of the other party to ensure that the other party is complying with the above-mentioned warranty. The parties warrant to keep their respective papers and records open for random inspection during normal business hours by the other party. The parties shall cooperate with the other party's random inspections including granting the inspecting party entry rights onto their respective properties to perform the random inspections and waiving their respective rights to keep such papers and records confidential.
- g. Student Educational Records: Student educational records are protected by the federal Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g ("FERPA"). Both parties will comply with FERPA and will not access or make any disclosures of student educational records to third parties without prior notice to and consent as otherwise provided by law. If this Agreement contains a scope of work or any provision that requires or permits the parties to access or release any student records, then, for purposes of this Agreement only, the parties hereby designate each other as a "school official" for ASU under FERPA, as that term is used in FERPA and its implementing regulations. As such, both parties will comply with FERPA and will not make any disclosures of students' educational records to third parties without prior notice to, and consent from, ASU or the District or as otherwise permitted by law. In addition, any access or disclosures of student educational records made by either party, its employees and agents must comply with ASU's definition of legitimate educational purpose, which definition can be found at: SSM 107-01: Release of Student Information

(<http://www.asu.edu/aad/manuals/ssm/ssm107-01.html>). If either party violates the terms of this section, the party will immediately provide notice of the violation to the other.

- O. Authority: The individuals signing below on behalf of the Parties hereby represent and warrant that they are duly authorized to execute and deliver this Agreement on behalf of each respective Party and that this Agreement is binding upon the Parties in accordance with its terms.

THE ARIZONA BOARD OF REGENTS
acting for and on behalf of
ARIZONA STATE UNIVERSITY
AMERICAN DREAM ACADEMY

Glendale Elementary School District #40
7301 North 58th Avenue
Glendale, AZ 85301

By: _____

By: _____

Printed: Edmundo Hidalgo

Printed: _____

Title: Asst. VP of Educational Outreach and
Student Services

Title: _____

Date: _____

Date: _____

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 9.A. TOPIC: Policy Revision First Reading

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

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

DATE ASSIGNED FOR CONSIDERATION: August 30, 2016

RECOMMENDATION:

It is recommended that the Governing Board approve the first reading of proposed revisions to policy GCQF-Discipline, Suspension and Dismissal of Professional Staff Member as presented.

RATIONALE:

Revisions to the policy GCQF Discipline, Suspension and Dismissal of Professional Staff Member are recommended by the Arizona School Board Association:

Revisions to policy GCQF provide more clarity and direction in the posting of notices and eliminates some potential confusion in the timeline allowed for an employee to request an open hearing.

GCQF © DISCIPLINE, SUSPENSION, AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS

~~Scope of District's Authority to Discipline an Employee for Misconduct~~

~~The District may exercise its authority to discipline an employee for misconduct that occurs:~~

- ~~• During the course of the employee's work day;~~
- ~~• While the employee is on District property or while participating in school or work related events;~~
- ~~• Before or after regular work hours if the employee is engaged in activities on behalf of the District;~~
- ~~• Off campus and during nonworking hours, if there is a sufficient relationship between the employee's conduct and the District's legitimate interest in protecting the school community from harm; and~~
- ~~• In any other circumstance in which the District can lawfully exert its authority to discipline an employee for misconduct.~~

~~Examples of Possible Consequence for Misconduct~~

~~This policy is not intended to restrict or eliminate the discretion traditionally afforded to supervising administrators to determine whether discipline is appropriate. Supervising administrators are expected to exercise discretion in determining whether a particular alleged violation merits discipline. Possible consequences for misconduct may include nondisciplinary action and/or disciplinary action.~~

~~Nondisciplinary actions include, but are not necessarily limited to:~~

- ~~• Informal consultations or counseling;~~
- ~~• Verbal warnings;~~
- ~~• Letters of direction or memoranda containing directives or instructions for future conduct;~~
- ~~• Evaluation procedures or the resulting evaluations;~~
- ~~• Reassignments by the Superintendent; or~~
- ~~• Civil and/or criminal reporting.~~

~~Disciplinary actions include, but are not necessarily limited to:~~

- ~~• Letters of reprimand;~~
- ~~• Suspension with or without pay for up to ten (10) school days;~~
- ~~• Suspension without pay for more~~

Categories of Misconduct

Certificated staff members may be disciplined for infractions that include, but are not limited to, the following categories:

- A. Engaging in unprofessional conduct.
- B. Committing fraud in securing appointment.
- C. Exhibiting incompetency in their work.
- D. Exhibiting inefficiency in their work.
- E. Exhibiting improper attitudes.
- F. Neglecting their duties.
- G. Engaging in acts of insubordination.
- H. Engaging in acts of child abuse or child molestation.
- I. Engaging in acts of dishonesty.
- J. Being under the influence of alcohol while on duty.
- K. Engaging in the illicit use of narcotics or habit-forming drugs.
- L. Being absent without authorized leave.
- M. Engaging in discourteous treatment of the public.
- N. Engaging in improper political activity.
- O. Engaging in willful disobedience.
- P. Being involved in misuse or unauthorized use of school property.
- Q. Being involved in excessive absenteeism.
- R. Carrying or possessing a weapon on school grounds unless they are peace officers or have obtained specific authorization from the appropriate school administrator.

Statutory Requirements

Certificated staff members disciplined under A.R.S. [15-341](#), A.R.S. [15-539](#), or other applicable statutes:

- A. May not be suspended with or without pay for a period exceeding ten (10) school days under A.R.S. [15-341](#).
- B. May be suspended without pay for a period of time greater than ten (10) school days ~~or~~

- ~~Dismissal.~~

~~Letters of Reprimand/Suspension with or without Pay for up to Ten Working Days~~

~~The following procedures will be followed when a situation arises that may result in the imposition of a letter of reprimand or suspension with or without pay for up to ten (10) working days:~~

- ~~Notice of charge.~~ The designated District-level administrator will provide the employee with verbal or written notice of the charges against the employee.

- ~~Opportunity to respond (hearing).~~ The employee will be provided the opportunity to provide his/her response to the charges. The employee will also be offered the opportunity to provide the administrator with any relevant documents and the names of any witnesses having relevant information.

- ~~Complete investigation.~~ The administrator will conduct any further investigation that appears necessary to help ensure that the information upon which the proposed disciplinary action is based is complete and accurate.

- ~~Decision regarding discipline.~~ The administrator will make a decision regarding what disciplinary action, if any, to impose.

- ~~Written notice regarding discipline.~~ If the administrator decides no discipline is warranted, the administrator will provide this information in writing to the employee. If the administrator decides to issue a letter of reprimand or impose a suspension with or without pay for up to ten (10) working days, the administrator will provide the employee with written notice of the decision. The written notice should contain the following information:

- ~~A statement of the disciplinary action being taken.~~

- ~~The factual basis for the disciplinary action.~~

- ~~Any special conditions or limitations to be placed upon the employee during the disciplinary period, if any. (i.e., requirement to remain off District property during period of suspension).~~

- ~~Notice that the employee may prepare a written response and that the employee's written response will be attached to the notice of disciplinary action.~~

- ~~A statement that the written notice regarding discipline will be placed in the employee's personnel file.~~

- ~~Notice of the employee's right to appeal the decision.~~

- ~~Employee's signature on notice of discipline.~~ The employee will be directed to sign the notice of disciplinary action to affirm receipt of the document. The employee's signature on the notice will not be deemed to signify the employee's agreement with its contents.

- ~~Appeal of discipline.~~ The employee may appeal the disciplinary decision within ten (10) calendar days of the date of the decision or the right to appeal is waived. The appeal must be submitted to the Superintendent, and contain any relevant documents and include the following information (to the extent necessary to support the employee's appeal):

~~■ A detailed explanation of what facts, if any, the employee believes the administrator omitted, misunderstood or improperly considered in the decision making process.~~

~~■ A detailed explanation of what conclusions, if any, the employee believes the administrator incorrectly or improperly made based upon the facts at issue. (i.e., why the disciplinary action is not warranted or is too harsh).~~

~~■ A detailed explanation of what violations of procedure, or law, if any, the employee feels the administrator committed relative to the investigation of the employee's misconduct or the disciplinary decision.~~

~~■ Any other information the employee believes is relevant to the matter.~~

~~Note: If the discipline was imposed by the Superintendent, the employee's appeal will be considered a request for reconsideration by the Superintendent.~~

~~● *Stay of discipline pending outcome of appeal.* Imposition of the disciplinary action will be postponed pending the outcome of the appeal process. However, the Superintendent may temporarily reassign the employee with pay pending the outcome of the appeal process if the Superintendent deems the reassignment to be in the best interest of the District.~~

~~● *Decision on appeal.* The Superintendent may make a decision regarding the appeal based upon the written record, or may invite the parties to meet for the purpose of presenting additional information, clarification or explanation. The Superintendent's decision is final, unless the Superintendent has affirmed his/her own decision on appeal. If the Superintendent has affirmed his/her own decision on appeal, the employee may then request that the Superintendent submit the appeal to the Governing Board. The Governing Board may choose to consider the appeal itself or may appoint a hearing officer to do so.~~

~~● *Written decision on appeal.* The Superintendent or hearing officer will make every effort to provide the parties with a written response to the appeal within fourteen (14) working days from the date the appeal was submitted. If the Governing Board is considering the appeal, the Governing Board will generally act upon the appeal at the next regularly scheduled Board meeting following submission of the appeal or as soon thereafter as is practicable.~~

~~Long Term Suspension or Dismissal~~

~~In the case of suspension without pay for more than ten (10) school days or dismissal, employees will be afforded the notice, hearing and appeal procedures set forth in the applicable statutes.~~

~~Adopted: March 1, 2005~~

or dismissed under A.R.S. [15-539](#).

C. Shall be disciplined under procedures that provide for notice, hearing, and appeal, subject to the requirements of A.R.S. [15-341](#) or A.R.S. [15-539](#), whichever is appropriate.

D. Shall, if disciplined under A.R.S. [15-539](#) or other applicable statutes, excluding A.R.S. [15-341](#), receive notice in writing served upon the certificated staff member personally or by United States registered or certified mail addressed to the employee's last-known address. A copy of charges specifying instances of behavior and the acts of omissions constituting the charge(s), together with a copy of all applicable statutes, shall be attached to the notice.

E. Shall have the right to a hearing in accordance with the following:

1. *Suspension under A.R.S. 15-341*. The supervising administrator will schedule a meeting not less than two (2) days nor more than ten (10) days after the date the certificated staff member receives the notice.

2. *Dismissal or dismissal with suspension included under A.R.S. 15-539*. A certificated staff member's written request for a hearing shall be filed with the Board within ten (10) days after service of notice. The filing of a timely request shall suspend the imposition of a suspension without pay or a dismissal pending completion of the hearing.

General Provisions for Discipline Under A.R.S. 15-341

General provisions for discipline are as follows:

A. *Informal consultation*. Nothing contained herein will limit a supervising administrator's prerogative to engage in informal consultation with a certificated employee to discuss matters of concern related to the employee's performance, conduct, et cetera; however, when it is apparent that disciplinary action toward a certificated employee is likely to become a part of the certificated staff member's personnel record as permitted by A.R.S. 15-341, the procedures outlined herein shall be followed.

B. *Persons authorized to impose discipline*. Any supervising administrator who is the immediate or primary supervisor of a certificated staff member is authorized to impose a penalty or penalties, short of dismissal. Only the Board may dismiss a certificated staff member.

C. *Notice*. Any person who is required by this policy to give written notice to any other person affected by this policy may do so by any means reasonably calculated to give the recipient actual knowledge of the notice within a reasonable amount of time. When time is calculated from the date a notice is received, the notice is deemed to be received on the date it is hand delivered or three (3) calendar days after it is placed in the mail.

D. *Administrative discretion*. In adopting these policies and procedures, it is the intention of the District that they be interpreted and applied in a reasonable fashion. The policies and regulations are not intended to restrict or eliminate the discretion traditionally afforded to supervising administrators to determine whether discipline is appropriate. Supervising administrators are therefore directed to continue to use reasonable discretion in determining whether a particular alleged violation merits discipline.

E. *Right not to impose discipline*. The District reserves the right not to discipline a certificated staff member for conduct that violates this policy.

F. *Definition of work days*. For the purposes of this policy, a work day is any day that the District's central administrative office is open for business.

G. *Additional reasons for discipline*. A certificated staff member may be disciplined for conduct that has occurred but that, at or near the time of misconduct, was not the subject of or identified as a reason for a specific proceeding under this policy.

Procedure for Discipline Under A.R.S. 15-341

The following procedures will be used to impose any discipline that 1) shall become a part of the certificated staff member's personnel record and 2) is permitted under A.R.S. 15-341:

Step 1 - Notice:

A. Upon the supervising administrator's determination of the existence of cause to impose discipline, the supervising administrator shall notify the certificated staff member of intent to impose discipline. The notice shall be in writing and shall be delivered in person or by first-class mail. The notice shall include the following:

1. The conduct or omission on the part of the certificated staff member that constitutes the reason for discipline.
2. A scheduled meeting time between the supervising administrator and the certificated staff member. Such meeting shall be scheduled not more than ten (10) working days after the date the certificated staff member receives the notice.
3. A statement of the disciplinary action the supervising administrator intends to impose, including, if applicable, the number of days of suspension with or without pay.
4. Copies of any available relevant documentation, at the discretion of the supervising administrator.

Step 2 - Discipline Hearing:

A. At the hearing, the supervising administrator shall discuss with the certificated staff member the conduct that warrants disciplinary action and shall provide the certificated staff member with any appropriate evidence and a copy of relevant documentation if not previously provided.

B. The supervising administrator shall conduct the hearing in an informal manner, without adherence to the rules of evidence and procedure required in judicial proceedings.

Step 3 - Decision (in writing):

At the hearing, or within ten (10) working days following the hearing, the supervising administrator shall, in writing, inform the certificated staff member of the decision. If the decision is to impose discipline, written notice of the discipline shall be enclosed. The written notice of the decision shall state that a copy of the notice, decision, and a record of the disciplinary action shall be placed in the certificated staff member's personnel file and shall specify the date the discipline shall be imposed unless the certificated staff member files a written request for appeal within five (5) working days after the decision is delivered to the certificated staff member. If the certificated staff member requests an appeal of the decision, the imposition of any discipline shall be suspended pending the outcome of the appeal.

Step 4 - Appeal:

Discipline imposed may be appealed at the next organizational level, in writing, to the appropriate assistant superintendent or the Superintendent. Only when the discipline is determined by the Superintendent shall the appeal be to the Board, which, at its discretion, may appoint a hearing officer. The appeal shall contain a brief statement of the reasons why the certificated staff member believes the administrator's decision is incorrect. Appeal is limited to one (1) organizational level above the level of the supervising administrator who imposed the discipline.

The appeal shall specifically describe the part of the determination with which the certificated staff member disagrees:

- A. Determination was founded upon error of construction or application of any pertinent regulations or policies.
- B. Determination was unsupported by any evidence as disclosed by the entire record.
- C. Determination was materially affected by unlawful procedure.
- D. Determination was based on violation of any statutory or constitutional right.
- E. Determination was arbitrary and capricious.
- F. The penalty was excessive.

The supervising administrator, the Superintendent, or, when appropriate, the Board or the Board-appointed hearing officer may, at the conclusion of the appeal, uphold the discipline, modify the decision, or refer the matter back to the level from which it was appealed for rehearing and additional information. Such decision, along with specific direction as to the effective date of any discipline, shall be communicated to the certificated staff member within a reasonable amount of time following the appeal, not to exceed seven (7) working days.

The assigned hearing officer shall, by use of a mechanical device, make a record of the appeal hearing.

This policy, under A.R.S. 15-341, does not apply to dismissal of a certificated staff member except to the extent that the Board may find, subsequent to dismissal proceedings, that a lesser form of discipline as set forth in this policy should be imposed.

Not all administrative actions regarding a certificated staff member are considered "discipline," even though they may involve alleged or possible violations by the certificated staff member. This policy addresses only discipline and has no application to any of the following:

- A. The certificated staff member evaluation procedure or the resulting evaluations as they pertain to the adequacy of the certificated staff member's classroom performance.
- B. Letters or memorandums directed to a certificated staff member containing directives or instructions for future conduct.
- C. Counseling of a certificated staff member concerning expectations of future conduct.
- D. Nonrenewal of a contract of a certificated staff member employed by the District for less than the major portion of three (3) consecutive school years (noncontinuing certificated staff member).

General Provisions for Suspension Without Pay or Dismissal Under A.R.S. 15-539

Step 1 - Notice:

A. The Governing Board, except as otherwise provided by A.R.S. 15-539, shall upon receipt of a written statement of charges from the Superintendent that cause exists for the suspension of a

certificated teacher without pay for a period longer than ten (10) school days or dismissal, shall give notice to the teacher of the Board's intention to suspend without pay or dismiss the teacher at the expiration of ten (10) days from the date of service of the notice.

1. If charges presented to the Board for dismissal of a certificated person allege immoral conduct, the charge or a resignation involving such charges shall be reported to the Department of Education.

2. Whenever the statement of charges by the Superintendent allege immoral or unprofessional conduct as the cause for dismissal, the Board may adopt a resolution to file a complaint with the State Department of Education. Pending disciplinary action by the State Board, the certificated teacher may be reassigned by the Superintendent or the Governing Board may place the teacher on administrative leave and give notice to the teacher of the administrative leave of absence pursuant to A.R.S. 15-540.

3. As used in this policy, immoral conduct means any conduct that is contrary to the moral standards of the community and that reflects an unfitness to perform the duties assigned to the certificated staff member.

B. The Governing Board, upon adoption of a written statement charging a certificated teacher with cause for suspension without pay or dismissal, may immediately place the teacher on administrative leave of absence and give the teacher notice of the administrative leave of absence.

C. Written notice of the administrative leave of absence shall be served on the teacher personally or by United States registered mail addressed to the teacher at the teacher's last known address.

Step 2 – Hearing for Suspension Without Pay or Dismissal:

A. The Governing Board shall decide whether to hold a hearing on the dismissal or suspension of a certificated teacher without pay for a period of time longer than ten (10) days as provided in A.R.S. 15-541.

OPTIONS -The Governing Board may provide, (A) *by policy* or (B) *vote* at its annual organizational meeting, that all hearings conducted pursuant to this section shall be conducted before a hearing officer.

B. If the Governing Board decides not to hold a hearing, the Board shall designate a hearing officer to:

1. hold the hearing,
2. hear the evidence,
3. prepare a record of the hearing, and
4. issue a recommendation to the Board for action.

C. If the parties cannot mutually agree on a hearing officer, a hearing officer shall be selected by the Governing Board from a list provided by the State Department of Education or the American Arbitration Association.

D. A hearing held pursuant to A.R.S. 15-541 may not be conducted by any hearing officer having a personal interest which would conflict with the hearing officer's objectivity in the hearing.

E. The hearing shall be held:

1. not less than fifteen (15) days, nor
2. not more than thirty (30) days.
3. after the request is filed, unless all parties to the hearing mutually agree to a different hearing date.

F. Notice of the time and place of the hearing shall be given to the teacher not less than three (3) days before the date of the hearing.

G. The teacher may request that the hearing be conducted in public or private.

H. The Governing Board shall provide any officer, appointee, or employee to be considered or discussed at a meeting with written notice of the executive session as is appropriate but not less than twenty-four (24) hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.

I. At the hearing the teacher may appear in person and by counsel, if desired, and may present any testimony, evidence or statements, either oral or in writing, in the teacher's behalf.

J. An official record of the hearing, including all testimony recorded manually or by mechanical device, and exhibits shall be prepared by the Governing Board or the hearing officer.

K. The teacher who is the subject of the hearing may not request that the testimony be transcribed unless the teacher agrees in writing to pay the actual cost of the transcription.

L. Within ten (10) days after a hearing conducted by the Governing Board the Board shall:

1. determine whether there existed good and just cause for the notice of dismissal or suspension, and
2. affirm or withdraw the notice of dismissal or suspension.

M. Within ten (10) days after a hearing conducted by a hearing officer, the hearing officer shall:

deliver a written recommendation to the Governing Board that includes findings of fact and conclusions.

N. Parties to the hearing have the right to object to the findings of the hearing officer and present oral and written arguments to the Governing Board.

O. The Governing Board has an additional ten (10) days to determine whether good and just cause existed for the notice of dismissal or suspension and shall render its decision accordingly, either affirming or withdrawing the notice of suspension or dismissal.

Good and just cause does not include religious or political beliefs or affiliations unless they are in violation of the oath of the teacher.

Additional Provisions and Conditions

During the pendency of a hearing, neither the certificated staff member nor the supervising administrator shall contact the Superintendent or a Board member to discuss the merits of the supervising administrator's recommendation or charges and proposed discipline except as provided by this policy. No attempt shall be made during such period to discuss the merits of the charges with the person designated to act as hearing officer.

The Governing Board shall keep confidential the name of a student involved in a hearing for dismissal, discipline, or action on a teacher's certificate, with exceptions as noted in A.R.S. [15-551](#).

Amendments. The District reserves the right to amend this policy in any way at any time. Any amendment shall have prospective application only.

Severability. If any provision of this policy is held to be invalid for any reason, such action shall not invalidate the remainder of this policy. If any provision of this policy conflicts with any provisions in any other policies adopted by the District, the provisions of this policy shall prevail.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[13-2911](#)

[15-203](#)

[15-341](#)

[15-342](#)

[15-350](#)

[15-503](#)

[15-507](#)

[15-508](#)

[15-514](#)

[15-536](#)

[15-538](#)

[15-538.01](#)

[15-539](#)

[15-540](#)

[15-541](#)

[15-542](#)

[15-543](#)

[15-549](#)

[15-551](#)

[41-770](#)

CROSS REF.:

[DKA](#) - Payroll Procedures/Schedules

[GCJ](#) - Professional Staff Noncontinuing and Continuing Status

[GCO](#) - Evaluation of Professional Staff Members

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 9.B. TOPIC: Employment of Coordinator

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

RECOMMENDED BY: Mr. Joe Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: August 30, 2016

RECOMMENDATION:

It is recommended the Governing Board approve the employment of Mr. John Hecht as Coordinator for Special Education, salary and benefits commensurate with other Coordinators.

RATIONALE:

A committee was formed to screen and interview candidates for the Coordinator of Special Education vacancy. The initial interview committee consisted of Educational Services staff members, including the Director of Special Education, the Director of Curriculum and Instruction, Achievement Advisors for Literacy and Gifted, the Preschool Secretary, and the Director of Human Resources. Several applicants were interviewed and finalists were forwarded to the Assistant Superintendent for Educational Services for one additional interview which included the Director of Special Education.

As a result, it is recommended Mr. John Hecht be appointed as Coordinator of Special Education. John has been in the field of education for ten years and has most recently been employed as the Special Education Support Specialist for the Cartwright Elementary School District. Mr. Hecht's experience also includes serving as a Special Education Elementary and Middle School Resource teacher in the Cartwright District. John holds a Doctorate in Educational Leadership from Arizona State University, a Master's degree in Special Education - Curriculum and Instruction from Cleveland State University, and a Bachelor's degree in Early Childhood Education from Lake Erie College.

We are honored to recommend Mr. John Hecht to the position of Coordinator of Special Education.

Salary Range: \$66,004 - \$74,455



OBJECTIVE

To apply for the position of Coordinator of Special Education

EXPERIENCE

Cartwright Elementary School District #83

3401 N. 67th Ave - Phoenix, AZ 85033

Special Education Teacher

July 2006 – Present

Current Role:

--**Special Education Specialist**-District Office Leadership (2013-present) This position includes:

--**SRA Direct Instruction Coach** (District-Wide)

--Attended National Certification Coaching Program of Direct Instruction (SRA)

--Received a 'Trainer of Trainers' certificate for effective coaching and modeling of SRA programs in Corrective Reading/Math, Connecting Math Concepts, and Reading Mastery

--Train and coach all SRA implementers within Cartwright by modeling lessons, providing feedback on walkthrough forms, and providing individual coaching/self-reflection opportunities within individual classrooms

--Create, lead SRA professional development for all new implementers of the all SRA programs: after school, during in-services, and individually as needed at each campus

--**Instructional Assistant Regional Coordinator** (Palm Lane & Cartwright Elementary)

--Facilitate, plan, and lead monthly professional developments for all Instructional Assistants of self-contained programs

--Coach all Instructional Assistants, provide feedback on walkthrough templates, and support Dr. Sanchez (Director of Special Services) in evaluation process

--Meet and collaborate with Instructional Assistants of Palm Lane and Cartwright by providing feedback, coaching, discussions based on research validated newsletters and offering specific suggestions to implement within the classroom based on classroom observations

--**Job Sharing**- Atkinson Middle School

--Teaching in a self-contained classroom at Atkinson during the day and supporting teachers before or after school based on my duties in Special Services

--Implementing Unique Learning Systems curriculum, SRA program, AIMSweb fluency/math, and common assessments daily within our daily schedule

--Developing strong parent/school relationship through use of newsletters, daily logs, high academic expectations and writing exemplary IEPs which tell a clear story of the child, his needs, his goals, and his services

--Guaranteed and Viable Curriculum (GVC) Leadership team

--Create common assessments in the areas of reading, math, science, and social studies as a member of the GVC leadership team

--Attend summer GVC planning meetings and monthly meetings

--Understand the big ideas of the "Cartwright Initiative Circle"

Previous Role:**--Special Education Resource Teacher (2006-2013)**

- Develop lessons based on Arizona Content Standards— AZCCRS
- Communicate with parents regarding individualized needs of students
- Write IEP's to effectively measure student growth and achievement
- Align resource support while teaching grade level standards
- Maintain legal compliance by always submitting data by due dates
- Collaborate with local community members regarding special education awareness

EDUCATION

Arizona State University

1001 S. Mill Ave - Tempe, AZ 85287

Degree Conferred: Educational Doctorate (Ed.D) in Educational Leadership and Administration

Graduation date: December 2015

--Currently hold my Principal & Supervisor certificate, Special Education Teaching License, and Elementary Education Teaching License

--A student of the DELTA cohort of Arizona State University (Dynamic Educational Leadership for Teachers and Administrators)

--Title of dissertation: "Supporting Special Education Teachers and Increasing Student Achievement within 'our' School District"

--As a student in this cohort, I have traveled to Granada, Spain; and, San Jose, Costa Rica

--Practicing Spanish

SKILLS

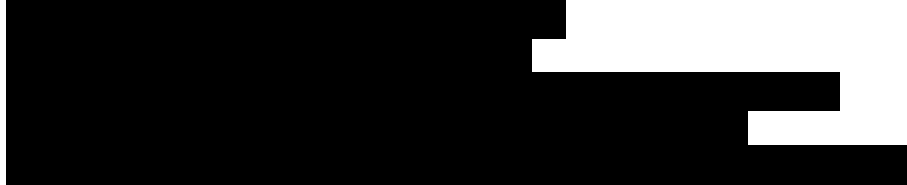
--Life-long learner, always implementing new and research based interventions into the classroom to impact student achievement

--Student first attitude, I have taught students in a homebound setting for the past 4 years, I meet with teachers and students before and after school based on their individualized needs

--Personal belief in the positive impact of effective systems, including: 'Results Driven Accountability' "Multi-Tiered Systems of Support" and "Professional Learning Community"

- Coordinated and held over 200 IEP meetings
- Middle School Wrestling coach, 2 years
- Previous Committee work includes: Academic Calendar Committee, Report Card Committee, Department Chair Committee, PLC Committee, GVC Committee
- Middle School 8th grade promotion, Coordinator 3 years
- Community leader and volunteer, who has participated in multiple community connections to donate and provide services to children and families in need
- Outstanding letters of reference

REFERENCES



GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 9.C. TOPIC: Out-of-State Teacher Recruitment Trips

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

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

DATE ASSIGNED FOR CONSIDERATION: August 30, 2016

RECOMMENDATION:

It is recommended the Governing Board approve the proposed Out-of-State Teacher Recruitment Trips, including participation in the job fairs specified, and the corresponding out-of-county/state travel for the employees who attend.

RATIONALE:

In order to attract and hire the most highly qualified and effective teacher candidates and maintain a strong applicant pool, it is necessary to attend recruitment events both in-state and out-of-state. These events allow District representatives to meet a wide range of applicants qualified in various content areas, and provide an opportunity for us to promote Glendale Elementary School District as an employer. Of particular value in attending these events is the opportunity to recruit teacher candidates for hard-to-fill areas and to meet applicants with diverse cultural backgrounds. Early approval of these trips allows staff to secure the best hotel, airline, and registration rates available.

All out of state recruiting expenditures 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.

The list of proposed trips is attached for Fall 2016 and Spring 2017.

2016-17 PROPOSED RECRUITMENT SCHEDULE

Glendale Elementary School District #40

FAIR DATES TO BE DETERMINED BY UNIVERSITY OR FAIR ORGANIZER. FAIRS LISTED WILL BE REVIEWED PRIOR TO THE EVENT FOR CONFIRMATION ON CANDIDATE ATTENDANCE. IN RESPONSE TO EXPECTED ATTENDANCE, FAIRS MAY BE ADDED OR CANCELLED.

EVENT STATE	SEASON	TARGET AUDIENCE
Illinois	Fall 2016	<ul style="list-style-type: none"> Northeastern Illinois University Education Job Fair NEIU Educator's Job Fair gathers schools and educational employers seeking candidates for positions in education in and out of state.
New Mexico	Fall 2016	<ul style="list-style-type: none"> New Mexico State University Individual interviews scheduled specific to NMSU Education majors graduating in December 2016.
Pennsylvania	Fall 2016	<ul style="list-style-type: none"> Penn State Education Career Fair The Spring Education Career Fair has been held for 10 years with an average of 300 candidates.
Texas	Fall 2016	<ul style="list-style-type: none"> University of Texas at El Paso The teacher job fair is one of the largest fairs held on the UTEP campus. Over 100 national, regional, and local school district employers attend this event.
Colorado	Spring 2017	<ul style="list-style-type: none"> University of Northern Colorado Teacher Employment Days at University of Northern Colorado brings together teachers recently graduating looking to connect with schools throughout the nation. Great time to Network, Screen, & Meet and Greet with over 300 May graduate teachers. Colorado Mesa University Teacher Education Fair This fair provides an opportunity for teachers and teacher candidates to learn about employment opportunities with school districts in the next school year. This fair provides a venue for school districts to interview Colorado Mesa University students, alumni, teacher candidates from other colleges and community teachers. At the fair, candidates can meet formally with school districts about their hiring needs and interview for open positions.

2016-17 PROPOSED RECRUITMENT SCHEDULE

EVENT STATE	SEASON	TARGET AUDIENCE
Illinois	Spring 2017	<ul style="list-style-type: none"> • Illinois State University Education Career Fair The Education Career Fair connects school administrators, superintendents, and other employers from the field of education seeking to hire candidates in the education field for full-time positions. • Northern Illinois NIU Educator’s Job Fair gathers schools and educational employers seeking candidates for positions in education in and out of state. • Eastern Illinois University Educator Job Fair The Education Job Fair at Eastern Illinois University provides an opportunity to connect with candidates who are prepared to become tomorrow’s leaders to inform, instruct, and inspire students in your classrooms. • Northeastern Illinois University Education Job Fair NEIU Educator’s Job Fair gathers schools and educational employers seeking candidates for positions in education and in and out of state.
Indiana	Spring 2017	<ul style="list-style-type: none"> • Purdue University 2016 Teacher Recruitment Day Teacher Recruitment Day is an annual, one day recruitment day event for educational institutions, districts and agencies to interview Education majors. • University of Southern Indiana Teacher Recruitment Fair The Teacher Recruitment Fair introduces teaching candidates to potential employers. School districts, both locally and from all over the country attend. • Ball State University Teacher Job Fair The Teacher Job Fair is the leading event for schools looking to hire new faculty, attracting an average of 70 employers seeking to meet job seekers on the Ball State University campus.
Louisiana	Spring 2017	<ul style="list-style-type: none"> • Northwestern State University Teacher Job Fair • University of Louisiana at Monroe Education Career Fair • Louisiana Tech Teacher Recruitment Day • Grambling State University – Education Professionals Career Fair • University of Louisiana at Lafayette Education Interviewing Day • LSU School Professional’s Interviewing Day School Board representatives from across the United States recruit, interview and hire education majors along with neighboring colleges and universities at these yearly events.

2016-17 PROPOSED RECRUITMENT SCHEDULE

EVENT STATE	SEASON	TARGET AUDIENCE
Michigan	Spring 2017	<ul style="list-style-type: none"> • Grand Valley State University Out-of-State Teacher Fair Approximately 300 student candidates will be attending this event from colleges and universities across Michigan. This event is an exciting opportunity to bring together talented student teachers and educators representing school districts from outside the state of Michigan. • Michigan Teacher Recruitment Fair The Michigan Teacher Fair is a week-long series of consecutive career fairs at five Michigan universities. The goal is to provide a cost-effective way for our district to meet candidate from across the state of Michigan.
Minnesota	Spring 2017	<ul style="list-style-type: none"> • Minnesota Education Job Fair Thirty Minnesota colleges and universities make this annual education job fair an attraction to numerous employers from all over the country.
Nebraska	Spring 2017	<ul style="list-style-type: none"> • University of Nebraska-Lincoln Education Recruitment Day Employer Recruitment Day brings together school districts from across the country to recruit for teaching positions.
New Mexico	Spring 2017	<ul style="list-style-type: none"> • New Mexico State University Educators' Job Fair The Educator's Job Fair is open to a culturally diverse group of experienced teachers and new professionals in education. The long-standing Educators' Job Fair is a two day event, co-sponsored by the College of Education and coordinated by Career Services. Candidates will have the opportunity to interview with numerous school districts throughout the nation, but primarily with school districts from the western United States.
Ohio	Spring 2017	<ul style="list-style-type: none"> • Northeastern Ohio Teacher Education Day The Northeast Ohio Teacher Education Fair connects teachers from school districts nationwide. Current students and alumni from participating consortium schools are welcome to attend. • Buckeye Bonanza The Buckeye Bonanza is a series of five teacher recruiting fairs that cuts through the state of Ohio. One trip to Ohio for a week provides the opportunity to meet with more than two thousand licensed teacher candidates who may fill openings in Math, SPED, Speech and ESL.
Oregon	Spring 2017	<ul style="list-style-type: none"> • Oregon Professional Educator's Fair The Educator Fair will provide opportunities for recent graduates who are seeking their first teaching position and school administrators who want to recruit qualified candidates for classroom, special education, support staff and administrative positions.

2016-17 PROPOSED RECRUITMENT SCHEDULE

EVENT STATE	SEASON	TARGET AUDIENCE
Pennsylvania	Spring 2017	<ul style="list-style-type: none"> • The 2016 Greater Philadelphia Teacher Job Fair The Annual Greater Philadelphia Teacher Job Fair is sponsored by the Delaware Valley Education Consortium, comprised of representatives from 27 Philadelphia area colleges and universities. Past fairs have featured over 200+ school organizations from across the U.S., and 1700+ job seekers. School representatives have the opportunity to “meet and greet” prospective candidates. • Penn State Education Career Fair The Spring Education Career Fair has been held for 10 years with an average of 300 candidates. • Teacher Recruitment Day Consortium The 32nd annual event typically draws 500+ teacher candidates from 11 central PA colleges and universities.
Texas	Spring 2016	<ul style="list-style-type: none"> • University of Texas at El Paso The teacher job fair is one of the largest fairs held on the UTEP campus. Over 100 national, regional, and local school district employers attend this event. • University of Texas Career Fair Over 100 recruiting entities from Texas, across the country and abroad attend and take advantage of hiring over 250 education graduates during the annual spring semester University of Texas Career Fair.
Utah	Spring 2017	<ul style="list-style-type: none"> • Utah Statewide Teacher Fair North & Utah Statewide Teacher Fair South The annual Utah Statewide Teacher Recruitment Fairs held in March will be attended by ready-to-interview graduating students and alumni from regional teacher preparation colleges and universities.
Washington	Spring 2017	<ul style="list-style-type: none"> • Washington Educator Career Fair The Washington School Personnel Association provides a highly valuable database of prospective teachers/administrators exclusively to Districts who attend the Education Career Fair seeking employment opportunities.
Wyoming	Spring 2017	<ul style="list-style-type: none"> • University of Wyoming Teacher Fair The University of Wyoming Teacher Fair offers the opportunity to interview with approximately 200 new teacher graduates, along with experienced alumni in all areas of endorsement.

GLENDALE ELEMENTARY SCHOOL DISTRICT

INFORMATIONAL AGENDA ITEM

AGENDA NO: 11.A. TOPIC: Future Meetings

SUBMITTED BY: Mr. Joseph Quintana, Superintendent

RECOMMENDED BY: Mr. Joseph Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: August 30, 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.

September 29	Special Meeting Annual Financial Report
October 20	Regular Meeting
November 10	Superintendent Goal Progress Report
November 17	Special Meeting Executive Session for Superintendent's Evaluation
December 8	Regular Meeting Swearing In of New/Returning Board Members Superintendent Performance Pay
December 22	Special Meeting
January 12	Organizational Meeting Executive Session regarding Salary Negotiations Teacher Recruitment
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