

# GLENDALE ELEMENTARY SCHOOL DISTRICT NO. 40

Special Meeting of the Governing Board

September 29, 2016, 5:30 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. 58<sup>th</sup> Avenue, Glendale.

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

### GOVERNING BOARD PRIORITIES

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

### OUR GOALS

- Increase Student Achievement
- Eliminate the Achievement Gap

## 1. Call to Order and Roll Call

## 2. Opening Exercises

- a. Offer of Spanish Interpretation
- b. Moment of Silence
- c. Pledge of Allegiance *The Pledge of Allegiance will be led by members of Girl Scouts Troop 473.*
- d. Adoption of Agenda
- e. Approval of Acting Clerk (if necessary)

## 3. Special Recognition

None at this time.

## 4. Call to the Public

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

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

## 5. Consent Agenda

- a. Approval of Minutes  
The minutes of the August 30, 2016, Special Meeting and August 30, 2016 Executive Session are submitted for approval.
- b. Ratification of Vouchers  
It is recommended the Governing Board approve the expense and payroll vouchers as presented.
- c. Acceptance of Gifts  
It is recommended the Governing Board ratify and approve acceptance of gifts offered to the District as presented.

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.

d. Certified Personnel Report

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

e. Classified Personnel Report

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

f. Auxiliary Fund Statement

It is recommended the Governing Board approve the Auxiliary Fund Year End Balance Statement for the 2015-2016 Fiscal Year.

g. Student Activity Fund Statement

It is recommended the Governing Board approve the Student Activity Fund Year End Balance Statement for the 2015-2016 Fiscal Year.

h. Axiliary Fund Statement

It is recommended the Governing Board approve the Auxiliary Fund Balance Statements for July and August, Fiscal Year 2016-2017.

i. Student Activity Fund Statement

It is recommended the Governing Board approve the Student Activity Fund Balance Statements for July and August, Fiscal Year 2016-2017.

j. Invitation for Bids

It is recommended the Governing Board approve the award of Invitation for Bids 17.01.21S for Walk-in Grocery & Miscellaneous Items (Supplemental) to Costco #827, Bashas'/Food City/AJ's, and Sam's Club, for the 2016-2017 school year, with the right to renew for four (4) additional years.

k. Child Care Food Program Contract

It is recommended the Governing Board approve the Child Care Food Program contract with Catholic Charities Community Services, Inc., effective October 1, 2016 to September 30, 2017, as presented.

l. Intergovernmental Agreement

It is recommended the Governing Board approve the Intergovernmental Agreement for Facilities Sharing and Cooperative Services between the City of Glendale, Arizona and Glendale Elementary School District No. 40 for a term of five years.

m. Peer Observers

It is recommended the Governing Board approve the list of teachers as Peer Observers for the 2016-2017 school year.

n. Memorandum of Understanding

It is recommended the Governing Board approve the Memorandum of Understanding with the Valley of the Sun United Way for the 2016-2017 school year.

**6. Reports and Information Items**

None at this time.

**7. Action Items**

a. Policy Revision Second Reading

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

b. Emergency Procurement

It is recommended the Governing Board ratify the emergency procurement for Chasse Building Team Inc. to perform structural repairs for Challenger and Landmark schools at an estimated combined cost of \$2.45 million, funded by the State of Arizona School Facilities Board (SFB).

c. Intergovernmental Agreement

It is recommended the Governing Board approve the Intergovernmental Agreement with Alhambra Elementary School District (AESD) No. 68.

d. 2016-2017 Capital Plan

It is recommended the Governing Board approve the Capital Plan for fiscal year (FY) 2017.

e. 2015-2016 Annual Financial Report

It is recommended the Governing Board approve the Annual Financial Report for Fiscal Year 2015-16 as presented.

f. 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.

g. Arizona Latino School Boards Association Membership

The Governing Board will consider taking action to direct Administration in purchasing membership for individual Board members or the Board as a whole with the Arizona Latino School Boards Association.

**8. 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.

**9. 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.

**10. 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.

**11. Adjournment**

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

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

SUBMITTED BY: Ms. Elizabeth Powell, Executive Assistant

RECOMMENDED BY: Mr. Joseph Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: September 29, 2016

RECOMMENDATION:

The minutes of the August 30, 2016, Special Meeting and August 30, 2016 Executive Session are submitted for approval.

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**RATIONALE:**

**MINUTES OF THE SPECIAL MEETING OF THE GOVERNING BOARD  
School District No. 40 of Maricopa County, Arizona  
District Office Governing Board Room  
August 30, 2016**

**Present:** Ms. Brenda Bartels, President  
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. Bartels at 5:05 p.m. She noted the presence of all five Board members, constituting a quorum. She noted the agenda would be moved around slightly to accommodate the students expecting to perform at 5:30. She also welcomed Dr. Goodwin, who was sitting in for Mr. Quintana for the meeting due to his illness.

**OPENING EXERCISES**

Ms. Bartels welcomed everyone and thanked them for coming. She called for a moment of silence and led the group in reciting the Pledge of Allegiance.

Dr. Goodwin requested to have item 7.B. from the consent agenda. Ms. Smith moved to adopt the meeting agenda and Mr. Aldama seconded the motion. Upon call to vote, the motion carried.

**CALL TO THE PUBLIC**

None at this time.

**CONSENT AGENDA**

**Certified Personnel:** Dr. Goodwin explained that an individual listed under Resignations should not have an asterisk indicating the liquidated damages fee to the individual in question.

Ms. Smith moved to approve the consent agenda with the change listed and Mr. Aldama seconded the motion. Upon call to vote, the motion carried, and the following employments, resignations, retirements, promotions, leaves of absence, and/or terminations of certified personnel were approved:

**New Employment\***

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

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**

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

**Change of Position**

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

**Rehire Smart Schools**

Gallimore, Jody		09/03/16
Langer, Roseann		11/03/16

**Guest Teacher - New Hire**

Ahmadpour, Princinella J.	Guest Teacher	08/10/16
Binkley, Timothy	Guest Teacher	08/04/16
Cano, Cesar H.	Guest Teacher	08/01/16
Evans, Malinda A.	Guest Teacher	08/01/16
Givens, Joyce M.	Guest Teacher	08/01/16
Hauswirth, Maryann C.	Guest Teacher	08/09/16
Fenton, Kasey M.	Guest Teacher	08/08/16
Morrow, Angela D.	Guest Teacher	08/08/16
Stauffer, Colleen M.	Guest Teacher	08/08/16

**Leaves of Absence**

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

**Non-Administrative Contract Renewal**

McAndrews, Kristopher*	Teacher	*Contract Renewal for 16/17 School Year
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Ms. Smith moved to approve the consent agenda and Mr. Aldama 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 August 11, 2016, Regular Meeting.

**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 Employment**

Arellano, Emily L.	Campus Monitor	\$9.20	08/15/16
Borbon, Arelia R.	Educational Assistant Special Education Resource	\$9.66	08/15/16
Contreras, Maria E.	Campus Monitor	\$9.20	08/22/16
Canela, John D.	Substitute Cleaner	\$9.90	08/15/16
Diaz, Luz	Substitute Cleaner	\$9.90	08/29/16
Enriquez Mendoza, Laura	Campus Monitor	\$9.20	08/15/16
Escobedo, Guadalupe	Campus Monitor	\$9.20	08/29/16
Flores, Linda	Food Service Worker	\$8.54	08/29/16
Gonzalez, Elia K.	Campus Monitor	\$9.20	08/15/16
Guerrero, Orlando A.	Substitute Cleaner	\$9.90	08/15/16
Hoepelman, Stephanie	Educational Assistant Ortho Impaired	\$9.66	08/15/16
James, Kelly J.	Food Service Manager	\$14.38	08/15/16
Johnson, Cheryl	Campus Monitor	\$9.20	08/29/16
Lara, Elena	Campus Monitor	\$9.20	08/29/16
Lizarraga Villa, Kimberly	Campus Monitor	\$9.20	08/15/16
Loader, Dylan	Educational Assistant Special Education	\$11.49	08/29/16
Nunziata, Bonnie	Food Service Manager	\$15.15	08/22/16
Pike, Anthony R.	Trainee School Bus Driver	\$12.07	08/22/16
Quintero, Grace S.	Food Service Worker	\$8.54	08/08/16
Ramos, Angelica	Campus Monitor	\$9.20	08/22/16
Salguero Linares, Valeriana	Substitute Cleaner	\$9.90	08/29/16
Topham, Martin	Buyer/Contract Specialist	\$19.88	08/15/16
Valenzuela, Jocelyn	Campus Monitor	\$9.20	08/29/16
Wittrock, Rebecca	Administrative Assistant	\$17.57	08/29/16

**Rehire**

Aceves Tavares, Dulce	Substitute Cleaner	\$9.90	08/15/16
Gongora, Destany S.	Educational Assistant Self Contained	\$11.69	08/15/16
Reyes, Tracy J.	Food Service Specialist	\$11.27	08/29/16

Ruiz, Maria G.	Campus Monitor	\$9.20	08/15/16
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**Position Changes**

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

**Resignation**

Esquer, Michelle	Crossing Guard	Personal	05/26/16
Johnson, Julie A.	Trainee School Bus Driver	Personal	07/22/16
Moody, LaDonna	School Bus Driver	Employment	08/03/16
Payne, Katie R.	Educational Assistant Standard	Personal	08/19/16
Smedley, Earlene C.	Bus Monitor	Personal	08/10/16
Villafana, Monica	Educational Assistant Special Education	Moving	09/02/16

**Increase in Hours**

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**

Castro, Patricia A.	Campus Monitor	\$9.20	08/08/16
Desselles, Charles	Campus Monitor	\$9.20	08/08/16
Elder, Maria	Campus Monitor	\$9.20	08/08/16
Farley, Michelle M.	Campus Monitor	\$9.20	08/08/16
Fields, Laurie M.	Campus Monitor	\$9.20	08/08/16
Filippone, Vali M.	Campus Monitor	\$9.20	08/08/16
Griego, Nicole R.	Campus Monitor	\$9.20	08/08/16
Khanal, Saraswati	Campus Monitor	\$9.20	08/08/16
McCall, Magayla	Campus Monitor	\$9.20	08/08/16
Mendez, Cynthia E.	Campus Monitor	\$9.20	08/08/16
Misbeek, Marjorie F.	Campus Monitor	\$9.20	08/08/16
Ortez Mendoza, Paula	Campus Monitor	\$9.20	08/08/16
Rojas, Mirna G.	Campus Monitor	\$9.20	08/08/16
Ruiz, Brenda S.	Campus Monitor	\$9.20	08/08/16
Salih, Pary	Campus Monitor	\$9.20	08/08/16
Zamora, Liliana	Campus Monitor	\$9.20	08/08/16

**Rehire- Substitutes**

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

**Leaves of Absence**

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

Travel                      The Governing Board approved employee requests for out of county, out of state travel as presented.

Authorized Signatories                      The Governing Board approved the list of authorized signatories for the 2016-2017 Fiscal Year in addition to the Superintendent for all accounts as presented.

Service Agreement                      The Governing Board approved the service agreement with Arizona State University for parent training services during the 2016-17 school year.

**REPORTS AND INFORMATION ITEMS**

None at this time.



## **ACTION ITEMS**

### **Policy Revision**

#### **First Reading**

Dr. Goodwin recommended the Governing Board approve the first reading of proposed revisions to policy GCQF-Discipline, Suspension and Dismissal of Professional Staff Member as presented. Ms. Smith moved to approve the recommendation and Ms. Wilson seconded the motion. Upon call to vote, the motion carried.

#### **Employment of Coordinator**

Dr. Goodwin recommended the Governing Board approve the employment of Mr. John Hecht as Coordinator for Special Education, salary and benefits commensurate with other Coordinators. Ms. Smith moved to approve the recommendation and Ms. Wilson seconded the motion. Upon call to vote, the motion carried.

#### **Out-of-State Teacher Recruitment Trips**

Dr. Goodwin 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. Dr. Goodwin noted the return on investment for last year's trips.

Mr. Samaniego moved to approve the recommendation as stated and Ms. Smith seconded the motion. Upon call to vote, the motion carried.

## **EXECUTIVE SESSION**

Ms. Bartels called for a motion 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.

Ms. Smith moved to convene to executive session and Mr. Aldama seconded the motion. The meeting convened to executive session at 5:25 p.m.

## **RECONVENE TO PUBLIC SESSION**

Ms. Smith moved to reconvene to public session and Ms. Wilson seconded the motion. Upon call to vote, the motion carried and the regular meeting was reconvened at 5:40 p.m.

## **SPECIAL RECOGNITION**

**Student Performance** Seventh and Eighth Grade Advanced Band students from Glendale American performed 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*

## **BOARD AND SUPERINTENDENT STRATEGIC GOALS**

### **Goal Progress**

The Governing Board discussed the District's progress towards Board and Superintendent Strategic Goals. Dr. Goodwin asked Ms. Segotta Jones to report on progress being made toward the District's two goals: to increase student achievement and to eliminate the achievement gap.

Ms. Segotta-Jones outlined work being done with sites to shape strategic goals that will help the District achieve the Board and Superintendent's goals.

Ms. Smith commented on the newsletter she received for her middle-schooler mentioned that advanced math classes were being conducted during zero hour or after school. She feels we should develop our relationship with the high school district to make better delivery for these classes to be during the school day and teacher-lead at all times. Ms. Segotta-Jones responded her team is involved in looking at the advanced math and algebra classes to see where improvements can be made.

**FUTURE MEETINGS AND EVENTS**

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

Ms. Bartels noted the next meeting is on September 29<sup>th</sup>, and will be necessary.

**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 requested the administration to bring back a recommendation of a revised policy for non-discrimination. Mr. Samaniego asked to have a recommendation brought forward related to the Arizona Latino School Boards Association. Ms. Wilson asked to have discussion scheduled regarding a mission statement.

**SUMMARY OF BOARD AND SUPERINTENDENT CURRENT EVENTS**

Ms. Smith thanked Ms. Grant for her performance this evening.

Ms. Wilson complimented the group for their performance.

Ms. Brenda echoed their compliments and encouraged anyone who may have missed

**ADJOURNMENT**

Ms. Smith moved to adjourn the meeting and Ms. Wilson seconded the motion. Upon call to a vote, the motion carried and the regular meeting adjourned at 6:05 p.m.

Submitted by:

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

Approved By:

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

Date: September 29, 2016

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

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

SUBMITTED BY: Ms. Jill Winn, Accounting Budget Supervisor

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

DATE ASSIGNED FOR CONSIDERATION: September 29, 2016

RECOMMENDATION:

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

**RATIONALE:**

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

**2015-2016 Fiscal Year Expense Vouchers:**

<u>DATE</u>	<u>VOUCHER #</u>	<u>AMOUNT</u>
07/14/2016	2124	\$2,127.11
07/14/2016	2126	\$869,091.11
07/14/2016	2127	\$9,074.56
07/21/2016	2128	\$151,891.32
07/21/2016	2129	\$95.50
07/21/2016	2130	\$6,529.02
07/28/2016	2131	\$132,986.91
08/04/2016	2132	\$293,907.49
08/04/2016	2133	\$2,572.00
08/11/2016	2134	\$83,572.31
08/04/2016	2135	\$4,833.11
08/11/2016	2136	\$175.61

**2015-2016 Fiscal Year Payroll Vouchers:**

<u>DATE</u>	<u>VOUCHER #</u>	<u>AMOUNT</u>
07/11/2016	1028	\$729,558.29
07/11/2016	1029	\$618,456.58
07/14/2016	62	\$51,446.54
07/14/2016	63	\$17,890.70
07/25/2016	1030	\$692,838.32
07/25/2016	1031	\$576,696.76
07/28/2016	64	\$17,701.29
08/11/2016	65	\$16,990.16

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

<u>DATE</u>	<u>VOUCHER #</u>	<u>AMOUNT</u>
07/28/2016	2005	\$94,735.11
08/04/2016	2006	\$434,976.57
08/01/2016	2007	\$4,500.00
08/04/2016	2008	\$1,307.22
08/04/2016	2009	\$38,809.20
08/11/2016	2010	\$472,193.33
08/11/2016	2011	\$62,615.28

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

<u>DATE</u>	<u>VOUCHER #</u>	<u>AMOUNT</u>
07/25/2016	1001	\$575,111.82
07/28/2016	3	\$43,748.58
07/28/2016	4	\$697.62
08/08/2016	1003	\$1,171,065.38
08/11/2016	5	\$136,555.65
08/11/2016	7	\$1,835.06

Source of Funding -

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

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

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

SUBMITTED BY: Ms. Jill Winn, Accounting Budget Supervisor

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

DATE ASSIGNED FOR CONSIDERATION: September 29, 2016

RECOMMENDATION:

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

Donor	Gift	Recipient
Bicentennial South PTA	\$463.65 for Library books	Bicentennial South
Peter Piper Pizza Inc.	\$490.26 Gift to School	Bicentennial South
Challenger PTSA	2" Round Ring Binder, Est. Value \$1.95	Challenger
Coca Cola	\$43 Gift to School	Challenger
Donor's Choose	Supplies For My Young Scientists project Est. Value \$160.89	Challenger
Donor's Choose	"Novels for Summer Reading" project Est. Value \$159.49	Challenger
Donor's Choose	MESA Students Learn Engineering project Est. Value \$164.49	Challenger
Donor's Choose	We need supplies- Student Led project Est. Value \$466.67	Challenger
Donor's Choose	Teaching Healthy Eating Through Cooking Club project Est Value \$142.33	Challenger
Donor's Choose	High Interest Novels for Struggling Readers project Est Value \$61.26	Challenger
Donor's Choose	Healthy Seating for the Art Room project Est. Value \$1,438.38	Challenger
Donor's Choose	We Love Origami! project Est Value \$470.62	Challenger
Donor's Choose	Adjustable Height Computer Desks to Keep Us Active project. Est. Value \$676	Challenger
Rebecca Munoz Varon	\$200 Gift to School	Challenger
Donor's Choose	Take the Field Coyotes! project Est Value \$406 79	Coyote Ridge
Donor's Choose	Communication Keeps us Safe project Est. Value \$189.96	Coyote Ridge
Ride for Reading/Better World Books	Books for Students to take home	Coyote Ridge
Walmart	Classroom and student supplies Est. Value \$23,000	Coyote Ridge
Wells Fargo Community Support Campaign /Anonymous Donor	\$107.66 Classroom Field Trips	Coyote Ridge
Wells Fargo Community Support Campaign/Teri Zwegardt	\$280 Classroom Field Trips	Coyote Ridge
Jamba Juice	\$116 Gift to school	Desert Spirit
Silvia Calvillo	Educational books for classroom libraries	Discovery
Alex Akers, AXA	Sliced Lettuce and Tomato New Teacher BBQ	District
Angelo Rossetti, Horace Mann	Nachos and 150 Teacher Calendar Planners New Teacher BBQ	District
Baz Nissan - VALIC	Gift Basket New Teacher Breakfast	District
Dan Weimer - T-Mobile	5 bags of chips and 1 \$25 i-Tune gift card for New Teacher BBQ-Breakfast	District
David Hickson - Mass Mutual	Plates and Napkins New Teacher BBQ	District
Glendale Convention Bureau	Door Prize and 150 'Visit the West Valley Booklets' New Teacher Breakfast	District
Glendale Star	150 Glendale Star Newspapers New Teacher Packet	District
Josh Craig, Grand Canyon University	3 boxes of chip bags (162 total) New Teacher BBQ	District
Kiwanis Club of Glendale	50 - \$50 Gift Cards to Teaching Stuff New Teacher Breakfast	District
Maureen Poirier, Appreciation Financial	\$25 Fry's Gift Card for New Teacher BBQ	District

<b>Donor</b>	<b>Gift</b>	<b>Recipient</b>
Mid State Energy, Randy Falconer	Hamburgers, Hot Dogs & Buns New Teacher BBQ	District
MidFirst Bank	200 bottles of water New Teacher BBQ	District
Pam Boynton, Az Office Liquidators	2 Office Chairs New Teacher Breakfast	District
Pierce Energy /Susan & Scott Pierce	Hamburgers, Hot Dogs & Buns New Teacher BBQ	District
Rita's Ice	100 Italian Ices New Teacher BBQ	District
Sam's Club, Chris Bestul	Cupcakes and Cookies New Teacher BBQ	District
Vaunda Reese, Liberty Mutual	Sliced Watermelon New Teacher BBQ	District
XL Fitness /Sandra Frauenhoff	\$25.00 Gift Card for New Teacher BBQ	District
Joannie Adams	Academic and Hygiene Items for students and staff Est. Value \$50	GSA
Kingdom First (Barbara Fleming)	Clothing, supplies, and sports equipment, for students Est. Value \$200	GSA
Donor's Choose	Protecting Our Tablets To Hear Their Sound project Est. Value \$4.95	Horizon
Donor's Choose	Printing Our Creativity project Est. Value \$1,091.29	Horizon
Donor's Choose	Classroom "Making Memories and Staying Fit" project Est. Value \$109.73	Horizon
Red Canyon Design, LLC	5,000 "Be Kind" business cards	Horizon
Ride for Reading/Better World Books	Books for Students to take home	Horizon
Cecilia Valenzuela	Uniforms and shoes for students Est. Value \$1,000	Imes
Glendale Police Department	5 Back-packs with school supplies	Imes
Pastor John Torres	15 Back-packs with school supplies	Imes
PetSmart	Back-packs and school supplies	Imes
St Vincent de Paul Society	150 uniform shirts Est. Value \$1,500	Imes
Donor's Choose	Broadcasting the Morning Announcements in Fun Way project Est value \$500	Jack
Donor's Choose	Book Bins for Brilliant Minds project	Jack
Camelback Vending	\$147.05 Gift to School	Landmark
Donor's Choose	A Learning Library, Books at Every Level project Est Value \$400	Landmark
Donor's Choose	Stay Calm And Process On project Est. Value \$291.70	Landmark
Glendale Fire Charities	School Supplies plus backpack Est. Value \$850	Landmark
Jann Otvos	Office supplies Est. Value \$200	Landmark
Kiwanis Club of Glendale	Clothing/classroom supplies for students in need Est. value \$10,000	Landmark
Peter Piper Pizza Inc	\$233.06 Donation to Student Council	Landmark
St. Vincent de Paul Catholic Society	Uniform shirts for students Est. Value \$350	Landmark
Coca Cola	\$60.22 Employee Incentives	Sine
Ride for Reading/Better World Books	Books for Students to take home	Sunset Vista
Adrienne Larson	2 -\$50 Safeway gift cards for Employee Incentives	Wellness Program

GLENDALE ELEMENTARY SCHOOL DISTRICT  
**ACTION AGENDA ITEM**

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

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

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

DATE ASSIGNED FOR CONSIDERATION: September 29, 2016

RECOMMENDATION:

It is recommended that 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. Newberg, Peter  | \$32,710.66* | 08/25/16 |
| 2. Phillips, Chyrl | \$36,690.59  | 09/19/16 |

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

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

**Resignation**

- |                       |                  |          |
|-----------------------|------------------|----------|
| 1. Backus, Thomas*    | Personal Reasons | 09/12/16 |
| 2. Gonzalez, Darlene* | Moved            | 08/26/16 |

\*Recommend liquidated damages fee applied per contract

**System Update - Removal of Inactive Guest Employees**

- |                  |  |          |
|------------------|--|----------|
| 1. Hill, Susanne |  | 05/26/16 |
|------------------|--|----------|

**Guest Teacher - New Hire**

- |                       |               |          |
|-----------------------|---------------|----------|
| 1. Andersen, Lorna I. | Guest Teacher | 08/22/16 |
| 2. Abraham, Kelly S.  | Guest Teacher | 08/22/16 |
| 3. Rice, Doran        | Guest Teacher | 09/14/16 |

**Guest Teacher - Re-Hire**

- |                          |               |          |
|--------------------------|---------------|----------|
| 1. Nowakowski, Rachel M. | Guest Teacher | 09/01/16 |
| 2. Mordukhayev, Ilya     | Guest Teacher | 09/01/16 |
| 3. Tang, William         | Guest Teacher | 08/29/16 |

**Guest Teacher - Resignation**

- |                           |               |          |
|---------------------------|---------------|----------|
| 1. Ahmadpour, Princinella | Guest Teacher | 09/21/16 |
| 2. Charters, Jack E.      | Guest Teacher | 09/02/16 |
| 3. Tang, William          | Guest Teacher | 09/16/16 |

**Leave of Absence**

- |                        |                   |                     |
|------------------------|-------------------|---------------------|
| 1. Masferrer, Catheryn | Certified Teacher | 11/14/16 - 12/22/16 |
| 2. Turnbull, Jule      | Certified Teacher | 09/05/16 - 05/26/17 |

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

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

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

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

DATE ASSIGNED FOR CONSIDERATION: September 29, 2016

RECOMMENDATION:

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

**New Employment**

1. Anderson, Djin	Speech Language Pathology Assistant	\$16.23	09/19/16
2. Azpeitia, Vannessa D.	School Secretary	\$11.49	09/12/16
3. Carmelo, Daniel R.	Substitute Cleaner	\$9.90	09/06/16
4. Chambers, Diane N.	Campus Monitor	\$9.20	09/06/16
5. Christopher, Renee H	Educational Assistant Special Education Resource	\$10.54	09/06/16
6. Fender, Robert J.	Substitute Cleaner	\$9.90	09/12/16
7. Harvin, Lori	Administrative Secretary-Department for Research/HR	\$14.97	09/13/16
8. Hernandez, Lenira A.	Substitute Food Service Worker	\$8.54	09/12/16
9. Higareda Ramirez, Bertha A.	Substitute Cleaner	\$9.90	09/19/16
10. Melero-Valdez, Carmen	Food Service Worker	\$9.48	09/12/16
11. Muñoz, Angela S.	Campus Monitor	\$9.20	09/12/16
12. Ramirez, Celene	Food Service Worker	\$8.54	09/12/16
13. Rodriguez, Erica M.	Educational Assistant Standard	\$9.66	09/06/16
14. Thorson, Barbara M.	Campus Monitor	\$9.20	09/08/16
15. Thraikill-Simmons, Patricia	Educational Assistant Standard	\$10.72	09/19/16
16. Vega, Inez R.	Substitute Cleaner	\$9.90	09/12/16
17. Weisenhunt, Temple A.	Educational Assistant Special Education Resource	\$10.72	09/19/16

**Rehire**

1. Johnson, Matthew	Food Service Worker	\$8.54	09/06/16
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**Position Change**

1. Amaya, Blanca A.	From Substitute Cleaner to Cleaner II	\$10.08	09/06/16
2. Estrada, Carmen	From School Bus Monitor to Educational Assistant, Ortho Impaired	\$10.72	08/04/16
3. Guzman, Julieta	From Substitute Cleaner to Cleaner I	\$9.90	09/19/16
4. Lozano, Debra G.	From Food Service Cashier to Food Service Specialist	\$12.43	08/29/16
5. Maria, Cindy	From Substitute Educational Assistant to Educational Assistant Special Education	\$12.10	09/12/16
6. Porchini Guerrero, Esperanza	From Substitute Educational Assistant to Educational Assistant Standard CEP	\$10.18	08/29/16
7. Richman, Katherine H.	From Administrative Assistant-School to Student Information Coordinator	\$22.43	09/12/16

**Resignation**

1. Borbon, Arelia R.	Educational Assistant Special Education Resource	Personal	08/17/16
2. Bush, Aimee Marie	Administrative Secretary -Department	Moving	09/09/16
3. Carbajal, Vivian D.	Substitute Cleaner	Moving	09/06/16
4. De Carrillo, Veronica	Cleaner	Personal	05/26/16
5. Heffington, Cindy L.	Food Service Worker	Personal	05/26/16
6. Leon, Christopher F.	Senior Groundskeeper	Personal	08/25/16
7. Manning, Linda J.	Educational Assistant Standard	Personal	08/26/16
8. Manning, Linda J.	Crossing Guard	Personal	08/26/16
9. Martinez, Marie Mendez	Cleaner	Personal	08/01/16
10. Mora, Perla B.	Cleaner	Personal	09/30/16

11. Nuñez, Jasmin	Food Service Worker	Personal	09/06/16
12. Perez, Henry D.	Cleaner II	Personal	09/15/16
13. West, Ronald Travis	Operations Supervisor	Personal	09/08/16

**Increase in Hours**

1. Gipson, Paula	School Bus Driver	\$16.09	08/22/16
2. Quintero, Grace S.	Food Service Worker	\$8.54	09/06/16
3. Ruiz, Maria G.	Campus Monitor	\$9.20	08/15/16

**Additional Position**

1. Chavez, Apodaca, Griselda	Substitute Cleaner	\$9.90	09/19/16
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**Correction to Rate of Pay**

1. Edwards-Rose, Katherine	Substitute Nurse, LPN	From \$90/day to \$17.48/hr	08/08/16
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**Leave of Absences**

1. Burton, Deborah A.	School Secretary	12/15/16 to 06/02/17
2. Ramirez, Stephanie	Food Service Specialist	08/04/16 to 11/04/16



GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 5.F. TOPIC: Auxiliary Fund Balance Statement

SUBMITTED BY: Ms. Jill Winn, Accounting Budget Supervisor

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

DATE ASSIGNED FOR CONSIDERATION: September 29, 2016

RECOMMENDATION:

It is recommended the Governing Board approve the Auxiliary Fund Year End Balance Statement for 2015-2016 Fiscal Year.

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RATIONALE:

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

AUXILIARY OPERATIONS BOARD REPORT  
FOR MONTH ENDING Fiscal Year End 2016

UNIT	SCHOOL LOCATION	CARRYOVER BALANCE	YEAR TO DATE REVENUE	YEAR TO DATE EXPENDITURES	CASH BALANCE
101	LANDMARK	\$3,193.28	\$0.00	\$0.00	\$3,193.28
102	ISAAC IMES	\$1,770.22	\$2,338.85	\$1,338.69	\$2,770.38
103	HAROLD W. SMITH	\$254.80	\$287.09	\$0.00	\$541.89
104	MELVIN E. SINE	\$7.66	\$5,130.56	\$2,220.68	\$2,917.54
105	WILLIAM C. JACK	\$639.46	\$5,122.01	\$4,452.10	\$1,309.37
106	DON MENSENDICK	\$2,295.54	\$0.00	\$0.00	\$2,295.54
107	GLENN F. BURTON	\$1,982.36	\$405.00	\$1,181.14	\$1,206.22
108	GLENDALE AMERICAN	\$5,820.49	\$3.00	\$3.75	\$5,819.74
109	BICENTENNIAL NORTH	\$11.51	\$5.00	\$0.00	\$16.51
110	HORIZON	\$5,061.48	\$755.00	\$890.94	\$4,925.54
111	CHALLENGER	\$235.86	\$217.00	\$248.50	\$204.36
112	BICENTENNIAL SOUTH	\$2,186.31	\$0.00	\$0.00	\$2,186.31
113	DISCOVERY	\$1,357.17	\$2,515.25	\$3,041.55	\$830.87
114	DESERT GARDEN	\$8,441.52	\$332.38	\$767.61	\$8,006.29
115	COYOTE RIDGE	\$1,981.99	\$1,220.00	\$985.80	\$2,216.19
116	DESERT SPIRIT	\$8.89	\$601.00	\$0.00	\$609.89
117	SUNSET VISTA	\$137.56	\$997.01	\$404.87	\$729.70
	TOTAL:	\$35,386.10	\$19,929.15	\$15,535.63	\$39,779.62

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 5.G. TOPIC: Student Activity Fund Balance Statement

SUBMITTED BY: Ms. Jill Winn, Accounting Budget Supervisor

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

DATE ASSIGNED FOR CONSIDERATION: September 29, 2016

RECOMMENDATION:

It is recommended the Governing Board approve the Student Activity Fund Year End Balance Statement for the 2015-2016 Fiscal Year.

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**RATIONALE:**

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

STUDENT ACTIVITY BOARD REPORT

FOR MONTH END

Fiscal Year End 2016

UNIT	SCHOOL LOCATION	CARRYOVER BALANCE	YEAR TO DATE REVENUE	YEAR TO DATE EXPENDITURES	CASH BALANCE
101	LANDMARK	\$10,252.38	\$17,689.05	\$19,708.21	\$8,233.22
102	ISAAC IMES	\$6,058.82	\$9,665.59	\$8,413.46	\$7,310.95
103	HAROLD W. SMITH	\$1,246.92	\$14,379.46	\$12,059.70	\$3,566.68
104	MELVIN E. SINE	\$3,113.17	\$10,767.75	\$10,084.57	\$3,796.35
105	WILLIAM C. JACK	\$2,996.29	\$2,010.54	\$1,757.14	\$3,249.69
106	DON MENSENDICK	\$1,132.37	\$2,283.58	\$1,666.57	\$1,749.38
107	GLENN F. BURTON	\$3,813.70	\$6,400.91	\$6,972.84	\$3,241.77
108	GLENDALE AMERICAN	\$2,726.48	\$13,555.93	\$13,130.59	\$3,151.82
109	BICENTENNIAL NORTH	\$667.94	\$2.73	\$0.00	\$670.67
110	HORIZON	\$3,556.03	\$14.49	\$0.00	\$3,570.52
111	CHALLENGER	\$4,564.54	\$6,877.59	\$4,810.29	\$6,631.84
112	BICENTENNIAL SOUTH	\$1,256.20	\$766.80	\$581.01	\$1,441.99
113	DISCOVERY	\$4,261.81	\$8,024.90	\$9,823.60	\$2,463.11
114	DESERT GARDEN	\$2,851.17	\$9,681.80	\$4,425.35	\$8,107.62
115	COYOTE RIDGE	\$2,858.64	\$5,171.04	\$4,051.73	\$3,977.95
116	DESERT SPIRIT	\$8,516.00	\$16,132.09	\$18,689.91	\$5,958.18
117	SUNSET VISTA	\$981.11	\$3.99	\$0.00	\$985.10
TOTAL:		\$60,853.57	\$123,428.24	\$116,174.97	<b>\$68,106.84</b>

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 5.H. TOPIC: Auxiliary Fund Balance Statement

SUBMITTED BY: Ms. Jill Winn, Accounting Budget Supervisor

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

DATE ASSIGNED FOR CONSIDERATION: September 29, 2016

RECOMMENDATION:

It is recommended the Governing Board approve the Auxiliary Fund Balance Statements for July and August, Fiscal Year 2016-2017.

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**RATIONALE:**

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

AUXILIARY OPERATIONS BOARD REPORT

FOR MONTH ENDING

July 31, 2016

UNIT	SCHOOL LOCATION	CARRYOVER BALANCE	YEAR TO DATE REVENUE	YEAR TO DATE EXPENDITURES	CASH BALANCE
101	LANDMARK	\$3,193.28	\$0.00	\$0.00	\$3,193.28
102	ISAAC IMES	\$2,770.38	\$0.00	\$0.00	\$2,770.38
103	HAROLD W. SMITH	\$541.89	\$0.00	\$0.00	\$541.89
104	MELVIN E. SINE	\$2,917.54	\$384.00	\$0.00	\$3,301.54
105	WILLIAM C. JACK	\$1,309.37	\$0.00	\$0.00	\$1,309.37
106	DON MENSENDICK	\$2,295.54	\$0.00	\$0.00	\$2,295.54
107	GLENN F. BURTON	\$1,206.22	\$0.00	\$0.00	\$1,206.22
108	GLENDALE AMERICAN	\$5,819.74	\$0.00	\$0.00	\$5,819.74
109	BICENTENNIAL NORTH	\$16.51	\$0.00	\$0.00	\$16.51
110	HORIZON	\$4,925.54	\$0.00	\$0.00	\$4,925.54
111	CHALLENGER	\$204.36	\$0.00	\$0.00	\$204.36
112	BICENTENNIAL SOUTH	\$2,186.31	\$0.00	\$0.00	\$2,186.31
113	DISCOVERY	\$830.87	\$0.00	\$0.00	\$830.87
114	DESERT GARDEN	\$8,006.29	\$0.00	\$0.00	\$8,006.29
115	COYOTE RIDGE	\$2,216.19	\$0.00	\$0.00	\$2,216.19
116	DESERT SPIRIT	\$609.89	\$0.00	\$0.00	\$609.89
117	SUNSET VISTA	\$729.70	\$0.00	\$0.00	\$729.70
TOTAL:		\$39,779.62	\$384.00	\$0.00	\$40,163.62

AUXILIARY OPERATIONS BOARD REPORT

FOR MONTH ENDING

August 31, 2016

UNIT	SCHOOL LOCATION	CARRYOVER BALANCE	YEAR TO DATE REVENUE	YEAR TO DATE EXPENDITURES	CASH BALANCE
101	LANDMARK	\$3,193.28	\$0.00	\$0.00	\$3,193.28
102	ISAAC IMES	\$2,770.38	\$73.50	\$0.00	\$2,843.88
103	HAROLD W. SMITH	\$541.89	\$0.00	\$0.00	\$541.89
104	MELVIN E. SINE	\$2,917.54	\$384.00	\$0.00	\$3,301.54
105	WILLIAM C. JACK	\$1,309.37	\$0.00	\$0.00	\$1,309.37
106	DON MENSENDICK	\$2,295.54	\$0.00	\$0.00	\$2,295.54
107	GLENN F. BURTON	\$1,206.22	\$173.52	\$0.00	\$1,379.74
108	GLENDALE AMERICAN	\$5,819.74	\$375.00	\$0.00	\$6,194.74
109	BICENTENNIAL NORTH	\$16.51	\$0.00	\$0.00	\$16.51
110	HORIZON	\$4,925.54	\$0.00	\$0.00	\$4,925.54
111	CHALLENGER	\$204.36	\$0.00	\$0.00	\$204.36
112	BICENTENNIAL SOUTH	\$2,186.31	\$0.00	\$0.00	\$2,186.31
113	DISCOVERY	\$830.87	\$0.00	\$0.00	\$830.87
114	DESERT GARDEN	\$8,006.29	\$63.03	\$0.00	\$8,069.32
115	COYOTE RIDGE	\$2,216.19	\$0.00	\$0.00	\$2,216.19
116	DESERT SPIRIT	\$609.89	\$0.00	\$0.00	\$609.89
117	SUNSET VISTA	\$729.70	\$0.00	\$0.00	\$729.70
TOTAL:		\$39,779.62	\$1,069.05	\$0.00	\$40,848.67

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 5.I. TOPIC: Student Activity Fund Balance Statement

SUBMITTED BY: Ms. Jill Winn, Accounting Budget Supervisor

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

DATE ASSIGNED FOR CONSIDERATION: September 29, 2016

RECOMMENDATION:

It is recommended the Governing Board approve the Student Activity Fund Balance Statements for July and August Fiscal Year 2016-2017..

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RATIONALE:

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



## STUDENT ACTIVITY BOARD REPORT

FOR MONTH END

July 31, 2016

UNIT	SCHOOL LOCATION	CARRYOVER BALANCE	YEAR TO DATE REVENUE	YEAR TO DATE EXPENDITURES	CASH BALANCE
101	LANDMARK	\$8,233.22	\$0.00	\$0.00	\$8,233.22
102	ISAAC IMES	\$7,310.95	\$0.00	\$0.00	\$7,310.95
103	HAROLD W. SMITH	\$3,566.68	\$0.00	\$0.00	\$3,566.68
104	MELVIN E. SINE	\$3,796.35	\$0.00	\$0.00	\$3,796.35
105	WILLIAM C. JACK	\$3,249.69	\$0.00	\$0.00	\$3,249.69
106	DON MENSENDICK	\$1,749.38	\$0.00	\$0.00	\$1,749.38
107	GLENN F. BURTON	\$3,241.77	\$0.00	\$0.00	\$3,241.77
108	GLENDALE AMERICAN	\$3,151.82	\$0.00	\$0.00	\$3,151.82
109	BICENTENNIAL NORTH	\$670.67	\$0.00	\$0.00	\$670.67
110	HORIZON	\$3,570.52	\$0.00	\$0.00	\$3,570.52
111	CHALLENGER	\$6,631.84	\$0.00	\$0.00	\$6,631.84
112	BICENTENNIAL SOUTH	\$1,441.99	\$0.00	\$0.00	\$1,441.99
113	DISCOVERY	\$2,463.11	\$0.00	\$0.00	\$2,463.11
114	DESERT GARDEN	\$8,107.62	\$0.00	\$0.00	\$8,107.62
115	COYOTE RIDGE	\$3,977.95	\$0.00	\$0.00	\$3,977.95
116	DESERT SPIRIT	\$5,958.18	\$0.00	\$0.00	\$5,958.18
117	SUNSET VISTA	\$985.10	\$0.00	\$0.00	\$985.10
TOTAL:		\$68,106.84	\$0.00	\$0.00	<b>\$68,106.84</b>

## STUDENT ACTIVITY BOARD REPORT

FOR MONTH END

August 31, 2016

UNIT	SCHOOL LOCATION	CARRYOVER BALANCE	YEAR TO DATE REVENUE	YEAR TO DATE EXPENDITURES	CASH BALANCE
101	LANDMARK	\$8,233.22	\$0.00	\$0.00	\$8,233.22
102	ISAAC IMES	\$7,310.95	\$271.35	\$0.00	\$7,582.30
103	HAROLD W. SMITH	\$3,566.68	\$0.00	\$0.00	\$3,566.68
104	MELVIN E. SINE	\$3,796.35	\$0.00	\$0.00	\$3,796.35
105	WILLIAM C. JACK	\$3,249.69	\$0.00	\$0.00	\$3,249.69
106	DON MENSENDICK	\$1,749.38	\$0.00	\$0.00	\$1,749.38
107	GLENN F. BURTON	\$3,241.77	\$0.00	\$0.00	\$3,241.77
108	GLENDALE AMERICAN	\$3,151.82	\$0.00	\$0.00	\$3,151.82
109	BICENTENNIAL NORTH	\$670.67	\$0.00	\$0.00	\$670.67
110	HORIZON	\$3,570.52	\$0.00	\$0.00	\$3,570.52
111	CHALLENGER	\$6,631.84	\$0.00	\$0.00	\$6,631.84
112	BICENTENNIAL SOUTH	\$1,441.99	\$0.00	\$0.00	\$1,441.99
113	DISCOVERY	\$2,463.11	\$0.00	\$0.00	\$2,463.11
114	DESERT GARDEN	\$8,107.62	\$0.00	\$0.00	\$8,107.62
115	COYOTE RIDGE	\$3,977.95	\$0.00	\$0.00	\$3,977.95
116	DESERT SPIRIT	\$5,958.18	\$0.00	\$0.00	\$5,958.18
117	SUNSET VISTA	\$985.10	\$0.00	\$0.00	\$985.10
TOTAL:		\$68,106.84	\$271.35	\$0.00	<b>\$68,378.19</b>

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 5.J. TOPIC: Invitation for Bids

SUBMITTED BY: Ms. Lourdes Banuelos, Manager of Purchasing and Warehouse

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

DATE ASSIGNED FOR CONSIDERATION: September 29, 2016

RECOMMENDATION:

It is recommended the Governing Board approve the award of Invitation for Bids 17.01.21S for Walk-in Grocery & Miscellaneous Items (Supplemental) to Costco #827, Bashas'/Food City/AJ's, and Sam's Club, for the 2016-2017 school year with the right to renew for four (4) additional years.

**RATIONALE:**

The Purchasing Department is a current member of Greater Phoenix Purchasing Consortium of Schools and the Strategic Alliance for Volume Expenditures (GPPCS and SAVE), and is acting as the lead District for GPPCS for this Supplemental Invitation for Bid. This supplement to the original bid done in March 2016 was done at the requests of District personnel and many GPPCS and SAVE members who needed more variety of vendors throughout the State for convenience of being able to "walk-in" to a location near their facilities. This bid can be used by all GPPCS and SAVE members for all awarded vendors except Costco #827, which is an exclusive agreement with the Glendale Elementary School District #40 and excludes GPPCS and SAVE members.

Supplemental Invitation for Bid (IFB) notices were e-mailed, and/or faxed and/or mailed to five (5) vendors on August 11, 2016. The IFB was also posted on the Purchasing Department's page of the District's website for public access.

The Purchasing Department received one (1) no bid response. Three (3) vendors submitted bids.

The Purchasing Department evaluated the bids using market basket pricing. Pricing for recommended vendors was deemed fair and reasonable.

Evaluation criteria included market basket pricing, percent (%) of discount offered on additional products, diversity and quality of product line offered to the District, number of locations available for use and compliance to the instructions of the bid.

This recommendation is the least number of suppliers necessary to meet the needs of the District and all GPPCS and SAVE members. This IFB is a one (1)-year contract with the option to renew for four (4) additional one-year periods. The IFB file for this solicitation is held in the Purchasing Department for review. The amount expended for the previous year is \$58,099.84.

Primary funding is provided through M & O, Soft Capital, Title I and Migrant.

Source of Funding -

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

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 5.K. TOPIC: Child Care Food Program Contract

SUBMITTED BY: Ms. Shannon Gleave, Director of Food and Nutrition Services

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

DATE ASSIGNED FOR BOARD CONSIDERATION: September 29, 2016

RECOMMENDATION:

It is recommended the Governing Board approve the Child Care Food Program contract with Catholic Charities Community Services, Inc., effective October 1, 2016 to September 30, 2017, as presented.

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**RATIONALE:**

Catholic Charities Community Services operates Head Start locations on many of the District's campuses. Several locations are in close proximity to our schools. The Food Service Department has provided lunch meal service for the past 16 years.

The Food Service Department has been asked to provide breakfast, lunch and snacks to multiple sites for the current school year. The sites are listed in the attached contract. The contract also allows for additional sites to be added as funding becomes available.

This program provides a valuable resource to our community and we are proud to be a part of this effort by providing nutritious meals for these children.

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Source of Funding -

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



**CATHOLIC CHARITIES COMMUNITY SERVICES, INC.**  
**WESTSIDE HEAD START**  
**CHILD CARE FOOD PROGRAM CONTRACT**  
Program Year 2016 - 2017



This contract is entered into upon approval of the governing board between Catholic Charities Community Services, Inc. Westside Head Start located at 7400 W. Olive Ave., Suite 10, City of Peoria, 85345, State of Arizona, hereinafter designated as the Service Institution, and the Glendale Elementary School District, with principal offices at 7015 W. Maryland Avenue, Glendale, State of Arizona; hereinafter designated as the Provider.

**I. General**

A. Purpose

The Provider shall prepare for safe distribution and pickup; lunches, eating utensils, supplies, and/or storage equipment to the designated Food Service Sites, all as hereinafter specified.

B. Food Service Sites

For the purpose of this Contract, a Food Service Site is considered to be at the following location(s): Glendale Head Start Centers: Burton 1 Head Start FD (17) ;Burton Early Head Start FD (8); Discovery I AM (15) ; Mensendick FD ((17) ; Jack AM/PM (20) and (20) ; Imes AM/PM (17) and(17), Imes EHS FD(8), which is (or shall be) approved for food service under applicable health standards and authorized by the Arizona Department of Education, Food & Nutrition Division.

C. Schedule of Delivery

The Provider shall make meals available at the Food Service Site(s) between the hours of 10:30a.m. And 11:00a.m for lunch pick up and staff will arrange pick up for other meals on the following days of the week for lunch, Monday, Tuesday, Wednesday, Thursday, Friday and alternate Fridays (only if for the Home Base sites or make up days for Head Start.

D. The Service Institution will notify the Provider of any changes in the daily meal count for each site at least two hours prior to scheduled pick-up of food and supplies. The Service Institution will be responsible for the return of all pans, utensils, and trays by 1:00 p.m. the same day. The Service institution will provide a 10 day notification for sack lunches. In the event meals are prepared and not picked up by the service institution, meals will still be paid for by the service institution.

**II. Food Preparation, Packaging, and Delivery**

A. Meal Requirements

The Provider shall agree upon the menus, menu cycles, portion sizes, and recipes with the Service Institution or its authorized representative(s). Menus must be sent to the nutritionist one week prior to the serving date of each monthly menu for her review. If changes need to be made, the nutritionist will notify the Food Service Director before the menu is implemented. The menus, portion sizes, and recipes shall be in compliance with U.S. Department of Agriculture minimal meal-type requirements as outlined on the menu specifications included with additional requirements as designated by State or local laws and regulations and with requirements deemed necessary by the Service Institution to the participating children.

**MEAL PATTERN REQUIREMENTS FOR YOUNG CHILDREN**

**LUNCH**

<b>FOOD COMPONENT</b>	<b>Ages 1-3</b>	<b>Ages 3-6</b>	<b>Ages 6-12</b>
<b>Milk</b> (fluid)	1/2 cup	3/4 cup	1 cup
<b>Vegetable and/or Fruit</b> (from two sources)	1/4 cup	1/2 cup	3/4 cup
<b>Bread</b> or	1/2 slice	1/2 slice	1 slice
biscuits, rolls, muffins, etc. or	1/2 serving	1/2 serving	1 serving
cooked pasta, noodle products or	1/4 cup	1/4 cup	1/2 cup
cooked cereal or grains	1/4 cup	1/4 cup	1/2 cup
<b>Meat</b> (lean) or	1 oz.	1-1/2 oz.	2 oz.
poultry or fish or	1 oz.	1-1/2 oz.	2 oz.
eggs or	1	1	1
cooked dry beans, peas, lentils or	1/4 cup	3/8 cup	1/2 cup
<b>Cheese</b>	1 oz.	1-1/2 oz.	2 oz.

\* Natural or Processed only.

\*\* In the same meal service, dried beans or dried peas may be used as a meat alternate or as a vegetable; however, such use does **not** satisfy the requirement for both components.

\*\*\* No more than 50 percent of the requirement shall be met with nuts, seeds or nut butters. These components shall be combined with another meat/meat alternate to fulfill the requirement. For the purpose of determining combinations, one ounce of nuts or seed is equal to one ounce of cooked lean meat, poultry, or fish.

\*\*\*\* Juice may not be served when milk is served as the other component.

Additional requirements of the Service Institution are as follows:

Provide Service Institution Health/Nutrition Manager (HNM) with Cycle Menus, for approval, one week prior to start of the initial cycle. Monthly menus (not cycled) must be submitted to server institution HNM one week prior to the new monthly menu for approval. Monthly and/or Cycle Menu will be sent to Elizabeth Hernandez, Health/Nutrition Manager, Westside Head Start: e-mail [ehernandez@cc-az.org](mailto:ehernandez@cc-az.org) , phone # 623-486-9868 (55007), fax # (623) 486-9988, or Catholic Charities Westside Head Start 7400 W. Olive Suite # 10 Peoria, AZ 85345. Service institution will work with the sponsor to ensure the Head Start Nutrition Philosophy is upheld.

**FOODS HIGH IN VITAMIN A MUST BE SERVED AT LEAST TWO (2) TIMES PER WEEK.**  
**FOODS HIGH IN VITAMIN C MUST BE SERVED DAILY.**

Provider Initial \_\_\_\_\_ Date \_\_\_\_\_

**HIGH SUGAR, FAT, and SALT CONTENT FOODS ARE DISCOURAGED IN HEAD START; SUBSTITUTION OR DELETION OF THESE TYPES OF FOODS IS STRONGLY ENCOURAGED, I.E., SWEET ROLLS MAY BE SUBSTITUTED WITH TOAST. CANDIES OR HIGH SUGAR CEREALS/DESSERTS SHOULD BE SUBSTITUTED WITH FRESH FRUIT/LOW SUGAR CEREALS OR 100% FRUIT JUICE.**

Provider Initial \_\_\_\_\_ Date \_\_\_\_\_

**WE REQUEST THAT NO ITEMS WITH HIGH SUGAR CONTENT BE SENT TO THE CENTERS. WE ALSO REQUEST THAT ONLY REGULAR MILK, NOT FLAVORED MILKS BE SENT WITH THE Breakfast, Lunch or snack.**

Provider Initial \_\_\_\_\_ Date \_\_\_\_\_

B. Menu Item Adjustments

Menu items may be adjusted by the mutual consent of both parties. However, the Provider shall adjust the menus at the request of the Service Institution whenever the Service Institution determines certain items to be unacceptable. Such items can be determined to be unacceptable because of (1) a monotonous diet resulting from items served frequently or the similarity to other items; (2) the nutritional needs of the participants; (3) susceptibility to spoilage; and (4) excessive waste resulting from unpopularity of items with participants. Such adjustments shall be made at the earliest convenience of both parties, but in no instance later than one week after request except that in the case of spoilage adjustment shall be made in such a manner that the children in attendance on the day spoilage is discovered shall receive acceptable meals meeting meal requirements. The Service Institution will be responsible for informing the Provider of its reasons for determining that a meal is unacceptable.

### **III. Food Preparation and Sanitation**

The Provider shall maintain proper sanitation practices and health standards in conformance with all applicable State and local laws and regulations. The Provider shall assure that wholesome ingredients are used, and that all foods are properly stored, prepared, packaged, and ready for transporting. In addition, any substance which the food contacts, or which is used in conjunction with the food, shall be so handled as to assure that it does not become contaminated. The Provider shall provide the Service Institution with a copy of the current Health Certificate, Environmental Report and Current Certificate. The Provider also agrees to notify the Service Institution of the results of any health inspection that is made during the duration of this Contract.

### **IV. Employment**

The Provider shall comply with all applicable Federal, State and local laws and regulations pertaining to wages, hours, conditions of employment, and nondiscrimination in employment.

### **V. Indemnity**

A. The Provider shall indemnify the Service Institution against any loss or damage (including attorney's fees and costs of litigation) caused by the Provider's negligent act or omission, theft by the Provider's employees, or the negligent or intentional acts or omissions of the Provider's agents or employees. The Provider shall defend any suit against the Service Institution alleging personal injury or property damage arising out of the acts of Provider's employees, and any suit alleging personal injury, sickness, or disease arising out of the consumption of the meals delivered by the Service Institution to the Food Service Sites, and shall be liable for any damages agreed to by the parties or awarded as a result of such litigation. Provider shall provide a Certificate of Liability Insurance for \$1 Million dollars naming Service Institution as an additional insured. Provider also shall provide a certificate of insurance for workers compensation in an amount equal to the statutory limits as required by the State of Arizona.

B. The Service Institution will promptly notify the Provider in writing of any claims against the Provider or the Service Institution and, in the event a suit is filed, will promptly forward to the Provider all papers in connection therewith. The Service Institution will not incur any expense or make any settlement without the Provider's assent. However, if the Provider refuses or neglects to defend any suit, the Service Institution may defend, adjust, or settle any such claim, and the costs of such defense, adjustment, or settlement, including reasonable attorney's fees, will be charged to the Provider.

### **VI. Accountability**

A. Upon pick-up at each Food Service Site, the Provider representative shall present for signature a receipt or route sheet for meals, utensils, supplies, and equipment. Such receipt or route sheet shall show the following details:

1. Date of delivery
2. Name of Food Service Site
3. Address of Food Service Site
4. Quantity delivered
5. Signature of authorized person receiving delivery
6. Time of delivery
7. Food Temperatures and Comment

B. All records of the Provider bearing upon food purchased, storage, food preparation, and transportation, directly related to the meals, utensils, supplies, and equipment delivered under this Contract, shall be made available to the Service Institution Representative, State educational agency and the auditors and other representatives of the U.S. Department of Agriculture. The U.S. General Accounting Office, upon request, shall have access to all such records for audit or review at the Provider's principal offices during the ordinary business hours. The Provider shall maintain all of these records for a period of five years from the end of the Federal fiscal year to which they pertain.



## **VII. Payment**

A. The Service Institution shall pay \$ 2:15 per child per Breakfast, \$ 3.50 per child for Lunch \$.95 per child for snack. Adult meal payments are as follows \$2.15 per Adult for Breakfast, \$ 3.50 per adult for Lunch and \$.95 per Adult snack for each received. Invoices shall be received by the fifth working day of each month. Payment shall be made within ten (10) working days thereafter.

B. The Service Institution will not be obligated to accept, upon delivery, or pay for any meal delivered in excess of daily requirements when notice to the Provider has been given in accordance with Section 1D hereof, or when meals delivered or served have been determined not to meet the minimum standards of requirements of this Contract.

## **VIII. Contract Modification; Nonperformance or Default**

A. This Contract constitutes the entire understanding between the Provider and the Service Institution with respect to the subject matter hereof and there is no other written or oral understandings or agreements with respect hereto. No variation or modification of this Contract and no waiver of its provisions shall be valid unless in writing and signed by the duly authorized officers of the Service Institution and the Provider. No assignment or transfer of this Contract may be made, in whole or in part, without the prior written consent of the Service Institution.

B. The Service Institution may, upon written notice of default to the Provider, terminate the whole or any part of this Contract in any one of the following circumstances:

1. If the Provider fails to make delivery of meals, eating utensils, supplies, storage equipment, or to perform the services within the time specified herein.

2. If the Provider fails to perform any of the other provisions of this Contract in accordance with its terms and does not correct such failure within 48 hours after requested to do so.

## **IX. Termination**

This Contract shall become effective on October 1, 2016 and meals shall be provided there under during the period commencing on the effective date and ending September 30, 2017. This agreement may be extended by mutual agreement of both parties for a period not to exceed three additional years.

This contract may be terminated by either party without cause with a 60 day advance notice to the other party. The Service Institution may terminate this Contract upon written notice if the terms and conditions hereof are not fully met by the Provider. All notices to the Service Institution shall be addressed to the Service Institution at 7400 W. Olive Avenue, Suite 10; Peoria, AZ. 85345, ATTN: Larry Campbell , (623) 486-9868, and all notices to the Provider shall be addressed to the Provider at 7015 W. Maryland Avenue, Glendale, Arizona, 85303, ATTN: Shannon Gleave RD, SNS (623) 237-6249.



**CATHOLIC CHARITIES COMMUNITY SERVICES, INC.**  
**WESTSIDE HEAD START**  
**CHILD CARE FOOD PROGRAM CONTRACT SIGNATURES**  
Program Year 2016-2017

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed by their duly authorized representatives the day and year just below written.

Authorizing signatures of the designated Service Institution and the Service Provider	
For the Sponsor:  <input checked="" type="checkbox"/> _____  Cathy Peterson Vice President Catholic Charities Community Services, Inc. Westside Head Start	For the Provider:  <input checked="" type="checkbox"/> _____  Shannon Gleave RD, SNS Director of Food and Nutrition Glendale Elementary School District
Date: _____	Date: _____

For the Provider:  <input checked="" type="checkbox"/> _____  Mike Barragan Assistant Superintendent for Finance & Auxiliary Services
Date: _____

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 5.L. TOPIC: Intergovernmental Agreement

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

DATE ASSIGNED FOR BOARD CONSIDERATION: September 29, 2016

RECOMMENDATION:

It is recommended the Governing Board approve the Intergovernmental Agreement for Facilities Sharing and Cooperative Services between the City of Glendale, Arizona and Glendale Elementary School District No. 40 for a term of five years.

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**RATIONALE:**

Arizona law encourages cities and school districts to cooperate in using facilities to serve the public better and more efficiently. Glendale Elementary School District No. 40 and the City of Glendale, Arizona wish to cooperate to ensure City and District facilities may be shared to the extent feasible.

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Source of Funding -

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

**INTERGOVERNMENTAL AGREEMENT  
FOR FACILITIES SHARING AND COOPERATIVE SERVICES  
BETWEEN THE CITY OF GLENDALE, ARIZONA,  
AND GLENDALE ELEMENTARY SCHOOL DISTRICT NO. 40**

This intergovernmental agreement ("Agreement") is made and entered into this day of \_\_\_\_\_, 2016 between Glendale Elementary School District No. 40 of Maricopa County, Arizona ("District" or "the District") and the City of Glendale, Arizona ("City" or "the City").

**RECITALS**

Arizona law encourages cities and school districts to cooperate in using facilities so as to serve the public better and more efficiently. The District's Governing Board and the City's Council wish to cooperate to ensure that City and District facilities may be shared to the extent feasible. The District and the City also wish to cooperate in exercising other powers when it would be efficient to do so.

**PURPOSES OF AGREEMENT**

Arizona law encourages cities and school districts to cooperate in using facilities so as to serve the public better and more efficiently. The District's Governing Board and the City's Council wish to cooperate to ensure that City and District facilities may be shared to the extent feasible. Now, therefore, pursuant to A.R.S. §§ 11-952, 15-363, 15-364, 15-1105 and other statutes, the City and District agree as follows:

**AGREEMENT**

Section 1. Definitions

1.1 "City Facilities" means all City-owned facilities, including any facilities that are constructed after this Agreement becomes effective.

1.2 "City Priority Uses" means City activities and includes scheduled maintenance of facilities and community group Activities.

1.3 "District Facilities" means all facilities owned or operated by the District within the City, including any facilities constructed after this Agreement becomes effective.

1.4 "District Priority Uses" means District activities and includes scheduled maintenance of facilities and District-sponsored Activities.

1.5 "Non-Instruction Periods" means those calendar days when school is not scheduled to be held, including Saturdays, Sundays, and District-designated holidays or vacation days.



1.6 "Non-School Hours" means those hours of each calendar day during instruction periods, beginning no later than forty-five (45) minutes after classes are dismissed.

1.7 "Out-of-Pocket Costs" means those direct costs incurred by City or District over and above normal operating costs as a result of the other's use of its facilities. The parties shall give each other reasonable notice of their charges for out-of-pocket costs in connection with uses of each other's facilities.

## Section 2. Term.

2.1 The term of this Agreement will be for five years, beginning on the date set forth in the first paragraph of this Agreement.

## Section 3. Scheduling and Coordination

3.1 Meetings and Scheduling. As often as may be necessary, designated representatives of District and City shall meet and/or confer to plan and review the scheduling of use of District Facilities during Non-Instruction Periods and Non-School Hours.

3.2 Construction of Facilities. District and City shall consult with each other regarding plans or proposals to construct new facilities that may be suitable for joint uses. Consideration shall be given during planning of such facilities to whether changes in design of a City or District facility might facilitate joint use. Consideration shall also be given to whether economies for the community might be achieved by constructing facilities in a manner that is conducive to joint use.

## Section 4. Use of District Facilities by City

4.1 City Use. The City may request uses of District Facilities for City purposes during Non-School Hours or Non-Instruction Periods when the District is not using District Facilities for District Priority Uses. After scheduling for District Priority Uses, the District will give the City first priority for use of District Facilities. District may, in its discretion, decline to allow any City use of some District facilities. If the District agrees to uses of District Facilities, such uses shall be governed by the terms of this Agreement.

4.2 Fees for Use. The City agrees to pay District for the Out-of-Pocket Costs resulting from its use of District facilities. Invoices for Out-of-Pocket Costs owed by the City will be sent by District on a quarterly basis and payment will be made no later than sixty (60) days following the receipt of an invoice. The District waives any rental fee for the City's use of District Facilities.

4.3 Requests for Services and Equipment. Specific requests by the City for services or equipment may be provided, at direct charge, to the City. For example, if the City should request custodial services at a District facility at a time when a custodian is not normally scheduled in the building, the City would be assessed a direct charge for service hours provided.



4.4 Conflicts in Scheduled Use. The District will schedule the use of District Facilities in accordance with the priorities set forth in Section 4.1. In the event that a District use, within 48 hours of an activity, takes precedence over a scheduled City use, District will use its best efforts to find an alternative location to host the City use. The District and City agree that conflicts regarding the City's use of District Facilities will be resolved promptly, in good faith and in accordance with this Agreement by the District's designated Facilities Scheduler.

4.5 Compliance with Rules. The City's employees and invitees must comply with the applicable rules adopted by the District for the use of a District facility and any conditions imposed by the District on such use.

4.6 Uses of Facilities by Third Parties. This Agreement is intended to facilitate the use of District facilities by the City for City activities. City shall direct third parties who wish to use District facilities to contact the District regarding such potential use.

## Section 5. Use of City Facilities by District

5.1 District Use. District may request uses of City Facilities for District purposes when the City is not using City Facilities for City Priority Uses. After scheduling for City Priority Uses, the City will give the District first priority for use of City Facilities. Nothing herein shall be construed to require City to consent to uses of its facilities by District. City may, in its discretion, decline to allow any District use of some City facilities. If the City agrees to uses of City Facilities, such uses shall be governed by the terms of this Agreement.

5.2. Fees for Use. The District agrees to pay City for the Out-of-Pocket Costs resulting from its use of City facilities. Invoices for Out-of-Pocket Costs owed by the District will be sent by City on a quarterly basis and payment will be made no later than sixty (60) days following the receipt of an invoice. The City waives any rental fee for the District's use of City Facilities.

5.3. Requests for Services and Equipment. Specific requests by the District for services or equipment may be provided, at direct charge, to the District. For example, if the District should request custodial services at a City facility at a time when a custodian is not normally scheduled in the building, the District would be assessed a direct charge for service hours provided.

5.4 Conflicts in Scheduled Use. The City will schedule the use of City Facilities in accordance with the priorities set forth in Section 5.1. In the event that a City use, within 48 hours of an activity, takes precedence over a scheduled District use, City will use its best efforts to find an alternative location to host the District use. The District and City agree that conflicts regarding the District's use of City Facilities will be resolved promptly, in good faith and in accordance with this Agreement by the City's designated Community and Recreation Facilities Manager.



5.5 Compliance with Rules. The District's employees and invitees must comply with the applicable rules adopted by the City for the use of a City facility and any conditions imposed by the City on such use.

5.6 Uses of Facilities by Third Parties. This Agreement is intended to facilitate the use of City facilities by the District for District activities. District shall direct third parties who wish to use City facilities to contact the City regarding such potential use.

## Section 6. Repair of Property Damage

6.1 Property Damage. The District will be responsible for the costs to repair any property damage caused by the District's use of City Facilities, and the City will be responsible for the costs to repair any property damage caused by the City's use of District Facilities.

6.2 Reporting Damage. The facility owner will notify the user of damage or loss promptly upon discovery of damage. The notification will identify the facility, the use that caused the damage, and the date of damage and will describe the damage and estimate the cost of repairs.

6.3 Repair of Facilities. Except as otherwise mutually agreed, repair of facilities will be the responsibility of the facility owner.

6.4. Reimbursement. The facility owner will invoice the facility user upon completion and payment of the cost of repairs. The invoice will itemize all work hours, equipment and materials with cost rates as applied to the repair work. If the repair is contracted, a copy of the contractor's itemized statement will be attached. Actual costs will be invoiced if less than estimated and/or fixed costs. Reimbursement shall be made within 30 days from receipt of such invoice.

### 6.5 Disagreements.

6.5.1 The facility user will retain the right to disagree with any and all items of damage to facilities, equipment or missing property, provided that this challenge is made within ten (10) working days after first notification. Where notice of disagreement is provided in a timely manner, the facility user may decline to pay a request for reimbursement until the matter is settled.

6.5.2 Disagreements must be made in writing to the facility owner and will clearly identify the reasons for refusing responsibility for damages to the facility or equipment.

6.5.3 Settlement of disagreements, after proper notification, will be made by an on-site investigation involving both the District and City Facility Managers or their designated representatives. If damage occurs as a result of shared use of a facility over time or during an undetermined time period, both the City and District will share equally in the cost(s) to repair the damage if the City and District mutually agree that the repair is necessary.



Section 7. Insurance and Indemnification

7.1 Indemnification. Each party (the "Indemnifying Party") shall, to the extent permitted by law, defend, indemnify and hold harmless, jointly and severally, the other party and each official, or employee thereof (any such person being referred to herein as an "Indemnified Party"). This indemnity applies to any and all losses, claims, damages, expenses (including reasonable attorney fees), or liabilities ("Liabilities"), joint or several, which the Indemnified Party may be subject to in law or in equity, but only to the extent that such Liabilities arise out of or are based upon the use of facilities by the Indemnifying Party or its employees and invitees, as provided in Sections 3 and 4 hereof. The obligations of the foregoing indemnification provision shall not apply to the extent that any such Liability is found to have resulted from the sole negligence or intentional misconduct of the Indemnified Party.

7.2 Insurance. Each party, at its cost, shall maintain comprehensive general liability insurance with limits of not less than \$1,000,000 per occurrence, insuring against all liability of said party and its authorized representatives arising out of and in connection with said party's use or occupancy of the facilities. Said insurance shall include broad form contractual liability covering, without limitation, the liability assumed under this Indemnification provisions of this Agreement. If the policy is to be written with an annual aggregate limit, that limit shall be not less than \$2,000,000. Comprehensive general liability shall name the other party to this Agreement as an additional insured. All insurance policies shall provide that the policies cannot be cancelled, not renewed, nor limited in scope of coverage or limits until and unless thirty (30) calendar days prior notice is given to the other party.

Section 9. Notices

9.1 Notices. All notices given, or to be given, by either party to the other, shall be given in writing, by registered mail, and shall be addressed to the Superintendent where notice is being given to the District or the City Manager where notice is being given to the City. All notices shall be deemed received upon actual receipt or three (3) business days after deposit in the United States mail, whichever date is earlier.

Section 10. General Provisions.

10.1 Schedule of Uses. Each party to this Agreement is encouraged to schedule planned uses of the other's facilities as far in advance as feasible, but not less than ten (10) working days prior to the planned event or activity in order for the other party to process the request.

10.2 Supervision of Programs. The City agrees that City activities in District Facilities shall be properly supervised by qualified personnel. The District agrees that District activities in City Facilities shall be properly supervised by qualified personnel. Both parties shall ensure that all staff will have been subject to appropriate fingerprinting and background checks.



10.3 Access to Storage. Wherever reasonably possible, a facility owner will make available storage space on site for joint use program equipment and supplies.

## Section 11. Termination

11.1 Either party may terminate this Agreement at will by providing sixty (60) days' written notice that the Agreement is terminated.

11.2 Upon termination of this Agreement, the parties will disengage their cooperative efforts equitably and in such manner as to cause minimal disruption to the provision of educational or city services.

11.3 Upon termination of this Agreement, all property shall belong to the entity holding title to that property. If, upon termination of this Agreement, either party has paid a portion of the acquisition cost of property held in the name of another party, the party that does not hold title shall be entitled to reimbursement by the other party. Reimbursement shall be in an amount equal to the percentage of the then-current value of the asset that equals the percentage of the acquisition cost paid by the party that does not hold title.

## 12. Miscellaneous Provisions

12.1 Acknowledgements. The District and City acknowledge that:

12.1.1. This Agreement is intended to enhance and not interfere with the primary mission of City or District governance; and

12.1.2. The ultimate responsibility for the use of facility space will remain with the facility owner; and

12.1.2. This agreement is not intended to amend any existing leases or other property agreements between the parties.

12.2 Entire Agreement, Amendments. This Agreement represents the entire Agreement of the Parties with respect to its subject matter. This Agreement shall not be changed, modified, or rescinded, except through a writing signed by both parties.

12.3 Governing Law, Forum. This Agreement will be governed by the laws of the State of Arizona, both as to interpretation and performance. Any action at law, suit in equity or judicial proceeding for the enforcement of this Agreement or any provision thereof will be instituted only in the courts of the State of Arizona.

12.4 Headings Not Controlling. Headings used in this Agreement are intended for convenience or reference only and shall not control or affect the meaning or construction of any provision of this agreement.

12.5 Severability. In the event any term or provision of this Agreement is held to be invalid or unenforceable, the validity of the other provisions shall not be affected, and the



Agreement shall be construed and enforced as if it did not contain the particular term or provision that is deemed to be invalid or unenforceable.

12.6 Conflicts of Interest. Under A.R.S. § 38-511, City or District may cancel any contract to which they are a party within three (3) years after execution of such contract and without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the party so canceling is, at any time while the contract or any extension thereof is in effect, an employee or agent of any other party to the contract in any capacity or a consultant to any other party to the contract with respect to the subject matter of the contract.

12.7 Nondiscrimination. City and District agree to take all actions necessary to ensure that everyone is treated fairly, courteously, and without bias so as to preserve human dignity and to respect cultural diversity. City and District agree to comply with all applicable provisions of federal, state, and local laws related to nondiscrimination and equal employment opportunity.

12.8 E-verify, Records and Audits. 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.

12.9 Compliance with Applicable Law. Neither party shall be responsible for acts, omissions or errors involving a failure to follow statutes, rules, policies or regulations that solely and specifically apply to the other party. Each party is responsible to insure that the services emanating from this Agreement comply with those statutes, rules, policies and regulations specific to that party.

12.10 Surviving Provisions. The obligations under Section 7 (Indemnification) and any other Section which reasonably should survive shall survive expiration or other termination of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first written above.

CITY OF GLENDALE, ARIZONA

GLENDALE ELEMENTARY  
SCHOOL DISTRICT NO. 40

By: \_\_\_\_\_

By: \_\_\_\_\_

ATTESTED

By: \_\_\_\_\_

\_\_\_\_\_, City Clerk

#### ATTORNEY CERTIFICATION

The undersigned certify that they have reviewed the foregoing Agreement and that said Agreement is in proper form and is within the powers and authority granted to the public body represented by the respective attorneys.

\_\_\_\_\_  
Attorney for City

\_\_\_\_\_  
Attorney for District

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 5.M. TOPIC: Peer Observers

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

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

DATE ASSIGNED FOR CONSIDERATION: September 29, 2016

RECOMMENDATION:

It is recommended the Governing Board approve the list of teachers as Peer Observers for the 2016-2017 school year.

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**RATIONALE:**

Peer Observers are continuing teachers who have a minimum of three years of successful teaching experience in GESD. They have not been on an Intervention Support Plan or Performance Improvement Plan for two consecutive years, are a full time teacher and have expressed an interest in participating in the program. A Peer Observer may participate in the pre-observation conference, observation, and post-observation conference. The role of the Peer Observer is to ensure the process has been followed appropriately. Peer Observers do not function as qualified evaluators and do not participate in the evaluation portion of the observation.

All Peer Observers listed on the attached document participated in a training provided by Dr. Goodwin. The training covered all guidelines and procedures of the observation process.

**2016-2017**

**PEER OBSERVERS**

<b><u>SCHOOL</u></b>	<b><u>PARTICIPANT</u></b>	<b><u>POSITION</u></b>
BURTON	JAMES J. KEEGAN	7 <sup>TH</sup> /8 <sup>TH</sup> GR SOCIAL STUDIES
COYOTE RIDGE	KAYLA SERENO	ALL DAY K
JACK	JAIME GELDERMAN	1 <sup>ST</sup>
CHALLENGER	ALLISON RAI	ART

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 5.N. TOPIC: Memorandum of Understanding

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

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

DATE ASSIGNED FOR CONSIDERATION: September 29, 2016

RECOMMENDATION:

It is recommended the Governing Board approve the Memorandum of Understanding with the Valley of the Sun United Way for the 2016-2017 school year.

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**RATIONALE:**

The Memorandum of Understanding with the Valley of the Sun United Way and the Glendale Elementary School District is for the VSUW Online Guided Reading Initiative (Program) at Melvin E. Sine School. The program is an online guided reading program that pairs remotely located adult volunteers in the community with students in need of additional reading support during the school day. A computer station will be placed in selected classrooms for sole use of an e-library consisting of 1,500 books. Teachers assign five (5) students per classroom to receive online guided reading. The Program will also provide full access to the e-library for the entire class to use both in and out of school time.

---

**Source of Funding -**

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

**MEMORANDUM OF UNDERSTANDING  
ONLINE GUIDED READING**

This Memorandum of Understanding (“MOU”) is by and between Valley of the Sun United Way (“VSUW”), a non-profit corporation, located at 3200 E Camelback Road, Suite 375, Phoenix, Arizona 85018 and Glendale Elementary School (“District”), located at 7301 N 58th Ave, Glendale, AZ 85301.

This MOU shall constitute the entire agreement between the parties, and supersedes all other understandings, oral or written.

AGREEMENT PERIOD: July 1, 2016–June 30, 2017

**FOR AND ON BEHALF OF  
MELVIN E. SINE ELEMENTARY SCHOOL**

**FOR AND ON BEHALF OF VALLEY OF  
THE SUN UNITED WAY, a non-profit corporation:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Tanya M. Muñiz  
Chief Financial Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**POINTS OF CONTACT AND NOTICES**

The Points of Contact for this MOU are listed below. Any notices relative this MOU shall be addressed to these Points of Contact.

VSUW Point of Contact

District Point of Contact

Name: Dawn Gerundo  
Title: Director of Education and Children  
Telephone: 602-631-4907  
Email: [dgerundo@vsuw.org](mailto:dgerundo@vsuw.org)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

## **I. SCOPE OF WORK**

### **A. PURPOSE**

The purpose of this MOU is to define the responsibilities of VSUW and the District for VSUW's Online Guided Reading Initiative ("Program"). The Program is an online guided reading program that pairs remotely located adult volunteers in the community with students in need of additional reading support during the school day. A computer station will be placed in selected classrooms for sole use of an e-library consisting of over 1,500 books. Teachers will assign five (5) students per classroom to receive online guided reading with a remotely located adult volunteer that will take place throughout the school day. The Program will also provide full access to the e-library for the entire class to use both in and out of school time. The District will work with select participating schools and VSUW to implement the Program during the term of this MOU.

### **B. AUTHORITY**

The District is duly authorized to enter into this MOU, which has been approved by its governing board at a duly authorized meeting.

### **C. LOCATIONS TO BE SERVED**

By signing this MOU, the District agrees that VSUW may work with the District's individual schools to determine which classrooms will participate in the Program during the 2016-17 school year. The District and/or its participating schools will provide information that is required for Program implementation to VSUW as set forth on Exhibits A and B as soon as possible in order to ensure that the Program can begin in those classrooms in a timely manner.

VSUW and the District and/or its participating schools will work together to address the number of participating classrooms and any vacancies that arise during the school year.

### **D. RESPONSIBILITIES**

All information supplied shall be in accordance with the restrictions placed upon the District pursuant to the Family Education Rights and Privacy Act ("FERPA") and the Children's Online Privacy Protection Act ("COPPA").

#### **District shall:**

- (1) **Points of Contact:** Provide to VSUW staff, on an in-kind basis, the following appropriate contacts to assist with conducting the Program through the MOU period:
  - a. District Point of Contact (as listed on page 1 of this MOU) – A point of contact at the District to assist with implementing the Program in schools, as well as to serve as a liaison to school administration(s), school board(s), parents/guardians, and the local community. These items may include, but are not limited to:
    - i. Provide VSUW Staff with technical support to ensure full functionality of the Program and/or assist when any issues arise.
    - ii. Assist VSUW with data collection, as described below.
    - iii. Assist VSUW in coordinating with each participating school as necessary.
  - b. School Designated Program Administrator – A point of contact at each participating school to serve as a point person for Program implementation, trainings, engagement/promotional



opportunities, and general communications, as well as a liaison to technology and other relevant school personnel. These items may include, but are not limited to:

- i. Coordinate parent permission slip distribution, completion, and storage. Prior to the Program starting in each school or classroom, the School Designated Program Administrator will send a written communication to VSUW staff that verifies which students have a signed parent/guardian permission slip on file and are permitted to engage in the Program. Students will only be able to participate in the Program if parent/guardian signs a release form.
- ii. Distribute surveys from VSUW to the school administration, teachers, parents, and students related to the Program and their feedback. Students will only be surveyed if parent/guardian signs a release form; VSUW will coordinate with the School Designated Program Administrator prior to any surveys being distributed.
- iii. Provide VSUW staff access to the school administration, teachers, and students in order to feature stories about the Program, and highlight the ways the community can support improvement efforts. Students will be included in feature stories only if parent/guardian signs a release form; VSUW will coordinate with the School Designated Program Administrator prior to any filming/photography.
- iv. Provide VSUW Staff with technical support to ensure full functionality of the Program and/or assist when any issues arise.
- v. Assist VSUW with data collection, as described below.

(2) **Technology:** For each school participating in the Program, ensure technology necessary for the Program can be successfully implemented by engaging in the following:

- a. Review and ensure compliance with Network Requirements and complete the Network Questionnaire, both of which are attached at Exhibit B.
- b. Provide a secure location for equipment and space allocated for the Program in each participating classroom.
- c. Provide access and support to local area network and internet services, including compatibly with district firewalls in each participating classroom.
- d. Work with VSUW to ensure the following items, which are necessary for the Program, function properly on the school's network:
  - i. join.me through LogMeIn
  - ii. E-library/literacy programs such Learning A-Z's Reading A-Z and Raz-Kids and/or others to be determined
  - iii. Web-based teacher administrative portal

(3) **Outreach:** Promote the Program in communications as appropriate and as mutually agreed upon.

(4) **Participation:** For each school participating in the Program, oversee the school's active participation by ensuring (and affirming to VSUW when requested) the following:

- a. Confirm that each participating school's administration has agreed to participate in the Program and implement the Program in selected classrooms. Each participating school will need to provide information as set forth in Exhibit A to VSUW in order to activate Program implementation.
- b. Execute any necessary license agreement(s) for e-library software.
- c. Confirm that each participating classroom's teacher has agreed to participate in the Program and implement the Program in his/her classroom for up to five (5) students.
- d. Ensure that each participating classroom's teacher participates in training for the Program.
- e. Ensure that each participating classroom's teacher is willing to take the necessary steps to ensure successful implementation of the Program in his/her classroom, which includes, but may not be limited to:
  - i. Distributing, obtaining, and maintaining (in conjunction with each participating school) parent permissions for the Program;
  - ii. Scheduling participating students on the Program web-based administrative platform;
  - iii. Ensuring, to the best of his/her ability, that a student is ready to engage in the Program at scheduled times;
  - iv. Communicating with VSUW as necessary; and
  - v. Providing feedback and evaluation of the Program as necessary.

**(5) Measures:**

- a. In conjunction with participating school(s), provide VSUW with initial Curriculum Based Measurements ("CBM") data as well as ongoing CBM data a minimum of three (3) times a year. CBM is a method teachers use to find out how students are progressing in basic academic areas such as math, reading, writing, and spelling. All data provided to VSUW will be (1) aggregate data for classroom CBM and (2) disaggregated data provided anonymously for students' CBM (e.g., Class A – Student 001, Class A – Student 002) that includes a notation of whether or not the student is a participant in the Program. Examples of CBM tools include:
  - Galileo Reading
  - AIMS Web
  - DIBELS
  - Lexile
  - Fountas and Pinnell
  - Developmental Reading Assessment
  - PM Readers
  - Accelerated Readers (ATOS)
  - Northwest Evaluation Association
  - Texas English Language Proficiency Assessment System (TELPAS) 2-12 grades
  - Partnership for Assessment of Readiness for College and Careers
  - San Diego Quick Assessment of Reading Ability
  - Any assessment/benchmark tool accepted by National Assessment of Educational Progress

- b. In conjunction with participating school(s), provide VSUW with initial other data (defined below) as well as ongoing other data up to three (3) times a year. All data provided to VSUW will be (1) aggregate data for classroom and (2) disaggregated data provided anonymously for students (e.g., Class A – Student 001, Class A – Student 002) that includes a notation of whether or not the student is a participant in the Program. Other data may include:
- Social/emotional measures
    - Questionnaires for students, parents, or teachers
    - Teacher observations/anecdotes
    - Parent observations/anecdotes
  - Attendance
    - Individual student attendance

**VSUW shall:**

- (1) Provide the necessary tools for each classroom to implement the Program, which includes:
- a. Hardware – a thin client, monitor, keyboard, mouse, bracket, and headset in each classroom that may be used only by students (with parent permission slips on file) for the Program. The District agrees that if a classroom discontinues its participation from the Program at any time, VSUW reserves the right to uninstall and remove the hardware from that classroom.
  - b. E-library – access to an e-library/literacy program on the VSUW installed hardware with electronics books for all students in the classroom.
  - c. Screen sharing software – the ability for student and the volunteer tutor to share screens during a reading session.
  - d. Administrative platform – a web-based platform where teachers will schedule students for reading sessions.
  - e. Volunteer teams – a group of volunteer adults assigned to each classroom, which will provide each participating student with a 1-1 reading guide twice a week during a pre-scheduled timeframe during the school day.
  - f. Background checks – background checks on all participating volunteers.
  - g. Teacher training – training for teachers to use the Program components and schedule his/her students for guided reading sessions.
  - h. Volunteer training – training for volunteers to use the Program components and participate in guided reading with students.
  - i. Session guide – a guide for volunteers to ensure each session is focused on reading improvement.
- (2) Ensure funding, and pay all license fees, for essential Program components such as hardware and any software licenses as described above.
- (3) Ensure proper placement of hardware in classrooms participating in the Program.

- (4) Ensure ongoing technical support for Program-related components.
- (5) Provide ongoing general support for the Program to teachers, participating schools and classrooms, and District.
- (6) Facilitate feedback and evaluation of the Program.

## II. TERMS AND CONDITIONS

### A. NON-APPROPRIATIONS

Each party recognizes that the performance by either party hereunder may be dependent upon the appropriation of funds to or by that party. Should either party fail to be appropriated or to appropriate the necessary funds that party may terminate as stated herein without further duty of obligation. Each party agrees to give notice to the other as soon as reasonably possible after the unavailability of said funds comes to the party's attention.

### B. COMPLIANCE WITH APPLICABLE LAWS

Each party shall comply with all applicable laws, ordinances, Executive Orders, rules, regulations, standards, and codes of the Federal, State, and Local governments whether or not specifically referenced herein. Specifically, the following apply:

1. **NON-DISCRIMINATION:** Unless exempt under Federal law, VSUW and District shall comply with Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, and State Executive Order No. 75-5 which mandates that all persons, regardless of race, color, religion, sex, age, national origin, or political affiliation, shall have equal access to employment opportunities. VSUW and District shall comply with the Rehabilitation Act of 1973, as amended, which prohibits discrimination in the employment of qualified persons because of physical or mental disability. VSUW and District shall comply with the requirements of the Fair Labor Standards Act of 1938, as amended. VSUW and District shall comply with Title VI of the Civil Rights Act of 1964, which prohibits the denial of benefits of, or participation in, contract services on the basis of race, color, or national origin. VSUW and District shall comply with the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of disability, in delivering contract services; and with Title II of the Americans with Disabilities Act, and the Arizona Disability Act, which prohibits discrimination on the basis of physical or mental disabilities in the provision of contract programs, services, and activities.
2. **SMOKING POLLUTION CONTROL ORDINANCE:** VSUW and District shall be subject to the provisions of City Ordinance No. G-2865, as amended, "the Smoking Pollution Control Ordinance," effective July 1, 1986. This ordinance regulates smoking in places of employment and enclosed public places located within the City of Phoenix.
3. **DRUG-FREE WORKPLACE:** VSUW and the District agree to comply with the Drug-Free Workplace Act of 1988 (P.L. 100-690). This law requires contractors and subcontractors of federal funds to certify they will provide drug-free workplaces. This certification is a precondition to receiving a contract or grant.
4. **IMMIGRATION AND EMPLOYMENT LAWS:** VSUW and the District acknowledge the applicability of the Immigration Reform and Control Act of 1986 (IRCA) and agrees to comply with IRCA and permit District inspection of personnel records to verify such compliance. VSUW

warrants, to the extent applicable under A.R.S. § 41-4401, compliance with all federal immigration laws and regulations that relate to their employees, as well as compliance with A.R.S. § 23-214(A) which requires registration and participation with the E-Verify Program. VSUW shall ensure that all school-based VSUW Staff meet all state and federal requirements for working with students.

5. **COUNTERTERRORISM:** VSUW and District certify compliance with USA Patriot Act and other counterterrorism laws.

### **C. LICENSES AND PERMITS**

District shall be responsible for obtaining any and all licenses and permits from the State of Arizona, any county or city therein, or any other government agency necessary for the Program.

### **D. INDEMNIFICATION**

To the extent allowed by law, each party (as “Indemnitor”) agrees to indemnify, defend, and hold harmless the other party, its principals, members and employees (as “Indemnitee”) from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as “Claims”) brought against, incurred by or paid by such other party at any time, in any way arising out of or relating to this Agreement, except to the extent finally judicially determined to have resulted from the fault of the indemnified party. This indemnification provision shall apply regardless of the form or action, damage, claim, liability, cost, expense, or loss, whether in contract, statute, tort (including, without limitation, negligence) or otherwise.

The indemnifying party shall have the right to take over, settle, or defend all claims through counsel of the indemnifying party’s choice and under its sole direction, except that the indemnifying party shall not take any action or agree to any settlement that would adversely affect the indemnified party without the indemnified party’s written approval. The indemnified party must provide to the indemnifying party reasonable written notice of a claim or potential claim, shall make all defenses available to the indemnifying party and shall give the indemnifying party all assistance and authority, at the indemnifying party’s reasonable request.

Each party shall provide evidence of liability insurance to the other party upon request. District shall provide evidence that Workers’ Compensation Insurance is provided to District employees upon request.

### **E. RELATIONSHIP OF PARTIES/EMPLOYMENT DISCLAIMER**

Each of the parties hereto is an independent contractor and neither party is, nor shall be considered to be, an agent, distributor, or representative of the other. Neither party shall act or represent itself, directly or by implication, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other. In addition, the MOU is not intended to constitute, create, give rise to, or otherwise recognize a joint venture agreement, partnership, or other formal business association or organization of any kind.

### **F. OWNERSHIP**

District recognizes that VSUW is the owner of all right, title, and interest in and to all VSUW trademarks, logos, and names (“VSUW Property”). Any use of the VSUW Property by District requires the written approval of VSUW. VSUW recognizes that District is the owner of all right, title, and interest in and to

all District trademarks, logos, and names (“District Property”). Any use of the District Property by VSUW requires the written approval of District.

## **G. RECORDS**

The District shall retain all data and other records relating to the acquisition and performance of this MOU (including parent permissions) for a period of five years after the completion of the MOU. All books and records shall be subject to inspection and audit by VSUW at reasonable times, and where applicable, the State or Federal government, to the extent that the books and records relate to the performance of the contract. Upon request, the District shall produce a legible copy of any or all such records.

VSUW will maintain all data and records relating the performance of this MOU for a period of five years after the completion of the MOU.

## **H. CONFLICT OF INTEREST**

The District agrees that no member, official, or employee of the District shall have any direct or indirect interest in the Agreement, nor shall participate in any decision relating to this MOU which is prohibited by A.R.S. § 38-501, et seq.

## **I. CANCELLATION**

All parties hereto acknowledge that this MOU is subject to cancellation by the District pursuant to the provisions of A.R.S. § 38-511.

## **J. CONTINUATION DURING DISPUTES**

District shall agree as a condition of any agreement, that notwithstanding the existence of any dispute between the parties, insofar as is possible under the terms of the MOU entered into, each party shall continue to perform the obligations required of it during the continuation of any such dispute, unless enjoined or prohibited by an Arizona Court of competent jurisdiction.

## **K. TERM OF AGREEMENT**

The term of this Agreement shall commence on July 1, 2016 and shall terminate on June 30, 2017.

## **L. DISPUTE RESOLUTION**

Any controversy or dispute arising out of or relating to this MOU shall be resolved by non-binding arbitration in Arizona, before a sole arbitrator. Notwithstanding the foregoing, in the event that a dispute arises, the parties will each provide an individual from senior management familiar with the Program to attempt resolution of the dispute before filing any Demand for Arbitration. Any arbitration proceeding will be governed by the rules and procedures of the American Arbitration Association (“AAA”). The arbitrator shall not be an officer, employee, director, or affiliate of either party or of its affiliates. If the parties are unable to agree on an arbitrator within thirty (30) calendar days of the filing of the Demand for Arbitration, an arbitrator shall be selected pursuant to the rules and procedures of the AAA. Either party may seek from any court interim or provisional relief that is necessary to protect the rights or property of that party, pending the appointment of the arbitrator or pending the arbitrator’s determination of the merits of the controversy. Upon the request of either party, mediation shall be conducted prior to the arbitration pursuant to the Mediation Rules of the AAA. The prevailing party in any dispute resolution proceeding arising out of this Agreement shall be entitled to a recovery of all attorneys’ fees and costs incurred in such proceeding if so ordered by a court of competent jurisdiction.

## **M. MISCELLANEOUS**

1. **ASSIGNMENT:** Neither party can assign its rights or obligations under this MOU absent written consent from the other party.
2. **ENTIRE AGREEMENT:** This MOU constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous representations understandings or agreements, whether written or oral, relating to the subject matter of this MOU.
3. **SEVERABILITY:** Should an arbitrator or court of competent jurisdiction find any provision of this MOU to be invalid or otherwise unenforceable, that provision shall be severed from the MOU, with the remaining provisions to be enforced to the maximum extent allowed by law.
4. **WAIVER:** A waiver by either party of any right contained herein shall not constitute a future or continuing waiver of that right, or any other right.
5. **MODIFICATION:** The provisions of this MOU may not be waived, amended, or modified unless agreed to in writing by both parties.
6. **FORCE MAJEURE:** Neither party shall be liable for any delays in performance resulting from circumstances or causes beyond its reasonable control, including without limitation, fire or other casualty, act of God, terrorism, strike or labor dispute, war or other violence, or any law, order or requirement of any government agency or authority.
7. **GOVERNING LAW:** This Agreement shall be governed by, and performed in accordance with, the laws of the State of Arizona, without regard to its conflicts of laws provisions.
8. **SURVIVAL:** The following provisions of Section II. Terms and Conditions shall, by their nature, survive any termination or expiration of this MOU: Sections D, F, G, L, and M.

## EXHIBIT A

*Information page to be completed by each participating school and VSUW Point of Contact after MOU approval and execution.*

**School Name:** \_\_\_\_\_  
**School Address:** \_\_\_\_\_  
**School City/State/Zip:** \_\_\_\_\_  
**School Contact Name:** \_\_\_\_\_

**Classroom 1:**

Grade Level: \_\_\_\_\_  
Classroom Teacher Name: \_\_\_\_\_  
Classroom Phone Number: \_\_\_\_\_  
Teacher Email: \_\_\_\_\_  
Room Number: \_\_\_\_\_  
Classroom IP Address: \_\_\_\_\_

**Classroom 2:**

Grade Level: \_\_\_\_\_  
Classroom Teacher Name: \_\_\_\_\_  
Classroom Phone Number: \_\_\_\_\_  
Teacher Email: \_\_\_\_\_  
Room Number: \_\_\_\_\_  
Classroom IP Address: \_\_\_\_\_

**Classroom 3:**

Grade Level: \_\_\_\_\_  
Classroom Teacher Name: \_\_\_\_\_  
Classroom Phone Number: \_\_\_\_\_  
Teacher Email: \_\_\_\_\_  
Room Number: \_\_\_\_\_  
Classroom IP Address: \_\_\_\_\_

**Classroom 4:**

Grade Level: \_\_\_\_\_  
Classroom Teacher Name: \_\_\_\_\_  
Classroom Phone Number: \_\_\_\_\_  
Teacher Email: \_\_\_\_\_  
Room Number: \_\_\_\_\_  
Classroom IP Address: \_\_\_\_\_

**Classroom 5:**

Grade Level: \_\_\_\_\_  
Classroom Teacher Name: \_\_\_\_\_  
Classroom Phone Number: \_\_\_\_\_  
Teacher Email: \_\_\_\_\_  
Room Number: \_\_\_\_\_  
Classroom IP Address: \_\_\_\_\_

**Classroom 6:**

Grade Level: \_\_\_\_\_  
Classroom Teacher Name: \_\_\_\_\_  
Classroom Phone Number: \_\_\_\_\_  
Teacher Email: \_\_\_\_\_  
Room Number: \_\_\_\_\_  
Classroom IP Address: \_\_\_\_\_

**Classroom 7:**

Grade Level: \_\_\_\_\_  
Classroom Teacher Name: \_\_\_\_\_  
Classroom Phone Number: \_\_\_\_\_  
Teacher Email: \_\_\_\_\_  
Room Number: \_\_\_\_\_  
Classroom IP Address: \_\_\_\_\_

**Classroom 8:**

Grade Level: \_\_\_\_\_  
Classroom Teacher Name: \_\_\_\_\_  
Classroom Phone Number: \_\_\_\_\_  
Teacher Email: \_\_\_\_\_  
Room Number: \_\_\_\_\_  
Classroom IP Address: \_\_\_\_\_

*Attach additional pages, if necessary.*



## **EXHIBIT B**

*Information page to be completed by each participating school and VSUW Point of Contact after MOU approval and execution.*

### **Network Requirements**

Internet connection: 1.5Mbps\* upload per active Program session.

*Note: An “active” session would be defined as the student and the volunteer actively reading a book through screen-sharing technology.*

Example:

- The internet connection on the participating school’s campus has a 100Mbps\* upload capability.
- There are 10 active Program sessions running concurrently on the participating school’s network.
- Each participating school will need to have at least 15Mbps\* upload for these sessions.

\*Megabits Per Second – A megabit is 1,000,000 bits, or “pieces of information.”

### **Network Questionnaire (to be answered by participating school IT department):**

1. Do you have your own separate internet connection or are they connected to a central office via a MAN (MOE, MPLS, VPN, VPLS, etc.), which in turn connects to the internet?
2. Do you use DHCP to issue IP Addresses or do you require static IP addressing?
3. Do you require devices to be “on domain”?
4. Does your network require the installation of root-CA certificates to allow for “inline-https-inspection”?
5. Are you able to allow internet access via MAC address whitelisting?
6. Do you use NAP or an NPS server for network access/authentication? If so, what method is used for authentication (PEAP-TLS, PEAP-MSCHAPv2)?
7. Do you require the device to be VLAN aware at the driver level (if using tagged ports on your switch)?

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 7.A. TOPIC: Policy Revision Second 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: September 29, 2016

RECOMMENDATION:

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

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**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

G CJ - Professional Staff Noncontinuing and Continuing Status

GCO - Evaluation of Professional Staff Members

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 7.B. TOPIC: Emergency Procurement: Landmark /Challenger Structural Repairs

SUBMITTED BY: Ms. Lourdes Banuelos, Manager of Purchasing and Warehouse

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

DATE ASSIGNED FOR CONSIDERATION: September 29, 2016

RECOMMENDATION:

It is recommended the Governing Board ratify the emergency procurement for Chasse Building Team Inc. to perform structural repairs for Challenger and Landmark schools at an estimated combined cost of \$2.45 million, funded by the State of Arizona School Facilities Board (SFB).

**RATIONALE:**

Recent improvement projects funded by the SFB at Landmark and Challenger uncovered structural deficiencies in the schools' buildings. Following the discovery, District administration brought in architects, structural engineers and other experts in the field to inspect the two campuses. Those assessments showed varying degrees of damage to outside walls in every building on each campus. The structural engineer deemed the condition of the buildings to be a life-safety issue. District administrators and the experts met with SFB staff on Friday, September 9, 2016. As a result of this meeting, the District superintendent declared the state of the buildings an emergency, temporarily closing Challenger and Landmark schools and canceling classes for students.

District representatives went before the State of Arizona School Facilities Board in a special meeting on Monday, September 12, 2016, at which time the SFB approved funding for the specified repairs. Repairs include but are not limited to the installation of sister walls by contractor, city permits, and anything necessary to complete the structure repair for reopening of schools.

To prevent health and safety hazard to our students, staff and the community, the structural repairs had to be done immediately. Pursuant to Board policy DJE-R and A.A.C. R7-2-1055 A<sup>1</sup>, emergency procurement procedures were utilized to engage Chasse Building Team Inc. to perform the repairs. As Chasse Building Team was nearing completion of a District project adjacent to the Challenger site, it was determined they would be available to begin immediately and address the needs of the emergency projects.

In order to establish a fair and reasonable price for the repair work Chasse secured the mason who had been contracted to perform the masonry destructive testing. Since both parties were already familiar with the sites and condition, it allowed us to immediately conduct site investigations to review the proposed shoring plan. Through the site investigation and details provided by the structural engineer to shore the buildings properly, we determined Chasse's cost proposals of \$1,096,052 for Challenger and \$1,134,579 for Landmark are fair and reasonable based on all information available at the time of award.

**Source of Funding -**

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

For Challenger and Landmark schools, the cost estimate has been evaluated based on installation of a sister wall the entire lineal footage of the buildings and items requiring relocation within the area of work. However, rework of grading and concrete was not included within the scope of Phase I and has been estimated as part of the Phase II work that has yet to be fully funded by the SFB, therefore costs may be adjusted in areas where site restoration is required. It is also anticipated we may find areas not in need of repair and the contractor will adjust the pricing to eliminate work in areas which comply with the required building codes.

Due to the timeline of these events and the need to start repairs on the buildings, it was impracticable to convene a meeting of the governing board. Work crews were mobilized Monday afternoon, September 12, 2016, and actual construction to commence upon receipt of the permits. It is estimated construction at both sites will be completed within a five-week period.

<sup>1</sup>**Arizona Administrative Code R7-2-1055 A.** defines emergency procurement as an emergency condition creating “an immediate and serious need for material, services or construction that cannot be met through normal procurement methods and seriously threatens the functioning of the school district, the preservation or protection of property or the public health, welfare or safety.”

---

**Source of Funding -**

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





STATE OF ARIZONA  
SCHOOL FACILITIES BOARD

Governor of Arizona  
Douglas A. Ducey

Interim Executive Director  
Kerry L. Campbell

September 13, 2016

Joseph Quintana, Superintendent  
Glendale Elementary School District  
7301 N. 58th Ave.  
Glendale, AZ 85301

Dear Superintendent:

At the September 12, 2016 meeting of the School Facilities Board, Glendale Elementary was awarded supplemental Building Renewal Grant funding for Project # 070440111-9999-004BRG as follows:

	Previously Awarded 9/10/2015	Supplemental Award	Adjusted Total Project Funding
<b>SFB Base Funding without Contingency</b>	\$200,000	\$1,197,052	\$1,397,052
<b>Contingency *</b>	\$10,000	\$20,000	\$30,000
<b>Additional Cost</b>	\$12,390	\$47,088	\$59,478
<b>Total SFB Funding *</b>	\$222,390	\$1,264,140	\$1,264,140
<b>District Funding</b>	\$0	\$0	\$0
<b>Total SFB and District Funding</b>	\$222,390	\$1,264,140	\$1,264,140

\* Contingency may not be spent without prior SFB staff approval.

The initial Terms and Conditions for this project will remain in effect; you are not required to sign an amendment at this time.

If you have any questions, please feel free to contact the liaison for this project, David Kennon, at 602-364-0538.

Sincerely,

*Kerry Campbell*

Kerry Campbell  
Interim Executive Director





STATE OF ARIZONA  
SCHOOL FACILITIES BOARD

Governor of Arizona  
Douglas A. Ducey

Interim Executive Director  
Kerry L. Campbell

September 13, 2016

Joseph Quintana, Superintendent  
Glendale Elementary School District  
7301 N. 58th Ave.  
Glendale, AZ 85301

Dear Superintendent:

At the September 12, 2016 meeting of the School Facilities Board, Glendale Elementary was awarded supplemental Building Renewal Grant funding for Project # 070440101-9999-003BRG as follows:

	Previously Awarded 9/10/2015	Supplemental Award	Adjusted Total Project Funding
<b>SFB Base Funding without Contingency</b>	\$200,000	\$1,230,579	\$1,430,579
<b>Contingency *</b>	\$10,000	\$20,000	\$30,000
<b>Additional Cost</b>	\$12,390	\$40,650	\$53,040
<b>Total SFB Funding *</b>	\$222,390	\$1,291,229	\$1,513,619
<b>District Funding</b>	\$0	\$0	\$0
<b>Total SFB and District Funding</b>	\$222,390	\$1,291,229	\$1,513,619

\* Contingency may not be spent without prior SFB staff approval.

The initial Terms and Conditions for this project will remain in effect; you are not required to sign an amendment at this time.

If you have any questions, please feel free to contact the liaison for this project, David Kennon, at 602-364-0538.

Sincerely,

*Kerry Campbell*

Kerry Campbell  
Interim Executive Director





# DAVID BIXLER & ASSOCIATES

## Structural Engineering

### VISION

September 8, 2016

Our vision is to be recognized throughout the Southwest as the leader in structural engineering.

Mark Davenport AIA, CEFPI, LEED AP, BD+C  
Partner  
SPS+ ARCHITECTS LLP  
8681 E Via de Negocio  
Scottsdale, AZ 85258

**Re: Glendale Schools (Challenger Elementary, Mensendick Elementary, Landmark Elementary)  
Glendale, AZ**

Per your September 6 request, I attended the Arizona School Facilities Board meeting with the anticipation of approval to either repair or brace the walls at the aforementioned schools per our previous repair reports and sketches issued. From my reports it is clear that this is a life safety issue. At the beginning of the meeting, however, Mr. Sean McCarthy, announced that this issue was going to be tabled until a later, unspecified date and would not be discussed or approved during today's meeting.

As my reports dated August 23, 2016 show, the condition of the deteriorating walls is a Life Safety Issue for all students and personnel in the building. The reports show that the rusted reinforcing has caused the masonry walls to crack in the location of the reinforcing bars. In some areas, as much as 75% of the wall has cracked and become loose. Because the buildings were built in the 1950's and 1970's, they were already operating below the current codes pertaining to each wall's capacity.

Based on this investigation, it is likely that these walls will continue to crack, sustain further damage and possibly collapse without the proposed repairs.

During our August 25, 2016 discussions regarding the seriousness of the problems it was our understanding that due to the seriousness either the repairs to these schools or temporary bracing was going to begin within a couple of weeks. While we have had several discussions, email exchanges and meetings on this dangerous issue, no one has approved

### COMMITMENT

We are committed to technological leadership innovative and cost-effective solutions quality work client satisfaction.

### VALUES

Our team delivers integrity service collaboration quality efficiency



# DAVID BIXLER & ASSOCIATES

## Structural Engineering

and funded the construction of the much-needed repairs and no corrective action has been taken.

As this is a Life Safety Issue and no corrective action has begun, it is my recommendation that these repairs begin immediately or other precautions need to be made.

If there are any additional concerns or questions please feel free to contact our office. Thank you for the opportunity to assist you on this project.

Sincerely,

*David Bixler*

David Bixler, PE, SE President  
David Bixler & Associates, PLLC





**VALLEY SCHOOLS MANAGEMENT GROUP**  
**PO BOX 41760**  
**PHOENIX, AZ 85080-1760**  
**(602) 677-1988**

September 19, 2016

Mike Barragan  
Assistant Superintendent for  
Finance and Auxiliary Services  
Glendale Elementary School District  
7301 North 58<sup>th</sup> Avenue  
Glendale, AZ 85301

Re: Emergency Procurement - Structural Repairs for Challenger and Landmark

Dear Mr. Barragan:

I have reviewed and made recommendations on the procurement process for the aforementioned project. By way of this letter, I am stating that I believe this emergency procurement process and the information proposed for approval by the Governing Board substantially complies with the Arizona School District Procurement Rules.

Again this analysis does not constitute legal advice, but merely my best practice recommendation based upon my many years of procurement experience in the public procurement sector as a Certified Professional Public Buyer (CPPB).

Should you need any additional information, please feel free to contact me at (602) 677-1988 or [bmunch@vsit.org](mailto:bmunch@vsit.org).

Sincerely,

A handwritten signature in black ink that reads "Bill Munch". The signature is written in a cursive style with a large initial "B" and "M".

Bill Munch, CPPB  
Procurement Compliance & Training Officer

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 7.C. TOPIC: Intergovernmental Agreement

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

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

DATE ASSIGNED FOR CONSIDERATION: September 29, 2016

RECOMMENDATION:

It is recommended the Governing Board approve the Intergovernmental Agreement with Alhambra Elementary School District (AESD) No. 68

**RATIONALE:**

GESD shall have temporary use of the facility and any items of facility plant, equipment, fixtures, furniture or other tangible personal property owned by AESD and still located on the Site Premises. GESD shall be responsible for maintenance and repair of any such items during the time they occupy the premises. At the end of the term of occupancy, the site, facilities, equipment, fixtures, furniture and other tangible personal property shall be returned to AESD in the same, or substantially similar, condition as it was at the time of occupancy, all in good repair and working condition. GESD will reimburse AESD for cost incurred as a result of the facility use (e.g. utilities, cleaning supplies, classroom supplies etc.)

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**Source of Funding -**

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

**AGREEMENT No. \_\_\_\_\_**

**INTERGOVERNMENTAL AGREEMENT**

This Intergovernmental Agreement is entered into as of the last date of execution (signing) (the “Effective Date”), by and between Alhambra Elementary School District No. 68 of Maricopa County (“AESD”) and Glendale Elementary School District No. 40 of Maricopa County (“GESD”), both being public school districts and political subdivisions of the State of Arizona.

**RECITALS**

WHEREAS, GESD needs to temporarily relocate one of its Elementary Schools to make needed structural repairs at their campus site and plant; and

WHEREAS, AESD has offered to allow GESD to temporarily locate GESD’s Elementary School site to a school site within the AESD;

WHEREAS, GESD has accepted the offer to use AESD’s school site;

NOW, THEREFORE, pursuant to A.R.S. §15-342 et.al. and A.R.S. §11-952 et.al., the governing boards of both school districts approve and enter into this Agreement upon the following terms:

1. Site Premises. The school site being offered by AESD and used by GESD is commonly referred to as the Alhambra Family Resource Center (“FRC”) (formerly Cordova Primary School), located at 6615 N. 39<sup>th</sup> Avenue, Phoenix, Arizona 85019.

2. Use of Facilities, Equipment and Furnishings. GESD shall have use of the facility and any items of facility plant, equipment, fixtures, furniture or other tangible personal property owned by AESD and still located on the Site Premises. GESD shall be responsible for maintenance and repair of any such items during the time they occupy the premises. At the end of the term of occupancy, the site, facilities, equipment, fixtures, furniture and other tangible personal property shall be returned to AESD in the same, or substantially similar, condition as it was at the time of occupancy, all in good repair and working condition.

3. Term of Occupancy. The term of occupancy under this Agreement shall begin on September 15, 2016, and shall end no later than December 30, 2016, unless otherwise extended by formal amendment to this Agreement, approved by both governing boards.

4. Reimbursement of Expenses. GESD agrees to reimburse AESD for any expenses related to this Agreement that are incurred by AESD as a result of this Agreement or as a result of GESD’s occupancy and use of AESD’s facility and equipment. Those expenses may include, but are not limited to, the following: utility usage during the term of occupancy, copier maintenance during the term of occupancy, expenses related to AESD moving equipment, furniture and fixtures out of the facility prior to occupancy or moving back into the facility after occupancy, and use of any consumables during the term of occupancy (cleaning supplies, trash bags, paper, etc.).

5. Use of Leased Premises and Maintenance. GESD is using the premises as an elementary school facility for approximately 600 students. The facility will be managed by GESD as if it were their own facility or school site and GESD shall be responsible for any maintenance, janitorial staffing, cleaning, HVAC, plumbing, and other plant systems during their term of occupancy. Any such maintenance or repairs not completed by GESD, or needed to be completed by AESD during the term of

occupancy, shall be included in the reimbursement of expenses above. The only exception to this is maintenance of the exterior grounds and landscaping which will continue to be maintained by AESD during the term of occupancy. GESD shall immediately notify the AESD Maintenance Department of any substantial maintenance issues during the term of occupancy.

6. Indemnification. GESD shall indemnify, protect, defend and hold AESD and AESD’s board members, officers, employees and agents harmless for, from and against any and all liabilities, obligations, damages, penalties, claims, costs and expenses, including reasonable attorney’s fees, paid or incurred as a result of or in connection with (i) GESD’s use or occupancy of the Premises, or any of GESD’s agents, contractors, employees, staff, students, parents, customers, clients, invitees, or licensees use or occupancy of the Premises, regardless of the cause of the damage, liability, claim, cost or expense (ii) the carelessness, negligence or improper conduct of GESD or any of GESD’s agents, contractors, employees, staff, students, parents, customers, clients, invitees, or licensees.

7. GESD’s Property and Insurance. GESD shall bring or keep GESD’s personal property upon the Premises at GESD’s own risk, and AESD shall not be liable, under any circumstance, for any damages to, or theft or destruction of, GESD’s property. GESD shall maintain GESD’s own policy of insurance against any risk of loss or damage to any such property for any reason whatsoever. GESD shall also maintain general liability insurance for risk of loss or damage upon the Premises in an amount of insurance no less than \$1,000,000 per occurrence, with the Arizona Risk Retention Trust, with AESD listed as additional insured on any such policy upon the Premises. GESD shall provide AESD a Certificate of Insurance during the term of occupancy.

8. Governing Law. This Agreement shall be governed by the laws of the State of Arizona.

IN WITNESS WHEREOF, this Agreement has been executed as of the dates listed below.

Glendale Elementary School District No. 40

Alhambra Elementary School District No. 68

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

This Agreement is of proper legal form and is within the powers and authority granted under the laws of this state to those parties represented by the undersigned legal counsel.

This Agreement is of proper legal form and is within the powers and authority granted under the laws of this state to those parties represented by the undersigned legal counsel.

\_\_\_\_\_  
Attorney for GESD

\_\_\_\_\_  
Attorney for AESD

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 7.D. TOPIC: 2016-2017 Capital Plan

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

DATE ASSIGNED FOR CONSIDERATION: September 29, 2016

RECOMMENDATION:

It is recommended the Governing Board approve the Capital Plan for fiscal year (FY) 2017.

**RATIONALE:**

Arizona Revised Statute (A.R.S.) § 15-2041 (C) requires school districts to submit a capital plan to the School Facilities Board (SFB) annually and request monies from the new school facilities fund if the plan indicates a need for a new school, addition to an existing school within four years or need land within ten years.

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Source of Funding -

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



# School Facilities Board

# FY 2017 Capital Plan

Glendale Elementary District  
070440000

2017

Submittal Date:

Print Date:

9/16/2016

## Master Plan

N/A

## Enrollment

First day of Fall 2016

Grade Config	Enrollment
P-8	12,589

## Tuition in / out

District	In	Out

## Open Enrollment

District	Student Count

## ADM Methodology

We repeatedly rolled-over student enrollment as of the 100th day from one year to the next. On each round, 8th grade students were dropped. On the first rollover, new kinder counts were calculated via a 3 year historical average. On subsequent rollovers this average was repeated.

## ADM Projections

P-8		
Year	ADM	% Change
FY 17	13,025.00	
FY 18	12,994.00	-0.24
FY 19	12,946.00	-0.37
FY 20	12,868.00	-0.61
FY 21	12,767.00	-0.79
FY 22	12,665.00	-0.80
FY 23	12,459.00	-1.63
FY 24	12,372.00	-0.70
FY 25	12,452.00	0.64
FY 26	12,537.00	0.68

## Residential Developments

Number of Developments entered

## Residential Developments Closings

FY Closings

## New Construction Project Requests

Project Description	Project Number	Grade Level	Number of Students	Projected Opening	Land Need	Land Status

## Locally-Funded Project List

Project Description	Grade Config	Funding Source	Estimated Completion Date	Replacement Space	Gross Square Footage	Excludable Square Footage





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**STATE OF ARIZONA SCHOOL FACILITIES BOARD**

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**FY 2017 CAPITAL PLAN SUBMITTAL FORM**

Capital plans submitted by school districts in the state are required to have the approval of the school district's governing board (A.R.S. §15-2041 B). Please provide the following information with the FY 2017 capital plan submitted to the School Facilities Board.

School District:	Glendale Elementary District
Contact Person:	Mike Barragan
Title:	Assistant Superintendent
Telephone Number:	6232377110
Fax Number:	6232377296
E-Mail Address	mbarragan@gesd40.org

This FY 2017 Capital Plan submittal was approved by the Governing Board of Glendale Elementary District on \_\_\_\_\_, and I, \_\_\_\_\_, am authorized to transmit this document to the School Facilities Board on behalf of the District.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

When this page is signed, mail to:  
School Facilities Board  
Attention: Amber Peterson  
1700 West Washington, Suite 104  
Phoenix, AZ 85007  
or scan and e-mail to [apeterson@azsfb.gov](mailto:apeterson@azsfb.gov)

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 7.E. TOPIC: 2015-16 Annual Financial Report

SUBMITTED BY: Ms. Sara DiPasquale, Director of Finance & Purchasing

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

DATE ASSIGNED FOR CONSIDERATION: September 29, 2016

RECOMMENDATION:

It is recommended the Governing Board approve the Annual Financial Report for Fiscal Year 2015-16 as presented.

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**RATIONALE:**

In accordance with ARS 15-904, public school districts are required to submit an approved Annual Financial Report (AFR) to the Arizona Department of Education by October 15<sup>th</sup>. In addition, it must be published in a newspaper of general circulation within the school district or posted on the Arizona Department of Education website by November 15<sup>th</sup>.

Please refer to the attached sheet for an explanation of cash variances and a summary of highlights for FY 2015-16.

Once approved, the Annual Financial Report will be submitted to the Arizona Department of Education to post online with a link from the District's website.

---

Source of Funding -

M & O

Budget \_\_\_\_\_

State

Grant \_\_\_\_\_

Federal

Grant \_\_\_\_\_

Capital \_\_\_\_\_

Other \_\_\_\_\_



### ANNUAL FINANCIAL REPORT

We, the Governing Board of the District, hereby certify the Annual Financial Report per A.R.S. §15-904 for the Fiscal Year **2016**

SIGNATURE/DATE  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE/DATE  
Brenda Bartels, President 9/29/2016  
\_\_\_\_\_  
MaryAnn Wilson, Clerk 9/29/2016  
\_\_\_\_\_  
Jamie Aldama, Member 9/29/2016  
\_\_\_\_\_  
Martin Samaniego, Member 9/29/2016  
\_\_\_\_\_  
Sara Smith, Member 9/29/2016  
\_\_\_\_\_  
\_\_\_\_\_

The Annual Financial Report file(s) for FY 2016 uploaded to the Arizona Department of Education's Web site on \_\_\_\_\_ contain(s) the data for the AFR described above.

Date

\_\_\_\_\_  
Superintendent Signature  
  
\_\_\_\_\_  
Joe Quintana  
Superintendent (Typed Name)  
  
\_\_\_\_\_  
Sara DiPasquale  
District Contact Employee

\_\_\_\_\_  
Business Manager Signature  
  
\_\_\_\_\_  
Sara DiPasquale  
Business Manager (Typed Name)  
  
\_\_\_\_\_  
623-237-7108  
Telephone Number  
  
\_\_\_\_\_  
sdipasquale@gesd40.org  
E-mail

TOTAL EXPENDITURES BY FUND	
1. Maintenance & Operation (from page 2, line 33)	\$ <u>68,526,908</u>
2. Classroom Site Funds (from page 3, line 49 plus page 3, footnote 1)	\$ <u>4,015,497</u>
3. Unrestricted Capital Outlay (from page 4, UCO Fund line 10)	\$ <u>2,322,492</u>

DISTRICT NAME GLENDALE ELEMENTARY

COUNTY MARICOPA

CTDS NUMBER 070440000

**FUNDS AVAILABLE**

Beginning Fund Balance (1)

**REVENUE**

**1000 Local**

1110 Property Taxes  
 1140 Penalties and Interest on Taxes  
 1280 Revenue in Lieu of Taxes  
 1310 Tuition from Individuals  
 1320 Tuition from Other Arizona Districts  
 1330 Tuition from Out-of-State Districts  
 1340 Tuition from Other Private Sources (Other than Individuals)  
 1350 Tuition from Other Government Sources Within Arizona  
 1360 Tuition from Other Government Sources Outside Arizona  
 1410 Transportation Fees from Individuals  
 1420 Transportation Fees from Other Arizona Districts  
 1430 Transportation Fees from Out-of-State Districts  
 1440 Transportation Fees from Other Private Sources (Other than Individuals)  
 1450 Transportation Fees from Other Government Sources Within Arizona  
 1460 Transportation Fees from Other Government Sources Outside Arizona  
 1500 Investment Income  
 Other (Specify) (2) Stale-Dated Warrants, Miscellaneous Revenues

**Subtotal (lines 2-18)**

**2000 Intermediate**

2110 County School Fund  
 2120 County Equalization Assistance  
 2210 Special County School Reserve Fund  
 Other (Specify)

**Subtotal (lines 20-23)**

**3000 State**

3110 State Equalization Assistance  
 3120 Additional State Aid  
 Other (Specify) State Land Trust Distribution - Prop. 123

**Subtotal (lines 25-27)**

**4000 Federal**

4100 Unrestricted Revenue Received Directly from the Federal Governmen  
 4200 Unrestricted Revenue Received from the Federal Government through the State  
 4500 Restricted Revenue Received from the Federal Government through the State  
 4700 Revenue Received from the Federal Government through Other Intermediate Agencies  
 4800 Revenue in Lieu of Taxes  
 4900 Revenue for/on Behalf of the District  
 Other (Specify)

**Subtotal (lines 29-35)**

**Total Fund Revenue (lines 19, 24, 28, and 36)**

5100 Issuance of Bonds  
 5200 Fund Transfers-In  
 Other (Specify)

**TOTAL FUNDS AVAILABLE (lines 1 and 37 - 40)**

**Total Expenditures**

6900 Other Financing Uses and Other Items  
**TOTAL EXPENDITURES AND OTHER USES (lines 42 plus 43)**  
**ENDING FUND BALANCE (line 41 minus line 44) (3)**

	MAINTENANCE AND OPERATION FUND 001	UNRESTRICTED CAPITAL OUTLAY FUND 610	ADJACENT WAYS FUND 620	DEBT SERVICE FUND 700	
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	
1.	3,896,577	6,020,863	339,763	116,411	1.
2.	11,088,933		243,570	2,305,356	2.
3.	258,109				3.
4.	322,077		6,521	62,547	4.
5.					5.
6.					6.
7.					7.
8.					8.
9.	25,633				9.
10.					10.
11.					11.
12.					12.
13.					13.
14.					14.
15.					15.
16.					16.
17.	0	24,204	2,290	42,433	17.
18.	17,679				18.
19.	11,712,431	24,204	252,381	2,410,336	19.
20.					20.
21.	5,749,777				21.
22.					22.
23.					23.
24.	5,749,777	0			24.
25.	51,942,542				25.
26.	540,390				26.
27.	560,553				27.
28.	53,043,485	0		0	28.
29.					29.
30.					30.
31.					31.
32.					32.
33.					33.
34.					34.
35.					35.
36.	0			0	36.
37.	70,505,693	24,204	252,381	2,410,336	37.
38.				162,246	38.
39.					39.
40.					40.
41.	74,402,270	6,045,067	592,144	2,688,993	41.
42.	68,526,908	2,322,492	63,394	2,333,135	42.
43.	458,653				43.
44.	68,985,561	2,322,492	63,394	2,333,135	44.
45.	5,416,709	3,722,575	528,750	355,858	45.

- (1) The Maintenance and Operation Fund beginning fund balance includes the revolving account cash balance of \$ \_\_\_\_\_ at 7/1/15.
- (2) The Government Property Lease Excise Tax revenue included on line 18 is \$ \_\_\_\_\_
- (3) The Maintenance and Operation Fund ending fund balance includes the revolving account cash balance of \$ \_\_\_\_\_ at 6/30/16.

**MAINTENANCE AND OPERATION FUND (001)—EXPENDITURES**

Expenditures		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals			% Increase/ Decrease in Actual
							Budget	Actual	Prior Year Actual	
<b>100 Regular Education</b>										
1000 Instruction	1.	22,853,778	8,692,997	212,487	394,718	2,682	32,600,468	32,156,662	33,126,470	-2.9%
2000 Support Services										
2100 Students	2.	1,162,961	452,308	38,539	32,430		1,833,598	1,686,238	1,602,047	5.3%
2200 Instructional Staff	3.	1,030,243	410,302	63,846	135,420	7,860	1,688,041	1,647,671	1,786,165	-7.8%
2300 General Administration	4.	722,893	897,040	78,697	6,646	20,630	1,830,534	1,725,906	481,063	258.8%
2400 School Administration	5.	3,693,129	1,232,432	65,604	17,553	2,659	4,986,519	5,011,377	4,764,391	5.2%
2500 Central Services	6.	1,228,104	786,984	291,934	171,102	27,955	2,714,387	2,506,079	2,157,762	16.1%
2600 Operation & Maintenance of Plant	7.	3,478,017	1,093,846	2,017,144	2,361,909	7,504	9,941,523	8,958,420	9,724,042	-7.9%
2900 Other	8.						0	0	0	0.0%
3000 Operation of Noninstructional Services	9.	177,492	51,560				229,052	229,052	191,019	19.9%
610 School-Sponsored Cocurricular Activities	10.						0	0	0	0.0%
620 School-Sponsored Athletics	11.	87,550	17,640	37,260	6,101		189,774	148,551	185,247	-19.8%
630 Other Instructional Programs	12.	27,377	5,545				40,133	32,922	23,705	38.9%
700, 800, 900 Other Programs	13.	971	3,013				16,000	3,984	25,921	-84.6%
Regular Education Subsection Subtotal (lines 1-13)	14.	34,462,515	13,643,667	2,805,511	3,125,879	69,290	56,070,029	54,106,862	54,067,832	0.1%
<b>200 Special Education</b>										
1000 Instruction	15.	4,603,182	1,741,397	797,062	7,430	125	7,610,675	7,149,196	6,561,721	9.0%
2000 Support Services										
2100 Students	16.	1,798,866	549,275	1,078,096	1,863		3,618,096	3,428,100	3,078,418	11.4%
2200 Instructional Staff	17.	241,794	96,939	9,250	3,882	1,000	328,494	352,865	246,176	43.3%
2300 General Administration	18.						0	0	0	0.0%
2400 School Administration	19.	18,073	12,225	63,735	1,012		89,985	95,045	111,057	-14.4%
2500 Central Services	20.			825			2,416	825	2,149	-61.6%
2600 Operation & Maintenance of Plant	21.			869			950	869	869	0.0%
2900 Other	22.						0	0	0	0.0%
3000 Operation of Noninstructional Services	23.						0	0	0	0.0%
Subtotal (lines 15-23)	24.	6,661,915	2,399,836	1,949,837	14,187	1,125	11,650,616	11,026,900	10,000,390	10.3%
<b>400 Pupil Transportation</b>	25.	1,600,633	645,207	95,776	250,198	2,264	2,866,019	2,594,078	2,583,633	0.4%
<b>510 Desegregation</b>										
(from Districtwide Desegregation Expenditures, page 2, line 44)	26.	0	0	0	0	0	0	0	0	0.0%
<b>520 Special K-3 Program Override</b>										
(from Supplement, page 1, line 10)	27.	0	0	0	0	0	0	0	0	0.0%
<b>530 Dropout Prevention Programs</b>										
1000 Instruction	28.							0	0	0.0%
2000-3000 Support Serv. & Oper. of Noninstructional Serv.	29.							0	0	0.0%
Subtotal (lines 28 and 29)	30.	0	0	0	0	0	0	0	0	0.0%
<b>540 Joint Career and Technical Education and Vocational Education Center</b> (from Supplement, page 1, line 20)	31.	0	0	0	0	0	0	0	0	0.0%
<b>550 K-3 Reading Program</b>	32.	623,166	175,902				799,068	799,068	758,118	5.4%
<b>Total Expenditures</b> (lines 14, 24-27, 30-32)	33.	43,348,229	16,864,612	4,851,124	3,390,264	72,679	71,385,732	68,526,908	67,409,973	1.7%

CLASSROOM SITE FUNDS (011, 012, AND 013)—REVENUES, EXPENDITURES, AND FUND BALANCES

Revenues and Expenditure Function Codes	Beginning Fund Balance	Actual Revenues	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500 (1)	Supplies 6600	Interest on Short-Term Debt 6850 (2)	Total Expenditures			% Increase/Decrease in Actual	Ending Fund Balance
								Budget	Actual	Prior Year Actual		
<b>Classroom Site Fund 011 - Base Salary</b>												
Revenues												
CSF Allocation (20%)	1.	974,240										
Interest Income	2.	1,953										
Total Revenues (lines 1 and 2)	3.	976,193										
Expenditures												
100 Regular Education												
1000 Instruction	4.		586,074	116,969				1,282,347	703,043	782,523	-10.2%	
2100 Support Services - Students	5.		1,198	213				0	1,411	0	--	
2200 Support Services - Instructional Staff	6.							0	0	0	0.0%	
Program 100 Subtotal (lines 4-6)	7.		587,272	117,182				1,282,347	704,454	782,523	-10.0%	
200 Special Education												
1000 Instruction	8.		76,414	15,124				92,500	91,538	87,570	4.5%	
2100 Support Services - Students	9.							0	0	0	0.0%	
2200 Support Services - Instructional Staff	10.							0	0	0	0.0%	
Program 200 Subtotal (lines 8-10)	11.		76,414	15,124				92,500	91,538	87,570	4.5%	
Other Programs (Specify)												
1000 Instruction	12.							19,965	0	0	0.0%	
2100 Support Services - Students	13.							0	0	0	0.0%	
2200 Support Services - Instructional Staff	14.							0	0	0	0.0%	
Other Programs Subtotal (lines 12-14)	15.		0	0				19,965	0	0	0.0%	
Total Classroom Site Fund 011 - Base Salary	16.	302,819	976,193	663,686	132,306			1,394,812	795,992	870,093	-8.5%	483,020
<b>Classroom Site Fund 012 - Performance Pay</b>												
Revenues												
CSF Allocation (40%)	17.	1,948,481										
Interest Income	18.	13,618										
Total Revenues (lines 17 and 18)	19.	1,962,099										
Expenditures												
100 Regular Education												
1000 Instruction	20.		1,011,854	204,358				3,812,705	1,216,212	1,062,962	14.4%	
2100 Support Services - Students	21.		2,700	529				0	3,229	1,084	197.9%	
2200 Support Services - Instructional Staff	22.		39,462	7,973				0	47,435	6,482	631.8%	
Program 100 Subtotal (lines 20-22)	23.		1,054,016	212,860				3,812,705	1,266,876	1,070,528	18.3%	
200 Special Education												
1000 Instruction	24.		150,332	30,283				664,239	180,615	140,948	28.1%	
2100 Support Services - Students	25.							0	0	0	0.0%	
2200 Support Services - Instructional Staff	26.		4,385	892				0	5,277	2,168	143.4%	
Program 200 Subtotal (lines 24-26)	27.		154,717	31,175				664,239	185,892	143,116	29.9%	
Other Programs (Specify) 550 - K-3 Reading												
1000 Instruction	28.		23,173	4,694				84,700	27,867	25,557	9.0%	
2100 Support Services - Students	29.							0	0	0	0.0%	
2200 Support Services - Instructional Staff	30.							0	0	0	0.0%	
Other Programs Subtotal (lines 28-30)	31.		23,173	4,694				84,700	27,867	25,557	9.0%	
Total Classroom Site Fund 012 - Performance Pay	32.	2,382,122	1,962,099	1,231,906	248,729			4,561,644	1,480,635	1,239,201	19.5%	2,863,586
<b>Classroom Site Fund 013 - Other</b>												
Revenues												
CSF Allocation (40%)	33.	1,948,481										
Interest Income	34.	1,174										
Total Revenues (lines 33 and 34)	35.	1,949,655										
Expenditures												
100 Regular Education												
1000 Instruction	36.		1,150,798	229,710				1,743,744	1,380,508	1,380,404	0.0%	
2100 Support Services - Students	37.		2,348	418				0	2,766	0	--	
2200 Support Services - Instructional Staff	38.		110,866	22,936	7,704	34,738		357,200	176,244	35,057	402.7%	
Program 100 Subtotal (lines 36-38)	39.		1,264,012	253,064	7,704	34,738		2,100,944	1,559,518	1,415,461	10.2%	
200 Special Education												
1000 Instruction	40.		149,713	29,639				157,300	179,352	153,944	16.5%	
2100 Support Services - Students	41.							0	0	0	0.0%	
2200 Support Services - Instructional Staff	42.							11,800	0	0	0.0%	
Program 200 Subtotal (lines 40-42)	43.		149,713	29,639	0	0		169,100	179,352	153,944	16.5%	
530 Dropout Prevention Programs												
1000 Instruction	44.							0	0	0	0.0%	
Other Programs (Specify)												
1000 Instruction	45.							36,300	0	0	0.0%	
2100, 2200 Support Serv. Students & Instructional Staff	46.							0	0	0	0.0%	
Other Programs Subtotal (lines 45 and 46)	47.		0	0	0	0		36,300	0	0	0.0%	
Total Classroom Site Fund 013 - Other	48.	119,711	1,949,655	1,413,725	282,703	7,704	34,738	2,306,344	1,738,870	1,569,405	10.8%	330,496
Total Classroom Site Funds (lines 16, 32, and 48)	49.	2,804,652	4,887,947	3,309,317	663,738	7,704	34,738	8,262,800	4,015,497	3,678,699	9.2%	3,677,102

(1) For FY 2016, the district received Classroom Site Fund revenue of \_\_\_\_\_ and expended \_\_\_\_\_ in Fund 010, object code 6590 for Classroom Site Fund pass-through payments to district-sponsored charter schools. This amount is not included in the amounts reported for Fund 013.

(2) Include amounts expended for registered warrant expense in Funds 011, 012, and 013 on lines 16, 32, and 48, respectively.



**UNRESTRICTED CAPITAL OUTLAY (610) FUND—EXPENDITURES**

Expenditures		Rentals 6440	Library Books, Textbooks, & Instructional Aids 6641-6643	Property 6700	Redemption of Principal 6831, 6832	Interest 6841, 6842, 6850	All Other Object Codes (excluding 6900)	Totals			% Increase/ Decrease in Actual
								Budget	Actual	Prior Year Actual	
<b>Unrestricted Capital Outlay Override (1)</b>	1.							0	0	0	0.0%
<b>Unrestricted Capital Outlay Fund 610 (2)</b>											
1000 Instruction	2.		101,756	205,493				2,520,957	307,249	481,062	-36.1%
2000 Support Services											
2100, 2200 Students and Instructional Staff	3.		62,576	198,014				297,901	260,590	292,426	-10.9%
2300, 2400, 2500, 2900 Administration	4.			842,248				1,609,114	842,248	726,097	16.0%
2600 Operation & Maintenance of Plant	5.			245,970			88,683	455,020	334,653	271,171	23.4%
2700 Student Transportation	6.			51,323				203,750	51,323	154,124	-66.7%
3000 Operation of Noninstructional Services	7.			8,754				8,754	8,754	2,122	312.5%
4000 Facilities Acquisition and Construction	8.			835			423,821	794,537	424,656	420,383	1.0%
5000 Debt Service	9.				88,671	4,348		93,019	93,019	93,020	0.0%
Total Unrestricted Capital Outlay Fund (lines 2-9)	10.	0	164,332	1,552,637	88,671	4,348	512,504	5,983,052	2,322,492	2,440,405	-4.8%

(1) Amounts in the Unrestricted Capital Outlay Override, line 1 above, must also be included in the Unrestricted Capital Outlay Fund (610) individual line items.

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

Budget \_\_\_\_\_ \$0 Actual \_\_\_\_\_

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

Selected Expenditures by Object Code		UNRESTRICTED CAPITAL OUTLAY Fund 610		BOND BUILDING Fund 630		NEW SCHOOL FACILITIES Fund 695	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
<b>Total Fund Expenditures</b>	1.	5,983,052		10,508,098		0	
6150 Classified Salaries	2.	0		0		0	
6200 Employee Benefits	3.	0		0		0	
6450 Construction Services	4.	579,347	457,679	6,677,780	2,329,954	0	
6710 Land and Improvements	5.	0		0		0	
6720 Buildings and Improvements	6.	0		0		0	
6731 Furniture and Equipment	7.	1,500,000	399,712	0	123,477	0	
6734 Vehicles	8.	55,000	11,933	0	709,552	0	
6737 Technology-Related Hardware and Software	9.	2,082,146	1,140,991	0	0	0	
6831, 6832 Redemption of Principal	10.	0	88,671	0	0	0	
6841, 6842, 6850 Interest	11.	0	4,348	0	0	0	
Total (lines 2-11)	12.	4,216,493	2,103,334	6,677,780	3,162,983	0	0
<b>Total amounts reported on lines 1 through 10 above for:</b>							
Renovation	13.	779,347	457,679	5,467,780	2,277,674		
New Construction	14.	0		1,210,000	175,757	0	
Other	15.	3,437,146	1,645,655	0	709,552	0	
Total (lines 13-15)	16.	4,216,493	2,103,334	6,677,780	3,162,983	0	0

**Funds 610, 630, and 695**

1. New construction cost per square foot \$ \_\_\_\_\_  
 2. Land acquisition costs \$ \_\_\_\_\_

CAPITAL ASSETS AS OF JUNE 30, 2016	
Land and Improvements	\$18,562,629 1.
Buildings and Improvements	\$151,163,353 2.
Furniture, Equipment, Vehicles, and Technology	\$23,988,903 3.
Construction in Progress	\$1,596,895 4.
Total	\$195,311,780 5.



**FEDERAL AND STATE PROJECTS**

**FEDERAL PROJECTS**

100-130 ESEA Title I - Helping Disadvantaged Children  
 140-150 ESEA Title II - Prof. Development and Technology  
 160 ESEA Title IV - 21st Century Schools  
 170-180 ESEA Title V - Promote Informed Parent Choice  
 190 ESEA Title III - Limited English & Immigrant Students  
 200 ESEA Title VII - Indian Education  
 210 ESEA Title VI - Flexibility and Accountability  
 220 IDEA Part B  
 230 Johnson-O'Malley  
 240 Workforce Investment Act  
 250 AEA-Adult Education  
 260-270 Vocational Education - Basic Grants  
 280 ESEA Title X - Homeless Education  
 290 Medicaid Reimbursement  
 374 E-Rate  
 378 Impact Aid  
 300-399 Other Federal Projects (Besides E-Rate & Impact Aid)  
**Total Federal Project Funds (lines 1-17)**

	BEGINNING FUND BALANCE	REVENUE	FUND TRANSFERS IN (OUT) 5200 (6910 & 6930) (1)	EXPENDITURES		ENDING FUND BALANCE
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL
1.	(618,157)	5,815,541	(164,988)	7,410,797	5,552,529	(520,133)
2.	(49,449)	598,293	(17,588)	660,699	573,954	(42,698)
3.	(297,853)	1,035,760	(27,204)	1,120,882	912,756	(202,053)
4.				0		0
5.	(104,129)	492,117	(8,729)	588,759	436,451	(57,192)
6.				0		0
7.				0		0
8.	(310,246)	2,550,393	(67,498)	2,811,911	2,264,581	(91,932)
9.				0		0
10.				0		0
11.				0		0
12.				0		0
13.				0		0
14.	287,320	643,986		172,363	161,094	770,212
15.	1,140,933	309,291		1,000,000	461,606	988,618
16.				0		0
17.	(2,512)	788,987	(9,452)	1,130,807	826,290	(49,267)
18.	45,907	12,234,368	(295,459)	14,896,218	11,189,261	795,555

**STATE PROJECTS**

400 Vocational Education  
 410 Early Childhood Block Grant  
 420 Ext. School Yr. - Pupils with Disabilities  
 425 Adult Basic Education  
 430 Chemical Abuse Prevention Programs  
 435 Academic Contests  
 450 Gifted Education  
 460 Environmental Special Plate  
 465-499 Other State Projects  
**Total State Project Funds (lines 19-27)**

19.				0		0
20.				0		0
21.				0		0
22.				0		0
23.				0		0
24.				0		0
25.				0		0
26.				0		0
27.	(1,307)	189,486		188,181	188,181	(2)
28.	(1,307)	189,486		188,181	188,181	(2)

**Total Federal and State Projects (lines 18 and 28)**

29.	44,600	12,423,854	(295,459)	15,084,399	11,377,442	795,553
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(1) In accordance with the USFR Chart of Accounts, the Impact Aid Fund may transfer monies (object code 6930) to the M&O and Teacherage Funds; the Impact Aid Fund may also receive transfers in (5200) from the Impact Aid Revenue Bond Building and Impact Aid Revenue Bond Debt Service Funds; all other Federal Projects Funds may only make transfers-out to the Indirect Costs Fund (object code 6910) based on an approved indirect cost rate, and may not receive any transfers in.

		REVENUES AND OTHER FINANCING SOURCES (excluding 5200)		FUND TRANSFERS IN (OUT) 5200 (6930)	EXPENDITURES AND OTHER FINANCING USES (excluding 6910 and 6930)		ENDING FUND BALANCE
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	
<b>OTHER FUNDS</b>							
020 Instructional Improvement	1.	920,760	631,800		821,047	615,136	937,424
050 County, City, and Town Grants	2.	13,901	57		3,900		13,958
071 Structured English Immersion (1)	3.	4,989	0		4,989	3,601	1,388
072 Compensatory Instruction (1)	4.	0	0		0	0	0
500 School Plant (Lease over 1 year)	5.	106,562	24,972		35,700	1,260	130,274
505 School Plant (Lease 1 year or less)	6.				0		0
506 School Plant (Sale)	7.	103,202	31,553		10,800	107,396	27,359
515 Civic Center	8.	220,448	37,271		187,144	115,404	142,315
520 Community School	9.	207,451	532,440	(3,381)	601,426	429,818	306,692
525 Auxiliary Operations	10.	35,515	20,120		22,000	15,536	40,099
526 Extracurricular Activities Fees Tax Credit	11.	200,050	65,644		205,000	38,096	227,598
530 Gifts and Donations	12.	309,226	152,779		310,651	97,869	364,136
535 Career & Tech. Ed. & Voc. Ed. Projects	13.				0		0
540 Fingerprint	14.	21,390	4,367		10,000		25,757
545 School Opening	15.				0		0
550 Insurance Proceeds	16.	103,918	29,559		65,000	14,173	119,304
555 Textbooks	17.	21,447	5,587		15,000	6,542	20,492
565 Litigation Recovery	18.	79,946	1,070		79,946	68,873	12,143
570 Indirect Costs	19.	760,606	2,575	1,111,831	1,250,000	977,760	897,252
575 Unemployment Insurance	20.				0		0
580 Teacherage	21.				0		0
585 Insurance Refund	22.				0		0
590 Grants and Gifts to Teachers	23.				0		0
595 Advertisement	24.	4,759	24		1,000		4,783
596 Joint Technical Education	25.				0		0
620 Adjacent Ways	26.	339,763	252,381		580,000	63,394	528,750
630 Bond Building	27.	1,366,958	9,215,000		10,508,098	3,411,298	7,170,660
639 Impact Aid Revenue Bond Building	28.				0		0
640 School Plant-Special Construction	29.				0		0
650 Gifts and Donations—Capital	30.	124	1		5,000		125
660 Condemnation	31.	14,278	71		6,100		14,349
665 Energy and Water Savings	32.	206,431	24,274	458,653	458,653	458,653	230,705
686 Emergency Deficiencies Correction	33.				0		0
691 Building Renewal Grant	34.		344,250		650,000	271,386	72,864
695 New School Facilities	35.				0		0
700 Debt Service	36.	116,411	2,572,582		2,332,360	2,333,135	355,858
720 Impact Aid Revenue Bond Debt Service	37.				0		0
850 Student Activities	38.	60,854	123,428			116,175	68,107
Other 080 - SSF; 901 - Ext. Day Program	39.	222,762	162,625		375,172	381,305	4,082
<b>INTERNAL SERVICE FUNDS 950-989</b>							
950-52 Self Insurance	1.	4,649,336	10,771,205		12,591,352	9,610,685	5,809,856
955 Intergovernmental Agreements	2.	12,060	60		0		12,120
9__ OPEB	3.				0		0
9__ _____	4.				0		0

Instructional Improvement Fund 020	BUDGET	ACTUAL
Expenditures		
Teacher Compensation Increases	315,000	313,350
Class Size Reduction	148,347	82,949
Dropout Prevention Programs	0	
Instructional Improvement Programs	357,700	218,837
Total Expenditures (lines 1-4)	821,047	615,136

(1) Actual Revenues and Actual Expenditures should agree with Supplement, page 3, Fund 071—line 13 and Fund 072—line 26.

DISTRICT NAME GLENDALE ELEMENTARY

COUNTY MARICOPA

CTDS NUMBER 070440000

**A. Bonds and Short-term Debt**

1. Bonds Outstanding, July 1, 2015	\$19,830,000	1.
2. Bonds issued during FY 2016 (Object 5110)	9,215,000	2.
3. Bonds retired during FY 2016 (Object 6831)	1,410,000	3.
4. Bonds Outstanding, June 30, 2016	\$27,635,000	4.
5. Short-term Debt Outstanding, July 1, 2015	\$0	5.
6. Short-term Debt Outstanding, June 30, 2016	\$5,864,000	6.

**B. District Assessed Valuation and Other District Information**

1. FY 2016 Assessed Valuations and Tax Rates			
a. Primary	\$247,931,010	Tax Rate	1.3400
b. Secondary	\$247,931,010	Tax Rate	4.5021
2. Number of Schools			17
3. Actual Days in Session			180
4. Area of School District (Square Miles)			16

(Report this WHETHER OR NOT district changed boundaries in FY 2016)

**C. County Approved Liabilities incurred in excess of district budget (A.R.S. §15-907)**

	M & O	Unrestricted Capital Outlay	
1. Destruction or damage			1.
2. Excessive/unexpected legal expenses			2.
3. Mitigation or removal of health or safety hazard			3.

**D. Current Expenditures by Category**

1. Classroom Instruction excl. Supplies (Function 1000, except line 2 amount)	\$47,250,241
2. Classroom Supplies (Function 1000, Object Code 6600)	\$1,230,920
3. Administration (Functions 2300, 2400, 2500, & 2900)	\$10,771,096
4. Support Services—Students (Function 2100)	\$7,160,229
5. All Other Support Services & Operations (Functions 2200, 2600, 2700, 3100, & 3400)	\$26,733,695
6. Total Current Expenditures	\$93,146,181

E. Total salaries and benefits expenditures related to an agreement with Department of Labor to settle a decision based on the Fair Labor Standards Act \$ \_\_\_\_\_

F. Rewards, Discounts, Incentives, and Other Financial Consideration Received from Credit Card Companies (A.R.S. §35-391) \$13,501

**A. ENROLLMENT OF GIFTED PUPILS BY GRADE (A.R.S. §15-779.02)**

Areas of Identification [A.R.S. §15-203(A)(15)]

1. Quantitative Reasoning
2. Verbal Reasoning
3. Nonverbal Reasoning
4. Total Duplicated Enrollment (lines 1-3)

	GRADE													TOTAL
	K	1	2	3	4	5	6	7	8	9	10	11	12	
1.	0	2	15	39	46	60	34	47	47	0	0	0	0	290
2.	0	3	14	34	52	44	27	31	23	0	0	0	0	228
3.	0	4	19	41	48	65	85	77	73	0	0	0	0	412
4.	0	9	48	114	146	169	146	155	143	0	0	0	0	930

**B. M&O SPECIAL EDUCATION PROGRAMS BY TYPE**

1. Autism
2. Emotional Disability
3. Hearing Impairment
4. Other Health Impairments
5. Specific Learning Disability
6. Mild, Moderate, or Severe Intellectual Disability
7. Multiple Disabilities
8. Multiple Disabilities with Severe Sensory Impair.
9. Orthopedic Impairment
10. Developmental Delay
11. Preschool Severe Delay
12. Speech/Language Impairment
13. Traumatic Brain Injury
14. Visual Impairment
15. Subtotal (lines 1-14)
16. Gifted Education
17. Remedial Education
18. ELL Incremental Costs
19. ELL Compensatory Instruction
20. Vocational and Technological Education
21. Career Education
22. Total (lines 15-21)

PROGRAM	PROGRAM
200	200
BUDGET	ACTUAL
1,768,301	1,644,520
1,115,075	1,073,276
38,255	30,730
141,500	128,765
1,612,429	1,499,559
2,235,487	2,079,003
521,402	474,475
858,869	803,230
180,043	205,596
339,675	309,105
479,108	435,988
1,681,776	1,690,109
0	
51,000	54,644
11,022,920	10,429,000
175,547	157,311
0	
452,149	440,589
0	
0	
0	
11,650,616	11,026,900

**C. MAINTENANCE AND OPERATION FUND EXPENDITURES FOR GIFTED PUPILS (ELEMENTARY, SECONDARY, AND TOTAL)**

Actual Expenditures for all Gifted Programs:

K-8	\$	157,311
9-12	\$	
Total	\$	157,311

**D. EXPENDITURES FOR AUDIT SERVICES**

1. Nonfederal Audit Expenditures - M&O Fund
2. Federal Audit Expenditures - All Funds

	BUDGET	ACTUAL
1.	47,500	44,750
2.	2,500	2,500

**E. MAINTENANCE AND OPERATION FUND EXPENDITURES FOR PERFORMANCE PAY (A.R.S. §15-920)**

Actual Expenditures made in FY 2016

\$ \_\_\_\_\_

**F. TUITION**

**Type 03 Districts Only**

1. Tuition to Other Arizona Districts for **high school students only** (objects 6561 & 6565)
2. Tuition to Other Arizona Districts for all other students (objects 6561)
3. Tuition to Out-of-State Districts for **high school students only** (objects 6562 & 6565)
4. Tuition to Out-of-State Districts for all other students (objects 6562)

**Non-Type 03 Districts**

5. Tuition to Other Arizona Districts (object 6561)
6. Tuition to Out-of-State Districts (object 6562)

**All Districts**

7. Tuition to Private Schools (object 6563)
8. Tuition to Ed Services\Coops\IGAs (object 6564)
9. Tuition Other (object 6569) (1)
10. Total (lines 1-9)

Tuition Expenditures			
Operations	Capital	Debt	Total
			0
			0
			0
			0
			0
			0
803,691			803,691
			0
			0
803,691	0	0	803,691

(1) Tuition paid to the State and other governmental organizations, such as the Arizona School for the Deaf and Blind, as reimbursement for providing specialized instructional services to students residing within the boundaries of the paying district.

ADDITIONAL INFORMATION FOR NATIONAL PUBLIC EDUCATION FINANCIAL SURVEY REPORTING

Funds 020-799	Programs 100-600										Programs 700-900	Total
	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Property 6700	Dues and Fees 6810	Judgments Against a District 6820	Redemption of Principal 6831, 6832	Interest 6841, 6842, 6850	Miscellaneous 6890	All Object Codes (excluding 6900)	
1000 Instruction	2,816,658	758,847	219,162	806,363	344,717	7,600				16,389		4,969,736
2000 Support Services												
2100 Students	1,123,792	352,017	487,178	102,022	137,580	1,000						2,203,589
2200 Instructional Staff	3,245,771	928,903	363,313	134,037	158,107	4,035						4,834,166
2300 General Administration	3,500	701	7,494	28,250	2,764				6,737			49,446
2400 School Administration	154,457	36,894	205	86	11,833							203,475
2500, 2900 Central Services, Other	610,097	194,504	426,699	8,208	1,312,810	13,576						2,565,894
2600 Operation and Maintenance of Plant	57,563	11,393	561,254	8,021	421,470							1,059,701
2700 Student Transportation	23,688	4,808	120,878	6,533	760,875	25						916,807
3000 Operation of Noninstructional Services												
3100 Food Service Operations	2,105,553	680,188	169,315	4,654,757	495,534	21,068						8,126,415
3200 Enterprise Operations											287,156	287,156
3300 Community Services Operations												0
3400 Bookstore Operations				4,292								4,292
4000 Facilities Acquisition and Construction			3,050,702		124,312	3,139						3,178,153
5000 Debt Service								1,766,771	1,117,262			2,884,033
Total (lines 1-14)	10,141,079	2,968,255	5,406,200	5,752,569	3,770,002	50,443	0	1,766,771	1,117,262	23,126	287,156	31,282,863

Teacher Salaries (All Funds, Function 1000)

	Certified Teachers (in Object 6100)	Certified Substitutes (in Object 6100)	Contract Teachers (in Object 6300)
1. Regular Education (Programs 100, 280, 520, and 550)	25,188,975	748,963	206,558
2. Special Education (Programs 200-230, 250, and 300-399)	3,535,936		29,363
3. Vocational Education (Programs 270 and 540)			
4. Other Programs (Programs 240, 260, 265, 510-515 and 530)	374,380		
5. Cocurricular Activities, Athletics, and Other (Program 600-630)	550,213		119,833

Other Items (All Funds)

6. Textbooks (Function 1000, Object 6640)	\$ 652,356
7. Number of FTE-Certified Teachers	668
8. Number of FTE-Contract Teachers	3

Utilities and Energy Detail (Only Function 2600)

1. 6410-6411 Utility Services	398895
2. 6620-6629 Energy	1883086

Programs 700-900 Expenditure Detail (Funds 020-799)

Funds 020-799	Property 6700	All Other (excluding 6900)	Total
1. Program 700			0
2. Program 800			0
3. Program 900	10,866	276,290	287,156
4. Total (lines 1-3)	10,866	276,290	287,156

Property Detail for Function 4000 (Funds 020-799)

1. 6710 Land and Improvements	0
2. 6720 Buildings and Improvements	0
3. 6730 Equipment	124,312
4. Total (lines 1-3)	124,312
5. 6450 Construction	2,808,302

Technology (All Functions)

1. 6650 Supplies-Technology-Related	177915
2. 6737-38 Technology-Related Hardware & Software (less than \$5,000)	787775
3. Subtotal (Lines 1-2)	965690
4. 6739 Technology-Related Hardware & Software (\$5,000 or more)	1104926

SUMMARY OF SCHOOL DISTRICT ANNUAL FINANCIAL REPORT

CTDS NUMBER

070440000

I certify that the Annual Financial Report of Glendale Elementary School District, Maricopa County, for fiscal year 2016 was approved by the Governing Board on September 29, 2016, and that the complete Annual Financial Report may be reviewed by contacting Sara DiPasquale at the District Office, telephone (623) 237-7108, during normal business hours.

Avg. Daily Membership

2015

2016

Attending

12,883.717

12,863.883

2016 Tax Rates:

Primary  
1.3400

Secondary  
4.5021

ADE/AG 41-202S Rev. 8/16-FY 2016

President of the Governing Board

Fund/Program	Beginning Fund Balance	Revenues and Other Financing Source (Excl. Transfers)	Fund Transfers In (Out)	Budgeted Expenditures	Actual Expenditures and Other Financing Uses (Excl. Transfers)	Ending Fund Balance
Regular Education				56,070,029	54,106,862	
Special Education				11,650,616	11,026,900	
Pupil Transportation				2,866,019	2,594,078	
Desegregation				0	0	
Special K-3 Program Override				0	0	
Dropout Prevention Programs				0	0	
Joint Career & Tech. Ed. & Voc. Ed. Center				0	0	
K-3 Reading Program				799,068	799,068	
Maintenance and Operation Total	3,896,577	70,505,693	(458,653)	71,385,732	68,526,908	5,416,709
Classroom Site Funds	2,804,652	4,887,947		8,262,800	4,015,497	3,677,102
Instructional Improvement	920,760	631,800		821,047	615,136	937,424
Unrestricted Capital Outlay	6,020,863	24,204	0	5,983,052	2,322,492	3,722,575
Adjacent Ways	339,763	252,381	0	580,000	63,394	528,750
Bond Building	1,366,958	9,215,000	0	10,508,098	3,411,298	7,170,660
Other Capital Funds	220,709	24,345	458,653	464,753	458,653	245,054
New School Facilities	0	0		0	0	0
Federal Projects	45,907	12,234,368	(295,459)	14,896,218	11,189,261	795,555
State Projects	(1,307)	189,486		188,181	188,181	(2)
County, City, and Town Grants	13,901	57	0	3,900	0	13,958
Structured English Immersion	4,989	0		4,989	3,601	1,388
Compensatory Instruction	0			0	0	0
School Plant Funds	209,764	56,525	0	46,500	108,656	157,633
Food Service	5,441,351	9,691,122	(812,991)	11,780,058	8,270,765	6,048,717
Civic Center	220,448	37,271	0	187,144	115,404	142,315
Community School	207,451	532,440	(3,381)	601,426	429,818	306,692
Auxiliary Operations	35,515	20,120	0	22,000	15,536	40,099
Extracurricular Activities Fees	200,050	65,644	0	205,000	38,096	227,598
Gifts and Donations	309,350	152,780	0	315,651	97,869	364,261
Career & Tech. Ed. & Voc. Ed. Projects	0	0	0	0	0	0
Fingerprint	21,390	4,367	0	10,000	0	25,757
School Opening	0	0	0	0	0	0
Insurance Proceeds	103,918	29,559	0	65,000	14,173	119,304
Textbooks	21,447	5,587	0	15,000	6,542	20,492
Litigation Recovery	79,946	1,070	0	79,946	68,873	12,143
Indirect Costs	760,606	2,575	1,111,831	1,250,000	977,760	897,252
Unemployment Insurance	0	0	0	0	0	0
Teacherage	0	0	0	0	0	0
Insurance Refund	0	0	0	0	0	0
Grants and Gifts to Teachers	0	0	0	0	0	0
Advertisement	4,759	24	0	1,000	0	4,783
Joint Technical Education	0	0	0	0	0	0
Impact Aid Revenue Bond Building	0	0	0	0	0	0
Debt Service	116,411	2,572,582	0	2,332,360	2,333,135	355,858
Emergency Deficiencies Correction	0	0	0	0	0	0
Building Renewal Grant	0	344,250	0	650,000	271,386	72,864
Impact Aid Rev. Bond Debt Service	0	0	0	0	0	0
Student Activities	60,854	123,428			116,175	68,107
Self-Insurance	4,649,336	10,771,205	0	12,591,352	9,610,685	5,809,856
Intergovernmental Agreements	12,060	60	0	0	0	12,120
OPEB	0	0	0	0	0	0
Other Funds	222,762	162,625	0	375,172	381,305	4,082

**DISTRICT NAME** GLENDALE ELEMENTARY

**COUNTY** MARICOPA

**CTDS NUMBER** 070440000

**FY 2016  
STATE OF ARIZONA**



**SUPPLEMENT TO  
SCHOOL DISTRICT ANNUAL FINANCIAL REPORT  
FOR DISTRICTS THAT INCURRED EXPENDITURES FOR**

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

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

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

DISTRICT NAME GLENDALE ELEMENTARY

COUNTY MARICOPA

CTDS NUMBER 070440000

**MAINTENANCE AND OPERATION FUND (001) EXPENDITURES**

**FOR SPECIAL K-3 PROGRAM OVERRIDE (PROGRAM 520) AND JOINT CAREER AND TECHNICAL EDUCATION AND VOCATIONAL EDUCATION CENTER (PROGRAM 540)**

Expenditures		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals			
							Budget	Actual		
<b>520 Special K-3 Program Override</b>										
1000 Instruction	1.						0	0	1.	
2000 Support Services										
2100 Students	2.						0	0	2.	
2200 Instructional Staff	3.						0	0	3.	
2300 General Administration	4.						0	0	4.	
2400 School Administration	5.						0	0	5.	
2500 Central Services	6.						0	0	6.	
2600 Operation & Maintenance of Plant	7.						0	0	7.	
2900 Other	8.						0	0	8.	
3000 Operation of Noninstructional Services	9.						0	0	9.	
<b>Total (lines 1-9) (must agree with the AFR page 2, line 27)</b>	10.	0	0	0	0	0	0	0	10.	
<b>540 Joint Career and Technical Ed. and Vocational Ed. Center</b>										
1000 Instruction	11.						0	0	11.	
2000 Support Services										
2100 Students	12.						0	0	12.	
2200 Instructional Staff	13.						0	0	13.	
2300 General Administration	14.						0	0	14.	
2400 School Administration	15.						0	0	15.	
2500 Central Services	16.						0	0	16.	
2600 Operation & Maintenance of Plant	17.						0	0	17.	
2900 Other	18.						0	0	18.	
3000 Operation of Noninstructional Services	19.						0	0	19.	
<b>Total (lines 11-19) (must agree with the AFR page 2, line 31)</b>	20.	0	0	0	0	0	0	0	20.	



**UNRESTRICTED CAPITAL OUTLAY FUND (610) EXPENDITURES FOR  
SPECIAL K-3 PROGRAM OVERRIDE (PROGRAM 520) AND  
JOINT CAREER AND TECHNICAL EDUCATION AND VOCATIONAL EDUCATION CENTER (PROGRAM 540)**

Expenditures		Rentals 6440	Library Books, Textbooks, & Instructional Aids 6641-6643	Property 6700	Redemption of Principal 6831, 6832	Interest 6841, 6842, 6850	All Other Object Codes (excluding 6900)	Totals		
								Budget	Actual	
<b>520 Special K-3 Program Override</b>										
1000 Instruction	1.							0	0	1.
2000 Support Services	2.							0	0	2.
3000 Operation of Noninstructional Services	3.							0	0	3.
4000 Facilities Acquisition and Construction	4.							0	0	4.
5000 Debt Service	5.							0	0	5.
Subtotal (lines 1-5)	6.	0	0	0	0	0	0	0	0	6.
<b>540 Joint Career &amp; Technical Ed. &amp; Vocational Ed. Center</b>										
1000 Instruction	7.							0	0	7.
2000 Support Services	8.							0	0	8.
3000 Operation of Noninstructional Services	9.							0	0	9.
4000 Facilities Acquisition and Construction	10.							0	0	10.
5000 Debt Service	11.							0	0	11.
Subtotal (lines 7-11)	12.	0	0	0	0	0	0	0	0	12.
<b>TOTAL EXPENDITURES</b> <i>(lines 6 and 12)</i>	13.	0	0	0	0	0	0	0	0	13.

**ENGLISH LANGUAGE LEARNERS  
STRUCTURED ENGLISH IMMERSION FUND (071) AND COMPENSATORY INSTRUCTION FUND (072)—REVENUES, EXPENDITURES, AND FUND BALANCE**

Revenue Object Codes/Expenditure Function Codes	Beginning Fund Balance	Actual Revenues	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Property 6700	Other 6800	Total Expenditures		Ending Fund Balance	
									Budget	Actual		
<b>Structured English Immersion Fund 071</b>												
<b>Revenues</b>												
3200 Restricted Revenue from State Sources	1.										1.	
1500 Investment Income	2.										2.	
Total Revenues (lines 1 and 2)	3.	0									3.	
<b>Expenditures</b>												
1000 Instruction	4.								0	0	4.	
2000 Support Services												
2100 Students	5.								0	0	5.	
2200 Instructional Staff	6.		565	78	1,400				3,149	2,043	6.	
2300 General Administration	7.								0	0	7.	
2400 School Administration	8.								0	0	8.	
2500 Central Services	9.				1,558				1,840	1,558	9.	
2600 Operation & Maintenance of Plant	10.								0	0	10.	
2700 Student Transportation	11.								0	0	11.	
2900 Other	12.								0	0	12.	
<b>Total (must agree with the AFR page 6, line 3)</b>	13.	4,989	0	565	78	2,958	0	0	4,989	3,601	1,388	13.
<b>Compensatory Instruction Fund 072</b>												
<b>Revenues</b>												
3200 Restricted Revenue from State Sources	14.										14	
1500 Investment Income	15.										15.	
Total Revenues (lines 14 and 15)	16.	0									16.	
<b>Expenditures</b>												
1000 Instruction	17.								0	0	17.	
2000 Support Services												
2100 Students	18.								0	0	18.	
2200 Instructional Staff	19.								0	0	19.	
2300 General Administration	20.								0	0	20.	
2400 School Administration	21.								0	0	21.	
2500 Central Services	22.								0	0	22.	
2600 Operation & Maintenance of Plant	23.								0	0	23.	
2700 Student Transportation	24.								0	0	24.	
2900 Other	25.								0	0	25.	
<b>Total (must agree with the AFR page 6, line 4)</b>	26.	0	0	0	0	0	0	0	0	0	0	26.

**FY 2015-16 ANNUAL FINANCIAL HIGHLIGHTS AND COMPARISON TO FY 2014-15**

**Beginning and ending cash balances with variances:**

<b>AFR Page</b>	<b>Fund</b>	<b>FY 16 Beginning Balance</b>	<b>FY 15 Ending Balance</b>	<b>Variance</b>	<b>Reason</b>
1	001	\$ 3,896,577	\$ 3,894,052	\$ 2,525	Reconciliation Adjustment
5	290	\$ 287,320	\$ 448,122	\$ (160,802)	Adjustments to beginning cash balances due to unstated expenditures in FY15
	374	\$ 1,140,933	\$ 1,198,694	\$ (57,761)	
	300-399	\$ (2,512)	\$ 785,222	\$ (787,734)	
	465-499	\$ (1,307)	\$ 225,108	\$ (226,415)	
6	020	\$ 920,760	\$ 917,271	\$ 3,489	Cash in Bank
	515	\$ 220,448	\$ 186,601	\$ 33,847	Cash in Bank
	520-522	\$ 207,451	\$ 280,621	\$ (73,170)	Auditor-recommended fund reassignment/Cash in Bank
	530-533	\$ 309,226	\$ 233,021	\$ 76,205	
	570	\$ 760,606	\$ 761,851	\$ (1,245)	Reconciliation Adjustment
	080-901	\$ 222,762	\$ 222,349	\$ 413	Cash in Bank

\*Cash in bank includes revenues received but not yet deposited with the Treasurer.

**Noteworthy expenditure differences between fiscal years:**

<b>AFR Page</b>	<b>Line</b>	<b>Comments</b>
2	1	Decrease due to teacher vacancies and Auditor General (AG) requirement to record retired teacher insurance benefits to function 2300.
	3	Decrease due to AG requirement to reclassify Asst. Supt. to function 2300.
	4	Increase due to reclassification of Asst. Superintendents and retiree insurance expenditures to function 2300.
	6	Increase due to additional insurance payments for FY 2016.
	7	Decrease due to energy savings; prepaid property insurance.
	9	Increase based on federal match requirement for Food Service program.
	11	Decrease due to restructuring after-school sports programs.
	12	Increase in site-based after-school activities.
	13	Decrease due to Extended Day Program efficiencies.

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 7.F. 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: September 29, 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.

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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 additional proposed trips is attached for Fall 2016 and Spring 2017.

**2016-17 PROPOSED ADDITIONAL RECRUITMENT SCHEDULE**

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.

<b>EVENT STATE</b>	<b>SEASON</b>	<b>TARGET AUDIENCE</b>
<b>Colorado</b>	<b>Spring 2017</b>	<ul style="list-style-type: none"> <li>• <b>6<sup>th</sup> Annual Adams State University Career Fair</b> The Adams State University Career Fair gathers schools and educational employers seeking candidates for positions in education in and out of state.</li> </ul>
<b>Illinois</b>	<b>Fall 2016</b>	<ul style="list-style-type: none"> <li>• <b>Northern Illinois University Education Interview Day</b> Individual interviews scheduled specific to Northern Illinois University Education majors graduating in December 2016.</li> </ul>
<b>Michigan</b>	<b>Fall 2016</b>	<ul style="list-style-type: none"> <li>• <b>Grand Valley University Education Interview Day</b> Individual interviews scheduled specific to Grand Valley University Education majors graduating in December 2016.</li> </ul>
<b>Texas</b>	<b>Fall 2016</b>	<ul style="list-style-type: none"> <li>• <b>University of Texas at El Paso Education Interview Day</b> Individual interviews scheduled specific to University of Texas El Paso Education majors graduating in December 2016.</li> </ul>

GLENDALE ELEMENTARY SCHOOL DISTRICT

**INFORMATIONAL AGENDA ITEM**

AGENDA NO: 9.A. TOPIC: Future Meetings

SUBMITTED BY: Mr. Joseph Quintana, Superintendent

RECOMMENDED BY: Mr. Joseph Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: September 29, 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.

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