

# GLENDALE ELEMENTARY SCHOOL DISTRICT NO. 40

Regular Meeting of the Governing Board

March 9, 2017, 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
- d. Adoption of Agenda
- e. Approval of Acting Clerk (if necessary)

## 3. Special Recognition

### a. Student Performance

Under the direction of Ms. Megan Hamontree, sixth, seventh and eighth grade students from the Don Mensendick Advanced Band will perform the following songs:

*Rites of Tamburo* by Robert W. Smith

*Junkyard Jam* by Kevin Mixon

## 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 February 9, 2017 Regular Meeting and February 23, 2017 Special Meeting are submitted for approval.

b. Certified Personnel Report

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

c. Classified Personnel Report

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

d. Travel

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

e. Surplus Property Disposal

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

**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 policies GCD - *Professional Staff Vacations and Holidays* and GDD - *Support Staff Vacations and Holidays* as presented.

b. Policy Revision Second Reading

It is recommended the Governing Board approve the second reading and adoption of proposed revisions to Policy JFABD - *Admission of Homeless Students*.

c. Policy Revision First Reading

It is recommended the Governing Board approve the first reading of revisions to policy DJE - *Bidding/Purchasing Procedures* as presented.

d. Self-Insured Trust Board Members

It is recommended the Governing Board reappoint the current Trust Board members to serve another term on the District's Self-Insured Trust Board.

**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

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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: March 9, 2017

RECOMMENDATION:

The minutes of the February 9, 2017 Regular Meeting and February 23, 2017 Special Meeting 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**  
**February 23, 2017**

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

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order by Ms. Wilson at 5:00 p.m. She noted the presence of all five Board members, constituting a quorum.

**GOVERNING BOARD WORKSHOP**

The Governing Board and Administration participated in a training workshop facilitated by Ms. Julia Smock from the Arizona School Boards Association. The workshop included discussion of the following:

- a. Governing Board roles and responsibilities in reference to Board Policy
- b. Individual Board Member interests and priorities
- c. Governing Board self-evaluation and goals
- d. Measuring goal progress
- e. Next steps

Ms. Smock provided an overview of the District's policies related to the duties and powers of the school board and superintendent.

Board members were asked to write on a post-it what the reason was they sought to serve on the school board. Two responded "accountability". Mr. Aldama clarified this to mean holding administration accountable for the operations of the District and student learning. Ms. Smith explained she wanted to ensure accountability for student learning, instructional materials, District goals, and finances. Some other responses referred to the standards for student achievement. Ms. Bartels said she as a parent wanted to see the bar set higher than just meeting the minimum state requirements. Some other statements included: our future, teachers, equity, involvement in education, representing the community, passion for children.

Next, the Board was asked to write down what they hope to accomplish during their tenure. Most of the responses were related to teacher salaries, technology/instructional resources, staff morale/retention, closing the achievement gap, student engagement, great superintendent evaluation process, and high levels of student learning.

Ms. Smock closed the workshop with question: where do you see the District in three years? For the Board to consider until their next workshop when they'll work on setting goals.

Mr. Aldama suggested that there be a few questions from staff for the next workshop.

**OPENING EXERCISES**

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

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

**CALL TO THE PUBLIC**

None at this time.

**CONSENT AGENDA**

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

**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**

Alvarado, Elena I.	Library Clerk	\$11.49	02/21/17
Comeau, Ayodele	Substitute Bus Monitor	\$10.00	02/13/17
De La Torre, Maria A.	Trainee School Bus Driver	\$12.07	02/13/17
Ellis, Leon	Trainee School Bus Driver	\$12.07	02/13/17
Gardner, Lisa M.	Speech Language Pathology Assistant	\$18.01	02/21/17
Henninger, Billie Jo	School Bus Driver	\$15.15	02/21/17
McKinney, Nicole M.	Educational Assistant	\$12.75	02/13/17
Niyonzima, Aline	Educational Assistant	\$10.00	02/13/17

**Rehire**

Chrisco, Harmony J.	Substitute Extended Day Activity Leader	\$10.00	02/13/17
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**Position Change**

Leyba, Geneva M.	From Library Clerk to Warehouse Delivery Driver	\$13.79	02/27/17
Moles, Carl F.	From Trainee School Bus Driver to School Bus Driver	\$13.65	02/13/17
Newell, Catherine	Educational Assistant / Campus Monitor to Educational Assistant Ortho Impaired	\$10.00	02/21/17
Ruiz, Brenda S.	Educational Assistant / Campus Monitor to Educational Assistant CC-SE	\$11.75	02/13/17

**Resignation**

Canales, Yesica N.	Educational Assistant	Personal	02/17/17
Castrovinci, Lillian O.	Human Resources Technician	Employment	02/22/17
Cluney, Linda	Educational Assistant	Employment	02/10/17
Dormer, Colleen Ann	Human Resources Technician	Employment	02/17/17
Eskridge, Lisha S.	Grants Budget Technician	Personal	03/17/17
Kucharek, Angkana J.	Food Service Specialist	Employment	02/22/17
Lopez, Favio A.	School Bus Driver	Employment	02/17/17
Marquez, Alexis A.	Educational Assistant	Education	05/25/17
North, Michelle R.	Nurse RN	Education	05/25/17
Pasos, Bianca Lucy	Educational Assistant	Employment	02/03/17
Ramirez, Jenny	Campus Monitor	Personal	02/03/17
Ramirez, Stephanie V.	Food Service Specialist	Personal	02/10/17
Romero Carrillo, Alma	Cleaner	Personal	02/17/17
Smythe, Waymon W.	Trainee School Bus Driver	Personal	02/10/17

**Retirement**

Aigner, Phillip R.	School Bus Driver		05/25/17
Miranda, Ruben Lopez*	Unit Operations Manager		06/30/17
Peterson, Susan J.	Educational Assistant		05/25/17

\*Entering Phased Retirement

**Increase in Hours**

Rosales de Cardoza, Rosa D.	Food Service Worker	\$10.00	02/13/17
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**Leave of Absences**

Galaviz, Alex G.	Skilled Maintenance Worker		02/13/17 to 05/05/17
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**Out-of-County**

**Field Trip** The Governing Board approved the out-of-county field trip for seventh and eighth grade AVID students from Challenger to travel to Northern Arizona University for the College Exploration Field Trip to meet AVID requirements.

**Travel**

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

**Memorandum of Understanding**

The Governing Board approved the Memorandum of Understanding with Teach for America for the 2017-2018 and 2018-2019 school year.

*The following item was discussed separately:*

Certified Personnel: Mr. Quintana asked to remove lines 15 and 35 from the list of resignations. Mr. Aldama urged staff to conduct exit interviews with all those staff resigning.

Ms. Bartels moved to approve the item with the requested names removed and Mr. Aldama seconded the motion. Upon call to vote, the motion carried and the Board approved the employments, resignations, retirements, promotions, leaves of absence, and/or terminations of certified personnel:

**Resignation**

Adams, Lindsey	Teacher	Personal	05/26/17
Albright, Sarah	Teacher	Education	05/26/17
Anaguano, Lisa	Teacher	Personal	05/26/17
Bacha, Carly	Teacher	Personal	05/26/17
Benson, Malinda	Teacher	Other Employment	05/26/17
Brushwein, Leah	Teacher	Moved	05/26/17
Calmes, Amber	Teacher	Personal	05/26/17
Castro, Nichol	Teacher	Personal	05/26/17
Cole, Andrea	Teacher	Personal	05/26/17
Cortes-Fraga, Tzitziki	Teacher	Personal	05/26/17
Coyner, Rebecca L.	Teacher	Personal	05/26/17
Dent, Lisa	Teacher	Moved	05/26/17
Edwards, Christine	Teacher	Personal	05/26/17
Fernandez, Michaela	Teacher	Personal	05/26/17
Gelderman, Jaime	Teacher	Moved	05/26/17
Gliss, Rachel	Teacher	Other Employment	05/26/17
Gonzalez, Terry	Teacher	Personal	05/26/17
Haley, Laura	Teacher	Personal	05/26/17
Hill, Amanda	Teacher	Education	05/26/17
Horner, Kelsey	Teacher	Personal	05/26/17
Hurst, Leigh	Teacher	Moved	05/26/17
Hutchinson, Kathryn M.	Teacher	Personal	05/26/17
Knight, Sara H.	Teacher	Moved	05/26/17
Knox, Hillary	Teacher	Moved	05/26/17
Krchnavy, Christina	Teacher	Moved	05/26/17
Krutel, Heather C.	Teacher	Personal	05/26/17
Lara, Melissa	Teacher	Personal	05/26/17
Larson, Adrienne	Teacher	Moved	05/26/17
Leopold, Shannon J.	Teacher	Personal	05/26/17
Luna, Anilu	Teacher	Moved	05/26/17
Matson, Danielle	Teacher	Personal	05/26/17
McAndrews, Jennifer	Teacher	Moved	05/26/17
McAndrews, Kristopher	Teacher	Personal	05/26/17
Miller, Taylor	Teacher	Personal	05/26/17
Morrow, Melissa	Teacher	Moved	05/26/17
Narbone, Cara	Teacher	Personal	05/26/17
Puglia, Breanne	Teacher	Other Employment	05/26/17
Rodriguez, Itzel	Teacher	Moved	05/26/17
Shukert, Haley	Teacher	Personal	05/26/17
Sotiwong, Apichai	Teacher	Personal	05/26/17
Thomas, Kanishia	Teacher	Personal	05/26/17
Tryon, Mindy	Teacher	Personal	05/26/17
Varga, Jessica	Teacher	Other Employment	05/26/17
Vega, Stephanie	Teacher	Personal	02/13/17
Volk Nicholson, Melanie Ann	Teacher	Personal	05/26/17
Williams, Justina	Teacher	Moved	05/26/17
Wyner, Jessica	Teacher	Personal	05/26/17
Yeakel, Cody	Teacher	Personal	05/26/17

\*Recommend liquidated damages fee applied per contract

**Retirements**

Cable, Jeffrey	Teacher	03/01/17
Carlson, Stacy	Teacher	05/26/17
Gironda, Janet E.	Lead Librarian	06/02/17
Van Hoey, Thomas	Teacher	05/26/17
*Entering Phased Retirement		

**Guest Teacher – New Hire**

Martinez, Nancy S.	Guest Teacher	02/07/17
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**Guest Teacher – Resignation**

Dunbar, Jarrett	Guest Teacher	Personal	02/10/17
McDonald, Patricia L.	Guest Teacher	Retirement	02/17/17

**ACTION ITEMS**

**Certified Contract  
Renewals**

Mr. Quintana recommended the Governing Board approve the renewal of certified staff (Non-Administrative) employment contracts for the 2017-2018 school year. Ms. Bartels moved to approve the recommendation as stated with the addition of the names removed from the resignation list. Ms. Smith seconded the motion. Upon call to vote the motion carried.

**Phased Retirement  
Plan**

Mr. Quintana recommended the Governing Board approve the Phased Retirement Plan as presented. The Board was asked to select from Option A and B for the agreement with Smartschoolsplus. Both versions eliminated the term Proposition 301. Ms. Smith moved to approve the phased retirement program with Option A of the agreement with Smartschoolsplus and Ms. Bartels seconded the motion. Upon call to vote, the motion carried.

**Policy Revision First  
Reading**

Mr. Quintana recommended the Governing Board approve the first reading of proposed revisions to Policy J-FABD - Admission of Homeless Students. Mr. Aldama inquired who the McKinney-Vento Liaison is in the District. Ms. Miele noted Ms. Aleida Perez is the District's Liaison. Ms. Smith moved to approve the recommendation as stated and Ms. Bartels seconded the motion. Upon call to vote, the motion carried.

**FUTURE MEETINGS AND EVENTS**

**Future Meetings:** The next meeting will take place March 9. The follow-up workshop can be held on March 9<sup>th</sup>. The meeting will begin on the 9<sup>th</sup> at 4:30, with the workshop first followed by the regular business meeting beginning at 5:30.

**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. Ms. Smith asked for an update on the District's fundraising policy and practices. Ms. Wilson asked for an update on the legislative session.

**SUMMARY OF BOARD AND SUPERINTENDENT CURRENT EVENTS**

Mr. Quintana noted Denis Parcels had been presented with the Rodel Exemplary Principal award the previous afternoon. Also yesterday Mr. Barragan testified at the State Legislature regarding bills being considered related to school funding. Mr. Quintana shared the District's climate committee is planning an employee picnic on March 10<sup>th</sup> and tickets can be purchased from Barbara Renfro.

Ms. Smith commented on the award presentation for Mr. Parcels and congratulated him and his staff for the recognition. Ms. Smith thanked the District for the District-wide music program being held on March 9<sup>th</sup> and for the dictionary given to third grade students.

Ms. Pimentel thanked Ms. Wilson and Mr. Quintana for arranging the training this evening. She encouraged everyone to go online to the legislature's website to complete a request to speak and comment on the bills being considered.



Ms. Bartels commented on the need for action at this time to advocate for public schools with our lawmakers.

Mr. Aldama commended Mr. Parcels for his achievement and for exemplifying the high standards we hope for all students and staff. He announced on February 24<sup>th</sup> at 7 p.m. there will be movie in the park at Murphy Park showing "The Sandlot" for free. He also announced the third annual hook a kid on fishing will be held April 8<sup>th</sup> from 8 a.m. to 1 p.m. in which over 1,000 free fishing licenses will be given away at Bansai Park on 59<sup>th</sup> and Bethany Home. Loaner rods will be available for students and adults.

Ms. Wilson congratulated Mr. Parcels and thanked everyone for their commitment to the District.

**ADJOURNMENT**

Mr. Aldama moved to adjourn the meeting and Ms. Bartels seconded the motion. Upon call to a vote, the motion carried and the regular meeting adjourned at 6:47 p.m.

Submitted By: \_\_\_\_\_  
Elizabeth Powell, Executive Assistant

Approved By: \_\_\_\_\_  
Jamie Aldama, Clerk of the Board

Date: \_\_\_\_\_  
March 9, 2017

**MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD  
School District No. 40 of Maricopa County, Arizona  
District Office Governing Board Room  
February 9, 2017**

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

**Absent:** Ms. Sara Smith, Member

**CALL TO ORDER AND ROLL CALL**

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

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

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

**SPECIAL RECOGNITION**

**Student Performance** Sixth, Seventh and Eighth Grade students from Bicentennial North’s Patriot Singers performed the following songs under the direction of Mr. Benjamin Rabinowitz:  
*The Canoe Song* - traditional Native American Song  
*I See the Light* - by Alan Menken and Glenn Slater

**Student Recognition** The Governing Board recognized the students who placed first, second, third and fourth in the District’s annual Spelling Bee:  
Marie Smith-Horizon Elementary (1<sup>st</sup> Place)  
Damien Garcia-Coyote Ridge Elementary (2<sup>nd</sup> Place)  
Cedric Romero-Landmark Elementary (3<sup>rd</sup> Place)  
Joseph Andrade- Harold W. Smith Elementary (4<sup>th</sup> Place)

**CALL TO THE PUBLIC**

None at this time.

**CONSENT AGENDA**

Ms. Pimentel requested item 5.A. be pulled for separate discussion. Ms. Bartels moved to approve the consent agenda as presented with the exception of 5.A. Ms. Pimentel seconded the motion. Upon call to vote, the motion carried and the following items were approved:

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

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

<b>Donor</b>	<b>Gift</b>	<b>Recipient</b>
Catherine Morgan	\$400 Gift to School	American
Carniceria Agave	7 Dozen Donuts for Teachers	Bicentennial North
Kroger Community Reward Program	\$30.03 Gift to school	Bicentennial North
Workplace Network	20 Boxes of Granola Bar Snacks for Staff	Bicentennial North
Catherine Moreland	30 Backpacks for Students, Est. Value \$500	Bicentennial South
Donor’s Choose	“Serve, Play and Wham” Project, Est. Value \$1,320	Bicentennial South
Edward Jones, Charles Kessler	School Supplies, Est. Value \$600	Bicentennial South
Kroger Community Reward Program	\$120.44 Gift to school	Bicentennial South
Voya Investment	School Supplies, Est. Value \$600	Bicentennial South

<u>Donor</u>	<u>Gift</u>	<u>Recipient</u>
Donor's Choose	"Create the Next Generation of Scientists" Project, Est. Value \$600	Challenger
Donor's Choose	"Google Chromebooks for Kids" Project, Est. Value \$1,716	Challenger
Rotary Club	Supplies for Winter Festival, Est. Value \$1,474	Challenger
Boxtops for Education	\$365.40 for Classroom Field Trips	Coyote Ridge
Coyote Ridge Booster Club	\$3,870 for Playground Sun Shades	Coyote Ridge
Kona Ice	\$65 Classroom Field Trips	Coyote Ridge
Wells Fargo Community Support Program	\$166.14 for Classroom Field Trips	Coyote Ridge
Boxtops for Education	\$327.80 Donation to Student Council	Desert Garden
Dorian Studios	\$721.92 to Student Council	Desert Garden
Great Skate	\$252 Donation to Student Council	Desert Garden
Boxtops for Education	\$251.10 Gift to School	Desert Spirit
Coca Cola	\$105.78 Employee Incentives	Desert Spirit
Boxtops for Education	\$143.60 Gift to School	Discovery
Kroger Community Reward Program	\$26.39 Gift to School	Discovery
Home Depot Rebate Reward	\$275.86 Rebate Reward Gift Card	Districtwide
Kingdom First	Christmas Presents for Students, Est. Value \$1,200	Glendale Success Academy
Megan Miller	Craft materials for student incentives, Est. Value \$200	Glendale Success Academy
Vicki Perry	Puzzles, manipulatives, and miscellaneous items for student incentives	Glendale Success Academy
Lifetouch Publishing	\$215 Gift to School	Horizon
APS	\$2,500 for Simple Machines Art Garden Grant	Landmark
Boxtops for Education	\$286 to Student Council	Landmark
Donor's Choose	"Gardening, Cooking, and Learning!" Project, Est. Value \$500	Landmark
Donor's Choose	"Flexible Seating for the Win!" Project, Est. Value \$325	Landmark
Donor's Choose	"Move It Move It and Learn" Project, Est. Value \$405	Landmark
Donor's Choose	"HOSA Health Care Career Competition Posters" Project, Est. Value \$210	Landmark
Dorian Studios	\$9.62 Gift to School	Landmark
Dorian Studios	\$248.70 Gift to School	Landmark
Robert Heidt Jr	\$60 for Student Incentive	Landmark
Cardinals Charities	\$5,000 for Robotics Program	Sunset Vista
Pepsi Co Inc	5 Cases of Pepsi for Fall Festival	Sunset Vista

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

**New Employment\***

Kennedy, Angela\* Teacher \$15,861.39\* 01/17/17

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

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

**Resignation**

Breshears, Erin	Teacher	Personal	05/26/17
Campbell, Ashlee*	Teacher	Moved	01/20/17
Cornell, Elizabeth	Teacher	Personal	05/26/17
Dillon, Nicholas M.	Teacher	Personal	05/26/17
Rai, Allison	Teacher	Personal	05/26/17
Thomas, Kanishia	Teacher	Personal	05/26/17
Watson, Todd	Teacher	Personal	01/30/17

\*Recommend liquidated damages fee applied per contract

**Change of Position**

Assimacopoulos, Diane	Change from Teacher to Achievement Advisor	12/20/16
Clark, Kimberly	Change from Educational Assistant to Social Emotional Learning Specialist	01/30/17
LaPlant, Quentin	Change from SUB Teacher to Special Education Teacher	01/09/17
Steinkamp, Dori	Change from SUB Teacher to Newcomer Center Teacher	01/09/17

**Guest Teacher – New Hire**

DeLaGarza, Rhonda L.	Guest Teacher	01/30/2017
James, Victoria	Guest Teacher	01/24/2017
Parker, Kaelynn M.	Guest Teacher	02/01/2017

**Guest Teacher – Resignation**

Dodge, Hillary	Guest Teacher	Other Employment	01/27/2017
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**Leave of Absence**

Cable, Jeffrey	PE	02/03/17- 02/27/17
Fredrickson, Ronni	1 <sup>st</sup> Grade	12/08/16 - 05/26/17
Ryan, James P.	7/8 <sup>th</sup> Grade Science	10/24/16- 05/26/17

Classified Personnel: The Board approved the employments, resignations, retirements, promotions, leaves of absence, and/or terminations of classified personnel:

**New Employment**

Anderson, Delia J.	Food Service Worker	\$10.00	01/17/17
Archila, Delia J.	Substitute Cleaner	\$10.00	02/06/17
Blevins, Jack	Educational Assistant	\$10.00	01/17/17
Castañeda, Irma L.	Substitute Cleaner	\$10.00	01/30/17
Espinoza de Vasquez, Esperanza	Food Service Worker	\$10.00	01/30/17
Gomez, Maria T.	Food Service Cashier	\$10.00	01/09/17
Haroon, Sadaf	Educational Assistant	\$12.75	01/23/17
Heard, Brooke E.	Substitute Bus Driver	\$13.65	01/23/17
Hinostroza, Bianca I.	Trainee School Bus Driver	\$12.07	01/09/17
Meza, Peaches B.	Food Service Worker	\$10.00	01/30/17
Moore, Jeffrey J.	Lead Custodian	\$14.07	01/30/17
Nguyen, Daniel V.	Substitute Bus Monitor	\$10.00	01/30/17
Pereira, Adrianna M.	Educational Assistant	\$11.89	02/30/17
Ramirez, Juanita A.	Food Service Specialist	\$11.27	01/23/17
Sloan, Felicia	Food Service Specialist	\$10.00	02/06/17
Smythe, Waymon	Trainee School Bus Driver	\$13.16	01/30/17
Villegas, Adrian C.	Educational Assistant	\$11.49	01/17/17
Williams, Kevin K.	Campus Monitor	\$10.00	01/30/17

**Rehire**

Baldenegro, Michelle R.	Administrative Secretary	\$15.47	01/30/17
Peña, Sandy G.	Attendance Secretary	\$11.81	01/23/17
Perez, Henry D.	Substitute Cleaner	\$10.00	01/17/17
Rohrbacher, Margaret	Educational Assistant	\$10.00	01/17/17

**Position Change**

Chavez, Griselda	From Food Service Specialist to Food Service Manager	\$13.65	01/09/17
Garcia, Ruby M.	From Substitute Extended Day to Extended Date Site Supervisor	\$13.06	01/30/17
Lee, David	From School Bus Driver to Substitute Bus Driver	\$13.65	02/03/17
Lizarraga, Brittanie A.	From Substitute Clerical to Administrative Assistant	\$17.57	01/09/17
McDonald, Kate E.	From Campus Monitor to Educational Assistant	\$10.50	02/06/17
Murchison, Lona M.	From Substitute Bus Monitor to Bus Monitor	\$10.10	01/23/17
San Miguel-Chavez, Rebecca	From Clerical Substitute to Attendance Secretary	\$12.69	01/17/17
Veleta, Maria Y.	From Substitute Cleaner to Cleaner	\$10.00	01/30/17

**Resignation**

Banuelos, Mina	Food Service	Personal	12/23/16
Brownridge, Keisha	School Bus Driver	Personal	01/10/17

Cervantez, Lucy P.	Educational Assistant	Personal	01/20/17
Chrisco, Harmony Jade	Substitute Extended Day	Personal	05/06/16
Christopher, Renee H.	Educational Assistant	Personal	12/23/16
Fender, Robert J.	Substitute Cleaner	Education	01/16/17
Galaviz, Marcela V.	Secretary-School	Personal	01/09/17
Gordon, Edward James	School Bus Driver	Other Employment	02/03/17
Haroon, Sadaf	Educational Assistant	Personal	01/27/17
Hinostroza, Bianca	Trainee School Bus Driver	Personal	01/18/17
Hunt, Antonio J.	Food Service Worker	Personal	12/23/16
Lopez, Carlos	Warehouse Delivery Driver	Personal	02/03/17
McCutcheon, Javelin	Educational Assistant	Personal	12/23/16
McInerney, Nancy M	Food Service Worker	Personal	12/23/17
Nobles, Patricia M.	Substitute Nurse	Personal	08/31/16
Perez, Cristina R.	Food Service Worker	Personal	02/17/17
Pike, Anthony R.	Bus Monitor	Other Employment	12/23/16
Reeves, Catherine M.	Speech Language Pathology Assistant	Other Employment	02/02/17
Sadow, Melissa A.	Educational Assistant	Personal	01/20/17
Villa, Gilbert P.	Cleaner	Personal	12/23/16
Waite, Brianna M.	Educational Assistant	Personal	02/10/17
Westmoreland, James R.	Substitute Food Service Worker	Personal	01/10/17
Yazzie, Lynnette M.	Educational Assistant	Education	01/25/17
Rescind Retirement			
Silva, Linda	Help Desk Specialist		01/09/17
Retirement			
Bolin, Lela	Food Service Worker		05/25/17
Decrease in Hours			
Lopez, Diana	Family Service Advocate		\$10.00
	08/08/16		
Niemier, Michelle M.	Food Service Worker		\$10.00
	01/23/17		
Increase in Hours			
Brown, Loretta	Family Service Advocate		\$10.00
	08/08/16		
Leave of Absences			
Castro, Miriam A.	Food Service - Cashier	01/23/2017 - 03/10/2017	
Zamora, Maricela	Campus Monitor	12/19/2016 - 03/03/2017	
Travel	The Governing Board approved employee requests for out of county, out of state travel as presented.		
Surplus Property Disposal	The Governing Board approved the items listed as surplus property and granted permission to dispose of them through public auction or salvage company.		
Surplus Property Trade-In	The Governing Board approved the items listed as surplus property granted permission to use as a trade in for new equipment as part of a copier refresh project.		
Surplus Property Trade-In	The Governing Board approved the item listed as surplus property and granted permission to use as a trade in to Arizona Restaurant Supply for new equipment.		

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

Approval of Minutes Ms. Pimentel noted the correction to the opening exercises. Ms. Bartels moved to approve the minutes with the noted change and Mr. Aldama seconded the motion. Upon call to vote, the motion carried and the Governing Board approved minutes of the January 12, 2017 Regular Meeting.

#### REPORTS AND INFORMATION ITEMS

None at this time.

#### ACTION ITEMS

Job Description Mr. Quintana recommended the Governing Board approve the job description for Behavior Monitor as presented. Ms. Pimentel moved to approve the recommendation as stated and Mr. Aldama seconded the motion. Upon call to vote, the motion carried.

Policy Revision First Reading Mr. Quintana recommended the Governing Board approve the first reading of proposed revisions to policies GCD - *Professional Staff Vacations and Holidays* and GDD - *Support Staff Vacations and Holidays* as presented. Mr. Aldama moved to approve the recommendation as stated and Ms. Bartels seconded the motion. Upon call to vote, the motion carried.

Phased Retirement Plan Mr. Quintana recommended the Governing Board approve the Phased Retirement Plan as presented. Mr. Aldama inquired about the proposed component for payment of performance pay. He raised concerns regarding the language related to performance pay. Mr. Aldama moved to table the item to have administration confer with legal counsel regarding his questions. Ms. Pimentel seconded the motion. Upon call to vote, the motion to table passed. The item will be brought back at the February 23<sup>rd</sup> special meeting.

2017-2018 School Year Calendar Mr. Quintana recommended the Governing Board approve adjustments to the 2017-2018 School Year Calendar as presented. Ms. Bartels moved to approve the calendar as presented and Mr. Aldama seconded the motion. Upon call to vote, the motion carried.

#### BOARD AND SUPERINTENDENT STRATEGIC GOALS

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

Mr. Quintana provided an overview of work being done to move student learning ahead. Mid-year reviews with administrators, reading adoption training, and benchmark data digs are the primary activities engaged in recently.

#### FUTURE MEETINGS AND EVENTS

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

Ms. Bartels asked if it would be time sensitive for the phased retirement agreement approved at the February 23<sup>rd</sup>. The item will be brought forward that date along with the list of certified names for contract renewal. The Board's workshop will be held during this meeting as well. The meeting will begin at 4:30 with the work study session to be conducted until 5:30, at which time the remaining business will be addressed.

#### Agenda Item

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

#### SUMMARY OF BOARD AND SUPERINTENDENT CURRENT EVENTS

Mr. Quintana noted changes that had been made this year to the new Board member orientation process, breaking the information up into several sessions in order to not overwhelm new members with information all at once. He also thanked Mr. Aldama for his assistance in helping the District secure facilities at the Renaissance for our opening celebration next year.

Ms. Pimentel expressed appreciation to Mr. Barragan and Ms. Segotta-Jones for their time in meeting with her as part of the New Board Member orientation.

Ms. Bartels encouraged everyone to speak up and communicate with law makers about education related issues. She also gave a shout out to Sine for their mention in the Glendale Star last week.

Mr. Aldama echoed Ms. Bartels comments related to advocating for schools. He also invited the community to the Sahuaro Ranch day at the park this Saturday.

Ms. Wilson reported having a very positive Trust Board meeting yesterday afternoon. She encouraged everyone to step in to the next meeting to get more information about the Board.

Mr. Quintana added his appreciation to administrators and staff for all their hard work and dedication.

**ADJOURNMENT**

Ms. Pimentel moved to adjourn the meeting and Ms. Bartels seconded the motion. Upon call to a vote, the motion carried and the regular meeting adjourned at 6:25 p.m.

Submitted by:

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

Approved by:

\_\_\_\_\_  
Jamie Aldama, Clerk of the Board

Date: March 9, 2017

GLENDALE ELEMENTARY SCHOOL DISTRICT  
**ACTION AGENDA ITEM**

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

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

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

DATE ASSIGNED FOR CONSIDERATION: March 9, 2017

RECOMMENDATION:

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

**Resignation**

1. Anderson, Andrea	Teacher	Personal	05/26/17
2. Castro, Nichol A.	Teacher	Personal	05/26/17
3. Ehrman, Lindsay	Teacher	Moved	05/26/17
4. Lobdell, Emily	Teacher	Moved	05/26/17
5. Nowaczyk, Lindsay	Teacher	Moved	05/26/17
6. Retzloff, Gerry	Teacher	Personal	05/26/17
7. Susser, Emily R.	Teacher	Personal	05/26/17
8. Temple, Megan	Teacher	Moved	05/26/17
9. Turner, Mary	Teacher	Personal	05/26/17
10. Willard, Megan	Teacher	Personal	05/26/17
11. Wilson, Michelle	Teacher	Moved	06/02/17

**Correction to Resignation**

1. Matson, Danielle*	Teacher	Personal	03/24/17
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\*Liquidated Damages Fee Assessed Per Contract

**Change of Position**

1. Ford, Derrick	From 6 <sup>th</sup> Grade Teacher to PE Teacher		02/13/17
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**Guest Teacher - New Hire**

1. Catlett, Erica	Guest Teacher		02/28/17
2. Nowakowski, Rachel	Guest Teacher		02/10/17

**Guest Teacher - Re-Hire**

1. McCutcheon, Javelin	Guest Teacher		02/27/17
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**Guest Teacher - Resignation**

1. Henry, Carolyn O.	Guest Teacher	Personal	02/21/2017
2. Pulver, Betsey A.	Guest Teacher	Personal	02/22/2017



GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

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

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

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

DATE ASSIGNED FOR CONSIDERATION: March 9, 2017

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. Acres, Michelle R.	Educational Assistant	\$10.00	02/27/17
2. Armenta, Amber	Human Resources Technician	\$16.72	02/22/17
3. Campos, Celina D.	Substitute Cleaner	\$10.00	02/27/17
4. Comeua, Ayodele	Substitute Educational Assistant	\$10.00-11.49	02/13/17
5. Cross, Corey L.	Educational Assistant	\$11.69	02/27/17
6. De Marquez, Ester D.	Substitute Cleaner	\$10.00	02/27/17
7. Martinez, Jacklyn A.	Substitute Bus Monitor	\$10.00	02/27/17
8. Mendoza, Ricardo	Substitute Cleaner	\$10.00	02/27/17
9. O'Neal, Kristen	Substitute Educational Assistant	\$10.00-11.49	02/13/17
10. Perez, Julio R.	Warehouse Delivery Driver	\$13.13	02/27/17
11. Ruiz, Ana L.	Food Service Worker	\$10.00	03/09/17
12. Serrano, Gema S.	School Bus Driver	\$15.15	02/27/17
13. Smith, Destiny I.	Food Service Worker	\$10.00	02/27/17
14. Wade, Angela I.	Food Service Specialist	\$10.51	02/27/17

**Resignation**

1. Aden, Larry	Campus Monitor	Personal	05/25/17
2. Barker, Ellen	Library Clerk	Moved	03/17/17
3. Collins, Ruth	Educational Assistant	Personal	05/25/17
4. Cota, Francisca	Food Service Worker	Personal	02/23/17
5. Gonzalez, Elia K.	Campus Monitor	Personal	05/25/17
6. McDonald, Patricia L.	Guest Educational Assistant	Retirement	02/17/17
7. McKinley, Andra	School Bus Driver	Moved	05/26/17

**Increase in Hours**

1. Thorson, Barbara M.	Campus Monitor	\$10.00	09/08/16
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**Leaves of Absence**

1. Nava, Brenda Y.	Educational Assistant	01/30/17-02/03/17
2. Ortez Mendoza, Paula	Educational Assistant	02/06/17-03/06/17

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

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

SUBMITTED BY: Various Departments

RECOMMENDED BY: Mr. Joe Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: March 9, 2017

RECOMMENDATION:

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

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<b>Traveler</b>	<b>Purpose/Location</b>	<b>Dates</b>	<b>Cost</b>
Mike Barragan Valerie Caraveo Jerry Rita Dean Wallace Nicholas Magann	AASBO Spring Conference Laughlin, NV	April 4-7	\$3,345 <i>Food Service</i> <i>M&amp;O</i>
Barbara Goodwin	ASA Summer Conference Tucson, AZ	June 11-13	\$500 <i>M&amp;O</i>
*Joe Quintana	UTEP Teacher Recruitment El Paso, TX	March 30-31	\$330 <i>M&amp;O</i>

*\*Tentative*

**TRAVEL REQUEST FORM**

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

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

Name of Traveler(s): Mike Barragan, Valerie Caraveo, Jerry Rita, Dean Wallace, Nicholas Magann

Working at School/Department: Finance & Auxiliary Services

Reason for Travel: To attend the AASBO 2017 Pre-Conference/Spring Conference

Traveling to: Laughlin, Nevada

Dates of Travel: April 4-7, 2017

Substitute Needed/Dates: None Required

	<b>Code</b>	<b>Cost</b>	<b>Requisition Number</b>
Charge Sub to:	<u>N/A</u>	<u>\$</u>	<u></u>
Charge Registration to:	<u>001.100.2570.6360.572.0000</u>	<u>\$1570.00</u>	<u></u>
Charge Airline/Bus to:	<u></u>	<u>\$</u>	<u></u>
Charge Meal/Lodging to:	<u>570.100.2570.6580.572.0000</u>	<u>\$1180.00</u>	<u></u>
Charge Auto Mileage to:	<u>570.100.2570.6580.572.0000</u>	<u>\$595.00</u>	<u></u>
	<b>Total Cost of Travel</b>	<u>\$3345.00</u>	<u></u>

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

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

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

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

Name of Traveler(s): Mike Barragan, Valerie Caraveo, Jerry Rita, Dean Wallace

Conference/Workshop Title: AASBO's 2017 Pre-Conference/Spring Conference  
(Reason for Travel)

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

Discussions will focus on school district's financial success, making decisions that affect all facets of student learning and committing to finding new ways to achieve greater operational efficiency in our district. It is important that we stay on top of financial and compliance audit issues. Mike Barragan is co-chairing the Business Administration sessions at the AASBO Spring Conference. Several sessions include topics that will help to sidestep potential problems and find practical and efficient solutions that improve the effectiveness of business processes for the district. This is an excellent professional development opportunity for staff.

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

Knowledge gained from the conference will be shared with colleagues at Executive Team meetings and with key Business Services staff.

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

By attending the AASBO Spring Conference, staff will gather knowledge on best practices, case studies, and contacts that will assist them to succeed and grow.

TRAVEL REQUEST FORM

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

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

Name of Traveler(s): Barbara Goodwin
Working at School/Department: Human Resources
Reason for Travel: ASA Summer Conference
Traveling to: Tucson, AZ
Dates of Travel: June 11-13, 2017
Substitute Needed/Dates: No

Table with 4 columns: Description, Code, Cost, Requisition Number. Rows include Charge Sub to, Charge Registration to (001.100.2570.6360.552.0000, \$ 250.00), Charge Airline/Bus to, Charge Meal/Lodging to (001.100.2570.6580.552.0000, \$ 250.00), Charge Auto Mileage to, and Total Cost of Travel (\$ 500.00).

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

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

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

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

Name of Traveler(s): Barbara Goodwin  
Conference/Workshop Title: ASA Summer Conference  
(Reason for Travel)

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

The conference includes breakout sessions and keynote speakers related to educational leadership. In addition, the District has been invited to present at the conference regarding the Challenger/Landmark issues experienced earlier this year.

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

Information will be shared via weekly administrative communications and in leadership team meetings.

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

This conference will focus on contemporary challenges in public education and strategies for rising to meet them to ensure continued student success.

TRAVEL REQUEST FORM

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

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

Name of Traveler(s): Joe Quintana
Working at School/Department: Superintendent
Reason for Travel: Teacher Recruitment
Traveling to: El Paso, TX
Dates of Travel: March 30-31, 2017
Substitute Needed/Dates: No

Table with 4 columns: Description, Code, Cost, Requisition Number. Rows include Charge Sub to, Charge Registration to, Charge Airline/Bus to (001.100.2570.6810.550.0000, \$ 200.00), Charge Meal/Lodging to (001.100.2570.6580.550.0000, \$ 130.00), Charge Auto Mileage to, and Total Cost of Travel (\$ 330.00).

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

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

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

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

Name of Traveler(s): Joe Quintana  
Conference/Workshop Title: Teacher Recruitment  
(Reason for Travel)

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

The District is scheduled to participate in the University of Texas El Paso's teacher recruitment fair in April. Due to the highly competitive job market and the number of very desirable candidates available in this region, a short preliminary trip is tentatively being planned for a few weeks before the fair in order for our recruiters to have an edge over recruiters from other school districts and increase the number of teachers recruited from the area. The cultural competency of teachers from the Las Cruces/El Paso region make them very highly sought after in the educational community.

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

n/a

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



GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

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

SUBMITTED BY: Mr. Tony Remo, Fixed Assets Specialist

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

DATE ASSIGNED FOR CONSIDERATION: March 9, 2017

RECOMMENDATION:

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

**RATIONALE:**

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

<u>District ID#</u>	<u>Description</u>	<u>District ID#</u>	<u>Description</u>
331023	Shredder	330336	Projector
331003	Laminator	315475	Scanner
333619	Scanner	327664	Smart board
328322	Smart board	328194	Smart board
328338	Smart board	328311	Smart board
328143	Smart board	328405	Smart board
330202	PC	325372	Network switch
335025	PC	335117	PC
334149	PC	334895	PC
334932	PC	324160	Refrigerator
322259	Display case	323512	Document camera
301793	PC	301797	PC
301800	PC	310801	PC
308335	PC	308344	PC
308347	PC	308353	PC
308374	PC	308377	PC
308380	PC	308407	PC
311660	PC	312186	PC
314022	PC	314769	PC
318513	PC	315475	Scanner
333619	Scanner	333620	Scanner
333854	Scanner	333855	Scanner
333856	Scanner	313951	Warmer

Source of Funding -

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

<u>District ID#</u>	<u>Description</u>	<u>District ID#</u>	<u>Description</u>
313942	Oven	314649	Oven
326209	Oven	327891	Carpet machine
312439	Milk cooler	313949	Serving counter
313950	Serving counter	314645	Shelving
310578	Table	313960	Shelving
313983	Shelving	337898	Garbage disposal

00700 Scrap metal \*\*  
 \*\*State Salvage Vendor

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

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

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

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

RECOMMENDED BY: Mr. Joe Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: March 9, 2017

RECOMMENDATION:

It is recommended the Governing Board approve the second reading and adoption of proposed revisions to policies GCD - *Professional Staff Vacations and Holidays* and GDD - *Support Staff Vacations and Holidays* presented.

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**RATIONALE:**

Revision to Policy GCD and GDD will align policy to current District practice.

On the recommendation of legal counsel, GCD-*Professional Staff Vacations and Holidays* and GDD-*Support Staff Vacations and Holidays* each require a revision to align with current District practice.

Employees on approved paid leave are eligible for holiday pay during their leave.

**GCD ©**  
**PROFESSIONAL STAFF VACATIONS**  
**AND HOLIDAYS**

**Vacations**

Certificated administrators shall have holidays as scheduled in the school calendar. Twelve (12)-month certificated administrators earn vacation in accord with contract, which shall be taken when school is not in session. Vacation may accumulate to a maximum of forty (40) days, at which time no more vacation can be earned. As accumulated vacation days are used and drop below forty (40) days, an eligible employee may again accumulate vacation up to the maximum limit. If workloads disallow vacations as established, the Superintendent may approve vacation days during the school year.

**Holidays**

When July 4, Veterans Day, December 25, or Thanksgiving Day occurs within the school week, the schools shall be closed and the compensation of the teachers shall not be diminished on that account. The Governing Board may declare a recess during the Christmas holiday season not to exceed two (2) school weeks, and teachers shall receive compensation during the recess.

Other holidays will be established by the school calendar. [Staff members who are not exempt under the Fair Labor Standards Act \(FLSA\) must be present for work or on approved paid leave on the scheduled workday immediately preceding and immediately following a holiday in order to be eligible for holiday leave.](#)

Adopted: October 28, 2011

LEGAL REF.: A.R.S. [15-502](#)  
[15-801](#)  
[38-608](#)

# GDD SUPPORT STAFF VACATIONS AND HOLIDAYS

## Vacation

All regular twelve (12) month support staff employees shall receive two (2) weeks [ten (10) working days] of paid vacation time after one (1) year of employment. Vacation time shall increase to a maximum of one (1) month [twenty (20) working days] after fifteen (15) years of service to the District, provided at the rate indicated in the chart below.

<u>Number of years employed</u>	<u>Monthly credit hours</u>	<u>Vacation leave in days</u>
One (1) and two ( 2)	Six & three-fourths (6 3/4)	Ten (10)
Three (3)	Seven & one-fourth (7 1/4)	Eleven (11)
Four (4)	Eight (8)	Twelve (12)
Five (5)	Eight & three-fourths (8 3/4)	Thirteen (13)
Six (6)	Nine & one-fourth (9 1/4)	Fourteen (14)
Seven (7) through ten (10)	Ten (10)	Fifteen (15)
Eleven (11)	Ten & three-fourths (10 3/4)	Sixteen (16)
Twelve (12)	Eleven & one-fourth (11 1/4)	Seventeen (17)
Thirteen (13)	Twelve (12)	Eighteen (18)
Fourteen (14)	Twelve & three-fourths (12-3/4)	Nineteen (19)
Fifteen (15) and beyond	Thirteen & one-fourth (13 1/4)	Twenty (20)

## Vacation Carryover

Unused vacation leave may accumulate to a maximum of forty (40) days, at which time no more vacation can be earned. As accumulated vacation days are used and drop below forty (40) days, an eligible employee may again accumulate vacation up to the maximum limit. Support staff employees are encouraged to use the vacation they earn each year so that it is not necessary to carry over vacation from one year to the next.

## Holidays

Employees shall be entitled to all legal holidays during the school year as announced by the Superintendent and in conformance with Arizona Revised Statutes. Other holidays will be established by the school calendar.

Staff members who are not exempt under the Fair Labor Standards Act (FLSA) must be present for work, or on approved [paid](#) leave, on the scheduled workday immediately preceding and immediately following a holiday in order to be eligible for holiday leave.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. [1-301](#)  
[15-502](#)  
[15-801](#)  
[38-608](#)



GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

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

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

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

DATE ASSIGNED FOR CONSIDERATION: March 9, 2017

RECOMMENDATION:

It is recommended the Governing Board approve the second reading and adoption of proposed revisions to Policy JFABD - *Admission of Homeless Students*.

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**RATIONALE:**

The recommended change to policy JFABD - *Admission of Homeless Students* is being made to align as required by the State of Arizona and Federal Government regulations.

## ADMISSION OF HOMELESS STUDENTS

This policy is intended to direct compliance with Arizona State Laws and Arizona Administrative Code and the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 and should be read as consistent with those documents.

The implementation of this policy shall assure that:

- homeless students are not stigmatized or segregated on the basis of their status as homeless;
- homeless students are immediately enrolled in school;
- transportation is provided to and from the school of origin for the homeless student as applicable and found in the law and Policy JFAA.

### Definitions

The term "homeless students" means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory students who qualify as homeless because the children are living in circumstances described above.

The term "school of origin" means the school that the student attended when permanently housed or the school in which the student was last enrolled.

The term "unaccompanied youth" includes a youth not in the physical custody of a parent or guardian.

### Liaison for Homeless Students

The ~~Chief Executive Officer~~ Superintendent will designate an appropriate staff person as liaison for homeless students who will carry out duties as assigned. Among those duties will be the responsibility to coordinate activities and programs in the best interest of homeless students that will include, but not be limited to, establishment of procedures to:



- continue the student's education in the school of origin for the duration of homelessness:
  - in any case in which a family becomes homeless between academic years or during an academic year; or
  - for the remainder of the academic year, if the student becomes permanently housed during an academic year; or
- Enroll the student in any public school that nonhomeless students who live in the attendance area in which the student is actually living are eligible to attend.

### **Best Interest of the Homeless Student**

In determining the best interest of the homeless student, the school shall:

- To the extent feasible, keep a homeless student in the school of origin, except when doing so is contrary to the wishes of the student's parent or guardian;
- Provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, if the homeless student is sent to a school other than the school of origin or a school requested by the parent or guardian; and
- In the case of an unaccompanied youth, the liaison for homeless students shall assist in placement or enrollment decisions, considering the views of such unaccompanied youth, and providing notice to such student of the right to appeal.

### Other Relevant Policies and Procedures

Implementation of the McKinney-Vento Act requires the coordination with a number of policies and procedures. These policies and procedures are listed below as cross referenced and are incorporated in this policy and these procedures by such reference.

*Adopted:* date of ~~manual~~Manual adoption

LEGAL REF.: A.R.S. 15-816 through 15-816.07  
 15-821  
 15-823 through 15-825  
 42 U.S.C. 11301, McKinney-Vento Homeless Assistance  
 Act of 2001

CROSS REF.: EEAA - Walkers and Riders  
 IKEB - Acceleration  
 JF - ~~School~~Student Admissions  
 JFAA - Admission of Resident Students  
 JFAB - Admission of Nonresident Students  
 JFB - Open Enrollment  
 JG - Assignment of Students to Classes and Grade Levels  
 JLCB - Immunizations of Students  
 JLH - Missing Students  
 JR - Student Records  
 JRCA - Request for Transfer of Records

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 7.C. TOPIC: Policy Revision First Reading

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

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

DATE ASSIGNED FOR CONSIDERATION: March 9, 2017

RECOMMENDATION:

It is recommended the Governing Board approve the first reading of revisions to policy DJE - *Bidding/Purchasing Procedures* as presented.

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**RATIONALE:**

Arizona Administrative Code Article 10, School District Procurement regulation R7-2-1112.E.1 states "The maximum dollar amount of an individual job order for job-order-contracting constructions services shall be one million dollars or a higher or lower amount prescribed by the governing board in a policy adopted in a public meeting held pursuant to ARS Title 38, Chapter 3, Article 3.1."

Based on the many various construction renovation projects the District experienced this past year and the potential for future projects, the administration believes it would be in the District's best interests to revise Board policy DJE - *Bidding/Purchasing Procedures* to adopt a three-million-dollar (\$3,000,000) maximum dollar amount for an individual job-order-contracting (JOC) project as opposed to the District's current maximum of one million dollars (\$1,000,000) per JOC project.

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

## DJE © BIDDING / PURCHASING PROCEDURES

The Superintendent shall be responsible for all purchasing, contracting, competitive bidding, and receiving and processing of all bid protests, in accordance with the Arizona school district procurement rules, including A.A.C. R7-2-1141 *et seq.* A contract shall not be awarded to an entity that does not verify employment eligibility of each employee through the E-verify program in compliance with A.R.S. [23-214](#) subsection A. Each contract shall contain the warranties required by A.R.S. [41-4401](#) relative to the E-verify requirements.

The Superintendent shall prepare regulations to assure the District conforms to proper procedures and practices.

### **Purchases Not Requiring Bidding**

Purchases of less than ten thousand dollars (\$10,000) may be made at the discretion of the Superintendent. Such procurements are not subject to competitive purchasing requirements; however, reasonable judgment should be used to ensure the purchases are advantageous to the District.

Verbal price quotations will be requested from at least three (3) vendors for transactions of at least ten thousand dollars (\$10,000) but less than fifty thousand dollars (\$50,000). The price quotations should be shown on, or attached to, the related requisition form. If three (3) verbal quotations cannot be obtained, documentation showing the vendors contacted that did not offer price quotations, or explaining why price quotations were not obtained, shall be maintained on file in the District office.

Written price quotations will be requested from at least three (3) vendors for transactions of at least fifty thousand dollars (\$50,000) but not more than one hundred thousand dollars (\$100,000). If three (3) written price quotations cannot be obtained, documentation showing the vendors contacted that did not offer written price quotations, or explaining why written price quotations were not obtained, shall be maintained on file in the District office.

The District is not required to engage in competitive bidding in order to place a student in a private school that provides special education services if such placement is prescribed in the student's individualized education program and the private school has been approved by the Department of Education Division of Special Education pursuant to A.R.S. [15-765](#). The placement is not subject to rules adopted by the State Board of Education before November 24, 2009 pursuant to A.R.S. [15-213](#).

The District may, without competitive bidding, purchase or contract for any products, materials and services directly from Arizona Industries for the Blind, certified nonprofit agencies that serve individuals with disabilities and Arizona Correctional Industries if the delivery and quality of the goods, materials or services meet the District's reasonable requirements.

Intergovernmental agreements and contracts between school districts or between the District and other governing bodies as provided in A.R.S. [11-952](#) are exempt from competitive bidding under the procurement rules adopted by the State Board of Education pursuant to A.R.S. [15-213](#).

The District is not required to engage in competitive bidding to make a decision to participate in insurance programs authorized by A.R.S. [15-382](#).

The District is not required to obtain bid security for the construction- manager-at-risk method of project delivery.

Unless otherwise provided by law, contracts for materials or services and contracts for job-order-contracting construction services may be entered into if the duration of the contract and the conditions of renewal or extension, if any, are included in the invitation for bids or the request for proposals and if monies are available for the first fiscal period at the time the contract is executed. The duration of contracts for materials or services and contracts for job-order-contracting construction services shall be limited to no more than five (5) years unless the Board determines that a contract of longer duration would be advantageous to the District. Once determined, the decision should be memorialized in meeting minutes and in the contract/bid file. Payment and performance obligations for succeeding fiscal periods are subject to the availability and appropriation of monies. The maximum dollar amount of an individual job order for a job-order-contracting construction service shall be ~~one~~ ~~three~~ million dollars (~~\$1~~~~\$~~3,000,000) or as determined by the Board.

### **Online Bidding**

Until such time as the State Board of Education adopts rules for the procurement of goods and information services by school districts and charter schools using electronic, online bidding, the District may procure goods and information services pursuant to A.R.S. [41-2671](#) through [2673](#) using the rules adopted by the Department of Administration in implementing [41-2671](#) through [2673](#).

### **Purchases Requiring Bidding**

Sealed bids and proposals shall be requested for transactions to purchase construction, materials, or services costing more than one hundred thousand dollars (\$100,000). All transactions must comply with the requirements of the Arizona Administrative Code and the Uniform System of Financial Records.

### **Registered Sex Offender Prohibition**

All purchase orders, agreements to purchase, and contracts for services to be provided by personnel other than District employees must include the following statement on the document:

***Registered Sex Offender Restriction.*** Pursuant to this order, the named vendor agrees by acceptance of this order that no employee or subcontractor of the vendor, who is required to register as a sex offender, pursuant to A.R.S. [13-3821](#), will perform work on District premises or equipment at any time when District students are, or are reasonably expected to be, present. The vendor further agrees by acceptance of this order that a violation of this condition shall be considered a material breach and may result in a cancellation of the order at the District's discretion.

Adopted: January 30, 2014

LEGAL REF.: A.R.S. [11-952](#)  
[15-213](#)  
[15-213.01](#)  
[15-213.02](#)  
[15-239](#)  
[15-323](#)  
[15-342](#)  
15-382  
15-765

15-910.02  
23-214  
34-101 *et seq.*  
35-391 *et seq.*  
35-393 *et seq.*  
38-503  
38-511  
39-121  
41-2632  
41-2636  
41-4401  
A.A.C. R7-2-1001 *et seq.*  
A.G.O. I83-136  
I87-035  
I06-002

USFR VI-G-8 *et seq.*

CROSS REF.: [BCB](#) - Board Member Conflict of Interest  
[DJG](#) - Vendor/Contractor Relations  
[GBEAA](#) - Staff Conflict of Interest  
[JLIF](#) - Sex Offender Notification

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 7.D. TOPIC: Self-Insured Trust Board Members

SUBMITTED BY: Mr. Mike Barragan, Assistant Superintendent for Business Services

RECOMMENDED BY: Mr. Joe Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: March 9, 2017

RECOMMENDATION:

It is recommended the Governing Board reappoint the current Trust Board members to serve another term on the District's Self-Insured Trust Board.

**RATIONALE:**

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

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

The term of office for the District employee and the District's Governing Board member serving as Trustees shall continue at the pleasure of the District's Governing Board. The term of office for the other Trustees shall be for three years. Trustees maybe reappointed at the sole discretion of the District's Governing Board. All Trustees serve at the pleasure of the District's Governing Board and may be removed by the District's Governing Board at any time, with or without cause.

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

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: March 9, 2017

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.

March 30	Special Meeting
April 13	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