

# GLENDALE ELEMENTARY SCHOOL DISTRICT NO. 40

Special Meeting of the Governing Board - *TELEPHONIC*

June 29, 2017, 1:00 p.m.

## **Public Notice - Meeting Agenda**

Notice of this meeting has been posted consistent with the requirements of A.R.S. §38-431.02.

The meeting's location is the Executive Conference 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. 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).

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### **GOVERNING BOARD PRIORITIES**

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

### **OUR GOALS**

Increase Student Achievement

Eliminate the Achievement Gap

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

## **2. Opening Exercises**

- a. Adoption of Agenda
- b. Approval of Acting Clerk (if necessary)

## **3. 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.

## **4. Action Items**

### **a. Employment of Assistant Principal**

It is recommended the Governing Board approve the promotion of Ms. Kathryn Zook to Assistant Principal of Don Mensendick School, salary and benefits commensurate with other Assistant Principals.

### **b. Employment of Assistant Principal**

It is recommended the Governing Board approve the promotion of Ms. Joeline Strickler to Assistant Principal of Isaac E. Imes School, salary and benefits commensurate with other Assistant Principals.

### **c. Travel**

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

### **d. Suspension of Policy**

It is recommended the Governing Board approve the suspension of Board Policy BGB-Policy Adoption, related to the first and second reading of recommended revisions to Board Policy GCCA - Professional/Support Staff Sick Leave and GCCB - Professional/Support Staff Personal/

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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.

Emergency/Religious Leave as listed in Item 4.E. of this Board meeting agenda dated June 29, 2017.

e. First and Second Reading of Policy Revisions

It is recommended the Governing Board approve the first and second readings and adoption of the proposed revisions to Board Policy GCCA - Professional/Support Staff Sick Leave and GCCB - Professional/Support Staff Personal/ Emergency/Religious Leave as presented.

**5. Adjournment**

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 4.A. TOPIC: Employment of Assistant Principal

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

RECOMMENDED BY: Mr. Joe Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: June 29, 2017

RECOMMENDATION:

It is recommended the Governing Board approve the promotion of Ms. Kathryn Zook to Assistant Principal of Don Mensendick School, salary and benefits commensurate with other Assistant Principals.

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RATIONALE:

A committee was formed to screen and interview candidates for the Isaac E. Imes Assistant Principal vacancy. Several applicants were interviewed.

As a result, it is recommended that Ms. Kathryn Zook be appointed as Assistant Principal of Don E. Mensendick School. Katie has been in the field of education for ten years all served within the Glendale Elementary School District. She started her career at Bicentennial South and also worked at Bicentennial North, Desert Spirit and Discovery. Ms. Zook taught 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade and spent the past four years serving as a Math/Science Achievement Advisor. Katie has a Bachelor of Science Degree in Elementary Education from Northern Illinois University and a Master of Arts Administration and Supervision from Arizona State University.

We are honored to recommend Ms. Kathryn Zook to the position of Assistant Principal of Don E. Mensendick School.

Salary Range: \$64,469.00 - \$72,739.00

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Source of Funding –

M & O

Budget \_\_\_\_\_

State

Grant \_\_\_\_\_

Federal

Grant \_\_\_\_\_

Capital \_\_\_\_\_

Other \_\_\_\_\_

## KATHRYN ZOOK

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Address: [REDACTED]

## OBJECTIVE

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An assistant principal position in GESD.

## EDUCATION

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**Northern Illinois University, DeKalb, IL**  
Bachelor of Science in Education, Elementary Education, May 2005

**Arizona State University, Phoenix, AZ**  
Masters in Administration and Supervision, May 2008

## CERTIFICATION

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Standard Elementary Education, K – 8  
Approved Area - Mathematics  
Principal

## CAREER HISTORY

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### **Mathematics and Science Achievement Advisor – K-8, Glendale Elementary School District, 2013 – present**

- Attended bi-weekly Achievement Advisor meetings at the district office.
- Participated as a member of the site leadership, which makes decisions regarding scheduling, data, testing, interventions, and observations.
- Participated in quarterly inter-rater reliability with leadership and district office staff.
- Observed and modeled mathematics lessons in grades K-8.
- Facilitated and participated as a part of Professional Learning Communities with teachers in grades K-8.
- Assisted in deconstruction of grade level mathematics and literacy standards in grades K – 8.
- Assist in planning, facilitation, and implementation of instruction with teachers in grades K-8.
- Provided intensive mathematics intervention to students in grades 3 - 8 and advanced math.
- Planned and presented district and site professional developments.
- Analyzed grade level data and facilitated grade level meetings to determine intervention needs.
- Created district level benchmark assessments, both paper and electronic.
- Participated in interviews for new teacher hires.

### **Teacher – 3<sup>RD</sup> – 7<sup>TH</sup> grade, Glendale Elementary School District, 2005 – 2013**

- Bicentennial North, May 2007 - 2013
- Bicentennial South, August 2005 – May 2007

### **After School and ELA Intervention Tutoring Coordinator (Bicentennial North)**

- Interviewed and hired tutors, created teacher and student schedules, and analyzed data enroll and track students.
- Regularly contacted parents regarding student progress and attendance.
- Attended ELA Coordinator meetings at the district office and completed necessary paperwork for district compliance.

### **Teacher Assistance Team (TAT) Facilitator (Bicentennial North)**

- Tracked new students via 45 Day Screening Reports.
- Collaborated with front office staff regarding 45 Day Screening Reports and parent concerns.
- Scheduled and facilitated TAT meetings.
- Held staff informational meetings about the state laws regarding Child Find, TAT process, and required documentation.
- Attended Child Study Team (CST) meetings when needed.
- Scheduled and facilitated parent meetings.

### **Acting Administrator (Bicentennial North, Desert Spirit, Imes, and Discovery)**

- Performed all necessary administrator duties while administration was off campus.
- Dealt with student discipline and contacted parents when necessary.
- Went on home visits regarding discipline, enrollment, and health issues.
- Held parent meetings regarding concerns and discipline.
- Modified schedules and performed duties when necessary.

### **Mentor Teacher and Team Leader (Bicentennial North)**

- Facilitated weekly meeting about lesson plans, classroom management, and professional opportunities.
- Observed lessons and provided feedback about strengths and improvements.
- Participated in monthly mentor meetings in order to discuss mentor progress and to determine areas of strength and need.
- Supported grade level teachers in classroom management, student discipline, and lesson planning.

### **Career Day Coordinator (Bicentennial North)**

- Contacted and scheduled community members regarding presentations to students in grades 4 – 8.
- Scheduled presenters, classes of students, and was the acting administration for the day.

### **Gifted Mentor (Bicentennial North)**

- Created gifted differentiation plans.
- Communicated with teachers and parents regarding student progress and necessary student modifications.
- Assisted in the creation and maintenance of individual student portfolios.

### **District Level Committee Member**

- *Teacher Evaluation Committee* (2012-2013 – present)– sub-committee leader of appeal process and student achievement, participated in regular meetings in order to create new evaluation documents and procedures, as well as revise current district evaluation documents.
- *District Math Committee* – participated in monthly meetings in order to create teacher planning documents, discuss a variety of teaching strategies, and assessed and improved current district assessments and documents.
- *Superintendents Advisory Committee* – participated in monthly district meetings to discuss school concerns and/or changes.

### **RELATED EXPERIENCES**

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- Gifted Book Study, 2009 – 2010
- C Cubed Math Training, Summer 2010
- First Flight Training, November 17, 2012
- GESD Leaders Academy, 2012 – 2013 and 2014-2015
- Qualified Evaluator Training 2013
- Cognitive Coaching 2014
- PLC Summit, February 2016
- Integrating the Process Standards, February 2016

### **AWARDS**

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- Regents Scholarship – Arizona State University, Fall 2006
- Teacher of the Year 2009 – 2010 school year

### **ADDITIONAL EXPERIENCE**

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- **Gentry Wealth Management**, Compliance Intern
  - Responsible for adhering to Security and Exchange Commission (SEC) and Financial Industry Regulatory Authority (FINRA) regulations pertaining to client documentation and maintenance.
  - Supported compliance officer with tracking personal securities and incoming checks.
  - Worked with clients to set up meetings and correct issues with paperwork.
  - Contacted Fidelity Investments regarding client accounts and compiled client transaction and purchase paperwork.

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 4.B. TOPIC: Employment of Assistant Principal

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

RECOMMENDED BY: Mr. Joe Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: June 29, 2017

RECOMMENDATION:

It is recommended the Governing Board approve the employment of Ms. Joelene Strickler to Assistant Principal of Isaac E. Imes School, salary and benefits commensurate with other Assistant Principals.

**RATIONALE:**

A committee was formed to screen and interview candidates for the Isaac E. Imes Assistant Principal vacancy. Several applicants were interviewed.

As a result, it is recommended that Ms. Joelene Strickler be appointed as Assistant Principal of Isaac E. Imes School. Joelene has been in the field of education for sixteen years all served within the Glendale Elementary School District. She started her career at Discovery and also worked at both Smith and Imes. Ms. Strickler taught 4<sup>th</sup> and 5<sup>th</sup> grades and spent the past eight years serving as a Math/Science Achievement Advisor. Joelene has a Bachelor of Science Degree in Psychology from University of Arizona, a Master of Arts in Elementary Education from Arizona State University, and a Master of Arts in Educational Leadership from Northern Arizona University.

We are honored to recommend Ms. Joelene Strickler to the position of Assistant Principal of Isaac E. Imes School.

Salary Range: \$64,469.00 - \$72,739.00

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



# JOELENE STRICKLER

**OBJECTIVE** Educational leader with over 11 years of experience coaching teachers looking to become a successful assistant principal and servant leader, participating in and promoting shared leadership; creating a positive school culture with effective communication; building partnerships with families and community members; creating a safe and productive environment, and increasing student performance through a focus on instruction, collaboration and mentoring.

- PROFESSIONAL STRENGTHS**
- Proven leader in curriculum and instruction, data analysis and tiered intervention
  - Proven success providing teacher support and coaching, leading to increased student performance
  - Experience in administrative functions including school improvement planning, teacher evaluations, master schedule development, selection of staff and budgetary functions
  - Committed to creating a positive and successful school community and culture through shared leadership, collaboration and team building

**PROFESSIONAL EXPERIENCE**

**ACHIEVEMENT ADVISOR**

- July 2004-current  
Isaac E. Imes and Harold W. Smith Elementary
- Provided continuous follow up and support for teachers: coaching, modeling, observations and lesson plan assistance
  - Assisted in the creation of the school improvement, created curricular goals, action steps and determined resources
  - Created site's master schedule including: duties, lunch, special areas, early releases, PLC time and grade span aligned intervention time
  - Participated in the hiring process: identified possible candidates using online resources and resumes, created interview questions with a scoring rubric and participated in the actual interview
  - Effectively facilitated and participated in Professional Learning Communities, leading to increased achievement scores
  - Provided onsite professional development in the areas of math, critical thinking, science, technology and instruction which assisted the school in moving out of a D rating twice
  - Recipient of the Everyday Hero award for 2017 because of partnerships built with the community, schools and businesses
  - Partnered with the local high school to create a successful and self-

sustaining advance math program

- Built positive culture and climate through team building and acts of appreciation
- Conducted data analysis for teachers, site and district representatives to support data driven instruction
- Designed and revised various documents and assessments for district publication

Tap (The System for Teacher and Student Advancement) Master Teacher  
July 2011-2015

Isaac E. Imes and Harold W. Smith Elementary

- Evaluated teachers as a certified TAP evaluator and followed the TAP evaluation process: pre-conference, observation, post conference
- Facilitated teachers in the development and revision of their individual growth plans
- Increased teacher evaluation scores and student performance scores significantly, leading our school to be a finalist for the 2015 Educational Excellence Impact Governor's Award
- Promoted shared leadership by facilitating and participating TAP leadership meetings, Administration leadership meetings, mentor coordination meetings
- Provided follow up and support for a variety of purposes: individual growth plans, evaluations, weekly professional development and new teacher concerns
- Analyzed district and state testing data to create a long range plan for professional development
- Conducted field testing on instructional and content strategies prior to providing professional development
- Attended TAP trainings, regional conferences and meetings and kept administration abreast of all current information

### **21<sup>ST</sup> CCLC COORDINATOR**

July 2014-current

Isaac E. Imes Elementary

- Amended and maintained the grant's budget for the school site including: teacher salaries, certified staff hours, materials, transportation costs and classroom material costs
- Coordinated with transportation department to provide daily bussing
- Maintained accurate records
- Interviewed and hired all 21<sup>st</sup> CCLC staff for site
- Selected or designed curriculum and after school academic and enrichment classes
- Promoted positive climate and culture for students by celebrating achievement in academics, goal attainment and attendance
- Monitored all student behavior and discipline, promoting positive



relationships through fairness and dignity

- Partnered with outside vendors and community members to provide enrichment and experiences to afterschool students

**CLASSROOM TEACHER**

July 2001-June 2004

Harold W. Smith/ Discovery Elementary

- Used a variety of assessments to track and monitor student performance
- Maintained accurate and comprehensive records as required by law and district policy
- Provided tiered and differentiated instruction to ensure student success
- Integrated content across contents and domains to ensure that students could apply learning a variety of ways
- Collaborated in grade level and vertical teams to ensure student success
- Participated in District math committee, responsible for choosing the district wide math adoption and creating our first math benchmark

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PROFESSIONAL  
AFFILIATIONS

The Honor Society of Phi Kappa Phi, 2015-present  
Association for Supervision and Curriculum Development (ASCD), 2013-present  
Glendale Elementary School District Leadership Academy, 2015  
National Council of Teachers of Mathematics (NCTM), 2005-present

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EDUCATION

**M.Ed. Masters of Education**, Educational leadership  
Northern Arizona University, Extended Campus, 2013-2015

**M.Ed. Masters of Education**, Elementary Education  
Arizona State University, Phoenix, 2004

**B.A. Bachelor of Arts**, Psychology  
University of Arizona, Tucson, 1999

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REFERENCES

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GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 4.C. TOPIC: Approval of Travel

SUBMITTED BY: Mr. Joe Quintana, Superintendent

RECOMMENDED BY: Mr. Joe Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: June 29, 2017

RECOMMENDATION:

It is recommended the Governing Board approve the request for employee out-of-county travel as presented.

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<b>Traveler</b>	<b>Purpose/Location</b>	<b>Dates</b>	<b>Cost</b>
Joe Quintana	AASBO Summer Conference Tucson, AZ	July 18-19	\$150 <i>M&amp;O</i>

**TRAVEL REQUEST FORM**

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

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

Name of Traveler(s): Joe Quintana

Working at School/Department: Superintendent

Reason for Travel: AASBO Annual Summer Conference

Traveling to: Tucson, AZ

Dates of Travel: July 18-19, 2017

Substitute Needed/Dates: N/A

	<b>Code</b>	<b>Cost</b>	<b>Requisition Number</b>
Charge Sub to:	<u>None Required</u>	<u>\$</u>	<u></u>
Charge Registration to:	<u></u>	<u>\$</u>	<u></u>
Charge Airline/Bus to:	<u>None Required</u>	<u>\$</u>	<u></u>
Charge Meal/Lodging to:	<u>M&amp;O</u>	<u>\$ 150</u>	<u></u>
Charge Auto Mileage to:	<u></u>	<u>\$</u>	<u></u>
	<b>Total Cost of Travel</b>	<u>\$ 150</u>	<u></u>

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

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

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 4.D. TOPIC: Suspension of Governing Board Policy

SUBMITTED BY: Mr. Joseph Quintana, Superintendent

RECOMMENDED BY: Mr. Joseph Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: March 12, 2015

RECOMMENDATION:

It is recommended the Governing Board approve the suspension of Board Policy BGB-Policy Adoption, related to the first and second reading of recommended revisions to Board Policy GCCA - Professional/Support Staff Sick Leave and GCCB - Professional/Support Staff Personal/Emergency/Religious Leave as listed in Item 4.E. of this Board meeting agenda dated June 29, 2017.

**RATIONALE:**

Legal Counsel has recommended adoption of the proposed revisions to the policies in question prior to the start of the new fiscal year. Due to the short window of time available, Administration recommends suspension of the Board's policy relating to the requirement of having two readings of proposed policy revisions prior to adoption so the proposed revisions can be adopted without delay.

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 4.E. TOPIC: First and Second Reading of Policy Revisions

SUBMITTED BY: Dr. Barbara Goodwin, Assistant Superintendent for Human Resources, and Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

RECOMMENDED BY: Mr. Joe Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: June 29, 2017

RECOMMENDATION:

It is recommended the Governing Board approve the first and second readings and adoption of the proposed revisions to Board Policy GCCA - Professional/Support Staff Sick Leave and GCCB - Professional/Support Staff Personal/ Emergency/Religious Leave as presented.

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**RATIONALE:**

The recommended changes to policies GCCA and GCCB are being made to align as required by Proposition 206 regarding Earned Paid Sick Time. The Governing Board has been provided information regarding correlating revisions to exhibits and regulations under separate cover.

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

Summary of Prop 206:

Proposition 206 was designed to increase the minimum wage for non-exempt employees to \$10 in 2017, \$10.50 in 2018, \$11.00 in 2019, and \$12 in 2020. Starting in 2021, the legislation will increase the minimum wage with the cost of living.

The measure also entitles all employees to accrue one hour of paid sick time for every 30 hours worked beginning July 1, 2017. The measure permits earned paid sick time to be utilized for an employee's medical care, an employee's need to care for a family member, a public health emergency, or addressing domestic violence. This change applies to all employees of GESD regardless of their FTE and also includes all substitutes.

**GCCA  
PROFESSIONAL / SUPPORT STAFF  
SICK LEAVE**

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

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

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

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

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

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

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

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

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

- ~~• Purpose for which sick leave is being taken.~~

- ~~Expected date of return from sick leave.~~
- ~~Where the staff member may be contacted during the leave.~~

~~Sick leave is~~ only for the purpose of recuperative activities, e.g., obtaining medical care or treatment, [childbirth](#), procuring medications or other prescribed materials, convalescing at home or at a medical facility, or other therapy or activity prescribed by the employee's physician or health practitioner (with verification required if requested by the Superintendent). The District may, at District expense, require the employee to submit to medical or psychiatric examination by a physician or psychiatrist selected by the District to determine 1) whether or not the continued use of sick leave is appropriate or 2) whether return to duty is appropriate. A statement may also be requested when the District has reason to believe that the employee might be harmed by a premature return to work.

Sick leave shall be provided upon the request of the employee. Such request must be reported using the District-approved leave system. When possible, the request shall include the expected duration of the absence. The District reserves the right to deny the use of sick leave if the employee fails to report the need for the use of the sick leave as required by this policy.

When the use of sick leave is foreseeable, the employee shall make a good faith effort to provide notice of the need for such time to the District in advance of the use of the sick leave and shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the District.

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

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

### **Sick Leave Buy Back**

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

Adopted: ~~December 8, 2016~~ [June 29, 2017](#)

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

CROSS REF.: [GCBA](#) - Professional Staff Salary Schedules



**GCCB**  
**PROFESSIONAL / SUPPORT STAFF**  
**PERSONAL / EMERGENCY /**  
**RELIGIOUS LEAVE**

~~Each staff member~~ All employees with positions that are 0.5 FTE or greater will be granted personal leave not to exceed four (4) days ~~for professional staff or four (4) days for support staff~~ per year, deducted from ~~unused accumulated~~ annual allocation of sick leave. No more than ten percent (10%) of the staff or other groupings of employees may take personal leave at any one time. Requests for personal leave must be received at least four (4) working days prior to the first day of leave, and must be approved by the principal/supervisor. Extenuating circumstances may be considered on a case-by-case basis.

Requests shall be acted upon in order of receipt, and the availability of substitutes, if necessary, may limit the number of requests granted at any one (1) time.

Personal leave will not be granted to extend a holiday or other school break.

Adopted: ~~October 28~~ June 29, ~~2011~~ 2017

LEGAL REF.: A.R.S. [15-510](#)