

GLENDALE ELEMENTARY SCHOOL DISTRICT NO. 40

Regular Meeting of the Governing Board

January 11, 2018 6:00 p.m.

Public Notice - Meeting Agenda

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

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

GOVERNING BOARD PRIORITIES

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

OUR GOALS

Increase Student Achievement Eliminate the Achievement Gap

1. Call to Order and Roll Call

2. Organizational Meeting

Election of Officers

- a) **President of the Board**
 - i) Nominations
 - ii) Motion _____ Second _____
 - iii) Board Discussion
 - iv) Vote
- b) **Clerk of the Board**
 - i) Nominations
 - ii) Motion _____ Second _____
 - iii) Board Discussion
 - iv) Vote

3. 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)

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. Special Recognition

a. Student Performance

Fourth through eighth grade chorus students from Discovery School will perform the following songs under the direction of Ms. Morgan Hartley:

Keep the Candles Going, by Teresa Jennings

Music is Always There, by Teresa Jennings

6. Consent Agenda

a. Approval of Minutes

The minutes of the December 21, 2017 Special Meeting, and December 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. Surplus Property Disposal/Donation

It is recommended the Governing Board approve the items listed for disposal as surplus property and grant permission to dispose of them through public auction, salvage company and/or donation to local non-profit(s), and remove them from the asset listing.

e. Approval of Travel

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

f. Invitation for Bids

It is recommended the Governing Board approve the award of Invitation for Bids 18.06.22 for Food Service Disposable Serving Supplies to Wallace Packaging and Shamrock Foods for the 2017-2018 school year with the right to renew for four (4) additional years.

7. Reports and Information Items

a. Superintendent's Progress Report

The Superintendent will provide the Governing Board with a progress report.

8. Action Items

None at this time.

9. Future Meetings and Events

a. Future Meetings

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

b. Agenda Item Requests

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

10. Summary of Current Events

a. Superintendent Report

The Superintendent will present a brief summary of current events.

b. Governing Board Report

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

11. Adjournment

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.A. TOPIC: Approval of Minutes

SUBMITTED BY: Ms. Elizabeth Powell, Executive Assistant

RECOMMENDED BY: Mr. Joseph Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: January 11, 2018

RECOMMENDATION:

The minutes of the December 21, 2017 Special Meeting, and December 23, 2017 Special Meeting are submitted for approval.

RATIONALE:

**MINUTES OF THE SPECIAL MEETING OF THE GOVERNING BOARD
School District No. 40 of Maricopa County, Arizona
District Office Governing Board Room
December 21, 2017**

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

CALL TO ORDER AND ROLL CALL

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

OPENING EXERCISES

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

Mr. Quintana asked to postpone item 6.A. until January. Ms. Smith moved to adopt the meeting agenda with this change and Ms. Bartels seconded the motion. Upon call to vote, the motion carried.

CALL TO THE PUBLIC

Ms. Kayla Sereno, a Kindergarten teacher at Coyote Ridge, addressed the Board regarding access to technology and purchasing procedures inhibiting our ability to be fiscally responsible. She recently received a grant to purchase technology for her classroom, and has been very frustrated by the process. Mr. Aldama requested Mr. Quintana research the matter further and report back to the Board.

RECOGNITION

Student Performance Third grade choir students from Bicentennial South School performed under the direction of Ms. Mary Bennett.

School Recognition The Governing Board recognized the school with the highest teacher attendance rate from November 2, 2017, through December 15, 2017. Mr. Quintana announced Glendale Landmark to be the school honored this month.

School Recognition The Governing Board recognized the school with the highest student attendance rate from November 2, 2017, through December 15, 2017. Mr. Quintana announced Bicentennial North to be the school honored this month.

CONSENT AGENDA

Mr. Aldama moved to approve the agenda and Ms. Bartels seconded the motion. Upon call to vote, the motion carried and the following items were approved:

Approval of Minutes The Governing Board approved the minutes of the November 9, 2017 Regular Meeting, November 30, 2017 Special Meeting and November 30, 2017 Executive Session

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

Acceptance of Gifts The Governing Board ratified and approved acceptance of the following gifts offered to the District:

Donor	Gift	Recipient
Kona Ice	\$60 Student Council	American
Petsmart	360 Stuffed Animal Toys Est value \$3,600	American
Coca Cola	\$44 Employee Incentive Fund	Burton
Kona Ice	\$50 Student Transportation	Burton
Coca Cola	\$12.49 Employee Incentive Fund	Challenger
Challenger PTSA	\$551 Gift to School for Library Use	Challenger
Peoria Public Library	4 Books Est value \$20	Coyote Ridge

Donors Choose	"No More Sick Days" Project, Est value \$150	Coyote Ridge
Coca Cola	\$61.74 Employee Incentive Fund	Desert Spirit
Discovery PTSA	\$419.17 Gift to School for Library Use	Discovery
Coca Cola	\$91.74 Employee Incentive Fund	Discovery
Color Me Bella	\$50 Gift certificates for Employee Incentives	District Office
Joyce Paasch	10 Arizona from the Sky book for 4 th grade Est value \$199.50	Districtwide
Hungry for Music	Seven Clarinets, Four Flutes Est value \$6,010	Imes
Camelback Vending	\$71.94 Gift to School	Landmark
Lowes Home Improvement	Plant donations for career camp Est value \$500	Landmark
Donors Choose	"Reading will take us Around the World" Project Est value \$219	Mensendick
Coca Cola	\$203.82 Employee Incentive Fund	Sine
Sine Booster Club	\$312.71 Gift to School for Library Use	Sine
Peter Piper Inc	\$99.26 for Student Council	Sine
Employee Network	32" Flat screen TV for Wellness incentive Est value \$250	Wellness

Certified Personnel The Governing Board approved the employments, resignations, retirements, promotions, leaves of absence, cancellations of employment, terminations and/or contract renewals of certified personnel.

New Employment

Allen, Jonathon	Teacher	\$36,000*	12/13/17
Bandura, Brady	Teacher	\$36,000*	01/16/18
Berg, Terri	Teacher	\$36,000*	11/06/17
Boston, Courtney	Teacher	\$38,250	12/14/18
Chornomaz, Sarah	Teacher	\$36,000*	01/08/18
Eiman, Jessica	Teacher	\$36,000*	01/08/18
Kitnick, Emma	Teacher	\$36,000*	12/13/17
Mayhew, Lesley	Teacher	\$36,000*	01/08/18
Ortega, Cesiah	Teacher	\$36,000*	01/08/18
Rai, Allison	Teacher	\$36,000*	11/20/17

Salary is subject to change pending employment and transcript verification

Resignation

Alonzo, Benjamin*	Teacher	Other Employment	12/22/17
Barger, Shamara*	Psychologist	Personal Reasons	11/21/17
Bolster, Charmel*	Teacher	Personal Reasons	12/12/17
Campbell, Maria*	Teacher	Personal Reasons	12/22/17
Jenkins, Cheryl	Teacher	Personal Reasons	12/22/17
Morris, Whitney*	Teacher	Personal Reasons	11/21/17
Palmer, Kelly*	Teacher	Moved	12/08/17
Ramirez, Robert*	Teacher	Moved	12/22/17
Rock, Candace	Teacher	Health Reasons	02/04/18
Tubbesing, Sarah*	Teacher	Personal Reasons	12/22/17

*Recommend liquidated damages fee applied per contract

Change in Position

Thompson, Aimee	From Guest Teacher to Teacher	\$23,573.60	11/09/17
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Guest Teacher - Resignation

Gilmore, Wendy	Guest Teacher	Personal Reasons	12/07/17
Waltrip, Kayla	Student Intern	Personal Reasons	12/22/17

Leave of Absence

Gardner, Lisa	Speech Pathologist	11/08/17-12/22/17
Hensel, Michele	Teacher	10/20/17-05/25/17
Herb, Kristen	Teacher	02/06/18-05/25/18
Parmer, Kelicia	Teacher	10/16/17-01/10/17
Steinkamp, Dori	Teacher	11/14/17-12/04/17

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

New Employment

Ahmed, Bafrin	Ext. Day Activity Leader	\$10.00	11/27/17
Barron, David	School Bus Driver	\$15.15	12/11/17
Campos, Rosa	Campus Monitor	\$10.00	11/27/17
Cordova, Mia	Educational Asst. Resource	\$10.00	11/20/17
Diaz, Gloria	Attendance Secretary	\$11.24	12/11/17
Garcia-Chavez, Yesica	Campus Monitor	\$10.00	11/20/17
Harper, Kevin	Educational Asst. Resource	\$13.39	11/20/17
Higuera, Miguel	Security Maintenance	\$12.07	11/20/17
Juarez, Maria	Campus Monitor	\$10.00	11/27/17
Longoria, May	Ed. Assist. Ortho	\$10.18	12/04/17
Montes, Veronica	Cleaner II	\$10.00	12/11/17
Obie, Florinda	Family Services Advocate	\$10.21	11/06/17
Parker, Reshika	Campus Monitor	\$10.00	11/13/17
Tobias, Annastasia	Campus Monitor	\$10.00	12/11/17
Urias, Luz	Cleaner II	\$10.00	11/13/17
Valenzuela, Cassandra	Campus Monitor	\$10.00	12/11/17
Wagner, Curtis	Bus Monitor	\$10.00	12/11/17
Waltosz, Tia	Ed. Assistant Special Ed	\$10.00	11/20/17

Position Change

Basave, Juan	EA Ortho to EA Autism	\$12.25	11/06/17
Carballo, Petra	Cleaner II to Lead Custodian	\$14.85	11/20/17
Mellouk, Moez	From Trainee School Bus Driver to School Bus Driver	\$13.65	12/11/17
Pasos, Sabrina	From Bus Monitor to Admin Secretary	\$14.00	12/04/17
Pope, Shane	From Bus Monitor to Trainee School Bus Driver	\$12.07	11/20/17
Prado, Teresa	From Cleaner to Lead Custodian	\$16.08	11/20/17
Steel-Thaxton, Angela	From EA Ortho Impaired to EA-CCMD	\$12.86	11/27/17

Resignation

Aguilar Alvarez, Yudith	School Secretary	Personal Reasons	12/22/17
Beltran, Cynthia	Bus Monitor	Personal Reasons	12/15/17
Castro-Amarillas, Lisa	Food Services Worker	Health Reasons	11/02/17
Cortez-Salazar, Consuelo	Cleaner I	Personal Reasons	05/25/17
Czerwinski, Susan	Food Service Worker	Personal Reasons	12/15/17
Duncan, Carleesa	Ed. Assist-Special Ed.	Personal Reasons	11/09/17
Durazo, Rosangela	Campus Monitor	Education	12/13/17
Garnder, Lisa	SLPA	Personal Reasons	12/01/17
Garza, Vanessa	Campus Monitor	Moved	12/01/17
Griego, Nicole	Campus Monitor	Reason Unknown	11/06/17
Hernandez, Alessandra	Campus Monitor	Personal Reasons	11/08/17
Lara, Elena	Campus Monitor	Other Employment	05/25/17
Lobianco, Anthony	Campus Monitor	Personal Reasons	12/01/17
Marquez, Leticia	Bus Driver	Moved	12/13/17
Munoz, Angela	Campus Monitor	Other Employment	11/21/17
Munoz, Nancy	Campus Monitor	Other Employment	11/21/17
Olfert, Emma	Campus Monitor	Personal Reasons	12/22/17
Perez, Alexandra	Bus Monitor	Other Employment	10/27/17
Perez, Sonia	Cleaner I	Personal Reasons	12/22/17
Quirindongo, Jose	Cleaner I	Personal Reasons	12/01/17
Reyes, Martin	Sub Cleaner	Inactive Sub	05/30/14

Retirement

Dent, Claudia	Food Service Cashier	12/22/17
Echerivel, Maria	Library Clerk	12/22/17

Leave of Absences

Moore, Jeffery	Unit Manager	01/08/18-01/26/18
Ramirez, Stephanie	Food Service Worker	11/22/17-02/02/18
Urias, Ana	Food Service Worker	Extension from 10/31 to 11/03

Surplus Property Disposal/Donation The Governing Board approved the items listed for disposal as surplus property and grant permission to dispose of them through public auction, salvage company and/or donation to local non-profit(s), and remove them from the asset listing.

Auxiliary Fund Statement The Governing Board approved the Auxiliary Fund Balance Statement for October, 2017 as presented.

Student Activity Fund Statement The Governing Board approved the Student Activity Fund Balance Statement for October, 2017 as presented.

Fundraiser Activities The Governing Board approved and ratified the fundraiser activity requests as presented.

Travel The Governing Board approved employee requests for out-of-county/out-of-state travel.

REPORTS AND INFORMATION ITEMS

Superintendent's Progress Report This item was postponed to January.

School Calendar Mr. Quintana introduced Mr. Cummings to provide the Governing Board with an update on the development of future school year calendars and seek direction for moving forward. He presented the two draft calendars the committee has drafted so far. He asked the Board for direction for moving forward.

Ms. Smith expressed support for continuing to align with the high school district's school year calendar. Ms. Wilson and Ms. Bartels echoed her sentiments. They also have concerns about having too many breaks interrupting the school year. Ms. Segotta Jones noted the District's assessment plan is strained by breaks/holidays cutting into the schedule.

Ms. Smith asked about attendance for the high school's professional development day after winter break.

Mr. Aldama expressed support for the first draft due to its lower impact on instructional time.

The Board had consensus to proceed with the first draft calendar. These will be brought back for the Board's approval in January.

ACTION ITEMS

Evaluation Handbooks Mr. Quintana recommended the Governing Board approve the Performance Evaluation Handbooks for Teachers, Social Emotional Learning Specialists, Achievement Advisors, Psychologists, Occupational Therapists, Physical Therapists, Speech Therapists, Classified Staff, and District Leadership as presented.

Ms. Wilson asked if teachers had the opportunity to have a preconference before their observation. Mr. Aldama asked if employee representatives were permitted to participate in the process.

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

Employment of Director Mr. Quintana recommended the Governing Board approve the employment of Ms. Valerie Caraveo as Director of Finance for Glendale Elementary School District, with no change in salary or benefits. Ms. Smith moved to approve the recommendation as presented and Ms. Bartels seconded the motion. Upon call to vote, the motion carried.

Employee Contracts

and Work Agreement Mr. Quintana recommended the Governing Board approve the employee contracts and work agreement as presented for the 2018-2019 school year. Ms. Smith moved to approve the recommendation as presented and Ms. Bartels seconded the motion. Upon call to vote, the motion carried.

Medical Insurance

Renewal Mr. Quintana recommended the Governing Board approve the medical insurance increase and absorb the cost increase using its reserves for one-year (2018-2019) only.

Ms. Smith inquired if anything was being done to prevent increases from continuing moving forward. Mr. Barragan reported the District was recently recognized for having the most robust wellness program in the state, which directly impacts our claims experience.

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

Board Interests for
Meet and Confer

Mr. Quintana recommended the Governing Board approve interests for the Meet and Confer process. Ms. Bartels moved to approve the recommendation as presented and Mr. Aldama seconded the motion. Upon call to vote, the motion carried.

FUTURE MEETINGS AND EVENTS

Future Meetings: A list of upcoming meetings was reviewed. Mr. Quintana noted the January 11th meeting will be the Board's annual organizational meeting. He added reports on the demographic study and emergency certified teachers will be coming in January as well.

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. Bartels requested a study session regarding the Board self-evaluation. Mr. Aldama asked for information related to school recess practices. Ms. Smith requested in April to add a retreat to work on strategic goals for the upcoming school year.

SUMMARY OF BOARD AND SUPERINTENDENT CURRENT EVENTS

Mr. Quintana thanked everyone for all their hard work and wished them a happy Holiday Season.

Ms. Smith wished everyone a Merry Christmas. She also reported her daughters had a good experience with benchmarks recently.

Ms. Pimentel echoed sentiments about the importance of recess. She also complimented Ms. Bennett for the musical performance this evening.

Ms. Bartels expressed her appreciation for the schools posting their musical performances on Facebook.

Mr. Aldama recognized Bicentennial North and Landmark for their accomplishments in attendance. He also thanked everyone for all their hard work, and wished them Happy Holidays.

Ms. Wilson wished everyone Happy Holidays and good health.

ADJOURNMENT

Ms. Smith 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 6:27 p.m.

Submitted by:

Elizabeth Powell, Executive Assistant

Approved by:

Jamie Aldama, Clerk of the Board

Date: January 11, 2018

MINUTES OF THE SPECIAL TELEPHONIC MEETING OF THE GOVERNING BOARD
School District No. 40 of Maricopa County, Arizona
District Office Executive Conference Room
December 23, 2017

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

Absent: Ms. Smith, Member

CALL TO ORDER AND ROLL CALL

The meeting was called to order by Ms. Wilson at 9:00 a.m. She noted the presence of four of five Board members, constituting a quorum, with all five members participating telephonically. Ms. Smith did not participate.

OPENING EXERCISES

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

CALL TO THE PUBLIC

None at this time.

ACTION ITEMS

Interim Principal Mr. Quintana recommended the Governing Board appoint Ms. Tamara Yazzie as Interim Principal of Don Mensendick School, salary and benefits commensurate with other principals. Ms. Bartels moved to approve the recommendation as stated and Ms. Pimentel seconded the motion. Upon call to vote, the motion carried.

Interim Assistant
Principal

Mr. Quintana recommended the Governing Board appoint Ms. Alicia Ashby as Interim Assistant Principal of William C. Jack School, salary and benefits commensurate with other assistant principals. Ms. Bartels moved to approve the recommendation as stated and Ms. Pimentel seconded the motion. Upon call to vote, the motion carried.

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 9:15 a.m.

Submitted By: _____
Elizabeth Powell, Executive Assistant

Approved By: _____
Jamie Aldama, Clerk of the Board

Date: _____
January 11, 2018

GLENDALE ELEMENTARY SCHOOL DISTRICT
ACTION AGENDA ITEM

AGENDA NO: 6.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: January 11, 2018

RECOMMENDATION:

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

New Employment

1. Chornomaz, Sarah	Band Teacher	\$36,000	01/08/2018
2. Eiman, Jessica	Music Teacher	\$36,000	01/08/2018
3. Flores-Sanchez, Jacqueline	Teacher	\$36,000	01/08/2018
4. Witting, Ryan	Teacher	\$36,000	01/08/2018

Resignation

1. Faas, Chandler	Teacher	Other Employment	01/10/2018
2. Langedock, Paul	Teacher	Other Employment	01/12/2018
3. Washburn, Kelly	Teacher	Personal	12/22/2017

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.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: January 11, 2018

RECOMMENDATION:

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

New Employment

1. Beltran, Alma	Food Service Specialist	\$10.50	01/16/18
2. Bidwell, Cecilia	Bus Monitor	\$10.50	01/08/18
3. Dominguez, Rosa	Food Services Worker	\$10.00	12/18/17
4. Garza, Gilberto	Campus Monitor	\$10.50	01/08/18
5. Gutierrez, Priscilla	Ed. Assist Ortho Impaired	\$10.50	01/08/18
6. Hartman, Shawn	Cleaner II	\$10.00	12/18/17
7. Leon, Steven	Campus Monitor	\$10.50	01/08/18
8. Molina, Rocio S	Campus Monitor	\$10.50	01/08/18
9. Montoro, Beti	Food Services Worker	\$10.00	12/18/17
10. Reyes, Lorena	Food Services Worker	\$10.00	12/18/17
11. Schmidt, Henry	Ed. Assist. Special Ed. Resource	\$10.72	12/18/17

Rehire

1. Clarke, Cindy	School Secretary	\$14.57	12/11/17
2. Encizo, Leticia	Food Service Worker	\$10.00	12/11/17
3. Olfert, Emma	Food Services Worker	\$10.50	01/08/18

Position Change

1. Hernandez, Nancy	from Attendance Sec. to School Secretary	\$11.47	01/08/18
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Resignation

1. Ahmed, Bafrin	Ext. Day Activity Leader	Personal Reasons	11/27/17
2. Baird, Nadia	Guest Educational Assistant	Personal Reasons	09/14/17
3. Digeronimo, Charles	EASESC	Reason Unknown	12/22/17
4. Dayton, Nannette	Food Services Worker	Personal Reasons	01/16/18
5. Espindola, Vanessa	Campus Monitor	Personal Reasons	11/09/17
6. Frank, Mark	Warehouse Textbook Adoption Spec	Other Employment	01/12/18
7. Hernandez, Clementina	Cleaner I	Health Reasons	10/18/17
8. McDaniel, Tremena	Library Clerk	Personal Reasons	12/22/17
9. Ortez Mendoza, Paula	Campus Monitor	Personal Reasons	12/16/16
10. Salih, Pary	Campus Monitor	Personal Reasons	05/25/17
11. Venegas, Amalia	Campus Monitor	Personal Reasons	12/13/17

Additional Position

1. Ulen, Stephanie	Guest Educational Assistant	\$10.50	01/08/18
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Correction to Resignation

1. Marquez, Leticia	Bus Monitor	Moved	12/22/17
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Leaves of Absence

1. Dayton, Nannette
2. Obie, Florinda

Food Service Worker
Family Service Advocate

12/01/17 to 12/22/17
12/14/17 to 12/22/17

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.D. TOPIC: Disposal/Donation of Surplus Property

SUBMITTED BY: Mr. Tony Remo, Fixed Assets Specialist

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

DATE ASSIGNED FOR CONSIDERATION: January 11, 2018

RECOMMENDATION:

It is recommended the Governing Board approve the items listed for disposal as surplus property and grant permission to dispose of them through public auction, salvage company and/or donation to local non-profit(s), and remove them from the asset listing.

RATIONALE:

The District is currently using Public Surplus Online Auction for surplus equipment. The following is a list of equipment that is outdated, broken, or non-repairable. It should be noted technology devices such as PC's, laptops, tablets, etc. are rendered unusable to ensure potentially private information as may be contained in such devices is not inadvertently released.

<u>District ID#</u>	<u>Description</u>	<u>District ID#</u>	<u>Description</u>
328853	Laptop cart	328854	Laptop cart
337061	Washer/Dryer	327793	Laptop cart
326857	Laptop cart	327794	Laptop cart
317899	Electric piano	326068	Floor machine
320683	Floor machine	310338	Floor machine

Source of Funding -

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

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.E. TOPIC: Approval of Travel

SUBMITTED BY: Mr. Joe Quintana, Superintendent

RECOMMENDED BY: Mr. Joe Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: January 11, 2018

RECOMMENDATION:

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

Traveler	Purpose/Location	Dates	Cost
Katherine Richman	ETC Conference	Jan 31-Feb 2	\$880 M&O
Diane Litwiller	Laughlin, NV		

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): Katherine Richman and Diane Litwiller

Working at School/Department: DO/IT

Reason for Travel: 2018 ETC Annual Conference

Traveling to: Laughlin, NV

Dates of Travel: January 31 – February 2, 2018

Substitute Needed/Dates: N/A

	Code	Cost	Requisition Number
Charge Sub to:	_____	\$N/A	_____
Charge Registration** to:	<u>001.100.2580.6360.571.0000</u>	<u>\$280.00</u>	_____
Charge Airline/Bus*** to:	_____	\$ N/A	_____
Charge Meal/Lodging* to:	_____	<u>\$500.00</u>	_____
Charge Auto Mileage to:	<u>001.100.2580.6580.571.0000</u>	<u>\$100.00</u>	_____
	Total Cost of Travel	<u>\$880.00</u>	_____

APPROVED BY: _____ **DATE** _____

_____ Approved _____ Not Approved By the Governing Board on _____ date

** Gas mileage in lieu of Airline/Bus as attendee is driving personal vehicle.*

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): Katherine Richman and Diane Litwiller

Conference/Workshop Title: 2018 ETC Annual Conference
(Reason for Travel)

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

This conference provides information on the functionality of Synergy as well as information on Arizona state reporting.

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

Information will be shared through meetings and trainings with staff as it pertains to their job.

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

Attendance at this workshop will ensure that the Student Information Coordinators for GESD are informed of the various modules in Synergy and up-to-date on Arizona state reporting.

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.F. TOPIC: Invitation for Bids

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

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

DATE ASSIGNED FOR CONSIDERATION: January 11, 2018

RECOMMENDATION:

It is recommended the Governing Board approve the award of Invitation for Bids 18.06.22 for Food Service Disposable Serving Supplies to Wallace Packaging and Shamrock Foods for the 2017-2018 school year with the right to renew for four (4) additional years.

RATIONALE:

Glendale Elementary School District #40 is a current member of the Greater Phoenix Purchasing Consortium of Schools (GPPCS) and is acting as the lead district for this Invitation for Bids (IFB).

The IFB notices were emailed to seventeen (17) vendors on October 19, 2017. The IFB was posted on the District’s website Purchasing page for public access on October 19, 2017. Legal advertisement was also placed in the Arizona Business Gazette on October 19, 2017 and October 26, 2017. The Purchasing Department received three (3) bid responses and two (2) no bid responses.

The evaluation committee was comprised of Shannon Gleave, GESD Director of Food & Nutrition Services; Claudia Leon, Paradise Valley USD Director of Purchasing; Patricia Lorenzen, Lead Buyer at Tolleson UHSD; and Christina Pina, Buyer at Tolleson UHSD. The evaluation committee evaluated the bids based on the criteria outlined in the IFB. The evaluation committee recommends award to multiple vendors and has determined this is the least number of suppliers necessary to meet the needs of the District and GPPCS members. The recommended vendors are: Wallace Packaging and Shamrock Foods.

This IFB award is a one (1) year contract beginning 2017-2018 school year, with the option to renew for four (4) additional one-year periods.

The IFB file for this solicitation is held in the Purchasing Department for review.

Food & Nutrition is the primary funding source for this award.

Source of Funding -

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

GLENDALE ELEMENTARY SCHOOL DISTRICT

INFORMATIONAL AGENDA ITEM

Reports, presentations and other similar items are submitted to the Governing Board
as information and do not require action.

AGENDA NO: 7.A. TOPIC: Superintendent's Progress Report

SUBMITTED BY: Mr. Joe Quintana, Superintendent

DATE OF REPORT: January 11, 2018

Report on:

The Superintendent will provide the Governing Board with a progress report.

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: January 11, 2018

Board Meetings dates for the 2017-2018 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.

January 25	Special Meeting Executive Session for Superintendent's Performance Evaluation Superintendent's Performance Pay Review Policy Manual Section B Emergency Certified Teachers Report
February 8	Regular Meeting
February 22	Special Meeting
March 8	Meet and Confer/Salary Recommendations Recruitment Report
March 29	Special Meeting
April TBD	Retreat for development of strategic goals
April 12	Employment Contract Renewals Budget Revision Board Meeting Schedule Attendance Boundaries
April 26	Special Meeting
May 10	Authorized Signatories Call for Election Renewal of Sole Source, Cooperative, and Purchasing Contracts
May 24	Special Meeting
June 14	Regular Meeting
June 28	Special Meeting