

# GLENDALE ELEMENTARY SCHOOL DISTRICT NO. 40

Regular Meeting of the Governing Board

October 26, 2017, 5:15 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 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).

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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. Offer of Spanish Interpretation
- b. Moment of Silence
- c. Pledge of Allegiance/National Anthem *performed by Glendale American Band Students*
- d. Adoption of Agenda
- e. 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. Special Recognition**

- a. Student Performance  
Band students from Glendale American School will perform under the direction of Ms. Corrine Grant.
- b. School Presentation  
Mr. Collin Smith, Eighth Grade Social Studies Teacher from Desert Spirit, will present a report regarding the seventh and eighth grade student trip to Washington, D.C., taken May 30-June 2, 2017.

#### **5. Consent Agenda**

- a. Approval of Minutes  
The minutes of the September 14, 2017 Regular Meeting, September 28, 2017 Special Meeting, September 28 Executive Session, October 19, 2017 Special Meeting and October 19, 2017 Executive Session are submitted for approval.
- b. Ratification of Vouchers  
It is recommended the Governing Board approve the expense and payroll vouchers as presented.

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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.

- c. Acceptance of Gifts  
It is recommended the Governing Board ratify and approve acceptance of gifts offered to the District as presented.
- d. Certified Personnel Report  
It is recommended the Governing Board approve the employments, resignations, retirements, promotions, leaves of absence, cancellations of employment, terminations and/or contract renewals of certified personnel.
- e. Classified Personnel Report  
It is recommended the Governing Board approve the employments, resignations, retirements, promotions, leaves of absence, cancellations of employment, and/or terminations of classified personnel.
- f. Travel  
It is recommended the Governing Board approve employee requests for out of county, out of state travel as presented.
- g. 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.
- h. Auxiliary Fund Statement  
It is recommended the Governing Board approve the Auxiliary Fund Balance Statement for July and August, 2017 as presented.
- i. Student Activity Fund Statement  
It is recommended the Governing Board approve the Student Activity Fund Balance Statement for July and August, 2017 as presented.
- j. Fundraiser Activity Requests  
It is recommended the Governing Board approve and ratify the list of fundraiser activity requests as presented.
- k. Non-Renewal of Employment  
It is recommended the Governing Board approve the non-renewal of employment contract for J. Ryan.

**6. Reports and Information Items**

None at this time.

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**Public Hearing – 6:00 p.m.**

At 6:00 p.m., the meeting will recess for the purpose of holding a public hearing on the proposed Revision #1 of the Fiscal Year 2017-18 Expenditure Budget and allocation of monies related to the 1.06% Teacher Salary increase pursuant to Session Laws 2017, Chapter 305, §33. Members of the audience are invited to make comments and ask questions during the public hearing.

1. Presentation Regarding Proposed Revised Budget #1 and allocation of monies related to the 1.06% Teacher Salary Increase.
2. Questions and Comments from Board Members
3. Questions and Comments from Visitors
4. Adjourn Public Hearing and Reconvene Regular Meeting

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**7. Action Items**

a. Revised 2017-2018 Expenditure Budget #1

It is recommended the Governing Board approve Revision #1 of the Fiscal Year 2017-2018 Expenditure Budget as presented.

b. Allocation of 1.06% Teacher Salary Increase Monies

It is recommended the Governing Board approve the allocation of monies related to the intended 1.06% teacher salary increase pursuant to Session Laws 2017, Ch. 305, §33 as presented.

c. Job Description

It is recommended the Governing Board approve the new job description for English as a Second Language Instructor for GESD Parents.

d. Revised Annual Financial Report

It is recommended the Governing Board approve the Revised Annual Financial Report for Fiscal Year 2016-17 as presented.

**8. 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.

**9. 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.

**10. 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: October 26, 2017

RECOMMENDATION:

The minutes of the September 14, 2017 Regular Meeting, September 28, 2017 Special Meeting, September 28 Executive Session, October 19, 2017 Special Meeting and October 19, 2017 Executive Session are submitted for approval.

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RATIONALE:

**MINUTES OF THE SPECIAL MEETING OF THE GOVERNING BOARD**  
**School District No. 40 of Maricopa County, Arizona**  
**District Office Executive Conference Room**  
**October 19, 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 5:30 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.

Mr. Aldama 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.

**EXECUTIVE SESSION**

At this time, Ms. Wilson called for a motion to recess the meeting in order to convene to executive session for the following purposes:

- Legal Advice In accordance with A.R.S. §38-431.03(A)(3) and (A)(4) for the purpose of obtaining legal advice from and providing direction to the attorney for the public body regarding the superintendent Cynthia Segotta-Jones' contract of employment.
- Legal Advice In accordance with A.R.S. § 38-431.03(A)(3) for discussion/consultation with the attorney for the public body regarding Office of Administrative Hearing Proceeding 018-001BRG-SFB regarding denial of a building renewal grant.

Ms. Bartels moved to convene to Executive Session as stated and Ms. Smith seconded the motion. Upon call to vote the motion carried and the meeting recessed to Executive Session at 5:31 p.m.

**RECONVENE TO PUBLIC SESSION**

Ms. Smith moved to reconvene to regular session and Ms. Bartels seconded the motion. Upon call to vote the motion carried and the meeting reconvened at 6:20 p.m.

**ACTION ITEMS**

Superintendent

Employment Contract The Governing Board considered possible action to approve the employment contract for Ms. Cynthia Segotta-Jones beginning as of July 1, 2018. Ms. Smith moved to approve the contract with the changes discussed in executive session and Ms. Bartels seconded the motion. Upon call to vote the motion carried.

**ADJOURNMENT**

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

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

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

Date: \_\_\_\_\_  
October 26, 2017

**MINUTES OF THE SPECIAL MEETING OF THE GOVERNING BOARD  
School District No. 40 of Maricopa County, Arizona  
District Office Governing Board Room  
September 28, 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 5:30 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.

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

**CALL TO THE PUBLIC**

Ms. Megan McCave addressed the Governing Board regarding the action items related to hiring a new superintendent. She stated support for Ms. Segotta-Jones as a candidate for the Superintendency, but suggested following a process involving constituents and stakeholders.

**CONSENT AGENDA**

Ms. Smith moved to approve the consent agenda as presented and Ms. Bartels seconded the motion. Upon call to vote, the motion carried and the following items were approved.

**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\***

Alonzo, Benjamin	Teacher	\$36,000	09/20/17
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\*Salary is subject to change pending employment and transcript verification.

**Resignation**

Ramirez Garcia, Eddieca*	Teacher	Other Employment	09/11/17
De Leon, Amy	Teacher	Personal	07/25/17

\*Recommend liquidated damages fee applied per contract

**Separation**

Cookman, Scott	Guest Teacher	Other Employment	08/07/17
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**Guest Teacher - New Hire**

Moore, Erika	Guest Teacher		09/01/17
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**Classified Personnel** The Governing Board approved the employments, resignations, retirements, promotions, leaves of absence, cancellations of employment, and/or terminations of classified personnel.

**New Employment**

Acuna, Angelina	Food Service Worker	\$10.00	09/11/17
Castro-Amarillas, Lisa	Food Service Worker	\$10.00	09/11/17
Lobianco, Anthony	Campus Monitor	\$10.00	09/18/17
Lopez, Dennis R.	Cleaner II	\$10.00	09/18/17
MacNab, Paige	Attendance Secretary	\$10.67	09/25/17
Mendez, Joelein	Educational Asst. Resource	\$10.00	09/18/17
Moreno, Azucena	Attendance Secretary	\$10.67	09/11/17
Ortega, Allysen	Educational Asst.	\$11.49	09/18/17
Parra, Alexis	Ed Resource	\$10.00	09/18/17

Smith, Bobby	Diesel Mechanic	\$19.88	09/18/17
Venegas, Amelia	Campus Monitor	\$10.00	09/18/17

**Position Change**

Wilcox, Paul	from Research Specialist to IT Senior Programmer		09/18/17
Zamora, Liliana	from Educational Asst. to Campus Monitor		09/05/17
Zamora, Liliana	from Resource Educational Asst. to Standard Educational Asst.		09/05/17

**Resignation**

Aceves Talavarez, Dulce	Cleaner II	Other employment	08/28/17
Acosta, Daniel	Cleaner II	Unknown	09/08/17
Calderon, Mercedes	Cleaner II	Health Issues	09/11/17
Gomez-Kirk, Daniel	Educational Asst.	Personal	09/22/17
Lopez, Dennis	Cleaner II	Education	09/18/17
Myers, Zarohn	Security Maintenance	Unknown	09/13/17
Nieto, Sanjuana	Cleaner	Personal	09/23/17
Sanchez, Lydia P.	Food Service Worker	Moving out of State	09/29/17
Woods, Theresa	Trainee School Bus Driver	Personal	09/12/17
Zaragoza, Yvonne	Transportation Admin. Secretary	Personal	09/29/17

**Retirement**

Ybanez, Alice	School Secretary	Retire	10/02/17
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**New Hire Substitutes**

Collins, Ruth	Sub - Educational Assistant	\$10.00	09/11/17
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**Leave of Absences**

Galaviz, Alex G.			05/08/17
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**Increase in Hours**

Urias, Ana	From 4 to 5 hours per day	Increase in hours	09/11/17
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Travel The Governing Board approved the requests for employee out of county travel as presented.

Fundraiser Activity Requests The Governing Board approved the list of fundraiser activity requests as presented.

**REPORTS AND INFORMATION ITEMS**

Arizona School Boards Association (ASBA)  
Law Conference

Governing Board Members and Administration shared information and learning gained while attending the ASBA Law Conference September 6-8, 2017.

Ms. Smith commented on sessions attended related to liabilities, crowdfunding, student safety, and the keynote speakers who discussed differences in learning between genders. She also appreciated the insight related to girls and equity in dress code policies.

Ms. Pimentel commented on the delegate assembly process.

Ms. Bartels shared notes from the legislative and legal update presented at the conference.

Ms. Wilson commented on Rosalind Wiseman's information related to girls and a session regarding Board conflict and its impact on the school district.

**ACTION ITEMS**

National School Boards Association (NSBA)  
Annual Conference

Mr. Quintana recommended the Governing Board approve Governing Board members and administrators to be named to attend the National School Boards Association Annual Conference in San Antonio, Texas, from April 6-9, 2018. Ms. Smith moved to approve the recommendation as stated and Ms. Bartels seconded the motion. Upon call to vote, the

motion carried. Ms. Wilson asked Board members to let Ms. Powell know as soon as possible so arrangements can be made.

Employment of  
Assistant Principal

Mr. Quintana recommended the Governing Board approve the promotion of Ms. Lacey Merritt to Assistant Principal of Coyote Ridge School, salary and benefits commensurate with other Assistant Principals. Ms. Smith moved to approve the recommendation as stated and Ms. Bartels seconded the motion. Upon call to vote, the motion carried.

Annual Financial  
Report

Mr. Quintana recommended the Governing Board approve the Annual Financial Report for Fiscal Year 2016-17 as presented. Mr. Barragan provided an overview of the report in the following presentation.


## 2016-17 ANNUAL FINANCIAL REPORT

Report to the Governing Board  
September 28, 2017

### FY 2016-17 FINANCIAL OVERVIEW

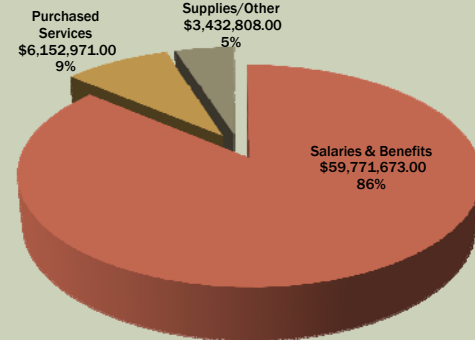
Arizona Revised Statute § 15-904 requires school districts to submit an annual financial report by October 15 of each year. The presentation will cover the following areas:

- Maintenance and Operations (including override and programs)
- Classroom Site Funds
- Unrestricted Capital, Bond and Capital Improvements
- Debt
- Classroom Spending
- Legislative Reductions



## M&O FUND HIGHLIGHTS

- Total expenditures of \$69,357,452; an increase of 1.2% over FY 2016:



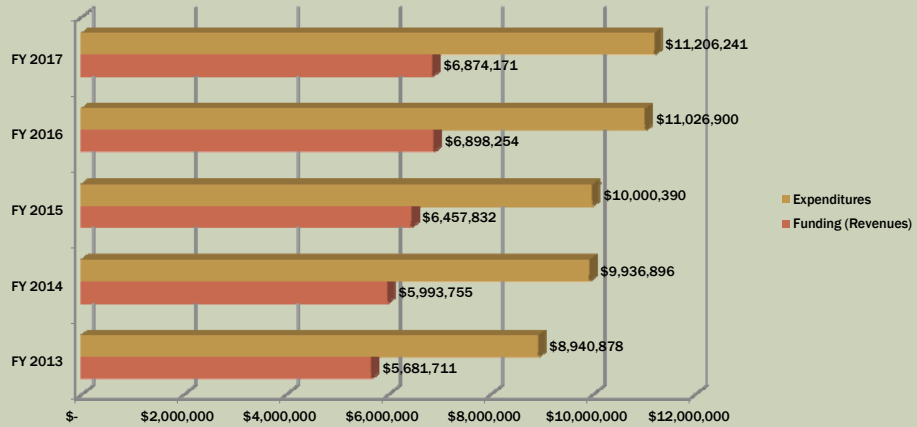
Category	Amount	Percentage
Salaries & Benefits	\$59,771,673.00	86%
Purchased Services	\$6,152,971.00	9%
Supplies/Other	\$3,432,808.00	5%

- Budget Balance Carry Forward- \$3,323,265, or 5.3% of the Revenue Control Limit



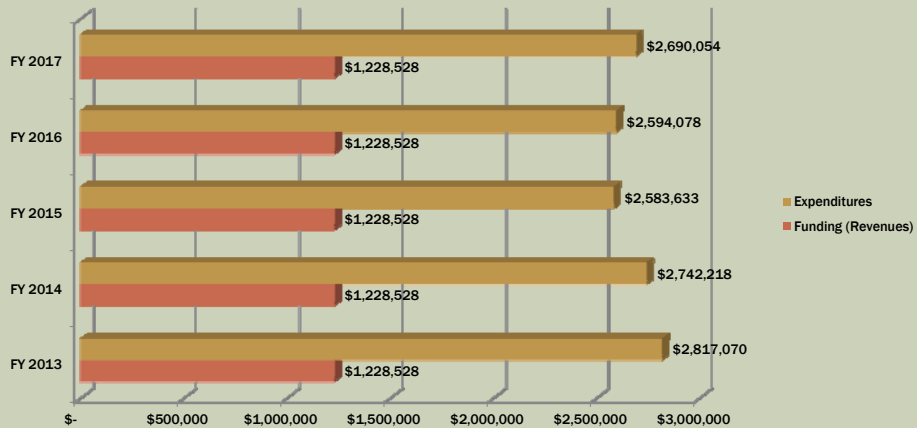
## M&O PROGRAM DATA

### Special Education Funding vs. Expenditures



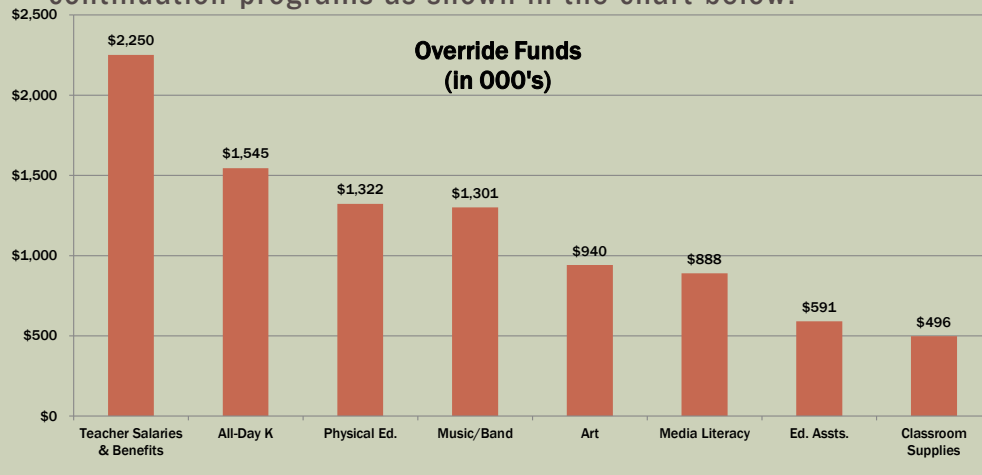
## M&O PROGRAM DATA

### Transportation Funding vs. Expenditures



## M&O OVERRIDE PROGRAMS

FY 2017 override revenues allowed expenses in teacher salaries & benefits, maintaining reasonable class sizes and continuation programs as shown in the chart below:



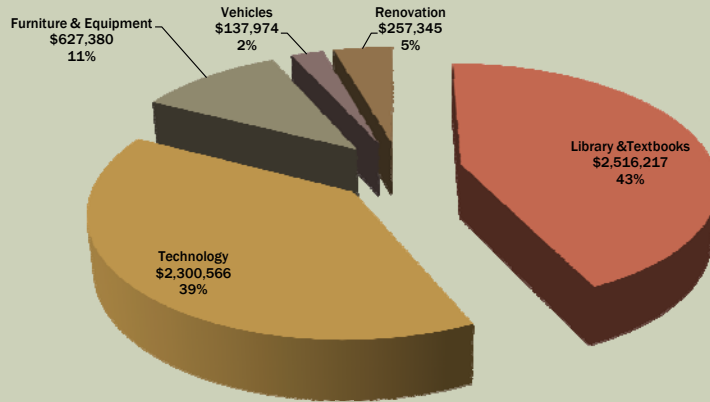
## CLASS SITE FUNDS

Proposition 301, which voters approved in 2000 in large part to support K-12 education and which led to the creation of the Class Site Funds to support teacher salaries, is due to expire at the end of 2021.

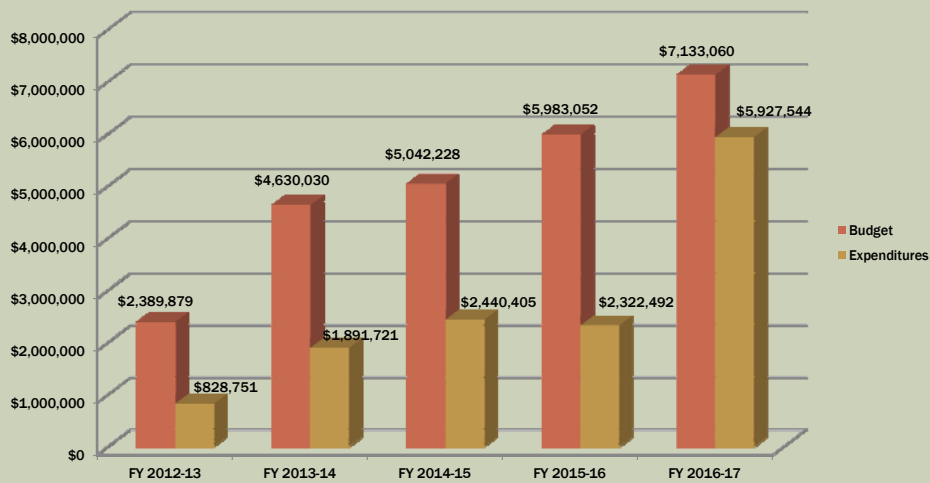
■ Fund 011 - Teacher Base Salaries & Benefits	\$766,541
■ Fund 012 - Teacher Performance Pay	\$1,488,335
■ Fund 013 - Teacher Base Salaries & Benefits	\$1,505,792
Committee Work and Professional Development	<u>\$259,912</u>
 Total Class Site Fund Expenditures	 <u>\$4,020,580</u>

## UNRESTRICTED CAPITAL OUTLAY HIGHLIGHTS

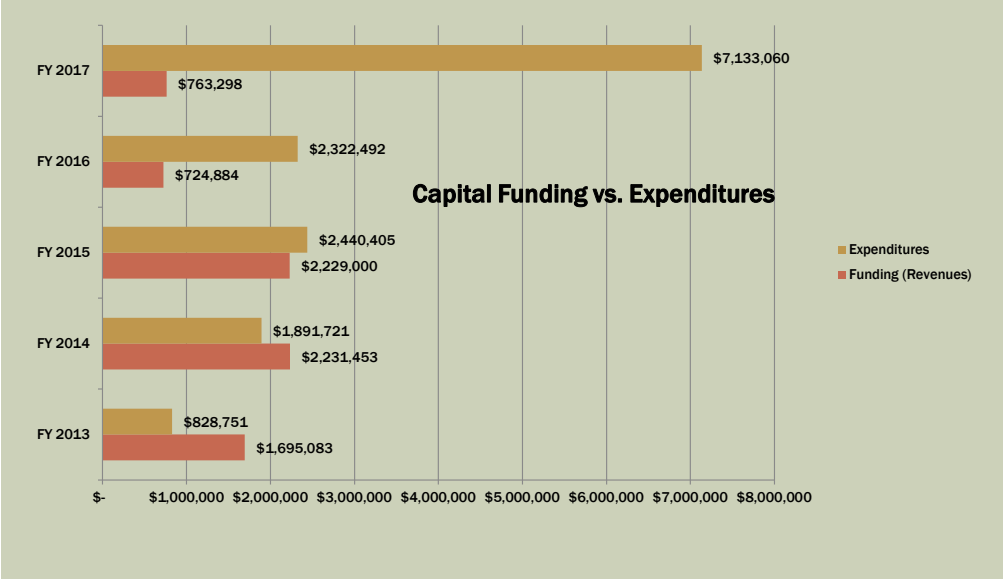
**\$5,927,544** was spent in Unrestricted Capital compared to **\$2,332,492** in FY16 - an increase of **\$3,595,042**.



## UNRESTRICTED CAPITAL FUND: 5-YEAR COMPARISON OF BUDGETS & EXPENDITURES

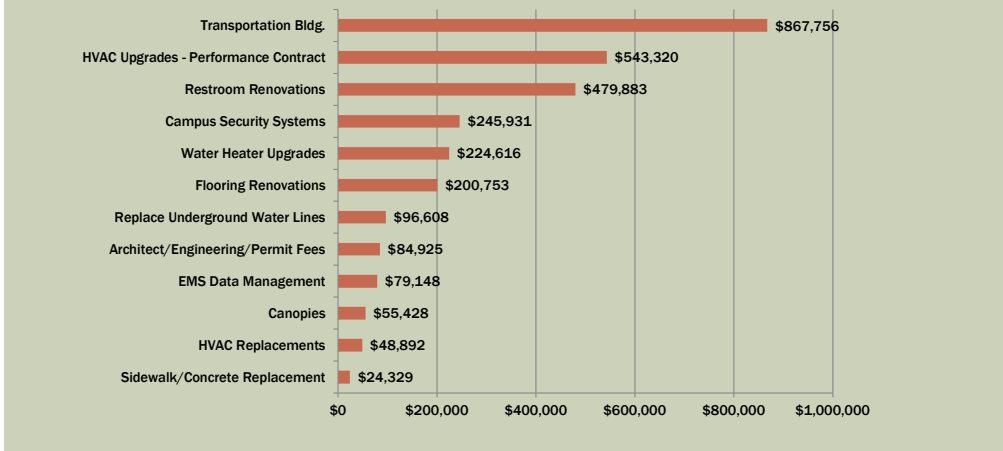


## COMPARISON OF FUNDING TO EXPENDITURES



## BOND FUND

In December 2015, the Governing Board approved selling the final \$9.2 million of the \$28 million in bonds authorized by taxpayers in 2011. The District spent \$2,951,589 on capital improvements in FY2017 compared to \$3,411,298 in the previous year:



## BONDS AND SHORT-TERM DEBT

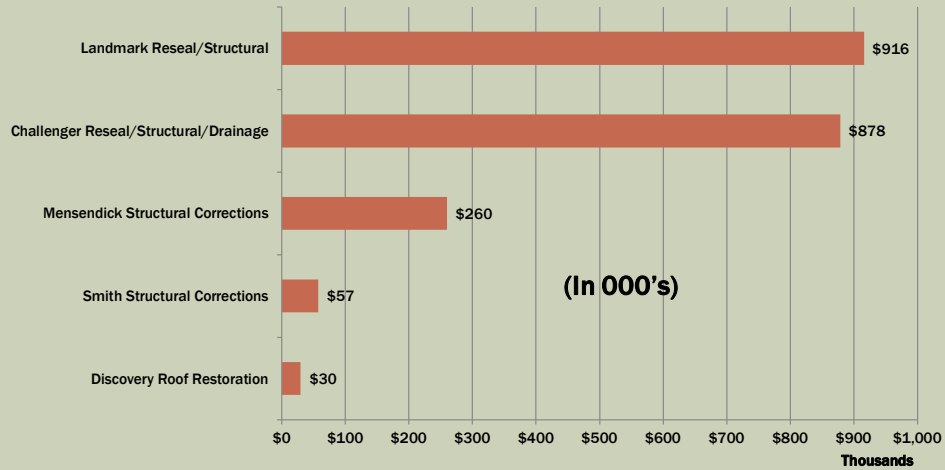
■ Bonds Outstanding, July 1, 2016	\$27,635,000
■ Bonds issued during FY 2017	0
■ Bonds retired during FY 2017	<u>1,275,000</u>
■ Bonds Outstanding, June 30, 2017	<u>\$26,360,000</u>
■ Short-term Debt Outstanding, July 1, 2016	\$0
■ Short-term Debt Outstanding, June 30, 2017	<u>\$2,354,000</u>

## CAPITAL ASSETS AS OF JUNE 30, 2017

■ Land and Improvements	\$18,563,613
■ Buildings and Improvements	\$163,634,865
■ Furniture, Equipment, Vehicles, and Technology	\$22,181,276
■ Construction in Progress	<u>\$354,159</u>
■ Total	<u>\$204,733,913</u>

## BUILDING RENEWAL GRANTS

During 2016-17, the District spent \$2,141,038 in Building Renewal Grants funded by the Arizona School Facilities Board:



## LEGISLATIVE REDUCTIONS

Year	M&O	CORL	SCA (or DAA)	Total
2009	\$ 1,386,913	\$ -	\$ 307,194	\$ 1,694,107
2010	\$ -	\$ -	\$ 2,013,781	\$ 2,013,781
2011	\$ 1,605,426	\$ -	\$ 2,351,130	\$ 3,956,556
2012	\$ -	\$ 1,280,766	\$ 2,690,341	\$ 3,971,107
2013	\$ -	\$ 1,075,384	\$ 2,292,084	\$ 3,367,468
2014	\$ -	\$ -	\$ 3,381,567	\$ 3,381,567
2015	\$ -	\$ -	\$ 3,594,172	\$ 3,594,172
2016	\$ -	\$ -	\$ 5,082,580	\$ 5,082,580
2017	\$ -	\$ -	\$ 5,035,226	\$ 5,035,226
<b>Total</b>	<b>\$ 2,992,339</b>	<b>\$ 2,356,150</b>	<b>\$ 26,748,075</b>	<b>\$ 32,096,564</b>

■ 91% of reductions are specific to capital funding



## CLASSROOM SPENDING

Category	Percentage of Total Spending	
	Projected FY 17	Actual FY 16
Administration	10.7%	11.5%
Classroom Instruction	52.7%	52.1%
Food & Nutrition	8.1%	8.5%
Instruction Support	7.5%	7.3%
Plant Operations	10.2%	9.9%
Student Support	7.9%	7.7%
Transportation	2.9%	3.0%
Total	100.0%	100.0%

## FINAL THOUGHTS

1. **FY17 Current Year Funding had financial safeguards (hold harmless)**
  - FY18 - No financial safeguards
2. **Capital Funding - must be a priority**
3. **Classroom Site Fund (CSF/Prop. 301) - Expires in FY21**
  - Financial challenge for GESD
    - ✓ \$2,272,333 salary and benefits deficit
  - Financial cliff for all public K-12 schools
4. **Classroom Dollars Report**
  - Prop. 206 = increase non-classroom spending while decreasing classroom dollars
    - ✓ Jan. 1, 2018 estimated implementation cost \$64,005.67 (from \$10 to \$10.50)
    - ✓ Salaries/Wages compressed (on-going)
  - Decrease in enrollment = increase non-classroom spending
    - ✓ Appear to be inefficient in it's operations
5. **Staff will work on scheduling a School Finance 101**

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

Policy Revision  
Second Reading

Mr. Quintana recommended the Governing Board approve the second reading and adoption of proposed revisions to Policies G DFA- *Support Staff Qualifications and Requirements* and G C Q F- *Discipline, Suspension and Dismissal of Professional Staff Members*. Ms. Smith moved to approve the recommendation as stated and Ms. Bartels seconded the motion. Upon call to vote, the motion carried.

### EXECUTIVE SESSION

At this time, Ms. Wilson called for a motion to recess the meeting in order to convene to executive session for the following purposes:

#### Attorney

##### Consultation

In accordance with A.R.S. §38-431.03(A)(3) for the purpose of receiving legal advice regarding the process of a superintendent search.

#### Employment of Superintendent

In accordance with A.R.S. § 38-431.03(A)(1) for the purpose of discussing the employment of Ms. Cynthia Segotta-Jones as a potential candidate for superintendent.

Ms. Bartels moved to convene to Executive Session as stated and Ms. Smith seconded the motion. Upon call to vote the motion carried and the meeting recessed to Executive Session at 6:10 p.m.

### RECONVENE TO PUBLIC SESSION

Ms. Smith moved to reconvene to regular session and Ms. Bartels seconded the motion. Upon call to vote the motion carried and the meeting reconvened at 7:30 p.m.

### ACTION ITEMS

#### Employment of Superintendent

The Governing Board considered possible action to appoint Ms. Cynthia Segotta-Jones as Superintendent beginning in the 2018-2019 school year subject to contract negotiations. Ms. Bartels moved to appoint Ms. Cynthia Segotta-Jones as Superintendent beginning in the 2018-2019 school year subject to contract negotiations. Ms. Smith seconded the motion.

Mr. Aldama expressed his belief the community should be a part of the process for hiring the District's superintendent.

Ms. Smith stated she has been part of several superintendent hiring processes, and each one has been different.

Ms. Wilson made comments about the lack of need for a process in these circumstances.

Mr. Aldama told Ms. Wilson authority does not exempt inclusion.

Mr. Aldama asked technical questions of Ms. MacLennan regarding the proposed action.

Upon call to a vote: Ms. Wilson voted aye, Ms. Smith voted aye and requested a community forum for introducing Ms. Segotta-Jones to introduce her and her vision, Ms. Pimentel voted nay, Ms. Bartels voted aye, and Mr. Aldama voted nay. The motion carried and Ms. Segotta-Jones was named the next superintendent of Glendale Elementary.

#### Superintendent Search

This item was a moot point.

### FUTURE MEETINGS AND EVENTS

#### Future Meetings:

The Governing Board reviewed the list of upcoming meetings. Mr. Quintana requested the Board consider rescheduling the November 16<sup>th</sup> meeting. The meeting will be rescheduled to November 9<sup>th</sup>. Ms. Pimentel and Mr. Aldama noted they will be out of town on the October 26<sup>th</sup>. Mr. Barragan noted a meeting would be needed prior to November 1<sup>st</sup> to amend teacher salary increase numbers. Ms. Powell will contact Board members individually to determine a solution.

#### 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 requested the ASBA bylaws on the next meeting. The Board also need to be part of the ASBA Board



evaluation pilot. Mr. Aldama requested the Superintendent create a community forum to introduce Ms. Segotta-Jones to the community.

**ADJOURNMENT**

Mr. Aldama moved to adjourn the meeting and Ms. Smith seconded the motion. Upon call to a vote, the motion carried and the regular meeting adjourned at 8:10 p.m.

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

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

Date: \_\_\_\_\_  
October 26, 2017

**MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD**  
**School District No. 40 of Maricopa County, Arizona**  
**Glendale Landmark Gymnasium**  
**September 14, 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 4:35 p.m. She noted the presence of all five Board members, constituting a quorum.


**STUDY SESSION**

The Governing Board and Administration conducted a study session to discuss the recommendations resulting from Phase IV of the Reclassification Study reviewing job descriptions, classifications and titles, and employee salary schedules and placement practices for internal equity and market competitiveness. Ms. Mayes reviewed the following presentation:




**RECLASSIFICATION STUDY**  
**Phase IV**

Human Resources & Education Management Solutions  
September 14, 2017




**Purpose of Reclassification Study**

- ▶ Create sustainable systems that are based on equity across the District.
- ▶ Ensure current salary placement system is competitive based on market analysis
- ▶ Create efficiencies to maximize the District's Human Capital
- ▶ Align with the District Strategic Plan to maximize resources
- ▶ Align with current district policy/practices




**Reclassification Specifics**

- ▶ 42 positions selected for the Phase IV of this study
- ▶ Comprehensive Job Analysis
- ▶ Review of Salary Structure & Practices
- ▶ Review of Internal Equity with positions reviewed
- ▶ Competitive Market Comparison




**Job Analysis**

- **INTERNAL**
- Individuals were asked to participate in focus groups
  - Employees who held the positions being reviewed met in focus groups led by EMS
    - Reviewed and gave input on job titles and job descriptions
    - Gave input on day to day duties
- **EXTERNAL**
- Selected positions were compared with 12 other districts
  - Salary placement, ranges, and schedules were compared
  - Benefits were compared


Recommended Position Title Changes 

- Change the position title of ELL Intervention Coordinator to ELL Intervention Specialist
- Change the position title of Student Information Coordinator to Student Information Specialist
- Change the position title of Coordinator of Assessment to Assessment Specialist
- Change the position title of Accounts Payable Technician to Accounting Technician

Internal Equity 


What is it?

Comparing job duties and responsibilities within an organization both horizontally and vertically. This results in reclassification of the indicated positions for the purpose of alignment, efficiencies, and incentivizing for retention.

Internal Equity 


► **Recommendations:**

- Reclassification of 10 positions to a higher grade
  - Educational Assistant Spec Ed SE from grade 13 to 15
  - Educational Assistant Spec Ed MD from grade 13 to 15
  - Educational Assistant Spec Ed LS from grade 13 to 15
  - Educational Assistant Spec Ed CD from grade 13 to 15
  - Educational Assistant Spec Ed EDP from grade 13 to 15
  - Educational Assistant Spec Ed SE-CD from grade 13 to 15
  - Educational Assistant Spec Ed Autism from grade 13 to 15
  - Educational Assistant Spec Ed Panda Preschool from grade 13 to 15

Internal Equity 

► **Recommendations Continued:**

- Accounts Payable Technician from grade 17 to 18
- Speech Language Pathology Assistant from grade 27 to grade 30

Market Analysis 

What is it?

Comparing jobs in 12 other school districts in Maricopa County with one another.

Results of Analysis Indicate:

- GESD has a competitive salary structure
- GESD provides a competitive benefits package to include:
  - Medical Benefits
  - Accrual and allocation of time off

Additional Recommendations

► **Classified Hourly Salary Schedule**

- January 1, 2018, minimum wage increases to \$10.50/hour. New Salary Schedule is presented (Prop 206)

► **Classified Exempt Salary Schedule**

- Remove Exempt 10 – no employees/positions at this grade
- Renumber so it starts with 1 instead of 10
- Standardize horizontal cell increases to \$750.00 to align with certified
- Increase the starting salary of an RN at Exempt Grade 1 to be \$35,000
- Increase the starting salary of a BSN at Exempt Grade 2 to be \$36,000

Mr. Aldama inquired about the recommendations made outside of the Reclassification Study and expressed concerns about why these would not be made a part of the study. Dr. Goodwin explained these changes as being outside of the scope of the consultants work.

Ms. Smith commented on the pay rate for RNs even with the proposed increase still not being competitive. She asked why they were not a part of the Reclassification Study. Dr. Goodwin corrected that they were a part of the study. Ms. Pimentel asked if the competitive sources were within the medical field or only in school districts.

Mr. Aldama inquired if the District had looked into contracting out our nursing services. Dr. Goodwin responded the District currently has three contracted nurses, but the cost is approximately \$45 per hour. He suggested the District look into contracting out all nursing services to see if there could be lower costs with more nurse positions being contracted. Mr. Barragan explained the District has looked into this and is using third party providers when nurses cannot be directly employed. Mr. Quintana noted that the Executive Team has discussed the need for equity between nurse and teacher positions, while being competitive with other school districts' nurse salaries.

**Additional Recommendations**

- ▶ **OT/PT Salary Schedule**
  - ▶ Move from Support Classification to Certified Classification
  - ▶ Increase the starting salary of OT/PT to \$53,207
  - ▶ Standardize cell increases to align with certified
- ▶ **SLP Salary Schedule**
  - ▶ Standardize cell increases to align with certified
- ▶ **Certified Salary Schedule**
  - ▶ Extend vertical cells to reflect 10 years of experience

**Additional Recommendations**

- ▶ **Hourly Classified Promotions**
  - ▶ Due to the recent legislature changes to increase the minimum wage January 1, 2016 – 2019, the following changes are recommended:
    - ▶ Current Employee Handbook: *“When an employee is promoted to a higher classification, the employee will be moved to the new grade. Salary placement as a result of a promotion will be calculated at 2.5% increase for each increase in grade.”*
    - ▶ Proposed Change: *“When an employee is promoted to a higher classification, the employee will be moved to the new grade. Salary placement as a result of a promotion will be calculated at 1% increase for each increase in grade that is shaded on the salary schedule and at 2.5% increase for each increase in grade that is not shaded on the salary schedule.”*


**Hourly Classified Promotions Example**

- ▶ **Current Procedures:**
  - ▶ Food Service Worker/Grade 1/\$10.00
  - ▶ Promoting to Food Service Specialist/Grade 8
  - ▶ Increase of 7 grades
  - ▶ 2.5% between each grade = 17.5% increase
  - ▶ \$10.00 to \$11.75
- ▶ **Proposed Procedures:**
  - ▶ Food Service Worker/Grade 1/\$10.00
  - ▶ Promoting to Food Service Specialist/Grade 8
  - ▶ Increase of 7 grades
  - ▶ 1% between each grade = 7% increase
  - ▶ \$10.00 to \$10.70

**Summary of FINAL RECOMMENDATIONS**

- Update position titles according to recommendation from EMS
- Update job description for Coordinator for Curriculum and Instruction to be one combined job description instead of three separate
- Update Classified Hourly Salary Schedule for new minimum wage (Prop 206)
- Update Classified Exempt Salary Schedule to align with certified
- Increase the starting salary for RN and BSN
- Move OT from Support Classification to Certified Classification
- Increase starting salary of OT/PT
- Standardize cell increases to align with certified for OT/PT/SLP
- Extend Certified Salary Schedule to reflect up to 10 years of experience
- Change in hourly classified promotions/demotions

Mr. Aldama commented on the recommendation to change promotion salary placement seeming as though it's circumventing the Proposition 206 legislation. Dr. Goodwin explained without an adjustment, individuals will end up making more than their supervisors. Mr. Quintana stated the proposal is not meant to circumvent, but to balance out some of the unintended circumstances created by implementation of this law. Mr. Barragan clarified the proposal does not circumvent Prop 206, but rather will help ensure equity within our salary practices. He also noted this will be an ongoing issue as the legislation continues to be implemented each year.

Summary of FINAL RECOMMENDATION 

- Reclassification of 10 positions to a higher grade
  - Educational Assistant Spec Ed SE from grade 13 to 15
  - Educational Assistant Spec Ed MD from grade 13 to 15
  - Educational Assistant Spec Ed LS from grade 13 to 15
  - Educational Assistant Spec Ed CD from grade 13 to 15
  - Educational Assistant Spec Ed EDP from grade 13 to 15
  - Educational Assistant Spec Ed SE-CD from grade 13 to 15
  - Educational Assistant Spec Ed Autism from grade 13 to 15
  - Educational Assistant Spec Ed Panda Preschool from grade 13 to 15
  - Accounts Payable Technician from grade 17 to 18
  - Speech Language Pathology Assistant from grade 27 to grade 30

Cost of Recommendations

- Total implementation cost: \$64,415.03  
(excluding implementation cost due to Prop 206)
- Job title changes effective immediately pending board approval
- Hourly classified promotion procedures effective immediately pending board approval
- Reclassification grade pay increases retroactive to July 1, 2017
- Minimum Wage increase effective January 1, 2018 (Prop 206)
- Revised salary schedules effective immediately pending board approval

Mr. Aldama inquired about the employee association's involvement in this process. He asked if excluding them from this process would go against GEA's seat at the table for negotiating salaries. Dr. Goodwin stated this process is not part of the Meet and Confer committee. Mr. Quintana added he has met with the association's leadership twice since the start of the school year and they have not raised concerns related to these recommendations.

Mr. Aldama asked what the annual cost of these recommendations would be. Mr. Barragan responded the costs listed are as stated, a recurring cost. Mr. Aldama stated the cost next year could be higher than what is stated.

Mr. Aldama stated the District maybe should be cutting costs instead of increasing them. Mr. Barragan stated failure to act at this time could cause employees to be demoralized and leave for other districts.

Ms. Wilson commented the District needs to offer the best services and attract the best staff. Mr. Quintana added the District must continue to attract personnel who can provide services to our students at the highest level possible.

Ms. Smith stated the OT/PT/SLP stipend still isn't attracting staff for direct employment so the District isn't really saving any money from these measures.

**RECESS**

At 5:30 p.m., the Governing Board recessed the meeting to host a reception for the students being recognized later in the meeting for achieving perfect scores on the 2017 AzMERIT.

**OPENING EXERCISES**

At 6:00 p.m. the meeting resumed 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 with this change and Ms. Smith seconded the motion. Upon call to vote, the motion carried.

**CALL TO THE PUBLIC**

None at this time.

**RECOGNITION**

Student Recognition The Governing Board recognized students who received a perfect score on the 2017 AzMERIT. Seventy students received a special medal for their achievement.

**CONSENT AGENDA**

Ms. Smith requested to pull item 6.C. and J for separate discussion and approval. Ms. Smith moved to approve the agenda with the exception of these items listed and Mr. Aldama 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 August 10, 2017 Regular Meeting, August 18, 2017 Special Meeting, and August 26, 2017 Special Meeting.

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

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\***

Greening, Bruce	Teacher	\$32,345*	08/28/17
Julca, Melina	Teacher	\$36,000	09/06/17
Longoni, Nicholas	Teacher	\$36,000	09/01/17
Obst, Kathleen	Teacher	\$36,000	09/01/17

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

**Resignation**

Ibuado, Veronica*	Teacher	Moving	09/01/17
Bowen, Christiana*	Teacher	Personal Reasons	09/11/17

\*Recommend liquidated damages fee applied per contract

**Separation**

Frystak, Timothy	Guest Teacher	Deceased	05/26/17
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**Change of Position**

1. Hunt, Kellen	from Teacher to Achievement Advisor		09/05/17
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**Rehire Smart Schools**

1. Gonzalez, Enrique	Assistant Principal		09/05/17
2. Levesque, David	Teacher		10/18/17

**Guest Teacher - New Hire**

Thompson, Amiee	Guest Teacher		08/18/17
Anaguano, Lisa	Guest Teacher		08/23/17
Malek-Ahmadi, Amanda	Guest Teacher		08/23/17

**Guest Teacher - Re-Hire**

Allen, Laurie	Guest Teacher		08/23/17
Gironda, Janet	Guest Teacher		08/21/17
Phillips, Chyrl	Guest Teacher		09/05/17
Ros, Sokum	Guest Teacher - Student Intern		08/07/17

**Qualified Evaluators**

Hecht, John	Special Education Coordinator		09/14/17
Paduano, Anthony	Teacher on Special Assignment		07/31/17

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**

Boore, Catherine	Educational Asst.	\$10.72	09/05/17
Calderon Burgos, Mercedes	Cleaner II	\$10.80	09/05/17
Clay-Smith, Willie	Campus Monitor	\$10.00	09/05/17
Dayton, Nannette	Food Service Worker	\$10.00	09/05/17
Espindola, Vanessa	Campus Monitor	\$10.00	08/21/17
Jenkins, Demisha	Ed. Assist. CC-LS	\$11.49	08/28/17
Longoria, Cassandra	Ed. Assist. SpEd CD	\$12.53	09/05/17
Martinez, Jose L.	Security Maintenance	\$13.39	09/05/17
Moreno, Jose A.	Cleaner I	\$10.00	09/05/17
Morse, Joanna	Risk Manager	\$63,090*	09/25/17
Moten, Anastasia	Ed. Assist. CC-SE	\$11.49	08/21/17
Peltz, Amy	Campus Monitor	\$10.00	08/28/17
Reed, Charles	Cleaner II	\$10.00	08/28/17

Stevens, Belinda	School Bus Driver	\$14.63	09/05/17
Willis, Deborah	Campus Monitor	\$10.00	09/06/17
Zevada, Yadira	Cleaner II	\$10.08	08/28/17

\*Amount is pro-rated based on start date.\*

**Position Change**

Rodriguez, Veronica	Cleaner to Lead Custodian	\$12.68	08/28/17
Montes, Veronica	Attendance Secretary to Admin Sec.	\$14.80	09/05/17
Sigala De Abarca, Carmina	Cleaner I to Food Services Worker	\$10.00	08/28/17
Steel-Thaxton, Angela	Campus Monitor to EA Ortho	\$10.50	08/22/17
Zazueta Garcia, Veronica	FSW to FSSPEC	\$11.75	08/28/17

**Separation**

Gallegos, Norma	Cleaner I	Deceased	08/17/17
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**Resignation**

Barraza, Carmen	Cleaner II	Personal Reasons	08/17/17
Binkerd, Patricia	Food Service Cashier	Personal Reasons	09/01/17
Bustillos, Josefina	Food Service worker	Other Employment	08/31/17
Germain, Maryann	Food Service Worker	Quit without notice	08/18/17
Montalbo, Juanita Z	Campus Monitor	Personal Reasons	09/08/17
Soriano, Fatima	Attendance Secretary	Other Employment	08/25/17
Thompson, Laura	Educational Asst.	Reason Unknown	05/25/17
Washington, Keith	Educational Asst./Campus Monitor	Personal Reasons	08/25/17

**Retirement**

Araiza, Bertha	Lead Custodian		09/05/17
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**New Hire Substitutes**

Peterson, Susan	Substitute Educational Assistant	\$10.00	08/28/17
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**Rehire - Substitutes**

Carrasco, Jillia	Educational Assistant	\$10.50	08/28/17
Kealohilani, Bradley	Campus Monitor	\$10.00	09/05/17

**Leaves of Absence**

Baldenegro, Michelle			08/28/17
Cruz Martinez, Mayra			08/23/17
De La Cruz Zapata, Lorena			07/21/17
Ramirez, Maria			08/18/17

**Increase in Hours**

Hernandez, Lenira	From 4.0 hours per day to 5.0 hours	Increase in hours	09/05/17
Mendoza, Aura	From 5.0 hours per day to 5.25	Increase in hours	08/28/17

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

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 2016-2017 fiscal year end.

Student Activity Fund Statement The Governing Board approved the Student Activity Fund Balance Statement for 2016-2017 fiscal year end.

Peer Observers The Governing Board approved the list of teachers as Peer Observers for the 2017-2018 school year.

*The following items were discussed and acted upon separately:*

Acceptance of Gifts Ms. Smith noted the items from crowdfunding sources are the property of the District and need to be cataloged appropriately. She asked administration to comment on what is being done to ensure the appropriate steps are taken in handling these items. Mr. Barragan stated the District has been cognizant of the issues associated with handling crowdfunding in an appropriate and thorough manner. Ms. Bartels noted their donation is to the third party and not the District. Mr. Aldama asked administration to find out what DonorsChoose administrative fee is.

Ms. Smith moved to approve the recommendation as stated and Ms. Bartels seconded the motion. Upon call to vote the motion carried and the Governing Board ratified and approved acceptance of the following gifts offered to the District:

<b>Donor</b>	<b>Gift</b>	<b>Recipient</b>
The Kula Foundation/Red Robin Donations	\$2.25 Gift to School	Bicentennial South
Kroger Community Rewards	\$162.31 Gift to School	Bicentennial South
Donors Choose	"Maximizing our Chromebook Potential" Project Est. value \$3070	Challenger
North Central Women's League	\$500 for Classroom supplies	Challenger
Donors Choose	"Teaching Confidence Through Basketball" Project Est. value \$1134	Challenger
Donors Choose	"Snacks for Success" Project Est. value \$770	Challenger
Donors Choose	"Educational Escape Room" Project, Est. value \$150	Challenger
Wells Fargo Community Support Campaign/Nallely Quiroz	\$22.02 Classroom Field Trip	Coyote Ridge
Wells Fargo Customer connection	School supplies, Est. value \$2500	Coyote Ridge
Half Price Books	300 picture books, Est. value \$300	Desert Garden
Glendale Star/Pueblo Publishers	150 newspapers and free 3 month subscriptions for Employee Incentives	District Wide
Arizona Office Designs	1 Office chair for New Teacher Est. value \$125	District Wide
Barbara Knight Rita's Ice	100 ice cups New Teacher BBQ Est. value \$200	District Wide
Cathy Alexander Color Me Bella	1 Organization set and 1 Markers set for New Teacher BBQ Est. value \$40	District Wide
Peter Piper Pizza	120 lunch buffets and 160 Student award certificates for New Teacher Week, Est. value \$780	District Wide
Papa Ed's Ice Cream	81 ice creams for New Teachers Welcome, Est. value \$81	District Wide
Thrifty Joe's Books	2 \$50 gift certificates for New Teacher Welcome	District Wide
Home Smart Realty	\$10 Walmart gift card for New Teacher Welcome	District Wide
AXA , Alex Akers	\$15 Panera Bread gift card for New Teacher Welcome	District Wide
Valic, Baz Nissen	\$15 Target gift card Staff giveaway	District Wide
Sam's Club, Chris Bestul	Office organizer set for Welcome Back, Est. value \$14	District Wide
Color Me Bella , Cathy Alexander	School supply set for Welcome Back, Est. value \$10	District Wide
Valley Schools Benefit Trust	Portion Control Container for Welcome Back Est. value \$10	District Wide
Visit Glendale, Lorraine Zomok	Visit Glendale gift bag for Welcome Back Est. value \$75	District Wide
Home Smart Realty	\$10 Walmart gift card for New Teacher Welcome	District Wide
Kingdom First (KI) Ministries	School Supplies, Est. value \$300	GSA
Kingdom First (KI) Ministries	25 \$10 Starbuck Gift Cards for Employee Incentives	GSA



<u>Donor</u>	<u>Gift</u>	<u>Recipient</u>
Donors Choose	"Fabulously Focused With Our Flexible Seating" Project, Est. value \$102	Horizon
Donors Choose	"School Garden to Encourage Learning and Support the Community" Project, Est. value \$391	Mensendick
Walmart	\$250 for After School Club	Mensendick
Goodyear Tire	Erasers, koozies for Employee Incentives Est. value \$90	Transportation
RTA	4 Backpacks for Employee Incentives Est. value \$60	Transportation
Zonar-Cesar Jimenez	Miscellaneous office supplies for Employee Incentives Est. value \$110	Transportation
Auto Safety House	Miscellaneous office supplies for Employee Incentives Est. value \$180	Transportation
RWC	10 Hats for Employee Incentives Est. value \$50	Transportation
Car Quest	Miscellaneous gadgets and supplies for Employee Incentives Est. value \$135	Transportation
Canyon State	Miscellaneous office supplies for Employee Incentives Est. value \$300	Transportation
Lighthouse	Miscellaneous gadgets and supplies for Employee Incentives Est. value \$70	Transportation
Ron Turley Associates	Miscellaneous office supplies for Employee Incentives Est. value \$50	Transportation
Waxie	Microfiber cloths and, hand sanitizer for Employee Incentives Est. value \$200	Transportation
Courtesy Chevrolet	1 \$50 Visa card for Employee Incentives	Transportation
Senergy	40 Pens Est. value \$40	Transportation
Glendale Napa	Miscellaneous supplies for Employee Incentives Est. value \$170	Transportation

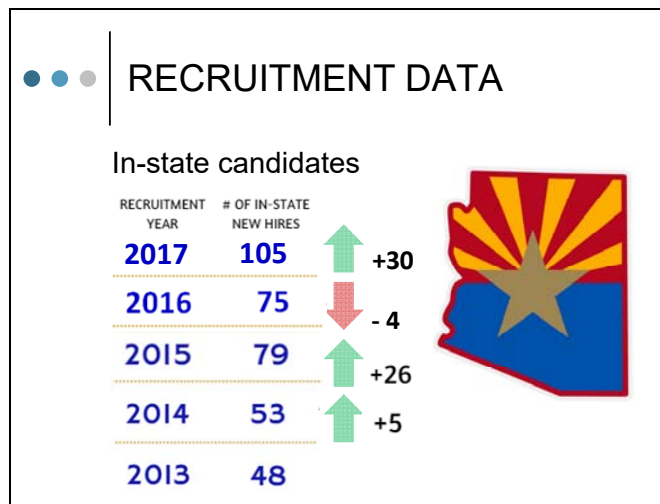
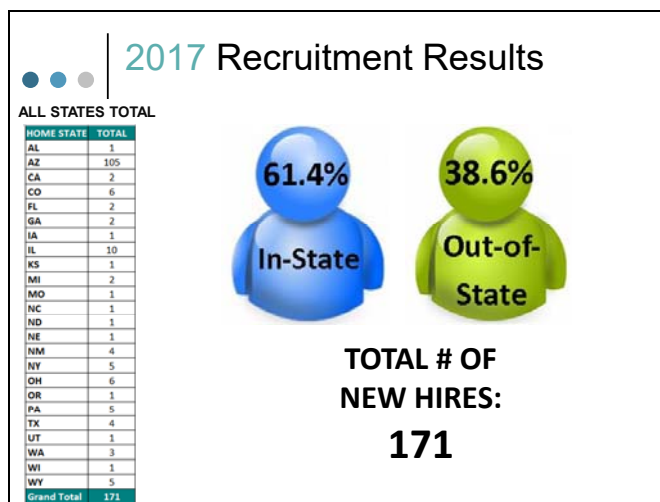
Fundraiser Activities Ms. Smith expressed concerns about ensuring the District follows the appropriate procedures for fundraising activities. Mr. Barragan addressed her concerns and explained the steps taken by administration to provide oversight in this area. Ms. Bartels moved to approve the recommendation as stated and Mr. Aldama seconded the motion. Upon call to vote, the motion carried and the fundraiser activity requests were approved.

**REPORTS AND INFORMATION ITEMS**

2017 Teacher Recruitment

Administration presented a report on Spring, 2017 Teacher Recruitment. Mr. Duguid reviewed the following presentation:






### RECRUITMENT DATA

Number of letter of intents offered


RECRUITMENT YEAR	# OF LETTER OF INTENTS OFFERED		
2017	212	↓	-37
2016	259	↓	-52
2015	311	↑	+92
2014	219	↑	+125
2013	94		



### RECRUITMENT DATA

Pool of applicants

RECRUITMENT YEAR	# OF APPLICANTS ADDED		
2017	2,360	↑	+1,314
2016	1,046	↓	-1,400
2015	2,446	↑	+1,564
2014	882	↓	-123
2013	1005		



### 2017 New Teacher Breakfast



### WE CONTINUE TO FACE A TEACHER SHORTAGE



### RECRUITMENT SCHEDULE

Fall 2017 to Spring 2018



★ Recruiting States

### DEVELOPING STRATEGIES & MANAGING OUTCOMES

- **ANALYZE LAST YEAR'S DATA**
  - # of contacts
  - # of letter of intents
  - # of actual hires
  - Overall cost of trip
  - Recruiter survey responses
  - Feedback from neighboring colleagues

New teachers recruited last spring/summer spoke about their experience joining the GESD Family.

Ms. Bartels inquired if a third party vendor had to be used to fill positions. Dr. Goodwin responded a couple very hard to fill positions were filled by a third party. Mr. Aldama asked why there were 29 different people sent on recruiting trips. Mr. Duguid explained there are a number of different events often occurring concurrently, and it helps keep the workload manageable. Mr. Aldama asked the Superintendent to evaluate how many people are sent every year to try to keep costs to a minimum.

Mr. Quintana shared some of his personal experiences in recruiting and how administration has been economical as possible in all recruitment activities.

## ACTION ITEMS

### 2017-2018 Out-of-State

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

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

### First Reading of Policy Revisions

Mr. Quintana recommended the Governing Board approve the first reading of proposed revisions to Policies G DFA- *Support Staff Qualifications and Requirements* and GCOF- *Discipline, Suspension and Dismissal of Professional Staff Members*. Ms. Smith asked Administration to share the questions she raised related to these items. Dr. Goodwin explained the legal basis for the recommended changes. Mr. Aldama asked for clarification about fingerprinting staff.

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

### Arizona School Boards Association (ASBA)

**Bylaw Amendments** The Governing Board was given the opportunity to make suggestions for possible amendments to ASBA's Bylaws to submit to ASBA as part of their annual membership governance process. There were no suggestions.

### Reclassification Study Recommendations

Mr. Quintana recommended the Governing Board approve the recommendations resulting from the Reclassification Study, Phase IV as presented. Mr. Aldama expressed his discomfort with the process. He moved to table the item for further discussion and Ms. Pimentel seconded the motion. Upon call to vote the motion failed with two votes in favor from Ms. Pimentel and Mr. Aldama and three votes opposed from Ms. Wilson, Ms. Smith, and Ms. Bartels.

Ms. Bartels moved to approve the recommendation as stated and Ms. Smith seconded the motion. Upon call to vote, the motion carried with three votes in favor from Ms. Wilson, Ms. Smith, and Ms. Bartels, and two votes opposed from Ms. Pimentel and Mr. Aldama.

### Governing Board Goals

**& Operating Protocol** The Governing Board reviewed and considered taking action to approve the Board Goals and Operating Protocols based on discussion during the August 26, 2017 Governing Board Workshop. Ms. Smith asked to have the second part of goal number two removed.

Mr. Aldama asked to clarify number four of the operating protocols, noting individuals currently are given this opportunity during a Board meeting. Number four was adjusted accordingly.

Ms. Bartels moved to approve the goals and protocols as presented with the noted changes and Ms. Smith 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 asked to hold the September 28<sup>th</sup> special meeting to present the Annual Financial Report.

### 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 asked to have a study session a half hour prior to the meeting to discuss learning from the Law Conference. The meeting on the 28<sup>th</sup> will begin at 5:30 p.m.

**SUMMARY OF BOARD AND SUPERINTENDENT CURRENT EVENTS**

Mr. Quintana thanked everyone who contributed to the recognition of students this evening.

Ms. Smith commented on the event and thanked administration for the work that went into this evening.

Ms. Pimentel echoed the thoughts about the event and welcomed all the new teachers from out of state.

Ms. Bartels stated seeing the kids and their families tonight was the reason why the Board is here.

Mr. Aldama also enjoyed the event this evening. He congratulated Ms. Smith for her daughter's achievement. He also made comments about Mr. Quintana announcing his retirement in a public meeting.

Ms. Wilson thanked everyone for the work done to organize the event.

**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 8:07 p.m.

Submitted by:

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

Approved by:

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

Date: \_\_\_\_\_  
October 26, 2017

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

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

SUBMITTED BY: Ms. Jill Winn, Accounting Budget Supervisor

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

DATE ASSIGNED FOR CONSIDERATION October 26, 2017

RECOMMENDATION:

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

**RATIONALE:**

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

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

<u>DATE</u>	<u>VOUCHER #</u>	<u>AMOUNT</u>
08/03/2017	2136	\$49,398.89
08/10/2017	2137	\$500,028.19
08/17/2017	2138	\$21,091.27
08/17/2017	2139	\$3,017.06
08/24/2017	2140	\$17,170.24

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

<u>DATE</u>	<u>VOUCHER #</u>	<u>AMOUNT</u>
07/11/2017	1033	\$620,132.44
07/11/2017	1034	\$551,578.36
07/27/2017	61	\$23,162.38
07/28/2017	63	\$8,387.89
07/28/2017	1035	\$4,294.66
08/10/2017	62	\$22,483.16

**2017-2018 Fiscal Year Expense Vouchers:**

<u>DATE</u>	<u>VOUCHER #</u>	<u>AMOUNT</u>
08/03/2017	2008	\$338,225.67
08/03/2017	2009	\$44,541.43
08/10/2017	2010	\$506,019.16
08/10/2017	2011	\$60,956.74
08/10/2017	2012	\$2,122.86
08/17/2017	2013	\$149,915.25
08/17/2017	2014	\$5,180.31
08/17/2017	2015	\$323,111.36
08/24/2017	2016	\$360,869.70
08/24/2017	2017	\$100,220.24
08/31/2017	2018	\$249,213.08
08/31/2017	2019	\$132,265.64

**2017-2018 Fiscal Year Payroll Vouchers:**

<u>DATE</u>	<u>VOUCHER #</u>	<u>AMOUNT</u>
07/31/2017	4	\$96,658.24
08/07/2017	1002	\$959,796.57
08/10/2017	6	\$69,116.78
08/11/2017	7	\$9,222.99
08/21/2017	1003	\$2,115,729.82
08/24/2017	8	\$295,349.86
08/24/2017	9	\$76.00
08/25/2017	10	\$1,619.70
08/28/2017	11	\$1,618.01

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

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

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

SUBMITTED BY: Ms. Jill Winn, Accounting Budget Supervisor

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

DATE ASSIGNED FOR CONSIDERATION: October 26, 2017

RECOMMENDATION:

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

<b><u>Donor</u></b>	<b><u>Gift</u></b>	<b><u>Recipient</u></b>
Peter Piper Pizza	\$287.87 for Student Council	American
Priscilla Soza	\$33.31 for Nurses Office Supplies	American
Kona Ice	\$35 for Student Council	American
Kroger Community Rewards	\$137.13 Gift to School	American
Kula Foundation	\$2.40 Employee Incentive Fund	American
Peter Piper Pizza	\$476.58 Gift to School	Bicentennial South
Coca Cola	\$37.96 Employee Incentives Fund	Challenger
Donors Choose	"To Kinder and Beyond" Project, Est. value \$188	Coyote Ridge
Gen Youth Foundation	\$4,000 for "Fuel Up to Play 60" Program equipment	Coyote Ridge
Donors Choose	"Keep Calm and Play Tennis" Project, Est value \$660	Coyote Ridge
Appreciation Ambassadors	\$250 Employee Incentives Fund	Desert Garden
Coca Cola	\$67.67 Employee Incentive Fund	Desert Spirit
Carol Van Raam	Pavilion Computer, Flat Screen, Speakers, Est Value \$200	Desert Spirit
All Saints of the Desert Episcopal Church	30 sets of used drum sticks and 1 flute, Est. value \$300	Desert Spirit
Desert Botanical Gardens	Admission for 1 <sup>st</sup> Grade Field Trip, Est. value \$611	Discovery
Liberty Mutual, Vaunda Reese	\$25 Visa gift card for New Teacher BBQ	District Wide
Yvonne Knaack	2 \$10 Visa gift cards, 150 tissue packs	District Wide
United Pet Care Terri Hoffman	2 Gifts Bags for Employee BBQ, Est. value \$55	District Wide
Home Smart Real Estate Tracy Preston	\$25 American Express Gift Card New Teacher Welcome	District Wide
First Cal Mortgage Cory Couch	\$25 Home Depot Gift Card New Teacher Welcome	District Wide
Chris Bestul Sam's Club	Office Organizer set for Welcome Back Employee Function, Est. value \$14	District Wide
Baz Nissen, Valic	Teacher survival kit for New Teacher Welcome, Est. value \$30	District Wide
Josh Craig, Grand Canyon University	GCU backpack filled with items for New Teacher Welcome, Est. value \$50	District Wide
Alex Akers, AXA	\$15 Gift card to Cold Stone Creamery for New Teacher BBQ	District Wide
Kendall Taylor, Valley Schools Benefit Trust	Portion plate and cup for New Teacher BBQ, Est. value \$30	District Wide
Hearts 2 Help	School supplies, Est. value \$75	GSA

Source of Funding -

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

<b><u>Donor</u></b>	<b><u>Gift</u></b>	<b><u>Recipient</u></b>
Arizona State University, Mary Lou Fulton Teachers College	Books for Students Est. value \$200	Horizon
Farmers Insurance	Supplies for student, Est. value \$250	Horizon
Donors Choose	"Fidget Tools are not Toys" Project, Est. value \$105	Horizon
Bechtal Engineering	Clothing for Students Est. value \$2,000	Imes
Saint Vincent De Paul	200 Uniform Shirts Est. value \$1,000	Imes
Cecilia Valenzuela	School Uniforms Est. value \$1,000	Imes
Glendale Police Department	5 Backpacks for students, Est value \$50	Imes
Carl & Anita Dietzman	School Supplies Est. value \$50	Imes
Target	\$500 Gift Card to use for Student Uniforms	Imes
Bechtel Corporation	PBIS T-shirts and prizes, Est. value \$1,500	Imes
Brenda Bartels	First Lego League Challenge Set, Est. value \$75	Landmark
Camelback Vending	\$110.75 Gift to School	Landmark
Camelback Vending	\$84.85 Gift to School	Landmark
Coca Cola	\$45.83 Employee Incentive Fund	Mensendick
Donors Choose	"If You Can Speak It, You Can Write It" Project, Est. value \$343	Mensendick
Donors Choose	"May We Play Some Ukulele" Project, Est value \$994	Mensendick
Donors Choose	"Reading the Adventure" Project, Est. value \$328	Sunset Vista
Home Depot	Construction and materials for Lego League robotics table, Est. value \$66	Sunset Vista
Steve Ruggiero	Tools for mechanic shop, Est. value \$20	Transportation

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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: 5.D. TOPIC: Certified Personnel Report

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

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

DATE ASSIGNED FOR CONSIDERATION: October 26, 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.

**New Employment**

1. Brandenburg, Kimberly	Teacher	\$27,776.48*	10/16/17
2. Kinzler, Andrea	Teacher	\$28,873.10*	09/22/17
3. Renteria, Cristina	Teacher	\$27,776.65*	10/02/17
4. Schoenberg, Migdalai	Teacher	\$28,690.36	09/25/17
5. Shukert, Haley	Teacher	\$26,862.94*	10/16/17

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

**Resignation**

1. Salas-Zuniga, Christopher*	Teacher	Personal	09/22/17
2. Singer, Scott*	Teacher	Personal	10/02/17
3. Wright, Jeffrey*	Teacher	Personal	09/08/17

\*Recommend liquidated damages fee to be applied per contract

**Guest Teacher - New Hire**

1. Montgomery, Dennis	Guest Teacher		10/01/17
2. Moriarty, Christina	Guest Teacher		10/02/17

**Guest Teacher - Re-Hire**

1. Chavez, Esther	Guest Teacher		09/06/17
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**Guest Teacher - Resignation**

1. De La Garza, Rhonda	Guest Teacher	Other Employment	08/07/17
2. James, Victoria	Guest Teacher	Other Employment	08/07/17
3. Sindel, Wendy	Guest Teacher	Personal Reasons	09/28/17

**Leave of Absence**

1. Gardner, Lisa	Speech Pathologist		09/25/17
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GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

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

SUBMITTED BY: Jacqueline Horine, Coordinator for Classified Human Resources

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

DATE ASSIGNED FOR CONSIDERATION: October 26, 2017

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. Aranda Nevarez, Janet	Food Service Worker	\$10.00	10/16/17
2. Barraza, Liliana	Cleaner II	\$10.00	10/16/17
3. Butler, Melinda	Educational Assistant - SPED	\$10.00	09/25/17
4. Cardona, Fany	Food Service Worker	\$10.00	10/02/17
5. Harvey, Cynthia	Food Service Worker	\$10.00	10/16/17
6. Lopez, Alejandra	Secretary- Department	\$11.52	10/02/17
7. Lyons, Samantha	Bus Monitor	\$10.00	10/02/17
8. Mendoza, Ferni	Cleaner II	\$10.00	10/16/17
9. Morales, Andrew	Campus Monitor	\$10.00	10/16/17
10. Nevarez, Martha	Food Service Worker	\$10.00	10/16/17
11. Parra, Joseph	Cleaner I	\$10.99	10/02/17
12. Perez, Victor	Senior Groundskeeper	\$14.78	10/09/17
13. Quirindongo, Jose	Cleaner I	\$10.00	10/16/17
14. Reyes, Norma	Cleaner II	\$10.00	10/16/17
15. Robinson, Ramon	Lead Custodian	\$14.07	10/09/17
16. Rodriguez, Margarita	Food Service Worker	\$10.00	10/16/17
17. Sullivan, Ashley	Trainee School Bus Operator	\$12.07	10/16/17
18. Williams, Kenneth	School Bus Driver	\$13.65	10/16/17
19. Vanderhoek, Heather	Nurse	\$39,500	10/23/17

\*Amount is pro-rated based on start date.\*

**Rehire**

1. Galvez Carrillo, Carismeldi	Cleaner II	\$10.00	10/02/17
2. Mena, Maxine	Cleaner II	\$10.75	10/16/17
3. Pogue, Mary	Ed Assist CC-LS	\$12.38	09/25/17
4. Sanchez, Sandra	Educational Assistant	\$12.59	10/02/17

**Position Change**

1. Estrada, Ana	From EA Resource to School Secretary	\$12.60	10/16/17
2. Parra, Alexis	from EA Resource to EA Ortho	\$10.00	09/25/17

**Resignation**

1. Calderon, Leticia	Cleaner II	Personal Reasons	09/21/17
2. Cardona, Fany	Food Service Worker	Personal Reasons	10/02/17
3. Cirilo, Anita	Attendance Secretary	Moved/Left Area	11/03/17
4. Clarke, Cynthia	School Secretary	Personal Reasons	10/30/17
5. Delgado, Sabrina	EA Ortho Impaired	Personal Reasons	10/20/17
6. Escalante Jaime, Beatriz	Food Service Cashier	Personal Reasons	10/11/17
7. Lenhart, Kimberly	School Bus Operator	Other Employment	10/27/17
8. Mena, Maxine	Campus Monitor	Personal Reasons	09/29/17

9. Moles, Carl	School Bus Operator	Personal Reasons	09/21/17
10. Niemier, Michelle	Food Service Worker	Personal Reasons	09/22/17
11. Pereira, Adrianna	Campus Monitor	Personal Reasons	10/24/17
12. Perez, Monique	Food Service Worker	Personal Reasons	09/25/17
13. Reed, Charles	Cleaner II	Personal Reasons	09/21/17
14. Shepard, Anthony	Educational Assistant	Personal Reasons	09/28/17
15. Stevens, Belinda	School Bus Operator	Personal Reasons	10/12/17
16. Schall, Brianna	Sub-Food Services	Personal Reasons	05/21/17
17. Soza, Guadalupe	School Nurse-LPN	Personal Reasons	09/29/17
18. Willis, Deborah	Campus Monitor	Personal Reasons	09/08/17

**Correction of Resignation**

1. Sanchez, Lidia	Food Services Worker		10/06/2017
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**Retirement**

1. Silva, Linda	Lead Help Desk Specialist		01/18/2018
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**Additional Position**

1. Williams, Heather	Campus Monitor	\$10.00	08/07/17
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**Leave of Absences**

1. Aguilar, Sylvia	Food Service Worker	10/10/17-11/21/17
2. Ancira, Alicia	Food Service Worker	10/16/17-01/08/18
3. De La Cruz, Lorena	Cleaner II	09/05/17-12/22/17
4. Deleon, Johnny	Lead Custodian	07/03/17-04/18/18
5. Gardner, Lisa	Speech Language Pathology Assist.	09/25/17-11/07/17
6. Urias, Ana	Food Service Worker	10/16/17-10/30/17
7. Lizarraga, Kimberly	Campus Monitor	08/25/17-10/16/17

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

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

SUBMITTED BY: Mr. Joe Quintana, Superintendent

RECOMMENDED BY: Mr. Joe Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: October 26, 2017

RECOMMENDATION:

It is recommended the Governing Board approve the requests 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	AZALAS Conference Tucson, AZ	Nov 5-6	\$330 <i>M&amp;O</i>
Barbara Goodwin Cathey Mayes	Valley Schools Study Session Prescott, AZ	Nov 2-3	\$150 <i>M&amp;O</i>
Katie Salch	DIBELS Conference Salt Lake City, UT	Nov 13-15	\$1,473 <i>Title I</i>
Mike Barragan	ASBO International Executive Leadership Forum Austin, TX	Feb 6-10	\$1,390 <i>Indirect Costs</i>
Shannon Gleave	School Nutrition Industry Conf. New Orleans, LA	Jan 20-24	\$1,931 <i>Food Svc</i>

**TRAVEL REQUEST FORM**

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

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

Name of Traveler(s): Barbara Goodwin, Cathey Mayes, \_\_\_\_\_ -  
Working at School/Department: Human Resources  
Reason for Travel: Valley Schools Annual Study Session  
Traveling to: Prescott, Arizona  
Dates of Travel: November 2 & 3, 2017  
Substitute Needed/Dates: No

	<b>Code</b>	<b>Cost</b>	<b>Requisition Number</b>
Charge Sub to:	_____	\$ _____	_____
Charge Registration to:	_____	\$ .00	_____
Charge Airline/Bus to:	_____	\$ .00	_____
Charge Meal/Lodging to:	_____	\$ .00	_____
Charge Auto Mileage to:	<u>001.100.2570.6580.552.0000</u>	\$ 150 .00	_____
	Total Cost of Travel	\$ .00	_____

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

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

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

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

Name of Traveler(s): Barbara Goodwin, Cathey Mayes,

Conference/Workshop Title: Valley Schools Annual Study Session 2017  
(Reason for Travel)

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

This study session provides relevant data pertaining to health and wellness research results, trends in insurance, program opportunities beneficial to our organization and may provide knowledge to increase the benefits we offer our employees.

HR is responsible for sharing factual information regarding our benefits with the governing board, the Trust Board, Meet and Confer and our employees at large.

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

Information will be shared at the Trust Board Meetings, Meet and Confer, through the board update, the staff update and during open enrollment.

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

We believe our employees are our greatest asset and their physical health, overall well-being and financial stability are among our top priorities. Our goal is to offer a variety of benefits to our team members encouraging them to live balanced, healthy lives.

# 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: District Office

Reason for Travel: Arizona Association of Latino School Administrators

Traveling to: Tucson, Arizona

Dates of Travel: November 5-6, 2017

Substitute Needed/Dates: No substitute needed

	<b>Code</b>	<b>Cost</b>	<b>Requisition Number</b>
Charge Sub to:	<u>N/A</u>	<u>\$ 0</u>	<u></u>
Charge Registration to:	<u>001.100.2570.6360.550.0000</u>	<u>\$ 150.00</u>	<u></u>
Charge Airline/Bus to:	<u>N/A</u>	<u>\$ 0</u>	<u></u>
Charge Meal/Lodging to:	<u>001.100.2570.6580.550.0000</u>	<u>\$ 180.00</u>	<u></u>
Charge Auto Mileage to:	<u>001.100.2570.6580.550.0000</u>	<u>\$ 0.00</u>	<u></u>
	<b>Total Cost of Travel</b>	<u>\$330.00</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): Joe Quintana

Conference/Workshop Title: Arizona Association of Latino School Administrators Annual Conference  
(Reason for Travel)

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

The conference's theme this year is "Engaged, Inspired and Committed to Excellence for Latino Scholars" and will include sessions related to advocacy for Latino Communities, effective instructional practices, community engagement, cultural sensitivity, and leading equity, excellence and high expectations.

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

Information will be shared appropriately in administrative team meetings, reports to the Board, and other customary methods of internal and external communication.

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

The conference will equip the District to effectively lead equity, excellence and high expectations for all.



# 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): Katie Salch

Working at School/Department: District Office-Ed Services

Reason for Travel: 95% Group: Bridging the Gap Workshop: Bringing DIBELS Data into Instruction

Traveling to: Salt Lake City, Utah

Dates of Travel: November 13-November 15th

Substitute Needed/Dates: None Required

	Code	Cost	Requisition Number
Charge Sub to:	<u>None required</u>	<u>\$ 0</u>	<u></u>
Charge Registration to:	<u>100.100.2570.6360.567.0000</u>	<u>\$ 300.00</u>	<u></u>
Charge Airline/Bus to:	<u>100.100.2570.6580.567.000</u>	<u>\$ 720.00</u>	<u></u>
Charge Meal/Lodging to:	<u>100.100.2570.6580.567.0</u>	<u>\$453.00</u>	<u></u>
Charge Auto Mileage to:	<u>None required</u>	<u>\$ 0</u>	<u></u>
	<u>Total Cost of Travel</u>	<u>\$1473.00</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):                      Katie Salch

Conference/Workshop Title:              95% Group: Bridging the Gap Workshop: Bringing DIBELS Data into Instruction (Reason for Travel)

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

The 95% group is focused on have 95 percent of our students reading at grade level. The focus of their professional development is to improve reading through identify gaps, set goals, and plan steps to raise reading achievement. This conference focus is to connecting DIBELS, the reading screening test utilized in our schools kindergarten through third grade, to student achievement. The outcome would be to creating a system to use the data received from DIBELS to identify student skill deficits and leverage specific learning strategies to fill the gap. Evidence of the impact of this work will be visible at site and district data talks and implementation of strategies. Additionally, we will see gains in our DIBELS composite scores between fall, winter, and spring semester DIBELS benchmarks. This work aligns with the four guiding questions from the PLC Framework with focus on "How will we respond when they (the students) don't learn?".

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

The participant will create a deployment plan and execute it through the Literacy Achievement Advisors on how to respond to the Winter DIBELS results including data dig procedures, strategies to use that connect to the data, and how to progress monitor these results. In addition, work will be done in coaching the Achievement Advisors on their campus to guide this work for all students.

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

Attending this conference directly aligns with the Governing Board goals of Increasing Student Achievement and Eliminating the Achievement Gap. The specific strategies learned will provide a map for Achievement Advisors to coach teachers on how to read the data provided by the DIBELS screener, to look for specific learning gaps, and then how to utilize strategies to fill in the learning deficits. Connecting the DIBELS benchmark screeners with specific strategies will close the achievement gap for our students.

# TRAVEL REQUEST FORM

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

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

Name of Traveler(s): Shannon Gleave

Working at School/Department: Food & Nutrition

Reason for Travel: School Nutrition Industry Conference

Traveling to: New Orleans

Dates of Travel: 1/20/2018-1/24/2018

Substitute Needed/Dates: None Required

	Code	Cost	Requisition Number
Charge Sub to:	_____	\$ 0	_____
Charge Registration to:	510.100.3100.6360.580.0000	\$ 515.00	_____
Charge Airline/Bus to:	510.100.3100.6580.580.0000	\$ 400.00	_____
Charge Meal/Lodging to:	510.100.3100.6580.580.0000	\$1016.00	_____
Charge Auto Mileage to:	_____	_____	_____
	Total Cost of Travel	\$1931.00	_____

**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):                      Shannon Gleave

Conference/Workshop Title:              School Nutrition Industry Conference  
(Reason for Travel)

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

Will provide topics related to USDA's Federal Regulations. Topics include Operations, Communications, Procurement, Leadership & Nutrition Trends

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

Through meetings, district website and implementation of federal regulations.

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

This conference provides professional growth in the areas of operations, communications, nutrition education and fiscal management. After attending this conference, it will help ensure that the Food Service Department is in compliance in administrating the National School Lunch Program and continued implementation of the Healthy Hunger-Free Kids Act.

# 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

Working at School/Department: Business Services

Reason for Travel: ASBO International Executive Leadership Forum  
(Association of School Business Officials)

Traveling to: Austin, Texas

Dates of Travel: February 6 – 10, 2018

Substitute Needed/Dates: N/A

	<b>Code</b>	<b>Cost</b>	<b>Requisition Number</b>
Charge Sub to:	<u>N/A</u>	<u>\$ 0.00</u>	<u>N/A</u>
Charge Registration to:	<u>001.100.2510.6360.570.0000</u>	<u>\$ 475.00</u>	<u>N/A</u>
Charge Airline/Bus to:	<u>570.100.2510.6580.570.0000</u>	<u>\$ 500.00</u>	<u>Rates based on today's dates – Subject to Change</u>
Charge Meal/Lodging to:	<u>570.100.2510.6580.570.0000</u>	<u>\$ 245.00</u>	<u>N/A</u>
Charge Auto Mileage to:	<u>570.100.2510.6580.570.0000</u>	<u>\$ 170.00</u>	<u>N/A</u>
	<b>Total Cost of Travel</b>	<u>\$1390.00</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

Conference/Workshop Title:              ASBO Executive Leadership Forum  
(Reason for Travel)

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

I am accountable for our district's financial success, making decisions that affect all facets of student learning and committed to finding new ways to achieve greater operational efficiency in our district. It is also important that we stay on top of financial and compliance audit issues. Several sessions include topics that will help to sidestep potential problems and find practical and efficient solutions that improve the effectiveness of risk management, control, and business processes for the district.

**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 ASBO International Conference, I will gather best practices, case studies, and contacts that will benefit everyone in our district

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 5.G. TOPIC: Disposal/Donation 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: October 26, 2017

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>
330445	Warmer	329106	Laptop cart
324603	Ibook	324665	Ibook
324677	Ibook	324652	Ibook
324397	Laminator	334295	Smart board
326256	Smart board	329219	Smart board
329396	Smart board	328400	Smart board
329945	Smart board	329946	Smart board
330143	Smart board	331166	Smart board
331167	Smart board	331168	Smart board
331169	Smart board	331170	Smart board
331407	Laptop	331628	Smart board
334088	Laptop	334294	Smart board
335914	Laptop	335989	Laptop
336289	Laptop	322302	Truck
321662	Truck	305546	Truck

00700 Scrap metal  
\*\*State Salvage Vendor

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

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

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

SUBMITTED BY: Ms. Jill Winn, Accounting Budget Supervisor

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

DATE ASSIGNED FOR CONSIDERATION: October 26, 2017

RECOMMENDATION:

It is recommended the Governing Board approve the Auxiliary Fund Balance Statements for July and August 2017.

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**RATIONALE:**

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



AUXILIARY OPERATIONS BOARD REPORT

FOR MONTH ENDING

August 30, 2017

UNIT	SCHOOL LOCATION	CARRYOVER BALANCE	YEAR TO DATE REVENUE	YEAR TO DATE EXPENDITURES	CASH BALANCE
101	LANDMARK	\$2,957.43	\$0.00	\$0.00	\$2,957.43
102	ISAAC IMES	\$3,498.62	\$59.93	\$0.00	\$3,558.55
103	HAROLD W. SMITH	\$571.42	\$0.00	\$0.00	\$571.42
104	MELVIN E. SINE	\$5,144.83	\$0.00	\$0.00	\$5,144.83
105	WILLIAM C. JACK	\$1,323.37	\$0.00	\$0.00	\$1,323.37
106	DON MENSENDICK	\$1,862.63	\$0.00	\$0.00	\$1,862.63
107	GLENN F. BURTON	\$1,774.98	\$0.00	\$0.00	\$1,774.98
108	GLENDALE AMERICAN	\$6,998.41	\$0.00	\$0.00	\$6,998.41
109	BICENTENNIAL NORTH	\$62.51	\$0.00	\$0.00	\$62.51
110	HORIZON	\$5,672.91	\$95.19	\$0.00	\$5,768.10
111	CHALLENGER	\$240.36	\$0.00	\$0.00	\$240.36
112	BICENTENNIAL SOUTH	\$2,592.31	\$0.00	\$0.00	\$2,592.31
113	DISCOVERY	\$125.94	\$0.00	\$0.00	\$125.94
114	DESERT GARDEN	\$8,377.45	\$0.00	\$0.00	\$8,377.45
115	COYOTE RIDGE	\$2,309.79	\$0.00	\$0.00	\$2,309.79
116	DESERT SPIRIT	\$616.89	\$0.00	\$0.00	\$616.89
117	SUNSET VISTA	\$805.23	\$56.18	\$0.00	\$861.41
TOTAL:		\$44,935.08	\$211.30	\$0.00	\$45,146.38

AUXILIARY OPERATIONS BOARD REPORT

FOR MONTH ENDING

July 31, 2017

UNIT	SCHOOL LOCATION	CARRYOVER BALANCE	YEAR TO DATE REVENUE	YEAR TO DATE EXPENDITURES	CASH BALANCE
101	LANDMARK	\$2,957.43	\$0.00	\$0.00	\$2,957.43
102	ISAAC IMES	\$3,498.62	\$59.93	\$0.00	\$3,558.55
103	HAROLD W. SMITH	\$571.42	\$0.00	\$0.00	\$571.42
104	MELVIN E. SINE	\$5,144.83	\$0.00	\$0.00	\$5,144.83
105	WILLIAM C. JACK	\$1,323.37	\$0.00	\$0.00	\$1,323.37
106	DON MENSENDICK	\$1,862.63	\$0.00	\$0.00	\$1,862.63
107	GLENN F. BURTON	\$1,774.98	\$0.00	\$0.00	\$1,774.98
108	GLENDALE AMERICAN	\$6,998.41	\$0.00	\$0.00	\$6,998.41
109	BICENTENNIAL NORTH	\$62.51	\$0.00	\$0.00	\$62.51
110	HORIZON	\$5,672.91	\$0.00	\$0.00	\$5,672.91
111	CHALLENGER	\$240.36	\$0.00	\$0.00	\$240.36
112	BICENTENNIAL SOUTH	\$2,592.31	\$0.00	\$0.00	\$2,592.31
113	DISCOVERY	\$125.94	\$0.00	\$0.00	\$125.94
114	DESERT GARDEN	\$8,377.45	\$0.00	\$0.00	\$8,377.45
115	COYOTE RIDGE	\$2,309.79	\$0.00	\$0.00	\$2,309.79
116	DESERT SPIRIT	\$616.89	\$0.00	\$0.00	\$616.89
117	SUNSET VISTA	\$805.23	\$0.00	\$0.00	\$805.23
TOTAL:		\$44,935.08	\$59.93	\$0.00	\$44,995.01

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

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

SUBMITTED BY: Ms. Jill Winn, Accounting Budget Supervisor

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

DATE ASSIGNED FOR CONSIDERATION: October 26, 2017

RECOMMENDATION:

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

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RATIONALE:

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

STUDENT ACTIVITY BOARD REPORT

FOR MONTH END

August 30, 2017

UNIT	SCHOOL LOCATION	CARRYOVER BALANCE	YEAR TO DATE REVENUE	YEAR TO DATE EXPENDITURES	CASH BALANCE
101	LANDMARK	\$13,491.01	\$0.00	\$0.00	\$13,491.01
102	ISAAC IMES	\$7,910.52	\$332.85	\$0.00	\$8,243.37
103	HAROLD W. SMITH	\$4,000.70	\$0.00	\$0.00	\$4,000.70
104	MELVIN E. SINE	\$4,932.96	\$0.00	\$0.00	\$4,932.96
105	WILLIAM C. JACK	\$1,814.65	\$0.00	\$0.00	\$1,814.65
106	DON MENSENDICK	\$2,391.88	\$0.00	\$0.00	\$2,391.88
107	GLENN F. BURTON	\$4,535.82	\$0.00	\$0.00	\$4,535.82
108	GLENDALE AMERICAN	\$4,027.08	\$0.00	\$0.00	\$4,027.08
109	BICENTENNIAL NORTH	\$790.66	\$0.00	\$0.00	\$790.66
110	HORIZON	\$3,706.41	\$0.00	\$0.00	\$3,706.41
111	CHALLENGER	\$5,712.25	\$0.00	\$0.00	\$5,712.25
112	BICENTENNIAL SOUTH	\$1,495.67	\$0.00	\$0.00	\$1,495.67
113	DISCOVERY	\$1,670.42	\$0.00	\$0.00	\$1,670.42
114	DESERT GARDEN	\$8,054.74	\$0.00	\$0.00	\$8,054.74
115	COYOTE RIDGE	\$4,032.78	\$0.00	\$0.00	\$4,032.78
116	DESERT SPIRIT	\$4,983.09	\$0.00	\$0.00	\$4,983.09
117	SUNSET VISTA	\$983.86	\$0.00	\$0.00	\$983.86
TOTAL:		\$74,534.50	\$332.85	\$0.00	\$74,867.35

## STUDENT ACTIVITY BOARD REPORT

FOR MONTH END

July 31, 2017

UNIT	SCHOOL LOCATION	CARRYOVER BALANCE	YEAR TO DATE REVENUE	YEAR TO DATE EXPENDITURES	CASH BALANCE
101	LANDMARK	\$13,491.01	\$0.00	\$0.00	\$13,491.01
102	ISAAC IMES	\$7,910.52	\$0.00	\$0.00	\$7,910.52
103	HAROLD W. SMITH	\$4,000.70	\$0.00	\$0.00	\$4,000.70
104	MELVIN E. SINE	\$4,932.96	\$0.00	\$0.00	\$4,932.96
105	WILLIAM C. JACK	\$1,814.65	\$0.00	\$0.00	\$1,814.65
106	DON MENSENDICK	\$2,391.88	\$0.00	\$0.00	\$2,391.88
107	GLENN F. BURTON	\$4,535.82	\$0.00	\$0.00	\$4,535.82
108	GLENDALE AMERICAN	\$4,027.08	\$0.00	\$0.00	\$4,027.08
109	BICENTENNIAL NORTH	\$790.66	\$0.00	\$0.00	\$790.66
110	HORIZON	\$3,706.41	\$0.00	\$0.00	\$3,706.41
111	CHALLENGER	\$5,712.25	\$0.00	\$0.00	\$5,712.25
112	BICENTENNIAL SOUTH	\$1,495.67	\$0.00	\$0.00	\$1,495.67
113	DISCOVERY	\$1,670.42	\$0.00	\$0.00	\$1,670.42
114	DESERT GARDEN	\$8,054.74	\$0.00	\$0.00	\$8,054.74
115	COYOTE RIDGE	\$4,032.78	\$0.00	\$0.00	\$4,032.78
116	DESERT SPIRIT	\$4,983.09	\$0.00	\$0.00	\$4,983.09
117	SUNSET VISTA	\$983.86	\$0.00	\$0.00	\$983.86
TOTAL:		\$74,534.50	\$0.00	\$0.00	<b>\$74,534.50</b>

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 5.J. TOPIC: Fundraising Activity Requests

SUBMITTED BY: Various Sites

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

DATE ASSIGNED FOR CONSIDERATION: October 26, 2017

RECOMMENDATION:

It is recommended the Governing Board ratify and approve the fundraising activity requests as presented.

**RATIONALE:**

<b>School</b>	<b>Event</b>	<b>Purpose</b>
Glenn F. Burton	Scholastic Book fair	Raising funds for new library books
Coyote Ridge	Fall Festival	Raising funds for various school projects
Coyote Ridge	Scholastic Book fair	Raising funds for new library books
Desert Spirit	Fall Festival	Raising funds for various school projects
Horizon	Fall Carnival	To bring our community together. Typically we break even on this event.
Horizon	Holiday Shopping	For students to holiday shop at very reduced prices
Horizon	Panda Express	Raising funds for various school projects
Isaac E. Imes	Peter Piper Pizza Night	Raising funds for playground equipment, field trips, student activities
Isaac E. Imes	Parking For Glendale Glitters	Raising funds for playground equipment, field trips, student activities
Melvin E. Sine	Fall Festival	Raising funds for field trips and other school activities
Coyote Ridge	Color Run "Be Kind" People	Promoting characteristics of being positive and kind
Glendale American	Kona Ice	Raising funds for student council
Horizon	Penny War for grades 5-8	To raise funds. Winning class receives a pizza party
Horizon	Great Skate	Raise funds. 100% of admission goes to PTA
Horizon	Yankee Candles Catalogue	To help fund PTA donations
Isaac E. Imes	Smelly Pencils and Holiday Grams	Raising funds for Hornet Pride; Hornet Honors Assemblies; Student Incentives
Isaac E. Imes	Dollar Dress Down Day	Raising funds for playground equipment, field trips, student activities
Melvin E. Sine	Dollar Dress Down Day	Raising funds for field trips

Source of Funding -

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

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 5.K. TOPIC: Non-Renewal of Employment

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

RECOMMENDED BY: Mr. Joe Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION October 26, 2017

RECOMMENDATION:

It is recommended the Governing Board approve the non-renewal of employment contract for J. Ryan.

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It is recommended the Governing Board approve the non-renewal of the employment contract for J. Ryan (certified teacher) for the 2018-2019 school year based on job abandonment (unable to return to work).

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 7.A. TOPIC: Revised 2017-2018 Expenditure Budget #1

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

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

DATE ASSIGNED FOR CONSIDERATION: October 26, 2017

RECOMMENDATION:

It is recommended the Governing Board approve Revision #1 of the Fiscal Year 2017-2018 Expenditure Budget as presented.

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**RATIONALE:**

Districts may revise their budgets before November 1 to adjust the calculations for the Additional Teacher Salary Increases (Laws 2017, Ch. 305, §33). Please see budget page two of eight for the updated calculation.

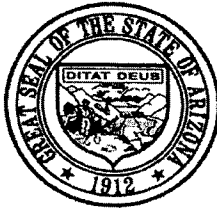
Also, administration is taking this opportunity to revise the expenditure budget to reflect current year funding impacts. The budget was revised using the District’s 40<sup>th</sup> day average daily membership (ADM). The decline in enrollment since the 2015-16 school year results in a reduction to the Revenue Control Limit (RCL) of \$2,102,146 as well as a reduction to the Maintenance and Operations Budget override of \$330,018. However, our Fiscal Year 2017 budget balance carryforward increased by \$797,478 resulting in a net decrease to the General Budget Limit (GBL) of \$1,634,686.

In addition, although the reduction to District Additional Assistance (DAA) increased by \$121,780, a higher budget balance carryforward results in a net increase to the Unrestricted Capital Outlay budget of \$420,234.

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





FY 2018  
STATE OF ARIZONA  
SCHOOL DISTRICT ANNUAL EXPENDITURE BUDGET  
DISTRICTWIDE BUDGET

Revised #1

Version

BY THE GOVERNING BOARD

We hereby certify that the Budget for the Fiscal Year 2018 was

Proposed	<u>June 21, 2017</u>
Adopted	<u>July 13, 2017</u>
Revised	<u>October 26, 2017</u>
	Date

We further attest that the Budget for Fiscal Year 2018, including the detailed information on Budget page 2, meets the requirements of Laws 2017, Chapter 305, §33, pertaining to the intended 1.06 percent teacher salary increase.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
SIGNED	SIGNED

The budget file(s) for FY 2018 uploaded to the Arizona Department of Education, via the internet, on \_\_\_\_\_ contain(s) the data for the budget described above.

Date

Superintendent Signature

Business Manager Signature

Joe Quintana

Sara DiPasquale

Superintendent Name (Typed Name)

Business Manager Name (Typed Name)

District Contact Employee:

Sara DiPasquale

Telephone:

(623) 237-7108

E-mail:

sdipasquale@gesd40.org

REVENUES AND PROPERTY TAXATION

1. Total Budgeted Revenues for Fiscal Year 2017	\$ <u>93,699,681</u>
2. Estimated Revenues by Source for Fiscal Year 2018 (excluding property taxes)	
Local 1000	\$ <u>10,000</u>
Intermediate 2000	\$ <u>5,678,816</u>
State 3000	\$ <u>51,476,070</u>
Federal 4000	\$ _____
TOTAL	\$ <u>57,164,886</u>

3. District Tax Rates for Prior and Budget Fiscal Years (A.R.S. §15-903.D.4)

	Prior FY 2017	Est. Budget FY 2018
Primary Tax Rate:	1.7209	2.6606
Secondary Tax Rates:		
M&O Override	3.5800	3.5146
Special Program Override		
Capital Override		
Class A Bonds		
Class B Bonds	0.7632	0.8500
JTED		
Total Secondary Tax Rate	4.3432	4.3646

A. TOTAL AGGREGATE SCHOOL DISTRICT BUDGET LIMIT (A.R.S. §15-905.H)

1. General Budget Limit (from Budget, page 7, line 11)	\$ <u>69,926,702</u>
2. Unrestricted Capital Budget Limit (from Budget, page 8, line A.12)	\$ <u>4,270,296</u>
3. Subtotal (line A.1 + A.2)	\$ <u>74,196,998</u>
4. Federal Projects (from Budget, page 6, Federal Projects, line 18)	\$ <u>14,764,868</u>
5. Title VIII-Impact Aid (from Budget, page 6, Federal Projects, line 16)	\$ <u>0</u>
6. Total Aggregate School District Budget Limit (line A.3 + A.4 - A.5)	\$ <u>88,961,866</u>

B. BUDGETED EXPENDITURES

1. Maintenance and Operation (from Budget, page 1, line 30)	\$ <u>69,926,702</u>
2. Unrestricted Capital Outlay (from Budget, page 4, line 10)	\$ <u>4,270,296</u>
3. Total Budget Subject to Budget Limits (line B.1 + B.2) (This line cannot exceed line A.3.)	\$ <u>74,196,998</u>

**FUND 001 (M&O)**

**MAINTENANCE AND OPERATION (M&O) FUND**

Expenditures		FTE		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals		% Increase/ Decrease
		Prior FY	Budget FY						Prior FY 2017	Budget FY 2018	
100 Regular Education											
1000 Instruction	1.	596.72	580.50	22,001,291	8,410,505	185,280	489,905	2,822	31,125,782	31,089,803	-0.1%
2000 Support Services											
2100 Students	2.	43.44	39.44	1,134,433	456,517	264,215	31,421	885	1,921,107	1,887,471	-1.8%
2200 Instructional Staff	3.	33.70	32.30	1,082,561	436,484	87,005	117,039	4,260	1,910,485	1,727,349	-9.6%
2300 General Administration	4.	7.50	8.50	710,765	815,090	173,719	40,773	38,007	1,926,900	1,778,354	-7.7%
2400 School Administration	5.	68.00	69.00	3,744,856	1,292,181	3,783	12,710	5,340	5,065,486	5,058,870	-0.1%
2500 Central Services	6.	33.00	32.50	1,577,103	579,299	366,528	131,330	66,777	4,185,656	2,721,037	-35.0%
2600 Operation & Maintenance of Plant	7.	146.99	141.50	3,728,326	1,261,833	2,467,567	2,442,796	8,267	10,378,172	9,908,789	-4.5%
2900 Other	8.	0.00							0	0	0.0%
3000 Operation of Noninstructional Services	9.	6.60	11.25	225,162	48,223	1,500			237,954	274,885	15.5%
610 School-Sponsored Cocurricular Activities	10.	0.00							0	0	0.0%
620 School-Sponsored Athletics	11.	0.00	0.00	100,650	20,503	42,023	18,074		191,672	181,250	-5.4%
630 Other Instructional Programs	12.	0.00	0.00	41,100	8,364				36,393	49,464	35.9%
700, 800, 900 Other Programs	13.	0.00		10,000	2,100				16,000	12,100	-24.4%
Regular Education Subsection Subtotal (lines 1-13)	14.	935.95	914.99	34,356,247	13,331,099	3,591,620	3,284,048	126,358	56,995,607	54,689,372	-4.0%
200 and 300 Special Education											
1000 Instruction	15.	154.00	166.56	4,600,404	1,887,085	1,202,613	8,147	126	7,571,909	7,698,375	1.7%
2000 Support Services											
2100 Students	16.	33.00	24.60	1,444,544	466,870	1,532,868	6,116		3,934,202	3,450,398	-12.3%
2200 Instructional Staff	17.	3.00	3.00	179,562	57,342	13,210	15,808	1,010	358,354	266,932	-25.5%
2300 General Administration	18.	0.00							550	0	-100.0%
2400 School Administration	19.	0.00					1,050		3,070	1,050	-65.8%
2500 Central Services	20.	0.00				1,000			1,000	1,000	0.0%
2600 Operation & Maintenance of Plant	21.	0.00				960			500	960	92.0%
2900 Other	22.	0.00							0	0	0.0%
3000 Operation of Noninstructional Services	23.	0.00							0	0	0.0%
Subtotal (lines 15-23)	24.	190.00	194.16	6,224,510	2,411,297	2,750,651	31,121	1,136	11,869,585	11,418,715	-3.8%
400 Pupil Transportation	25.	72.94	72.94	1,718,481	785,390	180,702	443,037	2,545	3,026,355	3,130,155	3.4%
510 Desegregation (from Districtwide Desegregation Budget, page 2, line 44)	26.	0.00	0.00	0	0	0	0	0	0	0	0.0%
530 Dropout Prevention Programs	27.	0.00							0	0	0.0%
540 Joint Career and Technical Education and Vocational Education Center	28.	0.00	0.00	0	0	0	0	0	0	0	0.0%
550 K-3 Reading Program	29.	14.00	15.00	537,707	150,753				789,170	688,460	-12.8%
Total Expenditures (lines 14, and 24-29) (Cannot exceed page 7, line 11)	30.	1,212.89	1,197.09	42,836,945	16,678,539	6,522,973	3,758,206	130,039	72,680,717	69,926,702	-3.8%

The district has budgeted an amount in the M&O Fund equal to the General Budget Limit as calculated on page 7 of 8.

**SPECIAL EDUCATION PROGRAMS BY TYPE (M&O Fund Programs 200 and 300)**

(A.R.S. §§ 15-761 and 15-903)

	Prior FY	Budget FY	
1. Total All Disability Classifications	11,251,161	10,935,811	1.
2. Gifted Education	170,289	101,583	2.
3. Remedial Education	0		3.
4. ELL Incremental Costs	448,135	381,321	4.
5. ELL Compensatory Instruction	0		5.
6. Vocational and Technical Education (non-JTED)	0		6.
7. Career Education	0		7.
8. Joint Technical Education (JTED)			8.
9. Total (lines 1 through 8. Must equal total of line 24, page 1)	11,869,585	11,418,715	9.

**Proposed Ratios for Special Education**

(A.R.S. §§15-903.E.1 and 15-764.A.5)

Teacher-Pupil 1 to 18  
Staff-Pupil 1 to 6

**Estimated FTE Certified Employees**

(A.R.S. §15-903.E.2)

Prior FY	Budget FY
929.00	776.00

**Expenditures Budgeted for Audit Services**

M&O Fund - Nonfederal	6350	42890
All Funds - Federal	6330	46,000

**FY 2018 Performance Pay (A.R.S. §15-920)**

Amount Budgeted in M&O Fund for a Performance Pay Component \_\_\_\_\_

Do not report budgeted amounts for the Performance Pay Component of the Classroom Site Fund on this line.

**Expenditures Budgeted in the M&O Fund for Food Service**

Amount budgeted in M&O for Food Service (Fund 001, Function 3100) \$ 274,885  
(This amount will be used to determine district compliance with state matching requirements pursuant to Code of Federal Regulations (CFR) Title 7, §210.17(a)]

**Additional Teacher Salary Increases (Laws 2017, Ch. 305, §33)**

1. Number of teachers eligible for increase (FY 2018 Head Count)	530.00
2. Number of teachers eligible for increase (FY 2018 FTE)	506.80
3. Total FY 2018 eligible teachers' salaries before intended 1.06% increase	\$21,115,941
4. Total FY 2017 eligible teachers' salaries	\$29,857,854
5. 1.06% salary increase (line 4 times 1.06%)	\$316,493
6. Employer share of retirement system expense for increase on line 5	\$36,396
7. Employer share of FICA expense for increase on line 5	\$24,212
8. Total amount needed to fund lines 5-7 (sum of lines 5-7) (to Work Sheet C, Line XIII)	\$377,101

Expenditures	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500 6810, 6890	Supplies 6600	Interest on Short-Term Debt 6850	Totals		% Increase/ Decrease
						Prior FY 2017	Budget FY 2018	
<b>Classroom Site Fund 011 - Base Salary</b>								
100 Regular Education								
1000 Instruction	1,573,499	70,015				1,475,066	1,643,514	11.4%
2100 Support Services - Students						0	0	0.0%
2200 Support Services - Instructional Staff						0	0	0.0%
Program 100 Subtotal (lines 1-3)	1,573,499	70,015				1,475,066	1,643,514	11.4%
200 Special Education								
1000 Instruction	220,000	38,585				93,425	258,585	176.8%
2100 Support Services - Students						0	0	0.0%
2200 Support Services - Instructional Staff						0	0	0.0%
Program 200 Subtotal (lines 5-7)	220,000	38,585				93,425	258,585	176.8%
Other Programs (Specify) 550 K-3 Reading								
1000 Instruction	22,000	9,646				20,165	31,646	56.9%
2100 Support Services - Students						0	0	0.0%
2200 Support Services - Instructional Staff						0	0	0.0%
Other Programs Subtotal (lines 9-11)	22,000	9,646				20,165	31,646	56.9%
<b>Total Expenditures (lines 4, 8, and 12)</b>	<b>1,815,499</b>	<b>118,246</b>				<b>1,588,656</b>	<b>1,933,745</b>	<b>21.7%</b>
<b>Classroom Site Fund 012 - Performance Pay</b>								
100 Regular Education								
1000 Instruction	4,182,263	840,000				4,313,965	5,022,263	16.4%
2100 Support Services - Students	2,000	400				0	2,400	-
2200 Support Services - Instructional Staff	40,000	1,600				0	41,600	-
Program 100 Subtotal (lines 14-16)	4,224,263	842,000				4,313,965	5,066,263	17.4%
200 Special Education								
1000 Instruction	600,000	112,317				670,881	712,317	6.2%
2100 Support Services - Students						0	0	0.0%
2200 Support Services - Instructional Staff	4,000	800				0	4,800	-
Program 200 Subtotal (lines 18-20)	604,000	113,117				670,881	717,117	6.9%
Other Programs (Specify) 550 K-3 Reading								
1000 Instruction	28,000	5,600				85,547	33,600	-60.7%
2100 Support Services - Students						0	0	0.0%
2200 Support Services - Instructional Staff						0	0	0.0%
Other Programs Subtotal (lines 22-24)	28,000	5,600				85,547	33,600	-60.7%
<b>Total Expenditures (lines 17, 21, and 25)</b>	<b>4,856,263</b>	<b>960,717</b>				<b>5,070,393</b>	<b>5,816,980</b>	<b>14.7%</b>
<b>Classroom Site Fund 013 - Other</b>								
100 Regular Education								
1000 Instruction	2,000,000	400,000				1,999,246	2,400,000	20.0%
2100 Support Services - Students						0	0	0.0%
2200 Support Services - Instructional Staff	231,373	31,856	18,524	47,817		303,910	329,570	8.4%
Program 100 Subtotal (lines 27-29)	2,231,373	431,856	18,524	47,817		2,303,156	2,729,570	18.5%
200 Special Education								
1000 Instruction	195,000	31,000				158,873	226,000	42.3%
2100 Support Services - Students						0	0	0.0%
2200 Support Services - Instructional Staff						45,723	0	-100.0%
Program 200 Subtotal (lines 31-33)	195,000	31,000	0	0		204,596	226,000	10.5%
530 Dropout Prevention Programs								
1000 Instruction						0	0	0.0%
Other Programs (Specify) 550 K-3 Reading								
1000 Instruction	35,000	7,000				36,662	42,000	14.6%
2100, 2200 Support Serv. Students & Instructional Staff						0	0	0.0%
Other Programs Subtotal (lines 36-37)	35,000	7,000	0	0		36,662	42,000	14.6%
<b>Total Expenditures (lines 30, 34, 35, and 38)</b>	<b>2,461,373</b>	<b>469,856</b>	<b>18,524</b>	<b>47,817</b>		<b>2,544,414</b>	<b>2,997,570</b>	<b>17.8%</b>
<b>Total Classroom Site Funds (lines 13, 26, and 39)</b>	<b>9,133,135</b>	<b>1,548,819</b>	<b>18,524</b>	<b>47,817</b>	<b>0</b>	<b>9,203,463</b>	<b>10,748,295</b>	<b>16.8%</b>

The district has budgeted an amount in Fund 011 equal to the Classroom Site Fund Budget Limit as calculated on Page 8 of 8.

The district has budgeted an amount in Fund 012 equal to the Classroom Site Fund Budget Limit as calculated on Page 8 of 8.

The district has budgeted an amount in Fund 013 equal to the Classroom Site Fund Budget Limit as calculated on Page 8 of 8.

**FUND 610**

**UNRESTRICTED CAPITAL OUTLAY (UCO) FUND**

Expenditures		Library Books, Textbooks, & Instructional Aids (2) 6641-6643	Property (2) 6700	Redemption of Principal (3) 6831, 6832	Interest (4) 6841, 6842, 6850	All Other Object Codes (excluding 6900)	Totals		% Increase/Decrease	
							Prior FY 2017	Budget FY 2018		
<b>Unrestricted Capital Outlay Override (1)</b>	1.						0	0	0.0%	
<b>Unrestricted Capital Outlay Fund 610 (6)</b>										
1000 Instruction	2.	74,998	1,240,198				3,533,447	1,315,196	-62.8%	
2000 Support Services										
2100 Students and Instructional Staff	3.	63,665	531,613				813,881	595,278	-26.9%	
2300, 2400, 2500, 2900 Administration	4.		1,270,804				1,370,759	1,270,804	-7.3%	
2600 Operation & Maintenance of Plant	5.		481,425				570,972	481,425	-15.7%	
2700 Student Transportation	6.		176,413				236,292	176,413	-25.3%	
3000 Operation of Noninstructional Services (5)	7.		8,245				10,245	8,245	-19.5%	
4000 Facilities Acquisition and Construction	8.					422,935	597,464	422,935	-29.2%	
5000 Debt Service	9.						0	0	0.0%	
<b>Total Unrestricted Capital Outlay Fund (lines 2-9)</b>	10.	0	138,663	3,708,698	0	0	422,935	7,133,060	4,270,296	-40.1%

The district has budgeted an amount in the UCO Fund equal to the Unrestricted Capital Budget Limit as calculated on Page 8 of 8.

(1) Amounts in the Unrestricted Capital Outlay Override line 1 above must be included in the appropriate individual line items for Fund 610 and in the Budget Year Total Column.

(5) Expenditures Budgeted in Unrestricted Capital Outlay (UCO) Fund for Food Service

Enter the amount budgeted in UCO for Food Service [Amount will be used to determine district compliance with state matching requirements pursuant to CFR Title 7, §210.17(a)]

\$8,245.00

(2) Detail by object code:

	Unrestricted Capital Outlay
6641 Library Books	<u>\$63,665.00</u>
6642 Textbooks	<u>31,700</u>
6643 Instructional Aids	<u>43,298</u>
673X Furniture and Equipment	<u>282,291</u>
673X Vehicles	<u>200,000</u>
673X Tech Hardware & Software	<u>1,760,528</u>

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

(3) Includes principal on Capital Equity Fund loans of \_\_\_\_\_, principal on capital leases of \_\_\_\_\_, and principal on bonds of \_\_\_\_\_.

(4) Includes interest on Capital Equity Fund loans of \_\_\_\_\_, interest on capital leases of \_\_\_\_\_, and interest on bonds of \_\_\_\_\_.

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

Expenditures		UNRESTRICTED CAPITAL OUTLAY		BOND BUILDING		NEW SCHOOL FACILITIES		ADJACENT WAYS		
		Fund 610		Fund 630		Fund 695		Fund 620 (2)		
		Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	
<b>Total Fund Expenditures</b>	1.	7,133,060	4,270,296	7,170,660	4,219,071	0		580,000	580,000	1.
<b>Select Object Codes Detail (1)</b>										
6150 Classified Salaries	2.	0		0		0		0		2.
6200 Employee Benefits	3.	0		0		0		0		3.
6450 Construction Services	4.	506,334	422,935	4,452,186	2,238,580	0		580,000	580,000	4.
6710 Land and Improvements	5.	0		0		0		0		5.
6720 Buildings and Improvements	6.	0		0		0		0		6.
673X Furniture and Equipment	7.	341,130	282,291	62,899		0		0		7.
673X Vehicles	8.	0	200,000	1,980,491	1,980,491	0		0		8.
673X Technology Hardware & Software	9.	1,681,683	1,760,528	0		0		0		9.
6831, 6832 Redemption of Principal	10.	0		0		0		0		10.
6841, 6842, 6850 Interest	11.	0		0		0		0		11.
Total (lines 2-11)	12.	2,529,147	2,665,754	6,495,576	4,219,071	0	0	580,000	580,000	12.
Total amounts reported on lines 2-11 above for:										
Renovation	13.	1,014,490	422,935	3,478,579	2,238,580			580,000	580,000	13.
New Construction	14.	125,000		1,036,506		0		0		14.
Other	15.	1,389,657	2,242,819	1,980,491	1,980,491	0		0		15.
Total (lines 13-15, must equal line 12)	16.	2,529,147	2,665,754	6,495,576	4,219,071	0	0	580,000	580,000	16.

(1) Lines 2-11 may not include all budgeted expenditures of the fund. Total budgeted expenditures for each fund should be included on Line 1.

(2) Amount budgeted on line 1 for the Adjacent Ways Fund that will result in a tax levy in FY 2018 \$ 41,667

**Districts that are levying any amount for adjacent ways must fill in the Truth in Taxation Worksheet and follow the requirements of A.R.S. §15-905.01. The amount reported in footnote 2 above pulls to the Truth in Taxation Worksheet, Line 12.**

**SPECIAL PROJECTS**

**FEDERAL PROJECTS**

1.	100-130 ESEA Title I - Helping Disadvantaged Children	6000	59.67	57.79	7,980,376	7,980,376	1.
2.	140-150 ESEA Title II - Prof. Dev. and Technology	6000	5.00	5.00	632,475	632,475	2.
3.	160 ESEA Title IV - 21st Century Schools	6000	3.38	2.75	1,175,538	950,000	3.
4.	170-180 ESEA Title V - Promote Informed Parent Choice	6000	0.00		0		4.
5.	190 ESEA Title III - Limited Eng. & Immigrant Students	6000	6.00	4.00	592,997	592,997	5.
6.	200 ESEA Title VII - Indian Education	6000	0.00		0		6.
7.	210 ESEA Title VI - Flexibility and Accountability	6000	0.00		0		7.
8.	220 IDEA Part B	6000	43.50	49.19	3,151,774	3,151,774	8.
9.	230 Johnson-O'Malley	6000	0.00		0		9.
10.	240 Workforce Investment Act	6000	0.00		0		10.
11.	250 AEA - Adult Education	6000	0.00		0		11.
12.	260-270 Vocational Education - Basic Grants	6000	0.00		0		12.
13.	280 ESEA Title X - Homeless Education	6000	0.00		0		13.
14.	290 Medicaid Reimbursement	6000	4.00	3.50	275,354	360,185	14.
15.	374 E-Rate	6000	0.00	0.00	900,000	800,000	15.
16.	378 Impact Aid	6000	0.00		0		16.
17.	300-399 Other Federal Projects (Besides E-Rate & Impact Aid)	6000	13.25	5.27	297,061	297,061	17.
18.	Total Federal Project Funds (lines 1-17)		134.80	127.50	15,005,575	14,764,868	18.

**STATE PROJECTS**

19.	400 Vocational Education	6000	0.00		0		19.
20.	410 Early Childhood Block Grant	6000	0.00		0		20.
21.	420 Ext. School Yr. - Pupils with Disabilities	6000	0.00		0		21.
22.	425 Adult Basic Education	6000	0.00		0		22.
23.	430 Chemical Abuse Prevention Programs	6000	0.00		0		23.
24.	435 Academic Contests	6000	0.00		0		24.
25.	450 Gifted Education	6000	0.00		0		25.
26.	456 College Credit Exam Incentives	6000					26.
27.	457 Results-based Funding	6000					27.
28.	460 Environmental Special Plate	6000	0.00		0		28.
29.	465-499 Other State Projects	6000	0.00	9.55	390,400	390,400	29.
30.	Total State Project Funds (lines 19-29)		0.00	9.55	390,400	390,400	30.
31.	Total Special Projects (lines 18 and 30)		134.80	137.05	15,395,975	15,155,268	31.

**INSTRUCTIONAL IMPROVEMENT FUND (020)**

	Prior FY	Budget FY		
1.	Teacher Compensation Increases	150,000	1.	
2.	Class Size Reduction	150,000	2.	
3.	Dropout Prevention Programs (M&O purposes)	0	3.	
4.	Instructional Improvement Programs (M&O purposes)	450,000	750,000	4.
5.	Total Instructional Improvement Fund (lines 1-4)	750,000	750,000	5.

**OTHER FUNDS**

		Prior FY	Budget FY		
1.	050 County, City, and Town Grants	6000	3,939	3,939	1.
2.	071 Structured English Immersion (1)	6000	65,414	0	2.
3.	072 Compensatory Instruction (1)	6000	0	0	3.
4.	500 School Plant (2)	6000	36,057	30,000	4.
5.	510 Food Service	6000	12,050,916	12,050,916	5.
6.	515 Civic Center	6000	178,721	125,000	6.
7.	520 Community School	6000	434,300	435,000	7.
8.	525 Auxiliary Operations	6000	22,000	2,200	8.
9.	526 Extracurricular Activities Fees Tax Credit	6000	205,000	205,000	9.
10.	530 Gifts and Donations	6000	310,000	300,000	10.
11.	535 Career & Tech. Ed. & Voc. Ed. Projects	6000	0		11.
12.	540 Fingerprint	6000	10,100	10,000	12.
13.	545 School Opening	6000	0		13.
14.	550 Insurance Proceeds	6000	65,650	65,650	14.
15.	555 Textbooks	6000	15,000	15,000	15.
16.	565 Litigation Recovery	6000	12,000	12,000	16.
17.	570 Indirect Costs	6000	1,000,000	850,000	17.
18.	575 Unemployment Insurance	6000	0		18.
19.	580 Teacherage	6000	0		19.
20.	585 Insurance Refund	6000	0		20.
21.	590 Grants and Gifts to Teachers	6000	0		21.
22.	595 Advertisement	6000	1,000	1,000	22.
23.	596 Joint Technical Education	6000	0		23.
24.	639 Impact Aid Revenue Bond Building	6000	0		24.
25.	650 Gifts and Donations-Capital	6000	1,000	1,000	25.
26.	660 Condemnation	6000	6,161	6,170	26.
27.	665 Energy and Water Savings	6000	466,132	473,838	27.
28.	686 Emergency Deficiencies Correction	6000	0		28.
29.	691 Building Renewal Grant	6000	3,878,605	1,726,429	29.
30.	700 Debt Service	6000	2,355,684	2,287,550	30.
31.	720 Impact Aid Revenue Bond Debt Service	6000	0		31.
32.	Other 901 - Extended Day Programs	6000	175,847	125,000	32.

**INTERNAL SERVICE FUNDS 950-989**

1.	950-52 Self-Insurance	6000	13,223,627	13,225,000	1.
2.	955 Intergovernmental Agreements	6000	0		2.
3.	9__ OPEB	6000	0		3.
4.	9__ _____	6000	0		4.

(1) From Supplement, line 10 and line 20, respectively.

(2) Indicate amount budgeted in Fund 500 for M&O purposes

CALCULATION OF FY 2018 GENERAL BUDGET LIMIT  
(A.R.S. §15-947.C)

	A. Maintenance and Operation	B. Unrestricted Capital Outlay
*1. FY 2018 Revenue Control Limit (RCL) (from Work Sheet E, line X, or Work Sheet F, line III)	\$ 59,758,743	\$ 1,806,437
*2. (a) FY 2018 District Additional Assistance (DAA) (from Work Sheet H, lines VII.E.1 and VII.F.1)	\$ 5,594,989	
(b) DAA Reduction for State Budget Adjustments (from Work Sheet H, lines VII.E.2 and VII.F.2)	<u>4,905,782</u>	
(c) Total DAA (line 2.a minus 2.b)	\$ 689,207	689,207
*3. FY 2018 Override Authorization (A.R.S. §§15-481 and 15-482 or 15-949 if small school adjustment phase down applies, see Work Sheets K and K2)		
(a) Maintenance and Operation	<u>9,128,631</u>	
(b) Unrestricted Capital Outlay		
(c) Special Program		
*4. Small School Adjustment for Districts with a Student Count of 125 or less in K-8 or 100 or less in 9-12 (A.R.S. §15-949) (Up to \$50,000 if no election is chosen for phase down, see Work Sheet K)		
*5. Tuition Revenue (A.R.S. §§15-823 and 15-824)		
Local		
(a) Individuals and Other Private Sources		
(b) Other Arizona Districts		
(c) Out-of-State Districts and Other Governments		
State		
(d) Certificates of Educational Convenience (A.R.S. §§15-825, 15-825.01, and 15-825.02)		
*6. State Assistance (A.R.S. §15-976) and Special Ed. Voucher Payments Received (A.R.S. §15-1204)		
*7. Increase Authorized by County School Superintendent for Accommodation Schools (not to exceed Work Sheet S, line II.B.5) (A.R.S. §15-974.B)		
8. Budget Increase for:		
(a) Desegregation Expenditures (A.R.S. §15-910.G-K)		
* (b) Tuition Out Debt Service (from Work Sheet O, line 14) (A.R.S. §15-910.L)	0	
* (c) Budget Balance Carryforward (from Work Sheet M, line 9) (A.R.S. §15-943.01)	3,319,603	
(d) Dropout Prevention Programs (Laws 1992, Ch. 305, §32 and Laws 2000, Ch. 398, §2)		
(e) Registered Warrant or Tax Anticipation Note Interest Expense Incurred in FY 2016 (A.R.S. §15-910.M)		
* (f) Joint Career and Technical Education and Vocational Education Center (A.R.S. §15-910.01)	0	
* (g) FY 2017 Performance Pay Unexpended Budget Carryforward (from Work Sheet M, line 6.f) (A.R.S. §15-920)		
* (h) Excessive Property Tax Valuation Judgments (A.R.S. §§42-16213 and 42-16214)		
* (i) Transportation Revenues for Attendance of Nonresident Pupils (A.R.S. §§15-923 and 15-947)		
*9. Adjustment to the General Budget Limit (A.R.S. §§15-272, 15-905.M, 15-910.02, and 15-915) Include year(s) and descriptions, as applicable.		
(a) Prior Year Over Expenditures/Resolutions:		
(b) Decrease for Transfer from M&O to Energy and Water Savings Fund	<u>(473,838)</u>	
(c) Increase for Energy and Water Savings Fund Transfer to M&O		
(d) JTED Reduction [See Work Sheet J, footnote (1) for estimate]		
(e) Noncompliance Adjustment		
(f) ADM/Transportation Audit Adjustment		
(g) Other:		
*10. Estimated Allocation of Additional Funding (2016 Prop 123 & Laws 2015, 1st S.S., Ch. 1, §6)		<u>556,786</u>
11. FY 2018 General Budget Limit (column A, lines 1 through 10) (A.R.S. §15-905.F) (page 1, line 30 cannot exceed this amount)	<u>69,926,702</u>	
12. Total Amount to be Used for Capital Expenditures (column B, lines 1 through 10) (A.R.S. §15-905.F) (to page 8, line A.11)		<u>\$ 3,052,430</u>

\* Subject to adjustment prior to May 15 as allowed by A.R.S. Revisions are described in the instructions for these lines, as needed.



**CALCULATION OF FY 2018 UNRESTRICTED CAPITAL BUDGET LIMIT AND CLASSROOM SITE FUND BUDGET LIMIT**

(A.R.S. §15-947.D and A.R.S. §15-978)

**UNRESTRICTED CAPITAL BUDGET LIMIT**

- A. 1. FY 2017 Unrestricted Capital Budget Limit (UCBL) \$ 7,133,060  
(from FY 2017 latest revised Budget, page 8, line A.12)
- 2. Total UCBL Adjustment for prior years as notified by ADE on BUDG75 report (For budget adoption, use zero.) \$
- 3. Adjusted Amount Available for FY 2017 Capital Expenditures (line A.1 + A.2) \$ 7,133,060
- 4. Amount Budgeted in Fund 610 in FY 2017 \$ 7,133,060  
(from FY 2017 latest revised Budget, page 4, line 10)
- 5. Lesser of line A.3 or the sum of line A.4 and any positive adjustment on line A.2 \$ 7,133,060
- 6. FY 2017 Fund 610 Actual Expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through fiscal year-end.) \$ 5,927,544
- 7. Unexpended Budget Balance in Fund 610 (line A.5 minus A.6) If negative, use zero in calculation, but show negative amount here in parentheses. \$ 1,205,516
- 8. Interest Earned in Fund 610 in FY 2017 \$ 12,350
- 9. Monies deposited in Fund 610 from School Facilities Board for donated land (A.R.S. §15-2041.F) \$
- 10. Adjustment to UCBL for FY 2018 (A.R.S. §15-905.M) Include year(s) and descriptions, as applicable. \$  
(a) Prior Year Over Expenditures/Resolutions: \$  

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\$  
(b) JTED Reduction [See Work Sheet J, footnote (1) for estimate] \$  
(c) ADM/Transportation Audit Adjustment \$  
(d) Other: \$  

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\$ 3,052,430
- 11. Amount to be Used for Capital Expenditures (from page 7, line 12) \$ 4,270,296
- 12. FY 2018 Unrestricted Capital Budget Limit (lines A.7 through A.11) (1) \$ 4,270,296

**CLASSROOM SITE FUND BUDGET LIMIT**

	Fund 011	Fund 012	Fund 013	Total Fund 010
B. 1. FY 2017 Classroom Site Fund Budget Limit (from FY 2017 latest revised Budget, page 8, line B.7)	1,588,656	5,070,393	2,544,414	9,203,463
2. FY 2017 Actual Expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through fiscal year-end.)	766,541	1,488,335	1,765,704	4,020,580
3. Unexpended Budget Balance (line B.1 minus B.2)	822,115	3,582,058	778,710	5,182,883
4. Interest Earned in the Classroom Site Fund in FY 2017	3,301	18,264	2,202	23,767
5. FY 2018 Classroom Site Fund Allocation (provided by ADE, based on \$386) Enter the total allocation in the Total Fund 010 column. Funds 011, 012, and 013 will automatically calculate.	1,108,328.60	2,216,657.20	2,216,657.20	5,541,643.00
6. Adjustments to FY 2018 Classroom Site Fund Budget Limit (2)				0
7. FY 2018 Classroom Site Fund Budget Limit (Sum of lines B.3 through B.6) (3)	1,933,745	5,816,980	2,997,570	10,748,293

- (1) The amount budgeted on page 4, line 10 cannot exceed this amount.
- (2) This line may be used to recapture lost CSF budget capacity that resulted from underbudgeting in prior fiscal years.
- (3) The amounts budgeted on page 3, lines 13, 26, 39, and 40 cannot exceed the respective amounts on this line.



**BUDGET WORK SHEETS  
FOR FISCAL YEAR 2018**

	WORK SHEET TITLE	PAGE
A.	Adjustment for Tuition Loss and Student Revenue Loss Phase-Down (Optional) . . . . .	1
<b>B.</b>	Support Level Weights and PSD-12 Weighted Student Counts. . . . .	2
<b>C.</b>	Base Support Level and Base Revenue Control Limit . . . . .	3
C2.	Weighted Student Count: AOI Students . . . . .	4
<b>D.</b>	Transportation Support Level and Transportation Revenue Control Limit . . . . .	5
<b>E.</b>	District Support Level and Revenue Control Limit . . . . .	6
F.	Consolidation/Unification Assistance. . . . .	6
G.	District Additional Assistance High School Student Count (Type 03) . . . . .	6
<b>H.</b>	District Additional Assistance . . . . .	7
<b>J.</b>	Equalization Base and Assistance . . . . .	8
K.	Small School Adjustment Phase Down Limit . . . . .	9
K2.	Maximum Override for a District No Longer Eligible for Small School Adjustment . . . . .	10
L.	Impact Aid Fund (ESEA, Title VIII) . . . . .	11
<b>M.</b>	Maintenance and Operation Fund Budget Balance Carryforward . . . . .	12
O.	Tuition Out for High School Students . . . . .	13
S.	Equalization Assistance for an Accommodation School . . . . .	14

**B. WORK SHEET FOR FY 2018 SUPPORT LEVEL WEIGHTS AND PSD-12 WEIGHTED STUDENT COUNTS**  
(A.R.S. §§15-943 and 15-943.02)

A. Unweighted Student Count

All districts must complete lines A.1 through A.5 below.

Districts will use prior year ADM (line A.1) on Work Sheet H to calculate DAA in accordance with A.R.S.

§15-961. Districts will use estimated current year ADM (lines A.2 through A.5) to calculate the Group A weighted student count on this work sheet that will be included in the calculation of the Base Support Level on Work Sheet C.

Prior Year ADM (A.R.S. §15-901)

1. FY 2017 100h-Day ADM (to Work Sheet H)

Current Year ADM (A.R.S. §15-943)

2. FY 2018 Estimated Non-AOI Student Count

3. FY 2018 Estimated AOI Full-Time Student Count

4. FY 2018 Estimated AOI Part-Time Student Count

5. Total FY 2018 Estimated Student Count

	PSD	K-8	9-12	TOTAL
	73,665	12,338,681		12,412,346
	73,210	11,877,309		11,950,519
				0,000
				0,000
	73,210	11,877,309	0,000	11,950,519

B. Support Level Weights for Districts (Group A Weights)

	DESIGNATED AS ISOLATED		NOT DESIGNATED AS ISOLATED	
	K-8	9-12	K-8	9-12
Student Count 0.001-99.999 (from line A.5)				
Support Level Weight	1.559	1.669	1.399	1.559
Student Count 100,000-499,999				
Student Count Constant	500,000	500,000	500,000	500,000
Student Count (from line A.5)				
Difference	=			
Weight Adjustment Factor	x	0.0005	0.0003	0.0004
Support Level Weight Increase	=			
Support Level Weight	+	1.358	1.468	1.398
Adjusted Support Level Weight	=			
Student Count 500,000-599,999				
Student Count Constant	600,000	600,000	600,000	600,000
Student Count (from line A.5)				
Difference	=			
Weight Adjustment Factor	x	0.0020	0.0012	0.0013
Support Level Weight Increase	=			
Support Level Weight	+	1.158	1.268	1.268
Adjusted Support Level Weight	=			
Student Count 600,000 or More (from line A.5)				
Support Level Weight			1.158	1.268
Joint Technical Education District				
Support Level Weight (A.R.S. §15-943.02)				1.339

C. PSD-12 WEIGHTED STUDENT COUNT

Section A student count multiplied by Section B support level weight.

1. PSD
2. K-8
3. 9-12
4. Total Group A Weighted Student Count (to Work Sheet C and C2)

	Non-AOI Student Count	AOI Full-Time Student Count	AOI Part-Time Student Count	Section B Support Level Weight	Non-AOI Weighted Student Count	AOI Full-Time Weighted Student Count	AOI Part-Time Weighted Student Count
	73,210			x 1.450	= 106,155		
	11,877,309	0.000	0.000	x 1.158	= 13,753,924	0.000	0.000
	0.000	0.000	0.000	x	= 0.000	0.000	0.000
	11,950,519	0.000	0.000		13,860,079	0.000	0.000

**C. WORK SHEET FOR FY 2018 BASE SUPPORT LEVEL (BSL) AND BASE REVENUE CONTROL LIMIT (BRCL)**

(A.R.S. §§15-808, 15-943, 15-943.02, and 15-944.E)

**WEIGHTED STUDENT COUNT**

I. A. FY 2018 Non-AOI Student Count (from Work Sheet B, line C4)

Non-AOI Student Count	Group B Support Level Weight	Non-AOI Weighted Student Count
11,950.519		13,860.079

B. Student Count Add-ons

1. Hearing Impairment
2. K-3
3. K-3 Reading (1)
4. English Learners (ELL)
5. MD-R, A-R, and SID-R
6. MD-SC, A-SC, and SID-SC
7. Multiple Disabilities Severe Sensory Impairment
8. Orthopedic Impairment (Resource)
9. Orthopedic Impairment (Self Contained)
10. Preschool-Severe Delay
11. DD, ED, MIDD, SLD, SLI, & OHI
12. Emotional Disability (Private)
13. Moderate Intellectual Disability
14. Visual Impairment
15. Total Add-on Count (L.B.1 through I.B.14)

2,000	x	4.771	=	9,542
4,615.212	x	0.060	=	276.913
4,615.212	x	0.040	=	184.608
1,743.367	x	0.115	=	200.487
32,000	x	6.024	=	192,768
95,063	x	5.833	=	554,502
6,750	x	7.947	=	53,642
2,400	x	3.158	=	7,579
11,650	x	6.773	=	78,905
19,200	x	3.595	=	69,024
1,220.159	x	0.003	=	3,660
6,050	x	4.822	=	29,173
13,288	x	4.421	=	58,746
0,500	x	4.806	=	2,403
12,382.851				1,721,952
				15,582,031
				(L.A + I.B.15, this column)

- III. FY 2018 AOI FT Weighted Student Count (from Work Sheet C2, line II)
- IV. FY 2018 AOI PT Weighted Student Count (from Work Sheet C2, line IV)

AOI Weighted Student Count	Funding Ratio	Adjusted AOI Weighted Student Count
0,000	x 95%	= 0,000
0,000	x 85%	= 0,000

**CALCULATION OF FY 2018 BSL AND BRCL**

- V. Total Weighted Student Count (line II + III + IV) 15,582,031
- VI. A. Base Level Amount \$3,683.27 - To include Teacher Compensation, use Base Level of \$3,729.31 (A.R.S. §§15-901, as amended by Laws 2017, Ch. 304, §4, and 15-952) \$ 3,729.31
- B. Increase for 200 Days of Instruction (line VI.A x 5%) (A.R.S. §15-902.04) \$ 3,729.31  
Check here  to calculate.
- C. Adjusted FY 2018 Base Level Amount (line VI.A + VI.B) (to Work Sheet K, line I.G and II.G) \$ 58,110,224.03
- VII. Result (line V x VI.C) \$ 1,0000
- VIII. Teacher Experience Index (TEI) (If actual TEI is less than 1.0000 use 1.0000) \$ 58,110,224.03
- IX. Result (line VII x VIII) \$ 58,110,224.03
- X. Increase for Tuition Loss Adjustment (from all copies of Work Sheet A, line I.J) \$ 42,890.00
- XI. Increase for Student Revenue Loss Phase-Down (from Work Sheet A, line II) \$ 42,890.00
- XII. FY 2016 Nonfederal Audit Service Actual Expenditures (2) \$ 42,890.00 x 1.00 = \$ 42,890.00
- XIII. FY 2018 Additional Teacher Salary Increases (from calculation on Budget, page 2) (Laws 2017, Ch. 305, §33) \$ 377,101.00
- XIV. FY 2018 BSL and BRCL (sum lines IX through XIII) (to Work Sheet E, line I) \$ 58,530,215.03

Portion of line IX amount from total K-3 and total K-3 Reading weighted student counts: (1) K-3 \$ 1,032,694.42  
K-3 Reading \$ 688,460.46

(1) Pursuant to A.R.S. §15-211, as amended by Laws 2017, Ch. 67, §1, K-3 Reading weight will only be included in the district's APOR55-1 and BUDG25 after the district's K-3 Reading Program Plan is approved by the State Board of Education.

(2) A.R.S. §15-914.F allows districts to increase the BSL if financial and compliance audit costs will be incurred for the budget year.

Enter the FY 2016 nonfederal audit expenditures on line XII. \$ 4,000.00  
 Enter the FY 2016 federal audit expenditures from all funds to the right (should agree to FY 2016 AFR). \$ 46,890.00

Enter the total FY 2016 audit expenditures from all funds to the right.  
**Do not include costs of consulting or other nonaudit services paid to audit firms (e.g., application fees paid for submission of district's reports to ASBO and GHOA for certification or for the preparation of the Meritorious Budget Award application to ASBO) in the amounts reported on Line XII or in this footnote.**

**D. WORK SHEET FOR FY 2018 TRANSPORTATION SUPPORT LEVEL (TSL) (A.R.S. §§15-945, as amended by Laws 2017, Ch. 304, §§5, and 15-816.01) AND TRANSPORTATION REVENUE CONTROL LIMIT (TRCL) (A.R.S. §15-946)**

TABLE I

Approved Daily Route Miles per Eligible Student Transported	FY 2018 State Support Level per Route Mile
I. 0.5 or Less	2.59
II. More than 0.5, through 1.0	2.12
III. More than 1.0	2.59

TABLE II FACTORS

Approved Daily Route Miles per Eligible Students Transported	Unified or an Accommodation School that offers instruction in grades 9-12 or a Common School District Not in a High School District (Type 01, 02, or 03)	Common School District within a High School District or an Accommodation School that does not offer instruction in grades 9-12 (Type 01 or 04)	High School District (Type 05)
I. 1.0 or Less	0.15	0.10	0.25
II. More than 1.0	0.18	0.12	0.30

**TSL CALCULATION**

- I. Approved Daily Route Miles per Eligible Student Transported
  - A. FY 2017 Approved Daily Route Miles 2,195,000
  - B. Number of Eligible Students Transported in FY 2017 3,353,000
  - C. Approved Daily Route Miles per Eligible Student Transported (I.A ÷ I.B) 0.655
  - II. To and From School Support Level
    - A. Annual Route Miles (Line I.A x 180 or 200, as applicable)  Check here if approved for 200 Days of Instruction 395,100,000
    - B. State Support Level per Route Mile (use Table I based on I.C) \$ 2.12
    - C. 1. FY 2017 Annual Expenditure for Bus Tokens \$
    - 2. FY 2017 Annual Expenditure for Bus Passes \$
    - D. To and From School Support Level [(II.A x II.B) + II.C.1 + II.C.2] \$ 837,612.00
- III. Academic Education, Career and Technical Education, Vocational Education, and Athletic Trips Support Level 0.100
  - A. Factor from Table II (based on I.C and district type)
  - B. Academic Education, Career and Technical Education, Vocational Ed., and Athletic Trips Support Level (II.A x II.B x III.A) \$ 83,761.20
- IV. Extended School Year Support Level for Pupils with Disabilities
  - A. Actual Route Miles traveled in July and August 2016 to Transport Pupils w/Disabilities for Extended School Year 1,990,000
  - B. Estimated Route Miles Traveled in June 2017 to Transport Pupils w/Disabilities for Extended School Year 1,990,000
  - C. Total Extended School Year Route Miles (IV.A + IV.B) \$ 3,980,000
  - D. State Support Level per Route Mile (use Table I based on I.C) \$ 2.12
  - E. Extended School Year Support Level for Pupils with Disabilities (IV.C x IV.D) \$ 8,437.60
- V. FY 2018 TSL (lines II.D + III.B + IV.E) (to Work Sheet E, line IV) \$ 929,810.80
- VI. Support Level Change
  - A. FY 2017 Transportation Support Level \$ 877,444.70
  - B. Transportation Support Level Change (If result is negative, enter 0) (V - VI.A) \$ 52,366.10

**TRCL CALCULATION**

- VII. FY 2017 Transportation Revenue Control Limit \$ 1,228,528.19
- VIII. FY 2018 Transportation Revenue Control Limit
  - A. Preliminary FY 2018 Transportation Revenue Control Limit (VI.B + VII) \$ 1,280,894.29
  - B. 120% of FY 2018 Transportation Support Level (V x 1.20) \$ 1,115,772.96
  - C. Adjusted FY 2018 Transportation Revenue Control Limit (if line VIII.A is greater than line VIII.B use line VII, otherwise use line VIII.A.) \$ 1,228,528.19
  - D. FY 2018 Transportation Revenue Control Limit (the greater of line V or VIII.C) (to Work Sheet E, line IX) \$ 1,228,528.19

**E. WORK SHEET FOR FY 2018 DISTRICT SUPPORT LEVEL (DSL) AND  
REVENUE CONTROL LIMIT (RCL) (A.R.S. §§15-947, 15-905.J, and 15-951)**

**CALCULATION OF THE DSL**

I. FY 2018 Base Support Level/Base Revenue Control Limit (from Work Sheet C, line XIV)	\$ 58,530,215.03
II. Tuition Out for High School Students at budget adoption (from Work Sheet O, Part II, line 13) [Applies only to tuition for high school students if the District of Residence is a common school NOT within a high school district (Type 03).]	\$ 0.00
III. Adjustment for Increase/(Decrease) in Tuition Out for High School Students after budget revision (from Work Sheet O, line 15)	\$ 0.00
IV. FY 2018 Transportation Support Level (from Work Sheet D, line V)	\$ 929,810.80
V. FY 2018 District Support Level (sum of lines I through IV)	\$ 59,460,025.83

**CALCULATION OF THE RCL**

VI. FY 2018 Base Support Level/Base Revenue Control Limit (from line I above)	\$ 58,530,215.03
VII. Tuition Out for High School Students at budget adoption (from Work Sheet O, Part II, line 13) [Applies only to tuition for high school students if the District of Residence is a common school NOT within a high school district (Type 03).]	\$ 0.00
VIII. Adjustment for Increase/(Decrease) in Tuition Out for High School Students after budget revision (from Work Sheet O, line 15)	\$ 0.00
IX. FY 2018 Transportation Revenue Control Limit (from Work Sheet D, line VIII.D)	\$ 1,228,528.19
X. FY 2018 Revenue Control Limit (sum of lines VI through IX) (to Budget, page 7, line 1)	\$ 59,758,743.22

**F. WORK SHEET FOR FY 2018 CONSOLIDATION/UNIFICATION ASSISTANCE  
(A.R.S. §§15-912 and 15-912.01)**

I. Consolidation/Unification Increase for Transitional Costs incurred in first year	\$ _____
II. FY 2018 District Support Level (line I + Work Sheet E, line V)	\$ 0.00
III. FY 2018 Revenue Control Limit (line I + Work Sheet E, line X) [to Budget, page 7, line 1]	\$ 0.00

**G. WORK SHEET FOR FY 2018 DISTRICT ADDITIONAL ASSISTANCE HIGH SCHOOL STUDENT COUNT FOR  
COMMON SCHOOL DISTRICTS NOT WITHIN A HIGH SCHOOL DISTRICT (TYPE 03)  
(A.R.S. §15-951.C)**

I. High School Student Count Tuitioned Out (from Work Sheet O, Part I or Part III, line 6)	0.000
II. High School Student Count Transported by District of Residence to District of Attendance	_____
III. 50% of High School Student Count Transported by District of Residence to District of Attendance (Line II x .5) (to Work Sheet H, line V.A column 9-12)	0.000

DISTRICT NAME

Glendale Elementary

COUNTY Maricopa

CTD NUMBER

070440000

H. WORK SHEET FOR FY 2018 DISTRICT ADDITIONAL ASSISTANCE (DAA) (A.R.S. §§ 15-951.C, 15-961, 15-962.01, and 15-963.B, and Laws 2017, Ch. 304, §§10 and 12)

TABLE TO CALCULATE DAA PER STUDENT COUNT

	K-8	9-12
I. Student Count: .001 - .99,999 (from Work Sheet B, line A.1 and Work Sheet G, line II for type 03 districts)	\$ 544.58	\$ 601.24
DAA per Student Count	500,000	500,000
II. Student Count: 100,000 - 499,999		
A. Student Count Constant	500,000	500,000
B. Student Count (from Work Sheet B, line A.1 and Work Sheet G, line II for type 03 districts)	0.000	0.000
C. Difference	= 0.000	= 0.000
D. Weight Adjustment Factor	= 0.000	= 0.000
E. Support Level Weight Increase	x 0.0003	x 0.0004
F. Support Level Weight	= 0.000	= 0.000
G. Adjusted Support Level Weight	+ 1.278	+ 1.398
H. Support Level Amount	= 0.000	= 0.000
I. DAA per Student Count	x \$ 389.25	x \$ 405.59
III. Student Count: 500,000 - 599,999	= \$ 0.00	= \$ 0.00
A. Student Count Constant	600,000	600,000
B. Student Count (from Work Sheet B, line A.1 and Work Sheet G, line II for type 03 districts)	0.000	0.000
C. Difference	= 0.000	= 0.000
D. Weight Adjustment Factor	x 0.0012	x 0.0013
E. Support Level Weight Increase	= 0.000	= 0.000
F. Support Level Weight	+ 1.158	+ 1.268
G. Adjusted Support Level Weight	= 0.000	= 0.000
H. Support Level Amount	x \$ 389.25	x \$ 405.59
I. DAA per Student Count	= \$ 0.00	= \$ 0.00
IV. Student Count: 600,000 or More & JTED (from Work Sheet B, line A.1 and Work Sheet G, line II for type 03 districts)	\$ 450.76	\$ 492.94
DAA per Student Count	600,000	600,000

CALCULATIONS FOR DAA

	PSD	K-8	9-12
V. District Additional Assistance			
A. FY 2018 Student Count (2017 ADM) (from Work Sheet B, line A.1 and Work Sheet G, line II for type 03 districts)	73,665	12,338,681	0.000
B. DAA per Student Count (from Table above)	x \$ 450.76	x \$ 450.76	x \$ 0.00
C. Unadjusted DAA (V.A x V.B)	= \$ 33,205.24	= \$ 5,561,783.85	= \$ 0.00

VI. District Additional Assistance Growth Factor			
A. FY 2018 Student Count (2017 ADM) (from Work Sheet B, line A.1 and Work Sheet G, line II for type 03 districts)	12,412,346	12,863,693	0.9649
B. FY 2017 Student Count (2016 ADM)	+ 12,863,693	= 0.9649	
C. FY 2018 DAA Growth Factor (V.I.A ÷ V.I.B)	= 0.9649		
VII. District Additional Assistance			
A. Unadjusted DAA (from line V.C)	\$ 33,205.24	\$ 5,561,783.85	\$ 0.00
B. DAA Growth Factor (if line VI.C is < or = 1.05, use 1.0, if > 1.05, use 1 plus 50% of the increase)	x 1.0000	x 1.0000	x 1.0000
C. FY 2018 DAA with growth factor applied (VII.A x VII.B)	= \$ 33,205.24	= \$ 5,561,783.85	= \$ 0.00
D. DAA for High School Textbooks			
1. FY 2018 9-12 Student Count (2017 ADM) (from Work Sheet B, line A.1)	0.000		
2. Support Level Amount for Textbooks	x \$ 69.68	= \$ 0.00	
3. DAA for Textbooks (VII.D.1 x VII.D.2)	= \$ 0.00		
E. 9-12 DAA (including capital transportation adjustment from line VII.G below)	= \$ 0.00		
1. FY 2018 9-12 DAA (9-12 lines VII.C + VII.D.3) (to Budget, page 7, line 2.a)	- \$ 0.00	= \$ 0.00	
2. 9-12 DAA Capital Transportation (line VII.G) & State Budget Reductions Adjustments (to Budget, page 7, line 2.b)	= \$ 0.00		
3. FY 2018 9-12 DAA (VII.E.1-VII.E.2) (to Work Sheet J, line II.E)	= \$ 0.00		
F. PSD and K-8 DAA (including capital transportation adjustment from line VII.G below)			
1. FY 2018 PSD and K-8 DAA (PSD and K-8 line VII.C) (to Budget, page 7, line 2.a)	= \$ 5,594,989.09		
2. PSD and K-8 DAA Capital Transportation (line VII.G) & State Budget Reduction Adjustments (to Budget, page 7, line 2.b)	- \$ 4,905,782.00	= \$ 689,207.09	
3. FY 2018 PSD and K-8 DAA (VII.F.1-VII.F.2) (to Work Sheet J, line II.E)	= \$ 689,207.09		
G. Capital Transportation Adjustment A.R.S. §15-963.B	\$	\$	\$

I. Total FY 2018 PSD and K-8 Weighted State Aid Student Count			
1. PSD (from Work Sheet B, line C.1)	<u>PSD-8</u>		<u>9-12</u>
2. K-8 (from Work Sheet B, line C.2, Total Non-AOI and AOI Counts)		106,155	
B. Total FY 2018 PSD-8 and 9-12 Weighted State Aid Student Count		13,753,924	
C. Total FY 2018 Weighted State Aid Student Count (line I.B PSD-8 column + 9-12 column)		13,860,079	0.000
D. PSD-8 and 9-12 Factors (line I.B ÷ line I.C)		(I.A.1 + I.A.2)	(from Work Sheet B, line C.3)
E. Lesser of District Support Level (DSL) or Revenue Control Limit (RCL) (from Work Sheet E, line V or X, or Work Sheet F, line II or III) (to Work Sheet S, line I.A)		1,0000	0.0000
F. Tuition Out for High School Students (Type 03 Districts Only) (from Work Sheet E, line II for budget adoption and total of lines II and III for budget revision)			
G. Adjusted DSL/RCL (II.A - II.B)			
H. DSL/RCL PSD-8 and 9-12 Allocation (line I.D x II.C)		\$ 59,460,025.83	\$ 0.00
I. FY 2018 District Additional Assistance (from Work Sheet H)		\$ 689,207.09	\$ 0.00
J. Tuition Out for High School Students (Type 03 Districts Only) (from Work Sheet E, line II for budget adoption and total of lines II and III for budget revision)		(from Work Sheet H, line VII.F.3)	(from Work Sheet H, line VII.E.3)
K. FY 2018 Equalization Base (II.D + II.E (+ 9-12 II.F for Type 03 only))		\$ 60,149,232.92	\$ 0.00
L. 2017 Primary Assessed Valuation ÷ 100		\$	\$
M. 2017 Salt River Project (SRP) Valuation ÷ 100		\$	\$
N. 2017 Government Property Lease Excise Tax Assessed Valuation ÷ 100		\$	\$
O. TOTAL Valuation (III.A + III.B + III.C)		\$ 0.00	\$ 0.00
P. Qualifying Tax Rate		x \$ 2.0234	x \$ 2.0234
Q. Qualifying Levy (III.D x III.E)		\$ 0.00	\$ 0.00
R. FY 2018 Equalization Assistance (II.G - III.F) (1)		\$ 60,149,232.92	\$ 0.00
S. Additional Tax in Districts Ineligible for Equalization Assistance, Amount to be Levied and Paid to the State (50% of line III.F - II.G)		\$ 0.00	\$ 0.00

(1) Laws 2017, Ch. 304, §13, requires a joint technical education district (JTED) with 2017 ADM of more than 2,000 to be funded at 95.5% of the state aid that would otherwise be provided by law and to reduce its budget limits accordingly. Therefore, the JTED's actual total equalization assistance may be less than the amount calculated on this Work Sheet. Estimated reduction to state aid is \$ 0.00 (Equalization Base using 2017 ADM x 4.5%)  
This estimated reduction amount must be used to reduce the GBL on page 7, line 9 and/or the UCBL on page 8, line A.10.

V. Additional State Aid to Education (ASAE) Information for Department of Revenue

A. Dropout Prevention Program (from page 1, line 27)	\$	0.00
B. Tuition-Out Debt Services (from Work Sheet O, Part I, column A x column B)	\$	0.00
C. Adjustment for Tuition Loss (from Work Sheet C, line X and XI)	\$	0.00
D. Liabilities in Excess of School Budget (from TNT Work Sheet, line 13)	\$	#REF!
E. Vocational M&O Expenses (from page 1, line 28)	\$	0.00
F. Adjacent Ways (from TNT Work Sheet, line 12)	\$	#REF!
G. Phase Down Small School Budget Limit Exemption (based on Work Sheet K, only if \$50,000 option is used without an election)	\$	0.00



**M. WORK SHEET FOR CALCULATION OF THE FY 2018 MAINTENANCE AND OPERATION (M&O) FUND  
BUDGET BALANCE CARRYFORWARD (A.R.S. §15-943.01)**

1.	a.	General Budget Limit (GBL) (from FY 2017 latest revised Budget, page 7, line 11)	\$	72,680,717.00
	b.	Adjustments to the GBL from FY 2017 BUDG75	\$	_____
	c.	Adjusted GBL	\$	<u>72,680,717.00</u>
2.	a.	Budgeted M&O expenditures (from FY 2017 latest revised Budget, page 1, line 31, Total Budget Year Column)	\$	72,680,717.00
	b.	Adjustments to the GBL (from line 1.b)	\$	_____0.00
	c.	Adjusted Budgeted Expenditures	\$	<u>72,680,717.00</u>
3.		Lesser of the Adjusted GBL (line 1.c) or the Adjusted Budgeted Expenditures (line 2.c)	\$	72,680,717.00
4.		M&O actual expenditures	\$	69,361,114.00
5.		Budget Balance (line 3 minus line 4) (If negative, enter zero. The district does not have any budget balance to carry forward. Do not complete the remainder of this Work Sheet.)	\$	<u>3,319,603.00</u>

**Note: For lines 6.a through 6.f deduct the FY 2017 actual expenditures from the budget amount. If the result is negative, enter zero.**

		FY 2017		Unexpended Budget
		Budget	Actual	
6.	a.	Special Program Override	\$ 0.00	\$ 0.00
	b.	Desegregation	\$ 0.00	\$ 0.00
	c.	Tuition Out Debt Service	\$ 0.00	\$ 0.00
	d.	Dropout Prevention Programs	\$ 0.00	\$ 0.00
	e.	Joint Career and Technical Ed. and Voc. Ed. Center	\$ 0.00	\$ 0.00
	f.	Performance Pay	\$ 0.00	\$ 0.00
	g.	Total Budget Balance Deductions [Add lines 6.a through 6.f.]	\$ _____	\$ 0.00
7.		Budget Balance after Deductions (If negative, enter zero. The district does not have any budget balance to carry forward.) (line 5 minus line 6.g)		\$ 3,319,603.00
8.		Enter the amount of Budget Balance Carryforward transferred to the School Opening Fund (not to exceed the lesser of line 7 or the FY 2017 M&O Fund ending cash balance)		\$ _____
9.		Actual Budget Balance Carryforward to be used in M&O Fund (line 7 minus line 8) [to Budget, page 7, line 8(c)]		\$ <u>3,319,603.00</u>

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 7.B. TOPIC: Allocation of 1.06% Teacher Salary Increase Monies

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

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

DATE ASSIGNED FOR CONSIDERATION: October 26, 2017

RECOMMENDATION:

It is recommended the Governing Board approve the allocation of monies related to the intended 1.06% teacher salary increase pursuant to Laws 2017, Ch. 305, §33 as presented.

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RATIONALE:

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 7.C. TOPIC: Job Description

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

RECOMMENDED BY: Mr. Joe Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION October 26, 2017

RECOMMENDATION:

It is recommended the Governing Board approve the new job description for English as a Second Language Instructor for GESD Parents.

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RATIONALE:

The job of English as a Second Language Instructor for GESD Parents was established for the purpose of providing English lessons to our non or limited English speaking parents. The lessons will be provided by current staff working on an hourly basis in an afternoon, evening or weekend format. Oversight of the program will be managed by the Language Acquisition Department.

This position will be paid on an hourly basis and will be funded by Title I.

Hourly Rate: \$24.06

## ENGLISH AS A SECOND LANGUAGE INSTRUCTOR FOR GESD PARENTS

### Purpose Statement

The purpose of the Second Language (ESL) Instructor for GESD Parents will be to deliver ESL classes to parents at various school sites, create a communication bridge between non-English speaking parents and GESD, and enhance family engagement in school.

### Essential Functions

1. Instruction
  - Plans coursework for ESL classes for the parents of GESD students (participants).
  - Provides direct instruction of ESL coursework to participants.
  - Facilitates the participant's development of listening, speaking, reading, and writing skills.
  - Builds participants knowledge and accurate use of grammar, syntax, vocabulary, pronunciation, idioms, and collocations.
  - Provides a respectful, constructive and communicative classroom experience.
  - Conducts placement, mid-term and final assessments for recording participants' English language acquisition growth.
  - Advises participants of their progress.
2. Management
  - Maintains and generates inventory records for the instructional materials provided to the instructor and the participants.
  - Maintains and generates attendance records.
  - Prepares and distributes participant's end of course score report.
  - Ensures that the locations used for holding the class are left clean and organized after class.
3. Other duties as assigned as related to the job description

### Job Requirements: Minimum Qualifications

SKILLS are required to perform single, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions.

KNOWLEDGE of effective teaching and learning methods and techniques is required. Knowledge is required to follow instructions and understand multi-step written and oral instructions.

ABILITY is required to implement the following attributes:

- Demonstrate knowledge and experience in evidence-based teaching and effective professional development strategies
- Demonstrate the ability to act resourcefully to differentiate for all adult learners
- Demonstrate the ability to use multiple methods of assessment and analyze resulting data
- Demonstrate the ability to demonstrate leadership and work collaboratively
- Demonstrate the ability to utilize teacher assessment data, prior knowledge and interest to effectively plan and facilitate professional development and coaching
- Demonstrate the ability to utilize student assessment data, prior knowledge and interest to effectively plan a classroom lesson and/or intervention
- Demonstrate an in-depth knowledge of curriculum, instruction, assessment, adult learners
- Demonstrate excellent oral and written communication skills and basic technology skills
- Demonstrate competent skills for facilitating training

## **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing direct instruction to adult learners.

## **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

## **Experience**

A minimum of 3 years of successful teaching experience in appropriate content area(s).

## **Education**

A Bachelor degree in Education

**Equivalency**     None specified

## **Required Testing**

None specified

## **Certificates & Licenses**

Arizona Teaching Certification

Possess endorsements and/or certifications in appropriate content area:

- ESL or Bilingual (District-wide)

## **Continuing Educ./Training**

## **Clearances**

Criminal Justice/Fingerprint Clearance  
Measles/Rubella Immunity/Vaccination  
Valid form 1-9

## **FLSA Status**

## **Approval Date**

## **Salary Grade**

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 7.D. TOPIC: Revised Annual Financial Report

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

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

DATE ASSIGNED FOR CONSIDERATION: October 26, 2017

RECOMMENDATION:

It is recommended the Governing Board approve the Revised Annual Financial Report for Fiscal Year 2016-17 as presented.

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**RATIONALE:**

The revised Annual Financial Report captures revenues received at the very end of the fiscal year and into the encumbrance period (June-August). Increases in revenues and, therefore, fund balances are reflected in the Maintenance and Operations Fund (page 1 of 9), as well as nearly every fund listed on page 6 of 9.

Also, on page 5 of 9, lines 2 and 3, revenue postings have been corrected.

In addition, one expenditure line (page 2 of 9, line 6, under Other 6800) increased by \$3,662 which reflects the fees charged for credit-line borrowing before the roll-over payment from the state was received.

Finally, indirect costs had to be reduced by \$1,442 in federal grants (page 5 of 9, line 8) with a corresponding reduction in fund 570 transfers-in (page 6 of 9, line 17).

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

SUMMARY OF SCHOOL DISTRICT ANNUAL FINANCIAL REPORT

CTDS NUMBER

070440000

I certify that the Annual Financial Report of Glendale Elementary School District, Maricopa County, for fiscal year 2017 was approved by the Governing Board on September 28, 2017, and that the complete Annual Financial Report may be reviewed by contacting Sara DiPasquale at the District Office, telephone (623) 237-7108, during normal business hours.

Avg. Daily Membership

2016

2017

Attending

12,863.883

12,863.883

2017 Tax Rates:

Primary

Secondary

1.7209

4.3432

ADE/AG 41-202S Rev. 8/17-FY 2017

President of the Governing Board

Fund/Program	Beginning Fund Balance	Revenues and Other Financing Source (Excl. Transfers)	Fund Transfers In (Out)	Budgeted Expenditures	Actual Expenditures and Other Financing Uses (Excl. Transfers)	Ending Fund Balance
Regular Education				56,995,607	54,675,649	
Special Education				11,869,585	11,206,241	
Pupil Transportation				3,026,355	2,690,054	
Desegregation				0	0	
Special K-3 Program Override				0	0	
Dropout Prevention Programs				0	0	
Joint Career & Tech. Ed. & Voc. Ed. Center				0	0	
K-3 Reading Program				789,170	789,170	
Maintenance and Operation Total	5,412,992	69,431,471	(466,132)	72,680,717	69,361,114	5,017,217
Classroom Site Funds	3,677,103	4,963,182		9,203,463	4,020,580	4,619,705
Instructional Improvement	937,424	671,414		750,000	188,714	1,420,124
Unrestricted Capital Outlay	3,722,576	2,881,218	0	7,133,060	5,927,544	676,250
Adjacent Ways	528,750	55,413	0	580,000	36,160	548,003
Bond Building	7,170,660	0	0	7,170,660	2,951,589	4,219,071
Other Capital Funds	245,054	1,535	466,132	472,293	455,398	257,323
New School Facilities	0	0		0	0	0
Federal Projects	795,552	11,635,648	(407,264)	15,005,575	11,424,393	599,543
State Projects	(29,969)	353,711		390,400	321,394	2,348
County, City, and Town Grants	13,958	78	0	3,939	0	14,036
Structured English Immersion	1,388	63,951		65,414	65,414	(75)
Compensatory Instruction	0	0		0	0	0
School Plant Fund	157,632	59,827	0	36,057	710	216,749
Food Service	6,048,717	9,820,989	(418,765)	12,050,916	8,183,435	7,267,506
Civic Center	142,315	31,720	0	178,721	25,040	148,995
Community School	336,662	504,409	0	434,300	437,461	403,610
Auxiliary Operations	40,099	13,616	0	22,000	8,545	45,170
Extracurricular Activities Fees	227,598	61,907	0	205,000	43,634	245,871
Gifts and Donations	364,261	121,074	0	311,000	101,232	384,103
Career & Tech. Ed. & Voc. Ed. Projects	0	0	0	0	0	0
Fingerprint	25,757	4,590	0	10,100	0	30,347
School Opening	0	0	0	0	0	0
Insurance Proceeds	119,304	25,922	0	65,650	23,881	121,345
Textbooks	20,492	4,386	0	15,000	5,757	19,121
Litigation Recovery	12,143	2,306	0	12,000	0	14,449
Indirect Costs	897,253	3,500	826,029	1,000,000	177,610	1,549,172
Unemployment Insurance	0	0	0	0	0	0
Teacherage	0	0	0	0	0	0
Insurance Refund	0	0	0	0	0	0
Grants and Gifts to Teachers	0	0	0	0	0	0
Advertisement	4,783	27	0	1,000	0	4,810
Joint Technical Education	0	0	0	0	0	0
Impact Aid Revenue Bond Building	0	0	0	0	0	0
Debt Service	355,859	1,992,169	0	2,355,684	2,289,625	58,403
Emergency Deficiencies Correction	0	0	0	0	0	0
Building Renewal Grant	72,864	1,608,916	0	3,878,605	2,152,176	(470,396)
Impact Aid Rev. Bond Debt Service	0	0	0	0	0	0
Student Activities	68,107	121,981			115,553	74,535
Self-Insurance	5,809,856	10,620,867	0	13,223,627	11,535,972	4,894,751
Intergovernmental Agreements	12,120	68	0	0	0	12,188
OPEB	0	0	0	0	0	0
Other Funds	4,081	110,175	0	175,847	114,256	0

GLENDALE ELEMENTARY SCHOOL DISTRICT

**INFORMATIONAL AGENDA ITEM**

AGENDA NO: 8.A. TOPIC: Future Meetings

SUBMITTED BY: Mr. Joseph Quintana, Superintendent

RECOMMENDED BY: Mr. Joseph Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: October 26, 2017

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.

November 9	Regular Meeting AzMERIT Data Presentation ASBA Proposed Bylaw Changes
December 7	Regular Meeting
December 21	Special Meeting
January 11	Organizational Meeting Executive Session regarding Salary Negotiations Teacher Recruitment
January 25	Special Meeting
February 8	Employment Agreements and Contracts
February 22	Special Meeting
March 8	Meet and Confer/Salary Recommendations Recruitment Report
March 29	Special Meeting
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