

# GLENDALE ELEMENTARY SCHOOL DISTRICT NO. 40

Special Meeting of the Governing Board - *TELEPHONIC*

August 18, 2017, 4:00 p.m.

## **Public Notice - Meeting Agenda**

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

The meeting's location is the Executive Conference Room in the District Office, 7301 N. 58<sup>th</sup> Avenue, Glendale.

The Board reserves the right to change the order of items on the agenda, with the exception of public hearings, which are scheduled for a specific time. Governing Board members may participate via telephone conference call if necessary. The Governing Board reserves the right to convene to executive session for the purpose of obtaining legal advice from its attorney for any item listed on the agenda, in person or by telephone, pursuant to A.R.S. §38-431.03(A)(3).

---

### **GOVERNING BOARD PRIORITIES**

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

### **OUR GOALS**

Increase Student Achievement

Eliminate the Achievement Gap

---

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

## **2. Opening Exercises**

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

## **3. Call to the Public**

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

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

## **4. Consent Agenda**

### **a. 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.

### **b. 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.

### **c. Travel**

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

## **5. Adjournment**

GLENDALE ELEMENTARY SCHOOL DISTRICT  
**ACTION AGENDA ITEM**

AGENDA NO: 4.A. 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: August 18, 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. Federowicz, Mary	Teacher	\$36,000*	10/02/17
2. Messina, Tasha	Teacher	\$36,000*	09/01/17
3. Munguia, Suzanne	Teacher	\$36,000*	07/31/17

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

**Resignation**

1. Guerrero, Myra*	Teacher	Other Employment	08/24/17
2. Hernandez, Kimberly*	Achievement Advisor	Other Employment	08/21/17
3. Holva, Kristen	Psychologist	Did Not Return Contract	05/31/17
4. Scott, Stephanie	Assistant Principal	Other Employment	08/25/17

\*Recommend liquidated damages fee applied per contract

**Change of Position**

1. Bejarano, Berenice	Guest Teacher to Teacher	07/31/17
2. Hernandez, Tania	Guest Teacher to Teacher	07/24/17
3. Perez, Mayra	Guest Teacher to Teacher	07/31/17

**Guest Teacher - New Hire**

1. Grates, Patrick	Guest Teacher	08/07/17
2. Masterson, Terrell	Guest Teacher	07/31/17

**Guest Teacher - Rehire**

1. Ellinghausen, Thomas	Guest Teacher	07/31/17
-------------------------	---------------	----------

**Leave of Absence - Certified**

1. Ramos, Linda	Teacher	07/31/17 - 03/08/18
2. Ryan, James*	Teacher	07/31/17 - 05/26/18

\*Administration does not support this leave request

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 4.B. 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: August 18, 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. Aguilar, Monica	School Secretary	\$11.49	08/02/17
2. Alicea, Angel	Trainee School Bus Driver	\$12.07	08/14/17
3. Arias, Norma	Ed. Assist. Spec. Ed. Autism	\$11.49	08/14/17
4. Asperita, John	Campus Monitor	\$10.00	08/21/17
5. Beltran, Cynthia	Bus Monitor	\$10.00	08/02/17
6. Cameron, Daniel	Library Clerk	\$11.49	08/07/17
7. Canjura Campos, Roxana	Food Service Worker	\$10.00	08/07/17
8. Carvajal, David	Cleaner II	\$10.00	08/14/17
9. Carrillo, Raymond	Campus Monitor	\$10.00	08/21/17
10. Cervantes Contreras, Monica	Ed. Assist	\$10.00	08/21/17
11. Cordova De La Cruz Guadalupe	Cleaner II	\$10.00	08/14/17
12. Debernardis, Kristin	Campus Monitor	\$10.00	08/14/17
13. Delgado, Sabrina	Educational Asst.	\$10.00	08/14/17
14. Durazo, Rosangela	Campus Monitor	\$10.00	08/14/17
15. Dzubay, Patricia	Educational Asst.	\$10.72	08/07/17
16. Echerivel, Melissa	Food Service Worker	\$10.00	08/07/17
17. Entzminger, Albert	Trainee School Driver	\$12.07	08/21/17
18. Hernandez, Alessandra	Campus Monitor	\$10.00	08/07/17
19. Hernandez-John, Sonia	Ed. Assist/Campus Monitor	\$10.00	08/21/17
20. Hernandez, Nancy	Attendance School Secretary	\$10.67	08/21/17
21. Hutson, April	Ed. Assist.	\$11.49	08/03/17
22. Johnson, Phillip	School Bus Monitor	\$10.00	08/21/17
23. Lancina, Monica	Ed. Assist.	\$10.36	08/28/17
24. Mendoza, Merced	Campus Monitor	\$10.00	08/21/17
25. Mena, Maxine	Campus Monitor	\$10.00	08/07/17
26. Nunez, Maria A	Cleaner II	\$10.80	08/07/17
27. Oldham III, Richard	Ed. Assist	\$11.49	08/21/17
28. Olivas Andazoloa, Karen	Educational Asst.	\$10.00	08/03/17
29. Orr, Tania	Campus Monitor	\$10.00	08/14/17
30. McReynolds, Aliyia	School Bus Monitor	\$10.00	08/07/17
31. Perez, Monique	Food Services Worker	\$10.00	08/07/17
32. Rafael, Ponciana	Campus Monitor	\$10.00	08/07/17
33. Richardson, Shemeka	Ed. Assist	\$10.00	08/21/17
34. Robles, Jesus	Educational Assistant - CC-SE	\$11.89	08/03/17
35. Shepard, Anthony	Ed. Assist. Autism	\$12.75	08/03/17
36. Thorpe, Wesley	Cleaner II	\$10.00	08/07/17
37. Trimble, Lauren	SLPA	\$16.51	08/07/17
38. Villanueva, Raymond	Groundskeeper	\$12.07	08/07/17

**Rehire**

1. Chrisco, Korinna	Attendance Secretary	\$11.00	08/14/17
2. Loader, Dylan	Educational Assistant - SE- CD	\$11.49	08/03/17

**Position Change**

1. Acejo, Michelle	from Lead Custodian to Ed Assist.	\$10.00	08/03/17
2. Andrade, Anthony	from Bus Monitor to Trainee School Bus Operator	\$12.75	08/14/17
3. Avalos, Priscilia	from Campus Monitor to Panda Preschool Ed. Asst.	\$12.25	08/03/17
4. Avalos, Priscilla	from Panda Preschool Ed. Assist to Campus Monitor	\$10.00	08/21/17
5. Azpeitia, Vanessa	from School Secretary to EA/Campus Monitor	\$10.00	08/07/17
6. Bowden, Jennifer	from Special Ed Asst to Standard EA	\$10.00	08/07/17
7. Brothers, Adrian	from EA 1:1 to EA CC-SE	\$11.75	08/07/17
8. Brown, Alfred	from Sub FSW to Food Service Worker	\$10.00	08/07/17
9. Comeau, Ayodele	from EA to EASESC/Campus Monitor	\$11.75	08/03/17
10. Corkran, Robert	from EA Standard to EA Resource	\$10.00	08/03/17
11. Lee, Irene A.	From Sub-FSW to Food Service Worker	\$10.00	08/07/17
12. Lopez, Teresa	from Cleaner II to Lead Custodian	\$12.68	08/07/17
13. Pacheco, Ana	from Attendance Sec. to Payroll Technician	\$15.07	08/21/17
14. Pena, Sandy	from Attendance Sec. to Receptionist	\$14.17	08/28/17
15. Pereira, Adrianna	from Educational Asst. to Campus Monitor	\$10.00	08/07/17

**Resignation**

1. Blevins, Jack	Educational Assistant	Personal Reasons	05/25/17
2. Cota, Arlene Victoria	Food Service Worker	Personal Reasons	08/23/17
3. Grayson, Jackie	Educational Assistant	Education	05/25/17
4. Lopez, Anthony	Cleaner II	Personal Reasons	05/29/17
5. Madrigal, Maria	Food Service	Personal Reasons	08/11/17
6. Orona, Rogelio	Maintenance/Oper/Grounds	Personal Reasons	08/18/17
7. Robles, Jesus	Educational Assistant	Personal Reasons	08/03/17
8. Serrano, Gema	School Bus Driver	Personal Reasons	08/03/17
9. Williams, Kevin	Campus Monitor	Personal	05/25/17

**Increase in Hours**

1. Powers, Esmeralda			08/14/17
----------------------	--	--	----------

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

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

SUBMITTED BY: Mr. Joe Quintana, Superintendent

RECOMMENDED BY: Mr. Joe Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: August 18, 2017

RECOMMENDATION:

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

---

<b>Traveler</b>	<b>Purpose/Location</b>	<b>Dates</b>	<b>Cost</b>
Barbara Goodwin Joe Quintana Mike Barragan	ASA Fall Conference Prescott, AZ	Oct. 22-24	\$2,190 <i>M&amp;O</i>
Brian Duguid	Ball State Recruitment Fair Muncie, IN	Sep. 12-13	\$875 <i>Title II</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, Joe Quintana, Mike Barragan

Working at School/Department: District Office

Reason for Travel: Arizona School Administrators Fall Superintendency Conference

Traveling to: Prescott, Arizona

Dates of Travel: October 22-24, 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>\$ 885.00</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>\$ 1,125.00</u>	<u></u>
Charge Auto Mileage to:	<u>001.100.2570.6580.550.0000</u>	<u>\$ 180.00</u>	<u></u>
	<b>Total Cost of Travel</b>	<u>\$2,190.00</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): Barbara Goodwin, Joe Quintana, Mike Barragan

Conference/Workshop Title: Arizona School Administrators Fall Conference  
(Reason for Travel)

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

The conference's theme this year is "Telling Your Story: Literacies Old and New" and will focus on teaching and innovations in literacy.

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 provide information and training to equip senior administrative team members with the tools necessary to comply with local, state, and federal requirements and manage the district in the most effective way possible.

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): Brian Duguid

Working at School/Department: Human Resources

Reason for Travel: Recruiting

Traveling to: Ball State University in Muncie, Indiana

Dates of Travel: September 12-13, 2017

Substitute Needed/Dates: No

	Code	Cost	Requisition Number
Charge Sub to:		\$	
Charge Registration to:	140.100.2570.6580.552.0000	\$250.00	
Charge Airline/Bus to:	140.100.2570.6580.552.0000	\$375.00	
Charge Meal/Lodging to:	140.100.2570.6580.552.0000	\$200.00	
Charge Auto Mileage to:	140.100.2570.6580.552.0000	\$50.00	
Total Cost of Travel		\$ 875.00	

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): Brian Duguid

Conference/Workshop Title: Recruiting  
(Reason for Travel)

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

Recruiting in the fall will offer an additional opportunity to meet a wide range of applicants qualified in various content areas and promote our Glendale Elementary School District as an employer.

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

Information on candidates will be shared with building administrators for potential employment upon graduation in December 2017 and May 2018.

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

Of particular value in attending is the opportunity to recruit teacher candidates for hard-to-fill areas and to meet applicants with diverse cultural backgrounds.