

# GLENDALE ELEMENTARY SCHOOL DISTRICT NO. 40

Regular Meeting of the Governing Board

September 14, 2017, 4:30 p.m.

## **Public Notice - Meeting Agenda**

Notice of this meeting has been posted consistent with the requirements of A.R.S. §38-431.02.  
The meeting's location is the Gymnasium of Glendale Landmark School, 5730 West Myrtle, 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. Study Session**

### **a. Reclassification Study Recommendations**

The Governing Board and Administration will conduct 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.

*Note: At 5:30 p.m., the meeting will recess for the Governing Board to host a reception in Landmark's Cafeteria for the students who will be recognized during the meeting for achieving perfect scores on the 2017 AzMERIT. The meeting will reconvene at 6:00 p.m.*

## **3. Opening Exercises**

- a. Offer of Spanish Interpretation
- b. Moment of Silence
- c. Pledge of Allegiance
- d. Adoption of Agenda
- e. Approval of Acting Clerk (if necessary)

## **4. Call to the Public**

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

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

## **5. Special Recognition**

### **a. Student Recognition**

The Governing Board will recognize students who received a perfect score on the 2017 AzMERIT.

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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.

## 6. Consent Agenda

- a. Approval of Minutes  
The minutes of the August 10, 2017 Regular Meeting, August 18, 2017 Special Meeting, and August 26, 2017 Special Meeting are submitted for approval.
- b. Ratification of Vouchers  
It is recommended the Governing Board approve the expense and payroll vouchers as presented.
- 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 2016-2017 fiscal year end
- i. Student Activity Fund Statement  
It is recommended the Governing Board approve the Student Activity Fund Balance Statement for 2016-2017 fiscal year end.
- j. Fundraiser Activity Requests  
It is recommended the Governing Board approve the list of fundraiser activity requests as presented.
- k. Peer Observers  
It is recommended the Governing Board approve the list of teachers as Peer Observers for the 2017-2018 school year.

## 7. Reports and Information Items

- a. 2017 Teacher Recruitment  
Administration will present a report on Spring, 2017 Teacher Recruitment.

## 8. Action Items

### a. 2017-2018 Out-of-State Teacher Recruitment Trips

It is 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.

### b. First Reading of Policy Revisions

It is recommended the Governing Board approve the first reading of proposed revisions to Policies GDF- *Support Staff Qualifications and Requirements* and GCQF-*Discipline, Suspension and Dismissal of Professional Staff Members*.

### c. Arizona School Boards Association (ASBA) Bylaw Amendments

The Governing Board will discuss suggestions for possible amendments to ASBA's Bylaws to submit to ASBA as part of their annual membership governance process.

### d. Reclassification Study Recommendations

It is recommended the Governing Board approve the recommendations resulting from the Reclassification Study, Phase IV as presented.

### e. Governing Board Goals and Operating Protocol

The Governing Board will review and consider taking action to approve the Board Goals and Operating Protocols based on discussion during the August 26, 2017 Governing Board Workshop.

## 9. Future Meetings and Events

### a. Future Meetings

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

### b. Agenda Item Requests

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

## 10. Summary of Current Events

### a. Superintendent Report

The Superintendent will present a brief summary of current events.

### b. Governing Board Report

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

## 11. Adjournment

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

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

SUBMITTED BY: Ms. Elizabeth Powell, Executive Assistant

RECOMMENDED BY: Mr. Joseph Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: September 14, 2017

RECOMMENDATION:

The minutes of the August 10, 2017 Regular Meeting, August 18, 2017 Special Meeting, and August 26, 2017 Special Meeting are submitted for approval.

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**RATIONALE:**

**MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD  
School District No. 40 of Maricopa County, Arizona  
District Office Governing Board Room  
August 10, 2017**

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

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order by Ms. Wilson at 6:00 p.m. She noted the presence of four of five Board members, with Ms. Pimentel absent, constituting a quorum.

**OPENING EXERCISES**

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

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

**CALL TO THE PUBLIC**

None at this time.

**RECOGNITION**

None at this time.

**CONSENT AGENDA**

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

Approval of Minutes The Governing Board approved the minutes of the July 13, 2017 Regular Meeting, July 27, 2017 Special Meeting, and July 27, 2017 Executive Session.

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

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

<u>Donor</u>	<u>Gift</u>	<u>Recipient</u>
Wells Fargo Community Support/ Nallely Quiroz	\$69.22 1 <sup>st</sup> Gift to School	Desert Garden
Kroger Community Reward Donor Choose	\$55.22 Employee Incentive Fund "Flexible Seating for Focused Learning" Project Est. Value \$83	Desert Garden
Coca Cola	\$106.43 Employee Incentive Fund	Discovery
The Kula Foundation	\$21.45 Gift to School	Discovery
Yvonne Knaack	\$109 Gift to District for School Supplies	District Wide
City of Glendale Ocotillo District	Gift to District, \$1200 New Teacher Lunch and \$1200 Campus Trees	District Wide
Kroger Community Reward	\$29.97 Gift to School	Jack
Kroger Community Reward	\$30.47 Gift to School	Landmark
The Kula Foundation	\$9.09 Gift to School	Landmark
Coca Cola	\$59.92 Employee Incentive Fund	Sine
Robert Jacques	\$500 Employee Incentive Fund	Sine
Educational Logistics	Edulog Totes and ink pens engraved Est. Value \$100	Transportation

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\*

Derichie, Alyssa	Teacher	\$36,000	07/24/17
Emerick, Kyle	Teacher	\$36,000	07/24/17
Espinoza, Ariana	Teacher	\$36,000	07/31/17
Gloria, Stephanie	Psych Intern	\$36,000	07/24/17
Gutierrez, Roberto	Teacher Intern	\$15,000	07/24/17
Hamilton, Cori	Teacher	\$36,000	07/24/17
Holderman, Bethany	Teacher	\$36,000	07/24/17
Khairat, Ameena	Teacher	\$36,000	07/24/17
Matrachisia, Jordan	Teacher	\$36,000	07/24/17
Messina, Tasha	Teacher	\$36,000*	09/05/17
Nwulu, Elizabeth	Teacher	\$36,000*	07/24/17
Ramirez Garcia, Eddieca	Teacher	\$36,000*	07/31/17
Turnage, Sherri	Teacher	\$36,000	07/24/17
Zamora, Victoria	Teacher	\$36,000*	07/24/17
Naseer Ahmed, Fariba	Teacher	\$36,000	07/24/17
Walker, Julianne	Teacher	\$36,000*	07/24/17

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

Change of Position

Hernandez, Tania	Educational Assistant to Teacher		07/24/17
Perez, Mayra	MOU to Teacher		07/31/17

Substitute New Hire

Masterson, Terrell	Guest Teacher		07/31/17
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Resignation

Alfonso, Daniel	Guest Teacher		05/26/17
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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

Arias, Alexandra	Ed Assist-Spec Ed.	\$11.69	08/03/17
Calderon, Leticia	Cleaner II	\$10.00	07/31/17
Chappell, Lanele	Resource Educational Asst.	\$10.00	08/03/17
Delgado, Andrea	Educational Asst.	\$11.89	08/03/17
Flores, Alicia	Cleaner II	\$10.00	07/31/17
Flores, Dan	Bus Monitor	\$10.00	07/31/17
Garcia de Ramirez, Guadalupe	Cleaner II	\$10.00	07/31/17
Nehs, Debra	Educational Asst. Standard	\$10.72	08/07/17
Pope, Shane	Bus Monitor	\$10.00	07/31/17
Richards, Miranda	Attendance Secretary	\$10.67	08/03/17
Rivera Ortega, Angel	Cleaner II	\$10.00	07/31/17
Rojo, Sarah	Educational Asst. CEP	\$10.00	08/07/17
Shepard, Anthony	Ed. Assist Autism	\$12.75	08/03/17
Soza, Guadalupe	Nurse-LPN	\$19.39	08/01/17
Woods, Theresa	Trainee Bus Operator	\$12.07	07/31/17

Rehire

Ramirez, Stephanie v.	Food Service Specialist	\$10.82	08/03/17
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Position Change

Braun, Michaela	Receptionist to HR Administrative Sec.	\$13.87	07/24/17
Bowdry, Lashane	Sub Bus Monitor to Bus Monitor	\$10.00	07/31/17
Palmer, Cathi	Sub EA to EA Autism	\$12.75	08/03/17

Resignation

Barragan, Roxanne	Food Service Cashier	Personal	07/31/17
Carrasco, Jillia	Campus Monitor	Personal	07/22/17
Carrillo, Elizabeth	Food Service Cashier	Personal	08/08/17
Chambers, Diane	Campus Monitor	Personal	07/28/17
Cue, Joyce	Bus Monitor	Personal	05/25/17
Edwards, Janaea	Crossing Guard	Personal	05/25/17
Encizo, Leticia	Food Service Specialist	Personal	05/25/17
Etheridge, Asurai	Other Employment	Employment	05/25/17
Gonzalez, Laura	Cleaner II	Personal	05/31/17
Nieman, Nicole Rae	Ed. Assist	Employment	05/25/17
Munoz, Concepcion	Campus Monitor	Personal	05/25/17
Nadi, Daliya	Food Service Specialist	Personal	05/25/17
Newell, Catherine	Educational Assistant	Personal	05/25/17
Oldham, Renee	Educational assistant	Family	05/25/17
Ortega, Violeta	LPN	Personal	08/09/17
Pape, Beverly	Bus Monitor	Family	05/25/17
Radke, David	Bus Monitor	Employment	05/25/17
Toufiq, Jwan	EASESC	Personal	05/25/17
Zamora, Maricela	Crossing Guard	Personal	07/25/17

Decrease in Hours

Cross, Sandra	Payroll Technician from 1.0 to 0.5	\$19.41	08/07/17
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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 June, 2017, as presented.

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

**REPORTS AND INFORMATION ITEMS**

Opening of School Administration presented an overview of the start of the 2017-2018 school year. Mr. Quintana provided a summary of data collected by District administrators on the first day of school at various campuses. Overall, he felt it was the most successful first day of school in his tenure here, although there are still areas we can improve. The main area of concern is having more translators available at schools on the first day. He also reported only two teacher vacancies existed on Monday, but those have since been filled. Mr. Quintana also publicly thanked the City of Glendale for their cooperation in postponing road work near schools until after the school year was underway.

**ACTION ITEMS**

None at this time.

**FUTURE MEETINGS AND EVENTS**

Future Meetings: A list of upcoming meetings was reviewed. Mr. Quintana noted there were no pressing matters requiring a Special meeting this month, although a telephonic meeting may be necessary to address timely personnel matters. The August 26<sup>th</sup> Board Workshop is in the process of being confirmed.

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. Mr. Aldama would like to have the Board Members' iPads updated. He'd also like to have administration look into implementing the use of BoardDocs. Ms. Smith is interested in seeing updated policies for Auxiliary and Activity funds as requested previously.

**SUMMARY OF BOARD AND SUPERINTENDENT CURRENT EVENTS**

Mr. Quintana thanked all staff and administrators for their hard work to prepare for the start of school. He thanked Mr. Aldama for helping facilitate the use of the Renaissance for our Welcome Back event.

Ms. Bartels commented on the guest speaker at our Welcome Back event. She also gave a shout out to Mr. Cummings for his Wednesday evening book reading on Facebook.

Ms. Wilson gave her regards to Kindergarten teachers.

**ADJOURNMENT**

Ms. Smith moved to adjourn the meeting and Ms. Bartels seconded the motion. Upon call to a vote, the motion carried and the regular meeting adjourned at 6:17 p.m.

Submitted by:

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

Approved by:

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

Date: \_\_\_\_\_ September 14, 2017



**MINUTES OF THE SPECIAL MEETING OF THE GOVERNING BOARD**  
**School District No. 40 of Maricopa County, Arizona**  
**District Office Executive Conference Room**  
**August 18, 2017**

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

*\*Participate telephonically*

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order by Ms. Wilson at 4:05 p.m. She noted the presence of all five Board members, constituting a quorum, with all five members participating telephonically.

**OPENING EXERCISES**

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**

None at this time.

**CONSENT AGENDA**

Ms. Smith requested to have item A removed for separate discussion. Mr. Aldama moved to approve the consent agenda with the exception of item A as presented and Ms. Smith seconded the motion. Upon call to vote, the motion carried and the following items were approved.

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

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

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

Certified Personnel Ms. Smith supported administrations position to not accept the leave of absence number two, and motioned to approve the item with the exception of this. Mr. Aldama seconded the motion. Upon call to vote, the motion carried and 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\***

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
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**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

**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 4:10 p.m.

Submitted by:

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

Approved By:

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

Date: September 14, 2017

**MINUTES OF THE SPECIAL MEETING OF THE GOVERNING BOARD**  
**School District No. 40 of Maricopa County, Arizona**  
**District Office Governing Board Room**  
**August 26, 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 8:10 a.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. Pimentel seconded the motion. Upon call to vote, the motion carried.

**ACTION ITEMS**

Service Agreement Mr. Quintana recommended the Governing Board approve the renewal of the service agreement with Arizona State University to provide the American Dream Academy parent training course for the 2017-18 school year as presented. Ms. Bartels inquired if parents from other school sites would be able to attend the classes, which Mr. Quintana confirmed they were. Ms. Smith asked for the Governing Board to be informed of the graduation ceremonies for the classes. Ms. Smith moved to approve the agreement as presented and Ms. Pimentel seconded the motion. Upon call to vote, the motion carried.

**GOVERNING BOARD WORKSHOP**

The Governing Board conducted a workshop facilitated by Ms. Julia Smock from the Arizona School Boards Association. Topics of discussion included:

a. Creation of Governing Board Collective Commitments

The Governing Board reviewed the previously adopted Board Operating Protocols. Ms. Smith and Mr. Aldama suggested moving number 15 to number 1. Mr. Aldama proposed adding: The Board understands its decisions are a reflection of the community it serves. The Board agreed to add to the end of number one "and the community we serve."

Mr. Aldama suggested the Board consider adding an item to call on Board members to go through the chair when speaking during meetings. Ms. Pimentel stated most boards and committees utilize Robert Rules of Order. Ms. Smock advised against doing so.

Changes in the order of items were discussed. A revised protocol will be brought back for the Board to approve at a future meeting.

b. Creation of Governing Board Goals

Mr. Quintana presented some suggested goals for the Board to consider. Ms. Smock also shared some possible goal areas the Board could consider establishing. Ms. Smith stated she wishes to see more details about what's going on instead of just the 'fluff' recognizing students. She wants to hear feedback from both students and teachers, as well. Mr. Aldama stated agreement with Ms. Smith's requests. He added he did not agree with the Superintendent proposing goals without input first from the Board. He commented the Board seems to avoid negativity, even though there are sometimes when this information is unavoidable. Ms. Wilson noted the Administration's presentation on Az MERIT results did not hide anything, and all negative information was right there in the PowerPoint. Ms. Smith would like to see details of reports in advance to help them prepare for questions they may wish to have addressed during the meetings.

Ms. Smith clarified she does not feel there has been any information covered up. She feels sometimes administration fails to share with the Board its plans for addressing concerns and problem areas, but rather brings action items as a separate matter / discussion.

Mr. Quintana explained to the Board the balancing act/challenge administration faces is having deep and specific public conversations without unintentionally discouraging staff who are working very hard. Ms. Smith stated understanding this concern, and asked to see more showcasing of what is working during Board meetings.

Board Goals:

1. **The Board will review and discuss student achievement data, as well as its impact on the achievement gap, provided by the administration through monthly updates of the District Assessment Plan.**

This could be done during the special meeting each month. Mr. Quintana offered to work with Ms. Segotta Jones to schedule out the reports for each month. Ms. Smith asked to include all sub-groups, and to include budget in this discussion.

2. **The Board will recognize individuals and initiatives contributing to student achievement.**

Two individuals/initiatives will be recognized at each regular meeting.

3. **The Board will adhere to its adopted operating protocol**

- i. Supporting District Goals

Some ideas were brainstormed:

- More discussions in Board meetings about assessments
- Teachers reports on successful programs
- Showcasing things that are working
- Showcasing programs for different groups of kids
- Student and teacher recognition
- Monthly recognition of support staff, teachers, and students. Ms. Bartels suggested looking at the high school district's recognition program. Ms. Pimentel would like to see parents included in the recognition. The Board sidlined a short discussion regarding the Everyday Hero program. It was suggested schools be limited in the number of people they can nominate.

- ii. Working Effectively as a Governing Board - addressed during operating protocol discussion.

- iii. Calendar of District Administration Reports to the Governing Board and List of District Events

There will be a comprehensive annual schedule including:

- School site visits
- Superintendent report
- Superintendent evaluation
- School events
- Assessment updates
- Goal setting
- Board self-evaluation
- Workshops and trainings (ASBA/NSBA)
- Promotion ceremonies
- End of year activities
- New teacher/back to school activities
- Budget study sessions
- Board policy review

It was suggested schools be asked to plan out these calendars each year. Ms. Pimentel suggested recognizing new teachers hired mid-year. It was suggested some sort of online/electronic calendar system be implemented for social/event type-information. Ms. Smith would like more introductions done of administrators. She'd also like invitations to some administrative meetings in the summer time. Ms. Wilson requested a budget 101 study session. The Board wishes to have more education related to Board policy.

- b. **Weights and/or Percentages for Superintendent's Performance Pay Plan and Possible Relationship of Weights/Percentages to Superintendent's Performance Evaluation**

The Board reviewed the evaluation instrument to consider weighting the evaluation criteria as criteria for the Superintendent's performance pay. The Board discussed possible configurations for weighting evaluation criteria for performance pay.

40% - Part II Strategic Goals  
20% - Part II Performance Goals

This would require these items to be calendared to stay on track. The performance ratings will also need to be flipped to work with the rating scale. This information will be brought back for Board action after conferring with legal counsel.

**FUTURE MEETINGS AND EVENTS**

Future Meetings: The Governing Board reviewed the list of upcoming meetings.

**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.

**ADJOURNMENT**

Ms. Bartels 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 12:00 p.m.

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

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

Date: September 14, 2017

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 6.B. TOPIC: Ratification of Vouchers

SUBMITTED BY: Ms. Jill Winn, Accounting Budget Supervisor

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

DATE ASSIGNED FOR CONSIDERATION: September 14, 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>
07/20/2017	2131	\$139,227.31
07/20/2017	2132	\$2,422.86
07/27/2017	2133	\$97,586.91
07/27/2017	2134	\$2,233.00
07/27/2017	2135	\$10,711.59

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

<u>DATE</u>	<u>VOUCHER #</u>	<u>AMOUNT</u>
07/20/2017	2003	\$66,121.71
07/20/2017	2004	\$7,852.53
07/27/2017	2005	\$119,519.32
07/27/2017	2006	\$34,339.05
07/27/2017	2007	\$495.61

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

<u>DATE</u>	<u>VOUCHER #</u>	<u>AMOUNT</u>
07/24/2017	1001	\$583,604.14
07/27/2017	3	\$47,466.09

Source of Funding -

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

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 6.C. TOPIC: Acceptance of Gifts

SUBMITTED BY: Ms. Jill Winn, Accounting Budget Supervisor

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

DATE ASSIGNED FOR CONSIDERATION: September 14, 2017

RECOMMENDATION:

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

**RATIONALE:**

<b><u>Donor</u></b>	<b><u>Gift</u></b>	<b><u>Recipient</u></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



<b><u>Donor</u></b>	<b><u>Gift</u></b>	<b><u>Recipient</u></b>
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

GLENDALE ELEMENTARY SCHOOL DISTRICT  
**ACTION AGENDA ITEM**

AGENDA NO: 6.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: September 14, 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. Greening, Bruce	Teacher	\$32,345*	08/28/17
2. Julca, Melina	Teacher	\$36,000	09/06/17
3. Longoni, Nicholas	Teacher	\$36,000	09/01/17
4. Obst, Kathleen	Teacher	\$36,000	09/01/17

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

**Resignation**

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

\*Recommend liquidated damages fee applied per contract

**Separation**

1. 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**

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

**Guest Teacher - Re-Hire**

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

**Qualified Evaluators**

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

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 6.E. TOPIC: Classified Personnel Report

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

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

DATE ASSIGNED FOR CONSIDERATION: September 14, 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. Boore, Catherine	Educational Asst.	\$10.72	09/05/17
2. Calderon Burgos, Mercedes	Cleaner II	\$10.80	09/05/17
3. Clay-Smith, Willie	Campus Monitor	\$10.00	09/05/17
4. Dayton, Nannette	Food Service Worker	\$10.00	09/05/17
5. Espindola, Vanessa	Campus Monitor	\$10.00	08/21/17
6. Jenkins, Demisha	Ed. Assist. CC-LS	\$11.49	08/28/17
7. Longoria, Cassandra	Ed. Assist. SpEd CD	\$12.53	09/05/17
8. Martinez, Jose L.	Security Maintenance	\$13.39	09/05/17
9. Moreno, Jose A.	Cleaner I	\$10.00	09/05/17
10. Morse, Joanna	Risk Manager	\$63,090*	09/25/17
11. Moten, Anastasia	Ed. Assist. CC-SE	\$11.49	08/21/17
12. Peltz, Amy	Campus Monitor	\$10.00	08/28/17
13. Reed, Charles	Cleaner II	\$10.00	08/28/17
14. Stevens, Belinda	School Bus Driver	\$14.63	09/05/17
15. Willis, Deborah	Campus Monitor	\$10.00	09/06/17
16. Zevada, Yadira	Cleaner II	\$10.08	08/28/17

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

**Position Change**

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

**Separation**

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

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

**Retirement**

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

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

1. Carrasco, Jilia	Educational Assistant	\$10.50	08/28/17
2. Kealohilani, Bradley	Campus Monitor	\$10.00	09/05/17

**Leaves of Absence**

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

**Increase in Hours**

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

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

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

SUBMITTED BY: Mr. Joe Quintana, Superintendent

RECOMMENDED BY: Mr. Joe Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: September 14, 2017

RECOMMENDATION:

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

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<b>Traveler</b>	<b>Purpose/Location</b>	<b>Dates</b>	<b>Cost</b>
Shannon Gleave	School Nutrition Association Fall Committee Meetings Arlington, VA	Oct 19-22	<i>No Cost</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): Shannon Gleave

Working at School/Department: Food and Nutrition

Reason for Travel: School Nutrition Association Fall Committee Meetings

Traveling to: Arlington, VA

Dates of Travel: October 19-22, 2017

Substitute Needed/Dates: None Required

	<b>Code</b>	<b>Cost</b>	<b>Requisition Number</b>
Charge Sub to:	<u>None required</u>	<u>\$ 0</u>	<u>                    </u>
Charge Registration to:	<u>510.100.3100.6360.580.0000</u>	<u>\$ 0</u>	<u>                    </u>
Charge Airline/Bus to:	<u>510.100.3100.6612.580.0000</u>	<u>\$ 0</u>	<u>                    </u>
Charge Meal/Lodging to:	<u>510.100.3100.6612.580.0000</u>	<u>\$ 0</u>	<u>                    </u>
Charge Auto Mileage to:	<u>  </u>	<u>\$ 0</u>	<u>                    </u>
	Total Cost of Travel	<u>\$ 0</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): Shannon Gleave

Conference/Workshop Title: School Nutrition Association (SNA) Fall Committee Meetings  
(Reason for Travel)

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

I will be representing Glendale Elementary School District as the National Nutrition Committee Chair with the SNA. We will be researching, learning and discussing topics related to the National School Lunch Program and the Breakfast Program.

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?

By attending the national committee meeting with SNA it will provide my department with the necessary tools to ensure we are following all United States Department of Agriculture regulations. It will also provide our district with a positive image of being experts in the field.

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 6.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: September 14, 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>
335845	PC	335839	PC
335836	PC	335034	PC
334963	PC	336466	Projector
334962	PC	334937	PC
333865	Laptop	335971	Laptop
335777	Laptop	329965	Response system
326042	Response system	336800	PC
331203	Smart board	326870	Smart board
334944	PC	329846	Projector
335799	Laptop	334900	Laptop
336804	PC	337008	PC
337013	PC	336990	PC
336993	PC	336999	PC
337000	PC	336995	PC
336994	PC	333444	PC
333760	PC	334955	PC
336297	Laptop	320738	Printer
333763	PC	334409	Projector
326255	Smart board	327708	Sink
330018	Laminator	309120	Kiln

Source of Funding -

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



<u>District ID#</u>	<u>Description</u>	<u>District ID#</u>	<u>Description</u>
325428	Server	325485	Server
326008	Classroom PA	326413	Laptop
328147	Projector	331114	PC
331115	PC	331413	Laptop
334626	PC	334671	PC
335129	Laptop	335964	PC
336101	PC	336105	PC
336148	Projector	328963	Laptop cart
328541	Laptop cart	328961	Laptop
cart			

00700 Scrap metal  
 \*\*State Salvage Vendor

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

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 6.H. TOPIC: Auxiliary Fund Balance Statement

SUBMITTED BY: Ms. Jill Winn, Accounting Budget Supervisor

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

DATE ASSIGNED FOR CONSIDERATION: September 14, 2017

RECOMMENDATION:

It is recommended the Governing Board approve the Auxiliary Fund Balance Statement for 2016-2017 fiscal year end.

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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 Fiscal Year End 2017

UNIT	SCHOOL LOCATION	CARRYOVER BALANCE	YEAR TO DATE REVENUE	YEAR TO DATE EXPENDITURES	CASH BALANCE
101	LANDMARK	\$3,193.28	\$179.03	\$414.88	\$2,957.43
102	ISAAC IMES	\$2,770.38	\$842.44	\$114.20	\$3,498.62
103	HAROLD W. SMITH	\$541.89	\$29.53	\$0.00	\$571.42
104	MELVIN E. SINE	\$2,917.54	\$3,246.70	\$1,019.41	\$5,144.83
105	WILLIAM C. JACK	\$1,309.37	\$2,262.00	\$2,248.00	\$1,323.37
106	DON MENSENDICK	\$2,295.54	\$0.00	\$432.91	\$1,862.63
107	GLENN F. BURTON	\$1,206.22	\$737.45	\$168.69	\$1,774.98
108	GLENDALE AMERICAN	\$5,819.74	\$1,789.00	\$610.33	\$6,998.41
109	BICENTENNIAL NORTH	\$16.51	\$46.00	\$0.00	\$62.51
110	HORIZON	\$4,925.54	\$747.37	\$0.00	\$5,672.91
111	CHALLENGER	\$204.36	\$305.00	\$269.00	\$240.36
112	BICENTENNIAL SOUTH	\$2,186.31	\$1,132.00	\$726.00	\$2,592.31
113	DISCOVERY	\$830.87	\$331.00	\$1,035.93	\$125.94
114	DESERT GARDEN	\$8,006.29	\$371.16	\$0.00	\$8,377.45
115	COYOTE RIDGE	\$2,216.19	\$420.00	\$326.40	\$2,309.79
116	DESERT SPIRIT	\$609.89	\$7.00	\$0.00	\$616.89
117	SUNSET VISTA	\$729.70	\$1,254.97	\$1,179.44	\$805.23
TOTAL:		\$39,779.62	\$13,700.65	\$8,545.19	\$44,935.08

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 6.I TOPIC: Student Activity Fund Balance Statement

SUBMITTED BY: Ms. Jill Winn, Accounting Budget Supervisor

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

DATE ASSIGNED FOR CONSIDERATION: September 14, 2017

RECOMMENDATION:

It is recommended the Governing Board approve the Student Activity Fund Balance Statement for 2016-2017 fiscal year end.

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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

Fiscal Year End 2017

UNIT	SCHOOL LOCATION	CARRYOVER BALANCE	YEAR TO DATE REVENUE	YEAR TO DATE EXPENDITURES	CASH BALANCE
101	LANDMARK	\$8,233.22	\$16,887.24	\$11,629.45	\$13,491.01
102	ISAAC IMES	\$7,310.95	\$10,922.59	\$10,323.02	\$7,910.52
103	HAROLD W. SMITH	\$3,566.68	\$10,603.40	\$10,169.38	\$4,000.70
104	MELVIN E. SINE	\$3,796.35	\$12,104.28	\$10,967.67	\$4,932.96
105	WILLIAM C. JACK	\$3,249.69	\$2,956.96	\$4,392.00	\$1,814.65
106	DON MENSENDICK	\$1,749.38	\$1,674.44	\$1,031.94	\$2,391.88
107	GLENN F. BURTON	\$3,241.77	\$13,503.62	\$12,209.57	\$4,535.82
108	GLENDALE AMERICAN	\$3,151.82	\$12,522.57	\$11,647.31	\$4,027.08
109	BICENTENNIAL NORTH	\$670.67	\$152.50	\$32.51	\$790.66
110	HORIZON	\$3,570.52	\$242.19	\$106.30	\$3,706.41
111	CHALLENGER	\$6,631.84	\$6,144.91	\$7,064.50	\$5,712.25
112	BICENTENNIAL SOUTH	\$1,441.99	\$705.34	\$651.66	\$1,495.67
113	DISCOVERY	\$2,463.11	\$6,690.61	\$7,483.30	\$1,670.42
114	DESERT GARDEN	\$8,107.62	\$8,890.80	\$8,943.68	\$8,054.74
115	COYOTE RIDGE	\$3,977.95	\$5,040.22	\$4,985.39	\$4,032.78
116	DESERT SPIRIT	\$5,958.18	\$12,712.26	\$13,687.35	\$4,983.09
117	SUNSET VISTA	\$985.10	\$227.16	\$228.40	\$983.86
	TOTAL:	\$68,106.84	\$121,981.09	\$115,553.43	<b>\$74,534.50</b>

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 6.J. TOPIC: Fundraiser Activity Requests

SUBMITTED BY: Various Schools

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

DATE ASSIGNED FOR CONSIDERATION: September 14, 2017

RECOMMENDATION:

It is recommended the Governing Board approve the list of fundraiser activity requests as presented.

**RATIONALE:**

<u>School</u>	<u>Event</u>	<u>Purpose</u>
Bicentennial North	Dollar Day	Raise funds for field trips, promotion expenses
Bicentennial North	Box Tops Collection	Raise funds for student incentives
Bicentennial North	Book Fair	Raise funds for library books
Bicentennial North	Fall Festival	Raise funds for field trips, teacher appreciation week, books for classes
Bicentennial North	Peter Piper Family Night	Raise funds for Az Merit & student incentives
Bicentennial South	PTO selling School T-shirts	School Pride t-shirts
Bicentennial South	PTO Spring Carnival	Raise money for PTO
Challenger PTSA	Out of Uniform Day	Raise money for general funds (field trips, AVID supplies, various teacher needs)
Challenger Student Council	Out of Uniform Day	Raise money for general fund (field trips, 8 <sup>th</sup> grade dinner & dance, Festivals)
Glenn F. Burton	Selling School T-shirts	Raise funds to purchase t-shirts to sell
Glenn F. Burton	Out of Uniform Day	Raise funds for field trips, ice cream socials
Glenn F. Burton	Peter Piper Read Across America Night	Raise funds for dances, fall festival
Glenn F. Burton	T-shirt signing - Family Fun Night	Raise funds for fall festival, dances
Glenn F. Burton	Selling School T-shirts	Raise funds to purchase more t-shirts to sell
Glenn F. Burton	Out of Uniform Day	Raise funds for field trips, ice cream socials
Mensendick PTO	Out of Uniform Day	Help off-set student entry fees, busses, field trips
Mensendick PTO	Peter Piper Pizza Family Fun Night 15% off food & tokens	PTO fundraiser and community builder

Source of Funding -

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

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.K. TOPIC: Peer Observers

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

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

DATE ASSIGNED FOR CONSIDERATION: September 14, 2017

RECOMMENDATION:

It is recommended the Governing Board approve the list of teachers as Peer Observers for the 2017-2018 school year.

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*RATIONALE:*

Peer Observers are continuing teachers who have a minimum of three years of successful teaching experience in GESD, They have not been on an Intervention Support Plan or Performance Improvement Plan for two consecutive years, are a full time teacher and have expressed an interest in participating in the program. A Peer Observer may participate in the pre-observation conference, observation, and post-observation conference. The role of the Peer Observer is to ensure the process has been followed appropriately. Peer observers do not function as qualified evaluators and do not participate in the evaluation portion of the observation.

All Peer Observers listed on the attached document participated in a training provided by Dr. Goodwin. The training covered guidelines and procedures of the observation process.

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Source of Funding –

M & O

Budget\_\_\_\_\_

State

Grant\_\_\_\_\_

Federal

Grant\_\_\_\_\_

Capital\_\_\_\_\_

Other\_\_\_\_\_

**2017-2018**

**PEER OBSERVERS**

<b><u>SCHOOL</u></b>	<b><u>PARTICIPANT</u></b>	<b><u>POSITION</u></b>
AMERICAN	CHRIS KANE	8 <sup>TH</sup> MATH
DISTRICT OFFICE	NANCY MACCARONE	DISTRICT LIBRARIAN
HORIZON	CHAD BLOWERS	6 <sup>TH</sup> /8 <sup>TH</sup> MATH ALGEBRA
BICI SOUTH	SAMANTHA MOYER	3 <sup>RD</sup> GRADE
SMITH	JENNIE PAPERMAN	SPED RESOURCE



GLENDALE ELEMENTARY SCHOOL DISTRICT

**INFORMATIONAL AGENDA ITEM**

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

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AGENDA NO: 7.A. TOPIC: 2017 Teacher Recruitment

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

DATE OF REPORT: September 14, 2017

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**Report on:**

Administration will present a report on Spring, 2017 Teacher Recruitment.

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 8.A. TOPIC: Out-of-State Teacher Recruitment Trips

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

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

DATE ASSIGNED FOR CONSIDERATION: September 14, 2017

RECOMMENDATION:

It is 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.

**RATIONALE:**

In order to attract and hire the most highly qualified and effective teacher candidates and maintain a strong applicant pool, it is necessary to attend recruitment events both in-state and out-of-state. These events allow District representatives to meet a wide range of applicants qualified in various content areas, and provide an opportunity for us to promote Glendale Elementary School District as an employer. Of particular value in attending these events is the opportunity to recruit teacher candidates for hard-to-fill areas and to meet applicants with diverse cultural backgrounds. Early approval of these trips allows staff to secure the best hotel, airline, and registration rates available.

All out of state recruiting expenditures will be paid out of Title II. According to Guidance of Recruitment (ESEA, Section 2123) Local Education Agencies (LEAs) may utilize Title II-A funds to pay for recruitment expenses including website fees, job fair registration fees and travel/ per diem.

The list of proposed trips is attached for Fall 2017 and Spring 2018.

**2017-18 PROPOSED RECRUITMENT SCHEDULE**

FAIR DATES TO BE DETERMINED BY UNIVERSITY OR FAIR ORGANIZER. FAIRS LISTED WILL BE REVIEWED PRIOR TO THE EVENT FOR CONFIRMATION ON CANDIDATE ATTENDANCE. IN RESPONSE TO EXPECTED ATTENDANCE, FAIRS MAY BE ADDED OR CANCELLED.

EVENT STATE	SEASON	TARGET AUDIENCE
Colorado	Fall 2017	<ul style="list-style-type: none"> <li>• <b>University of Northern Colorado</b> Teacher Employment Days at University of Northern Colorado brings together teachers recently graduating looking to connect with schools throughout the nation.</li> </ul>
Illinois	Fall 2017	<ul style="list-style-type: none"> <li>• <b>Eastern Illinois University Education Job Fair</b> EIU Educator’s Job Fair gathers schools and educational employers seeking candidates for positions in education in and out of state.</li> </ul>
New Mexico	Fall 2017	<ul style="list-style-type: none"> <li>• <b>New Mexico State University</b> Prearranged individual interviews scheduled specific to NMSU Education majors graduating in December 2017.</li> </ul>
Pennsylvania	Fall 2017	<ul style="list-style-type: none"> <li>• <b>American Association for Employment in Education</b> The Fall Career Fair has been held for 10 years with an average of 300 candidates.</li> </ul>
Texas	Fall 2017	<ul style="list-style-type: none"> <li>• <b>University of Texas at El Paso</b> The teacher job fair is one of the largest fairs held on the UTEP campus. Over 100 national, regional, and local school district employers attend this event.</li> </ul>

<p><b>Colorado</b></p>	<p><b>Spring 2018</b></p>	<ul style="list-style-type: none"> <li>• <b>University of Northern Colorado</b> Teacher Employment Days at University of Northern Colorado brings together teachers recently graduating looking to connect with schools throughout the nation. Great time to Network, Screen, &amp; Meet and Greet with over 300 May graduate teachers.</li> <li>• <b>Colorado Mesa University Teacher Education Fair</b> This fair provides an opportunity for teachers and teacher candidates to learn about employment opportunities with school districts in the next school year. This fair provides a venue for school districts to interview Colorado Mesa University students, alumni, teacher candidates from other colleges and community teachers. At the fair, candidates can meet formally with school districts about their hiring needs and interview for open positions.</li> </ul>
<p><b>Illinois</b></p>	<p><b>Spring 2018</b></p>	<ul style="list-style-type: none"> <li>• <b>Illinois State University Education Career Fair</b> The Education Career Fair connects school administrators, superintendents, and other employers from the field of education seeking to hire candidates in the education field for full-time positions.</li> <li>• <b>Northern Illinois University Educator’s Job Fair</b> NIU Educator’s Job Fair gathers schools and educational employers seeking candidates for positions in education in and out of state.</li> <li>• <b>Eastern Illinois University Educator Job Fair</b> The Education Job Fair at Eastern Illinois University provides an opportunity to connect with candidates who are prepared to become tomorrow’s leaders to inform, instruct, and inspire students in your classrooms.</li> <li>• <b>Northeastern Illinois University Education Job Fair</b> NEIU Educator’s Job Fair gathers schools and educational employers seeking candidates for positions in education and in and out of state.</li> </ul>

<p><b>Indiana</b></p>	<p><b>Spring 2018</b></p>	<ul style="list-style-type: none"> <li>• <b>Purdue University 2017 Teacher Recruitment Day</b> Teacher Recruitment Day is an annual, one day recruitment day event for educational institutions, districts and agencies to interview Education majors.</li> <li>• <b>University of Southern Indiana Teacher Recruitment Fair</b> The Teacher Recruitment Fair introduces teaching candidates to potential employers. School districts, both locally and from all over the country attend.</li> <li>• <b>Ball State University Teacher Job Fair</b> The Teacher Job Fair is the leading event for schools looking to hire new faculty, attracting an average of 70 employers seeking to meet job seekers on the Ball State University campus.</li> <li>• <b>University of Indiana Education Job Fair</b></li> </ul>
<p><b>Michigan</b></p>	<p><b>Spring 2018</b></p>	<ul style="list-style-type: none"> <li>• <b>Grand Valley State University Out-of-State Teacher Fair</b> Approximately 300 student candidates will be attending this event from colleges and universities across Michigan. This event is an exciting opportunity to bring together talented student teachers and educators representing school districts from outside the state of Michigan.</li> <li>• <b>Michigan Teacher Recruitment Fair</b> The Michigan Teacher Fair is a week-long series of consecutive career fairs at five Michigan universities. The goal is to provide a cost-effective way for our district to meet candidate from across the state of Michigan.</li> </ul>
<p><b>Minnesota</b></p>	<p><b>Spring 2018</b></p>	<ul style="list-style-type: none"> <li>• <b>Minnesota Education Job Fair</b> Thirty Minnesota colleges and universities make this annual education job fair an attraction to numerous employers from all over the country.</li> </ul>

**2017-18 PROPOSED RECRUITMENT SCHEDULE**

<p><b>Nebraska</b></p>	<p><b>Spring 2018</b></p>	<ul style="list-style-type: none"> <li>• <b>University of Nebraska-Lincoln Education Recruitment Day</b> Employer Recruitment Day brings together school districts from across the country to recruit for teaching positions.</li> </ul>
<p><b>New Mexico</b></p>	<p><b>Spring 2018</b></p>	<ul style="list-style-type: none"> <li>• <b>New Mexico State University Educators’ Job Fair</b> The Educator’s Job Fair is open to a culturally diverse group of experienced teachers and new professionals in education. The long-standing Educators’ Job Fair is a two day event, co-sponsored by the College of Education and coordinated by Career Services. Candidates will have the opportunity to interview with numerous school districts throughout the nation, but primarily with school districts from the western United States.</li> </ul>
<p><b>New Jersey</b></p>	<p><b>Spring 2018</b></p>	<ul style="list-style-type: none"> <li>• <b>Montclair State University</b> The Montclair State University’s Teacher Education Program is one of the most highly regarded teacher preparation programs in the country. It has been consistently recognized both nationally and regionally for its unique features, including its structure, partnerships, and curricular emphases.</li> <li>• <b>Rutgers University</b> The Rutgers On-Campus Interviewing Program offers a unique opportunity to recruit high caliber students from a variety of education programs. The OCI program is a 100% pre-select system which allows for the opportunity to choose candidates for individual interviews.</li> </ul>
<p><b>New York</b></p>	<p><b>Spring 2018</b></p>	<ul style="list-style-type: none"> <li>• <b>Buffalo Area TRD</b></li> <li>• <b>Rochester Area TRD</b></li> <li>• <b>Central NY Area TRD</b></li> </ul>

<p><b>North Dakota</b></p>	<p><b>Spring 2018</b></p>	<ul style="list-style-type: none"> <li>• The Tri-College Education Fair is open to school administrators seeking to hire recent and/or soon to be graduates studying elementary education.</li> </ul>
<p><b>Ohio</b></p>	<p><b>Spring 2018</b></p>	<ul style="list-style-type: none"> <li>• <b>Northeastern Ohio Teacher Education Day</b> The Northeast Ohio Teacher Education Fair connects teachers from school districts nationwide. Current students and alumni from participating consortium schools are welcome to attend.</li> <li>• <b>Buckeye Bonanza</b> The Buckeye Bonanza is a series of four teacher recruiting fairs that cuts through the state of Ohio. One trip to Ohio for a week provides the opportunity to meet with more than two thousand licensed teacher candidates who may fill openings in Math, SPED, Speech and ESL.</li> </ul>
<p><b>Oregon</b></p>	<p><b>Spring 2018</b></p>	<ul style="list-style-type: none"> <li>• <b>Oregon Professional Educator’s Fair</b> The Educator Fair will provide opportunities for recent graduates who are seeking their first teaching position and school administrators who want to recruit qualified candidates for classroom, special education, support staff and administrative positions.</li> </ul>
<p><b>Pennsylvania</b></p>	<p><b>Spring 2018</b></p>	<ul style="list-style-type: none"> <li>• <b>The 2017 Greater Philadelphia Teacher Job Fair</b> The Annual Greater Philadelphia Teacher Job Fair is sponsored by the Delaware Valley Education Consortium, comprised of representatives from 27 Philadelphia area colleges and universities. Past fairs have featured over 200+ school organizations from across the U.S., and 1700+ job seekers. School representatives have the opportunity to “meet and greet” prospective candidates.</li> <li>• <b>Penn State Education Career Fair</b> The Spring Education Career Fair has been held for 10 years with an average of 300 candidates.</li> <li>• <b>Teacher Recruitment Day Consortium</b> The 33<sup>rd</sup> annual event typically draws 500+ teacher candidates from 11 central PA universities.</li> </ul>

<p><b>South Dakota</b></p>	<p><b>Spring 2018</b></p>	<ul style="list-style-type: none"> <li>• <b>South Dakota Teacher Job Fair</b> The South Dakota Teacher Job Fair is dedicated to linking in and out-of-state employment opportunities in elementary education to upcoming graduates and alumni of South Dakota’s teacher preparation programs and experienced teachers.</li> </ul>
<p><b>Texas</b></p>	<p><b>Spring 2018</b></p>	<ul style="list-style-type: none"> <li>• <b>University of Texas at El Paso</b> The teacher job fair is one of the largest fairs held on the UTEP campus. Over 100 national, regional, and local school district employers attend this event.</li> <li>• <b>University of Texas Career Fair</b> Over 100 recruiting entities from Texas, across the country and abroad attend and take advantage of hiring over 250 education graduates during the annual spring semester University of Texas Career Fair.</li> </ul>
<p><b>Utah</b></p>	<p><b>Spring 2018</b></p>	<ul style="list-style-type: none"> <li>• <b>Utah Statewide Teacher Fair North &amp; Utah Statewide Teacher Fair South</b> The annual Utah Statewide Teacher Recruitment Fairs held in March will be attended by ready-to-interview graduating students and alumni from regional teacher preparation colleges and universities.</li> </ul>
<p><b>Washington</b></p>	<p><b>Spring 2018</b></p>	<ul style="list-style-type: none"> <li>• <b>Washington Educator Career Fair</b> The Washington School Personnel Association provides a highly valuable database of prospective teachers/administrators exclusively to Districts who attend the Education Career Fair seeking employment opportunities.</li> </ul>



<b>Wyoming</b>	<b>Spring 2018</b>	<ul style="list-style-type: none"><li>• <b>University of Wyoming Teacher Fair</b> The University of Wyoming Teacher Fair offers the opportunity to interview with approximately 200 new teacher graduates, along with experienced alumni in all areas of endorsement.</li></ul>
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GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 8.B. TOPIC: First Reading of Policy Revisions

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

RECOMMENDED BY: Mr. Joe Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: September 14, 2017

RECOMMENDATION:

It is 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.

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**RATIONALE:**

Revisions to these policies are based upon recommendations from Arizona School Boards Association Policy Services.

G DFA - Support Staff Qualifications and Requirements (Fingerprinting Requirements):

The fingerprint requirement for school bus drivers was modified in House Bill 2247 and A.R.S. § 28-3228. An applicant shall submit an Identity Verified Fingerprint Card, as described in A.R.S. § 15-106, that the department of public safety shall use to process the fingerprint clearance card, as outlined in A.R.S. § 15-106.

A person who is issued a school bus driver certificate shall maintain a valid Identity Verified Fingerprint Clearance Card for the duration of any school bus driver certification period.

DPS shall suspend a school bus driver certificate if the fingerprint clearance card is invalid, suspended, canceled or revoked.

GCOF - Discipline, Suspension, and Dismissal of Professional Staff Members:

Senate Bill 1206 addresses teachers working conditions when working under a state issued short-term certification. Under the conditions presented by the new language, a teacher working under short-term certification may be dismissed effective ten (10) days after delivery of the notice of dismissal. A new section in statute has been established, A.R.S. § 15-538.02, to address this legislation. Language in Policy GCOF, Discipline, Suspension, and Dismissal of Professional Staff Members, has been adjusted accordingly.

**GCQF ©**  
**DISCIPLINE, SUSPENSION, AND**  
**DISMISSAL OF**  
**PROFESSIONAL STAFF MEMBERS**

**Categories of Misconduct**

Certificated staff members may be disciplined for infractions that include, but are not limited to, the following categories:

- A. Engaging in unprofessional conduct.
- B. Committing fraud in securing appointment.
- C. Exhibiting incompetency in their work.
- D. Exhibiting inefficiency in their work.
- E. Exhibiting improper attitudes.
- F. Neglecting their duties.
- G. Engaging in acts of insubordination.
- H. Engaging in acts of child abuse or child molestation.
- I. Engaging in acts of dishonesty.
- J. Being under the influence of alcohol while on duty.
- K. Engaging in the illicit use of narcotics or habit-forming drugs.
- L. Being absent without authorized leave.
- M. Engaging in discourteous treatment of the public.
- N. Engaging in improper political activity.
- O. Engaging in willful disobedience.
- P. Being involved in misuse or unauthorized use of school property.
- Q. Being involved in excessive absenteeism.
- R. Carrying or possessing a weapon on school grounds unless they are peace officers or have obtained specific authorization from the appropriate school administrator.

**Statutory Requirements**

Certificated staff members disciplined under A.R.S. [15-341](#), A.R.S. [15-539](#), or other applicable statutes:

A. May not be suspended with or without pay for a period exceeding ten (10) school days under A.R.S. [15-341](#).

B. May be suspended without pay for a period of time greater than ten (10) school days or dismissed under A.R.S. [15-539](#).

C. Shall be disciplined under procedures that provide for notice, hearing, and appeal, subject to the requirements of A.R.S. [15-341](#) or A.R.S. [15-539](#), whichever is appropriate.

D. Shall, if disciplined under A.R.S. [15-539](#) or other applicable statutes, excluding A.R.S. [15-341](#), receive notice in writing served upon the certificated staff member personally or by United States registered or certified mail addressed to the employee's last-known address. A copy of charges specifying instances of behavior and the acts of omissions constituting the charge(s), together with a copy of all applicable statutes, shall be attached to the notice.

E. Shall have the right to a hearing in accordance with the following:

1. *Suspension under A.R.S. [15-341](#)*. The supervising administrator will schedule a meeting not less than two (2) days nor more than ten (10) days after the date the certificated staff member receives the notice.

2. *Dismissal or dismissal with suspension included under A.R.S. [15-539](#)*. A certificated staff member's written request for a hearing shall be filed with the Board within ten (10) days after service of notice. The filing of a timely request shall suspend the imposition of a suspension without pay or a dismissal pending completion of the hearing.

**General Provisions for Discipline Under A.R.S. 15-341**

General provisions for discipline are as follows:

A. *Informal consultation*. Nothing contained herein will limit a supervising administrator's prerogative to engage in informal consultation with a certificated employee to discuss matters of concern related to the employee's performance, conduct, et cetera; however, when it is apparent that disciplinary action toward a certificated employee is likely to become a part of the certificated staff member's personnel record as permitted by A.R.S. [15-341](#), the procedures outlined herein shall be followed.

B. *Persons authorized to impose discipline*. Any supervising administrator who is the immediate or primary supervisor of a certificated staff member is authorized to impose a penalty or penalties, short of dismissal. Only the Board may dismiss a certificated staff member.

C. *Notice*. Any person who is required by this policy to give written notice to any other person affected by this policy may do so by any means reasonably calculated to give the recipient actual knowledge of the notice within a reasonable amount of time. When time

is calculated from the date a notice is received, the notice is deemed to be received on the date it is hand delivered or three (3) calendar days after it is placed in the mail.

D. *Administrative discretion.* In adopting these policies and procedures, it is the intention of the District that they be interpreted and applied in a reasonable fashion. The policies and regulations are not intended to restrict or eliminate the discretion traditionally afforded to supervising administrators to determine whether discipline is appropriate. Supervising administrators are therefore directed to continue to use reasonable discretion in determining whether a particular alleged violation merits discipline.

E. *Right not to impose discipline.* The District reserves the right not to discipline a certificated staff member for conduct that violates this policy.

F. *Definition of work days.* For the purposes of this policy, a work day is any day that the District's central administrative office is open for business.

G. *Additional reasons for discipline.* A certificated staff member may be disciplined for conduct that has occurred but that, at or near the time of misconduct, was not the subject of or identified as a reason for a specific proceeding under this policy.

**Procedure** **for** **Discipline**  
**Under A.R.S. [15-341](#)**

The following procedures will be used to impose any discipline that 1) shall become a part of the certificated staff member's personnel record and 2) is permitted under A.R.S. [15-341](#):

***Step 1 - Notice:***

A. Upon the supervising administrator's determination of the existence of cause to impose discipline, the supervising administrator shall notify the certificated staff member of intent to impose discipline. The notice shall be in writing and shall be delivered in person or by first-class mail. The notice shall include the following:

1. The conduct or omission on the part of the certificated staff member that constitutes the reason for discipline.
2. A scheduled meeting time between the supervising administrator and the certificated staff member. Such meeting shall be scheduled not more than ten (10) working days after the date the certificated staff member receives the notice.
3. A statement of the disciplinary action the supervising administrator intends to impose, including, if applicable, the number of days of suspension with or without pay.
4. Copies of any available relevant documentation, at the discretion of the supervising administrator.

***Step 2 - Discipline Hearing:***

A. At the hearing, the supervising administrator shall discuss with the certificated staff member the conduct that warrants disciplinary action and shall provide the certificated staff

member with any appropriate evidence and a copy of relevant documentation if not previously provided.

B. The supervising administrator shall conduct the hearing in an informal manner, without adherence to the rules of evidence and procedure required in judicial proceedings.

***Step 3 - Decision (in writing):***

At the hearing, or within ten (10) working days following the hearing, the supervising administrator shall, in writing, inform the certificated staff member of the decision. If the decision is to impose discipline, written notice of the discipline shall be enclosed. The written notice of the decision shall state that a copy of the notice, decision, and a record of the disciplinary action shall be placed in the certificated staff member's personnel file and shall specify the date the discipline shall be imposed unless the certificated staff member files a written request for appeal within five (5) working days after the decision is delivered to the certificated staff member. If the certificated staff member requests an appeal of the decision, the imposition of any discipline shall be suspended pending the outcome of the appeal.

***Step 4 - Appeal:***

Discipline imposed may be appealed at the next organizational level, in writing, to the appropriate assistant superintendent or the Superintendent. Only when the discipline is determined by the Superintendent shall the appeal be to the Board, which, at its discretion, may appoint a hearing officer. The appeal shall contain a brief statement of the reasons why the certificated staff member believes the administrator's decision is incorrect. Appeal is limited to one (1) organizational level above the level of the supervising administrator who imposed the discipline.

The appeal shall specifically describe the part of the determination with which the certificated staff member disagrees:

- A. Determination was founded upon error of construction or application of any pertinent regulations or policies.
- B. Determination was unsupported by any evidence as disclosed by the entire record.
- C. Determination was materially affected by unlawful procedure.
- D. Determination was based on violation of any statutory or constitutional right.
- E. Determination was arbitrary and capricious.
- F. The penalty was excessive.

The supervising administrator, the Superintendent, or, when appropriate, the Board or the Board-appointed hearing officer may, at the conclusion of the appeal, uphold the discipline, modify the decision, or refer the matter back to the level from which it was appealed for rehearing and additional information. Such decision, along with specific direction as to the effective date of any discipline, shall be communicated to the certificated staff member within a reasonable amount of time following the appeal, not to exceed seven (7) working days.

The assigned hearing officer shall, by use of a mechanical device, make a record of the appeal hearing.

This policy, under A.R.S. [15-341](#), does not apply to dismissal of a certificated staff member except to the extent that the Board may find, subsequent to dismissal proceedings, that a lesser form of discipline as set forth in this policy should be imposed.

Not all administrative actions regarding a certificated staff member are considered "discipline," even though they may involve alleged or possible violations by the certificated staff member. This policy addresses only discipline and has no application to any of the following:

- A. The certificated staff member evaluation procedure or the resulting evaluations as they pertain to the adequacy of the certificated staff member's classroom performance.
- B. Letters or memorandums directed to a certificated staff member containing directives or instructions for future conduct.
- C. Counseling of a certificated staff member concerning expectations of future conduct.
- D. Nonrenewal of a contract of a certificated staff member employed by the District for less than the major portion of three (3) consecutive school years (noncontinuing certificated staff member).

**General Provisions for Dismissal or Suspension Under  
Without Pay or Dismissal Under  
A.R.S. [15-539](#)**

***Step 1 - Notice:***

A. The Governing Board, except as otherwise provided by A.R.S. [15-539](#), shall upon receipt of a written statement of charges from the Superintendent that cause exists for the suspension of a certificated teacher without pay for a period longer than ten (10) school days or dismissal, shall give notice to the teacher of the Board's intention to suspend without pay or dismiss the teacher at the expiration of ten (10) days from the date of service of the notice.

1. If charges presented to the Board for dismissal of a certificated person allege immoral conduct, the charge or a resignation involving such charges shall be reported to the Department of Education.

2. Whenever the statement of charges by the Superintendent allege immoral or unprofessional conduct as the cause for dismissal, the Board may adopt a resolution to file a complaint with the State Department of Education. Pending disciplinary action by the State Board, the certificated teacher may be reassigned by the Superintendent or the Governing Board may place the teacher on administrative leave and give notice to the teacher of the administrative leave of absence pursuant to A.R.S. [15-540](#).

3. As used in this policy, immoral conduct means any conduct that is contrary to the moral standards of the community and that reflects an unfitness to perform the duties assigned to the certificated staff member.

B. The Governing Board, upon adoption of a written statement charging a certificated teacher with cause for suspension without pay or dismissal, may immediately place the teacher on administrative leave of absence and give the teacher notice of the administrative leave of absence.

C. Written notice of the administrative leave of absence shall be served on the teacher personally or by United States registered mail addressed to the teacher at the teacher's last known address.

**Step 2 – Hearing for Suspension Without Pay or Dismissal:**

A. The Governing Board shall decide whether to hold a hearing on the dismissal or suspension of a certificated teacher without pay for a period of time longer than ten (10) days as provided in A.R.S. [15-541](#).

**PLEASE CHOSE OPTION** - The Governing Board may ~~provide by provide~~, **(A) by policy** or **(B) vote** at its annual organizational meeting, that all hearings conducted pursuant to this section shall be conducted before a hearing officer.

B. If the Governing Board decides not to hold a hearing, the Board shall designate a hearing officer to:

1. hold the hearing,
2. hear the evidence,
3. prepare a record of the hearing, and
4. issue a recommendation to the Board for action.

C. If the parties cannot mutually agree on a hearing officer, a hearing officer shall be selected by the Governing Board from a list provided by the State Department of Education or the American Arbitration Association.

D. A hearing held pursuant to A.R.S. [15-541](#) may not be conducted by any hearing officer having a personal interest which would conflict with the hearing officer's objectivity in the hearing.

E. The hearing shall be held:

1. not less than fifteen (15) days, nor
2. not more than thirty (30) days.
3. after the request is filed, unless all parties to the hearing mutually agree to a different hearing date.

F. Notice of the time and place of the hearing shall be given to the teacher not less than three (3) days before the date of the hearing.



- G. The teacher may request that the hearing be conducted in public or private.
- H. The Governing Board shall provide any officer, appointee, or employee to be considered or discussed at a meeting with written notice of the executive session as is appropriate but not less than twenty-four (24) hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.
- I. At the hearing the teacher may appear in person and by counsel, if desired, and may present any testimony, evidence or statements, either oral or in writing, in the teacher's behalf.
- J. An official record of the hearing, including all testimony recorded manually or by mechanical device, and exhibits shall be prepared by the Governing Board or the hearing officer.
- K. The teacher who is the subject of the hearing may not request that the testimony be transcribed unless the teacher agrees in writing to pay the actual cost of the transcription.
- L. Within ten (10) days after a hearing conducted by the Governing Board the Board shall:
1. determine whether there existed good and just cause for the notice of dismissal or suspension, and
  2. affirm or withdraw the notice of dismissal or suspension.
- M. Within ten (10) days after a hearing conducted by a hearing officer, the hearing officer shall:
- deliver a written recommendation to the Governing Board that includes findings of fact and conclusions.
- N. Parties to the hearing have the right to object to the findings of the hearing officer and present oral and written arguments to the Governing Board.
- O. The Governing Board has an additional ten (10) days to determine whether good and just cause existed for the notice of dismissal or suspension and shall render its decision accordingly, either affirming or withdrawing the notice of suspension or dismissal.
- Good and just cause does not include religious or political beliefs or affiliations unless they are in violation of the oath of the teacher.

**Additional  
and Conditions**

**Provisions**

During the pendency of a hearing, neither the certificated staff member nor the supervising administrator shall contact the Superintendent or a Board member to discuss the merits of the supervising administrator's recommendation or charges and proposed discipline except as provided by this policy. No attempt shall be made during such period to discuss the merits of the charges with the person designated to act as hearing officer.

The Governing Board shall keep confidential the name of a student involved in a hearing for dismissal, discipline, or action on a teacher's certificate, with exceptions as noted in A.R.S. [15-551](#).

*Amendments.* The District reserves the right to amend this policy in any way at any time. Any amendment shall have prospective application only.

*Severability.* If any provision of this policy is held to be invalid for any reason, such action shall not invalidate the remainder of this policy. If any provision of this policy conflicts with any provisions in any other policies adopted by the District, the provisions of this policy shall prevail.

~~Adopted: September 29, 2016~~

**Teachers**

**Working**

**Under**

**a**

### **Short-Term Certification**

A teacher who holds a teaching intern certificate, an emergency teaching certificate or another type of nonstandard certificate, that is valid for one (1) year or less, may be dismissed by the Board effective ten (10) days after delivery of the notice of dismissal to the teacher without complying with the requirements of A.R.S. conditions found in [15-537](#), [15-538](#), or [15-541](#). Notice of the Board's authority to dismiss pursuant to this shall be included in each teacher's contract.

Adopted: date of Manual adoption

LEGAL

A.R.S.

[13-2911](#)

[15-203](#)

[15-341](#)

[15-342](#)

[15-350](#)

[15-503](#)

[15-507](#)

[15-508](#)

[15-514](#)

[15-536](#)

[15-538](#)

[15-538.01](#)

[15-538.02](#)

[15-539](#)

[15-540](#)

[15-541](#)

[15-542](#)

[15-543](#)

[15-549](#)

[15-551](#)

[41-770](#)

REF.:

CROSS

[DKA](#) -

Payroll

[GCJ](#) -

Professional

Staff

Noncontinuing

and

[GCO](#) -

Evaluation of Professional Staff Members

REF.:

Procedures/Schedules

Continuing

Status

**G DFA ©**  
**SUPPORT STAFF QUALIFICATIONS**  
**AND REQUIREMENTS**

**(Fingerprinting Requirements)**

All newly hired noncertificated District personnel - and personnel who are not paid employees of the District and who are not either the parents or the guardians of students who attend school in the District but who are required or allowed to provide services directly to students without the supervision of a certificated employee - shall be fingerprinted as a condition of employment, except for the following:

- ~~Personnel A.~~ Personnel who are required as a condition of licensing to be fingerprinted if the license is required ~~for employment~~ for employment.
- ~~Personnel B.~~ Personnel who were previously employed by the District and who reestablished employment with ~~the District~~ the District within one (1) year after the date that the employee terminated employment with the District.

The School District may require noncertificated personnel and personnel who are not paid employees of the School District and who are not either the parent or the guardian of a pupil who attends school in the School District but who are required or allowed to provide services directly to pupils without the supervision of a certificated employee to obtain a fingerprint clearance card as a condition of employment.

For the purposes of this policy, *supervision* means under the direction of and, except for brief periods of time during a school day or a school activity, within sight of a certificated employee when providing direct services to students.

If the School District does not require a fingerprint clearance card as a condition of employment, noncertificated personnel and personnel who are not paid employees of the School District and who are not either the parent or the guardian of a pupil who attends school in the School District but who are required or allowed to provide services directly to pupils without the supervision of a certificated employee may apply for a fingerprint clearance card. A school district may release the results of a background check or communicate whether the person has been issued or denied a fingerprint clearance card to another school district for employment purposes.

The District may fingerprint or require any other employee of the District to obtain a fingerprint clearance card, whether paid or not, or any other applicant for employment with the School District not otherwise required by law. The District may not charge the costs of the fingerprint check or fingerprint clearance card to the fingerprinted applicant or nonpaid employee.

The candidate's fingerprints shall be submitted, along with the form prescribed in G DFA-E, within twenty (20) days after being selected. The form shall be considered a part of the application for employment. The District may terminate an employee if the information on the affidavit required by A.R.S. [15-512](#) is inconsistent with information received from the fingerprint ~~test results~~ check or the information received in connection with a fingerprint clearance card application.

**School Bus Drivers** – An applicant shall submit an Identity Verified Fingerprint Card as described in A.R.S. 15-106 that the Department of Public Safety shall use to process the fingerprint clearance card as outlined in A.R.S. 15-106. A person who is issued a school bus driver certificate shall maintain a valid Identity Verified Fingerprint Clearance Card for the duration of any school bus driver certification period.

The District will assume the cost of fingerprint checks or fingerprint clearance card applications but will assess the employee for charges incurred. Personnel who are not paid employees will not be charged for fingerprint costs.

Individuals shall certify on the prescribed notarized forms whether they are awaiting trial on or have ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the following criminal offenses in Arizona or similar offenses in any other jurisdiction:

- ~~Sexual~~ A. Sexual abuse of a minor. • ~~Incest~~
- B. • ~~First~~ Incest.
- C. First- or second-degree murder.
- ~~Kidnapping~~ D. Kidnapping. • ~~Arson~~
- E. • ~~Sexual~~ Arson.
- F. Sexual assault.
- ~~Sexual~~ G. Sexual exploitation of a minor.
- ~~Felony~~ H. Felony offenses involving contributing to the delinquency of a minor.
- ~~I.~~ Commercial sexual exploitation of a minor.
- ~~Felony~~ J. Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or ~~conspiracy or conspiracy~~ to sell, transport, or distribute marijuana or dangerous or narcotic drugs.
- ~~Felony~~ K. Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs.
- ~~Misdemeanor~~ L. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.
- ~~M.~~ Burglary in the first degree.
- ~~Burglary~~ N. Burglary in the second or third degree.
- ~~Aggravated~~ O. Aggravated or armed robbery. • ~~Robbery~~
- P. • ~~A~~ Robbery.

Q. A dangerous crime against children as defined in A.R.S. [13-705](#).

● ~~Child~~-R. Child abuse.

● ~~Sexual~~-S. Sexual conduct with a minor.

● ~~Molestation~~-T. Molestation of a child. ● ~~Manslaughter~~

U. ● ~~Aggravated~~ Manslaughter.

V. Aggravated assault.

● ~~W~~. Assault.

● ~~Exploitation~~-X. Exploitation of minors involving drug offenses.

A person who makes a false statement, representation, or certification in any application for employment with the School District is guilty of a class 3 misdemeanor.

The District may refuse to hire or may review or terminate personnel who have been convicted of or admitted committing any of the criminal offenses above or a similar offense in another jurisdiction. In conducting a review, the Governing Board shall utilize the guidelines, including the list of offenses that are not subject to review, as prescribed by the State Board of Education pursuant to A.R.S. [15-534](#). In considering whether to hire or terminate the employment of a person, the Governing Board shall take into account the factors listed in A.R.S. [15-512](#).

When considering termination of an employee pursuant to A.R.S. [15-512](#), a hearing shall be held to determine whether a person already employed shall be terminated.

The Superintendent shall develop and implement procedures that include the following in the employment process:

● ~~Provide~~-A. Provide for fingerprinting of employees covered under this policy and A.R.S. [15-512](#).

● ~~Provide~~-B. Provide for fingerprint checks pursuant to A.R.S. [41-1750](#)

● ~~Provide~~-C. Provide for properly assessing employees for fingerprint checks and depositing said funds with the ~~county treasurer~~county treasurer.

Adopted: date of ~~manual~~Manual adoption

LEGAL  
A.R.S.  
[15-106](#)

[15-512](#)  
[23-1361](#)

[41-1750](#)

REF.:

[CROSS EEA EA](#) – Bus Driver Requirements, Training, and Responsibilities REF.:  
[GDF](#) - Support Staff Hiring  
[GDG](#) - Part-Time and Substitute Support Staff Employment  
[JLIA](#) - Supervision of Students

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 8.C. TOPIC: Arizona School Boards Association (ASBA) Bylaw Amendments

SUBMITTED BY: Mr. Joe Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: September 14, 2017

RECOMMENDATION:

The Governing Board will discuss suggestions for possible amendments to ASBA's Bylaws to submit to ASBA as part of their annual membership governance process.

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**RATIONALE:**

Recommendations for amendments to ASBA's Bylaws are due by 5:00 p.m. on Friday, September 15<sup>th</sup>.





## MEMORANDUM

TO: ASBA Governing Board Members, Superintendents and Governing/Superintendent Secretaries  
FROM: Dr. Tim Ogle, Executive Director  
DATE: July 28, 2017  
SUBJ: Proposed ASBA Bylaw Changes Request Notice

A handwritten signature in dark ink, appearing to be "Tim Ogle", is written over the "FROM:" line of the memorandum.

Article VIII Section 1. (b) allows for changes to the ASBA Bylaws to be brought forward by the membership.

These Bylaws or the Core Beliefs may be amended or repealed, or new ones adopted as follows:

- (a) *By a vote of two-thirds of the member boards using an electronic vote of the membership using a procedure adopted by the Board of Directors.*
- (b) *Amendments may be submitted by action of a member board, the Board of Directors of this Association, or any committee appointed by it, and shall be transmitted to the executive director not later than September 15. Such amendments shall be forwarded to the membership at least thirty (30) days prior to the opening of electronic voting as approved by the ASBA Board of Directors.*

This memo is being sent so that your governing board will have ample time to meet and determine if they wish to put forth any changes or amendments to the ASBA Bylaws. All proposed changes to ASBA's bylaws must be received by me no later than **Friday, September 15, 2017**. Enclosed please find a model agenda item for you to use when preparing your governing board meeting agenda if your board plans to discuss and/or propose changes to the bylaws.

To view or download ASBA's current bylaws, go to <http://azsba.org/about-asba/governance/> and click on the bylaws tab.

Electronic voting on proposed changes will begin in November.

---

azsba.org – o: 602.254.1100 – f: 602.254.1177 – 2100 N. Central Ave., Suite 200, Phoenix, AZ 85004

**Executive Director** – Dr. Timothy L. Ogle

**President** – Julie Bacon, Paradise Valley USD • **President Elect** Linda Lyon, Oracle ESD

**Treasurer** – Lawrence Robinson, Roosevelt ESD • **Secretary** – Steven Chapman, Tolleson UHSD

**Immediate Past President** – Kathy Knecht, Peoria USD

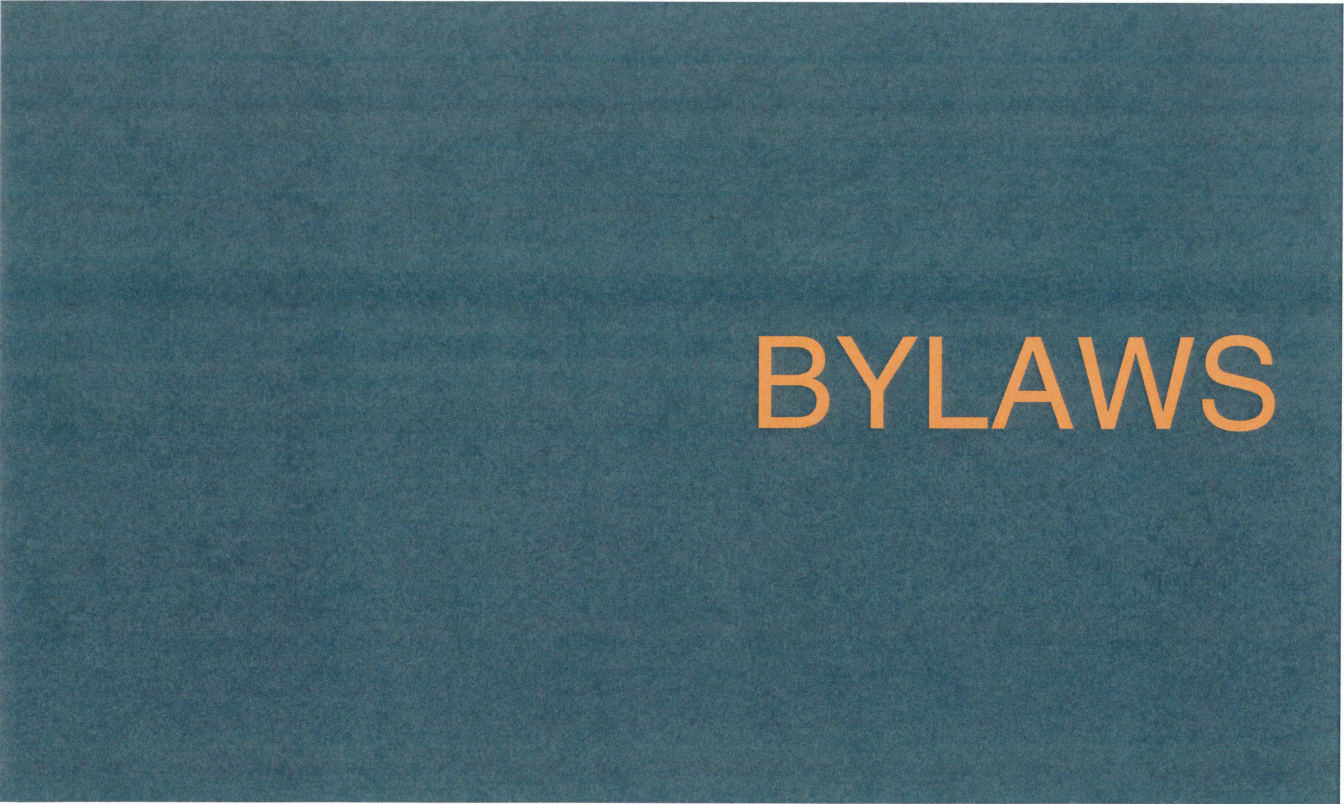
*Quality leadership and advocacy for children in public schools*



If you have any questions, please do not hesitate to contact me either at 602.254.1100 or 800.238.4701 (toll free), or via email at [togle@azsba.org](mailto:togle@azsba.org).

TO/kks

Enclosure



**BYLAWS**

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## Introduction

ASBA is a membership driven organization as described in these Bylaws. As a Private Nonprofit, ASBA is committed to compliance with the Articles of Incorporation, these Bylaws, and the Internal Policy Manual, in all aspects of our work. A review and understanding of these Bylaws facilitates smooth interaction between and among members. Your membership and participation are appreciated.

# BYLAWS ARIZONA SCHOOL BOARDS ASSOCIATION, INC.

## *Article I - Name of the Association*

The Association shall be called the ARIZONA SCHOOL BOARDS ASSOCIATION, INC.

## *Article II - Purpose of the Association*

The Purpose of the Association shall be:

*Section 1.* To promote the general advancement of public education in the State of Arizona and the United States of America and its Territories.

*Section 2.* To promote lay control of public education.

*Section 3.* To coordinate educational policies and procedures and promote uniform application of school laws of the state.

*Section 4.* To coordinate the activities and interest of school boards and accommodation schools within the State of Arizona.

*Section 5.* To present reports, recommendations and information concerning education to the Legislature, State Board of Education, and other governmental officials and agencies.

*Section 6.* To provide leadership to the local school boards.

- (a) By exchanging information and ideas pertaining to all aspects of education.
- (b) By encouraging effective communication with students, parents, community, school personnel, legislators and appropriate agencies.
- (c) By encouraging the most desirable and effective communication between school boards and school personnel, the legislature, and the general public.

*Section 7.* To cooperate with other organizations for the benefit of the children in the public schools of the state and nation.



[www.azsba.org](http://www.azsba.org)

## **Article III - Policies of the Association**

The adoption of the beliefs, of the Arizona School Boards Association, changes thereto, or additions thereto, shall require a majority vote in favor of such adoption by the delegates of member boards. Changes to bylaws and core beliefs may occur by an electronic vote of the membership using a procedure adopted by the Board of Directors.

## **Article IV - Membership**

### **Section 1. Classes of Membership**

- (a) **Active Member** –  
Any governing board of a school district of the State of Arizona is eligible to be an active member of the Association, and membership shall be classified under the name of the district thus represented.
- (b) **Honorary Member** –  
Each past president of the Association shall automatically become and remain an honorary life member. The Board of Directors of the Association may elect additional honorary life members.
- (c) **Associate Member** –  
Accommodation schools within the state of Arizona; the Arizona State School for the Deaf and the Blind; the State Juvenile Education System Board; agency school boards, or local school boards, as established by the Bureau of Indian Affairs of the United States Department of the Interior; tribal school boards, charter school governing bodies; and accredited community colleges shall be eligible for Associate Membership. Any former member of a public school governing board shall be eligible for Associate Membership upon written application to the executive director and upon the payment of dues as established by the Association. Membership privileges of the Associate Members shall be determined by the Board of Directors.
- (d) **Organization Affiliate** –  
Any commercial or professional service firm that wishes to participate in the programs and activities of the Association shall be eligible for Organization Affiliate Membership upon written application to the executive director and approval by the Board of Directors.

### **Section 2. Voting Powers of the Membership**

- (a) **Active Members** –  
A governing board that is an active member of the Association shall be deemed present at a membership meeting if one or more members of such governing boards are in attendance. On each matter presented to the membership for vote, each governing board that is an active member shall be entitled to one vote, provided such governing board has paid dues as established and assessed in section 3(a) hereafter. The right to the floor for the purpose of discussion shall, however, be open to any and all members of a governing board who is an active member.



- (b) **Honorary Members** –  
Honorary members shall also have the right to the floor for the purpose of discussion but shall not be entitled to vote.
- (c) **Associate Members** –  
Associate members shall have the right to the floor for discussion purposes but shall not be entitled to vote.
- (d) **Organization Affiliate** –  
Organization affiliate members shall not be entitled to vote.

### **Section 3. Dues of the Membership**

- (a) **Active Members** –  
The dues of each active member shall be established by the Association at an annual membership meeting or as established by law.
- (b) **Honorary Members** –  
Honorary members shall not pay any dues.
- (c) **Associate Members** –  
The dues of associate members shall be as established by the Association by an electronic vote of the membership using a procedure adopted by the Board of Directors.
- (d) **Organization Affiliates** –  
The dues of organization affiliate members shall be as established by the Association by an electronic vote of the membership using a procedure adopted by the Board of Directors.

### **Section 4. Resignation**

Any member of any classification may submit a resignation in writing to the executive director and such resignation shall be effective ten (10) days after receipt.

### **Section 5. Suspension and Expulsion**

Failure to pay dues shall be grounds for suspension or expulsion from the Association. The Board may also terminate the membership of a member for actions of the member contrary to ASBA's bylaws, under procedures adopted by the Board. Suspension or expulsion shall automatically constitute a termination (in case of suspension, however, only for the period of suspension) of all member's rights and privileges in the Association.

## **Article V - Officers and Board of Directors and Executive Committee**

### **Section 1. Officers and Terms of Office**

The officers of the Association shall be president, president-elect, treasurer, secretary, and immediate past president, each of whom shall serve a term of one (1) year or until the selection and/or qualification of his/her successor. Upon election as the *president-elect*, he/she shall accede automatically to the presidency at such time as he/she is duly qualified. No two offices may be held by the same person.

### **Section 2. Board of Directors**

The governing body of the Association shall be a Board of Directors consisting of the officers, one representative from each of the counties of the state, except Maricopa and



Pima counties which are allotted two (2) representatives. County representatives shall serve for a period of two (2) years with no member serving more than three (3) consecutive two (2) year terms. However, at the first meeting of the Board of Directors after the adoption of the bylaws, county representatives shall determine by lot the one-half of their number who will serve for one (1) year and the one-half who will serve for two (2) years. Thereafter, members of the Board of Directors shall be elected by member boards of their counties at their annual County Workshop meetings. Ex-officio members of the Arizona School Boards Association Board of Directors shall be:

- (a) Any person residing in Arizona who is either an officer or director of the National School Boards Association during his/her term of office in the national body, and
- (b) Any member of an ASBA active member Governing Board serving as President of the Arizona Hispanic Native American Indian Caucus and Black Caucus during his/her term of office in the Caucus.

### **Section 3. Qualifications**

Each officer and director, with the exception of the immediate past president, shall be a member of a governing board which is a member of the Association. No more than one (1) elected officer shall be elected from any one member board and no two (2) board of directors' positions may be held by the same person.

### **Section 4. Authority**

The board shall manage the affairs of the Association and shall have the power to adopt such rules as are consistent with the bylaws.

### **Section 5. Nominations and Elections**

A nominating committee shall be constituted and selected as follows: the immediate past president of the Association shall serve as chairman of the committee and the remaining members shall be appointed by the president in consultation with the directors from those counties in which a county representative to the Board of Directors is elected for a two-year term. No two (2) members of the nominating committee shall be from the same county, and no more than three (3) members, in addition to the past president, shall be members of the Board of Directors. The committee shall submit a slate of officers consisting of one or more nominees for each office to the general membership at an annual membership meeting. Additional nominations may be made from the floor provided the consent of the nominee has been obtained.

The election of officers of the Association shall take place at the annual membership meeting. The election shall be by written ballot when there is more than one nominee for any office and only designated delegates shall be allowed to vote. The officers, county representatives, and ex-officio members of the Board of Directors shall take office at the close of the annual membership meeting. County representatives to the Board of Directors shall be nominated and elected by the official delegates of the governing boards of school districts at the county workshop of each county.





## **Section 6. Selection of Executive Director**

The executive director shall be appointed by the Board of Directors, with a contract not to exceed four (4) years. He/she shall receive such salary and expenses as the Board shall determine or as may be consistent with the laws of the State of Arizona providing therefore.

## **Section 7. Duties of Officers, Board of Directors and Executive Committee**

The president shall have such power and duties as are usually exercised by such an officer. He/she shall preside at meetings of the Association, the Board of Directors and of the Executive Committee. Unless otherwise provided for herein he/she shall appoint all standing and special committees. The president shall be ex-officio member of all committees, except the nominating committee, with voting power. The president-elect, in the absence or disability of the president, shall have the authority and perform the duties of the president. The treasurer and secretary shall have such powers and duties as are usually exercised by such officers. The treasurer shall collect dues and receipt therefor; shall receive and cause to be deposited all monies belonging to the Association, shall disburse the funds of the Association in accordance with the dictates of the Board. He/she shall report regularly to the board, prepare a budget report to be presented to delegates and membership and shall perform such other duties as are delegated to him/her by the president or by the Board. The secretary shall keep the minutes of all meetings of the Association, the Board, and the Executive Committee; shall keep a membership roster up to date at all times; shall preserve the records and the files of the Association; shall give all notices required.

## **Section 8. Executive Committee**

The Executive Committee shall be composed of the officers of the Association.

Duties:

- (a) The Executive Committee shall have the authority of the Board to act on any emergency when the president deems it impracticable to call a meeting of the entire board.
- (b) It may review plans and programs to be presented to the Board at their regular meetings.
- (c) It shall have authority to give direction or delegate that such direction be given on legislative action to come before the State Legislature on which there is no formal Association position.
- (d) All actions of the Executive Committee shall be subject to ratification by the Board of Directors.

## **Section 9. Vacancies and removal from office.**

A vacancy in any office or on the Board of Directors occurring between annual membership meetings shall be filled by a vote of the Board of Directors. Such person shall hold office until the next annual membership meeting of the Association. Any officer or director who *misses more than one meeting out of any four (4) consecutive meetings, unless he/she is excused* by the Board for a valid reason, may have his/her office vacated by action of the board.



## **Article VI - Meetings and Voting**

### **Section 1. Membership Meetings**

The Association shall hold an annual membership meeting, and in addition an annual Delegate Assembly at a time and place designated by the preceding annual membership meeting, by a vote of the membership, or by subsequent determination by the Board of Directors. Notice of the time and place shall be given by written notice to all members at least sixty (60) days but not more than ninety (90) days prior to the meeting. Special meetings of the membership may be called at anytime by the Board of Directors or by the president; and the president shall call a special meeting promptly upon receipt by him/her of a petition stating the purpose of the meeting signed by no less than ten (10) active members. Notice of the time and place of a special meeting shall be given to members at least fifteen (15) days prior to the meeting date, and such notice shall specify the business to be transacted. The presence of representatives of no less than twenty-five (25) active members shall be necessary to constitute a quorum at any meeting of the membership.

### **Section 2. Meetings of the Board of Directors and Executive Committee**

The Board of Directors shall meet at least once each quarter of each calendar year. Special meetings shall be upon the call of the president, and such meetings shall be called upon written request of five (5) members of the Board of Directors. All members should be given notice of time and place of special meetings at least five (5) days prior to the meeting date. The Executive Committee shall meet from time to time as it deems necessary or upon call of the president.

### **Section 3. Annual Delegate Assembly**

- (a) The annual Delegate Assembly shall be held to establish the political agenda items which support the beliefs of the association in the legislative process and in the priorities of the Association. Action agenda items may be submitted to the annual Delegate Assembly of the Association by the action of member boards, the Board of Directors of this Association, or any committee appointed by it, and shall be transmitted to the executive director not later than sixty (60) days before the opening date of the annual Delegate Assembly. All action items so submitted shall be forwarded immediately to the legislative committee for consideration.
- (b) The legislative committee is charged with creating a draft political agenda and shall consider the district action agenda item submitted. The draft legislative agenda shall be sent to members at least twenty (20) days prior to the annual Delegate Assembly by the legislative committee.
- (c) Other action agenda items submitted to the chairman of the legislative committee during the annual Delegate Assembly and prior to the last business session shall be considered by the membership at said meeting, provided that such action agenda items are in proper written form and signed by registered delegates from at least ten (10) active members.
- (d) The reporting member of the legislative committee shall be authorized, on behalf of the committee, to move for floor action on action agenda items and beliefs.



- (e) All action agenda items reported out of the legislative committee shall be duplicated as soon as possible and made available to the delegates.
- (f) Action agenda items passed at the annual Delegate Assembly will constitute the Political Agenda and shall be considered the position of the Association until the next Delegate Assembly.
- (g) The presence of representatives of no less than twenty-five (25) active members shall be necessary to constitute a quorum at the Delegate Assembly.

## ***Article VII - Committees & Caucuses***

### **Section 1. Standing Committees**

Standing Committees of the Association shall be a nominating committee and a legislative committee.

The nominating committee shall be so constituted and have such powers as previously provided herein.

The legislative committee, consisting of as many members as deemed advisable by the president and the Board of Directors, shall meet upon the call of the president to consider legislative matters, and the effect thereof on governing boards.

### **Section 2. Caucuses**

Caucuses shall exist to enhance the work of the association by addressing the unique needs of member districts. Caucuses of ASBA are considered to be affiliated with ASBA as a program provider with responsibility for the caucuses. Each caucus is expected to adopt its own bylaws for operating, programming and governing within the context of the relationship with ASBA described herein.

With the adoption of this section, the Black Caucus of ASBA and the Hispanic/Native American Indian Caucus of ASBA are hereby established.

Caucuses shall be added or eliminated to this provision through the amendment process described in article VIII of this document.

## ***Article VIII - Amendment of Bylaws and Core Beliefs***

**Section 1.** These Bylaws or the Core Beliefs may be amended or repealed, or new ones adopted as follows:

- (a) By a vote of two-thirds of the member boards using an electronic vote of the membership using a procedure adopted by the Board of Directors.
- (b) Amendments may be submitted by action of a member board, the Board of Directors of this Association, or any committee appointed by it, and shall be transmitted to the executive director not later than September 15. Such amendments shall be forwarded to the membership at least thirty (30) days prior to the opening of electronic voting as approved by the ASBA Board of Directors.



## *Article IX - Parliamentary Authority*

**Section 1.** The rules contained in the current edition of Robert's Rules of Order newly revised shall govern the proceedings of the ASBA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order that ASBA may adopt.

Adopted by the ASBA Delegate Assembly, April 6, 1974.

Amended:	September 12, 1975	December 14, 1995
	June 12, 1976	December 12, 1996
	December 8, 1976	December 11, 1997
	November 30, 1977	December 10, 1998
	November 29, 1978	December 13, 2001
	December 12, 1979	December 16, 2004
	December 2, 1981	December 14, 2006
	June 25, 1983	December 11, 2008
	December 5, 1985	December 16, 2010
	December 12, 1986	December 15, 2011
	December 13, 1990	December 13, 2012
	December 12, 1991	December 11, 2014
	December 15, 1994	



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GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 8.D. TOPIC: Reclassification Study Recommendations

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

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

DATE ASSIGNED FOR CONSIDERATION: September 14, 2017

RECOMMENDATION:

It is recommended the Governing Board approve the recommendations resulting from the  
Reclassification Study, Phase IV as presented.

**RATIONALE:**

The District has partnered with Education Management Solutions (EMS), a Human Resources solutions company, over the past three years, to complete a study of several positions within the District.

The purpose of this study is to gather feedback and make recommendations to:

- Ensure staffing efficiencies to maximize the District's human capital
- Align District policy and practice with the District Strategic Plan
- Create sustainable systems based on inner District equity and comparable district market analysis.

During this phase of the reclassification study, forty-two (42) positions were analyzed and salary placement, structure and practices were reviewed. All positions were analyzed for internal equity and compared to other comparable districts. As a result of the study it is recommended the Governing Board approve the recommendations indicated below.

*\* This review will be an ongoing process with multiple positions reviewed each year.*

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

Grade Changes

- 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

### Additional Recommendations

- January 1, 2017, minimum wage increases to \$10.50/hour.
  - New Salary Schedule is presented showing 2.5% down and 1.75% across
- Classified Exempt Salary Schedule Changes
  - 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
- 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 up to 10 years of experience
- Job Description
  - Update job description for Coordinator for Curriculum and Instruction to be one combined job description instead of three separate

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 8.E. TOPIC: Governing Board Goals and Operating Protocol

SUBMITTED BY: Mr. Joe Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: September 14, 2017

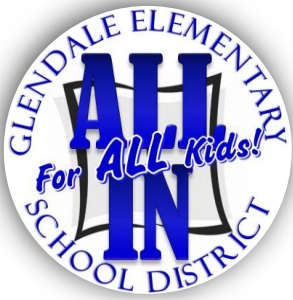
RECOMMENDATION:

The Governing Board will review and consider taking action to approve the Board Goals and Operating Protocols based on discussion during the August 26, 2017 Governing Board Workshop.

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**RATIONALE:**

During the August 26<sup>th</sup> Workshop, the Governing Board discussed goals and changes to operating protocols. A draft of these items based on this discussion is attached for the Board's consideration.



# GLENDALE ELEMENTARY SCHOOL DISTRICT No. 40

## GOVERNING BOARD GOALS

1. The Board will review and discuss student achievement data, as well as its impact on the achievement gap, provided by the administration through monthly updates of the District Assessment Plan.
2. The Board will recognize individuals and initiatives contributing to student achievement. *Two individuals/programs will be recognized at each regular meeting.*
3. The Board will adhere to its adopted operating protocol

## GOVERNING BOARD OPERATING PROTOCOL

For the purpose of enhancing teamwork among members of the Board and between the Board and the Administration, we, the members of the School District Senior Leadership Team do hereby publicly commit ourselves collectively and individually to the following operating protocol:

1. **Children's interests come first.** The Board will represent the needs and interests of all the children in our District and the community it serves.
2. **Clearly state goals.** The Board will set clear goals for themselves and the Superintendent. The Board and Superintendent will set clear goals for the District.
3. **Annually conduct a self-assessment/evaluation.** The Board will address its behavior by yearly self-evaluation and by addressing itself to any individual problems, such as poor meeting attendance or leaks of confidential information. **(B-0100, BAA)**
4. **Don't spring surprises** on other Board members or the Superintendent. Surprises to the Board or the Superintendent will be the exception, not the rule. There should be no surprises at a Board meeting. We agree to ask the Board President or the Superintendent to place an item on the agenda instead of bringing it up unexpectedly at the meeting. **(B-1750, BEDBA)**
5. **Communication** between staff and the Board is encouraged as long as it follows Board Policy. The Senior Leadership Team recognizes good, timely, open, and constant communication regarding District issues is extremely important. We will strive to anticipate issues which may become important or are sensitive to our District and District stakeholders. **(B-3050, BHC)**



6. **Follow the chain of command.** The last stop, not the first, will be the Board. We agree to follow the chain of command and insist that others do so. While the Board is eager to listen to its constituents and staff, each inquiry is to be referred to the person who can properly and expeditiously address the issue. Board requests that will likely require considerable time or have political implications are to be directed to the Superintendent. All personnel complaints and criticisms received by the Board or its individual members will be directed to the Superintendent. **(B-3100, BHD) (C-0900, CCB)**
7. **Own the collective decision making process.** The senior leadership team will support decisions made by the Board and/or the Administrative Team once a decision is made. We will support the majority decision(s).
8. **Exemplify the governance role.** The Leadership Team (Board and Superintendent) will support the policies our District currently has in place. We will continue to annually study and review policies for effectiveness and appropriately engage key stakeholders in the development or deletion of policies and policy revisions. We will maintain and apply District policies consistently while being cognizant of and recognizing the potential uniqueness of any given situation.
9. **Utilize CEO input.** The Superintendent is the chief executive officer of the Senior Leadership Team and should make recommendations, proposals or suggestions on most matters that come before the Board. **(C-0300, CBCA)**
10. **Board acts only as a body.** Individual Board members do not have authority. Only the Board as a whole has authority. We agree that an individual Board member will not take unilateral action. The Board President will communicate the position (s) of the Board on controversial issues. When Board members serve on various school committees their role shall be defined by the Board as silent observer or active participant. **(B-00250, BBAA)**
11. **Meeting protocol.** Conduct at a Board meeting is very important. We desire to have a legacy of a well functioning, effective Board. We agree to avoid words and actions that create a negative impression on an individual, the Board or the District. We will be open minded and willing to deeply listen to all speakers/presenters. We agree we can disagree and will do so using common courtesy and respect for others. We will not react to impromptu complaints on the spot, but will assure any individual(s) the school District will follow-up.
12. **Avoid marathon Board meetings.** To be efficient and effective, long Board meetings must be avoided. Points are to be made in as few words as possible; speeches at Board meetings will be minimal. If a Board member believes s/he doesn't have enough information or has questions, either the Superintendent or Board chair is to be called before the meeting.

13. **Practice efficient decision-making.** Board meetings are for decision-making, action and votes, not endless discussion. We agree to move to the question when discussion is repetitive.
14. **Speak to agenda issues.** The Board will not play to the audience. We agree to speak to the issues on the agenda and attend to our fellow Board members. Facts and information needed from the administration will be referred to the Superintendent.
15. **Executive/closed sessions** will be held only for appropriate subjects. Executive sessions will be held only when specific needs arise. Board members will be extremely sensitive to the legal ramifications of their meetings and comments.

GLENDALE ELEMENTARY SCHOOL DISTRICT

**INFORMATIONAL AGENDA ITEM**

AGENDA NO: 9.A. TOPIC: Future Meetings

SUBMITTED BY: Mr. Joseph Quintana, Superintendent

RECOMMENDED BY: Mr. Joseph Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: September 14, 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.

September 28	Special Meeting Annual Financial Report Executive Session for Legal Advice
October 26	Superintendent Goal Progress Report
November 16	Executive Session for Superintendent's Evaluation
December 7	Regular Meeting Superintendent Performance Pay
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