

GLENDALE ELEMENTARY SCHOOL DISTRICT NO. 40

Special Meeting of the Governing Board

September 28, 2017, 5:30 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 Board Room in the District Office, 7301 N. 58th Avenue, Glendale.

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

GOVERNING BOARD PRIORITIES

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

OUR GOALS

Increase Student Achievement Eliminate the Achievement Gap

1. Call to Order and Roll Call

2. Opening Exercises

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

3. Call to the Public

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

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

4. Consent Agenda

a. Certified Personnel Report

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

b. Classified Personnel Report

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

c. Travel

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

d. Fundraiser Activity Requests

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

5. Reports and Information Items

a. Arizona School Boards Association (ASBA) Law Conference

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

6. Action Items

a. National School Boards Association (NSBA) Annual Conference

It is recommended the Governing Board approve Governing Board members and administrators to be named to attend the National School Boards Association Annual Conference in San Antonio, Texas, from April 6-9, 2018.

b. Employment of Assistant Principal

It is recommended the Governing Board approve the promotion of Ms. Lacey Merritt to Assistant Principal of Coyote Ridge School, salary and benefits commensurate with other Assistant Principals.

c. Annual Financial Report

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

d. Policy Revision Second Reading

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

7. Executive Session

At this time, the Governing Board will consider voting to recess the special meeting in order to convene to executive session for the following purposes:

a. Legal Advice

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

b. Employment of Superintendent

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

8. Reconvene to Public Session

9. Action Items

a. Employment of Superintendent

The Governing Board will consider possible action to appoint Ms. Cynthia Segotta-Jones as Superintendent beginning in the 2018-2019 school year subject to contract negotiations.

b. Superintendent Search

The Governing Board will consider possible action to provide direction to the Superintendent to begin procurement of a superintendent search consultant.

10. 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.

11. Adjournment

GLENDALE ELEMENTARY SCHOOL DISTRICT
ACTION AGENDA ITEM

AGENDA NO: 4.A. TOPIC: Certified Personnel Report

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

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

DATE ASSIGNED FOR CONSIDERATION: September 28, 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. Alonzo, Benjamin	Teacher	\$36,000	09/20/17
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*Salary is subject to change pending employment and transcript verification.

Resignation

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

*Recommend liquidated damages fee applied per contract

Separation

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

1. Moore, Erika	Guest Teacher		09/01/17
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GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 4.B. 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 28, 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. Acuna, Angelina	Food Service Worker	\$10.00	09/11/17
2. Castro-Amarillas, Lisa	Food Service Worker	\$10.00	09/11/17
3. Lobianco, Anthony	Campus Monitor	\$10.00	09/18/17
4. Lopez, Dennis R.	Cleaner II	\$10.00	09/18/17
5. MacNab, Paige	Attendance Secretary	\$10.67	09/25/17
6. Mendez, Joelein	Educational Asst. Resource	\$10.00	09/18/17
7. Moreno, Azucena	Attendance Secretary	\$10.67	09/11/17
8. Ortega, Allysen	Educational Asst.	\$11.49	09/18/17
9. Parra, Alexis	Ed Resource	\$10.00	09/18/17
10. Smith, Bobby	Diesel Mechanic	\$19.88	09/18/17
11. Venegas, Amelia	Campus Monitor	\$10.00	09/18/17

Position Change

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

Resignation

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

Retirement

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

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

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

1. Urias, Ana	From 4 to 5 hours per day	Increase in hours	09/11/17
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GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

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

SUBMITTED BY: Mr. Joe Quintana, Superintendent

RECOMMENDED BY: Mr. Joe Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: September 28, 2017

RECOMMENDATION:

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

Traveler	Purpose/Location	Dates	Cost
Alejandrina Garcia Roxanne Reese	ADE OELAS Conference Tucson, AZ	Dec 6-8	\$1,900 <i>Title III</i>
Katherine Richman Diane Litwiller	2017 Edupoint National Users Conference Anaheim, CA	Nov 2-3	\$110 <i>M&O</i>

TRAVEL REQUEST FORM

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

This form must be turned in with purchase requisitions and PAR prior to departure date to ensure Board approval.

Name of Traveler(s): Alejandrina Garcia, Language Acquisition Coordinator and Roxanne Reese Language Acquisition Achievement Advisor.

Working at School/Department Language Acquisition Department

Reason for Travel: 2017 Office of English Language Acquisition Services (OELAS) Conference-Arizona Department of Education

Traveling to: JW Marriott Starr Pass Tucson, AZ

Dates of Travel: December 6 – 8, 2017

Substitute Needed / Dates: none

	Code	Cost	Requisition Number
Charge Sub to:	_____	_____	_____
Charge Registration to:	<u>190.100.2213.6360.561.0000</u>	<u>\$790.00</u>	_____
Charge Airline/Bus to:	_____	_____	_____
Charge Meal/Lodging to:	<u>190.100.2213.6580.561.0000</u>	<u>\$940.00</u>	_____
Charge Auto Mileage to:	<u>190.100.2213.6580.561.0000</u>	<u>\$170.00</u>	_____
	Total Cost of Travel	<u>\$1,900.00</u>	_____

APPROVED BY: _____ **DATE** _____

_____ Approved _____ Not Approved By the Governing Board on _____

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): Alejandrina Garcia, Language Acquisition Coordinator and Roxanne Reese, Language Acquisition Achievement Advisor.

Conference/Workshop Title: 2017 ADE- Office of English Language Acquisition Services (OELAS)

(Reason for Travel) Annual Conference at the JW Marriott Starr Pass in Tucson, AZ

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

The conference will provide GESD with valuable information to be used in the implementation of the English Language Development (ELD) 4-hour instructional model. This conference will provide meaningful professional development opportunities for educators and teacher trainers of ELLs, designed to help meet the unique challenges faced in the Structured English Immersion program model.

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

The information will be shared with the seventeen school Language Acquisition Lead Teachers, school level Achievement Advisors, and school leadership through collaborative meetings and professional development sessions.

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

The conference is sponsored every year by the Arizona Department of Education to assist districts with State directed compliance mandates concerning the implementation of the ELD instructional model; the implementation of language development instructional methodologies; after school programs and services for English language learners and their families. The conference connects to the district and department goals: for 1) increasing achievement for all students and 2) eliminate the achievement gap.

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

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

Name of Traveler(s): Katherine Richman and Diane Litwiller

Working at School/Department: DO/IT

Reason for Travel: 2017 Edupoint National Users Conference

Traveling to: Anaheim, CA

Dates of Travel: November 2 – 3, 2017

Substitute Needed/Dates: N/A

	Code	Cost	Requisition Number
Charge Sub to:	_____	\$ _____	_____
Charge Registration** to:	<u>001.100.2580.6360.571.0000</u>	<u>Fees included in Service Contract</u>	_____
Charge Airline/Bus*** to:	_____	<u>\$ N/A</u>	_____
Charge Meal/Lodging* to:	_____	<u>\$ _____</u>	_____
Charge Auto Mileage to:	<u>001.100.2580.6580.571.0000</u>	<u>\$110.00</u>	_____
	Total Cost of Travel	<u>\$ _____</u>	_____

APPROVED BY: _____ **DATE** _____

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

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

CONFERENCE/WORKSHOP REQUEST
JUSTIFICATION FORM

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

Name of Traveler(s): Katherine Richman and Diane Litwiller

Conference/Workshop Title: 2017 Edupoint National Users Conference
(Reason for Travel)

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

Edupoint is providing information for School Districts on functionality of Synergy. This conference will provide updates to existing features of Synergy as well as new features that will be released in the future.

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

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

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

Attendance at this workshop will ensure that the Student Information Coordinators for GESD are informed of the changes happening with Edupoint as a company as well as Synergy.

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 4.D. TOPIC: Fundraiser Activity Requests

SUBMITTED BY: Various Schools

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

DATE ASSIGNED FOR CONSIDERATION: September 28, 2017

RECOMMENDATION:

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

RATIONALE:

School	Event	Purpose
Bicentennial South	Family Game Night	PTO to raise funds for field trips, classroom resources
Bicentennial South	Dollar Day	PTO selling items to raise money for planter and back gate
Glenn F. Burton	Kona Ice	Student Council raising funds for fall festival, Spring dinner
Desert Garden	Spirit T-shirts	Student Council raising funds for field trips
Desert Garden	Smencils (smelly pencils)	Student Council raising funds for field trips
Discovery	Bookfair	Library raising funds for new books
Discovery	Santa Shop	PTSA an opportunity for students to purchase gifts
Discovery	Great Skate Night	PTSA raising funds to support PTSA training and Insurance, teacher appreciation week, student council projects, family assistance.
Discovery	Peter Piper Pizza Night	PTSA raising funds to support PTSA training and Insurance, teacher appreciation week, student council projects, family assistance.
Discovery	Kona Ice	PTSA raising funds to support PTSA training and Insurance, teacher appreciation week, student council projects, family assistance.
Wm C Jack	Book Fair	PTA raising funds to purchase library books

Source of Funding -

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

GLENDALE ELEMENTARY SCHOOL DISTRICT

INFORMATIONAL AGENDA ITEM

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

AGENDA NO: 5.A. TOPIC: Arizona School Boards Association (ASBA) Law Conference

SUBMITTED BY: Mr. Joe Quintana, Superintendent

DATE OF REPORT: September 28, 2017

Report on:

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

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.A. TOPIC: National School Boards Association Annual Conference

SUBMITTED BY: Mr. Joe Quintana, Superintendent

RECOMMENDED BY: Mr. Joe Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: September 28, 2017

RECOMMENDATION:

It is recommended the Governing Board approve Governing Board members and administrators to be named to attend the National School Boards Association Annual Conference in San Antonio, Texas, from April 6-9, 2018.

RATIONALE:

Please see the attached travel request form for additional details regarding the proposed trip. General Registration opens on October 25th.

Source of Funding -

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

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): Governing Board and Executive Team Members TBD
Working at School/Department: District Office
Reason for Travel: NSBA Annual Conference and Pre-Conference
Traveling to: San Antonio, TX
Dates of Travel: April 6-9, 2018
Substitute Needed/Dates: n/a

	Code	Cost	Requisition Number
Charge Sub to:	_____	\$ _____	_____
Charge Registration to:	<u>001.100.2310.6330.550</u>	<u>\$ 1,110.00</u>	_____
Charge Airline/Bus to:	<u>001.100.2310.6580.550</u>	<u>\$ 200.00</u>	_____
Charge Meal/Lodging to:	<u>001.100.2310.6580.550</u>	<u>\$ 1,100.00</u>	_____
Charge Auto Mileage to:	_____	\$ _____	_____
	Total Cost of Travel*	<u>\$ 2,410.00</u>	

** Estimated cost per person*

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): Governing Board and Executive Team Members TBD

Conference/Workshop Title: National School Boards Association Annual Conference
(Reason for Travel)

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

The NSBA Annual Conference and Exposition is the one national event that brings together education leaders at a time when domestic policies and global trends are combining to shape the future of our students. More than 7,000 school board members, superintendents, and education leaders from across the country and around the globe will gain valuable knowledge and information in five key areas: Leadership, Advocacy, Technology + Learning, Urban school issues, and School law. Participants will also gain ideas and strategies through more than 200 programming sessions, workshops, speakers, site visits and exhibitors, on cutting-edge content, best practices, and the freshest ideas to support student achievement. The Governing Board is responsible for providing the best education possible for our students. One of the best ways to work toward that end is being well-educated as school leaders. The National School Boards Association Annual Conference and state school boards association conferences present new strategies to managing school district finances and operations, showcase the latest technologies that aid student learning, demonstrate best practices gleaned from real-life experiences at other school districts, and allow board members to network with experts and peers. The exhibits also introduce the latest in products and services.

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

New learning will be shared within Administrator, Executive Team and Governing Board meetings.

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

Our children benefit from having knowledgeable board members who make well-informed decisions about school policy, finance, personnel, or curriculum. The management strategies learned through the quality professional development sessions at the conference will ultimately save the District money and lead to academic success.

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.B. TOPIC: Employment of Assistant Principal

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

RECOMMENDED BY: Mr. Joe Quintana, Superintendent

DATE ASSIGNED FOR CONSIDERATION: September 28, 2017

RECOMMENDATION:

It is recommended the Governing Board approve the promotion of Ms. Lacey Merritt to Assistant Principal of Coyote Ridge School, salary and benefits commensurate with other Assistant Principals.

RATIONALE:

A committee was formed to screen and interview candidates for the Coyote Ridge Assistant Principal vacancy. Several applicants were interviewed.

As a result, it is recommended Ms. Lacey Merritt be appointed as Assistant Principal of Coyote Ridge School. Lacey has been in the field of education for thirteen years, all served within the Glendale Elementary School District. She started her career in the classroom as a fifth grade teacher. In addition, she taught eighth grade science. She also served as a Gifted Site Coordinator and a New Teacher Induction Coach. Lacey has served as the Math and Science Achievement Advisor at Coyote Ridge for the last two years. Ms. Merritt has a Bachelor of Arts Degree in Elementary Education from Arizona State University and a Master of Education in Educational Administration from Grand Canyon University.

We are honored to recommend Ms. Lacey Merritt to the position of Assistant Principal of Coyote Ridge School.

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

Lacey L. Merritt



Determined educator committed to serve as an instructional leader to build teacher capacity in an environment of the shared belief that all students can succeed. To empower teachers through collaboration and reflection. To build meaningful relationships with all teachers, staff, community, parents and students through transparency and open communication.

CORE COMPETENCIES

- Curriculum Development
- Learner Assessment
- Leadership
- Community Partnerships
- Technology Integration
- Strategic Planning
- Instructional Best Practices
- Positive Behavior Intervention and Support
- Cognitive Coaching
- Cooperative Learning
- Common Assessments
- Professional Learning Communities
- Differentiated Instruction
- Comprehensive Literacy
- Comprehensive Math
- Interactive Language Development
- Student Motivation
- Inclusion
- Data analysis
- Professional Development
- Leadership & Team Building
- School Security & Safety

EDUCATION & CERTIFICATION

Masters of Education in Educational Administration (2017)
Grand Canyon University - Phoenix, AZ

Masters of Education (2008)
Specialization: Educational Technology
Arizona State University - Glendale, AZ

Bachelor of Arts in Elementary Education K-8 (2004)
Specialization: English Language Learners
Arizona State University - Glendale, AZ

Principal Certification - PreK-12 (pending)

Arizona Teaching Certification - K-12
Middle School Science Endorsement,
English Language Learner K 12 Endorsement

Trainings

Positive Behavior Intervention and Support (PBIS)
Arizona Department of Education - Avondale, AZ

Cognitive Coaching
K12 Learning Center - Phoenix, AZ

Master Mentor I - III
K12 Learning Center - Phoenix, AZ

AWARDS

GESD 40 District
Teacher of the Year
2010

Coyote Ridge Elementary
Teacher of the Year
2010

Arizona State University
BEST Instruction Award
2008

WORK EXPERIENCE

Coyote Ridge Elementary School – Glendale, AZ December 2004 - Present
Glendale Elementary School District


Math and Science Achievement Advisor (Instructional Coach) January 2015 - Present

- Model research based strategies for teachers
- Provide support to grades Kinder through 8th grade including four classrooms of mixed ability students with autism and two special education resource.
- Assist with planning and implementing of site and district professional development
- Observe teacher in practice and provide feedback
- Coach teachers through planning, implementation, and reflection
- Assist teachers with data analysis to identify greatest area of need
- Support teachers in the *Learning by Doing* professional learning community model and framework
- Empowering teachers in making data-driven decisions to impact student learning
- Interpret assessment data to identify greatest area of need and determine next steps for teachers a site intervention plans
- Participate in collaborative team meetings
- Provide math intervention in small group through both push in and pull out models
- Collaborate with Glendale Union High School staff to align curriculum and instruction with high school progressions
- Work directly with principal and assistant principal as part of the leadership team
- Participate collaboratively in monthly achievement advisor meetings at the district office
- Assist in the development of curriculum, benchmarks, and alignment of resources at the district level

8th Grade Science Teacher July 2008 – January 2015

- Apply NGSS and Arizona Science Standards to create and implement science lessons
- Provided inquiry-based lessons to foster critical thinking and reasoning
- Integrated technology as a teaching tool and student resource learning
- Collaborate to provide RTI support based on grade level data
- Differentiate instruction based on data collected in formative assessments
- Apply 5Es teaching model to construct understanding
- Provide whole and small group instruction to all students
- Served as a member of the district science committee to adopt new science curriculum
- Provide professional development to district-wide middle school science teacher and K-5 classroom teachers regarding teaching practices and science instruction.
- Facilitated district-wide science professional learning community
- Served as grade level chair

New Teacher Induction Coach July 2008 – January 2015

- Provided differentiated coaching support for district-wide middle school first and second year teachers
 - Provided differentiated coaching support for site-based first and second year teachers
 - Created and provided professional development based on the needs of new teachers as they evolved throughout the academic year
 - Maintained documentation of support and action steps
- 

Lacey L. Merritt

Gifted Site Coordinator

June 2006 – June 2010

- Provided professional development on differentiation strategies and inclusion
- Prepared and modeled lessons
- Maintained confidential documentation of student records
- Supported teachers of gifted students through co teaching and observational feedback

5rd Grade Teacher

December 2004 – June 2008

- Provide whole and small group instruction to all students
- Differentiate instruction based on data collected in formative assessments. Collaborated with team to provide best teaching practice
- Prepared cross-curricular integrated units targeting essential standards and supporting core ideas
- Served as a member of the district reading committee for the development of the reading scope and sequence aligning to the adoption of the new reading curriculum adoption
- Served as grade level chair

Arizona State University– Tempe, AZ

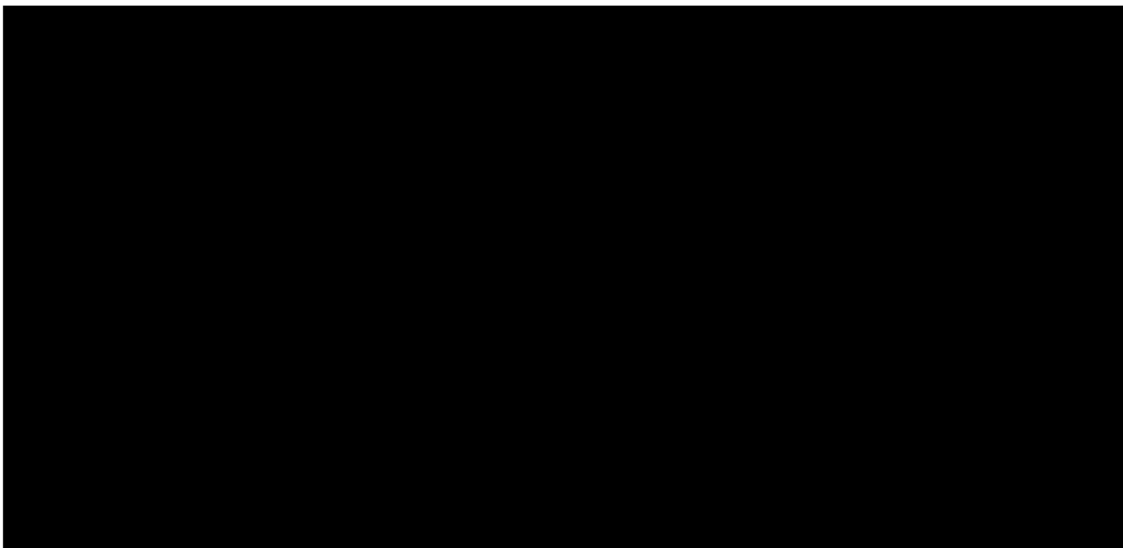
August 2013 – May 2015


Mary Lou Fulton Teacher’s College

Instructor (Health Literacy in the Classroom: PPE310)

- Teach new teacher candidates researched based methodologies in sustaining a healthy learning environment as outlined by Mary Lou Fulton Teacher’s College.
- Apply strategies to engage adult learners
- Incorporate the use of technology by using Blackboard and other platforms for assignments, course materials, and as a communication forum with my students.
- Support student use of technology integration through assignment product and application
- Model best practices and authentic applications
- Evaluate teacher candidate performance using Arizona State Professional Teaching Standards and TAP rubric
- Provide constructive and timely feedback of teacher candidate performance

REFERENCES





August 30, 2017


To Whom It May Concern:

Please consider the scope of my education and experience as an instructional leader as you choose the best candidate for assistant principal for Coyote Ridge Elementary School in the Glendale Elementary School District. I am currently the Math and Science Achievement Advisor at Coyote Ridge, a Title I K 8 grade school with nearly 850 students and an 85% free and reduced lunch rate. Our school proudly serves four self-contained classrooms of students with Autism. Our school has successfully implemented an intensive RTI program that utilizes the talents of all staff collaborating to raise ELA and math achievement. Coyote Ridge is a PBIS (Positive Behavior Intervention and Support) school, which has created a safe and healthy learning environment positively impacting the rate and frequency of referrals.

Within the years working in the capacity as a teacher, mentor, and coach at Coyote Ridge, I have built a solid reputation of initiative, transparency and authenticity in serving the needs of our community. The areas of staff communication and professional development have showed a significant gain in our climate survey, due in part to my contributions to the Coyote Ridge leadership team and commitment the vision and mission. Coaching new and veteran teachers through long term and short-term goals has impacted teacher effectiveness and increased student achievement. Building teacher capacity and empowering teachers as leaders has established a true *"all in for all kids"*.

I have experience implementing tiered behavioral support PBIS program tier one universal, tier two intervention, and tier three individualized support and evaluation, developing district wide curriculum pacing guides and resources, providing professional development, collecting and analyzing data, and organizing campus-wide assessment. My greatest strengths are the relationships I have established and maintain with all stakeholders in our community and my ability to effectively communicate with teachers, staff, parents, students and other vested community members.

Coyote Ridge is my community and runs through my veins. It is my belief that it takes an invested community and a mindful leader to make an impact on the lives of students. All members of the school and community are critical for sustaining student achievement and establishing a culture of respect. A leader sets the tone for the staff, upholds high expectations, and provides support for reaching those expectations. It is my hope that I will be given the opportunity to be that leader for Coyote Ridge.

Thank you in advance for taking the time to consider me as an instructional leader. Please contact me at 

Sincerely,

Lacey L. Merritt



GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.C. TOPIC: Annual Financial Report

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

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

DATE ASSIGNED FOR CONSIDERATION: September 28, 2017

RECOMMENDATION:

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

RATIONALE:

In accordance with A.R.S.§15-904, public school districts are required to submit an approved Annual Financial Report (AFR) to the Arizona Department of Education by October 15th. In addition, it must be published in a newspaper of general circulation within the school district or posted on the Arizona Department of Education website by November 15th.

Please refer to the attached sheet for an explanation of cash variances and a summary of highlights for FY 2016-17.

Once approved, the Annual Financial Report will be submitted to the Arizona Department of Education to post online with a link from the District's website.

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



ANNUAL FINANCIAL REPORT

We, the Governing Board of the District, hereby certify the
Annual Financial Report per A.R.S. §15-904
for the Fiscal Year
2017

SIGNATURE/DATE

SIGNATURE/DATE

MaryAnn Wilson, President 9/28/2017
Jamie Aldama, Clerk 9/28/2017
Brenda Bartels, Member 9/28/2017
Monica G. Pimentel, Member 9/28/2017
Sara Smith, Member 9/28/2017

The Annual Financial Report file(s) for FY 2017 uploaded to the Arizona Department of Education's website on _____ contain(s) the data for the AFR described above.

Date

Superintendent Signature

Joe Quintana
Superintendent (Typed Name)

Sara DiPasquale
District Contact Employee

Business Manager Signature

Sara DiPasquale
Business Manager (Typed Name)

623-237-7108
Telephone Number

sdipasquale@gesd40.org
E-mail

TOTAL EXPENDITURES BY FUND

1. Maintenance & Operation (from page 2, line 33)	\$	<u>69,357,452</u>
2. Classroom Site Funds (from page 3, line 49)	\$	<u>4,020,580</u>
3. Unrestricted Capital Outlay (from page 4, UCO Fund line 10)	\$	<u>5,927,544</u>

FUNDS AVAILABLE

Beginning Fund Balance (1)

REVENUE

1000 Local

- 1110 Property Taxes
- 1140 Penalties and Interest on Taxes
- 1280 Revenue in Lieu of Taxes
- 1310 Tuition from Individuals
- 1320 Tuition from Other Arizona Districts
- 1330 Tuition from Out-of-State Districts
- 1340 Tuition from Other Private Sources (Other than Individuals)
- 1350 Tuition from Other Government Sources Within Arizona
- 1360 Tuition from Other Government Sources Outside Arizona
- 1410 Transportation Fees from Individuals
- 1420 Transportation Fees from Other Arizona Districts
- 1430 Transportation Fees from Out-of-State Districts
- 1440 Transportation Fees from Other Private Sources (Other than Individuals)
- 1450 Transportation Fees from Other Government Sources Within Arizona
- 1460 Transportation Fees from Other Government Sources Outside Arizona
- 1500 Investment Income
- Other (Specify) (2) 1980-Refund-Prior Yr Exp.; 1994-Rebate; 1999-State-Dated Warrants

Subtotal (lines 2-18)

2000 Intermediate

- 2110 County School Fund
- 2120 County Equalization Assistance
- 2210 Special County School Reserve Fund
- Other (Specify)

Subtotal (lines 20-23)

3000 State

- 3100 Unrestricted
- 3110 State Equalization Assistance
- 3120 Additional State Aid
- Other (Specify)

Subtotal (lines 25-28)

4000 Federal

- 4100 Unrestricted Revenue Received Directly from the Federal Government
- 4200 Unrestricted Revenue Received from the Federal Government through the State
- 4500 Restricted Revenue Received from the Federal Government through the State
- 4700 Revenue Received from the Federal Government through Other Intermediate Agencies
- 4800 Revenue in Lieu of Taxes
- 4900 Revenue for/on Behalf of the District
- Other (Specify)

Subtotal (lines 30-36)

Total Fund Revenue (lines 19, 24, 29, and 37)

- 5100 Issuance of Bonds
- 5200 Fund Transfers-In
- Other (Specify)

TOTAL FUNDS AVAILABLE (lines 1 and 38 through 41)

Total Expenditures

- 6900 Other Financing Uses and Other Items

TOTAL EXPENDITURES AND OTHER USES (lines 43 plus 44)

ENDING FUND BALANCE (line 42 minus line 45) (3)

	MAINTENANCE AND OPERATION FUND 001	UNRESTRICTED CAPITAL OUTLAY FUND 610	ADJACENT WAYS FUND 620	DEBT SERVICE FUND 700	
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	
1.	5,412,992	3,722,576	528,750	355,859	1.
2.	10,132,877	2,267,359	50,812	1,904,584	2.
3.	330,548				3.
4.	282,132	74,246	1,360	50,864	4.
5.		0			5.
6.		0			6.
7.					7.
8.					8.
9.	26,092				9.
10.					10.
11.					11.
12.					12.
13.					13.
14.					14.
15.					15.
16.					16.
17.		12,350	3,241	36,721	17.
18.	19,642				18.
19.	10,791,291	2,353,955	55,413	1,992,169	19.
20.					20.
21.	5,750,441	0			21.
22.					22.
23.					23.
24.	5,750,441	0			24.
25.	278,479				25.
26.	52,190,249	0			26.
27.	277,714	527,263			27.
28.					28.
29.	52,746,442	527,263		0	29.
30.					30.
31.					31.
32.					32.
33.					33.
34.					34.
35.					35.
36.					36.
37.	0			0	37.
38.	69,288,174	2,881,218	55,413	1,992,169	38.
39.				0	39.
40.		0			40.
41.					41.
42.	74,701,166	6,603,794	584,163	2,348,028	42.
43.	69,357,452	5,927,544	36,160	2,289,625	43.
44.	466,132				44.
45.	69,823,584	5,927,544	36,160	2,289,625	45.
46.	4,877,582	676,250	548,003	58,403	46.

- (1) The Maintenance and Operation Fund beginning fund balance includes the revolving account cash balance of \$ _____ at 7/1/16.
- (2) The Government Property Lease Excise Tax revenue included on line 18 is \$ _____
- (3) The Maintenance and Operation Fund ending fund balance includes the revolving account cash balance of \$ _____ at 6/30/17.

MAINTENANCE AND OPERATION FUND (001)—EXPENDITURES

Expenditures		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals			% Increase/ Decrease in Actual
							Budget	Actual	Prior Year Actual	
100 Regular Education										
1000 Instruction	1.	22,018,297	8,417,389	372,879	496,472	2,808	31,125,782	31,307,845	32,156,662	-2.6%
2000 Support Services										
2100 Students	2.	1,190,785	479,194	120,312	27,747	0	1,921,107	1,818,038	1,686,238	7.8%
2200 Instructional Staff	3.	1,205,907	486,217	78,686	126,157	7,594	1,910,485	1,904,561	1,647,671	15.6%
2300 General Administration	4.	531,101	695,711	339,826	32,755	28,965	1,926,900	1,628,358	1,725,906	-5.7%
2400 School Administration	5.	3,787,320	1,306,833	56,703	13,012	2,730	5,065,486	5,166,598	5,011,377	3.1%
2500 Central Services	6.	1,922,139	584,448	337,187	86,088	36,685	4,185,656	2,966,547	2,506,079	18.4%
2600 Operation & Maintenance of Plant	7.	3,647,171	1,258,588	2,266,835	2,237,936	6,171	10,378,172	9,416,701	8,958,420	5.1%
2900 Other	8.	0	0	0	0	0	0	0	0	0.0%
3000 Operation of Noninstructional Services	9.	211,239	29,108	0	0	0	237,954	240,347	229,052	4.9%
610 School-Sponsored Cocurricular Activities	10.	0	0	0	0	0	0	0	0	0.0%
620 School-Sponsored Athletics	11.	98,620	19,877	41,757	16,445	0	191,672	176,699	148,551	18.9%
630 Other Instructional Programs	12.	32,007	6,521	0	0	0	36,393	38,528	32,922	17.0%
700, 800, 900 Other Programs	13.	7,765	0	0	0	0	16,000	7,765	3,984	94.9%
Regular Education Subsection Subtotal (lines 1-13)	14.	34,652,351	13,283,886	3,614,185	3,036,612	84,953	56,995,607	54,671,987	54,106,862	1.0%
200 Special Education										
1000 Instruction	15.	4,524,054	1,855,811	1,010,697	7,284	0	7,571,909	7,397,846	7,149,196	3.5%
2000 Support Services										
2100 Students	16.	1,572,282	509,771	1,424,292	16,711	800	3,934,202	3,523,856	3,428,100	2.8%
2200 Instructional Staff	17.	201,689	64,409	10,121	3,115	1,554	358,354	280,888	352,865	-20.4%
2300 General Administration	18.					550	550	550	0	--
2400 School Administration	19.	1,650	336	0	1,040	0	3,070	3,026	95,045	-96.8%
2500 Central Services	20.	0	0	75	0	0	1,000	75	825	-90.9%
2600 Operation & Maintenance of Plant	21.			0	0	0	500	0	869	-100.0%
2900 Other	22.						0	0	0	0.0%
3000 Operation of Noninstructional Services	23.						0	0	0	0.0%
Subtotal (lines 15-23)	24.	6,299,675	2,430,327	2,445,185	28,150	2,904	11,869,585	11,206,241	11,026,900	1.6%
400 Pupil Transportation	25.	1,589,721	726,543	93,601	278,275	1,914	3,026,355	2,690,054	2,594,078	3.7%
510 Desegregation										
(from Districtwide Desegregation Expenditures, page 2, line 44)	26.	0	0	0	0	0	0	0	0	0.0%
520 Special K-3 Program Override										
(from Supplement, page 1, line 10)	27.	0	0	0	0	0	0	0	0	0.0%
530 Dropout Prevention Programs										
1000 Instruction	28.							0	0	0.0%
2000-3000 Support Serv. & Oper. of Noninstructional Serv.	29.							0	0	0.0%
Subtotal (lines 28 and 29)	30.	0	0	0	0	0	0	0	0	0.0%
540 Joint Career and Technical Education and Vocational Education Center										
(from Supplement, page 1, line 20)	31.	0	0	0	0	0	0	0	0	0.0%
550 K-3 Reading Program	32.	619,021	170,149	0	0	0	789,170	789,170	799,068	-1.2%
Total Expenditures (lines 14, 24-27, 30-32)	33.	43,160,768	16,610,905	6,152,971	3,343,037	89,771	72,680,717	69,357,452	68,526,908	1.2%

CLASSROOM SITE FUNDS (011, 012, AND 013)—REVENUES, EXPENDITURES, AND FUND BALANCES

Revenues and Expenditure Function Codes	Beginning Fund Balance	Actual Revenues	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500 6810, 6890 (1)	Supplies 6600	Interest on Short-Term Debt 6850 (1)	Total Expenditures			% Increase/Decrease in Actual	Ending Fund Balance
								Budget	Actual	Prior Year Actual		
Classroom Site Fund 011 - Base Salary												
Revenues												
CSF Allocation (20%)	1.	987,883										1.
Interest Income	2.	3,301										2.
Total Revenues (lines 1 and 2)	3.	991,184										3.
Expenditures												
100 Regular Education												
1000 Instruction	4.		567,123	111,871				1,475,066	678,994	703,043	-3.4%	4.
2100 Support Services - Students	5.		0	0				0	0	1,411	-100.0%	5.
2200 Support Services - Instructional Staff	6.							0	0	0	0.0%	6.
Program 100 Subtotal (lines 4-6)	7.		567,123	111,871				1,475,066	678,994	704,454	-3.6%	7.
200 Special Education												
1000 Instruction	8.		73,304	14,243				93,425	87,547	91,538	-4.4%	8.
2100 Support Services - Students	9.							0	0	0	0.0%	9.
2200 Support Services - Instructional Staff	10.							0	0	0	0.0%	10.
Program 200 Subtotal (lines 8-10)	11.		73,304	14,243				93,425	87,547	91,538	-4.4%	11.
Other Programs (Specify) 550 K-3 Reading												
1000 Instruction	12.							20,165	0	0	0.0%	12.
2100 Support Services - Students	13.							0	0	0	0.0%	13.
2200 Support Services - Instructional Staff	14.							0	0	0	0.0%	14.
Other Programs Subtotal (lines 12-14)	15.		0	0				20,165	0	0	0.0%	15.
Total Classroom Site Fund 011 - Base Salary	16.	483,021	991,184	640,427	126,114			1,588,656	766,541	795,992	-3.7%	16.
Classroom Site Fund 012 - Performance Pay												
Revenues												
CSF Allocation (40%)	17.	1,975,766										17.
Interest Income	18.	18,264										18.
Total Revenues (lines 17 and 18)	19.	1,994,030										19.
Expenditures												
100 Regular Education												
1000 Instruction	20.		987,695	199,432				4,313,965	1,187,127	1,216,212	-2.4%	20.
2100 Support Services - Students	21.		4,800	930				0	5,730	3,229	77.5%	21.
2200 Support Services - Instructional Staff	22.		68,956	13,818				0	82,774	47,435	74.3%	22.
Program 100 Subtotal (lines 20-22)	23.		1,061,451	214,180				4,313,965	1,275,631	1,266,876	0.7%	23.
200 Special Education												
1000 Instruction	24.		148,466	30,099				670,881	178,565	180,615	-1.1%	24.
2100 Support Services - Students	25.							0	0	0	0.0%	25.
2200 Support Services - Instructional Staff	26.		5,585	1,134				0	6,719	5,277	27.3%	26.
Program 200 Subtotal (lines 24-26)	27.		154,051	31,233				670,881	185,284	185,892	-0.3%	27.
Other Programs (Specify) 550 K-3 Reading												
1000 Instruction	28.		22,800	4,620				85,547	27,420	27,867	-1.6%	28.
2100 Support Services - Students	29.							0	0	0	0.0%	29.
2200 Support Services - Instructional Staff	30.							0	0	0	0.0%	30.
Other Programs Subtotal (lines 28-30)	31.		22,800	4,620				85,547	27,420	27,867	-1.6%	31.
Total Classroom Site Fund 012 - Performance Pay	32.	2,863,585	1,994,030	1,238,302	250,033			5,070,393	1,488,335	1,480,635	0.5%	32.
Classroom Site Fund 013 - Other												
Revenues												
CSF Allocation (40%)	33.	1,975,766										33.
Interest Income	34.	2,202										34.
Total Revenues (lines 33 and 34)	35.	1,977,968										35.
Expenditures												
100 Regular Education												
1000 Instruction	36.		1,114,725	219,549	0	0		1,999,246	1,334,274	1,380,508	-3.3%	36.
2100 Support Services - Students	37.		0	0				0	0	2,766	-100.0%	37.
2200 Support Services - Instructional Staff	38.		159,021	31,856	18,524	50,511		303,910	259,912	176,244	47.5%	38.
Program 100 Subtotal (lines 36-38)	39.		1,273,746	251,405	18,524	50,511		2,303,156	1,594,186	1,559,518	2.2%	39.
200 Special Education												
1000 Instruction	40.		143,614	27,904				158,873	171,518	179,352	-4.4%	40.
2100 Support Services - Students	41.							0	0	0	0.0%	41.
2200 Support Services - Instructional Staff	42.		0	0	0	0		45,723	0	0	0.0%	42.
Program 200 Subtotal (lines 40-42)	43.		143,614	27,904	0	0		204,596	171,518	179,352	-4.4%	43.
530 Dropout Prevention Programs												
1000 Instruction	44.							0	0	0	0.0%	44.
Other Programs (Specify) 550 K-3 Reading												
1000 Instruction	45.							36,662	0	0	0.0%	45.
2100, 2200 Support Serv. Students & Instructional Staff	46.							0	0	0	0.0%	46.
Other Programs Subtotal (lines 43 and 46)	47.		0	0	0	0		36,662	0	0	0.0%	47.
Total Classroom Site Fund 013 - Other	48.	330,497	1,977,968	1,417,360	279,309	18,524	50,511	2,544,414	1,765,704	1,738,870	1.5%	48.
Total Classroom Site Funds (lines 16, 32, and 48)	49.	3,677,103	4,963,182	3,296,089	655,456	18,524	50,511	9,203,463	4,020,580	4,015,497	0.1%	49.

(1) Include amounts expended for registered warrant expense in Funds 011, 012, and 013 on lines 16, 32, and 48, respectively.

UNRESTRICTED CAPITAL OUTLAY (610) FUND—EXPENDITURES

Expenditures		Rentals 6440	Library Books, Textbooks, & Instructional Aids 6641-6643	Property 6700	Redemption of Principal 6831, 6832	Interest 6841, 6842, 6850	All Other Object Codes (excluding 6900)	Totals			% Increase/ Decrease in Actual
								Budget	Actual	Prior Year Actual	
Unrestricted Capital Outlay Override (1)	1.							0	0	0	0.0%
Unrestricted Capital Outlay Fund 610 (2)											
1000 Instruction	2.		2,456,513	833,779			0	3,533,447	3,290,292	307,249	970.9%
2000 Support Services											
2100, 2200 Students and Instructional Staff	3.		59,704	720,825				813,881	780,529	260,590	199.5%
2300, 2400, 2500, 2900 Administration	4.			891,176				1,370,759	891,176	842,248	5.8%
2600 Operation & Maintenance of Plant	5.			453,134			34,685	570,972	487,819	334,653	45.8%
2700 Student Transportation	6.			159,152				236,292	159,152	51,323	210.1%
3000 Operation of Noninstructional Services	7.			7,853			0	10,245	7,853	8,754	-10.3%
4000 Facilities Acquisition and Construction	8.	0		0			310,723	597,464	310,723	424,656	-26.8%
5000 Debt Service	9.				0	0		0	0	93,019	-100.0%
Total Unrestricted Capital Outlay Fund (lines 2-9)	10.	0	2,516,217	3,065,919	0	0	345,408	7,133,060	5,927,544	2,322,492	155.2%

(1) Amounts in the Unrestricted Capital Outlay Override, line 1 above, must also be included in the Unrestricted Capital Outlay Fund (610) individual line items.

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

Budget \$0 Actual

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

Selected Expenditures by Object Code		UNRESTRICTED CAPITAL OUTLAY Fund 610		BOND BUILDING Fund 630		NEW SCHOOL FACILITIES Fund 695		ADJACENT WAYS Fund 620	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
Total Fund Expenditures	1.	7,133,060		7,170,660		0		580,000	
6150 Classified Salaries	2.	0		0		0		0	
6200 Employee Benefits	3.	0		0		0		0	
6450 Construction Services	4.	506,334	257,345	4,452,186	2,080,911	0	0	580,000	36,160
6710 Land and Improvements	5.	0	0	0	0	0	0	0	0
6720 Buildings and Improvements	6.	0	0	0				0	
673X Furniture and Equipment	7.	341,130	627,380	62,899	786,514	0	0	0	
673X Vehicles	8.	0	137,974	1,980,491	0	0	0	0	
673X Technology-Related Hardware and Software	9.	1,681,683	2,300,566	0	0	0	0	0	
6831, 6832 Redemption of Principal	10.	0	0	0				0	
6841, 6842, 6850 Interest	11.	0	0	0				0	
Total (lines 2-11)	12.	2,529,147	3,323,265	6,495,576	2,867,425	0	0	580,000	36,160
Total amounts reported on lines 1 through 10 above for:									
Renovation	13.	1,014,490	257,345	3,478,579	1,187,725			580,000	36,160
New Construction	14.	125,000		1,036,506	912,643	0		0	
Other	15.	1,389,657	3,065,920	1,980,491	767,057	0		0	
Total (lines 13-15)	16.	2,529,147	3,323,265	6,495,576	2,867,425	0	0	580,000	36,160

Funds 610, 630, 695, and 620

- 1. New construction cost per square foot \$ 308
- 2. Land acquisition costs \$

CAPITAL ASSETS AS OF JUNE 30, 2017	
Land and Improvements	\$18,563,613
Buildings and Improvements	\$163,634,865
Furniture, Equipment, Vehicles, and Technology	\$22,181,276
Construction in Progress	\$354,159
Total	\$204,733,913

FEDERAL AND STATE PROJECTS

FEDERAL PROJECTS

100-130 ESEA Title I - Helping Disadvantaged Children
 140-150 ESEA Title II - Prof. Development and Technology
 160 ESEA Title IV - 21st Century Schools
 170-180 ESEA Title V - Promote Informed Parent Choice
 190 ESEA Title III - Limited English & Immigrant Students
 200 ESEA Title VII - Indian Education
 210 ESEA Title VI - Flexibility and Accountability
 220 IDEA Part B
 230 Johnson-O'Malley
 240 Workforce Investment Act
 250 AEA-Adult Education
 260-270 Vocational Education - Basic Grants
 280 ESEA Title X - Homeless Education
 290 Medicaid Reimbursement
 374 E-Rate
 378 Impact Aid
 300-399 Other Federal Projects (Besides E-Rate & Impact Aid)
Total Federal Project Funds (lines 1-17)

	BEGINNING FUND BALANCE	REVENUE	FUND TRANSFERS IN (OUT) 5200 (6910 & 6930) (1)	EXPENDITURES		ENDING FUND BALANCE
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL
1.	(520,133)	6,170,230	(233,625)	7,980,376	6,443,026	(1,026,554)
2.	(42,698)	424,677	(24,685)	632,475	587,411	(230,117)
3.	(202,053)	992,657	(30,056)	1,175,538	715,333	45,215
4.	0	0	0	0	0	0
5.	(57,193)	507,220	(7,447)	592,997	484,450	(41,870)
6.	0	0	0	0	0	0
7.	0	0	0	0	0	0
8.	(91,932)	2,360,811	(103,313)	3,151,774	2,438,342	(272,776)
9.				0		0
10.				0		0
11.	0	0		0		0
12.				0		0
13.	0	0	0	0	0	0
14.	770,210	676,774		275,354	0	1,446,984
15.	988,618	269,260		900,000	487,816	770,062
16.				0		0
17.	(49,267)	234,019	(9,580)	297,061	268,015	(92,843)
18.	795,552	11,635,648	(408,706)	15,005,575	11,424,393	598,101

STATE PROJECTS

400 Vocational Education
 410 Early Childhood Block Grant
 420 Ext. School Yr. - Pupils with Disabilities
 425 Adult Basic Education
 430 Chemical Abuse Prevention Programs
 435 Academic Contests
 450 Gifted Education
 460 Environmental Special Plate
 465-499 Other State Projects
Total State Project Funds (lines 19-27)

19.				0		0
20.	0	0		0	0	0
21.				0		0
22.	0	0		0		0
23.	0	0		0	0	0
24.				0		0
25.	0	0		0	0	0
26.				0		0
27.	(29,969)	353,711		390,400	321,394	2,348
28.	(29,969)	353,711		390,400	321,394	2,348

Total Federal and State Projects (lines 18 and 28)

29.	765,583	11,989,359	(408,706)	15,395,975	11,745,787	600,449
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(1) In accordance with the USFR Chart of Accounts, the Impact Aid Fund may transfer monies (object code 6930) to the M&O and Teacherage Funds; the Impact Aid Fund may also receive transfers in (5200) from the Impact Aid Revenue Bond Building and Impact Aid Revenue Bond Debt Service Funds; all other Federal Projects Funds may only make transfers-out to the Indirect Costs Fund (object code 6910) based on an approved indirect cost rate, and may not receive any transfers in.

	BEGINNING FUND BALANCE	REVENUES AND OTHER FINANCING SOURCES (excluding 5200)	FUND TRANSFERS IN (OUT) 5200 (6930)	EXPENDITURES AND OTHER FINANCING USES (excluding 6910 and 6930)		ENDING FUND BALANCE
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL
OTHER FUNDS						
020 Instructional Improvement	1. 937,424	668,671		750,000	188,714	1,417,381
050 County, City, and Town Grants	2. 13,958	50		3,939	0	14,008
071 Structured English Immersion (1)	3. 1,388	63,951		65,414	65,414	(75)
072 Compensatory Instruction (1)	4. 0	0		0	0	0
500 School Plant	5. 157,632	25,956		36,057	710	182,878
515 Civic Center	6. 142,315	31,481		178,721	25,040	148,756
520 Community School	7. 336,662	503,603		434,300	437,461	402,804
525 Auxiliary Operations	8. 40,099	13,851		22,000	8,545	45,405
526 Extracurricular Activities Fees Tax Credit	9. 227,598	61,394		205,000	43,634	245,358
530 Gifts and Donations	10. 364,136	120,003		310,000	101,232	382,907
535 Career & Tech. Ed. & Voc. Ed. Projects	11. 0	0		0	0	0
540 Fingerprint	12. 25,757	4,530		10,100	0	30,287
545 School Opening	13. 0	0	0	0	0	0
550 Insurance Proceeds	14. 119,304	25,683		65,650	23,881	121,106
555 Textbooks	15. 20,492	4,349		15,000	5,757	19,084
565 Litigation Recovery	16. 12,143	2,277		12,000	0	14,420
570 Indirect Costs	17. 897,253	2,296	827,472	1,000,000	177,610	1,549,411
575 Unemployment Insurance	18. 0	0		0	0	0
580 Teacherage	19. 0	0		0	0	0
585 Insurance Refund	20. 0	0		0	0	0
590 Grants and Gifts to Teachers	21. 0	0		0	0	0
595 Advertisement	22. 4,783	17		1,000	0	4,800
596 Joint Technical Education	23. 0	0		0	0	0
620 Adjacent Ways	24. 528,750	60,998		580,000	36,160	553,588
630 Bond Building	25. 7,170,660	0		7,170,660	2,951,589	4,219,071
639 Impact Aid Revenue Bond Building	26. 0	0		0	0	0
650 Gifts and Donations—Capital	27. 125	0		1,000	0	125
660 Condemnation	28. 14,349	51		6,161	0	14,400
665 Energy and Water Savings	29. 230,705	584	466,132	466,132	455,398	242,023
686 Emergency Deficiencies Correction	30. 0	0		0	0	0
691 Building Renewal Grant	31. 72,864	1,608,916		3,878,605	2,152,176	(470,396)
695 New School Facilities	32. 0	0		0	0	0
700 Debt Service	33. 355,859	1,992,169		2,355,684	2,289,625	58,403
720 Impact Aid Revenue Bond Debt Service	34. 0	0		0	0	0
850 Student Activities	35. 68,107	121,981		175,847	115,553	74,535
Other 901 - Extended Day	36. 4,081	110,175		175,847	114,256	0
INTERNAL SERVICE FUNDS 950-989						
950-2 Self Insurance	1. 5,809,856	10,611,892		13,223,627	11,535,972	4,885,776
955 Intergovernmental Agreements	2. 12,120	43		0	0	12,163
9__ OPEB	3. 0	0		0	0	0
9_____	4. 0	0		0	0	0

Instructional Improvement Fund 020	BUDGET	ACTUAL
Expenditures		
Teacher Compensation Increases	150,000	
Class Size Reduction	150,000	
Dropout Prevention Programs	0	
Instructional Improvement Programs	450,000	188,714
Total Expenditures (lines 1-4)	750,000	188,714

(1) Actual Revenues and Actual Expenditures should agree with Supplement, page 3, Fund 071—line 13 and Fund 072—line 26.

DISTRICT NAME Glendale Elementary School District 40

COUNTY Maricopa

CTDS NUMBER 070440000

A. Bonds and Short-term Debt

1. Bonds Outstanding, July 1, 2016	\$27,635,000	1.
2. Bonds issued during FY 2017	0	2.
3. Bonds retired during FY 2017	1,275,000	3.
4. Bonds Outstanding, June 30, 2017	\$26,360,000	4.
5. Short-term Debt Outstanding, July 1, 2016	\$0	5.
6. Short-term Debt Outstanding, June 30, 2017	\$2,354,000	6.

B. District Assessed Valuation and Other District Information

1. FY 2017 Assessed Valuations and Tax Rates			
a. Primary	\$257,621,609	Tax Rate	1.7209
b. Secondary	\$257,621,609	Tax Rate	4.3432
2. Number of Schools			17
3. Actual Days in Session			180
4. Area of School District (Square Miles)			16

(Report this WHETHER OR NOT district changed boundaries in FY 2017)

C. County Approved Liabilities incurred in excess of district budget (A.R.S. §15-907)

	M & O	Unrestricted Capital Outlay	
1. Destruction or damage			1.
2. Excessive/unexpected legal expenses			2.
3. Mitigation or removal of health or safety hazard			3.

D. Current Expenditures by Category

1. Classroom Instruction excl. Supplies (Function 1000, except line 2 amount)	\$45,199,585
2. Classroom Supplies (Function 1000, Object Code 6600)	\$3,618,506
3. Administration (Functions 2300, 2400, 2500, & 2900)	\$10,131,108
4. Support Services—Students (Function 2100)	\$7,465,144
5. All Other Support Services & Operations (Functions 2200, 2600, 2700, 3100, & 3400)	\$27,548,178
6. Total Current Expenditures	\$93,962,521

E. Total salaries and benefits expenditures related to an agreement with Department of Labor to settle a decision based on the Fair Labor Standards Act

\$ _____

F. Rewards, Discounts, Incentives, and Other Financial Consideration Received from Credit Card Companies (A.R.S. §35-391)

\$32,647

G. Cash and Investments held at June 30, 2017

1. Sinking funds	\$ _____
2. Bond funds	\$6,286,172
3. Other funds, except for any employee retirement funds	\$16,314,574

A. ENROLLMENT OF GIFTED PUPILS BY GRADE (A.R.S. §15-779.02)

Areas of Identification [A.R.S. §15-203(A)(15)]

	GRADE												TOTAL	
	K	1	2	3	4	5	6	7	8	9	10	11		12
1. Quantitative Reasoning		1	5	16	31	42	50	32	47					224
2. Verbal Reasoning			3	14	29	48	36	24	30					184
3. Nonverbal Reasoning			4	16	34	41	61	109	111					376
4. Total Duplicated Enrollment (lines 1-3)	0	1	12	46	94	131	147	165	188	0	0	0	0	784

B. M&O SPECIAL EDUCATION PROGRAMS BY TYPE

	PROGRAM 200 BUDGET	PROGRAM 200 ACTUAL
1. Total All Disability Classifications	11,251,161	10,541,638
2. Gifted Education	170,289	218,674
3. Remedial Education	0	
4. ELL Incremental Costs	448,135	445,929
5. ELL Compensatory Instruction	0	
6. Vocational and Technological Education	0	
7. Career Education	0	
8. Total (lines 1-7)	11,869,585	11,206,241

C. MAINTENANCE AND OPERATION FUND EXPENDITURES FOR GIFTED PUPILS (ELEMENTARY, SECONDARY, AND TOTAL)

Actual Expenditures for all Gifted Programs:

K-8	\$ 218,674
9-12	\$
Total	\$ 218,674

D. EXPENDITURES FOR AUDIT SERVICES

- 1. Nonfederal Audit Expenditures - M&O Fund
- 2. Federal Audit Expenditures - All Funds

	BUDGET	ACTUAL
6350	46,890	43,470
6330	4,000	4,000

E. MAINTENANCE AND OPERATION FUND EXPENDITURES FOR PERFORMANCE PAY (A.R.S. §15-920)

Actual Expenditures made in FY 2017

\$ _____

F. TUITION

Type 03 Districts Only

- 1. Tuition to Other Arizona Districts for high school students only (objects 6561 & 6565)
- 2. Tuition to Other Arizona Districts for all other students (objects 6561)
- 3. Tuition to Out-of-State Districts for high school students only (objects 6562 & 6565)
- 4. Tuition to Out-of-State Districts for all other students (objects 6562)

Non-Type 03 Districts

- 5. Tuition to Other Arizona Districts (object 6561)
- 6. Tuition to Out-of-State Districts (object 6562)

All Districts

- 7. Tuition to Private Schools (object 6563)
- 8. Tuition to Ed Services\Coops\IGAs (object 6564)
- 9. Tuition Other (object 6569) (1)
- 10. Total (lines 1-9)

Tuition Expenditures			
Operations	Capital	Debt	Total
			0
			0
			0
			0
			0
			0
921,683			921,683
			0
			0
921,683	0	0	921,683

(1) Tuition paid to the State and other governmental organizations, such as the Arizona School for the Deaf and Blind, as reimbursement for providing specialized instructional services to students residing within the boundaries of the paying district.

ADDITIONAL INFORMATION FOR NATIONAL PUBLIC EDUCATION FINANCIAL SURVEY REPORTING

Funds 020-799	Programs 100-600										Programs 700-900	Total		
	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Property 6700	Dues and Fees 6810	Judgments Against a District 6820	Redemption of Principal 6831, 6832	Interest 6841, 6842, 6850	Miscellaneous 6890	All Object Codes (excluding 6900)			
1000 Instruction	1.	2,357,748	632,623	325,028	3,098,309	1,308,187	4,000				16,307	0	7,742,202	1.
2000 Support Services														
2100 Students	2.	1,171,752	357,218	472,003	116,547	238,794	0				0		2,356,314	2.
2200 Instructional Staff	3.	2,984,595	889,393	514,624	157,862	942,455	3,845				913	0	5,493,687	3.
2300 General Administration	4.	0	0	0	830	6,870	0				7,206		14,906	4.
2400 School Administration	5.	105,908	29,066	0	0	81,152	0				0		216,126	5.
2500, 2900 Central Services, Other	6.	0	0	195,716	13,160	1,155,113	9,610			0	0		1,373,599	6.
2600 Operation and Maintenance of Plant	7.	0	0	611,602	1,383	477,230	0						1,090,215	7.
2700 Student Transportation	8.	0	0	78,566	1,077	159,152	0						238,795	8.
3000 Operation of Noninstructional Services														
3100 Food Service Operations	9.	2,109,384	678,080	117,159	4,499,122	282,263	22,543						7,708,551	9.
3200 Enterprise Operations	10.	0	0	0	0						759	133,323	134,082	10.
3300 Community Services Operations	11.											22,224	22,224	11.
3400 Bookstore Operations	12.				0								0	12.
4000 Facilities Acquisition and Construction	13.			4,411,565	0	786,514	62,412						5,260,491	13.
5000 Debt Service	14.							1,559,597	1,179,335				2,738,932	14.
Total (lines 1-14)	15.	8,729,387	2,586,380	6,726,263	7,888,290	5,437,730	102,410	0	1,559,597	1,179,335	25,185	155,547	34,390,124	15.

Teacher Salaries (All Funds, Function 1000)

	Certified Teachers (in Object 6100)	Certified Substitutes (in Object 6100)	Contract Teachers (in Object 6300)
1. Regular Education (Programs 100, 280, 520, and 550)	25,359,464	537,826	428,057
2. Special Education (Programs 200-230, 250, and 300-399)	3,344,524	22,593	110,794
3. Vocational Education (Programs 270 and 540)			
4. Other Programs (Programs 240, 260, 265, 510-515 and 530)	511,748		
5. Cocurricular Activities, Athletics, and Other (Program 600-630)	642,118		148,547

Other Items (All Funds)

6. Textbooks (Function 1000, Object 6640)	\$	2,930,873	6.
7. Number of FTE-Certified Teachers		626	7.
8. Number of FTE-Contract Teachers		5	8.

Utilities and Energy Detail (Only Function 2600)

1. 6410-6411 Utility Services	428,928	1.
2. 6620-6629 Energy	1,795,992	2.

Programs 700-900 Expenditure Detail (Funds 020-799)

Funds 020-799	Property 6700	All Other (excluding 6900)	Total
1. Program 700		0	0
2. Program 800			0
3. Program 900	0	155,547	155,547
4. Total (lines 1-3)	0	155,547	155,547

Property Detail for Function 4000 (Funds 020-799)

1. 6710 Land and Improvements	0	1.
2. 6720 Buildings and Improvements		2.
3. 6731-39 Equipment	786,514	3.
4. Total (lines 1-3)	786,514	4.
5. 6450 Construction	4,276,261	5.

Technology (All Funds, All Functions)

1. 6650 Supplies-Technology-Related	209,338	1.
2. 6737-38 Technology-Related Hardware & Software (less than \$5,000)	2,347,926	2.
3. Subtotal (Lines 1-2)	2,557,264	3.
4. 6739 Technology-Related Hardware & Software (\$5,000 or more)	1,310,027	4.

SUMMARY OF SCHOOL DISTRICT ANNUAL FINANCIAL REPORT

CTDS NUMBER 070440000

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

Avg. Daily Membership	2016	2017
Attending	12,863.883	12,863.883
2017 Tax Rates:	Primary	Secondary
	1.7209	4.3432

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

President of the Governing Board

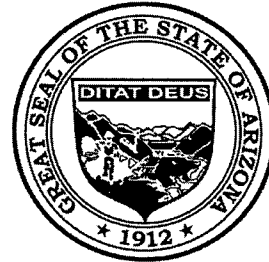
Fund/Program	Beginning Fund Balance	Revenues and Other Financing Source (Excl. Transfers)	Fund Transfers In (Out)	Budgeted Expenditures	Actual Expenditures and Other Financing Uses (Excl. Transfers)	Ending Fund Balance
Regular Education				56,995,607	54,671,987	
Special Education				11,869,585	11,206,241	
Pupil Transportation				3,026,355	2,690,054	
Desegregation				0	0	
Special K-3 Program Override				0	0	
Dropout Prevention Programs				0	0	
Joint Career & Tech. Ed. & Voc. Ed. Center				0	0	
K-3 Reading Program				789,170	789,170	
Maintenance and Operation Total	5,412,992	69,288,174	(466,132)	72,680,717	69,357,452	4,877,582
Classroom Site Funds	3,677,103	4,963,182		9,203,463	4,020,580	4,619,705
Instructional Improvement	937,424	668,671		750,000	188,714	1,417,381
Unrestricted Capital Outlay	3,722,576	2,881,218	0	7,133,060	5,927,544	676,250
Adjacent Ways	528,750	60,998	0	580,000	36,160	553,588
Bond Building	7,170,660	0	0	7,170,660	2,951,589	4,219,071
Other Capital Funds	245,054	635	466,132	472,293	455,398	256,423
New School Facilities	0	0		0	0	0
Federal Projects	795,552	11,635,648	(408,706)	15,005,575	11,424,393	598,101
State Projects	(29,969)	353,711		390,400	321,394	2,348
County, City, and Town Grants	13,958	50	0	3,939	0	14,008
Structured English Immersion	1,388	63,951		65,414	65,414	(75)
Compensatory Instruction	0	0		0	0	0
School Plant Fund	157,632	25,956	0	36,057	710	182,878
Food Service	6,048,717	9,807,052	(418,765)	12,050,916	8,183,435	7,253,569
Civic Center	142,315	31,481	0	178,721	25,040	148,756
Community School	336,662	503,603	0	434,300	437,461	402,804
Auxiliary Operations	40,099	13,851	0	22,000	8,545	45,405
Extracurricular Activities Fees	227,598	61,394	0	205,000	43,634	245,358
Gifts and Donations	364,261	120,003	0	311,000	101,232	383,032
Career & Tech. Ed. & Voc. Ed. Projects	0	0	0	0	0	0
Fingerprint	25,757	4,530	0	10,100	0	30,287
School Opening	0	0	0	0	0	0
Insurance Proceeds	119,304	25,683	0	65,650	23,881	121,106
Textbooks	20,492	4,349	0	15,000	5,757	19,084
Litigation Recovery	12,143	2,277	0	12,000	0	14,420
Indirect Costs	897,253	2,296	827,472	1,000,000	177,610	1,549,411
Unemployment Insurance	0	0	0	0	0	0
Teacherage	0	0	0	0	0	0
Insurance Refund	0	0	0	0	0	0
Grants and Gifts to Teachers	0	0	0	0	0	0
Advertisement	4,783	17	0	1,000	0	4,800
Joint Technical Education	0	0	0	0	0	0
Impact Aid Revenue Bond Building	0	0	0	0	0	0
Debt Service	355,859	1,992,169	0	2,355,684	2,289,625	58,403
Emergency Deficiencies Correction	0	0	0	0	0	0
Building Renewal Grant	72,864	1,608,916	0	3,878,605	2,152,176	(470,396)
Impact Aid Rev. Bond Debt Service	0	0	0	0	0	0
Student Activities	68,107	121,981			115,553	74,535
Self-Insurance	5,809,856	10,611,892	0	13,223,627	11,535,972	4,885,776
Intergovernmental Agreements	12,120	43	0	0	0	12,163
OPEB	0	0	0	0	0	0
Other Funds	4,081	110,175	0	175,847	114,256	0

DISTRICT NAME Glendale Elementary School District 40

COUNTY Maricopa

CTDS NUMBER 070440000

**FY 2017
STATE OF ARIZONA**



**SUPPLEMENT TO
SCHOOL DISTRICT ANNUAL FINANCIAL REPORT
FOR DISTRICTS THAT INCURRED EXPENDITURES FOR**

SPECIAL K-3 PROGRAM OVERRIDE [A.R.S. §15-903(D) and Laws 2010, Ch. 179, §4]

**JOINT CAREER AND TECHNICAL EDUCATION AND VOCATIONAL EDUCATION CENTER
(A.R.S. §15-910.01)**

ENGLISH LANGUAGE LEARNERS (A.R.S. §§15-756.04 and 15-756.11)

DISTRICT NAME Glendale Elementary School District 40

COUNTY Maricopa

CTDS NUMBER 070440000

MAINTENANCE AND OPERATION FUND (001) EXPENDITURES

FOR SPECIAL K-3 PROGRAM OVERRIDE (PROGRAM 520) AND JOINT CAREER AND TECHNICAL EDUCATION AND VOCATIONAL EDUCATION CENTER (PROGRAM 540)

Expenditures	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals		
						Budget	Actual	
520 Special K-3 Program Override								
1000 Instruction 1.						0	0	1.
2000 Support Services								
2100 Students 2.						0	0	2.
2200 Instructional Staff 3.						0	0	3.
2300 General Administration 4.						0	0	4.
2400 School Administration 5.						0	0	5.
2500 Central Services 6.						0	0	6.
2600 Operation & Maintenance of Plant 7.						0	0	7.
2900 Other 8.						0	0	8.
3000 Operation of Noninstructional Services 9.						0	0	9.
Total (lines 1-9) (must agree with the AFR page 2, line 27) 10.	0	0	0	0	0	0	0	10.
540 Joint Career and Technical Ed. and Vocational Ed. Center								
1000 Instruction 11.						0	0	11.
2000 Support Services								
2100 Students 12.						0	0	12.
2200 Instructional Staff 13.						0	0	13.
2300 General Administration 14.						0	0	14.
2400 School Administration 15.						0	0	15.
2500 Central Services 16.						0	0	16.
2600 Operation & Maintenance of Plant 17.						0	0	17.
2900 Other 18.						0	0	18.
3000 Operation of Noninstructional Services 19.						0	0	19.
Total (lines 11-19) (must agree with the AFR page 2, line 31) 20.	0	0	0	0	0	0	0	20.

**UNRESTRICTED CAPITAL OUTLAY FUND (610) EXPENDITURES FOR
SPECIAL K-3 PROGRAM OVERRIDE (PROGRAM 520) AND
JOINT CAREER AND TECHNICAL EDUCATION AND VOCATIONAL EDUCATION CENTER (PROGRAM 540)**

Expenditures		Rentals 6440	Library Books, Textbooks, & Instructional Aids 6641-6643	Property 6700	Redemption of Principal 6831, 6832	Interest 6841, 6842, 6850	All Other Object Codes (excluding 6900)	Totals	
								Budget	Actual
520 Special K-3 Program Override									
1000 Instruction	1.							0	0
2000 Support Services	2.							0	0
3000 Operation of Noninstructional Services	3.							0	0
4000 Facilities Acquisition and Construction	4.							0	0
5000 Debt Service	5.							0	0
Subtotal (lines 1-5)	6.	0	0	0	0	0	0	0	0
540 Joint Career & Technical Ed. & Vocational Ed. Center									
1000 Instruction	7.							0	0
2000 Support Services	8.							0	0
3000 Operation of Noninstructional Services	9.							0	0
4000 Facilities Acquisition and Construction	10.							0	0
5000 Debt Service	11.							0	0
Subtotal (lines 7-11)	12.	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES <i>(lines 6 and 12)</i>	13.	0	0	0	0	0	0	0	0

**ENGLISH LANGUAGE LEARNERS
STRUCTURED ENGLISH IMMERSION FUND (071) AND COMPENSATORY INSTRUCTION FUND (072)—REVENUES, EXPENDITURES, AND FUND BALANCE**

Revenue Object Codes/Expenditure Function Codes	Beginning Fund Balance	Actual Revenues	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Property 6700	Other 6800	Total Expenditures		Ending Fund Balance
									Budget	Actual	
Structured English Immersion Fund 071											
Revenues											
3200 Restricted Revenue from State Sources	1.	63,951									1.
1500 Investment Income	2.	0									2.
Total Revenues (lines 1 and 2)	3.	63,951									3.
Expenditures											
1000 Instruction	4.		47,001	15,214					62,215	62,215	4.
2000 Support Services											
2100 Students	5.								0	0	5.
2200 Instructional Staff	6.		2,605	594	0				3,199	3,199	6.
2300 General Administration	7.								0	0	7.
2400 School Administration	8.								0	0	8.
2500 Central Services	9.			0	0				0	0	9.
2600 Operation & Maintenance of Plant	10.								0	0	10.
2700 Student Transportation	11.								0	0	11.
2900 Other	12.								0	0	12.
Total (must agree with the AFR page 6, line 3)	13.	1,388	63,951	49,606	15,808	0	0	0	65,414	65,414	(75) 13.
Compensatory Instruction Fund 072											
Revenues											
3200 Restricted Revenue from State Sources	14.	0									14.
1500 Investment Income	15.	0									15.
Total Revenues (lines 14 and 15)	16.	0									16.
Expenditures											
1000 Instruction	17.		0	0		0			0	0	17.
2000 Support Services											
2100 Students	18.								0	0	18.
2200 Instructional Staff	19.		0	0					0	0	19.
2300 General Administration	20.								0	0	20.
2400 School Administration	21.								0	0	21.
2500 Central Services	22.								0	0	22.
2600 Operation & Maintenance of Plant	23.								0	0	23.
2700 Student Transportation	24.					0			0	0	24.
2900 Other	25.								0	0	25.
Total (must agree with the AFR page 6, line 4)	26.	0	0	0	0	0	0	0	0	0	0 26.

FOOD SERVICE

FUND 510	
ACTUAL	
1. BEGINNING FUND BALANCE (1)	6,048,717
2. REVENUES	
1500 Investment Income	20,588
1600 Food Service	449,955
Other Local 1980-Prior Yr Refund; 1994-Rebate Re	3,568
4500 Restricted Revenue Rec. from Fed. Gov.	8,909,432
4900 Revenue for/on Behalf of the District	423,508
TOTAL REVENUE (lines 2-6)	9,807,052
5200 Fund Transfers-In	
TOTAL AVAILABLE (lines 1, 7, and 8)	15,855,769

A. Number of operating months 12

	BREAKFASTS	LUNCHES/ SUPPERS	A LA CARTE*	SNACKS
1. Served at District Locations				
a. Reimbursable Meals Only	1,184,632.00	2,097,260.00		75,288.00
b. Program Adults/Adult Workers	23,093.00	19,688.00		
c. Other	1,187.00	9,136.00	6,504.00	
2. Served at Other Locations				
a. Reimbursable Meals Only		2,092.00		9,563.00
b. Program Adults/Adult Workers				
c. Other	17,728.00	21,457.00		6,178.00

* Divide all revenues from a la carte sales by the free lunch reimbursement rate received.

C. Meal Prices	P-6	7-8	9-12	Adult
1. Reduced breakfast				
2. Reduced lunch	0.25	0.25		
3. Reduced snack				
4. Paid breakfast				2.00
5. Paid lunch	1.65	1.65		3.50
6. Paid snack				0.95

D. Special Milk Program
 Charge to children per 1/2 pint milk unit _____
 Number of 1/2 pint milk units served to children _____

EXPENDITURES
6150 Classified Salaries
6200 Employee Benefits
6400 Purchased Property Services
6570 Food Service Management
6591 Services Purchased from Other AZ Districts
6610 General Supplies (Nonfood Items)
6620 Energy
6631 USDA Commodities (Excluding Freight)
6632 USDA Commodities (Freight Only)
6633 Other Food
6634 Storage Costs for USDA Commodities
6700 Property (Excluding 6731-39)
6731-32, 6734-35, 6737-38 Furniture & Equipment, Vehicles, & Tech. costing under \$5,000
6733, 6736, 6739 Furniture & Equipment, Vehicles, & Tech. costing \$5,000 or more
Other Expenditures 6330, 6340, 6360, 6531,6550, 6580, 6644,6650, 6810
TOTAL EXPENDITURES (lines 10-24)
6910 Indirect Costs
6930 Fund Transfers-Out
TOTAL EXPENDITURES & OTHER USES
(lines 25-27)
ENDING FUND BALANCE (line 9 minus line 28) (1)

(1) Includes Food Service Fund revolving account cash balance of

	FOOD SERVICE FUND 510		M&O EXPENDITURES FUND 001	CAPITAL EXPENDITURES FUND 610
	BUDGET	ACTUAL	ACTUAL	ACTUAL
10.		2,109,384	211,239	
11.		678,080	29,108	
12.		106,684		
13.				
14.				
15.		368,385		
16.		0		
17.		423,508		
18.		7,928		
19.		4,119,964		
20.				
21.				
22.		82,496		7,853
23.		191,913		
24.		95,093		
25.	12,050,916	8,183,435	240,347	7,853
26.		418,765		
27.				
28.		8,602,200		
29.		7,253,568		

E. Detail of Food Service Management Company Expenditures	
Classified Salaries	_____
Employee Benefits	_____
Supplies and Materials (Nonfood)	_____
Food	_____
Management Fee	_____
Other	_____
Total (must equal total of amounts on line 13 above)	0

\$ _____ at 7/1/16 or \$ _____ at 6/30/17, as applicable.

FY 2016-17 ANNUAL FINANCIAL REPORT HIGHLIGHTS AND COMPARISON TO FY 2015-16

Beginning and ending cash balances with variances:

AFR Page	Fund	FY 17 Beginning Balance	FY 16 Ending Balance	Variance	Reason
1	001	\$ 5,412,992	\$ 5,416,709	\$ (3,717)	FY 16 registered warrant expense not recorded on AFR but to be reimbursed by ADE in FY18.
5	465-499	\$ (29,969)	\$ (2)	\$ (29,967)	Fund reassignment per Auditor General's office.
6	500	\$ 157,632	\$ 130,274	\$ 27,358	eliminated per legislative action; balances rolled into Fund 500.
	520-522	\$ 336,662	\$ 306,692	\$ 29,970	Fund reassignment per Auditor General's office. Refer to page 5 data above.

Noteworthy expenditure differences between fiscal years:

Overall, FY 2017 M&O expenditures were slightly higher than the prior year's despite having nearly 600 students. We paid \$1,143,000 less in salaries and benefits but \$1,238,000 more in purchased services for substitute teachers and nurses to fill vacancies as well as for contracted speech, physical and occupational therapy services. In addition, the District spent over \$213,000 more for private placement tuition than in FY 16 but saved nearly \$100,000 on electricity and natural gas. Finally, we transferred salary, benefits and other expenditures from Civic Center Reimbursement and Indirect Cost funds as a hedge against the District's declining budget capacity due to reduced student enrollment.

The District had a large increase in Unrestricted Capital Outlay spending due mainly to the new ELA curriculum adoption and technology upgrades.

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GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.D. TOPIC: Second 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 28, 2017

RECOMMENDATION:

It is recommended the Governing Board approve the second reading and adoption of proposed revisions to Policies GDFA- *Support Staff Qualifications and Requirements* and GCOF-*Discipline, Suspension and Dismissal of Professional Staff Members*.

RATIONALE:

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

GDFA - 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 EAEA](#) – 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

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 28, 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.

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