Public Notice - Meeting Agenda

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

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

GOVERNING BOARD GOALS
1. Increase Student Achievement
2. Ensure the District's Financial Solvency
3. Attract and Retain Highly Qualified Staff

DISTRICT GOALS
Increase Student Achievement Eliminate the Achievement Gap

1. Call to Order and Roll Call

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

3. Study Session
   The Governing Board will conduct a study session with Administration for the following purposes:
   a. Policy Manual Review
      The Governing Board will review Board Policy Manual Sections A-Foundations and Basic Commitments, B-School Board Governance and Operations, and C-General School Administration as part of the comprehensive policy manual review with Arizona School Boards Association.
   b. Superintendent's Contract Addendum
      The Governing Board will review the proposed addendum to the Superintendent's Employment Contract.

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

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

5. Special Recognition
   a. Partner Recognition
      The Governing Board will recognize the Arizona Coyotes for their partnership with the District's Physical Education Department for teaching hockey in our schools.

Individuals can access copies of documentation provided to the Board to substantiate administrations' recommendations, i.e. reports, detailed information, agreement documents, etc., the Friday before the Board meeting in each school's office, the Superintendent's office, or on the Governing Board’s page of the District’s website. Persons with disabilities may request reasonable accommodations by contacting (623) 237-7136 at least two days prior to the meeting.
6. **Consent Agenda**  
   a. **Minutes**  
      It is recommended the Governing Board approve the minutes of the January 10, 2019 Regular Meeting, January 10, 2019 Executive Session, January 24, 2019 Special Meeting and January 24, 2019 Executive Session as presented.
   
   b. **Ratification of Vouchers**  
      It is recommended the Governing Board approve the expense and payroll vouchers as presented.
   
   c. **Acceptance of Gifts**  
      It is recommended the Governing Board ratify and approve acceptance of gifts offered to the District as presented.
   
   d. **Certified Personnel Report**  
      It is recommended the Governing Board approve the employments, resignations, retirements, promotions, leaves of absence, cancellations of employment, terminations and/or contract renewals of certified personnel.
   
   e. **Classified Personnel Report**  
      It is recommended the Governing Board approve the employments, resignations, retirements, promotions, leaves of absence, cancellations of employment, and/or terminations of classified personnel.
   
   f. **Surplus Property Disposal**  
      It is recommended the Governing Board approve the item listed as surplus property and grant permission to dispose of them through public auction or salvage company.
   
   g. **Surplus Property Disposal**  
      It is recommended the Governing Board approve the item listed as surplus property and grant permission to dispose of them through public auction or salvage company.
   
   h. **Out-of-County Field Trip**  
      It is recommended the Governing Board approve the out-of-county field trip request for eighth grade students from Melvin E. Sine School to travel to Six Flags Magic Mountain in Valencia, CA May 10-11, 2019.
   
   i. **Superintendent’s Contract Amendment**  
      It is recommended the Governing Board approve the Amendment to the Superintendent’s Employment Contract as presented.
   
   j. **Certified Contract Renewals**  
      It is recommended the Governing Board approve the renewal of certified staff (Non-Administrative) employment contracts for the 2019-2020 school year.

7. **Reports and Information Items**  
   None at this time.

8. **Action Items**  
   a. **Policy Revision First Reading**  
      It is recommended the Governing Board approve the first reading of revised policy manual sections A-Foundations and Basic Commitments, B-School Board Governance and Operations, and C-General School Administration as presented.

9. **Future Meetings and Events**  
   a. **Future Meetings and Agenda Item Requests,**  
      The Governing Board will review the list of upcoming Board meetings and potential agenda topics. Governing Board Members will have the opportunity to request items to be included on future meeting agendas for discussion, information and/or action.
10. Summary of Current Events
   a. Superintendent Report
      The Superintendent will present a brief summary of current events.
   
   b. Governing Board Report
      Governing Board Members will present brief summaries of current events, as necessary.

11. Adjournment
STUDY SESSION

AGENDA NO:  3.A.    TOPIC:   Policy Manual Review

SUBMITTED BY:  Ms. Cindy Segotta-Jones

DATE ASSIGNED:  February 7, 2019

The Governing Board will conduct a study session with Administration to review Board Policy Manual Sections A-Foundations and Basic Commitments, B-School Board Governance and Operations, and C-General School Administration as part of the comprehensive policy manual review with Arizona School Boards Association.
Our mission statement is:

Our highly trained and caring staff, in partnership with our families and community, ensures each student will achieve the academic excellence and confidence to embrace a future of higher education leading to a productive and fulfilling life.

To achieve this mission, the Governing Board has adopted the following core values:

- **Academic Excellence for Each Student**
  We believe that every student has an endless capacity to learn and achieve both academically and personally.

- **Integrity**
  As individuals and as an organization, we are committed to a culture of honesty, trust, respect, and fairness with each other and with the diverse communities we serve.

- **Diversity**
  We recognize and value the diversity of our students and community.

- **Partnerships**
  We are committed to working with parents, families, community, and each other to ensure student success.

- **Safe, Orderly and Welcoming Environment**
  We are committed to welcoming all individuals to our safe, secure, and well-maintained schools and facilities.

- **Stewardship of Resources**
  We are dedicated to responsibly using all resources to best serve our students.

- **Employee Excellence**
  We believe in professional and personal excellence and in each employee's responsibility to positively impact student learning and success.

Adopted: April 9, 2009
The legally designated name of the District is School District No. 40 of Maricopa County. The official name shall be Glendale Elementary School District No. 40.

Adopted: date of manual adoption

LEGAL REF.:
A.R.S.
15-101
15-441
15-442
Arizona Constitution, Art. XI, Sections 1 - 4
Arizona Constitution, Art. XX, Paragraph 7
EXHIBIT

SCHOOL DISTRICT LEGAL STATUS

(Legal Description)

GLENDALE ELEMENTARY SCHOOL DISTRICT NO. 40

GLENDALE, MARICOPA COUNTY, ARIZONA

Beginning at the Northeast corner of Section 33, Township 3 North, Range 2 East; thence West three and one-half miles; thence South through the center of Section 36, Township 3 North, Range 1 East; thence West one and one-half miles to the Northwest corner of Section 2, Township 2 North, Range 1 East; thence South three miles to the Southwest corner of Section 14, Township 2 North, Range 1 East; thence East three miles to the Southeast corner of Section 18, Township 2 North, Range 2 East; thence North one mile; thence East one and one-half miles; thence North through the center of Section 9; thence East one-half mile; thence North two miles to the place of beginning.
The Board recognizes that the public has substantial resources of training and experience that could be useful to schools. The strength of the local District is in large measure determined by the manner and degree to which these resources are utilized in an advisory capacity and to the degree that these resources are involved in supporting the improvement of the local educational program.

The advice of the public will be given careful consideration. In the evaluation of such contributions, the first concern will be for the educational program as it affects the students. The final decision may depart from this advice when in the judgment of the staff and the Board such advice is not consistent with goals adopted by the Board, consistent with current educational practice, or within the reach of the financial resources available.

Adopted: date of manual adoption

LEGAL REF.:  
A.R.S.  
15-321

CROSS REF.:  
IJ - Instructional Resources and Materials  
KB - Parental Involvement in Education
Based on the philosophy of the District, it is the intent of the Board that parental involvement in
the District, at both the District and site levels, be defined in the broadest possible terms.

Further, it is the intent of the Board, under such a definition, that the Superintendent will, within
the capabilities of the District staff and the financial limitations of the District at both the District
and site levels, incorporate, to the maximum extent possible, a variety of activities, strategies,
and mechanisms into the District and site structures that provide for the:

- active involvement of,
- active support to,
- effective interaction with, and
- development of

parents as active partners in a student support team effort that will enhance the capacity of all
students to reach their optimum potential.

Adopted: date of manual adoption

LEGAL REF.: A.R.S.
15-341
15-342

CROSS REF.: KB - Parental Involvement in Education
AC ©
NON--DISCRIMINATION/NONDISCRIMINATION / EQUAL OPPORTUNITY

The Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

The Board will not tolerate discrimination upon any of the bases identified herein. The Superintendent (or designee) shall be the compliance officer, and shall develop procedures and forms to receive and investigate complaints.

Adopted: November 17, 2016

LEGAL REF.:
A.R.S.
23-341
41-1463
Arizona Constitution, Ordinance Art. XX, Par. Seventh
20 U.S.C. 1400 et seq., Individuals with Disabilities Education Act
20 U.S.C. 1681, Education Amendments of 1972, Title IX
29 U.S.C. 794, Rehabilitation Act of 1973, (Section 504)
42 U.S.C. 12101 et seq., Americans with Disabilities Act

CROSS REF.:
ACA - Sexual Harassment
GBA - Equal Employment Opportunity
GCQF - Discipline, Suspension, and Dismissal of Professional Staff Members
GDQD - Discipline, Suspension, and Dismissal of Support Staff Members
IHBA - Special Instructional Programs and Accommodations for Disabled Students
JB - Equal Educational Opportunities
JII - Student Concerns, Complaints and Grievances
JK - Student Discipline
JKD - Student Suspension
KED - Public Concerns/Complaints about Facilities or Services
AC-R ©

REGULATION

NONDISCRIMINATION / EQUAL OPPORTUNITY

Compliance Officer

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board.

Complaint Procedure

The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate and document complaints filed pursuant to this regulation as soon as reasonable, within the established timelines. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. The Superintendent shall also investigate incidents of policy violation that are raised by the Governing Board, even though no complaint has been made.

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board.

If the person alleged to have violated policy is a teacher or an administrator, the due process provisions of the District's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. 15-539 et seq. may be initiated.

If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

If the person alleged to have violated policy is a student, the Superintendent may impose discipline in accordance with policies Policies JK, JKD and JKDJKE.

If the Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall so inform the complaining party in writing.

Timelines

The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.
Once the written complaint has been filed using the forms provided by the District, the Superintendent shall require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) working days.

If the immediate supervisor or site administrator does not respond, the Superintendent will have ten (10) additional working days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.
EXHIBIT

NONDISCRIMINATION / EQUAL OPPORTUNITY

COMPLAINT FORM
(To be filed with the compliance officer as provided in AC-R)

Please print:

Name _________________________________     Date ________________
Address ______________________________________________________
Telephone ________  Another phone where you can be reached _________
During the hours of _____________________________________________
E-mail address ________________________________________________

I wish to complain against:

Name of person, school (department), program, or activity ______________
_____________________________________________________________
_____________________________________________________________
Address ______________________________________________________

Specify your complaint by stating the problem as you see it. Describe the incident, the
participants, the background to the incident, and any attempts you have made to solve the
problem. Be sure to note relevant dates, times, and places.

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If there is anyone who could provide more information regarding this, please list name(s),
address(es), and telephone number(s).
The projected solution

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

I certify that this information is correct to the best of my knowledge.

Signature of Complainant

The compliance officer, as designated in AC-R, shall give one (1) copy to the complainant and shall retain one (1) copy for the file.
SEXUAL HARASSMENT

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student where:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may include, but is not limited to:

- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.
- Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- Offering or granting favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in ACA-R.

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action.

A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion.
All matters involving sexual harassment complaints will remain confidential to the extent possible.

Adopted: date of manual adoption

LEGAL REF.: A.R.S.
41-1461 et seq.
20 U.S.C. 1681, Education Amendments of 1972, Title IX

CROSS REF.:
AC - Nondiscrimination/Equal Opportunity
GBA - Equal Employment Opportunity
GCQF - Discipline, Suspension, and Dismissal of Professional Staff Members
GDQQ - Discipline, Suspension, and Dismissal of Support Staff Members
IHBA - Special Instructional Programs and Accommodations for Disabled Students
JB - Equal Educational Opportunities
JII - Student Concerns, Complaints and Grievances
JK - Student Discipline
JKD - Student Suspension
KED - Public Concerns/Complaints about Facilities or Services
KFA - Public Conduct on School Property
ACA-R ©
REGULATION

SEXUAL HARASSMENT

Compliance Officer

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or who has been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board.

Complaint Procedure

The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate and document complaints filed pursuant to this regulation as soon as reasonable, within the established timelines. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. The Superintendent shall also investigate incidents of policy violation that are raised by the Governing Board, even though no complaint has been made.

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board.

If the person alleged to have violated policy is a teacher or an administrator, the due process provisions of the District's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. 15-539 et seq. may be initiated.

If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

If the person alleged to have violated policy is a student, the Superintendent may impose discipline in accordance with policies Policies JK, JKD and JKDJE.

If the Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall so inform the complaining party in writing.

Timelines

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EXHIBIT

SEXUAL HARASSMENT

COMPLAINT FORM
(To be filed with the compliance officer as provided in ACA-R)

Please print:
Name _________________________________     Date ________________
Address ______________________________________________________
Telephone ________  Another phone where you can be reached _________
During the hours of _____________________________________________
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I wish to complain against:
Name of person, school (department), program, or activity ______________

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Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places.

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If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).
The projected solution

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

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I certify that this information is correct to the best of my knowledge.

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Signature of Complainant

The compliance officer, as designated in ACA-R, shall give one (1) copy to the complainant and shall retain one (1) copy for the file.
The District was established by the state legislature, under the authority contained in the Arizona State Constitution, for the sole purpose of providing an education to the students of the District. While the establishment of the District also provides other services, such as caring for students during the school day, providing employment to the school staff, and providing facilities for the use of the community, all of these services are necessarily subordinate to the District's prime function of providing an education to students. The Governing Board of the District is selected by the citizens of the community to ensure that this responsibility is accomplished. However, the Board recognizes that it cannot accomplish this objective unless all of the sectors of the school community also accept and perform their responsibilities. The Board considers the responsibilities of these elements of the school community to be as follows:

**Staff**

The Board fulfills its responsibility for the education of students by employing first a competent Superintendent, on whose recommendation it also employs a competent staff. As a condition of this employment, the Board expects each member's best efforts to be exerted toward the accomplishment of the educational objectives of the District. Because education is imparted primarily by teachers, the Board specifically places responsibility for maintaining and expanding educational ability on each teacher, to the end that each student may reach maximum potential and develop a sense of dignity and self-worth.

**Parents**

The Board recognizes that the ultimate responsibility for the well-being of all children rest with their parents. All parents are expected to cooperate in the District's educational effort by ensuring maximum attendance of their children, by requiring that their children cooperate in the educational endeavor of the District, and by fostering an attitude in their children that recognizes the importance of education.

**Community**

The resources necessary to provide education for students are provided by members of the community through their taxes and other supporting services. The Board's goal is that all members of the community, both individually and through their governmental, civic, and social organizations, will continue to support the educational activities of the District.

**Students**

Education is an opportunity provided to the children of the District by their community. The Board expects that all students will learn to recognize the value of this opportunity, and will therefore work diligently to help ensure that their maximum potentials are realized. The Board further expects that all students will recognize that their fellow students have the right to be educated, and will avoid any action that may interfere with their ability to exercise that right.

The Board believes that education should develop habits, attitudes, understanding, and skills necessary for a productive, satisfying life in our society. Students should be taught to understand the duties and privileges of responsible citizenship as such duties and privileges relate to themselves as individuals and to the whole community. The vast changes brought about by increasing technology, population, and urbanization must also be taught. The input
and support of the citizens of the community, and especially the professional staff, are solicited as the school community endeavors to develop the attitudes and abilities demanded in this age of rapid change.

In consideration of the accomplishment of these responsibilities by each sector of the school community listed above, the Governing Board, with the concurrence of each individual Board member, pledges its best efforts to ensure that the District is governed effectively and efficiently so that the goal of an appropriate and outstanding educational experience is available for all students of the District.

Adopted: date of manual adoption

LEGAL REF.:
Arizona State Constitution, Article XI, Section 1
AE
SCHOOL DISTRICT GOALS
AND OBJECTIVES

The Board shall establish annual goals and objectives for the operation of the District with input from the staff and the community.

Adopted: date of manual adoption

LEGAL REF.: 
A.R.S.
15-203
15-321
15-341
The Governing Board is responsible to the people of the District and, therefore, should be aware of opinions and attitudes in the community and of identified District needs.

As representatives of the people who own and support the schools, the Board accepts the responsibility to identify community attitudes and opinions and District needs and to require short- and long-range strategies that are responsive within the budgetary limitations of the District.

Adopted: date of manual adoption

LEGAL REF.: A.R.S.  
15-321  
15-341
The Board shall meet at least annually, not later than October 30, for the purpose of appraising its functioning as a Board and to evaluate Board performance. The appraisal plan approved by the Board will be developed by the Board President working with the Superintendent.

Evaluation instruments for Board operation may be used in the process.

The Superintendent and others who regularly work with the Board may be asked to participate in all or a portion of the appraisal.

Areas of Board operations and relationships that may be appropriate to consider during the evaluation of Governing Board procedures may include, but are not limited to:

- Board meetings/decision-making process
- Policy development/implementation
- Board/District goal setting
- Curriculum and instruction management/program
- Fiscal management/resource allocation
- School plant planning/management
- Board member orientation
- Board member development
- Board officer performance
- Board member relationships
- Board-Superintendent relationship
- Board-community relationship
- Legislative and governmental relationships

Adopted: date of manual adoption

LEGAL REF.:  
A.R.S.  
15-321

CROSS REF.:  
BDD - Board-Superintendent Relationship
**EVALUATION OF SCHOOL BOARD / BOARD SELF-EVALUATION**

**ANNUAL SELF-APPRaisal OF THE GOVERNING BOARD**

The following list of items pertaining to the operation of the Governing Board is the basis for an annual self-evaluation. This may be carried out in conjunction with the annual evaluation of the Superintendent.

Please check the appropriate box for each item (S = satisfactory, N = needs improvement, U = unsatisfactory).

**A. Board Relationship with the Superintendent:**

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(1) The Board imparts information on issues, needs, and complaints in a manner allowing the Superintendent the opportunity to solve related problems in a professional manner.

(2) The Board clearly interprets its position on controversial matters pertaining to the District, thereby enabling the Superintendent to properly carry out the wishes of the Board.

(3) The Board disregards personalities and considers the recommendations of the Superintendent in an unbiased and objective manner.

(4) The Board communicates views of personnel effectiveness, including views related to the Superintendent, in a confidential and professional manner.

**B. Board Relationship with the Community:**

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(1) The Board recognizes that the citizens have entrusted them with the educational development of the children and youth of this community.

(2) The Board recognizes that the community expects
their first and greatest concern to be in the best interest of each and every one of the young people without distinction as to who they are or what their background may be.

(3) The Board enacts policies supporting the efforts of the administration in helping the people of this community to have the facts about their schools, to the end that they will readily provide the finest possible school program, school staff, and school facilities.

C. Board Relationships Between Members During Meetings:

(1) Individual members of the Board treat other members of the Board and professional staff with respect during Board meetings.

(2) Differences of opinion influencing Board member votes are based on the issues at hand and not on a personality basis.

(3) All members of the Board conduct themselves in such a manner as to emphasize that individual Board members have authority only when convened in a legally conducted Board meeting with at least a quorum present.

D. Board Relationships with Staff and Personnel:

(1) The Board requires the Superintendent to recommend personnel for their consideration and consistently adheres to this procedure.

(2) The Board members make every effort to become acquainted with the personnel of the District.

(3) The Board members’ personal friendships with District personnel are maintained without allowing them to affect overall Board decisions and/or policies.
E. Board Relationship to the Instructional Program:

1. The Board makes an effort to keep informed about the instructional program by providing for periodic reports as deemed necessary and by periodic visitation in the schools.

2. The Board attempts to gain information from the community pertaining to instructional program needs.

3. The Board maintains policies necessary to enable the educational staff to develop the educational program required to meet the needs of the community.

F. Board Relationship to the Financial Management of the Schools:

1. The Board establishes the policies and provides the necessary resources to properly manage the finances of the District.

2. The Board requires the proper accountability for the expenditure of funds in the District.

3. The Board provides justified funding to maintain a high quality educational program in this District.

4. The Board keeps the community informed about the financial needs of the District.

G. General Statements:

1. List in order of priority four (4) challenges the Board faces:
   
   (a)
   
   (b)
(c)

(d)

(2) List any weaknesses you have observed in the operation of the school system:

(3) List any significant accomplishments made by the school system during the past year:
The Arizona Constitution places the responsibility of establishing and maintaining public schools on the Arizona legislature and directs the legislature to provide for a state board of education, which has general supervision of the public schools. It is further provided that local public schools under the general supervision of the State Board of Education shall be maintained, developed, and operated by locally elected boards. Legally, then, local school boards are instruments of the Arizona Legislature and derive their authority from the Arizona Constitution, Arizona statutes, and the regulations of the State Board of Education.

Adopted: date of manual adoption

LEGAL REF.:
A.R.S. 15-421
Arizona Constitution, Art. XI, Section 1
Arizona Constitution, Art. XX, Paragraph 7
BBA ©
BOARD POWERS AND RESPONSIBILITIES

The Board shall act as the general agent of the state of Arizona in carrying out the will of the people of this District in the matter of public education.

The Board is authorized under the laws of the state of Arizona to adopt all needed policies and regulations for the organization, evaluation, and governance in the District.

The Board performs the following basic functions necessary to the discharging of its responsibilities: legislative, executive, and appraisal.

- The legislative function is the policy-making aspect of the school system. It is the policy of the Board to retain and exercise full legislative authority and control over the schools by adopting general policies or by acting directly in matters not covered by its policies.

- The executive function of the Board is concerned with placing in operation existing Board policy. Most of this function is delegated by the Board to its executive and administrative officer, the Superintendent.

- The appraisal function involves the determination of the efficiency of the school operation and an evaluation of the educational program of the District based on the policies as outlined in the policy manual.

The duties and obligations of an individual Board member include the following:

- To become familiar with the state's school laws, regulations of the State Department of Education, and District policies, rules, and regulations.

- To have a general knowledge of the educational aims and objectives of the system.

- To work harmoniously with other Board members without neglecting a proper share of the work or trying to dominate the Board.

- To vote and act in Board meetings impartially for the good of the District.

- To accept the will of the majority vote in all cases, and give wholehearted support to the resulting policy.

- To accept the responsibility for confidentiality in appropriate matters, especially those dealing with personnel and the divulging of privileged information that could cost the District money, support, or public confidence.

- To represent the Board and the District to the public in a manner that promotes both interest and support.

- To refer complaints to the proper school authorities and to refrain from individual counsel and action.

- To perform other appropriate duties that may arise.

Adopted: date of manual adoption
BBAA ©
BOARD MEMBER AUTHORITY

AND

RESPONSIBILITIES

All powers of the Board lie in its action as a public body. A "meeting" is defined as the gathering, in person or through technological devices, of a quorum of members of a public body to discuss, propose or take legal action, including any deliberations with respect to such action that has been properly noticed, pursuant to Arizona Revised Statutes.

Individual Board members exercise authority over District affairs only by way of votes taken at a legal meeting of the Board. An individual Board member has authority only when and to the extent that the Board, by vote, has so delegated such authority. The Board shall not be bound by any action or statement on the part of any individual member or employee of the District except when such statement or action is in pursuance of special instruction or regular assignment by the Board.

Adopted: date of

Manual adoption

LEGAL REF.:
A.R.S.
15-321
15-341
15-342
15-381

CROSS REF.:
AA - School District Legal Status
BBA - Board Powers and Responsibilities
BBBA ©
BOARD MEMBER QUALIFICATIONS

(Governing Board Membership)

A person who is a registered voter of this state and has been a resident of the District for one (1) year immediately preceding the day of election is eligible for election to the office of Governing Board member.

No employee of the District, including a person who directly provides certificated or support services to the District as an employee of a third-party contractor, or the spouse of such employee may hold membership on the Governing Board of this District.

A Governing Board member is ineligible to serve simultaneously as a member of any other Governing Board/school district governing board, except that a Governing Board member may be a candidate for nomination or election for any other Governing Board/governing board if serving in the last year of a term of office.

Five-Member Board Same Household Limitation

By legislative restriction applicable to five (5) member Boards, persons related as immediate family and having the same household within four (4) years:

- Shall A. Shall not serve simultaneously on the Governing Board.
- Are B. Are ineligible to be a candidate for nomination or election to the Governing Board, except when a member is serving in the last year of a term of office.
- Are C. Are ineligible to be simultaneous candidates for nomination or election to the Governing Board.

A qualified elector residing in the District may bring an action in Superior Court to enforce these restrictions.

For purposes of this policy, the definitions of "immediate family" and "household of residence" set out in A.R.S. 15-421 shall apply.

Adopted: December 8, 2009 date of Manual adoption

LEGAL REF.: A.R.S.
15-421
38-201
38-296.01
Oath of Office

Board members shall take and subscribe to the oath prescribed for public officers pursuant to A.R.S. 38-231, and forward the acknowledged oath on the same day to the County School Superintendent. The person taking the oath shall file a copy of the acknowledged oath in the District office. The District office shall keep such copy on file as long as the Board member remains on the Governing Board and for a period of five (5) years after last serving on the Board.

Time of Oath (Governing Board Members)

When a different time is not prescribed, the oath of office shall be taken and subscribed after the Board member has notice of appointment or, if elected, at any time after receipt of the certificate of election, or before commencement of the term of office.

Adopted: June 10, 2010

Familiarization with

Open Meeting Law

A newly elected or appointed Governing Board member shall, at least one (1) day before taking office, review the Arizona open meeting law (OML) material prepared by the attorney general.

Adopted: date of Manual adoption

LEGAL REF.:  
A.R.S.  
15-426  
38-231  
38-232  
38-233  
38-431.01

Attorney General Arizona Agency Handbook, Chapter 7, Open Meetings
BOARD MEMBER OATH OF OFFICE

Oath of Office

In addition to any other form of oath or affirmation specifically provided by law, any officer or employee shall take and subscribe to the following oath or affirmation before entering upon the duties of such appointed office or employment.

State of Arizona, County of ________________________________, I, [type or print name], do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona; that I will bear true faith and allegiance to the same, and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of [name of office] according to the best of my ability, so help me God (or so I do affirm).

(Signature of officer or employee)

LEGAL REF.:  
A.R.S.  
38-231
BBBC ©
BOARD MEMBER RESIGNATION

Any Board member who desires to resign from the Governing Board shall send a letter of resignation to the office of the County School Superintendent, with a copy to the Secretary of State, giving the effective date of resignation. The resigning Board member shall furnish a copy of such letter to each other member of the Board and to the Superintendent prior to the date on which said resignation is to become effective.

Adopted: date of manual adoption

LEGAL REF.:
A.R.S.
15-302
38-101
38-291
38-294
A Board member's position may be considered vacant or the Board member may be removed from office for reasons included in A.R.S. 38-291. These reasons are:

- Death of the person holding the office.
- Insanity of the person holding the office, when judicially determined.
- Resignation of the person holding the office and the lawful acceptance of the resignation.
- Removal from office of the person holding the office.
- The person holding the office ceasing to be a resident of the district for which he was elected.
- Absence from the state by the person holding the office, without permission of the legislature, beyond the period of three (3) consecutive months.
- The person holding the office ceasing to discharge the duties of office for the period of three (3) consecutive months.
- Conviction of the person holding the office of a felony or an offense involving a violation of official duties.
- Failure of the person elected or appointed to such office to file an official oath within the time prescribed by law.
- A decision of a competent tribunal declaring void the election or appointment of the person elected or appointed to the office.
- Failure of a person to be elected or appointed to the office.
- A violation of section 38-296 by the person holding the office.

Every public officer holding an elective office, either by election or by appointment, is subject to recall from such office by the qualified electors of the electoral district from which candidates are elected to that office.

Adopted: March 14, 2006

LEGAL REF.:  
A.R.S.  
19-201  
19-202  
19-202.01  
19-209  
19-216  
38-291  
38-296  
38-431.07
BBBE ©
UNEXPIRED TERM FULFILLMENT

Any vacancy of a Governing Board member, as defined in A.R.S. 38-291, may be filled by appointment by the County School Superintendent as prescribed by state law. Such appointment shall be until the next regular election, at which time a successor shall be elected to serve the unexpired portion of the term. The County School Superintendent may call for an election to fill a vacancy on a local Governing Board as an alternative to appointment.

If a vacancy occurs, the Governing Board may recommend, within thirty (30) days after notification of the vacancy, submit to the County School Superintendent that it be filled by election up to three (3) names for consideration of an appointment to fill the vacancy. The County School Superintendent is not required to appoint a Governing Board member from the list of names submitted by the Board.

Adopted: date of

Manual adoption

LEGAL REF.:
A.R.S.
15-302
38-291

A.G.O.
I82-111
Arizona Constitution, Article VII, Section 15
Board members will strive to improve public education, and to that end will:

- Attend all Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;

- Recognize that decisions should be made only after discussion at publicly held Board meetings;

- Render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special-interest groups;

- Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;

- Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent;

- Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;

- Be informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by state and national school boards associations;

- Support the employment of persons best qualified to serve as school staff members, and insist on a regular and impartial evaluation of all personnel;

- Avoid being placed in a position of conflict of interest, and refrain from using their Board position for personal or partisan gain;

- Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law; and

- Remember always that a Board member’s first and greatest concern must be the educational welfare of the students attending the public schools.

Adopted: date of manual adoption

LEGAL REF.:
A.R.S.
15-321
Voting Restrictions

Notwithstanding any other provision of law, a Governing Board member shall be eligible to vote on any budgetary, personnel, or other question that comes before the Board, except that it shall be unlawful for a member to vote on a specific item that concerns the appointment, employment, or remuneration of such member or any person related to such member as a dependent as defined in A.R.S. 43-1001. [LEGAL REF.: A.R.S. 15-323]

Employment Limitation

No dependent, as defined in Section 43-1001, of a Governing Board member may be employed in the District, except by consent of the Board. [LEGAL REF.: A.R.S. 15-502]

No employee of the District or the spouse of such employee may hold membership on the Governing Board of the District. [LEGAL REF.: A.R.S. 15-421]

Conflict of Interest

Any Board member or employee of the District who has, or whose relative has, a substantial interest in any contract, sale, purchase, or service to the District shall make known that interest in the official records of the District and shall refrain from voting upon or otherwise participating in any manner as a Board member or employee in such contract, sale, or purchase. [LEGAL REF.: A.R.S. 38-503]

Any Board member or employee who has, or whose relative has, a substantial interest in any decision of the District shall make known such interest in the official records of the District and shall refrain from participating in any manner as a Board member or employee in such a decision. [LEGAL REF.: A.R.S. 38-503]

"Refrain from participating in any manner" means more than just refraining from making a final decision. It means participating in any way in the process leading up to a decision. An employee with a conflict of interest must not make recommendations, give advice, or otherwise communicate in any manner with anyone involved in the decision-making process.

Purchases from Governing Board Members for Districts with 3,000 or More Students

School district procurement rules are required for all purchases of service from Governing Board members, regardless of the dollar amount. Purchases for services may only be made after public competitive bidding. Purchases of supplies, materials, and equipment from Board members are subject to the following:

A. Purchases for supplies, materials, and equipment are limited to three hundred dollars ($300) per transaction;

B. Total purchases within any twelve (12) month period are limited to one thousand dollars ($1,000);
C. The purchases comply with the Uniform System of Financial Records (USFR) guidelines for oral and written quotations.

D. The Board has, by majority vote, adopted or reconfirmed a policy authorizing such purchases within the preceding twelve (12) month period.

[LEGAL REF.: A.R.S. 38-503; 15-323; A.G.O. I84-012; I06-002]

**Purchases from Governing Board Members for Districts with Fewer than 3,000 Students**

School district procurement rules are required for all purchases of service from Governing Board members, regardless of the dollar amount. Purchases for services may only be made after public competitive bidding. Purchases of supplies, materials, and equipment from Board members are subject to the following:

A. Purchases less than one hundred thousand dollars ($100,000) comply with the Uniform System of Financial Records (USFR) guidelines for oral and written quotations;

B. Purchases of one hundred thousand dollars ($100,000) and above comply with the school district procurement rules for public competitive bidding;

C. Each purchase is approved by the Governing Board;

D. The amount of the purchase is included in the Board's meeting minutes.

[LEGAL REF.: A.R.S. 15-323; A.G.O. I06-002]

**Filing of Disclosures**

The District shall maintain for public inspection in a special file all documents necessary to memorialize all disclosures of substantial interest made known pursuant to the statutory conflict-of-interest provisions. [LEGAL REF.: A.R.S. 38-509]

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:
A.R.S.
15-213
15-323
15-421
15-502
38-481
38-503
38-509
43-1001
A.G.O.
I84-012
I87-035
I88-013
I06-002

CROSS REF.:
**BBBA** - Board Member Qualifications
**DJE** - Bidding/Purchasing Procedures
EXHIBIT

BOARD MEMBER CONFLICT
OF INTEREST

I, ________________________________, do hereby indicate:

1. That I am presently an officer/employee of the Glendale Elementary School District;

2. That I, ________________________________, or my relative(s): ________________________________ have a substantial interest in the contract, sale, purchase, decision, investigation, or other matter by the Glendale Elementary School District Governing Board as described below.

Identify the contract, sale, purchase, service, decision, investigation, or other matter in which you or your relative may have a "substantial interest" under A.R.S. §§ 38-501 to 511. (Use as much space as necessary)

Describe the "substantial interest" referred to above. (Use as much space as necessary.)

STATEMENT OF DISQUALIFICATION

To be completed if you have a conflict as identified above.

To avoid any possible conflict of interest under A.R.S. §§ 38-501 to 511, I will refrain from participating in any manner in the matter identified above.

_________________________        ________________________________
Date                                 Signature

STATEMENT OF NO CONFLICT

To be completed only if you do not or your relative does not have a conflict of interest.

I, ________________________________, do hereby indicate that I do not have, and none of my relatives has, a substantial interest in any contract, sale, purchase, service, decision, investigation, or other matter of the Glendale Elementary School District.

_________________________        ________________________________
Date                                 Signature

The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation when a substantial interest may exist.
BDA ©
BOARD ORGANIZATIONAL MEETING

For the purpose of organization of the Governing Board, the Board shall meet at the most convenient public facility in the District. (If a public facility is not available within the District, the Board may meet at any available public facility convenient to all Board members, regardless of the county or school district in which the facility is located.) Such meeting shall be held between January 1 and January 15 next following the election.

The meeting shall be called to order by the President of the Board for the preceding year, or the Clerk, in the order of priority, provided one of these officers is still a member of the Board. If none of the former officers is that person is not a member of the Board, a temporary president shall be elected and the meeting shall be called to order by the temporary president. The person calling the meeting to order shall preside until a successor is chosen.

The new President of the Board shall take office upon election. The Board shall then elect a Clerk.

Whenever there is a vacancy in the office of President or clerk, the Board shall elect a new officer to fill the vacancy during the unexpired term of office.

In addition to the organizational meeting described in this policy, the Board may elect a Board President at any time, for any reason, providing that the matter has been properly placed and noticed on the Board agenda consistent with the open meeting law and adopted by the Board.

Adopted: date of manual

Manual adoption

LEGAL REF.: A.R.S. 15-321 38-431 et seq.

CROSS REF.: BDB - Board Officers BE - School Board Meetings BEC - Executive Sessions/Open Meetings BEDA - Notification of Board Meetings
BDB ©
BOARD OFFICERS

President

The duties of the President of the Board shall be as follows:

● Preside A. Preside over all meetings and conduct meetings in accordance with Arizona law and policies of the District.

● Consult B. Consult with the Superintendent on the agenda for each meeting.

● Encourage C. Encourage and maintain orderly and democratic participation.

● Keep D. Keep all discussions factual and on the subject at hand.

● Allow E. Allow for full and complete exploration of each item of business.

In the absence of the President of the Board, the Clerk shall assume that position and temporarily perform the functions of the President.

In the absence of the President and Clerk, Board members shall select a temporary president, and such action shall be recorded in the minutes.

Clerk

The Clerk of the Governing Board shall perform the following duties unless the Board delegates them to an employee:

● Validate A. Validate a record of the proceedings of the Board in accordance with Arizona law and policies of the District.

● Review B. Review the voucher summary reports of school monies.

● Discharge C. Discharge such duties as are prescribed by the Board.

Adopted: February 12, 2009 date of Manual Adoption

LEGAL REF.:
A.R.S.
15-321

CROSS REF.:
BEDB - Agenda
BEDBA - Agenda Preparation and Dissemination
The establishment of policies is the responsibility of the Board, and the execution of those policies is a function of the Superintendent.

The Superintendent is the chief executive officer of the School District and is responsible for the professional leadership and skill necessary to translate the policies of the Board into administrative action.

The Superintendent is responsible for the administration of the District. The Superintendent may delegate the necessary authority to other employees and develop such procedures and regulations as the Superintendent considers necessary to ensure efficient operation of the District.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-503
Committee work of the Board shall usually be done by members of the Board sitting as a committee of the whole. The Board shall not establish standing or permanent committees, and there shall be no standing or permanent committees composed of the Board members. If a temporary committee is appointed, it shall serve only for the time needed for its designated purpose. Committee recommendations shall be advisory only.

Adopted: date of manual adoption

LEGAL REF.:  
A.R.S.  
38-431

CROSS REF.:  
BDF - Advisory Committees
BDF ©

ADVISORY COMMITTEES

The Board may, by majority vote, appoint ad hoc committees when deemed advisable. Recommendations of such committees cannot be binding on the Board; they may be advisory only. These committees will be broadly representative of the community and will be responsible for presenting to the Board recommendations for action based on research and facts. Any such committee shall automatically be dissolved upon completion of its assignment.

The Governing Board President shall develop guidelines for each committee. These guidelines shall be approved by the Board prior to the first meeting of each committee and will include, but not necessarily be limited to, the following:

- A. A written, specific statement of the purpose of the committee.
- B. The dates on which interim and final reports of the committee are to be rendered.
- C. The date or event upon which the committee will be terminated.
- D. The extent to which facilities, supplies, equipment, and clerical support will be provided to each committee.

The Superintendent will ensure that the following actions are taken for each committee established by the Board:

- A. Each committee member will be briefed on the requirements of the Arizona Open Meeting Law (A.R.S. 38-431) as it applies to committees of the Board.
- B. Notices and agendas of all meetings of the committee will be posted.

C. All meetings will be open for public attendance.

D. If an executive session is authorized, all applicable requirements as presented in Policy BEC, Executive Sessions/Open Meetings will be followed.

E. Minutes will be taken and made available for public inspection three (3) working days after the meeting.

A representative of the Board and a representative of the Superintendent may will serve as ex-officio members of all advisory committees.

Adopted: date of manual adoption
LEGAL REF.: 
A.R.S. 
38-431 et seq.

CROSS REF.: 
BEC - Executive Sessions/Open Meetings
When the Board deems it to be in the best interest of the District the Board may retain private counsel and services. The Governing Board may employ an attorney to represent the District if the county attorney consents. The purpose for which an attorney is hired shall be set forth in writing by the Board.

The Governing Board may employ legal counsel without the consent of the county attorney when, in its discretion, it deems it advisable.

Compensation and purpose should be determined at the time of employment of private counsel.

The Superintendent and the President of the Board shall be designated as the representatives of the District who may confer with counsel. The District will not be responsible for fees that accrue because of unauthorized individual Board member or staff consultation with private counsel.

Copies of all written requests for opinions and opinions of private counsel shall be furnished by the Superintendent to all Board members. Requests for opinions requiring research or substantial amounts of work on the part of private counsel shall be in writing when practicable. Only the Superintendent may contact private counsel by telephone or in person regarding matters pertaining to the day-to-day operation of the District.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 11-532 15-341 15-343 38-431.07
The District may employ consultants when appropriate to carry out tasks or projects that enhance the effectiveness of District operations 1) when the District does not have the specialized competency on its staff or 2) when such assignments would be burdensome to the school staff when added to their full-time assignments. The kinds of assistance sought from consultants may include, but will not necessarily be limited to 1) conducting fact-finding studies, surveys, and research; 2) providing counsel or services requiring special expertise; and 3) assisting the Board in developing policy and program recommendations. The employment of specific consultants, within the budgeted funds of the District, will be the responsibility of the Superintendent.

Adopted: date of manual adoption

LEGAL REF.:
A.R.S.
15-341
15-343
A.A.C.
R7-2-1061 et seq.
R7-2-1117 et seq.
BE ©
SCHOOL BOARD MEETINGS

The Board shall transact all business at official meetings of the Board. These may be either regular or special meetings, defined as follows:

A. Regular meeting - the usual official legal-action meeting, scheduled and held regularly.

B. Special meeting - an official legal-action meeting called between scheduled regular meetings to consider only specifically identified topics.

Every meeting of the Board, regular or special, shall be open to the public except for an executive session that is held in accordance with state law. A "meeting" is defined as the gathering, in person or through technological devices, of a quorum of members of a public body to discuss, propose or take legal action, including any deliberations with respect to such action, that has been properly noticed, pursuant to Arizona Revised Statutes.

A meeting includes a one-way electronic communication by one member of a public body that is sent to a quorum of the members of a public body and that proposes legal action.

A meeting also includes an exchange of electronic communications among a quorum of the members of a public body that involves a discussion, deliberation or the taking of legal action by the public body concerning a matter likely to come before the public body for action.

Notice of all Governing Board meetings, regular and special, shall be posted in compliance with the requirements prescribed by A.R.S. 38-431.02 and described in Board Policy BEDA.

Regular Board Meetings

The Governing Board shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called. If action has been taken and documents approved at a meeting, they may be signed subsequently by individual Board members.

The Governing Board adopts a meeting schedule each school year. The Board may hold other meetings as often as called. The dates of all regular and special meetings are posted on the District's website and public event calendar.

A regular meeting may be rescheduled or canceled:

A. By majority vote of the Board when noticed as a meeting agenda item.

B. By declaration of the Board President, or if the President is unavailable another member of the Board, in consultation with the Superintendent, when a significant event beyond the Board's control renders attendance at the meeting unsafe or unreasonable in light of the circumstance, such as:

1. Significantly inclement weather conditions, or

2. A local, state, or national emergency of a magnitude it intervenes to the extent that convening of the meeting is inadvisable.

C. When the absence of a quorum of the Board will render the meeting impermissible.
Every regular meeting of the Board shall be open to the public, and the Board shall meet at the most convenient public facility in the District. If a public facility is not available within the District, the Board may meet at any available public facility convenient to all Board members, regardless of the county or school district in which the facility is located.

**Special Board Meetings**

Special meetings may be called whenever deemed necessary. Written or telephoned notice of all special meetings shall be given to the members of the Board at least twenty-four (24) hours prior to the time stated for the meeting to convene. Said notice shall indicate the purpose of the special meeting. No business other than the matters specified in the notice shall be transacted at such meeting.

Adopted: date of Manual adoption

A.R.S.
15-321
15-843
38-431 *et seq.*
38-431.01
A.G.O.
I79-45

CROSS REF.:
BEC - Executive Sessions/Open Meetings
BEDA - Notification of Board Meetings
BEDB - Agenda
BEDC - Quorum
BEDF - Voting Method
BEDG - Minutes
The Board may enter into executive session after the following requirements have been met:

- The Board
  
  A. A notice of the executive session has been provided to the Board members and the general public stating the provision of law authorizing the executive session in accordance with Board Policy BEDA.

  B. The Board has first been convened in open meeting, for which notice, stating the specific provision of law authorizing the executive session, has been given.

- The Board President has identified the section or sections of A.R.S. 38-431.03 that authorize the holding of the executive session and has stated the language of the section(s) and a general description of the matters to be considered.

- The executive session is authorized by a vote in open session, either during the current Governing Board meeting or at a prior meeting of the Board designating the time and the date of the future executive session.

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.
No final action, decision, or vote shall be taken while the Board is in executive session, except as provided by law.

The Board shall reconvene the open meeting after an executive session prior to adjourning the meeting.

During the executive session, all persons present in the executive session will be read the admonition on the confidentiality of the executive session minutes and deliberations. — The clerk, or the clerk's designee, will prepare written minutes of all executive sessions in accordance with A.R.S. 38-431.01(C).

Adopted: October 19, 2004 date of Manual adoption

LEGAL REF.: A.R.S.
15-843
38-431.01
38-431.02
38-431.03
A.G.O.
I79-45
I79-4949
I79-126
I79-136
I80-118
I80-146
I81-058
I81-060
I81-090

CROSS REF.: BBBB - Board Member Oath of Office

BEDA - Notification of Board Meetings

BEDG - Minutes
JKD - Student Suspension
EXHIBIT

EXECUTIVE SESSIONS / OPEN MEETINGS

MINUTES

Date Time Place Place

I. Record the names of persons present (Only Board Members, individuals provided for by statute, and other persons whom the Board determines are reasonably necessary for the purposes of the executive session may be present). Indicate who and when anyone leaves or enters during the executive session:

II. Specify the section of A.R.S. 38-431 under which the executive session was called and a general description of the respective topic(s). The same information should have been indicated on the agenda:

III. (Read prior to each executive session:) All persons present are hereby reminded that it is unlawful to disclose or otherwise divulge to any person who is not now present, other than a current member of the Board, or pursuant to a specific statutory exception, anything that has transpired or has been discussed during this executive session. Failure to comply is a violation of A.R.S. 38-431.03.

IV. Items of discussion (if the session is held under authority of A.R.S. 38-431.03, Subsection A, paragraphs 4, 5, or 7, an accurate description of all instructions given must be included):

LEGAL REF.:

A.R.S.

38-431.01
EXECUTIVE SESSIONS / OPEN MEETINGS

Form 7.13
Employee Notice of Executive Session

Section 7.9.4

[DATE]

[Name and Address of Officer or Employee who is the subject of discussion at the executive session]

Dear [Name of employee]:

This is to advise you that the [name of public body] will meet in executive session at its next meeting on [date, time, and exact location] to discuss [describe nature of matters to be discussed or considered]. You may request that the discussion take place during the [name of public body's] public meeting rather than in executive session, by contacting the undersigned not later than [date and time by which notification must be given*].

Any person with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [name, telephone number, TDD telephone number]. Requests should be made as early as possible to arrange the accommodation.

Very truly yours,

[authorized signature]

* Since the public body must post its notice of either a public meeting or an executive session at least twenty-four hours before the meeting, the deadline for the employee to exercise his or her right to demand a public meeting must be more than twenty-four hours before the meeting.
The President of the Board is responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented, and the suitability of the time for such a presentation. All such rulings are subject to review by the Board at a subsequent meeting, properly noticed, as long as the matter is included on the agenda.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-321
A statement of the posting place for shall be conspicuously posted on the District’s website specifying where all notices of the Governing Board meetings shall be filed with the clerk of the Board of Supervisors. A regular meeting may be canceled by agreement of a majority of the Board.

The District shall post all Governing Board public meeting notices on its website and give additional public notice as is reasonable and practicable as to all meetings. When the District has complied with all other public notice requirements of A.R.S. 38-431.02, the Board is not precluded from holding a meeting for which notice was posted when a technological problem or failure either:

A. prevents the posting of public notice on the District website, or

B. temporarily or permanently prevents use of all or part of the District's website.

When an executive session of the Board is scheduled a notice of the executive session stating the provision of law authorizing the executive session and including a general description of the matters to be considered shall be provided to:

A. the members of the Governing Board, and

B. the general public.

At least twenty-four (24) hours prior to the meeting notice shall be given to the members of the Governing Board and to the general public by posting in the designated public place—(s) the time and place, and the meeting agenda—or any change in the meeting agenda, with the exception of an actual emergency, in which case such notice as is appropriate to the circumstances shall be given. The notice shall include an agenda of the matters to be discussed, considered or decided at the meeting, or include information on how the public may obtain a copy of the agenda.

The twenty-four (24) hour notice period:

- May: A. May include Saturday when, in addition to any website posting, the public has twenty-four (24) hour access to the physical posting location.

- Does: B. Does not include Sundays and other holidays set out prescribed in A.R.S. 1-301.

Adopted: December 8, 2009

A twenty-four (24) hour meeting notice is not required in the case of an actual emergency, however, notice shall be given and procedures followed in accordance with the requirements of
38-431.02 as are appropriate to the circumstances.

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.

A meeting may be recessed and resumed with less than twenty-four (24) hours notice when proper initial meeting notice was given and, before recessing, public notice is given specifying the time and place the meeting will be resumed or identifying the method by which such notice shall be publicly given.

When the Governing Board intends to meet at a regular place and time on a regular day, date or event for a specified calendar period, the District may post notice of the beginning of the applicable calendar period and the period for which the notification is valid.

Adopted: date of Manual adoption

LEGAL REF.:  
A.R.S.  
1-301  
15-321  
15-341  
38-431.01  
38-431.02

A.G.O.  
I79-45

CROSS REF.:  
BE - School Board Meetings  
BEC - Executive Sessions/Open Meetings  
BEDB - Agenda
The Governing Board's strategic priorities and goals will be listed at the top of all Governing Board meeting agendas. The agenda shall list the specific matters to be discussed, considered or decided at the meeting. The Governing Board may discuss, consider or make decisions only on matters listed on the agenda and other matters related thereto. (Subject to A.R.S. 38-431.02)

Unless changed by a majority vote of Board members present at each a meeting, the order of business shall be as follows:

**Regular meetings:**

- Call to order
- Opening exercises
  - Offer of Spanish interpretation
  - Roll-call
  - Moment of silence
  - Pledge of allegiance
  - Adoption of agenda
  - Approval of acting clerk (if necessary)
- Special recognition
- Call to the public
- Consent agenda
  - Approval of minutes
- Reports and information items
- Action items
- Board and Superintendent Strategic Goals
- Future meetings and events
- Summary of current events
- Superintendent report
Governing Board report

Executive session (if needed)

Reconvene (if executive session is called)

Adjournment

Special meetings:

- Call to order

- Items for which the special meeting was called

- Adjournment

"Call to the public" may be added to special meeting or study session agendas at the discretion of the Board President.

Executive sessions:

- Adoption of the agenda (discussion of items is not in order)

  C. Pledge of allegiance

  D. Board Meeting minutes not previously approved

  E. Information only items (Items to be heard only; the Board will not propose, discuss, or take legal action during the meeting unless the specific matter is properly noticed for legal action.)

    1. Summary of current events

      a. Superintendent

        i. Celebrations and recognitions

      b. Governing Board members

    2. Reports (Notice must be specific as to type of report that will be given, subject matter and whom will be making the report)

  F. Public comments (members of the Governing Board shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action)

  G. Action items (Matters on which the Governing Board may take legal action during the meeting)

    1. Consent agenda items (When so presented, should fully describe the matters on the agenda and inform the public where more information can be obtained)

    2. Specific items of District business (as listed for consideration, may include various categorical areas as the business of the District necessitates Board discussion, deliberation, and action)
H. Information and Discussion items  
(Matters about which the Board may engage in discussion but will take no action during the meeting)

I. Information items  
(The Board will not propose, discuss, or take legal action during the meeting)

   1. Requests for future agenda items

J. Adjournment

**Special meetings:**

A. Call to order

B. Items for which the special meeting was called  
(May include timely action, discussion, and information items as conditioned for regular meetings)

C. Announcements

D. Adjournment

**Executive sessions:**

A. An executive session may be scheduled, as necessary, during either a regular or special meeting.  
(See Arizona Attorney General Agency Handbook Section 7.6.7)

Adopted: February 26, 2016

1. When an executive session is to be held, the notice must state the specific provision of law authorizing the executive session.

2. The Board may vote to hold an executive session for the purpose of obtaining legal advice from the Board's attorney on any matter listed on the agenda pursuant to A.R.S. 38-431.03(A)(3).

**Emergency meetings**

In the case of an actual emergency, the Governing Board, after giving such notice as is appropriate to the circumstances, may act on an emergency matter or call an emergency meeting in accordance with the requirements set out in A.R.S. 38-431.02. The emergency meeting shall follow the order of business for a special meeting. An emergency meeting shall be subsequently followed by the posting of a public notice within twenty-four (24) hours declaring that an emergency session has been held and setting forth the information specified by 38-431.02. Chapter 7 of the Arizona Agency Handbook shall be consulted for guidance when an emergency action or meeting is being considered.

**Accommodations for the Disabled**

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [name of designated agency contact person] at [telephone number and TDD telephone number]. Requests should be made as early as possible to allow time to arrange the accommodation.

Adopted: date of Manual adoption
BEDBA AGENDA PREPARATION AND DISSEMINATION

Regular Meetings

The Superintendent will prepare Board meeting agendas in consultation with the Board President.

The Superintendent or Board members, with the approval of the Board President, on behalf of the Governing Board as a whole, may place items on the agenda. Any Board member desiring to place—proposing an item for consideration of placement on the agenda will notify the Superintendent of the particular item of business at least two-five (25) weeks—working days before the meeting—if at all possible so supporting materials can be prepared for the Board's consideration.

The agenda and supporting materials shall be distributed to the Board members not less than twenty-four (24) hours prior to the meeting.—Whenever possible, the agenda and supporting materials shall be distributed to Board members six (6) days prior to the meeting (i.e., on the Friday prior to a Thursday night meeting).—Whenever possible, Board members will direct all questions and requests for clarification regarding the agenda and supporting materials to the Superintendent by 12:00 p.m. on the Monday before the meeting.

Upon request, copies of the agenda shall be available to the public and the press.

Special Meetings

Whenever possible, the procedures for agenda preparation and dissemination used for regular meetings will be used for special meetings.

These procedures may be altered by the Superintendent during an emergency or when compliance would be impractical. However, the Superintendent shall comply with all legal requirements in scheduling special meetings.

Adopted: July 8, 2010 date of Manual adoption

LEGAL REF.: A.R.S. 38-431 et seq.

CROSS REF.: BDB - Board Officers
BEDC ©
QUORUM

A quorum consisting of a majority of the Board membership shall be necessary to conduct any business. In the event that a quorum is not present within fifteen (15) minutes of the time scheduled, the meeting may be canceled and another meeting scheduled, with due and proper notices as prescribed by policy and law.

When there is a vacancy of one (1) or more members on the Governing Board, a majority of the members remaining constitute a quorum for the transaction of business, except that a single Board member does not constitute a quorum.

Efforts shall be made to fill vacancies on the Governing Board as soon as is practicable.

Adopted: December 8, 2009

LEGAL REF.:
A.R.S.
1-216
15-321
A.G.O.
I84-165

CROSS REF.:
BBBE - Unexpired Term Fulfillment
The Board prescribes rules for its meetings as follows:

- It shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called.
- Each action item shall require a motion, and all motions shall require seconding.
- The President may make or second motions, and may vote on all motions.
- A motion to adjourn is in order at any time. Such a motion shall require a second and a majority vote. No discussion is in order.
- A motion to table is in order at any time. Such a motion requires a second and is limited to being considered only once on any given agenda item. No discussion is in order.
- Rules of order may be subject to suspension only upon a majority vote of the members of the Board present at a meeting.

Adopted: date of manual adoption

LEGAL REF.:  
A.R.S.  
15-321  
15-341

CROSS REF.:  
BEDA - Notification of Board Meetings  
BEDB - Agenda  
BEDBA - Agenda Preparation and Dissemination  
BEDC - Quorum  
BEDF - Voting Method  
BEDG - Minutes  
BEDH - Public Participation at Board Meetings  
BGF - Suspension/Repeal of Policy
Votes on all motions and resolutions shall be by *ayes*, *nays* or *abstentions*.

At the discretion of the Board President or on the request of a member, a show-of-hands or roll-call vote shall be made and the vote of members shall be recorded. On a show-of-hands or roll-call, an indication of how each member voted, the names of the members who propose each motion and the names of the persons, as given, who make statements or present material to the public body and a reference to the legal action about which they made statements or presented material shall be recorded.

All motions shall be carried by a majority of the members who vote, or as otherwise required by law.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:
A.R.S.
1-216
15-321
38-431
A.G.O.
178-237

CROSS REF.:
BEDC - Quorum
BEDD - Rules of Order
BEDG - Minutes
Minutes—Written or recorded minutes shall be kept taken of all regular and special Board meetings, including executive sessions, and shall include the information required by A. If possible, complete written minutes of each Board meeting will R.S. 38-431.01. The written minutes or recording shall be available for public review in the District administrative office inspection three (3) working days after the date of the meeting, except for confidential executive session minutes. If this is not possible, the record of the meeting shall be available until the written minutes are prepared. In all cases, written minutes of each meeting shall be prepared as soon as possible, containing the information required by A.R.S. 38-431.01. The Board will take action at a subsequent meeting to amend and/or approve these minutes. Minutes of regular or special meetings will. Written minutes or a recording not yet approved by the Governing Board shall be marked as "draft" or "unapproved." The minutes or recording shall not be withheld from the public pending approval and must be in a form readily accessible to the public.

Copies of unapproved written minutes, in print or digital form, shall be distributed to all Board members prior to the next meeting, and will be made available to the public upon request, as unconfirmed. The Board will take action at a subsequent meeting to amend and/or approve the written minutes.

The clerk, or the clerk's designee, will prepare written Superintendent shall oversee the preparation of written or recorded minutes of all executive sessions, as required by A.R.S. 38-431.01, and will maintain a confidential file of all minutes. The Superintendent shall be responsible for maintaining the minutes of all executive sessions within a sealed confidential file. Adopted: October 19, 2004. The Superintendent will provide confidential copies of unapproved written minutes, in print or digital form, to all Board members prior to the next meeting.

The Superintendent shall assure that permanent archival files of all approved Governing Board meeting minutes and related required materials are maintained in accordance with A.R.S. 39-101 and standards established by Arizona State Library, Archives and Public Records (ASLAPR). Regular and special Board meeting minutes shall be filed separately from Board executive session minutes.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-843 38-421 38-431.01 38-431.03 39-101
Attorney General Arizona Agency Handbook, Chapter 7, Open Meetings

ASLAPR General Retention Schedule for School Districts and Charter Schools

CROSS REF.:

BED - Meeting Procedures/Bylaws
For meetings other than executive sessions, minutes are to contain at least the following information:

A. Date, time, and place of meeting.

B. Members of the Governing Board recorded as either present or absent.

C. General description of the matter considered.

D. A record of how each member voted.

E. An accurate description of all legal actions proposed, discussed or taken, and the name of the Board member who proposed each motion.

F. Names of the persons, as given, making statements or presenting material to the Governing Board and a reference to the legal action about which they made statements or presented material.

A meeting, for the purposes of the open meeting statutes, is the gathering of a quorum of Governing Board members at which they discuss, propose or take legal action, including any deliberations by a quorum with respect to such action. [38-431]

It is therefore necessary to remember that:

A. the coming together of a quorum of Governing Board members:
   1. in person or by technological devices such as speakerphone, Internet, or other device,
   2. including study sessions, work sessions, and retreats,
   3. regardless of whether or not any voting is scheduled to occur,

B. or of a subcommittee or advisory committee appointed by or at the direction of the Board, or which is to report to the Board,
   1. is a "meeting" and, therefore,
   2. minutes must be taken and processed as required by statute and specified above.
A public meeting of the [name of public body] was convened on [date, time, and exact location]. Present at the meeting were the following members of the [name of public body]: [names of members present]. Absent were: [names of members absent]. The following matters were discussed, considered, and decided at the meeting:

1. [Generally describe all matters discussed or considered by the public body.]

2. [Describe accurately all legal actions proposed, discussed, or taken and the names of persons who proposed each motion].

3. [Identify each person making statements or presenting material to the public body, making specific reference to the legal action about which they made statements or presented material.]

4. [Other required information. See Section 7.8.2(6), (7), (8).]

Dated this _________ day of __________________________, 20____.

___________________________________
[name of public body]

By_________________________________
[authorized signature]
An executive session of the [name of public body] was convened on [date, time, and exact location]. The [name of public body] voted to go into executive session at a public meeting on [date, time, and exact location]. Present at the executive session were the following members of the [name of public body]: [names of members present]. Absent were: [names of members absent]. Also attending the executive session were: [names of those present including the reasons for their presence, for example, attorney for the public body, etc.]

The following matters were discussed and considered at the meeting:

1. [Generally describe the matters discussed or considered by the public body.]

2. [Describe all instructions given to attorneys or designated representatives pursuant to A.R.S. § 38-431.03(A)(4), (5) and (7).]

3. [If the executive session is held as an emergency session, include the statement of reasons for the emergency consideration. See Section 7.8.2(7).]

4. [Include such other information as the public body deems appropriate, including information necessary to establish that executive session was proper and appropriate. See Section 7.8.3(5).]

Dated this ________ day of ___________________________, 20____.

______________________________
[name of public body]

By __________________________
[authorized signature]
All regular and special meetings of the Board shall be open to the public.

The Board invites the viewpoints of citizens throughout the District, and considers the responsible presentation of these viewpoints vital to the efficient operation of the District. The Board also recognizes its responsibility for the proper governance of the schools and therefore the need to conduct its business in an orderly and efficient manner. The Board therefore establishes the following procedures to receive input from citizens of the District:

- **Any**
  
  A. Any individual desiring to address the Board shall complete a form (Request to Address Board) and give this form to the Superintendent prior to the start of the Board meeting.

- **The**
  
  B. The Board President shall be responsible for recognizing speakers, maintaining proper order, and adhering to any time limit set.

Questions of fact asked by the public shall, when appropriate, be answered by the President or referred to the Superintendent for reply. Questions requiring investigation shall be referred to the Superintendent for later report to the Board. Questions or comments on matters that are currently under legal review will not receive a response.

- **If**
C. If considered necessary, the President shall set a time limit on the length of the comment period. In order to ensure that each individual has an opportunity to address the Board, the President may also set a time limit for individual speakers.

- Members of the public may be recognized by the President to assist the Board with information for the conduct of its official business.

- Personal attacks upon Board members, staff personnel, or other persons in attendance or absent by individuals who address the Board are discouraged. Presenters are cautioned that statements or representations concerning others that convey an unjustly unfavorable impression may subject the presenter to civil action for defamation. Policies KE, KEB, KEC, and KED are provided by the Board for disposition of legitimate complaints, including those involving individuals. Upon conclusion of the open call to the public, individual members of the Board may respond to any criticism made by an individual who has addressed the Board.

The Superintendent shall ensure that a copy of this policy is posted at the entrance to the Board meeting room, and that an adequate supply of forms is available.

Adopted: date of manual adoption

LEGAL REF.: A.R.S.
CROSS REF.:
BDB - Board Officers
BHC - Board Communications with Staff Members
BHD - Board Communications with the Public
KEB - Public Concerns/Complaints about Personnel
REQUEST TO ADDRESS BOARD

I request permission to address the Governing Board on the following item on the agenda:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

_________________      ____________________________________________
(Date)                              (Name and Telephone Number)

____________________________________________
(Street Address)

(City)                                  (State)                  (Zip)

____________________________________________
(E-mail Address)

____________________________________________
(Representing)
Local news media representatives shall be welcome to attend all regular or special meetings of the Board with the exception of executive sessions. In the event that representatives of the news media are unable to attend a regular or special meeting, the Superintendent may provide a periodic summary of Board actions.

Adopted:  date of manual adoption

LEGAL REF.:
A.R.S.
38-431.01
38-431.03
It is the intent of the Board to adopt policies so that they may serve as guidelines for its own operations and for the successful and efficient functioning of the District.

Policy adoption is one of the Board’s chief responsibilities. Suggestions regarding the content of policies may originate with a member of the Board, the Superintendent, a staff member, a parent, a student, a consultant, a civic group, or any resident of the District. A careful and orderly process shall be used in examining such proposals. The policy proposals shall be referred to the administration for detailed study prior to recommendation(s) being provided to the Board. The Board may take action in accordance with Policy BGB after hearing the Superintendent’s recommendations.

The policies of the Board are framed and intended to be interpreted within the context of applicable laws and regulations.

Changes in needs, conditions, purposes, and objectives may require revisions, deletions, and additions to the policies. The District will welcome suggestions for ongoing policy review and revision.

Adopted: date of manual adoption

LEGAL REF.:  
A.R.S.  
15-321  
15-341
Adoption of new policies or the revision or repeal of existing policies is the responsibility of the Board. The Board shall adhere to the following procedure in considering and adopting policy proposals to ensure that they are fully studied before final action:

- First meeting - the proposal shall be presented for review.
- Second meeting - the proposal shall be presented for discussion and action.

During discussion of a policy proposal, the views of the public, staff members, and the Board may result in changes. A change shall not require that the policy go through an additional review except as the Board determines that the change requires further study and that an additional review would be desirable.

Policies may be adopted or amended at a single meeting of the Board in a Board-declared emergency.

Adopted: date of manual adoption
In an effort to keep its written policies up to date so they may be used consistently as a basis for Board action and administrative decision, the Board authorizes the Superintendent to seek consulting assistance from a source that provides such services. The District shall rely on the consulting service in conjunction with the functioning of the District as indicated by reactions of the school staff, the students, and the community to provide insight into the effect of the policies it has adopted. The Superintendent shall develop procedures to permit the District to utilize the policy consulting service in a manner that assures maximization of the District's return on its investment in the service.

The Superintendent is responsible for calling to the Board's attention policies that are out of date or in need of revision.

Adopted: date of manual adoption

CROSS REF.:
BGE - Policy Communication/Feedback
BGC-R ©

REGULATION

POLICY REVISION AND REVIEW

The District is a subscriber to the Policy Services Program of the Arizona School Boards Association (ASBA). This service will assist the District in the amendment of District policies or in the adoption of new policies originated by the District.

The procedure listed below will be followed to ensure the expeditious review and consideration of policy updates received from the ASBA Policy Services Program and all newly proposed policies:

- A. A master file of policy updates (Policy Services Advisories) will be kept by the Superintendent.

- Upon receipt, a copy of each update will be forwarded to the appropriate member(s) of the Superintendent's staff.

- The designated staff member may review and evaluate the update and recommend action to

  - the Superintendent, including any proposed changes needed to adapt the update to specific circumstances within the District.

- If changes or new policies are recommended, the Superintendent will send a copy of the update to

  ASBA-Policy
ASBA Policy Services for review or contact ASBA Policy Services by phone to discuss the proposed changes.

- Following

E. Following review by ASBA Policy Services, the updated policy or any newly proposed policies will be placed on the Board agenda for a first review by the Board.

- Following

F. Following the first review, if any proposals are made for further changes, such changes will be sent to ASBA Policy Services for review or discussed with them by phone.

- If

G. If no changes are proposed, or after any such proposed changes have been reviewed by ASBA Policy Services, the updated policy will be placed on the Board agenda a second time for action by the Board.

- Following

H. Following adoption by the Board, the Superintendent will send a copy of the adopted policy and the date of adoption to ASBA Policy Services.

- ASBA

I. ASBA Policy Services will produce the final adopted copy of the policy and return the final copy to the District.

- The

J. The Superintendent will reproduce sufficient copies of the new policy, as received from ASBA Policy Services, and forward a copy to each person who is assigned a policy manual, with instructions as to how it is to be incorporated.
be incorporated into the policy manual.
The Superintendent has the responsibility for carrying out, through administrative regulations, the policies established by the Board. The administrative regulations shall specify required actions and reflect the detailed arrangement under which the District will be operated.

Before issuance, regulations shall be properly titled and coded in conformance with the policy classification system selected by the Board.

The Board reserves the right to review all administrative regulations. The Superintendent shall provide a copy of each District regulation to each Board member prior to distribution.

Adopted: date of manual adoption

LEGAL REF.:  
A.R.S.  
15-321
The Superintendent shall develop procedures to ensure that employees, patrons, and Board members shall have access to a current policy manual that contains the policies and administrative regulations of the District.

The manual is intended both as a tool for District management and as a source of information to patrons, staff members, and others about how the District operates. To that end, each Board member and administrator shall have ready access to a copy of the manual. In addition, a manual shall be available at such places as the Superintendent may determine for use by staff members, students, and patrons.

Each administrative regulation shall be so designated and included in the manual on a separate sheet(s) accompanying the policy with which it is associated.

All policy manuals shall remain the property of the District and shall be subject to recall at any time.

The Board's policy manual shall be considered a public record and shall be open for inspection during regular business hours at the District administration office and at places designated by the Superintendent.

The master copy of the manual will be securely maintained in the Superintendent's office. It is this copy that will be used to resolve any discrepancies in language existing in other copies.

Adopted: date of manual adoption

LEGAL REF.:
A.R.S.
15-341
Each person to whom a policy manual is issued will be responsible for the maintenance, control, and updating of the manual.

All changes to the policy manual will be issued by the Superintendent, with a change memorandum listing codes, pages to be removed, and pages to be inserted. After making the changes, a copy of the change memorandum shall be filed by the Superintendent. After the updated pages have been placed into a policy manual, the outdated pages that have been superseded must be removed and destroyed. All policy manuals are subject to recall and/or inspection at any time to ensure that they are properly updated.

The master copy of the policy manual shall be maintained by the Superintendent. It is this copy that shall be used to resolve any discrepancies in language existing in other copies.

The Superintendent will maintain one (1) copy of all outdated pages for historical and reference purposes.

LEGAL REF.:
Uniform System of Financial Records
DATE: _____________________________

TO:     All holders of policy manuals

RE:      District policy manual changes, additions, or deletions

Please make the following changes in your policy manual. It is important that this be accomplished immediately so that your manual contains only current policies.

| take out these old policies, regulations (-R), or exhibits (-E): | put in these new policies, regulations (-R), or exhibits (-E): |
|---------------------------------------------------------------|
|                                                               |
|                                                               |
|                                                               |
|                                                               |
|                                                               |
|                                                               |
|                                                               |
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|                                                               |

As soon as the changes to your copy of the manual are accomplished, please date, sign, and return this memorandum.

<table>
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<th>Signature</th>
<th>Date</th>
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The operation of any section or sections of Board policies not established and required by law or vested by contract may be temporarily or permanently suspended by a majority vote of Board members present at a regular or special meeting. An action under this policy would not require the two (2) presentations indicated in Policy BGB (Policy Adoption) to reinstate a suspended policy.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-321
Official communication between the Board and employees will occur as follows:

- An employee will first communicate on school- or employment-related matters at the administrative level. Any employee who exhausts the opportunity of discussing a matter at the various administrative levels may then communicate in writing with the Board on the matter. No anonymous communication will be considered by the Board.

- Any employee who wishes to address the Board in the employee's capacity as a parent, District resident, or individual, rather than as an employee, may do so by following the procedures in Policies BEDH and BHD.

- Official communications, policies, directives, Board concerns, and Board action(s), as appropriate, will be communicated to employees by the Superintendent.

Adopted: date of manual adoption

LEGAL REF.:
A.R.S.
15-321
15-341
38-431.01
38-431.02

CROSS REF.:
BEDH - Public Participation at Board Meetings
Official communication between the Board and the community is subject to the following:

- Any community member who exhausts the opportunity of discussing a matter at the administrative level may communicate with the Board in writing. No anonymous communication will be considered by the Board.

- A member of the community who wishes to address the Board in person may do so by following the procedures in Policy BEDH.

- Official communications, policies, Board concerns, and Board action, as appropriate, will be imparted to the community by the Superintendent.

Adopted: date of manual adoption

CROSS REF.:
BEDH - Public Participation at Board Meetings
A member-elect - or any person designated for appointment as a member-elect - of the Board is to be afforded the Board's and the staff's fullest measures of courtesy and cooperation. The Board and staff shall make every effort to assist the member-elect to become fully informed about the Board's functions, policies, procedures, and problems.

In the interim between election or appointment and actually assuming office, the member-elect shall be invited to attend appropriate meetings and functions of the Board and is to receive appropriate reports and communications normally sent to Board members.

The member-elect is to be provided access to appropriate publications and aids, including the Board's Policy Manual and Administrative Regulations and publications of the state and national school boards associations.

The Board President and members of the administrative staff will also confer with the member-elect as necessary on special problems or concerns.

Board members-elect will be encouraged to attend meetings or workshops specifically designed for Board members-elect. Their expenses at these meetings may be reimbursed by the District in accordance with law.

Adopted: date of manual adoption

LEGAL REF.:
A.R.S.
15-342
38-431.01
Governing Board members are encouraged to attend workshops presented by the county, state, and national school boards associations. Professional journals and books in the school libraries shall be available to every Board member.

Adopted: date of manual adoption

LEGAL REF.:  
A.R.S.  
15-342
In keeping with the need for continuing in-service training and development for its members, the Board encourages the participation of all members at appropriate Board conferences, workshops, and conventions. However, in order to control the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

- The Board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the District.

- Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the Board will designate which of its members would be the most appropriate to participate at a given meeting. With the prior approval of the Board, Board members may participate in meetings other than those authorized in the budget.

- When a conference, convention, or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and material acquired at the meeting.

Adopted: date of manual adoption

LEGAL REF.:
A.R.S.
15-342

CROSS REF.:
DKC - Expense Authorization/Reimbursement
BOARD MEMBER COMPENSATION AND EXPENSES

Board members may be reimbursed for expenses incurred in connection with any school business authorized by the Board.

Reimbursement amounts shall not exceed the maximum amounts established pursuant to A.R.S. 38-624.

Adopted: date of manual adoption

LEGAL REF.: A.R.S.
15-342
38-621
38-622
38-623
38-624
38-625

CROSS REF.: DKC - Expense Authorization/Reimbursement
General

Pursuant to statute, Governing Board members are immune from personal liability with respect to all acts done and actions taken in good faith within the scope of their authority during duly constituted regular and special meetings. However, the Governing Board may procure insurance or may establish a self-insurance program for the management and administration of a system for direct payment of benefits, losses, or claims, or any combination of insurance and direct payments, including risk-management consultation, to provide payment of any property loss sustained or lawful claim of liability or fortuitous loss made against the District or its employees or officers, if the employees or officers are acting in the scope of their employment or authority.

The District shall secure general liability, property damage, and workers' compensation insurance coverage, and shall secure performance and payments bonds for all construction projects.

Participation in Group Insurance Plans of the District

Governing Board members and their dependents are eligible to participate in health, accident, life, or disability insurance plans made available to employees of the District if the Board members pay the full premiums associated with such coverage and participation of the members and their dependents does not result in an expenditure of District monies.

Former Board members, their spouses, dependents, and surviving spouses or dependents of Board members or former Board members may continue to participate in the health, accident, life, or disability insurance benefits provided to employees of the District if the following conditions are met:

- Former Board members must have served at least four (4) consecutive years on the Board, must have been covered under the insurance plan while serving as Board members, and must pay the full premiums for the insurance coverage. Such participation must not result in an expenditure of District monies.

- The spouse and dependents of a Board member or former Board member may continue participation in the insurance plan if they pay the full premium for the insurance coverage and their participation does not result in any expenditure of District monies.

- For a surviving spouse or dependents of a Board member or former Board member to be eligible for continued coverage, the deceased Board member or former Board member must have served four (4) consecutive years and have been covered under the insurance plan while serving on the Board.

- The surviving spouse and/or dependents of a deceased Board member who was eligible for coverage while in office will be eligible for continued coverage.

Adopted: June 10, 2010

LEGAL REF.:
A.R.S.
The Board will participate in legislative programs through conferences with the state and national school boards associations.

The Board authorizes the Superintendent to actively participate in the development of legislation that has a positive effect on educational programs of the District.

Adopted: date of manual adoption
SCHOOL BOARD MEMBERSHIPS

The Board may choose to be a member of and participate in school boards associations at the state, county, regional, and national levels. The Superintendent will ensure that the subject of school boards association membership is addressed during budget preparation.

The District shall not spend monies for memberships in an association that attempts to influence the outcome of an election, as determined by state and federal law.

 Adopted: September 22, 2011

LEGAL REF.: A.R.S.
15-342
15-511
In addition to informational liaison between itself and the various school boards associations, the Board shall be officially represented in the associations' affairs through the election and appointment of delegates and/or observers to the governing bodies of these organizations.

Adopted: date of manual adoption

LEGAL REF.: A.R.S.
15-342
The District administration is responsible, within the guidelines established by Board policy, for the direction and coordination of students and staff members in their efforts to reach educational goals adopted by the Board.

The Board expects the administration to specialize in:

- The processes of decision making and communication.
- Effective resource management.
- Planning, organizing, implementing, and evaluating educational programs.
- The demonstration of educational leadership.
- The development and maintenance of close working relationships and channels of communication within the District and the community.
- The minimization of misunderstandings.
- The development of cooperation toward attaining the educational goals adopted by the Board.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-321
The Board shall employ a Superintendent, who shall enforce the statutes and rules of the state of Arizona, the rules of the State Board of Education, and the federal government, and the policies of the Governing Board of the District.

The administration of the school system in all aspects is the responsibility of the Superintendent, whose functions shall be carried out in accordance with the policies of the Board.

The Superintendent may establish regulations for the administration of the District that are in compliance with applicable statutes or regulations of the State Board of Education, Arizona Administrative Code and the policies of the Governing Board. These regulations are binding on the employees of this District and students in the schools.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-503
QUALIFICATIONS AND DUTIES
OF THE SUPERINTENDENT
(Performance Responsibilities)

The Superintendent shall have appropriate qualifications as determined by the Governing Board by action taken at a public meeting.

The Superintendent shall supervise, either directly or through delegation, all activities and all personnel of the school system according to the laws of the state of Arizona, rules of the Arizona State Board of Education, and adopted policies of the Governing Board.

The Superintendent is the District's chief executive officer and the administrative head of all divisions and departments of the school system. It is the Superintendent's duty to administer the policies of the Board and to provide leadership for the entire school system. The Superintendent is the professional consultant to the Board and, in this capacity, makes recommendations to the Board for changes in Board policies and the educational program.

The Superintendent provides the initiative and the technical guidance for the improvement of the total program of the school system. The delegation of authority for the operation of the various functions of the school system is one of the Superintendent's duties. The Superintendent is, however, responsible to the Board for all functions of the District, including those listed below.

**Education:**

- Administers the development, coordination, maintenance, and evaluation of the educational program, including the special education program.
- Supervises methods of teaching, supervision, and administration in effect in the schools.
- Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means.
- Keeps the public informed about modern education practices, educational trends, and the policies, practices, and problems in the District schools.

**Management:**

- Ensures that all activities of the District are conducted in accordance with the laws of the state of Arizona, the regulations of the Arizona Board of Education, and the policies of the Governing Board.
- Assumes responsibility for the overall financial planning of the District and for the preparation of the annual budget, and submits it to the Board for review and approval.
- Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board.
• Maintains or has maintained adequate records for the schools, including, but not limited to:
  ■ financial accounts,
  ■ business and property records,
  ■ personnel,
  ■ school population,
  ■ student records including verifiable documentation of each student's residency in this state in accordance with guidelines and forms adopted by the Arizona Department of Education, and
  ■ scholastic records.
• Provides suitable instructions and regulations to govern the maintenance of District properties.
• Provides suitable instructions and regulations to govern the safety and transportation of students.
• Assumes responsibility for the use of buildings and grounds.
• Recommends the locations and sizes of new school sites and of additions to existing sites; the locations and sizes of new buildings; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the District.
• Oversees the processing and submission of required reports.
• Interprets the budget and finances to the community.
• Remains current on new legislation and implements laws to the best advantage of the District.

**Governing Board:**

• Attends and participates in all meetings of the Board and its committees, except when excused by the Board.
• Takes prompt action to implement all directives of the Board.
• Advises the Board on the need for new and/or revised policies.
• Provides timely advice to the Board on the implication of changes in statutes or regulations affecting education.
• Informs and advises the Board about programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.
• Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such facts, objective information, and reports as are needed to ensure the making of informed decisions.
● Develops and implements rules and regulations in keeping with Board policy.

● Acts as chief public relations agent for the District.

● Acts on own discretion if action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy guidance in the future.

**Personnel:**

● Recommends to the Board the appointment or dismissal of all employees of the District.

● Ensures that all employees are evaluated in accordance with the schedule established by the Board.

● Determines assignments, defines the duties, and coordinates and directs the work of all employees of the District.

● Recommends all promotions, demotions, and salary changes to the Board.

● Communicates to all employees all actions of the Board relating to personnel matters, and receives from employees all communications to be made to the Board.

The Superintendent shall have a valid fingerprint card issued pursuant to A.R.S. 41-1758.03.

Adopted: September 22, 2011

LEGAL REF.:
A.R.S.
15-503
15-802
38-201
41-1758
A.A.C.
R7-2-603

CROSS REF.:
CBI - Evaluation of Superintendent
The Governing Board delegates to the Superintendent, among other powers, the authority to perform the following acts:

- To give notice to teachers, pursuant to A.R.S. 15-536, of the Board’s intention not to offer a teaching contract.

- To give notice to teachers, pursuant to A.R.S. 15-538.01, of the Board's intention not to offer a teaching contract and to dismiss the teacher.

- To give notice to an administrator or certificated school psychologist, pursuant to A.R.S. 15-503, of the Board's intention not to offer a new contract.

- To issue to teachers, pursuant to A.R.S. 15-536, 15-538, and 15-539, written preliminary notices of inadequacy of classroom performance, reporting such issuance to the Governing Board within five (5) school days.

Adopted: date of manual adoption

LEGAL REF.:  
A.R.S.  
15-503  
15-536  
15-538  
15-538.01  
15-539
The Superintendent should provide leadership for the District by meeting the expectations of the Board and the community. In order to accomplish this goal, the Superintendent must receive formal, evaluative feedback from the Board on an annual basis. As a regularly scheduled activity, the Governing Board will meet at least once each year to provide written and/or oral evaluative feedback to the Superintendent on the Superintendent's performance. The primary purpose of the evaluation process will be to effect improvements in administrative leadership. The Superintendent's performance will be evaluated based on specified administrative standards, annual goals and objectives, and fulfillment of duties in the job description. Governing Board shall evaluate the Superintendent at least once each year.

The evaluation(s) shall relate to the Superintendent's duties, responsibilities, and progress toward established goals.

The Superintendent shall provide each member of the Board a copy of the evaluation instrument not later than November 10. The Board President shall schedule a meeting not later than December 18, when the Board will devote an executive session to the evaluation of the Superintendent's performance, to discuss working relationships between the Superintendent and the Board, and to review the Superintendent's contract (with the Superintendent present). If the Superintendent's contract is in its first year, this initial evaluation will not be a comprehensive evaluation, but will be used to allow the Board to communicate its perspective on the Superintendent's performance to date and to allow the Board and the Superintendent to communicate on performance matters. Additional first-year evaluations may be completed by the Board at the Board's discretion or upon invitation by the Superintendent; however, the first fully comprehensive evaluation will be that which occurs in November of the Superintendent's second year.

Any meetings of the Board to compile evaluative data evaluations, or meetings to discuss the evaluative feedback evaluations with the Superintendent, shall be held in executive session unless the Superintendent requests that any such meeting be held in open session. The Superintendent will be given a copy of the written evaluation and another copy shall become a part of the Superintendent's file. The Board members shall have the opportunity to discuss with the Superintendent any item(s) on which the Board member fails to achieve consensus.

A copy of any written evaluation shall be given to the Superintendent. If in disagreement with such evaluation, the Superintendent may respond in writing to the Governing Board if there is disagreement with the evaluation. On or before May 15.

Upon the conclusion of the evaluation, the Governing Board shall offer a contract to the Superintendent for the next school year(s). If it is the last year of the Superintendent's contract, the Board shall notify the Superintendent on or before April 15 of its intention not to renew the administrative contract. May determine whether any changes in the compensation and benefits or contract term of the Superintendent are warranted, subject to the following:
If the Superintendent’s contract with the School District is for multiple years, the School District shall not offer to extend or negotiate the contract until no earlier than fifteen (15) months before the expiration of the contract.

If the Superintendent’s contract with the School District is for a single year, on or before May 15 of each year the year preceding the final year of the contract:

Using the annual performance evaluation the Board and the Superintendent will mutually establish goals and objectives for the Superintendent for the ensuing year.

Adopted: December 8, 2016

Board shall offer a contract for the next school year to the Superintendent unless on or before April 15 the Board gives notice to the Superintendent of the Board’s intention not to offer a new administrative contract; this contract may or may not be for the position of Superintendent.

The evaluation and any comments by the Superintendent shall become a part of the Superintendent’s personnel file.

Adopted: date of Manual adoption

LEGAL REF.:
A.R.S.
15-503

CROSS REF.:
CBA - Qualifications and Duties of the Superintendent
CBI-R

REGULATION

EVALUATION OF SUPERINTENDENT

(Guidelines)

Steps in the Formal Evaluation Process

Beginning in September, the Superintendent will provide the Governing Board with reports on the previous school year's assessment results, state performance rating, and achievement of Strategic (District) Goals. These reports will be done in open session. The Superintendent will also provide reports on completion of Performance (personal) Goal(s), which may be held in an executive session. Following the reports, Board members will be provided with an evaluation packet containing the Superintendent evaluation policy (CBI), procedures (CBI-R) and evaluation forms (CBI-E). The Governing Board will then meet in executive session to complete the Superintendent's annual summative performance evaluation. This process regarding reporting will be concluded by November 30 of each school year but such deadline may be extended by the Governing Board.

Part I - Administrative Standards - Part I of the evaluation instrument measures the Superintendent's performance based on six (6) administrative performance standards in five (5) main categories. A composite rating and summary paragraph are completed for each standard listed on the instrument.

Each individual Board member will complete Part I of the evaluation instrument individually. Unsatisfactory ratings require specific information and/or supporting evidence that justifies the rating, as well as direction for improvement.

The average of the Governing Board members' individual scores will be calculated to determine the composite score assigned for each standard. The Board will attempt to reach consensus on a summary paragraph for each standard.

Part II - Annual Goals and Objectives - The second part of the evaluation assesses the Superintendent's performance related to the annual goals mutually developed and agreed upon with the Governing Board. A composite rating and summary paragraph are completed for the Superintendent's progress towards the attainment of each strategic (District) and performance (personal) goal.

Each individual Board member will rate the Superintendent's progress toward attainment of each annual strategic (District) and performance (personal) goal individually. Unsatisfactory ratings require specific information and/or supporting evidence to be provided to justify the rating, as well as direction for improvement.
The average of the individual scores will be calculated to determine the composite score assigned for each goal. The Board will attempt to reach consensus on a summary paragraph for each goal.

**Part III - Overall Assessment** - The final part of the evaluation combines scores from Part I and Part II for the overall rating of the Superintendent's performance. The Board will attempt to reach consensus on a summary statement. In any instance in which the Board cannot reach consensus on the language in any summary paragraph or statement, the Board shall follow the following process: Summary paragraphs or statements will be prepared by the Board President or other designee.

If any individual Governing Board member disagrees with the summary, the Board member will submit his/her individual summary for that particular item to the Superintendent individually.

The Board will meet with the Superintendent to review the evaluation documents.

The Board will convene an executive session to conduct the review. The Superintendent will be provided with copies of Part I, Part II, and Part III. The Superintendent's original evaluation forms will be placed in the Superintendent's personnel file as appropriate.
EVALUATION OF SUPERINTENDENT

Part I: Administrative Standards

Each individual Board member will rate the Superintendent in the standards prior to the evaluation meeting. Unsatisfactory ratings require specific information and/or supporting evidence that justifies the rating, as well as direction for improvement.

Rating Scale:  
4 = Outstanding  
3 = Satisfactory  
2 = Needs Improvement  
1 = Unsatisfactory

At the evaluation meeting, the individual Board members' scores will be averaged to determine the composite rating for each standard and a summary paragraph will be developed.

A. Educational Leadership

| Standard 1: Facilitates the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community. |
| Indicator | Rating |
|----------------------------------------------------------|
| Develops, implements, and monitors the District's mission to improve student achievement. | |
| Promotes support for and fulfillment of the District's mission. | |
| Provides purpose and direction for individuals and groups within the District. | |
| Demonstrates knowledge of educational issues and how they affect students, schools, and the community. | |
| Overall Rating for Standard 1 | |
Standard 2: Advocates and supports curricular and instructional programs that promote the success of students.

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develops a strategic plan that enhances teaching and learning.</td>
<td></td>
</tr>
<tr>
<td>Demonstrates knowledge of curriculum design, including alignment and sequence of curriculum that promotes student achievement.</td>
<td></td>
</tr>
<tr>
<td>Applies knowledge of valid and reliable performance indicators and testing procedures in measuring student achievement.</td>
<td></td>
</tr>
<tr>
<td>Uses current technology, telecommunication, and information systems to support instruction, student achievement, and staff development.</td>
<td></td>
</tr>
<tr>
<td>Advocates, nurtures and sustains a District culture and instructional program conducive to student learning.</td>
<td></td>
</tr>
<tr>
<td>Provides opportunities for growth experiences for all District personnel.</td>
<td></td>
</tr>
<tr>
<td>Implements programs to help students develop as caring and informed citizens.</td>
<td></td>
</tr>
<tr>
<td>Takes an active leadership role in the development and ongoing evaluation of the instructional programs.</td>
<td></td>
</tr>
<tr>
<td>Evaluates educational innovations for implementation and/or changes in the schools.</td>
<td></td>
</tr>
</tbody>
</table>
Establishes a student achievement monitoring and reporting system based on disaggregated data.

| Overall Rating for Standard 2 |

Comments:

B. Relationship with the Governing Board

**Standard 3**: Develops, nurtures, and maintains a productive, professional relationship with the Board.

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides the Board with the agenda and appropriate backup material before each Board meeting.</td>
<td></td>
</tr>
<tr>
<td>Informs and advises the Board about school programs, events, and issues, and other major activities operating under the Board's authority.</td>
<td></td>
</tr>
<tr>
<td>Presents material in a clear, concise manner.</td>
<td></td>
</tr>
<tr>
<td>Seeks and accepts constructive criticism of work.</td>
<td></td>
</tr>
<tr>
<td>Supports Board actions to the public and the staff.</td>
<td></td>
</tr>
<tr>
<td>Ensures all Board members are provided with the same information as the rest of the Board.</td>
<td></td>
</tr>
<tr>
<td>Takes prompt action to implement all directives of the Board.</td>
<td></td>
</tr>
<tr>
<td>Develops and implements rules and regulations in keeping with Board policy.</td>
<td></td>
</tr>
</tbody>
</table>
Informs the Board of policies and procedures that need revision, updating, or creation.

Encourages the Board to read educational publications and to attend educational meetings.

Provides orientation for new Board members.

<table>
<thead>
<tr>
<th>Overall Rating for Standard 3</th>
</tr>
</thead>
</table>

Comments:

C. Communications

**Standard 4**: Implements positive and proactive communication strategies for effective parent and community involvement to improve the learning environment for all students.

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Articulates the District vision, mission, and priorities to the community and general public.</td>
<td></td>
</tr>
<tr>
<td>Responds appropriately to news media.</td>
<td></td>
</tr>
<tr>
<td>Writes and speaks effectively.</td>
<td></td>
</tr>
<tr>
<td>Demonstrates group leadership skills, including consensus building, collaboration and conflict resolution.</td>
<td></td>
</tr>
<tr>
<td>Engages in effective community relations and school-business partnerships.</td>
<td></td>
</tr>
<tr>
<td>Communicates effectively with appropriate governmental agencies.</td>
<td></td>
</tr>
</tbody>
</table>
Formulates strategies for passing bond and override elections.

Encourages community participation in the schools.

Solicits and gives attention to problems and opinions from all stakeholder groups and individuals.

Overall Rating for Standard 4

Comments:

D. Management

**Standard 5**: Effectively manages the District's services, programs, operations, and resources.

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defines and uses effective processes for gathering, analyzing, and using data for decision making and ongoing evaluation.</td>
<td></td>
</tr>
<tr>
<td>Delegates at appropriate organizational levels.</td>
<td></td>
</tr>
<tr>
<td>Secures, allocates, and manages human and material resources.</td>
<td></td>
</tr>
<tr>
<td>Uses staff evaluation and staff development systems to improve the performance of staff members.</td>
<td></td>
</tr>
<tr>
<td>Demonstrates understanding of employee compensation packages and a collaborative negotiations process.</td>
<td></td>
</tr>
<tr>
<td>Identifies potential legal issues affecting school personnel selection, development, supervision, retention, and dismissal.</td>
<td></td>
</tr>
</tbody>
</table>
Understands the budgetary process and makes recommendations to keep the school system fiscally sound based on the best interests of students.

Makes and follows through on decisions.

Promotes a safe, professional and effective learning/working environment for all.

Plans, manages and evaluates current and long range facilities development and usage program.

Uses technology to enhance administration.

| Overall Rating for Standard 5 |

Comments:

E. Personal Leadership

Standard 6: Demonstrates a high level of ethics, honesty, and integrity in all personal and professional interactions.

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrates ethical and personal integrity.</td>
<td></td>
</tr>
<tr>
<td>Is able to handle pressure and maintains poise and emotional stability in the full range of professional duties.</td>
<td></td>
</tr>
<tr>
<td>Exhibits multicultural and ethnic understanding, sensitivity, and respect for diversity.</td>
<td></td>
</tr>
<tr>
<td>Demonstrates a sense of humor.</td>
<td></td>
</tr>
</tbody>
</table>
Part II: Annual Goals and Objectives

Annual goals are mutually developed and agreed upon by the Governing Board and the Superintendent.

The Superintendent will provide the Governing Board with reports on the previous school year's assessment results, state performance rating, and achievement of Strategic (District) Goals. These reports will be done in open session. The Superintendent will also provide reports on completion of Performance (personal) Goals in Executive Session.

Each Board member will rate the Superintendent's progress toward attainment of each annual strategic and performance goal, from which a composite rating will be derived. Unsatisfactory ratings require specific information and/or supporting evidence to be provided to justify the rating, as well as direction for improvement.

Rating Scale: 4 = Exceeded expectations of goal  
3 = Satisfactory progress toward goal  
2 = Needs more progress toward attaining goal  
1 = Unsatisfactory progress toward attaining goal

The average of the individual scores will be calculated to determine the composite score assigned for each goal. The Board will attempt to reach consensus on a summary paragraph for each goal.

**Strategic (District) Goals:**

Goal: _____________________________________________________  
Rating: _____________________________________________________  
Comments: ____________________________________________________

Goal: _____________________________________________________  
Rating: _____________________________________________________  
Comments: ____________________________________________________

Goal: _____________________________________________________  
Rating: _____________________________________________________  
Comments: ____________________________________________________
Performance (personal) Goals:

Goal: _____________________________________________________
Rating: ____________________________________________________
Comments: ________________________________________________

Goal: _____________________________________________________
Rating: ____________________________________________________
Comments: ________________________________________________

Goal: _____________________________________________________
Rating: ____________________________________________________
Comments: ________________________________________________

Part III: Overall Assessment

The Board will combine composite scores for Part I and Part II to determine an overall performance rating for the Superintendent. A summary statement for the overall evaluation will be drafted.

Example: On a scale of one (1) to five (5), we believe that your performance during the past year rates 2.0. The Board is pleased with your work and commends you for a job well done. We urge you to move ahead on as many of the above suggestions as may be feasible.

Rating Scale:

4 = Outstanding
3 = Satisfactory
2 = Needs Improvement
1 = Unsatisfactory

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
Signatures:

________________________________________        ______________
President of Board                                            Date

________________________________________        ______________
Superintendent                                               Date
Unless otherwise specifically limited by statute or Board action, any of the powers and duties specifically assigned to the Superintendent may be delegated to others serving under the Superintendent. However, the Superintendent shall continue to be responsible to the Board for the satisfactory execution of the delegated power and duties.

Lines of authority shall be clearly outlined by the Superintendent by means of organization charts, job descriptions, and administrative regulations and directives.

Adopted: date of manual adoption

LEGAL REF.:  
A.R.S.  
15-353
The primary duty of a principal is to administer and supervise the instructional program. A principal, as the educational leader of the school, will administer and supervise the school in accordance with policies and administrative regulations of the District.

A principal will be directly responsible to and will report only to the Superintendent and will keep the Superintendent informed of the conditions and needs of the school. All duties, authority, and responsibilities of the principal will be delegated only by the Superintendent. These duties include, but are not limited to, the following:

- A principal is responsible for the operation of the educational program of the school.
- A principal is responsible for the supervision and evaluation of the building staff members.
- A principal will maintain discipline on the part of personnel and students.
- A principal will care for and protect the building, the equipment, the grounds, and other school property.
- A principal will maintain school records and prepare reports.
- A principal will take reasonable precautions to safeguard the health and welfare of students and staff members, will report accidents, will formulate plans for emergencies, and will conduct evacuation drills each school month and keep written records of such drills.
- A principal will be responsible for maintaining a close relationship with the community and should interpret the educational program to the citizens of the District.
- A principal will, by advanced study, by visits to school systems in other areas, by attendance at educational conferences, and by other means remain well informed relative to modern educational thought and practice.
- A principal will distribute a parental satisfaction survey to the parent of every child enrolled at the school, pursuant to A.R.S. 15-353.
The Board authorizes the Superintendent to establish advisory councils, cabinets, and committees when deemed necessary for proper administration of Board policies and for the improvement of the total educational program. All cabinets, councils, and committees created by the Superintendent shall be for the purpose of obtaining to a maximum degree the advice and counsel of the personnel, clients, and patrons of the District.

The number, composition, and work to be done by such cabinets, councils, and committees shall be defined by the Superintendent.

Adopted: date of manual adoption
The Governing Board may delegate to a school council the responsibility to develop a curriculum and may delegate any additional powers that are reasonably necessary to accomplish decentralization.

The Board authorizes the establishment of a school council at each school site. The school council shall follow regulations promulgated by the Board. The authority extended to the school council(s) is to design curricular and instructional strategy/design models that promote the District mission/goals statement.

The school council shall provide input for the creation of curricular and instructional strategies/designs that meet the unique learning needs of the students served at each school.

A shared "vision" for curricular and instructional strategies/designs and the involvement of a variety of the members of the school and community who will be most affected by the results are essential.

Curricular and instructional strategies/designs that result from such shared decision making are limited only by the requirements that they be consistent with and fulfill the mission/goal statements, beliefs, and adopted Board policies of the District and comply with the laws and regulations of the state of Arizona and the United States.

This shared decision making shall not supersede Board/Superintendent decision-making responsibilities unless waived by the Board.

**Membership**

The school council at each school shall take into consideration the ethnic composition of the local community and initially shall be composed of:

- Three (3) parents or guardians of students enrolled in the school who are not employed by the District in the school of proposed membership.
- Three (3) teachers.
- One (1) noncertificated employee.
- One (1) community member if the school is a high school or two (2) community members if the school is not a high school.
- One (1) student if the school is a high school.
- The principal of the school.

Initially, each of the above school council members shall be selected in the manner and by the procedure specified in A.R.S. 15-351. The school council shall then adopt written guidelines that specify the number of school council members and the methods for the selection of school council members. Thereafter, representatives shall be selected by their groups in the manner determined. There must be an equal number of teachers and parents of pupils enrolled in the school on the council and they shall constitute a majority of the council members. The principal
will serve as chairperson of the school council unless another person is elected by a majority of the school council members.

Adopted: March 14, 2006

LEGAL REF.: 
A.R.S.  
15-351  
15-352  
15-353  
A.G.O.  
I99-018

CROSS REF.: 
BDD - Board-Superintendent Relationship  
CCB - Line and Staff Relations
REGULATION

SCHOOL - BASED MANAGEMENT

(School Councils)

The District recognizes participatory - endorses shared decision making contingent upon a school council fulfilling the following elements:

- **Curricular A.** Curricular and instructional implementation strategies/designs must fulfill the mission statement and adopted beliefs of the District.

- **The B.** The school council should carefully follow the processes, including brainstorming, consensus building, and pyramiding. This is “vision” creation, as opposed to a problem-solving process.

- **The C.** The school council must fully analyze and explore current resources and assess options for reaching their vision of excellence.

- **The D.** The school council, with approval by the principal, will, at scheduled intervals, monitor and evaluate implementation based on a written evaluation plan. The evaluation plan must include some demonstrably valid, quantifiable measures of progress.

Role and Responsibility of

the School Council

The council:

- **Is A.** Is advisory to the school administrative staff.

- **Is B.** Is a representative group that solicits input from parents, community, and staff members.

- **Reviews C.** Reviews literature and data.

- **Makes D.** Makes recommendations for school improvement.

- **Monitors E.** Monitors implementation structure for new instructional designs.

- **Provides F.** Provides local leadership and representation in the school decision-making structure.
There may be a tendency for a school council to lose its understanding of extended ownership to groups affected by its decisions, and, in effect, become a new local bureaucracy. To avoid this result, employees must be aware and remind one another that the movement to participatory shared decision making at the school level is not for the purpose of creating new, smaller bureaucracies to replace a larger bureaucracy, but, rather, a movement to involve all constituencies in fulfilling the mission and beliefs of the District.

Proposal Outline

Participatory–Shared-decision-making proposals are for the purpose of creating new and effective curricular and instructional strategies/designs and increasing student learning. All proposals shall be submitted to the principal and shall, as nearly as possible, follow the outline identified below.

Participatory–Shared decision making - curricular and/or instructional strategy/design plan process - proposal requirements:

◆ Documentation A. Documentation that the new curricular and instructional design was developed in conjunction with parents, students, teachers, and support personnel.

◆ Documentation B. Documentation of parent, student, teacher, and support staff support of the program.

◆ Proposal C. Proposal development:

  ■ Needs 1. Needs assessment. ■ Goals


  ■ Proposal 4. Proposal implementation (activities):

    ⇒ Staffing a. ⇒ Materials Staffing.

    b. Materials, supplies, equipment.

    ⇒ Facilities c. ⇒ Staff Facilities.

    d. Staff training.

    ⇒ Support e. Support services.

  ■ Time 5. Time line (calendar of events).


  7.

◆ Statement

  Budget.

D. Statement(s) of assurances that the proposal is:
To-1. To increase the efficiency and effectiveness of the school.

To-2. To increase academic achievement for "all" students.

- Provision E. Provision of a dissemination plan.
- Provision F. Provision of a monitoring plan.

Conflict Resolution

If a school council's curricular and/or instructional strategy/design plan conflicts with an existing Board-approved program or policy, the following steps can be taken:

- The A. The school council shall attempt to design an alternative plan that arrives at the same intended outcomes without violation or conflict with the Board-approved program or policy.

- If B. If this cannot be accomplished, the school council may request a waiver for a strategy/design plan that conflicts with existing Board-approved programs or policies.

- If C. If a plan requires waivers, it must be approved by the principal and brought to the Superintendent for approval and possible submission to the Board.

- Waivers D. Waivers may be granted for temporary and specific periods of time and will be evaluated in light of the plan's ability to better implement the mission statement and adopted beliefs of the District.

Requests for Additional Authority

Additional responsibilities and authority may be delegated to a school council if deemed necessary by the Board. The school council may request additional authority to accomplish delegated responsibilities by submitting a written proposal to the Superintendent, which must contain the elements identified below.

- The A. The principal's statement of support.

- Motion B. Motion of the council to request additional authority and vote count.

- Specific C. Specific authority requested and reason for request, analyzing how the request will improve the program for all children.

- Possible D. Possible impact of additional authority on personnel use and cost of programs to be improved.

- Suggested E. Suggested date of termination of authority unless reapproved by the Governing Board.
- If this cannot be accomplished, the school council may request a waiver for a strategy/design plan that conflicts with existing Board-approved programs or policies.

- If a plan requires waivers, it must be approved by the principal and brought to the Superintendent for approval and possible submission to the Board.

- Waivers may be granted for temporary and specific periods of time and will be evaluated in light of the plan's ability to better implement the mission statement and adopted beliefs of the District.

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Additional responsibilities and authority may be delegated to a school council if deemed necessary by the Board. The school council may request additional authority to accomplish delegated responsibilities by submitting a written proposal to the Superintendent, which must contain the elements identified below.

- The principal's statement of support.
- Motion of the council to request additional authority and vote count.
- Specific authority requested and reason for request, analyzing how the request will improve the program for all children.
- Possible impact of additional authority on personnel use and cost of programs to be improved.
- Suggested date of termination of authority unless reapproved by the Governing Board.
EXHIBIT

SCHOOL - BASED MANAGEMENT

(SCHOOL COUNCILS)

Research has identified characteristics of effective schools. Such research makes it clear that the most influential unit of effective school change or improvement is the individual school demonstrating the following characteristics:

- **Consensus** A. Consensus on explicit instructional goals and beliefs (mission statement).

- **District** B. District-level support for school improvement; Governing Board, administration, and staff commitment to current research and the District-adopted mission statement.

- **Ongoing** C. Ongoing staff development and training.

- **High** D. High level of parental involvement and support.

- **Individual** E. Individual school autonomy and flexibility in the development of new curricular and instructional designs.

- **Collaborative** F. Collaborative, collegial instructional planning.

- **A-G**. A focus on basic skills acquisition.

- **An-H**. An emphasis upon higher-order cognitive skills.

- **I.** Teacher responsibility for effective instructional and classroom management decisions and practices.

- **J.** Teacher/parent accountability and acceptance of responsibility for student performances.

- **A-K**. A safe, orderly, and disciplined school climate.

- **Strong-L**. Strong instructional leadership.

- **M.** Frequent monitoring of student progress.

- **Measurable-N**. Measurable student performance outcomes.
The Superintendent has the responsibility for carrying out, through administrative regulations, the policies established by the Board. The administrative regulations shall specify required actions and reflect the detailed arrangement under which the District will be operated.

The policies adopted by the Board and the administrative regulations developed to implement policy are designed to promote an effective and efficient school system. All employees and students shall comply with Board policies and administrative regulations.

Adopted: date of manual adoption

LEGAL REF.:
A.R.S.
15-341
Principals, directors, and others designated by the Superintendent shall establish procedures for conducting activities within their individual units that are consistent with administrative regulations and Board policies.
Curriculum guides, manuals, handbooks, pamphlets, and similar publications will be presented to the Superintendent for approval prior to publication. The Superintendent shall ensure that all such publications are consistent with Board policies and administrative regulations.

Copies of all such publications shall be provided to the Board.

Adopted: date of manual adoption
All curriculum guides, manuals, handbooks, pamphlets, and similar publications shall be reviewed by the principal or supervisor, and shall be forwarded to the Superintendent for approval prior to printing and distribution.
The Superintendent shall have the authority to implement action if a situation should develop that is not covered by established Board policy. It is the Superintendent's duty to inform the Board of any such action and of the need to develop an official policy.

Adopted: date of manual adoption

LEGAL REF.:
A.R.S.
15-321
Professional consultants from the Arizona School Boards Association, the Arizona Department of Education, universities, and colleges, as well as other resource persons, may be used when such consultive services will be helpful in the improvement of the instructional program. All consultants shall be approved by the Superintendent prior to the invitation and arrangement for such visitation.

Adopted: date of manual adoption

LEGAL REF.:
A.R.S.
15-343
The Board shall make an annual report to the County School Superintendent on or before October 1 each year in the manner and form and on the forms prescribed by the Superintendent of Public Instruction or County School Superintendent. The Board shall also make reports directly to the County School Superintendent or the Superintendent of Public Instruction whenever required.

If the District has been assigned a letter grade of A pursuant to A.R.S. 15-241 during at least two (2) out of the last three (3) consecutive years and has not been assigned a letter grade of C, D, or F during the same three (3) years the District may receive exemptions from statutes and rules prescribed in statute. Should the District believe it qualifies for an exemption the District may submit a request for exemption to the Arizona State Board of Education. The State Board of Education shall review and may approve the exemption submitted by the District. The State Board of Education will not approve exemptions that directly apply to specific areas as noted in A.R.S. 15-215.

Guaranteed Energy Cost Saving Contract Annual Reports

The District shall report to the School Facilities Board annually, not later than October 15, actual energy and cost savings pursuant to a guaranteed energy cost savings contract.

The District shall also report for any guaranteed energy cost savings contract to the Department of Commerce Energy Office and the School Facilities Board:

- The A. The name of the project
- The B. The qualified provider
- The C. The total cost of the project
- The D. The expected energy and cost savings

The District shall retain savings achieved by a guaranteed energy cost saving contract, which may be used to pay for contract and project implementation.

Adopted: December 8, 2009

LEGAL REF.: A.R.S.
15-213.01
15-215
15-341
15-904

CROSS REF.:
DBF - Budget Hearings and Reviews/Adoption Process
DIC - Financial Reports and Statements
AGENDA NO: 3.B.  TOPIC: Superintendent’s Contract Addendum

SUBMITTED BY: Ms. Cindy Segotta-Jones

DATE ASSIGNED: February 7, 2019

The Governing Board will review the proposed addendum to the Superintendent’s Employment Contract.
FIRST AMENDMENT TO SUPERINTENDENT'S CONTRACT

This Amendment is entered into this ______ day of February 2019 by and between the Superintendent, Cindy Segotta-Jones and the Governing Board of the Glendale Elementary School District No. 40. This Amendment is to the Glendale Elementary School District No. 40 Superintendent's Contract and Employment Agreement dated October 19, 2017, executed on October 23, 2017 ("Agreement").

The parties desire to add the following language to the Agreement:

To the extent appropriate for the occasion and as part of the compensation, the District may provide incidental food and beverages at mandatory staff meetings, including in-services and staff development activities/trainings, in order to foster good working relations and encourage and reward staff participation.

Except as expressly modified by the provisions of this Amendment, the underlying Agreement shall continue in full force and effect. In the event any inconsistencies exist between the terms of this Amendment and the underlying Agreement, this Amendment shall control. This Amendment is hereby incorporated by reference into the underlying Agreement.

_________________________________________  _________________
Cindy Segotta Jones, Ed.D            Date

_________________________________________  _________________
Governing Board President            Date

Approved at a legally convened meeting of the Governing Board this _____ day of February, 2019.
The Governing Board will recognize the Arizona Coyotes for their partnership with the District’s Physical Education Department for teaching hockey in our schools.
AGENDA NO:  6.A.  TOPIC:  Minutes

SUBMITTED BY:  Ms. Elizabeth Powell, Executive Assistant

RECOMMENDED BY:  Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION:  February 7, 2019

RECOMMENDATION:

It is recommended the Governing Board approve the minutes of the January 10, 2019 Regular Meeting, January 10, 2019 Executive Session, January 24, 2019 Special Meeting and January 24, 2019 Executive Session as presented.

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

ORGANIZATIONAL MEETING
The Governing Board held its annual Organizational Meeting for the election of officers:

Governing Board President: Mr. Aldama stated he would not like to be the President. Ms. Bartels nominated Ms. Smith to be Board President, and Mr. Aldama seconded the motion. Upon call to vote, the motion carried with votes in favor from Ms. Smith, Mr. Aldama, Ms. Bartels, Mr. Pimentel, and Ms. Wilson.

Governing Board Clerk: Mr. Aldama nominated Ms. Pimentel to serve as Board Clerk. With no second, the nomination died. Ms. Wilson nominated Ms. Bartels and Ms. Bartels seconded the motion. Upon call to vote, the motion carried with votes in favor from Ms. Smith, Mr. Aldama, Ms. Bartels, Mr. Pimentel, and Ms. Wilson.

OPENING EXERCISES
Ms. Bartels moved to adopt the meeting agenda and Ms. Smith seconded the motion. Upon call to vote, Ms. Bartels, Ms. Pimentel, Ms. Wilson, Mr. Aldama and Ms. Smith voted ‘aye’, and the motion carried.

Ms. Smith called for a moment of silence followed by the Pledge of Allegiance.

CALL TO THE PUBLIC
None at this time.

SPECIAL RECOGNITION
Student Presentation Students from the William C. Jack Student Beautification Team presented information on art projects completed at William C. Jack, and artwork for display in the Governing Board Room. The students presented a PowerPoint (below). Board members participated in a ‘training’ session for how the students beautify their campus.
**Beautify our school and community by sharing art with others**

**Rock art made by school community**

**Beautifying our school garden area**

**Pumpkin patch Area for reading and learning**

**Sharing art by creating a Kindergarten buddy bench**

**Campus student beautification clean up team!**
CONSENT AGENDA
Ms. Smith requested to pull item L. Ms. Wilson moved to approve the consent agenda as presented with the exception of item L and Ms. Bartels seconded the motion. Upon call to vote, Ms. Pimentel, Mr. Aldama, Ms. Bartels, Ms. Wilson, and Ms. Smith voted ‘aye’, and the motion carried. The following items were approved:

Approval of Minutes The Governing Board approved the minutes of the December 5, 2018 Regular Meeting as presented.

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

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

<table>
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<tr>
<th>Donor</th>
<th>Description</th>
<th>Cash Amount or Estimated Value</th>
<th>Recipient</th>
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<tr>
<td>Lifetouch</td>
<td>Gift to School</td>
<td>$105.00</td>
<td>Bicentennial North</td>
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<tr>
<td>Keep Kool Inc. DBA Kona Ice S. Glendale</td>
<td>Gift to School</td>
<td>$60.00</td>
<td>Burton</td>
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<td>&quot;Littles Learning Language&quot; Project</td>
<td>$415.00</td>
<td>Coyote Ridge</td>
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<td>Arizona Coyotes</td>
<td>Field hockey equipment</td>
<td>$2,000.00</td>
<td>Coyote Ridge</td>
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<td>Kroger</td>
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<td>$80.91</td>
<td>Desert Garden</td>
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<tr>
<td>Lifetouch</td>
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<td>$286.00</td>
<td>Desert Spirit</td>
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<tr>
<td>Donors Choose</td>
<td>&quot;The Apple of My Eye&quot; Project</td>
<td>$4,573.00</td>
<td>Discovery</td>
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<td>J.T. Torres</td>
<td>768 Fidget spinners</td>
<td>$768.00</td>
<td>District wide</td>
</tr>
<tr>
<td>Jan and Jeff Simon</td>
<td>Walmart gift card</td>
<td>$200.00</td>
<td>Glendale Success Academy</td>
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<tr>
<td>Debra Hess</td>
<td>A T &amp; T Tablet</td>
<td>$100.00</td>
<td>Horizon</td>
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<td>Donors Choose</td>
<td>&quot;Reading Can Be Fun&quot; Project</td>
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<td>Horizon</td>
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<td>Landmark</td>
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<td>Kroger</td>
<td>Gift to School</td>
<td>$26.51</td>
<td>Sine</td>
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<td>Peter Piper Inc.</td>
<td>Gift to School</td>
<td>$121.76</td>
<td>Sine</td>
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<td>5 Red &amp; 5 yellow clearance lights</td>
<td>$50.00</td>
<td>Transportation</td>
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<tr>
<td>Canyon State Bus Sales</td>
<td>Headlight lenses</td>
<td>$20.00</td>
<td>Transportation</td>
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<tr>
<td>Unity Bus Sales</td>
<td>2 clear lenses-headlights</td>
<td>$40.00</td>
<td>Transportation</td>
</tr>
</tbody>
</table>

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

1. Armenta, Janie  
   Teacher  
   $18,324.55  
   01/07/19

2. Johnson, Stephanie  
   Teacher  
   $18,324.55  
   01/07/19

3. Owens, Koral  
   Teacher  
   $22,182.35  
   11/20/18

4. Sangervasio, Toni  
   Teacher  
   $18,324.55  
   01/07/19

5. Toma-Jones, Lorraine  
   Teacher  
   $26,763.78  
   11/29/18

6. Vick, Susan  
   Teacher  
   $27,145.56  
   12/03/18

## Rehire

1. Ridgeway, Kara  
   Teacher  
   $28,804.57  
   11/26/18

## Resignation

1. Cuyar, Keri Ann  
   Teacher  
   Personal Reasons  
   12/21/18

2. Masferrer, Catheryn*  
   Teacher  
   Personal Reasons  
   12/21/18

3. Poindexter-Ramirez, Corey  
   Teacher  
   Moved  
   12/21/18

4. Sabor, Rose Ann  
   Teacher  
   Personal Reasons  
   12/21/18

5. Southall, Alfred  
   Teacher  
   Personal Reasons  
   12/21/18

6. Stauffer, Colleen  
   Teacher  
   Personal Reasons  
   12/21/18

*Recommend liquidated fee applied per contract

## Guest Teacher – New Hire

1. Reed, Uvonte  
   Guest Teacher  
   01/07/19

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### Classified Personnel

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

## New Employment

1. Anderson, Lillie  
   Campus Monitor  
   $10.50  
   12/05/18

2. Barron, Veronica  
   School Bus Driver  
   $14.38  
   12/05/18

3. Caldwell, Logan  
   Ed Assist. Resource  
   $10.50  
   11/28/18

4. Davis, Shirley  
   Receptionist  
   $14.42  
   12/10/18

5. Enriquez, Ana  
   Bus Monitor  
   $10.50  
   11/28/18

6. Gutierrez, Mayra  
   Cleaner II  
   $11.06  
   11/19/18

7. Ival, Alma  
   Administrative Secretary  
   $15.15  
   12/10/18

8. Navarro, Maria  
   Cleaner II  
   $10.50  
   12/05/18

9. Nieto, Sanjuana  
   Cleaner I  
   $11.06  
   11/28/18

10. Ontiveros, Marissa  
    Bus Monitor  
    $10.50  
    12/12/18

11. Santos, Aligda  
    Cleaner 1  
    $11.06  
    11/28/18

12. Talley, Erykah  
    Campus Cleaner  
    $10.50  
    12/06/18

13. Taylor, Dawn  
    Ed Assist. Ortho Impaired  
    $10.50  
    12/05/18

## Rehire

1. Eason, Victoria  
   School Bus Driver  
   $16.22  
   01/07/19

## Position Change

1. Appenauer, Sherry  
   from Bus Monitor to School Bus Driver  
   $13.76  
   12/03/18

2. Arollo, Christopher  
   from Trainee School Bus Driver to School Bus Driver  
   $13.89  
   12/03/18

3. Castillo, Petra  
   from Cleaner II to Lead Custodian  
   $15.89  
   12/03/18

4. Lyons, Samantha  
   from Bus Monitor to Trainee School Bus Driver  
   $13.69  
   12/10/18

5. Montes, Gerardo  
   from Campus Monitor to Attendance Secretary  
   $11.13  
   12/03/18

6. Ramirez, Chelsey  
   from Trainee School Bus Driver to School Bus Driver  
   $13.65  
   12/12/18

7. Virgil, Veronica  
   from School Secretary to Admin. Secretary  
   $19.49  
   12/03/18

## Resignation

1. Bartlett, Angela  
   Nurse  
   Personal Reasons  
   12/21/18

2. Bradley, Ronnie  
   Ed Assist. Special Ed Self Contained  
   Personal Reasons  
   12/06/18

3. Castro, Miriam  
   Food Service Cashier  
   Personal Reasons  
   11/20/18

4. Felix, Stella  
   Food Service Worker  
   Personal Reasons  
   11/30/18

5. Garcia, Cynthia  
   Sub Clerical  
   Personal Reasons  
   11/09/18
Minutes of the Regular Meeting of the Governing Board
January 10, 2019

6. Johnson, Matthew
   Food Service Worker
   Personal Reasons
   11/28/18

7. Jung, Tammy
   Food Service Worker
   Personal Reasons
   11/08/18

8. Munoz, Angela
   Ed Assist. Ortho Impaired
   Personal Reasons
   12/21/18

9. Payan, Maricela
   Cleaner II
   Personal Reasons
   11/13/18

10. Plautz, Kimberly
    Food Service Manager
    Personal Reasons
    12/21/18

   Additional Position
   1. Castro, Patricia
      Campus Monitor
      $11.55
      12/03/18

   New Hire Substitutes
   1. Inzunza, Paulina
      Sub-Educational Assistant
      $10.50
      11/26/18

   2. Murillo, Alexander
      Sub-Cleaner
      $10.50
      11/28/18

   Leave of Absences
   1. Martinez, Jessica
      10/05/18-12/21/18

   Termination
   1. Soto, Sandra R.
      Cleaner II
      01/10/19

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

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

Surplus Property Disposal
   The Governing Board approved the items listed as surplus property and grant permission to dispose of them through public auction or salvage company.

Surplus Property Trade-In
   The Governing Board approved the item listed as surplus property and grant permission to use as a trade-in for new equipment.

Facsimile Signatures
   The Governing Board approved the annual, routine reaffirmation of its authorization for the use of one Board member's original signature and facsimile signatures for the other Board members when signing expense and payroll vouchers.

Execution of Vouchers
   The Governing Board approved the annual, routine resolution authorizing the signing of vouchers between Board meetings, with ratification at the next meeting pursuant to A.R.S. § 15-321.

Employee and Student Discipline Hearings
   The Governing Board authorized the use of a hearing officer to conduct student and employee discipline hearings pursuant to A.R.S. § 15.341, 15-541, and 15-843, effective for the 2019 calendar year.

Memorandum of Understanding
   The Governing Board approved the Memorandum of Understanding with Southwest Behavioral Health Services for the 2018-2019 school year as presented.

The following item was voted on separately.
Hearing Officer List
   Ms. Smith asked that in the future personal information be redacted from agenda items. Ms. Smith moved to approve the item and Ms. Bartels seconded the motion. Upon call to vote, the motion carried with votes in favor from Mr. Aldama, Ms. Wilson, Ms. Pimentel and Ms. Smith. The Governing Board approved the annual, routine reaffirmation of the list of hearing officers who may be utilized for student discipline hearings or employee discipline hearings when needed as presented.

REPORTS AND INFORMATION ITEMS
Marketing Plan
Update
Administration and representatives from Grand Canyon University provided an update on the District’s marketing plan. Mr. Brian Blumer and Chad Wilson from Grand Canyon University presented a PowerPoint attached to these minutes.

Ms. Bartels commented on the proposed bus advertisements. Ms. Wilson liked the banners suggested to be displayed in Downtown Glendale.

Mr. Aldama inquired about the details related to the survey conducted. Mr. Blumer reported the survey included approximately 250 families calling both cellular and land lines.

Ms. Pimentel complimented the use of vibrant colors proposed for the branding images.

Ms. Segotta-Jones noted the GCU team is also working on creating a new logo.

Revised Regulation
and Exhibits
Revisions to the following Regulation and Exhibits were provided for Governing Board review and information: GCK-R Professional Staff Assignments and Transfers; GCK-EA – Removed; GCK-EB – Removed. Ms. Wilson asked for clarification about the timelines for teachers to request a transfer.

Dual Language Immersion
Program Update
Administration presented an update of the Dual Language Immersion Program at William C. Jack and Horizon Elementary Schools. Dr. Gerry Petersen-Incorvaia shared a video of parents of Dual Language Immersion program students. Ms. Marsha Castillo presented the following PowerPoint:

- Students begin the day reciting the Pledge of Allegiance in English or Spanish depending on the target language of the classroom.

- In the DLI Spanish target language classroom Kindergarten students review the “Calendar” using very familiar words and phrases they have practiced and learned (memorized).

- As in the English target language classroom, Kinder students in the Spanish target language classroom participate in work-stations and in shared and guided reading.
A Day in the DLI Kinder Classrooms

• DLI students learn to read and write in both languages through the integration of Science and Social Studies.
• DLI students learn Math in Spanish and review the concepts and vocabulary in English.
• DLI students make connections between what they are learning in English and Spanish. Some students are recognizing what is “similar” and “different” in both languages by identifying “COGNATES” (i.e., animal/animal, police/policia, family/familia, gasoline/gasolina, island/isla, numbers/números, etc.)

“Novice Low” Level
Spanish Proficiency-Kinder

• At this time, most DLI Kindergarten students in GESD are at the “Novice Low” level of Spanish proficiency.
• In the “Novice Low” level the students communicate on very familiar topics using single words and memorized phrases in Spanish.

“Novice Low” Level
Spanish Proficiency-Kinder

• In the “Novice Low” level in Spanish the students can recognize some letters, familiar words and phrases when they hear them spoken.
• DLI teachers have observed that many of their students are progressively moving into the “Novice Mid” level of Spanish proficiency.
"Novice Mid Level"
Spanish Proficiency-Kinder

• In the “Novice Mid” level in Spanish the students can understand a variety of letters, words, 2-4 word phrases, and expressions.
• The “Novice Low” and “Novice Mid” levels are expected levels of Spanish proficiency in Kindergarten.

"Novice High Level"
Spanish Proficiency-1st and 2nd grades

• The next level of Spanish proficiency is the “Novice High”. This is the level students will progressively reach in 1st and 2nd grade.
• At this level, students can communicate and exchange information about familiar topics using simple sentences.

DLI Program Implementation Updates

• All four DLI Kinder teachers will be returning next year at Jack and Horizon schools.
• Four DLI 1st grade vacancies are posted on the district website. There are internal candidates interested in applying for the DLI 1st grade English target language classrooms.
DLI Program Implementation Updates

• GESD has purchased supplementary Spanish literacy books for the DLI Kinder and 1st grade classrooms including books for both classroom libraries.

• Two parent informational meetings to pre-register new students are scheduled in January and February at each of the schools.

• A Spanish as a Second Language (SSL) class for parents will begin January 15th.

• The DLI Collaborative Team will continue to participate in professional development trainings and DLI Collaborative Team meetings.

DLI Parent Informational Meetings Schedule

William C. Jack School
Cafeteria
6600 W. Missouri Ave
Glendale, AZ 85301
(623) 237-4005

Wednesday, Jan. 16, 6:00 p.m.
Tuesday, Feb. 5, 6:00 p.m.

Horizon School
Panther Den
8520 N. 47th Ave
Glendale, AZ 85301
(623) 237-4010

Tuesday, Jan. 15, 6:00 p.m.
Wednesday, Feb. 6, 6:00 p.m.

Mr. Aldama inquired if the Spanish-language teachers received a special stipend or additional pay.

Ms. Wilson asked if students currently in the program would continue to be in the program in first grade automatically.

Ms. Castillo introduced the four DLI Program teachers.
ACTION ITEMS
None at this time.

FUTURE MEETINGS
Future Meetings and Agenda Item Request  A list of upcoming meetings was reviewed. The next meeting is scheduled January 24th. Ms. Segotta-Jones proposed conducting a study session regarding enrollment at this meeting. The meeting will be held at 4:00 on the 24th to accommodate the study session.

Governing Board Members were given the opportunity to request items to be included on future meeting agendas for discussion, information and/or action. Ms. Bartels requested a study session in the future regarding the District’s disciplinary data, specifically as it relates to student demographics. The information will be provided in a Board Update.

SUMMARY OF BOARD AND SUPERINTENDENT CURRENT EVENTS
Ms. Segotta-Jones provided information about current events:
- The District will have a booth at Glendale Glitters and Glow on Saturday, January 12th from 4 - 10 p.m.
- Shannon Gleave was featured on Channel 3.
- The District received five new buses through the Volkswagen settlement.
- Courtney Pina was appointed to the Mohave Board of Directors.
- This is Board Appreciation Month. Ms. Segotta-Jones thanked Board members for their service. A short video from staff and students was presented.
- Ms. Segotta-Jones provided copies of the books for the keynote speaker at the upcoming NSBA Conference.
- The District received the Best Overall Appearance for its entry in the Glendale Hometown Parade.

Ms. Pimentel thanked the Board members for their service. She also thanked the District team for all their work. She complimented the William C. Jack students for their presentation, and the presentation from the Dual Language Immersion program.

Mr. Aldama noted the Jack students swept us off our feet and ‘rocked’. He thanked Ms. Segotta-Jones for her leadership of the District, and for staff for their service.

Ms. Wilson commented on the Jack students’ presentation and artwork display. She thanked everyone for their work to make the District great.

Ms. Bartels shared a conversation she had with Jack students prior to the meeting. She thanked Ms. Wilson for her years of leadership as the Board President.

Ms. Smith enjoyed the beautification team presentation. She thanked everyone for the recognition of the Board.

EXECUTIVE SESSION
Ms. Smith called for a motion to recess the regular meeting in order to convene to executive session for the following purpose:

a. In accordance with A.R.S. § 38-431.03.A.5, for the purpose of consultation with or instruction to designated representatives as to negotiations regarding salaries or compensation in the form of benefits for District employees.

Ms. Bartels moved to recess the meeting to convene to Executive Session as stated and Ms. Wilson seconded the motion. Upon call to vote, the motion carried and the meeting recessed at 6:55 p.m.

RECONVENE
Ms. Bartels moved to reconvene the regular meeting and Ms. Wilson seconded the motion. Upon call to vote, the motion carried and the meeting reconvened at 7:48 p.m.

ADJOURNMENT
Ms. Pimentel moved to adjourn the meeting and Ms. Bartels seconded the motion. Upon call to vote, Ms. Bartels, Ms. Wilson, Ms. Pimentel, Mr. Aldama and Ms. Smith voted ‘aye’, the motion carried and the regular meeting adjourned at 7:50 p.m.
Submitted by:

Elizabeth Powell, Executive Assistant

Approved by:

Brenda Bartels, Clerk of the Board

Date: February 7, 2019
RESEARCH STUDY

BRAND PERCEPTION STUDY

GOALS
- Understand stakeholder perceptions
- Use insights to retain & attract students
- Curate a compelling student/parent experience

DETAILS
- Phone survey completed in August
- Conducted in English and Spanish
- Covered GESD area, including all 17 schools
KEY FINDINGS

<table>
<thead>
<tr>
<th></th>
<th>Top of mind (open-ended) thoughts on GESD schools were considerably more positive than negative, led by perceptions of quality education, quality teachers, overall good experience.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>More than 6 in 10 gave GESD an A or B letter grade (higher than charter schools, lower than faith-based private schools). Of those who graded GESD lower, primary reasons were underfunding, poor quality education/teach for testing, and overcrowded classrooms.</td>
</tr>
<tr>
<td>3</td>
<td>More than 2/3 of those with a current preschooler said they were most likely to send their child to a GESD school for kindergarten.</td>
</tr>
<tr>
<td>4</td>
<td>Scale of 1-10, likely to recommend GESD? 41% were promoters (answered 9 or 10), 37% were detractors (answered 0-6), 19% were passive (answered 7-8). Net promoter score = 4.</td>
</tr>
<tr>
<td>5</td>
<td>60% said GESD schools “on their way up.” Only 12% said GESD schools “on their way down.”</td>
</tr>
<tr>
<td>6</td>
<td>Rating importance of various programs: STEM rated highest (85%, very important) followed by tutoring (81%), honor roll (79%) and accelerated classes (74%).</td>
</tr>
</tbody>
</table>

### School Type Grading

When grading various school types, respondents rated faith-based private schools highest, with 76% giving them an A or B grade. 61% graded GESD schools A or B. 55% graded charter schools A or B.
## Top of Mind Perceptions

| Non-Specific Positive Comments (23%) | It’s a good school district. They taught me well. |
|-------------------------------------|-------------------------------------------------
|                                    | I think they are doing a good job and are excellent schools. |
|                                    | They’ve had good experiences, so I guess it’s been good. |
|                                    | It’s good. My children are happy, they like their teachers. |
|                                    | I am happy with the school my kids go to. |

<table>
<thead>
<tr>
<th>Quality Education (17%)</th>
<th>They have a productive program and pay attention to children.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Good education. I think they cater to each individual’s needs.</td>
</tr>
<tr>
<td></td>
<td>For me, the schools have functioned very well. These are the schools my kids are in, and they are good because the teachers are good.</td>
</tr>
<tr>
<td></td>
<td>The education my kids have received so far is really good.</td>
</tr>
<tr>
<td></td>
<td>Very good education. They have an A rating.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quality Teachers (14%)</th>
<th>Good teachers and programs that meet the needs of the children.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Solid. Really great teachers.</td>
</tr>
<tr>
<td></td>
<td>Caring teachers. They actually listen to the students.</td>
</tr>
<tr>
<td></td>
<td>It’s very good. I applaud the teachers for being dedicated for the little money they are paid.</td>
</tr>
<tr>
<td></td>
<td>They are good. They care about kids. They take the time.</td>
</tr>
</tbody>
</table>

Based on what you know or have heard, what is the first thing that comes to mind when you think of the education provided by schools in the Glendale Elementary School District?
GOAL

INCREASE ENROLLMENTS | DISPEL FALSE PERCEPTIONS | GENERATE AWARENESS

TARGET AUDIENCE

PRIMARY
Parents of non-district education students

SECONDARY
Current parents of district education students, non-district education students, district teachers, legislators, business leaders and the general public.
GESD parents are mostly satisfied with the services and quality of education provided to their children. In evaluating the direction of GESD schools, 60% said they were “on their way up.” Only 12% felt GESD schools were “on their way down.” Parents of GESD students also expressed concerns with the size of the classes. One of the biggest challenges that GESD faces according to 21% of parents is funding in relation to lack of supplies and low salaries for teachers.

Students representing GESD expressed satisfaction with their current school environments, while maintaining a desire to improve their experiences and their schools. They appreciate and widely praised their teachers and find them to be caring and supportive individuals. Their primary desire is for more extracurricular activities, including classes like music, art, STEM programs and athletics. Students exhibit pride in their school and would like to see facility cleanliness/improvements and more food choices. While students were overall positive about their schools, nearly half of students expressed concern over bullying and a desire

GESD is the doorway for students to reach their potential to become strong community members through excellent curriculum and teacher leadership.
MESSAGING HIGHLIGHTS
QUALITY OF TEACHERS | SUPPORT/RESOURCES | CLASS SIZE/OVERCROWDING | SAFETY OF SCHOOL

COMMUNICATION AESTHETIC
COMMUNITY/NEIGHBORLY | FAMILY | WELCOMING | VISUAL

CAMPAIGN PLATFORM
ALL IN FOR ALL KIDS

TODOS JUNTOS POR LOS NIÑOS
ALL IN FOR STEM
ALL IN FOR COMMUNITY

ALL IN FOR ALL KIDS
In Glendale Elementary School District, we are a mosaic of minds. It’s our unique differences that construct a diverse foundation for vibrant futures, in school classrooms and throughout the heart of Glendale. Together, we establish pillars of academic excellence and build strong community leaders, ready to give back. In Glendale, community strengthens education. Education is architecture. And our community becomes the architects, who are all in for all kids. Join the family at gesd40.org

In Glendale Elementary School District, we are a mosaic of minds, weaving our community’s story into one with a bright future. School leaders pour their hearts into shaping education excellence and strong community leadership. Our dedicated teachers passionately lift up each and every student—so they can leave a lasting mark on our community. When we invest in Glendale, we invest in our future. Glendale teachers are all in for all kids. Choose your district at gesd40.org
Glendale Elementary School District is a mosaic of minds—a community coming together to lay the foundation for unrivaled achievement. We establish pillars of academic excellence and build tomorrow’s socially responsible leaders—our community’s future leaders. Curriculum serves as the blueprint, designed for students to reach their fullest potential. This is education that matters. From dual language and the arts to science fairs and STEM. We are your district.
All in for all kids. Learn more at gesd40.org
Thank you!
CALL TO ORDER AND ROLL CALL
The meeting was called to order by Ms. Smith at 4:00 p.m. She noted the presence of all five Board members, constituting a quorum.

OPENING EXERCISES
Ms. Smith welcomed everyone and thanked them for coming.

Ms. Bartels moved to adopt the meeting agenda and Ms. Pimentel seconded the motion. Upon call to vote, the motion carried with votes in favor from Mr. Aldama, Ms. Smith, Ms. Bartels, Ms. Pimentel and Ms. Wilson.

CALL TO THE PUBLIC
None at this time.

CONSENT AGENDA
Ms. Bartels moved to approve the Consent Agenda as presented and Ms. Pimentel seconded the motion. Upon call to vote, Ms. Wilson, Ms. Smith, Mr. Aldama, Ms. Bartels, and Ms. Pimentel voted ‘aye’, and the following items were approved:

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

New Employment
1. Akers, Shayla  Teacher $18,324.55  01/07/19
2. Shepherd, Hayley  Teacher $18,324.55  01/07/19
3. Zoric, Sasha  Teacher $18,686.55  01/07/19

Resignation
1. Lohonyay, Stella  Teacher Personal Reasons 12/21/18
2. Martell, Kimberley  Teacher Personal Reasons 01/07/19
3. OKuly, Andrea*  Teacher Personal Reasons 01/25/19
4. Stepp, Bradford*  Teacher Personal Reasons 12/17/18

*Recommend liquidated fee applied per contract

Guest Administrator – New Hire
1. Shively, Sienna  Sub-Math Coordinator 01/07/19

Guest Teacher – Re-Hire
1. Martell, Kimberley  Guest Teacher 01/08/19

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

New Employment
1. Acuna, Theresa  Ed. Assist. Special Ed. Preschool $13.39  01/07/19
### Rehire

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Rate</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bartlett, Angela</td>
<td>Sub-Nurse</td>
<td>$17.48</td>
<td>01/08/19</td>
</tr>
<tr>
<td>Campos, Rosa</td>
<td>Ed. Assistant Special Education CC-LS</td>
<td>$13.69</td>
<td>01/08/19</td>
</tr>
</tbody>
</table>

### Resignation

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Reason</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arollo, Christopher</td>
<td>School Bus Driver</td>
<td>Other Employment</td>
<td>01/11/19</td>
</tr>
<tr>
<td>Cruz, Janet</td>
<td>Ed. Assist. SE</td>
<td>Personal Reasons</td>
<td>12/21/18</td>
</tr>
<tr>
<td>Eason, Victoria</td>
<td>School Bus Driver</td>
<td>Other Employment</td>
<td>12/11/19</td>
</tr>
<tr>
<td>Garcia, Jesse</td>
<td>Ed. Assist Ortho Impaired</td>
<td>Personal Reasons</td>
<td>11/30/18</td>
</tr>
<tr>
<td>Gonzalez, Jazmin</td>
<td>Campus Monitor</td>
<td>Personal Reasons</td>
<td>11/09/18</td>
</tr>
<tr>
<td>Martinez, Jacklyn</td>
<td>Sub Bus Monitor</td>
<td>Other Employment</td>
<td>12/21/18</td>
</tr>
<tr>
<td>Mogel, Anne</td>
<td>School Bus Driver</td>
<td>Other Employment</td>
<td>12/21/18</td>
</tr>
<tr>
<td>Nells, Kiana</td>
<td>Ed. Assist. Resource</td>
<td>Personal Reasons</td>
<td>12/14/18</td>
</tr>
<tr>
<td>Porchini Guerrero, Esperanza</td>
<td>Ed. Assist. CEP</td>
<td>Personal Reasons</td>
<td>01/07/19</td>
</tr>
<tr>
<td>Ruiz, Corina</td>
<td>Trainee School Bus Driver</td>
<td>Personal Reasons</td>
<td>12/20/18</td>
</tr>
</tbody>
</table>

### Increase in Hours

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Rate</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sills, Christina</td>
<td>School Bus Driver</td>
<td>$16.41</td>
<td>01/07/19</td>
</tr>
</tbody>
</table>

### New Hire Substitutes

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Rate</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Watkins, Kadejah</td>
<td>Sub-Ed. Assist.</td>
<td>Varies</td>
<td>01/07/19</td>
</tr>
</tbody>
</table>

### Correction to Title

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Rate</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Talley, Erykah</td>
<td>from Campus Cleaner to Campus Monitor</td>
<td>$10.50</td>
<td>12/06/18</td>
</tr>
</tbody>
</table>

Travel

The Governing Board approved the requests for employee out-of-county travel as presented.

Grant Agreement

The Governing Board approved the grant agreement for Volkswagen Settlement funds to purchase buses.

Employee Contracts and Work Agreements

The Governing Board approved the employee contracts and work agreement as presented for the 2019-2020 school year.

### STUDY SESSION

The Governing Board and Administration conducted a Study Session. Topics of discussion included:

- Student Enrollment
- Demographics Study Update
- Budget Implications
- Governing Board Retreat
- Policy Manual Review

Administration discussed the following: Current and projected student enrollment, financial overview and implications, plans to increase student enrollment and next steps.

Ms. Segotta-Jones shared the District's current reality is:

$5 million shortfall
Minutes of the Special Meeting of the Governing Board

Page 3 January 24, 2019

-$3,290,290 Structural Deficit
-$1,200,000 – 212 decrease in Average Daily Membership, reduced Revenue Control Limit and M&O Override
-$421,271 Additional Expenses FY20
-$92,000 less District Additional Assistance a result of lower enrollment in FY19

Mr. Aldama asked questions about the demographic studies conducted by the District. He would like to ensure the study includes comparison with school districts with similar demographics to ours.

Mr. Barragan reviewed the following PowerPoint:

**M&O Budget Comparison**

<table>
<thead>
<tr>
<th>FY19 Adopted Budget</th>
<th>FY19 Revised #1 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCL........$61,757,328</td>
<td>RCL........$58,896,207</td>
</tr>
<tr>
<td>DAA.......$ -</td>
<td>DAA........$ -</td>
</tr>
<tr>
<td>Override...$ 9,583,735</td>
<td>Override...$ 9,154,566</td>
</tr>
<tr>
<td>BBCF......$ 2,664,785</td>
<td>BBCF.......$ 4,017,011</td>
</tr>
<tr>
<td>Adjustment$ -481,798</td>
<td>Adjustment$ -481,798</td>
</tr>
<tr>
<td>$73,524,050</td>
<td>$71,585,986</td>
</tr>
</tbody>
</table>

**M&O Override**

Extension of the M&O override mitigates financial hardship for GESD

- Allows us to continue making academic gains
- Continues consistency and continuity in our programs

Will not provide new monies

GESD has relied heavily on the M&O override for 15 years

1. Teacher salaries/benefits
2. Educational Assistant salaries/benefits
3. Full Day Kindergarten
4. Music/Band, PE, Art, Media Literacy,
5. Classroom supplies

**Loss of Revenue – RCL/M&O Override**

11,904 ADM  → 11,305 ADM

$3,290,290 Less in RCL & M&O Override in FY19 (current year)
Ms. Bartels inquired about how the Budget Balance Carry-Forward comes about. Mr. Barragan provided an explanation of how estimated expenses can exceed what they actually end up being, leaving a greater balance in various funds.

Ms. Smith expressed concerns about the timeliness of the budget shortfall resulting from the loss in enrollment coming the Governing Board, in particular out of consideration for Current Year Funding.
Mr. Aldama asked if there is a way to know for certain that the children enrolling in charter schools would have enrolled in GESD if they had not enrolled there. Ms. Segotta-Jones noted principals are conducting exit interviews with students who withdraw to see where they are going to. Mr. Aldama would like to have more factual based information about where students are going.

Mr. Barragan noted Current-Year Funding came into effect in fiscal year 2018, and explained how this has impacted the District’s budget process.

### Additional Assistance / Capital Cuts

- **District Additional Assistance (DAA) was calculated at $5,365,680**
  - $3,487,692 Estimated legislative reduction or 65%
  - Previously reductions were 85%
  - DAA available $1,877,988 (Approx. $1 million more)
- **Legislative Reductions 2009-2019**
  - Approximately $39.5 million
  - $36.5 million specific to capital funding

### Charter Schools – ADM vs. GESD

<table>
<thead>
<tr>
<th>LEA</th>
<th>FY17 100th Day</th>
<th>FY18 100th Day</th>
<th>Difference from Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethos Academy - A Challenge Foundation Academy</td>
<td>141,630</td>
<td>270,283</td>
<td>128,653</td>
</tr>
<tr>
<td>Academy of Math &amp; Science</td>
<td>89,703</td>
<td>162,409</td>
<td>72,706</td>
</tr>
<tr>
<td>Academy of Math &amp; Science</td>
<td>89,703</td>
<td>162,409</td>
<td>72,706</td>
</tr>
<tr>
<td>Grand Total</td>
<td>744,103</td>
<td>1,286,812</td>
<td>542,709</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEA</th>
<th>FY18 100th Day</th>
<th>Difference from Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Total</td>
<td>1,241,347</td>
<td>567,771</td>
</tr>
</tbody>
</table>

### Average Daily Membership Concerns

### ADM of Surrounding LEAs

<table>
<thead>
<tr>
<th>LEA</th>
<th>FY13 100th Day</th>
<th>FY14 100th Day</th>
<th>FY15 100th Day</th>
<th>FY16 100th Day</th>
<th>FY17 100th Day</th>
<th>FY18 100th Day</th>
<th>Difference from Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glendale Elementary School District</td>
<td>12,920.57</td>
<td>12,883.72</td>
<td>12,860.19</td>
<td>12,412.35</td>
<td>11,902.56</td>
<td>11,303.18</td>
<td>(599.38)</td>
</tr>
<tr>
<td>Academy of Math &amp; Science</td>
<td>12,920.57</td>
<td>12,883.72</td>
<td>12,860.19</td>
<td>12,412.35</td>
<td>11,902.56</td>
<td>11,303.18</td>
<td>(599.38)</td>
</tr>
<tr>
<td>Academy of Math &amp; Science</td>
<td>12,920.57</td>
<td>12,883.72</td>
<td>12,860.19</td>
<td>12,412.35</td>
<td>11,902.56</td>
<td>11,303.18</td>
<td>(599.38)</td>
</tr>
<tr>
<td>Grand Total</td>
<td>72,380.02</td>
<td>72,622.84</td>
<td>75,894.39</td>
<td>76,120.86</td>
<td>74,907.22</td>
<td>71,610.62</td>
<td>(3,296.61)</td>
</tr>
</tbody>
</table>

### Additional Expenses in FY20

1. **Arizona State Retirement System Increase**
   - $157,030.94
2. **Utilities**
   - $110,382.45
3. **Implementation of Proposition (Prop.) 206, $11 to $12**
   - $153,858.21 – Compensation Only

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arizona State Retirement System Increase</td>
<td>$157,030.94</td>
</tr>
<tr>
<td>Utilities</td>
<td>$110,382.45</td>
</tr>
<tr>
<td>Implementation of Proposition (Prop.) 206, $11 to $12</td>
<td>$153,858.21</td>
</tr>
<tr>
<td>Additional Expenses in FY20</td>
<td>$421,271.60</td>
</tr>
</tbody>
</table>
Ms. Segotta-Jones noted the schools listed in the ADM slide include similar demographics to GESD.

Mr. Aldama suggested Administration check monthly with public records to find out if and when new charter schools are opening within the District.

Loss of Revenue – RCL/M&O Override in FY20 (estimate)

11,305 ADM → 11,093 ADM (212 less ADM)

$1.2 Million Less in RCL & M&O Override in FY20

Reduce Expenses in FY20

($3,290,290) – Structural deficit from FY19 in RCL & M&O Override
($1,200,000) – Less ADM and reduced RCL & M&O Override in FY20
($421,271) – Additional expenses in FY20
($4,911,561) – Estimated Shortfall for FY20 in operating expenses
+ ($92,000) – Less DAA as a result of lower enrollment in FY19

Overall, $5 million shortfall

Mr. Aldama inquired about the operational adjustments that result from loss of enrollment; how much lower are expenses with fewer students.

Final thoughts

- No legislative (financial) safeguards
  - Financial decisions must be made for sustainability
  - Do not overcommit the M&O budget, protect revenues (don't overcommit in future expenses)
  - Immediate reduction to budget
  - Address salary/wage compression
  - More conservative in budgeting
  - Set a minimum BBCF threshold

- Capital funding
  - Reduction due to less enrollment
  - Increase per pupil amount in FY20 (offsets overall reduction due to enrollment)

- Reduction in grant funds

- Increase enrollment – must be a priority
  - Marketing/Advertising Campaign
  - Competition

- Update demographic study

Final thoughts continued

- Classroom Dollars Report
  - Prop. 206 = increase non-classroom spending while decreasing classroom dollars
  - Decrease in enrollment = increase non-classroom spending
  - Appear to be inefficient in its operations

Ms. Smith asked what Mr. Barragan’s recommendation is regarding the budget balance carryforward. Mr. Barragan explained the budget process needs to be tighter, and current expenses need to be looked at more closely. Ms. Segotta-Jones reported the Executive Team has been looking at enrollment numbers weekly when they meet, as well as looking at surrounding district’s enrollment trends. The team will continue looking at this information weekly and begin working on ways to address the changes needed in operational expenses.

Mr. Aldama made the following suggestions:
1. Look at stopping any non-essential spending immediately.
2. Begin the budget process with a 5% reduction off the top for each department.
3. Require departments to submit budget requests.
4. Push back budget deadlines to give administration more time to look at the big picture prior to the end of the year.

Ms. Segotta-Jones noted that with grant funds, the District is often restricted in how money can be spent and what it can be used for. This is an area the District will begin looking at more closely as it relates to budget.
Ms. Segotta-Jones reported Administration is moving forward with the marketing campaign presented to the Board at the January 10th meeting in collaboration with Grand Canyon University. The goal of the campaign is to retain current students, recapture those who have left, and attract students from other school districts. The campaign is scheduled to be rolled out when staff returns from Spring Break. One part of this plan will be to promote to the community the District’s longevity and stability as an institution.

Ms. Wilson asked which of the schools in the District have seen the highest loss of students to charter schools. Mr. Barragan has details of this information available, however at this time we do not know which students are going to charters.

Ms. Bartels noted the District needs to be careful with how we recruit new students to ensure they are not detrimental to our community students.

Ms. Smith commented that the high schools don’t appear to be suffering the same loss in enrollment we are and we should work with them to market the District as a partner of the high schools. Ms. Segotta-Jones reported she met with the high school district regarding the transition of students and working together in this respect.

Dr. Petersen-Incorvaia provided an overview of innovations being looked at for the 2019-2020 school year. The hope is these innovative programs will attract more students to enroll at District schools. The District will continue to grow the Dual Language Immersion programs and Jack and Horizon. Additional programs being looked at include a Career Pathway Academy, STEAM Academies, Innovative Learning Academies, and an Accelerated Academy.

Ms. Wilson asked what kind of costs would be related to the proposed new innovations. Dr. Petersen-Incorvaia responded that main costs would be related to professional development, equipment and curricular materials. He added these would primarily be funded through Title I grants. Ms. Segotta-Jones added that the high school is interested in offering ‘camps’ to our students in conjunction with the academies (i.e., digital photography, coding, etc.) Ms. Wilson asked how these programs could be made available to more students within the District and not just at the identified school. Dr. Petersen-Incorvaia noted that the high school district and GCU have both recently stated their interest in expanding programs like camps and after school academies to students in lower grades.

Dr. Petersen-Incorvaia shared the District is implementing a one-to-one grant program through Verizon at Melvin E. Sine and Challenger Middle School.

Dr. Petersen-Incorvaia explained the Accelerated Academy would be strategically planned. The program would begin with seventh and eighth grade, and would possibly use Springboard Accelerated curriculum, which would align with the high school district’s accelerated curriculum program.

Ms. Smith suggested Administration speak to former students who were part of the accelerated math programs to find out about their experience.

Ms. Wilson asked how schools are identified for these programs. Dr. Petersen-Incorvaia responded that a number of items are taken into consideration: physical location, leadership, staff, and structures currently in place.

Ms. Wilson asked if movement of staff is anticipated should these programs be implemented. Dr. Petersen-Incorvaia explained how this process would look. He noted Administration is looking to roll these programs out as soon as possible, to allow teachers to participate in the transfer request process as may be needed.

Ms. Smith suggested the District continue to produce videos to promote the programs taking place across the District, already occurring. Ms. Bartels added to include parents in these videos as well.

Governing Board Retreat
Ms. Smith asked Board members for their thoughts on scheduling a Board Retreat for more in-depth discussions about some of the issues presented during the study session. Mr. Aldama is in favor of a retreat if it is for the purpose of digging deep into budget discussions.

The Board agreed to hold a retreat on February 9th from 8:00 to 11:00 a.m. Executive Team will prepare proposed phases for addressing the budget shortfall.
Policy Manual Review
Ms. Segotta-Jones reported Administration is in the process of completing a comprehensive policy manual review in conjunction with ASBA Policy Services. ASBA recommended conducting study sessions with the Board prior to rescinding and adopting a new manual. She suggested scheduling 30-minute study sessions prior to Board meetings to work through this process.

Ms. Smith proposed the Board could conduct 30-minute study sessions either as part of or prior to already scheduled meetings. The Board agreed to start meetings at 5:00 p.m. for the next few meetings.

FUTURE MEETINGS
Future Meetings and Agenda Item Request  A list of upcoming meetings was reviewed.

The March 28th Special Meeting needs to be rescheduled as most of the Board and Ms. Segotta-Jones will be attending the NSBA Conference. The March 7th meeting will be moved to March 14th to accommodate the Meet and Confer recommendations needed prior to the end of March. The March 28th will not be needed. In the event there are items needed for the 28th, plans will be made accordingly.

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

SUMMARY OF BOARD AND SUPERINTENDENT CURRENT EVENTS
Ms. Segotta-Jones shared the following:

- Administrators attended the School Connect Summit at Grand Canyon University.
- Students and Administrators attended the Stand Up and Speak event on Tuesday.
- The District was recognized as an All Things PLC District.

She added she is optimistic about the District promoting the good things happening and marketing this to the community.

Ms. Pimentel congratulated the District for the PLC award.

Ms. Wilson gave a shout out to the District, and the more we can promote it the better.

Mr. Aldama would like to see ASBA recognize the District for receiving the All Things PLC award.

Ms. Bartels also congratulated the District for the award as a testament to the hard work of individuals. She enjoyed the School Connect Summit attended this morning.

Ms. Smith agreed with all comments.

EXECUTIVE SESSION
Ms. Smith called for a motion to recess the regular meeting in order to convene to executive session for the following purpose:

a. In accordance with A.R.S. § 38-431.03.A.5, for the purpose of consultation with or instruction to designated representatives as to negotiations regarding salaries or compensation in the form of benefits for District employees.

Ms. Bartels moved to recess the meeting to convene to Executive Session as stated and Ms. Wilson seconded the motion. Upon call to vote, the motion carried with votes in favor from Mr. Aldama, Ms. Wilson, Ms. Smith, Ms. Bartels and Ms. Pimentel, and the meeting recessed at 5:55 p.m.

RECONVENE
Mr. Aldama moved to reconvene the regular meeting and Ms. Wilson seconded the motion. Upon call to vote, the motion carried with votes in favor from Mr. Aldama, Ms. Wilson, Ms. Smith, Ms. Bartels and Ms. Pimentel and the meeting reconvened at 6:11 p.m.

ADJOURNMENT
Mr. Aldama moved to adjourn the meeting and Ms. Pimentel seconded the motion. Upon call to a vote, Ms. Wilson, Ms. Bartels, Ms. Pimentel and Mr. Aldama voted ‘aye’, and the motion carried and the regular meeting adjourned at 6:58 p.m.

Submitted by:

Elizabeth Powell, Executive Assistant

Approved by:

Brenda Bartels, Clerk of the Board

Date: February 7, 2019
AGENDA NO:   6.B.   TOPIC:  Ratification of Vouchers

SUBMITTED BY:  Ms. Valerie Caraveo, Director of Finance and Purchasing

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

DATE ASSIGNED FOR CONSIDERATION      February 7, 2019

RECOMMENDATION:

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

RATIONALE:

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

<table>
<thead>
<tr>
<th>Expense Vouchers</th>
<th>Date</th>
<th>Voucher #</th>
<th>Amount</th>
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<tbody>
<tr>
<td>12/6/2018</td>
<td>2055</td>
<td>$889,915.29</td>
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<tr>
<td>12/6/2018</td>
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<td>$80,885.72</td>
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<td>12/13/2018</td>
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<td>12/19/2018</td>
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<td>1/10/2019</td>
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<td>$690,080.72</td>
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<td>1/10/2019</td>
<td>2064</td>
<td>$134,805.84</td>
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<td>1/17/2019</td>
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<td>$596,399.08</td>
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<td>1/17/2019</td>
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<td>12/11/2018</td>
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<td>12/12/2018</td>
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<td>12/20/2018</td>
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<td>12/21/2018</td>
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<td>12/24/2018</td>
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<td>12/24/2018</td>
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<td>1/2/2019</td>
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<td>1/17/2019</td>
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<td>1/22/2019</td>
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<tr>
<td>1/8/2019</td>
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<td>$105,432.51</td>
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<td>Total:</td>
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<td></td>
<td>$11,390,636.41</td>
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</table>
**AGENDA NO:  6.C. **
**TOPIC:  Acceptance of Gifts**

**SUBMITTED BY:  Ms. Valerie Caraveo, Director of Finance and Purchasing**

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

**DATE ASSIGNED FOR CONSIDERATION:  February 7, 2019**

**RECOMMENDATION:**

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

**RATIONALE:**

<table>
<thead>
<tr>
<th>Donor</th>
<th>Description</th>
<th>Cash Amount or Estimated Value</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kroger</td>
<td>Student Incentive Fund</td>
<td>$110.19</td>
<td>Bicentennial South</td>
</tr>
<tr>
<td>Lifetouch National School Studios</td>
<td>Student Incentive Fund</td>
<td>$121.00</td>
<td>Bicentennial South</td>
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<tr>
<td>Coca Cola</td>
<td>Gift to School</td>
<td>$73.33</td>
<td>Burton</td>
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<tr>
<td>Keep Kool DBA Kona Ice</td>
<td>School/Student Incentive Fund</td>
<td>$35.00</td>
<td>Burton</td>
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<tr>
<td>Kroger</td>
<td>School/Student Incentive Fund</td>
<td>$58.31</td>
<td>Burton</td>
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<tr>
<td>Donors Choose</td>
<td>“Exploring Our Themes” Project</td>
<td>$113.73</td>
<td>Challenger</td>
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<tr>
<td>Donors Choose</td>
<td>“Learning Emotional Intelligence Through Literature” Project</td>
<td>$694.36</td>
<td>Challenger</td>
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<tr>
<td>Box Tops for Education</td>
<td>Field Trips</td>
<td>$315.20</td>
<td>Coyote Ridge</td>
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<tr>
<td>Kroger</td>
<td>Field Trips</td>
<td>$63.85</td>
<td>Coyote Ridge</td>
</tr>
<tr>
<td>Box Tops for Education</td>
<td>Gift to School</td>
<td>$103.30</td>
<td>Discovery</td>
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<td>Kroger</td>
<td>Gift to School</td>
<td>$128.81</td>
<td>Discovery</td>
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<tr>
<td>Anonymous</td>
<td>American Express Foundation Employee Giving Program</td>
<td>$200.04</td>
<td>District</td>
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<tr>
<td>Box Tops for Education</td>
<td>Motivation Reward Program</td>
<td>$38.90</td>
<td>Glendale Success Academy</td>
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<td>Kroger</td>
<td>Gift to School</td>
<td>$39.72</td>
<td>Horizon</td>
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<tr>
<td>Susan Wilson</td>
<td>Wal-Mart gift card</td>
<td>$10.00</td>
<td>Human Resources Wellness</td>
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<tr>
<td>Brenda Bartels</td>
<td>Wal-Mart gift card</td>
<td>$20.00</td>
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<td>Theresa Damiani</td>
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<td>Bechtel Corporation</td>
<td>Gift to School</td>
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<td>Imes</td>
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<td>Dorian</td>
<td>Supplies for Students</td>
<td>$30.22</td>
<td>Landmark</td>
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<td>Community Members</td>
<td>Glendale Glitters Parking</td>
<td>$1,535.00</td>
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<tr>
<td>Kroger</td>
<td>Gift to School</td>
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<td>St. John's Lutheran Church</td>
<td>Gift to School</td>
<td>$529.00</td>
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<td>Donors Choose</td>
<td>”Let Go of My Lego” Project</td>
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<td>The Dick's Sporting Goods Foundation</td>
<td>Sports Equipment</td>
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<td>Johnston Family</td>
<td>Playground Equipment</td>
<td>$250.00</td>
<td>Sunset Vista</td>
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<tr>
<td>Donors Choose</td>
<td>”A Child’s Job is to Play”</td>
<td>$320.00</td>
<td>Sunset Vista</td>
</tr>
</tbody>
</table>

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

RECOMMENDED BY: Ms. Debra Valadez Assistant Superintendent for Human Resources

DATE ASSIGNED FOR CONSIDERATION: February 7, 2019

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.

**Resignation**

1. Henson, Eric* Teacher Other Employment 1/22/19
2. Okuly, Andrea* Teacher Personal 1/25/19

*Recommend liquidated fee applied per contract
GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

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

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

RECOMMENDED BY:  Ms. Deby Valadez, Assistant Superintendent for Human Resources

DATE ASSIGNED FOR CONSIDERATION:  February 7, 2019

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.

<table>
<thead>
<tr>
<th>New Employment</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>1. Bejarano, Christina</td>
<td>Trainee School Bus Driver</td>
<td>$12.07</td>
<td>02/04/19</td>
</tr>
<tr>
<td>2. Guerrero, Norma</td>
<td>Bus Monitor</td>
<td>$11.00</td>
<td>01/23/19</td>
</tr>
<tr>
<td>3. Ibanez, Maria</td>
<td>Cleaner II</td>
<td>$11.00</td>
<td>01/16/19</td>
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<tr>
<td>4. Livingstone, Allison</td>
<td>Campus Monitor</td>
<td>$11.00</td>
<td>01/16/19</td>
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<tr>
<td>5. Ramos, Micaela</td>
<td>Food Service Worker</td>
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<td>01/16/19</td>
</tr>
<tr>
<td>6. Vera, Judith</td>
<td>Food Service Worker</td>
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<td>01/16/19</td>
</tr>
<tr>
<td>7. Victoria, Lauren</td>
<td>Ed. Assist. Ortho Impaired</td>
<td>$11.00</td>
<td>01/23/19</td>
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</table>

<table>
<thead>
<tr>
<th>Rehire</th>
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<tbody>
<tr>
<td>1. Martinez, Casey</td>
<td>Nurse-LPN</td>
<td>$21.88</td>
<td>01/14/19</td>
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</table>

<table>
<thead>
<tr>
<th>Position Change</th>
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</thead>
<tbody>
<tr>
<td>1. Campos, Celina</td>
<td>From Cleaner II to Lead Custodian</td>
<td>$13.57</td>
<td>01/23/19</td>
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<tr>
<td>2. Edwards-Rose, Katherine</td>
<td>From Sub-Nurse to Nurse LPN</td>
<td>$19.39</td>
<td>01/22/19</td>
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<tr>
<td>3. Zacapala, Nallely</td>
<td>From Campus Monitor to Ed. Assist. Resource</td>
<td>$11.22</td>
<td>01/14/19</td>
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</table>

<table>
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<tr>
<th>Retirement</th>
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</thead>
<tbody>
<tr>
<td>1. Boyle, Randy</td>
<td>Buyer/Contract Specialist</td>
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<td>02/01/19</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Resignation</th>
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</thead>
<tbody>
<tr>
<td>1. Anderson, Lillie</td>
<td>Campus Monitor</td>
<td>Personal Reasons</td>
<td>01/14/2019</td>
</tr>
<tr>
<td>2. Chavez, Elvia</td>
<td>Cleaner II</td>
<td>Personal Reasons</td>
<td>12/10/2018</td>
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<tr>
<td>3. Glogowsky, Sarah</td>
<td>Trainee School Bus Driver</td>
<td>Personal Reasons</td>
<td>01/09/2019</td>
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<tr>
<td>4. Leyba, Maria Del Carmen</td>
<td>Food Service Cashier</td>
<td>Personal Reasons</td>
<td>12/21/2018</td>
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<tr>
<td>5. Martinez Estrada, Laura</td>
<td>Cleaner I</td>
<td>Personal Reasons</td>
<td>01/11/2019</td>
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<td>6. Perez, Cristina</td>
<td>Food Service Worker</td>
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<td>7. Siordia, Teresa</td>
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<td>Personal Reasons</td>
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<td>8. Velasquez, Juan</td>
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<td>Personal Reasons</td>
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AGENDA NO: 6.F. TOPIC: Surplus Property Disposal

SUBMITTED BY: Ms. Valerie Caraveo, Director of Finance and Purchasing

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

DATE ASSIGNED FOR CONSIDERATION: February 7, 2019

RECOMMENDATION:

It is recommended the Governing Board approve the items listed as surplus property and grant permission to dispose of them through public auction or salvage company.

RATIONALE:

The District is currently using Arizona Auctioneers, Sierra Auction or Public Surplus for disposal of surplus equipment. The following is a list of equipment that is outdated, broken, or non-repairable.

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<tr>
<th>District ID#</th>
<th>Description</th>
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<td>335992</td>
<td>Advance Adfinity Floor Cleaner</td>
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<tr>
<td>327651</td>
<td>Tenant Floor Cleaner</td>
</tr>
<tr>
<td>330340</td>
<td>Tenant Floor Cleaner</td>
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<tr>
<td>281507</td>
<td>Blood Pressure Monitor Cuff</td>
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</table>
AGENDA NO:  6.G.  TOPIC:  Surplus Property Disposal

SUBMITTED BY:  Ms. Valerie Caraveo, Director of Finance and Purchasing

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

DATE ASSIGNED FOR CONSIDERATION:  February 7, 2019

RECOMMENDATION:

It is recommended the Governing Board approve the items listed as surplus property and grant permission to dispose of them through public auction or salvage company.

RATIONALE:

The District is currently using Arizona Auctioneers, Sierra Auction or Public Surplus for disposal of surplus equipment. The following is a list of equipment that is outdated, broken, or non-repairable.

<table>
<thead>
<tr>
<th>District ID#</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>Salad Bar (Vollrath 36175-00839-ENA)</td>
</tr>
<tr>
<td>322329</td>
<td>Crescor Hot Box (Model 5495-039)</td>
</tr>
<tr>
<td>336160</td>
<td>Serving Line Component</td>
</tr>
<tr>
<td>N/A</td>
<td>Beverage-Air Double Sided Cooler</td>
</tr>
</tbody>
</table>
AGENDA NO: 6.H.  TOPIC: Out of County Field Trip

SUBMITTED BY: Ms. DeAnza Baker, Principal of Melvin E. Sine School

RECOMMENDED BY: Dr. Gerry Petersen-Incorvaia, Assistant Superintendent for Educational Services

DATE ASSIGNED FOR CONSIDERATION: February 7, 2019

RECOMMENDATION:

It is recommended the Governing Board approve the out-of-county field trip for eighth grade students from Melvin E. Sine School to travel to Six Flags Magic Mountain in Valencia, CA, May 10-11, 2019.

RATIONALE:

Request form attached.
REQUEST FOR OUT-OF-COUNTY/OUT-OF-STATE/OVERNIGHT FIELD TRIPS

This form must be submitted to the Assistant Superintendent for Administrative Services prior to any field trip meetings with parents or students.

Submit this completed application to Administrative Services for review. This application will then be considered for approval by the Assistant Superintendent for Administrative Services, Superintendents Cabinet, and the Governing Board.

(PLEASE TYPE)

<table>
<thead>
<tr>
<th>School: Melvin E. Sine</th>
<th>Number of Participants: 58</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Approval: DeAnza Baker</td>
<td>Grade(s) of Participants: 8th</td>
</tr>
<tr>
<td>Contact Person(s) at Governing Board Meeting: Elizabeth Laughlin/Sheri Kisselbach</td>
<td></td>
</tr>
<tr>
<td>Destination of Travel: Six Flags Magic Mountain Valencia, CA</td>
<td></td>
</tr>
<tr>
<td>Type of Field Trip (Science, Social Studies, Substance Abuse Prevention, Music, etc): Science</td>
<td></td>
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</tbody>
</table>

(ATTACH ADDITIONAL INFORMATION AND SCHEDULE, IF APPROPRIATE)

<table>
<thead>
<tr>
<th>SITE</th>
<th>DATE</th>
<th>LOCATION</th>
<th>EDUCATIONAL VALUE</th>
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</thead>
<tbody>
<tr>
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<td></td>
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</tbody>
</table>

EMERGENCY INFORMATION

Emergency cards MUST be prepared prior to trip to include emergency phone numbers, emergency medical information/special information on allergies, etc. A copy of these cards MUST be retained by the chaperones throughout the trip and a set must be filed with the school office prior to the trip.

A final list of all student/adult participants shall be filed with the school office prior to field trip departures. For all overnight trips, a final list of participants shall also be sent to Administrative Services prior to departure.

Contact Person: Elizabeth Laughlin
Contact Phone Number(s): 623-237-4401

FOR OVERNIGHT TRIPS

Field trip site has been assessed to assure the health, safety, and any accommodations for special needs of all participants by

(Name/Position) on (Date) through (visitation or contact) (Circle One)

with

(Name/Position at Site) on (Date)
**INSURANCE**

Name of Insurance Carrier for Field Trip: [See Certificate of Liability Insurance]
Policy Number: [See Certificate of Liability Insurance]
Description of Policy Coverage: [See Certificate of Liability Insurance]

If using District Transportation, indicate “Glendale Elementary Coverage/District Transportation.” Coverage is only applicable if District is proven negligent – purchase of Student Accident Insurance is highly recommended for all students in case of accident on/off the bus.

**TO OBTAIN GOVERNING BOARD APPROVAL THE ABOVE INSURANCE INFORMATION MUST BE PROVIDED.**

**STAFFING**

<table>
<thead>
<tr>
<th>Student /Chaperone Ratio:</th>
<th>7/1</th>
<th>Lead Teacher:</th>
<th>Elizabeth Laughlin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Names of Certified Staff Chaperoning:</td>
<td>Elizabeth Laughlin, Kevin Fallon, Sheri Kisselbach, Kelsey Hamilton, Renee Catalano, Josh King, Shameka Richardson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Names of Non-Certified Staff/Parents Chaperoning:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TRANSPORTATION**

| Name of Transportation Carrier: | All Aboard America | Phone #: | 480-222-6940 |
| Address: | 230 S. Country Club Rd. Mesa, AZ 85210 |
| Departure Date: | May 10, 2019 | Time: | 4:00 am |
| Return Date: | May 10, 2019 | Time: | 7:00pm |
| Arriving at Destination Date: | May 10, 2019 | Time: | 9:30 am |
| Arriving at Return Date: | May 11, 2019 | Time: | 1:30 am |
| TRANSPORTATION APPROVAL: | | Date: | |
| Do Buses Need to Remain: | YES | NO |

**FUNDING**

<table>
<thead>
<tr>
<th>Source of Funding (Substance Abuse, District, Student, Student Scholarships available, if necessary, etc)</th>
<th>Amount $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>$51.00 per student</td>
</tr>
<tr>
<td>Gifts and Donations/Student Activities</td>
<td>$7,896.00</td>
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</tbody>
</table>

Please indicate the process your school uses to proved this opportunity to students who are unable to provide their own funds: Students who are unable to provide their own funds will be given the price of admission through the Gifts and Donations/Student Activities fund.

How many students may be accommodated by this scholarship procedure? As many as needed
AGENDA NO: 6.I. TOPIC: Superintendent’s Contract Amendment

SUBMITTED BY: Ms. Deby Valadez, Assistant Superintendent for Human Resources

RECOMMENDED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION: February 7, 2019

RECOMMENDATION:

It is recommended the Governing Board approve the Amendment to the Superintendent's Employment Contract as presented.

RATIONALE:

It is recommended the Board approve the added language to the agreement to align to all other employee contracts. The agreement language has been revised per the recommendation of the District’s legal counsel.
FIRST AMENDMENT TO SUPERINTENDENT'S CONTRACT

This Amendment is entered into this ______ day of February 2019 by and between the Superintendent, Cindy Segotta-Jones and the Governing Board of the Glendale Elementary School District No. 40. This Amendment is to the Glendale Elementary School District No. 40 Superintendent's Contract and Employment Agreement dated October 19, 2017, executed on October 23, 2017 ("Agreement").

The parties desire to add the following language to the Agreement:

    To the extent appropriate for the occasion and as part of the compensation, the District may provide incidental food and beverages at mandatory staff meetings, including in-services and staff development activities/trainings, in order to foster good working relations and encourage and reward staff participation

Except as expressly modified by the provisions of this Amendment, the underlying Agreement shall continue in full force and effect. In the event any inconsistencies exist between the terms of this Amendment and the underlying Agreement, this Amendment shall control. This Amendment is hereby incorporated by reference into the underlying Agreement.

__________________________________________   ________________________________
Cindy Segotta Jones, Ed.D                   Date

__________________________________________   ________________________________
Governing Board President                   Date

Approved at a legally convened meeting of the Governing Board this _____ day of February, 2019.
AGENDA NO: 6.J. TOPIC: Certified Contract Renewals

SUBMITTED BY: Ms. Deby Valadez, Assistant Superintendent for Human Resources

RECOMMENDED BY: Ms. Deby Valadez, Assistant Superintendent for Human Resources

DATE ASSIGNED FOR CONSIDERATION: February 7, 2019

RECOMMENDATION:

It is recommended the Governing Board approve the renewal of certified staff (Non-Administrative) employment contracts for the 2019-2020 school year.

RATIONALE:

Administration recommends renewal of the contracts for certified staff identified on the attached list for the 2019-2020 school year.

Once contracts are distributed, staff will have 15 to 30 days as specified within their contract to sign and return.

The evaluation process for some certified teachers has not yet concluded. Administration may recommend the non-renewal of individual certified staff members upon conclusion of the process.
<table>
<thead>
<tr>
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<th>Title</th>
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<tbody>
<tr>
<td>Acosta, Maria-angeles</td>
<td>Teacher</td>
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<td>Ajijeidun, Victoria A</td>
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<tr>
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ACTION AGENDA ITEM

AGENDA NO:     8.A.    TOPIC:  Policy Revision First Reading

SUBMITTED BY:  Ms. Cindy Segotta-Jones, Superintendent

RECOMMENDED BY:  Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION:   February 7, 2019

RECOMMENDATION:

It is recommended the Governing Board approve the first reading of revised policy manual sections A-Foundations and Basic Commitments, B-School Board Governance and Operations, and C-General School Administration as presented.

RATIONALE:

Administration is in the process of completing a comprehensive policy manual review and update through the Arizona School Boards Association. Prior to rescinding the current manual and adopting the new one, the Board must complete a first reading of the revised manual. After each study session, the Board will approve the first reading of the sections of the manual reviewed. Once all sections have had a first reading conducted, the entire manual will be rescinded, then adopted again as a whole.
Board Meetings dates for the 2018-2019 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.

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### Agenda Item Requests Tracking:

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<thead>
<tr>
<th>Agenda Item</th>
<th>Date of Board Request</th>
<th>Board Member Making Request</th>
<th>Date Placed on Agenda</th>
<th>Action Taken</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Census Community Forum</td>
<td>11/8/18</td>
<td>Monica Pimentel</td>
<td></td>
<td>Information in Nov. 30 Board Update</td>
<td></td>
</tr>
<tr>
<td>Demographics Study Session</td>
<td>12/5/18</td>
<td>Brenda Bartels</td>
<td>1/24/19</td>
<td>Study Session Held</td>
<td></td>
</tr>
<tr>
<td>Student Discipline Study</td>
<td>1/10/18</td>
<td>Brenda Bartels</td>
<td></td>
<td></td>
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</tbody>
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