

GLENDALE ELEMENTARY SCHOOL DISTRICT NO. 40

Regular Meeting of the Governing Board

March 5, 2020 5:30 p.m.

Public Notice - Meeting Agenda

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

The Board reserves the right to change the order of items on the agenda, with the exception of public hearings, which are scheduled for a specific time. 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. Call to the Public

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

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

4. Special Recognition

Student Performance

The Jack Squeakers from William C. Jack School will perform an original song written by the students about their school under the direction of Ms. Amanda Nottingham.

Just Because Recognition

The Governing Board will recognize the staff members and students selected for the February and March GESD Just Because 2020 award.

5. Action Item

Board Member Resignation

It is recommended the Governing Board approve the acceptance of resignation from Mr. Jamie Aldama as a Glendale Elementary School District Governing Board member, effective immediately, as requested.

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 February 6, 2020 Regular Meeting, February 13, 2020 Special meeting and February 20, 2020 Special Meeting 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. Student Activity Fund Balance Statement

It is recommended the Governing Board approve the Student Activity Fund Balance Statement for January 2020 as presented.

g. Travel

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

h. Administrative Contract Renewals

It is recommended the Governing Board approve the renewal of administrator employment contracts for the 2020-2021 school year as presented.

i. Self-Insured Trust Board Members

It is recommended the Governing Board reappoint the current members of the District's Self-Insured Trust Board to serve another term, as presented.

j. Medical Insurance Renewal

It is recommended the Governing Board approve the renewal of United Healthcare medical insurance as presented for 2020-2021.

k. Dental Insurance Renewal

It is recommended the Governing Board approve the renewal of Delta Dental benefits as presented for 2020-2021.

l. Vision Insurance Renewal

It is recommended the Governing Board approve the renewal of Vision benefits through United Healthcare as presented for 2020-2021.

m. Alternative Dental Insurance

It is recommended the Governing Board approve alternative dental insurance through Cigna Dental Health Maintenance Organization (DHMO) benefits as presented for 2020-2021.

n. Flexible Spending Account Benefits

It is recommended the Governing Board approve Flexible Spending Account (FSA) benefits through Basic Western as presented for 2020-2021.

- o. Life Insurance
It is recommended the Governing Board approve Life Insurance benefits through Sun Life Financial as presented for 2020-2021.
- p. Mid-Term Disability Insurance
It is recommended the Governing Board approve Mid-Term Disability benefits through Sun Life as presented for 2020-2021.
- q. Short-Term Disability Insurance
It is recommended the Governing Board approve Short-Term Disability benefits through Sun Life Financial as presented for 2020-2021.
- r. Employee Assistant Program
It is recommended the Governing Board approve employee assistance program benefits through Interface EAP as presented for 2020-2021.
- s. Credit Monitoring Program
It is recommended the Governing Board approve the credit monitoring program through PrivacyArmor by InfoArmor as presented for 2020-2021.
- t. WellStyles through Virgin Pulse
It is recommended the Governing Board approve WellStyles through Virgin Pulse as presented for 2020-2021.

7. Reports and Information Items

None at this time.

8. Action Items

- a. Employment of Principal
It is recommended the Governing Board approve the hiring of Mr. Bradley Horstman as Principal of Challenger Middle School, salary and benefits commensurate with other principals.
- b. Employment of Principal
It is recommended the Governing Board approve the hiring of Ms. Tarrah Bernabe as Principal of Harold W. Smith School, salary and benefits commensurate with other principals.
- c. Employment of Principal
It is recommended the Governing Board approve the hiring of Mr. Joshua King as Principal of Melvin E. Sine School, salary and benefits commensurate with other principals.

9. Discussion Item

- a. National School Boards Associations Annual Conference Sessions
The Governing Board will discuss the National School Boards Associations Annual Conference sessions.

10. 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.

11. 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.

12. Adjournment

GLENDALE ELEMENTARY SCHOOL DISTRICT

SPECIAL RECOGNITION

AGENDA NO: 4.A. TOPIC: Student Performance

SUBMITTED BY: Dr. Gerry Petersen-Incorvaia, Assistant Superintendent for Educational Services

DATE ASSIGNED: March 5, 2020

The Jack Squeakers from William C. Jack School will perform an original song written by the students about their school under the direction of Ms. Amanda Nottingham.

GLENDALE ELEMENTARY SCHOOL DISTRICT

SPECIAL RECOGNITION

AGENDA NO: 4.B. TOPIC: Just Because Recognition

SUBMITTED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED: march 5, 2020

The Governing Board will recognize the staff members and students selected for the February and March GESD Just Because 2020 award.

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 5.A. TOPIC: Board Member Resignation

SUBMITTED BY: Mr. Jamie Aldama, Governing Board Member

DATE ASSIGNED FOR CONSIDERATION: March 5, 2020

RECOMMENDATION:

It is recommended the Governing Board approve the acceptance of resignation from Mr. Jamie Aldama as a Glendale Elementary School District Governing Board member, effective immediately, as requested.

RATIONALE:

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.A. TOPIC: Minutes

SUBMITTED BY: Ms. Elizabeth Powell, Executive Assistant

RECOMMENDED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION: March 5, 2020

RECOMMENDATION:

It is recommended the Governing Board approve the minutes of February 6, 2020 Regular Meeting, February 13, 2020 Special Meeting and February 20, 2020 Special Meeting as presented.

RATIONALE:

**MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD
School District No. 40 of Maricopa County, Arizona
District Office Governing Board Room
February 6, 2020**

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

CALL TO ORDER AND ROLL CALL

The meeting was called to order by Ms. Pimentel at 5:30 p.m. She noted the presence of all five Board members, constituting a quorum.

OPENING EXERCISES

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

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

CALL TO THE PUBLIC

Ms. Jessica Peck addressed the Board regarding the Meet and Confer process and the inclusion of administration compensation in Meet and Confer. She noted the concerns raised last year when Meet and Confer recommendations were considered for approval, and encouraged the Board to revisit this issue prior to the recommendations being brought forward this year.

SPECIAL RECOGNITION

Student

Recognition

The Governing Board recognized the winners of the District Spelling Bee: Diana Usmanova, Glendale Landmark (1st Place), Jamisen Carpenter, Discovery School (2nd Place), Isaiah Ramirez, Coyote Ridge School (3rd Place), and Maria Castro, Horizon School (4th Place). The students will go on to represent the District in the regional spelling bee this month.

CONSENT AGENDA

Ms. Bartels moved to approve the consent agenda as presented and Ms. Smith seconded the motion. Upon call to vote, Ms. Wilson, Ms. Bartels, Ms. Pimentel, Mr. Aldama and Ms. Smith voted 'aye', and the motion carried. The following items were approved:

Minutes

The Governing Board approved the minutes of the January 9, 2020 Regular Meeting, and January 23, 2020 Special 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:

Donor	Description	Cash Amount or Estimated Value	Recipient
Salvation Army	Toys, sport balls, scooters	\$250.00	Bici South
Lain Ehmann	Portable volleyball net	\$499.99	Burton
Kroger	Gift to school - check	\$62.91	Burton
Fresh Artists	Sculpting supplies	\$283.43	Burton
Box Tops for Education	Gift to school - check	\$27.10	Challenger
Kroger	Gift to school - check	\$79.36	Coyote Ridge
Box Tops for Education	Gift to school - check	\$112.50	Coyote Ridge
Donor's Choose	Sight Word Readers	\$200.00	Coyote Ridge
Kroger	Gift to school - check	\$25.43	Desert Spirit
Box Tops for Education	Gift to school - check	\$83.20	Desert Spirit

Special Olympics Arizona	Gift to school - check	\$137.20	Desert Spirit
Kroger	Gift to school - check	\$127.54	Discovery
Chipotle Mexican Grill	Gift card	\$30.00	Districtwide
Firehouse Subs	Gift card	\$30.00	Districtwide
Lowe's	40 Christmas trees	\$1,800.00	Districtwide
Anonymous	Gift to school - check	\$1,610.00	GSA
Kroger	Gift to school - check	\$43.20	Horizon
Lowe's	2 refrigerators, window blinds	\$1,300.00	Imes
Kroger	Gift to school - check	\$64.46	Landmark
AZ Diamondbacks Foundation Inc.	Gift to school - check	\$5,000.00	Landmark
Cardinals Charity	Gift to school - check	\$500.00	Sunset Vista
Grand Canyon University	Mini wireless speaker	\$25.00	Wellness
Ascent Audiology	Placard	\$25.00	Wellness
Arizona Central Credit Union	ACCU logo goodie box	\$25.00	Wellness
Arizona Central Credit Union	Starbucks gift card	\$10.00	Wellness
A New Leaf- VITA program	Stationery	\$20.00	Wellness
Glendale Public Library	Starbucks gift card	\$15.00	Wellness
Glendale Police Department	Books	\$50.00	Wellness
Bonnie Apperson Jacobs	Books	\$11.99	Wellness

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. Gil, Michael	Teacher	\$46,500	01/09/2020
2. Lee, Earnest	Teacher	\$39,000	01/09/2020
3. Lopez, Chelsea	Teacher	\$46,500	01/16/2020

Resignation

1. Almuthafer, Asia	Teacher	Personal Reasons	01/15/2020
2. Fallon, Kevin	Teacher	Personal Reasons	01/24/2020
3. Gutierrez, Michelle*	Achievement Advisor	Personal Reasons	01/31/2020
4. Marze, Melissa	Principal	Personal Reasons	06/30/2020

*Recommend liquidated damages fee applied per contract

Memorandum of Understanding

1. Hudalla, Lindsay	Teacher	01/06/2020
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Position Change

1. Fitzgerald, Erica	From 1.0 to 0.8 FTE	01/06/2020
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Guest Administrator - New Hire

1. Hagen, Richard	Guest Administrator	01/14/2020
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Leave of Absence

1. Whitesell, Kelley	Teacher	01/06/2020-05/22/2020
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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. Crotzer, Anita	Food Service Worker	\$12.00	01/15/2020
2. Fiene, Tyler	Trainee School Bus Driver	\$12.07	01/15/2020

Position Change

1. Gonzalez-Mercado, Olga	From Sub-Cleaner to Cleaner II	\$12.00	01/21/2020
2. Guerrero, Blanca	From Sub-Cleaner to Cleaner II	\$12.00	01/16/2020

3. Kinlicheenie, Ralphine	From Ed. Assist Resource to Ed. Assist Preschool	\$14.31	01/13/2020
4. Narleski, Samuel	From Trainee School Bus Dr. to School Bus Driver	\$15.19	01/17/2020
5. Vallejo, Maria	From Sub-Cleaner to Cleaner 1	\$12.00	01/07/2020

Resignation

1. Adame, Eydie	Ed. Assist. Spec. Ed. Resource	Personal Reasons	01/21/2020
2. Beausejour-Allen, Jaarly	Campus Monitor	Personal Reasons	12/16/2019
3. Hackbarth, Bryan	Unit Operations Manager	Other Employment	01/17/2020
4. Marrufo, Norberta	Sub-Cleaner	Career change	01/24/2020
5. Palomino, Jesus	Sub-Cleaner	Personal Reasons	01/06/2020
6. Quintero, Marissa	Bus Monitor	Other employment	01/31/2020
7. Totman, Sherri	Ed. Assist. Special Ed SE-SD	Personal Reasons	01/24/2020

Increase in Hours

1. Marshall, Mary	School Bus Driver (7 to 8)	\$15.15	01/16/20
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New Hire Substitutes

1. Lizardi Barcenas, Ana	Sub-Cleaner	\$12.00	01/15/2020
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Rehire - Substitutes

1. Monge, Yadira	Sub-Cleaner	\$12.00	01/21/2020
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**Student Activity Fund
Balance Statement**

The Governing Board approved the Student Activity Fund Balance Statement for December, 2019 as presented.

Travel

The Governing Board approved and ratified the requests for employee out-of-county travel 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, salvage company and/or donation to local non-profit(s) and remove them from the asset listing.

**Fundraiser Activity
Requests**

The Governing Board approved the fundraiser activity requests as presented.

**Certified Contract
Renewals**

The Governing Board approved the renewal of certified staff (Non-Administrative) employment contracts for the 2020-2021 school year as presented.

**Revised Job
Description**

The Governing Board approved the revised job description for Technology Specialist as presented.

Job Description

The Governing Board approved the new job description for Verizon Innovative Learning Grant Coach as presented.

REPORTS AND INFORMATION ITEMS

**Strategic Plan
Presentation**

Ms. Segotta-Jones presented the Strategic Plan. The following presentation was reviewed.



**GLENDALE
ELEMENTARY
SCHOOL DISTRICT**

GLENDALE ELEMENTARY SCHOOL DISTRICT No. 40 STRATEGIC PLAN 2020-2025

February 6, 2020



OUR MISSION

To foster an environment of academic excellence and build tomorrow's socially responsible leaders.

OUR VISION

A diverse community coming together to lay the foundation for unrivaled achievement.
A Mosaic of Minds. All in for All kids.

OUR CORE VALUES

Integrity, Diversity, Unrivaled Achievement, Employee Excellence,
Stewardship, Well-Being, Community



OUR GOALS AND STRATEGIES

As members of the Glendale Elementary School District, we share a collective responsibility for the implementation and achievement of these goals.



GOAL I: STUDENT ACADEMIC SUCCESS

Improve student academic success and growth for all students.

STRATEGIES:

- Provide curriculum and instruction with multi-tiered systems of support.
- Use a balanced assessment plan to monitor and adjust systems of support.
- Deliver effective instruction using evidenced-based comprehensive literacy and mathematics blocks with fidelity.
- Provide job-embedded professional development for staff.
- Utilize professional learning community framework to increase the effectiveness of collaborative teams.



GOAL II: STEWARDSHIP OF RESOURCES

Be responsible stewards of people, time and financial resources.

STRATEGIES:

- Ensure facilities are safe, secure and well-maintained.
- Continually market a communication plan to recruit and retain students and families.
- Ensure solvency and sustainability in medical, dental, workers comp, life insurance, property and liability insurance.
- Secure funding to address facility deficiency needs.
- Increase stakeholders knowledge and understanding of school funding.
- Secure additional and diverse revenue sources, including entitlement grants, bonds, and overrides.
- Ensure solvency and sustainability of maintenance and operations and capital funds.



GOAL III: STAFF AND STUDENT WELL-BEING

Cultivate a school and work environment that supports learning and social-emotional growth.

STRATEGIES:

- Provide students with social and emotional learning supports they need to learn and thrive.
- Utilize trauma informed practices including self-awareness and self-care strategies.
- Implement positive behavior interventions and support with fidelity including bully prevention and conflict resolution.
- Provide comprehensive wrap-around services to support students, families and staff.



GOAL IV: EMPLOYEE QUALITY

Attract and retain highly qualified staff who demonstrate GESD shared values.

STRATEGIES:

- Maintain competitive salary and benefits packages.
- Build and maintain a quality applicant pool.
- Engage in authentic staff celebrations.
- Develop a plan to improve staff attendance.
- Implement a comprehensive system of performance evaluation and professional support for all staff.
- Promote a work environment that maintains health and well-being.



GOAL V: FAMILY AND COMMUNITY PARTNERSHIPS

Promote positive interactions between school, homes and the community.

STRATEGIES:

- Provide an environment where all students, staff and families feel emotionally and physically safe.
- Build lasting partnerships with local businesses and families that support academic and social-emotional needs of students and staff.
- Cultivate opportunities for our schools to be the hub of our communities.
- Foster and develop strong community partnerships.
- Engage parents as partners in their child's learning.

Ms. Smith asked if the mission, vision and core values would come back to the Board for approval. She would like to see the language for the core values be more concise. She specifically noted the phrase “unrivaled achievement.”

The next step with the strategic plan in place is to continue to bring it back to check for progress. Ms. Segotta-Jones asked if there was any additional feedback for her to bring back to the committees.

Ms. Smith asked to have the strategic plan goal progress to be scheduled on the calendar. Ms. Segotta-Jones suggested having this done twice annually. Ms. Smith would like the progress report brought up during the Board self-evaluation, and when the Board sets its goals in the Spring. Ms. Pimentel proposed having the discussions in February and October.

Revised Regulations
and Exhibits

Revisions to the following Regulations and Exhibits were provided for the Governing Board's review and information:

- GCCG-RA Professional/Support Staff Voluntary Transfer of Accrued Sick Leave
- GCCG-RB Professional/Support Staff Voluntary Transfer of Accrued Sick Leave
- GCCG-RC Professional/Support Staff Voluntary Transfer of Accrued Sick Leave
- GCCG-EA Professional/Support Staff Voluntary Transfer of Accrued Sick Leave
- GCCG-EB Professional/Support Staff Voluntary Transfer of Accrued Sick Leave

GCCG-EC Professional/Support Staff Voluntary Transfer of Accrued Sick Leave
GCCG-ED Professional/Support Staff Voluntary Transfer of Accrued Sick Leave

Ms. Valadez explained the Sick Leave Bank committee reviewed the regulations and exhibits and noted revisions needed to align with the original leave bank plan.

ACTION ITEMS

None at this time.

DISCUSSION ITEM

Governing Board
Goals

The Governing Board discussed the Governing Board goals.

Ms. Pimentel noted the current Board Goals.

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

She stated these are not items the Board has a direct impact on. She would like goals to be more specific to the Board's roles and responsibilities. She would like to look at the Board self-evaluation to identify goals.

Ms. Segotta-Jones suggested reviewing the goals to check their alignment with the strategic plan. She asked if these goals are what the Board still wants.

Ms. Smith stated she does not believe the goals should be entitled the Board Goals, but rather should be strategic goals.

Ms. Wilson agreed the goals should come from the self evaluation.

Ms. Pimentel proposed the Board conduct a study session for the discussion of Board goals.

Ms. Segotta-Jones recommended she could share documents from ASBA's BOLTS conference to ensure the Board has an understanding of its role in goal setting.

The Board will conduct a study session at an alternate location on February 13th. Information from the ASBA BOLTS conference, and the Board Self-Evaluation will be provided to the Board for review to prepare for that meeting.

FUTURE MEETINGS

Future Meetings and
Agenda Item Request

A list of upcoming meetings was reviewed. The next meeting will take place on February 13th, followed by the February 20th Special Meeting.

Governing Board Members were given the opportunity to request items to be included on future meeting agendas for discussion, information and/or action. Review of the strategic plan will be added to the calendar. Ms. Smith requested to have a Board Retreat added to the calendar. The Board will discuss this in the study session on the 13th.

SUMMARY OF BOARD AND SUPERINTENDENT CURRENT EVENTS

Ms. Segotta-Jones reported on current events:

- Artwork Display: Glendale Landmark
- National School Counseling Week/Social Emotional Learning Specialist Appreciation February 7th
- Random Acts of Kindness Week February 17-21/RAK Day February 17th
- Census: Ms. Segotta-Jones has been in coordination with the City of Glendale to assist with distributing information about the census to the community.
- Traffic Committee: Ms. Segotta-Jones continues to work with Glendale Police Department to address traffic issues in the community.
- Spring Break/Bicentennial North:

The Food and Nutrition Department is excited to work with Bicentennial North to offer morning snacks and lunch for ELL students who are attending a spring break program. In the past the Food and Nutrition Department has not been able to provide meals during the breaks that occur in the regular school year.

With the revised At-Risk Afterschool meals program we are able to provide a meal and a snack during breaks during the regular school year.

Mr. Aldama had no comments.

Ms. Smith had no comments.

Ms. Bartels encouraged everyone to participate in the census.

Ms. Wilson commented on a speaker she heard regarding academic assessments. She encouraged parents to speak to their child's teacher rather than looking at assessments.

Ms. Pimentel congratulated the Spelling Bee winners.

ADJOURNMENT

Ms. Bartels moved to adjourn the meeting and Ms. Smith seconded the motion. Upon call to vote, Ms. Wilson, Ms. Bartels, Ms. Pimentel, Mr. Aldama and Ms. Smith voted 'aye', the motion carried and the regular meeting adjourned at 6:23 p.m.

Submitted by:

Elizabeth Powell, Executive Assistant

Approved by:

Mary Ann Wilson, Clerk of the Board

Date: March 5, 2020

MINUTES OF THE SPECIAL MEETING OF THE GOVERNING BOARD
School District No. 40 of Maricopa County, Arizona
Glendale Landmark Media Center
February 13, 2020

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

Absent: Mr. Jamie Aldama, Member

CALL TO ORDER AND ROLL CALL

The meeting was called to order by Ms. Pimentel at 4:30 p.m. She noted the presence of four of five Board members, with Mr. Aldama absent, constituting a quorum.

OPENING EXERCISES

Ms. Pimentel welcomed everyone and thanked them for coming.

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

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

STUDY SESSION

The Governing Board and Superintendent conducted a Study Session to discuss the following:

- a. Board Self Evaluation dated November 7, 2019
- b. District Strategic Plan
- c. Governing Board Goals
- d. Governing Board Retreat

Board members were provided with copies of its self-evaluation dated November 7, 2019, to use in reference to discussion of the Board's goals. They were also provided with the current strategic plan, and the previously approved Board goals, norms and commitments.

Ms. Segotta-Jones referenced the current Board goals approved in June 2019. The primary goal for the District to accomplish is to service all students, whatever their diverse needs may be, to ensure all students are learning. With this overarching goal established, then goals are developed based upon that into the strategic plan. The District exists to educate kids, the strategic plan provides the methods and strategies for how this is accomplished.

Ms. Segotta-Jones posed the question of whether the Board goals were governance related or strategic.

Ms. Wilson stated that the areas identified in the Board self-evaluation should be reflected in the Board's norms and commitments, and the goals should be a vision for the District.

Ms. Smith would like to see a vision for the District set by the Board, and then goals for the governance team to accomplish.

Ms. Segotta-Jones spoke about the history of the previous master plan that was developed in 2015. She has taken the plan back and gathered input from teachers, parents, students and the community, and the primary area that was heard as needing to be addressed is social emotional needs of students. The main change that has been made to the strategic plan has been to add goals related to this. As discussions about the plan took place, the topic of the mission and vision came up as a common theme that stakeholders wish to see updated. The strategic plan is a living document that should continue to be reviewed and updated on an ongoing basis.

The Board's role in the plan is to review policies for alignment, evaluation of the superintendent.

From a governance standpoint, the Board gathers input from the community, is visible in the community, and shares the community feedback with administration and staff.

The norms and commitments are a good foundation for the Board's self-governance. These are a good tool for holding one another accountable. These are the way the Board addresses areas for improvement related to governance.

There was discussion about defining and differentiating District, Strategic and Board goals.

As a Board, the role is to ensure that administration is held accountable for following through with strategic goals. Accountability can occur through the reports and information provided to the Board, and through the items that come before the Board for approval.

Ms. Smith referenced the self-evaluation metric related to school site visits and the Board's relationship to the instructional program (E1).

Ms. Segotta-Jones explained that information about instructional programs have been shared by bringing the programs to the Board meetings and in the Board update. Board members have also been invited to attend the various community and parent events related to academic programs. The Board's role is to gather feedback from parents and the community about their feelings towards the programs.

Questions were raised about parent surveys. Ms. Segotta-Jones reported the staff, student and parent surveys are in the process of being updated. The adjusted survey results will be shared to demonstrate trends and patterns, which will help to identify the areas that need to be focused on. One area she would like to add to the student survey is feedback on student uniforms. Parent and student surveys for innovative programs need to be developed and completed as well.

The information from the surveys help to demonstrate for the Board how programs are working and the strategic plan is being carried out.

Ms. Smith would like more student showcases for the innovative programs. She asked if a Google calendar could be developed for event dates so that Board members can go in and say they are planning to attend. She would also like to see Board members introduced when they attend school and District events.

Ms. Smith commented on the gifted parent survey, and the results being shared back out.

Ms. Smith suggested including a question about special services in the parent survey.

The Board discussed strategies for encouraging parents to complete the survey.

The self-evaluation metric E2 related to gaining information from the community about program needs is also being addressed through the updated parent survey.

The self-evaluation question regarding policies and resources to manage the finances of the District (F1) was discussed.

Ms. Bartels noted that it's not always clear what policies are related to different agenda items. She would like to have the policies that correlate with an agenda item listed on the item cover sheet. This is something that is possible through the BoardDocs system. This will be brought back as a separate agenda item for the Board to discuss and consider.

The notes will be reviewed to develop an overarching goal, which will be shared out in the Board Update. From that overarching goal, the Board's goals will be to ensure that each of the strategic plan goals are happening.

The Board can set focus areas for the year to help them improve as a governance team.

Ms. Pimentel proposed the Board set an overarching goal to finish out the year. In June, the Board can discuss its focus areas for the next school year at its retreat.

Ms. Smith would like the self-evaluation to be discussed at the retreat as well to make it more goal-focused.

The overarching goal could be the Board goal, then with the statement: As a Governing Board we ensure . . . (with strategic goals listed out). This can be added to the Board page of the website.

The notes will be reviewed to craft a statement to share out with the Board. We know what the artifacts are, and now the focus is to determine how to communicate this out.

Ms. Bartels would like goals that include statements about improving in governance areas in order to be more effective as a Board.

Ms. Smith would like the parent survey to be followed up with information about how the results are being used to shape the District's strategic plan.

Ms. Segotta-Jones reviewed the updated strategic plan, mission, vision and core values and the changes that were made based upon input from stakeholders. As reports come forward and the Superintendent evaluation is conducted, the plan will be brought back up to connect the goals and strategies with the information under consideration.

Ms. Smith had a number of questions about the strategic plan after attending the ASBA BOLTS session about strategic plans. She feels the plan is brought to the Board, but they are not actively overseeing the development of the plan. She asked if everything is listed on the plan that needs to be from a long-term viewpoint. This ties back to the process of the Board setting the overarching goal and going back to review and adjust the plan.

The Board discussed moving the self-evaluation to the summer during a retreat. Ms. Wilson suggested the Board complete the evaluation during the meeting rather than submitting it to be compiled.

Ms. Smith asked if classified staff had a voice in creating the strategic plan.

Ms. Smith shared that she had asked for feedback from people in the community about the mission, vision and core values. What she heard from the individuals she spoke with is that there are some terms they do not understand fully. Ms. Segotta-Jones would like to see the District share its story more to help foster greater understanding of the District and the terms we use to frame our work within the community.

Ms. Smith would like to see the strategic plan shared more, such as including in school newsletters or the GESD weekly. The plan needs to be launched on a continual basis and connected with everything we do, in our communications and social media. Ms. Bartels suggested including strategic plan goals and successes in our events to share with the community and families.

Ms. Segotta-Jones would like to see an annual report to be sent out to every household in the District, based upon the strategic plan. This is where the District can report on innovative programs and how they connect with the plan.

Ms. Smith asked how additional priorities or focus areas can be brought up throughout the year. These questions can be discussed at the retreat, specifically Board Interests for Meet and Confer and class sizes. Reports can also be requested as issues arise.

The Board would like the budget presented to see how it ties back into the strategic plan.

Ms. Smith asked how we are engaging with non-parents within the community. This goes back to how the District tells its story in the community.

Ms. Smith stated that ASBA advised for strategic plans to be voted on by the Board. The plan can be presented at Board meetings, the business reception, administrative meetings, etc. Adding the Board's overarching goal will demonstrate the Board's endorsement of the plan. Tying the goals to our different activities will help to promote the plan as well.

In summary:

- Administration will review the meeting notes to develop a proposed Overarching Goal for the Board.
- The Overarching Goal will be shared with the Board.
- Upon approval, the Overarching Goal will be added to the Strategic Plan.
- Bullets will be added under the Overarching Goal with "The Governing Board will ensure" statements added to each of the Strategic Plan goals.
- The Strategic Plan will continue to be reviewed and adjusted as needed, specifically in conjunction with the Board self-evaluation and the Superintendent evaluation.
- The strategic plan will be woven into all communications to tell the story of the District and connect the

goals with what is occurring in the District.

- Student, staff and parent survey result overviews will be shared with the Board to demonstrate trends and patterns.
- A Board Retreat will be scheduled in the month of June. Topics of discussion will include:
 - Class sizes
 - Board self-evaluation
 - Program evaluation/sustainability (budget)
 - Re-evaluation of the Board Goals
 - Discipline reports
- Requests and proposals discussed included:
 - Development of a Board event calendar for communicating information about upcoming events.
 - Utilizing an agenda software system that will allow for policies to be referenced with agenda items.
 - Budget presentations to demonstrate how funding ties back into the strategic plan.
 - Revision of the Board self-evaluation tool to make the instrument more goal-focused.

FUTURE MEETINGS

Future Meetings and

Agenda Item Request A list of upcoming meetings was reviewed. The next meeting is scheduled for February 20th at 5:30 p.m. The revised budget will be on the agenda. The meet and confer recommendation will be moved to the second meeting in March.

Governing Board Members were given the opportunity to request items to be included on future meeting agendas for discussion, information and/or action. Ms. Bartels asked for a more comprehensive report related to student discipline. She would like to see overall trends and patterns. The Discipline Report will be discussed at the retreat.

ADJOURNMENT

Ms. Bartels moved to adjourn the meeting and Ms. Smith seconded the motion. Upon call to a vote, Ms. Bartels, Ms. Smith, Ms. Wilson, and Ms. Pimentel voted 'aye', and the motion carried and the special meeting adjourned at 6:25 p.m.

Submitted by:

Elizabeth Powell, Executive Assistant

Approved by:

Mary Ann Wilson, Clerk of the Board

Date: March 5, 2020

MINUTES OF THE SPECIAL MEETING OF THE GOVERNING BOARD
School District No. 40 of Maricopa County, Arizona
District Office Governing Board Room
February 20, 2020

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

Absent: Mr. Jamie Aldama, Member

CALL TO ORDER AND ROLL CALL

The meeting was called to order by Ms. Pimentel at 5:30 p.m. She noted the presence of four of five Board members, with Mr. Aldama absent, constituting a quorum.

OPENING EXERCISES

Ms. Pimentel welcomed everyone and thanked them for coming.

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

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

CALL TO THE PUBLIC

None at this time.

SPECIAL RECOGNITION

District Recognition The Governing Board recognized the District for receiving the Best Community Spirit award for its entry in the 2019 Glendale Hometown Parade.

CONSENT AGENDA

Ms. Bartels asked to pull item 5.F. for separate discussion. Ms. Wilson moved to approve the Consent Agenda as presented with the exception of item 5.F. and Ms. Bartels seconded the motion. Upon call to vote, Ms. Smith, Ms. Wilson, Ms. Bartels, and Ms. Pimentel voted 'aye', and the following items were approved:

Certified Personnel

Report

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. Claytor, Jacqueline	Teacher	\$49,500	01/23/20
2. Isbel, Jenna	Teacher	\$39,000	02/03/20

Resignation

1. Akers, Shayla	Teacher	Other Employment	05/22/20
2. Bartlett, Molly	Teacher	Moving	05/22/20
3. Bembenek, Alexandra	Teacher	Other Employment	05/22/20
4. Bowman, Kristie	Teacher	Other Employment	05/22/20
5. Bridges, Scarlett	Teacher	Personal Reasons	05/22/20
6. Brunk, Gabrielle	Teacher	Personal Reasons	05/22/20
7. Busby, Veronica	Teacher	Other Employment	05/22/20
8. Butler, Ajouli	Teacher	Personal Reasons	05/22/20
9. Cano, Cesar	Teacher	Personal Reasons	05/22/20
10. Carlson, Chandler	Teacher	Personal Reasons	05/22/20
11. DeRichie, Paige	Teacher	Personal Reasons	05/22/20
12. Dool, Megan	Teacher	Personal Reasons	05/22/20
13. Dubovoy, Jonathan	Teacher	Moving	05/22/20
14. Duguid, Brian	Coordinator for HR	Personal Reasons	06/30/20
15. Flores Lostaunau, Patricia	Teacher	Moving	05/22/20

16. Fromm, Lynn	Teacher	Other Employment	05/22/20
17. Galaz, Myrna	Teacher	Personal Reasons	05/22/20
18. Garcia, Catriana	Teacher	Personal Reasons	05/22/20
19. Garner, Luz	Teacher	Personal Reasons	05/22/20
20. Gosline, Meghan	Teacher	Other Employment	05/22/20
21. Harris, Kelly Jo*	Teacher	Personal Reasons	01/27/20
22. Humphreys, Douglas	Teacher	Other Employment	05/22/20
23. Irvin, Cori	Teacher	Other Employment	05/22/20
24. Isola, Sharron	Teacher	Moving	05/22/20
25. Kegley, Sheri	Teacher	Personal Reasons	05/22/20
26. Kim Basappa, Jean	Teacher	Moving	05/22/20
27. Kunch, Mellody	Teacher	Other Employment	05/22/20
28. Lane, Sarah	Teacher	Moving	05/22/20
29. Lee, Earnest	Teacher	Moving	05/22/20
30. Lee, Leah	Teacher	Moving	05/22/20
31. Lidle, Robert	Teacher	Moving	05/22/20
32. Lutha, Amanda	Teacher	Personal Reasons	05/22/20
33. Macklin, Diana	Teacher	Other Employment	05/22/20
34. Mellen, Stacie	Speech Pathologist	Personal Reasons	05/27/20
35. Melton, Kristal	Teacher	Personal Reasons	05/22/20
36. Mohar, Dorian	Teacher	Personal Reasons	05/22/20
37. Moniz, Hannah	Teacher	Other Employment	05/22/20
38. Moore, Angel	Teacher	Personal Reasons	05/22/20
39. Morrill, Diamond	Teacher	Moving	05/22/20
40. Mowery, Layla	Teacher	Moving	05/22/20
41. Moyer, Samantha	Teacher	Personal Reasons	05/22/20
42. O'Flaherty, Rachel	Achievement Advisor	Personal Reasons	06/05/20
43. Olander, Ashley	Teacher	Personal Reasons	05/22/20
44. Orcutt, Peyton	Teacher	Personal Reasons	05/22/20
45. Patel, Puja	Teacher	Personal Reasons	05/22/20
46. Peterson, Madeleine	Teacher	Personal Reasons	05/22/20
47. Quirke, Bethany	Teacher	Other Employment	05/22/20
48. Ramey, Barry	Teacher	Other Employment	05/22/20
49. Ramos, Linda	Teacher	Personal Reasons	05/22/20
50. Rider, Nicole	Teacher	Personal Reasons	05/22/20
51. Rivera, Alexis	Teacher	Moving	05/22/20
52. Rozint, Claire	Teacher	Personal Reasons	05/22/20
53. Sangervasio, Toni	Teacher	Moving	05/22/20
54. Sauter, Carissa	Teacher	Moving	05/22/20
55. Schafer, Mary Theresa	Teacher	Personal Reasons	05/22/20
56. Schaff, Lindsay	Achievement Advisor	Moving	06/05/20
57. Shukert, Haley	Teacher	Moving	05/22/20
58. Snodgrass, Lauren	Teacher	Moving	05/22/20
59. Tierney, Halle	Teacher	Other Employment	05/22/20
60. Turnage, Sherri	Teacher	Other Employment	05/22/20
61. Valasin, Kathryn	Teacher	Other Employment	05/22/20
62. Vinersar, Elizabeth	Teacher	Moving	05/22/20
63. Wagner, Nicole	Teacher	Moving	05/22/20
64. Weir, Erin	Teacher	Moving	05/22/20
65. Whittemore, Ryan	Teacher	Other Employment	05/22/20
66. Williams, Kathy	Teacher	Personal Reasons	05/22/20

*Recommend liquidated damages fee applied per contract

Non-Administrative Contract Renewals 2020-2021

1. Allen, Cristi	Teacher
2. Avelino, Michelle	Teacher
3. Ramirez, Ruben	Teacher
4. Suber, Edith	Teacher
5. Thompson, Riley	Teacher

Memorandum of Understanding

1. Cuccia, Victor	Teacher	02/05/20
2. White, Alyssa	Teacher	02/03/20

Retirements

1. Balderas, Elsa	Teacher	05/22/20
2. Barnes, Sandra	Achievement Advisor	06/05/20
3. Bennett, Mary	Teacher	05/22/20
4. Gath, Dawn	Teacher	09/01/20
5. Hutson, Sherry	Teacher	05/22/20
6. McCarty, C. Marcus	Teacher	05/22/20
7. Powles, Patricia	Teacher	05/22/20
8. Scott, Pamela	Teacher	05/22/20
9. Toma-Jones, Lorraine	Teacher	05/22/20
10. Tsika, Jennifer	Teacher	05/22/20

Guest Administrator - Assignment Extension

1. Kurtz, Kristan	Guest Administrator	From 02/03/2020 thru 02/28/2020
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**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. Chavez Ronquillo, Elvia	Cleaner II	\$12.00	01/22/20
2. Cordova, Jessica	Campus Monitor	\$12.00	02/05/20
3. De la Rosa, Wendy	Campus Monitor	\$12.00	02/05/20
4. Dominguez, Angela	Trainee School Bus Driver	\$12.07	01/27/20
5. Frank, Yvonne	School Bus Driver	\$21.97	02/11/20
6. Montague, Terry	Trainee School Bus Driver	\$12.07	02/05/20
7. Sharkey, Jorden	Food Service Worker	\$12.00	01/23/20

Rehire

1. Pompa, Tanya	Ed. Assist. Standard	\$12.36	01/29/20
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Resignation

1. Archila, Delia	Cleaner II	Personal Reasons	01/08/20
2. Crotzer, Anita	Food Service Worker	Personal Reasons	01/15/20
3. Garza, Crystal	Ed. Assist. Special Ed. Self-Contained	Other Employment	12/20/19
4. Hernandez, John Paul Jr.	Cleaner I	Personal Reasons	01/21/20
5. Ortega, Monica	Ed. Assist Special Ed.	Personal Reasons	12/13/19
6. Palmer, Cathi	Ed. Assist. Standard	Personal Reasons	05/21/20
7. Parra, Alexis	Ed. Assist Special Ed.	Personal Reasons	02/03/20
8. Tarango, Tanya	Campus Monitor	Personal Reasons	12/20/19

Rescinded Resignation

1. Marrufo, Norberta	Sub Cleaner		01/27/20
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Position Change

1. Lemus, Hector	from Sub Cleaner to Cleaner II	\$12.00	01/30/20
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New Hire Substitutes

1. Gonzalez, Anthony	Sub Cleaner	\$12.00	02/06/20
2. Huerta, Crispin	Sub Cleaner	\$12.00	01/29/20
3. Ortega, Monica	Sub Ed Assist. Special Ed Preschool	\$12.00	01/31/20

Travel

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

Fundraiser Activity
Requests

The Governing Board ratified and approved the fundraiser activity requests as presented.

Revised School Year
Calendars

The Governing Board approved the revised School Year Calendars for 2020-2021 and 2021-2022 as presented.

The following item was pulled for separate discussion and action:

Job Description

Ms. Segotta-Jones recommended the Governing Board approve the new job description for Licensed Professional Counselor as presented.

Ms. Bartels asked how the positions will be funded and how they align to the District strategic plan goals. Funding is from the School Safety Grant, and this aligns to the District goals related to student social and emotional well-being.

Ms. Bartels moved to approve the item as stated and Ms. Wilson seconded the motion. Upon call to vote the motion carried with votes in favor from Ms. Smith, Ms. Bartels, Ms. Wilson and Ms. Pimentel.

ACTION ITEM

2019-2020 Expenditure

Budget Revision #2

Ms. Segotta Jones recommended the Governing Board approve the 2019-2020 Expenditure Budget Revision #2 as presented. Mr. Barragan reviewed the following presentation:

**GLENDALE
ELEMENTARY
SCHOOL DISTRICT**

FY20 BUDGET REVISION #2

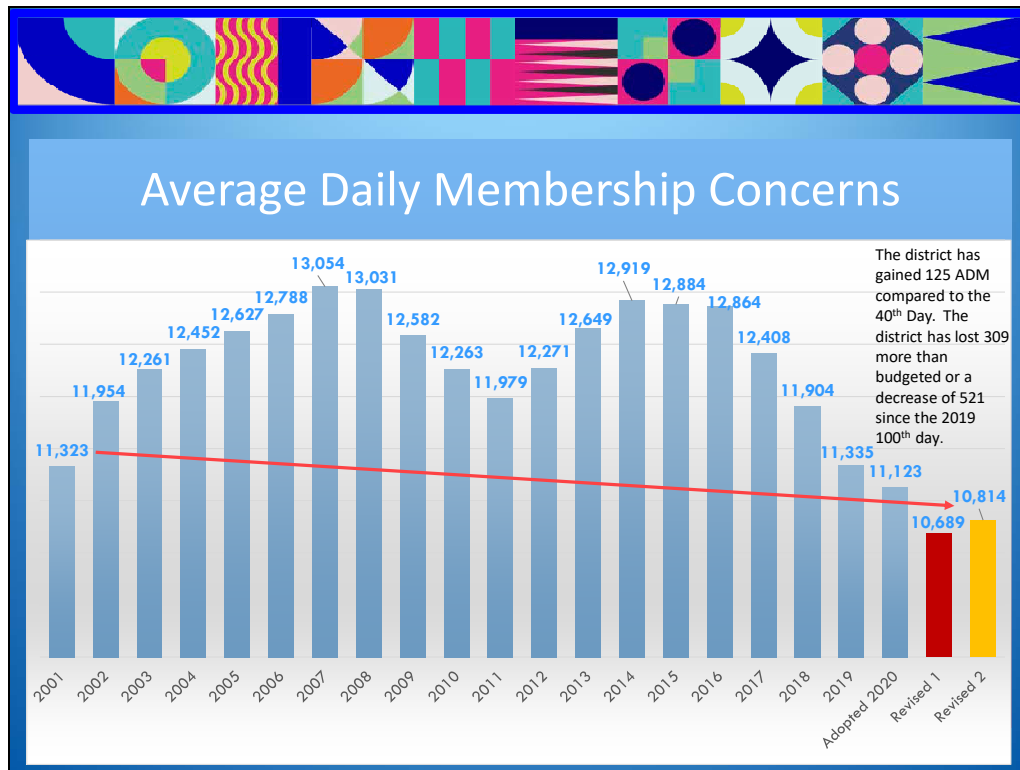
February 20, 2020

M&O Budget Comparison

FY20 Adopted Budget	FY20 Revised #1 Budget
RCL.....\$61,216,970	RCL.....\$58,304,885
DAA..... \$ -	DAA.....\$ -
Override. .\$ 9,502,681	Override...\$ 9,065,869
BBCF.....\$ 1,843,012	BBCF.....\$ 2,744,423
<u>Adjustment \$ -489,963</u>	<u>Adjustment \$ - 489,963</u>
\$72,072,700	\$69,625,214

Budget Adjustments

Adjustment	Amount
Increase in Average Daily Membership	-434
Decrease in RCL	-\$2,912,085
Decrease in M&O override amount	-\$436,812
Increase in Budget Balance Carryforward	\$901,411
Net change in General Budget Limit	\$2,447,486

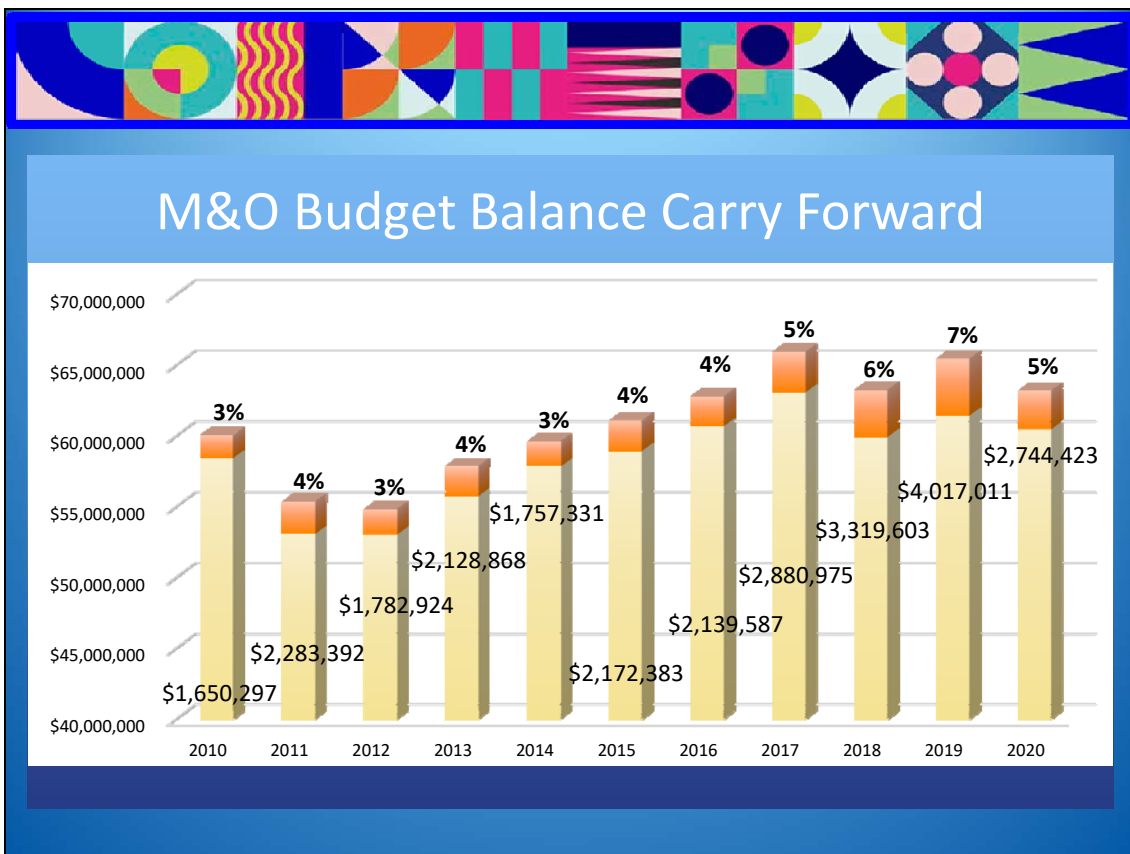
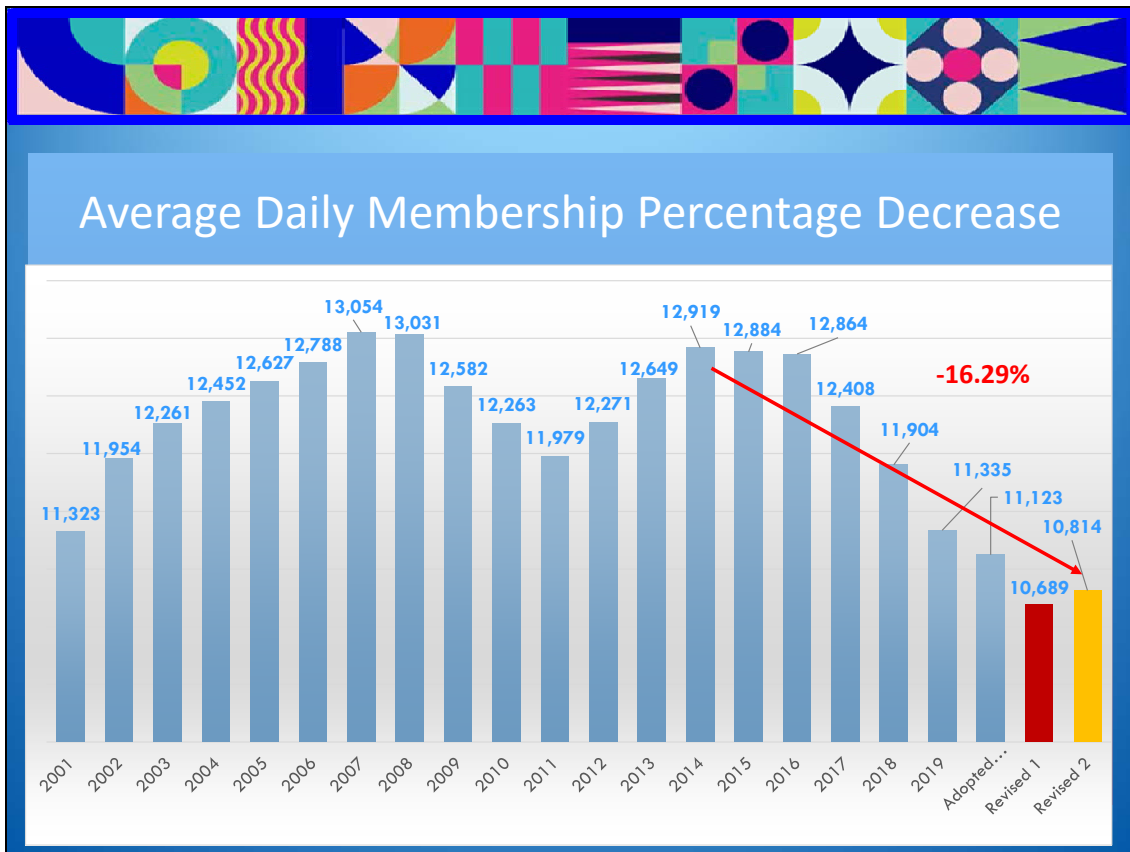


M&O Budget Comparison

FY20 Revised #1 Budget	FY20 Revised #2 Budget
RCL.....\$58,304,885	RCL.....\$59,558,123
DAA..... \$ -	DAA.....\$ -
Override. .\$ 9,065,869	Override...\$ 9,253,854
BBCF.....\$ 2,744,423	BBCF.....\$ 2,744,423
<u>Adjustment</u> \$ -489,963	<u>Adjustment</u> \$ - 489,963
\$69,625,214	\$71,066,437

M&O General Budget Limit Adjustments

	Revision #1	Revision #2	Amount Generated
ADM	10,689	10,814	\$ 611,928
Group B Weighted Count	11,194	11,435	\$ 641,310
Override	\$9,065,869	\$9,253,854	\$ 187,985
Total			\$1,441,223



Dilemma

1. Conservative revenue projections
 - o Reduce revenue – specifically Maintenance and Operation (M&O) override
 - o Limit resources – staffing, salaries & benefits, supplies, and other resources
2. Overstating revenue projections
 - o Over-expenditure; spend more than the General Budget Limit (GBL) allows
 - o Must repay over-expenditure; reduce GBL in subsequent year (less spending)
 - o Possibly placed in receivership by the State Board of Education
 - o Bond rating decrease – our residents pay more for bonds (higher interest rate)

Unrestricted Capital Budget Comparison

FY20 Revised #1 Budget	FY20 Revised #2 Budget
BBCF.....\$2,605,813	BBCF.....\$2,605,813
Interest.....\$ 12,350	Interest.....\$ 12,350
RCL/DAA...\$ 5,593,972	RCL/DAA...\$ 5,593,972
Prop. 123...\$ 507,100	Prop. 123...\$ 481,448
<u>Adjustments \$ -</u>	<u>Adjustments \$ -</u>
\$8,719,235	\$8,693,583

Additional Assistance / Capital Cuts

- District Additional Assistance (DAA) was calculated at \$5,107,489
- \$1,647,756 Estimated legislative reduction of 32%
 - Previously reductions were 65%
 - DAA available \$3,459,733 (Approx. \$1.6 million more)
- Legislative Reductions 2009-2020
 - Approximately \$ 41.1 million
 - \$38.1 million specific to capital funding

Final thoughts

- FY20 – No legislative financial safeguards
 - Immediate reductions to budget limit
 - Financial decisions must be made for sustainability
- Capital Funding
 - Increase per pupil in FY20
- Potential reduction in grant funds
- Increase enrollment – must be a priority
 - Marketing/Advertising Campaign
 - Competition
- Update demographic study - must be on-going

Final thoughts continued

Classroom Dollars Report

- Prop. 206 = increase non-classroom spending while decreasing classroom dollars
- Decrease in enrollment = increase non-classroom spending
 - Inefficient in its operations
 - Jan. 1 , 2020 (from \$11 to \$12)
 - Salaries/Wages compressed (on-going)

Final thoughts continued

Investors, rating agencies and financial advisors look at various financial information to determine GESD’s credit worthiness.

- Reduction in operating expenses
- Capital Needs
- Self-Insurance Solvency
- Declining Enrollment
- Rating agencies and the impact to our taxpayers

Ms. Bartels asked about the decrease in Proposition 123 funding, with the increase in students from the 40th day. Mr. Barragan explained this is a result in the decline in enrollment from the number stated in the original adopted budget.

Ms. Wilson asked if recommendations would be brought for the Board related to maintaining sustainability. Mr. Barragan is focused on balancing the budget for the next several months, and then look at next year’s budget. Information will be shared with the May budget revision about what was done to manage the budget to balance out for the end of the year.

Ms. Pimentel asked about the students designated in the Group B Weighted Count. Mr. Barragan noted the page of the budget that breaks down the student weighting. Additional details can be shared in a Board update.

Ms. Smith asked where discussions about the changes to operating expenses are taking place. Ms. Segotta-Jones commented that conversations are taking place with school leadership, as well as in the Executive Team. Additional discussion will need to take place with the Governing Board to look at how adjustments will be made to operations to remain sustainable.

Ms. Pimentel would like to see recommendations brought to the Board for action and decisions.

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

FUTURE MEETINGS

Future Meetings and Agenda Item Request

A list of upcoming meetings was reviewed. The next meeting is scheduled for March 5th at 5:30 p.m. Ms. Segotta-Jones requested the following changes to upcoming meeting agendas:

- Move Meet and Confer Recommendations to March 26th
- Move Insurance Renewals to March 5th
- Add Trust Board Member Renewals to March 5th

Governing Board Members were given the opportunity to request items to be included on future meeting agendas for discussion, information and/or action. Ms. Smith asked to have study sessions for the discussion of the budget added to the schedule. She would like the Board to discuss and take a vote on the creation of a budget committee. Ms. Pimentel would like further discussion about declining enrollment and the impact. Ms. Bartels asked to have discipline included in an upcoming discussion. This will be part of the June Board Retreat.

SUMMARY OF BOARD AND SUPERINTENDENT CURRENT EVENTS

Ms. Segotta-Jones reported on the following:

- Artwork Display: Desert Spirit and Harold W. Smith
- Random Acts of Kindness Week February 17-21
- See Something Say Something Week February 24-28
- Regional Spelling Bee Saturday, February 22 at 10 a.m. at the Peoria School District Administrative Center
- Thank you to staff and administrators present at the meeting.

Ms. Smith thanked everyone for their hard work.

Ms. Bartels commented on the upcoming student showcases.

ADJOURNMENT

Ms. Wilson moved to adjourn the meeting and Ms. Bartels seconded the motion. Upon call to a vote, Ms. Bartels, Ms. Wilson, Ms. Smith, and Ms. Pimentel voted 'aye', and the motion carried and the regular meeting adjourned at 6:12 p.m.

Submitted by:

Elizabeth Powell, Executive Assistant

Approved by:

Mary Ann Wilson, Clerk of the Board

Date: _____
March 5, 2020

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

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

SUBMITTED BY: Ms. Courtney Piña, Accounting Budget Supervisor

RECOMMENDED BY: Ms. Valerie Caraveo, Director of Finance and Purchasing

DATE ASSIGNED FOR CONSIDERATION: March 5, 2020

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 issued by Glendale Elementary School District and reviewed by the Clerk of the Governing Board.

Payroll Vouchers		
Date	Voucher	Amount
1/16/2020	1014	\$2,685,014.33
1/16/2020	1015	\$3,881.81
1/21/2020	26	\$115,964.26
1/23/2020	27	\$6,212.02
1/30/2020	1016	\$2,843,964.63
2/4/2020	28	\$152,644.79
	Total:	\$5,807,681.84

Expense Vouchers		
Date	Voucher #	Amount
1/16/2020	2060	\$773,902.81
1/16/2020	2061	\$95,739.94
1/16/2020	2062	\$2,620.00
1/17/2020	2065	\$9,436.26
1/23/2020	2063	\$500,277.33
1/23/2020	2064	\$70,451.97
1/30/2020	2067	\$55,761.33
1/30/2020	2066	\$750,941.12
	Total:	\$1,389,488.01

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

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

SUBMITTED BY: Ms. Courtney Piña, Accounting Budget Supervisor

RECOMMENDED BY: Ms. Valerie Caraveo, Director of Finance and Purchasing

DATE ASSIGNED FOR CONSIDERATION: March 5, 2020

RECOMMENDATION:

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

RATIONALE:

Donor	Description	Cash Amount or Estimated Value	Recipient
Kroger	Check to School	\$88.51	Bici North
Kroger	Check to School	\$130.39	Bici South
Bicentennial South PTB	Check to School - Field Trips	\$886.36	Bici South
Stephanie Scott	Volleyball Net	\$12.99	Burton
Wells Fargo Community Support Program	Check to School	\$35.00	Coyote Ridge
Wells Fargo Community Support Program	Check to School	\$35.00	Coyote Ridge
Desert Botanical Garden	Field Trip Admission	\$1,280.50	Desert Garden
Alma Ival	Assorted Student Clothing	\$65.00	Desert Garden
Wells Fargo Community Support Program	Check to School	\$50.00	Desert Spirit
Fry's Supermarket	Starbucks Gift Cards (8)	\$80.00	Districtwide
GUSTO	Assorted Gift Cards (12)	\$600.00	Districtwide
GUSTO	Assorted Gift Cards (14)	\$1,200.00	Districtwide
Sherri Totman	Classroom Materials	\$200.00	GSA
Joann's Fabric & Craft store	Craft Supplies	\$5,000.00	Imes
Sandy Hook Promise Foundation	Check to School	\$250.00	Jack
Box Tops	Check to School	\$36.20	Jack
Anonymous	DO Parking Lot	\$2,100.00	Landmark
Southwest Skating Partners	Check to School	\$29.00	Sine
Kroger	Check to School	\$47.45	Smith
Home Smart	Amazon Gift Card	\$25.00	Wellness
Thunderbird Endoscopy Center	Starbucks Gift Card	\$10.00	Wellness
First Credit Union	Visa Gift Card	\$25.00	Wellness
Home Smart-Dave Kinuamen	Starbucks Gift Cards (2)	\$10.00	Wellness
Lincoln Investments	Olive Garden Gift Card	\$25.00	Wellness
Ruth Gonzalez, Realtor	Amazon Gift Card	\$25.00	Wellness
United Healthcare	Starbucks Gift Card	\$20.00	Wellness
Skeens & Jarnagin	Staples Gift Card	\$20.00	Wellness
Alex Akers- AXA	Starbucks Gift Card	\$15.00	Wellness
Roadrunner Foot and Ankle	Sprouts Gift Card	\$25.00	Wellness

GLENDALE ELEMENTARY SCHOOL DISTRICT
ACTION AGENDA ITEM

AGENDA NO: 6.D. TOPIC: Certified Personnel Report

SUBMITTED BY: Ms. Jacque Horine, Director for Human Resources

RECOMMENDED BY: Ms. Deby Valadez Assistant Superintendent for Human Resources

DATE ASSIGNED FOR CONSIDERATION: March 5, 2020

RECOMMENDATION:

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

New Employment

1. Sheppard, Tonya *pro-rated salary amount	Teacher	\$41,250*	02/18/20
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Resignation

1. Gonzalez, Enrique	Assistant Principal	Personal Reasons	06/16/20
2. Hailey, Nicholas	Teacher	Personal Reasons	05/22/20
3. Kagemann, Regina	Teacher	Personal Reasons	05/22/20
4. Kelly, Roy	Teacher	Personal Reasons	05/22/20

Retirements

1. Delceg, Karen	Teacher		05/22/20
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Rescind Resignation

1. Hutson, Sherry* *Contract Renewal for 20-21 SY	Teacher		02/20/20
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Correction to Retirement Date

1. Gath, Dawn	Teacher		08/31/20
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Memorandum of Understanding

1. Heneveld, Leah	Teacher		02/11/20
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Non-Administrative Contract Renewal

1. Bandin, Sabrina	Teacher
2. Cervantes Contreras, Monica	Teacher
3. Gamble, James	Teacher
4. Gill, Michael	Teacher
5. Isbel, Jenna	Teacher
6. Johnson, Jo	Teacher
7. Lindebak, Sydney	Teacher
8. Lopez, Chelsea	Teacher

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

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

SUBMITTED BY: Mr. Brian Duguid, Coordinator for Human Resources

RECOMMENDED BY: Ms. Deby Valadez, Assistant Superintendent for Human Resources

DATE ASSIGNED FOR CONSIDERATION: March 5, 2020

RECOMMENDATION:

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

New Employment

1. Beltran, Maribel	Campus Monitor	\$12.00	02/12/2020
2. Chavez, Gloria	Food Service Worker	\$12.00	02/12/2020
3. Cudd, Richard	School Bus Monitor	\$12.00	02/19/2020
4. Ferguson, Robert	Food Service Worker	\$12.00	02/12/2020
5. Garcia, John	School Bus Driver	\$15.19	02/12/2020
6. Rosas, Mathew	Ed. Assist. Sped Resource	\$12.36	02/12/2020
7. Suarez, Odilia	Food Service Worker	\$12.00	02/12/2020
8. Valdez Acosta, Haydee	Food Service Worker	\$12.00	02/13/2020
9. Wayda, Nikolas	Campus Monitor	\$12.00	02/12/2020

Position Change

1. Canez, Cynthia	From Sub-Cleaner to Cleaner II	\$12.00	02/18/2020
2. Casas, Maria	From Food Service Specialist to Food Service wkr.	\$12.94	02/06/2020
3. Ortega, Monica	From Sub-Ed. Assist. To Ed. Assist. SPED Pre-sch.	\$12.07	03/11/2020
4. Ortiz, Guadalupe	From Sub-Cleaner to Cleaner 1	\$12.00	02/18/2020

Retirement

1. Bruner, Carolyn	Food Service Manager		04/03/2020
2. Meraz, Irma	Food Service Worker		05/21/2020
3. Parra, Julian	Journey Locksmith		06/30/2020

Resignation

1. Barajas, Yuri	Campus Monitor	Other Employment	01/24/2020
2. Benavides, Araceli	School Secretary	Personal Reasons	02/25/2020
3. Crotzer, Anita	Food Service	Job Abandonment	01/29/2020
4. Dazey, Trisha	Ed. Assist. Special Ed. Resource	Personal Reasons	02/28/2020
5. Enriquez Mendoza, Laura	Campus Monitor	Personal Reasons	12/20/2019
6. Lane, Sarah	Ed. Assist. Special Ed. Self-contained	Personal Reasons	02/14/2020
7. Silva, Violeta	Ed. Assist. Special Ed. Self-contained	Personal Reasons	05/21/2020

New Hire Substitutes

1. Castro, Claudia	Sub-Cleaner	\$12.00	02/19/2020
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Correction to Resignation Date

1. Garza, Crystal			From 12/20/2019 to 01/06/2020
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GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

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

SUBMITTED BY: Ms. Courtney Piña, Accounting Budget Supervisor


RECOMMENDED BY: Ms. Valerie Caraveo, Director of Finance and Purchasing

DATE ASSIGNED FOR CONSIDERATION: March 5, 2020

RECOMMENDATION:

It is recommended the Governing Board approve the Student Activity Fund Balance Statement for month end of January 31, 2020 as presented.

RATIONALE:

		STUDENT ACTIVITY FUND MONTH END REPORT 2019-2020 JANUARY 31, 2020			
SCHOOL	BEGINNING CASH BALANCE	YEAR TO DATE REVENUE	YEAR TO DATE EXPENDITURES	CASH BALANCE	
101	LANDMARK	\$12,539.21	\$1,195.99	\$1,101.69	\$12,633.51
102	ISAAC IMES	\$11,773.40	\$2,382.41	\$2,644.69	\$11,511.12
103	HAROLD W. SMITH	\$1,485.40	\$1,028.10	\$0.00	\$2,513.50
104	MELVIN E. SINE	\$6,724.69	\$2,137.67	\$242.48	\$8,619.88
105	WILLIAM C. JACK	\$3,174.21	\$1,153.99	\$0.00	\$4,328.20
106	DON MENSENDICK	\$4,785.69	\$0.00	\$0.00	\$4,785.69
107	GLENN F. BURTON	\$4,850.57	\$4,119.03	\$2,037.52	\$6,932.08
108	GLENDALE AMERICAN	\$2,270.78	\$655.36	\$0.00	\$2,926.14
109	BICENTENNIAL NORTH	\$652.00	\$0.00	\$0.00	\$652.00
110	HORIZON	\$1,935.53	\$1,072.75	\$47.05	\$2,961.23
111	CHALLENGER	\$1,980.70	\$7,750.50	\$5,286.07	\$4,445.13
112	BICENTENNIAL SOUTH	\$1,363.33	\$321.37	\$297.31	\$1,387.39
113	DISCOVERY	\$2,442.35	\$2,217.64	\$1,012.10	\$3,647.89
114	DESERT GARDEN	\$1,560.61	\$4,229.95	\$1,907.00	\$3,883.56
115	COYOTE RIDGE	\$3,310.67	\$1,383.21	\$896.80	\$3,797.08
116	DESERT SPIRIT	\$4,333.66	\$2,283.75	\$2,758.64	\$3,858.77
117	SUNSET VISTA	\$1,000.30	\$0.00	\$0.00	\$1,000.30
TOTAL:		\$66,183.10	\$31,931.72	\$18,231.35	\$79,883.47

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.G. TOPIC: Travel

SUBMITTED BY: Ms. Cindy Segotta-Jones, Superintendent

RECOMMENDED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION: March 5, 2020

RECOMMENDATION:

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

Traveler	Purpose/Location	Dates	Cost
Christian Miranda Frederico Castillo James Elia	Transportation Administrators of Arizona Summer Conference	June 22-25	\$3,978 <i>M&O</i>
Dawn Deneault Mary McGuire	National Art Education Conference Minneapolis, MN	March 26-27	\$3,030 <i>Title IIA</i>
Nikki Ferguson Amanda Markiewicz Molly Creagh	National SHAPE Conference Salt Lake City, UT	April 21-25	\$7,770 <i>Title IIA</i>
Board Members TBD Cindy Segotta-Jones Liz Powell	ASBA Summer Leadership Flagstaff, AZ	June 4-6	\$775/person <i>M&O</i>
Board Members TBD Cindy Segotta-Jones	NALEO Annual Conference Las Vegas, NV	June 22-26	\$1,850/person <i>M&O</i>

TRAVEL REQUEST FORM



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

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

Name of Traveler(s): Christian Miranda, Federico Castillo and James Elia

Working at School/Department: Transportation

Reason for Travel: Transportation Administrators of Arizona 2020 Summer Conference

Traveling to: Flagstaff, Arizona

Dates of Travel: 6/22/2020 - 6/25/2020

Substitute Needed/Dates: N/A

	Code	Cost	Requisition Number
Charge Sub to:	N/A	\$ -	
Charge Registration to:	001.400.2570.6360.500.585.0000	\$ 1,050.00	
Charge Airline/Bus to:	N/A	\$ -	
Charge Meal/Lodging to:	001.400.2570.6360.500.585.0000	\$ 2,928.00	
Charge Auto Mileage to:	N/A		
Total Cost of Travel:		\$ 3,978.00	

APPROVED BY: _____ DATE: _____

____ Approved _____ Not Approved By the Governing Board on: _____
Date

CONFERENCE/WORKSHOP REQUEST
JUSTIFICATION FORM



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

Name of Traveler(s): Christian Miranda, Federico Castillo and James Elia

Conference/Workshop Title: Transportation Administrators of Arizona 2020 Summer Conference

(Reason for Travel)

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

- The course on communication skills for transportation professionals will help staff look at how positive communication can help during difficult conversations.
- Overseeing a fleet maintenance program - will gain information on inspections and ways to prevent vehicle breakdowns.
- Internal Training Programs - Successful learning style will ensure your employees understand the DPS Minimum Standards and other material. Learning creative and effective lesson plans for our training program.
- Transportation - Learn information from others who operate transportation departments. There will be three different topics to choose from.
- Measuring Performance - Building accountability and providing data on what is most important about your operation. What gets measured gets done.
- State Agencies Round Table - Where Department of Public Safety goes over the new laws and changes for the upcoming year. This is where all districts bring in the Q & A for DPS and get answers.
- ADE 100th Day Report - Most efficient way to report all ridership. Regular education, special needs, outside placement and McKinney Vento. Mileage reporting and how important it is for your District to get the best reporting done.
- Bus Routing and Scheduling - Workshop will include and examine theories and strategies for successful routing. Route types, stop choice, and multi-trip options will be discussed as well as the development of policy and procedures and their implications for economy and safety. Computer aided and manual routing strategies will be evaluated and compared.

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

Yes, we will share, use and develop training for staff in-service classes based on the workshops and sessions we will be attending at the Transportation Administrators of Arizona conference.

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

The Transportation Administrators of Arizona conference, workshops and sessions are all related to the school bus industry. The conference will provide information and ideas to help transportation grow and become a better service provider for all of our customers.

TRAVEL REQUEST FORM

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

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

Name of Traveler(s): Dawn Deneault and Mary McGuire
Working at School/Department: Horizon and Sunset Vista
Reason for Travel: Attend National Art Education Association (NAEA) Conference
Traveling to: Minneapolis, Minnesota
Dates of Travel: March 26-28, 2020
Substitute Needed/Dates: Thursday March 26 and Friday March 27

	Code	Cost	Requisition Number
Charge Sub to:	Sites M & O funds for sub cost @ \$90 per day	3 days \$540	
Charge Registration to:	<u>140.100.2213.6360.500.567.0000</u>	<u>\$ 490</u>	
Charge Airline/Bus to:	<u>140.100.2213.6580.500.567.0000</u>	<u>\$ 600</u>	
Charge Meal/Lodging to:	<u>140.100.2213.6580.500.567.0000</u>	<u>\$ 1,400</u>	
Charge Auto Mileage to:		<u>\$</u>	
	Total Cost of Travel	<u>\$ 3,030.00</u>	

APPROVED BY: _____ **DATE** _____

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

CONFERENCE/WORKSHOP REQUEST
JUSTIFICATION FORM

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

Name of Traveler(s): Dawn Deneault and Mary McGuire

Conference/Workshop Title: National Art Education Association (NAEA) Conference
(Reason for Travel)

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

Due to being singletons on their campus, the related arts teachers seldom have the opportunity to attend professional development in their content areas. This conference brings together the national experts of the field to offer focused training on job related concepts and content.

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

Each teacher attending will provide a 2 hour afterschool professional development for other teachers of similar content area to attend. They will also provide an overview of what was learned at their job alike collaborative team, and contribute their resources to the group shared drive and curriculum documents.

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

Our district's goal is to improve the overall academic achievement of each student. Every art teacher's professional contribution to this goal is to plan and deliver a quality art education experience for students that will ensure rigorous and meaningful learning. The NAEA National Convention is the largest professional development opportunity offered worldwide that is exclusively developed for art educators. Participating in exemplary professional learning workshops and sessions with other pK-12 art educators, museum educators, researchers, scholars and university professors, teaching artists, and administrators offers a unique opportunity to collaborate and learn from other professionals in the field, as well as share the successes of our own school/district. Within the hundreds of concurrent sessions offered at the 2020 NAEA National Convention, there are numerous sessions specifically targeted to the professional development goals of including strategies for enhancing student achievement, interdisciplinary learning, assessment, curriculum, and instruction.

TRAVEL REQUEST FORM

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

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

Name of Traveler(s): Nikki Ferguson, Amanda Markiewicz and Molly Creagh
Working at School/Department: Bicentennial South, Landmark and Imes
Reason for Travel: Attend the National SHAPE Conference
Traveling to: Salt Lake City, UT
Dates of Travel: April 21-25, 2020
Substitute Needed/Dates: Tuesday April 21-Friday April 24

	Code	Cost	Requisition Number
Charge Sub to:	<u>Sites M & O funds for sub cost @ \$90 per day</u>	<u>4 days \$1,080</u>	<u></u>
Charge Registration to:	<u>140.100.2213.6360.500.567.0000</u>	<u>\$ 1,590</u>	<u></u>
Charge Airline/Bus to:	<u>140.100.2213.6580.500.567.0000</u>	<u>\$ 900</u>	<u></u>
Charge Meal/Lodging to:	<u>140.100.2213.6580.500.567.0000</u>	<u>\$ 4,200</u>	<u></u>
Charge Auto Mileage to:	<u></u>	<u>\$0</u>	<u></u>
	Total Cost of Travel	<u>\$ 7,770.00</u>	<u></u>

APPROVED BY: _____ **DATE** _____

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

CONFERENCE/WORKSHOP REQUEST
JUSTIFICATION FORM

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

Name of Traveler(s): Nikki Ferguson, Amanda Markiewicz and Molly Creagh

Conference/Workshop Title: SHAPE (Society of Health and Physical Educators)
(Reason for Travel)

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

Due to being singletons on their campus, the related arts teachers seldom have the opportunity to attend professional development in their content areas. This conference brings together the national experts of the field to offer focused training on job related concepts and content.

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

Each teacher attending will provide a 2 hour afterschool professional development for other teachers of similar content area to attend. They will also provide an overview of what was learned at their job alike collaborative team, and contribute their resources to the group shared drive and curriculum documents.

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

The Society of Health and Physical Educators is the national organization that serves as the voice for 200,000+ health and physical education professionals across the nation. Since its founding in 1885, the organization has defined excellence in physical education. Their National Standards for K-12 Physical Education serve as the foundation for well-designed physical education programs across the country. They provide programs, resources and advocacy that support an inclusive, active, kinder, and healthier school culture and champion health and physical educators at every level. Their goals match GESD curriculum and department objectives by working to prepare every child to lead a healthy, physically active life.

TRAVEL REQUEST FORM



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

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

Name of Traveler(s): Board Members TBD, Cindy Segotta-Jones, Liz Powell

Working at School/Department: Governing Board, Superintendent

Reason for Travel: ASBA Summer Leadership Institute

Traveling to: Flagstaff, AZ

Dates of Travel: June 4-6

Substitute Needed/Dates: n/a

	Code	Cost	Requisition Number
Charge Sub to:			
Charge Registration to:	001.100.2310.6360.550.0000	\$ 250.00	
Charge Airline/Bus to:			
Charge Meal/Lodging to:	001.100.2310.6580.550.0000	\$ 400.00	
Charge Auto Mileage to:	001.100.2310.6580.550.0000	\$ 125.00	
	Total Cost of Travel (per person):	\$ 775.00	

APPROVED BY: _____ DATE: _____

Approved
 Not Approved
 By the Governing Board on: _____ Date

TRAVEL REQUEST FORM



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

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

Name of Traveler(s): Board Members TBD, Cindy Segotta Jones

Working at School/Department: Governing Board and Superintendent

Reason for Travel: NALEO Annual Conference

Traveling to: Las Vegas, NV

Dates of Travel: June 22-26

Substitute Needed/Dates: n/a

	Code	Cost	Requisition Number
Charge Sub to:			
Charge Registration to:	001.100.2310.6360.550.0000	\$ 700.00	
Charge Airline/Bus to:	001.100.2310.6580.550.0000	\$ 250.00	
Charge Meal/Lodging to:	001.100.2310.6580.550.0000	\$ 900.00	
Charge Auto Mileage to:			
	Total Cost of Travel (Per Person):	\$ 1,850.00	

APPROVED BY: _____ DATE: _____

Approved
 Not Approved
 By the Governing Board on: _____ Date

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.H. TOPIC: Administrative Contract Renewals

SUBMITTED BY: Ms. Deby Valadez, Assistant Superintendent for Human Resources

RECOMMENDED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION: March 5, 2020

RECOMMENDATION:

It is recommended the Governing Board approve the renewal of administrator employment contracts for the 2020-2021 school year as presented.

RATIONALE:

Administration recommends renewal of contracts for administrative staff identified on the attached list for the 2020-2021 school year. Upon receipt of contract, administrators will have 30 days to accept.

Abbott, Paul R
Akeley, Sarah J
Alonzo, Lorri S
Arellano, Andrea T
Ashby, Alicia K
Baker, DeAnza K
Balder, Sarah L
Barragan, Luis M
Barrantes Santamaria, Alfredo G
Bernal, Shannan D
Caraveo, Valerie
Carrillo, Santana M
Conley, Jennise M
Cummings, James Robert
De La Huerta, Joseph F
Discello, Christy L
Emerson, Cheri Dawn
Gallimore, Jody J
Garcia, Alejandrina
Gilliam, Gregory James
Gleave, Shannon M
Hecht Jr, John A
Horine, Jacqueline Kristine

Horstman, Lydia G
Imel, Breck Michelle
Jauregui, Norma I
Jordan, David A
Laffitte, Louis E
Laser, Catherine
Lettieri, Carol L
Madison, Donald T
McKim, Mary Elizabeth
Miele, Leslee J
Miranda, Christian N
Moritz, John A
Morrison, Heather L
Nell, Jeffrey W
Nicol, Tamera Sue
Oczykko, Kathryn L
Parcells, Denis Jai
Petersen-Incorvaia, Gerald A
Saiz, Angelique D
Salch, Mary-Catherine
Schaffler, Kristina L
Schmitz, Gina M
Shively, Sienna

Silva, Monica
Smith, Caitlyn A
Strickler, Joelene D
Troutt, Amy D
Valadez, Debra J
Yazzie, Tamara Lynn

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.I. TOPIC: Self-Insured Trust Board Members

SUBMITTED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

RECOMMENDED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION: March 5, 2020

RECOMMENDATION:

It is recommended the Governing Board reappoint the current members of the District's Self-Insured Trust Board to serve another term, as presented.

RATIONALE:

The District's Insurance Trust Board oversees the District's Employee Benefits, Workers' Compensation, and Property, Casualty and Liability insurance trusts, and consists of five members appointed by the Governing Board, including: up to three (3) community members, one (1) Governing Board member, and one (1) District employee representatives. The current trustees are:

- Mary Ann Wilson, Governing Board Member
- Teresa Wong, District Employee Representative
- Bernadette Bolognini, Community Member
- Lee Peterson, Community Member
- Mike Martinez, Community Member

The term of office for the District employee and the District's Governing Board member serving as Trustees shall continue at the pleasure of the District's Governing Board. The term of office for the other Trustees shall be for three years. Trustees may be reappointed at the sole discretion of the District's Governing Board. All Trustees serve at the pleasure of the District's Governing Board and may be removed by the District's Governing Board at any time, with or without cause.

ACTION AGENDA ITEM

AGENDA NO: 6.J. TOPIC: Medical Insurance Renewal

SUBMITTED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

RECOMMENDED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION: March 5, 2020

RECOMMENDATION:

It is recommended the Governing Board approve the renewal of United Healthcare medical insurance as presented for 2020-2021.

RATIONALE:

Staff recommends the following for medical benefits:

Traditional Plan (previously Traditional PPO)

1. No change in premium(s)
2. Reopen the plan, no longer frozen
3. Continue with Banner and Mayo Network (no longer eliminated in fiscal year 2022 as previously planned)
4. Decrease urgent care from \$50 to \$25
5. Increase emergency visit copay from \$350 to \$500
6. Specialist copay remains \$40 if visiting a "Premium Care Physician" specialist or \$80 visit to a "Non- Premium Care Physician" specialist
7. PCP visit copay from \$20 to either
 - a. \$10 - Visit to a "Premium Care Physician"
 - b. \$30 - Visit to a "Non- Premium Care Physician"

HDHP Base

1. No change in premium(s)
2. Increase HSA contribution from \$1,000 to \$1,350 (35% increase)
 - a. \$500 1st deposit to HSA*
 - b. \$850 2nd deposit to HSA* once employee meets requirement
 - c. Overall cost increase is projected at \$205,450
3. \$0 cost virtual visit once deductible has been met
4. Increase deductible (embedded) for individual from \$2,700 to \$2,800 as required by IRS
5. Increase deductible (embedded) for family from \$5,400 to \$5,600 as required by IRS
6. Increase maximum out-of-pocket for individual from \$4,500 to \$6,500
7. Increase maximum out-of-pocket for family from \$9,000 to \$13,000

Navigate

1. Eliminated (as previously planned and communicated in prior year)

Continue implementation of Real Appeal, currently 78 employees are enrolled.

Sixth consecutive year with no premium increase to employees.

Individual stop loss increase from \$150,000 to \$200,000 consistent with inflationary factors.

Administration fee increase per employee per month (PEPM) increase from \$61.92 to \$70.00. Fees have not increased since 2013 and prior to that the fee was \$62.80.

Please review supporting documentation for additional information and specifics on plan design.

*Amounts will be prorated based on employee's effective date.

GESD 2021

Medical Cost Analysis

FY21 UHC: Traditional Plan

Tier	District Contribution	Employee Contribution	Total Premium (Annual) Cost	# of Participants	FY21 District's Premium (Annual) Cost	FY21 Employee's Premium (Annual) Cost	FY21 Total Premium (Annual) Cost
Employee Only	\$ 6,234.96	\$ 720.00	\$ 6,954.96	334	\$ 2,082,476.64	\$ 240,480.00	\$ 2,322,956.64
Employee + Spouse	\$ 9,950.04	\$ 4,594.20	\$ 14,544.24	25	\$ 248,751.00	\$ 114,855.00	\$ 363,606.00
Employee + Child(ren)	\$ 9,950.04	\$ 3,456.60	\$ 13,406.64	57	\$ 567,152.28	\$ 197,026.20	\$ 764,178.48
Employee + Family	\$ 9,950.04	\$ 8,576.04	\$ 18,526.08	12	\$ 119,400.48	\$ 102,912.48	\$ 222,312.96
Total				428	\$ 3,017,780.40	\$ 655,273.68	\$ 3,673,054.08

FY21 UHC: HSA/ HDHP

Tier	District Contribution	Employee Contribution	Annual Premium Cost	Health Savings Account Contribution*	# of Participants	FY21 District's Annual Cost	FY21 Total GESD HSA	FY21 Employee's Annual Cost	FY21 Total Annual Cost
Employee Only	\$ 6,234.96	\$ -	\$ 6,234.96	\$ 1,350.00	429	\$ 2,674,797.84	\$ 579,150.00	\$ -	\$ 3,253,947.84
Employee + Spouse	\$ 9,950.04	\$ 2,341.68	\$ 12,291.72	\$ 1,350.00	33	\$ 328,351.32	\$ 44,550.00	\$ 77,275.44	\$ 450,176.76
Employee + Child(ren)	\$ 9,950.04	\$ 1,408.80	\$ 11,358.84	\$ 1,350.00	91	\$ 905,453.64	\$ 122,850.00	\$ 128,200.80	\$ 1,156,504.44
Employee + Family	\$ 9,950.04	\$ 5,606.76	\$ 15,556.80	\$ 1,350.00	34	\$ 338,301.36	\$ 45,900.00	\$ 190,629.84	\$ 574,831.20
Total					587	\$ 4,246,904.16	\$ 792,450.00	\$ 396,106.08	\$ 5,435,460.24

FY21 UHC: HSA/ HDHP Navigate

Tier	District Contribution	Employee Contribution	Annual Premium Cost	Health Savings Account Contribution*	# of Participants	FY21 District's Annual Cost	FY21 Total GESD HSA	FY21 Employee's Annual Cost	FY21 Total Annual Cost
Employee Only	\$ 5,533.92	\$ -	\$ 5,533.92	\$ 1,000.00		\$ -	\$ -	\$ -	\$ -
Employee + Spouse	\$ 9,950.04	\$ 1,838.16	\$ 11,788.20	\$ 1,000.00		\$ -	\$ -	\$ -	\$ -
Employee + Child(ren)	\$ 9,950.04	\$ 989.16	\$ 10,939.20	\$ 1,000.00		\$ -	\$ -	\$ -	\$ -
Employee + Family	\$ 9,950.04	\$ 4,809.36	\$ 14,759.40	\$ 1,000.00		\$ -	\$ -	\$ -	\$ -
Total					0	\$ -	\$ -	\$ -	\$ -

FY21 District's Total Premium Cost	FY21 District Total HSA Cost	FY21 Employee's Total Premium Cost	FY21 Total Medical Cost
\$ 7,264,684.56	\$ 792,450.00	\$ 1,051,379.76	\$ 9,108,514.32

District's Total Premium Cost + District's HSA Contribution
\$ 8,057,134.56

FY21 District's Total Premium Cost	FY21 Employee's Total Premium Cost	FY21 Total Medical Cost
\$ 7,264,684.56	\$ 1,051,379.76	\$ 8,316,064.32

88% GESD contribution to overall cost



VALLEY SCHOOLS

Glendale Elementary School District

2020 Plan Year - Renewal Projection (Final)

V2.2

February 7, 2020

1 The Glendale Elementary School District Medical Plan Projection is increasing by 2.98%

	Current				Renewal				% Change
	EE	ES	EC	EF	EE	ES	EC	EF	
Estimated Medical Cost	\$7,510,864				\$7,659,131				1.97%
Estimated Fixed Cost	\$754,186				\$852,600				13.05%
Total Estimated Budget	\$8,265,050				\$8,511,731				2.98%
Traditional PPO									
Total Budget Rate	\$580	\$1,212	\$1,117	\$1,544	\$580	\$1,212	\$1,117	\$1,544	0.00%
Assumed Enrollment	334	25	57	12	334	25	57	12	
HDHP Base									
Total Budget Rate	\$520	\$1,024	\$947	\$1,296	\$520	\$1,024	\$947	\$1,296	0.00%
Assumed Enrollment	392	23	66	22	392	23	66	22	
Navigate Plus HDHP									
Total Budget Rate	\$461	\$982	\$912	\$1,230	\$461	\$982	\$912	\$1,230	0.00%
Assumed Enrollment	37	10	25	12	37	10	25	12	

2 Prior Year Renewal and Plan Performance Info

- > Prior year renewal increase was 0.00%.
- > Plan performance thru PYTD is 92%
- >2018-19 there were 4 Individuals who exceeded the StopLoss
- >Ended 2018-19 Plan Year loss ratio 80%
- >Removed Out of Network and increased the MOOP to the Traditional PPO

3 Plan Year 2020 Discussion

- > Plan Design Options
- > What is New in the Market & Trends
- > Schedule Next meeting

4 Health Plan Review

- >Top three clinical cost drivers are Cancer, Musculoskeletal and digestive system
- >Virtual Visits were up 62%
- >Pharmacy spend was driven by Oncology, Inflammatory Conditions and Multiple Sclerosis

5 Compliance Considerations

- >Excise Tax has been repealed
- >PCORI Fee has been reinstated
- >2020 HDHP Deductibles Limites:
 - \$1,400 in / \$2,800 Fam
 - >2020 Change to Out of Pocket Max From \$6,900 ind / \$13,800 Fam
 - >2020 ACA Out of Pocket Max \$8,150 Ind / \$16,300 Fam
 - >HSA Contribution Limit (Up \$50/\$100): \$3,550 Ind / \$7,100 Fam

6 Trends

- > Medical Trend: 7.1%
- > Rx Trend: 10.3%

Glendale Elementary School District

High-Case Normalization – \$75,000 to \$200,000

Expected Members

February 7, 2020

	High Case Analysis Tool		
Network / Demographic Factor	1.17		
Pooling Threshold	\$75,000		
Specific Deductible	\$200,000		
Analysis Period	7/1/2017 to 6/30/2018	7/1/2018 to 6/30/2019	7/1/2019 to 12/31/2019
Membership	1,447	1,429	1,448
Actual Claims above \$75,000	\$2,121,767	\$1,185,639	\$701,661
Actual Claims above \$200,000	\$748,327	\$458,772	\$311,234
Expected Liability between \$75,000 and \$200,000	\$685,975	\$730,408	\$418,635
Net Underwriting Adjustment	(\$1,435,792)	(\$455,231)	(\$283,026)

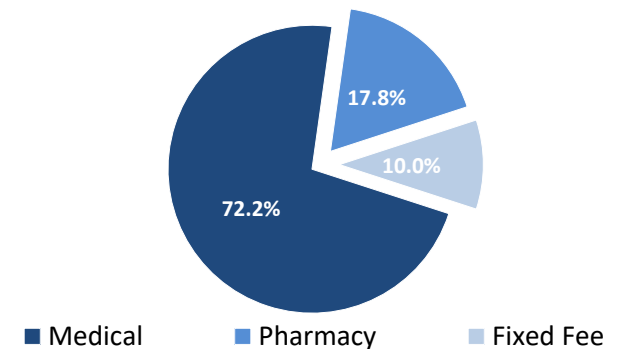
Specific Deductible	Expected Members in Excess of Deductible	Actual Members in Excess of Deductible	Expected Members in Excess of Deductible	Actual Members in Excess of Deductible	Expected Members in Excess of Deductible	Actual Members in Excess of Deductible
\$25,000	50.9	58	54.2	50	29.8	28
\$30,000	40.6	53	43.3	42	24.6	25
\$40,000	28.0	41	29.8	30	17.6	17
\$50,000	20.9	33	22.2	23	13.3	13
\$75,000	12.0	22	12.8	12	7.5	9
\$100,000	7.8	14	8.3	8	4.8	4
\$125,000	5.6	11	6.0	5	3.4	2
\$150,000	4.1	9	4.3	4	2.5	2
\$175,000	3.1	8	3.3	4	1.9	2
\$200,000	2.4	7	2.5	2	1.5	2
\$225,000	1.8	5	1.9	2	1.0	1
\$250,000	1.5	5	1.6	2	0.8	1
\$275,000	1.3	5	1.4	2	0.7	1
\$300,000	1.1	4	1.2	2	0.5	1
\$350,000	0.7	1	0.8	2	0.3	1
\$400,000	0.6	1	0.6	2	0.3	1
\$450,000	0.4	1	0.5	0	0.2	1
\$500,000	0.4	0	0.4	0	0.2	0
\$600,000	0.3	0	0.3	0	0.1	0
\$750,000	0.2	0	0.2	0	0.1	0
\$1,000,000	0.1	0	0.1	0	0.0	0

* Partial Year

	Medical			Pharmacy				
	7/1/2017 to 6/30/2018	7/1/2018 to 6/30/2019	7/1/2019 to 12/31/2019	7/1/2017 to 6/30/2018	7/1/2018 to 6/30/2019	7/1/2019 to 12/31/2019		
Medical Claims	1	\$7,070,336	\$4,978,286	\$3,239,656	\$1,270,289	\$1,295,767	\$515,097	Rx Claims
Actual Claims above \$75,000	2	(\$2,121,767)	(\$1,185,639)	(\$701,661)				
Expected Liability between \$75,000 and \$200,000	3	\$685,975	\$730,408	\$418,635				
Medical Claims Less Excess	4	\$5,634,544	\$4,523,055	\$2,956,630				
Laser Adjustment ⁽²⁾	5	1.000	1.000	1.000				
Benefit Adjustment ⁽³⁾	6	0.986	0.986	0.996	1.000	1.000	1.000	Benefit Adjustment ⁽³⁾
Network Discount Adjustment	7	1.000	1.000	1.000	1.000	1.000	1.000	Network Discount Adjustment
Migration	8	1.000	1.000	1.000	1.000	1.000	1.000	Migration
Benefit Adjusted Medical Claims	9	\$5,555,660	\$4,459,732	\$2,944,803	\$1,270,289	\$1,295,767	\$515,097	Benefit Adjusted Rx Claims
Member-Months	10	17,360	17,147	8,685	17,360	17,147	8,685	Member-Months
PMPM	11	\$320.03	\$260.09	\$339.07	\$73.17	\$75.57	\$59.31	PMPM
7.1% Annual Trend	12	1.2285	1.1470	1.0895	1.3419	1.2166	1.1396	10.3% Annual Trend
Projected Medical PMPM	13	\$393.15	\$298.33	\$369.42	\$98.19	\$91.94	\$67.59	Projected Rx PMPM
Period Weight	15	20%	30%	50%	20%	30%	50%	Period Weight
Adjusted Membership	16	3,472	5,144	4,343	3,472	5,144	4,343	Adjusted Membership
Member-Adjusted Period Weight	17	26.8%	39.7%	33.5%	26.8%	39.7%	33.5%	Member-Adjusted Period Weight
Medical PMPM Claims Projection	18	\$347.56			\$85.45			Rx PMPM Claims Projection
% of Total PMPM Claims Projection	19	80%			20%			% of Total PMPM Claims Projection

Normalization - Method

Current Membership	20	1,474
Current Enrollment	21	1,015
Preferred Methods PEPM	22	<u>\$628.83</u>
2020 Admin	23	\$70.00
Other Fixed Fee	24	\$0.00
Total Fixed and Claims PEPM	25	\$698.83
Projected Monthly Fixed and Claims Cost	26	\$709,311
Projected Annual Fixed and Claims Cost	27	\$8,511,731
Current Annual Fixed and Claims Budget	28	\$8,265,050
% Change from Current	29	2.98%



⁽²⁾ Laser adjustments accounts for expected liability from claimants with a higher Individual Stop Loss

⁽³⁾ Benefit adjustments accounts for plan design changes or migration impact

⁽⁴⁾ The normalization adjustment is used to diminish the volatility associated with high-case activity.

		Plan Year 2019-20					
		Traditional PPO		HDHP Base		Navigate Plus HDHP	
		In	Out	In	Out	In	Out
Plan Design	Deductible (Calendar)	\$1,000/\$3,000	NA	\$2,700 / \$5,400 (EMB)	NA	\$2,700 / \$5,400 (EMB)	\$5,000/\$10,000
	Maximum out-of-pocket	\$6,500/\$13,000	NA	\$4,500/\$9,000	NA	\$4,500/\$9,000	\$9,000/\$18,000
	Coinsurance	80%	NA	80%	NA	80%	50%
	Virtual Visits	\$0	NA	Ded + 20%	NA	Ded + 20%	NA
	PCP visit copay	\$20	NA	Ded + 20%	NA	Ded + 20%	Ded + 50%
	Specialist copay	\$40	NA	Ded + 20%	NA	Ded + 20%	Ded + 50%
	Lab, X-Ray	100%	NA	Ded + 20%	NA	Ded + 20%	Ded + 50%
	Major Diagnostic	Ded + 20%	NA	Ded + 20%	NA	Ded + 20%	Ded + 50%
	Urgent care copay	\$50	NA	Ded + 20%	NA	Ded + 20%	Ded + 50%
	ER Copay		\$350		Ded + 20%		Ded + 20%
	Outpatient (Surgery)	Ded + 20%	NA	Ded + 20%	NA	Ded + 20%	Ded + 50%
	Inpatient (Hospital Stay)	Ded + 20%	NA	Ded + 20%	NA	Ded + 20%	Ded + 50%
	Pharmacy deductible	NA	NA	NA	NA	NA	NA
Pharmacy (Value Network)		\$10/\$25/\$50/SP\$100		Ded + \$10/\$25/\$50		Ded + \$10/\$25/\$50	
Funding Rates	EE	334	\$579.58	392	\$519.58	37	\$461.16
	EE+SP	25	\$1,212.02	23	\$1,024.31	10	\$982.35
	EE+CH	57	\$1,117.22	66	\$946.57	25	\$911.60
	Fam	12	\$1,543.84	22	\$1,296.40	12	\$1,229.95
	Expected Annual Cost	By Plan	\$3,673,064		\$3,818,758		\$773,228
	All Plans			\$8,265,050			

		Plan Year 2020-21					
		Traditional		HDHP Base		Navigate Plus HDHP	
		In	Out	In	Out	In	Out
Plan Design	Deductible (Calendar)	\$1,000/\$3,000	NA	\$2,800 / \$5,600 (EMB)	NA		
	Maximum out-of-pocket	\$6,500/\$13,000	NA	\$6,500/\$13,000	NA		
	Coinsurance	80%	NA	80%	NA		
	Virtual Visits	\$0	NA	Ded + \$0 Copay	NA		
	PCP visit copay	\$10/\$30	NA	Ded + 20%	NA		
	Specialist copay	\$40/\$80	NA	Ded + 20%	NA		
	Lab, X-Ray	100%	NA	Ded + 20%	NA		
	Major Diagnostic	Ded + 20%	NA	Ded + 20%	NA		
	Urgent care copay	\$25	NA	Ded + 20%	NA		
	ER Copay		\$500		Ded + 20%		
	Outpatient (Surgery)	Ded + 20%	NA	Ded + 20%	NA		
	Inpatient (Hospital Stay)	Ded + 20%	NA	Ded + 20%	NA		
	Pharmacy deductible	NA	NA	NA	NA		
Pharmacy (Value Network)		\$10/\$25/\$50/SP\$100		Ded + \$10/\$25/\$50			
Funding Rates	EE	334	\$579.58	429	\$519.58		
	EE+SP	25	\$1,212.02	33	\$1,024.31		
	EE+CH	57	\$1,117.22	91	\$946.57		
	Fam	12	\$1,543.84	34	\$1,296.40		
	Expected Annual Cost	By Plan	\$3,673,064		\$4,643,021		\$0
	% Change from Current	0.00%		21.58%		-100.00%	
	All Plans			\$8,316,085			
	% Change from Current			0.62%			

Plan Recommendations

- Unfreeze Traditional Plan and Drop "PPO" off the Plan Name
- Change HSA Contribution to \$500/\$700/\$150
- Drop Navigate Plan
- Increase HDHP Out of Pocket Max
- Add Tier 1 Copay Differential
- Lower Urgent Care Copay on Traditional Plan
- Raise ER Copay on Traditional Plan

Final Plan & Contract Information:

Number of Members used for underwriting: V2.2	1,474
Number of Employees used for underwriting: V2.2	1,015
Admin Fee Per Employee Per Month (PEPM):	\$70.00
ISL deductible :	\$200.000

2020 Medical Contributions

7-Feb-20

Current % Contribution

		2019				2020					EE CHANGE		ER CHANGE		
Tier	Enrolled	Monthly Total Cost	Monthly EE Contributions	Monthly ER Contributions	ER % of Monthly Contribution	Tier	Enrolled	Monthly Total Cost	Monthly EE Contributions	Monthly ER Contributions	ER % of Monthly Contribution	Monthly EE Contributions Change Amount	% Change EE Contribution	Monthly ER Contributions Change Amount	% Change ER Contribution
Traditional PPO															
EE Only	334	\$579.58	\$60.00	\$519.58	89.6%	EE Only	334	\$579.58	\$60.00	\$519.58	89.6%	\$0.00	0.0%	\$0.00	0.0%
EE + Spouse	25	\$1,212.02	\$382.85	\$829.17	68.4%	EE + Spouse	25	\$1,212.02	\$382.85	\$829.17	68.4%	\$0.00	0.0%	\$0.00	0.0%
EE + Child(ren)	57	\$1,117.22	\$288.05	\$829.17	74.2%	EE + Child(ren)	57	\$1,117.22	\$288.05	\$829.17	74.2%	\$0.00	0.0%	\$0.00	0.0%
EE + Family	12	\$1,543.84	\$714.67	\$829.17	53.7%	EE + Family	12	\$1,543.84	\$714.67	\$829.17	53.7%	\$0.00	0.0%	\$0.00	0.0%
HDHP Base															
EE Only	392	\$519.58	\$0.00	\$519.58	100.0%	EE Only	392	\$519.58	\$0.00	\$519.58	100.0%	\$0.00	0.0%	\$0.00	0.0%
EE + Spouse	23	\$1,024.31	\$195.14	\$829.17	80.9%	EE + Spouse	23	\$1,024.31	\$195.14	\$829.17	80.9%	\$0.00	0.0%	\$0.00	0.0%
EE + Child(ren)	66	\$946.57	\$117.40	\$829.17	87.6%	EE + Child(ren)	66	\$946.57	\$117.40	\$829.17	87.6%	\$0.00	0.0%	\$0.00	0.0%
EE + Family	22	\$1,296.40	\$467.23	\$829.17	64.0%	EE + Family	22	\$1,296.40	\$467.23	\$829.17	64.0%	\$0.00	0.0%	\$0.00	0.0%
HSA Contribution	503			\$83.33		HSA Contribution:	503			\$112.50					
Navigate Plus HDHP															
EE Only	37	\$461.16	\$0.00	\$461.16	100.0%	EE Only	37	\$519.58	\$0.00	\$519.58	100.0%	\$0.00	0.0%	\$58.42	12.7%
EE + Spouse	10	\$982.35	\$153.18	\$829.17	84.4%	EE + Spouse	10	\$1,024.31	\$195.14	\$829.17	80.9%	\$41.96	27.4%	\$0.00	0.0%
EE + Child(ren)	25	\$911.60	\$82.43	\$829.17	91.0%	EE + Child(ren)	25	\$946.57	\$117.40	\$829.17	87.6%	\$34.97	42.4%	\$0.00	0.0%
EE + Family	12	\$1,229.95	\$400.78	\$829.17	67.4%	EE + Family	12	\$1,296.40	\$467.23	\$829.17	64.0%	\$66.45	16.6%	\$0.00	0.0%
HSA Contribution	84			\$83.33		HSA Contribution:	84			\$112.50					
Summary															
Total Traditional PPO		\$3,673,064	\$655,274	\$3,017,790	82.2%			\$3,673,064	\$655,273.68	\$3,017,790	82.2%	\$0.00	0.0%	\$0.00	0.0%
Total HDHP Base		\$3,818,758	\$270,188	\$3,548,570	92.9%			\$3,818,758	\$270,188.16	\$3,548,570	92.9%	\$0.00	0.0%	\$0.00	0.0%
Total Navigate Plus HDHP		\$773,228	\$100,823	\$672,405	87.0%			\$824,263	\$125,917.92	\$698,345	84.7%	\$25,095.00	24.9%	\$25,939.96	3.9%
Total HSA Contribution				\$587,000						\$792,450		\$0.00		\$205,450.00	35.0%
Total		\$8,265,050	\$1,026,285	\$7,238,765	94.7%			\$8,316,085	\$1,051,379.76	\$8,057,155	96.9%	\$25,095.00	2.4%	\$231,389.96	3.0%

**VALLEY SCHOOLS EMPLOYEE BENEFIT TRUST ACTING ON BEHALF
OF GLENDALE ELEMENTARY SC**

Data through January 31, 2020



Registration and Enrollment

Registration & Enrollment														
	Total	PRIOR	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Registered	78	6			2	1	3	27	13	9	12	1	2	2
Disqualified	0	0			0	0	0	0	0	0	0	0	0	0
Enrolled	73	2			2	1	3	27	13	9	12	1	2	1
At-Risk	62	2			1	1	3	24	10	7	10	1	2	1
Not At-Risk	11	0			1	0	0	3	3	2	2	0	0	0

**Prior metric contains sub-totals from period previous to current 12 months.



Class Progression & Attendance

RA Expectations
70%
 Will Attend 4+ Sessions

RA Expectations
50%
 Will Attend 9+ Sessions

RA Expectations
30%
 Will Attend 16+ Sessions

83%

64%

39%

Currently in Week Sessions Attended

Week	1+	4+	Attended 4+	9+	Attended 9+	16+	Attended 16+	26+	Attended 26+
1 - 3 Weeks									
4 - 8 Weeks	1	1	100%						
9 - 15 Weeks	9	8	89%	6	67%				
16 - 25 Weeks	18	17	94%	14	78%	10	56%		
26 - 52 Weeks	18	12	67%	9	50%	4	22%		
Grand Total	46	38	83%	29	64%	14	39%		



Outcomes

Total No. of members with weight (lbs.) loss

34

Total Amt. of weight (lbs.) loss

234.0

Average weight loss (Members began 16+ weeks ago & attended 4+ sessions)

1.2%

BoB avg. weight loss (Members began 16+ weeks ago & attended 4+ sessions)

3.5%

4+ Attended Sessions with 5%+ Loss (RA Expectations 33% with 5%+ Loss)

11%

Your Results

	All Weeks 1+ Attended	Began 16+ Weeks Ago		
		1+	4+	9+
1+	46	36.0	29.0	23.0
3%+	22%	25%	28%	26%
5%+	9%	8%	7%	9%
Total Weight Loss	119.8	116.6	76.7	54.1
Avg. Start lbs.	211.0	214.6	220.3	217.3
Avg. lbs. Loss	2.6	3.2	2.6	2.4
Avg. % lbs. Loss	1.2%	1.5%	1.2%	1.1%

Real Appeal BOB

	All Weeks 1+ Attended	Began 16+ Weeks Ago		
		1+	4+	9+
3%+	35%	36%	44%	50%
5%+	21%	22%	27%	32%
Avg. Start lbs.	218.8	218.8	218.4	218.1
Avg. lbs. Loss	6.0	6.3	7.6	8.8
Avg. % lbs. Loss	2.7%	2.9%	3.5%	4.0%

Note: Outcomes in above charts include members who may have weight loss, weight gain, or remain unchanged.



Member Satisfaction

Overall Average
Survey Rating

4.84

Total Ratings

GROUP	1on1	Grand Total
589	5	594

% of Ratings
5 is the highest level of success

Provider Rating	GROUP	1on1	Grand Total
5	87%	100%	87%
4	12%		12%
3	1%		1%
2	1%		1%
1	1%		1%

Average Rating
5 being the highest

	GROUP	1on1
2017	4.50	
2019	4.83	5.00
2020	4.91	



By Relationship

Registration & Enrollment Employee/Spouse

	Grand Total	Employee
Registered	78	78
Disqualified	0	0
Enrolled	73	73
Re-Enrolled	0	0
At-Risk	62	62
Not At-Risk	11	11

By Year

Registration & Enrollment

	Grand Total	2015	2016	2017	2018	2019	2020
Registered	78			2	4	70	2
Unique	5			0	1	4	0
Disqualified	0			0	0	0	0
Enrolled	73			2	0	70	1
Re-Enrolled	0			0	0	0	0
At-Risk	62			2	0	59	1
Not At-Risk	11			0	0	11	0

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.K. TOPIC: Dental Insurance Renewal

SUBMITTED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

RECOMMENDED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION: March 5, 2020

RECOMMENDATION:

It is recommended the Governing Board approve the renewal of Delta Dental insurance benefits as presented for 2020-2021.

RATIONALE:

There are no rate increases for Delta Dental or plan design changes for fiscal year 2020-2021. The District anticipates a cost of approximately \$320,370.24 for the year in premium cost.

FY21 Base Plan							
Tier	District Contribution	Employee Contribution	Total Annual Cost	# of Employees Participating	FY21 District's Annual Cost	FY21 Employee's Annual Cost	FY21 Total Annual Cost
Employee	\$ 313.32	\$ -	\$ 313.32	552	\$ 172,952.64	\$ -	\$172,952.64
Employee + Spouse	\$ 335.04	\$ 291.60	\$ 626.64	46	\$ 15,411.84	\$ 13,413.60	\$ 28,825.44
Employee + Child(ren)	\$ 335.04	\$ 322.92	\$ 657.96	71	\$ 23,787.84	\$ 22,927.32	\$ 46,715.16
Family	\$ 335.04	\$ 604.80	\$ 939.84	38	\$ 12,731.52	\$ 22,982.40	\$ 35,713.92
Total				707	\$ 224,883.84	\$ 59,323.32	\$284,207.16
FY21 Buy-Up Plan							
Tier	District Contribution	Employee Contribution	Total Annual Cost	# of Employees Participating	FY21 District's Annual Cost	FY21 Employee's Annual Cost	FY21 Total Annual Cost
Employee	\$ 335.04	\$ 205.08	\$ 540.12	163	\$ 54,611.52	\$ 33,428.04	\$ 88,039.56
Employee + Spouse	\$ 335.04	\$ 745.32	\$ 1,080.36	33	\$ 11,056.32	\$ 24,595.56	\$ 35,651.88
Employee + Child(ren)	\$ 335.04	\$ 799.32	\$ 1,134.36	53	\$ 17,757.12	\$ 42,363.96	\$ 60,121.08
Family	\$ 335.04	\$ 1,285.44	\$ 1,620.48	36	\$ 12,061.44	\$ 46,275.84	\$ 58,337.28
Total				285	\$ 95,486.40	\$ 146,663.40	\$242,149.80



Mike Barragan <mbarragan@gesd40.org>

Delta Dental Pooled Plans - Renewal Rates for 2020/2021 - Effective July 1, 2020

1 message

Darlene DeVeuve <ddeveuve@vsit.org>

Fri, Jan 31, 2020 at 11:45 AM

To: Jodi Finnesy <jfinnesy@gesd40.org>, Teresa Wong <twong@gesd40.org>

Cc: Mike Barragan <mbarragan@gesd40.org>, Deby Valadez <dvaladez@gesd40.org>, "Judy Niblick (jniblick@gesd40.org)" <jniblick@gesd40.org>

Hello Jodi and Teresa,

Great news!! I just received confirmation that your Renewal Rates for 2020/2021 pertaining to your two Delta Dental Pooled Plans (Level I & Level III). The rates will not change from the current rates as the plans received a "rate pass" for 2020/2021 per underwriting. :)

If you have any questions, please feel free to contact me. Thank you so very much for your patience.

Darlene deVeuve

Senior Account Manager

Valley Schools Employee Benefits Group

3050 W. Agua Fria Freeway, Suite 250

Phoenix, AZ 85027

623-594-4370 ext. 3017 (office)

623-238-5331 (cell)

www.myvalleyschools.org<<http://www.myvalleyschools.org>> Facebook<<https://www.facebook.com/pages/Valley-Schools-EBT/148913951917202>> Twitter<https://twitter.com/Valley_Schools> YouTube<<https://www.youtube.com/channel/UCRWtFkrSRJ-VTQuDd9zLVw>>

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GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.L TOPIC: Vision Insurance Renewal

SUBMITTED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

RECOMMENDED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION: March 5, 2020

RECOMMENDATION:

It is recommended the Governing Board approve the renewal of vision benefits through United Healthcare as presented for 2020-2021.

RATIONALE:

There is a rate increase for vision insurance benefits provided through United Healthcare.

	<u>Current</u>	<u>Renewal</u>
Employee	\$ 4.14	\$ 5.60
Emp. + Spouse	\$ 7.40	\$ 10.01
Emp. + Child(ren)	\$ 7.74	\$ 10.48
Family	\$ 9.72	\$ 13.15

Below you will find the cost for vision insurance for the following years:

- FY 2015 - \$72,464.22
- FY 2016 - \$70,131.68
- FY 2017 - \$69,688.96
- FY 2018 - \$67,106.48
- FY 2019 - \$65,335.68

From July 1, 2019 through December 31, 2019, GESD has incurred \$33,446.96 in visions insurance. Staff estimates vision insurance to cost \$80,272.70 by June 30, 2020. Based on this estimate the renewal cost will cost an additional \$28,095.45 in fiscal year 2021 for a total of approximately \$108,368.15.

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.M. TOPIC: Alternative Dental Insurance

SUBMITTED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

RECOMMENDED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION: March 5, 2020

RECOMMENDATION:

It is recommended the Governing Board approve alternative dental insurance through Cigna Dental Health Maintenance Organization (DHMO) as presented for 2020-2021.

RATIONALE:

Cigna is a dental insurance provider with a narrower network and an alternative option to Delta Dental. There is no rate increase or plan design changes for fiscal year 2020-2021. Their rates are lower compared to Delta Dental and therefore is employer paid for all tiers.

The District anticipates a cost of approximately \$17,363.40 for the year in premium cost.

	<u>Rate</u>
Employee	\$ 9.95
Emp. + Spouse	\$ 19.68
Emp. + Child(ren)	\$ 22.06
Family	\$ 24.21

FY21 Cigna Dental							
Tier	Total Annual Cost	District Contribution	Employee Cost	# of Employees Participating	FY21 District's Annual Cost	FY21 Employee's Annual Cost	FY21 Total Annual Cost
Employee	\$ 119.40	\$ 119.40	\$ -	15	\$ 1,791.00	\$ -	\$ 1,791.00
Employee + Spouse	\$ 200.68	\$ 200.68	\$ -	12	\$ 2,408.16	\$ -	\$ 2,408.16
Employee + Child(ren)	\$ 264.72	\$ 264.72	\$ -	19	\$ 5,029.68	\$ -	\$ 5,029.68
Family	\$ 290.52	\$ 290.52	\$ -	28	\$ 8,134.56	\$ -	\$ 8,134.56
Total				74	\$ 17,363.40	\$ -	\$ 17,363.40

In preparing this analysis it was noted that last year's renewal for Employee + Spouse was overstated and reflected \$236.16 instead of \$200.68.

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.N. TOPIC: Flex Spending Account (FSA) Benefits

SUBMITTED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

RECOMMENDED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION: March 5, 2020

RECOMMENDATION:

It is recommended the Governing Board approve Flex Spending Account (FSA) benefits through BASIC Western as presented for 2020-2021.

RATIONALE:

The cost of administering the FSA is absorbed by Valley Schools and there is no rate increase for fiscal year 2020-2021.

	<u>Current</u>	<u>Renewal</u>
Employee	\$ 3.50	\$ 3.50

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.O. TOPIC: Life Insurance

SUBMITTED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

RECOMMENDED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION: March 5, 2020

RECOMMENDATION:

It is recommended the Governing Board approve life insurance benefits through Sun Life Financial as presented for 2020-2021.

RATIONALE:

GESD provides Basic Group Life, Accidental Death and Disability (AD&D) insurance at no cost to the employee(s) and there is no rate increase for fiscal year 2020-2021.

Below you will find the cost for life insurance for the following years:

- FY 2015 - \$123,496.14
- FY 2016 - \$176,585.22
- FY 2017 - \$152,891.14
- FY 2018 - \$148,887.06
- FY 2019 - \$155,804.87

From July 1, 2019 through December 31, 2019, GESD has incurred \$69,668.01 for life insurance. Staff estimates life insurance to cost \$167,203.20 by June 30, 2020.

In addition, employees have an option to increase their life insurance and AD&D at their own expense. The rate sheet is attached.

Valley Schools Employee Benefits Group

Glendale Elementary School District

Premium Rate Notification

Mode of Payment	New Premium Rates Effective
Monthly	7/1/2020
Coverage	Premium Rates
Basic Employee Life, per \$1,000	\$0.05
Basic Employee Accidental Death Per \$1,000	\$0.01
Basic Dependent Family Life (Closed Class)	\$1.15
Voluntary Employee and Spouse Life, per \$1,000	
Under 25	\$0.05
25-29	\$0.05
30-34	\$0.05
35-39	\$0.068
40-44	\$0.102
45-49	\$0.167
50-54	\$0.240
55-59	\$0.377
60-64	\$0.576
65-69	\$0.898
70-74*	\$1.738
75-79*	\$3.781
80-84*	\$7.679
85+*	\$15.682
Voluntary Child Life, per \$1,000	\$0.136
Voluntary Employee Accidental Death & Dismemberment per \$1,000	\$0.02
Voluntary Spouse Accidental Death & Dismemberment per \$1,000	\$0.02
Voluntary Child Accidental Death & Dismemberment per \$1,000	\$0.02
Short Term Disability Per \$10 of weekly benefit	\$0.057
Voluntary Short Term Disability (7day elimination period) Per \$10 of weekly benefit	\$0.223

*Spouse Voluntary Life ends at age 70

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.P. TOPIC: Mid-Term Disability Insurance

SUBMITTED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

RECOMMENDED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION: March 5, 2020

RECOMMENDATION:

It is recommended the Governing Board approve Mid-Term Disability benefits through Sun Life Financial as presented for 2020-2021.

RATIONALE:

There is a change in carrier provider and there is a rate decrease for mid-term disability.

<u>Current Rate</u>	<u>Renewal Rate</u>
\$0.14/\$100	\$0.057/\$10

Below you will find the cost for mid-term disability for the following years:

- FY 2015 - \$31,842.31
- FY 2016 - \$62,745.91
- FY 2017 - \$61,684.37
- FY 2018 - \$45,795.15
- FY 2019 - \$63,401.52

From July 1, 2019 through December 31, 2019, GESD has incurred \$27,761.68 on mid-term disability insurance. Staff estimates mid-term disability insurance to cost \$66,628.03 by June 30, 2020.

Valley Schools Employee Benefits Group

Glendale Elementary School District

Premium Rate Notification

Mode of Payment	New Premium Rates Effective
Monthly	7/1/2020
Coverage	Premium Rates
Basic Employee Life, per \$1,000	\$0.05
Basic Employee Accidental Death Per \$1,000	\$0.01
Basic Dependent Family Life (Closed Class)	\$1.15
Voluntary Employee and Spouse Life, per \$1,000	
Under 25	\$0.05
25-29	\$0.05
30-34	\$0.05
35-39	\$0.068
40-44	\$0.102
45-49	\$0.167
50-54	\$0.240
55-59	\$0.377
60-64	\$0.576
65-69	\$0.898
70-74*	\$1.738
75-79*	\$3.781
80-84*	\$7.679
85+*	\$15.682
Voluntary Child Life, per \$1,000	\$0.136
Voluntary Employee Accidental Death & Dismemberment per \$1,000	\$0.02
Voluntary Spouse Accidental Death & Dismemberment per \$1,000	\$0.02
Voluntary Child Accidental Death & Dismemberment per \$1,000	\$0.02
Short Term Disability Per \$10 of weekly benefit	\$0.057
Voluntary Short Term Disability (7day elimination period) Per \$10 of weekly benefit	\$0.223

*Spouse Voluntary Life ends at age 70

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.Q. TOPIC: Short-Term Disability Insurance

SUBMITTED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

RECOMMENDED BY: Mr. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION: March 5, 2020

RECOMMENDATION:

It is recommended the Governing Board approve Short-Term Disability benefits through Sun Life Financial as presented for 2020-2021.

RATIONALE:

There is a rate decrease for employee-paid short-term disability. There is a plan design change and no longer using a third party provider.

Below you will find the cost for mid-term disability for the following years:

- FY 2015 - \$97,413.38
- FY 2016 - \$99,893.82
- FY 2017 - \$91,671.53
- FY 2018 - \$88,449.23
- FY 2019 - \$89,180.66

From July 1, 2019 through December 31, 2019, GESD has incurred \$56,592.10 in short-term disability insurance. Staff estimates short-term disability insurance to cost \$135,821.04 by June 30, 2020.



**7 Days Injury/7 Days Sickness
 Short Term Disability**

Schedule of Benefits and Rates

Weekly benefit after your claim is approved	Get a weekly check of \$100 to \$1,900, in any \$100 increment you choose, to replace a portion of your income—up to 66.67% of your Total Weekly Earnings. You cannot elect a benefit amount that exceeds 66.67% of your income.
When benefits begin	Benefits begin as soon as 8 days from the date you are unable to work due to an injury and 8 days due to an illness.
Benefits may be paid for	Up to 12 weeks, as long as you are still unable to work due to a covered disability.

Minimum Salary	Weekly Benefit	Weekly Benefit Rate Per \$10 of coverage	Monthly Premium
\$ 7,796.10	\$ 100.00	\$ 0.223	\$ 2.23
\$ 15,592.20	\$ 200.00	\$ 0.223	\$ 4.46
\$ 23,388.31	\$ 300.00	\$ 0.223	\$ 6.69
\$ 31,184.41	\$ 400.00	\$ 0.223	\$ 8.92
\$ 38,980.51	\$ 500.00	\$ 0.223	\$ 11.15
\$ 46,776.61	\$ 600.00	\$ 0.223	\$ 13.38
\$ 54,572.71	\$ 700.00	\$ 0.223	\$ 15.61
\$ 62,368.82	\$ 800.00	\$ 0.223	\$ 17.84
\$ 70,164.92	\$ 900.00	\$ 0.223	\$ 20.07
\$ 77,961.02	\$ 1,000.00	\$ 0.223	\$ 22.30
\$ 85,757.12	\$ 1,100.00	\$ 0.223	\$ 24.53
\$ 93,553.22	\$ 1,200.00	\$ 0.223	\$ 26.76
\$ 101,349.33	\$ 1,300.00	\$ 0.223	\$ 28.99
\$ 109,145.43	\$ 1,400.00	\$ 0.223	\$ 31.22
\$ 116,941.53	\$ 1,500.00	\$ 0.223	\$ 33.45
\$ 124,737.63	\$ 1,600.00	\$ 0.223	\$ 35.68
\$ 132,533.73	\$ 1,700.00	\$ 0.223	\$ 37.91
\$ 140,329.84	\$ 1,800.00	\$ 0.223	\$ 40.14
\$ 148,125.94	\$ 1,900.00	\$ 0.223	\$ 42.37

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.R. TOPIC: Employee Assistance Program (EAP)

SUBMITTED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

RECOMMENDED BY: Mr. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION: March 5, 2020

RECOMMENDATION:

It is recommended the Governing Board approve employee assistance program benefits through Interface EAP as presented for 2020-2021.

RATIONALE:

It is important to provide staff, their dependents and families with resources such as counseling, legal services, financial advice, access to online cognitive behavior therapy program(s) and other valuable resources. This service would be accessible to both benefited and non-benefited employees for a nominal cost to GESD.

The cost for six (6) sessions is \$0.90 per employee per month (PEMP) or an annual cost of approximately \$16,200.



Interface Employee Assistance Program - EAP Executive Summary				Face-to-face EAP Sessions
Available to Employee, Spouse, and Dependents				
Member Services	Emotional Health	Individualized Counseling	Nationwide network of more than 8,000 providers available for confidential counseling issues such as stress, depression, work/life issues, marital/family, legal, financial, alcohol/substance abuse, grief, and parent/child issues. Includes Department of Transportation (DOT) Substance Abuse Professional (SAP) referrals.	Sessions are per person, per issue, per provider, per year
			24 hour toll free telephonic access to crisis counselors.	Unlimited
		Voluntary Mental Health Prescription Program	Support and educational resources regarding prescribed medications for stress, anxiety, depression, and sleeping disorders. Provides assessment, screenings to monitor progress, and feedback to help optimize medications.	Unlimited
		Thrive	Access to digital online cognitive behavior therapy to help improve mood, gain confidence and energy, and control stress. Thrive is available for access through a computer or app on smartphone.	<input checked="" type="checkbox"/>
	Work/Life Services	Legal Services	Up to 3 no cost legal consultations, face-to-face or telephonic, for any legal issues. Services include, but are not limited to document review, phone call on your behalf, and simple free wills.	<input checked="" type="checkbox"/>
		Financial Services	Up to 3 no cost financial consultations, telephonically, for financial issues. Services include, but are not limited to retirement, college funds, investment planning, budgeting, and debt consolidation.	<input checked="" type="checkbox"/>
		Website	Includes online legal library, financial resources, and database resources for school, college, adoption, elder care, and child care.	<input checked="" type="checkbox"/>
Wellness	Website	Includes online health library, personal health reports based on individualized health assessments, quarterly wellness webinars, and wellness lessons on healthy behaviors.	<input checked="" type="checkbox"/>	
Client Services	Organizational Guidance & Workplace Support	Management Consultations	Telephonic management consultations regarding work performance issues and referrals to EAP.	Unlimited
		Job Performance Referrals	Referrals to counselors for job performance issues. Compliance reported to employer (signed Release of Information required).	
		Substance Abuse Referrals	Referrals to counselors for substance use disorders. Compliance reported to employer (signed Release of Information required).	
		Critical Incident Stress Debriefings	Debriefings for critical incidents such as a traumatic accident, employee death, robbery, etc. They include assessment, counseling, normalization, and referral as needed.	Charged under In-Service Fee Schedule
	Training & Orientations	Wellness Seminars	Wellness Seminars are available on several topics including, but are not limited to, stress management, change mastery, holiday stress, active listening, and various legal and financial topics.	Charged under In-Service Fee Schedule
		Supervisor Training	Supervisory/Management training for supervisors on recognizing, documenting, and referring an employee with job performance issues to the EAP. All services of the EAP are also outlined. Includes DOT Reasonable Suspicion Training. Webinars available.	
		Employee Orientations	Employee orientation to familiarize employees with the services provided and the process for utilizing the program. Webinars available.	
Health Fair Support		Promotional materials available and give-a-way items for health fairs. Includes available full day of staffing.		
Account Support	Program Management	Promotional Materials	No cost promotional materials are available in hard copy and electronically. Brochures, flyers, wallet cards, orientation CDs/DVDs, posters, and monthly electronic newsletters are available.	<input checked="" type="checkbox"/>
		Account Management	Designated account executive with support of client services team.	<input checked="" type="checkbox"/>
	Reporting	Utilization Reports	Quarterly utilization reports that include nature of the contact, referral source, and demographics of employees (providing that certain information will not jeopardize confidentiality).	<input checked="" type="checkbox"/>

Services under the EAP include:

Counseling Services

- Referral to an EAP Network Provider
- Free Face-to-Face Assessment
- Free Solution-Focused Short-Term Therapy
- No Claims Filed Under Health Plan
- Crisis Counselors Available 24-7-365

Legal Services

- No Cost Initial Consultation Up to 30 Minutes
- Up to 25% Discount from Hourly Rate
- Simple Wills
- Simple Document Review
- Simple Resolution Letters and/or Phone Calls

Financial Counseling/Planning

- Credit Repair
- Identity Theft Plan
- Sample Legal Documents
- Domestic Violence/Family Health Library

Work/Life and Wellness Resources*

- Child/Elder Care Referrals
- Adoption, Education/College Resources
- Pet Care
- Nutrition/Weight Loss
- Prenatal & Pregnancy
- Exercise/Fitness
- Smoking Cessation
- Library on Health Topics

*Online at www.4eap.com

For questions regarding any of the services available under the EAP, please call and speak with one of our care coordinators.



Interface EAP

(713) 781-3364 Se Habla Español
(800) 324-4327 (800) 324-2490

www.4eap.com

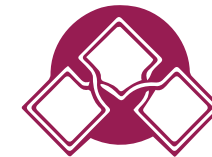
Crisis Counselors available 24/7

Interface EAP
P.O. Box 421879
Houston, Texas 77242-1879

Your Employee Assistance Program



Provided by



Interface EAP

FREE AND CONFIDENTIAL

FREE and CONFIDENTIAL EAP

Provided by your employer, the Employee Assistance Program (EAP) is a free and confidential benefit designed to help you and your family members successfully manage major life stressors and events by identifying options and making informed choices.

Issues commonly addressed through your EAP benefit include:

- 🔗 **Family conflict** - divorce, custody, blended family, domestic violence issues
- 🔗 **Grief** - accidents, illness, victim of crime, loss of a loved one
- 🔗 **Changes at home, work, or school** - relocation, job stress, interpersonal problems, empty nest, aging parents
- 🔗 **Personal growth** - interpersonal skills (relationship and/or communication) for work or family
- 🔗 **Dependence or co-dependence issues** - alcohol, drugs, gambling

Counseling Services

Interface EAP provides free and confidential counseling with experienced, licensed counselors. You can easily access a comprehensive network of providers with expertise in the following:

- 🔗 Stress Management 🔗 Grief/Loss
- 🔗 Depression/Anxiety 🔗 Work/Life Balance
- 🔗 Marriage & Family 🔗 Substance Abuse
- 🔗 Career Development 🔗 Relationships & Communications
- 🔗 Anger Management 🔗 Child & Adolescent

The professionals who will assist you are not part of your organization. They are licensed counselors who understand the “everyday problems” that face individuals and families. They are able to provide support and guidance to individuals when they are faced with life’s unexpected challenges.

Legal Services

Participants are able to access professional legal services through the EAP. Services under this benefit include a free 30-minute consultation with an attorney, document review, letter/phone call on your behalf, a free simple will, and up to a 25% discount off an attorney’s normal rate for additional services.

Financial Services

Financial services with the EAP include a free initial consultation with a professional licensed Financial Planner and discounted fees for ongoing consultation. Financial counseling, debt consolidation, retirement planning, identity theft plan, and other referral services are also provided (excludes monetary assistance).

Online Work/Life and Wellness Resources

Employees and family members are able to access unlimited self-help tools on work/life and wellness resources online. Access to resources for child care, elder care, pet care, school/college, personal health profiles, wellness lessons and webinars on topics such as stress, weight loss, smoking cessation, eating healthy and much more are available online. For more information, visit the participant website www.4eap.com. Contact us at info@ieap.com to obtain your username and password.

**Your EAP is a completely
FREE and CONFIDENTIAL
source of assistance.**

Interface EAP

(713) 781-3364 Se Habla Español
(800) 324-4327 (800) 324-2490

www.4eap.com

Frequently Asked Questions

How do I access my EAP benefit?

Call toll-free 800-324-4327 or log-on to www.4eap.com to submit a service request. Our experienced care coordinators will guide you through the process and help connect you with the services that will best fit your needs.

Who can use the EAP?

EAP services are not only available for you, the employee, but also for your immediate, eligible family members.

Is the EAP confidential?

Yes - The EAP is totally confidential. Interface will not share any information concerning your use of the EAP with anyone in your organization, other family members, or any other person or organization without your written permission or as required by law.

Is there a charge for using the EAP?

No - Your employer has contracted for this service as a prepaid benefit for its employees. There is no cost to you or your eligible family members for EAP services. If you and your counselor determine additional help is needed beyond the scope of the EAP, we will work to minimize any cost to you.

What is not paid as an EAP benefit?

Some situations may require specialized services that will not be covered under the free EAP benefit. Psychiatrists (MD’s), psychological testing, chronic or long-term treatment, court ordered assessment or treatment, and other specialized types of treatment may be beyond the scope of the EAP. If you are unsure, please ask a care coordinator. They will help you identify resources that ARE available through your free EAP benefit or community resources.

Valley Schools Employee Benefits Group members now have a better Employee Assistance Program option!

VSEBG has negotiated very favorable rates with IEAP for two program options, billed Per Employee Per Month (PEPM):

- A 3-Session Model EAP for \$0.80 PEPM
- A 6-Session Model EAP for \$0.90 PEPM

The EAP services are available at no cost to covered employees, as well as their spouses and children, and include:

- Free Face-to-Face Counseling Sessions
- Legal and Financial Advice
- Online Wellness & Work/Life Balance Resources
- Voluntary Prescription Care Management Program
- Access to an online Cognitive Behavior Therapy Program

Group members receive employer level benefits including:

- On-Site and Webinar Training Hours
- On-Site Critical Incident Stress and Grief Debriefings
- Formal "Mandated" EAP Referrals
- Quarterly Utilization Reporting
- No Cost Promotional Materials



Why settle for a 'free' limited EAP when you can elect a robust and full featured EAP for less than \$1 per employee per month? Contact your account manager for more information!



Interface EAP

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.S. TOPIC: Credit Monitoring Program

SUBMITTED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

RECOMMENDED BY: Mr. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION: March 5, 2020

RECOMMENDATION:

It is recommended the Governing Board approve the credit monitoring program through PrivacyArmor by InfoArmor as presented for 2020-2021.

RATIONALE:

It is important to provide staff, their dependents and families with resources such as credit monitoring. The cost of administering this benefit is absorbed by Valley Schools and therefore there is no additional cost outside of what is paid to Valley Schools for fiscal year 2020-2021.

InfoArmor provides two tiers and pricing to the employee are as follow:

PrivacyArmor

Employee - \$0 per month

Employee + Family - \$8.95 per month

PrivacyArmor Plus

Employee - \$4.25 per month

Employee + Family - \$10.95 per month



16.7 million Americans experienced identity fraud in 2017¹



Protect your family's privacy, identity, and finances with **PrivacyArmor®**



Comprehensive identity monitoring

Our proprietary monitoring platform detects high-risk activity to alert you at the first sign of fraud. We scour the dark web for compromised credentials and monitor financial transactions, all while keeping tabs on your credit reports.



Fraud remediation and restoration

Should identity theft or fraud occur, you have a dedicated Privacy Advocate® to fully manage your recovery and restore your identity. And since fraud doesn't take a holiday, our Privacy Advocates are available 24/7.



Identity theft reimbursement

You never have to worry about covering the costs of identity theft. PrivacyArmor's \$1 million identity theft insurance policy[†] covers any out-of-pocket expenses, lost wages, or legal fees.

Learn more at
myprivacyarmor.com

Questions?

1.800.789.2720

Plans and pricing

PrivacyArmor

Complimentary for employees
Add family coverage for \$8.95 / monthly

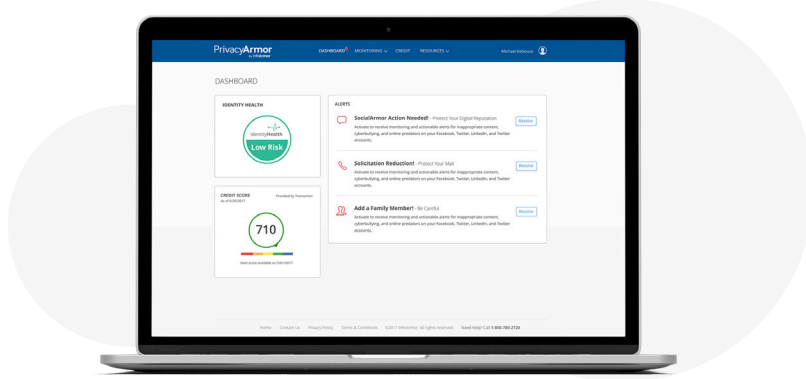
PrivacyArmor Plus

\$4.25 per employee / monthly
\$10.95 per family / monthly

¹ Source: Wall Street Journal, "Identity Fraud Hits Record Number of People" February, 2018

[†]Identity theft insurance underwritten by insurance company subsidiaries or affiliates of AIG. The description herein is a summary and intended for informational purposes only and does not include all terms, conditions and exclusions of the policies described. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.

The most extensive **identity protection** plan available



PrivacyArmor
by InfoArmor

Feature	PrivacyArmor	PrivacyArmor Plus
Identity and credit monitoring	✓	✓
High-risk transaction alerts	✓	✓
Dark web monitoring	✓	✓
24/7 Privacy Advocate remediation	✓	✓
Social media monitoring	✓	✓
Financial threshold monitoring	✓	✓
Digital exposure reports	✓	✓
\$1 million identity theft insurance policy [†]	✓	✓
Tri-bureau credit alerts		✓
Additional alerts on financial account transactions		✓

From the moment you enroll in PrivacyArmor®, you are automatically covered with:



Identity monitoring and alerts



24/7 Privacy Advocate® support



\$1 million identity theft insurance policy[†]

Learn more at
myprivacyarmor.com

Questions?

1.800.789.2720

Plans and pricing

PrivacyArmor

Complimentary for employees
Add family coverage for \$8.95 / monthly

PrivacyArmor Plus

\$4.25 per employee / monthly
\$10.95 per family / monthly

How it works

1

Enroll

Access to your full PrivacyArmor capabilities begins the day you enroll.

2

We monitor

Our advanced technology looks for suspicious activity associated with your personal profile.

3

We alert

We alert you to any activity associated with your account.

4

We restore

In the event of identity theft, we fully manage the process of recovering your identity, credit, and sense of security so the impact to your life is minimal.

5

We reimburse

Our \$1 million identity theft insurance policy covers the costs associated with reinstating your identity.[†]

[†]Identity theft insurance underwritten by insurance company subsidiaries or affiliates of AIG. The description herein is a summary and intended for informational purposes only and does not include all terms, conditions and exclusions of the policies described. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.

InfoArmor

GLENDAL ELEMNTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.T. TOPIC: WellStyles through Virgin Pulse

SUBMITTED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

RECOMMENDED BY: Mr. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION: March 5, 2020

RECOMMENDATION:

It is recommended the Governing Board approve WellStyles through Virgin Pulse as presented for 2020-2021.

RATIONALE:

WellStyles is a hands-on health and wellness platform offered to all employees at no cost to the employees. It allows employees to connect with peers, track your health progress, get health recipes and earn reward up to \$200.

In the previous year, 123 individuals participated and \$13,173 was distributed in rewards. Staff has noticed an increase in participants.



WellStyles Wellness Workshops



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Directions

Step 1: Choose a pillar that interests you!

Step 2: Choose from *Knowledge, Integration, or Visualization.*

You can choose 1, 2, or ALL of them to make it a full **WELLNESS WORKSHOP DAY!**



We are passionate about helping our members achieve their healthiest and happiest selves!

We offer the following on-site wellness visits for our members at no additional cost.

Contact us at wellnesscoordinator@wellstyles.org



The WellStyles Wellness Program is focused on individual wellness optimization by addressing all factors that contribute to health or disease. The wellness pillars represent the important foundations of lifestyles that can be leveraged to improve the wellbeing of individuals and address the root cause of disease.

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Pillars of Health



Nutrition is defined as the substances consumed to support growth, metabolism, and repair. Functional Nutrition focuses on finding the right way for individuals to eat using food to maximize the potential for health and reverse dysfunction or disease. Due to our different genetic backgrounds, preferences, and lifestyles, there is no single “right diet” that applies to everyone. Nutritional adequacy is determined not only by what you eat, but also when you eat (time), how often you eat (frequency), and how much you eat (amount). The right diet is tailored to meet the nutritional needs, food preferences, and lifestyle of each individual.

Knowledge: With all the conflicting nutrition information we are exposed to, it is difficult to know just what advice to adopt in your life. Come to this fun and informative presentation to learn the key principles of a healthy diet and eliminate the confusion once and for all. (Presentation time can be tailored to your schedule)

Integration: *Food Creation Station:* Due to the greater nutritional density of locally-grown produce, recipes change with the season. Ask for the recipe of the week!

Meal Prep Workshop: Learn new strategies to help you save time and eat healthy during the busy work week.

Visualization: Table demo set up in a break room or common space. The display will highlight a key concept of this pillar.



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Pillars of Health



Physical activity is inclusive of everything from gentle movement throughout the day, like household chores, to 150 minutes of moderate-intensity exercise weekly. Both movement and intentional exercise are crucial for appetite regulation, hormone balance, weight and stress management, and improved body composition, sleep quality, and mood. The right type of activity is one that motivates and excites each individual and is easy to sustain long-term.

Knowledge: Learn about the benefits of incorporating movement into your daily life. After this presentation you will walk away with tips and action steps in order to increase your movement! (Presentation time can be tailored to your schedule)

Integration: Yoga, Pilates, or Circuit training *workout class*. (Time can be tailored to fit your schedule)

Visualization: Table demo set up in a breakroom or common space. The display will highlight a key concept of this pillar.



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Pillars of Health



Rest is defined as a period of repair, recovery or detachment needed to return to optimal health and wellbeing. Rest is inclusive of 7-9 hours of sleep per night, sufficient recovery time from exercise, and relaxation practices to reduce stress. On any given day, each individual requires different types and amounts of rest depending on his/her lifestyle at that time.

Knowledge: Learn about the benefits of sleep, relaxation, and rest between exercises. Leave this interactive presentation relaxed and ready to restart your day! (Presentation time can be tailored to your schedule)

Integration: DIY activities- Make bath salts, candles, pillow spray, or you choose! (Employer is financially responsible for all materials)

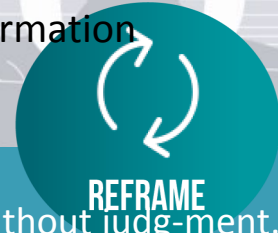
Visualization: Table demonstration with an emphasis on the information included in the rest pillar.

Mindfulness is defined as a technique where the individual focuses his/her full attention on present thoughts, feelings, and sensations without judgment. Reflection brings awareness to the positive or negative impact of one's mind set to improve upon future circumstances. Reframing requires shifts in unfavorable thoughts to unveil an overall improved perspective over time.

Knowledge: Learn about mindfulness, reflection, and reframing. In this presentation we will discuss the benefits, as well as ways to reframe through the use of reflection and mindfulness practice. (Presentation time can be tailored to your schedule)

Integration: Attend a Meditation or make a craft of your choosing. For example, make jewelry, paint a picture, pot plant, etc. (employer is financially responsible for all materials.)

Visualization: Table demonstration with an emphasis on the information included in the Rest pillar of health.



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Pillars of Health



Connection is a subjective feeling of closeness and belonging to friends, family, self and community. Research shows that a strong sense of connection and belonging improves longevity and quality of life. Connection is inclusive of the bond you share with your friends or spouse, the sense of belonging you feel in your own home, and your individual self-acceptance.

Knowledge: Learn about the value of connecting with your environment, self, and others. Leave this presentation with tips and tricks on how to improve your relationships. (Presentation time can be tailored to your schedule)

Integration: DIY activities! Such as, having a painting or planting party. You can make jewelry, candles, pillow spray, bath salts, and more! (Your employer is financially responsible for all materials).

Visualization: Table demo set up in a break room or common space. The display will highlight a key concept of this pillar.





Pillars of Health



A **toxin** is defined as anything that leads to a deviation in optimal mental, physical, and/or emotional health. Detoxification is the act of ridding yourself of toxic elements of your life, including environmental factors, substances, people and/or thoughts. Detoxification may include replacing harmful household items, practicing healthier cooking methods, seeking alternatives to medications with harmful side effects, and separating yourself from avoidable adversity.

Knowledge: Have you ever stopped to think about the chemicals and contaminants you are exposed to in your daily life? From food additives to household items, we are exposed to an array of harmful toxins on a daily basis. In this presentation you will learn how these things affect our health and tips and tricks for reducing your exposure to both dietary and environmental toxins.

(Presentation time can be tailored to your schedule)

Integration: *Chemical Scavenger Hunt*

Visualization: Table demo set up in a breakroom or common space. The display will highlight a key concept of this pillar.





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Onsite Visit Request Form



FUEL <input type="radio"/> Knowledge <input type="radio"/> Integration <input type="radio"/> Visualization MOVE <input type="radio"/> Knowledge <input type="radio"/> Integration <input type="radio"/> Visualization REST <input type="radio"/> Knowledge <input type="radio"/> Integration <input type="radio"/> Visualization REFRAME <input type="radio"/> Knowledge <input type="radio"/> Integration <input type="radio"/> Visualization CONNECT <input type="radio"/> Knowledge <input type="radio"/> Integration <input type="radio"/> Visualization DETOX <input type="radio"/> Knowledge <input type="radio"/> Integration <input type="radio"/> Visualization	Please fill out a separate form for each date and location. Thank you! Member Name: Member Contact: Location: Date & Time: Special Requests:
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Workshops must be a minimum of 2 hours and will be coordinated with the site Champion and Wellness Coordinator. Visits should be scheduled at least 2 weeks in advance to give enough time to promote the visits. The Wellness Coordinator will create an agenda for the visit and provide an event flyer, promotional e mail, and sign up sheet if applicable.

The site Champion will determine the best time to reach employees, the topics they are most interested in, what type of visit they would be most receptive of, and help reserve any rooms/approvals needed to come on site.

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Please contact us at wellnesscoordinator@wellstyles.org to schedule your visits today!



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Your Wellness Team



Kendall Taylor is the Wellness Director at Valley Schools. Kendall graduated from Arizona State University where she earned her Bachelors of Science Degree in Kinesiology with an emphasis on Exercise Science. After working for 5 years in the physical therapy setting Kendall realized her true passion was to focus on preventative healthcare and turned to health coaching and worksite wellness.

With now over 9 years of experience in the healthcare field she has extensive knowledge in the development, implementation and management of corporate wellness programs. Her key focus has been on creating programs aligned with company culture to effectively create a plan that will help reduce chronic diseases and encourage healthy behaviors. You can contact Kendall at ktaylor@vsit.org



Riley Long is the Wellness Coordinator at Valley Schools. She works alongside a variety of schools and public entities across Arizona to provide health focused resources to their most valuable asset - their employees! Riley knows first-hand the difference that a healthy body and mind can make on a person's mood, self-esteem, and professional success.

She personally places this philosophy into her daily life by being a certified yoga instructor. Through fitness and yoga she provides others with a place of escape and intention. Riley has a Bachelor's of Science in Exercise and Wellness, with a General Business Minor from Arizona State University. You can contact Riley at RLong@vsit.org.

Kristen Ueberschaer is a Registered Dietitian and Pilates instructor at Valley Schools and holds a Bachelor's in Nutritional Science with an emphasis in dietetics from San Jose State University. She has experience as a clinical dietitian in the settings of mental disorders, eating disorders, and chronic illness and disease, as well as general weight management and healthy eating.

Kristen understands and emphasizes the importance of behavior change in the areas of sleep, stress management, diet, exercise and movement as a critical preventative measure in reducing the incidence of chronic illness and disease.

Kristen is thrilled to share her passion for preventative health and is eager to help further motivate change throughout the Valley Schools community! You can contact Kristen at kueberschaer@vsit.org



GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 8.A. TOPIC: Employment of Principal

SUBMITTED BY: Ms. Deby Valadez, Assistant Superintendent for Human Resources

RECOMMENDED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION: March 5, 2020

RECOMMENDATION:

It is recommended the Governing Board approve the hiring of Mr. Bradley Horstman as Principal of Challenger Middle School, salaries and benefits commensurate with other principals.

RATIONALE:

A committee was formed to screen and interview candidates for the Principal positions of Challenger, Harold W. Smith and Sunset Vista. Seventeen applicants were invited to be interviewed and finalists were forwarded to the Superintendent and Assistant Superintendent for Educational Services. The finalists participated in one additional interview which included the Assistant Superintendent for Educational Services and Superintendent.

Brad Horstman

bhorstman@gesd40.org

Education/Certification

M.Ed.	Education Leadership, Northern Arizona University Flagstaff, AZ, 2010
BA	Northern Arizona University Flagstaff, AZ, 2002
Principal Certificate	Arizona
Teacher Certificate	K – 8, Arizona
Endorsement	Middle School Mathematics

Leadership Experience

Assistant Principal

Challenger Middle School, Glendale Elementary School District
Glendale, AZ, 2014 – Present

- Create, implement, and monitor comprehensive systems impacting an estimated 70 employees and 700 students.
- Reduced suspensions by implementing school wide classroom management strategies, simplifying communication, and increasing relationships with students “at risk.”
- Created P.L.C process to increase alignment to common core standards, analysis of student work, and specific interventions.
- Received “Innovation of the Year Award” from Maricopa Community Colleges for a partnership with Glendale Community College which places 80 interns on our campus per year to increase small group instruction.
- Improved Climate Survey results completed by teachers for five consecutive years.
- Teacher retention consistently greater than district average.
- Contributed to leadership team that led school out of improvement.
- Contributed to leadership team that has steadily improved school points (currently within one point of having a B label.)

Achievement Advisor

Landmark Middle School, Glendale Elementary School District
Glendale, AZ, 2009 – 2011

Challenger Middle School, Glendale Elementary School District
Glendale, AZ, 2011 – 2014

- At Landmark Middle School (6th grade – 8th grade) improved 7th grade pass rate 17% and 8th grade pass rate 9%
- At Challenger Middle School improved school letter grade from D to C.
- At Challenger Middle School increased schools “total points” every year.
- At Challenger Middle School increased advanced math pass rate from 58% to 93%.
- Increase teacher knowledge of curriculum, instruction, and content through a variety of coaching strategies and professional development.
- Facilitate the creation of a common curriculum at each grade.
- Facilitate multiple “Performance Learning Communities.”
- Design and implement RTI system including Tier 2 and Tier 3 Instruction.
- Plan and deliver various site and district professional development designed to increase instructional and/or content knowledge.
- Consistently collect, organize, interpret, and communicate data to drive instruction.
- Organized and facilitated regular community, “Site Council Meetings.”
- Created district planning documents and benchmark assessments.
- Helped guide co-teachers during inclusion pilot.

Teaching Experience

Middle School Teacher

Coyote Ridge, Glendale, AZ, 2002 – 2008

- Only teacher in the district in two of two years teaching advanced mathematics to have a 100% pass rate.
- Regularly integrated technology, students used on-line manipulatives to develop conceptual understanding and communicated via blogs.
- Incorporated a variety of instructional elements to differentiate instruction.
- Consistently planned and facilitated lessons of high value (connected to “Big Ideas,” and situated in real life tasks).
- Consistently planned and facilitated lessons with high levels of rigor.
- Consistently planned and facilitated lessons balancing conceptual knowledge, fluency, and problem solving.
- Consistently integrated listening, speaking, reading, and writing opportunities for students.

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 8.B. TOPIC: Employment of Principal

SUBMITTED BY: Ms. Deby Valadez, Assistant Superintendent for Human Resources

RECOMMENDED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION: March 5, 2020

RECOMMENDATION:

It is recommended the Governing Board approve the hiring of Ms. Tarrah Bernabe as Principal of Harold W. Smith School, salaries and benefits commensurate with other principals.

RATIONALE:

A committee was formed to screen and interview candidates for the Principal positions of Challenger, Harold W. Smith and Sunset Vista. Seventeen applicants were invited to be interviewed and finalists were forwarded to the Superintendent and Assistant Superintendent for Educational Services. The finalists participated in one additional interview which included the Assistant Superintendent for Educational Services and Superintendent.

Tarrah Bernabé, M. Ed

tbernabe@gesd40.org

Education

2001 to 2004 [West High School, Torrance, California]

- High School Diploma, 4.07 GPA

2004 to 2008 [University of California Irvine, Irvine, California]

- Bachelor of Arts in English, Minor in Education, 3.41 GPA

2008 to 2010 [Arizona State University, Tempe, Arizona]

- Masters in Elementary Education and Teaching Credential, 3.97 GPA

2011 to 2013 [University of Phoenix, Tempe, Arizona]

- Masters of Arts in Education/Administration and Supervision, 3.95 GPA

School Leadership Experience

Assistant Principal [July 2015-present]

- Assist the principal with daily operations and monitoring of instructional initiatives; co-facilitate School Learning Team, Guiding Coalition, Site Council meetings
- Apply organizational skills and multiple viewpoints to create master schedules and calendar with a team
- Evaluate certified and classified staff members using aligned evaluation rubrics; provide written and verbal feedback to individuals and teams within and outside of the evaluation cycle
- Implement a Multi-Tiered System of Support for student behaviors using positive behavior principles and BoysTown Well-Managed Schools strategies; serve as facilitator for MTSS site team; coach teachers and staff in implementation of school-wide behavior systems and strategies
- Site assessment coordinator for District and State Assessments
- Develop and maintain strong relationships with students, parents, staff, and community partners
- Support collaborative teams by co-planning with team leads; provide in the moment and written feedback aligned to the Learning Cycle; celebrate small and large gains in student achievement and team processes

Math and Science Achievement Advisor [July 2013-July 2015]

- Utilize best practices, school and district goals, school and classroom data, to coach teachers in math and science content, instruction, and assessment.
- Model, co-plan, team-teach, and reflect with teachers based on teacher and student needs using the Cognitive Coaching framework.
- Support teachers in selecting and implementing research-based practices during PLC sessions, including deconstruction of Common Core Standards, Creation of Common Formative Assessments, and development of plans for Response to Intervention.
- Utilize informal evaluation data to select topics for, plan, and deliver site-based professional development bi-weekly.
- Plan and deliver district-wide professional development series in the areas of math and science, including Number Talks, Constructing Knowledge and Questioning, Literature and Non-fiction in the Math Classroom, and Number and Operations in Base Ten.
- Develop comprehensive behavior support plans to increase student behavioral capacity through proactive systems and clear expectations.
- Acting administrator when school administration is unavailable: attend/supervise duty, meet with parents, utilize due process and the GESD discipline matrix to respond to student behaviors, keep open communication with all staff and parents
- Develop community partnerships, work closely with PTA and facilitate Parent Math Academies

TAP Mentor Teacher [July 2011-July 2013]

- Certified evaluator through the TAP System for Teacher and Student Advancement.
- Observe and evaluate classroom teachers using a rubric, including a pre-conference and post-conference.

- Provide support and follow-up for teachers based on instructional growth plans, evaluative data, and student achievement data including modeling lessons, team-teaching lessons, whisper-coaching lessons, and planning for lessons.
- Mentor teachers by helping to plan for, observe, and reflect on implementation of high probability and research-based strategies.
- Field-test high probability strategies in my classroom
- Reflect and present findings to professional learning communities

BoysTown Trainer for Glendale Elementary School District [March 2011 to 2016]

- Train teachers, administrators, and instructional coaches in the BoysTown behavior management program for the purpose of increasing student social skills and decreasing discipline referral data
- Conduct several two-day trainings on multiple campuses with high-engagement strategies and structured work time for developing school-wide and classroom behavioral goals
- Model and team-teach behavior management strategies with workshop participants

Arizona State University iTeachAZ Mentor Teacher [December 2011-May 2013]

- Mentor 4 student teachers over a one and a half year period
- Co-plan lessons, modeling task analysis of Common Core Standards
- Set goals alongside the student teacher based on teacher practice and student achievement
- Give student teachers constructive feedback daily based on the TAP rubric, including areas of effective planning, behavior management, and instruction

Summer School Math Coordinator [May 2012 to August 2012]

- Develop a mathematics intervention curriculum based on district AIMS data for underperforming students in third, fourth, and fifth grades for use in six summer schools across the district
- Develop and provide targeted professional developments for a summer school staff including 20 teachers designed to increase content understanding and instructional effectiveness
- Observe summer school teachers daily to provide feedback and additional support, such as team-teaching with teachers and giving written and oral feedback based on the
- Modify and adjust professional developments based on teacher walk-through data and student needs
- Organize and oversee logistical aspects of summer school, such as coordinating transportation and food services for approximately 110 students

Grade Level Leader [August 2012-May 2013]

- Work alongside administration and Master Teachers to analyze grade level data for ten second grade teachers including 2 Gifted Cluster Classrooms, 4 ELD Classrooms, and 4 General Education Classrooms
- Develop Monthly professional developments for teachers based on student achievement data and grade level averages
- Develop a grade-level intervention system for selecting target students and implementing effective small group instruction for the purpose of increasing student mastery of Common Core State Standards
- Develop and implement plans for teacher learning for specific teacher representatives at the grade level for the purpose of increasing teacher-leadership

Teaching Experience & Certifications

July 2008 to June 2013 [Glendale Elementary School District]

Gifted 2nd/3rd/7th Math and Science/7th and 8th Algebra Teacher

- Arizona Teaching Certificate, SEI Endorsement, Middle School Math Endorsement, Reading Specialist K-6
- Facilitate student learning and achievement by creating a rigorous and goal-oriented curriculum
- Use BoysTown techniques to develop and maintain a well-managed classroom; develop students' leadership abilities and facilitate maturity and social growth
- Participate in and lead committees for community involvement and student extension
- Organize events that include parents in their students' learning process
- Develop and implement gifted differentiation plans for the purpose of student achievement and extension

Awards

Teacher of the Year, William C. Jack, 2010-2011

Professional Memberships

Teach For America, 2008-2010

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 8.C. TOPIC: Employment of Principal

SUBMITTED BY: Ms. Deby Valadez, Assistant Superintendent for Human Resources

RECOMMENDED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION: March 5, 2020

RECOMMENDATION:

It is recommended the Governing Board approve the hiring of Mr. Joshua King as Principal of Melvin E. Sine School, salaries and benefits commensurate with other principals.

RATIONALE:

A committee was formed to screen and interview candidates for the Principal positions of Challenger, Harold W. Smith and Sunset Vista. Seventeen applicants were invited to be interviewed and finalists were forwarded to the Superintendent and Assistant Superintendent for Educational Services. The finalists participated in one additional interview which included the Assistant Superintendent for Educational Services and Superintendent.

Joshua R. King

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Objective: *Experienced and accomplished Assistant Principal with over ten years of professional educational leadership experience looking to leverage extensive background in positive behavior management, curriculum and instruction, and high quality coaching into a principal position at Discovery School in the Glendale Elementary School District.*

Professional Educational Leadership Experience

2017—Current, Assistant Principal, Melvin E. Sine Elementary School (K-8)

- Restructured MTSS systems to decrease student referrals and implemented a school-wide system based on Positive Behavior Interventions and Supports and Boystown Well Managed Schools
- Administer all trainings for AZMerit and district benchmark proctors, responsible for all school-wide testing
- Implement Performance Support Plans for teachers and provide cognitive coaching and reflection opportunities to increase educator effectiveness in target areas
- Develop expertise on successful implementation of Professional Learning Communities by experiencing extensive training through Solution Tree
- Lead one-on-one and small group interventions for students with significant behavior and social-emotional needs
- Provide supervision and support at all extracurricular activities
- Supervise Individual Education Plan meetings and act as a collaborative member of the team
- Facilitate student support teams for children in crisis that may include Glendale Police Officers, Child Protective Services, Foster Family participation, and organizations such as CASA, Terros, and more
- Received the 2019 Glendale Elementary School District Excellence in Administration Award

2013– 2017, Assistant Principal, Isaac E. Imes Elementary School (K-8)

- Lead a collaborative team of administrators, teachers, students, and community members, and to define the school mission, vision, and goals
- Developed community partnerships with area businesses, community organizations and faith-based groups to obtain much needed resources for students, such as school uniforms, grants to purchase shoes, food for weekends, books for the library, bicycles gifted to students, and field trips
- Spearheaded community involvement to increase Parent Teacher Student Association, driving an increase in participation
- Lead weekly professional development and community building activities for all staff members
- Supervise Individual Education Plan meetings and act as a collaborative member of the team

2011– 2013, Achievement Advisor– Math and Science, Glendale Elementary School District

- Collaborate with members of site leadership team to develop site based professional development
- Plan and implement district based professional developments focused on math concepts and the Common Core State Standards
- Provide coaching support to teachers in the areas of lesson planning, observation, conferencing, and feedback.
- Model lessons in multiple grade levels to emphasize content and management.
- Participate in, and support the new teacher induction program.
- Assist school improvement team on the creation of a mission, vision, and core values of the school.
- Present to district administrators on the process of data driven decision making after district benchmark tests.
- Developed community events such as math nights
- Acted as substitute principal as needed at multiple schools throughout the district

2012, M. Ed in Leadership and Administration, Northern Arizona University

- Grade Point Average: 4.0
- Principal Certificate, Arizona, (K-12) Certification (Pending)

2006, B.S.E. in Elementary Education, Wisconsin Whitewater University

- Teaching Certificate, Arizona, Standard Elementary (K-8) Certification
- Teaching Certificate, Wisconsin, Elementary Provisional (1-9) Certification
- Middle School Math Endorsement

Joshua R. King

Teaching Experience

2006-2011, 6th Grade Teacher, Glendale Elementary School District

- Raised previous years (2008-2009) AIMS test scores by over a 9% average in subject areas of math, reading, and writing
- Worked closely with parents and students to communicate progress and set reasonable academic and behavioral goals
- Taught a reading intervention program for English Language Learners and below grade level students.
- Lesson planned daily activities for Language Arts, Math, Science, Social Studies, and Reading.
- Monitored student progress and attendance. Managed classroom using Positive Behavior Supports and Interventions to keep students safe in an environment conducive to learning.
- Lesson planned daily activities for Language Arts, Math, Science, Social Studies, and Reading.
- Monitored student progress and attendance.
- Managed classroom using Positive Behavior Supports and Interventions to keep students safe in an environment conducive to learning.
- Worked closely with special education students who have Individual Education Plans to ensure that they meet their goals.
- Taught a diverse student population.

Languages

2006, Minor in Spanish, Wisconsin Whitewater University

Community Involvement

2017– Current, Co-founder and Vice President, World Changing Teacher Network nonprofit organization

2012– Current, Co-Chair Annual Teddy Bear Drive, Los Ninos Children’s Hospital

2006-2011, Athletic Coach, Glendale Elementary School District

- Coached 6th-8th Grade Boys Soccer and won district championship in 2006
- Coached 5th -6th Grade Boys Basketball and won district championship in 2008
- Coached 5th -6th Grade Boys Softball and went to district championship in 2008

Awards Received

2016, Arizona State University Governor's Award

2018, Glendale Elementary School District Every Day Hero Award

2019, Glendale Elementary School District Excellence in Administration Award

GLENDALE ELEMENTARY SCHOOL DISTRICT

DISCUSSION AGENDA ITEM

AGENDA NO: 9.A. TOPIC: National School Boards Association Annual Conference Sessions

SUBMITTED BY: Ms. Sara Smith, Board Member

DATE ASSIGNED FOR CONSIDERATION: March 5, 2020

The Governing Board will discuss the National School Boards Associations Annual Conference sessions.

RATIONALE:

The list of sessions that will be available at the NSBA Annual Conference is provided below. The schedule for sessions is not available at this time.

Equity

- Biliteracy: Equity in Literacy for English Learners
- Disrupting Poverty: How School Boards and Districts are Turning High-Poverty Schools into High-Performing Schools
- First Nation, Métis and Inuit Education in Ontario
- High Schools that Change Trajectories for Latinx Students: Community In and Students Up
- Strengthening & Deepening Our Commitment to Inclusion - Advancing Skills to Effectively Support LGBTQ Students
- Views from the Field: Diverse Student Enrollment and Desegregation Legal Issues
- Transforming Underperforming Schools by Closing the Opportunity and Achievement Gaps
- The Role of the School Board in Creating Trauma Sensitive Schools
- On the Fence: Schools, Immigration Enforcement, and Enrollment of Unaccompanied Minors

New Board Member Training

- Understanding the Key Work of School Boards
- Governing Through Policy: Possibilities and Pitfalls
- Looking through the Equity Lens
- Ineffective, Somewhat Effective, Effective, Highly Effective: Which Board Are You?
- Three Sources of Board Conflict: Roles, Opinions & Personalities

School Board and Superintendent Relations

- Challenges and Changes in the Superintendency of Small Rural Schools
- Dare to Matter: Raise Your School System to the Level of Significance
- Everyone Needs a Coach - Even Us Leaders!
- Learning Enabled: Building an Effective and Efficient School District
- Strategic Planning: Leadership Accountability

- The Struggle is Real, but the Rewards are Worth It: Managing the Superintendent/School Board Relationship
- Walking the Walk: A Deeper Learning Journey
- At the Table Together: The Collaborative Superintendent Evaluation Process
- The High-Performance School Board – A Model for Creating Student Success
- The Revolving Door! Building Capacity Amidst Constant Leadership Changes

School Business Officials

- You've Been Hacked! Now What?
- Equity in a Division Strategic Plan: Closing the Gaps
- Enhanced Governance Through Auditing
- Copyrights (and Wrongs!) in the Digital Age – How to Avoid Copyrights and Trademark Infringement Claims
- Building a Network of School District Advocates – Calling All Ambassadors
- Creating a Community CTE Partnership Foundation That Supports Local Districts: Utilizing Outside Agencies to Expand Integrated Career Technical Education/A-G Course Offerings
- Pinching Pennies – How a District Can Succeed with Limited Resources

School Safety

- A Comprehensive System for Threat Assessment and Management in the Schools
- Connect to Help and to Hope: An Employee Assistance Plan (EAP) Approach to Providing 100% Student Access to Professional Mental Health Counselors
- #ZeroReasonsWhy: How Teens Are Leading A Countywide Suicide Prevention Campaign
- Navigating Through a Crisis & the Aftermath – A district's response to a suicide contagion
- Is Your Board and Superintendent Prepared for a Crisis?
- Crisis Communication: Before, During and After
- The Student Support Card: Measuring SEL (The Other Side of the Report Card)
- School Safety: Working with Local Law Enforcement
- Incorporating Restorative Justice and Trauma-Informed Care into School Safety Programs
- Proactive, Preventive and Protective Student Safety: The Story of a School Board and City Government's Creation of a Collaborative and Comprehensive System
- Schools on the Frontline: Mental Health Providers and School Systems Working Together to Ensure Students Timely Access to the Support They Need
- You've Been Hacked! Now What?

GLENDALE ELEMENTARY SCHOOL DISTRICT

INFORMATIONAL AGENDA ITEM

AGENDA NO: 10.A. TOPIC: Future Meetings

SUBMITTED BY: Ms. Cindy Segotta-Jones, Superintendent

RECOMMENDED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION: March 5, 2020

Board Meetings dates for the 2019-2020 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.

March 26	Extra Duty Pay Schedule Meet and Confer/Salary Recommendations Special Meeting
April 9	Board Meeting Schedule Classified Employment Renewals Pay for Performance Plan ASBA Political Agenda Submissions NSBA Debrief
April 23	Special Meeting
May 14	Authorized Signatories Budget Revision Call for Election Renewal of Sole Source, Cooperative, and Purchasing Contracts Facsimile Signatures Salary Tables, Fringe Benefits and Extra Duty Stipends
May 28	Special Meeting Study Session: Declining Enrollment and Budget Impacts
June TBD	Board Retreat: Class Sizes Board Self Evaluation Instrument Program Evaluation/Sustainability Board Goals Discipline Reports
June 11	Strategic Plan Update/Discussion Employee Garnishments Student Activity Treasurer Execution of Vouchers Workers Compensation, Property, Casualty and Liability Insurance Claims Service Agreement Authorization to Settle Claims Evaluation Handbooks
June 25	Superintendent's 2020-2021 Performance Pay Criteria Superintendent Evaluation Instrument Principal and Teacher Evaluation Ratings Proposed Expenditure Budget State Assessment Data Extracurricular Fee Schedule SFB Capital Plan Facility Use Fee Schedule and Agreement

Agenda Item Requests Tracking:

Agenda Item	Date of Board Request	Board Member Making Request	Date Placed on Agenda	Action Taken
Sick Leave Buy Back Policy Study Session	8/22/19	Mary Ann Wilson		Information provided in Board Update 9.20.19
SmartSchools Detailed Report on Costs/Savings	9/12/19	Jamie Aldama		Information provided in Board Update 9.20.19
Census Resolution	9/12/19	Brenda Bartels	10/14/19	Resolution Adopted
Superintendent's Evaluation Instrument	10/14/19	Sara Smith		Added to June 25 upcoming agenda items list
Staff Resignation Data	1/9/20	Monica Pimentel		Information provided in the Board Update 2.14.20
Add Strategic Plan Review to Calendar	2/6/20	Sara Smith		Added to June 25 upcoming agenda items list
Add Board Retreat to Calendar	2/6/20	Sara Smith	2/13/20	