

**MINUTES OF THE SPECIAL MEETING OF THE GOVERNING BOARD**  
**School District No. 40 of Maricopa County, Arizona**  
**District Office Governing Board Room**  
**June 25, 2020**

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

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order by Ms. Pimentel at 4:00 p.m. She noted the presence of all five Board members, constituting a quorum.

**OPENING EXERCISES**

Ms. Pimentel welcomed everyone and thanked them for coming.

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

**STUDY SESSION**

The Governing Board and Administration conducted the following study sessions:

Planning for 2020-2021

School Year with

COVID-19

The Governing Board conducted a study session regarding planning for the 2020-2021 school year with COVID-19.

**FOCUS OF DISCUSSION: Reopening of GESD**

1) Health and Safety of All Students, Staff and Community

- COVID19 Cases in 85301, 85302, 85303

The Board was provided with COVID19 case data for the 85301, 85302, and 85303 zip codes.

2) City of Glendale Proclamation

- Legal Interpretation
- GESD Response

The Mayor has issued a proclamation that requires masks to be worn within the City of Glendale. Legal counsel has advised that this proclamation does not apply to schools, only to members of the public coming into school or district offices.

3) Governor's Executive Order

- Legal Interpretation
- GESD Financial Responsibility
- GESD Instructional Responsibility

The Governor issues an executive order related to school funding. The information is still being reviewed and analyzed by legal counsel. The order provides for flexibility in funding for online and hybrid learning platforms. The District has submitted a proposal for the Arizona Online Instruction (AOI) program. Pursuant to the order, we will receive 100% of our average daily membership (ADM) for students enrolled in the AOI program. We are currently looking into distance learning without the use of technology for those families who wish students to stay at home, but do not have the necessary technology access for the online learning program.

Dr. Petersen-Incorvaia provided an overview of the development of the AOI proposal. This would be very different from the distance learning that took place at the end of the school year. The plan is much more

comprehensive and meets more students' special needs. The online learning will still require students to complete benchmark assessments within the first six weeks of school.

4) GESD Continuity of Operations Plan (COOP)

- Roles and Responsibilities

The Board was provided with a draft of the COOP Table of Contents, which Dr. Laffitte has been working to develop and get into place per the State's guidance. The COOP plan will include the reorganization of the Behavioral Health and Student Safety department into its own division with Dr. Laffitte's position transitioning to an Assistant Superintendent from Executive Director. Dr. Laffitte provided an overview of how the COOP lays out various areas' roles and responsibilities in different circumstances.

5) GESD Staff Survey Results

6) GESD Family Survey Results

The results of the family survey were reviewed. This questions did not include the most recent directive from the Governor. We will need to go back out to our community with the new information taken into account.

8) GESD Task Force Work

Task Force work was provided for the Board to review.

Ms. Wilson asked when parents will need to tell the District which learning module they will be using for the District to be able to plan accordingly. A timeline will be shared, though some details still need to be worked out. Parents will be surveyed again with more specific questions for each child in the family.

Ms. Smith asked how instructional minutes are calculated for online learning. Dr. Petersen-Incorvaia explained how instructional minutes are calculated in different ways for distance learning.

Ms. Bartels asked if employees who are immunocompromised will be the ones who are utilized for the distance learning programs.

Ms. Bartels asked what the high school district is planning to do. It is known they will be offering online instruction; however, their plans are not concrete yet.

Mr. Martinez asked if the school site task force work will be condensed into a districtwide task force's recommendations. He also asked if there would come a point when students would be required to be in online classes in order to meet social distancing guidelines. Ms. Segotta-Jones noted that social distancing guidelines are called for when masks are not worn.

9) Roadmap to Reopening

- Social and Emotional Support
- Sensitivity to Family Needs
- COVID-19 Training for Staff
- PPE Preparedness District and Site Levels
- Instructional Day Considerations

Schools with uniforms have been asked to relax their restrictions to allow families to have flexibility.

There will be three mandatory trainings for all staff prior to the start of school, related to COVID19 expectations. Additional optional trainings will also be available. Information will be sent out to staff on July 1 with instructions related to reporting exposure/infection.

The District has purchased hand sanitizer, face shields for staff and students, infrared digital thermometers, sanitizing wipes, spray bottles and disinfectant, cloth masks, disposable masks, gator masks, floor decals, free standing sanitizing stations, safety glasses, plexiglass shields, disposable gloves, reusable water bottles for students, etc. in preparation for what needs may arise. The District is also looking to provide each student with their own classroom supplies rather than having them share with other students.

Ms. Smith asked if funding was available through the CARES Act for these expenses. Mr. Barragan reported staff is working to follow the process of applying for the available funds.

Dr. Petersen-Incorvaia discussed the considerations for the instructional day with the start of school and minimizing exposure for staff and students. Ms. Segotta-Jones noted decisions have not been made at this time. Mr. Martinez asked if a five hour school day would allow wiggle room in the event of another incident later in the school year. The possible plan is for the modified schedule to run through January, with adjustments made at that time as needed.

Administrators will meet next week to discuss plans taking into account the new information from the state, to take back to the task forces for review.

The District is looking into the possibility of contracting with a janitorial service to help meet the increased needs for cleaning and disinfecting. The service would be a supplement to the District's current custodial staff, and would not replace them. The District will be doing deep cleaning every day, not every few days like some school districts are planning.

#### 10) Timeline for Reopening

- Postcard
- Town Hall

Once the options are finalized a postcard will go out to families to gather feedback districtwide in order to plan accordingly.

Ms. Segotta-Jones recommended the June 30<sup>th</sup> Town Hall be postponed at this time as options are not finalized yet.

Ms. Pimentel asked if the plan is still tentatively to begin school on August 10<sup>th</sup>. Ms. Segotta-Jones confirmed this is still the plan, but this can be changed by the state.

#### 11) Board Actions

- Policy Change
- Resolution

Based on the Governor's order some policy changes may be necessary, as well as a resolution.

#### District Goals

The Governing Board conducted a study session regarding District Goals.

The Board was provided with the updated Strategic Plan and District Goals, along with instructional strategies from Educational Services.

Ms. Smith noted the mission, vision and core values on the Strategic Plan. She would like to see these promoted more by the District to ensure all stakeholders know what these are.

Ms. Segotta-Jones pointed out that the goals may change given the COVID-19 pandemic. Student achievement, mental health/wellbeing, and financial solvency will be impacted by the changes that will be necessary for student and staff safety.

Ms. Smith commented on the need for the Board to have input on the goals, and her preference for the District to have SMART goals. Ms. Segotta-Jones noted that schools make SMART goals based off of the District and Educational Services instructional goals.

Mr. Martinez asked how the strategic plan is communicated to parents and the community. He suggested that when information is posted on social media, it could be more descriptive about what work is actually being done at schools. Ms. Wilson added this type of information can be posted on the District and school websites.

#### CONSENT AGENDA

Ms. Bartels moved to approve the Consent Agenda with item 5.D. set aside, as presented and Ms. Smith seconded the motion. Upon call to vote, Mr. Martinez, 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. Ashby, Kurtis	Achievement Advisor	\$47,500	08/03/2020
2. Begay, Robyn	Teacher	\$40,000	08/03/2020
3. Breger, Chloe	Teacher	\$40,000	08/03/2020
4. Cervantes, Martha	Teacher	\$40,000	08/03/2020
5. Debolt, Eva	Teacher	\$50,500	08/03/2020
6. Elizarraraz, Reyna	Teacher	\$40,000	05/03/2020
7. Hoover, Tracy	Teacher	\$50,500	08/03/2020
8. Johnson, Brittnee	Teacher	\$42,250	08/03/2020
9. Leister, Carolyn	Teacher	\$50,500	08/03/2020
10. Moore, Xaviera	Teacher	\$40,000	08/03/2020
11. Osterday, Kaycie	SELS	\$42,678.93	07/30/2020
12. Sanchez Cheshire, Adriana	Counselor	\$42,678.93	07/30/2020
13. Thomson, Katie	Teacher	\$48,250	08/03/2020
14. Wilkins, Taylor	Teacher	\$40,000	08/03/2020

**Resignation**

1. Medole, Amanda	SELS	Other Employment	05/22/2020
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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. Harris, Michael	Trainee School Bus Driver	\$12.07	06/02/2020
2. Kirk, Toran	Trainee School Bus Driver	\$12.07	06/04/2020
3. Manzo-Melero, Thomas	Campus Monitor	\$12.00	08/10/2020

**Position Change**

1. Lemus, Hector	From Cleaner II to Sub-Cleaner	\$12.00	06/01/2020
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**Resignation**

1. Comeau, Ayodele	Campus Monitor	Other employment	05/21/2020
2. Comeau, Ayodele	Ed. Assist. Special Ed. CC-LS	Other employment	05/21/2020
3. Pena, Sandy Guadalupe	School Secretary	Personal Reasons	08/12/2019
4. Rodriguez, Israel	Food Service Worker	Personal Reasons	05/21/2020
5. Vandenhoeck, Heather	Substitute Nurse RN	Personal Reasons	05/21/2020

**New Hire Substitutes**

1. Tapia Martinez, Denise	Sub-Cleaner	\$12.00	06/08/2020
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**Memorandum of  
Understanding**

The Governing Board approved the Memorandum of Understanding with Teach for America for the 2020-2021 and 2021-2022 school year as presented.

**Agreement to Provide  
Child Nutrition  
Programs**

The Governing Board approved the Child Care Food Program agreement to provide meals to the Children's Center for Neurodevelopmental Studies effective August 1, 2020 through July 31, 2021.

**Workers' Compensation  
Insurance**

The Governing Board approved the renewal of Tristar Risk Management for Fiscal Year 2020-2021 as presented.

Excess Workers'  
Compensation  
Insurance

The Governing Board approved the excess insurance for workers' compensation with Safety National Casualty Company for fiscal year 2020-2021 as presented.

Self-Insurer Workers'  
Compensation  
Guaranty Bond

The Governing Board approved the excess insurance for workers' compensation with Travelers Casualty and Surety Company for fiscal year 2020-2021 as presented.

*The following item was discussed and acted upon separately.*

Extracurricular Fee  
Schedule

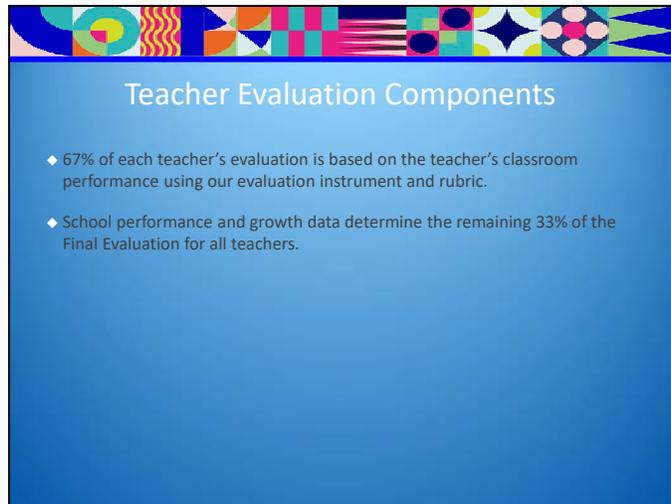
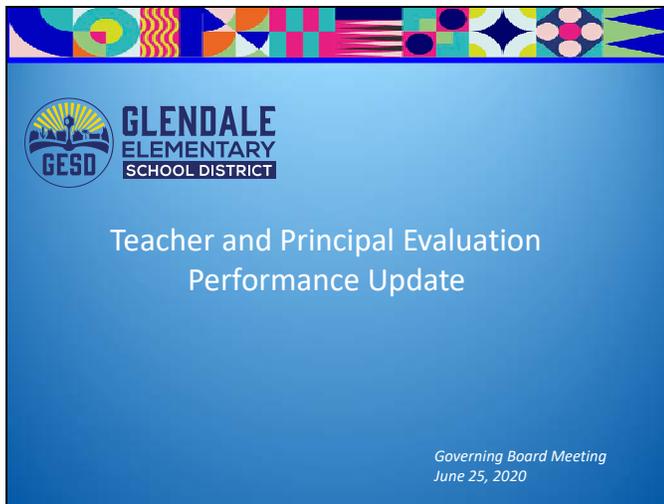
Ms. Wilson asked if students are turned away if unable to pay fees. Mr. Barragan confirmed they are not. Ms. Smith asked to have this made more clear and promoted as an equity issue.

Ms. Wilson moved to approve the item as presented and Ms. Bartels seconded the motion. Upon call to vote the motion carried with votes in favor from Ms. Smith, Mr. Martinez, Ms. Bartels and Ms. Pimentel. The Governing Board approved the fee schedule for extracurricular activities for the 2020-2021 fiscal year as presented.

**REPORTS AND INFORMATION ITEMS**

Principal and Teacher  
Evaluation Ratings

Administration presented a report of the aggregate performance evaluation ratings for principals and teachers for Board consideration and discussion, pursuant to Board Policy GCO-Evaluation of Professional Staff Members. Ms. Valadez reviewed the following presentation.





### Teacher Classroom Performance Domains

- ◆ Facilitation
- ◆ Engagement
- ◆ Environment
- ◆ Planning
- ◆ Professionalism



### School Performance and Growth Data

- ◆ School Letter Grade
- ◆ Parent Survey
- ◆ ELL Reclassification
- ◆ AzMERIT Percent Tested
- ◆ Classroom or School AzMERIT Growth and/or Proficiency



### GESD Aggregate Performance Classifications for Teachers 2019-2020

◆ Highly Effective	318	52%
◆ Effective	268	44%
◆ Developing	22	3.5%
◆ Ineffective	4	.5%



### Principal Evaluation Components

- ◆ 67% of each Principal's evaluation is based on the principal's performance using our evaluation instrument aligned to the PSEL Standards (Professional Standards for Educational Leaders).
- ◆ School performance and growth data determine the remaining 33% of the Final Evaluation for all principals.



### GESD Principal Evaluation Standards

- School Vision, Mission, Core Values and School Improvement
- Equity and Cultural Responsiveness in a Community of Care and Support for Students
- Curriculum, Instruction, and Assessment
- Professional Capacity of School Personnel
- Meaningful Engagement of Families and Community
- Managerial Leadership and Maintenance and Operations



### School Performance and Growth Data

- ◆ School Letter Grade
- ◆ Parent Survey
- ◆ ELL Reclassification
- ◆ AzMERIT Percent Tested
- ◆ School AzMERIT Growth and/or Proficiency

### GESD Aggregate Performance Categories For Principals 2019-2020

◆ Highly Effective	12	71%
◆ Effective	5	29%
◆ Developing	0	0%
◆ Ineffective	0	0%

Deby Valadez  
Assistant Superintendent for Human Resources  
(623)-237-7169  
dvaladez@gesd40.org

Ms. Pimentel inquired about the teachers who were evaluated as developing. Ms. Valadez explained how ratings are calculated. Ms. Pimentel asked when teachers who are developing are reassessed to bring that rating up. The evaluations are conducted annually.

**ACTION ITEMS**

Proposed 2020-2021  
Expenditure Budget

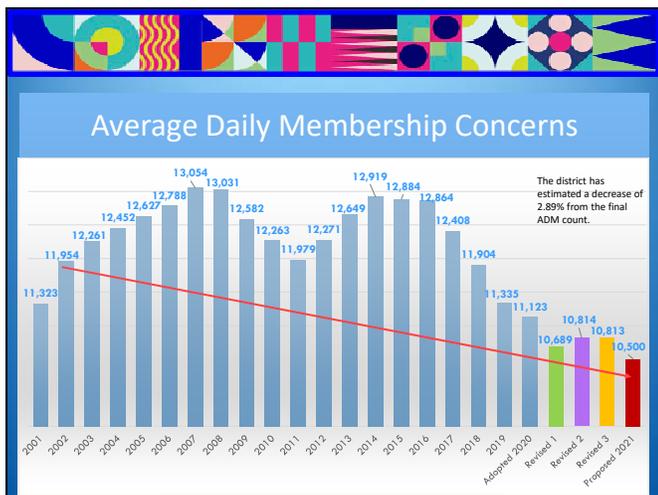
Ms. Segotta-Jones recommended the Governing Board approve the proposed expenditure budget for fiscal year 2020-2021 as presented. Mr. Barragan provided the following presentation regarding the proposed budget:

### FY2021 PROPOSED BUDGET

June 25, 2020

### GBL Budget Comparison

	FY 20 ADOPTED	FY20 REVISED #1	FY20 REVISED #2	FY20 REVISED #3	FY21 PROPOSED
RCL	\$61,216,970	\$58,304,885	\$59,558,123	\$59,558,123	\$60,234,399
DAA	\$0	\$0	\$0	\$0	\$707,482
Override	\$9,502,681	\$9,065,869	\$9,253,854	\$9,502,681	\$9,360,217
BBCF	\$1,843,012	\$2,744,423	\$2,744,423	\$2,744,423	\$2,290,618
Prop 123	\$0	\$0	\$0	\$0	\$240,727
Adjustments	-\$489,963	-\$489,963	-\$489,963	-\$489,963	-\$498,395
<b>Total</b>	<b>\$72,072,700</b>	<b>\$69,625,214</b>	<b>\$71,066,437</b>	<b>\$71,315,264</b>	<b>\$72,335,048</b>



### Unrestricted Capital Budget Comparison

	FY20 Revised # 3	FY21 Proposed Budget
BBCF.....	\$2,605,813	\$1,465,016
Interest.....	\$ 64,081	\$ 65,000
Adjustments.....	\$	\$
RCL/DAA.....	\$5,618,333	\$5,553,851
Prop. 123.....	\$ 483,154	\$ 481,448
	<b>\$ 6,399,258</b>	<b>\$6,035,299</b>

### Additional Assistance / Capital Cuts

- District Additional Assistance (DAA) was calculated at \$4,874,147
- \$779,864 Estimated legislative reduction of 16%
  - Previously reductions were 32%
  - DAA available \$4,094,283
- Legislative Reductions 2009-2020
  - Approximately \$ 41.9 million
  - \$38.9 million specific to capital funding (or 93%)

### Truth in Taxation (TNT) Notice will be published in in the June 27<sup>th</sup> edition of the Glendale Star.

**Truth in Taxation Hearing**  
Notice of Tax Increase

In compliance with §15-905.01, Arizona Revised Statutes, Glendale Elementary School District is notifying its property taxpayers of Glendale Elementary School District's intention to raise its primary property taxes over the current level to pay for increased expenditures in those areas where the Governing Board has the authority to increase property taxes for the fiscal year beginning July 1, 2019. The Glendale Elementary School District is proposing an increase in its primary property tax levy of \$55.353.

The amount proposed above will cause Glendale Elementary School District's primary property taxes on a \$100,000 home to be \$16.26. ~~Without the tax increase, the total taxes that would be owed would have been \$36.48.~~

These amounts proposed are above the qualifying tax levies as prescribed by state law, if applicable. The increase is also exclusive of any changes that may occur from property tax levies for voter approved bonded indebtedness or budget and tax overrides.

All interested citizens are invited to attend the public hearing on the proposed tax increase scheduled to be held July 11, 2019 at 4:00 p.m. at the Glendale Elementary School District Office Boardroom, 7301 N. 58<sup>th</sup> Avenue, Glendale AZ 85301.

**Truth in Taxation Hearing**  
Notice of Tax Increase

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The amount proposed above will cause Glendale Elementary School District's primary property taxes on a \$100,000 home to be \$16.11. ~~Without the tax increase, the total taxes that would be owed would have been \$34.69.~~

These amounts proposed are above the qualifying tax levies as prescribed by state law, if applicable. The increase is also exclusive of any changes that may occur from property tax levies for voter approved bonded indebtedness or budget and tax overrides.

All interested citizens are invited to attend the public hearing on the proposed tax increase scheduled to be held July 9, 2020 at 4:00 p.m. at the Glendale Elementary School District Office Boardroom, 7301 N. 58<sup>th</sup> Avenue, Glendale AZ 85301.

### Final thoughts

- FY21 – Budgetary Information
  - Current budget reflects traditional instruction
    - Does not reflect alternative methods of instruction
    - Budget will change throughout the year to reflect alternative methods of instruction(s)
  - Executive Order 2020-41
    - Provides some level of financial safeguards
    - Criteria/Condition(s) must be met
- Capital Funding
  - Restoration of District Additional Assistance (but no acceleration)
- Reduction in grant funds
- Increase enrollment – must be a priority
  - Marketing/Advertising Campaign
  - Competition
- Demographic study - ongoing

### 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, 2021 (from \$12 to ?)
  - Salaries/Wages compressed - ongoing

### Final thoughts continued

We must understand the various competing interest and the impact of those decisions in order to be competitive.

- Reduction in operating expenses
- Capital Needs
- Self-Insurance Solvency
- Declining Enrollment combined with COVID 19
- Rating agencies and the impact to our taxpayers

Ms. Pimentel asked how much of a buffer the District has. Mr. Barragan explained that medical insurance is being paid partially up front this year rather than completely up front, giving about a \$3 million buffer to work with if needed. The district has also set aside \$1.3 million in capital, not allocating it out to schools or departments, to allow flexibility to use in what way it might be needed.

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

Revised Job  
Description and  
Appointment of  
Assistant  
Superintendent

Ms. Segotta-Jones recommended the Governing Board approve the recommendation to change the Executive Director of Behavioral Health and Student Safety to Assistant Superintendent for Behavioral Health and Student Safety, and to add the Assistant Superintendent Administrative Salary Schedule and benefits, salary and benefits commensurate with other Assistant Superintendents.

Ms. Wilson 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, Mr. Martinez, Ms. Bartels, Ms. Wilson and Ms. Pimentel.

Policy Revision  
First Reading

Ms. Segotta-Jones recommended the Governing Board approve the first reading of revised policy GBEB-Staff Conduct, as presented. Dr. Laffitte provided an explanation of the proposed change. 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, Mr. Martinez, Ms. Bartels, Ms. Wilson and Ms. Pimentel.

Superintendent  
Salary

Ms. Segotta-Jones recommended the Governing Board approve the payment of the Superintendent's 5% salary increase in pay for the 2020-2021 school year to be paid as a one-time stipend to be donated to the Glendale Uniting Students, Teachers and Others educational foundation. Ms. Smith moved to approve the recommendation 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. Mr. Martinez abstained from the vote.

**DISCUSSION ITEMS**

Governing Board Goals,  
Norms, Commitments

The Governing Board discussed the Governing Board Goals, Norms and Commitments. Ms. Bartels requested the item to be discussed in light of the new Board member. Ms. Pimentel read the Norms and Commitments aloud. Ms. Wilson asked to have the plaques with the norms and commitments in front of the Board in the new seating arrangements.

Arizona School Boards  
Association Summer  
Leadership Institute

The Governing Board and Administration shared learning gained from attending the ASBA Summer Leadership Institute. Ms. Smith and Ms. Bartels shared insights from their participation. Ms. Smith would like to see more advocacy by the Board on behalf of the District, possibly with an advocacy committee.

**FUTURE MEETINGS**

Future Meetings and  
Agenda Item Request

A list of upcoming meetings was reviewed. The next meeting is scheduled for July 9<sup>th</sup> at 4:00 p.m. The June 30<sup>th</sup> Town Hall will be postponed to a later date. Ms. Segotta-Jones asked to have the performance pay criteria and evaluation instrument postponed to the July 23 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. Ms. Smith asked to have a discussion in January about the Board's advocacy focus. Ms. Bartels suggested having an onboarding process for the newly elected Board member.

**SUMMARY OF BOARD AND SUPERINTENDENT CURRENT EVENTS**

Ms. Segotta-Jones shared the team has been devoting all of its time to planning for the return to school.

Ms. Smith thanked the administrative team and staff for all their work on plans for returning to school.

Mr. Martinez congratulated Discovery for their PLC recognition. He also thanked the people involved in the task forces and the work they did. He encouraged everyone to wear a mask.

Ms. Bartels reminded everyone to wash hands, social distance and wear masks.

Ms. Wilson thanked the team for all the work they have done to prepare for the start of school, and expressed her appreciation for the slow and careful manner the District is approaching our plans.

Ms. Pimentel also thanked the team for the work put into preparing for the study session.

**ADJOURNMENT**

Ms. Bartels moved to adjourn the meeting and Ms. Smith seconded the motion. Upon call to a vote Mr. Martinez, Ms. Bartels, Ms. Wilson, Ms. Smith, and Ms. Pimentel voted 'aye', and the motion carried and the regular meeting adjourned at 6:33 p.m.

Submitted by:

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

Approved by:

\_\_\_\_\_  
Mary Ann Wilson, Clerk of the Board

Date: July 9, 2020