

LIBERTY ELEMENTARY SCHOOL DISTRICT No. 25

GOVERNING BOARD MEETING

**MONDAY
March 19, 2018
6:30 P.M.**

**Las Brisas Academy Theatre
18211 West Las Brisas Drive
Goodyear, AZ 85338**



LIBERTY SCHOOL DISTRICT No. 25
GOVERNING BOARD AGENDA

TIME: March 19, 2018 – 6:30 PM
PLACE: Las Brisas Academy Theatre, 18211 West Las Brisas Drive, Goodyear, AZ 85338

Pursuant to the Americans with Disabilities Act (ADA) the Governing Board endeavors to ensure the accessibility of its meetings to all persons with disabilities. If you need an accommodation for a meeting, please contact the District Office at (623) 474-6600 or districtoffice@liberty.k12.az.us at least 48 hours prior to the meeting. A copy of the complete agenda with names and details, including available support documents may be obtained during regular business hours by calling (623) 474-6600.

The Governing Board reserves the right to move into Executive Session for legal advice with its attorneys for any item listed on the Agenda, in person or by telephone, pursuant to A.R.S. 38-431.03.0.3. Members of the governing Board will attend the meeting in person or by telephone conference call, pursuant to Governing Board Policy BE.

I. OPENING MEETING

- 1. Call to Order
- 2. Pledge of Allegiance

II. GENERAL BUSINESS

**Report
Submitted By**

- 1. Discussion/Review the Superintendent Search Process with Representatives from McPherson & Jacobson, LLC

Mr. Jensen

2. CALL TO EXECUTIVE SESSION

Call for Executive Session Pursuant to ARS 38-431.03 (a) (1); Personnel - for the purpose of screening applicants for the position of District Superintendent and review interview questions.

It is recommended the Governing Board establish an Executive Session to be held immediately during a recess in the Regular Meeting for the following:

Possible Executive Session pursuant to ARS 38-431.03 (a) (1); Personnel - for the purpose of screening applicants for the position of District Superintendent and review interview questions.

Motion _____ Second _____ Vote _____

GENERAL FUNCTION

A. Call to Order Time In _____

B. Confidentiality Statement

All persons present are hereby reminded that it is unlawful to disclose or otherwise divulge to any person who is not now present, other than a current member of the Board, anything that has transpired or has been discussed during this executive session. To do so is a violation of ARS 38-431.03 unless pursuant to a specific statutory exception.

C. ARS 38-431.03 (A) (3); Consultation with District Attorney(s) - Advice from Attorney(s) concerning the Board's supplemental responses to Open Meeting complaints

RECONVENE TO REGULAR MEETING

GENERAL BUSINESS CONTINUED

- | | |
|--|--------------|
| 3. Discussion/Possible Action Directing Representatives from McPherson & Jacobson, LLC to Invite Specific Applicants to Interview for the Position of Superintendent | Mr. Jensen |
| 4. Discussion/Possible Action Regarding Final Directions of Interview Protocol in Regards to the Superintendent Search | Mr. Jensen |
| 5. Discussion/Consideration to Identify Stakeholders to Serve on the Superintendent Search Stakeholders Interview Panel | Mr. Jensen |
| 6. Discussion/Consideration to Approve Reclassification of Positions | Dr. Rundhaug |

III. GOVERNING BOARD COMMENTS ON AGENDA TOPICS OR RECOMMENDED AGENDA TOPICS ADDITION

IV. ADJOURNMENT OF BOARD MEETING

Motion _____ Second _____ Vote _____

LIBERTY ELEMENTARY SCHOOL DISTRICT No. 25

GOVERNING BOARD ITEM

BOARD MEETING OF: March 19, 2018
TITLE OF AGENDA ITEM: Discussion/Review the Superintendent Search Process with Representatives from McPherson & Jacobson, LLC
ITEM CATEGORY: Information

POLICY REFERENCE OR STATUTORY CITATION: _____
FUNDING SOURCE: _____
COST: _____

EXECUTIVE SUMMARY:

The Board will meet with representatives from McPherson & Jacobson, LLC, the firm conducting the search for Liberty's next superintendent. They will discuss the proposed schedule for finalists including the interview schedule and process for selecting the new superintendent.

BOARD ACTION REQUESTED

This is an information item; no action will be taken.

SUBMITTED BY: Mr. Jensen _____ **SUPERINTENDENT:** _____

ACTION BY BOARD: Motion: _____ Second: _____ Vote: _____ **AGENDA ITEM:** II.1. _____

LIBERTY ELEMENTARY SCHOOL DISTRICT No. 25

GOVERNING BOARD ITEM

BOARD MEETING OF: March 19, 2018
TITLE OF AGENDA ITEM: Discussion/Possible Action Directing Representatives from McPherson & Jacobson, LLC to Invite Specific Applicants to Interview for the Position of Superintendent
ITEM CATEGORY: Action/Discussion

POLICY REFERENCE OR STATUTORY CITATION: _____
FUNDING SOURCE: _____
COST: _____

EXECUTIVE SUMMARY:

The Governing Board will discuss the process and may consider directing representatives from McPherson & Jacobson, LLC to invite specific applicants to interview for the position of Superintendent.

BOARD ACTION REQUESTED

It is recommended the Governing Board Direct Representatives from McPherson & Jacobson, LLC to Invite the following applicants _____ to interview for the position of Superintendent.

SUBMITTED BY: Mr. Jensen _____ **SUPERINTENDENT:** _____

ACTION BY BOARD: Motion: _____ Second: _____ Vote: _____ **AGENDA ITEM:** II.3. _____

LIBERTY ELEMENTARY SCHOOL DISTRICT No. 25

GOVERNING BOARD ITEM

BOARD MEETING OF: March 19, 2018
TITLE OF AGENDA ITEM: Discussion/Possible Action Regarding Final Directions of Interview Protocol in Regards to the Superintendent Search
ITEM CATEGORY: Action/Discussion

POLICY REFERENCE OR STATUTORY CITATION: _____
FUNDING SOURCE: _____
COST: _____

EXECUTIVE SUMMARY:

The Governing Board will discuss the final process and consider setting specific meeting dates to interview applicants, and to select the finalist for the position of District Superintendent.

BOARD ACTION REQUESTED

It is recommended the Governing Board establishes Special Meetings on March 22, 2018 and/or March 23, 2018 to interview applicants for the position of Superintendent, and on April 9, 2018 to select the finalist for the position of District Superintendent.

SUBMITTED BY: Mr. Jensen _____ **SUPERINTENDENT:** _____

ACTION BY BOARD: Motion: _____ Second: _____ Vote: _____ **AGENDA ITEM:** II.4. _____

LIBERTY ELEMENTARY SCHOOL DISTRICT No. 25

GOVERNING BOARD ITEM

BOARD MEETING OF: March 19, 2018
TITLE OF AGENDA ITEM: Discussion/Consideration to Identify Stakeholders to Serve on the Superintendent Search Stakeholders Interview Panel
ITEM CATEGORY: Action/Discussion

POLICY REFERENCE OR STATUTORY CITATION: _____
FUNDING SOURCE: _____
COST: _____

EXECUTIVE SUMMARY:

The Stakeholder Interview Panel will consist as follows:

1. Administrators (1 member)
2. Classified staff (1 member)
3. Teachers (1 member)
4. Parents (1 parent from each school site= 6 parents)
5. Community member (2 members)
6. Students (1 member)

This makes a stakeholder group of 12 members.

1. Principals will solicit names from their parents for participation in the stakeholder interview panel. These names will be placed in a “barrel” and a name will be selected at random to represent the school. This will then allow representation of one parent from each school. These Parents will be identified at a Special Board Meeting to be held on March 19, 2018.
2. The Board will provide up to two (2) names each of community members and these names will be placed in a “barrel” for random selection of two (2) community members. These Community Members will be identified at a the Regular Board Meeting to be held on March 5, 2018.
3. The teachers, classified staff, and administration will submit one member for representation on the stakeholder group. They will determine how this member will be selected. The Teacher, Classified Staff and Administrator will be identified at a Special Board Meeting to be held on March 19, 2018.
4. Each school sites will submit a name of a student which will placed in a “barrel” and one students will be selected randomly and represent all schools to the stakeholder group. The Student will be identified at a Special Board Meeting to be held on March 19, 2018.

BOARD ACTION REQUESTED

It is recommended the Governing Board Identify Stakeholders to Serve on the Superintendent Search Stakeholders Interview Panel.

SUBMITTED BY: Mr. Jensen **SUPERINTENDENT:** _____

ACTION BY BOARD: Motion: _____ Second: _____ Vote: _____ **AGENDA ITEM:** II.5.

LIBERTY ELEMENTARY SCHOOL DISTRICT No. 25

GOVERNING BOARD ITEM

BOARD ACTION REQUESTED

It is recommended the Governing Board Identify Stakeholders to Serve on the Superintendent Search Stakeholders Interview Panel.

SUBMITTED BY: Mr. Jensen **SUPERINTENDENT:** _____

ACTION BY BOARD: Motion: _____ Second: _____ Vote: _____ **AGENDA ITEM:** II.5.

LIBERTY ELEMENTARY SCHOOL DISTRICT No. 25

GOVERNING BOARD ITEM

BOARD MEETING OF: March 19, 2018
TITLE OF AGENDA ITEM: Discussion/Consideration to Approve Reclassification of Positions
ITEM CATEGORY: Action/Discussion

POLICY REFERENCE GCA
OR STATUTORY
CITATION:

FUNDING SOURCE:

COST: -

EXECUTIVE SUMMARY:

It is requested that the title and duties and responsibilities for the positions of Executive Director of Teaching and Learning and the Deputy Superintendent be changed to Assistant Superintendent of Educational Services and Assistant Superintendent of Business Services respectively.

If approved, the Assistant Superintendent of Educational Services would oversee all aspects of the curriculum and instruction including the supervision of principals. The Assistant Superintendent of Business services on the other hand would be responsible for all aspects of district operations including oversight of the finance, human resources, maintenance, transportation, and food services departments.

The financial impacts of these changes would be minimal as the current Deputy Superintendent's compensation is comparable to the compensation of Executive Directors. The compensation for the Assistant Superintendents would be negotiable, but in line with the current compensation structures adopted by the Board.

Copies of the revised job descriptions are attached for the Board's review. Additionally, copies of a previous organizational chart, the current organizational chart, and a proposed organizational chart are also included in your packet.

Lastly, if approved, these changes would take effect the 2018-2019 fiscal year.

BOARD ACTION REQUESTED

It is recommended the Governing Board approve the reclassification of positions as presented.

SUBMITTED BY: Dr. Rundhaug **SUPERINTENDENT:** _____

ACTION BY BOARD: Motion: _____ Second: _____ Vote: _____ **AGENDA ITEM:** II.6.



Title: Assistant Superintendent of Business Services

Job Goal:

Responsible for providing leadership in managing and controlling business and fiscal operations for the district. This person supervises a number of administrative departments and is responsible for effectively utilizing the financial resources available to provide the best possible support to education services.

Qualifications

1. Master's Degree in related field, doctorate preferred
2. Five years experience as a school or district level administrator, district level business experience preferred
3. In-depth knowledge of generally accepted accounting principles and procedures, Arizona Uniform System of Financial Records, accounting systems, budgeting, insurance programs, inventories, purchasing and labor relations
4. Ability to work independently and supervise others
5. Demonstrated leadership experience in data driven decision-making
6. Effective presentation skills
7. Excellent communication skills and demonstrated ability to work effectively with staff and community
8. Evidence of ability to effectively use technology to perform duties
9. Valid Fingerprint Clearance Card
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Performance Responsibilities

1. Supervise: Directors of Human Resources, Technology, Finance, Maintenance & Transportation and Food Service plus clerical staff.
2. Supervise district construction projects and changes in boundaries and transportation.
3. Manage and promote the Business Services departments to ensure alignment with District goals and community needs.
4. Make recommendations relative to the scope of the District's business and fiscal issues.
5. Recruit, screen, hire, supervise, train and evaluate staff.
6. Oversee, justify and control the District's annual expenditure budget working collaboratively with the Administrative Team in the total budgeting process.
7. Maintain student projection information to accommodate for rapid growth and adequate fiscal resources.

8. Responsible for district financial development and reporting of district construction and growth-related fiscal transactions—including, but not limited to: School Facilities Board new construction, bond projects and Building Renewal Fund projects.
9. Coordinate all aspects of District capital budgeting and expenditures including working with the Administrative Team to develop and implement departmental capital budgets.
10. Maintain budget and expenditure reports for Classroom Site Fund (Prop 301) and Instructional Improvement Fund.
11. Keep abreast of developments in federal, state and privately sponsored projects/programs as they relate to the district's financial practices.
12. Oversee District bond elections and follow through with effective fiscal planning and timely bond issuances.
13. Oversee all district override elections.
14. Conduct an annual program analysis and report on needs, activities and effectiveness of supervised departments.
15. Responsible for keeping the district in compliance with all local, state and federal laws that govern fiscal services.
16. Assist the Administrative Team to assure that all stakeholders are informed regarding Business Services procedures, protocols and programs.
17. Work productively as a team member with Administrative Team, the teaching staff, classified staff and site-based teams.
18. Plan and conduct meetings, in-services and workshops for staff and community as needed.
19. Attend meetings, district activities and training as assigned.
20. Maintain open communication with students, parents, staff and community.
21. Continue personal and professional development through involvement in professional organizations and by attending professional conferences, conducting colleague visits, and engaging in professional reading.
22. Compile fiscal reports for the Administrative Team and Governing Board as needed.
23. Produce high quality communiqués.
24. Represent the District in a professional manner, and in the best interests of the District.
25. Perform additional duties and accept other responsibilities as may be assigned by the Superintendent.

Physical Requirements

Extended periods of sitting, ability to lift 20 lbs., ability to drive to school and out-of-district sites

Working Environment

Office, travel to school sites, meetings and professional development activities, on-call

Reports To

Superintendent

Evaluation

Performance to be evaluated in accordance with Board policy on evaluation of professional personnel

Terms of Employment

Exempt, 12-month position

Salary: Dependent on Experience and Educational Attainment

Benefits: Consistent with Board Approved Allocations

Starting Date: July 1, 2018



BUILDING WORLD CLASS SCHOOLS IN YOUR NEIGHBORHOOD

POSITION AVAILABLE:

Assistant Superintendent of Educational Services

GENERAL STATEMENT OF RESPONSIBILITIES:

The Assistant Superintendent of Educational Services is responsible for providing leadership in developing, implementing and maintaining the best possible educational programs and services for students and staff. This person supervises a number of personnel in multiple administrative departments and the schools for efficiency and success in student learning.

RESPONSIBILITIES & DUTIES:

1. Supervises the Educational Services staff and will assist Superintendent with Principal training and supervision.
2. Manage and promote the Teaching & Learning Department to ensure alignment with district strategic goals and community needs.
3. Make recommendations relative to the scope of the district's instructional programs.
4. Recruit, screen, hire, supervise, train and evaluate program staff.
5. Oversee design, delivery, and implementation of curriculum that includes alignment, mapping, adoptions, inventories, dispersals, and training.
6. Responsible for district staff development to include induction, in-services, school based professional development, and mentor program.
7. Coordinate all aspects of district level staff development; professional development calendar, schedules, committee work, materials, district library, evaluations, and consultants.
8. Prepare, justify and control the department's budget and participate in the total budgeting process.
9. Work with the administrative team to implement meaningful student assessment, data collection and analysis to effectively monitor student growth, and inform educational practice.
10. Provide assistance in the development of programming for local, state and federal grant projects and federal education mandates.
11. Manage all aspects of state and federal grants including the writing and application of said grants.
12. Conduct an annual program analysis and report on needs, activities and effectiveness of supervised departments.
13. Responsible for keeping the district compliance with all local, state and federal laws that govern educational services including making recommendations to policy revisions to remain in compliance with changes to state, and federal laws.

THE LIBERTY SCHOOL DISTRICT

19871 West Fremont Road • Buckeye, AZ 85326 • Office (623) 474-6600 • Fax (623) 474-6669

14. Work with the Director Technology Services on data management and the use of technology in assigned areas.
15. Work productively as a team member with the Teaching & Learning Team, Administrative Team, the teaching staff, classified staff and site-based teams.
16. Plan and conduct meetings, in-services and workshops for staff and community as needed.
17. Plan and co-facilitate the collaboration and professional learning of the district leadership team.
18. Attend meetings, district activities and training as assigned.
19. Maintain open communication with students, parents, community and staff.
20. Produce high quality communiqués.
21. Compile program reports for the administrative team and Governing Board as needed.
22. Continue personal and professional development through involvement in professional organizations and by attending and presenting at professional conferences, conducting colleague visits, facilitating school visitation, writing for publication, and engaging in professional reading.
23. Represent the district in a professional manner, and in the best interests of the district.
24. Perform additional duties and accept other responsibilities as may be assigned by the Superintendent.

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Valid Arizona Administrator certificate
2. Valid Superintendent certificate preferred
3. Master's Degree in related field
4. Doctorate degree preferred
5. Five (5) years experience as a school or district level administrator
6. District level experience preferred
7. A minimum of three (3) years of successful teaching experience
8. Valid Fingerprint Clearance Card
9. Ability to work independently and supervise others
10. Demonstrated leadership experience in data driven decision-making
11. Effective presentation skills
12. Excellent communication skills and demonstrated ability to work effectively with staff and community
13. Evidence of ability to effectively use technology to perform duties

14. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, to use hands to handle or feel objects or controls and use a keyboard or keypad or mouse. The employee occasionally is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee must regularly lift and/or move up to ten pounds and occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The employee regularly works indoors.
The noise level in the work environment is usually moderate.

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

- TERMS OF EMPLOYMENT:** Exempt - 12-month position
- STARTING DATE:** July 1, 2018
- SALARY/BENEFITS:** Dependent on Experience and Educational Attainment
- REPORTS TO:** Superintendent
- APPLICATION DEADLINE:** Until Filled

GCA ©

PROFESSIONAL STAFF POSITIONS

Professional staff positions are created only with the approval of the Board. The District will attempt to activate a sufficient number of positions to accomplish the District's goals and objectives.

Before recommending the establishment of any new position, the Superintendent will present a job description for the position that specifies the qualifications, the performance responsibilities, and the method by which the performance of such responsibilities will be evaluated. The establishment of any new position will require Governing Board approval.

The Superintendent will maintain a comprehensive and up-to-date set of job descriptions of all positions in the school system.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

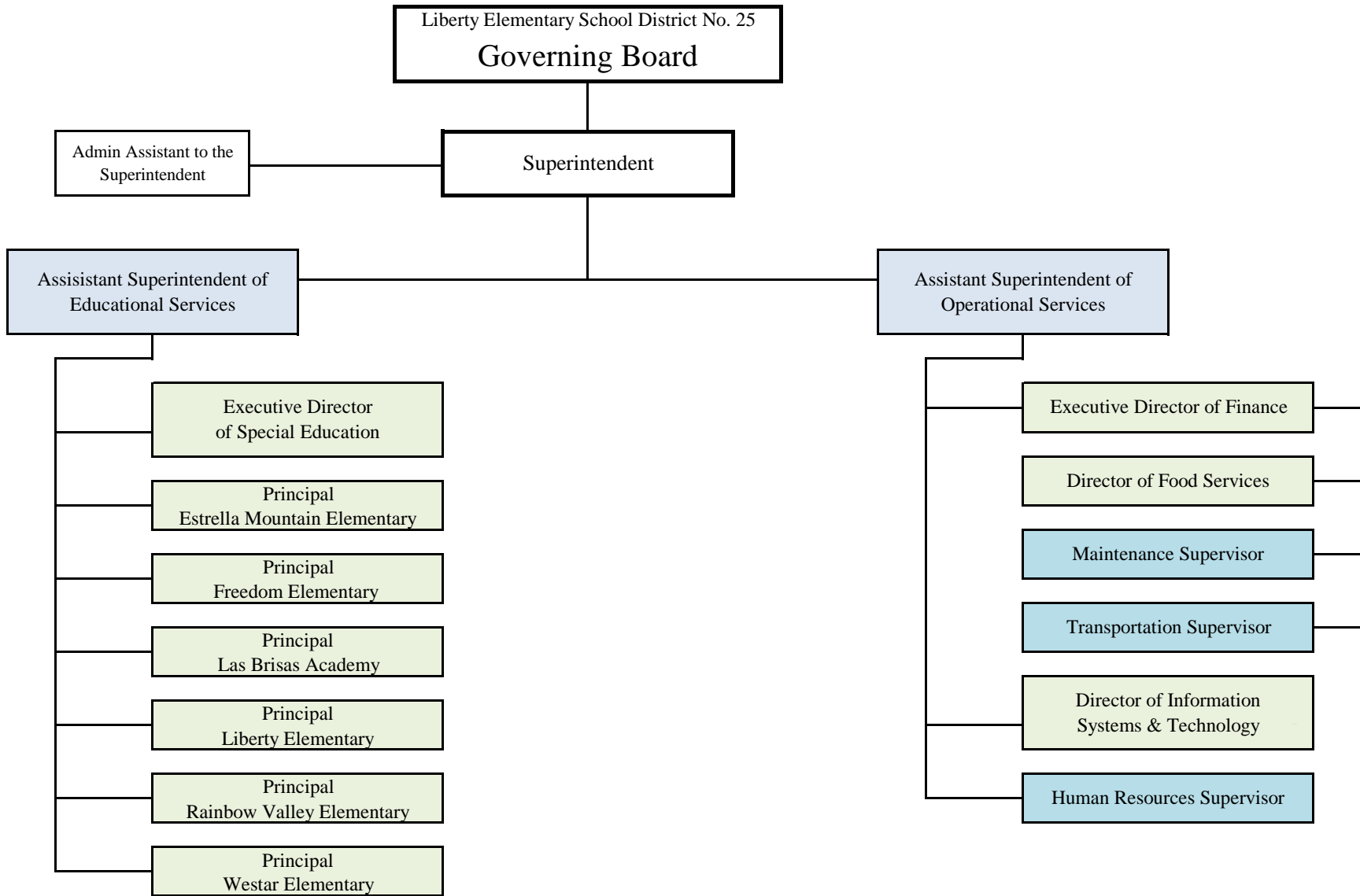
[15-501](#)

[15-502](#)

[15-503](#)

CROSS REF.:

[CCB](#) - Line and Staff Relations



Leadership Team Organizational Directory

