

**LIBERTY ELEMENTARY SCHOOL DISTRICT No. 25**

# **GOVERNING BOARD MEETING**

**THURSDAY  
January 18, 2018  
6:30 P.M.**

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



**BUILDING WORLD CLASS SCHOOLS IN YOUR NEIGHBORHOOD**

**LIBERTY SCHOOL DISTRICT No. 25  
GOVERNING BOARD AGENDA**

**TIME: January 18, 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](mailto: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

3. It is recommended the Governing Board approve the Regular Agenda Form and Consent Agenda consistent with Board Policy BEDB and temporarily suspend Governing Board Policy with which this agenda may be inconsistent.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**II. CONSENT AGENDA**

**Report  
Submitted By**

1. Approval of Personnel Action Items

Mr. Ceja

**III. GENERAL BUSINESS**

**Report  
Submitted By**

1. Discussion/Consideration to Approve Job Description Title Change for Executive Director of Learning Support Services to Executive Director of Special Services

Dr. Rundhaug

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

Governing Board

3. Discussion/Consideration to Establish Timeline for Superintendent Search

Governing Board

4. Discussion/Consideration to Identify the Selection Criteria

Governing Board

5. Discussion/Consideration to Identify District Point of Contact

Governing Board

6. Discussion/Consideration to Identify Stake Holder Groups (School/Community)

Governing Board

**BUILDING WORLD CLASS SCHOOLS IN YOUR NEIGHBORHOOD**

- 7. Discussion/Consideration to Identify Community Members to Receive Personal Invitations      Governing Board
- 8. Discussion/Review of Advertising Media and Dates      Governing Board
- 9. Discussion/Review of Board Member Contact Information (cell, email, etc.)      Governing Board

**IV. GOVERNING BOARD COMMENTS ON AGENDA TOPICS OR RECOMMENDED AGENDA TOPICS ADDITION**

**V. ADJOURNMENT OF BOARD MEETING**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

# LIBERTY ELEMENTARY SCHOOL DISTRICT No. 25

## GOVERNING BOARD ITEM

**BOARD MEETING OF:** January 18, 2018  
**TITLE OF AGENDA ITEM:** Approval of Personnel Action Items  
**ITEM CATEGORY:** Action/Consent

POLICY REFERENCE OR STATUTORY CITATION: GCBC,GCF,GCG,GCK,GCQC,GDF,GDJ,GDQ FUNDING SOURCE: NA COST: \$0.00

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### **EXECUTIVE SUMMARY:**

It is recommended the Governing Board approve Personnel Action Items which may include new hires, resignations/terminations/retirements, change of assignment, leave of absences, supplemental compensation. Information regarding the personnel action items is attached.

### **BOARD ACTION REQUESTED**

It is recommended the Governing Board approve the Personnel Action Items as presented.

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**SUBMITTED BY:** Mr. Ceja **SUPERINTENDENT:** \_\_\_\_\_

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

**PERSONNEL ACTION ITEMS**

January 18, 2018

**SUPPORT STAFF NEW HIRE:**

NAME	POSITION/SCHOOL	REPLACE	SALARY	EFFECTIVE DATE	FUND	BUDGETED
Santiago, Jasmine	Cross Country Coach Westar	No	Per Assignment	1/16/2018	M&O	Yes

**ADMINISTRATIVE/CERTIFIED/SUPPORT STAFF RESIGNATIONS/TERMINATIONS/RETIREMENTS:**

NAME	ASSIGNMENT/ LOCATION	REASON	HIRE DATE	RESIGNATION DATE
Cooper, Jennifer	Executive Director of Learning Support Services	Voluntary	7/1/2011	1/19/2018
Rivera, Morgan	Behavior Technician/Liberty	Voluntary	10/16/2017	12/22/2017
Machala, Ginger	Food Service Worker/Westar	Voluntary	7/31/2017	1/11/2018
Parish, Christine	Substitute Teacher/District	Voluntary	12/13/2017	1/9/2018

**CERTIFIED/SUPPORT STAFF CHANGE OF ASSIGNMENT:**

NAME	PREVIOUS ASSIGNMENT/ LOCATION	NEW ASSIGNMENT/ LOCATION	PREVIOUS WAGE	NEW WAGE	FUND	BUDGETED
Jones, Stacey	Long Term Substitute Teacher	Freedom	\$110/day	\$16,111	M&O	Yes
Bogart, Madison	Long Term Substitute Teacher	Rainbow Valley	\$110/day	\$15,243	M&O	Yes

**PERSONNEL ACTION ITEMS**

January 18, 2018

**GUEST TEACHER NEW HIRE**

<b>Last Name</b>	<b>First Name</b>	<b>LOCATION</b>	<b>ASSIGNMENT</b>	<b>RATE OF PAY</b>
Phipps	Laura	District	On Call Substitute Teacher Long Term Substitute Teacher HQ Long Term Substitute Teacher On Call Substitute Paraprofessional	\$90/day \$110/day \$174/day \$10.50/hour
Buboltz	Christina	District	On Call Substitute Teacher Long Term Substitute Teacher HQ Long Term Substitute Teacher On Call Substitute Paraprofessional	\$90/day \$110/day \$174/day \$10.50/hour
Keeley	Shiela	District	On Call Substitute Teacher Long Term Substitute Teacher HQ Long Term Substitute Teacher On Call Substitute Paraprofessional	\$90/day \$110/day \$174/day \$10.50/hour
Garner	Stormy	District	On Call Substitute Teacher Long Term Substitute Teacher HQ Long Term Substitute Teacher On Call Substitute Paraprofessional	\$90/day \$110/day \$174/day \$10.50/hour

**CERTIFIED/SUPPORT STAFF ADDENDA/STIPEND:**

<b>EMPLOYEE</b>	<b>LOCATION</b>	<b>TYPE OF WORK</b>	<b>COMPENSATION</b>	<b>FUND</b>	<b>BUDGETED</b>
Jones, Stacey	Freedom	2017-2018 Contract Signing Bonus	\$350	M&O	Yes
Bogart, Madison	Rainbow Valley	2017-2018 Contract Signing Bonus	\$350	M&O	Yes
Santiago, Jasmine	Westar	Cross Country Coach	\$500	M&O	Yes

**LIBERTY ELEMENTARY SCHOOL DISTRICT No. 25**

**GOVERNING BOARD ITEM**

**BOARD MEETING OF:** January 18, 2018  
**TITLE OF AGENDA ITEM:** Discussion/Consideration to Approve Job Description Title Change for Executive Director of Learning Support Services to Executive Director of Special Services  
**ITEM CATEGORY:** Action/Discussion

**POLICY REFERENCE GCA OR STATUTORY CITATION:** **FUNDING SOURCE:** **COST:** -

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**EXECUTIVE SUMMARY:**

With the resignation of the Executive Director of Learning Support Services, we ask the Board consider changing the title of the position to Executive Director of Special Services to better reflect the duties and responsibilities of the position.

A copy of the revised job description is included in the packet for the Board's review.

**BOARD ACTION REQUESTED**

It is recommended the Governing Board approve the change to the title of the position as presented.

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**SUBMITTED BY:** Dr. Rundhaug **SUPERINTENDENT:** \_\_\_\_\_

**ACTION BY BOARD:** Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_ **AGENDA ITEM:** III.1.



## POSITION DESCRIPTION

### Executive Director of Special Services

#### Position Description

The Executive Director of Special Services works as a member of the Educational Services team to ensure student academic achievement. Under the supervision of the Superintendent, the Executive Director of Special Services is responsible for the development, coordination and facilitation of Special Education and categorical programs. The Executive Director supports individual sites in academic response to intervention, inclusive educational services as well as self contained programs. This position coordinates with other departments to ensure available educational services and supports, and to provide assistance in meeting district, state, and federal accountability requirements through innovative approaches and models. The Executive Director also provides professional learning, leadership coaching and mentoring to educators in collaboration with other members of the leadership team.

#### Essential Job Functions

- Establishes and evaluates district goals, priorities, processes and systems for the effective delivery of educational support services.
- Manages various professional learning leadership projects related to the delivery of services across the district.
- Plans and facilitates various events that directly support staff and students in areas such as differentiated teaching and learning, inclusive educational practices, and developing English language.
- Collaborates with and supports the administrative team concerning their special education programs.
- Oversees, develops and delivers professional development to a variety of stakeholders.
- Monitors the assessment processes and reviews data pertinent to educational decision making.
- Assists the Superintendent in the management and supervision of programs within the Educational Services Department.

#### Minimum Requirements

- Valid teacher certification
- Administration certificate or ability to obtain certification
- At least 5 years of classroom teaching experience with demonstrated effectiveness in content area, use of standards-based curriculum, instruction, and assessment
- Legal authorization to work in the U.S.



**Desired Qualifications**

- Knowledge and experience of special education processes and programs
- Knowledge and experience in managing categorical programs
- Experience with coaching and designing/facilitating professional development opportunities
- Demonstrated ability to work collaboratively with an emphasis on effective communication
- Ability to prioritize and manage multiple tasks simultaneously
- Demonstrated leadership qualities in curriculum, instruction, assessment, professional development, and effective management
- Knowledge of Child Find, IDEA and Section 504 including processes related to the identification, evaluation, qualification, and compliance.
- Willingness to work as a team to support all stakeholders to ensure student academic achievement

**Salary**

Per Board Approved Administrator Salary Schedule

**Terms of Employment**

- Exempt Status
- 12 Months (257 days)
- Sick/Personal & Vacation Leave
- Medical, Dental, Vision, and Life Insurance
- Participation in Arizona State Retirement System (ASRS)

**Supervisor**

Superintendent and/or designee

**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

**LIBERTY ELEMENTARY SCHOOL DISTRICT No. 25**

**GOVERNING BOARD ITEM**

**BOARD MEETING OF:** January 18, 2018  
**TITLE OF AGENDA ITEM:** Discussion/Review of the Superintendent Search Process with Representatives from McPherson & Jacobson, LLC  
**ITEM CATEGORY:** Information

**POLICY REFERENCE OR STATUTORY CITATION:** \_\_\_\_\_  
**FUNDING SOURCE:** \_\_\_\_\_  
**COST:** \_\_\_\_\_

**EXECUTIVE SUMMARY:**

At the January 8, 2018, Governing Board meeting, information related to search services from three firms was presented and discussed. As a result of that discussion, the Governing Board unanimously approved the use of McPherson & Jacobson, LLC as a search agent for the position of District Superintendent. This agenda item provides representatives from McPherson & Jacobson, LLC an opportunity to present additional information to the board for discussion regarding the search process, timelines, salary range and benefits, survey processes, stakeholder involvement and candidate screening process.

**BOARD ACTION REQUESTED**

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

**SUBMITTED BY:** Governing Board **SUPERINTENDENT:** \_\_\_\_\_

**ACTION BY BOARD:** Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_ **AGENDA ITEM:** III.2.

**LIBERTY ELEMENTARY SCHOOL DISTRICT No. 25**

**GOVERNING BOARD ITEM**

**BOARD MEETING OF:** January 18, 2018  
**TITLE OF AGENDA ITEM:** Discussion/Consideration to Establish Timeline for Superintendent Search  
**ITEM CATEGORY:** Action/Discussion

**POLICY REFERENCE OR STATUTORY CITATION:** \_\_\_\_\_ **FUNDING SOURCE:** \_\_\_\_\_ **COST:** \_\_\_\_\_

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**EXECUTIVE SUMMARY:**

**BOARD ACTION REQUESTED**

It is recommended the Governing Board approve the timeline for the Superintendent Search.

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**SUBMITTED BY:** Governing Board **SUPERINTENDENT:** \_\_\_\_\_

**ACTION BY BOARD:** Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_ **AGENDA ITEM:** III.3.

**LIBERTY ELEMENTARY SCHOOL DISTRICT No. 25**

**GOVERNING BOARD ITEM**

**BOARD MEETING OF:** January 18, 2018  
**TITLE OF AGENDA ITEM:** Discussion/Consideration to Identify the Selection Criteria  
**ITEM CATEGORY:** Action/Discussion

**POLICY REFERENCE OR STATUTORY CITATION:** \_\_\_\_\_ **FUNDING SOURCE:** \_\_\_\_\_ **COST:** \_\_\_\_\_

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**EXECUTIVE SUMMARY:**

**BOARD ACTION REQUESTED**

It is recommended the Governing Board identify the selection criteria.

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**SUBMITTED BY:** Governing Board **SUPERINTENDENT:** \_\_\_\_\_

**ACTION BY BOARD:** Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_ **AGENDA ITEM:** III.4.

**LIBERTY ELEMENTARY SCHOOL DISTRICT No. 25**

**GOVERNING BOARD ITEM**

**BOARD MEETING OF:** January 18, 2018  
**TITLE OF AGENDA ITEM:** Discussion/Consideration to Identify District Point of Contact  
**ITEM CATEGORY:** Action/Discussion

**POLICY REFERENCE OR STATUTORY CITATION:** \_\_\_\_\_  
**FUNDING SOURCE:** \_\_\_\_\_  
**COST:** \_\_\_\_\_

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**EXECUTIVE SUMMARY:**

**BOARD ACTION REQUESTED**

It is recommended the Governing Board Identify the District Point of Contact.

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**SUBMITTED BY:** Governing Board **SUPERINTENDENT:** \_\_\_\_\_

**ACTION BY BOARD:** Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_ **AGENDA ITEM:** III.5.

**LIBERTY ELEMENTARY SCHOOL DISTRICT No. 25**

**GOVERNING BOARD ITEM**

**BOARD MEETING OF:** January 18, 2018  
**TITLE OF AGENDA ITEM:** Discussion/Consideration to Identify Stake Holder Groups (School/Community)  
**ITEM CATEGORY:** Action/Discussion

**POLICY REFERENCE OR STATUTORY CITATION:** \_\_\_\_\_  
**FUNDING SOURCE:** \_\_\_\_\_  
**COST:** \_\_\_\_\_

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**EXECUTIVE SUMMARY:**

**BOARD ACTION REQUESTED**

It is recommended the Governing Board Identify Stake Holder Groups (School/Community).

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**SUBMITTED BY:** Governing Board **SUPERINTENDENT:** \_\_\_\_\_

**ACTION BY BOARD:** Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_ **AGENDA ITEM:** III.6.

**LIBERTY ELEMENTARY SCHOOL DISTRICT No. 25**

**GOVERNING BOARD ITEM**

**BOARD MEETING OF:** January 18, 2018  
**TITLE OF AGENDA ITEM:** Discussion/Consideration to Identify Community Members to Receive Personal Invitations  
**ITEM CATEGORY:** Action/Discussion

**POLICY REFERENCE OR STATUTORY CITATION:** \_\_\_\_\_  
**FUNDING SOURCE:** \_\_\_\_\_  
**COST:** \_\_\_\_\_

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**EXECUTIVE SUMMARY:**

**BOARD ACTION REQUESTED**

It is recommended the Governing Board identify community members to receive personal invitations.

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**SUBMITTED BY:** Governing Board **SUPERINTENDENT:** \_\_\_\_\_

**ACTION BY BOARD:** Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_ **AGENDA ITEM:** III.7.



# LIBERTY ELEMENTARY SCHOOL DISTRICT No. 25

## GOVERNING BOARD ITEM

**BOARD MEETING OF:** January 18, 2018  
**TITLE OF AGENDA ITEM:** Discussion/Review of Advertising Media and Dates  
**ITEM CATEGORY:** Information

**POLICY REFERENCE OR STATUTORY CITATION:** \_\_\_\_\_  
**FUNDING SOURCE:** \_\_\_\_\_  
**COST:** \_\_\_\_\_

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### EXECUTIVE SUMMARY:

### BOARD ACTION REQUESTED

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

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**SUBMITTED BY:** Governing Board **SUPERINTENDENT:** \_\_\_\_\_

**ACTION BY BOARD:** Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_ **AGENDA ITEM:** III.8.

**LIBERTY ELEMENTARY SCHOOL DISTRICT No. 25**

**GOVERNING BOARD ITEM**

**BOARD MEETING OF:** January 18, 2018  
**TITLE OF AGENDA ITEM:** Discussion/Review of Board Member Contact Information (cell, email, etc.)  
**ITEM CATEGORY:** Information

**POLICY REFERENCE OR STATUTORY CITATION:** \_\_\_\_\_  
**FUNDING SOURCE:** \_\_\_\_\_  
**COST:** \_\_\_\_\_

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**EXECUTIVE SUMMARY:**

**BOARD ACTION REQUESTED**

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

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**SUBMITTED BY:** Governing Board **SUPERINTENDENT:** \_\_\_\_\_

**ACTION BY BOARD:** Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_ **AGENDA ITEM:** III.9.