



**LIBERTY SCHOOL DISTRICT No. 25
GOVERNING BOARD MINUTES FOR WORK STUDY SESSION**

TIME: February 17, 2018 – 9:00 AM

PLACE: Las Brisas Academy Theatre, 18211 West Las Brisas Drive, Goodyear, AZ 85338

I. OPENING MEETING

1. Mr. Paul Jensen, Governing Board President, called the meeting to order at 9:00 a.m. Governing Board members constituting a quorum were present; Mr. Mark Aguire, Mrs. Yolanda Lopez-Bearden and Mrs. Kathy McNamara. Absent was Mrs. Connie Krogulecki-Crowley.
2. Pledge of Allegiance was led by Mrs. McNamara

II. WORK/STUDY SESSION

1. Board and Superintendent Roles, Responsibilities, and Relationships
Ms. Barbara U'Ren presented the presentation regarding the roles, responsibilities, and relationships. The work is always going to be centered on the children. There are three basic functions of the board which include the Legislative function where the policies are adopted and the regulations are built by the Superintendent, the Executive function is where the policies are implemented and delegated to the Superintendent, and the Appraisal function ensures the District performs its mission and operates in an effective manner. The Governing Board as a group should familiarize themselves with the State School Laws, the State Department of Education regulations, and the District policy, rules, and regulations. In addition, the Board as a whole should work harmonious together, vote and act impartially in good of the District, and accept with will of the majority vote. As individuals each member should accept responsibility for the confidentiality clause especially when it pertains to personnel and privileged information, represent the Board and the District in a manner that supports the board, refer complaints to the proper authorities, and perform any duties that may arise. The Governing Board responsibilities include the complete oversight of training, the hiring and evaluations of the Superintendent, to approve and adopt the budget, approve the contracts entered by the District, oversight of the school facilities, hear appeals involving Board policies, and a communication pathway between the community and the Superintendent. The Superintendent enforces the statutes and rules of the State of Arizona and is the administration of the school system. The Superintendents roles with the Governing Board involves them participating in all meetings, implements directives of the Board, informs and advises the Board, and submits recommendations. The Superintendents roles with personnel include recommendations for appointment, evaluations, determines assignments, and the communication pathway from the personnel to the Governing Board. The establishment of policies is the Board responsibilities and the execution is the responsibility of the Superintendent. Some of the issues that may arise between Governing Board members include role confusion, lack of trust, financial issues, political agendas, and differences over what issues are important. Good leadership qualities consist of good communication skills, visibility, clear structure, collaborative efforts, and trust between Board member and the Superintendent.
2. Open Meeting & Executive Session - Policy and Laws
The 12 rules for Open Meeting Law (OML) is to keep in mind the intent is to conduct public business in public this maximizes the public's access to the governmental process and prevents public bodies from making decisions in secret. The OML applies to all meetings that consist of a quorum; this includes phone calls and emails. The Governing Board meetings must comply with OML requirements by ensuring meetings are held where the public can attend, notice of the meetings are posted at least 24 hours in advance, the agenda lists specific items that will be addresses, and the written minutes describe the legal action taken and a description of the matters considered. The "Chair" manages the meetings by conducting the meetings in accordance with Arizona laws and policies of the District and they ensure the items on the agenda are covered. Citizens may attend the meeting but do not have the right to participate in the discussion unless participation is allowed by District policy. The Governing Board does not require that a public body offer a call to the public. The Superintendent or Board members may give updates as long as current events are listed on the agenda. The Executive Session can only occur for seven reasons. Student discipline or retention is exempt from OML and may be held in Executive Session unless the parents requests public hearing. Board can meet in an emergency session if a sudden event requires immediate action but needs to be posted as soon as possible. Legal

action taken in violation of OML is void and ratification may occur if there is notice 72 hours prior to a meeting and written description includes actions to be ratified. Penalties for violation of OML can be severe, a public investigation of OML violations by Governing Board may prompt recall efforts that make it difficult to be reelected and a court or Attorney General can remove a Governing Board member from office.

3. Agenda Builder - Civic Clerk Training
The Board members reviewed their opinions about the board agendas and Mrs. Goodman discussed how Civic Clerk works and how the agendas are created.
4. Board Retreat
The discussion was to have a board retreat in July after all the contracts are submitted to help with team building. The details about the retreat are still not confirmed.
5. Parliamentary Procedure
The discussion about parliamentary procedure reviewed the policies about Governing Board meetings. It was recommended an outline determine when motions, amendments, yay's/nay's, and discussions were best used.
6. Discussion on the healing Process.
To address the healing process it is suggested steps be taken to allow everyone the opportunity to address the board and feel secure enough to voice their issues/concerns.

III. ADJOURNMENT

On a motion entered by Mrs. Lopez-Bearden/Mr. Aguire and by unanimous vote the Governing Board Meeting ended at 2:50 p.m.

Signed:

Date:

March 05, 2018