



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

**TIME:** October 1, 2018 – 6:30 PM  
**PLACE:** Las Brisas Academy Theatre, 18211 West Las Brisas Drive, Goodyear, AZ 85338

**I. OPENING OF PUBLIC HEARING**

1. Mr. Paul Jensen, Governing Board President, called the meeting to order at 6:30 p.m. Governing Board members constituting a quorum were present: Mr. Mark Aguire, and Mrs. Kathy McNamara. Absent was Mrs. Yolanda Lopez-Bearden.
2. Pledge of Allegiance was led by Mr. Aguire.
3. Update on District Overrides for FY2017-2018  
Ms. Baysinger stated A.R.S. §15-481(Y) requires School Districts with voter-approved budget overrides to hold a public meeting each year between September 1 and October 31 at which an update is given on the overrides and the public is provided an opportunity to comment. The statute requires the updates to include the amount expended in the prior year and the amount budgeted in the current year. Attached is a report on the voter approved overrides for the Liberty District. A.R.S. §15-481 allows a district to increase its budget by up to an additional 15% of its Revenue Control Limit if the voters of the district approve by election. The voter authorization is given for up to seven years. If the additional increase is for five years or more, the percentage of increase remains constant (up to 15%), except during the next to last year when the percentage decreases to two-thirds of the initial percentage and during the last year when it decreases to one-third of the initial percentage. A district can renew its authorized percentage (up to 15%) in the last two years of an existing override by passing another election. Equalization Assistance is not provided by the state or county for override amounts. In November of 2016, voters authorized the Liberty Elementary School District for a 10% Maintenance and Operations Override. That authorization was effective as of July 1, 2017. The 10% Maintenance and Operations Override does not have a separate budget line on the budget forms, but it is accounted for with specific account codes. Overall, the override supports salaries and benefits and was spent in full at the end of the 2017-2018 fiscal year. For this fiscal year, 2018-2019, the planned spending is for salaries and benefits related to the voter-approved purpose.
4. Update on Capital Improvements for FY2017-2018  
Ms. Baysinger stated pursuant to A.R.S. §15-491, school districts that issue bonds are required to hold a public meeting each year between September 1 and October 31, until the bond proceeds are spent, at which time an update of the progress of capital improvements financed through bonding is discussed and the public is permitted an opportunity to comment. She briefly discussed the definitions of Capital Fund. Fund 610 – District Additional Assistance (State and Local) accounts for transactions relating to the acquisition of items by purchase, lease purchase, or lease as prescribed by ARS 15-903(C). Fund 620 – Adjacent Ways (Local) accounts for transactions relating to special assessments to finance the improvement of public ways adjacent to school property, in accordance with ARS 15-995. Fund 630 – Bond Building (Local) accounts for proceeds from district bond issues that are expended on the acquisition or lease of sites, construction or renovation of school buildings, improving school grounds, purchasing pupil transportation vehicles, or paying of existing bonded indebtedness in accordance with ARS§ 15-491(A)(3). Fund 650 – Gifts and Donations (Local) accounts for gifts and donation to be expended for capital acquisitions. ARS§ 15- 341(A)(15). Fund 691 – Building Renewal Grant accounts for monies awarded from the Arizona School Facilities Board to be used for the purpose of maintaining the adequacy of existing school facilities as prescribed by ARS§ 15- 2032. Fund 695 – New School Facilities (State) accounts for monies received from the Arizona School Facilities Board to be used for constructing new school facilities and purchasing land for new school sites as prescribed by ARS§ 15-2041. Ms. Baysinger also stated the District additional assistance was used for technology, textbooks, furniture, construction services, and instructional aides.

**II. ADJOURNMENT OF PUBLIC MEETING**

On a motion entered by Mrs. McNamara/Mrs. Lopez-Bearden and by unanimous vote the Governing Board Meeting ended at 7:01 p.m.

### **III. OPENING MEETING**

1. Mr. Paul Jensen, Governing Board President, called the meeting to order at 7:01 p.m. Governing Board members constituting a quorum were present: Mr. Mark Aguire and Mrs. Kathy McNamara. Absent was Mrs. Yolanda Lopez-Bearden.
2. Pledge of Allegiance was suspended.
3. A motion by Mrs. McNamara/Mr. Aguire was entered to 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.

Approved

**UNANIMOUS**

4. School Presentation / Recognitions
  - o Principal Ms. Marine from Estrella Mountain ES stated the school has an A+ rating and is an International Baccalaureate World School authorized to provide the Primary Years Program (PYP) and the Middle Years Program (MYP). She stated the student enrollment for last year was 569, and this year they have an enrollment of 579. Average classroom sizes include kindergarten with 24.5, first grade with 18.5, second grade with 23, third grade with 23, fourth grade with 21.5 and 32, fifth grade with 26.5, sixth grade with 23, seventh grade with 27.5, and eighth grade with 24.5. Of note, the fourth grade has reduced class size for ELA and mathematics with the support of a part-time teacher, and only has larger class sizes for other content areas. This year's theme is Teamwork-Key to Success. The staff continuously discusses what the key means and how integrity, values, honesty, ownership, flexibility, and balance are important to success. She stated the school has started using Facebook Live to discuss topics that are important to the community. The upcoming events include second and third grade music performance on October 2, coffee with the principal on October 23, fourth grade music performance on October 25, band and choir performance on November 07, and the fall carnival on November 09.
  - o Principal Mr. Dickey from Las Brisas Academy stated the enrollment for last year was 477 and currently there are 555 students enrolled. He further stated 80% of the teachers have returned with three new teaching positions and eight new teachers. During pre-service the staff discussed AZMerit goals. The school vision is to develop confident, caring students who are creative critical thinkers, and lifelong learners. The mission is to ensure every student is college and career ready by creating a positive environment filled with memorable learning experiences and collaborative relationships. In addition, they have created classroom and school-wide incentives to motivate students. The school has started working with Playworks to focus on organized safe play that teaches the children to use positive conflict resolutions strategies. The upcoming events include the kindergarten field trip to Tolmachoff farms on October 5, Las Brisas' first NJHS induction on October 19, Student council movie night October 26, and the fall carnival on November 09.

### **IV. CALL TO THE PUBLIC**

- o Richard Mercado – stated he is the pastor of West Pointe Baptist Church and a life-long resident. He further stated that his church is hoping to build their building by next year and is a current resident of the Las Brisas community. He is renting out the facility, and in the past has had a storage room. However, this year, he was notified that he would not be able to use the storage room to store their belongings. He would like the Governing Board to reconsider this decision and stated the church is willing to pay for the insurance needed. Mr. Jensen stated the Governing Board cannot make a ruling because the topic is not on the agenda, but the District will look into the matter.

### **V. ADMINISTRATIVE REPORTS**

1. Marketing, Website, and Communications.

Dr. Shough stated the first step in a refresh for the District's branding and optimize communications was to revise the District logo and implement newly procured applications for School Messenger and Parent Vue. Additionally, the District partnered with Peachjar to more efficiently publish community flyers with an option for parents to receive the flyers to by email or phone. The next step is to improve the District website. The plan is to embed marketing themes and information to target the needs of various website audiences. The website information work will include assigning each page to a cabinet member, addressing immediate revisions, making more information accessible, and implementing Peachjar flyers. The Gifted page, for example, will have the necessary forms, testing windows, the scope and sequence, parent resources, individual goal plans, list of Gifted lead teachers, and posted district goals for gifted student identification. The website for marketing will develop a marketing plan,

photograph staff and sites, evaluate aesthetics and functionality, and evaluate the system for social media. The district is considering a new website template that may be implemented in the next month. Mrs. McNamara thanked the technology department for their hard work and likes the theme picked.

**VI. CONSENT AGENDA**

A motion by Mr. Aguire/Mrs. McNamara was entered to approve October 01, 2018 Consent Agenda with the corrections made to the September 10, 2018, Regular Board Meeting minutes.

Approved

**UNANIMOUS**

1. Approval of Minutes of the September 10, 2018, Public Notice Meeting; and September 10, 2018, Regular Board Meeting.

Approved

**UNANIMOUS**

2. Approval/Ratification of Payroll Vouchers 106, 107, 108, 1006, 1007, 1008 in the amount of \$1,599,774.27.

Approved

**UNANIMOUS**

3. Approval/Ratification of Expense Vouchers 1851, 1907 1908 1909 and 1910 the amount of \$1,004,804.22.

Approved

**UNANIMOUS**

4. Approval of Student Activity Fund for the Month of August, 2018.

Approved

**UNANIMOUS**

5. Approval of Gifts & Donations for September 1, 2018 through September 25, 2018.

Approved

**UNANIMOUS**

6. Approval of Personnel Action Items.

Approved

**UNANIMOUS**

**VII. GENERAL BUSINESS**

1. Discussion/Consideration to Approve Job Description for Extra Duty Teaching Assignment.

Dr. Shough stated the extra-duty teaching assignment may be year-long or temporary in duration. The teaching assignment shall be for general education or special education that occurs either during a teacher's preparation period or before/after-school to provide a zero-hour course to students. Examples of extra-duty teaching assignments include teaching an algebra course daily before school starts or teaching an additional case load of students during a teacher's preparation period. This job description does not include teaching assignments for extra-curricular course offerings. The extra-duty assignment requires the approval of the Executive Director for Support Services and is only offered when current staffing is insufficient to meet the general education and special education staffing ratios, there are not qualified applicants who respond to district job postings, or the school master schedule cannot accommodate the needs of students without additional extra-duty staffing support and the hiring of an additional full-time teacher is not appropriate.

A motion by Mrs. McNamara/Mr. Aguire was entered to approve the job description for extra duty teaching assignment.

Approved

**UNANIMOUS**

2. Discussion/Consideration to Approve Stipends for Extra Duty Teaching Assignments.

Dr. Shough stated the extra-duty teaching assignment full-time equivalency shall be calculated based on the percentage of the total number of instructional minutes during the teacher's work day that the extra-duty teaching assignment will require. The teacher's current year base pay, not including performance compensation or other stipends shall be multiplied times the percentage of full-time equivalency the teacher is assigned to teach beyond the regular contract. The product of this calculation will be used to determine the teacher stipend to compensate for the extra-duty teaching.

A motion by Mr. Aguire/Mrs. McNamara was entered to approve the stipends for extra duty teaching assignments.

Approved

**UNANIMOUS**

3. Discussion/Consideration to Approve Job Description for Social Media School Liaison.

Dr. Shough stated each school will maintain a school website and Facebook social media presence. A new extra-duty assignment is proposed to identify teacher leaders to support school and district communications and marketing efforts. One teacher from each school campus will be trained to monitor the weekly events or instructional activities, schedule coverage of activities each week, photograph or collect photographs of activities, write captions for photos, and post at least three times each week to social media. Additionally, the liaison will support the school secretary with assistance in positing school announcements. As part of the liaison job, teachers will participate in bi-monthly training and feedback sessions to further improve the school social media communications. The

process for selection will include a performance task and interview by the principal and a district administrator. Mrs. McNamara asked what the plan would be if a school does not have someone to represent them. Dr. Shough stated the District does currently have a purchase agreement for social media and it would be used if they could not find representation for each school. Mrs. McNamara asked if the District had considered using parents. Dr. Shough stated that Google docs may be used where parents can add pictures into the file and the school would have the ability to pick which ones they would like to post. In addition, the schools would post a minimum of three (3) times a week. Postings from all schools will be reviewed to determine future training needs for the liaisons. A motion by Mrs. McNamara/Mr. Aguire was entered to approve the job description for social media school liaison.

Approved

**UNANIMOUS**

4. Discussion/Consideration to Approve Stipend for Social Media School Liaisons.

Dr. Shough stated the social media school liaison position stipend is based on an hourly rate of \$20 per hour, with an expectation of approximately 100 minutes per week (1.67 hours) to coordinate with school secretaries or principals, attend designated events, photograph, write captions, post to social media, and attend marketing/communications training sessions.

A motion by Mr. Aguire/ Mrs. McNamara was entered to approve the stipend for social media school liaisons.

Approved

**UNANIMOUS**

5. Discussion/Consideration to Approve Contingent Award in Response to Invitation for Bid #19-01-19 Liberty District Office Rebuild Project.

The District issued Invitation for Bid (IFB) #19-01-19 in August 2018, seeking Contractors for the Liberty District Office Rebuild Project. This project includes rebuild of the HVAC system including replacement of ten split system heat pumps, ductwork replaced and/or modified, one new bathroom exhaust fan and associated ductwork and controls, existing heat pump controls reinstalled on new equipment, replacement and/or installation of roof insulation, lay-in ceiling tiles and grids, drywall, and painting. The notice of bid was published on August 16 and August 23, 2018, in the Official County newspaper, the Arizona Business Gazette. Additionally, the bid and addenda were posted to the District website. All bidders who downloaded the original bid were also emailed each Addenda as released. A pre-bid meeting was held on August 23, 2018 and seven separate firms were in attendance. On September 20, 2018 the District received two bids; one from Sun Valley Builders, and one from Uni-Tech. The lowest responsive and responsible bid was received from Sun Valley Builders. This project funding is pending; therefore the award is contingent on the School Facilities Board funding the project. Mr. Aguire asked if the District was allowed to publish the bid anywhere else. Ms. Baysinger stated the District published the bid per instruction in the newspaper and the District website. Mr. Aguire inquired about the sub contractors. Ms. Baysinger stated only one vendor sealed their sub,s however; Sun Valley Builders listed their subs as the following; mechanical will be conducted by RKS Plumbing, electrical will be conducted by IWE, carpentry will be conducted by Barrett Homes, drywall will be conducted by AROK, roofing will be conducted by Progressive, data will be conducted by BPG, and controls will be conducted by Climatec. Mr. Aguire voiced his concerns on how the District was going to pay for the renovations even if SFB denied the request and the general contractor's seal their subs. Ms. Baysinger confirmed that Sun Valley Builders did not seals their subs. Mr. Aguire asked if they would have advertised in different areas would the District have received more bids. Ms. Baysinger stated the District followed the procurement process and advertised where it would have been made more public. Dr. Shough stated in the future the District will work to advertise using other opportunities. Additionally, any vendor signed up in the district automatically receives notice of all opportunities to bid on projects.

A motion by Mrs. McNamara/Mr. Aguire was entered to approve the Contingent Award in Response to invitation for Bid #19-01-19 Liberty District Office Rebuild Project. Mr. Aguire case the dissenting vote.

Approved

**MOTION CARRIED (2-YES, 1-NO)**

6. Discussion/Consideration to Adopt the Revision of Governing Board Policy DJE - Bidding/Purchasing Procedures as Recommended by the Liberty Elementary School District Administration and Arizona School Board Association (Policy Advisory Revisions) - Second Reading.

Dr. Shough presented the policy revisions with the Governing Board recommendations.

A motion by Mr. Aguire/Mrs. McNamara was entered to approve and adopt the revision of Governing Board Policy DJE - Bidding/Purchasing Procedures as Recommended by the Liberty Elementary School District Administration and Arizona School Board Association (Policy Advisory Revisions) - Second Reading.

Approved

**UNANIMOUS**

7. Discussion/Consideration to Approve the Suspension of Policy BGB for the Period of Time the Governing Board Addresses Item # 8.  
Dr. Shough stated the bundled information would expedite the approval of Policy Advisory 644 and the filing of the Certification Form to with the Arizona Department of Education by November 1, 2018, the district administration is recommending the Governing Board implement board policy BGF (Suspension/Repeal of Policy) by suspending policy BGB (Policy Adoption). Under the authority of Governing Board Policy BGF, the A Board may consider suspending Governing Board Policy BGB, as it pertains to a first and second reading of adjustments to policy, for the purpose of addressing item #8 on this agenda.  
A motion by Mrs. McNamara/Mr. Aguire was entered to approve the suspension of policy BGB for the period of time the Governing Board addresses item #8.  
Approved **UNANIMOUS**
8. Discussion/Consideration to Adopt the Revision of Governing Board Policy IHB - Special Instructional Programs as Recommended by the Liberty Elementary School District Administration and Arizona School Board Association (Policy Advisory Revisions) - First/Second Reading.  
Dr. Shough stated on October 23, 2017, the Arizona School Board of Education adopted rules in the area of Special Education (R7-2-401). Policy IHB has been adjusted to conform to the work of the State Board. ASBA does not believe the essence of the conditions of policy has substantially changed; however, there are adjustments to procedural aspects noted. The Arizona Department of Education is requiring districts to file a Certification Form that verifies that the governing board has approved policies and procedures in accordance with statutory changes. The Form needs to be submitted to the State Department of Education, Exceptional Student Services by November 1, 2018.  
A motion by Mr. Aguire/Mrs. McNamara was entered to approve the revision of Governing Board policy IHB-Special Instructional Programs as recommended by the Liberty Elementary School District Administration and Arizona School Board Association (Policy Advisory Revisions) – First/Second Reading.  
Approved **UNANIMOUS**
9. Discussion/Review of Revision of Governing Board Policies DICA - Budget Format, DIE - Audits/Financial Monitoring, DN - School Properties Disposition, FCB - Retirement of Facilities, FEA - Educational Specifications for Construction, GBEAA - Staff Conflict of Interest, GCCH- Professional/Support Staff Bereavement Leave, IL - Evaluation of Instructional Programs, IMD - School Ceremonies and Observances, JEB - Entrance Age Requirements, JICK - Student Bullying/Harassment/Intimidation ~~Violence/Harassment/Intimidation/Bullying~~, JJIB - Interscholastic Sports, and JLCD - Medicines/Administering Medicines to Students as Recommended by the Liberty Elementary School District Administration and Arizona School Board Association (Policy Advisory Revisions) - First Reading.  
Dr. Shough stated the policy revisions will comply with recent changes in federal and state law and to provide clarity to policy. Mrs. McNamara stated that the policy changes were good in reference to the Pledge because students are not required to stand but will show respect. Dr. Shough asked whether her comment was a recommendation or an implementation to the policy. Ms. McNamara stated it would just be a recommendation. Mr. Jensen commented on how he did not see that parents would be notified in policy JICK. Dr. Shough stated the District would go through the policy and look at the communication plan for staff and parents.  
This was an information item; no action was taken. First Reading.
10. Discussion/Consideration to Approve Revision of Superintendent Goals.  
Dr. Shough stated all superintendent goals will remain the same as those previously approved by the governing board with the exception of two additional goal measures under Student Engagement which include decrease chronic absenteeism and collect baseline data on social emotional student well being.  
A motion by Mrs. McNamara/Mr. Aguire was entered to approve the revisions of the Superintendent goals.  
Approved **UNANIMOUS**
11. Discussion/Consideration to Approve the Rubric for Evaluating Superintendent Goals for Performance Evaluation.  
Mr. Jensen thanked Dr. Shough for making her evaluation public. He further stated the rubric shows the achieved percentage and how the categories would be ranked. The scale would be based on 1-5, with 1 being lower and 5 being the highest. Based on the scale if Dr. Shough obtained all 4s her goals would be met, and if she receives 3.5 and 3.25, she would still meet the determined goal. Mrs. McNamara stated she appreciates the target goals created and how transparent Dr. Shough is. Mr. Aguire stated that he believes the District is trying to achieve the same goal as other board members, and if it has moved forward from what the measurement was previously, the goal has been achieved.

Mr. Jensen stated the percentages would determine the amount Dr. Shough would receive from her bonus. Mrs. McNamara agrees with the percentages because it has a balanced approach and the evaluation is fair. Dr. Shough stated that she understands the 1-5 rubric scale to mean that the goals are set at 4s to achieve 100% and 5s would require higher goals than what were set. It is important to understand that this is a rubric system and not a 70%, 80% equalling an A, B, C type grade. A score of a 3.2 means that the scores were mostly 3's with at least one 4. Mr. Jensen voiced his concern that the goals may be too difficult to achieve and just one goal measure not achieved would numerically impact the average for the category and perhaps make it not possible to achieve the threshold set. Mr. Aguire agreed and stated he did not want to put pressure on the staff to ensure Dr. Shough made her goals. Mr. Jensen suggested adjusting the goal to 3 or 2.75 because it is easier to achieve. Mrs. McNamara stated it is a substantial amount of money and it should have a bigger range to show progression. Dr. Shough stated she supports the system because regardless of whether there are fewer goals, it is the work that is needed for success. She further stated the Principals will continue to work hard and as leaders will find a balance to achieve the goals. Mrs. McNamara stated it should be dropped to 2.75 and in the future discuss a raise. Mr. Aguire stated Dr. Shough and the District staff have laid down the foundation of the house and it can only get better.

A motion by Mr. Aguire/Mrs. McNamara was entered to approve the rubric for evaluating Superintendent goals for performance evaluation with the noted major category scoring will change to 2.75% or above.

Approved

UNANIMOUS

### **VIII. GOVERNING BOARD COMMENTS**

#### **1. Governing Board Update**

- Mr. Jensen – stated he appreciated all the inbox invites and will try to coordinate so he can attend the functions.
- Mr. Aguire – N/A
- Mrs. Lopez-Bearden – Absent
- Mrs. – appreciated how Mr. Dickey called Bingo and expressed her gratitude to the PTO of Las Brisas Academy, Westar ES and Rainbow Valley ES. She further stated that she and Dr. Shough attended the Republican meeting and how Dr. Shough was invited to speak. In addition, she stated she received several social media texts expressing how excited the community was with Peachjar.

#### **2. Future Agenda Items**

- Mr. Jensen – stated he wanted to review the Annual Financial Report on the 11<sup>th</sup> of October. He further stated the ASBA has info on the Governing Board review and how it could be conducted. Dr. Shough stated if the 11<sup>th</sup> works she can check to see with the ASBA can support the District with a study session about the Governing Board evaluation. In addition the classroom site fund would also be added to the agenda.
- Mr. Aguire – questioned if the call to the public with Mr. Mercado was a board action. Mr. Jensen stated the District will try to resolve the issue, as the staff could move it forward faster than waiting for a board meeting to address it as a board.
- Mrs. Lopez-Bearden – Absent
- Mrs. McNamara –thank Mrs. Goodman for locating the Social Media Policy. Dr. Shough stated the District is working on a regulation to support the policy.

### **IX. UPCOMING GOVERNING BOARD MEETINGS:** **November 05, 2018 - Regular Monthly Board Meeting**

### **X. ADJOURNMENT OF BOARD MEETING**

On a motion entered by Mrs. McNamara/Mr. Aguire and by unanimous vote the Governing Board Meeting ended at 8:42 p.m.

Signed:

Date:

November 05, 2018