



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

**TIME:** December 10, 2018 – 6:30 PM

**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 6:30 p.m. Governing Board members constituting a quorum were present; Mr. Mark Aguire, Mrs. Yolanda Lopez-Bearden and Mrs. Kathy McNamara.
2. Pledge of Allegiance was led by Mr. Jensen.
3. A motion by Mrs. McNamara, a second by Mr. Aguire was entered to approve the Regular Agenda form and temporarily suspend Governing Board Policy with which this agenda may be inconsistent. Upon call to vote, Mr. Aguire, Mrs. Lopez-Bearden, Mrs. McNamara, and Mr. Jensen voted 'aye', and the motion carried.
4. School Presentation / Recognitions
  - o School Presentation – Ms. Sharon Marine, Estrella Mountain ES principal, stated learning is not confined by traditional subjects but is supported by them. Ms. Marine introduced students Maddie, Mariah, Chloe, Isabel, Jill, and Maya who sang a song they had composed about what they had learned in their math class. Ms. Marine stated all 8<sup>th</sup> grade students are required to complete a community project that helps them become involved in a self-initiated and self-directed learning process. The process is developed to help the students become IB learners and problem solvers. Chloe and Isabel shared their 8<sup>th</sup> grade community project is volunteering with Special Olympics to help with the special needs community. Maddie spoke regarding her community project which included a group raising money for supplies for the students who were in need of supplies but could not afford them. Jill stated her group is creating an art program to help the children in the community which enables them to express their creativity. Ms. Marine discussed her theory of action, which included monitoring the use of formative assessments so teachers can drive their instructions and students will receive differentiated instruction to meet their needs. She further discussed the goals and strategies of both ELA and math. She discussed the Big 5 items that maintain their A+ label, these include; IB is seen and heard, students are engaged, instruction is data-driven, depth of knowledge, and objectives are seen and heard. Ms. Marine shared some revisions include revision of assessments, new teacher IB training, and more collaborative training and planning. Ms. Marine further shared their MYP reauthorization visit is scheduled for January 31, 2019. Ms. Marine touched briefly on other happenings on her campus such as, the Science Olympiad Team was doing well, the schools wall of champions, the 6<sup>th</sup> grade team had a gone on a fieldtrip to Feed my Starving Children, and a parent who is a detective who had volunteered to speak with the students during the Crime Buster class.

**II. CALL TO THE PUBLIC - None**

**III. ADMINISTRATIVE REPORTS**

1. Maintenance and Operations Budget Committee Update - Kelley Baysinger

Ms. Baysinger presented an update on the Maintenance and Operations Budget Committee. The presentation included Budget Committee members, the Auditor General Report on Classroom Spending, Operational Efficiencies, Administrative Costs Compared to Peers and State, Student Achievement, District Data and Needs, Class Size, Impact on Student Achievement (source: J.Hattie, December 2017), Research Impacts, Budget Committee Work and FY2020 Budget Projections. Ms. Baysinger additionally welcomed two committee members Mr. Kent Hegedus, Estrella Mountain ES teacher, and Ms. Alyssa Nunez, Liberty ES teacher, who shared information regarding the process of proposing and prioritizing budget interests for the upcoming FY2020 school year. Ms. Nunez stated each committee member was tasked with gathering feedback from their respective schools all the while focusing on student achievement. She further shared budget interests were presented at all six schools, to principals, to support staff, and to district wide PTO's. Each group had the opportunity to provide input and create prioritizations which were gathered and shared with the committee. Mr. Hegedus

- reported of the thirty-two (32) items, the committee had to rank them in priority order of one through thirty-two which he stated was very difficult. Both Ms. Nunez and Mr. Hegedus spoke about the importance of the recruitment and retention of the substitute community. Mr. Aguire asked if there was a lack of substitute teachers' state-wide. Dr. Shough stated the more rural the district the harder it is to gain the attraction of the substitute community and as a district we have to be more competitive to gain their attention. Mrs. McNamara asked what happens if a substitute is not available, do the students get split amongst the other classrooms? Mr. Hegedus stated that Specials typically get canceled because separating the students is not ideally the preferred method. Mr. Aguire stated he would like to see a report on open enrollment and impacts on transportation. Dr. Shough stated the Facility and Planning for Growth committee will be reviewing the open enrollment and enrollment aspect. Both Mrs. McNamara and Mr. Jensen stated they would like to see a report on how they can resolve the transportation situation with open enrollments. Dr. Shough stated the committee created a list of high priorities and would invite the board members to look over the priorities and make any suggestions that would be reviewed in January at that time the board could also make the necessary changes to the prioritized list.
2. Health Insurance Survey Data - Jason Nuttall  
Mr. Nuttall introduced Mr. Ben Palumbo from Gallagher Benefits. Mr. Palumbo shared of the approximate 298 employees enrolled only 164 participated in the survey. Of those employees who participated they perceive the benefits medical plan available to them as average or above average overall. Many who responded were unaware of other districts plans for comparison and nearly 8% felt the medical plan provided is excellent. Mrs. McNamara asked if the current enrollment identified whether or not family members were included in the numbers and if they are eligible. Mr. Palumbo stated it was unclear if the numbers reflected in the health care enrollment included family members. Mrs. McNamara also questioned if flu shots were covered in the benefits. Mr. Palumbo stated they are covered in preventative care. Mr. Aguire asked if the preventative care fund was still available. Mr. Palumbo confirmed that the funds have not all been used and can be used for different incentives. Mr. Aguire stated his concern is that not everyone is covered because of the cost. Mr. Palumbo stated that not everyone enrolled completed the survey.
  3. Smart Schools Plus Phased Retirement Program Information  
Mr. Nuttall introduced Mrs. Sandee McClelland, president of Smart Schools Plus. Mrs. McClelland shared information regarding the development of Smart Schools Plus and how the program works allowing the employee who is eligible to retire to do so through the Arizona State Retirement System and continue working as employee of the Smart Schools Plus. Stating they have currently served over 123 school districts throughout the state and helped over 7,000 people with their retirement. The Liberty Elementary School District partnered in 2016 with Smart Schools Plus. They began a substitute component which provides about 500 guest teachers to several districts and are currently developing a program that will provide bus drivers for transportation.
  4. Attendance/Enrollment Report  
Dr. Shough presented the attendance and enrollment report.

#### **IV. CONSENT AGENDA**

A motion by Mr. Aguire, a second by Mrs. Lopez-Bearden was entered to approve the December 10, 2018 Consent Agenda as presented. Upon call to vote, Mr. Aguire, Mrs. Lopez-Bearden, Mrs. McNamara, and Mr. Jensen voted 'aye', and the motion carried.

1. Approval of Minutes of the November 05, 2018, Special Board Meeting - Work Study Session; November 05, 2018, Regular Board Meeting; November 15, 2018, Public Meeting Notice - Annual Thanksgiving Luncheon; November 16, 2018, Public Meeting Notice ASBA Legislative Workshop; and, November 16, 2018, Public Meeting Notice - Annual Thanksgiving Luncheon.
2. Approval/Ratification of Payroll Vouchers 111, 112, 1011 and 1012 in the amount of \$1,640,793.24.
3. Approval/Ratification of Expense Vouchers 1916, 1917, 1918, and 1919 in the amount of \$615,581.59.
4. Approval of Student Activity Fund for the month of October, 2018.
5. Approval of Gifts & Donations for October 22, 2018 through November 28, 2018.
6. Approval of Personnel Action Items.
7. Approval of Arizona School Facilities Emergency Deficiencies Correction Funding – Request for Funds for Jerry Rovey District Facility Post Remediation Renovation Project.

#### **V. GENERAL BUSINESS**

1. Discussion/Consideration to Adopt the Revision of Governing Board Policies BCB - Board Member Conflict of Interest, BE - School Board Meetings, BEDF - Voting Methods, and JKD - Student Suspension as Recommended by the Liberty Elementary School District Administration and Arizona School Board Association (Policy Advisory Revisions) - Second Reading.  
Dr. Shough presented the Board Policies with no revisions.  
A motion by Mrs. Lopez-Bearden, a second by Mrs. McNamara was entered to approve the Adoption of the Revision of Governing Board Policies BCB - Board Member Conflict of Interest, BE - School Board Meetings, BEDF - Voting Methods, and JKD - Student Suspension as Recommended by the Liberty Elementary School District Administration and Arizona School Board Association (Policy Advisory Revisions) - Second Reading as presented. Upon call to vote, Mr. Aguire, Mrs. Lopez-Bearden, Mrs. McNamara, and Mr. Jensen voted 'aye', and the motion carried.
2. Discussion/Review of Governing Board Policies GCCG - Professional/Support Staff Voluntary Transfer of Accrued Sick Leave (Voluntary Transfer of Accrued Sick Leave - Sick Leave Bank) as recommended by the Liberty Elementary School District Administration - First Reading.  
Mr. Jensen stated because of the changes that need to be made the item could either be tabled or discussed changes made at the second reading. Mrs. McNamara stated she preferred it to be tabled. Dr. Shough stated the attorney provided insight to the policy being retroactive but a few changes may happen. Mr. Aguire agreed to table the item.  
No action was taken, this item was tabled.
3. Discussion/Consideration to Approve Reclassification of Position, Job Description and Placement of the Support Staff Wage Schedule - HR Technician.  
Mr. Nuttall stated a side by side comparison was conducted related to the job descriptions of all approved positions within the Human Resources office. Several findings surfaced as a result of an internal audit of job duties and responsibilities that are disseminated throughout the department. As a result of the additional duties and responsibilities, the Executive Director of Support Services is recommending a reclassification  
A motion by Mrs. McNamara, a second by Mr. Aguire was entered to approve the reclassification of position, job description and placement of the Support Staff Wage Schedule - HR Technician. Upon call to vote, Mr. Aguire, Mrs. Lopez-Bearden, Mrs. McNamara, and Mr. Jensen voted 'aye', and the motion carried.
4. Discussion/Consideration to Approve Reclassification of Position, Job Description and Placement of the Support Staff Wage Schedule - District Secretary.  
Mr. Nuttall stated after careful examination of the current responsibilities outlined in the job description for the District Office Records/Receptionist/Board Clerk, administration is recommending a reclassification of the position, job description, and placement on the Support Staff Wage Schedule. The intention of the reclassification is to broaden the scope of work from the current description. Dr. Shough stated the responsibilities with the position are more comparable with the new pay scale. Mrs. McNamara asked about the governing board position. Dr. Shough is recommending Lupita Goodman take over the position in hopes to better maximize the administrative support for the district office.  
A motion by Mr. Aguire, a second by Mrs. Yolanda Lopez-Bearden was entered to approve the reclassification of position, job description and placement of the Support Staff Wage Schedule - District Secretary. Upon call to vote, Mr. Aguire, Mrs. Lopez-Bearden, Mrs. McNamara, and Mr. Jensen voted 'aye', and the motion carried.
5. Discussion/Consideration to Approve Job Description for EL Tutor.  
Mr. Nuttall stated the EL tutor will have a higher level of accountability to reach the levels of compliance. Dr. Shough asked for clarification that it was approved with the use of an ongoing template.  
A motion by Mrs. Lopez-Bearden, a second by Mrs. McNamara was entered to approve to the job description for the EL Tutor. Upon call to vote, Mr. Aguire, Mrs. Lopez-Bearden, Mrs. McNamara, and Mr. Jensen voted 'aye', and the motion carried.
6. Discussion/Consideration to Approve to Maintain Class Size Ratio at 27:1 or Less.  
Mr. Nuttall reviewed the class size study. He stated the research suggests low class sizes may have the biggest impact in grades K-3. Hattie's research suggests 252 factors influence student achievement stating "The greater the effect size = the greater the influence". With the greatest influence being made by effective teaching. With proposed targets, this allows for more dollars to be spent on other budget interests proposed and prioritized by all employee groups. Dr. Shough stated they went through each school to determine if there was a need for an additional teacher. Once the contingencies are applied the district will be at 26 to 1 ratio.

A motion by Mrs. McNamara, a second by Mr. Aguire was entered to approve to maintain class size ratio at 27:1 or less. Upon call to vote, Mr. Aguire, Mrs. Lopez-Bearden, Mrs. McNamara, and Mr. Jensen voted 'aye', and the motion carried.

7. **CALL TO EXECUTIVE SESSION**

A motion by Mr. Aguire, a second by Mrs. Lopez-Bearden was entered to recess to executive session pursuant to ARS 38-431.03(a)(1) for Personnel - discussion of Superintendent's evaluation. Upon call to vote, Mr. Aguire, Mrs. Lopez-Bearden, Mrs. McNamara, and Mr. Jensen voted 'aye', and the motion carried.

**RECESSING OF THE REGULAR MEETING FOR EXECUTIVE SESSION**  
**EXECUTIVE SESSION – 8:47–9:57 p.m.**  
**RECONVENING OF REGULAR MEETING**  
**GENERAL BUSINESS CONTINUED**

**RECONVENE TO REGULAR MEETING**  
**GENERAL BUSINESS CONTINUED**

**VI. GOVERNING BOARD COMMENTS**

1. Governing Board Update

- Mr. Jensen – stated a Budget Study Session is recommended. January 28<sup>th</sup> was agreed upon.
- Mr. Aguire – N/A
- Mrs. Lopez-Bearden - stated that she had the opportunity to attend the Holiday breakfast at Las Brisas and Westar. Westar used the Estrella Foothills Culinary Arts students.
- Mrs. McNamara – appreciated the invitations to attend the Straight A's Luncheon and the White Table Salute for Veterans both held at Rainbow Valley Elementary School.

**VII. UPCOMING GOVERNING BOARD MEETINGS**

**January 28, 2019 - Budget Work Study Session**

**February 11, 2019 - Regular Monthly Board Meeting**

**VIII. ADJOURNMENT OF BOARD MEETING**

A motion by Mrs. McNamara, a second by Mr. Aguire was entered to adjourn the Governing Board Meeting at 10:00 p.m. Upon call to vote, Mr. Aguire, Mrs. Lopez-Bearden, Mrs. McNamara, and Mr. Jensen voted 'aye', and the motion carried.

Signed:

Date:

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January 14, 2019