



LIBERTY SCHOOL DISTRICT No. 25  
GOVERNING BOARD MINUTES

TIME: June 18, 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, Mrs. Yolanda Lopez-Bearden, and Mrs. Kathy McNamara.
2. Pledge of Allegiance was led by Mrs. McNamara.
3. Information/Discussion Fiscal Year 2018-2019 Proposed Annual Expenditure Budget.  
Ms. Baysinger stated Districts are statutorily required to prepare a proposed budget by no later than July 5<sup>th</sup> and furnish it to the Superintendent of Public Instruction and the County School Superintendent. The district must also publish a summary of the proposed expenditure budget and a notice of the public hearing. And board meeting to adopt the budget must take effect no later than 10 days prior to the meeting. She further stated the major budgetary highlights include maintenance and operations and District additional assistance. Maintenance and operations increased capacity primarily due to increased student growth, inflationary factor adjustment, and additional monies provided by the State for teacher salary increases. District Additional Assistance decreased capacity due to projected reduction in carry forward monies. Funds for the District Additional Assistance allocation continue to be reduced however; phase out of reductions will begin in FY2018-2019. Per legislation, there will be annual restoration each year through FY2022-2023 at which time the full State provided allocation is planned. The Proposed Expenditure Budget presented is the culmination of input and actions over the past six months that have been previously presented to and/or approved by the Governing Board. This was an information item. No action was taken.

**II. ADJOURNMENT OF PUBLIC MEETING**

On a motion entered by Mrs. McNamara/Mr. Aguire and by unanimous vote the Governing Board Opening of Public Hearing ended at 6:50 p.m.

**III. OPENING MEETING**

4. Mr. Paul Jensen, Governing Board President, called the meeting to order at 6:50 p.m. Governing Board members constituting a quorum were present: Mr. Mark Aguire, Mrs. Yolanda Lopez-Bearden, and Mrs. Kathy McNamara.
5. Pledge of Allegiance was suspended.
6. A motion by Mr. Aguire/Mrs. Lopez-Bearden 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**

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

**V. ADMINISTRATIVE REPORTS**

1. Recognition of interim administration: Dr. Richard Rundhaug and Dr. Gail Harris.  
Dr. Shough recognized both Dr. Rundhaug and Dr. Harris for stepping in when there was a lot to be done and appreciated how they advanced the work even though it was a short period of time. Mr. Jensen stated thanked them Dr. Rundhaug for helping the District to heal and move forward. Mrs. McNamara stated she was thankful for both of them helping the District move forward and wanted them to know they will be missed. Mr. Aguire stated Dr. Rundhaug did an excellent job. Mrs. Lopez-Bearden also expressed her appreciation.

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2. Review of Class Size and Staffing Allocation.  
Dr. Shough stated the allocations shown are not per classroom. The enrollment numbers for Kindergarten are not confirmed; however, 1<sup>st</sup> through 8<sup>th</sup> grade numbers are more accurate. Ms. Baysinger stated staffing is allocated to 26 to 1 which is not reflected at the current time because Kindergarten is weighing into the current numbers. In some cases the principals made the decision on where the staffing should be allocated. The enrollment in some of the grades has increased, and as a result, four (4) teachers were added to keep the classrooms lower. In the coming new year students will be in smaller classroom sizes. Mr. Aguire asked about the capacity and if students who are in the school boundaries get to attend their school of residence. Dr. Shough stated for open enrollment they have to set the capacity and go two less than the number. If a school is at capacity, the students would still have the opportunity to attend their home school. If there is an increase in student numbers, the District would consider adding teachers. Mrs. McNamara asked about pending open enrollments and the students who have not fully withdrawn from the schools. Dr. Shough stated as a last resort they would shift teachers as needed to maintain appropriate class sizes without expending further funds. Wait list students for open enrollment will be notified of capacity after the 1<sup>st</sup> days of school.
3. Governing Board Update
  - Mr. Jensen – N/A
  - Mr. Aguire – N/A
  - Mrs. Lopez-Bearden – N/A
  - Mrs. McNamara – recognized the staff for their hard work and appreciates all the information that is being presented to the Governing Board.

### VI. CONSENT AGENDA

1. Approval of Minutes of the May 29, 2018, Special Board Meeting; and June 11, 2018, Special Board Meeting.  
A motion by Mrs. Lopez-Bearden/Mrs. McNamara was entered to approve the minutes of May 29, 2018, Special Board meeting; and June 11, 2018, Special Board meeting.  
Approved **UNANIMOUS**
2. Approval/Ratification of Payroll Vouchers 130, 131, 132, 1030, 1031 and 1032 in the amount of \$2,575,171.64.  
A motion by Mrs. Lopez-Bearden/Mrs. McNamara was entered to approve the payroll vouchers 130, 131, 132, 1030, 1031, and 1032 in the amount of \$2,575,171.64.  
Approved **UNANIMOUS**
3. Approval/Ratification of Expense Vouchers 1839, 1840, 1841, 1842, and 1843 in the amount of \$667,866.18.  
A motion by Mrs. Lopez-Bearden/Mrs. McNamara was entered to approve the expense vouchers 1839, 1840, 1841, 1842, and 1843 in the amount of \$667,866.18.  
Approved **UNANIMOUS**
4. Approval of Student Activity Fund for the Month of April 2018.  
A motion by Mrs. Lopez-Bearden/Mrs. McNamara was entered to approve the student activity fund for the month of April 2018.  
Approved **UNANIMOUS**
5. Approval of Gifts and Donations for May 1, 2018 thru May 31, 2018.  
A motion by Mrs. Lopez-Bearden/Mrs. McNamara was entered to approve the gift and donations for May 1, 2018 thru May 31, 2018.  
Approved **UNANIMOUS**
6. Approval of Personnel Action Items.  
A motion by Mrs. Lopez-Bearden/Mrs. McNamara was entered to approve the personnel action items.  
Approved **UNANIMOUS**
7. Approval of Resolution Appointing Maricopa County Superintendent of Schools as the Chief Disbursing Office for the Garnishment of Wages for the Fiscal Year 2018-2019.  
A motion by Mrs. Lopez-Bearden/Mrs. McNamara was entered to approve the Resolution Appointing Maricopa County Superintendent of Schools as the Chief Disbursing Office for the garnishment of wages for the fiscal year 2018-2019.  
Approved **UNANIMOUS**

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8. Approval of Resolution Authorizing Signing of Vouchers for the Fiscal Year 2018-2019.  
A motion by Mrs. Lopez-Bearden/Mrs. McNamara was entered to approve the Resolution Authorizing Signing of Vouchers for the fiscal year 2018-2019.  
Approved **UNANIMOUS**
9. Approval of Appointment of Signatories for School Accounts for Fiscal Year 2018-2019.  
A motion by Mrs. Lopez-Bearden/Mrs. McNamara was entered to approve the Appointment of Signatories for School Accounts for fiscal year 2018-2019.  
Approved **UNANIMOUS**
10. Approval of Student Activity Treasurer for the Fiscal Year 2018-2019.  
A motion by Mrs. Lopez-Bearden/Mrs. McNamara was entered to approve the Student Activity Treasurer for the fiscal year 2018-2019.  
Approved **UNANIMOUS**
11. Approval of Insurance Proceeds Use for Fiscal Year 2018-2019.  
A motion by Mrs. Lopez-Bearden/Mrs. McNamara was entered to approve the Insurance proceeds use for fiscal year 2018-2019.  
Approved **UNANIMOUS**
12. Approval of Intergovernmental Resolution and Intergovernmental Agreement with the Greater Phoenix Educational Management Council.  
A motion by Mrs. Lopez-Bearden/Mrs. McNamara was entered to approve the Intergovernmental Resolution and Intergovernmental Agreement with the Greater Phoenix Educational Management Council.  
Approved **UNANIMOUS**

**VII. GENERAL BUSINESS**

1. Discussion/Consideration to Approve Fiscal Year 2018-2019 Proposed Annual Expenditure Budget.  
Information was previously given during Opening of Public Hearing.  
A motion by Mrs. McNamara/Mr. Aguire was entered to approve the fiscal year 2018-2019 proposed annual expenditure budget.  
Approved **UNANIMOUS**
2. Discussion/Consideration to Approve Revised Teacher Hiring Schedule for the 2018-2019 School Year.  
Dr. Shough stated pursuant to legislative approval for the FY2018-2019 State teacher salary increase, and per input and consensus from the District Budget Committee and the Governing Board, the initial FY2018-2019 teacher salary schedule, approved by the Governing Board on January 8, 2018, has been revised to include an additional \$2,900 per placement.  
A motion by Mr. Aguire/Mrs. Lopez-Bearden was entered to approve the revised teacher hiring schedule for the 2018-2019 school year.  
Approved **UNANIMOUS**
3. Discussion/Consideration to Approve Certified Non-Teacher Salary Schedule for FY 2018-2019.  
Ms. Ryan stated LESD does not currently have an approved related services salary schedule. Administration's interest is to pursue recruitment of speech, occupational, and physical therapists, as well as a psychologist intern as district hires and reduce the need for contract services. The salary schedule proposed is based on a 16-district survey of salary schedules. The range proposed places the salaries for related service staff at the medium-to-high range of all surveyed districts. Therefore, the district will be competitive for recruitment while remaining well below the costs of contract services. The proposed salary schedule also amends the previously approved psychologist salary schedule to include a stipend for the supervision and mentoring of a district-hired psychologist intern.  
A motion by Mrs. Lopez-Bearden/Mr. Aguire was entered to approve the certified non-teacher salary schedule for FY 2018-2019.  
Approved **UNANIMOUS**

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4. Discussion/Consideration to Approve the Addition of 65 Work Days to the Position of "Learning Support Services Compliance Technician," Increasing Total Work Days to 260 Days (12-Month Position) and revision of Job Title and Supervisor Title.

Ms. Ryan stated the additional work days will be funded through IDEA Grant funds. The increase of the work days will assist in the compliance of special education documentation, acquiring and dispersing student records, yearly destruction of special education records, reconciliation of data, Medicaid data reporting, end-of-year check-out, and collection/disbursement of assessment protocols and supplies. In addition, it would revise the current job title of "Learning Support Service Compliance Technician" to "Special Education Compliance Technician" which more accurately defines current job duties and is specific to assisting with special education compliance. She further stated that the District currently has an employee in this position.

A motion by Mrs. McNamara/Mr. Aguire was entered to approve the addition of 65 work days to the position of "Learning Support Services Compliance Technician", increasing total work days to 260 days (12-month position) and revision of job title and supervisor title.

Approved

**UNANIMOUS**

5. Discussion/Consideration to Approve Annual Contract Renewals for the 2018-2019 Fiscal Year.

Ms. Baysinger requested the Governing Board to approve the annual contract renewals for the 2018-2019 fiscal year. The multi-year contracts were awarded by the Governing Board under term contracts that expire June 30, 2018. The contracts require approval in order to extend for an additional one-year period. All of the vendors have provided satisfactory service during the term of their contract. Annual contracts include DLR for architectural and engineering services, Southwest Food Service Excellence for food service management, and United Health Care; Minnesota Life; Metlife; and EyeMed Vision for health insurance employee benefits. Mr. Aguire asked what the construction contract would entail and what United Health Care covers. Ms. Baysinger stated the estimate would require an architect however there are no pending projects and United Health Care is provided to employees with detailed descriptions of the packages.

A motion by Mr. Aguire/Mrs. Lopez-Bearden was entered to approve the annual contract renewals for the 2018-2019 fiscal year.

Approved

**UNANIMOUS**

6. Discussion/Consideration to Approve Cooperative Purchase Agreements and Procurement Authorizations for the Fiscal Year 2018-2019.

Ms. Baysinger requested the Governing Board approve the following cooperative purchase agreements and procurement authorizations for the 2018-2019 fiscal year. The Government Procurement Alliance (GPA), Arizona State Purchasing Organization (AzS.P.O.), Greater Phoenix Purchasing Consortium of Schools (G.P.P.C.S.), Mohave Educational Services Cooperative (M.E.S.C.), Strategic Alliance for Volume Expenditures (S.A.V.E.), National Intergovernmental Purchasing Alliance (NIPA), U.S. Communities, and Western States Contracting Alliance (W.S.C.A.). The Arizona State Purchasing Organization has a current renewal in progress and the NIPA acquired the Cooperative Purchasing Network. In addition the District may cancel a purchasing contract, without an expiration date, with a 30 day written notice. Utilizing various cooperative purchase agreements helps the District to gain economy of scales when procuring various items and also helps to save the District time and costs associated with administering the various procurements. Utilizing these agreements does not negate the responsibility of the District to perform due diligence. Due diligence ensures that the proper procurement has been followed and also ensures that the District is getting the best value for the money.

A motion by Mrs. Lopez-Bearden/Mrs. McNamara was entered to approve the cooperative purchase agreements and procurement authorizations for the fiscal year 2018-2019.annual contract renewals for the 2018-2019 fiscal year.

Approved

**UNANIMOUS**

7. Discussion/Consideration to Approve to Designate Sole Source Providers for the Fiscal Year 2018-2019.

A Ms. Baysinger stated the school district procurement rules require annual Governing Board approval to designate sole source providers for specific products/services that cannot be procured from any other source. School District Procurement Rule R7-2-1053 paragraph A states "A contract may be awarded for a material, service or construction item without competition if the governing board determines in writing that there is only one (1) source for the required material, service or construction item. The school district may require the submission of cost of pricing data in connection with an award under this Section. Sole source procurement shall be avoided, except when no reasonable alternative source exists. A copy of the written evidence and determination of the basis for the sole source procurement

## BUILDING WORLD CLASS SCHOOLS IN YOUR NEIGHBORHOOD

shall be retained in the procurement file by the school district.” The annual sole source providers include Arizona Association of School Business Officials, Arizona School Administrators, Arizona School Board Association, International Baccalaureate Organization, and Arizona K-12 Center. Infinite Campus’ contract will expire in two (2) months at that point the District will be moving toward Synergy.

A motion by Mrs. McNamara/Mr. Aguire was entered to approve the Designate Sole Source Providers for the fiscal year 2018-2019.

Approved

UNANIMOUS

8. Discussion/Review of Reports on Current Pending Public Information Requests.

Dr. Shough stated that the District is working toward a system that will monitor all incoming public records requests. At the moment there is only one known pending, and it is has been forwarded to the appropriate department.

This was an information item. No action was taken.

9. Discussion/Review of School Resource Officers.

Dr. Shough stated, as of last year, there were three resource officers. Two (2) of the officers are from the City of Buckeye and serve the Liberty and Freedom campuses and one (1) officer from the city of Goodyear and serves Las Brisas, Estrella, and Westar. It was noted that all of the resource officers serve at the local high schools as well. Rainbow Valley is located in an area served by the Maricopa Sheriff’s Department, but they do not provide a resource officer. She stated more research will be conducted to see how the resource officers are provided. Mr. Aguire stated his concern with no resource officer at Rainbow. He further stated that even if walls are built, if someone wants to get in, they will. Having a constant officer on campus would be a deterrent. Dr. Shough stated that the school resource officers provide law-related education to build relationships so students are not afraid or intimidated by law enforcement. School Resources are not a disciplinary officer. Mr. Aguire stated he believes we should be ahead of the program before anything happens. Dr. Shough stated that a grant would require the District to pay for their salary and uniforms but could only be used for law-related education. Mr. Aguire stated we should reach out to the cities and see what options we have. Mr. Jensen asked if researching safety security versus a resource officer would be an option. Mr. Aguire stated he wants someone there to take action if something were to happen. Dr. Shough stated she will generate some ideas and bring them back to the board.

This was an information item. No action was taken.

10. Discussion/Consideration to Approve 2019 - 2022 School Calendars.

Dr. Rundhaug stated Liberty School District is in partnership with the Buckeye Union High School District to make certain calendars align to avoid creating hardships on our families and community. Input was received and shared by members of the Teacher Advisory Group. Based on input from the Teacher Advisory Group, three calendar options were created. The descriptions for the three options are as follows: Calendars Option A; the day before Winter Break and the Last Day of School will be an early release days for students, release will be as follows (this adds 2 additional days of early release): Day before Winter Break: EMES, 12:40 PM FES, 1:30 PM LBA, 2:15 PM LES, 12:30 PM RVES, 1:30 PM WES, 12:40 PM Last Day of School: EMES, 10:40 AM FES, 11:30 AM LBA, 12:15 PM LES, 10:30 PM RVES, 11:30 AM WES, 10:40 AM, Calendars Option B; the day before Winter Break and the Last Day of School will be early release days for students; Move Parent/Teacher Conferences to the week before Fall Break, release will be as shown above (this adds two (2) additional day of early release), Calendars Option C; the day before Winter Break and the Last Day of School will be early release days for students; Move Parent/Teacher Conferences to the week before Fall Break; Add an additional day for Parent/Teacher Conferences (Thursday) in January plus an early release day on the Friday to occur the week prior to MLK Day weekend. It has been customary that we allow students to release early on the last day of school as indicated above with no lunch served. Mr. Jensen suggested that administration research the number of absences on the half days and see if the absentees match up with the holidays.

A motion by Mr. Aguire/Mrs. Lopez-Bearden was entered to approve the option C of the 2019-2022 school calendars.

Approved

UNANIMOUS

11. Discussion/Consideration to Approve the Proposed 2018-2019 Governing Board Meeting Schedule.

A motion by Mrs. Lopez-Bearden/Mrs. McNamara was entered to approve the proposed 2018-2019 Governing Board Meeting Schedule.

Approved

UNANIMOUS

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

- Mr. Jensen – N/A
- Mr. Aguire – N/A
- Mrs. Lopez-Bearden – N/A
- Mrs. McNamara – N/A

**IX. UPCOMING GOVERNING BOARD MEETINGS:  
July 09, 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 7:42 p.m.

Signed:

Date:

July 09, 2018

UNCONFIRMED