



**LIBERTY SCHOOL DISTRICT No. 25
Governing Board Minutes**

TIME: June 17, 2019 – 6:30 PM
PLACE: Jerry Rovey District Facility, 19871 West Fremont Road, Buckeye, AZ 85326

I. OPENING OF PUBLIC HEARING

1. Mr. Paul Jensen, Governing Board President, called the meeting to order at 6:35 p.m. Governing Board members constituting a quorum were present: Mr. Mark Aguire, Mrs. Yolanda Lopez-Bearden, Mrs. Kathy McNamara, and Mr. Jeffrey Turbitt.
2. Pledge of Allegiance was led by Mrs. Lopez-Bearden
3. Information/Discussion Fiscal Year 2019-2020 Proposed Annual Expenditure Budget
Ms. Baysinger stated Districts are statutorily required to prepare a proposed budget by no later than July 5th 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 affect 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 increased capacity due to state partial restoration of capital funding. Funds for the District Additional Assistance allocation continue to be reduced however; 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

A motion by Mrs. McNamara, a second by Mr. Turbitt was entered to adjourn the Public Hearing at 6:49 p.m. Upon call to vote, Mr. Aguire, Mrs. Lopez-Bearden, Mrs. McNamara, Mr. Turbitt, and Mr. Jensen voted 'aye', and the motion carried.

III. OPENING MEETING

1. Mr. Paul Jensen, Governing Board President, called the meeting to order at 6:49 p.m. Governing Board members constituting a quorum were present: Mr. Mark Aguire, Mrs. Yolanda Lopez-Bearden, Mrs. Kathy McNamara, and Mr. Jeffrey Turbitt.
2. Pledge of Allegiance was not recited due to it being recited at the beginning of the Public Hearing.
3. A motion by Mr. Aguire, a second by Mrs. Lopez-Bearden 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, Mr. Turbitt, and Mr. Jensen voted "aye", and the motion carried.

IV. CALL TO THE PUBLIC - None

V. ADMINISTRATIVE REPORTS

1. Strategic Plan - Dr. Shough
Dr. Shough provided a timeline of stakeholder meetings. Focus groups included student groups from each school, all-staff groups from each school and parents. A Steering Committee was formed which included teachers, support staff, community members, parents and administrators. This committee drafted a vision statement, values, focus areas, and objectives. District administrators further refined the work and added key performance indicators and project for each goal with proposed start and end times. Goals were placed in four Focus areas which included Strategic Leadership, High Expectations for Learning, Stewardship of Resources, and Community Connections. Dr. Shough shared the list with this information and requested input from the Governing Board to guide further revisions.
2. Annual Financial Audit - Mrs. Baysinger

- Mrs. Baysinger shared school district that have an adopted budget of \$2 million or more for the Maintenance and Operation (M&O) Fund to contract for an annual audit. As part of these audits, districts are also required to have the audit firm complete a Uniform System of Financial Records (USFR) Compliance Questionnaire. The annual audit was conducted by Heinfeld, Meech, & Co., an independent CPA and Business Consultant, as of, and for the fiscal year ended June 30, 2018. Heinfeld, Meech, & Co. audited the financial statements of the governmental activities, each major fund, the aggregate remaining fund information of the District, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and issued their report thereon. The audit resulted in reports on internal control over financial reporting, on compliance, and other matters based on an audit of financial statements. The summary of Auditor's review over the financial statements and Federal Awards resulted in an Unmodified Opinion. Additionally, based on these results, the District continues to qualify as a low risk auditee. Arizona school district accounting, financial reporting, and compliance with state and federal laws is affected by the State Legislature, the State Board of Education, school district governing boards, county school superintendents, the Office of the Auditor General, county treasurers, the federal government, and the Governmental Accounting Standards Board, both directly and often indirectly due to complex interrelationships.
3. Attendance/Enrollment Report - Dr. Shough
Dr. Shough shared the Attendance and Enrollment Report for the month of May

VI. CONSENT AGENDA

A motion by Mr. Aguire, a second by Mrs. Lopez-Bearden entered to approve the June 17, 2019 Consent Agenda as presented. Upon call to vote, Mr. Aguire, Mrs. Lopez-Bearden, Mrs. McNamara, Mr. Turbitt, and Mr. Jensen voted 'aye', and the motion carried.

1. Approval of Minutes of the May 9, 2019 Work Study Session, May 13, 2019 Regular Board Meeting, and the May 22, 2019 Special Board Meeting
2. Approval/Ratification of Payroll Vouchers 130, 131, 132, 133, 1030, 1032 and 1033 in the amount of \$3,722,609.57
3. Approval/Ratification of Expense Vouchers 1944, 1945, 1946, 1947 and 1948 in the amount of \$ 788,199.07
4. Approval of Student Activity Fund for the Month of April, 2019
5. Approval of Gifts & Donations for May, 2019
6. Approval of Student Activity Treasurer for the Fiscal Year 2019-2020
7. Approval of Appointment of Signatories for School Accounts for Fiscal Year 2019-2020
8. Approval of Resolution Appointing Maricopa County Superintendent of Schools as the Chief Disbursing Officer for the Garnishment of Wages for the Fiscal Year 2019-2020
9. Approval of Resolution Authorizing Signing of Vouchers for Fiscal Year 2019-2020
10. Approval of Annual Contract Renewals for the 2019-2020 Fiscal Year
11. Approval to Designate Sole Source Providers for Fiscal Year 2019-2020
12. Approval of Cooperative Purchase Agreements and Procurement Authorizations for the Fiscal Year 2019-2020
13. Approval of Insurance Proceeds Use for Fiscal Year 2019-2020
14. Approval of Renewal of Consulting Agreement from Gallagher Benefit Services, Inc for FY20
15. Approval of Personnel Action Items

VII. GOVERNING BOARD REPORT, COMMENTS ON AGENDA TOPICS, OR RECOMMENDED AGENDA TOPICS ADDITION

1. Governing Board Update
 - o Mr. Jensen – Attended and enjoyed Addams Family Young @ Part at Las Brisas Academy. Students did a good job.
 - o Mr. Aguire – NA
 - o Mrs. Lopez-Bearden - Husband went for breakfast with grandson stating it was very good but sad to see not more kids are taking part.
 - o Mrs. McNamara – Had the opportunity to sit in on the ASBA' Governor's budget and was pleased to see school counselors on the budget. Hope that the Liberty Elementary School District takes advantage of this.

- Mr. Turbitt - Attended Freedom Elementary School's promotion, wished all 8th grade students the best.

VIII. GENERAL BUSINESS

1. Discussion/Consideration to Approve Fiscal Year 2019-2020 Proposed Annual Expenditure Budget
Mrs. Baysinger stated information was provided earlier during the Opening of Public Hearing. A motion by Mrs. Lopez-Bearden, a second by Mrs. McNamara was entered to approve Fiscal Year Proposed Annual Expenditure Budget. Upon call to vote, Mr. Aguire, Mrs. Lopez-Bearden, Mrs. McNamara, Mr. Turbitt, and Mr. Jensen voted 'aye', and the motion carried.
2. Discussion/Consideration to Approve Text Required for Publicity Pamphlet on Statement as to Why an Override Election is Being Called to be Held on November 5, 2019

Mrs. Baysinger shared a requirement in having called for an election is that a publicity pamphlet be prepared that contains a statement as to why the election has been called. A copy of that portion of the last publicity pamphlet detailing the reasons put before the public at the time of the last election was provided for the Board's review along with a draft of that portion of the publicity pamphlet for the override being considered for this coming November. The statement will inform voters how the override monies would be utilized if the override gets approved by the voters. All of the other financial information in the statement will be provided by the District's finance department working in conjunction with the district's financial advisers. This is a task that needs to be completed and furnished to the State elections office by July 8, 2019. The Board composed the following statement to include in the Publicity Pamphlet:

The Governing Board of Liberty Elementary School District has called a special budget override election to be held on November 5, 2019 to request voter authorization to exceed the Maintenance and Operation Budget Limit by 15% of the revenue control limit to fund existing programs, such budget override to be in effect for a period of seven years. The increase authorized by this election shall be funded from a levy of taxes on the taxable property within the District.

The continuation of the current override and an increase of an additional 5% for a Maintenance and Operations Override budget would support and expand programs currently serving District students that are not fully funded through the State budget. Override funds will be used to help the following programs that contribute to high levels of student learning during the first year the budget override will be in effect:

- Ensure the continuation of music, art, and physical education programs
- Maintain class sizes
- Add counselors to all schools
- Provide competitive salaries to teachers and support staff
- Ensure the continuation of full-day kindergarten

A motion by Mrs. McNamara, a second by Mr. Turbitt was entered to approve the Text Required for Publicity Pamphlet on Statement as to Why an Override Election is Being Called to be Held on November 5, 2019 as composed. Upon call to vote, Mr. Aguire, Mrs. Lopez-Bearden, Mrs. McNamara, Mr. Turbitt, and Mr. Jensen voted 'aye', and the motion carried.

A 5 minute break was called from 8:24 - 8:30 PM

3. To Consider, Discuss, Amend if Desired, and, if Deemed Advisable, to Adopt a Resolution Approving the Governing Board's Argument in Support of the Special Maintenance and Operation Budget Override Election

Mr. Jensen shared a draft Pro Statement to be included in the Informational Pamphlet for the upcoming November 5, 2019 override election. He recommended the statement be discussed, reviewed, considered and approved by the entire Governing Board. An electronic and hard copy with original author(s) and signature(s) is due to Maricopa County Education Services - Election Services Department by Friday, August 9, 2019. As a note, the statement is limited to 200 words. The Board composed the following Pro statement in support of the M&O Budget Override Election to include in the Publicity Pamphlet:

Help create better schools in your neighborhood by voting for an additional 5% Maintenance and Operations Override. The estimated additional cost to the average homeowner, with a home valued at \$152,000, will only be \$4.50 per month. With this additional money, students will have access to counselors, full-day kindergarten, art, music, physical education, small class sizes, and better paid teachers.

The District and Board are working collaboratively with the community to ensure all funds are spent wisely and responsibly. Liberty School District is the top-ranked district among its peers for the

percentage of dollars to the classroom according to the Arizona Auditor General Report. Our District is dedicated to fiscal responsibility by seeking out best practices in purchase contracting, benefits, facility long-range planning, and facility maintenance. The District completed a comprehensive external review of the district that provided a roadmap of nationally identified best practices in education. Together we will provide an exemplary education for our children. Vote yes to make our schools the best they can be!

A motion by Mr. Turbitt, a second by Mr. Aguire was entered to approve to the Adoption of a Resolution Approving the Governing Board's Argument in Support of the Special Maintenance and Operation Budget Override Election as composed. Upon call to vote, Mr. Aguire, Mrs. Lopez-Bearden, Mr. Turbitt, and Mr. Jensen voted 'aye', and the motion carried.

Mrs. McNamara departed the meeting at 8:46 PM before the vote on Agenda Item #VIII.3.

4. Discussion/Consideration, Amend if Desired, and, if Deemed Advisable, to Approve the Purpose Statement and List of Capital Items to be Included Within the Voter Information Pamphlet for the District's Previously Called Special Bond Election to be Held on November 5, 2019

Mrs. Baysinger stated a requirement in having called for an election is that a publicity pamphlet be prepared that contains a statement as to why the election has been called as well as a list of capital items expected to be paid from the bond proceeds. She shared the administration considered the needs of the district as well as the results of the voter survey to develop the list of proposed capital items. Following is the Purpose Statement and List of Capital Items to be include within the Voter Information Pamphlet:

The Governing Board of Liberty Elementary School District has called this special bond election to provide for funding for construction of an elementary school, renovation and construction of school buildings, capital improvements at each site, construction of a transportation facility, purchase of buses for student transportation, and technology.

The Liberty Elementary School District utilizes bond funds to support capital needs. While the district has worked diligently to perform routine maintenance on all buildings and systems, age and wear eventually necessitate repair, renovation, and replacement. State funding has been cut by 85% resulting in cumulative deferred capital and maintenance projects. Additionally, bond funding is needed to support construction of schools and school buildings.

The district conducted a needs assessment of all schools, facilities, equipment and technology to determine and prioritize the capital needs of the district and is requesting funds for the following purposes.

- New School Construction to accommodate student growth
- Construction and renovation of buildings; including the rebuild of the Liberty Elementary School Campus
- Student safety and security systems; including replacement and upgrades of fire alarm systems
- Technology, furniture, and equipment; including 1:1 devices for grades 5 through 8, ongoing replacement and maintenance, and infrastructure
- Structural and building improvements; including roofing systems, flooring, and plumbing systems
- Site improvements; including playgrounds, shade structures, and fields
- Electrical and lighting systems
- Upgrades to energy management systems

A motion by Mr. Aguire, a second by Mr. Turbitt was entered to approve to the Purpose Statement and List of Capital Items to be Included Within the Voter Information Pamphlet for the District's Previously Called Special Bond Election to be Held on November 5, 2019. Upon call to vote, Mr. Aguire, Mrs. Lopez-Bearden, Mr. Turbitt, and Mr. Jensen voted 'aye', and the motion carried.

5. Discussion/Consideration to Approve Teacher Compensation Adjustments

Mrs. Baysinger share teacher contracts approved and generated earlier in the spring wer based on prior year contracts plus addendums with no addition increase. During the January Budget Study Session, administration discussed with the Board the intent to issue addendums to teachers pending adoption of the state budget. The Arizona State budget was approved and included appropriation for approximately a 5% increase to teacher compensation based on SY 2018 budget allocations. A compensation committee that had met in May 2018 agreed on a model for distribution of the funds for SY2019 which provides a tiered model with a slightly higher percentage for teachers with longevity in the district Below is a summary of the average increase amounts that teachers will receive:

| Teacher Description | St % Increase | St Avg Incr Amt |
|------------------------------|---------------|-----------------|
| Returning Teachers 1-5 Years | 4.5 | \$ 1,832 |

| | | |
|-------------------------------|------|----------|
| Returning Teachers 6-10 Years | 4.75 | \$ 2,122 |
| Returning Teachers >10 Years | 5 | \$ 2,673 |

A motion by Mrs. Lopez-Bearden, a second by Mr. Turbitt was entered to approve to the Teacher Compensation Adjustments. Upon call to vote, Mr. Aguire, Mrs. Lopez-Bearden, Mr. Turbitt, and Mr. Jensen voted 'aye', and the motion carried.

6. Discussion/Consideration to Approve Compensation Increases for Substitute Teachers

Mrs. Baysinger stated the school district needed to find ways to both bolster the substitute pool and more consistently staff classrooms that need coverage with qualified substitutes. A research conducted by HR Departments representing districts from around the state was utilized which indicate that the Liberty Elementary School District's current standard daily rate (not long-term) is slightly below the average. Fifty-nine school districts, including Liberty Elementary School district participated in the ASPAA substitute Pay Rate Survey. The average for all districts who participated in the survey was \$94/day. Four school districts employ a tiered rate similar to what district administration is proposing. Districts across the state define long-term in different ways. Liberty defines long term as working as a substitute for 10 consecutive days or more. There are four school districts that identify long-term the same as LESD. The average long-term daily rate for districts defining long-term as 10 consecutive days is \$112.50. Liberty is the only school district among that group that offers a daily rate of \$174 for long-term substitutes who are appropriately certified as a teacher. District administration is proposing the following: Standard Daily Rate \$96/day - Days served 1-15; Standard Daily Rate \$110/day - Days served above 15; Increase in Long-Term Daily Rate (10 consecutive days) from \$110/day to \$125/day; Existing Certified Long-Term Substitutes will be grandfathered at the Daily Rate of \$174/day for substitutes appropriately certified as a teacher. Any new Certified Long-Term Substitutes will be paid at a daily rate of \$150/day. The proposed increases based on the data comparison would present an overall budget increase of \$39,000. A motion by Mr. Turbitt, a second by Mr. Aguire was entered to approve to the Compensation Increase for Substitute Teachers. Upon call to vote, Mr. Aguire, Mrs. Lopez-Bearden, Mr. Turbitt, and Mr. Jensen voted 'aye', and the motion carried.

7. Discussion/Consideration to Approve Extended Day Program Lead move from Hourly Rate to Exempt Status

Mrs. Baysinger shared the job duties and responsibilities of the Extended Day Program Lead have evolved over the past few years into a leadership role within the school district. The LEAP program is a self-sustaining program which generates revenue from the before and after school services provided to LESD staff members and community members. With the growth of the school district in general, there is an increased demand for more oversight, supervision, and program management. District administration is recommending The Extended Day Program Lead position be changed from an hourly employee to an exempt status employee. Not only will this allow for opportunities for the Program Lead to achieve the aforementioned responsibilities but it will afford the Program Lead the opportunity to plan for the growth and expansion of the program to better support the needs of our staff and community. Currently the position of LEAP Program lead is placed on a pay level 15, which is the same as the Primary Site Leader. With the responsibilities of supervising 11 staff members, billing and management of Revtrak, and compliance with DES and other state regulations, the recommended beginning salary of \$42,000 is the equivalent \$20.19/hour. A motion by Mr. Aguire, a second by Mrs. Lopez-Bearden was entered to approve the Extended Day Program Lead move from Hourly Rate to Exempt Status. Upon call to vote, Mr. Aguire, Mrs. Lopez-Bearden, Mr. Turbitt, and Mr. Jensen voted 'aye', and the motion carried.

8. Discussion/Consideration to Approve Extended Day Program Lead Job Description

Mrs. Baysinger stated District administration is recommending approval of the Extended Day Program Lead job description. The position of Extended Day Program Lead has evolved over the past few years from a part time position to a full-time, leadership role for the District's before and after school care program. The job description included herein captures both the qualifications required and the responsibilities and duties that need to be fulfilled by the Extended Day Program Lead. A motion by Mrs. Lopez-Bearden, a second by Mr. Turbitt was entered to approve the Extended Day Program Lead Job Description. Upon call to vote, Mr. Aguire, Mrs. Lopez-Bearden, Mr. Turbitt, and Mr. Jensen voted 'aye', and the motion carried.

9. Discussion/Consideration to Approve Administrator Salary Schedule

Mrs. Baysinger stated the District administration is recommending a 1.5% increase for employees represented in the Administration and Exempt Salary Schedule. Discussion was had regarding the possibility of adding another 5%. Mrs. Baysinger reminded the Board that Support Staff had received a 1.5%. After discussion, the Board decided to address this the following year. A motion by Mr. Turbitt,

- a second by Mr. Aguire was entered to approve the Administrator Salary Schedule. Upon call to vote, Mr. Aguire, Mrs. Lopez-Bearden, Mr. Turbitt, and Mr. Jensen voted 'aye', and the motion carried.
10. Discussion/Consideration to Approve the Proposed 2019-2020 Governing Board Meeting Schedule
Dr. Shough shared the meeting calendar continued with meetings on the second Monday of the month with a couple of exceptions. A motion by Mr. Aguire, a second by Mrs. Lopez-Bearden was entered to approve to the proposed 2019-2020 Governing Board Meeting Schedule. Upon call to vote, Mr. Aguire, Mrs. Lopez-Bearden, Mr. Turbitt, and Mr. Jensen voted 'aye', and the motion carried.

The remainder of the agenda items (agenda items #11, #12, #13, and #14) were not addressed and postponed to the July 8, 2019 meeting.

11. CALL TO EXECUTIVE SESSION
Call for Executive Session Pursuant to ARS 38-431.03 A.1
Possible Executive Session pursuant to ARS 38-431.03 (a) (1); Personnel - discussion of Superintendent's evaluation, performance pay, and contract
12. Discussion/Consideration to Approve the 2018-2019 Superintendent's Evaluation
13. Discussion/Consideration to Approve the Superintendent's Performance Pay
14. Discussion/Consideration to Approve or Continue to Negotiate Contract with Dr. Lori Shough, Superintendent, Pending Legal Review

IX. UPCOMING GOVERNING BOARD MEETINGS:
July 8, 2019 - Regular Board Meeting

X. ADJOURNMENT OF BOARD MEETING

A motion by Mrs. Lopez-Bearden, a second by Mr. Aguire was entered to adjourn the Governing Board Meeting at 9:15 p.m. Upon call to vote, Mr. Aguire, Mrs. Lopez-Bearden, Mr. Turbitt, and Mr. Jensen voted 'aye', and the motion carried.

Signed:

Date:

July 8, 2019