

OSBORN SCHOOL DISTRICT NO. 8
GOVERNING BOARD MEETING
March 5, 2024

Special Meeting- 6:00 P.M.
Doors Open at- 5:45 PM

Executive Session

CONSISTENT WITH THE REQUIREMENT OF A.R.S. §38-431.02, NOTICE OF THIS MEETING HAS BEEN POSTED. LOCATION OF THE MEETING IS:

THE OSBORN DISTRICT OFFICE
1226 WEST OSBORN ROAD
PHOENIX, AZ 85013

AGENDA

Agendas are available at least 24 hours prior to each meeting in the District Office at 1226 West Osborn Road, Monday through Friday between the hours of 7:30 a.m. and 4:30 p.m. One or more Board members may attend telephonically. Board members attending telephonically will be announced at the meeting. The board may vote to recess into an executive session for the purpose of obtaining legal advice from the board's attorney on any matter listed on the agenda pursuant to A.R.S. §38-431.03(A)(3). Accommodations for individuals with disabilities, including alternative format materials, sign language interpretation, assistive listening devices, or assistance with Calls to the Public are available upon 72 hours' advance notice through the Office of the Superintendent 602-707-2002. To the extent possible, additional reasonable accommodations will be made available within the time constraints of the request.

I. Call to Order

II. Executive Session- Personnel

The Governing Board may convene in executive session to discuss personnel matters, pursuant to A.R.S. 38-431.03(A)(1), to consider employee grievance no: 2023-2024-001, and to hear the response from the school and district administration.

III. Action Items

A. Discussion and Possible Action re: Employee Grievance No. 2023-2024-001

The Governing Board may discuss and take action concerning Employee Grievance No. 2023-2024-001, including upholding the decision of the Superintendent to deny the employee's request, reversing the Superintendent's decision to deny the employee's request, or other action as deemed appropriate by the Board.

B. Approval of Personnel Items

1. New Employees
2. Extra Duty Contracts
3. Employment Changes/Additions
4. Resignations
5. Terminations
6. Retirements
7. Leaves of Absence

C. Revision of Job Description, Administrator of Federal and Community Programs

IV. Discussion/Information Items

A. FY2023 Audit Reports

B. Disaggregated Discipline Data

V. **Executive Session**

The Governing Board may convene an executive session pursuant to A.R.S. Section §38-431.03(A)(1) for the purpose of discussion of the Superintendent's Evaluation

VI. **Adjournment**

OSBORN SCHOOL DISTRICT NO. 8

March 5, 2024

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number – III-A

Agenda Item

Discussion and Possible Action re: Employee Grievance No. 2023-2024-001

For Board: Action Discussion Information

Background –

The Governing Board may discuss and take action concerning Employee Grievance No. 2023-2024-001, including upholding the decision of the Superintendent to deny the employee's request, reversing the Superintendent's decision to deny the employee's request, or other action as deemed appropriate by the Board.

Legal

Financial

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

Approval to uphold or deny the decision of the superintendent of the employee's request or other action as deemed appropriate per Board discussion.

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

March 5, 2024

Board Meeting

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Agenda Item Number – III-B-1-7

Agenda Item

Approval of Personnel Items

For Board: Action Discussion Information

Background –

Per attached list.

Note: Due to HIPPA laws (Health Insurance Portability & Accountability Act) regarding privacy of health information, we do not include letters from individuals requesting FMLA because their medical conditions are mentioned in their letters. This information must be held confidential. Board members will simply know from the usual monthly listings that it is an FMLA request and understand that such requests are made due to one's own personal illness or injury or a close family members' illness or injury or the birth or adoption of a child, etc.

Legal

Financial

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
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Recommendation

It is recommended that the Governing Board approve the Resignations/Terminations/Retirements and Employment/Changes/Additions as presented.

Moved _____ Seconded _____ P/F

NEW EMPLOYEES: CERTIFIED

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>DATE HIRED</u>	<u>RATE OF PAY</u>
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NEW EMPLOYEES: CLASSIFIED

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>DATE HIRED</u>	<u>RATE OF PAY</u>
Granados, Guadalupe	Custodian	M&T	2/20/2024	\$21.27
Reyez Zavala, Genoveva	Educational Asst- Community Preschool	LNV	2/12/2024	\$21.02
Young, Joshua	Educational Asst- SC/CC	ENC	2/27/2024	\$21.86

RATIFY ADDENDUM TO CONTRACT

NAME

PROGRAM

AMOUNT

PRE-APPROVAL ADDENDUM TO CONTRACT

NAME

PROGRAM

AMOUNT

ADDITIONAL ASSIGNMENTS				
<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>DATE</u>	<u>RATE OF PAY</u>
Capetillo, Margarita	XD- 21st Century PD	OMS	2/8/2024	\$25
Capetillo, Margarita	XD- 21st Century Intervention	OMS	2/12/2024	\$18.16
Dagnino, Lina	XD- Food II	CN	1/23/2024	\$17.58
Dine, Yasmin	XD- 21st century 1:1 Student Support	SOL	2/12/2024	\$18.34
Duran, Elsa	XD- Food II	CN	1/21/2024	\$16.28
Duran Solis, Yaney	XD- 21st Century Enrichment	SOL	2/12/2024	\$19.43
Magallanes, Fernando	XD- 21st Century Program Substitute	LNV	2/12/2024	\$21.59
Marshall, Gina	XD- Girls Track	OMS	2/20/2024	\$25.09
Quiroz Tovar, Nallely	XD- 21st Century Enrichment	SOL	2/12/2024	\$18.34
Ramirez, Juana	XD- 21st Century Enrichment	SOL	2/12/2024	\$22.15
Villacorta, Raquel	XD- 21st Century Program Substitute	ENC	2/12/2024	\$25.50
Watson, Elva	XD- 21st Century PD	OMS	2/8/2024	\$25
Williams, James	XD- 21st Century Enrichment	ENC	2/12/2024	\$22.18
Williams, James	XD- 21st Century PD	ENC	2/8/2024	\$25
Williams, James	XD- 21st Century Enrichment	ENC	2/12/2024	\$22.18

CHANGE OF ASSIGNMENT					
<u>NAME</u>	<u>FROM POSITION</u>	<u>TO POSITION</u>	<u>LOCATION</u>	<u>DATE</u>	<u>RATE OF PAY</u>
Flores, Genesis	Educational Asst Montessori	Educational Asst Montessori	MCS	2/12/2024	\$16.85

NEW YEAR CLASSIFIED ASSIGNMENTS				
<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>DATE</u>	<u>RATE OF PAY</u>

NEW YEAR SUBSTITUTES ASSIGNMENTS				
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RESIGNATIONS

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>DATE</u>
Chevalier, Cecilia	Master Teacher	SOL	5/24/2024
Echeverria, Lushanya	Teacher	OMS	5/24/2024
Kafka, Eimmy	Social Worker	SOL	3/8/2024
Tenjieth, Mia	Teacher	SOL	5/24/2024
Valdez, Adrianna	Health Office	MCS	2/12/2024
Valentine, Britnie	Teacher	SOL	5/24/2024
Wanatee Diego, Enriqueta	Native American Parent Liaison	T&L	2/9/2024

TERMINATIONS

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>DATE</u>
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RETIREMENTS

<u>NAME</u>	<u>REASON</u>	<u>LOCATION</u>	<u>DATE</u>
Patterson, Alice	Teacher-Art	SOL	5/24/2024

LEAVE OF ABSENCES:

<u>NAME</u>	<u>REASON</u>	<u>LOCATION</u>	<u>DATE</u>
Holden, Elisya	FMLA	ENC	1/25/2024- 2/23/24
Kowalczyk, Tyus	FMLA	CLA	4/29/2024-5/17/2024
Loyola, Elizabeth	FMLA	ENC	1/30/2024-3/26/2024
Pacheco, Maria	FMLA	M&T	4/18/2024-7/8/2024

MILITARY LEAVE:

<u>NAME</u>	<u>REASON</u>	<u>LOCATION</u>	<u>DATE</u>
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NAME

PROGRAM

AMOUNT

PRE-APPROVAL ADDENDUM TO CONTRACT

NAME

PROGRAM

AMOUNT

Brod, Matthew	Substitute 2/12/24-4/26/24	\$800.00
Bucklew, Joan	Girls on the Run Spring Session 2/12-4/26/24	\$1,860.00
Campbell, Amelia	21st CCLC Professional Learning 2/7/24	\$25.00
Campbell, Amelia	Arts and Crafts 2/12-4/26/24	\$1,860.00
Campbell, Amelia	Morning Computer Club 2/12/4/26/24	\$1,920.00
Carter, Briona	Coach-Track 2/20-5/3/24	\$1,000.00
Chevalier, Cecilia	Girls on the Run Spring Session 2/12-4/26/24	\$1,860.00
Chevalier, Cecilia	Girls on the Run Winter Session 1/23-2/9/24	\$558.00
Formanek, John	21st CCLC Professional Learning 2/7/24	\$25.00
Formanek, John	Substitute 2/12/24-4/26/24	\$400.00
Gomez, Vincent	Coach-Track 2/20-5/3/24	\$1,000.00
Linton-Brown, Teola	Drums Club 2/12-4/24/24	\$1,860.00
Linton-Brown, Teola	Morning Computer Club 2/12-4/26/24	\$1,920.00
Logrono, Renalyn	21st CCLC Professional Learning 2/7/24	\$25.00
Logrono, Renalyn	Volleyball 2/12-4/27/24	\$800.00
Pendall-Castro Emily	21st CCLC Professional Learning 2/7/24	\$25.00
Pendall-Castro Emily	Substitute 2/12/24-4/26/24	\$651.00
Shillito, Alexandra	21st CCLC Professional Learning 2/7/24	\$25.00
Shillito, Alexandra	Tiger Builders 2/12-4/26/24	\$1,860.00
Thompson-Hunter Angella	21 CCLC Professional Learning 2/7/24	\$25.00
Thompson-Hunter Angella	Board Games Club 2/12-4/26/24	\$1,860.00

OSBORN SCHOOL DISTRICT NO. 8

March 5, 2024

Board Meeting

**The Osborn Community advances the full potential of every child
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Agenda Item Number – III-C

Agenda Item

Revision of Job Description, Administrator of Federal and Community Programs

For Board: Action Discussion Information

Background –

The scope of the Federal Program Specialist position has expanded due to an increase in awarded grant projects and community based programs in the District. The expanded responsibilities are currently being compensated via addendum contracts. This revision to, Administrator of Federal and Community Programs aligns to the current responsibilities and administrative oversight already being performed, incorporating the addenda tasks into the primary position’s job description.

Legal

Financial

There is no cost increase for this change to the job description. The current position and addendum contract amounts are equivalent to the revised job description placement level.

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
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Recommendation

It is recommended that the Governing Board approve the revised job description for Administrator of Federal and Community Programs.

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT

Job Title: Administrator of Federal and Community Programs

Salary Grade: Group C

Work Year: 12 month

FLSA: Exempt

Summary: The Administrator of Federal and Community Programs is responsible for leadership and coordination of federal, state, and [community-based programs](#) and grants.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Responsibilities shall include, but not be limited to the following:

- [Work collaboratively with district and site leadership to oversee](#) implementation of state and federally-funded programs, and assure compliance of all state and federal requirements.
- [Oversee community-based programs including 21st CCLC, Homeless, Johnson-O'Malley, Title VI, and Early Childhood to support effective program quality and regulatory compliance](#)
- [Support coordination of district and school Continuous Improvement Process, including completion of planning, development and implementation of needs assessments, Integrated Action Plans, and aligned grant budgets in compliance with state and federal guidelines](#)
- [Provide leadership and support of instructional programming within Titles I, II, III, VI, and Gifted.](#)
- Prepare, maintain and submit required program reports, budgets, surveys, needs assessments, evaluations related to monitoring and auditing for all state, federal and community-based programs.
- Manage private school services and ongoing consultation process to ensure Equitable Services are provided under ESEA and IDEA programs, and monitor the provision of distribution of federal funds in compliance with state and federal guidelines.
- Develop and submit grant proposals, applications, monthly, annual, and project completion reports.
- [Manage development and implementation of procedures](#) to ensure timely submission of proposals, applications, amendments, monthly and annual reports, census data and evaluations required for federal, state and [community based programs](#).
- [Lead grant budget planning and](#) monitor school and district budgets and expenditures funded from state, federal, profit and non-profit entities
- [Provide ongoing guidance to site and district leadership to support effective administration and monitoring of grant funds](#)
- [Monitor staff pay from grants including salaries and addenda](#)
- [Manage development and implementation of grant-related time and effort process to ensure compliance with federal and district guidelines](#)

- Review and approve requisitions, invoices and receipts for payment related to grants
- Maintain communication and collaboration between district and site administrators and Arizona Department of Education regarding continuous and targeted improvement
- Communicate status of grants to Governing Board, district and school leadership
- Compile and maintain written records and reports related to all federal projects and disseminate such information to appropriate agencies, institutions and constituencies.
- Represent the District at Federal and State meetings related to Federal, State and Community-Based Programs.
- Other duties as assigned.

MINIMUM QUALIFICATIONS: The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

- Extensive budget development/fiscal management experience.
- Experience with district and school improvement requirements and processes.
- Strong organizational skills that are detail-oriented
- Strong communication skills, verbally and in writing
- Strong project management skills

EDUCATION and/or EXPERIENCE:

- At least three years successful K-8 teaching or administrative experience
- Master's Degree in Education
- Arizona Principal or Administrative Certification Preferred
- Three years successful experience administering Federal programs in an urban school district or its equivalent preferred

OSBORN SCHOOL DISTRICT NO. 8

March 5, 2024

Board Meeting

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Agenda Item Number – IV-A

Agenda Item

FY2023 Audit Reports

For Board: Action Discussion Information

Background –

Each year the district is required to have a comprehensive audit performed by an independent audit firm. John C Todd III, P.C. conducted the audit for 2022/23sy. The audit reports include the Single Audit Reporting Package and USFR Compliance Questionnaire.

Mrs. Toscano will be presenting the highlights and next steps from the FY23 audit.

Legal

Financial

Governing Board Goals

- Community Connectedness and Increased Enrollment
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- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

Information

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

March 5, 2024

Board Meeting

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Agenda Item Number – IV-B

Agenda Item

Disaggregated Discipline Data

For Board: Action Discussion Information

Background –

As we do annually, we will take time for both a district-level look at discipline data disaggregated by race, gender, and special program within the district. Dr. Robert will lead the Board through an analysis of the data, identification of trends, and exploration of strategies to employ to improve our responses to disciplinary infractions.

Principals will then engage in small group sessions with board members to recognize celebrations in our work over the past year, identify areas of concern, and chart next steps in improving district practices.

Legal

Financial

Governing Board Goals

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- Equity & Excellence for Opportunity and Outcomes

Recommendation

Information

Moved _____ Seconded _____ P/F

Agenda Item Number – VI

Adjournment

Moved _____ Seconded _____ P/F