

**Western Maricopa Education Center, District 402**

5487 N. 99<sup>th</sup> Avenue – Glendale, AZ 85305

September 3, 2014

**Governing Board Meeting Minutes**

**STUDY SESSION ON PERFORMANCE PAY – AGENDA ITEM #1**

Governing Board Chairman, Ray Malnar, began the Study Session on Performance Pay at 4:01 PM and turned the meeting over to Assistant Superintendent, Jack Erb. Jack Erb began the Study Session by introducing the members of the team: Jessica Edwards, Katie Mehin, Oscar Olivas, George Gerardo, and Dee Markham, and explained that the group had met 5-6 times over the course of two months. Their charge was to bring to the Governing Board a Performance Pay Plan for West-MEC. The team reviewed the evaluation instrument for modifications, developed a rubric to explain the categories of the evaluation instrument, discussed who should receive a COLA (cost of living raise) and whether the COLA should be added to the base, and provided an area for goals and action plans under Performance Pay.

The team modified the evaluation instrument by adding an additional evaluation category, adding a mid-year evaluation, and by changing the rating system to co-inside with the rating system used for teachers (highly effective, effective, developing, and ineffective). An area for development of goals was added along with types of goals. The rubric was a new item for presentation.

The committee recommended using the evaluation instrument to determine if an employee would receive a COLA. Any employee with 25% marked as ineffective would not receive a COLA and placed on an improvement plan. Under the performance piece, they recommended that each department supervisor and individual develop 3-5 goals for Performance Pay with a cap of \$5,000. This would be in alignment with the teacher's 301 money goals.

As a group, they personally felt that a point system or a system of ranking would not be needed as it would be demeaning to moral and the effect would be counter-productive to West-MEC employees.

Jack Erb then opened the discussion up to the Governing Board. Their thoughts and ideas are listed below:

**Frank Straka:**

- Wanted an overall percentage set which would include both the COLA and the Performance Pay. The Cola would be a percentage and the Performance Pay would be a dollar amount.

- Wanted to reward people who exceed expectations (example 1% COLA, 4% Performance Pay).
- Realized the Board would have to be committed to finding money for Performance Pay.
- Liked a flat dollar amount and not a percent for Performance Pay.
- Wanted Performance Pay as an incentive to make people work harder.

**Jeanine Guy:**

- Asked if Performance Pay would depend on the evaluation – Per Jack Erb, no, goals would determine Performance Pay.
- Asked how Performance Pay would not increase the budget and felt a pot of money would have to be set aside. – This is a topic to be researched.
- Asked if the committee looked at other districts with their involvement in Performance Pay – Per Jack Erb, the only comparable district was Litchfield Elementary with \$4-6,000 attainable for each staff member.
- Suggested that there were several companies that do research for other districts and it would be good to hear from them, positives and negatives.

**Ray Malnar:**

- Suggested the COLA would have to be approved by the Board and subject to change every year depending on the funding sources.
- Asked what will we gain as a district by using Performance Pay?
- Asked if West-MEC will really become that much better with Performance Pay?
- Liked the evaluation instrument immensely.
- Believed employees were well motivated and high performing and were compensated well.
- Why are we doing this? – Per Katie Mehin, there is no structure to seek a raise or to move to another position.
- Felt if employees are not performing, they should not get as big a raise.
- Did not like ranking of employees.

**David Cosgrove:**

- Asked where the amount of \$5,000 for Performance Pay came from? – Per Jack Erb, from the 301 funds for teachers.

**James Kaltenbach:**

- Asked how much of the 301 is added to teacher's base salary? – Per Jack Erb, \$1,500.
- Asked how much of the goal would you have to reach to achieve all the money? – Per Jack Erb, all or nothing.
- Asked when money would be received? – Per Barbara, at the end of the school year. Per Greg, funding flows a year behind performance.

**Dwight Amery:**

- Felt Performance Pay should be a one-time amount per year.
- Felt COLA should go to base pay.
- Thanked the committee for all its hard work.
- Had faith in supervisors that goals will not be “low hanging fruit” and that the goal value range will have to be made ahead of time.
- Liked goal oriented performance on a level playing field, a dollar amount.

## **REGULAR MEETING CALL TO ORDER – AGENDA ITEM #2**

Governing Board Chairman, Ray Malnar, called the meeting to order at 5:00 PM. Board Members present were Ray Malnar, Ken Varga, James Kaltenbach, Dwight Amery, Frank Straka, Jeanine Guy, and David Cosgrove. West-MEC staff in attendance were: Greg Donovan, George Gerardo, Cliff Migal, Dean Petersen, Cindy Strozewski, Stephen Weltsch, Michele Bush, Jessica Edwards, Ron Kalmbach, CJ Williams, Katie Mehin, Oscar Olivas, Jack Erb, John Mulcahy, Barbara Thompson, Diane McCarthy, Patricia Halligan, Speranta Klees, Julie Stockwell, Marilynn Babyar, Katie Kostreva, Chris Cook, Debbie Holland, Troy Gabaldon, and Dee Markham. Others in attendance were: Ann Wisener, Jayme Fitzpatrick, Patti Beltram, Mark Joraanstad, Mike Bailey, Devon Strawn, Robert Rees, and Kayla Means.

## **ADOPTION OF THE 9-3-14 REGULAR GOVERNING BOARD AGENDA – AGENDA ITEM #3**

Jeanine Guy made a motion to adopt the 9-3-14 Regular Governing Board Agenda. Frank Straka seconded the motion, and the motion was approved unanimously.

## **PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE - AGENDA ITEMS #4 & 5**

Ron Kalmbach, Program Specialist, led the Pledge of Allegiance, and afterwards a Moment of Silence was observed.

## **DISCUSSION AND CONSIDERATION OF APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING HELD AUGUST 6, 2014 – AGENDA ITEM #6**

Jeanine Guy made a motion to approve the minutes of the Regular Board Meeting held August 6, 2014. Frank Straka seconded the motion, and the motion was approved unanimously.

## **SUMMARY OF CURRENT EVENTS – SUPERINTENDENT – CELEBRATIONS AND RECOGNITIONS – AGENDA ITEM #7(A)(1)(a)**

Superintendent, Greg Donovan, reminded the Governing Board, staff, and guests of the Northeast Campus Ribbon Cutting Ceremony on September 10<sup>th</sup>.

He also mentioned that yesterday he, Jeanine Guy, and Diane McCarthy presented the plans for the Southwest Campus to the Buckeye Mayor and City Council. He relayed that Buckeye was very receptive and excited to be involved in the project.

## **SUMMARY OF CURRENT EVENTS – BOARD MEMBERS - AGENDA ITEM #7(B)**

No items were brought forth by the Governing Board.

## **DISCUSSION AND CONSIDERATION OF A MOTION TO APPROVE THE CONSENT AGENDA – AGENDA ITEM #8**

Frank Straka made a motion to approve the Consent Agenda. Jeanine Guy seconded the motion, and the motion was approved unanimously.

## **CALL TO THE PUBLIC – AGENDA ITEM #9**

No items were brought forth in the Call to the Public.

external users and he thanked Cindy Strozewski in facilitating all these requests. Offerings are available to administrators, staff, students, and the community.

**REPORT ON PRIMARY ELECTIONS – AGENDA ITEM #13**

Director of Business Partnerships and Governmental Affairs, Diane McCarthy gave a report on the Arizona Primary Election results. She presented a map which showed the 12 Legislative Districts that reside in the West-MEC boundary and gave the Governing Board a handout of the Legislative Primary results.

**DIRECTION FROM GOVERNING BOARD ON PERFORMANCE PAY – AGENDA ITEM #14**

The Governing Board would like for the Performance Pay Committee to glean information from other school districts that use Performance Pay before making their final decision on how to implement the Performance Pay issue at West-MEC.

**DISCUSSION OF FUTURE AGENDA ITEMS – AGENDA ITEM #15**

Future agenda items should include safety and emergency plans for the West-MEC district.

**CONSIDERATION OF A MOTION TO CONVENE AN EXECUTIVE SESSION AS PRESCRIBED BY A.R.S. §38-431.03(A) FOR THE PURPOSE OF DISCUSSION OF MID-YEAR EVALUATION OF THE SUPERINTENDENT – AGENDA ITEM #16**

Frank Straka made a motion to Convene an Executive Session as prescribed by A.R.S. §38-431.03(A) for the purpose of discussion of the mid-year evaluation of the Superintendent at 6:20 PM. James Kaltenbach seconded the motion, and the motion was approved unanimously.

**CONSIDERATION OF A MOTION TO RETURN TO REGULAR SESSION – AGENDA ITEM #17**

Ken Varga made a motion to Return to Regular Session at 7:21 PM. Jeanine Guy seconded the motion, and the motion was approved unanimously.

**CONSIDERATION OF A MOTION TO APPROVE THE MID-YEAR EVALUATION OF THE SUPERINTENDENT – AGENDA ITEM #18**

James Kaltenbach made a motion to approve the mid-year evaluation of the Superintendent. David Cosgrove seconded the motion, and the motion was approved unanimously.

**CONSIDERATION OF A MOTION TO ADJOURN – AGENDA ITEM #19**

Dwight Amery made a motion to adjourn and 7:23 PM. James Kaltenbach seconded the motion, and the motion was approved unanimously.

Respectfully Submitted,

Dee Markham  
Governing Board Secretary

5-September-2014

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*Board Approved 10-1-14  
Dee Markham*