

**Flowing Wells Schools
Study Session Agenda**

6:00 PM

August 12, 2025

Doors Open 30 Minutes Prior To Meeting

**District Administration Center
1556 West Prince Road
Tucson, Arizona 85705**

- A. Opening of Meeting**
 - 1. Call to Order
 - 2. Pledge of Allegiance
- B. Superintendent's Report**
 - 1. Update on District Events and Activities 6
 - a. Superintendent Dr. Kevin Stoltzfus will provide an update on Flowing Wells School District Events and Activities.
- C. Public Comments** 7

Flowing Wells School District welcomes public comment. As outlined in A.R.S. §38-431.02, no action will be taken on issues raised in Public Comments unless items are found on agenda below. Other than this, the response to public comments will be limited to directing staff to study the matter or scheduling the matter as a future agenda item.
- D. Consent Agenda** 8

These items of Board business that are addressed routinely at every meeting are presented as a Consent Agenda. The Board may elect to take action on all items collectively in one motion or may individually consider any item(s) as separate agenda subjects for action.

 - 1. Approval of Agenda for this Meeting
 - a. Request approval for the adoption of the agenda for this meeting, August 12, 2025. 9
 - 2. Approval of Minutes of Governing Board Meetings
 - a. The following Governing Board meeting minutes are presented for Governing Board approval: July 22, 2025 (Open Session Minutes). 14
 - 3. Approval of District Expense and Payroll Vouchers
 - a. Sign vouchers for upcoming check batches. None for this meeting. 19
Expense and payroll vouchers are presented for Board approval: Expense vouchers #7068-25, 7069-25, 7101-26 and 7102-26 and Payroll voucher #2702.
 - 4. Approval of Requests for Use of District Facilities
 - a. District facilities use requests are submitted for approval. 25
 - 5. Approval of Requests for Open Enrollment
 - a. Requests for open enrollment students are submitted for approval. 27
 - 6. Approval of Requests for Student Trips
 - a. Student trip requests are submitted for approval. 29
 - 7. Approval of Requests for Staff Travel
 - a. Staff travel requests are submitted for approval. 51
 - 8. Approval of Personnel Actions

a.	Personnel Actions are submitted for approval.	53
9.	Acceptance of Gifts and Donations	
a.	Recommend acceptance of gifts and donations in the amount of \$57,490.35 for the period of July 1-July 31, 2025.	70
10.	Review of District Financial Statements	
a.	Review of Student Activity Balance Sheets and Auxiliary Operations Year-to-Date Budget Reports as of July 31, 2025.	72
11.	Approval of Asset Retirement and Disposals	
a.	Approval is requested for the retirement and disposal of assets no longer used by the district as of August 8, 2025.	85
E.	Business and Finance	
1.	Recommend Award of RFQ # 25-05-25 Construction-Manager-At-Risk FWHS Culinary Renovation to Chasse Building Team	
a.	The District issued a Request for Qualifications, RFQ 25-05-25 for a Construction-Manager-At-Risk for the renovations at FWHS Culinary Renovation. The selection committee is recommending award to Chasse Building Team for the design phase of the project. Please see additional information attached.	89
2.	Recommend Confirming Award of the Flowing Wells High School West Gym HVAC Replacement Bid # 24-04-25 to Edge Construction	
a.	District administration recommends confirming award of the Flowing Wells High School West Gym HVAC Replacement to Edge Construction at a cost of \$2,050,000.00. This project is expected to be funded through a Building Renewal Grant from the School Facilities Division of the Arizona Department of Administration. Please see additional information attached.	95
3.	Recommend Approval of Midstate Mechanical to Convert Hendricks Elementary MPR Evaporative Cooling (EVAP) to Air Conditioning (HVAC)	
a.	District administration recommends approval to contract with Midstate Mechanical to convert cooling in Hendricks Elementary MPR from evaporative to air conditioning. The project will provide improved temperature control in the MPR. The purchase would utilize pricing through Mohave Contract # 24B-MMI-0905. The total cost for the project is \$851,652.00. The project would be funded through a building renewal grant approved by the School Facilities Division (SFD).	97
4.	Recommend Approval of Midstate Mechanical to Convert Davis Elementary MPR Evaporative Cooling (EVAP) to Air Conditioning (HVAC)	
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5.	Recommend Approval to Renew the Lease Agreement with the Tucson Electrical Joint Apprenticeship Training Program	

- a. District administration recommends approval to renew the lease agreement with the Tucson Electrical Joint Apprenticeship Training Program (Tucson Electrical JATP) for the property formerly used as Sentinel Peak High School located at 1949 W Gardner Lane, Tucson, Arizona. The lease agreement dates are September 1, 2025 through July 31, 2026. 105
- 6. Recommend Approval to Contract for a Certified Special Education Teacher for FWJH (SEAS Program) through 360 Degree Customer, Inc. for Fiscal Year 2025-2026
 - a. District administration recommends approval to contract for FW Junior High SEAS Program including a Certified Special Education Teacher through 360 Degree Customer, Inc. The District has been unable to hire a Certified Special Education Teacher for the FW Junior High SEAS Program due to the lack of qualified applicants. Ms. Camacho has reached out to several staffing companies and was able to find a qualified Special Education Teacher through 360 Degree Customer, Inc. The District would utilize pricing through the Washington Elementary School District SAVE RFP #24.001. The estimated total cost for services is \$100,000. The funding source is Maintenance and Operations. 115
- 7. Recommend Approval to Contract for a Psychologist through Symbal, Inc. for fiscal year 2025-2026
 - a. District administration recommends approval to contract for ESS employees including a School Psychologist (Psych) through Symbal, Inc. The District has been unable to hire Psychologist due to the lack of qualified applicants. Ms. Camacho has reached out to several staffing companies and was able to find qualified Psychologist through Symbal, Inc. The District would utilize pricing through the Washington Elementary School District SAVE RFP #24.001. The estimated total cost for services is \$120,000. The funding source is Maintenance and Operations. 116
- F. **Unfinished Business**
 - 1. Recommend Approval to Adopt Elementary Gifted Program Curriculum
 - a. District administration recommends approval to adopt the *Project Newsroom* curriculum, the first of four curriculum units for implementation in the elementary Center for Academically Talented Students (CATS) gifted program. This curriculum was piloted throughout the 2024-2025 year and yielded interesting project-based learning outcomes from students. The curriculum has been tabled for public review for a sixty-day period, and no comments or concerns were submitted. If the Board approves this adoption request, this curriculum would be used on a rotating basis in the CATS program for students in grades three through six. 117
 - 2. Recommend Approval of Proposed Policy Revisions
 - a. District administration recommends approval of proposed policy revisions. The attached document summarizes the revisions, and the accompanying policy drafts include strike-through text to indicate deletions and underlined text to indicate additions. Most revisions are minor and do not result in substantive changes. Four policies involved more significant revisions: JLF includes revisions regarding mandatory reporting requirements; IJNDB formalizes our practices regarding restrictions and limitations on student use of wireless communication devices; JR includes revisions to comply with new state laws regarding directory information; 119

and HR has been revised to reflect current practices regarding the Flowing Wells Education Association and the Meet and Confer process. All policies under consideration were brought for discussion and review during Governing Board Meeting on July 22, 2025.

G. New Business

1. Recommend Approval of Qualified Evaluators for FY2025-2026
 - a. District administration recommends approval of Qualified Evaluators for Fiscal Year 2025-2026. Approval authorizes the identified administrators to complete teacher evaluations. 360

2. Recommend Approval of Revision to the Special Activity Compensation Levels (SAC) Document to Include CPR Instructor Stipend
 - a. District administration recommends approval of a revision to the FY2025-2026 Special Activity Compensation Levels (SAC) Document to include a District CPR Instructor stipend compensated at the level of \$1500.00. This addition allows the District to provide in-house mandatory CPR training of staff instead of contracting outside agencies. It is projected to provide cost savings as well as flexibility in our training model. 362

3. Recommend Approval to Participate in Youth Substance Use Prevention, Community Health Needs Assessment Survey
 - a. District administration recommends approval to allow Pima County Health Department to administer a survey entitled the Youth Substance Use Prevention, Community Health Needs Assessment to students at Flowing Wells High School. The goal of the assessment is to identify needs related to youth substance use prevention and support, specifically in Pima County. Participation would be optional and would require active consent from parents/guardians and students. The survey and consent forms would be provided to parents at least seven days prior to survey administration. Administration most likely would occur in Health classes, with the goal of approximately 100 students participating. All data would remain confidential. The survey and all related forms are provided for review. 371

4. Recommend Approval of Memorandum of Understanding (MOU) with Literacy Connects to Continue the Reading Seed Children's Literacy Program at Homer Davis Elementary School
 - a. District administration recommends approval of an MOU with Literacy Connects to continue the Reading Seed Children's Literacy Program at Homer Davis. This program would support students in grades K-2 with individualized literacy mentoring by a specially trained volunteer ("Reading Seed Coach"). Students will meet with their Coach weekly for 30 minutes per session. At each session, students will receive a free book to take home in order to encourage reading in the home and to establish a personal home library. The District would provide anonymized student reading achievement data to Literacy Connects for the purpose of program evaluation and refinement. Literacy Connects also would maintain anecdotal notes regarding students' progress and would ask teachers to provide feedback. All data would remain confidential. 420

5. Recommend Approval of Flowing Wells Digital Campus Mission Statement

- a. Per Arizona Department of Education criteria for schools identified with "Alternative School" status, the school mission statement must be approved by the Governing Board. ADE's record of FWDC's mission statement does not match the school's current mission, which states the following: "The mission of FW Digital Campus is to provide a rigorous and individualized educational program to meet the needs of its students. Digital Campus is specially designed for students who have experienced attendance, academic, and/or behavior challenges. As an alternative school, the staff is committed to creating opportunities for students to achieve educational and personal success through online instruction." Pending Governing Board approval, District administration would move forward with submitting this current version of the mission statement to replace the prior version. 429

H. Adjourn

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

B-1	August 12, 2025
Agenda Item Number	Board Meeting Date
Item: <u>Update on District Events and Activities</u>	
Submitted By: <u>Dr. Kevin Stoltzfus</u>	Date: <u>August 7, 2025</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus</u>	

Superintendent Dr. Kevin Stoltzfus will provide an update on Flowing Wells School District events and activities.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: _____ Superintendent: Kevin Stoltzfus

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

C	August 12, 2025
Agenda Item Number	Board Meeting Date
Item: <u>Public Comments</u>	
Submitted By: <u>Dr. Kevin Stoltzfus</u>	Date: <u>August 7, 2025</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus</u>	

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Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: _____ Superintendent: Kevin Stoltzfus

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

D	August 12, 2025
Agenda Item Number	Board Meeting Date

Item: Consent Agenda for this Meeting

Submitted By: Dr. Kevin Stoltzfus Date: August 7, 2025

Will Be Presented By: Dr. Kevin Stoltzfus

Information for the Public:

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Division Head: _____ Superintendent: Kevin Stoltzfus

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

D-1
Agenda Item Number

August 12, 2025
Board Meeting Date

Item: Approval of Agenda for this Meeting

Submitted By: Dr. Kevin Stoltzfus Date: August 7, 2025

Will Be Presented By: Dr. Kevin Stoltzfus

Request approval for adoption of the agenda for this meeting, August 12, 2025.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

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Division Head: _____ Superintendent: Kevin Stoltzfus

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

**Flowing Wells Schools
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H. Adjourn

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

D-2
Agenda Item Number

August 12, 2025
Board Meeting Date

Item: Approval of Minutes of Governing Board Meetings

Submitted By: Dr. Kevin Stoltzfus Date: August 7, 2025

Will Be Presented By: Dr. Kevin Stoltzfus

The following Governing Board meeting minutes are presented for Governing Board approval: July 22, 2025 (Open Session Minutes).

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: _____ Superintendent: Kevin Stoltzfus

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

Flowing Wells Unified School District Governing Board Meeting Minutes

6:00 p.m.

July 22, 2025

**District Administration Center
1556 West Prince Road
Tucson, Arizona 85705**

Attendance

Governing Board Members:
Kevin Daily, President
Wendy Effing, Clerk
Brianna Hamilton
Stephanie Miller

Administrative Personnel:
Dr. Kevin Stoltzfus, Superintendent
Dr. Audrey Reff, Associate Superintendent
Dr. Tabettha Finchum, Associate Superintendent
Dr. Tamara McAllister, Assistant Superintendent
Ms. Monique Mata, Chief Financial Officer

1 additional guest was in attendance.

A. Opening of Meeting

- A-1. President Kevin Daily called the meeting to order at 6:00 p.m.
- A-2. The Pledge of Allegiance was observed.

B. Superintendent's Report

- B-1. Update on District Events and Activities
Superintendent Dr. Kevin Stoltzfus provided an update on the following current district events and activities:
 - The 2025-2026 school year launches next week;
 - New Teacher Induction is taking place this week;
 - FWEA New Teacher Welcome Breakfast is Wednesday;
 - The July 31 start date is the first ever July start for Flowing Wells.

C. Public Comments

Cary Kelly, FWEA president and FWHS teacher, announced Brienne McCreery was the AEA delegate to the NEA Delegate Assembly this summer, FWEA held a leadership retreat with 25 members attending, they will host the FWEA welcome breakfast for new teachers followed by a workshop for members. He also thanked the Governing Board for considering changes to Policy HR and regulation HR-R.

D. Consent Agenda

The following items were reviewed and approved as recommended with one motion.
Motion by Effing; second by Hamilton; 4 ayes; motion carried.

- D-1. Approval of Agenda for this Meeting
Approved as recommended July 22, 2025 meeting agenda.
- D-2. Approval of Minutes of Governing Board Meeting
Approved as recommended minutes of the Governing Board meeting: June 24, 2025 (Public Hearing Minutes and Open Session Minutes) and July 10, 2025 (Public Hearing Minutes and Special Meeting Minutes).
- D-3. Approval of District Expense and Payroll Vouchers
Approved as recommended Expense vouchers #7067-25, 7071-25 - 7073-25, and 7100-26 and Payroll vouchers #2631-2633 and 2701.
- D-4. Approval of Requests for Use of District Facilities
Approved as requested facilities use requests.
- D-5. Approval of Requests for Open Enrollment
Approved as requested student open enrollment requests.
- D-6. Approval of Requests for Student Trips
No requests for this meeting.
- D-7. Approval of Requests for Staff Travel
Approved as recommended staff travel requests.
- D-8. Approval of Personnel Actions
Approved as recommended personnel actions.
- D-9. Review of District Financial Statements
Reviewed Student Activity Balance Sheets and Auxiliary Operations Year-to-Date Budget as of June 30, 2025.
- D-10. Approval of Asset Retirement and Disposals
Approved as requested retirement and disposal of assets no longer used by the district as of July 16, 2025.

E. Business and Finance

- E-1. Recommend Approval to Contract with ASPIN/Mohave Food Services Cooperative, Shamrock Foods and Shamrock Farms for Fiscal Year 2025-2026 Food Service Purchases
Approved as recommended to contract with ASPIN/Mohave Food Services, Shamrock Foods and Shamrock Farms for fiscal year 2025-2026 food service purchases under their respective Mohave contracts.
Motion by Miller; second by Hamilton; 4 ayes; motion carried.
- E-2. Recommend Approval to Contract for Exceptional Student Services (ESS) Employees through Amerigist Healthcare Staffing, Inc. for Fiscal Year 2025-2026
Approved as recommended to contract with Amerigist Healthcare Staffing, Inc. to provide occupational therapists and a school psychologist for fiscal year 2025-2026 under the Dysart Unified School District SAVE RFP.

Motion by Hamilton; second by Miller; 4 ayes; motion carried.

F. Unfinished Business

- F-1. Recommend Approval to Adopt AP Environmental Science Textbook
Approved as recommended to adopt *Environmental Science for AP Course, 4th Edition*, published by Bedford, Freeman, and Worth (BFW) for use in the FWHS AP Environmental Science course, following a 60-day public review with no comments or concerns.
Motion by Hamilton; second by Miller; 4 ayes; motion carried.
- F-2. Recommend Approval to Adopt JH STEAM Curriculum
Approved as recommended to adopt *Essentials of Psychology Concepts and Applications, 6th Edition*, published by Cengage, for use in the FWHS Psychology course, following a 60-day public review with no comments or concerns.
Motion by Hamilton; second by Miller; 4 ayes; motion carried.

G. New Business

- G-1. Information and Discussion regarding Pending Changes to Arizona Statutes that will Impact Governing Board Policy
Superintendent Dr. Kevin Stoltzfus gave an overview of policy changes related to Arizona statute changes, including mandatory reporting, wireless device use, and student directory information.
No action taken.
- G-2. Information and Discussion regarding Revisions to Policy HR and the Newly Drafted Regulation HR-R
Superintendent Dr. Kevin Stoltzfus gave an overview of revisions to Policy HR regarding employee representative organizations and the meet-and-confer process and presented the new HR-R which reflects current practices.
No action taken.
Member Effing stated it is good to have the practice in writing.
- G-3. Information and Discussion regarding Proposed Policy Revisions
Superintendent Dr. Kevin Stoltzfus gave a summary of revisions and updates to multiple policies proposed for approval at the August 12, 2025 meeting.
No action taken.
- G-4. Information and Discussion of Federal Funding Freeze
Superintendent Dr. Kevin Stoltzfus presented information on the federal government freeze of several US Department of Education grants and the last minute release of Title IV-B funds for 21st Century Learning Centers, which fund Flowing Wells Skills programs.
No action taken.

In response to a question from Member Miller, Dr. Stoltzfus stated that to the best of his knowledge the full fiscal year funds have been released and will cover the June 2026 Summer Skills program.

G-5. Recommend Approval of Memorandum of Understanding (MOU) with J. David Lowell Foundation

Approved as recommended to renew the Memorandum of Understanding with the J. David Lowell Foundation to continue the Lowell Math Scholars program for Flowing Wells accelerated math students.

Motion by Effing; second by Hamilton; 4 ayes; motion carried.

In response to a question from Member Effing, Superintendent Dr. Kevin Stoltzfus stated the majority of the FWJH accelerated math students, approximately 80%, received the full reward amount and as the program expands to the high school, seniors will be eligible for a \$2,500 scholarship.

G-6. Discussion and Selection of a District Delegate for the Arizona School Boards Association's Delegate Assembly

Governing Board members approved as nominated Member Brianna Hamilton to serve as delegate and Member Stephanie Miller to serve as alternate to the 2025 ASBA Delegate Assembly on September 6, 2025.

Motion to nominate Brianna Hamilton as delegate by Miller; second by Effing;

Motion to nominate Stephanie Miller as alternate by Effing; second by Hamilton;

4 ayes; motions carried.

G-7. Discussion and Possible Approval of Arizona School Boards Association's Proposed Political Agenda for 2025-2026

All members participated in a discussion of the ASBA Political Agenda and approved by unanimous vote to support the full agenda.

Motion by Hamilton; second by Effing; 4 ayes; motion carried.

H. Adjourn

Meeting was adjourned at 7:06 p.m.

Motion by Effing; second by Hamilton; 4 ayes; motion carried.

Signatures:

Kevin Daily, President

Wendy Effing, Clerk

Brianna Hamilton

Stephanie Miller

Arlene Ochoa

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

 D-3
Agenda Item Number

 August 12, 2025
Board Meeting Date

Item: Approval of District Expense and Payroll Vouchers

Submitted By: Patricia Forgach/Monique Mata Date: August 7, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/ Monique Mata

Sign vouchers for upcoming check batches (to be reviewed at next Board Meeting).

Expense Vouchers FY 2026 None for this meeting.

The following Expense and Payroll vouchers are presented for Board Approval.

Expense Voucher 7068-25 \$146,263.22
Expense Voucher 7069-25 \$132,128.62
Expense Voucher 7101-26 \$23,167.05
Expense Voucher 7102-26 \$475,859.28

Payroll Voucher 2702 \$497,951.31

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: Monique Mata Superintendent: Kevin Stoltzfus

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

7/22/2025

VOUCHER 7068-25

ONE HUNDRED FORTY SIX THOUSAND TWO HUNDRED SIXTY THREE DOLLARS & 22/100

\$146,263.22

0010

\$128,990.32

FEDERAL AND STATE PROJECTS

1665 2025 21ST CENT Y1 CENT/DAV

\$0.80

1915 2025 TITLE III

\$350.00

OTHER

5500 INSURANCE PROCEEDS

\$173.01

5960 CTED

\$1,835.77

6100 UNRESTRICTED CAPITAL OUTLAY

\$14,725.17

9500 WAREHOUSE

\$188.15

7/30/2025

VOUCHER #7069-25

ONE HUNDRED THIRTY TWO THOUSAND ONE HUNDRED TWENTY EIGHT DOLLARS & 62/100

\$132,128.62

<u>0010</u>		<u>\$61,951.16</u>
	FEDERAL AND STATE PROJECTS	
<u>2245</u>	<u>2025 IDEA PRESCHOOL</u>	<u>\$86.72</u>
<u>3842</u>	<u>PIMA EARLY EDUCATION PROGRAM</u>	<u>\$212.73</u>
	OTHER	
<u>5100</u>	<u>FOOD SERVICE</u>	<u>\$57,027.71</u>
<u>5200</u>	<u>COMMUNITY SERVICE-STAFF DEV</u>	<u>\$82.20</u>
<u>5500</u>	<u>INSURANCE PROCEEDS</u>	<u>\$11,042.00</u>
<u>5960</u>	<u>CTED</u>	<u>\$1,726.10</u>

7/22/2025

VOUCHER #7101-26

TWENTY-THREE THOUAND ONE HUNDRED SIXTY-SEVEN DOLLARS & 05/100

\$23,167.05

0010

\$1,387.64

FEDERAL AND STATE PROJECTS

3842 PIMA EARLY EDUCATION PROGRAM

\$317.63

OTHER

5100 FOOD SERVICE

\$21,372.28

6100 UNRESTRICTED CAPITAL OUTLAY

\$89.50

7/28/2025

VOUCHER #7102-26

FOUR HUNDRED SEVENTY FIVE THOUSAND EIGHT HUNDRED FIFTY NINE DOLLARS & 28/100

\$475,859.28

0010

\$135,695.58

FEDERAL AND STATE PROJECTS

1126 2026 TITLE I

\$13,498.94

1916 2026 TITLE III

\$19,402.95

OTHER

5100 FOOD SERVICE

\$62.45

5960 CTED

\$2,970.11

6100 UNRESTRICTED CAPITAL OUTLAY

\$304,229.25

7/24/2025

2702

Two Hundred Ninety Four Thousand Two Hundred Sixty Eight Dollars and Ninety Seven Cents

497,951.31

7/1/2025

7/5/2025

00100	Regular Ed Programs		402,918.74
	301 FUNDS		
01100	301 Base Pay		1,960.00
01300	Prop 301 Menu		
	FEDERAL AND STATE PROJECTS		
02000	Prop 202		
07100	SEI Structured English ELD		
11241	2024 Title I		
11251	2024 Title I		12,516.84
16530	Regular Education		
1655	Regular Education		
16640	21st Century Cont		
1915	TITLE III- Bilingual Education		143.58
22250	Special Education		298.18
22450	Special Education		4,076.16
22730	2023 IDEA Preschool		
26250	JTED		
28250	Education for Homeless Children & Youth		
29000	Medicaid Reimbursement		
29100	Medicaid Special Education Admin		444.93
31000	JROTC Instruction		2,041.95
34150	Special Education		199.29
34600	ESSER III		373.30
35540	Community Services		-
38420	Pima Early Education Program		277.54
4570	Bilingual Education		
46240	School Safety Program Expansion [2024]		
46600	FTF Pre-K Scholarship		
4685	Early Literacy Grant [2024]		
	OTHER		
51000	Food Service		2,246.46
51500	Civic Center		37,959.57
52000	Community Services		
53000	G&D PDG FY20		1,723.67
53100	Family Resource District	24	2,201.58
57000	Indirect Cost		23,744.14
59600	JTED		4,825.38

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

D-4
Agenda Item Number

August 12, 2025
Board Meeting Date

Item: Approval of Requests for Use of District Facilities

Submitted By: Teressa Austin/Monique Mata Date: August 7, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/Monique Mata

Requests for use of district facilities are submitted for approval.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: *Monique Mata* Superintendent: *Kevin Stoltzfus*

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

**Flowing Wells School District
 Facilities Request
 August 12 2025**

Organization/Contact	Facility	Dates/Times
Child Evangelism Good News Club	Douglas Room 20	Tuesdays 2:10-3:45 Sept 9,14,23,30 Oct 7,14,21,28 Nov 11,18,25 Dec 2,9,16,23,30 Jan 6,13,20,27 Feb 3,10,17,24 Mar 3,10,17,24,31 Apr 7,14,21,28 May 5
Tucson Repertory Orchestra	FWHS Band Room	Aug 18, Sept 15, Oct 20, Nov 24-2025 6:30-9:30pm, Feb 16, Apr 20-2026 6:30-9:30pm
Vail Youth Symphony	FWHS Band Room / FWHS Orchestra Room	Sept 13, 2025 9am-5pm
Vail Youth Symphony	FWHS Auditorium	Dec 6, 2025 1pm-6pm and May 2, 2026 1pm-6pm
Tucson Repertory Orchestra	FWHS Auditorium	Dec 26 & 27, 2025 6:30pm-9:30pm, Dec 28, 2025 1pm-6pm

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

D-5
Agenda Item Number

August 12, 2025
Board Meeting Date

Item: Approval of Requests for Open Enrollment

Submitted By: Danielle Rubio/Dr. Tamára McAllister Date: August 7, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/ Dr. Tamára McAllister

Requests for open enrollment students are submitted for approval.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: Tamára McAllister Superintendent: Kevin Stoltzfus

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

FLOWING WELLS SCHOOL DISTRICT
Requests for Admission as Non-Resident Students
August 12, 2025

Recommend approval for the following requests:

- I. Wish to Attend Flowing Wells Schools
 - A. Accept Under Open Enrollment (Exchange)
38 Students
 - B. Accept Under Open Enrollment with Conditions (Conditional)
25 Students
 - C. Denial
23 Students

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

D-6
Agenda Item Number

August 12, 2024
Board Meeting Date

Item: Approval of Request for Student Trips

Submitted By: Karen Gusk/Monique Mata Date: August 7, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/Monique Mata

Student trip requests are submitted for approval.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: *Monique Mata* Superintendent: *Kevin Stoltzfus*

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

FLOWING WELLS SCHOOL DISTRICT

OVERNIGHT/OUT OF STATE
TRIP REQUEST FORM

This form is designed to provide the basis for Board consideration and should be submitted **AT LEAST 30 DAYS PRIOR TO THE PROPOSED DEPARTURE DATE or BEFORE ANY FUNDRAISING OR FEE COLLECTION IS DONE.** Additional information regarding this trip should be submitted to your building principal according to established procedures. A representative shall be present at the Board meeting where this matter is considered in order to answer questions and provide any subsequent information. Upon approval of the request, please submit a Pupil Transportation Request Form, if applicable.

SCHOOL: Flowing Wells High School DATE OF REQUEST: 7/17/25

NAME OF GROUP: Flowing Wells FFA SPONSOR: Angus Donaldson

PURPOSE OF TRIP: Attend the Arizona FFA Chapter Officer Leadership Training

OF STUDENTS PARTICIPATING: 10 DESTINATION(S): Sheraton Four Points Mesa, ASU Polytechnic Campus

DEPARTURE DATE & TIME: 8/29/25 @ 9:00 AM ESTIMATED TIME OF ARRIVAL: 12:00 PM

RETURN DEPARTURE DATE & TIME: 8/30/25 @12:00 PM ESTIMATED TIME OF RETURN: 3:00 PM

PRELIMINARY ROOM ASSIGNMENTS FOR STUDENTS, COACHES, AND CHAPERONES:
(Attach a list if necessary)
Rooms TBD, Boys and Girls will be roomed separate.

Attach all trip protocols including dining & bed check, curfew times, and other pertinent supervisory procedures.

TOTAL NUMBER OF SCHOOL EMPLOYEES SERVING AS CHAPERONE AND LIST THEIR NAMES:
(Attach a list if necessary)
Angus Donaldson

NAMES OF NON-SCHOOL PEOPLE SERVING AS CHAPERONE:
(Attach a list if necessary)
Rebecca Rioux

COST PAID BY EACH STUDENT: \$45 OTHER SOURCE: JTED Registration

TRANSPORTATION: (please check)
 District Bus Private Vehicle
 District Van Other (explain) _____
 District Car

PROCUREMENT COMPLIANCE: Prior approval by the Director of Business and Finance is required for procurement compliance. Please attach itemized expenditure list by type and/or vendor including total cost and quotations obtained. Please note that expenditures over \$100,000 per vendor require a formal bid/RFP, which could take up to 2 months.

OVERNIGHT/OUT OF STATE TRIP REQUEST FORM – page 2

EMERGENCY CONTACTS:

(List telephone numbers & lodging locations, as well as cell phone numbers if available)

- | | | |
|----|-----------------------------|---------------------|
| 1. | <u>Angus Donaldson</u> | <u>480-266-9586</u> |
| 2. | <u>Rebecca Rioux</u> | <u>623-258-6342</u> |
| 3. | <u>Sheraton Four Points</u> | <u>480 579-2100</u> |

Attach trip itinerary to include departure times and schedule of events for each day of the activity. Be specific about lodging and the location of meals. It is recognized that some details of the itinerary may change and that those changes will be submitted in writing for approval prior to departure. **THE FINAL ITINERARY MUST BE STRICTLY ADHERED TO.**

<u>Angus Donaldson</u>	<u>7/17/25</u>
Signature of Person Making Request	Date
<u>[Signature]</u>	<u>7/21/25</u>
Signature of Principal (approval)	Date
<u>[Signature]</u>	<u>8/4/25</u>
Signature of Chief Financial Officer (approval)	Date

BOARD ACTION:

APPROVED: _____ DISAPPROVED: _____ DATE: _____

_____	_____
Signature of Transportation Director	Date

Overnight Field Trip Budget

Purpose of Trip:	Attend the Arizona FFA Chapter Officer Leadership Training & build leadership skills and team work with FFA Officers
Dates:	8/29/25- 8/30/25
Number of Students	10
Number of Adults	2
Cost per Person	\$45
Total Cost of Trip	\$450

List Vendors and Totals by Vendor

#	Vendor	Total	Procurement Type: Written, Bid or State/SAVE Contract	Copies Attached: Y or N
1	Arizona Association FFA	\$450 for students	Written	Y
2	Arizona Association FFA	\$159 for teacher	Written	Y
3				
4				
5				
	Total	\$609		

Funding Source:

#	Fund	Amount
1	Student Fees	\$450
2	Teacher Registration	\$159
3		
	Total	\$609

Procurement Requirements:

\$10,000 - \$100,000 cumulative total (all district expenditures) to a vendor requires three written quotes.

\$100,000 & above requires formal Bids/RFPs (Contact the Business Office).

Sole Source determinations must be approved by the Business Office.

State/SAVE Contracts requires due diligence - contact Business Office.

Business Office will assist with the budget and procurement.

Approval Process:

- 1 - School Administration Approval
- 2 - Business Office Procurement Approval
- 3 - Board Approval
- 4 - Complete required purchase orders prior to securing reservations



Chapter Officer Leadership Training

Who:

Open to all chapter officers or potential chapter leaders.

What:

COLT (Chapter Officer Leadership Training) is designed to help equip chapter officers for a successful year! Training is designed to help develop the individual and their chapter.

Topics:

Topics include servant leadership, engaging members, running meetings, planning events, team dynamics, staying motivated, and more!

When:

August 29-30, 2025 & May 1-2, 2026
12:00 PM on Friday to
12:00 PM on Saturday

Where:

Sheraton Four Points
6850 E Williams Field Rd, Mesa
and ASU Polytechnic Campus
7001 E Williams Field Rd, Mesa

Cost:

- One Star Chapters: 2 free students
- Basic Chapters : 1 free student
- Additional Students: \$50 without a hotel and \$75 with a hotel
- Advisor Hotel: \$159
- Student registration includes Friday dinner and Saturday breakfast.
- Payments mailed to:
Arizona FFA
100 E Dunlap, Ste 1-485
Phoenix, AZ 85020
- No refunds permitted after registration closes.
- Registration closes 2 weeks prior to conference.

FLOWING WELLS SCHOOL DISTRICT

OVERNIGHT/OUT OF STATE
TRIP REQUEST FORM

This form is designed to provide the basis for Board consideration and should be submitted **AT LEAST 30 DAYS PRIOR TO THE PROPOSED DEPARTURE DATE**. Additional information regarding this trip should be submitted to your building principal according to established procedures. A representative shall be present at the Board meeting where this matter is considered in order to answer questions and provide any subsequent information. Upon arrival of the request, please submit a Pupil Transportation Request Form if applicable.

SCHOOL: FWJH DATE OF REQUEST: 7/28/2025

NAME OF GROUP: Fine Arts/Coro de Cantos SPONSOR: Josh Hill / Phyllis Clark
Bellas e Theatre

PURPOSE OF TRIP: Fine Arts Holiday Tour

OF STUDENTS PARTICIPATING: 40 DESTINATION(S): La Jolla, CA, Anaheim, CA

DEPARTURE DATE & TIME: 12/11/2025 @ 4:00 AM ESTIMATED TIME OF ARRIVAL: 11:30 AM PST
MST 12/14/2025

RETURN DEPARTURE DATE & TIME: 12/13/25 @ 11:45 ESTIMATED TIME OF RETURN: 8:30 AM MST
PM PST

PRELIMINARY ROOM ASSIGNMENTS FOR STUDENTS, COACHES, AND CHAPERONES:
(Attach a list if necessary)

will be provided before trip

Attach all trip protocols including dining & bed check, curfew times, and other pertinent supervisory procedures.

TOTAL NUMBER OF SCHOOL EMPLOYEES SERVING AS CHAPERONE AND LIST THEIR NAMES:
(Attach a list if necessary) 5

Josh Hill; Enn Kearney; Debbie Stiltner; Phyllis Clark, Jennifer Swegle

NAMES OF NON-SCHOOL PEOPLE SERVING AS CHAPERONE:
(Attach a list if necessary) 0

COST PAID BY EACH STUDENT: \$640.00 OTHER SOURCE: Cantos Fees Account + Cantos Tax Credit Account + Cantos Student Account

TRANSPORTATION: (please check)

District Bus Private Vehicle
 District Van Other (explain) Tour bus
 District Car

PROCUREMENT COMPLIANCE: Prior approval by Director of Business and Finance is required for procurement compliance. Please attach itemized expenditure list by type and/or vendor including total cost and quotations obtained. Please note that expenditures over \$50,000 per vendor require a formal bid/RFP, which could take up to 2 months.

EMERGENCY CONTACTS:

(List telephone numbers & lodging locations, as well as cell phone numbers if available)

1. Phyllis Clark (cell) 520-349-3613
2. Josh Hill (cell) 520-425-1265
3. Erin Kearney (cell) 520-240-8695

Attach trip itinerary to include departure times and schedule of events for each day of the activity. Be specific about lodging and the location of meals. It is recognized that some details of the itinerary may change and that those changes will be submitted in writing for approval prior to departure. **THE FINAL ITINERARY MUST BE STRICTLY ADHERED TO.**

Joshua Hill Clark
Signature of Person Making Request

7/23/2025
Date

Erin Kearney
Signature of Principal (approval)

7/28/2025
Date

m. math
Signature of Director of Business and Finance (approval)

8/4/25
Date

BOARD ACTION:

APPROVED: _____ DISAPPROVED: _____ DATE: _____

Signature of Transportation Director

Date

Overnight Tentative Field Trip Budget

Purpose of Trip: Fine Arts Holiday Tour
 Dates: December 11 – 13, 2025
 Number of students: 40
 Number of adults: 5
 Cost per person: \$640.00 per student
 Total Cost of Trip: \$25,600.00

VENDORS:	TOTAL	PROCUREMENT	COPIES
Transportation	\$5,500.00	TBD	
Anaheim Hotel (2 night)	\$4,000.00	TBD	
Night Group Activity	\$3,300.00	TBD	
Disneyland	\$8,000.00	Sole Source	
Teacher Sub (1 x 2 days)	\$ 300.00		
Sweatshirts/Scarves	\$1,500.00		
Group Dinner	\$1,500.00		
Misc. Trip Expenses	\$1,500.00		
(bus driver tip/snacks/binders/sponsor meals)			
TOTAL	\$25,600.00		

FUNDING: Coro de los Cantos Bellos Tax Credit Account
 Coro de los Cantos Bellos Fees Account
 Coro de los Cantos Bellos Student Account 8049-17
 Coro de los Cantos Bellos Gifts & Donation

FWJH FINE ARTS HOLIDAY TOUR – 2025

Tentative Itinerary – December 11 – 13, 2025

Thursday, December 11, 2025

4:00 AM – MST	Students arrive at FWJHS – Check in at Front Office - Turn in \$\$ envelopes.
4:30	Depart for California - Rest stops as needed.
7:30	Breakfast – Yuma McDonalds – (YOU BUY)
11:30 PST	Lunch - La Jolla Shores Beach (YOU BRING SACK LUNCH)
3:00	Check into hotel
5:00	Leave for dinner & Night Activity (YOU BUY)
9:00	Return to hotel
10:00 PM	Bedtime – Lights Out – SLEEP!!!

Friday, December 12, 2025

6:30 AM PST	Wake Up - Prepare for Day
7:15	Breakfast at hotel (PROVIDED)
8:10	Depart hotel to Mt. San Antonio College
9:30	Clinic at Mt. San Antonio College
11:00	Lunch – (YOU BUY)
12:30	Return to hotel – cleanup for performance on the Majestic Queen Mary
3:30	Depart for Long Beach & the Majestic Queen Mary
4:30	Arrive at Queen Mary for performance – set up & practice
6:00	Performance on Majestic Queen Mary – 12 Days of Christmas
7:15	Depart Queen Mary to Bubba Gump's for dinner (\$20.00 envelope)
8:30	Depart Bubba Gump's to Best Western Pavilions Hotel
9:15	Back in rooms getting ready for day at Disney
10:30 PM	Bedtime – Lights Out – Real Sleep – Quiet – DISNEY DREAMS - SLEEP !!!



Saturday, December 13, 2025

6:30 AM MST	Wake Up – Prepare for Day with Disney – pack everything.
7:00	Breakfast at hotel – (PROVIDED)
8:00 AM	Check out of hotel – load luggage on bus – Walk to Disneyland
9:15	Group gathers to eat breakfast & sign tickets
9:45 AM	Group #1 meets Guest Talent Coordinator at Compass on Esplanade
9:45	Group #2 enters Disneyland – walk to Disney Statue for instructions
11:45 AM	Group #2 meets at the Walt Disney Statue – Walk to Esplanade – Lunch (YOU BUY)
12:00 NOON	Group #1 returns to the Esplanade to enter Disneyland – Lunch (YOU BUY)
12:15	Group #2 meets Guest Talent Coordinator at Compass on Esplanade
2:30 PM	Group #2 Returns to the Esplanade to re-enter Disneyland
3:00	EVERYONE meets at the Walt Disney Statue – Distribute \$ Envelopes
5:00	Dinner - (YOU BUY - \$20.00 ENVELOPE) – MORE DISNEY FUN!
11:00	EVERYONE Meets at Walt Disney Statue – Depart Disneyland
11:45 PM PST	Depart Anaheim for Tucson – Rest Stops as needed.

SUNDAY, December 14, 2025

8:30 AM MST Arrive at front of FWJH in Tucson – Get Picked Up

SEE YOU MONDAY AT SCHOOL!!!

FLOWING WELLS SCHOOL DISTRICT

OVERNIGHT/OUT OF STATE TRIP REQUEST FORM

This form is designed to provide the basis for Board consideration and should be submitted AT LEAST 30 DAYS PRIOR TO THE PROPOSED DEPARTURE DATE. Additional information regarding this trip should be submitted to your building principal according to established procedures. A representative shall be present at the Board meeting where this matter is considered in order to answer questions and provide any subsequent information. Upon arrival of the request, please submit a Pupil Transportation Request Form if applicable.

SCHOOL: Flowing Wells Junior High DATE OF REQUEST: 7/28/2025

NAME OF GROUP: 7th Grade Science SPONSOR: G. Cooper / P. Clark

PURPOSE OF TRIP: Project Whales Science trip

OF STUDENTS PARTICIPATING: 44 DESTINATION(S): Phoenix, AZ; Long Beach, CA; San Diego, CA

DEPARTURE DATE & TIME: 6:00 am 1/27/2026 MST ESTIMATED TIME OF ARRIVAL: 6:00 pm PST

RETURN DEPARTURE DATE & TIME: 1/30/2026 @ 6:30 pm PST ESTIMATED TIME OF RETURN: 1/31/2026 @ 2:30 am MST

PRELIMINARY ROOM ASSIGNMENTS FOR STUDENTS, COACHES, AND CHAPERONES: (Attach a list if necessary) to be provided before trip.

Attach all trip protocols including dining & bed check, curfew times, and other pertinent supervisory procedures.

TOTAL NUMBER OF SCHOOL EMPLOYEES SERVING AS CHAPERONE AND LIST THEIR NAMES: (Attach a list if necessary) 6
TBD

NAMES OF NON-SCHOOL PEOPLE SERVING AS CHAPERONE: (Attach a list if necessary) 0

COST PAID BY EACH STUDENT: \$780.00 OTHER SOURCE: Project Oceans Fees

TRANSPORTATION: (please check)
 District Bus Private Vehicle
 District Van Other (explain) Private Charter Bus
 District Car Project Oceans Tax Credit
Project Oceans Student Acct.
Project Oceans Gifts & Donations

PROCUREMENT COMPLIANCE: Prior approval by Director of Business and Finance is required for procurement compliance. Please attach itemized expenditure list by type and/or vendor including total cost and quotations obtained. Please note that expenditures over \$50,000 per vendor require a formal bid/RFP, which could take up to 2 months.

OVERNIGHT/OUT OF STATE TRIP REQUEST FORM – page 2

EMERGENCY CONTACTS:

(List telephone numbers & lodging locations, as well as cell phone numbers if available)

1. Phyllis Clark (cell) 520-349-3613
2. Carolyn Cooper (cell) 520-780-8607
3. Sea World (Sleep Over Program) 619-666-5476 or 2841

Attach trip itinerary to include departure times and schedule of events for each day of the activity. Be specific about lodging and the location of meals. It is recognized that some details of the itinerary may change and that those changes will be submitted in writing for approval prior to departure. **THE FINAL ITINERARY MUST BE STRICTLY ADHERED TO.**

Phyllis Clark / Carolyn Cooper
Signature of Person Making Request

7/28/2025
Date

Elin Kearney
Signature of Principal (approval)

7/28/2025
Date

M. Mata
Signature of Director of Business and Finance (approval)

8/4/25
Date

BOARD ACTION:

APPROVED: _____ DISAPPROVED: _____ DATE: _____

Signature of Transportation Director

Date

Tentative Overnight Field Trip Budget

Purpose of Trip: Project Whales
Dates: January 27 – 30, 2026
Number of students: 44
Number of adults: 6
Cost paid/student: \$780.00.00
Total Cost of Trip: \$31,445.00

VENDORS:	TOTAL	PROCUREMENT	COPIES
Subs for teachers	\$ 3,000.00		
Transportation	\$ 8,070.00	TBD	
Trip sweatshirts/bags	\$ 1,500.00	Buddy's	
AZ Science Center	\$ 275.00	Sole Source	
Anaheim Hotel	\$ 3,000.00	TBD	
Aquarium of the Pacific	\$ 550.00	Sole Source	
California Science Center	\$ 300.00	Sole Source	
Dana Point Hotel	\$ 2,000.00	TBD	
Ocean Institute	\$ 2,000.00	Sole Source	
Sea World Sleepovers	\$ 8,000.00	Sole Source	
Last night meal	\$ 1,250.00	TBD	
On trip expenses	\$ 1,500.00	Sponsor meals; BD tip, emergency\$)	
Total	\$31,445.00		

FUNDING: Student Account #864-170
Project Oceans Tax Credit
Project Oceans Fees Account
Project Oceans Gifts & Donations

FWJH PROJECT WHALES – 2026

Tentative Itinerary – January 27-30, 2026

Tuesday, January 27, 2026

6:00 am – MST	Students arrive at FWJHS – <u>eat breakfast at home</u>
6:30	Depart for Phoenix – Rest stops as needed.
8:45	Arrive at Arizona Science Center
9:00	Enter Arizona Science Center
11:15	Lunch at Heritage Park (<u>YOU BRING SACK LUNCH</u>)
12:00	Depart Phoenix for Anaheim – Rest stops as needed.
6:00 pm - PST	Check into Stovall's Inn, Anaheim, CA
6:30	Depart hotel for dinner at Dennys – (<u>YOU BUY</u>)
7:45	In hotel room preparing for next day.
9:00 pm	Light Out – Sleep!

Wednesday, January 28, 2026

6:00 am	Wake Up – Pack Up
7:00	Breakfast (<u>Provided</u>)
7:40	Check out of hotel – load luggage on bus.
7:50	Depart for Long Beach
8:30	Arrive at Aquarium of the Pacific
9:00	Self-Guided Tour of Aquarium
11:30	Education Program – “Mysteries of the Deep”
12:30	Depart aquarium – travel to CA Science Center
1:00	Lunch at CA Science Center (<u>YOU BUY</u>)
1:45	Tour CA Science Center in groups
2:45	Meet for I-Max
3:00	I-Max Showing
4:00	Depart CA Science Center
5:00	Dinner at Irvine Spectrum – (<u>YOU BUY</u>)
7:30	Check in at Capistrano Inn
9:30 pm	Lights Out – Sleep!

Thursday, January 29, 2026

6:00 am	Wake Up – Pack Up
7:00	Breakfast – (<u>Provided</u>)
8:30	Check Out – Depart for the Ocean Institute
9:00	Arrive at the Ocean Institute – Line Up
9:30	Marine Mammal Lab
11:30	Lunch (<u>Provided</u>)
1:00	Line up for Afternoon Program
1:30	Board Spirit of Dana Point for Whale Watching
4:00	Depart for San Diego
5:45	Enter Sea World for Overnight Experience
7:00	Dinner in Sea World (<u>Provided</u>)
9:45 pm	Lights Out – Sleep with The Fishes!!!!

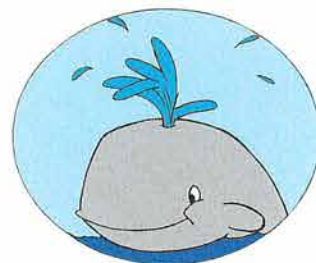
Friday, January 30, 2026

6:30 am	Wake Up – Pack Up Gear & take to bus
7:00	Breakfast (<u>Provided</u>)
8:00	Morning at Sea World
11:00 noon	Lunch at Sea World – (<u>YOU BUY</u>)
3:45	Meet at Shamu Stadium
4:30	Dinner – (<u>Provided</u>)
6:00	Depart SeaWorld
6:30 PM PST	Depart for Tucson

Saturday, January 31, 2026

2:30 AM MST Arrive at FWJHS – ~~at~~ Picked Up – Home for Real Sleep!

SEE YOU MONDAY AT SCHOOL!!!!!!



FLOWING WELLS SCHOOL DISTRICT

OVERNIGHT/OUT OF STATE
TRIP REQUEST FORM

This form is designed to provide the basis for Board consideration and should be submitted **AT LEAST 30 DAYS PRIOR TO THE PROPOSED DEPARTURE DATE**. Additional information regarding this trip should be submitted to your building principal according to established procedures. A representative shall be present at the Board meeting where this matter is considered in order to answer questions and provide any subsequent information. Upon arrival of the request, please submit a Pupil Transportation Request Form if applicable.

SCHOOL: Flowing Wells Junior High DATE OF REQUEST: 7/28/2025

NAME OF GROUP: 7th Grade Science SPONSOR: M. Trauschl PClork

PURPOSE OF TRIP: Project Catalina Science trip

OF STUDENTS PARTICIPATING: 44 DESTINATION(S): Long Beach, CA; Catalina Island, CA

DEPARTURE DATE & TIME: 3/10/2026 @ 4:00 Am MST ESTIMATED TIME OF ARRIVAL: 11:30 Am PST

RETURN DEPARTURE DATE & TIME: 3/13/2026 @ 7:30 pm PST ESTIMATED TIME OF RETURN: 3/14/2026 @ 4:00 Am MST

PRELIMINARY ROOM ASSIGNMENTS FOR STUDENTS, COACHES, AND CHAPERONES:
(Attach a list if necessary)
to be provided before trip

Attach all trip protocols including dining & bed check, curfew times, and other pertinent supervisory procedures.

TOTAL NUMBER OF SCHOOL EMPLOYEES SERVING AS CHAPERONE AND LIST THEIR NAMES:
(Attach a list if necessary) 6
TBD

NAMES OF NON-SCHOOL PEOPLE SERVING AS CHAPERONE:
(Attach a list if necessary) 0

COST PAID BY EACH STUDENT: \$780.00 OTHER SOURCE: Project Oceans Fees

TRANSPORTATION: (please check)
 District Bus Private Vehicle
 District Van Other (explain) Charter Bus
 District Car
Project Oceans Tax Credit
Project Oceans St. Acct.
Project Oceans Gifts & Donations

PROCUREMENT COMPLIANCE: Prior approval by Director of Business and Finance is required for procurement compliance. **Please attach itemized expenditure list by type and/or vendor including total cost and quotations obtained.** Please note that expenditures over \$50,000 per vendor require a formal bid/RFP, which could take up to 2 months.

EMERGENCY CONTACTS:

(List telephone numbers & lodging locations, as well as cell phone numbers if available)

1. Phyllis Clark (cell) 520-349-3613
2. Matt Trausch (cell) 520-465-5610
3. Catalina Island Marine Institute 310-510-1622

Attach trip itinerary to include departure times and schedule of events for each day of the activity. Be specific about lodging and the location of meals. It is recognized that some details of the itinerary may change and that those changes will be submitted in writing for approval prior to departure. **THE FINAL ITINERARY MUST BE STRICTLY ADHERED TO.**

Phyllis Clark / Matt Trausch
Signature of Person Making Request

7/28/2025
Date

Elin Kearney
Signature of Principal (approval)

7/28/2025
Date

Signature of Director of Business and Finance (approval)

Date

BOARD ACTION:

APPROVED: _____ DISAPPROVED: _____ DATE: _____

Signature of Transportation Director

Date

Tentative Overnight Field Trip Budget

Purpose of Trip: Project Catalina
 Dates: March 10 – 13, 2026
 Number of students: 44
 Number of adults: 6
 Cost per student: \$780.00
 Total Cost of Trip: \$33,862.50

VENDORS:	TOTAL	PROCUREMENT	COPIES
Transportation	\$ 8,000.00	TBD	
Subs for teachers	\$ 3,000.00		
Sweatshirt & bags	\$ 1,500.00		
Long Beach Hotel	\$ 3,000.00	TBD	
Catalina Island Marine Institute	\$16,862.50		Sole Source
On trip expenses	\$1,500.00		
Total	\$33,862.50		

FUNDING: Student Account #864-170
 Project Oceans Tax Credit
 Project Oceans Fees Account
 Project Oceans Gifts & Donations

FWJH PROJECT CATALINA – 2026

Tentative Itinerary – March 10 – 13, 2026

Tuesday, March 10, 2026

4:00 AM MST	Students arrive at FWJHS
4:30	Depart for California – Rest stops as needed
8:00	Breakfast in Yuma – (YOU BUY)
9:00	Depart for La Jolla, CA – Rest stops as needed
11:30 PST	Lunch at La Jolla Beach - (YOU BRING SACK LUNCH)
1:00	Wetsuit Appreciation Swim
4:00	Depart Beach for Irvine Spectrum Mall – Dinner - (YOU BUY)
6:30	Depart Irvine Spectrum
7:30	Check into hotel – The Queen Mary, Long Beach, CA
8:00	In hotel room preparing for next day
9:30 pm	Bedtime - Lights Out – Sleep!



Wednesday, March 11, 2026

6:15 am	Wake Up – Pack – Prepare for day.
7:00	Check Out – Load bus -Breakfast
8:00 am	Depart for boat terminal
8:15	Arrive at boat terminal - Unload gear
9:30	Depart for Catalina Island via Catalina Classics
11:30	Arrive at Catalina Island Marine Institute
12:00	Orientation – Lunch – All meals on Catalina Island are provided
2:00	Afternoon Program
5:30	Dinner followed by recreation
7:00	Evening Program
9:30	Bedtime - Lights Out – Sleep!



Thursday, March 12, 2026

7:00 am	Wake Up!!!
7:30	Breakfast followed by clean-up-recreation
9:00	Morning Program
12:30	Lunch followed by recreation
2:00	Afternoon Program
5:30	Dinner followed by recreation
7:00	Evening Program
9:30 pm	Bedtime - Lights Out - Sleep!!

Friday, March 13, 2026

7:00 am	Wake Up
7:30	Breakfast/packing/clean-up
8:00	Morning Program
12:00	Depart CIMI for Long Beach
1:00	Lunch on boat
3:00	Arrive at boat terminal – Long Beach
3:45	Special Ceremony – Depart for dinner
6:30	Dinner – (PROVIDED)
7:45 PM - PST	Depart for Tucson, AZ



Saturday, March 14, 2026

4:00 AM MST	Arrive at FWJHS – Get Picked Up – Home for Real Sleep!
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SEE YOU MONDAY AT SCHOOL!!!

FLOWING WELLS SCHOOL DISTRICT

OVERNIGHT/OUT OF STATE
TRIP REQUEST FORM

This form is designed to provide the basis for Board consideration and should be submitted **AT LEAST 30 DAYS PRIOR TO THE PROPOSED DEPARTURE DATE**. Additional information regarding this trip should be submitted to your building principal according to established procedures. A representative shall be present at the Board meeting where this matter is considered in order to answer questions and provide any subsequent information. Upon arrival of the request, please submit a Pupil Transportation Request Form if applicable.

SCHOOL: Flowing Wells Junior High DATE OF REQUEST: 7/30/2025

NAME OF GROUP: 8th Grade Science SPONSOR: J. Diaz / P. Clark

PURPOSE OF TRIP: Project Oceans Blue & Gold

OF STUDENTS PARTICIPATING: 84 DESTINATION(S): Dana Point, CA; Anaheim, CA

DEPARTURE DATE & TIME: 3:30 am 4/28/2026 ESTIMATED TIME OF ARRIVAL: 12:15 pm
San Diego, CA

RETURN DEPARTURE DATE & TIME: 7:30 pm 5/1/26 ESTIMATED TIME OF RETURN: 2:30 am 5/2/2026

PRELIMINARY ROOM ASSIGNMENTS FOR STUDENTS, COACHES, AND CHAPERONES:
(Attach a list if necessary)

will be provided before trip

Attach all trip protocols including dining & bed check, curfew times, and other pertinent supervisory procedures.

TOTAL NUMBER OF SCHOOL EMPLOYEES SERVING AS CHAPERONE AND LIST THEIR NAMES:
(Attach a list if necessary) 9

tbd

NAMES OF NON-SCHOOL PEOPLE SERVING AS CHAPERONE:
(Attach a list if necessary) 0

COST PAID BY EACH STUDENT: \$780.00 OTHER SOURCE: Project Oceans Fees

TRANSPORTATION: (please check)

- District Bus
- District Van
- District Car
- Private Vehicle
- Other (explain) Charter buses (2)

Project Oceans Tax Credits
Project Oceans St. Acct.
Project Oceans G&D

PROCUREMENT COMPLIANCE: Prior approval by Director of Business and Finance is required for procurement compliance. **Please attach itemized expenditure list by type and/or vendor including total cost and quotations obtained.** Please note that expenditures over \$50,000 per vendor require a formal bid/RFP, which could take up to 2 months.

OVERNIGHT/OUT OF STATE TRIP REQUEST FORM – page 2

EMERGENCY CONTACTS:

(List telephone numbers & lodging locations, as well as cell phone numbers if available)

- 1. Phyllis Clark (cell) 520-349-3613
- 2. Jaime Diaz (cell) 520-481-1362
- 3. Ocean Institute 949-496-2274

Attach trip itinerary to include departure times and schedule of events for each day of the activity. Be specific about lodging and the location of meals. It is recognized that some details of the itinerary may change and that those changes will be submitted in writing for approval prior to departure. **THE FINAL ITINERARY MUST BE STRICTLY ADHERED TO.**

 _____ Signature of Person Making Request	 _____ Date
 _____ Signature of Principal (approval)	<u>7/30/2025</u> _____ Date
 _____ Signature of Director of Business and Finance (approval)	<u>8/4/25</u> _____ Date

BOARD ACTION:

APPROVED: _____ DISAPPROVED: _____ DATE: _____

 _____ Signature of Transportation Director	 _____ Date
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Tentative Overnight Field Trip Budget

Purpose of Trip: Project Oceans Blue & Gold

Dates: April 28 – May 1, 2026

Number of students: 84

Number of buses: 2

Number of adults: 9

Cost per person: \$780.00 per student

Total Cost of Trip: \$72,450.00

VENDORS:	TOTAL	PROCUREMENT
Transportation	\$14,500.00	TBD
Teacher Subs	\$ 4,800.00	
Trip shirts & bags	\$ 1,400.00	Buddys
Ocean Institute	\$15,000.00	Sole Source
Anaheim Hotel	\$ 13,000.00	TBD
Disney Physics Workshop	\$14,500.00	Sole Source
Birch Aquarium	\$ 1,000.00	Sole Source
San Diego Zoo	\$ 3,000.00	Sole Source
Reuben H. Fleet Science Ctr.	\$ 1,000.00	Sole Source
Last night group dinner	\$ 2,250.00	TBD
Expenses on trip	\$ 2,000.00 (busdriver tips/day room/sponsor meals)	
Total	\$72,450.00	

FUNDING: Student Account #864-170
Project Oceans Tax Credit
Project Oceans Fees Account
Project Oceans Gifts & Donations

FWJH PROJECT OCEANS BLUE – 2026

Tentative Itinerary – April 28 – May 1, 2026

Tuesday, April 28, 2026

3:30 AM	Students arrive at FWJHS – check in at FWJH Office
4:00	Depart for California - Rest stops as needed.
7:30 am	Breakfast in Yuma – (YOU BUY – Taco Bell/Jack in Box/McDonalds)
8:45	Depart Yuma for La Jolla – Rest stops as needed.
12:15	Lunch – La Jolla Beach (YOU BRING SACK LUNCH)
1:15	Birch Aquarium
3:30	Depart La Jolla for Dana Point
5:15	Arrive at Ocean Institute – unload bus – Dinner Provided - Night Program
9:30 pm	Bedtime – Lights Out – Sleep!!!

Wednesday, April 29, 2026

6:00 am	Wake Up – Stretch – pack – Breakfast (PROVIDED)
7:00	Snorkel Fitting
7:30	Travel to Shaw’s Cove in Laguna Beach
8:00	Snorkeling at Shaw’s Cove
10:30	Depart Shaw’s Cove for Ocean Institute
11:00	Lunch – (PROVIDED)
12:00	Fishing/Marine Mammal Cruise on RV Sea Explorer
4:00	Depart Ocean Institute
4:45	Dinner at Irvine Spectrum (YOU BUY)
6:30	Depart Irvine Spectrum for Anaheim, CA
7:30	Check in at Stovall’s Inn – Anaheim, CA
10:00 pm	Bedtime – Lights Out – Real Sleep!!!

Thursday, April 30, 2026

6:00 am	Wake Up – Prepare for Day
6:30/7:00	Breakfast – (PROVIDED)
8:15	Depart for Disney’s California Adventure
9:00	Enter Disney’s California Adventure
10:00	Oceans Gold – Disney Physics/Properties of Motion Education Program Oceans Blue – Explore California Adventure Park
1:30	EVERYONE - Lunch in California Adventure – (YOU BUY/Your Choice) Oceans Gold – Explore California Adventure Park
2:30	Oceans Blue – Disney Physics/Properties of Motion Education Program
6:15	EVERYONE Meets inside CA Adventure Front Gate/Check-In. & Dinner (YOU BUY)
9:00 pm	EVERYONE Meets inside CA Adventure Front Gate – Depart with Research Groups
9:45	In rooms – Pack – Journal - Prepare for next day.
10:30	Lights Out – Quiet – Sleep!!!

Friday, May 1, 2026

6:00 am	Wake Up – Prepare for Day – Suitcase by door for check out.
7:00	Breakfast (PROVIDED)
7:50	Check Out – Depart for San Diego
10:00	Enter World Famous San Diego Zoo
12:30	Lunch at Zoo – (YOU BUY/Your Choice)
4:00	Meet at Front of Zoo
4:30	Special Event
6:00 pm	Dinner (PROVIDED)
7:30	Depart for Tucson (rest stops as needed)

SATURDAY - May 2, 2026

2:30 AM

Arrive at FWJHS – Get Picked Up – Home for Real Sleep!

SEE YOU MONDAY AT SCHOOL!!!!!!



FWJH PROJECT OCEANS GOLD – 2026

Tentative Itinerary - April 28, 2026 – May 1, 2026

Tuesday, April 28, 2026

3:30 AM	Students arrive at FWJHS - check in at FWJH Office
4:00	Depart for California - Rest stops as needed
7:30 am	Breakfast in Yuma – (YOU BUY – Taco Bell/Jack in Box/McDonalds)
8:45	Depart for La Jolla – Rest stops as needed
12:15	Lunch at La Jolla Beach– (YOU BRING SACK LUNCH)
1:15	Beach Science and fun at La Jolla Beach
3:30	Depart La Jolla for Dana Point
5:15 pm	Arrive at Ocean Institute – Unload Bus – Dinner - Night Program
9:30 pm	Bedtime – Lights Out – Sleep!!!

Wednesday, April 29, 2026

6:00 am	Wake Up/Stretch – Clean Up - Breakfast (PROVIDED)
7:00	Marine Mammal Cruise on the RV Sea Explorer
9:30	Break
10:00	Sea Floor Lab Rotations #1
12:00 noon	Lunch (PROVIDED)
1:00	Sea Floor Lab Rotations #2
3:00	Lab Rotation #3
4:00	Depart Ocean Institute
4:45	Dinner at Irvine Spectrum (YOU BUY)
6:30	Depart Irvine Spectrum for Anaheim, CA
7:30	Check in at Stovall's Inn – Anaheim, CA
10:00 pm	Bedtime – Lights Out – Real Sleep!!!

Thursday, April 30, 2026

6:00 am	Wake Up – Prepare for Day
6:30/7:00	Breakfast – (PROVIDED)
8:15	Depart for Disney's California Adventure
9:00	Enter Disney's California Adventure
10:00	Oceans Gold – Disney Physics/Properties of Motion Education Program Oceans Blue – Explore California Adventure Park
1:30	EVERYONE - Lunch in California Adventure – (YOU BUY/Your Choice) Oceans Gold – Explore California Adventure Park
2:30	Oceans Blue – Disney Physics/Properties of Motion Education Program
6:15	EVERYONE Meets inside CA Adventure Front Gate/Check-In. & Dinner (YOU BUY)
9:00 pm	EVERYONE Meets inside CA Adventure Front Gate – Depart with Research Groups
9:45	In rooms – Pack – Journal - Prepare for next day.
10:30	Lights Out – Quiet – Sleep!!!

Friday, May 1, 2026

6:00 am	Wake Up – Prepare for Day – Suitcase by door for check out.
7:00	Breakfast (PROVIDED)
7:50	Check Out – Depart for San Diego
10:00	Enter World Famous San Diego Zoo
12:30	Lunch at Zoo – (YOU BUY/YOUR CHOICE)
4:00	Meet at Front of Zoo
4:30	Special Event
6:00 pm	Dinner (PROVIDED)
7:30	Depart for Tucson (rest stops as needed)

SATURDAY - May 2, 2026

2:30 AM

Arrive at FWJHS – Get Picked Up – Home for Real Sleep!

SEE YOU MONDAY AT SCHOOL!!!!!!

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

D-7	August 12, 2025
Agenda Item Number	Board Meeting Date

Item: Approval of Requests for Staff Travel

Submitted By: Teresa Austin/Monique Mata Date: August 7, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/ Monique Mata

Staff travel requests are submitted for approval.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: *Monique Mata* Superintendent: *Kevin Stoltzfus*

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

Flowing Wells School District**Request To Travel****Recommend approval of the following travel requests:****August 12 2025**

Name Last, First	School / Dept	Request for Travel / What	Travel to:	Dates
Nistas, Josh	FWHS/CTE	Skills USA Admivor Leadership Conference	Tucson AZ	08/28/25 - 08/29/25
Daily, Kevin	Governing Board President	ASBA Law Conference	Scottsdale, AZ	09/03/25 - 09/05/25
Effing, Wendy	Governing Board Clerk	ASBA Law Conference	Scottsdale, AZ	09/02/25 - 09/06/25
Hamilton, Brianna	Governing Board Member	ASBA Law Conference	Scottsdale, AZ	09/03/25 - 09/06/25
Miller, Stephanie	Governing Board Member	ASBA Law Conference	Scottsdale, AZ	09/03/25 - 09/05/25
Ochoa, Arlene	Governing Board Member	ASBA Law Conference	Scottsdale, AZ	09/03/25 - 09/05/25
Stoltzfus, Kevin	Superintendent	ASBA Law Conference	Scottsdale, AZ	09/03/25 - 09/05/25
Doyle, Rebekah	ESS/Physical Therapist	APTA Pediatrics 2025 Conference	Colorado Springs, CO	10/31/25 - 11/02/25
Hatch, Courtney	FWHS/CTE	FCCLA 2025 Advisors Bootcamp	Tucson, AZ	08/26/25 - 08/27/25
Ramirez, Teresa	Transportation	TAA Board meeting	Glendale, AZ	9/4/2025
Donaldson, Angus	FWHS/CTE	Smokey Bear Volunteer Event Sabino Canyon	Tucson, AZ	8/9/2025
Donaldson, Angus	FWHS/CTE	AATA Board Leadership Summit	Mesa, AZ	8/15/2025
Reynolds, Caitlin	FWHS/CTE	AATA Board Leadership Summit	Mesa, AZ	8/15/2025

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

D-8
Agenda Item Number

August 12, 2025
Board Meeting Date

Item: Approval of District Personnel Actions

Submitted By: Stacie Stuart/KaraLynn Miller Date: August 7, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/Dr. Tamara McAllister

District Personnel Actions may include new hires, resignations, terminations, leaves of absence, substitutes, retirements, rehire of designated staff, contract extensions/adjustments, contract language for employment, additional duties, special activities compensation, addendums, performance/merit pay, stipends, termination pay, professional development workshops, athletic compensation, career and technical compensation are submitted for your approval.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: Tamara McAllister Superintendent: Kevin Stoltzfus

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

Flowing Wells School District
 Personnel Action Summary
Certified Staff
 August 12, 2025

Name	Location	Action to Approve	Pay	FTE/ hrs	Contract Days	Effective Date	Additional Comments
Adelstone, Toni	FWJH	Athletic Prep	\$506/season	4 seasons	N/A	2025-2026	
Adelstone, Toni	FWJH	Volleyball Head Coach Boys	\$2,736.00	N/A	N/A	2025-2026	
Aguirre, Shalina	Davis	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Aitchison, Kathryn	Laguna	New Hire - Special Education Intensive Resource Teacher	\$53,537.00	1.0 FTE	213	7/21/2025	YOE Granted: 0 years Highest Degree Earned: Bachelors
Aitchison, Kathryn	Laguna	Additional Compensation	\$3,000.00	N/A	N/A	2025-2026	IR-1: Appropriately Certified Special Education - Intensive Resource
Aitchison, Kathryn	Laguna	Additional Compensation	\$3,910.00	N/A	N/A	2025-2026	Performance Pay Eligibility
Amezquita, Dania	FWHS	IEPPro Coordinator	\$1,500.00	N/A	N/A	2025-2026	
Amezquita, Dania	FWHS	LEA Representative Stipend for IEP Coordinator	\$250.00	N/A	N/A	2025-2026	
Amos, Marlana	Douglas	New Hire - Reading Teacher	\$27,118.50	0.5 FTE	213	7/21/2025	YOE Granted: 2 years Highest Degree Earned: Bachelors
Amos, Marlana	Douglas	Additional Compensation	\$3,910.00	N/A	N/A	2025-2026	Performance Pay Eligibility
Andersen, Hanne	Douglas	Meet the Teacher/Parent Engagement Night	\$25.00/hr	NTE 2.0 hrs	N/A	7/29/2025	
Andersen, Hanne	Douglas	Yearbook	\$407.50	N/A	N/A	2025-2026	Split with another teacher
Anderson, Paige	Davis	Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/21/2025	
Anguis, Teresa	Douglas	Meet the Teacher/Parent Engagement Night	\$25.00/hr	NTE 2.0 hrs	N/A	7/29/2025	
Antista, Tracey	Douglas	Meet the Teacher/Parent Engagement Night	\$25.00/hr	NTE 2.0 hrs	N/A	7/29/2025	
Ayon, Elsa	Douglas	Meet the Teacher/Parent Engagement Night	\$25.00/hr	NTE 2.0 hrs	N/A	7/29/2025	
Ayon, Elsa	Douglas	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 2.0 hrs	N/A	8/7/2025	Intro to Elementary Curriculum
Baker, David	FWHS	Increase Weekly Hours - Coverage for Stacey Grijalva	Hrly Rate	NTE 40 hrs/week	N/A	09/29/2025 - 12/19/2025	
Barber, Brie	Douglas	Attend Leadership Meetings	\$20.00/hr	NTE 15 hrs	N/A	2025-2026	
Bejarano, Gabrielle	Douglas	Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/29/2025	
Bennett, Koni	Laguna	Love of Reading Week Coordinator	\$300.00	N/A	N/A	2025-2026	Split with another teacher
Bixler, Marcelina	Centennial	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 2.0 hrs	N/A	8/7/2025	Intro to Elementary Curriculum
Bley, Katrina	Douglas	Meet the Teacher/Parent Engagement Night	\$25.00/hr	NTE 2.0 hrs	N/A	7/29/2025	
Bley, Katrina	Douglas	Attend Leadership Meetings	\$20.00/hr	NTE 15 hrs	N/A	2025-2026	
Bostic, Tracy	Centennial	Grade Level Chair - 3rd Grade	\$815.00	N/A	N/A	2025-2026	
Breckenfeld, Nicolas	FWHS	Sky School Trip Coordinator	\$899.00	N/A	N/A	2025-2026	Split with another teacher
Brindley, Brian	FWHS	Football Assistant Varsity	\$4,019.00	N/A	N/A	2025-2026	
Burch, Ethan	FWHS	Ambassadors Trip Coordinators	\$1,200.80	N/A	N/A	2025-2026	
Campbell, Caitlin	Richardson	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Cardenas Valdez, Cynthia	Richardson	Opening Assembly Attendance/Teacher Support	\$165.00/day	1 day	N/A	7/30/2025	
Chavez, Astin	Laguna	Grant Funded Program Site Supervision	\$27.50/hr	NTE 20 hrs/week	N/A	2025-2026	
Cline, Samantha	Douglas	Meet the Teacher/Parent Engagement Night	\$25.00/hr	NTE 2.0 hrs	N/A	7/29/2025	
Cobb, Sherri	ESS	File Monitoring - IEP Writing	\$40.00/hr	NTE 120 hrs	N/A	2025-2026	
Cochiolo, Rebecca	ESS	New Hire - Occupational Therapist	\$74,871.00	1.0 FTE	219	7/21/2025	YOE Granted: 2 years Highest Degree Earned: Ed.D
Cochiolo, Rebecca	ESS	Additional Compensation	\$1,100.00	N/A	N/A	2025-2026	A-OTA-1: Auto Allowance
Creager, Cherie	Hendricks	Professional Development Presenter/Trainer	\$30.00/hr	NTE 6.0 hrs	N/A	7/23/2025	EEI - Demonstration Teacher
Crooks, Kristen	Centennial	Grade Level Chair - 1st Grade	\$815.00	N/A	N/A	2025-2026	
Dakos, Raymond	FWHS	Raiders Coach JV	\$2,505.00	N/A	N/A	2025-2026	
Dalton, Emily	Douglas	Meet the Teacher/Parent Engagement Night	\$25.00/hr	NTE 2.0 hrs	N/A	7/29/2025	
Dalton, Emily	Douglas	Grade Level Chair - SPED	\$815.00	N/A	N/A	2025-2026	
Dauenhauer, Lindsay	Centennial	K-3 Reading Tutoring	\$25.00/hr	NTE 4.0 hrs/week	N/A	2025-2026	
Davila, Alexia	Douglas	Meet the Teacher/Parent Engagement Night	\$25.00/hr	NTE 2.0 hrs	N/A	7/29/2025	

Flowing Wells School District
 Personnel Action Summary
Certified Staff
 August 12, 2025

Davis, Alexandra	Centennial	Elementary Coach - Boys Volleyball	\$1,000.00	N/A	N/A	2025-2026	
Davis, Alexandra	Centennial	Elementary Coach - Flag Football	\$1,000.00	N/A	N/A	2025-2026	
Davis, Alexandra	Centennial	Elementary Coach - Girls Volleyball	\$1,000.00	N/A	N/A	2025-2026	
Davis, Alexandra	Centennial	Elementary Athletic Special Event Director - 5th Grade Track Meet	\$193.00	N/A	N/A	2025-2026	
Davis, Alexandra	Centennial	Elementary Athletic Special Event Director - 6th Grade Track Meet	\$193.00	N/A	N/A	2025-2026	
Davis, Alexandra	Centennial	Elementary Intramural Coordinator (Before School Sports)	\$837.00	N/A	N/A	2025-2026	Semester 1
Davis, Alexandra	Centennial	Elementary Intramural Coordinator (Before School Sports)	\$837.00	N/A	N/A	2025-2026	Semester 2
Davis, Alexandra	Centennial	Attend Leadership Meetings	\$20.00/hr	NTE 15 hrs	N/A	2025-2026	
Davis, Alexandra	Centennial	Social Media Coordinator	\$244.50	N/A	N/A	2025-2026	Split with another teacher
Davis, Alexandra	Centennial	Elementary Coach - Cross Country	\$1,000.00	N/A	N/A	2025-2026	
De Filippis, Jennifer	District	School Improvement Team Co-chairs	\$1,642.00	N/A	N/A	2025-2026	
DeBlasi, Samantha	Centennial	Back to School Meeting and Classroom Setup for Long Term Sub	\$165.00/day	1 day	N/A	7/28/2025	
DeBlasi, Samantha	Laguna	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 2.0 hrs	N/A	8/7/2025	Intro to Elementary Curriculum
DeBlasi, Samantha	Douglas	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
DeVries, Brandi	Laguna	Love of Reading Week Coordinator	\$300.00	N/A	N/A	2025-2026	Split with another teacher
DeVries, Brandi	Laguna	Leadership Meetings	\$20.00/hr	NTE 10 hrs	N/A	2025-2026	
DeVries, Brandi	Laguna	Grant Funded Program Site Supervision	\$27.50/hr	NTE 20 hrs/week	N/A	2025-2026	
Dietrich, Jessica	FWHS	Professional Growth Salary Increase	\$250.00	N/A	N/A	2025-2026	
Edgington, Matthew	Hendricks	New Hire - 6th Grade Teacher	\$56,072.51	1.0 FTE	212 (P)	7/22/2025	YOE Granted: 8 years Highest Degree Earned: Bachelors
Edgington, Matthew	Hendricks	Additional Compensation	\$3,910.00	N/A	N/A	2025-2026	Performance Pay Eligibility
Edwards, Bobby	FWHS	Football Assistant Varsity	\$4,019.00	N/A	N/A	2025-2026	55
Fink, Jillian	Centennial	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 2.0 hrs	N/A	8/7/2025	Intro to Elementary Curriculum
Finley, Michael	SPHS	Teacher of Record for FW Online and CTE Courses - History, Government, Economics	Up to \$550/quarter	N/A	N/A	2025-2026	Teacher of Record compensation based on number of students
Fishman, Tristan	FWHS	Theatre	\$3,752.00	N/A	N/A	2025-2026	
Fowler, Parker	FWHS	Transfer from Substitute to English Teacher	\$53,537.00	1.0 FTE	213	7/21/2025	YOE Granted: 0 years Highest Degree Earned: Bachelors
Fowler, Parker	FWHS	Additional Compensation	\$3,910.00	N/A	N/A	2025-2026	Performance Pay Eligibility
Frey, Amber	Centennial	Grade Level Chair - 4th Grade	\$815.00	N/A	N/A	2025-2026	
Garcia, Bernadette	FWHS	Professional Development Presenter/Trainer	\$30.00/hr	NTE 8.0 hrs	N/A	2025-2026	Algebra I PLC Facilitation
Gildea, Ashton	FWHS	Ambassadors Trip Coordinators	\$300.00	N/A	N/A	2025-2026	
Gleeson, David	FWHS	Biliteracy Planning for ELD	\$20.00/hr	NTE 1.0 hrs/week	N/A	2025-2026	
Hales, Christina	Centennial	Attend Leadership Meetings	\$20.00/hr	NTE 15 hrs	N/A	2025-2026	
Hartz, Megan	FWHS	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Hinrichs, Taylor	Douglas	Meet the Teacher/Parent Engagement Night	\$25.00/hr	NTE 2.0 hrs	N/A	7/29/2025	
Holly, Shane	FWHS	Volleyball Head Varsity Girls	\$4,531.00	N/A	N/A	2025-2026	
Hook, Brian	FWHS	Summer Weight Room Instructor	\$1,875.00	N/A	N/A	07/01/2025 - 07/24/2025	
Hook, Brian	FWHS	Football Head Varsity	\$5,506.00	N/A	N/A	2025-2026	
Jacobson, Kristyn	Richardson	Transfer from Special Education Resource Teacher at Douglas to Special Education Resource Teacher at Richardson	Contract Rate	1.0 FTE	209	2025-2026	
Jatczak, Samantha	Davis	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 2.0 hrs	N/A	8/7/2025	Intro to Elementary Curriculum
Jatczak, Samantha	Davis	Elementary Coach - Boys Volleyball	\$500.00	N/A	N/A	2025-2026	Split with another teacher
Jatczak, Samantha	Davis	Elementary Coach - Girls Volleyball	\$500.00	N/A	N/A	2025-2026	Split with another teacher
Johnson Beardsley, Susan	Centennial	Back to School Meeting and Teacher Support	\$165.00/day	0.5 days	N/A	7/28/2025	
Jungbluth, Eric	Hendricks	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Kiecolt, Tyler	Davis	Professional Development Presenter/Trainer	\$30.00/hr	NTE 6.0 hrs	N/A	7/23/2025	EI - Demonstration Teacher
Laguna, Jasmyne	Douglas	Meet the Teacher/Parent Engagement Night	\$25.00/hr	NTE 2.0 hrs	N/A	7/29/2025	

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Laguna, Teri	FWHS	Department Chair: 51 or More Classes - Math	\$2,571.00	N/A	N/A	2025-2026	
Lambson, Cory	FWJH	Cross Country Head Coach Boys	\$2,736.00	N/A	N/A	2025-2026	
Lehman, Megan	Centennial	School Improvement Team Co-chairs	\$1,642.00	N/A	N/A	2025-2026	
Lehman, Megan	Centennial	TAT Coordinator up to 25 Meetings	\$814.00	N/A	N/A	2025-2026	
Lieser, Sadie	Davis	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 2.0 hrs	N/A	8/7/2025	Intro to Elementary Curriculum
Lisewski, Kevin	FWHS	Biliteracy Planning for ELD	\$20.00/hr	NTE 1.0 hrs/week	N/A	2025-2026	
Lodge, Corynn	FWHS	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Lodge, Rachel	FWHS	Professional Development Presenter/Trainer	\$30.00/hr	NTE 6.0 hrs	N/A	7/23/2025	EI - Demonstration Teacher
Lodge, Rachel	FWHS	Ambassadors Trip Coordinators	\$1,200.80	N/A	N/A	2025-2026	
Logsdon, Rachel	Davis	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Lopez, Regina	Laguna	New Hire - English Language Development (ELD) Teacher	\$56,337.00	1.0 FTE	213	7/21/2025	YOE Granted: 8 years Highest Degree Earned: Bachelors
Lopez, Regina	Laguna	Additional Compensation	\$3,910.00	N/A	N/A	2025-2026	Performance Pay Eligibility
Lopez, Stephanie	Douglas	Meet the Teacher/Parent Engagement Night	\$25.00/hr	NTE 2.0 hrs	N/A	7/29/2025	
Lovio, Deborah	Richardson	Meet the Teacher/Parent Engagement Night	\$25.00/hr	NTE 2.0 hrs	N/A	7/29/2025	
Macias, Oziris	Douglas	Meet the Teacher/Parent Engagement Night	\$25.00/hr	NTE 2.0 hrs	N/A	7/29/2025	
Macias, Oziris	Douglas	Grade Level Chair - 5th Grade	\$815.00	N/A	N/A	2025-2026	
Mann, Jeffrey	FWHS	Ambassadors Trip Coordinators	\$1,200.80	N/A	N/A	2025-2026	
Mann, Jeffrey	FWHS	Biliteracy Planning for ELD	\$20.00/hr	NTE 1.0 hrs/week	N/A	2025-2026	
Manuel, Tatvia	Davis	New Hire - Special Education Resource Teacher	\$58,511.00	1.0 FTE	213	7/21/2025	YOE Granted: 8 years Highest Degree Earned: Masters
Manuel, Tatvia	Davis	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 2.0 hrs	N/A	8/7/2025	Intro to Elementary Curriculum 56 SR-1: Appropriately Certified Special Education - Resource
Manuel, Tatvia	Davis	Additional Compensation	\$1,500.00	N/A	N/A	2025-2026	
Manuel, Tatvia	Davis	Additional Compensation	\$3,910.00	N/A	N/A	2025-2026	Performance Pay Eligibility
Martin, Keith	Davis	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 42 hrs	N/A	07/14/2025 - 07/25/2025	Elementary Social Studies Curriculum Planning
McCarthy, Lori	Hendricks	Grade Level Chair - Specials	\$815.00	N/A	N/A	2025-2026	
Medina, Monica	FWHS	School Improvement Team Co-chairs	\$1,642.00	N/A	N/A	2025-2026	
Mendivil, Samantha	Douglas	Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/29/2025	
Merrill, Marla	Centennial	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 2.0 hrs	N/A	8/7/2025	Intro to Elementary Curriculum
Merrill, Marla	Centennial	Attend ELD Mentoring Meetings	\$20.00/hr	NTE 12 hrs	N/A	2025-2026	
Merriman, Sara	Hendricks	Back to School Meeting and Teacher Support	\$165.00/day	1 day	N/A	7/28/2025	
Merriman, Sara	Hendricks	Opening Assembly Attendance/Teacher Support	\$165.00/day	1 day	N/A	7/30/2025	
Meyer, Roisin	SPHS	National Board Certified Teacher	\$2,500.00	N/A	N/A	2025-2026	
Miranda Salinas, Abelardo	Douglas	Meet the Teacher/Parent Engagement Night	\$25.00/hr	NTE 2.0 hrs	N/A	7/29/2025	
Miranda, Natalia	Davis	Opening Assembly Attendance/Teacher Support	\$165.00/day	1 day	N/A	7/30/2025	
Mitchell, MacKenzie	Centennial	Grade Level Chair - 2nd Grade	\$815.00	N/A	N/A	2025-2026	
Montoya, Bridget	FWHS	National Board Certified Teacher	\$2,500.00	N/A	N/A	2025-2026	
Morgan, Troy	Douglas	Meet the Teacher/Parent Engagement Night	\$25.00/hr	NTE 2.0 hrs	N/A	7/29/2025	
Motika, Hayley	Centennial	Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/29/2025	
Murphy, John	Centennial	Grade Level Chair - 6th Grade	\$815.00	N/A	N/A	2025-2026	
Myers, Tracy	FWHS	Back to School Meeting and Teacher Support	\$165.00/day	1 day	N/A	7/28/2025	
Neria, Sophia	Douglas	Meet the Teacher/Parent Engagement Night	\$25.00/hr	NTE 2.0 hrs	N/A	7/29/2025	
Nilson, Seth	FWJH	Football Head Coach	\$3,247.00	N/A	N/A	2025-2026	
Nogami, Wendy	FWJH	Professional Development Presenter/Trainer	\$30.00/hr	NTE 6.0 hrs	N/A	7/23/2025	EI - Demonstration Teacher
Olander, Jessica	Centennial	Social Media Coordinator	\$244.50	N/A	N/A	2025-2026	Split with another teacher
Pakka, Robin	FWHS	Ambassadors Trip Coordinators	\$1,200.80	N/A	N/A	2025-2026	

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Pearson, Livvi	Douglas	Meet the Teacher/Parent Engagement Night	\$25.00/hr	NTE 2.0 hrs	N/A	7/29/2025	
Peterson, Claire	Douglas	Mentor Teacher	\$500.00	N/A	N/A	2025-2026	
Peterson, Dorothy	Centennial	Back to School Meeting and Classroom Setup for Long Term Sub	\$165.00/day	0.5 day	N/A	7/28/2025	
Pettera, Andria	FWHS	Rehired as Hourly Employee - 504 Coordinator - Up to 24 Students	\$821.00	N/A	N/A	2025-2026	
Pina, Mario	FWHS	Varsity Summer Program - Wrestling	\$1,875.00	N/A	N/A	07/01/2025 - 07/24/2025	
Pina, Mario	FWHS	Summer Weight Room Instructor	\$1,875.00	N/A	N/A	07/01/2025 - 07/24/2025	
Pina, Mario	FWHS	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Pina, Mario	FWHS	Intramural Director	\$2,505.00	N/A	N/A	2025-2026	
Powers, Jillian	Douglas	Meet the Teacher/Parent Engagement Night	\$25.00/hr	NTE 2.0 hrs	N/A	7/29/2025	
Powers, Jillian	Douglas	Head Teacher includes LEA Rep	\$698.00	N/A	N/A	2025-2026	Split with another teacher
Powers, Jillian	Douglas	National Board Certified Teacher	\$2,500.00	N/A	N/A	2025-2026	
Quinn, Kelli	Centennial	Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/29/2025	
Ramos, Brooke	Hendricks	Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/25/2025	
Rhodes, Jacquelyn	FWJH	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Rhodes, Jacquelyn	FWJH	Grant Funded Program Site Supervision	\$27.50/hr	NTE 7.5 hrs/week	N/A	2025-2026	SKILLS Coordinator
Rios, Veronica	Douglas	Meet the Teacher/Parent Engagement Night	\$25.00/hr	NTE 2.0 hrs	N/A	7/29/2025	
Rios, Veronica	Douglas	Yearbook	\$407.50	N/A	N/A	2025-2026	Split with another teacher
Robles, Damion	FWHS	Secondary Core Content (7-12) Teaching Resource Sections	\$300.00/section	3 sections	N/A	2025-2026	
Rodriguez, Ginger	Hendricks	Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/25/2025	
Ruiz, Mario	FWJH	Tennis Head Coach Girls and Boys	\$4,404.96	N/A	N/A	2025-2026	11% Longevity Stipend
Salazar, Isabela	Davis	Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/21/2025	57
Salazar, Jenessa	Laguna	Opening Assembly Attendance/Teacher Support	\$165.00/day	0.5 days	N/A	7/30/2025	
Sandler, Janet	Laguna	Back to School Meeting and Classroom Setup for Long Term Sub	\$165.00/day	1 day	N/A	7/28/2025	
Sauber, Angela	FWJH	Grant Funded Program Site Supervision	\$27.50/hr	NTE 7.5 hrs/week	N/A	2025-2026	SKILLS Coordinator
Scarbrough, Kiersten	Centennial	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 2.0 hrs	N/A	8/7/2025	Intro to Elementary Curriculum
Scarbrough, Kiersten	Centennial	Grade Level Chair - 5th Grade	\$815.00	N/A	N/A	2025-2026	
Smith, Marian	FWHS	National Honor Society	\$2,079.00	N/A	N/A	2025-2026	
Spencer, April	Davis	Elementary Coach - Boys Volleyball	\$500.00	N/A	N/A	2025-2026	Split with another teacher
Spencer, April	Davis	Elementary Coach - Girls Volleyball	\$500.00	N/A	N/A	2025-2026	Split with another teacher
Stephens, Lydia	Centennial	K-3 Reading Tutoring - Substitute	\$25.00/hr	NTE 4.0 hrs/week	N/A	2025-2026	
Stimans, Jorge	FWHS	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Stimans, Jorge	SPHS	Student Council	\$1,224.00	N/A	N/A	2025-2026	
Stimans, Jorge	FWHS	Secondary Core Content (7-12) Teaching Resource Sections	\$300.00/section	3 sections	N/A	2025-2026	
Switalski, Ashley	Douglas	Meet the Teacher/Parent Engagement Night	\$25.00/hr	NTE 2.0 hrs	N/A	7/29/2025	
Switalski, Ashley	Douglas	Student Council	\$1,224.00	N/A	N/A	2025-2026	
Switalski, Ashley	Douglas	Elementary Coach - Girls Volleyball	\$1,000.00	N/A	N/A	2025-2026	
Thomas, Emanuel	Laguna	Grade Level Chair - 2nd Grade	\$815.00	N/A	N/A	2025-2026	
Thompson, Adam	FWHS	Chess Head Varsity	\$3,744.00	N/A	N/A	2025-2026	
Thompson, Jennifer	FWJH	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Thomson, Arianna	Douglas	Meet the Teacher/Parent Engagement Night	\$25.00/hr	NTE 2.0 hrs	N/A	7/29/2025	
Thomson, Arianna	Douglas	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Tovar, Martha	Douglas	Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/28/2025	
Tovar, Martha	Douglas	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Trott, LeeAnne	Douglas	Opening Assembly Attendance/Teacher Support	\$165.00/day	1 day	N/A	7/30/2025	
Urquidez, Maricela	FWJH	Softball Head Coach	\$2,736.00	N/A	N/A	2025-2026	
Urquidez, Maricela	Douglas	Attend ELD Mentoring Meetings	\$20.00/hr	NTE 12 hrs	N/A	2025-2026	

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Valencia, Alycia	Douglas	Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/28/2025	
Valencia, Alycia	Douglas	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 2.0 hrs	N/A	8/7/2025	Intro to Elementary Curriculum
Valencia, Alycia	Douglas	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Valencia, Shelley	Centennial	Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/29/2025	
Valencia, Shelley	Centennial	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Valencia, Shelley	Centennial	Grade Level Chair - Kindergarten	\$815.00	N/A	N/A	2025-2026	
Valencia, Shelley	Centennial	School Improvement Team Co-chairs	\$1,642.00	N/A	N/A	2025-2026	
Valencia, Shelley	Centennial	Head Teacher includes LEA Rep	\$1,396.00	N/A	N/A	2025-2026	
Verdigué Gillet, Anna	FWHS	Spirit Line Head Varsity Fall	\$3,094.00	N/A	N/A	2025-2026	
Villalobos, Ellen	Douglas	Meet the Teacher/Parent Engagement Night	\$25.00/hr	NTE 2.0 hrs	N/A	7/29/2025	
Voigt, Nicole	Laguna	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Walker, Kent	FWHS	Cross Country Head Varsity Boys & Girls	\$6,111.00	N/A	N/A	2025-2026	\$4074 X 1.5 = \$6111
Whelan, Tara	Centennial	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 2.0 hrs	N/A	8/7/2025	Intro to Elementary Curriculum
White, Emily	Richardson	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 2.0 hrs	N/A	8/7/2025	Intro to Elementary Curriculum
Wilkinson, Theodore	FWHS	Resign - Math Teacher	N/A	N/A	N/A	7/30/2025	
Wilson, Amanda	Douglas	Meet the Teacher/Parent Engagement Night	\$25.00/hr	NTE 2.0 hrs	N/A	7/29/2025	
Wook, Kristin	Centennial	Grade Level Chair - Resource	\$815.00	N/A	N/A	2025-2026	
Wook, Kristin	Centennial	Write and Hold IEP Meetings	Hrly Rate	NTE 25 hrs	N/A	2025-2026	Co-teacher finishing certification

LEGEND:

Pay: Total compensation minus Performance Pay

The Additional Comments section detail additional compensation.

NTE: Not To Exceed

BOY: Balance of Year

FTE: Full Time Equivalent

YOE: Years of Experience (\$350.00 per year for certified/professional; \$0.20 per hour for classified)

(P): Prorated due to date of hire and/or less than 1.0 FTE

CEIP: College Credit by Exam Incentive Program

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Support Staff

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Name	Location	Action to Approve	Pay	FTE/ hrs	Contract Days	Effective Date	Additional Comments
Abril, Gina	Davis	Additional Hours - Complete Registration Tasks	Hrly Rate	NTE 10 hrs	N/A	07/21/2025 - 08/01/2025	
Abril, Gina	Davis	Bilingual Stipend	\$500.00	N/A	N/A	2025-2026	
Agraan, Phyllis	FWJH	Discretionary Summer Administrative Tasks	Hrly Rate	NTE 30 hrs	N/A	07/01/2025 - 07/30/2025	
Agraan, Phyllis	Hendricks	Bilingual Stipend	\$500.00	N/A	N/A	2025-2026	
Akins, Joel	FWHS	New Hire - Special Education Teaching Assistant II	\$16.57/hr	7.5 hrs/day	196	7/29/2025	
Allen, Francine	Centennial	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Allen, Francine	Centennial	Retire - Reading Instructional Assistant	N/A	N/A	N/A	9/26/2025	
Alvarez Munoz, Isabel	Transportation	Substitute School Bus Monitor	\$17.56/hr	As Needed	N/A	2025-2026	
Arena, Johnny	Maintenance	New Hire - Custodian - Night	\$17.60/hr	8.0 hrs/day	261 (P)	7/28/2025	YOE Granted: 8 years
Arena, Johnny	Maintenance	Additional Compensation	\$200.00 (P)	N/A	N/A	2025-2026	SA-2: Shoe Allowance
Blissett, Erika	Douglas	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Borboa, Sabrina	Hendricks	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Bravin, Dylan	FWJH	Crossing Guard Duty	\$15.80/hr	NTE 2.5 hrs/week	N/A	2025-2026	
Brochin, Steven	Centennial	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Bush, Kimberly	FWJH	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.5 hrs	N/A	7/28/2025	
Caiz, Emilio	Transportation	Transfer from Substitute District Van Driver to District Van Driver	\$17.56/hr	6.00 hrs/day	193	7/30/2025	
Caiz, Emilio	Transportation	Additional Compensation	\$90.00 (P)	N/A	N/A	2025-2026	SA-1: Shoe Allowance
Cardenas, Ashley	FWHS	Ticket Taker - Football, Basketball, Soccer, Volleyball	Minimum Wage	NTE 5.0 hrs/night	N/A	2025-2025	
Cardenas, Ashley	FWHS	Scorekeeper - Soccer	Minimum Wage	NTE 5.0 hrs/night	N/A	2025-2026	
Cardenas, Yesenia	Maintenance	Resign - Custodian - Night	N/A	N/A	N/A	6/25/2025	
Carrillo, Nadia	Laguna	New Hire - Special Education Teaching Assistant II	\$16.57/hr	6.50 hrs/day	196	7/29/2025	
Cashmere, Holly	FWJH	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.5 hrs	N/A	7/28/2025	
Clark, Phyllis	FWJH	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.5 hrs	N/A	7/28/2025	
Cordero, Briana	FWHS	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Coronado, Alvarez, Idekell	Transportation	Substitute School Bus Monitor	\$17.56/hr	As Needed	N/A	2025-2026	
Counts, Torriena	ESS	Additional Hours - New Hire Orientation and Training	Hrly Rate	NTE 8.0 hrs	N/A	07/21/2025 - 07/25/2025	
Counts, Torriena	ESS	Additional Hours - Transfers, Records, Data Input	Hrly Rate	NTE 8.0 hrs	N/A	07/31/2025 - 08/04/2025	
Crest, Nikki	Community Schools	Additional Hours - Absence Coverage	Hrly Rate	NTE 5.0 hrs	N/A	08/07/2025 & 08/08/2025	
Cruz, Juan	FWHS	Announcer - All Sports	Minimum Wage	NTE 6.0 hrs/night	N/A	2025-2026	
D'Arpino, Dominic	EMELC	Additional Hours - Meet the Teacher Event	Hrly Rate	NTE 2.5 hr	N/A	7/30/2025	
Davis, Vanessa	FWJH	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.5 hrs	N/A	7/28/2025	
Davis, Vanessa	FWJH	Crossing Guard Duty	\$15.80/hr	NTE 2.5 hrs/week	N/A	2025-2026	
Delgado Tiffany	Richardson	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Desgagne, Martina	Hendricks	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Downing, Kasey	Douglas	Elementary Coach - Boys Volleyball	\$1,000.00	N/A	N/A	2025-2026	
Echanove, Tracey	FWJH	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.5 hrs	N/A	7/28/2025	
Eldred, Jessica	Community Schools	Additional Hours - Absence Coverage	Hrly Rate	NTE 3.25 hrs/day	N/A	7/28/2025	
Emery, Alyssa	Hendricks	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Equihua, Valente	FWHS	Additional Hours - Wax East Gym Floors	Hrly Rate	NTE 8.0 hrs	N/A	7/26/2025	
Exiga, Lydia	Davis	Bilingual Stipend	\$500.00	N/A	N/A	2025-2026	
Fernandez, Mary	Davis	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Fernandez, Mary	Davis	Translating	Hrly Rate	As Needed	N/A	2025-2026	
Fimbres, Melinda	Transportation	Additional Hours - Driver Coverage	\$18.97/HR	NTE 2 hrs/day	N/A	2025-2026	
Flynn, Ryder	FWHS	New Hire - Golf Varsity Boys	\$3,744.00	N/A	N/A	2025-2026	
Ford, Kayley	Hendricks	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Garcia, Lizbeth	FWJH	New Hire - English Language Learner (ELL) Instructional Assistant	\$16.69	6.50 hrs/day	N/A	7/30/2025	YOE Granted: 1 year Highest Degree Earned: Associates
Garcia, Lizbeth	FWJH	Crossing Guard Duty	\$15.80/hr	NTE 5.0 hrs/week	N/A	2025-2026	
Gastelum Castillo, Claudia	Maintenance	New Hire - Custodian - Night	\$17.00/hr	8.0 hrs/day	261 (P)	7/28/2025	YOE Granted: 5 years
Gastelum Castillo, Claudia	Maintenance	Additional Compensation	\$200.00 (P)	N/A	N/A	2025-2026	SA-2: Shoe Allowance
Gastelum, Dagoberto	FWJH	New Hire - Special Education Teaching Assistant II	\$17.17/hr	7.50 hrs/day	196 (P)	8/4/2025	
Godwin, Tiffany	Hendricks	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Gonzalez, Ana	ESS	Additional Hours - Translate Meeting	Hrly Rate	NTE 2.5 hrs	N/A	7/28/2025	
Gonzalez, Santa	Richardson	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Gonzalez, Stephanie	EMELC	Bilingual Stipend	\$500.00	N/A	N/A	2025-2026	

Flowing Wells School District
 Personnel Action Summary
Support Staff
 August 12, 2025

Gray, Deanne	Hendricks	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Guerrero, Genesis	EMELC	Bilingual Stipend	\$500.00	N/A	N/A	2025-2026	
Guillen, Fabian	FWJH	Softball Assistant	\$2,312.00	N/A	N/A	2025-2026	
Harris, Leticia	Douglas	Additional Hours - Childcare for Meet the Teacher Night	Hrly Rate	NTE 2.0 hrs	N/A	7/29/2025	
Harris, Paul	Richardson	Additional Hours - District Assembly	Hrly Rate	NTE 4.0 hrs	N/A	7/30/2025	
Heder, John	FWJH	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.5 hrs	N/A	7/28/2025	
Hejl, Shannon	SPHS	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Hernandez, Ruben	FWHS	Football Head JV	\$3,986.00	N/A	N/A	2025-2026	
Herrera, Beatriz	EMELC	Transfer Special Education Teaching Assistant II positions	Hrly Rate	5.60 hrs/day	196 (P)	8/4/2025	No pay differential
Hinton, Olivia	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Hume-Mathern, Ryan	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Hupp, Abigail	Community Schools	Additional Hours - Absence Coverage	Hrly Rate	NTE 1.25 hrs	N/A	07/23/2025 & 07/24/2025	
Huss, Cecilia	Douglas	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Imes, Deborah	Douglas	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Imes, Deborah	Douglas	Additional Hours - Childcare for Meet the Teacher Night	Hrly Rate	NTE 1.5 hrs	N/A	7/29/2025	
Jimenez, Narcedalia	FWJH	New Hire - English Language Learner (ELL) Instructional Assistant	\$16.69/hr	6.50 hrs/day	195	7/30/2025	Highest Degree Earned: Bachelors
Karpe, Andrea	EMELC	Resign - Special Education Teaching Assistant II	N/A	N/A	N/A	7/14/2025	
Kehoe, Rosa	FWHS	Additional Hours - Student Registration, Parent Portal	Hrly Rate	NTE 8.0 hrs	N/A	07/28/2025 - 08/01/2025	
Kellogg, Brianna	Centennial	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Kellum, Hayley	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Kellum, Hayley	Laguna	Additional Hours - Assist with Classroom Setup	Hrly Rate	NTE 8.0 hrs	N/A	7/28/2025 - 08/04/2025	
Knight, Dorothy	Hendricks	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Larson, Tyler	FWHS	Esports Head Varsity	\$1,872.00	N/A	N/A	08/11/2025 - 12/12/2025	
Lash, Linda	FWJH	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.5 hrs	N/A	7/28/2025	
Lash, Linda	FWJH	Crossing Guard Duty	\$15.80/hr	NTE 2.5 hrs/week	N/A	2025-2026	
Lavayen, Carlos	Douglas	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	60
Lavayen, Carlos	Douglas	Additional Hours - AZELLA Testing	\$17.00/hr	NTE 25 hrs	N/A	07/17/2025 - 07/25/2025	
Lavayen, Carlos	Douglas	Translating	\$17.00/hr	NTE 20 hrs	N/A	2025-2026	
Ledesma, Maria	FWHS	Additional Hours - Registration	Hrly Rate	NTE 10 hrs	N/A	2025-2026	
Loney Kelly, Terri-Anne	Hendricks	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Lopez, Derek	FWHS	Swimming Head Varsity Boys	\$4,531.00	N/A	N/A	2025-2026	
Lopez, Zoe	FWHS	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Lown, Karson	FWHS	Football Assistant Varsity	\$4,019.00	N/A	N/A	2025-2026	
Luna De Flores, Nancy	Hendricks	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Madrid-Sharff, Danielle	FWHS	Ticket Taker - Football, Basketball, Soccer, Volleyball	Minimum Wage	NTE 5.0 hrs/night	N/A	2025-2026	
Madrid-Sharff, Danielle	FWHS	Spirit Line Assistant Varsity - Fall	\$2,323.00	N/A	N/A	2025-2026	
Maker, Amber	FWHS	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Marcial Morales, Brenda	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Marcott, Holly	FWHS	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Marcott, Holly	FWHS	Additional Hours - CTE Meeting	Hrly Rate	NTE 8.0 hrs	N/A	7/29/2025	
Martinez, Isabella	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
McAuley, Isaiah	FWJH	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.5 hrs	N/A	7/28/2025	
McGury, Tina	Douglas	Discretionary Summer Administrative Tasks	Hrly Rate	NTE 10 hrs	N/A	07/29/2025 & 07/30/2025	
Meely, Matthew	Transportation	New Hire - School Bus Driver	\$19.57/hr	6.00 hrs/day	193 (P)	8/4/2025	YOE Granted: 3 years
Meely, Matthew	Transportation	Additional Compensation	\$90.00 (P)	N/A	N/A	2025-2026	SA-1: Shoe Allowance
Mendoza, Kathi	Centennial	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Murillo, Oscar	FWJH	Softball Assistant	\$2,312.00	N/A	N/A	2025-2026	
Naney, Danielle	Douglas	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Naney, Danielle	Douglas	Additional Hours - Childcare for Meet the Teacher Night	Hrly Rate	NTE 3.5 hrs	N/A	7/29/2025	
Nielsen, Laura	FWJH	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.5 hrs	N/A	7/28/2025	
Olvera, Blanca	Laguna	Additional Hours - Assist with Classroom Setup	Hrly Rate	NTE 8.0 hrs	N/A	7/28/2025 - 8/04/2025	
Orelup, Charles	SPHS	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Orelup, Charles	SPHS	Study Hall	\$17.00/hr	NTE 8.0 hrs/week	N/A	2025-2026	
Ortiz, Veronica	FWHS	Transfer from Night Custodian at Richardson to Night Custodian at HS	Hrly Rate	8.00 hrs/day	261 (P)	7/28/2025	No pay differential
Palacios-Cadena, Miriam	Davis	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Parks, Tara	Transportation	Additional Hours - District Mail Coverage	Hrly Rate	As Needed	N/A	2025-2026	

Flowing Wells School District
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Support Staff
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Pavlopoulos, Nancy	Hendricks	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Picos, Maria	Laguna	Bilingual Stipend	\$500.00	N/A	N/A	2025-2026	
Placko, Stephenie	Community Schools	Additional Hours - Site Setup	Hrly Rate	NTE 3.0 hrs	N/A	7/28/2025	
Placko, Stephenie	Community Schools	Additional Hours - AZDHS Training	Hrly Rate	NTE 19 hrs	N/A	07/28/2025 - 08/09/2025	
Ramirez, Brittany	Douglas	Discretionary Summer Administrative Tasks	Hrly Rate	NTE 10 hrs	N/A	07/29/2025 & 07/30/2025	
Rappeport, Michael	Community Schools	New Hire - Community Schools Instructional Assistant	\$17.08/hr	4.0 hrs/day	261 (P)	7/28/2025	YOE Granted: 6 years
Rappeport, Michael	Community Schools	Additional Hours - Site Setup	Hrly Rate	NTE 3.0 hrs	N/A	7/28/2025	
Rappeport, Michael	Community Schools	Additional Hours - AZDHS Training	Hrly Rate	NTE 19 hrs	N/A	07/28/2025 - 08/09/2025	
Rock, Tori	Hendricks	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Salazar Rubio, Marycarmen	Davis	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Salazar Rubio, Marycarmen	Davis	Snack Pack Coordinator	Hrly Rate	NTE 4.0 hrs hrs/week	N/A	2025-2026	
Saraga, Sydney	Centennial	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Schnelle, Linda	Centennial	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Shackelford, Andrea	Douglas	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Shackelford, Andrea	Douglas	Transfer from Special Education Teaching Assistant I to Instructional Assistant	\$18.36/hr	4.25 hrs/day	195	7/30/2025	Differential decrease of \$0.53/hr
Slingerland, Janet	FWHS	Volleyball Head Freshmen Girls	\$3,634.00	N/A	N/A	2025-2026	
Stewart, Lisa	ESS	Additional Hours - Billing Preparation	Hrly Rate	NTE 5.5	N/A	7/25/2025	
Stewart, Lisa	ESS	Additional Hours - AHCCCS Registration, Caseloads, Billing	Hrly Rate	NTE 7.0 hrs	N/A	8/1/2025	
Terrones, James	Centennial	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Torres Estrada, Scarlett	Community Schools	Additional Hours - Absence Coverage	Hrly Rate	NTE 1.0 hrs	N/A	07/28/2025 - 07/29/2025	
Trudeau, Alexandra	Laguna	Additional Hours - Assist with Classroom Setup	Hrly Rate	NTE 8.0 hrs	N/A	7/28/2025 - 08/04/2025	
Trudeau, Edward	FWHS	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Tucker, Charles	SPHS	New Hire - Program Assistant - Specialized Programs	\$16.67/hr	7.00 hrs/day	195	7/30/2025	Highest Degree Earned: Bachelors
Valadez, Jakelin	Douglas	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Valadez, Jakelin	Douglas	Translating	Hrly Rate	NTE 20 hrs	N/A	2025-2026	
Valenzuela, Ana	FWHS	Additional Hours - Civics Event Custodial Duties	Hrly Rate	NTE 7.0 hrs	N/A	10/10/2025	
Vasquez, Diana	Davis	Resign - English Language Learner (ELL) Instructional Assistant	N/A	N/A	N/A	7/22/2025	
Velderrain, Freedom	Richardson	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Villalobos, Rene	FWHS	New Hire Coach - Flag Football Head Varsity Boys	\$5,077.00	N/A	N/A	2025-2026	
Warner, Amelia	FWJH	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.5 hrs	N/A	7/28/2025	
Weaver, Alvis	FWHS	Additional Hours - Overtime for Football Games and Practice	Hrly Rate	NTE 15 hrs/week	N/A	08/04/2025 - 10/31/2025	
Xicotencatl, Uncas Arturo	Transportation	Resign - School Bus Driver	N/A	N/A	N/A	7/18/2025	
Yang, Ivan	FWHS	Additional Hours - Performance Practice	Hrly Rate	NTE 6.0 hrs	N/A	7/28/2025	
Yubeta, June	Centennial	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Zapfen, Blanca	FWHS	Ticket Taker - Football, Basketball, Soccer, Volleyball	Minimum Wage	NTE 5.0 hrs/night	N/A	2025-2026	
Zavala, Jacqueline	FWHS	Additional Hours - Fall Athletic Season	Hrly Rate	NTE 20 hrs/week	N/A	2025-2026	

LEGEND:
 Pay: Total compensation minus Performance Pay
 The Additional Comments section detail additional compensation.
 NTE: Not To Exceed
 BOY: Balance of Year
 FTE: Full Time Equivalent
 YOE: Years of Experience (\$350.00 per year for certified/professional; \$0.20 per hour for classified)
 (P): Prorated due to date of hire and/or less than 1.0 FTE
 CEIP: College Credit by Exam Incentive Program

Flowing Wells School District
 Personnel Action Summary

Professional Development

August 12, 2025

Name	Location	Workshop	Pay	Hrs	Date
Aguirre, Shalina	Davis	Grade 4 SS Module Launch	\$20.00/hr	1.5 hrs	08/05/2025
Andersen, Hanne	Douglas	Grade 4 SS Module Launch	\$20.00/hr	1.5 hrs	08/05/2025
Ayon, Elsa	Douglas	Grade 4 SS Module Launch	\$20.00/hr	1.5 hrs	08/05/2025
Brown, Derek	Richardson	Grade 4 SS Module Launch	\$20.00/hr	1.5 hrs	08/05/2025
Buckley, Nicole	Laguna	Grade 4 SS Module Launch	\$20.00/hr	1.5 hrs	08/05/2025
DeBlasi, Samantha	Laguna	Grade 4 SS Module Launch	\$20.00/hr	1.5 hrs	08/05/2025
Frey, Amber	Centennial	Grade 4 SS Module Launch	\$20.00/hr	1.5 hrs	08/05/2025
Gallego, Charly	Richardson	Grade 4 SS Module Launch	\$20.00/hr	1.5 hrs	08/05/2025
Groom, Jasmin	Centennial	Grade 4 SS Module Launch	\$20.00/hr	1.5 hrs	08/05/2025
Kay, Leah	Laguna	Grade 4 SS Module Launch	\$20.00/hr	1.5 hrs	08/05/2025
Lawson, Lisa	Davis	Grade 4 SS Module Launch	\$20.00/hr	1.5 hrs	08/05/2025
Navarro, Karla	Centennial	Grade 4 SS Module Launch	\$20.00/hr	1.5 hrs	08/05/2025
Noriega, Lorena	Davis	Grade 4 SS Module Launch	\$20.00/hr	1.5 hrs	08/05/2025
Randolph, Kayla	Hendricks	Grade 4 SS Module Launch	\$20.00/hr	1.5 hrs	08/05/2025
Ayon, Elsa	Douglas	Intro to Elementary Curriculum	\$20.00/hr	2.0 hrs	08/07/2025
DeBlasi, Samantha	Laguna	Intro to Elementary Curriculum	\$20.00/hr	2.0 hrs	08/07/2025
Fink, Jillian	Centennial	Intro to Elementary Curriculum	\$20.00/hr	2.0 hrs	08/07/2025
Jatczak, Samantha	Davis	Intro to Elementary Curriculum	\$20.00/hr	2.0 hrs	08/07/2025
Lieser, Sadie	Davis	Intro to Elementary Curriculum	\$20.00/hr	2.0 hrs	08/07/2025
Manuel, Tatvia	Davis	Intro to Elementary Curriculum	\$20.00/hr	2.0 hrs	08/07/2025
Merrill, Marla	Centennial	Intro to Elementary Curriculum	\$20.00/hr	2.0 hrs	08/07/2025
Scarborough, Kiersten	Centennial	Intro to Elementary Curriculum	\$20.00/hr	2.0 hrs	08/07/2025
Valencia, Alycia	Douglas	Intro to Elementary Curriculum	\$20.00/hr	2.0 hrs	08/07/2025
Whelan, Tara	Centennial	Intro to Elementary Curriculum	\$20.00/hr	2.0 hrs	08/07/2025
White, Emily	Richardson	Intro to Elementary Curriculum	\$20.00/hr	2.0 hrs	08/07/2025
Barber, Brie	Douglas	IC Meeting 1	\$20.00/hr	2.0 hrs	08/12/2025
Bostic, Tracy	Centennial	IC Meeting 1	\$20.00/hr	2.0 hrs	08/12/2025
DeVries, Brandi	Laguna	IC Meeting 1	\$20.00/hr	2.0 hrs	08/12/2025
Ferrell, Caitlyn	FWHS	IC Meeting 1	\$20.00/hr	2.0 hrs	08/12/2025
Graf, Marcy	Davis	IC Meeting 1	\$20.00/hr	2.0 hrs	08/12/2025
Herrera, Marta	Laguna	IC Meeting 1	\$20.00/hr	2.0 hrs	08/12/2025
Jankowski-Gallo, Jessica	EMELC	IC Meeting 1	\$20.00/hr	2.0 hrs	08/12/2025

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Jones, Amanda	Richardson	IC Meeting 1	\$20.00/hr	2.0 hrs	08/12/2025
Lehman, Megan	Centennial	IC Meeting 1	\$20.00/hr	2.0 hrs	08/12/2025
Miller, Stormy	FWHS	IC Meeting 1	\$20.00/hr	2.0 hrs	08/12/2025
Montoya, Bridget	FWHS	IC Meeting 1	\$20.00/hr	2.0 hrs	08/12/2025
Nogami, Wendy	FWJH	IC Meeting 1	\$20.00/hr	2.0 hrs	08/12/2025
Powers, Jillian	Douglas	IC Meeting 1	\$20.00/hr	2.0 hrs	08/12/2025
Thompson, Adam	FWHS	IC Meeting 1	\$20.00/hr	2.0 hrs	08/12/2025
Tracy, Tara	FWJH	IC Meeting 1	\$20.00/hr	2.0 hrs	08/12/2025
Wendt, Jessica	Hendricks	IC Meeting 1	\$20.00/hr	2.0 hrs	08/12/2025
Denogean, Aaron	FWHS	Algebra I PLC	\$20.00/hr	1.0 hrs	08/14/2025
Acker, Elizabeth	Laguna	K-5 Reading	Contract Day	6.0 hrs	08/14/2025
DeLuca, Alissandra	Laguna	K-5 Reading	Contract Day	6.0 hrs	08/14/2025
Estolano, Andrea	Hendricks	K-5 Reading	Contract Day	6.0 hrs	08/14/2025
Foult, Brianna	Hendricks	K-5 Reading	Contract Day	6.0 hrs	08/14/2025
Frey, Amber	Centennial	K-5 Reading	Contract Day	6.0 hrs	08/14/2025
Gallego, Charly	Richardson	K-5 Reading	Contract Day	6.0 hrs	08/14/2025
Grogan, Colin	Laguna	K-5 Reading	Contract Day	6.0 hrs	08/14/2025
Groom, Jasmin	Centennial	K-5 Reading	Contract Day	6.0 hrs	08/14/2025
McWilliam, Victoria	Hendricks	K-5 Reading	Contract Day	6.0 hrs	08/14/2025
Motika, Hayley	Centennial	K-5 Reading	Contract Day	6.0 hrs	08/14/2025
Navarro, Karla	Centennial	K-5 Reading	Contract Day	6.0 hrs	08/14/2025
Pundt, Destiny	Richardson	K-5 Reading	Contract Day	6.0 hrs	08/14/2025
Randolph, Kayla	Hendricks	K-5 Reading	Contract Day	6.0 hrs	08/14/2025
Thomson, Arianna	Douglas	K-5 Reading	Contract Day	6.0 hrs	08/14/2025
Wilson, Amanda	Douglas	K-5 Reading	Contract Day	6.0 hrs	08/14/2025
Gallego, Charly	Richardson	CMC Makeup	\$20.00/hr	2.0 hrs	08/19/2025
Gutierrez Hernandez, Lizbet	FWJH	CMC Makeup	\$20.00/hr	2.0 hrs	08/19/2025
Abeytia, Jule	Davis	Grade 3 SS Module Launch	\$20.00/hr	1.5 hrs	08/19/2025
Bostic, Tracy	Centennial	Grade 3 SS Module Launch	\$20.00/hr	1.5 hrs	08/19/2025
Campa, Elizabeth	Hendricks	Grade 3 SS Module Launch	\$20.00/hr	1.5 hrs	08/19/2025
Cline, Samantha	Douglas	Grade 3 SS Module Launch	\$20.00/hr	1.5 hrs	08/19/2025
Fellenzer, Allison	Richardson	Grade 3 SS Module Launch	\$20.00/hr	1.5 hrs	08/19/2025
Fink, Jillian	Centennial	Grade 3 SS Module Launch	\$20.00/hr	1.5 hrs	08/19/2025

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Herrera, Marta	Laguna	Grade 3 SS Module Launch	\$20.00/hr	1.5 hrs	08/19/2025
Murray, Caitlin	Laguna	Grade 3 SS Module Launch	\$20.00/hr	1.5 hrs	08/19/2025
Neria, Sophia	Douglas	Grade 3 SS Module Launch	\$20.00/hr	1.5 hrs	08/19/2025
Pepe, Michael	Richardson	Grade 3 SS Module Launch	\$20.00/hr	1.5 hrs	08/19/2025
Segroves, Susanne	Hendricks	Grade 3 SS Module Launch	\$20.00/hr	1.5 hrs	08/19/2025
Stephens, Lydia	Centennial	Grade 3 SS Module Launch	\$20.00/hr	1.5 hrs	08/19/2025
Strickland, Kelsi	Hendricks	Grade 3 SS Module Launch	\$20.00/hr	1.5 hrs	08/19/2025
Switalski, Ashley	Douglas	Grade 3 SS Module Launch	\$20.00/hr	1.5 hrs	08/19/2025
Van Derlaske, Danielle	Davis	Grade 3 SS Module Launch	\$20.00/hr	1.5 hrs	08/19/2025
Antista, Tracey	Richardson	Elementary Resource Reading	\$20.00/hr	1.5 hrs	08/21/2025
DeLuca, Alissandra	Laguna	Elementary Resource Reading	\$20.00/hr	1.5 hrs	08/21/2025
McWilliam, Victoria	Hendricks	Elementary Resource Reading	\$20.00/hr	1.5 hrs	08/21/2025
Toney, Emily	Davis	Elementary Resource Reading	\$20.00/hr	1.5 hrs	08/21/2025
Bley, Katrina	Douglas	Music Curriculum Day	Contract Day	6.0 hrs	08/21/2025
Campman, Jennifer	FWHS	Music Curriculum Day	Contract Day	6.0 hrs	08/21/2025
Courtney, Benjamin	FWJH	Music Curriculum Day	Contract Day	6.0 hrs	08/21/2025
Hales, Christina	Centennial	Music Curriculum Day	Contract Day	6.0 hrs	08/21/2025
Hester, Carrie	FWHS	Music Curriculum Day	Contract Day	6.0 hrs	08/21/2025
Hill, Joshua	FWJH	Music Curriculum Day	Contract Day	6.0 hrs	08/21/2025
Jones, Adam	FWHS	Music Curriculum Day	Contract Day	6.0 hrs	08/21/2025
Kirchoff, Amy	Richardson	Music Curriculum Day	Contract Day	6.0 hrs	08/21/2025
Lozano, Samantha	Davis	Music Curriculum Day	Contract Day	6.0 hrs	08/21/2025
Northrop, Emily	Laguna	Music Curriculum Day	Contract Day	6.0 hrs	08/21/2025
Walter, McKenna	Hendricks	Music Curriculum Day	Contract Day	6.0 hrs	08/21/2025
Andersen, Hanne	Douglas	K-5 Science Intermediate	Contract Day	6.0 hrs	08/26/2025
Brown, Derek	Richardson	K-5 Science Intermediate	Contract Day	6.0 hrs	08/26/2025
Chavez, Guadalupe	Davis	K-5 Science Intermediate	Contract Day	6.0 hrs	08/26/2025
Davila, Alexia	Douglas	K-5 Science Intermediate	Contract Day	6.0 hrs	08/26/2025
Kay, Leah	Laguna	K-5 Science Intermediate	Contract Day	6.0 hrs	08/26/2025
Lawson, Lisa	Davis	K-5 Science Intermediate	Contract Day	6.0 hrs	08/26/2025
Macias, Oziris	Douglas	K-5 Science Intermediate	Contract Day	6.0 hrs	08/26/2025
Noriega, Lorena	Davis	K-5 Science Intermediate	Contract Day	6.0 hrs	08/26/2025
Skie, Taylor	Laguna	K-5 Science Intermediate	Contract Day	6.0 hrs	08/26/2025

Flowing Wells School District
 Personnel Action Summary

Professional Development

August 12, 2025

Acker, Elizabeth	Laguna	Classroom Management & Culture Day 2	Contract Day	6.0 hrs	08/28/2025
Duarte, Inez	FWHS	Classroom Management & Culture Day 2	Contract Day	6.0 hrs	08/28/2025
Frey, Amber	Centennial	Classroom Management & Culture Day 2	Contract Day	6.0 hrs	08/28/2025
Gallego, Charly	Richardson	Classroom Management & Culture Day 2	Contract Day	6.0 hrs	08/28/2025
Grogan, Colin	Laguna	Classroom Management & Culture Day 2	Contract Day	6.0 hrs	08/28/2025
Groom, Jasmin	Centennial	Classroom Management & Culture Day 2	Contract Day	6.0 hrs	08/28/2025
Gutierrez Hernandez, Lizbet	FWJH	Classroom Management & Culture Day 2	Contract Day	6.0 hrs	08/28/2025
Lopez, Stephanie	Centennial	Classroom Management & Culture Day 2	Contract Day	6.0 hrs	08/28/2025
Navarro, Karla	Centennial	Classroom Management & Culture Day 2	Contract Day	6.0 hrs	08/28/2025
Peterson, Jennifer	EMELC	Classroom Management & Culture Day 2	Contract Day	6.0 hrs	08/28/2025
Randolph, Kayla	Hendricks	Classroom Management & Culture Day 2	Contract Day	6.0 hrs	08/28/2025
Rose, Marquez	Laguna	Classroom Management & Culture Day 2	Contract Day	6.0 hrs	08/28/2025
Thomson, Arianna	Douglas	Classroom Management & Culture Day 2	Contract Day	6.0 hrs	08/28/2025
Wilson, Amanda	Douglas	Classroom Management & Culture Day 2	Contract Day	6.0 hrs	08/28/2025
Wingate, Jeanette	FWHS	Classroom Management & Culture Day 2	Contract Day	6.0 hrs	08/28/2025

LEGEND:

Pay: Total compensation minus Performance Pay

The Additional Comments section detail additional compensation.

NTE: Not To Exceed

BOY: Balance of Year

FTE: Full Time Equivalent

YOE: Years of Experience (\$350.00 per year for certified/professional; \$0.20 per hour for classified)

(P): Prorated due to date of hire and/or less than 1.0 FTE

CEIP: College Credit by Exam Incentive Program

Flowing Wells School District
 Personnel Action Summary
 Professional Development for Substitutes
 August 12, 2025

Name	Action to Approve	Pay	Hours	Date
Beardsley, Susan	Classroom Management PD class	\$70	3.5	7/29/2025
Bernal, Armando	Classroom Management PD class	\$70	3.5	7/29/2025
Brown, Tracy	Classroom Management PD class	\$70	3.5	7/29/2025
Epstein, Greg	Classroom Management PD class	\$70	3.5	7/29/2025
Fyffe, Madeline	Classroom Management PD class	\$70	3.5	7/29/2025
Gravagne, Anthony	Classroom Management PD class	\$70	3.5	7/29/2025
Grogan, Mary	Classroom Management PD class	\$70	3.5	7/29/2025
Islas, Sofia	Classroom Management PD class	\$70	3.5	7/29/2025
Kane, Erin	Classroom Management PD class	\$70	3.5	7/29/2025
Ketring, Elizabeth	Classroom Management PD class	\$70	3.5	7/29/2025
Maxwell, Morgan	Classroom Management PD class	\$70	3.5	7/29/2025
Miller, Michael	Classroom Management PD class	\$70	3.5	7/29/2025
Miranda, Natalia	Classroom Management PD class	\$70	3.5	7/29/2025
Norzagaray, Armando	Classroom Management PD class	\$70	3.5	7/29/2025
West, Sara	Classroom Management PD class	\$70	3.5	7/29/2025

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

D-9 Agenda Item Number	August 12, 2025 Board Meeting Date
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Item: Acceptance of Gifts and Donations

Submitted By: Esteban Jimenez/Monique Mata Date: August 7, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/Monique Mata

Recommend acceptance of gifts and donations in the amount of \$57,490.35 for the period of July 1 – July 31, 2025.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: *Monique Mata* Superintendent: *Kevin Stoltzfus*

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

D-10
Agenda Item Number

August 12, 2025
Board Meeting Date

Item: Review of District Financial Statements

Submitted By: Esteban Jimenez/Stacy Trueblood Date: August 7, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/Stacy Trueblood

Review of Student Activity Balance Sheets and Auxiliary Operations Year-to-Date Budget Reports as of July 31, 2025.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: *Stacy Trueblood* Superintendent: *Kevin Stoltzfus*

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8



YEAR-TO-DATE BUDGET REPORT

FOR 2026 01								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
8500 STUDENT ACTIVITIES								
020 SENTINEL PEAK								
8155 STUDENT COUNCIL	770.92	.00	770.92	.00	.00	770.92	.0%	
TOTAL SENTINEL PEAK	770.92	.00	770.92	.00	.00	770.92	.0%	
110 CENTENNIAL ELEMENTARY								
8131 PEACE PATROL/MILERS CLUB	155.75	.00	155.75	.00	.00	155.75	.0%	
8155 STUDENT COUNCIL	5,837.80	.00	5,837.80	.00	.00	5,837.80	.0%	
8157 STUDENT STORE	1,705.67	.00	1,705.67	.00	.00	1,705.67	.0%	
8185 YEARBOOK	-906.94	.00	-906.94	.00	.00	-906.94	.0%	
TOTAL CENTENNIAL ELEMENTARY	6,792.28	.00	6,792.28	.00	.00	6,792.28	.0%	
120 HOMER DAVIS ELEMENTARY								
8006 SIXTH GRADE	1,779.27	.00	1,779.27	.00	.00	1,779.27	.0%	
8155 STUDENT COUNCIL	5,810.90	.00	5,810.90	.00	.00	5,810.90	.0%	
8185 YEARBOOK	2,397.80	.00	2,397.80	-547.70	.00	2,945.50	-22.8%	
TOTAL HOMER DAVIS ELEMENTARY	9,987.97	.00	9,987.97	-547.70	.00	10,535.67	-5.5%	
130 DOUGLAS ELEMENTARY								
8002 SECOND GRADE	472.38	.00	472.38	.00	.00	472.38	.0%	
8077 ENVIRONMENTAL DAYS	290.06	.00	290.06	.00	.00	290.06	.0%	
8155 STUDENT COUNCIL	2,291.03	.00	2,291.03	.00	.00	2,291.03	.0%	
8185 YEARBOOK	1,694.15	.00	1,694.15	.00	.00	1,694.15	.0%	
TOTAL DOUGLAS ELEMENTARY	4,747.62	.00	4,747.62	.00	.00	4,747.62	.0%	
140 J. ROBERT HENDRICKS ELEMENTARY								

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FLOWING WELLS UNIFIED SCHOOL DISTRICT 8



YEAR-TO-DATE BUDGET REPORT

FOR 2026 01								
	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
8056 CHOIR	540.60	.00	540.60	.00	.00	540.60	.0%	
8155 STUDENT COUNCIL	42.40	.00	42.40	.00	.00	42.40	.0%	
8185 YEARBOOK	841.40	.00	841.40	.00	.00	841.40	.0%	
8264 GRAND CANYON TRIP	229.93	.00	229.93	.00	.00	229.93	.0%	
TOTAL J. ROBERT HENDRICKS ELEM	1,654.33	.00	1,654.33	.00	.00	1,654.33	.0%	
150 LAGUNA ELEMENTARY								
8155 STUDENT COUNCIL	1,872.62	.00	1,872.62	.00	.00	1,872.62	.0%	
8185 YEARBOOK	3,211.20	.00	3,211.20	.00	.00	3,211.20	.0%	
8265 SIXTH GRADE TRIP	356.53	.00	356.53	.00	.00	356.53	.0%	
TOTAL LAGUNA ELEMENTARY	5,440.35	.00	5,440.35	.00	.00	5,440.35	.0%	
160 ROBERT RICHARDSON ELEMENTARY								
8155 STUDENT COUNCIL	2,574.42	.00	2,574.42	.00	.00	2,574.42	.0%	
8185 YEARBOOK	6,343.41	.00	6,343.41	.00	.00	6,343.41	.0%	74
TOTAL ROBERT RICHARDSON ELEMEN	8,917.83	.00	8,917.83	.00	.00	8,917.83	.0%	
170 JUNIOR HIGH								
8030 AZ SENATORS	5,911.04	117.00	6,028.04	.00	.00	6,028.04	.0%	
8032 BAND	232.94	.00	232.94	.00	.00	232.94	.0%	
8049 CANTOS BELLOS	2,316.75	.00	2,316.75	.00	.00	2,316.75	.0%	
8112 LIBRARY	229.66	.00	229.66	.00	.00	229.66	.0%	
8119 MESA	2,421.83	.00	2,421.83	.00	.00	2,421.83	.0%	
8123 THEATER PRODUCTION	6,422.66	.00	6,422.66	.00	.00	6,422.66	.0%	
8124 NATIONAL HONOR SOCIETY	763.75	.00	763.75	.00	763.75	.00	100.0%	
8135 PROJECT OCEANS	9,336.55	.00	9,336.55	.00	.00	9,336.55	.0%	
8155 STUDENT COUNCIL	6,914.49	.00	6,914.49	.00	272.22	6,642.27	3.9%	
8156 STUDENT LEAD RETREAT	392.28	.00	392.28	.00	.00	392.28	.0%	
8157 STUDENT STORE	17,042.30	250.00	17,292.30	.00	.00	17,292.30	.0%	
8165 TRACK & FIELD	4.92	.00	4.92	.00	.00	4.92	.0%	
8182 WRESTLING	2,342.51	.00	2,342.51	.00	.00	2,342.51	.0%	
8185 YEARBOOK	16,302.98	.00	16,302.98	.00	.00	16,302.98	.0%	

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8



YEAR-TO-DATE BUDGET REPORT

FOR 2026 01								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
8303 BASKETBALL	661.89	.00	661.89	.00	.00	661.89	.0%	
8366 MUSTANG ATHLETIC CLUB	5,427.93	.00	5,427.93	.00	.00	5,427.93	.0%	
TOTAL JUNIOR HIGH	76,724.48	367.00	77,091.48	.00	1,035.97	76,055.51	1.3%	
210 HIGH SCHOOL								
8014 ACADEMIC DECATHALON	151.83	.00	151.83	.00	.00	151.83	.0%	
8022 ART	254.70	.00	254.70	.00	.00	254.70	.0%	
8032 BAND	8,984.67	.00	8,984.67	.00	512.87	8,471.80	5.7%	
8034 BAND TOUR	276.00	.00	276.00	.00	.00	276.00	.0%	
8035 BASEBALL BOYS	3,137.72	.00	3,137.72	.00	.00	3,137.72	.0%	
8037 BASKETBALL BOYS	6,256.76	.00	6,256.76	.00	.00	6,256.76	.0%	
8038 BASKETBALL GIRLS	9,935.77	525.00	10,460.77	.00	.00	10,460.77	.0%	
8053 CHEERLEADING VARSITY	6,235.83	.00	6,235.83	.00	.00	6,235.83	.0%	
8055 CHESS CLUB	793.58	.00	793.58	.00	.00	793.58	.0%	
8058 CHOIRALAIRES	10,586.21	.00	10,586.21	.00	.00	10,586.21	.0%	
8065 CROSS COUNTRY BOYS	492.81	.00	492.81	.00	.00	492.81	.0%	
8067 CULINARY ARTS	15,493.95	.00	15,493.95	.00	.00	15,493.95	.0%	
8068 DANCE	38,230.49	60.00	38,290.49	.00	.00	38,290.49	.0%	
8073 DRAMA/THESPIAN	13,135.69	.00	13,135.69	.00	.00	13,135.69	.0%	
8082 FCCLA- FASHION	6,900.91	.00	6,900.91	.00	.00	6,900.91	.0%	
8085 FOOTBALL	17,319.69	.00	17,319.69	.00	10,970.00	6,349.69	63.3%	
8088 FUTURE FARMERS AMERICA	4,599.39	.00	4,599.39	.00	.00	4,599.39	.0%	
8091 GOLF BOYS	564.64	.00	564.64	.00	.00	564.64	.0%	
8092 GOLF GIRLS	2,610.62	.00	2,610.62	.00	.00	2,610.62	.0%	
8101 ILS	1,348.66	.00	1,348.66	.00	500.00	848.66	37.1%	
8105 INTERACT CLUB	393.30	.00	393.30	.00	.00	393.30	.0%	
8107 JROTC	4,967.83	.00	4,967.83	.00	900.00	4,067.83	18.1%	
8111 LEADERSHIP	145.63	.00	145.63	.00	.00	145.63	.0%	
8112 LIBRARY	1,672.64	.00	1,672.64	.00	.00	1,672.64	.0%	
8119 MESA	244.43	.00	244.43	.00	.00	244.43	.0%	
8122 MUSICAL PRODUCTIONS	2,395.55	.00	2,395.55	.00	2,395.00	.55	100.0%	
8124 NATIONAL HONOR SOCIETY	2.87	.00	2.87	.00	.00	2.87	.0%	
8126 ORCHESTRA	1,712.26	.00	1,712.26	.00	.00	1,712.26	.0%	
8132 PHOTOGRAPHY	728.18	.00	728.18	.00	.00	728.18	.0%	
8134 DUNGEONS AND DRAGONS	8.00	.00	8.00	.00	.00	8.00	.0%	
8136 PROM	39,969.43	.00	39,969.43	.00	.00	39,969.43	.0%	
8147 SOCCER BOYS	185.64	.00	185.64	.00	.00	185.64	.0%	
8148 SOCCER GIRLS	8,254.72	.00	8,254.72	.00	.00	8,254.72	.0%	
8149 SOFTBALL	5,671.68	.00	5,671.68	.00	.00	5,671.68	.0%	
8153 SPORTS MEDICINE	512.28	.00	512.28	.00	.00	512.28	.0%	

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FLOWING WELLS UNIFIED SCHOOL DISTRICT 8



YEAR-TO-DATE BUDGET REPORT

FOR 2026 01								
	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
8155 STUDENT COUNCIL	4,247.45	.00	4,247.45	.00	2,000.00	2,247.45	47.1%	
8159 SWIMMING	302.96	.00	302.96	.00	.00	302.96	.0%	
8161 TENNIS BOYS	540.49	.00	540.49	.00	.00	540.49	.0%	
8162 TENNIS GIRLS	1,427.33	.00	1,427.33	.00	.00	1,427.33	.0%	
8165 TRACK & FIELD	4,330.78	.00	4,330.78	.00	.00	4,330.78	.0%	
8166 TRACK GIRLS	473.85	.00	473.85	.00	.00	473.85	.0%	
8174 VOLLEYBALL BOYS	205.80	.00	205.80	.00	.00	205.80	.0%	
8175 VOLLEYBALL GIRLS	5,227.78	.00	5,227.78	.00	.00	5,227.78	.0%	
8176 VOLLEYBALL GIRLS FRESHMAN	128.94	.00	128.94	.00	.00	128.94	.0%	
8182 WRESTLING	6,155.52	.00	6,155.52	.00	.00	6,155.52	.0%	
8183 WRITERS CLUB	452.52	.00	452.52	.00	.00	452.52	.0%	
8185 YEARBOOK	20,166.88	.00	20,166.88	.00	.00	20,166.88	.0%	
8191 GRAD NIGHT	11,644.20	.00	11,644.20	.00	.00	11,644.20	.0%	
8194 DANCE PULSE	3,269.73	.00	3,269.73	.00	.00	3,269.73	.0%	
8203 CAR CLUB	1,807.15	.00	1,807.15	.00	.00	1,807.15	.0%	
8205 THEATRE TECH	1,040.77	.00	1,040.77	.00	.00	1,040.77	.0%	
8207 SKILLS AUTO	210.82	.00	210.82	.00	.00	210.82	.0%	
8218 GRAPHIC DESIGN	70.06	.00	70.06	.00	.00	70.06	.0%	
8238 DANCE MOMENTUM	5,432.94	.00	5,432.94	.00	.00	5,432.94	.0%	
8239 EDUCATORS RISING	4,389.31	.00	4,389.31	.00	.00	4,389.31	.0%	
8245 HOSA	751.57	.00	751.57	.00	.00	751.57	.0%	
8257 SPIRIT LINE (POM LINE)	2,938.67	.00	2,938.67	.00	.00	2,938.67	.0%	
8258 YOUTH DANCE CLASS	14,725.94	.00	14,725.94	.00	.00	14,725.94	.0%	
8267 FIDM FASHION CLUB	264.39	.00	264.39	.00	.00	264.39	.0%	
8293 FW AMBASSADORS	15,160.75	.00	15,160.75	.00	3,000.00	12,160.75	19.8%	
8296 LINK CREW	877.42	50.00	927.42	.00	900.00	27.42	97.0%	
8297 SKILLS USA FILM	543.46	.00	543.46	.00	.00	543.46	.0%	
8299 FRIENDS PIMA CO LIBRARY	29.25	.00	29.25	.00	.00	29.25	.0%	
8300 CAFELLERO	4,915.88	.00	4,915.88	.00	.00	4,915.88	.0%	
8312 YEARBOOK CLUB HS	2,314.91	.00	2,314.91	.00	.00	2,314.91	.0%	
8371 COFFEE CLUB	134.90	.00	134.90	.00	.00	134.90	.0%	
8385 MODEL UNITED NATIONS	211.41	.00	211.41	.00	.00	211.41	.0%	
TOTAL HIGH SCHOOL	328,568.19	635.00	329,203.19	.00	21,177.87	308,025.32	6.4%	
TOTAL STUDENT ACTIVITIES	443,603.97	1,002.00	444,605.97	-547.70	22,213.84	422,939.83	4.9%	
GRAND TOTAL	443,603.97	1,002.00	444,605.97	-547.70	22,213.84	422,939.83	4.9%	

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** END OF REPORT - Generated by Esteban Jimenez II **

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8



YEAR-TO-DATE BUDGET REPORT

FOR 2026 01								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
5250 AUXILIARY OPERATIONS								
020 SENTINEL PEAK								
8000 GENERAL	3,000.83	.00	3,000.83	.00	.00	3,000.83	.0%	
8230 VENDING SALES	1,357.67	.00	1,357.67	.00	.00	1,357.67	.0%	
8348 GRADUATION	2,713.10	.00	2,713.10	.00	.00	2,713.10	.0%	
TOTAL SENTINEL PEAK	7,071.60	.00	7,071.60	.00	.00	7,071.60	.0%	
110 CENTENNIAL ELEMENTARY								
8000 GENERAL	22,070.65	4.00	22,074.65	.00	.00	22,074.65	.0%	
8001 FIRST GRADE	25.70	.00	25.70	.00	.00	25.70	.0%	
8002 SECOND GRADE	397.70	.00	397.70	.00	.00	397.70	.0%	
8003 THIRD GRADE	57.32	.00	57.32	.00	.00	57.32	.0%	
8004 FOURTH GRADE	.25	.00	.25	.00	.00	.25	.0%	
8005 FIFTH GRADE	689.20	.00	689.20	.00	.00	689.20	.0%	
8006 SIXTH GRADE	183.30	.00	183.30	.00	.00	183.30	.0%	
8013 KINDERGARTEN	2,780.00	.00	2,780.00	.00	.00	2,780.00	.0%	
8032 BAND	525.83	80.00	605.83	.00	.00	605.83	.0%	
8048 CAMPOUT SIXTH GRADE	927.61	.00	927.61	.00	.00	927.61	.0%	
8084 FIELD TRIP	6,802.08	.00	6,802.08	.00	.00	6,802.08	.0%	
8115 LOVE OF READING	175.22	.00	175.22	.00	.00	175.22	.0%	
8126 ORCHESTRA	1,403.26	40.00	1,443.26	.00	.00	1,443.26	.0%	
8188 MUSIC	1,255.51	.00	1,255.51	.00	.00	1,255.51	.0%	
8230 VENDING SALES	909.50	.00	909.50	.00	.00	909.50	.0%	
8252 LOST LIBRARY BOOKS	28.52	.00	28.52	.00	.00	28.52	.0%	
TOTAL CENTENNIAL ELEMENTARY	38,231.65	124.00	38,355.65	.00	.00	38,355.65	.0%	
120 HOMER DAVIS ELEMENTARY								
0575 COMPUTER DAMAGES STUDENTS	310.99	.00	310.99	.00	.00	310.99	.0%	
8000 GENERAL	39,266.41	2.00	39,268.41	3,000.00	144.00	36,124.41	8.0%	
8013 KINDERGARTEN	145.91	.00	145.91	.00	.00	145.91	.0%	
8032 BAND	2,000.41	.00	2,000.41	.00	.00	2,000.41	.0%	

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FLOWING WELLS UNIFIED SCHOOL DISTRICT 8



YEAR-TO-DATE BUDGET REPORT

FOR 2026 01								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
8084 FIELD TRIP	21,159.71	8.00	21,167.71	.00	.00	21,167.71	.0%	
8126 ORCHESTRA	1,304.82	.00	1,304.82	.00	.00	1,304.82	.0%	
8188 MUSIC	352.34	.00	352.34	.00	.00	352.34	.0%	
8242 BOOK FAIRS	76.20	.00	76.20	.00	.00	76.20	.0%	
8246 NUTRITIONAL SNACK PROGRAM	1,610.87	.00	1,610.87	.00	117.62	1,493.25	7.3%	
8252 LOST LIBRARY BOOKS	112.88	.00	112.88	.00	.00	112.88	.0%	
8264 GRAND CANYON TRIP	14,004.83	.00	14,004.83	.00	.00	14,004.83	.0%	
8999 CASH OVER/SHORT	-34.00	.00	-34.00	.00	.00	-34.00	.0%	
TOTAL HOMER DAVIS ELEMENTARY	80,311.37	10.00	80,321.37	3,000.00	261.62	77,059.75	4.1%	
130 DOUGLAS ELEMENTARY								
8000 GENERAL	60,101.79	.00	60,101.79	.00	.00	60,101.79	.0%	
8001 FIRST GRADE	240.27	.00	240.27	.00	.00	240.27	.0%	
8002 SECOND GRADE	951.38	.00	951.38	.00	.00	951.38	.0%	
8003 THIRD GRADE	42.96	.00	42.96	.00	.00	42.96	.0%	
8005 FIFTH GRADE	66.46	.00	66.46	.00	.00	66.46	.0%	
8006 SIXTH GRADE	859.19	.00	859.19	.00	.00	859.19	.0%	
8013 KINDERGARTEN	1,581.01	.00	1,581.01	.00	.00	1,581.01	.0%	
8032 BAND	1,892.53	.00	1,892.53	.00	.00	1,892.53	.0%	
8084 FIELD TRIP	10,105.63	.00	10,105.63	.00	.00	10,105.63	.0%	
8110 K-KIDS	4,022.69	.00	4,022.69	.00	.00	4,022.69	.0%	
8126 ORCHESTRA	588.39	.00	588.39	.00	.00	588.39	.0%	
8188 MUSIC	2,931.85	.00	2,931.85	.00	.00	2,931.85	.0%	
8189 SCIENCE	1,909.47	.00	1,909.47	.00	.00	1,909.47	.0%	
8193 LOST TEXTBOOKS	108.47	.00	108.47	.00	.00	108.47	.0%	
8242 BOOK FAIRS	976.26	.00	976.26	.00	.00	976.26	.0%	
8248 FIT KIDS	650.72	.00	650.72	.00	.00	650.72	.0%	
8252 LOST LIBRARY BOOKS	614.66	.00	614.66	.00	.00	614.66	.0%	
8264 GRAND CANYON TRIP	2,756.58	.00	2,756.58	.00	.00	2,756.58	.0%	
8305 READING LAB	1,603.95	.00	1,603.95	.00	.00	1,603.95	.0%	
8307 FAMILY TIME READING	996.70	.00	996.70	.00	.00	996.70	.0%	
8999 CASH OVER/SHORT	44.16	.00	44.16	.00	.00	44.16	.0%	
TOTAL DOUGLAS ELEMENTARY	93,045.12	.00	93,045.12	.00	.00	93,045.12	.0%	
140 J. ROBERT HENDRICKS ELEMENTARY								
8000 GENERAL	7,284.49	.00	7,284.49	.00	.00	7,284.49	.0%	

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FLOWING WELLS UNIFIED SCHOOL DISTRICT 8



YEAR-TO-DATE BUDGET REPORT

FOR 2026 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
8001 FIRST GRADE	.20	.00	.20	.00	.00	.20	.0%
8002 SECOND GRADE	21.19	.00	21.19	.00	.00	21.19	.0%
8003 THIRD GRADE	.00	.00	.00	.00	.00	.00	.0%
8004 FOURTH GRADE	1,966.60	.00	1,966.60	.00	.00	1,966.60	.0%
8006 SIXTH GRADE	.00	.00	.00	.00	.00	.00	.0%
8013 KINDERGARTEN	52.50	.00	52.50	.00	.00	52.50	.0%
8032 BAND	2,114.68	.00	2,114.68	.00	.00	2,114.68	.0%
8055 CHESS CLUB	1,215.00	.00	1,215.00	.00	.00	1,215.00	.0%
8056 CHOIR	78.95	.00	78.95	.00	.00	78.95	.0%
8084 FIELD TRIP	267.31	.00	267.31	.00	.00	267.31	.0%
8101 ILS	345.00	.00	345.00	.00	.00	345.00	.0%
8115 LOVE OF READING	400.00	.00	400.00	.00	.00	400.00	.0%
8126 ORCHESTRA	983.95	.00	983.95	.00	.00	983.95	.0%
8188 MUSIC	7,478.97	.00	7,478.97	.00	.00	7,478.97	.0%
8252 LOST LIBRARY BOOKS	105.88	.00	105.88	.00	.00	105.88	.0%
8253 CATS PROGRAM	7,706.24	.00	7,706.24	.00	.00	7,706.24	.0%
8264 GRAND CANYON TRIP	1,811.83	.00	1,811.83	.00	.00	1,811.83	.0%
TOTAL J. ROBERT HENDRICKS ELEM	31,832.79	.00	31,832.79	.00	.00	31,832.79	.0%

150 LAGUNA ELEMENTARY

0303 T.R.O.T	1,200.00	.00	1,200.00	.00	.00	1,200.00	.0%
8000 GENERAL	69,417.48	2.00	69,419.48	.00	.00	69,419.48	.0%
8001 FIRST GRADE	1,600.00	.00	1,600.00	.00	.00	1,600.00	.0%
8002 SECOND GRADE	1,900.34	.00	1,900.34	.00	.00	1,900.34	.0%
8003 THIRD GRADE	650.00	.00	650.00	.00	.00	650.00	.0%
8004 FOURTH GRADE	519.00	.00	519.00	.00	.00	519.00	.0%
8005 FIFTH GRADE	200.00	.00	200.00	.00	.00	200.00	.0%
8006 SIXTH GRADE	43.50	.00	43.50	.00	.00	43.50	.0%
8013 KINDERGARTEN	2,296.00	.00	2,296.00	.00	.00	2,296.00	.0%
8032 BAND	3,834.01	.00	3,834.01	.00	.00	3,834.01	.0%
8084 FIELD TRIP	5,348.92	.00	5,348.92	.00	760.20	4,588.72	14.2%
8126 ORCHESTRA	2,693.66	.00	2,693.66	.00	.00	2,693.66	.0%
8155 STUDENT COUNCIL	1,250.00	.00	1,250.00	.00	.00	1,250.00	.0%
8188 MUSIC	2,700.00	.00	2,700.00	.00	.00	2,700.00	.0%
8242 BOOK FAIRS	43.51	.00	43.51	.00	.00	43.51	.0%
8252 LOST LIBRARY BOOKS	.00	.00	.00	.00	.00	.00	.0%
8265 SIXTH GRADE TRIP	13,575.85	.00	13,575.85	.00	.00	13,575.85	.0%
8278 INTENSIVE RESOURCE COMM OU	18,033.58	.00	18,033.58	.00	.00	18,033.58	.0%
8305 READING LAB	2,000.00	.00	2,000.00	.00	.00	2,000.00	.0%
TOTAL LAGUNA ELEMENTARY	127,305.85	2.00	127,307.85	.00	760.20	126,547.65	.6%

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FLOWING WELLS UNIFIED SCHOOL DISTRICT 8



YEAR-TO-DATE BUDGET REPORT

FOR 2026 01								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
160 ROBERT RICHARDSON ELEMENTARY								
8000 GENERAL	9,336.38	.00	9,336.38	.00	.00	9,336.38	.0%	
8001 FIRST GRADE	1,107.89	.00	1,107.89	.00	.00	1,107.89	.0%	
8002 SECOND GRADE	1,625.00	.00	1,625.00	.00	.00	1,625.00	.0%	
8003 THIRD GRADE	1,200.00	.00	1,200.00	.00	.00	1,200.00	.0%	
8004 FOURTH GRADE	2,800.00	.00	2,800.00	.00	.00	2,800.00	.0%	
8005 FIFTH GRADE	5,799.00	.00	5,799.00	.00	.00	5,799.00	.0%	
8006 SIXTH GRADE	900.00	.00	900.00	.00	.00	900.00	.0%	
8013 KINDERGARTEN	287.00	.00	287.00	.00	.00	287.00	.0%	
8032 BAND	4,033.09	.00	4,033.09	.00	.00	4,033.09	.0%	
8045 CAMP COOPER	4,660.11	.00	4,660.11	.00	.00	4,660.11	.0%	
8084 FIELD TRIP	23,543.87	.00	23,543.87	.00	117.29	23,426.58	.5%	
8115 LOVE OF READING	1,127.21	.00	1,127.21	.00	.00	1,127.21	.0%	
8126 ORCHESTRA	2,233.33	.00	2,233.33	.00	.00	2,233.33	.0%	
8188 MUSIC	140.19	.00	140.19	.00	.00	140.19	.0%	
8189 SCIENCE	1,525.00	.00	1,525.00	.00	.00	1,525.00	.0%	
8193 LOST TEXTBOOKS	22.00	.00	22.00	.00	.00	22.00	.0%	
8242 BOOK FAIRS	204.42	.00	204.42	.00	.00	204.42	.0%	
8252 LOST LIBRARY BOOKS	24.97	.00	24.97	.00	.00	24.97	.0%	
8264 GRAND CANYON TRIP	17,039.25	.00	17,039.25	.00	.00	17,039.25	.0%	
TOTAL ROBERT RICHARDSON ELEMEN	77,608.71	.00	77,608.71	.00	117.29	77,491.42	.2%	
170 JUNIOR HIGH								
0302 ROBOTICS	736.26	.00	736.26	.00	.00	736.26	.0%	
8000 GENERAL	18,805.74	13.00	18,818.74	.00	.00	18,818.74	.0%	
8022 ART	1,434.40	.00	1,434.40	.00	.00	1,434.40	.0%	
8025 ATHLETICS	28,436.39	.00	28,436.39	.00	.00	28,436.39	.0%	
8027 ATHLETIC FEE	16,332.32	60.00	16,392.32	.00	.00	16,392.32	.0%	
8030 AZ SENATORS	60,695.26	5,955.00	66,650.26	.00	.00	66,650.26	.0%	
8032 BAND	9,665.65	100.00	9,765.65	.00	.00	9,765.65	.0%	
8035 BASEBALL BOYS	134.81	.00	134.81	.00	.00	134.81	.0%	
8037 BASKETBALL BOYS	803.11	.00	803.11	.00	.00	803.11	.0%	
8038 BASKETBALL GIRLS	400.00	.00	400.00	.00	.00	400.00	.0%	
8041 BOOKSTORE	683.73	.00	683.73	.00	.00	683.73	.0%	
8049 CANTOS BELLOS	5,061.09	.00	5,061.09	.00	.00	5,061.09	.0%	
8051 CERAMICS	3,098.01	.00	3,098.01	.00	.00	3,098.01	.0%	
8085 FOOTBALL	10.00	.00	10.00	.00	.00	10.00	.0%	

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FLOWING WELLS UNIFIED SCHOOL DISTRICT 8



YEAR-TO-DATE BUDGET REPORT

FOR 2026 01								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
8101 ILS	5,034.56	.00	5,034.56	.00	.00	5,034.56	.0%	
8111 LEADERSHIP	6,706.69	.00	6,706.69	.00	.00	6,706.69	.0%	
8123 THEATER PRODUCTION	8,196.22	.00	8,196.22	.00	.00	8,196.22	.0%	
8126 ORCHESTRA	11,670.19	.00	11,670.19	.00	.00	11,670.19	.0%	
8130 PE UNIFORM FEES	376.18	.00	376.18	.00	.00	376.18	.0%	
8135 PROJECT OCEANS	21,995.92	.00	21,995.92	.00	.00	21,995.92	.0%	
8138 REPLACEMENT ID CARDS	155.84	.00	155.84	.00	.00	155.84	.0%	
8142 SCHOOL LOCK FEES	67.91	5.00	72.91	.00	.00	72.91	.0%	
8149 SOFTBALL	500.00	.00	500.00	.00	.00	500.00	.0%	
8158 SUMMER SCHOOL	2,122.37	.00	2,122.37	.00	.00	2,122.37	.0%	
8165 TRACK & FIELD	210.37	.00	210.37	.00	.00	210.37	.0%	
8175 VOLLEYBALL GIRLS	200.00	.00	200.00	.00	.00	200.00	.0%	
8182 WRESTLING	250.00	.00	250.00	.00	.00	250.00	.0%	
8192 SPECIAL OLYMPICS	4,038.37	.00	4,038.37	.00	.00	4,038.37	.0%	
8193 LOST TEXTBOOKS	385.85	.00	385.85	.00	.00	385.85	.0%	
8224 DISCIPLINE	214.69	.00	214.69	.00	.00	214.69	.0%	
8242 BOOK FAIRS	39.81	.00	39.81	.00	.00	39.81	.0%	
8251 MEDIA ARTS	4,120.65	.00	4,120.65	.00	.00	4,120.65	.0%	
8252 LOST LIBRARY BOOKS	268.00	6.00	274.00	.00	.00	274.00	.0%	
8309 CROSS COUNTRY	200.00	.00	200.00	.00	.00	200.00	.0%	
8310 SOCCER	768.05	.00	768.05	.00	.00	768.05	.0%	
8366 MUSTANG ATHLETIC CLUB	1,000.00	.00	1,000.00	.00	.00	1,000.00	.0%	
8383 CHROMEBOOK REPAIR FEES	3,675.34	60.00	3,735.34	464.70	2,791.55	479.09	87.2%	81
8388 MATH COUNTS	1,200.00	.00	1,200.00	.00	.00	1,200.00	.0%	
8999 CASH OVER/SHORT	162.10	.00	162.10	.00	.00	162.10	.0%	
TOTAL JUNIOR HIGH	219,855.88	6,199.00	226,054.88	464.70	2,791.55	222,798.63	1.4%	
210 HIGH SCHOOL								
0302 ROBOTICS	1,599.66	.00	1,599.66	.00	.00	1,599.66	.0%	
0317 COLLEGE READINESS HS	2,035.00	.00	2,035.00	.00	.00	2,035.00	.0%	
8000 GENERAL	111,120.71	9.00	111,129.71	.00	800.00	110,329.71	.7%	
8014 ACADEMIC DECATHALON	503.02	.00	503.02	.00	.00	503.02	.0%	
8015 ACT/SAT FEES	722.18	.00	722.18	.00	.00	722.18	.0%	
8016 ACTIVITY PASS	1,028.60	.00	1,028.60	.00	.00	1,028.60	.0%	
8019 ANNUAL (HS YR BOOK)	1,526.00	.00	1,526.00	.00	.00	1,526.00	.0%	
8020 AP EXAM FEES	18,675.95	20.00	18,695.95	.00	.00	18,695.95	.0%	
8022 ART	1,779.34	.00	1,779.34	.00	.00	1,779.34	.0%	
8023 ART 1-8 FEES	5,674.15	180.00	5,854.15	.00	.00	5,854.15	.0%	
8025 ATHLETICS	16,078.61	.00	16,078.61	185.10	5,625.00	10,268.51	36.1%	
8027 ATHLETIC FEE	5,114.48	30.00	5,144.48	.00	.00	5,144.48	.0%	

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8



YEAR-TO-DATE BUDGET REPORT

FOR 2026 01								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
8032 BAND	7,095.60	80.00	7,175.60	1,675.00	2,200.00	3,300.60	54.0%	
8035 BASEBALL BOYS	3,746.44	.00	3,746.44	.00	.00	3,746.44	.0%	
8037 BASKETBALL BOYS	1,566.83	.00	1,566.83	.00	.00	1,566.83	.0%	
8038 BASKETBALL GIRLS	1,483.95	.00	1,483.95	.00	.00	1,483.95	.0%	
8041 BOOKSTORE	19,667.74	.00	19,667.74	500.00	3,799.35	15,368.39	21.9%	
8042 ATHLETICS BOOKSTORE	320.00	.00	320.00	.00	.00	320.00	.0%	
8053 CHEERLEADING VARSITY	2,292.85	.00	2,292.85	.00	.00	2,292.85	.0%	
8055 CHESS CLUB	1,071.00	.00	1,071.00	.00	555.00	516.00	51.8%	
8057 CHOIR FEES	8,321.13	90.00	8,411.13	.00	.00	8,411.13	.0%	
8058 CHOIRALAIRES	303.41	.00	303.41	.00	.00	303.41	.0%	
8063 COLLEGE EXPLORATION	1,204.89	.00	1,204.89	.00	.00	1,204.89	.0%	
8065 CROSS COUNTRY BOYS	147.37	.00	147.37	.00	.00	147.37	.0%	
8066 CROSS COUNTRY GIRLS	251.40	.00	251.40	.00	.00	251.40	.0%	
8067 CULINARY ARTS	9,975.92	.00	9,975.92	.00	.00	9,975.92	.0%	
8068 DANCE	78,933.63	30.00	78,963.63	.00	.00	78,963.63	.0%	
8073 DRAMA/THESPIAN	11,330.67	30.00	11,360.67	.00	1,700.00	9,660.67	15.0%	
8082 FCCLA- FASHION	4,037.30	.00	4,037.30	.00	.00	4,037.30	.0%	
8085 FOOTBALL	4,889.16	870.00	5,759.16	.00	3,300.00	2,459.16	57.3%	
8088 FUTURE FARMERS AMERICA	18,314.78	2,395.00	20,709.78	.00	.00	20,709.78	.0%	
8091 GOLF BOYS	1,492.90	.00	1,492.90	.00	.00	1,492.90	.0%	
8092 GOLF GIRLS	1,006.23	.00	1,006.23	.00	.00	1,006.23	.0%	
8101 ILS	9,520.83	.00	9,520.83	.00	.00	9,520.83	.0%	
8107 JROTC	5,370.35	.00	5,370.35	.00	.00	5,370.35	.0%	
8112 LIBRARY	826.10	.00	826.10	.00	.00	826.10	.0%	
8114 LOST EQUIPMENT	490.36	.00	490.36	.00	.00	490.36	.0%	
8119 MESA	146.88	.00	146.88	.00	.00	146.88	.0%	
8124 NATIONAL HONOR SOCIETY	500.00	.00	500.00	.00	.00	500.00	.0%	
8126 ORCHESTRA	2,402.83	60.00	2,462.83	.00	675.00	1,787.83	27.4%	
8128 PARKING PERMITS	9,374.82	.00	9,374.82	.00	.00	9,374.82	.0%	
8129 PE LOCK FEES	7,149.07	4.00	7,153.07	.00	.00	7,153.07	.0%	
8130 PE UNIFORM FEES	16,771.63	115.00	16,886.63	.00	2,781.83	14,104.80	16.5%	
8132 PHOTOGRAPHY	2,200.34	.00	2,200.34	.00	.00	2,200.34	.0%	
8137 PSAT	1,073.55	.00	1,073.55	.00	.00	1,073.55	.0%	
8138 REPLACEMENT ID CARDS	325.34	.00	325.34	.00	.00	325.34	.0%	
8143 SENIOR SENATORS	56.67	.00	56.67	.00	.00	56.67	.0%	
8147 SOCCER BOYS	340.81	.00	340.81	.00	.00	340.81	.0%	
8148 SOCCER GIRLS	173.65	.00	173.65	.00	.00	173.65	.0%	
8149 SOFTBALL	602.48	.00	602.48	.00	.00	602.48	.0%	
8155 STUDENT COUNCIL	97.03	.00	97.03	.00	.00	97.03	.0%	
8158 SUMMER SCHOOL	3,747.00	.00	3,747.00	.00	.00	3,747.00	.0%	
8159 SWIMMING	3,006.05	.00	3,006.05	.00	.00	3,006.05	.0%	
8161 TENNIS BOYS	838.39	.00	838.39	.00	.00	838.39	.0%	
8162 TENNIS GIRLS	2,900.36	.00	2,900.36	.00	.00	2,900.36	.0%	
8164 TOURNAMENTS	4,354.60	.00	4,354.60	.00	2,368.57	1,986.03	54.4%	

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8



YEAR-TO-DATE BUDGET REPORT

FOR 2026 01								
	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
8165 TRACK & FIELD	217.67	.00	217.67	.00	.00	217.67	.0%	
8174 VOLLEYBALL BOYS	43.46	.00	43.46	.00	.00	43.46	.0%	
8182 WRESTLING	376.10	.00	376.10	.00	.00	376.10	.0%	
8185 YEARBOOK	326.00	.00	326.00	.00	.00	326.00	.0%	
8189 SCIENCE	6,258.01	.00	6,258.01	.00	.00	6,258.01	.0%	
8193 LOST TEXTBOOKS	635.50	.00	635.50	.00	.00	635.50	.0%	
8194 DANCE PULSE	6,838.79	30.00	6,868.79	.00	.00	6,868.79	.0%	
8195 FUTURE FILM MAKERS	794.34	.00	794.34	.00	.00	794.34	.0%	
8197 FINE ARTS	12,743.60	.00	12,743.60	.00	.00	12,743.60	.0%	
8198 SATURDAY SCHOOL	5,098.66	.00	5,098.66	.00	.00	5,098.66	.0%	
8199 SEVENTH HOUR	15,431.95	.00	15,431.95	.00	.00	15,431.95	.0%	
8205 THEATRE TECH	4,629.00	.00	4,629.00	.00	.00	4,629.00	.0%	
8207 SKILLS AUTO	46,996.68	.00	46,996.68	.00	.00	46,996.68	.0%	
8216 NATIVE AMERICAN CLUB	762.46	.00	762.46	.00	.00	762.46	.0%	
8217 GRAPHIC COMM	5,449.00	.00	5,449.00	.00	.00	5,449.00	.0%	
8218 GRAPHIC DESIGN	2,428.76	.00	2,428.76	.00	.00	2,428.76	.0%	
8230 VENDING SALES	4,135.75	.00	4,135.75	.00	.00	4,135.75	.0%	
8236 NATIONAL HISTORY DAY	1,350.00	.00	1,350.00	.00	.00	1,350.00	.0%	
8238 DANCE MOMENTUM	11,220.96	30.00	11,250.96	.00	.00	11,250.96	.0%	
8239 EDUCATORS RISING	1,497.58	.00	1,497.58	.00	.00	1,497.58	.0%	
8241 SPORTS HALL OF FAME	2,038.00	.00	2,038.00	.00	217.39	1,820.61	10.7%	83
8244 GUITAR	4.57	.00	4.57	.00	.00	4.57	.0%	
8245 HOSA	6,720.85	132.00	6,852.85	.00	.00	6,852.85	.0%	
8250 CHOIR TRIP	1,142.00	.00	1,142.00	.00	.00	1,142.00	.0%	
8252 LOST LIBRARY BOOKS	218.65	.00	218.65	.00	.00	218.65	.0%	
8257 SPIRIT LINE (POM LINE)	1,387.57	20.00	1,407.57	.00	.00	1,407.57	.0%	
8261 ANIMAL FACILITY	930.44	.00	930.44	.00	.00	930.44	.0%	
8277 MT LEMMON SCIENCE CAMP(SKY	20,938.58	20.00	20,958.58	.00	.00	20,958.58	.0%	
8293 FW AMBASSADORS	120,929.28	4,108.01	125,037.29	43,115.00	.00	81,922.29	34.5%	
8309 CROSS COUNTRY	200.00	.00	200.00	.00	.00	200.00	.0%	
8311 E 2020 COURSE	140.00	.00	140.00	.00	.00	140.00	.0%	
8314 ENVIRONMENTAL SCIENCE CLUB	904.17	.00	904.17	.00	.00	904.17	.0%	
8349 AP CLUB	225.18	.00	225.18	.00	.00	225.18	.0%	
8363 BAND UNIFORMS	611.00	.00	611.00	.00	.00	611.00	.0%	
8370 CREDIT RECOVERY	15,540.00	.00	15,540.00	.00	.00	15,540.00	.0%	
8382 WRESTLING TOURNAMENT	24,663.26	.00	24,663.26	.00	13,680.42	10,982.84	55.5%	
8383 CHROMEBOOK REPAIR FEES	11,094.18	25.00	11,119.18	.00	827.53	10,291.65	7.4%	
8385 MODEL UNITED NATIONS	79.00	.00	79.00	.00	.00	79.00	.0%	
8390 ESPORTS	130.00	.00	130.00	.00	.00	130.00	.0%	
8999 CASH OVER/SHORT	498.94	.00	498.94	.00	.00	498.94	.0%	
TOTAL HIGH SCHOOL	751,209.98	8,278.01	759,487.99	45,475.10	38,530.09	675,482.80	11.1%	

500 DISTRICT WIDE

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8



YEAR-TO-DATE BUDGET REPORT

FOR 2026 01							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
0000 UNDETERMINED	7,032.11	.00	7,032.11	.00	.00	7,032.11	.0%
8000 GENERAL	-10,395.04	.00	-10,395.04	-4,605.14	.00	-5,789.90	44.3%
8999 CASH OVER/SHORT	46.00	.00	46.00	.00	.00	46.00	.0%
TOTAL DISTRICT WIDE	-3,316.93	.00	-3,316.93	-4,605.14	.00	1,288.21	138.8%
TOTAL AUXILIARY OPERATIONS	1,423,156.02	14,613.01	1,437,769.03	44,334.66	42,460.75	1,350,973.62	6.0%
GRAND TOTAL	1,423,156.02	14,613.01	1,437,769.03	44,334.66	42,460.75	1,350,973.62	6.0%

** END OF REPORT - Generated by Esteban Jimenez II **

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

D-11
Agenda Item Number

August 12, 2025
Board Meeting Date

Item: Approval of Asset Retirement and Disposals

Submitted By: Francesca Bond/Monique Mata Date: August 8, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/Monique Mata

Approval is requested for the retirement and disposal of assets no longer used by the district as of August 8, 2025.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: *Monique Mata* Superintendent: *Kevin Stoltzfus*

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

Board Agenda 08/12/25

ASSET	DESCRIPTION	SERIAL/PARCEL	SITE	ACQUIRE	ACQ COST	CODE	PURCHASING ACCT 1	Auction Lot	Listing date
N/A	Sony DVD and VHS player		110A			B		N/A	N/A
N/A	3M projector		110A			B		N/A	N/A
N/A	Elmo projector		110A			B		N/A	N/A
N/A	Dukane radio		110A			B		N/A	N/A
N/A	2 desks		170A			B		N/A	N/A
1002345	DSHWSHR/HOBART CONVYOR W/HTR UNIT 290606	04FAZRS0630	170A	11/7/2008	22,704.94	B	5100.100.3100.6731.560.0000.000.	N/A	N/A
N/A	Light brown wood office desk					B		N/A	N/A
1006323	HP CHROMEBOOKS 11 G5 374731	8CG715281Z	170A	6/13/2017	195.49	P	1147.100.1000.6737.170.0000.000.	N/A	N/A
1007171	HP CHROMEBOOK 11 G5 391506	5CD8057F8C	170A	9/25/2018	229.51	P	5300.100.1000.6737.170.8367.000.	N/A	N/A
1010197	HP CHROMEBOOK 11G8 304425	5CD015CFTV	170A	6/1/2020	239.08	P	3260.100.1000.6737.170.0000.000.	N/A	N/A
1010233	HP CHROMEBOOK 11G8 304425	5CD015CFSQ	170A	6/1/2020	239.08	P	3260.100.1000.6737.170.0000.000.	N/A	N/A
1010252	HP CHROMEBOOK 11G8 304425	5CD015CGJZ	170A	6/1/2020	239.08	P	3260.100.1000.6737.170.0000.000.	N/A	N/A
1011156	DELL CHROMEBOOKS 311430	F2L2C73	170A	11/10/2020	253.94	P	3260.100.1000.6737.500.0000.000.	N/A	N/A
1011845	HP CHROMEBOOK 11A G8 310494	5CD0483QH5	170A	12/16/2020	265.64	P	1121.100.1000.6737.170.0000.000.	N/A	N/A
1011852	HP CHROMEBOOK 11A G8 310494	5CD0483QJ4	170A	12/16/2020	265.64	P	1121.100.1000.6737.170.0000.000.	N/A	N/A
1012448	HP 11 G8 EE CHROMEBOOK 320529	5CD101D9S7	170A	7/27/2021	320.27	P	3750.100.1000.6737.170.0000.000.	N/A	N/A
1013848	HP CHROMEBOOK 11G8 EDU EDITION 11.6"	5CD1200JVH	170A	9/3/2021	265.64	P	1122.100.1000.6737.170.0000.000.	N/A	N/A
1014385	HP CHROMEBOOK 11G8 EDU EDITION 11.6"	5CD1205H2T	170A	3/8/2022	240.23	P	1122.100.1000.6737.170.0000.000.	N/A	N/A
1005958	HP CHROMEBOOK 11 372994	8CG6506CK0	170A	1/30/2017	195.98	P	1147.100.1000.6737.170.0000.000.	N/A	N/A
1008356	HP CHROMEBOOK 11 G7 301614	5CD9212PL3	170A	9/30/2019	270.94	P	1660.100.1000.6737.170.0000.000.	N/A	N/A 86
1008620	HP CHROMEBOOK 11 G7 302590	5CD93844VR	170A	12/10/2019	227.39	P	1120.100.1000.6737.170.0000.000.	N/A	N/A
1008659	HP CHROMEBOOK 11 G7 302590	5CD9388N2K	170A	12/10/2019	227.39	P	1120.100.1000.6737.170.0000.000.	N/A	N/A
1011824	HP CHROMEBOOK 11A G8 310494	5CD0483QK8	170A	12/16/2020	265.64	P	1121.100.1000.6737.170.0000.000.	N/A	N/A
1012474	HP 11 G8 EE CHROMEBOOK 320529	5CD101DC7P	170A	7/27/2021	320.27	P	3750.100.1000.6737.170.0000.000.	N/A	N/A
1013829	HP CHROMEBOOK 11G8 EDU EDITION 11.6"	5CD1200D02	170A	9/3/2021	265.64	P	1122.100.1000.6737.170.0000.000.	N/A	N/A
1013901	HP CHROMEBOOK 11G8 EDU EDITION 11.6"	5CD1200KN8	170A	9/3/2021	265.64	P	1122.100.1000.6737.170.0000.000.	N/A	N/A
1014439	HP CHROMEBOOK 11G8 EDU EDITION 11.6"	5CD1205H61	170A	3/8/2022	240.22	P	1122.100.1000.6737.170.0000.000.	N/A	N/A
1015176	HP CHROMEBOOK 11G8 EDU EDITION 11.6"	5CD122QKW5	170A	3/8/2022	247.84	P	3460.100.1000.6737.170.0000.000.	N/A	N/A
1016191	HP CHROMEBOOK 11 MK G9 EE 11.6	5CD3124TXZ	170A	8/24/2023	231.26	P	1123.100.1000.6737.170.0000.000.	N/A	N/A
1006739	HP CHROMEBOOK 11 G5 382759	8CG73683PV	150A	2/6/2018	186.24	P	4688.100.1000.6737.150.0000.000.	N/A	N/A
1008850	HP CHROMEBOOK 11 G7 302474	5CD9388Q90	170A	2/7/2020	212.51	P	5250.611.1000.6737.170.8000.000.	N/A	N/A
1014343	HP CHROMEBOOK 11G8 EDU EDITION 11.6"	5CD1205H3G	170A	3/8/2022	240.23	P	1122.100.1000.6737.170.0000.000.	N/A	N/A
1015174	HP CHROMEBOOK 11G8 EDU EDITION 11.6"	5CD123PX0Q	170A	3/8/2022	247.84	P	3460.100.1000.6737.170.0000.000.	N/A	N/A
1015195	HP CHROMEBOOK 11G8 EDU EDITION 11.6"	5CD1220L48	170A	3/8/2022	247.83	P	3460.100.1000.6737.170.0000.000.	N/A	N/A
1016090	HP CHROMEBOOK 11MK G9 EE 11.6	5CD312CPK4	170A	7/26/2023	233.36	P	3460.100.1000.6737.170.0000.000.	N/A	N/A
1007634	HP CHROMEBOOK 11G5 393118	5CD8322KGQ	150A	3/5/2019	265.49	P	1129.100.1000.6737.150.0000.000.	N/A	N/A
1007636	HP CHROMEBOOK 11G5 393118	5CD8322KG7	150A	3/5/2019	265.49	P	1129.100.1000.6737.150.0000.000.	N/A	N/A
1007644	HP CHROMEBOOK 11G5 393118	5CD8322KKP	150A	3/5/2019	265.49	P	1129.100.1000.6737.150.0000.000.	N/A	N/A
1008437	HP CHROMEBOOK 11 G7 302630	5CD93888SH	170A	12/16/2019	227.39	C	1660.100.1000.6737.170.0000.000.	N/A	N/A
1010195	HP CHROMEBOOK 11G8 304425	5CD015CFTX	170A	6/1/2020	239.08	C	3260.100.1000.6737.170.0000.000.	N/A	N/A
1011823	HP CHROMEBOOK 11A G8 310494	5CD047NRGB	170A	12/16/2020	265.64	P	1121.100.1000.6737.170.0000.000.	N/A	N/A
1011845	HP CHROMEBOOK 11A G8 310494	5CD0483QH5	170A	12/16/2020	265.64	P	1121.100.1000.6737.170.0000.000.	N/A	N/A

1011852	HP CHROMEBOOK 11A G8 310494	5CD0483QJ4	170A	12/16/2020	265.64	P	1121.100.1000.6737.170.0000.000.	N/A	N/A
1010252	HP CHROMEBOOK 11G8 304425	5CD015CGJZ	170A	6/1/2020	239.08	P	3260.100.1000.6737.170.0000.000.	N/A	N/A
1011732	HP CHROMEBOOK 11A G8 310494	5CD048BMBR	170A	12/16/2020	265.64	C	1121.100.1000.6737.170.0000.000.	N/A	N/A
1008304	HP CHROMEBOOK 11 G7 301712	5CD9250L03	170A	10/3/2019	270.95	C	5300.100.1000.6737.170.8367.000.	N/A	N/A
1008629	HP CHROMEBOOK 11 G7 302590	5CD9388MQ7	170A	12/10/2019	227.39	C	1120.100.1000.6737.170.0000.000.	N/A	N/A
1010190	HP CHROMEBOOK 11G8 304425	5CD015CFTF	170A	6/1/2020	239.08	C	3260.100.1000.6737.170.0000.000.	N/A	N/A
1010239	HP CHROMEBOOK 11G8 304425	5CD015CG67	170A	6/1/2020	239.08	C	3260.100.1000.6737.170.0000.000.	N/A	N/A
1011793	HP CHROMEBOOK 11A G8 310494	5CD047P0GX	170A	12/16/2020	265.64	C	1121.100.1000.6737.170.0000.000.	N/A	N/A
1011797	HP CHROMEBOOK 11A G8 310494	5CD0483SF4	170A	12/16/2020	265.64	V	1121.100.1000.6737.170.0000.000.	N/A	N/A
1013833	HP CHROMEBOOK 11G8 EDU EDITION 11.6"	5CD1200D07	170A	9/3/2021	265.64	C	1122.100.1000.6737.170.0000.000.	N/A	N/A
1014319	HP CHROMEBOOK 11G8 EDU EDITION 11.6"	5CD120RCKL	170A	3/8/2022	240.23	C	1122.100.1000.6737.170.0000.000.	N/A	N/A
1014398	HP CHROMEBOOK 11G8 EDU EDITION 11.6"	5CD120RQQ9	170A	3/8/2022	240.23	C	1122.100.1000.6737.170.0000.000.	N/A	N/A
1018154	IOLA FRAN SITE IMPROVEMENT		500A	12/4/2023	25,159.10	C	6100.100.4000.6333.500.0000.000.65010	N/A	N/A
1014316	HP CHROMEBOOK 11G8 EDU EDITION 11.6"	5CD120SH3L	170A	3/8/2022	240.23	C	1122.100.1000.6737.170.0000.000.	N/A	N/A
1016088	HP CHROMEBOOK 11MK G9 EE 11.6	5CD312CPHG	170A	7/26/2023	233.36	C	3460.100.1000.6737.170.0000.000.	N/A	N/A
1016154	HP CHROMEBOOK 11 MK G9 EE 11.6	5CD3123RJ3	170A	8/24/2023	231.25	C	1123.100.1000.6737.170.0000.000.	N/A	N/A
1010150	HP CHROMEBOOK 11G8 304425	5CD015CGB6	170A	6/1/2020	239.08	C	3260.100.1000.6737.170.0000.000.	N/A	N/A
1007036	CHROMEBOOK 14 G4 384285	5CD8154VRF	170A	5/21/2018	263.51	C	5300.100.1000.6737.170.0000.000.	N/A	N/A
N/A	16 student desks		120A			5		3829584	
N/A	5 yellow 1 blue student chairs		120A			5		3829584	
N/A	Black legal file cabinet		120A			5		3829584	
N/A	Beige legal file cabinet		120A			5		3829584	87
N/A	Black letter file cabinet		120A			5		3829584	
N/A	Cabinet		150A			B		N/A	N/A
N/A	Rod		150A			B		N/A	N/A
N/A	Desk		150A			5		3829584	
N/A	Megaphone		150A			B		N/A	N/A
N/A	Student chairs		150A			B		N/A	N/A
N/A	Bookshelves (4)		150A			B		N/A	N/A
N/A	Computer mouses		150A			B		N/A	N/A
N/A	Laptop chargers		150A			B		N/A	N/A
N/A	File organizers		150A			5		3829584	
N/A	Desk chair		150A			B		N/A	N/A
N/A	Whiteboards (2)		150A			J	Transfer to AC shop	N/A	N/A
N/A	Storage cabinet		150A			5		3829584	
N/A	Charging ports (2)		150A			J	Stayed in warehouse	N/A	N/A
N/A	Beams Student therapy		150A			B		N/A	N/A
N/A	Cubby storage		150A			B		N/A	N/A
N/A	Giant Geosolids games		130A			B		N/A	N/A
N/A	substractions rings games		130A			B		N/A	N/A
N/A	Listen and learn phonic		130A			B		N/A	N/A
N/A	listente and learn word family		130A			B		N/A	N/A
N/A	Blue mesh office chair		130A			5		3829584	
N/A	28 blue rouden wheeled 5' ft cafeteria tables		210A			5		3829150	

N/A	Green rolling cart		160A		5		3829584	
N/A	Black office chair		160A		B		N/A	N/A
N/A	Black file cabinet (2)		160A		5		3829584	
N/A	Index card cabinet		160A		5		3829584	
N/A	Trapezoid table		160A		B		N/A	N/A
N/A	Teacher desk		160A		5		3829584	
N/A	standing desk		160A		B		N/A	N/A
N/A	Brown filing cabinet		160A		5		3829584	
N/A	black book rilling cart		160A		5		3829584	
N/A	Box TV		160A		B		N/A	N/A
N/A	Rolling cart black		160A		J		N/A	N/A
N/A	Trapezoid tables		130A		5		3829584	
N/A	Teacher desks (4)		130A		B		N/A	N/A
N/A	Horseshoe tables (2)		130A		5		3829584	
N/A	Health beds (2)		120A		5		3829587	

Disposal	DESCRIPTION	Disposal	DESCRIPTION
5	AUCTION/OBSELETE	M	MISPLACED
A	ADMINSTRATIVE ADJUSTMENT	N	NOT COST EFFECTIVE, NEEDED, SR
B	PHYSICAL DAMAGE/BROKEN	O	OTHER
C	CASUALTY LOSS	P	PARTED OUT
D	<\$1000 SO DELETED	R	RETURNED MERCHANDISE
DM	DEMOLITION	S	SOLD/SALVAGED
E	EXCHANGED MERCHANDISE	T	TRADE IN
I	INSURANCE COMPENSATED	V	VANDALISM OR THEFT
J	TRANFER TO OTHER CTED	W	WARRANTY/REPLACEMENT
L	LOAN RECALLED	Y	RECYCLE / SCRAPPED

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

E-1	August 12, 2025
Agenda Item Number	Board Meeting Date

Item: Recommend Award of RFQ # 25-05-25 Construction-Manager-At-Risk FWHS Culinary Renovation to Chasse Building Team

Submitted By: Monique Mata Date: August 7, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/Monique Mata

The District issued a Request for Qualifications, RFQ 25-05-25 for a Construction-Manager-At-Risk for the renovations at FWHS Culinary Renovation. The selection committee is recommending award to Chasse Building Team for the design phase of the project. Please see additional information attached.

Estimated Cost \$ 15,000 See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: *Monique Mata* Superintendent: *Kevin Stoltzfus*

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

FLOWING WELLS SCHOOLS
District Administration Center

MEMORANDUM

To: Governing Board
Dr. Kevin Stoltzfus

From: Monique Mata

Date: August 6, 2025

Re: RFQ 25-05-25 FWHS Culinary Renovation

Approximately 324 prospective vendors were sent a Notification for Request for Qualifications (RFQ) on April 23, 2025. Seven (7) interested firms submitted qualifications by the deadline of May 14, 2025. The selection committee met on June 16, 2025 to review the proposals. The committee was comprised of: Megan Magee (general contractor), Shane Chism (architect), Allison Embacher, Carl Thompson, Monique Mata, Dax Valles-Wallace, and Tony Young. The committee was charged with the task of ranking the firms based on a scoring grid that was developed from the RFQ itself.

The committee came to a consensus to interview the top three firms; Chasse Building Team, Concord General Contracting, and CORE Construction. Evaluation criteria was developed with details for the firms to address in their presentation interview.

The committee held interviews on July 15th. We were impressed with the quality of the presentations from each firm. After discussion, the firms were ranked as follows:

1. Chasse Building Team
2. CORE Construction
3. Concord General Contracting

After developing the final ranking, the District entered into negotiations with the top ranked firm (Chasse Building Team) to establish a contract and fee schedule. Per our RFQ, the District has determined that the proposed fee schedule presented by the firm is acceptable and the firm is prepared to accept the contract prepared by the District.

The committee recommends award to Chasse Building Team as the highest ranked firm. It is anticipated that the award of the contract under this solicitation will result in a single contract in two phases. Initially, the firm will be awarded an agreement to work through the pre-construction or design phase of the project and develop a guaranteed maximum price (GMP) for construction. Upon completion of the design, and agreement on the GMP and terms, the District plans to award the second phase of the contract to Chasse Building Team.

August 5, 2025

Tony Young
Flowing Wells Unified School District
1556 W Prince Road
Tucson, AZ 85705

RE: Preconstruction Services for FWHS Culinary Arts Classroom Addition

Mr. Young,

Please find below our preconstruction services proposal for the FWHS Culinary Arts Classroom Addition:

Design Phase Fee Break down

Design Development and Schematic Design	\$	4,500
GMP	\$	10,500
Reimbursable Allowance (Survey/Potholing)	\$	-
Preconstruction Services Total	\$	15,000

- Preconstruction services include, but are not limited to:
1. Attend preconstruction meetings
 2. Review existing as-builts for the original building
 3. Review and coordinate with the required utility routing
 4. Perform Plan Reviews on Progress Sets, and provide a list of comments to the Owner & Design Team
 5. Provide Design, Constructability & Leadtime Feedback to the Owner/Design Team. Meet with proposed subcontractors, suppliers and vendors as-needed as Owner’s representative to establish the viability of designs, materials, and overall project approach.
 6. Provide Cost Analysis Feedback on Design/Engineering Options to the Owner.
 7. Provide Full Cost Estimates to the Owner for the following Progress Plans:
 - a. Complete SD and DD Plans
 - b. Complete CD Plans
 - c. Determine a final Cost of the Work & enter into a GMP agreement using an AIA contract
 8. Provide Material Analysis
 9. In addition to the DD/CD & related estimating scope of services, we also provide onsite representation for building/site investigations.
 10. Proposal is based on 1% of GMP and Chasse reserves the right to adjust the value of the preconstruction contract amount via change order based on final GMP amount
 11. Proposal includes 110 hours of preconstruction services
 12. This proposal does not include any reimbursables which may include but are not limited to potholing existing utilities, printing of plans, investigative demolition

Yours truly,

Jeff Dupuis

Jeff Dupuis
Director of Operation

Pre-Construction Services Agreement

This agreement is dated as of July 30th, 2025, by and between Owner (as defined in Section 1.1 below) and Pre-Construction Consultant (as defined in Section 1.2 below).

1. BASIC PROVISIONS

These Basic Provisions set forth the basic terms of this Agreement.

1.1	Owner:	Flowing Wells Unified School District
1.2	Pre-Construction Consultant:	Chasse Building Team, Inc 5115 N. Oracle Road Tucson AZ, 85704
1.3	Project:	FWHS Culinary Arts Classroom Addition
1.4	Pre-Construction Fee:	\$15,000.00
1.5	Commencement Date:	September 1, 2025
1.6	Completion Date:	February 1, 2026

2. SERVICES

Pre-construction Consultant shall perform the services described in Exhibit "A" (collectively, the "Services") for the Project (as described in Section 1.3 above) to Owner's reasonable satisfaction. For a fee of \$15,000. Any additional services requested by Owner shall be provided in accordance with and only upon the full execution and delivery of a mutually executed change order to this Agreement. Owner shall have no obligation to pay for additional services that are not approved in writing by Owner. Pre-construction Consultant hereby warrants that it is qualified, properly licensed and competent to render the Services.

3. PAYMENTS

Owner shall pay undisputed amounts for the performed Services based on monthly pay schedule. In no event will the cost to Owner exceed the Maximum Amount set forth in Section 1.4 above. Payments are due thirty (30) days after receipt of an undisputed and fully documented invoice.

All payments to be deferred to time of award of construction services contract.

4. COMPLIANCE

All Services shall comply with all applicable Federal, State and Local laws, codes, rules, regulations and any interpretation of the same by any administering agencies.

5. SCHEDULE

The Pre-construction Consultant shall commence the Services on the Commencement Date set forth in Section 1.5 above and shall complete the Services by the Completion Deadline set forth in Section 1.6 above. Pre-construction Consultant's final invoice must be submitted within thirty (30) days after completion of the stated scope of Services.

6. OWNERSHIP OF DOCUMENTS

All documents, including plans, reports, specifications and records of any kind resulting from performance of the Services under this Agreement are and shall remain at all times the property of Owner.

7. CONFIDENTIALITY

Pre-construction Consultant expressly agrees to maintain as confidential all information obtained from Owner or relating to the Project, the Services and/or the results thereof. Pre-construction Consultant shall not release or communicate such information to any other party without prior written approval of Owner (except to the extent required: (a) to perform the Services; or (b) to comply with a court order or other government directive; provided Owner is given reasonable advance notice in writing to present its objections to or to respond to the same).

8. STANDARD OF CARE

Pre-construction Consultant shall perform the Services with the high standard of care practiced by professionals providing services to similarly complex projects in the County where the Project is located.

9. TERMINATION

Owner may terminate or suspend the Project at any time, in which event Owner shall pay Pre-construction Consultant undisputed amounts earned through the termination date. Owner may terminate or suspend Pre-construction Consultant and retain amounts necessary to finish the Services. Pre-construction Consultant hereby waives and forfeits all claims for lost opportunity or anticipated profits.

10. ASSIGNMENT

The rights and responsibilities under this Agreement are personal to Pre-construction Consultant and may not be transferred or assigned without the express prior written consent of Owner. Pre-construction Consultant shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided and deemed acceptable to Owner as evidenced in writing.

11. AUTHORITY

Each person executing this Agreement represents that such person has the requisite authority to execute this Agreement on behalf of the applicable party.

12. MISCELLANEOUS

This Agreement constitutes the entire understanding and agreement of the parties, supersedes all prior understandings and agreements (whether verbal or in writing), may be executed in counterparts and may be amended only in writing. This Agreement shall be construed in accordance with the laws of the State of Arizona and the parties agree that venue shall be in Pima County, Arizona. Pre-construction Consultant shall not be considered to be Owner's employee, agent or representative.

OWNER:

Flowing Wells Unified School District

By:

Its:

Dated:

PRE-CONSTRUCTION CONSULTANT:

Chasse Building Team, Inc

By: Jeffrey Dupuis

Digitally signed by Jeffrey Dupuis,
DN: c=US, e=jdupuis@chasse.us,
ou=Chasse Building Team,
o=Chasse Operations, cn=Jeffrey
Dupuis
Date: 2025.08.05 21:22:58-0700

Its:

Director of Operations

Dated:

August 5, 2025

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

E-2	August 12, 2025
Agenda Item Number	Board Meeting Date

Item: Recommend Confirming Award of the Flowing Wells High School West Gym HVAC Replacement Bid # 24-04-25 to Edge Construction

Submitted By: Monique Mata Date: August 7, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/Monique Mata

District administration recommends confirming award of the Flowing Wells High School West Gym HVAC Replacement to Edge Construction at a cost of \$2,050,000.00. This project is expected to be funded through a Building Renewal Grant from the School Facilities Division of the Arizona Department of Administration. Please see additional information attached.

Estimated Cost \$ 2,050,000.00 See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: *Monique Mata* Superintendent: *Kevin Stoltzfus*

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

FLOWING WELLS SCHOOLS
District Administration Center

MEMORANDUM

To: Governing Board
Dr. Kevin Stoltzfus

From: Monique Mata

Date: August 6, 2025

Re: BID 24-04-25 FWHS West Gym HVAC Replacement

On March 26, 2024 the Governing Board awarded # BID 24-04-25 FWHS West Gym Roof and HVAC replacement for \$3,540,000.00 to Edge Construction. The project did not proceed during the summer of 2024 due to a delay in the School Facilities Division (SFD) funding.

SFD has approved the funding for the FWHS West Gym HVAC replacement. The FWHS West Gym Roof has not been approved for funding at this time.

District administration recommends award of BID 24-04-25 FWHS West Gym HVAC Replacement to Edge Construction at a cost of \$2,050,000.00.

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

E-3	August 12, 2025
Agenda Item Number	Board Meeting Date

Item: Recommend Approval of Midstate Mechanical to Convert Hendricks Elementary MPR Evaporative Cooling (EVAP) to Air Conditioning (HVAC)

Submitted By: Monique Mata Date: August 7, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/Monique Mata

District administration recommends approval to contract with Midstate Mechanical to convert cooling in Hendricks Elementary MPR from evaporative to air conditioning. The project will provide improved temperature control in the MPR. The purchase would utilize pricing through Mohave Contract # 24B-MMI-0905. The total cost for the project is \$851,652.00. The project would be funded through a building renewal grant approved by the School Facilities Division (SFD).

Estimated Cost \$ 851,652.00 See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: *Monique Mata* Superintendent: *Kei Stoltzfus*

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____



4655 South Coach Drive • Tucson, Arizona 85714 • 520.770.2650 (Phone) • 520.790.0729 (Fax)
www.midstatemechanical.com

July 29, 2025

Tony Young
J. Robert Hendricks Elementary School
3400 W. Orange Grove Road
Tucson, Arizona 85741

Quoted Via Mohave Contract #24B-MMI-0905

RE: Hendricks Elementary School MPR Evap Conversion
Proposal Number: 25-0065

We would like to offer the following HVAC and Plumbing proposal. Our price includes all labor, material and equipment in accordance with the plans and specifications listed below.

BID DOCUMENTS

Plans and Specifications: 100% Construction Documents: MP1.1, MP1.2, MP1.3, MP1.14, M2.1, M3.1, MP4.1, MP4.2, M5.1, M5.2, M6.1, M6.2, M7.1 and P2.1 by Breckinridge Group Architects dated January 23, 2025.

Addenda: (1)

GENERAL CLARIFICATIONS

- The General Contractor is responsible for taxes and, therefore, all taxes are excluded from our bid. Special request is required if this project is classified as an MRRRA project and retail transaction privilege tax.
- If this project is classified as a taxable modification activity, please provide a project specific prime contractor certificate 5005 upon award.
- Work Hours Based on 8 hours daytime Monday thru Friday Excludes Weekends and Holidays Unless Noted Otherwise.
- All pricing Valid for 30 days. Due to the volatile market and delays in shipping, we reserve the right to confirm pricing and lead times with factory and suppliers prior to contract execution.
- General demo is for make-safe only, other demo is to be done by others. The General Contractor is responsible for providing access to the other floors, area and ceilings for our scope of work. This includes removal and repair.
- We have not included any costs associated with tariffs, duties, taxes, or other import/export fees. Any such costs imposed by customs authorities, government regulations, or other relevant entities will be the sole responsibility of General Contractor / Owner.
- Pricing is based on a mutually agreed upon schedule and contract.

PLUMBING CLARIFICATIONS

- Provide above ground natural gas piping in schedule 40 black pipe with threaded and coupled joints.
- Provide above ground condensate piping in Type M copper with soldered joints.
- Provide above ground domestic cold-water piping in Type L copper with soldered joints.
- Provide above ground sanitary vent piping in standard weight cast iron with standard bands.

- Demolish above ground natural gas piping to furnaces as specified on page P2.1.
- Demolish above ground make up water to existing Evap coolers as specified on page P2.1.
- Install new above ground natural gas piping from point of connections. Provide piping up through roof to new roof top units as specified on page P2.1.
- Install new above ground condensate piping from new roof top units and down to drain locations as specified on page P2.1. Provide clean outs on condensate piping as shown on drawing.
- Install new make up water piping in ceiling of 1st floor and run up to new roof top unit.
- Provide roof supports to accommodate new roof top piping.
- Furnish and install (1) RH-1 roof hydrant.
- Two-year warranty for parts and labor.

HVAC CLARIFICATIONS

- Furnish and install (2) Rooftop Gas/Electric Package Units as scheduled on the drawings.
- Furnish and install (1) Makeup Air Unit as scheduled on the drawings.
- Furnish and install (1) Kitchen Exhaust Fan and (1) Exhaust Fan as scheduled on the drawings.
- Furnish and install air devices as shown on the drawings.
- Provide and install 2” water gauge ductwork with 2.33” x .75lb rigid board wrap with aluminum jacketing for the makeup supply air on the roof.
- Provide and install 2” water gauge ductwork with 2.33” x .75lb fiberglass wrap with aluminum jacketing for the main supply air on the roof.
- Provide and install 2” water gauge ductwork with 2.33” x .75lb fiberglass wrap insulation for the makeup supply air inside the building.
- Provide and install 2” water gauge ductwork with 1.5” liner insulation for the main supply and return air inside the building. The round branches are wrapped.
- Provide and install 2” water gauge ductwork with 2.33” x .75lb fiberglass wrap insulation for the general exhaust air.
- Provide and install 16 gauge stainless steel ductwork with 2layer fire wrap insulation for the grease exhaust duct.
- Test and balance with smoke detectors testing and certified reports.
- Instrumentation controls and building automation by Varitec.
- Two-year warranty for parts and labor.
- Sales Tax and Bond included

BASE BID PLUMBING & HVAC PRICE	\$851,652.00

The following base price is valid for 30 days from the date of this proposal:

Exclusions:

Permits, and Fees	Fire Protection	Kitchen Control Cabinet
Fire and Fire Smoke Dampers Not Shown	Trash Removal from Site	General Sheet Metal
Landscape Repair	Fencing or Site Access Control	Concrete or Asphalt Patchback or Repair
Import and Export of Backfill and Spoils	Saw Cutting, Coring and Removal of Waste	Poured and Formed Concrete
Starters, Fuses and Disconnects	Smoke Detectors - Furnished, Power Wiring and Fire Alarm Interlocks	
Temporary Water, Power and Heating	Grease Duct Enclosures	Kitchen Hoods & Suppression Systems
Metal Roof Flashing	Architectural Louvers and Mechanical Screen Wall Systems	Ceiling Removal & Reinstallation

Credit Card Processing Fees	3-D CAD Coordination Drawings	Pre-finished Metals; including Cooper
Off Hours, Night Hours and or Weekend Work	Traffic Plates and Control	Davis Bacon and/or Prevailing Wages
		Buy American Act
Double Wall Duct	Wood Curbs	

Acceptance of this bid is contingent upon the execution of a contract with mutually acceptable contract language. We look forward to working with your team on this project. Should you have any questions regarding this proposal, please do not hesitate to contact us.

Thank you,

Cory Yeager
 Director of Sales
 (520) 770-2650
cyeager@midstatemechanical.com



FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

E-4	August 12, 2025
Agenda Item Number	Board Meeting Date

Item: Recommend Approval of Midstate Mechanical to Convert Davis Elementary MPR Evaporative Cooling (EVAP) to Air Conditioning (HVAC)

Submitted By: Monique Mata Date: August 7, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/Monique Mata

District administration recommends approval to contract with Midstate Mechanical to convert cooling in Davis Elementary MPR from evaporative to air conditioning. The project will provide improved temperature control in the MPR. The purchase would utilize pricing through Mohave Contract # 24B-MMI-0905. The total cost for the project is \$861,411.00. The project would be funded through a building renewal grant approved by the School Facilities Division (SFD).

Estimated Cost \$ 861,411.00 See Additional Information Attached

Recommended Action:
 Approve Disapprove Table No Action Required

Division Head: *Monique Mata* Superintendent: *Kevin Stoltzfus*

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____



4655 South Coach Drive • Tucson, Arizona 85714 • 520.770.2650 (Phone) • 520.790.0729 (Fax)
www.midstatemechanical.com

July 29, 2025

Tony Young
Flowing Wells Unified School District
4250 N Romero Rd
Tucson, AZ 85705

RE: Homer Davis ES MPR Evap Conversion
Proposal Number: 25-0064

Quoted Via Mohave Contract #24B-MMI-0905

We would like to offer the following Renovation proposal. Our price includes all labor, material and equipment in accordance with the plans and specifications listed below.

BID DOCUMENTS

Plans and Specifications: Construction Documents Dated November 6, 2024 - M0.1, M0.2, MD1.1, M1.1, M1.2, M2.1, M3.1, M4.1, M4.2, M5.1 and P0.1, PD1.1, P1.1, P1.2, P2.1.

Addenda: None

GENERAL CLARIFICATIONS

- Work Hours Based on 8 hours daytime Monday thru Friday Excludes Weekends and Holidays Unless Noted Otherwise.
- All pricing Valid for 90 days. Due to the volatile market and delays in shipping, we reserve the right to confirm pricing and lead times with factory and suppliers prior to contract execution.
- We have not included any costs associated with tariffs, duties, taxes, or other import/export fees. Any such costs imposed by customs authorities, government regulations, or other relevant entities will be the sole responsibility of General Contractor / Owner.
- Pricing is based on a mutually agreed upon schedule and contract.
- Include Sales Tax as Applicable and Permit Fees
- Labor and performance bond Included.

STRUCTURAL CLARIFICATIONS

- Fabricate and Construct Steel Structural and Frame required per plans and supports for Retrofit of new and existing openings.
- Provide New Equipment Base Structure for the platform base of 3 air handlers.

ROOFING CLARIFICATIONS

- Patch and Repair roofing at Penetration as required.
- Midstate Mechanical to utilize Progressive Roofing as the Roofing Contractor.

PAINTING and PATCH CLARIFICATIONS

- Demo drywall and acoustical tile for duct removal.
- Repair drywall and replace acoustical tile after new ducts have been installed.
- Repair drywall where (6) interior relief air vents are to be removed.

- Provide and install (2) new mechanical platforms at new AHU's.
- Interior paint at areas that were removed for duct installation as required.
- Provide paint and patch at stucco areas where relief air duct and vents have been removed.
- Paint new exposed gas piping as required.

PLUMBING CLARIFICATIONS

- Provide above grade gas piping in Schedule 40 black pipe. Sizes 2 ½ and larger will be welded and sizes 2" and smaller will be threaded.
- Tie into existing gas main and run along building. Rise through overhang and through existing CMU wall. Connect to pipe run to existing roof structure and rise at specified locations to connect to roof top units.
- Demolition of piping specified on page PD1.1 is included.
- Core drill of CMU wall is included for gas line extension.
- Allowance for "Buy American" piping has been included.
- Two-year warranty on new parts and labor.

HVAC CLARIFICATIONS

- Furnish and install (2) Daikin Package Gas/Electric Air Handling Unit with economizer and Kinetic Acoustical CURB Package as scheduled on the drawings.
- Furnish and install air devices and electronic Balance dampers with cables and actuator kits with Remote operator on 9v battery system as shown on the drawings.
- Provide and install 24-gauge minimum ductwork with 2" fiberglass R8 liner insulation for the roof supply and return air.
- Provide and install 24-gauge minimum ductwork with 1.5" fiberglass liner insulation for the concealed supply air.
- Provide and install 24-gauge minimum ductwork with 2" fiberglass R8 liner insulation for the return air riser to roof.
- Route condensate along roof on pipe supports and drop into building through roof and run to mop sink as shown on plans.
- Provide Condensate piping In Type M copper with soldered joints. Outdoor condensate piping to be insulated with metal jacket. Indoor condensate piping to be insulated without jacket.
- Test and balance with certified reports.
- Instrumentation controls by Varitec. Varitec will integrate (2) new Daikin Rebel DPS Units into existing DDC Controls system.
- Two-year warranty for parts and labor. Five-year warranty for compressor parts only

ELECTRICAL CLARIFICATIONS

- Provide and install new 400 amp feeder with new 400 amp disconnect.
- Provide all trenching as required for new 400 amp feeder. Feeder route will be at the discretion of Midstate Mechanical and JEB Electric.
- Provide and install (2) 125 amp breakers to feed new air handling units.
- Demolish existing feeders and associated conduit at existing evaporative coolers.
- Provide and install (2) new 120v convenience outlets at roof.

BASE BID Proposal	\$861,411.00

The following base price is valid for 90 days from the date of this proposal:

Exclusions:

Repairs to Existing Equipment	Fire Protection	Painting & Patching not specifically called out above
Fire and Fire Smoke Dampers Not Shown	Fire Protection	General Sheet Metal
Landscape Repair	Fencing or Site Access Control	Concrete or Asphalt Patchback or Repair
Import and Export of Backfill and Spoils	3-D CAD Coordination Drawings	Poured and Formed Concrete
Starters, Fuses and Disconnects		Rock & Caliche Excavation
Temporary Water, Power and Heating	Grease Duct Enclosures	Kitchen Hoods & Suppression Systems
Metal Roof Flashing	Architectural Louvers and Mechanical Screen Wall Systems	Full Ceiling Replacement
Credit Card Processing Fees	3-D CAD Coordination Drawings	Pre-finished Metals; including Cooper
Off Hours, Night Hours and or Weekend Work	Architectural Louvers and Mechanical Screen Wall Systems	Davis Bacon and/or Prevailing Wages
	Control System - Add Alternate	Kitchen Hoods & Suppression Systems
Double Wall Duct	Wood Curbs	Davis Bacon and/or Prevailing Wages
Temporary Power and Air conditioning and Heating		

Acceptance of this bid is contingent upon the execution of a contract with mutually acceptable contract language. We look forward to working with your team on this project. Should you have any questions regarding this proposal, please do not hesitate to contact us.

Thank you,

Cory Yeager
 Director of Sales
 (520) 770-2645
cyeager@midstatemechanical.com



FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

E-5 August 12, 2025

Agenda Item Number Board Meeting Date

Item: Recommend Approval to Renew the Lease Agreement with the Tucson Electrical Joint Apprenticeship Training Program

Submitted By: Monique Mata Date: August 7, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/Monique Mata

District administration recommends approval to renew the lease agreement with the Tucson Electrical Joint Apprenticeship Training Program (Tucson Electrical JATP) for the property formerly used as Sentinel Peak High School located at 1949 W Gardner Lane, Tucson, Arizona. The lease agreement dates are September 1, 2025 through July 31, 2026.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: *Monique Mata* Superintendent: *Kevin Stoltzfus*

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

LEASE AGREEMENT

This Lease Agreement (the "Lease") is entered into this 13th of August 2025, by and between the Flowing Wells Unified School District No. 8, an Arizona unified school district, hereinafter referred to as Lessor, and the Tucson Electrical Joint Apprenticeship Training Program (Tucson Electrical JATP), a non-profit corporation, hereinafter referred to as Lessee. Lessor and Lessee shall be collectively referred to herein as the "Parties."

RECITALS

- A. Lessor is a unified school district operating pursuant to A.R.S. §15-341, *et seq.* Lessor is the owner of that certain school building and surrounding property formerly used as Sentinel Peak High School, located at 1949 W. Gardner Lane, Tucson, Arizona, described on Exhibit A hereto (the "Premises").
- B. Lessee is an Arizona non-profit corporation, engaged in a lawful political purpose in the interest of the community as set forth in A.R.S. §15-1105(A).
- C. Lessor has acquired a new site for its alternative high school, and will no longer need the Premises for educational purposes. The District has determined that entering into a Lease with Lessee is the best use of the Premises.
- D. The compensation to be paid by Lessee to Lessor pursuant to this Lease shall be at least equal to the Lessor's cost for utilities, services, supplies or personnel that the Lessor provides to the Lessee pursuant to the terms of the Lease.

AGREEMENT

1. Premises Leased

Lessor hereby leases to Lessee the Premises. The condition of the Premises shall be "as is" on the date of commencement of this Lease. Except as specifically set forth herein, Lessee's occupation of the Premises, including access to parking areas thereon, shall be exclusive and subject to the terms of this Lease.

2. Lease Term

The Lease of the Premises shall commence on September 1, 2025 and continue through July 31, 2026. The Lease shall be renewable for additional periods with the Lease payment to be determined on an annual basis by the District's Governing Board, pursuant to A.R.S. §15-1105(D). Unless specifically amended, all other terms of this Lease shall remain in full force and effect during any such renewal period.

3. Consideration

Lessee shall pay Lessor the rental rate of \$1,000.00 per month for the term of this Lease, payable on the tenth of every month. In addition, Lessee shall perform its obligations under Paragraphs, 8, 9, 14 and 15 hereunder. Lessee also agrees to be solely and exclusively responsible for all operation and management of the Premises.

4. Property Taxes

Lessor and Lessee acknowledge that the Premises are not currently subject to ad valorem real property taxes. In the event any real or personal property on the Premises is subject to taxation as a result of Lessee's use or occupation of the Premises, Lessee shall be solely responsible for the payment of such taxes.

5. Use of the Premises

The Premises shall be used primarily for office and meeting activities, but may be used for any other lawful purposes associated with Lessee's operations.

6. Termination

Notices of termination shall be in writing and shall comply with all notice requirements.

- a. Termination by Mutual Agreement. This Agreement may be terminated at any time upon the mutual agreement of the Parties. Such agreement to terminate shall be signed by both Parties.
- b. Termination Without Cause. This Agreement may be terminated without cause by the Lessor or the Lessee with one year prior written notice.
- c. Termination With Cause – 30 Days' Notice. Either party may terminate this Agreement upon the material breach of this Lease by the other Party ("Breaching Party") upon providing the Breaching Party written notification of termination not less than thirty (30) days prior to the effective date of such termination. The notice of termination shall describe the material breach. However, if the Breaching Party provides written notice of its intention to cure the breach and actually cures the breach to the non-breaching Party's reasonable satisfaction within the thirty (30) day notice period, the Lease shall remain effective.
- d. Termination Pursuant to A.R.S. §38-511. This Lease may be terminated for violation of the provisions of A.R.S. §38-511.

7. Improvements and Additions to Subject Property

If Lessee desires to construct improvements on the subject property, Lessee shall first submit a request in writing to Lessor with detailed construction plans and Lessee must secure written permission from Lessor prior to commencement of any improvements. Lessor agrees to respond to any such request within thirty (30) days of receipt and if Lessor does not respond to such request, the request shall be deemed approved and Lessee may commence the requested improvements. On or before termination of this Lease Agreement, Lessee, at Lessee's expense, shall remove any and all improvements placed on said parcel by Lessee, unless Lessor's approval of such improvements provides that the improvements shall remain in place as of the termination of this Lease. If removal of said improvements impairs the security or structural integrity of the subject property, Lessee, at Lessee's expense, shall be responsible for replacing or repairing any damage caused by such removal prior to termination of this Agreement. Should it be the Lessor's desire to allow said improvements to remain on the Premises, Lessor will so notify the Lessee to that effect, and at such time all improvements will become the property of the Lessor.

8. Repairs to Premises

For and in consideration of the rent to be paid herein, Lessee shall be responsible for all structural, routine and general maintenance, including but not limited to the maintenance and repair of all cooling and heating equipment, plumbing, electrical fixtures and the roof. The District shall be responsible for "major" repairs, defined as replacement of HVAC systems or the roof, and any repairs of erosion or mold problems resulting from the drainage on the Premises.

9. Maintenance of Premises

Lessee will keep the Premises, including any improvements thereon, neat, clean, orderly and weed-free at all times during occupancy and shall not permit debris to accumulate at any time. Lessee shall not commit, suffer or permit any waste of said property or any acts to be committed in violation of any laws or ordinances.

10. Graffiti and Vandalism

Lessee will promptly (within five (5) days) remove any graffiti on the Premises and paint or otherwise restore the surface on which the graffiti occurred. Lessee will be responsible for repairing and restoring any damage to the Premises resulting from graffiti or other acts of vandalism.

11. Mechanic's Liens

Lessee shall keep the property free from any liens arising from work performed, materials furnished or obligations incurred by Lessee and shall indemnify, hold harmless and defend Lessor from any liens and encumbrances arising from any work performed or materials furnished by or at the direction of Lessee. Upon completion of any approved construction activity, copies of signed lien waivers shall be supplied to Lessor by Lessee.

12. Condemnation and Destruction

If the Premises become uninhabitable due to an eminent domain claim, purchase, damage or any other reason, this Lease shall terminate on the date of effective surrender, and all rights and obligations of the Parties shall be discharged. If the Premises is rendered partially uninhabitable due to eminent domain, damage or any other reason, the Lessor shall have the option to repair/restore said property or terminate this Agreement by delivering written Notice of Immediate Termination to Lessee. If the Lease is terminated, Lessee shall be responsible for those utility and other costs incurred in the operation and management of the Premises only through the termination date of the Lease. Should Lessor decide to effect repairs to the Premises, all repairs will be completed in a timely manner.

13. Right of Entry by Lessor

Lessee acknowledges that Lessor's needs and requirements may necessitate access from time to time. Therefore, Lessor specifically reserves a right of entry to the Premises provided Lessee is given 24 hours' advance notice for such purposes as shall be required by Lessor, unless specifically agreed to otherwise by both Lessee and Lessor.

14. Liability of Lessor

This Agreement is made upon the express condition that Lessor does not protect or insure against loss of personal property or improvements owned by Lessee, and Lessee waives the right to claim damage from Lessor for any damages resulting to said property in the event said property is damaged or destroyed by fire or any other cause which is not the direct result of negligence of Lessor. Lessee further shall hold and save harmless Lessor, or any of its departments, agencies, boards, commissions, agents or employees, from all costs and damages to any person or property arising out of any injuries or losses occurring on the Premises during the term of this Lease or otherwise caused by Lessee, its agents or employees, licensees or invitees, for any willful or negligent act during occupancy of the subject property, or caused by any negligence of Lessor.

15. Insurance

- a. Lessee agrees to obtain coverage of the types and amounts required in this section and keep such insurance coverage in force throughout the life of this Agreement. The cost of such coverage will be borne by Lessee. Lessee will provide certificates of coverage to Lessor. All policies will contain an endorsement providing that written notice be given to Lessor at least thirty (30) calendar days prior to termination, cancellation or reduction in coverage in any policy.
- b. Lessee shall maintain casualty insurance on the Premises naming Lessor as an additional insured for the full replacement value of the buildings thereon. Lessee shall further be solely responsible for insuring the personal property in and contents of the Premises. Lessee shall indemnify and hold harmless Lessor and any of its departments, boards, agents or employees from all costs and damages resulting from any casualty loss at or on the Premises.
- c. Lessee shall secure a comprehensive commercial general liability insurance policy, which will include Lessor as an additional insured, with respect to liability arising out of the performance of this Agreement. Lessee acknowledges and agrees that the insurance required hereunder will be primary and that any insurance carried by the Lessor will be excess and not contributing and that the insurance shall not contain any exclusion for acts of sexual misconduct, abuse or assault.
- d. Minimum Limits of Insurance:
 - a. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
 - b. Workers Compensation and Employers Liability: Workers Compensation limits as required by the State of Arizona and Employers Liability limits of \$100,000 per accident.

16. Utilities

All utilities to the Premises, including but not limited to electric, water, gas, solid waste, commercial refuse collection and telephone shall be in the name of and paid by Lessee, beginning upon the commencement of the Lease Term.

17. Alarm Services.

Lessee may elect to contract its own service at its own cost or may elect not to have a security service. Any such security services will be paid for by Lessee.

18. Assignment of Agreement by Lessee

If Lessee desires to enter into a sub-lease for any portion of the Premises, Lessee shall seek the prior written approval of Lessor, which approval may be withheld in the Lessor's sole and absolute discretion.

19. Right of First Refusal

If Lessor receives a bona fide offer to purchase the Premises ("Third Party Offer"), Lessee shall have the right for a period of thirty (30) days from receipt of a copy of the Third Party Offer to submit its own offer to purchase the Premises on the same terms as set forth in the Third Party Offer. If Lessee does not submit its offer within this thirty (30) day period, Lessor shall be free to sell the Premises on the same terms as set forth in the Third Party Offer.

20. Non-Discrimination

Lessee, for itself and its successors in interest and assigns, as a part of the consideration hereof, does hereby covenant and agree that no person, on the grounds of race, color, creed, sex, age or national origin, shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of the Premises, and Lessee shall use the Premises in compliance with all other requirements imposed by or pursuant to Federal or State laws prohibiting discrimination on the basis of race, color, creed, sex, age or national origin.

21. Americans With Disabilities Act Compliance

Lessee shall comply with all applicable provisions of the Americans with Disabilities Act (42 U.S.C. §§12101-12213) and applicable Federal Regulations under the Act (28 CFR Parts 35 and 36).

22. Default by Lessee

In the event of default by Lessee, Lessor shall have all remedies as provided by law. Unless otherwise provided by statute, Lessor or Lessee will pay to the prevailing party court costs and attorneys' fees incurred in any action to enforce the terms of this Lease.

23. Return of Premises to Lessor

Upon vacating the Premises, Lessee agrees to leave the Premises in as good a condition or better than existed on the first day of occupancy, allowing for normal wear and tear. Lessee shall reimburse Lessor for any damage to the Premises resulting from Lessee's occupation or tenancy, other than due to normal wear and tear. Nothing herein shall be deemed a waiver of any rights of Lessor to demand and obtain possession of said Premises in accordance with the law in the event of a violation by Lessee of any of the terms or conditions hereof.

24. Hazardous Materials Storage

Hazardous materials shall not be stored on the Premises without prior written permission of Lessor. Lessee shall indemnify and hold harmless Lessor, its employees and agents,

from and against any and all loss, damage and expense (including, but not limited to, reasonable investigation, legal fees and expenses), including, but not limited to, any claim or action for injury, liability or damage to persons or property, and any and all claims or actions brought by any person, firm, governmental body or other entity, alleging or resulting from or arising from or in connection with contamination of, or adverse effects on, the environment, or violation of any environmental law, statute, ordinance, rule, regulation, judgment or order of any governmental or judicial entity, and from and against any damages, liabilities, costs and penalties assessed as a result of any activity or operation on the Premises during the term of this Lease. Lessee's obligations and liabilities under this paragraph shall continue so long as Lessor bears any liability or responsibility under any environmental law, statute, ordinance, rule or regulation for any action that occurred on the Premises during the terms of this Lease.

25. Notice

All notices, demands or elections whatsoever which this Lease requires or permits any party to give to the other shall be in writing and shall be personally delivered or shall be delivered by registered or certified mail, return receipt requested, addressed to the respective parties as follows:

If to Lessor:

Stacy Trueblood
Chief Financial Officer
Flowing Wells Unified School District
1556 W. Prince Road
Tucson, AZ 85705

Office: 520.696.8828
Cell: 520.400.1913
Fax: 520.690.2330
Stacy.trueblood@fwusd.org

If to Lessee:

Karen King
Training Director
Tucson Electrical JATC
1949 W Gardner Lane
Tucson, AZ 85705

Office: 520.790.4690
Cell: 520.664.5938
Fax: 520.624.3955
kingk@tucsonelectricaljatp.org

26. Binding Effect

The terms and conditions of this Lease are binding upon the Parties' heirs, devisees, executors, successors and assigns.

27. Severability of Lease

In the event any provision of this Lease is held invalid by any court of competent jurisdiction, the remaining provisions of the Lease shall be deemed severable and shall remain in full force and effect.

28. Waiver

The waiver by either Party or the failure of a Party to take action with respect to any breach or any term, covenant or condition herein shall not be deemed to be a waiver of such term, covenant or condition, or subsequent breach of the same, or any other term, covenant or condition.

29. Remedies Cumulative

All remedies referenced in this Lease shall be cumulative and any one remedy shall not be deemed exclusive of the other, or of any other remedy conferred by law.

30. Integrated Agreement -- Amendments

The making, execution and delivery of this Lease has not been induced by any representation, statement, warranty or agreements other than those herein expressed. It is mutually agreed by and among the Parties that this Lease supersedes all other previous and/or other agreements bearing upon the above Premises. It is further agreed that no changes to or in this Lease shall be made without such changes being in writing, signed by the parties hereto, unless otherwise stated in this Agreement.

31. Authority

Each of the Parties hereby represents and warrants that it is authorized to enter into this Lease and that this Lease is executed by a duly authorized representative.

32. Headings

The headings herein are for convenience only and do not define, limit or construe the contents of the various articles in this Lease.

33. Time Is Of The Essence

Time is of the essence of this Lease and of each and every covenant, term, condition and provision hereof.

34. Governing Law

This Lease shall be governed in accordance with the laws of Arizona and applicable Federal laws and regulations. Proper venue for all actions shall be in the Superior Court, Pima County, Arizona.

35. Mediation

Lessor and Lessee agree that any disputes arising out of or relating to this Lease shall be submitted to non-binding mediation before Lawrence Fleischman, Michelle Langan or Jon S. Trachta prior to either party filing any action in a court of law. Either party wishing to mediate a dispute shall send a notice to the other party demanding mediation and the parties shall thereafter agree on a mediator from the list set forth in this section and shall schedule such mediation at the earliest possible date.

36. Quiet Possession

As long as Lessee remains in compliance with all terms of this Lease, Lessee shall maintain quiet possession of the Premises, subject to the terms of this Lease.

IN WITNESS WHEREOF, the Parties have entered into this Lease on the dates indicated.

LESSOR:

Flowing Wells Unified School District, a political subdivision of the State of Arizona

LESSEE:

Tucson Electrical Joint Apprenticeship Training Program (Tucson Electrical JATP), a non-profit corporation

By: _____

Dr. Kevin Stoltzfus
Superintendent

By: _____

Karen King, Training Director

Exhibit A

Legal Description

Lot 16 of Romero Industrial Park, a subdivision of Pima County, Arizona to the map of record in the Pima County Recorder's office in Book 15 of Maps and Plats at page 65.

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

E-6 Agenda Item Number	August 12, 2025 Board Meeting Date
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Recommend Approval to Contract for a Certified Special Education Teacher for
FWJH (SEAS Program) through 360 Degree Customer, Inc. for Fiscal Year
Item: 2025-2026

Submitted By: Monique Mata Date: August 7, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/Monique Mata

District administration recommends approval to contract for FW Junior High SEAS Program including a Certified Special Education Teacher through 360 Degree Customer, Inc. The District has been unable to hire a Certified Special Education Teacher for the FW Junior High SEAS Program due to the lack of qualified applicants. Ms. Camacho has reached out to several staffing companies and was able to find a qualified Special Education Teacher through 360 Degree Customer, Inc. The District would utilize pricing through the Washington Elementary School District SAVE RFP #24.001. The estimated total cost for services is \$100,000. The funding source is Maintenance and Operations.

Estimated Cost \$ 100,000.00 See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: *Monique Mata* Superintendent: *Kevin Stoltzfus*

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

E-7	August 12, 2025
Agenda Item Number	Board Meeting Date

Item: Recommend Approval to Contract for a Psychologist through Symbal, Inc. for fiscal year 2025-2026

Submitted By: Monique Mata Date: August 7, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/Monique Mata

District administration recommends approval to contract for ESS employees including a School Psychologist (Psych) through Symbal, Inc. The District has been unable to hire Psychologist due to the lack of qualified applicants. Ms. Camacho has reached out to several staffing companies and was able to find qualified Psychologist through Symbal, Inc. The District would utilize pricing through the Washington Elementary School District SAVE RFP #24.001. The estimated total cost for services is \$120,000. The funding source is Maintenance and Operations.

Estimated Cost \$ 120.000 See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: *Monique Mata* Superintendent: *Kei Stoltzfus*

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

F-1 Agenda Item Number	August 12, 2025 Board Meeting Date
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Item: Recommend Approval to Adopt Elementary Gifted Program Curriculum

Submitted By: Dr. Kevin Stoltzfus/Dr. Audrey Reff Date: August 7, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/Dr. Audrey Reff

District administration recommends approval to adopt the Project Newsroom curriculum, the first of four curriculum units for implementation in the elementary Center for Academically Talented Students (CATS) gifted program. This curriculum was piloted throughout the 2024-2025 year and yielded interesting project-based learning outcomes from students. The curriculum has been tabled for public review for a sixty-day period, and no comments or concerns were submitted. If the Board approves this adoption request, this curriculum would be used on a rotating basis in the CATS program for students in grades three through six.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: *A. Reff* Superintendent: *Kevin Stoltzfus*

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

FLOWING WELLS SCHOOL DISTRICT
District Administration Center

MEMORANDUM

TO: Governing Board Members
Dr. Kevin Stoltzfus, Superintendent

FROM: Dr. Audrey Reff, Associate Superintendent

RE: Elementary CATS Program Curriculum – Request to Adopt

DATE: August 12, 2025

District administration recommends adoption of the first of four curricular units, *Project Newsroom*, to be implemented in the Center for Academically Talented Students (CATS) program for gifted students in grades three through six. The curriculum has been tabled for public review for a sixty-day period and no public comments or concerns were submitted during this time. If the Governing Board approves this adoption request, the District would move forward with using the curriculum on a rotating basis in the CATS program.

Project Newsroom, which was piloted this year at all six elementary schools, was built by applying the core elements of the Project Based Learning (PBL) curriculum development framework. Specifically, each Project must meet the following criteria: begin with a challenging problem or questions; provide opportunity for and sustain authentic inquiry; include ample student voice and choice; require student reflection, critique and revision throughout; and culminate with a final public product.

With *Project Newsroom*, students explore the question, “How can we tell the untold stories of our school?” Through a student-driven inquiry approach, students learn research techniques; learn and apply interview skills and strategies; explore photography as a means to capture school stories; build narrative and informational writing skills; engage in the prototype and refine process to design museum type displays; and present their final project publicly. Highlights of *Project Newsroom* include a visit by guest speaker, current Board member, and author, Mr. Kevin Daily; field trip to Flowing Wells High School to learn about photography and videography from Mr. Josh Nistas and his Digital Photo students; and navigating through virtual tours of the Musee du Louvre; National Air and Space Museum; and Museum of the American Revolution.

This curricular unit was developed and implemented by District Gifted Specialist, Ms. Tiffany Camarena.

I will be available to provide additional information and answer questions during the regularly scheduled Governing Board Meeting. Thank you for your consideration.

Attachment: Project Newsroom Project Overview

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

F-2

Agenda Item Number

August 12, 2025

Board Meeting Date

Item: Recommend Approval of Proposed Policy Revisions

Submitted By: Dr. Kevin Stoltzfus Date: August 7, 2025

Will Be Presented By: Dr. Kevin Stoltzfus

District administration recommends approval of proposed policy revisions. The attached document summarizes the revisions, and the accompanying policy drafts include strike-through text to indicate deletions and underlined text to indicate additions. Most revisions are minor and do not result in substantive changes. Four policies involved more significant revisions: JLF includes revisions regarding mandatory reporting requirements; IJNDB formalizes our practices regarding restrictions and limitations on student use of wireless communication devices; JR includes revisions to comply with new state laws regarding directory information; and HR has been revised to reflect current practices regarding the Flowing Wells Education Association and the Meet and Confer process. All policies under consideration were brought for discussion and review during Governing Board Meeting on July 22, 2025.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: _____ Superintendent: Kevin Stoltzfus

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

Policy or Regulation	Recommendation to Board	Notes
A © DISTRICT MISSION AND BELIEF STATEMENT	Approval of revisions	Policy A states the District's Mission and Vision. Revisions replace outdated language with the current Board-approved version.
AA © SCHOOL DISTRICT LEGAL STATUS	Approval of revisions	Policy AA identifies the District's legal name and reference number. Revisions include minor formatting changes with no substantive changes.
ABA © COMMUNITY INVOLVEMENT IN EDUCATION	Approval of revisions	Policy ABA expresses value for community involvement. Revisions shorten the policy, making it more clear and concise.
ABAA © PARENTAL INVOLVEMENT	Approval of revisions	Policy ABAA expresses value for parent and guardian involvement. Revisions shorten the policy, making it more clear and concise.
AC © NONDISCRIMINATION / EQUAL OPPORTUNITY	Approval of revisions	Policy AC expresses the District's commitment to non-discrimination. Revisions align with federally designated classes and include the phrase "or any other basis prohibited by law."
AC-R ©	Approval of revisions	Regulation AC-R establishes a process for investigating discrimination complaints. Revisions are minor and not substantive.
ACA © SEXUAL HARASSMENT	Approval of revisions	Policy ACA expresses the District's commitment to providing an atmosphere free from sexual harassment and establishes definitions and examples of sexual harassment. Revisions include removing a reference to Title IX.
ACA-R ©	Approval of revisions	Regulation ACA-R establishes a process for investigating sexual harassment complaints. Revisions are minor and not substantive.
ACAA © TITLE IX SEX DISCRIMINATION	Approval of revisions	Policy ACAA expresses the District's commitment to maintaining employees' and students' rights to work in an environment free from sex discrimination. Revisions align the policy with the federal standard of "unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access..."
ACAA-R ©	Approval of revisions	Regulation ACAA-R establishes the District's process for investigating a Title IX Sex Discrimination complaint. This complicated procedure ensures due process for all parties. Revisions align the policy with current federal law.
AD	Deletion of policy	Policy AD provides a broad statement of a philosophy for learning. This is not required, and the policy is too broad to be helpful as a guiding document.
BA © SCHOOL BOARD OPERATIONAL GOALS	Approval of revisions	Policy BA states the Board's responsibility to represent the community. Revisions are minor and not substantive.
BAA © EVALUATION OF SCHOOL BOARD / BOARD SELF - EVALUATION	Approval of revisions	Policy BAA explains procedures the Board may follow for purposes of self-evaluation. Revisions are minor, removing an arbitrary deadline and clarifying some language.
BB © SCHOOL BOARD LEGAL STATUS	Approval of revisions	Policy BB explains that the Board's authority derives from the Arizona Constitution and the Arizona Legislature. Revisions are minor and not substantive.
BBA © BOARD POWERS AND RESPONSIBILITIES	Approval of revisions	Policy BBA consolidates several older policies and outlines the powers, responsibilities. The significant revisions reflect the work to consolidate other related policies into one policy and to align with Arizona statute.
BBAA	Deletion of policy	Policy BBAA has been consolidated with BBA.
BBBA © BOARD MEMBER QUALIFICATIONS	Approval of revisions	Policy BBBA outlines the qualifications for and restrictions against board member service. Revisions include updates deriving from ARS 15-421 related to exceptions for school board service based on the size of the district and/or county.
BBBB	Deletion of policy	Policy BBBB has been consolidated with BBA.
BBBC	Deletion of policy	Policy BBBC has been consolidated with BBA.
BBBD © BOARD MEMBER REMOVAL FROM OFFICE	Approval of revisions	Policy BBBD outlines reasons for board member resignation or removal from office. Revisions are minor and not substantive.
BBBE	Deletion of policy	Policy BBBE addresses unexpired board member terms and is covered by BBA.
BCA © BOARD MEMBER ETHICS	Approval of revisions	Policy BCA outlines ethical guidelines for board members. The policy was aligned to remove an outdated reference to Arizona statute and to include more broadly applicable language.
BCB © BOARD MEMBER CONFLICT OF INTEREST	Approval of revisions	Policy BCB provides rules to avoid conflicts of interest for board members. Revisions include updates to align with Arizona statute, particularly regarding exceptions associated with small districts.
BDA © BOARD ORGANIZATIONAL MEETING AND BOARD PRESIDENT DUTIES	Approval of revisions	Policy BDA outlines rules for organizational meetings and responsibilities of the board president. Revisions include greater detail regarding the president's duties.
BDB	Deletion of policy	Policy BDB was consolidated with BDA.
BDD © BOARD - SUPERINTENDENT RELATIONSHIP AND SUPERINTENDENT RESPONSIBILITIES	Approval of revisions	Policy BDD explains the formal relationship between the board and superintendent. Revisions are minor and not substantive.
BDE © BOARD COMMITTEES	Approval of revisions	Policy BDE establishes rules regarding committee work done by the board. Revisions incorporate rules governing advisory committees that previously had been expressed in Policy BDF.
BDF	Deletion of policy	Policy BDF has been consolidated with BDE.
BDG © SCHOOL ATTORNEY	Approval of revisions	Policy BDG establishes roles and communication channels relative to district legal counsel. Revisions are relatively minor and clarify that the superintendent may authorize other district personnel to consult with legal counsel when appropriate.
BE © SCHOOL BOARD MEETINGS	Approval of revisions	Policy BE provides guidelines for the structure and function of board meetings. Revisions include adding a section on executive sessions from BEC.
BEC	Deletion of policy	Policy BEC has been consolidated with BE.
BED © MEETING PROCEDURES	Approval of revisions	Policy BED establishes rules of order, including procedures for motions and voting, at governing board meetings. This new policy consolidates several previous policies but does not result in substantive changes to meeting procedures.
BEDA © NOTIFICATION OF BOARD MEETINGS	Approval of revisions	Policy BEDA outlines rules for posting public notifications regarding board meetings. Revisions are minor and not substantive.
BEDB © AGENDA	Approval of revisions	Policy BEDB outlines the rules regarding agendas for board meetings. Revisions include the incorporation of content previously located in Policy BEDBA.

BEDBA BEDC BEDD BEDF BEDG BEDG-R	Deletion of policy Deletion of policy Deletion of policy Deletion of policy Deletion of policy Deletion of regulation	Policy BEDBA has been consolidated with BEDB. Policy BEDC has been consolidated with BBA. Policy BEDD has been consolidated with BED. Policy BEDF has been consolidated with BED. Policy BEDG has been consolidated with BED. Policy BEDG-R has been consolidated with BED. Policy BEDH establishes rules for public participation at board meetings. Revisions include a statement establishing permission for media representatives to attend board meetings, adapted from Policy BEDI. Policy BEDI has been consolidated with BEDH.
BEDH © PUBLIC PARTICIPATION AND NEWS MEDIA SERVICES AT BOARD MEETINGS BEDI	Approval of revisions Deletion of policy	
BGB © POLICY ADOPTION, REVISION AND REPEAL BGC BGC-R	Approval of revisions Deletion of policy Deletion of regulation	Policy BGB establishes rules for adoption, revision, and repeal of board policies. Revisions include the consolidation of several related policies into a single policy. Policy BGC has been consolidated with BGB. Regulation BGC-R has been consolidated with BGB. Policy BGD explains the board's right to review regulations that articulate how policies shall be implemented. Revisions are minor and not substantive. Policy BGE establishes rules regarding the establishment, maintenance, and accessibility of the policy manual. Revisions are minor and not substantive. Regulation BGE-R establishes rules regarding the establishment, maintenance, and accessibility of the policy manual. Revisions are minor and not substantive.
BGD © BOARD REVIEW OF REGULATIONS	Approval of revisions	
BGE © POLICY MANUAL	Approval of revisions	
BGE-R ©	Approval of revisions	
BGF	Deletion of policy	Policy BGF has been consolidated with BGB. Policy BHC establishes guidelines for communication with the board by staff and members of the public. Revisions include integration of Policy BHD regarding communication by members of the public. Policy BHD has been consolidated with BHC. Policy BIA explains procedures to support board members elect and new members. Revisions are minor and not substantive. Policy BIB has been consolidated with BIBA. Policy BIBA expresses support for board member participation in professional development and establishes related guidelines. Revisions include a statement that public monies may not be used for training that presents blame or judgment on the basis of race, ethnicity, or sex per ARS 41-1494. Policy BIE establishes rules regarding access to liability insurance and the option to participate at full cost in a district group insurance plan. Revisions are minor and not substantive. Policy BJ establishes the board's authority to participate in conferences regarding legislative programs. Revisions are minor and not substantive.
BHC © BOARD COMMUNICATIONS BHD	Approval of revisions Deletion of policy	
BIA © NEW BOARD MEMBER ORIENTATION AND RESOURCES BIB	Approval of revisions Deletion of policy	
BIBA © BOARD MEMBER DEVELOPMENT OPPORTUNITIES: CONFERENCES, CONVENTIONS, AND WORKSHOPS	Approval of revisions	
BIE © BOARD MEMBER INSURANCE / LIABILITY	Approval of revisions	
BJ © SCHOOL BOARD LEGISLATIVE PROGRAM	Approval of revisions	
BK © SCHOOL BOARD MEMBERSHIPS AND ARIZONA SCHOOL BOARDS ASSOCIATION DELEGATES BKA	Approval of revisions Deletion of policy	Policy BK explains that the board may join one or more school boards associations. Revisions add language specific to participation in the ASBA delegate assembly. Policy BKA has been consolidated with BK.
CA © ADMINISTRATION GOALS / PRIORITY OBJECTIVES	Approval of revisions	Policy CA specifies that administration is responsible for implementing the goals and priorities of the board. Revisions are minor and not substantive. Policy CB provides a general statement about the duties and responsibilities of the superintendent. Revisions are minor and not substantive. Policy CBA provides more specific information regarding the superintendent's duties. Revisions are minor and not substantive. Policy CBCA specifies the superintendent's authority to provide notice of the board's intention to not offer a contract and/or to dismiss employees. Revisions include adding language previously found in Policy CCB regarding procurement, compensation of employees, closing schools, and delegation of powers. Regulation CBCA-R specifies responsibilities that are delegated to principals. This regulation replaces the former Regulation CCB-RA.
CB © SUPERINTENDENT CBA © QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT	Approval of revisions Approval of revisions	
CBCA © DELEGATED AUTHORITY CBCA-R ©	Approval of revisions Approval of revisions	
CBI © EVALUATION OF SUPERINTENDENT CCB © LINE AND STAFF RELATIONS CCB-R ©	Approval of revisions Deletion of policy Deletion of regulation	Policy CBI establishes procedures for evaluation of the superintendent. Revisions are minor and mostly involve changes to the policy format. The date by which the superintendent's evaluation must be completed has been changed from January 31 to March 30. Policy CCB has been consolidated with Policy CBCA. Regulation CCB-RA has been replaced with Regulation CBCA-R. Policy CFD establishes guidelines for school councils. Revisions are minor and not substantive. Previously two different versions of CFD existed: one for districts with fewer than 600 students, and one for larger districts. These have been consolidated into a single policy. Policy CHD establishes the superintendent's authority to act in the absence of policy. Revisions are minor and not substantive. Policy CK establishes that educational consultants may be employed for appropriate purposes. Revisions are minor and not substantive.
CFD © SCHOOL - BASED MANAGEMENT	Approval of revisions	
CHD © ADMINISTRATION IN THE ABSENCE OF POLICY	Approval of revisions	
CK © ADMINISTRATIVE CONSULTANTS	Approval of revisions	
CM © SCHOOL DISTRICT ANNUAL REPORT	Approval of revisions	Policy CM provides guidance regarding annual reporting requirements. Revisions include the addition of information about the Annual Financial Report and removal of information about the Guaranteed Energy Cost Savings Report.
DA © FISCAL MANAGEMENT GOALS	Approval of revisions	Policy DA articulates broad goals for the management of district finances. Revisions are minor and not substantive.
DB © ANNUAL BUDGET: SCHEDULE, PREPARATION / PLANNING, FORMAT, AND POSTING / SUBMISSION DB-R ©	Approval of revisions Approval of revisions	Policy DB establishes guidelines for the preparation of the annual budget. Revisions are associated with the consolidation of several previous policies into a single new policy. Regulation DB-R articulates in greater detail the various requirements associated with the annual budgeting process. This new regulation replaces DBC-R.

DBC © BUDGET PLANNING, PREPARATION, AND SCHEDULES DBC-R ©	Deletion of policy Deletion of regulation	Policy DBC has been consolidated with DB. Regulation DBC-R has been consolidated with DB-R.
DBF © BUDGET PROCESS, ADOPTION AND IMPLEMENTATION DBI © BUDGET IMPLEMENTATION	Approval of revisions Deletion of policy	Policy DBF outlines the process for budget adoption and implementation. Revisions include the integration of the former policy DBI. Policy DBI has been consolidated with DBF.
DBJ © BUDGET RECONCILIATION AND TRANSFERS	Approval of revisions	Policy DBJ explains guidelines for budget reconciliation and transfers. Revisions are minor and not substantive.
DD © BUDGET FUNDING SOURCES	Approval of revisions	Policy DD provides guidance regarding funding sources outside the school system. Revisions are due to integration of previous Policies DDA and DEC.
DDA © FUNDING SOURCES OUTSIDE THE SCHOOL SYSTEM DEC © FUNDING FROM FEDERAL TAX SOURCES	Deletion of policy Deletion of policy	Policy DDA has been consolidated with DD. Policy DEC has been consolidated with DD.
DFA © REVENUES AND INCOME	Approval of revisions	Policy DFA provides guidance regarding revenues obtained real estate, gate receipts, and other sources of income. This policy consolidates Policies DFB, DFD, and DFF into a single policy and adds language about student activity fundraising.
DFB © REVENUES FROM SCHOOL - OWNED REAL ESTATE DFD © GATE RECEIPTS AND ADMISSIONS DFF © INCOME FROM SCHOOL SALES AND SERVICES	Deletion of policy Deletion of policy Deletion of policy	Policy DFB has been consolidated with DFA. Policy DFD has been consolidated with DFA. Policy DFF has been consolidated with DFA.
DG © BANKING SERVICES AND AUTHORIZED SIGNATURES DGA © AUTHORIZED SIGNATURES	Approval of revisions Deletion of policy	Policy DG establishes rules for banking services and authorized signatures. Revisions include adding rules for authorized signatures from the former Policy DGA. Policy DGA has been consolidated with DG.
DGD © CREDIT CARDS	Approval of revisions	Policy DGD establishes guidelines for the use of credit cards and procurement cards. Revisions are minor and not substantive.
DI © FISCAL ACCOUNTING AND REPORTING DIA © ACCOUNTING SYSTEM	Approval of revisions Deletion of policy	Policy DI establishes guidelines for fiscal accounting and reporting. Revisions include the integration of former Policy DIA. Policy DIA has been consolidated with DI.
DIB © REVOLVING AND AUXILIARY FUNDS	Approval of revisions	Policy DIB provides guidance regarding a general purpose revolving fund and an auxiliary operations fund. Revisions are minor and not substantive.
DIC © FINANCIAL REPORTS AND STATEMENTS DICA © BUDGET FORMAT	Approval of revisions Deletion of policy	Policy DIC establishes rules regarding the preparation of the annual financial report. Revisions are minor and not substantive. Policy DICA has been consolidated with DB.
DID © INVENTORIES	Approval of revisions	Policy DID provides guidance regarding inventory procedures. Revisions include updates to wording and terminology to align with the Uniform System of Financial Reporting (USFR).
DID-R ©	Approval of revisions	Regulation DID-R clarifies details regarding inventory records and procedures. Revisions are minor and not substantive.
DIE © AUDITS / FINANCIAL MONITORING	Approval of revisions	Policy DIE establishes requirements to comply with procedures for audits and financial monitoring. Revisions are minor and not substantive.
DIE-R ©	Approval of revisions	Regulation DIE-R provides greater detail regarding audit requirements. Revisions include updates to the budget amounts that are used to distinguish between the various forms of financial monitoring, in accordance to guidance from the USFR.
DJ © PURCHASING ETHICS	Approval of revisions	Policy DJ establishes guidelines for ethics in purchasing, particularly regarding avoidance of gifts that may influence decision makers. Revisions include a clarification that food, beverages, and sponsorships of some special events are not considered gifts or benefits. Other revisions are minor.
DJE © BIDDING / PURCHASING PROCEDURES	Approval of revisions	Policy DJE provides guidance regarding bidding and purchasing procedures. Revisions clarify when competitive bidding is not required and also establish rules for purchasing from employees or board members. Revisions align with the USFR.
DJE-R ©	Approval of revisions	Regulation DJE-R provides additional detail about bidding and purchasing procedures. Revisions align with guidance from the Arizona Administrative Code and the USFR.
DJG © VENDOR / CONTRACTOR RELATIONS	Approval of revisions	Policy DJG establishes guidance regarding contractors, vendors, and sales persons. Revisions include minor formatting changes and the incorporation of language previously included in Policy DJGA.
DJG-R ©	Approval of revisions	Regulation DJG-R specifies that the district will obtain I-9 documentation from contractors. Revisions are minor and not substantive.
DJGA © SALES CALLS AND DEMONSTRATIONS DJGA-R ©	Deletion of policy Deletion of policy	Policy DJGA has been consolidated with DJG. Regulation DJGA-R has been consolidated with DJG-R.
DK © PAYMENT AND PAYROLL PROCEDURES DKA © PAYROLL PROCEDURES / SCHEDULES	Approval of revisions Deletion of policy	Policy DK establishes procedures for payment and payroll. Revisions include the incorporation of language previously found in Policy DKA regarding payroll. Policy DKA has been consolidated with DK.
DN © SCHOOL PROPERTIES DISPOSITION	Approval of revisions	Policy DN outlines procedures for the disposition of school property. Revisions include removal of language regarding competitive sealed bidding given that these details have been consolidated with Policy DJE.
GBK © STAFF GRIEVANCES	Approval of revisions	Policy GBK outlines procedures for administration and the Board to review employee grievances. Revisions are minor and not substantive.
IHA © BASIC INSTRUCTIONAL PROGRAM	Approval of revisions	Policy IHA provides guidance per state law on the required minimum course of study. The only revision clarifies that on 9/11 Education Day, age-appropriate instruction about the September 11 attacks shall be provided to students in grades 7-12 (rather than all grades).

IJNDB © USE OF TECHNOLOGY RESOURCES IN INSTRUCTION	Approval of revisions	<p>Policy IJNDB provides guidance regarding students' access to and use of technology resources. This version includes significant revisions. A statement about the appropriate use of Artificial Intelligence has been added. Also, language aligning with A.R.S. 15-120.05 now specifies that students' access to social media shall be restricted and that students' use of wireless communication devices shall be limited.</p> <p>Regulation IJNDB-R specifies our rules and expectations for appropriate use of technology resources for students and employees and includes revisions that elaborate on the changes to Policy IJNDB. Specifically, this regulation outlines that students in preschool through grade 8 shall not use personal wireless communication devices during the school day, and students in grades 9-12 shall not use wireless communication devices during class time and are encouraged to their use of these devices during passing periods and lunch time. All students and parents/guardians will review and agree to this regulation as part of the annual registration process, and employees will review and agree as part of the annual compliance training process.</p>
IJNDB-R ©	Approval of revisions	
JII © STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES	Approval of revisions	<p>Policy JII outlines procedures for responding to student concerns. The revision removes references to Title IX sexual discrimination procedures given that these are documented in a separate policy.</p> <p>Policy JLF establishes procedures for the mandated reporting of potential child abuse. Revisions include adding substitute teachers and governing board members as mandated reporters in accordance with new state legislation. Additionally, revisions specify that reporting to a School Resource Officer or School Safety Officer does not satisfy the reporting requirement unless the officer reports the information to the appropriate law enforcement agency.</p> <p>Policy JLIF explains the duty of law enforcement to notify the district of the presence of registered sex offenders who live in the community, as well as the district's duty to disseminate this information appropriately. Revisions include clarifying that these duties apply to level one, two, and three offenders.</p> <p>Policy JR provides information about procedural requirements for the maintenance and safeguarding of student records. Revisions reflect changes to Arizona statute and impose greater restrictions on the sharing of student addresses, phone numbers, and email addresses.</p>
JLF © REPORTING CHILD ABUSE / CHILD PROTECTION	Approval of revisions	
JLIF © SEX OFFENDER NOTIFICATION	Approval of revisions	
JR © STUDENT RECORDS	Approval of revisions	
JR-R ©	Approval of revisions	Regulation JR-R provides specific details for the implementation of Policy JR.
HR TEACHER ADVISORY GROUP DELIBERATIONS	Approval of revisions	<p>Policy HR establishes guidelines for the formation of an employee representative organization and the practices and duties of this organization, particularly as it pertains to the meet-and-confer process. Revisions include identifying FWEA as the employee representative organization and broadening the language to include all employees rather than exclusively teachers.</p> <p>Regulation HR-R delineates FWEA communication and representation practices that are allowable under Policy HR. This is a new regulation that simply documents existing practices.</p>
HR-R EMPLOYEE REPRESENTATIVE ORGANIZATION RIGHTS AND RESPONSIBILITIES	Approval of revisions	

**A
DISTRICT MISSION AND
BELIEF STATEMENT**

MISSION

~~"The Flowing Wells School District consistently strives for educational excellence in preparing students for life after graduation."~~

Exceptional educational opportunities and high expectations for achievement are the hallmarks of Flowing Wells Schools. As a community of learners, we are guided by these core values:

~~CORE VALUES~~

~~STUDENT-CENTERED~~

~~We will make all decisions in the best interest of the students.~~

We base all decisions on the question,
"Is this in the best interest of students?"

INTEGRITY

~~We will be fair, ethical, and honest.~~

~~We will do what we say and say what we do.~~

We are fair, ethical, and honest. In all situations,
we do what we say and we say what we do.

QUALITY FOCUSED

~~If it is worth doing, it is worth doing well.~~

~~Everything we do, we will strive to do it well.~~

We believe that if something is worth doing,
it is worth doing well.

BALANCE

~~We will encourage students, families, and employees
to strive for balance in their lives.~~

We support and respect each other as we fulfill our
commitments to work, family, and community.

~~Adopted: May 27, 2014~~

Compare Policy Advisory "AA © SCHOOL DISTRICT LEGAL STATUS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

AA © SCHOOL DISTRICT LEGAL STATUS

The legally designated name of the District is School District No. 8 of Pima County. The official name shall be Flowing Wells Unified School District No. 8.

~~Adopted: date of Manual adoption~~

The District's legal boundaries can be found in the transcript that the County School Superintendent annually files with the Board of Supervisors and County Assessor.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:
A.R.S.

[15-101](#)

[15-441](#)

[15-442](#) ~~Arizona Constitution, Art. XI, Sections 1-4~~

~~Arizona Constitution, Art. XX, Paragraph 7~~

first

Compare Policy Advisory "ABA © COMMUNITY INVOLVEMENT IN EDUCATION" to Policy in Manual

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

ABA © COMMUNITY INVOLVEMENT IN EDUCATION

The Board recognizes that the public has substantial resources ~~of~~, training, and ~~experience~~ **experiences** that could be useful to schools. ~~The strength of the local District is in large measure determined by the manner and degree to which these resources are utilized in an advisory capacity and to the degree that these resources are involved in supporting the improvement of the local educational program., and it encourages active involvement in District activities.~~ The advice of the public will be given careful consideration. ~~In the evaluation of such contributions, the first concern will be for the educational program as it affects the students. The final decision may depart from this advice when in the judgment of the staff and the Board such advice is not consistent with goals adopted by the Board, consistent with current educational practice, or within the reach of the financial resources available~~ **is appropriate.**

Adopted: ~~date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

~~15-327~~

<-- z2AdoptionDate -->

CROSS REF.:

~~IJ - Instructional Resources and Materials~~

KB - Parental Involvement in Education

Compare Policy Advisory "ABAA © PARENTAL INVOLVEMENT" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

ABAA © PARENTAL INVOLVEMENT

~~Based on the philosophy of the District, it is the intent of the Board that parental involvement in the District, at both the District and site levels, be defined in the broadest possible terms.~~

~~Further, it is the intent of the Board, under such a definition, that the Superintendent will, within the capabilities of the District staff and the financial limitations of the District, at both the District and school levels, incorporate to the maximum extent possible, a variety of activities, strategies, and mechanisms into the District and school structures that provide for the:~~

~~active involvement of,~~

~~active support to,~~

~~effective interaction with, and~~

~~development of~~

~~parents as active partners in a student support team effort that will enhance the capacity of all students to reach their optimum potential.~~

~~Adopted: date of Manual adoption~~

The District supports the active involvement of parents and guardians as partners in their students' educational activities.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

~~15-341102~~15-342

CROSS REF.:

[IHBD](#) - Compensatory Education

[KB](#) - Parental Involvement in Education

Compare Policy Advisory "AC © NONDISCRIMINATION / EQUAL OPPORTUNITY" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

AC © NONDISCRIMINATION / EQUAL OPPORTUNITY

The Board is committed to a policy of nondiscrimination in relation to race, color, ~~ethnicity~~, religion, sex, ~~sexual orientation, gender identity, gender expression~~, age, national origin, and disability ~~or any other basis prohibited by law~~. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

Adopted: ~~August 12, 2014~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[23-341](#)

[41-1463](#)

Arizona Constitution, Ordinance Art. XX, Par. Seventh

20 U.S.C. 1400 *et seq.*, Individuals with Disabilities Education Act

20 U.S.C. 1681, Education Amendments of 1972, Title IX

20 U.S.C. 1703, Equal Employment Opportunity Act of 1972

29 U.S.C. 794, Rehabilitation Act of 1973, (Section 504)

42 U.S.C. 2000, Civil Rights Act of 1964, Titles VI and VII

42 U.S.C. 12101 *et seq.*, Americans with Disabilities Act

CROSS REF.:

[ACA](#) - Sexual Harassment

[ACAA](#) - Title IX Sex Discrimination

[GBA](#) - Equal Employment Opportunity

[GCQF](#) - Discipline, Suspension, and Dismissal of Professional Staff Members

[GDQD](#) - Discipline, Suspension, and Dismissal of Support Staff Members

[IHBA](#) - Special Instructional Programs and Accommodations for

Disabled Students

[JB](#) - Equal Educational Opportunities

[JII](#) - Student Concerns, Complaints and Grievances

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[KED](#) - Public Concerns/Complaints about Facilities or Services

Compare Policy Advisory "AC-R ©" to Policy in Manual

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

AC-R ©

REGULATION

NONDISCRIMINATION / EQUAL OPPORTUNITY

Compliance Officer

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or ~~to have~~ who has been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board.

Complaint ~~Procedure~~Process

Investigation

The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate and document complaints filed pursuant to this regulation as soon as reasonable, within the established timelines. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. The Superintendent shall also investigate incidents of policy violation that are raised by the Governing Board, even though no complaint has been made.

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board.

If the person alleged to have violated policy is a teacher or an administrator, the due process provisions of the District's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. [15-539](#) et seq., may be initiated.

If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

If the person alleged to have violated policy is a student, the Superintendent may impose discipline in accordance with Policies JK, JKD and JKE.

Dismissal of Complaint

If the ~~Superintendent's~~ Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall so inform the complaining party in writing.

Timelines

The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.

Once the written complaint has been filed using the forms provided by the District, the Superintendent shall require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) working days.

If the immediate supervisor or site administrator does not respond, the Superintendent will have ten (10) additional working days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.

Compare Policy Advisory "ACA © SEXUAL HARASSMENT" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

ACA © SEXUAL HARASSMENT

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 ~~and Title IX of the Education Amendments of 1972.~~

The Equal Employment Opportunity Commission defines "sexual harassment" ~~as unwelcome~~ as **unwelcome** sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. ~~Submission~~ **Submission** to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; or
- B. ~~Submission~~ **Submission** to or rejection of such conduct is used as a basis for employment decisions affecting such individual; or
- C. ~~Such~~ **Such** conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include, but is not limited to:

- A. ~~Suggestive~~ **Suggestive** or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- B. ~~Continuing~~ **Continuing** to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- C. ~~Implying~~ **Implying** or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed.
- D. ~~Coercive~~ **Coercive** sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee.
- E. ~~Offering~~ **Offering** or granting favors or employment benefits, such as promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, et cetera, in exchange for sexual favors.

Anyone who is subject to sexual harassment¹³¹, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in ACA-R.

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action.

All matters involving sexual harassment complaints will remain confidential to the extent practicable and allowable by law.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[41-1461](#) *et seq.*

20 U.S.C. 1681, Education Amendments of 1972, Title IX;

~~—as amended in 2024, Title IX~~

20 U.S.C. 1703, Equal Employment Opportunity Act of 1972

42 U.S.C. 2000, Civil Rights Act of 1964 as amended, Title VII

CROSS REF.:

[AC](#) - Nondiscrimination/Equal Opportunity

[GBA](#) - Equal Employment Opportunity

[GCQF](#) - Discipline, Suspension, and Dismissal of Professional Staff Members

[GDQD](#) - Discipline, Suspension, and Dismissal of Support Staff Members

[KED](#) - Public Concerns/Complaints about Facilities or Services

[KFA](#) - Public Conduct on School Property

REGULATION

SEXUAL HARASSMENT

Compliance Officer

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or who has been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board.

Complaint ~~Procedure~~ Process

Investigation

The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate and document complaints filed pursuant to this regulation as soon as reasonable, within the established timelines. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. The Superintendent shall also investigate incidents of policy violation that are raised by the Governing Board, even though no complaint has been made.

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board.

If the person alleged to have violated policy is a teacher or an administrator, the due process provisions of the District's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. [15-539](#) *et seq.*, may be initiated.

If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

Dismissal of Complaint

If the ~~Superintendent's~~ Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall so inform the complaining party in writing.

Timelines

The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.

Once the written complaint has been filed using the forms provided by the District, the Superintendent shall require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) working days.

If the immediate supervisor or site administrator does not respond, the Superintendent will have ten (10) additional working days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.

Compare Policy Advisory "ACAA © TITLE IX SEX DISCRIMINATION" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

ACAA © TITLE IX SEX DISCRIMINATION

Purpose

Title IX of the Federal Education Amendments Act protects people from discrimination based on sex in education programs or activities that receive ~~Federal~~-federal financial assistance. The District does not discriminate based on ~~the basis of~~ sex and ~~is required by Title IX not to discriminate in such a manner.~~ The District adheres to all conditions established by Title IX by recognizing the right of every student who attends school in the District and every employee who works in the District to do so without the fear of sex discrimination, ~~to include~~-including unlawful sexual harassment.

Definitions

Sexual Harassment

The District accepts and shall employ the definition of sexual harassment as established by the Title IX regulations. Sexual harassment means conduct on the basis of sex that satisfies one (1) or more of the following:

- A. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- B. Unwelcome conduct determined by a reasonable person to be so severe~~-or-~~, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;~~-or~~
- C. "Sexual assault" as defined in [20 U.S.C. 1092\(f\)\(6\)\(A\)\(v\)](#), "dating violence" as defined in [34 U.S.C. 12291\(a\)\(10\)](#), "domestic violence" as defined in [34 U.S.C. 12291\(a\)\(8\)](#), or "stalking" as defined in [34 U.S.C. 12291\(a\)\(30\)](#).

~~D. Hostile Environment Harassment.~~

~~The District also accepts and shall employ the definition of a complainant as~~ **Complainant**

A **complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment,~~and a respondent as~~.

Respondent

A **respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Title IX Coordinator

The District shall designate and authorize an employee as the "Title IX Coordinator" to comply with its responsibilities pertaining to sexual harassment under Title IX. Inquiries about the application of Title IX may be referred to the District's Title IX Coordinator.

Reporting

Any person may report sex discrimination, including sexual harassment, regardless of whether the person reporting is the person alleged to be the victim of the reported conduct or not. A report may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator. ~~The~~

The District shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

District Response Process

The District will respond promptly when any school employee has notice of sex discrimination, including of sexual harassment. Upon receipt of notice of sexual harassment, the District shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the District's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a **formal** complaint of sexual harassment, and how the District shall respond. The District is committed to investigating each **formal** complaint submitted and to taking appropriate action on all confirmed violations of policy. The District shall follow grievance procedures that provide for the prompt and equitable resolution of complaints from students and employees alleging sexual harassment.

Confidentiality

The District will make reasonable efforts to keep confidential the identity of any individual who has made a report or filed a **formal** complaint of sexual harassment, any **complainant**, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as is necessary to carry out the grievance process and as may otherwise be permitted by law.

Mandatory Reporting

Title IX sex discrimination complaints, including sexual harassment complaints, may include violations covered by Arizona's mandatory reporting statute, A.R.S. §[13-3620](#). Any abuses classified by statute as "reportable offenses" must be reported as such to the authorities because not reporting a reportable offense is classified as a Class 6 Felony.

~~Retaliation Prohibited~~ Retaliation Prohibited

Neither the District nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has in good faith made a report or complaint, testified, assisted, or participated or refused to participate in any ~~manner~~ manner in an investigation, proceeding, or hearing. ~~Intimidation~~ **Intimidation**, threats, coercion, or discrimination, including charges against an

individual for violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or [a report or formal complaint of](#) sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[13-3620](#)

20 U.S.C. 1092

20 U.S.C. 1681, Education Amendments of 1972, Title IX,
~~—as amended in 2024, Title IX~~

34 U.S.C. 12291

CROSS REF.:

[AC](#) - Nondiscrimination/Equal Opportunity

[JB](#) - Equal Educational Opportunities

ACAA-R ©

REGULATION

TITLE IX SEX DISCRIMINATION

Title IX Coordinator

The Superintendent shall appoint an employee as the "Title IX Coordinator." ~~If~~ If the Title IX Coordinator is the respondent, the complaint shall be filed with the Superintendent.

Title IX Coordinator:

Name/Title:

~~Dr. Tabettha Finchum, Assistant Superintendent~~

Dr. Tamára McAllister, Assistant Superintendent

Address:

1556 W. Prince Road

Tucson, Arizona 85705

E-mail: Tamara.McAllister@fwusd.org

Telephone: 520-696-8822

~~Response to Sex Discrimination~~

~~A recipient with knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity must respond promptly and effectively.~~

Complaint Process

When the District has actual knowledge of sexual harassment in an education program or activity of the District against a person in the United States, it shall respond promptly in a manner that is not deliberately indifferent.

A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to a District's Title IX Coordinator or to any employee.

B. An "education program or activity" includes locations, events, or circumstances over which the District exercised substantial control over both the respondent and the context in which the

~~sex discrimination~~

sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the District.

C. A District is "deliberately indifferent" only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

Supportive Measures

The District's initial response to any report of sex discrimination must treat complainants and respondents equally by offering supportive measures to both and must follow the established grievance process before disciplining a respondent.

~~The Title IX Coordinator shall promptly:~~

~~A. Contact the complainant to discuss the availability of supportive measures;~~

~~B. Consider the complainant's wishes with respect to supportive measures;~~

~~C. Inform the complainant of the availability of supportive measures; and~~

~~D. Explain to the complainant the process for filing a complaint.~~

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint. ~~Such or where no formal complaint has been filed.~~ Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sex discrimination. ~~Supportive sexual harassment.~~ Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, and other similar measures. ~~The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would~~ Supportive measures provided shall remain confidential, if possible. This confidentiality must not impair the District's ability of the District to provide the supportive measures. ~~The support, limit its ability to carry out the complaint process, including as otherwise may be permitted by law.~~

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Even if no formal complaint has been filed, the Title IX Coordinator shall promptly:

A. Contact the complainant to discuss the availability of supportive measures;

B. Consider the complainant's wishes with respect to supportive measures;

C. Inform the complainant of the availability of supportive measures; with or without the filing of a formal complaint; and

D. Explain to the complainant the process for filing a complaint.

Removal of Respondent

The District may remove a respondent from the District's education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of ~~sex discrimination justifies~~ **sexual harassment justifies** removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. ~~This~~ **This** provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Response to a ~~Notification~~

~~of Conduct~~

~~The Title IX Coordinator must take the following actions upon being notified of conduct that reasonably may constitute sex discrimination:~~

~~A. Treat the complainant and respondent equitably. (§ 106.44(f)(1)(i)).~~

~~B. Offer and coordinate supportive measures, as appropriate, for the complainant. If the recipient has initiated grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures as appropriate, for the respondent. (§ 106.44(f)(1)(ii)).~~

~~C. Notify the complainant, or if the complainant is unknown, the individual who reported the conduct, of the grievance procedures and the informal resolution process, if available and appropriate. (§ 106.44(f)(1)(iii)(A)).~~

~~D. If a complaint is made, notify the respondent of the grievance procedures and the informal resolution process, if available and appropriate. (§ 106.44(f)(1)(iii)(B)).~~

~~E. In response to a complaint, initiate the recipient's grievance procedures or informal resolution process, if available and appropriate. (§ 106.44(f)(1)(iv)).~~

~~F. In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, make a fact-specific determination by considering, at a minimum, eight (8) listed factors, and determining whether the conduct as alleged presents an imminent and serious threat to the health or safety of a complainant or other person or prevents the recipient from ensuring equal access based on sex to its education program or activity such that the Title IX Coordinator may initiate a complaint. (§ 106.44(f)(1)(v)).~~

~~G. If the Title IX Coordinator initiates a complaint, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others. (§ 106.44(f)(1)(vi)).~~

~~H. Regardless of whether a complaint is initiated, take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the~~

~~recipient's education program or activity, in addition to providing remedies to an individual complainant. (§ 106.44(f)(1)(vii)).~~

~~If the conduct alleged does not meet the Title IX definition of sex discrimination as established in Governing Board policy, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District shall dismiss the allegations for purposes of Title IX but may still address the allegations in any manner the District deems appropriate under other District policies.~~

~~The District may dismiss a complaint or any allegations therein, if at any time:~~

~~A. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the complaint or any allegations therein;~~

~~B. The respondent is no longer enrolled or employed by the District; or~~

~~C. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the complaint or allegations therein.~~

~~Upon dismissal of a complaint or any allegations therein, the District shall promptly send written notice of the dismissal, including the reasons for the dismissal, simultaneously to the parties.~~

~~When investigating a formal complaint and throughout the grievance~~

Formal Complaint

"Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed above, and by any additional method designated by the District that results in the Title IX Coordinator receiving the complaint.

The District may place a non-student employee respondent on administrative leave during the pendency of a grievance process in response to a formal complaint. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

For the purpose of addressing formal complaints of sexual harassment, this grievance process shall comply with the following basic elements:

A. Provide written notice to all parties upon receipt of complaint, which must include:

1. Notice of the District's formal grievance process, including any informal resolution process;

2. Notice of the allegations, including sufficient details to allow respondent to prepare a response (such as the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident);

3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;

4. Notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and
 5. Notice of any provision in the District's code of conduct that prohibits knowingly making false statements or providing false information in the grievance process.
- B. Treat complainants and respondents equitably;
 - C. Require an objective evaluation of all relevant evidence;
 - D. Require that the Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process, be properly trained and not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent;
 - E. Include a presumption that the respondent is not responsible for the alleged conduct until a determination has been made at the conclusion of the grievance process;
 - F. Include reasonably prompt timeframes for the conclusion of the grievance process;
 - G. Describe or list the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility;
 - H. State that the District uses a preponderance of the evidence standard or the clear and convincing evidence standard to determine responsibility;
 - I. Include the procedures and permissible reasons for appeal by a respondent or a complainant;
 - J. Describe the range of supportive measures available to complainants and respondents; and
 - K. Not require, allow, or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

Investigation

When investigating a formal complaint and throughout the complaint process, the District shall:

- A. Ensure that the burden of proof and the burden of gathering evidence rests on the District and not on the parties, except that certain treatment records cannot be obtained without voluntary, written consent of a party;
- B. Provide an equal opportunity for the parties to present witnesses and evidence;
- C. Not restrict the ability of either party to discuss the allegations or to gather and present evidence;
- D. Provide the parties with the same opportunities to have others present during any meeting or grievance proceeding;
- E. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of any meeting or grievance proceeding, with sufficient time for the party to prepare to participate;

F. Provide both parties an equal opportunity to inspect and review any evidence so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation (prior to completion of the investigative report, the investigator will send to each party and the party's advisor, if any, a copy of all evidence gathered during the investigation and will allow the parties at least ten (10) days to submit a written response to any of the evidence); and

G. Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) days prior to a determination of responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response.

Informal Resolution Process

At any time prior to reaching a determination regarding responsibility during a formal complaint process, the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the District:

A. Provides to the parties a written notice disclosing:

1. The allegations;
2. The requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
3. Any consequences resulting from participating in the informal resolution process, including the records that shall be maintained or could be shared;

B. Obtains the parties' voluntary, written consent to the informal resolution process; and

C. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Dismissal of Complaint

If the conduct alleged in a formal complaint does not meet the Title IX definition of sex discrimination as established in Governing Board policy, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District shall dismiss the allegations for purposes of Title IX but may still address the allegations in any manner the District deems appropriate under other District policies.

The District may dismiss a formal complaint or any allegations therein, if at any time:

A. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein.

B. The respondent is no longer enrolled or employed by the District; or

C. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal of a formal complaint or any ¹⁴³allegations therein, the District shall promptly send written notice of the dismissal, including the reasons for the dismissal, simultaneously to the

parties.

Decision-Maker

After the District has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-makers~~maker~~(s) shall afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.—~~Questions~~ Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence are offered to prove consent.

~~Decision-maker(s) must not have bias or conflict of interest. A decision-maker may be the Title IX Coordinator or investigator as long as there is no bias or conflict of interest.~~

The decision-maker(s), who cannot be the same person(s) as the Title IX Coordinator or the investigator(s), shall apply the District's established standard of evidence and shall issue a written determination regarding responsibility that includes:

- A. Identification of the allegations potentially constituting ~~sex-discrimination~~sexual harassment;
- B. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- C. Findings of fact supporting the determination;
- D. Conclusions regarding the application of the District's code of conduct to the facts;
- E. A statement of and rationale for the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity shall be provided by the District to the complainant; and
- F. The District's procedures and permissible bases for the complainant and respondent to appeal.

Determination and Appeal Process

The District shall provide the written determination to the parties simultaneously.—~~The~~ The Title IX Coordinator is responsible for effective implementation of any remedies.

The District shall offer both parties the right to appeal from a determination regarding responsibility and from a dismissal of a formal complaint or any allegations therein, on the following bases:

- A. Procedural irregularity that affected the outcome of the matter;
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

C. The Title IX Coordinator, investigator(s), or decision-makersmaker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affect the outcome of the matter.

As to all appeals, the District shall:

- A. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- B. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- C. Ensure that the decision-maker(s) for the appeal does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent;
- D. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- E. Issue a written decision describing the result of the appeal and the rationale for the result; and
- F. Provide the written decision simultaneously to both parties.

The District may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of ~~sex discrimination~~sexual harassment. ~~However, at any time prior to reaching a determination regarding responsibility during a complaint process, Similarly, the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the District:~~

~~A. Provides to the parties a written notice disclosing:~~

~~1. The allegations;~~

~~2. The requirements of the informal resolution process, provided that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process; and~~

~~3. Any consequences resulting from participating in the informal resolution process, including the records that shall be maintained or could be shared;~~

~~B. Obtains the parties' voluntary, written consent to the informal resolution process; and~~

~~C. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.~~

not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed.

Records

The District shall maintain for a period of seven (7) years records of:

- A. Each sex discrimination investigation including:

1. Any determination regarding responsibility;
2. Any disciplinary sanctions imposed on the respondent; and
3. Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity.

B. Any appeal and the result therefrom;

C. Any informal resolution and the result therefrom; and

D. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website, or if the District does not maintain a website the District shall make these materials available upon request for inspection by members of the public.

The District shall create and maintain for a period of seven (7) years, records of any actions, including supportive measures taken ~~or not taken~~ in response to a report or ~~formal~~ complaint of sex discrimination. ~~In~~ In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. ~~If~~ If a ~~District-recipient~~ does not provide a complainant with supportive measures, then the ~~District shall-recipient must~~ document the reasons why such a response was not clearly unreasonable in light of the known circumstances. ~~The~~ The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

~~AD-©~~

~~EDUCATIONAL PHILOSOPHY / SCHOOL-DISTRICT MISSION~~

~~Continuous progress for students is an important part of the instructional program in Flowing Wells Schools. Every student should be taught at a level where the student is able to learn. Each child should be provided with materials, learning activities and teaching which will encourage both success and growth. Children are different and learn in different ways so a flexible and varied approach to teaching should be used by teachers at all levels.~~

~~The foundation of both the reading and mathematics program is the individual pupil diagnosis and instructional support system which includes the following key practices:~~

~~Pacing refers to an organized progression through a series of learning objectives. Each student should move from one (1) objective to another at a pace equal with the student's aptitude and ability. However, progress should not take place at the expense of understanding. A student should master each learning objective that precedes and is needed before starting the next or other objectives.~~

~~Placement will be made at the beginning of and throughout the school year. Students should be evaluated and placed at the learning objectives for which they are ready. Tests used will be adopted by the District. Criterion referenced tests (based on learning objectives) should be used for placement during the school year.~~

~~Grouping of students for teaching in the classroom helps make learning more efficient. Students within a short range of abilities should be grouped together for small group learning. Learning does not take place at an even rate; sometimes there are "spurts" of learning. At other times the pace of learning is slower so pupil groups should be "fluid." Learning groups must change frequently to accommodate the sporadic learning pace of children.~~

~~Learning materials shall be adopted for use in reading and mathematics by the School District. Standards for students will be set at grade levels in the adopted materials, but some students will progress in excess of these standards while others will fall short.~~

~~Testing can further enhance the accuracy, appropriateness, and efficiency of instruction. Testing data helps the teacher to pinpoint student progress and design the most appropriate teaching. In order to attain this goal, Reading and Math Management Systems tests should be administered to individuals or small groups of children occupying the same point of progress. Testing should be helpful and not punitive; students should be helped to understand that tests can further enhance their educational progress. State mandated norm referenced tests are administered yearly according to state guidelines.~~

~~Record keeping with pupil profile charts is important to the individualized program. Profile charts should be up-to-date at all times and should serve a number of purposes:~~

- ~~A. Show pupil progress for parent conferences;~~
- ~~B. Provide data about student progress over a period of time;~~
- ~~C. Provide information to teachers at the beginning of the year regarding each student's achievement during the previous year.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~Arizona State Constitution, Article XI, Section 1~~

Compare Policy Advisory "BA © SCHOOL BOARD OPERATIONAL GOALS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BA © SCHOOL BOARD OPERATIONAL GOALS

The Governing Board is **representative of and** responsible to the people of the District and ~~therefore,~~ should be aware of **community** opinions and attitudes ~~in the community~~ and of identified District needs. ~~As representatives of the people who own and support the schools~~ **Therefore,** the Board ~~accepts the responsibility to identify community attitudes and opinions and District needs and to require supports~~ short- and long-range strategies that are responsive to **District needs** within ~~the its~~ budgetary limitations ~~of the District.~~

Adopted: ~~date of Manual adoption~~`<-- z2AdoptionDate -->`

LEGAL REF.:

A.R.S.

[15-321](#)

[15-341](#)

first

Compare Policy Advisory "BAA © EVALUATION OF SCHOOL BOARD / BOARD SELF - EVALUATION" to Policy in Manual

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BAA © EVALUATION OF SCHOOL BOARD / BOARD SELF - EVALUATION

The Board may ~~meet at least annually, not later than October 30, for~~ meet for the purpose of ~~appraising its functioning as a Board and to evaluate Board performance~~evaluating its function and performance. The ~~appraisal plan approved by the Board~~evaluation plan will be developed by the Board President, working with the Superintendent, and approved by the Board.

Evaluation instruments for Board operation may be used in the process.

The Superintendent and others who regularly work with the Board may be asked to participate in all or a portion of the appraisal.

Areas of Board operations and relationships that may be appropriate to consider during the evaluation of Governing Board procedures may include, but are not limited to:

- A. Board meetings ~~/and~~ decision-making process.
- B. Policy development ~~/and~~ implementation monitoring.
- C. Board ~~/and~~ District goal setting.
- D. Curriculum and instruction ~~management/program~~programs.
- E. Fiscal management ~~/and~~ resource allocation.
- F. School ~~plant planning/management~~facilities planning and monitoring.
- G. Board member orientation.
- H. Board member development.
- I. Board officer performance.
- J. Board member relationships.
- K. Board-Superintendent relationship.
- L. Board-community relationship.
- M. Legislative and governmental relationships.

Adopted: ~~date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.:~~

~~15-321~~

<-- z2AdoptionDate -->

CROSS REF.:

[BDD](#) - Board-Superintendent Relationship

Compare Policy Advisory "BB © SCHOOL BOARD LEGAL STATUS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BB © SCHOOL BOARD LEGAL STATUS

The Arizona Constitution places the responsibility of establishing and maintaining public schools on the Arizona legislature and directs the legislature to provide for a state board of education, which has general supervision of the public schools.—~~It is further provided that local public schools under the general supervision of the State Board of Education shall be maintained, developed, and operated by locally elected boards.~~—~~Legally, then, local~~— Local school boards are **thus** instruments of the Arizona Legislature and derive their authority from the Arizona Constitution, Arizona statutes, and the regulations of the Arizona Administrative Code.

Adopted: ~~date of Manual adoption~~`<-- z2AdoptionDate -->`

LEGAL REF.:

A.R.S.

[15-421](#)

Arizona Constitution, Art. XI, Section 1

Arizona Constitution, Art. XX, Paragraph 7

Compare Policy Advisory "BBA © BOARD POWERS AND RESPONSIBILITIES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BBA © BOARD POWERS AND RESPONSIBILITIES

Governing Board Powers

and Responsibilities

The Board shall act as the general agent of the state of Arizona ~~in carrying out the will of the people of this District~~ and is responsible for the conduct and supervision of the District in the matter of public education.

The Board is authorized under the laws of the state of Arizona, the Arizona Constitution, the Arizona State Board of Education and other applicable regulations and rules to adopt all policies needed ~~policies and regulations~~ for the organization, evaluation, and governance in the District.

All powers of the Board lie in its action as a public body. A "meeting" is defined as the gathering, in person or through technological devices, of a quorum of members of a public body to discuss, propose or take legal action, including any deliberations with respect to such action that has been properly noticed, pursuant to Arizona Revised Statutes. Meetings are governed by Arizona's Open Meeting Law, and all meetings must be held in accordance with the requirements of the law.

The Board performs the following basic functions necessary to the discharging of its responsibilities ~~: legislative, executive, and appraisal~~ as stated in A.R.S. [15-341](#) and [15-342](#), including but not limited to:

~~A. The legislative function is the policy-making aspect of the school system. It is the policy of the Board to retain and exercise full legislative authority and control over the schools by adopting general policies or by acting directly in matters not covered by its policies.~~

~~B. The executive function of the Board is concerned with placing in operation existing Board policy. Most of this function is delegated by the Board to its executive and administrative officer, the Superintendent.~~

~~C. The appraisal function involves the determination of the efficiency of the school operation and an evaluation of the educational program of the District based on the policies as outlined in the policy manual.~~ Prescribe and enforce policies and procedures to govern the schools that are not inconsistent with the laws or rules prescribed by the State Board of Education.

B. Exclude from schools all books, publications, papers or audiovisual materials of a sectarian, partisan or denominational ~~character.~~ This paragraph does not prohibit the elective course allowed by section [15-717.01](#).

- C. Manage and control the school property within its district, except that a district may enter into a partnership with an entity, including a charter school, another school district or a military base, to operate a school or offer educational services in a district building, including at a vacant or partially used building, or in any building on the entity's property pursuant to a written agreement between the parties.
- D. Acquire school furniture, apparatus, equipment, library books and supplies for the schools to use.
- E. Prescribe the curricula and criteria for the promotion and graduation of pupils as provided in sections [15-701](#) and [15-701.01](#).
- F. Furnish, repair and insure, at full insurable value, the school property of the District.
- G. Construct school buildings on approval by a vote of the District electors.
- H. In the name of the District, convey property belonging to the District and sold by the Board.
- I. Purchase school sites when authorized by a vote of the District at an election conducted as nearly as practicable in the same manner as the election provided in section [15-481](#) and held on a date prescribed in section [15-491](#), subsection E, but such authorization shall not necessarily specify the site to be purchased and such authorization shall not be necessary to exchange unimproved property as provided in section [15-342](#), paragraph 23.
- J. Construct, improve and furnish buildings used for school purposes when such buildings or premises are leased from the national park service.
- K. Purchase school sites or construct, improve and furnish school buildings from the proceeds of the sale of school property only on approval by a vote of the District electors.
- L. Hold pupils to strict account for disorderly conduct on school property.
- M. Discipline students for disorderly conduct on the way to and from school.

Individual Board Member's

Duties and Obligations

Individual Board members exercise authority over District affairs only by way of votes taken at a legal meeting of the Board. An individual Board member has authority only when and to the extent that the Board, by vote, has so delegated such authority.

The duties and obligations of an individual Board member include the following:

- A. ~~To~~ become familiar with the state's school laws, regulations of the State Department of Education, and ~~District policies~~ District policies, rules, and regulations.
- B. ~~To~~ have a general knowledge of the educational aims and objectives of the ~~system~~ District.
- C. ~~To~~ work harmoniously with other Board members without neglecting a proper share of the work or trying ~~to dominate~~ to dominate the Board.
- D. ~~To~~ vote and act in Board meetings impartially for the good of the District.

- E. ~~To~~ accept the will of the majority vote in all cases, and give wholehearted support to the resulting policy.
- F. ~~To~~ accept the responsibility for confidentiality in appropriate matters, especially those dealing with ~~personnel and~~ and the divulging of privileged information that could cost the District money, support, or public confidence.
- G. ~~To~~ represent the Board and the District to the public in a manner that promotes both interest and support.
- H. ~~To~~ refer complaints to the proper school authorities and to refrain from individual counsel and action.
- I. ~~To~~ perform other appropriate duties that may arise.

~~Adopted: date of Manual adoption~~

Oath of Office

Board members shall take and subscribe to the oath prescribed for public officers pursuant to A.R.S. 38-231, and forward the acknowledged oath on the same day to the County School Superintendent. The person taking the oath shall file a copy of the acknowledged oath in the District office. The District office shall keep such copy on file as long as the Board member remains on the Governing Board and for a period of five (5) years after last serving on the Board. When a different time is not prescribed, the oath of office shall be taken and subscribed after the Board member has notice of appointment or, if elected, at any time after receipt of the certificate of election, or before commencement of the term of office.

Familiarization with Open

Meeting Law

A newly elected or appointed Governing Board member shall, at least one (1) day before taking office, review the Arizona Open Meeting Law (OML) material prepared by the attorney general.

Quorum and Vacancies

A quorum consisting of a majority of the Board membership shall be necessary to conduct any business. In the event that a quorum is not present within _____ (____) minutes of the time scheduled, the meeting may be canceled and another meeting scheduled, with due and proper notices as prescribed by policy and law.

When there is a vacancy of one (1) or more members on the Governing Board, a majority of the members remaining constitute a quorum for the transaction of business, except that a single Board member does not constitute a quorum. Efforts shall be made to fill vacancies on the Governing Board as soon as is practicable.

Vacancies

Any vacancy of a Governing Board member, as defined in A.R.S. 38-291, may be filled by appointment by the County School Superintendent as prescribed by state law. Such appointment shall be until the next regular election, at which time a successor shall be elected to serve the unexpired portion of the term. The County School Superintendent may call for an election to fill a vacancy on a local Governing Board as an alternative to appointment.

When a vacancy occurs, the Governing Board may, within thirty (30) days after notification of the vacancy, submit to the County School Superintendent up to three (3) names for consideration of an appointment to fill the vacancy. The County School Superintendent is not required to appoint a Governing Board member from the list of names submitted by the Board.

Board Member Resignation

Any Board member who desires to resign from the Governing Board shall send a letter of resignation to the Secretary of State and may send a copy to the office of the County School Superintendent, giving the effective date of resignation. The resigning Board member may furnish a copy of such letter to each member of the Governing Board and to the Superintendent prior to the date on which said resignation is to become effective.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[1-216](#)

[15-302](#)

[15-321](#)

[15-341](#)

[15-342](#)

[15-381](#)

[15-426](#)

[38-101](#)

[38-231](#)

[38-232](#)

[38-233](#)

[38-291](#)

[38-294](#)

[38-431.01](#)

A.G.O.

181-054

182-111

184-165

Arizona Constitution, Art. VII, Section 15

Arizona Constitution, Art. XI, Section 2

Attorney General Arizona Agency Handbook, Chapter 7, Open Meetings

CROSS REF.:

[KI](#) - Visitors to Schools

BBAA ©
BOARD MEMBER AUTHORITY
AND RESPONSIBILITIES

~~All powers of the Board lie in its action as a public body. A "meeting" is defined as the gathering, in person or through technological devices, of a quorum of members of a public body to discuss, propose or take legal action, including any deliberations with respect to such action that has been properly noticed, pursuant to Arizona Revised Statutes.~~

~~Individual Board members exercise authority over District affairs only by way of votes taken at a legal meeting of the Board. An individual Board member has authority only when and to the extent that the Board, by vote, has so delegated such authority.~~

~~Adopted: date of Manual adoption-~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

~~15-341~~

~~15-342~~

~~15-381~~

~~CROSS REF.:~~

~~AA - School District Legal Status~~

~~BBA - Board Powers and Responsibilities~~

Compare Policy Advisory "BBBA © BOARD MEMBER QUALIFICATIONS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BBBA © BOARD MEMBER QUALIFICATIONS

(Governing Board Membership)

A person who is a registered voter of this state, has been a resident of the District for one (1) year immediately preceding the day of election, and is not subject to registration as a sex offender in this state or any other jurisdiction is eligible for election or appointment to the office of Governing Board member.

No employee of the District, including a person who directly provides certificated or support services to the District as an employee of a third-party contractor, or the spouse of such employee may hold membership on the Governing Board of this District. [Small school Districts, as defined by A.R.S. 15-901, are granted an exception regarding employment of substitute teachers. \[A.R.S. 15-421\(E\)\].](#)

A Governing Board member is ineligible to serve simultaneously as a member of any other school district governing board, except that a Governing Board member may be a candidate for nomination or election for any other governing board if serving in the last year of a term of office.

Five-Member Board Same Household Limitation

By legislative restriction applicable to five (5) member Boards, persons related as immediate family and having the same household within four (4) years:

- A. Shall not serve simultaneously on the Governing Board.
- B. Are ineligible to be a candidate for nomination or election to the Governing Board, except when a member is serving in the last year of a term of office.
- C. Are ineligible to be simultaneous candidates for nomination or election to the Governing Board.

Exception:

[For a school district located in a county with a population of more than five hundred thousand persons and a student count of at least two hundred fifty, two persons related by affinity, by consanguinity, or by law to the third degree:](#)

- A. [May serve simultaneously on the Governing Board.](#)
- B. [Are eligible to be candidates for nomination or election to the Governing Board.](#)
- C. [May be simultaneous candidates for nomination or election to the Governing Board.](#)

A qualified elector residing in the District may bring an action in Superior Court to enforce these restrictions.

For purposes of this policy, the definitions of "immediate family" and "household of residence" set out in A.R.S. [15-421](#) shall apply.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-302](#)

[15-421](#)

[38-201](#)

[38-296.01](#)

Arizona Constitution, Article VII, Section 15

BBBB ©
BOARD MEMBER OATH OF OFFICE

Oath of Office

~~Board members shall take and subscribe to the oath prescribed for public officers pursuant to A.R.S. [38-231](#), and forward the acknowledged oath on the same day to the County School Superintendent. The person taking the oath shall file a copy of the acknowledged oath in the District office. The District office shall keep such copy on file as long as the Board member remains on the Governing Board and for a period of five (5) years after last serving on the Board.~~

Time of Oath (Governing Board Members)

~~When a different time is not prescribed, the oath of office shall be taken and subscribed after the Board member has notice of appointment or, if elected, at any time after receipt of the certificate of election, or before commencement of the term of office.~~

**Familiarization with
Open Meeting Law**

~~A newly elected or appointed Governing Board member shall, at least one (1) day before taking office, review the Arizona open meeting law (OML) material prepared by the attorney general.~~

~~Adopted: date of Manual adoption~~

LEGAL REF.:

~~A.R.S.~~

~~[15-426](#)~~

~~[38-231](#)~~

~~[38-232](#)~~

~~[38-233](#)~~

~~[38-431.01](#)~~

~~Attorney General Arizona Agency Handbook, Chapter 7, Open Meetings~~

BBBC©

BOARD MEMBER RESIGNATION

~~Any Board member who desires to resign from the Governing Board shall send a letter of resignation to the office of the County School Superintendent, with a copy to the Secretary of State, giving the effective date of resignation. The resigning Board member shall furnish a copy of such letter to each other member of the Board and to the Superintendent prior to the date on which said resignation is to become effective.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-302~~

~~38-101~~

~~38-291~~

~~38-294~~

Compare Policy Advisory "BBBD © BOARD MEMBER

first

REMOVAL FROM OFFICE" to Policy in Manual

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BBBD © BOARD MEMBER REMOVAL FROM OFFICE

A Board member's position may be considered vacant or the Board member may be removed from office for reasons included in A.R.S. [38-291](#). These reasons are:

- A. Death of the person holding the office.
- B. Insanity of the person holding the office, when judicially determined.
- C. Resignation of the person holding the office and the lawful acceptance of the resignation.
- D. Removal from office of the person holding the office.
- E. The person holding the office ceasing to be a resident of the district for which he/she was elected.
- F. Absence from the state by the person holding the office, without permission of the legislature, beyond the period of three (3) consecutive months.
- G. The person holding the office ceasing to discharge the duties of office for the period of three (3) consecutive months.
- H. Conviction of the person holding the office of a felony or an offense involving a violation of official duties.
- I. Failure of the person elected or appointed to such office to file an official oath within the time prescribed by law.
- J. A decision of a competent tribunal declaring void the election or appointment of the person elected or appointed to the office.
- K. Failure of a person to be elected or appointed to the office.
- L. A violation of section [38-296](#) by the person holding the office.

Every public officer holding an elective office, either by election or by appointment, is subject to recall from such office by the qualified electors of the electoral district from which candidates are elected to that office.

Adopted: ~~date of Manual adoption~~ <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.
[19-201](#)

162

[19-202](#)

[19-202.01](#)

[19-209](#)

[19-216](#)

[38-291](#)

[38-296](#)

[38-431.07](#)

BBBE ©

~~UNEXPIRED TERM FULFILLMENT~~

~~Any vacancy of a Governing Board member, as defined in A.R.S. 38-291, may be filled by appointment by the County School Superintendent as prescribed by state law. Such appointment shall be until the next regular election, at which time a successor shall be elected to serve the unexpired portion of the term. The County School Superintendent may call for an election to fill a vacancy on a local Governing Board as an alternative to appointment.~~

~~When a vacancy occurs, the Governing Board may, within thirty (30) days after notification of the vacancy, submit to the County School Superintendent up to three (3) names for consideration of an appointment to fill the vacancy. The County School Superintendent is not required to appoint a Governing Board member from the list of names submitted by the Board.~~

~~Adopted: date of Manual adoption~~

LEGAL REF.:

~~A.R.S.~~

~~15-302~~

~~38-291~~

~~A.G.O.~~

~~182-111~~

~~Arizona Constitution, Article VII, Section 15~~

Compare Policy Advisory "BCA © BOARD MEMBER ETHICS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BCA © BOARD MEMBER ETHICS

Board members will strive to improve public education, and to that end will:

- ~~A. Attend all Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;~~
- ~~B. Recognize that decisions should be made only after discussion at publicly held Board meetings;~~
- ~~C. Render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;~~
- ~~D. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;~~
- ~~E. Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent;~~
- ~~F. Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;~~
- ~~G. Be informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by state and national school boards associations;~~
- ~~H. Support the employment of persons best qualified to serve as school staff members, and insist on a regular and impartial evaluation of all personnel;~~
- ~~I. Avoid being placed in a position of conflict of interest, and refrain from using their Board position for personal or partisan gain;~~
- ~~J. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law; and~~
- ~~K. Remember always that a Board member's first and greatest concern must be the educational welfare of the students attending the public schools.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

Prioritize policies and decisions that support successful student outcomes.

- B. Act honestly, ethically, and in the best interest of students, staff, and the community.
- C. Take responsibility for board decisions and actions, ensuring transparency and adherence to policies.
- D. Treat fellow Board members, students, staff, parents, and community members with respect and professionalism, listen to all with an open mind, and ensure differences of opinion are honored.
- E. Protect sensitive student and personnel information and comply with privacy laws.
- F. Avoid and disclose any legal, personal or financial conflicts of interest that may impact decision-making.
- G. Ensure responsible, transparent, and efficient use of public funds, facilities, and resources.
- H. Uphold federal and state laws and follow Board policies and procedures.
- I. Maintain high standards of behavior and professionalism.
- J. Work cooperatively with other Board members, District leaders, and the community to advance the District's mission.
- K. Stay informed about educational issues, governance best practices, and ongoing professional development opportunities.

Adopted: <-- z2AdoptionDate -->

Compare Policy Advisory "BCB © BOARD MEMBER CONFLICT OF INTEREST" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BCB © BOARD MEMBER CONFLICT OF INTEREST

Board Member Voting Restrictions

Notwithstanding any other provision of law, a Governing Board member shall be eligible to vote on any budgetary, personnel, or other question that comes before the Board, except that it ~~shall be~~ is unlawful for a member to vote on a specific item that concerns the appointment, employment, or remuneration of ~~such the~~ board member or ~~any person related to such member as a~~ Board member's spouse or dependent as defined in A.R.S. [43-1001](#). ~~[LEGAL REF.: and in accordance with A.R.S. 15-323].~~

Employment ~~Limitation~~ Limitations

No dependent, as defined in ~~Section A.R.S. 43-1001~~, of a Governing Board member may be employed in the District, except by consent of the ~~Board~~. ~~[LEGAL REF.: Board in accordance with A.R.S. 15-502.~~ Small school Districts, as defined by A.R.S. [15-502901](#), are granted an exception regarding employment of substitute teachers. [A.R.S. [15-421\(E\)](#)]

No employee of the District or the spouse of such employee may hold membership on the Governing Board of the District. ~~[LEGAL REF.: Small school Districts, as defined by A.R.S. 15-901, are granted an exception regarding employment of substitute teachers. [A.R.S. 15-421]~~

~~The~~ Pursuant to A.R.S. [15-421](#), the District is allowed to employ, including through a third (3rd)-party contractor ~~that provides who~~ provides services to the District, any person who served as a member of the School District Governing Board during the preceding two (2) years only in a position in which the person will provide services directly to students. ~~Pursuant to A.R.S. 15-421, the~~, including as a certificated, a substitute teacher, and an employee or contractor who provides transportation, instructional support, or student support services. The District is authorized to increase the time period for this restriction to be more than two (2) years.

~~Conflict~~ Conflicts of Interest

Any Board member or employee of the District who has, or whose relative has, a substantial interest in any contract, sale, purchase, or service to the District shall make known that interest in the official records of the District and shall refrain from voting upon or otherwise participating in any manner as a Board member or employee in such contract, sale, or purchase. ~~[LEGAL REF.: A.R.S. 38-503]~~

Any Board member or employee who has, or whose relative has, a substantial interest in any decision of the District shall make known such interest in the official records of the District and shall refrain from participating in any manner as a Board member or employee in such a decision. ~~[LEGAL REF.: A.R.S. 38-503]~~ 167

"Refrain from participating in any manner" means more than just refraining from making a final decision. It means participating in any way in the process leading up to a decision. An employee with a conflict of interest must not make recommendations, give advice, or otherwise communicate in any manner with anyone involved in the decision-making process.

~~Purchases from Governing Board~~

~~Members for Districts with~~

~~3,000 or More Students~~ ~~from~~ ~~€~~ ~~Governing~~

Board Members

School district procurement rules are required for all purchases of service from Governing Board members, regardless of the dollar amount. ~~€~~ Purchases for services may only be made after public competitive bidding. ~~€~~ Purchases of supplies, materials, and equipment from Board members are subject to the following:

- A. ~~Purchases for~~ ~~€~~ Purchases less than one hundred thousand dollars (\$100,000) comply with the Uniform System of Financial ~~€~~ Records (USFR) guidelines and written quotations.
- B. ~~€~~ Purchases of one hundred thousand dollars (\$100,000) and above comply with the school district procurement ~~€~~ rules for public competitive bidding.

Purchases from Governing Board

Members for Districts with

3,000 € or More Students:

- A. ~~€~~ Purchases for supplies, materials, and equipment are limited to three hundred dollars (\$300) per transaction;.
- B. ~~Total~~ ~~€~~ Total purchases within any twelve (12) month period are limited to one thousand dollars (\$1,000);.
- C. ~~The purchases comply with the Uniform System of Financial Records (USFR) guidelines for oral and written quotations.~~
- D. ~~The~~ ~~€~~ The Board has, by majority vote, adopted or reconfirmed a policy authorizing such purchases within ~~the preceding~~ ~~the~~ ~~€~~ preceding twelve (12) month period.

~~[LEGAL REF.: A.R.S. 38-503; 15-323; A.G.O. 184-012; 106-002]~~ ***Purchases from Governing Board***

Members for Districts with

Fewer than 3,000 Students:

- A. Each purchase is approved by the Governing Board;
- B. Although there is no limit on the amount of the purchase, the amount of the purchase is included in the Board's meeting minutes.

Filing of Disclosures

The District shall maintain for public inspection in a special file all documents necessary to memorialize all disclosures of substantial interest made known pursuant to the statutory conflict-of-interest provisions. [~~LEGAL REF.:~~ A.R.S. [38-509](#)]

Adopted: ~~October 24, 2023~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-213](#)

[15-323](#)

[15-421](#)

[15-502](#)

[38-481](#)

[38-503](#)

[38-509](#)

[43-1001](#)

A.G.O.

I84-012

I87-035

I88-013

I06-002

CROSS REF.:

[BBBA](#) - Board Member Qualifications

[DJE](#) - Bidding/Purchasing Procedures

**Compare Policy Advisory "BDA © BOARD
ORGANIZATIONAL MEETING AND BOARD
PRESIDENT DUTIES" to Policy in Manual**

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**BDA ©
BOARD ORGANIZATIONAL MEETING
AND BOARD PRESIDENT DUTIES**

Board Organizational Meeting

For the purpose of organizing the Governing Board, the Board must ~~meet in January~~ **meet in January** following the election at the most convenient public facility in the District. ~~—~~ If a public facility is not available within the District, the Board may meet at any available public facility convenient to all Board members, regardless of the county or school district in which the facility is located.

The meeting must be called to order by the President of the Board from the prior year. ~~—~~ If that person is no ~~longer a~~ **longer** a member of the Board, a temporary president must be elected to call the meeting to order and preside until a successor is chosen.

The new President of the Board shall take office upon election. ~~The Board shall then elect a Clerk.~~

If there is a vacancy in the office of ~~President or Clerk~~ **President**, the Board shall elect a new officer to fill the vacancy. ~~—~~ However, the Board may elect a Board ~~President or Clerk~~ **President** at any time, for any reason, ~~providing that~~ **provided that** the matter is handled in a way that is consistent with the ~~open meeting law and adopted by the Board.~~

~~Adopted: October 24, 2023~~

Open Meeting Law and adopted by the Board.

Board President

Duties of the Board President include, but are not limited to:

- A. On behalf of the Governing Board as a whole, consult with the Superintendent regarding items to be ~~be~~ placed on the agenda for each meeting.
- B. Preside over all meetings and conduct meetings in accordance with Arizona law and policies of the District.

Unless otherwise prohibited by law, the President may make motions and vote on any motion that occurs during a meeting.

In the absence of the President of the Board, the Board members shall select a temporary president, which selection shall be recorded in the minutes.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-321](#)

[15-341](#)

[38-431](#) *et seq.*

CROSS REF.:

~~BDB--Board Officers~~

[BE](#) - School Board Meetings

~~BEC--Executive Sessions/Open Meetings~~

[BEDA](#) - Notification of Board Meetings

BDB ©
~~BOARD OFFICERS~~

President

~~The duties of the President of the Board shall be as follows:~~

- ~~A. Preside over all meetings and conduct meetings in accordance with Arizona law and policies of the District.~~
- ~~B. Consult with the Superintendent and, on behalf of the Governing Board as a whole, approve items to be placed on the agenda for each meeting.~~
- ~~C. Encourage and maintain orderly and democratic participation.~~
- ~~D. Keep all discussions factual and on the subject at hand.~~
- ~~E. Allow for full and complete exploration of each item of business.~~

~~In the absence of the President of the Board, the Clerk shall assume that position temporarily and perform the functions of the President. In the absence of the President and Clerk, Board members shall select a temporary president, which shall be recorded in the minutes.~~

Clerk

~~The Clerk of the Governing Board shall discharge such duties as are prescribed by the Board.~~

Adopted: September 9, 2014

~~LEGAL REF.:~~
~~A.R.S.~~
~~[15-321](#)~~

~~CROSS REF.:~~
~~[BEDB](#) – Agenda~~
~~[BEDBA](#) – Agenda Preparation and Dissemination~~

**Compare Policy Advisory "BDD © BOARD -
SUPERINTENDENT& RELATIONSHIP
AND& SUPERINTENDENT& RESPONSIBILITIES" to Policy
in Manual**

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**BDD ©
BOARD - SUPERINTENDENT RELATIONSHIP
AND SUPERINTENDENT RESPONSIBILITIES**

Board - Superintendent Relationship

The establishment of policies is the responsibility of the Board, and the execution of those policies is a function of the Superintendent.

Superintendent Responsibilities

The Superintendent is the chief executive officer of the School District and is responsible for the professional leadership ~~and skill~~ necessary to translate the policies of the Board into administrative action.

The Superintendent is responsible for the administration of the District. ~~—~~ ^{â€} The Superintendent may delegate the necessary authority to other employees and develop such procedures and regulations as the Superintendent considers necessary to ensure efficient operation of the District.

Adopted: ~~date of Manual adoption~~^{<-- z2AdoptionDate -->}

LEGAL REF.:

A.R.S.

[15-503](#)

Compare Policy Advisory "BDE © BOARD COMMITTEES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BDE © BOARD COMMITTEES

Committee work of the Board shall usually be done by members of the Board sitting as a committee of the whole. ~~â€”~~ The Board shall not establish standing or permanent committees, and there shall be no standing or permanent committees composed of the Board members. ~~â€”~~ If a temporary committee is appointed, it shall serve only ~~for~~ the time needed for its designated purpose. ~~â€”~~ Committee recommendations shall be advisory only.

~~Adopted: date of Manual adoption~~

Advisory Committees

The Board may, by majority vote, appoint ad hoc committees when deemed advisable. ~~â€”~~ Recommendations of such committees cannot be binding on the Board; they may be advisory only. ~~â€”~~ These committees will be responsible for presenting to the Board recommendations for action based on research and facts. ~~â€”~~ Any such committee shall automatically be dissolved upon completion of its assignment.

If the Board creates an advisory committee or directs that an advisory committee be created or appoints members to an advisory committee, and that advisory committee ~~â€”~~ has ~~â€”~~ the specific purpose of making a recommendation concerning a decision to be made or considered or a course of conduct to be taken or considered by the public body, that committee is considered ~~â€”~~ a ~~â€”~~ subcommittee of the public body and is subject to the requirements of Arizona's Open Meeting Law.

The Governing Board President shall develop guidelines for each committee. ~~â€”~~ These guidelines shall be approved by the Board prior to the first meeting of each committee and will include, but not necessarily be limited to, the following:

- A. ~~â€”~~ A written, specific statement of the purpose of the committee.
- B. ~~â€”~~ The dates on which interim and final reports of the committee are to be rendered.
- C. ~~â€”~~ The date or event upon which the committee will be terminated.
- D. ~~â€”~~ The extent to which facilities, supplies, equipment, and clerical support will be provided to each committee.

The Superintendent will ensure that the following actions are taken for each committee established by the Board:

- A. ~~â€”~~ Each committee member will be briefed on the requirements of the Arizona Open Meeting Law ~~â€”~~ (A.R.S. [38-431](#)) as it applies to committees of the Board.
- B. ~~â€”~~ Notices and agendas of all ¹⁷⁴meetings of the committee will be posted at least twenty-four (24) hours in advance of a meeting as required by A.R.S. [38-431.02](#).

C. All meetings will be open for public attendance.

D. If an executive session is authorized, all applicable requirements as presented in Policy BE, School Board Meetings will be followed.

E. Minutes will be taken and made available for public inspection three (3) working days after the meeting.

A representative of the Board and the Superintendent will serve as ex-officio members of all advisory committees.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[38-431](#)

[38-431.01](#)

[38-431.02](#)

[38-431.03](#)

CROSS REF.:

~~[BDE - Advisory Committees](#)~~ [BE](#) - School Board Meetings

~~BDF ©~~

~~ADVISORY COMMITTEES~~

~~The Board may, by majority vote, appoint ad hoc committees when deemed advisable. Recommendations of such committees cannot be binding on the Board; they may be advisory only. These committees will be responsible for presenting to the Board recommendations for action based on research and facts. Any such committee shall automatically be dissolved upon completion of its assignment.~~

~~If the Board creates an advisory committee or directs that an advisory committee be created or appoints members to an advisory committee, and that advisory committee has the specific purpose of making a recommendation concerning a decision to be made or considered or a course of conduct to be taken or considered by the public body, that committee is considered a subcommittee of the public body and is subject to the conditions of Arizona's Open Meeting Law.~~

~~The Governing Board President shall develop guidelines for each committee. These guidelines shall be approved by the Board prior to the first meeting of each committee and will include, but not necessarily be limited to, the following:~~

- ~~A. A written, specific statement of the purpose of the committee.~~
- ~~B. The dates on which interim and final reports of the committee are to be rendered.~~
- ~~C. The date or event upon which the committee will be terminated.~~
- ~~D. The extent to which facilities, supplies, equipment, and clerical support will be provided to each committee.~~

~~The Superintendent will ensure that the following actions are taken for each committee established by the Board:~~

- ~~A. Each committee member will be briefed on the requirements of the Arizona Open Meeting Law (A.R.S. 38-431) as it applies to committees of the Board.~~
- ~~B. Notices and agendas of all meetings of the committee will be posted.~~
- ~~C. All meetings will be open for public attendance.~~
- ~~D. If an executive session is authorized, all applicable requirements as presented in Policy BEC, Executive Sessions/Open Meetings will be followed.~~
- ~~E. Minutes will be taken and made available for public inspection three (3) working days after the meeting.~~

~~A representative of the Board and the Superintendent will serve as ex-officio members of all advisory committees.~~

~~Adopted: September 28, 2021 LEGAL~~

~~REF.:~~

~~A.R.S.~~

~~38-431 et seq.~~

~~CROSS REF.:~~

~~BEC Executive Sessions/Open Meetings~~

Compare Policy Advisory "BDG © SCHOOL ATTORNEY" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BDG © SCHOOL ATTORNEY

County Attorney

As the statutory attorney for the District, the County Attorney may serve as the District's legal counsel if no conflict of interest exists and based on the availability of staff per A.R.S. [11-532](#).

Legal Counsel

The Governing Board may employ an attorney to represent the District if the county attorney consents. ~~â€~~ The purpose for which an attorney is hired shall be set forth in writing by the Board.

The Governing Board may employ legal counsel without the consent of the county attorney when, in its discretion, it deems it advisable. Compensation and purpose should be determined at the time of employment of private counsel.

Legal Advice

The Superintendent and the President of the Board shall be designated as the representatives of the District who may confer with counsel. ~~â€~~ [The Superintendent may authorize other district personnel to consult with legal counsel on matters related to their professional responsibilities. With approval from the Superintendent or Board President, a Board member may consult with legal counsel for a matter that is directly related to his/her Board responsibilities.](#) The District will not be responsible for fees that accrue because of unauthorized individual Board member or staff consultation with private counsel.

Copies of all written requests for opinions and opinions of private counsel shall be furnished by the Superintendent to all Board members. ~~Requests~~ [Requests](#) for opinions requiring research or substantial amounts of work on the part of private counsel shall be in writing when practicable. ~~Only the Superintendent may contact private counsel by telephone or in person regarding matters pertaining to the day-to-day operation of the District.~~

Adopted: ~~date of Manual adoption~~[z2AdoptionDate](#)

LEGAL REF.:

A.R.S.

[11-532](#)

[15-341](#)

[15-343](#)

[38-431.07](#)

Compare Policy Advisory "BE © SCHOOL BOARD MEETINGS"

first

to Policy in Manual

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BE © SCHOOL BOARD MEETINGS

Official Meetings: Regular

and Special

The Board shall transact all business at official meetings of the Board. These may be either regular or special meetings, defined as follows:

- A. Regular meeting - the usual official legal-action meeting, scheduled and held regularly.
- B. Special meeting - an official legal-action meeting called between scheduled regular meetings to consider ~~only specifically~~ ~~only~~ "specifically" identified topics.

Every meeting of the Board, regular or special, shall be open to the public except for an executive session that is held in accordance with state law. ~~â€~~ A "meeting" is defined as the gathering, in person or through technological devices, of a quorum of members of a public body to discuss, propose or take legal action, including any deliberations with respect to such action, that has been properly noticed, pursuant to Arizona Revised Statutes.

The Board must provide sufficient seating to accommodate the reasonably anticipated number of desiring attendees when feasible. ~~â€~~ However, this does not require a public body to relocate a meeting outside of the largest regular meeting room.

A meeting includes a one-way electronic communication by one member of a public body that is sent to a quorum of the members of a public body and that proposes legal action ~~or otherwise discusses topics that may come before the body for legal action.~~

A meeting also includes an exchange of electronic communications among a quorum of the members of a public body that involves a discussion, deliberation or the taking of legal action by the public body concerning a matter likely to come before the public body for action.

~~Notice of all Governing Board meetings, regular and special, shall be posted in compliance with the requirements prescribed by A.R.S. 38-431.02 and described in Board Policy BEDA.~~

~~Notice must include an agenda of the matters to be discussed or decided at the meeting or information on how the public may obtain a copy of such agenda. Except for a meeting through technological devices, the agenda shall also include notice of the time that the public will have physical access to the meeting place.~~

~~Regular Board Meetings~~

Frequency

Regular Board Meetings

The Governing Board shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called. If action has been taken and documents approved at a meeting, they may be signed subsequently by individual Board members.

~~The second (2nd) and fourth (4th) Tuesday of each month during the regular school year are designated as the regular Board meeting dates (with the exception of December, in which only the second Tuesday is designated as a regular Board meeting date). The Board may hold other meetings as often as called.~~

A regular meeting may be rescheduled or canceled:

- A. By majority vote of the Board when noticed as a meeting agenda item.
- B. By declaration of the Board President, or if the President is unavailable another member of the Board, in consultation with the Superintendent, when a significant event beyond the Board's control renders attendance at the meeting unsafe or unreasonable in light of the circumstance, such as:
 - 1. Significantly inclement weather conditions, or
 - 2. A local, state, or national emergency of a magnitude it intervenes to the extent that convening of the meeting is inadvisable.
- C. When the absence of a quorum of the Board will render the meeting impermissible.

Every regular meeting of the Board shall be open to the public, and the Board shall meet at the most convenient public facility in the District. If a public facility is not available within the District, the Board may meet at any available public facility convenient to all Board members, regardless of the county or school district in which the facility is located.

~~Special Board Meetings~~

Special Board Meetings

Special meetings may be called whenever deemed necessary. Written or telephoned notice of all special meetings shall be given to the members of the Board at least twenty-four (24) hours prior to the time stated for the meeting to convene. Said notice shall indicate the purpose of the special meeting. No business other than the matters specified in the notice shall be transacted at such meeting.

~~Adopted: October 24, 2023~~

Executive Sessions/Open Meetings

Executive Session is a Board gathering from which the public is excluded. A quorum of the Board may vote in open session to hold an executive session for a reason delineated in A.R.S. [8-431.03](#). The Governing Board shall provide the public with notice of the executive session and it shall state the provision of law authorizing such session. The Governing Board shall also inform any officer, appointee, or employee to be considered or discussed at a meeting with written notice of the executive session as is appropriate but not less than twenty-four (24) hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.

Minutes from an executive session shall be confidential except for the reasons listed in A.R.S. 38-431.03. No final action, decision, or vote shall be taken while the Board is in executive session, except as provided by law.

The Board shall reconvene the open meeting after an executive session prior to adjourning the meeting.

During the executive session, all persons present in the executive session will be read the admonition on the confidentiality of the executive session minutes and deliberations.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-321](#)

[15-323](#)

[15-843](#)

[38-431](#) *et seq.*

[38-431.01](#)

[38-431.02](#)

[38-431.03](#)

A.G.O.

~~179-45~~045

179-049

179-126

179-136

180-118

180-146

181-058

181-060

181-090

CROSS REF.:

~~[BEC](#) - Executive Sessions/Open Meetings~~

[BBA](#) - Board Powers and Responsibilities

[BED](#) - Meeting Procedures

[BEDA](#) - Notification of Board Meetings

[BEDB](#) - Agenda ~~[BEDC](#) - Quorum~~

~~[BEDF](#) - Voting Method~~

~~[BEDG](#) - Minutes~~

~~EXECUTIVE SESSIONS / OPEN MEETINGS~~

~~The Board may enter into executive session after the following requirements have been met:~~

~~A. A notice of the executive session has been provided to the Board members and the general public stating the provision of law authorizing the executive session in accordance with Board Policy BEDA.~~

~~B. The Board has first been convened in open meeting, for which notice, stating the specific provision of law authorizing the executive session, has been given.~~

~~C. The Board President has identified the section or sections of A.R.S. 38-431.03 that authorize the holding of the executive session and has stated the language of the section(s) and a general description of the matters to be considered.~~

~~D. The executive session is authorized by a vote in open session, either during the current Governing Board meeting or at a prior meeting of the Board designating the time and the date of the future executive session.~~

~~The Governing Board shall provide any officer, appointee, or employee to be considered or discussed at a meeting with written notice of the executive session as is appropriate but not less than twenty four (24) hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.~~

~~No final action, decision, or vote shall be taken while the Board is in executive session, except as provided by law.~~

~~The Board shall reconvene the open meeting after an executive session prior to adjourning the meeting.~~

~~During the executive session, all persons present in the executive session will be read the admonition on the confidentiality of the executive session minutes and deliberations.~~

~~Adopted: March 8, 2016-~~

LEGAL REF.:

~~A.R.S.~~

~~15-843~~

~~38-431.01~~

~~38-431.02~~

~~38-431.03~~

~~A.G.O.~~

~~179-45~~

~~179-49~~

~~179-126~~

~~179-136~~

~~180-118~~

~~180-146~~

~~181-058~~

~~181-060~~

~~181-090~~

CROSS REF.:

~~BBBB—Board Member Oath of Office~~

~~BEDA – Notification of Board Meetings~~

~~BEDG – Minutes~~

~~JKD – Student Suspension~~

Compare Policy Advisory "BED © MEETING PROCEDURES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BED © MEETING PROCEDURES ~~BYLAWS~~

Board President Role

The President of the Board is responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented, and the suitability of the time for such a presentation. All such rulings are subject to review by the Board at a subsequent meeting, properly noticed, as long as the matter is included on the agenda.

~~Adopted: date of Manual adoption~~

Rules of Order

The Board decides on rules for its meetings. One (1) example follows:

- A. It shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called.
- B. Each action item shall require a motion, and all motions shall require seconding.
- C. The President may make or second motions and may vote on all motions.
- D. A motion to adjourn is in order at any time. Such a motion shall require a second and a majority vote. No discussion is in order.
- E. A motion to table is in order at any time. Such a motion requires a second and is limited to being considered only once on any given agenda item. No discussion is in order.
- F. Rules of order may be subject to suspension only upon a majority vote of the members of the Board present at a meeting.
- G. The Governing Board President may recess the meeting without a vote of the Governing Board in order to maintain decorum and Governing Board meeting rules of order.

Voting Method

Votes on all motions and resolutions shall be by *ayes*, *nays* or *abstentions*.

At the discretion of the Board President or on the request of a member, a show-of-hands or roll-call vote, including an electronic roll-call vote, shall be made and the vote of members shall be recorded. On a show-of-hands or roll-call, an indication of how each member voted, the

names of the members who propose each motion and the names of the persons, as given, who make statements or present material to the public body and a reference to the legal action about which they made statements or presented material shall be recorded.

All motions shall be carried by a majority of the members who vote, or as otherwise required by law.

Minutes

Written or recorded minutes shall be taken of all regular and special Board meetings, including executive sessions, and shall include the information required by A.R.S. [38-431.01](#). The written minutes or recording shall be available for public inspection three (3) working days after the date of the meeting, except for confidential executive session minutes. Written minutes or a recording not yet approved by the Governing Board shall be marked as "draft" or "unapproved." The minutes or recording shall not be withheld from the public pending approval and must be in a form readily accessible to the public.

Copies of unapproved written minutes or a recording shall be distributed to all Board members prior to the next meeting. The Board will take action at a subsequent meeting to amend and/or approve the written minutes.

The Superintendent shall oversee the preparation of written or recorded minutes of all executive sessions, as required by A.R.S. [38-431.01](#). The Superintendent will provide confidential copies of unapproved written minutes or a recording to appropriate Board members per A.R.S. [38-431.03](#) prior to the next meeting.

The Superintendent shall assure that permanent archival files of all approved Governing Board meeting minutes and related required materials are maintained in accordance with A.R.S. [39-101](#) and standards established by Arizona State Library, Archives and Public Records (ASLAPR). Regular and special Board meeting minutes should be filed separately from Board executive session minutes.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

[A.R.S.](#)

[1-216](#)

[15-321](#)

[15-341](#)

[15-843](#)

[38-421](#)

[38-431](#)

[38-431.01](#)

[38-431.03](#)

[39-101](#)

[39-121](#)

[39-122](#)

A.G.O.

178-237

180-198

Attorney General Arizona Agency Handbook, Chapter 7, Open Meetings

ASLAPR General Retention Schedule for School Districts and Charter Schools

CROSS REF.:

[BEDA](#) - Notification of Board Meetings

[BEDB](#) - Agenda

[BEDH](#) - Public Participation at Board Meetings and News

Media Services at Board Meetings

[BGB](#) - Policy Adoption, Revision and Repeal

Compare Policy Advisory "BEDA © NOTIFICATION OF BOARD MEETINGS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**BEDA ©
NOTIFICATION OF BOARD MEETINGS**

A statement shall be conspicuously posted on the District's website specifying where all notices of the Governing Board meetings are posted, including the physical and electronic locations, and give additional public notice as is reasonable and practicable as to all meetings.—~~Except~~ ~~â€”~~ ~~Except~~ for a meeting through technological devices, the agenda ~~and notice~~ shall also include the time that the public will have physical access to the meeting place.

The District shall post all Governing Board public meeting notices on its website and give additional public notice as is reasonable and practicable as to all meetings.—~~â€”~~ When the District has complied with all other public notice requirements of A.R.S. [38-431.02](#), the Board is not precluded from holding a meeting for which notice was posted when a technological problem or failure either:

- A. prevents the posting of public notice on the District website, or
- B. temporarily or permanently prevents use of all or part of the District's website.

When an executive session of the Board is scheduled, a notice of the executive session stating the provision of law authorizing the executive session and including a general description of the matters to be considered shall be provided to:

- A. the members of the Governing Board, and
- B. the general public.

At least twenty-four (24) hours prior to the meeting, notice shall be given to the members of the Governing Board and to the general public by posting in the designated public place(s) the time and place, and the meeting agenda or any change in the meeting agenda.—~~â€”~~ The notice shall include an agenda of the matters to be discussed, considered or decided at the meeting, or include information on how the public may obtain a copy of the agenda.

The twenty-four (24) hour notice period:

- A. May include Saturday when, in addition to any website posting, the public has twenty-four (24) hour access to the physical posting location.
- B. Does not include Sundays and other holidays prescribed in A.R.S. [1-301](#).

A twenty-four (24) hour meeting notice is not required in the case of an actual emergency, however, notice shall be given and procedures followed in accordance with the requirements of [38-431.02](#) as are appropriate to the circumstances.

The Governing Board shall provide any officer, appointee, or employee to be considered or discussed at a meeting with written notice of the executive session as is appropriate but not

less than twenty-four (24) hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.

A meeting may be recessed and resumed with less than twenty-four (24) ~~hours~~ hours' notice when proper initial meeting notice was given and, before recessing, public notice is given specifying the time and place the meeting will be resumed or identifying the method by which such notice shall be publicly given.

When the Governing Board intends to meet at a regular place and time on a regular day, date or event for a specified calendar period, the District may post notice of the beginning of the applicable calendar period and the period for which the notification is valid.

Adopted: ~~October 24, 2023~~ <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[1-301](#)

[15-321](#)

[15-341](#)

[38-431.01](#)

[38-431.02](#)

A.G.O.

179-~~45~~045

CROSS REF.:

[BDA](#) - Board Organizational Meeting and Board President Duties

[BE](#) - School Board Meetings

~~[BEC](#) - Executive Sessions/Open Meetings~~

[BEDB](#) - Agenda

Compare Policy Advisory "BEDB © AGENDA" to Policy in Manual

first Click on the changed parts for a detailed description. Use the left and right arrow keys to walk last through the modifications.

BEDB © AGENDA

The agenda shall list the specific matters to be discussed, considered or decided at the meeting. Except for a meeting through technological devices, the agenda ~~and notice~~ shall also include the time that the public will have physical access to the meeting place. The Governing Board may discuss, consider or make decisions only on matters listed on the agenda and other matters related thereto. (Subject to A.R.S. [38-431.02](#))

Preparation and Dissemination

Regular Meetings

The Superintendent will prepare Board meeting agendas in consultation with the Board President.

The Superintendent may place items on the agenda. Any Board member may propose an item for consideration of placement on the agenda and will notify the Superintendent of the particular item of business at least five (5) working days before the meeting.

The agenda and supporting materials shall be distributed to the Board members not less than twenty-four (24) hours prior to the meeting.

Copies of the agenda shall be available to the public and the press.

Special Meetings

Whenever possible, the procedures for agenda preparation and dissemination used for regular meetings will be used for special meetings.

These procedures may be altered by the Superintendent during an emergency or when compliance would be impractical. However, the Superintendent shall comply with all legal requirements in scheduling special meetings.

Order of Business

Unless changed by a majority vote of Board members present at a meeting, the order of business shall ~~include the following~~: be as follows:

Regular meetings:

- A. Call to order
- B. Adoption of the agenda (*Discussion of items is not in order.*)
- C. Pledge of allegiance
- D. Board Meeting minutes not previously approved

E. Information only items (*Items to be heard only; the Board will not propose, discuss, or take legal action during the meeting unless the specific matter is properly noticed for legal action.*)

1. Summary of current events

a. Superintendent

Celebrations and recognitions

b. Governing Board members

2. Reports (*Notice must be specific as to type of report that will be given, subject matter and whom will be making the report.*)

F. Public comments (*Members of the Governing Board shall not discuss or take legal action on matters ~~raised during~~ raised during an open call to the public unless the matters are properly noticed for discussion and legal action.*)

G. Action items (*Matters on which the Governing Board may take legal action during the meeting.*)

1. Consent agenda items (*When so presented, should fully describe the matters on the agenda and inform the public where more information can be obtained.*)

2. Specific items of District business (*As listed for consideration, may include various categorical areas as the business of the District necessitates Board discussion, deliberation, and action.*)

H. Information and Discussion items (*Matters about which the Board may engage in discussion but will take no action during the meeting.*)

I. Information items (*The Board will not propose, discuss, or take legal action during the meeting.*)

Requests for future agenda items

J. Adjournment

Special meetings:

A. Call to order

B. Items for which the special meeting was called (*May include timely action, discussion, and information items as conditioned for regular meetings.*)

C. Announcements

D. Adjournment

Executive sessions:

An executive session may be scheduled, as necessary, during either a regular or special meeting. (See *Arizona Attorney General Agency Handbook Section 7.6.7.*)

1. When an executive session is to be held, the notice must state the specific provision of law ~~authorizing the~~ ~~authorizing~~ the executive session. An agenda is also required and must contain a general description of the matters to be considered.

2. ~~The~~ The following statement may be included on every agenda:

"The Board may vote to hold 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)."

Emergency meetings

In the case of an actual emergency, the Governing Board, after giving such notice as is appropriate to the circumstances, may act on an emergency matter or call an emergency meeting in accordance with the requirements set out in A.R.S. [38-431.02](#). The emergency meeting shall follow the order of business for a special meeting. An emergency meeting shall be subsequently followed by the posting of a public notice within twenty-four (24) hours declaring that an emergency session has been held and setting forth the information specified by [A.R.S. 38-431.02](#). Chapter 7 of the Arizona Agency Handbook shall be consulted for guidance when an emergency action or meeting is being considered.

Accommodations for ~~the Disabled Individual~~

with Disabilities

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Superintendent's Office at 520-696-8801 or TDD 800-877-8339. Requests should be made as early as possible to allow time to arrange the accommodation.

Adopted: ~~October 24, 2023~~ <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[38-431](#)

[38-431.01](#)

[38-431.02](#)

[38-431.03](#)

28 CFR § 35.163

[7.6.7 AZ Agency Handbook](#)

CROSS REF.:

~~BDB-BDA~~ - Board ~~Officers~~

~~BEC - Executive Sessions/Open~~ [Organizational Meeting and Board President Duties](#)

[BE](#) - School Board Meetings

~~AGENDA PREPARATION AND DISSEMINATION~~

~~Regular Meetings~~

~~The Superintendent will prepare Board meeting agendas in consultation with the Board President.~~

~~The Superintendent, with the approval of the Board President, on behalf of the Governing Board as a whole, may place items on the agenda. Any Board member proposing an item for consideration of placement on the agenda will notify the Superintendent of the particular item of business at least five (5) working days before the meeting.~~

~~The agenda and supporting materials shall be distributed to the Board members not less than twenty-four (24) hours prior to the meeting.~~

~~Upon request, copies of the agenda shall be available to the public and the press.~~

~~Special Meetings~~

~~Whenever possible, the procedures for agenda preparation and dissemination used for regular meetings will be used for special meetings.~~

~~These procedures may be altered by the Superintendent during an emergency or when compliance would be impractical. However, the Superintendent shall comply with all legal requirements in scheduling special meetings.~~

~~Adopted: September 9, 2014~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~38-431 et seq.~~

~~CROSS REF.:~~

~~BDB – Board Officers~~

~~BEDC ©~~
~~QUORUM~~

~~A quorum consisting of a majority of the Board membership shall be necessary to conduct any business. In the event that a quorum is not present within fifteen (15) minutes of the time scheduled, the meeting may be canceled and another meeting scheduled, with due and proper notices as prescribed by policy and law.~~

~~When there is a vacancy of one (1) or more members on the Governing Board, a majority of the members remaining constitute a quorum for the transaction of business, except that a single Board member does not constitute a quorum.~~

~~Efforts shall be made to fill vacancies on the Governing Board as soon as is practicable.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~1-216~~

~~15-321~~

~~A.G.O.~~

~~184-165~~

~~CROSS REF.:~~

~~BBBE - Unexpired Term Fulfillment~~

~~BEDD ©~~
~~RULES OF ORDER~~

~~The Board prescribes rules for its meetings as follows:~~

- ~~A. It shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called.~~
- ~~B. Each action item shall require a motion, and all motions shall require seconding.~~
- ~~C. The President may make or second motions, and may vote on all motions.~~
- ~~D. A motion to adjourn is in order at any time. Such a motion shall require a second and a majority vote. No discussion is in order.~~
- ~~E. A motion to table is in order at any time. Such a motion requires a second and is limited to being considered only once on any given agenda item. No discussion is in order.~~
- ~~F. Rules of order may be subject to suspension only upon a majority vote of the members of the Board present at a meeting.~~
- ~~G. The Governing Board President may recess the meeting without a vote of the Governing Board in order to maintain decorum and Governing Board meeting rules of order.~~

~~Adopted: September 28, 2021~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

~~15-341~~

~~CROSS REF.:~~

~~BED – Meeting Procedures/Bylaws~~

~~BEDA – Notification of Board Meetings~~

~~BEDB – Agenda~~

~~BEDBA – Agenda Preparation and Dissemination~~

~~BEDC – Quorum~~

~~BEDF – Voting Method~~

~~BEDG – Minutes~~

~~BEDH – Public Participation at Board Meetings~~

~~BGF – Suspension/Repeal of Policy~~

~~BEDF ©
VOTING METHOD~~

~~Votes on all motions and resolutions shall be by ayes, nays or abstentions.~~

~~At the discretion of the Board President or on the request of a member, a show of hands or roll-call vote shall be made and the vote of members shall be recorded. On a show of hands or roll-call, an indication of how each member voted, the names of the members who propose each motion and the names of the persons, as given, who make statements or present material to the public body and a reference to the legal action about which they made statements or presented material shall be recorded.~~

~~All motions shall be carried by a majority of the members who vote, or as otherwise required by law.~~

~~Adopted: September 11, 2018~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~1-216~~

~~15-321~~

~~38-431~~

~~A.G.O.~~

~~178-237~~

~~CROSS REF.:~~

~~BEDC - Quorum~~

~~BEDD - Rules of Order~~

~~BEDG - Minutes~~

~~BEDG ©- MINUTES~~

~~Written or recorded minutes shall be taken of all regular and special Board meetings, including executive sessions, and shall include the information required by A.R.S. 38-431.01. The written minutes or recording shall be available for public inspection three (3) working days after the date of the meeting, except for confidential executive session minutes. Written minutes or a recording not yet approved by the Governing Board shall be marked as "draft" or "unapproved." The minutes or recording shall not be withheld from the public pending approval and must be in a form readily accessible to the public.~~

~~Copies of unapproved written minutes, in print or digital form, shall be distributed to all Board members prior to the next meeting. The Board will take action at a subsequent meeting to amend and/or approve the written minutes.~~

~~The Superintendent shall oversee the preparation of written or recorded minutes of all executive sessions, as required by A.R.S. 38-431.01. The Superintendent will provide confidential copies of unapproved written minutes, in print or digital form, to all Board members prior to the next meeting.~~

~~The Superintendent shall assure that permanent archival files of all approved Governing Board meeting minutes and related required materials are maintained in accordance with A.R.S. 39-101 and standards established by Arizona State Library, Archives and Public Records (ASLAPR). Regular and special Board meeting minutes shall be filed separately from Board executive session minutes.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-843~~

~~38-421~~

~~38-431.01~~

~~38-431.03~~

~~39-101~~

~~39-121~~

~~39-122~~

~~A.G.O.~~

~~180-198~~

~~Attorney General Arizona Agency Handbook, Chapter 7, Open Meetings-~~

~~ASLAPR General Retention Schedule for School Districts and Charter Schools~~

~~CROSS REF.:~~

~~BED - Meeting Procedures/Bylaws-~~

~~BEDF - Voting Method~~

MINUTES

**(Minutes of Open Session Governing Board Meetings,
Board Subcommittees and Advisory Committees)**

~~For meetings other than executive sessions, minutes are to contain at least the following information:~~

- ~~A. Date, time, and place of meeting.~~
- ~~B. Members of the Governing Board recorded as either present or absent.~~
- ~~C. General description of the matter considered.~~
- ~~D. A record of how each member voted.~~
- ~~E. An accurate description of all legal actions proposed, discussed or taken, and the name of the Board member who proposed each motion.~~
- ~~F. Names of the persons, as given, making statements or presenting material to the Governing Board and a reference to the legal action about which they made statements or presented material.~~

~~A meeting, for the purposes of the open meeting statutes, is the gathering of a quorum of Governing Board members at which they discuss, propose or take legal action, including any deliberations by a quorum with respect to such action. [\[38-431\]](#)~~

~~It is therefore necessary to remember that:~~

- ~~A. the coming together of a quorum of Governing Board members:
 - ~~1. in person or by technological devices such as speakerphone, Internet, or other device,~~
 - ~~2. including study sessions, work sessions, and retreats,~~
 - ~~3. regardless of whether or not any voting is scheduled to occur,~~~~
- ~~B. or of a subcommittee or advisory committee appointed by or at the direction of the Board, or which is to report to the Board,
 - ~~1. is a "meeting" and, therefore,~~
 - ~~2. minutes must be taken and processed as required by statute and specified above.~~~~

Compare Policy Advisory "BEDH © PUBLIC
PARTICIPATION AND NEWS MEDIA
SERVICES AT BOARD MEETINGS" to Policy in
Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**BEDH ©
PUBLIC PARTICIPATION ~~AT~~ AND NEWS
~~BOARD~~-MEDIA SERVICES AT BOARD MEETINGS**

General Public

All regular and special meetings of the Board shall be open to the public.

The Board invites the viewpoints of citizens throughout the District, and considers the responsible presentation of these viewpoints vital to the efficient operation of the District. ~~—~~ The Board also recognizes its responsibility for the proper governance of the schools and therefore the need to conduct its business in an orderly and efficient manner. ~~—~~ The Board therefore establishes the following procedures to receive input from citizens of the District:

- A. ~~Any~~ ~~—~~ Any individual desiring to address the Board shall complete a form (Request to Address Board) and give ~~this form~~ ~~—~~ ~~this~~ ~~—~~ form to the Superintendent prior to the start of the Board meeting.
- B. ~~The~~ ~~—~~ The Board President shall be responsible for recognizing speakers, maintaining proper order, and ~~adhering to~~ ~~—~~ ~~adhering~~ ~~—~~ to any time limit set. ~~Questions~~ ~~—~~ ~~Questions~~ requiring investigation shall be ~~referred to~~ ~~—~~ ~~referred~~ ~~—~~ to the Superintendent for later report to the Board. ~~—~~ Questions or comments on matters that are ~~currently under~~ ~~—~~ ~~currently~~ ~~—~~ under legal review will not receive a response.
- C. ~~If~~ ~~—~~ If considered necessary, the President shall set a time limit on the length of the comment period. ~~—~~ In order ~~to ensure to~~ ~~—~~ ~~ensure~~ that each individual has an opportunity to address the Board, the President may also set a time ~~limit for~~ ~~—~~ ~~limit~~ ~~—~~ for individual speakers.
- D. ~~Personal~~ ~~—~~ Personal attacks upon Board members, staff personnel, or other persons in attendance or absent ~~by individuals by~~ ~~—~~ ~~individuals~~ who address the Board are discouraged. ~~—~~ Policies KE, KEB, KEC, and KED are provided by the ~~Board for Board~~ ~~—~~ ~~for~~ disposition of legitimate complaints, including those involving individuals. ~~—~~ Upon conclusion of ~~the open call the~~ ~~—~~ ~~open~~ ~~—~~ call to the public, individual members of the Board may respond to any criticism made by ~~an individual~~ ~~—~~ ~~an~~ ~~—~~ individual who has addressed the Board.
- E. ~~—~~ Presentations for unsolicited services will not be permitted. ~~Companies~~ ~~—~~ ~~Companies~~ or businesses offering services of possible interest to the District should send information to the District Office for distribution to appropriate School District officials.

The Superintendent shall ensure that a copy of this policy is posted at the entrance to the Board meeting room, and that an adequate supply of forms is available.

News Media Services

Local news media representatives shall be welcome to attend all regular or special meetings of the Board except for executive sessions. If representatives of the news media are unable to attend a regular or special meeting, the Superintendent may provide a periodic summary of Board actions.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[38-431.01](#)

CROSS REF.:

~~[BDB](#) - Board Officers~~

[BHC](#) - Board Communications with Staff Members

~~[BHD](#) - Board Communications with the Public~~

[KEB](#) - Public Concerns/Complaints about Personnel

BEDI ©
~~NEWS MEDIA SERVICES AT~~
~~BOARD MEETINGS~~

~~Local news media representatives shall be welcome to attend all regular or special meetings of the Board with the exception of executive sessions. In the event that representatives of the news media are unable to attend a regular or special meeting, the Superintendent may provide a periodic summary of Board actions.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~38-431.01~~

~~38-431.03~~

Compare Policy Advisory "BGB © POLICY ADOPTION,
REVISION AND REPEAL" to Policy in
Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**BGB ©
POLICY ADOPTION, REVISION
AND REPEAL**

Adoption of new policies or the revision or repeal of existing policies is the responsibility of the Board.-

Adoption

The Board ~~shall~~ may adhere to the following procedure in considering and adopting policy proposals to ensure that they are fully studied before final action:

A. ~~First meeting – the proposal shall~~ First Read:

The proposal will be presented for review, including discussion, feedback and/or modification.

B. ~~Second meeting – the proposal shall~~ Second Read:

The original or revised proposal will be presented for discussion and action.

During discussion of a policy proposal, the views of the public, staff members, and the Board may result in changes.– A change shall not require that the policy go through an additional review except as the Board determines that the change requires further study and that an additional review would be desirable.

Policies may be adopted or amended at a single meeting of the Board by a majority vote.

Revision

In an effort to keep its written policies up to date so they may be used consistently as a basis for Board action and administrative decision, the Board authorizes the Superintendent to seek consulting assistance from a source that provides such services.– The District shall rely on the consulting service in conjunction with the functioning of the District as indicated by reactions of the school staff, the students, and the community to provide insight into the effect of the policies it has adopted.– The Superintendent shall develop procedures to permit the District to utilize the policy consulting service in a ~~Board-declared emergency~~.

~~Adopted: date of Manual adoption~~

manner that assures maximization of the District's return on its investment in the service.

The Superintendent is responsible for calling to the Board's attention policies that are out of date or in need of revision.

Repeal/Suspension

The operation of any section or sections of Board policies not established and required by law or vested by contract may be temporarily or permanently suspended by a majority vote of Board members present at a regular or special meeting. An action under this policy would not require the two (2) presentations indicated above to reinstate a suspended policy.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

15-321

CROSS REF.:

BGE - Policy Manual

~~BGC ©~~

~~POLICY REVISION AND REVIEW~~

~~In an effort to keep its written policies up to date so they may be used consistently as a basis for Board action and administrative decision, the Board authorizes the Superintendent to seek consulting assistance from a source that provides such services. The District shall rely on the consulting service in conjunction with the functioning of the District as indicated by reactions of the school staff, the students, and the community to provide insight into the effect of the policies it has adopted. The Superintendent shall develop procedures to permit the District to utilize the policy consulting service in a manner that assures maximization of the District's return on its investment in the service.~~

~~The Superintendent is responsible for calling to the Board's attention policies that are out of date or in need of revision.~~

~~Adopted: date of Manual adoption~~

~~CROSS REF.:~~

~~BGE - Policy Communication/Feedback~~

~~POLICY REVISION AND REVIEW~~

~~The District is a subscriber to the Policy Services Program of the Arizona School Boards Association (ASBA). This service will assist the District in the amendment of District policies or in the adoption of new policies originated by the District.~~

~~The procedure listed below will be followed to ensure the expeditious review and consideration of policy updates received from the ASBA Policy Services Program and all newly proposed policies:~~

- ~~A. A master file of policy updates (Policy Services Advisories) will be kept by the Superintendent.~~
- ~~B. Upon receipt, a copy of each update will be forwarded to the appropriate member(s) of the Superintendent's staff.~~
- ~~C. The designated staff member(s) may review and evaluate the update and recommend action to the Superintendent, including any proposed changes needed to adapt the update to specific circumstances within the District.~~
- ~~D. If changes or new policies are recommended, the Superintendent may send a copy of the update to ASBA Policy Services for review or contact ASBA Policy Services to discuss the proposed changes.~~
- ~~E. The updated policy or any newly proposed policies will be placed on the Board agenda for a first review by the Board.~~
- ~~F. Following the first review, if any proposals are made for further changes, such changes may be sent to ASBA Policy Services for review or discussion.~~
- ~~G. If no changes are proposed, or after any such proposed changes have been reviewed by ASBA Policy Services, the updated policy will be placed on the Board agenda a second time for action by the Board.~~
- ~~H. Following adoption by the Board, the Superintendent will send a copy of the adopted policy and the date of adoption to ASBA Policy Services.~~
- ~~I. ASBA Policy Services will electronically publish the final adopted copy of the policy.~~

Compare Policy Advisory "BGD © BOARD REVIEW OF REGULATIONS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BGD © BOARD REVIEW OF REGULATIONS

The Superintendent has the responsibility for carrying out, through administrative regulations, the policies established by the Board. The administrative regulations shall specify required actions and reflect the detailed arrangement under which the District will be operated.

Before issuance, regulations shall be properly titled and coded in conformance with the policy classification system.

The Board reserves the right to review all administrative regulations .~~The Superintendent shall provide a copy of each District regulation to each Board member~~ prior to ~~distribution~~publication.

Adopted: ~~May 9, 2017~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

<-- z2AdoptionDate -->

Compare Policy Advisory "BGE ©

first ~~â€œâ€œâ€œâ€œâ€œâ€œâ€œ~~POLICYÂ MANUAL" to Policy in Manual last
Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BGE ©

POLICY ~~COMMUNICATION/FEEDBACK~~MANUAL

The Superintendent shall develop procedures to ensure that constituents, employees and Board members have access to a current policy manual that contains the policies and administrative regulations of the District. ~~A~~ A link to the online policy manual will be made available to all persons listed above.

The manual is intended both as a tool for District management and as a source of information to constituents, staff members, and others about how the District operates. To that end, the policy manual will be available for online access. In addition, a hard copy manual shall be available at such places as the Superintendent may determine for use by those persons who do not have access to the manual online. Printed copies of the policy manual shall remain the property of the District and shall be subject to recall at any time.

Any administrative regulation shall be so designated and included in the manual immediately following the policy with which it is associated.

The Board's policy manual shall be considered a public record and shall be open for ~~inspection by~~ inspection by accessing the online link on the District's website, or if needing a hard copy, during regular business hours at the District administration office and at places designated by the Superintendent.

The online master copy of the manual will be securely maintained by the Superintendent, ~~and~~ and archived as required by Records Management Standards adopted by the Arizona State Library, Archives and Public Records (ASLAPR). ~~It~~ It is this online copy that will be used to resolve any discrepancies in language existing in other copies.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-341](#)

Compare Policy Advisory "BGE-R ©" to Policy in Manual

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

BGE-R ©

REGULATION

POLICY ~~COMMUNICATION~~ / FEEDBACK MANUAL

The District's Policy Manual is available to the public online at <https://policy.azsba.org/asba/browse/asbaall/welcome/root>. The online policy manual shall be maintained by the Superintendent, and supersedes any discrepancies in language that exist in hard copies of the policy manual.

All changes to the policy manual will be communicated by the ~~Superintendent to~~ [Superintendent to](#) staff and Governing Board members, and will be archived as required by the Arizona State Library, Archives and Public Records (ASLAPR).

LEGAL REF.:

Uniform System of Financial Records

BGF ©

~~SUSPENSION / REPEAL OF POLICY~~

~~The operation of any section or sections of Board policies not established and required by law or vested by contract may be temporarily or permanently suspended by a majority vote of Board members present at a regular or special meeting. An action under this policy would not require the two (2) presentations indicated in Policy BGB (Policy Adoption) to reinstate a suspended policy.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.
15-321~~

Compare Policy Advisory "BHC © BOARD COMMUNICATIONS"
to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BHC ©
BOARD COMMUNICATIONS~~WITH STAFF MEMBERS~~

Staff Members

Official communication between the Board and employees will occur as follows:

- A. ~~An~~ Any employee will first communicate on school ~~or~~ employment-related matters at the administrative level. ~~Any employee~~ Any employee who exhausts the opportunity of discussing a matter at the various administrative levels may ~~then communicate~~ then communicate in writing with the Board on the matter. No anonymous communication will be considered ~~by the~~ by the Board.
- B. ~~Any~~ Any employee who wishes to address the Board in the employee's capacity as a parent, District resident, ~~or individual~~ individual, rather than as an employee, may do so by following the procedures in ~~Policies~~ Policy BEDH and ~~BHD~~ as noted below.
- C. ~~Official~~ Official communications, policies, directives, Board concerns, and Board action(s), as appropriate, will ~~be communicated~~ be communicated to employees by the Superintendent.

~~Adopted: date of Manual adoption~~

General Public

Official communication between the Board and the community is subject to the following:

- A. Any community member who exhausts the opportunity of discussing a matter at the administrative level may communicate with the Board in writing. No anonymous communication will be considered by the Board.
- B. A member of the community who wishes to address the Board in person may do so by following the procedures in Policy BEDH.
- C. Official communications, policies, Board concerns, and Board action, as appropriate, will be imparted to the community by the Superintendent.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-321](#)

[15-341](#)

[38-431.01](#)

[38-431.02](#)

CROSS REF.:

[BEDH](#) - Public Participation at Board Meetings and News

[Media Services at Board Meetings](#)

BHD ©
~~BOARD COMMUNICATIONS~~
~~WITH THE PUBLIC~~

~~Official communication between the Board and the community is subject to the following:~~

~~A. Any community member who exhausts the opportunity of discussing a matter at the administrative level may communicate with the Board in writing. No anonymous communication will be considered by the Board.~~

~~B. A member of the community who wishes to address the Board in person may do so by following the procedures in Policy BEDH.~~

~~C. Official communications, policies, Board concerns, and Board action, as appropriate, will be imparted to the community by the Superintendent.~~

~~Adopted: date of Manual adoption~~

~~CROSS REF.:~~

~~BEDH – Public Participation at Board Meetings~~

Compare Policy Advisory "BIA © NEW BOARD MEMBER
ORIENTATION AND RESOURCES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**BIA ©
NEW BOARD MEMBER
ORIENTATION / HANDBOOK ORIENTATION AND RESOURCES**

Orientation

A member-elect - or any person designated for appointment as a member-elect - of the Board is to be afforded the Board's and the staff's fullest measures of courtesy and cooperation. The Board and staff shall make every effort to assist the member-elect to become fully informed about the Board's functions, policies, procedures, and problems.

In the interim between election or appointment and actually assuming office, the member-elect shall be invited to attend appropriate meetings and functions of the Board and is to receive appropriate reports and communications normally sent to Board members.

~~The member-elect is to be provided access to appropriate publications and aids, including the Board 's Policy Manual and Administrative Regulations and publications of the state and national school boards associations.~~ The Board President and members of the administrative staff will also confer with the member-elect as necessary on special problems or concerns.

Board members-elect will be encouraged to attend meetings or workshops specifically designed for Board members-elect. Their expenses at these meetings may be reimbursed by the District in accordance with law.

~~Adopted: date of Manual adoption~~

Resources

The member-elect is to be provided with access to appropriate publications and aids, including the Board's Policy Manual and Administrative Regulations and publications of the state and national school boards associations.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-342](#)

[38-431.01](#)

~~BIB ©
BOARD MEMBER DEVELOPMENT
OPPORTUNITIES~~

~~Governing Board members are encouraged to attend workshops presented by the county, state, and national school boards associations. Professional journals and books in the school libraries shall be available to every Board member.~~

~~No public monies can be used for training, orientation or therapy that presents any form of blame or judgment on the basis of race, ethnicity or sex. This does not include any training on sexual harassment.~~

~~Blame or judgment on the basis of race, ethnicity or sex is defined in the statute by seven (7) concepts.~~

~~Adopted: October 26, 2021~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-342~~

~~41-1494~~

Compare Policy Advisory "BIBA © BOARD MEMBER DEVELOPMENT OPPORTUNITIES: CONFERENCES, CONVENTIONS, AND WORKSHOPS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BIBA ©
BOARD MEMBER CONFERENCES,
BOARD MEMBER DEVELOPMENT
OPPORTUNITIES: CONFERENCES, CONVENTIONS, AND
AND WORKSHOPS

Conferences, Conventions, and

Workshops

In keeping with the need for continuing in-service training and development professional development for its members, the Board encourages the participation of all members at appropriate Board conferences, workshopsconventions, and conventionsworkshops. However, in order to control the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

- A. The Board will periodically decide which meetings appear educational opportunities appear to be most promising in terms of producing direct and indirect benefits to the District.
B. Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the Board will designate which of its members would be the most appropriate to participate at a given meeting. With the prior approval of the Board, Board members may participate in meetings other than those authorized in the budget.
C. When a conference, convention, or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and material acquired at the meeting.

Adopted: date of Manual adoption

Disallowed Trainings, Orientations

or Therapy

No public monies can be used for training, orientation or therapy that presents any form of blame or judgment on the basis of race, ethnicity or sex. This does not include any training on sexual harassment.

Professional Literature

Any professional journals and books in the school libraries shall be available to every Board member.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-342](#)

[41-1494](#)

CROSS REF.:

[DKC](#) - Expense Authorization/Reimbursement

Compare Policy Advisory "BIE © BOARD MEMBER

first

INSURANCE / LIABILITY" to Policy in Manual

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BIE © BOARD MEMBER INSURANCE / LIABILITY

General

~~Pursuant to statute, Governing Board members are immune from personal liability with respect to all acts done and actions taken in good faith within the scope of their authority during duly constituted regular and special meetings. However, the Governing Board~~ The Governing Board may procure insurance or may establish a self-insurance program for the management and administration of a system for direct payment of benefits, losses, or claims, or any combination of insurance and direct payments, including risk-management consultation, to provide payment of any property loss sustained or lawful claim of liability or fortuitous loss made against the District or its employees or officers, if the employees or officers are acting in the scope of their employment or authority.

The District shall secure general liability, property damage, and workers' compensation insurance coverage, and shall secure performance and payments bonds for all construction projects.

Participation in Group Insurance Plans of the District

Governing Board members and their dependents are eligible to participate in health, accident, life, or disability insurance plans made available to employees of the District if the Board members pay the full premiums associated with such coverage and participation of the members and their dependents does not result in an expenditure of District monies.

Former Board members, ~~their spouses~~, dependents, and surviving spouses or dependents of Board members or former Board members may continue to participate in the health, accident, life, or disability insurance benefits provided to employees of the District if the following conditions are met:

A. ~~Former~~ Former Board members must have served at least four (4) consecutive years on the Board, must have ~~been covered~~ been covered under the insurance plan while serving as Board members, and must pay the full premiums for ~~the insurance~~ the insurance coverage. Such participation must not result in an expenditure of District monies.

B. ~~The~~ The surviving spouse and/or dependents of a Board member or former Board member may continue participation in ~~the insurance~~ the insurance plan if they pay the full premium for the insurance coverage and their participation does not ~~result in any~~ result in any expenditure of District monies.

C. ~~For~~ For a surviving spouse ~~215~~ or dependents of a Board member or former Board member to be eligible ~~for continued coverage~~ continued coverage, the

deceased Board member or former Board member must have served four (4) ~~consecutive years~~ consecutive years and have been covered under the insurance plan while serving on the Board.

D. ~~The~~ The surviving spouse and/or dependents of a deceased Board member who was eligible for coverage while ~~in-office~~ in office will be eligible for continued coverage.

~~Adopted: date of Manual adoption~~

Personal Liability

Pursuant to statute, Governing Board members are immune from personal liability with respect to all acts done and actions taken in good faith within the scope of their authority during duly constituted regular and special meetings.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-341](#)

[15-382](#)

[15-387](#)

A.G.O.

I90-038

Compare Policy Advisory "BJ © SCHOOL BOARD LEGISLATIVE PROGRAM" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**BJ ©
SCHOOL BOARD LEGISLATIVE PROGRAM**

The Board may participate in ~~legislative programs through~~ conferences ~~with~~ at the state ~~and national school boards associations~~ or national level that enhance its understanding of legislative programs.

The Board authorizes the Superintendent to actively participate in the development of legislation that has a positive effect on educational programs of the District.

Adopted: ~~date of Manual adoption~~ <-- z2AdoptionDate -->

Compare Policy Advisory "BK © SCHOOL BOARD MEMBERSHIPS AND ARIZONA SCHOOL BOARDS ASSOCIATION DELEGATES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**BK ©
SCHOOL BOARD MEMBERSHIPS
AND ARIZONA SCHOOL BOARDS
ASSOCIATION DELEGATES**

Memberships

The Board may choose to be a member of and participate in school boards associations at the state, county, regional, and national levels. The Superintendent will ensure that the subject of school boards association membership is addressed during budget preparation.

The District shall not spend monies for memberships in an association that attempts to influence the outcome of an election, as determined by state and federal law.

~~Adopted: August 23, 2011~~

ASBA Delegates

To be officially represented in the Arizona School Boards Association (ASBA) delegate assembly, each Board will designate one (1) Board Member and one (1) alternate as representatives for ASBA's legislative advocacy efforts.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-342](#)

[15-511](#)

BKA ©
~~LIAISON WITH SCHOOL~~
~~BOARDS ASSOCIATIONS~~

~~In addition to informational liaison between itself and the various school boards associations, the Board may be officially represented in the associations' affairs through the election and appointment of delegates and/or observers to the governing bodies of these organizations.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-342~~

Compare Policy Advisory "CA © ADMINISTRATION GOALS /
PRIORITY OBJECTIVES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

CA ©
ADMINISTRATION GOALS /
PRIORITY OBJECTIVES

The District administration is responsible, within the guidelines established by Board policy, for the direction and coordination of students and staff members in their efforts to reach educational goals adopted by the Board.

The Board expects the administration to specialize in:

- A. ~~the processes of decision~~ Decision-making and communication;
- B. ~~planning~~ Planning, organizing, implementing, and evaluating educational programs;
- C. ~~the demonstration of~~ Providing educational leadership;
- D. ~~the development and maintenance of~~ Developing and maintaining close working relationships and channels of communication ~~within the District~~ within the District and the community;
- E. ~~the minimization of misunderstandings; and~~ F. ~~the development of cooperation toward attaining the~~ Supporting educational goals adopted by the Board.

Adopted: ~~date of Manual adoption~~ <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.
[15-321](#)

[15-341](#)

Compare Policy Advisory "CB © SUPERINTENDENT" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

CB © SUPERINTENDENT

The Board ~~shall~~may employ a Superintendent, who ~~shall~~will enforce the statutes and rules of the state of Arizona and the federal government, and the policies of the Governing Board of the District.

The administration of the school system in all aspects is the responsibility of the Superintendent, whose functions shall be carried out in accordance with the policies of the Board.

The Superintendent may establish regulations for the administration of the District that are in compliance with applicable statutes or regulations of the Arizona Administrative Code and the policies of the Governing Board.—â€ These regulations are binding on the employees of this District and students in the schools.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:
A.R.S.
[15-503](#)

Compare Policy Advisory "CBA © QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT" to Policy in Manual

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

first

last

**CBA ©
QUALIFICATIONS AND DUTIES
OF THE SUPERINTENDENT**

(Performance Responsibilities)

Qualifications

The Superintendent shall have appropriate qualifications as determined by the Governing Board by action taken at a public meeting.-

The Superintendent shall ~~supervise, either directly or through delegation, all activities and all personnel of the school system according to the laws of the state of Arizona, rules of the Arizona State Board of Education, and adopted policies of the Governing Board.~~have a valid fingerprint card issued pursuant to A.R.S. [41-1758.03](#).

Duties

The Superintendent is the District's chief executive officer and the administrative head of all divisions and departments of the school system.—â€™ It is the Superintendent's duty to administer the policies of the Board and to provide leadership for the entire school system.—â€™ The Superintendent is the professional consultant to the Board and, in this capacity, makes recommendations to the Board for changes in Board policies and the educational program.

The Superintendent, ~~as chief administrative officer of the District, shall supervise, either directly or through delegation, all activities and all personnel of the school system according to the laws of the state of Arizona, rules of the Arizona State Board of Education, and adopted policies of the Governing Board.~~

The Superintendent provides the initiative and the technical guidance for the improvement of the total program of the school system.—â€™ The delegation of authority for the operation of the various functions of the school system is one of the Superintendent's duties.—â€™ The Superintendent is, however, responsible to the Board for all functions of the District, including ~~but not limited to~~ those listed below.

Education:

A. ~~Administers~~—â€™ [Administers](#) the development, coordination, maintenance, and evaluation of ~~the educational program, including the special education program~~all educational programs.

B. ~~Supervises~~—â€™ [Supervises](#) methods of teaching, supervision, and administration in effect in the schools.

C. ~~Keeps~~—â€™ [Keeps](#) informed of modern educational thought and practices by advanced study, by visiting school ~~systems elsewhere~~[systems](#)—â€™ elsewhere, by attending

educational conferences, and by other appropriate means.

D. ~~Keeps~~ **Keeps** the public informed about modern education practices, educational trends, and the policies, practices, ~~and~~ **and** problems in the District schools.

Management:

A. ~~Ensures~~ **Ensures** that all activities of the District are conducted in accordance with the laws of the state of Arizona, ~~the regulations~~ **regulations** of the Arizona Board of Education, and the policies of the Governing Board.

B. ~~Assumes~~ **Assumes** responsibility for the overall financial planning of the District and for the preparation of the ~~annual budget, and submits~~ **annual budget and submission** of it to the Board for review and approval.

C. ~~Establishes~~ **Establishes** and maintains efficient procedures and effective controls for all expenditures of school funds ~~in accordance~~ **in accordance** with the adopted budget, subject to direction and approval of the Board.

D. ~~Maintains or has maintained~~ **Maintains** adequate records for the schools, including, but not limited to:

1. ~~financial~~ **financial** accounts,
2. ~~business~~ **business** and property records,
3. ~~personnel~~ **personnel**,
4. ~~school~~ **school** population,
5. ~~student~~ **student** records including verifiable documentation of each student's residency in this state ~~in accordance~~ **in accordance** with guidelines and forms adopted by the Arizona Department of Education, and
6. ~~scholastic~~ **scholastic** records.

E. ~~Provides~~ **Provides** suitable instructions and regulations to govern the maintenance of District properties.

F. ~~Provides~~ **Provides** suitable instructions and regulations to govern the safety and transportation of students.

G. ~~Assumes~~ **Assumes** responsibility for the use of buildings and grounds.

H. ~~Recommends~~ **Recommends** the locations and sizes of new school sites and of additions to existing sites; the ~~locations and~~ **locations** and sizes of new buildings; the plans for new school buildings; all appropriations for sites and buildings; ~~and~~ **and** improvements, alterations, and changes in the buildings and equipment of the District.

I. ~~Oversees~~ **Oversees** the processing and submission of required reports.

J. ~~Interprets~~ **Interprets** the budget and finances to the community.

K. ~~Remains~~ **Remains** current on new legislation and implements laws to the best advantage of the District.

~~Governing Board~~Governingâ€ Board:

- A. ~~Attends~~â€ Attends and participates in all meetings of the Board and its committees, except when excused by the Board.
- B. ~~Takes~~â€ Takes prompt action to implement all directives of the Board.
- C. ~~Advises~~â€ Advises the Board on the need for new and/or revised policies.
- D. ~~Provides~~â€ Provides timely advice to the Board on the implication of changes in statutes or regulations ~~affecting education~~affectingâ€ education.
- E. ~~Informs~~â€ Informs and advises the Board about programs, practices, and problems of the schools, and keeps the ~~Board informed~~Boardâ€ informed of the activities operating under the Board's authority.
- F. ~~Prepares~~â€ Prepares and submits to the Board recommendations relative to all matters requiring Board action, ~~placing before~~placingâ€ before the Board such facts, objective information, and reports as are needed to ensure the making ~~of informed~~ofâ€ informed decisions.
- G. ~~Develops~~â€ Develops and implements rules and regulations in keeping with Board policy.
- H. ~~Acts~~â€ Acts as chief public relations agent for the District.
- I. ~~Acts~~â€ Acts on own discretion if action is necessary in any matter not covered by Board policy, reports such action ~~to the to~~theâ€ the Board as soon as practicable, and recommends policy guidance in the future.

Personnel:

- A. ~~Recommends~~â€ Recommends to the Board the appointment or dismissal of all employees of the District.â€
- B. ~~Ensures~~â€ Ensures that all employees are evaluated in accordance with the schedule established by the Board.â€
- C. ~~Determines~~â€ Determines assignments, defines the duties, and coordinates and directs the work of all employees of ~~the District~~theâ€ District.â€
- D. ~~Recommends~~â€ Recommends all promotions, demotions, and salary changes to the Board.â€
- E. ~~Communicates~~â€ Communicates to all employees all actions of the Board relating to personnel matters, and receives ~~from employees~~fromâ€ employees all communications to be made to the Board.

~~The Superintendent shall have a valid fingerprint card issued pursuant to A.R.S. [41-1758.03](#).~~

Adopted: ~~August 23, 2011~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-503](#)

[15-802](#)

[38-201](#)

[41-1758](#)

A.A.C.

[R7-2-603](#)

CROSS REF.:

[CBI](#) - Evaluation of Superintendent

**Compare Policy Advisory "CBCA © DELEGATED AUTHORITY"
to Policy in Manual**

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**CBCA ©
DELEGATED AUTHORITY**

The Governing Board delegates to the Superintendent, among other powers, the authority to perform the following acts **without the need for prior Board approval**:

- A. ~~To~~ To give notice to teachers, pursuant to A.R.S. [15-536](#), of the Board's intention not to offer a teaching contract.
- B. ~~To~~ To give notice to teachers, pursuant to A.R.S. [15-538.01](#), of the Board's intention not to offer a ~~teaching contract~~ **teaching** contract and to dismiss the teacher.
- C. ~~To~~ To give notice to an administrator or certificated school psychologist, pursuant to A.R.S. [15-503](#), of ~~the Board~~ **the** Board's intention not to offer a new contract.
- D. ~~To~~ To issue to teachers, pursuant to A.R.S. [15-536](#), [15-538](#), and [15-539](#), written preliminary notices ~~of inadequacy of~~ **inadequacy** of classroom performance, reporting such issuance to the Governing Board within ~~ten~~ **ten** (10) school days.

~~Adopted: October 22, 2013~~

- E. To assign any employee to any position in the District for which the employee is qualified. Any reduction or increase in an employee's salary must have Governing Board approval.
- F. To procure goods, services or construction in an amount not to exceed one hundred thousand dollars (\$100,000). All procurement shall comply with the State Board of Education procurement code (School Procurement Code and the Uniform System of Financial Accounting).
- G. To close any or all schools, buildings, or other facilities as permitted by law.
- H. To delegate to others any of the powers and duties specifically assigned to the Superintendent, unless otherwise specifically limited by statute or Board action. The Superintendent shall continue to be responsible to the Board for the satisfactory execution of the delegated power and duties.

Lines of authority shall be clearly outlined by the Superintendent by means of organization charts, job descriptions, and administrative regulations and directives.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-503](#)

[15-536](#)

[15-538](#)

[15-538.01](#)

[15-539](#)

[15-341](#)

[15-806](#)

A.A.C.

[R7-2-1007](#)

REGULATION

DELEGATED AUTHORITY

(School Administration)

The primary duty of a principal is to administer and supervise the instructional program. A principal, as the educational leader of the school, will administer and supervise the school in accordance with policies and administrative regulations of the District.

A principal will be directly responsible to and will report only to the Superintendent and will keep the Superintendent informed of the conditions and needs of the school. All duties, authority, and responsibilities of the principal will be delegated only by the Superintendent. These duties may include, but are not limited to, the following:

- A. A principal is responsible for the operation of the educational program of the school.
- B. A principal is responsible for the supervision and evaluation of the building staff members.
- C. A principal will maintain discipline on the part of personnel and students.
- D. A principal will care for and protect the building, the equipment, the grounds, and other school property.
- E. A principal will maintain school records and prepare reports.
- F. A principal will take reasonable precautions to safeguard the health and welfare of students and staff members, will report accidents, will formulate plans for emergencies, and will conduct evacuation drills each school month and keep written records of such drills.
- G. A principal will be responsible for maintaining a close relationship with the community and should interpret the educational program to the citizens of the District.
- H. A principal will, by advanced study, by visits to school systems in other areas, by attendance at educational conferences, and by other means remain well informed relative to modern educational thought and practice.

Compare Policy Advisory "CBI © EVALUATION OF SUPERINTENDENT" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

CBI © EVALUATION OF SUPERINTENDENT

Executive Session

Any meetings of the Board to compile evaluations, or meetings to discuss the evaluations with the Superintendent, shall be held in executive session unless the Superintendent requests that any such meeting be held in open session. Board members shall have the opportunity to discuss with the Superintendent any item(s) on which the Board member fails to achieve consensus.

Evaluation Process

The Governing Board shall evaluate the Superintendent at least once each year.

Prior to the academic year, the Board and Superintendent will meet to agree on an evaluation instrument. The evaluation(s) shall relate to the Superintendent's duties, responsibilities, and progress toward established goals. The Superintendent shall provide each member of the Board a copy of the agreed upon evaluation instrument not later than ~~November 10~~September 1.

The Board President shall schedule a meeting not later than ~~January 31~~March 30, when the Board will devote an executive session to the evaluation of the Superintendent's performance, to discuss working relationships between the Superintendent and the Board, and to review the Superintendent's contract (with the Superintendent present). ~~If the Superintendent's contract is in its first year, this initial evaluation will not be a comprehensive evaluation, but will be used to allow the Board to communicate its perspective on the Superintendent's performance to date and to allow the Board and the Superintendent to communicate on performance matters. Additional first-year evaluations may be completed by the Board at the Board's discretion or upon invitation by the Superintendent; however, the first fully comprehensive evaluation will be that which occurs in the Superintendent's second year.~~

~~Any meetings of the Board to compile evaluations, or meetings to discuss the evaluations with the Superintendent, shall be held in executive session unless the Superintendent requests that any such meeting be held in open session. Board members shall have the opportunity to discuss with the Superintendent any item(s) on which the Board member fails to achieve consensus.~~

A copy of any written evaluation shall be given to the Superintendent. ~~If in disagreement with such evaluation, the Superintendent may respond in writing to the Governing Board.~~

The evaluation and any comments by the Superintendent shall become a part of the Superintendent's personnel file.

Contract Modifications

Upon the conclusion of the evaluation, the Governing Board may determine whether any changes in the compensation and benefits or contract term of the Superintendent are warranted, subject to the following:â€

If the Superintendent's contract with the School District is for multiple years, the School District shall not offer to extend or renegotiate the contract until no earlier than fifteen (15) months before the expiration of the contract.â€

If the Superintendent's contract with the School District is for a single year, on or before May 15 of each year the Board shall offer a contract for the next school year to the Superintendent unless, on or before April 15, the Board gives notice to the Superintendent of the Board's intention not to offer a new administrative contract; this contract may or may not be for the position of Superintendent.

~~The evaluation and any comments by the Superintendent shall become a part of the Superintendent's personnel file.~~

~~Adopted: January 24, 2023~~

Acceptance of this contract must be in writing within thirty (30) days or the offer is revoked.

Exception: Override Election

If the Governing Board calls for an override election per A.R.S. [15-481](#), it shall offer a contract to certificated administrators on or before June 15 unless timely notice is given, per A.R.S. [15-503\(D\)](#), of the Governing Board's intent not to offer a new contract.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.
[15-341](#)

[15-503](#)

CROSS REF.:

[CBA](#) - Qualifications and Duties of the Superintendent

Compare Policy Advisory "CCB © LINE AND STAFF
RELATIONS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**CCB ©
LINE AND STAFF RELATIONS**

~~Unless otherwise specifically limited by statute or Board action, any of the powers and duties specifically assigned to the Superintendent may be delegated to others serving under the Superintendent. However, the Superintendent shall continue to be responsible to the Board for the satisfactory execution of the delegated power and duties.~~

~~Lines of authority shall be clearly outlined by the Superintendent by means of organization charts, job descriptions, and administrative regulations and directives.~~

~~Adopted: date of Manual adoption~~

Remove per PA 868 - April 2025 (Added to CBCA).

Compare Policy Advisory "CCB-R ©" to Policy in Manual

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

CCB-~~RA~~R ©

REGULATION

LINE AND STAFF RELATIONS

~~(School Administration)~~

~~The primary duty of a principal is to administer and supervise the instructional program. A principal, as the educational leader of the school, will administer and supervise the school in accordance with policies and administrative regulations of the District.~~

~~A principal will be directly responsible to and will report only to the Superintendent and will keep the Superintendent informed of the conditions and needs of the school. All duties, authority, and responsibilities of the principal will be delegated only by the Superintendent. These duties include, but are not limited to, the following:~~

- ~~A. A principal is responsible for the operation of the educational program of the school.~~
- ~~B. A principal is responsible for the supervision and evaluation of the building staff members.~~
- ~~C. A principal will maintain discipline on the part of personnel and students.~~
- ~~D. A principal will care for and protect the building, the equipment, the grounds, and other school property.~~
- ~~E. A principal will maintain school records and prepare reports.~~
- ~~F. A principal will take reasonable precautions to safeguard the health and welfare of students and staff members, will report accidents, will formulate plans for emergencies, and will conduct evacuation drills each school month and keep written records of such drills.~~
- ~~G. A principal will be responsible for maintaining a close relationship with the community and should interpret the educational program to the citizens of the District.~~
- ~~H. A principal will, by advanced study, by visits to school systems in other areas, by attendance at educational conferences, and by other means remain well informed relative to modern educational thought and practice.~~
- ~~I. A principal will distribute a parental satisfaction survey to the parent of every child enrolled at the school, pursuant to A.R.S. [15-353](#)~~
- ~~J. Report directly to the Superintendent.~~

Compare Policy Advisory "CFD © SCHOOL - BASED

first

MANAGEMENT" to Policy in Manual

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

CFD © SCHOOL - BASED MANAGEMENT (School Councils)

Establishment

A school council shall be established at each school. The Governing Board may delegate to a school council the responsibility to ~~develop~~ provide input for a curriculum and may delegate any additional powers that are reasonably necessary to accomplish decentralization.

~~The Board authorizes the establishment of a school council at each school site. The school council shall follow regulations promulgated by the Board. The authority extended to the school council(s) is to design curricular and instructional strategy/design models that promote the District mission/goals statement.~~

Exception for Small Districts. If a District has only one (1) school or fewer than six hundred (600) students, it is not required under Arizona statutes to have a program of school-based management as outlined in Arizona statutes, and the Governing Board elects not to have such a program.

Purpose

The school council shall provide input for the creation of curricular and instructional strategies/designs that meet the unique learning needs of the students served at each school.

~~A shared "vision" for curricular and instructional strategies/designs and the involvement of a variety of the members of the school and community who will be most affected by the results are essential.~~

~~Curricular and instructional strategies/designs that result from such shared decision-making are limited only by the requirements that they be consistent with and fulfill the mission/goal statements, beliefs, and adopted Board policies of the District and comply with the laws and regulations of the state of Arizona and the United States.~~

This shared decision making shall not supersede Board/Superintendent decision-making responsibilities unless waived by the Board.

Membership

The school council at each school shall take into consideration the ethnic composition of the local community and ~~initially~~ shall be composed of:

- A. ~~Parents~~ Parents or guardians of students enrolled in the school who are not employed by the District in ~~the school~~ school of proposed membership.

- B. ~~Teachers~~ Teachers.
- C. ~~Noncertificated~~ Noncertificated employees.
- D. ~~community~~ Community members.
- E. Students if the school is a high school.
- F. ~~The~~ The principal of the school.

Selection

Initially, each of the above school council members shall be selected in the manner and by the procedure specified in A.R.S. [15-351](#). The school council shall then adopt written guidelines that specify the number of school council members and the methods for the selection of school council members. Thereafter, representatives shall be selected by their groups in the manner determined.-

There must be an equal number of teachers and parents of pupils enrolled in the school on the council, and they shall constitute a majority of the council members.-

The principal will serve as chairperson of the school council unless another person is elected by a majority of the school council members.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-351](#)

[15-352](#)

[43-1089.01](#)

A.G.O.

199-018

CROSS REF.:

[BDD](#) - Board-Superintendent Relationship

~~[CGB](#) - Line and Staff Relations~~ [CBCA](#) - Delegated Authority

Compare Policy Advisory "CHD © ADMINISTRATION IN THE
ABSENCE OF POLICY" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**CHD ©
ADMINISTRATION IN THE
ABSENCE OF POLICY**

The Superintendent shall have the authority to implement action if a situation should develop that is not covered by established Board policy. It is the Superintendent's duty to inform the Board of any such action and of the need to develop an official policy.

Adopted: ~~date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

<-- z2AdoptionDate -->

Compare Policy Advisory "CK © ADMINISTRATIVE
CONSULTANTS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**CK ©
ADMINISTRATIVE CONSULTANTS**

Professional consultants from the Arizona School Boards Association, the Arizona Department of Education, universities, and colleges, as well as other resource persons, may be used when ~~such services~~ such services will be helpful in the improvement of the ~~instructional program.~~ curricula, physical plant and other requirements of the District. All consultants shall be approved by the Superintendent prior to the invitation and arrangement for such visitation.

Adopted: ~~date of Manual adoption~~ <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.
[15-343](#)

Compare Policy Advisory "CM © SCHOOL DISTRICT ANNUAL REPORT" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

CM © SCHOOL DISTRICT ANNUAL REPORT

Districts are responsible for filing several annual reports including but not limited to the ones listed below.

Academic Annual Report

The Board shall make an annual report to the County School Superintendent on or before October 1 each year in the manner and form and on the forms prescribed by the Superintendent of Public Instruction or County School Superintendent.—â€ The Board shall also make reports directly to the County School Superintendent or the Superintendent of Public Instruction whenever required.

If the District has been assigned a letter grade of A pursuant to A.R.S. [15-241](#) during at least two (2) out of the last three (3) consecutive years and has not been assigned a letter grade of C, D, or F during the same three (3) years the District may receive exemptions from statutes and rules prescribed in statute.—â€ Should the District believe it qualifies for an exemption the District may submit a request for exemption to the Arizona State Board of Education.—â€ The State Board of Education shall review and may approve the exemption submitted by the District.—â€ The State Board of Education will not approve exemptions that directly apply to specific areas as noted in A.R.S. [15-215](#).

~~Guaranteed Energy Cost Saving~~

~~Contract Annual Reports~~

~~The District shall report to the School Facilities Board annually, not later than October 15, actual energy and cost savings pursuant to a guaranteed energy cost savings contract.~~

~~The District shall also report for any guaranteed energy cost savings contract to the Department of Commerce Energy Office and the School Facilities Board:~~

- ~~A. The name of the project~~
- ~~B. The qualified provider~~
- ~~C. The total cost of the project~~
- ~~D. The expected energy and cost savings~~

~~The District shall retain savings achieved by a guaranteed energy cost saving contract, which may be used to pay for contract and project implementation.~~

~~Adopted: October 22, 2013~~

The Governing Board shall publish an annual financial report for the prior fiscal year by November 15 of each year, using the format prescribed by the Auditor General per A.R.S. [15-904](#). This financial report shall be prepared and distributed by the District by October 15, including to the Country School Superintendent. On or before October 15 the Governing Board shall submit the annual financial report for the previous fiscal year to the Arizona Department of Education (ADE).

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-213.01](#)

[15-215](#)

[15-341](#)

[15-904](#)

CROSS REF.:

[DBF](#) - Budget Hearings and Reviews/Adoption Process

[DIC](#) - Financial Reports and Statements

Compare Policy Advisory "DA © FISCAL MANAGEMENT GOALS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DA ©
FISCAL MANAGEMENT GOALS ~~PRIORITY OBJECTIVES~~

The Governing Board recognizes that money and its management ~~constitute the foundation of the entire school program.~~ have foundational effects on School District operations. To make that ~~support as~~ fiscal management as effective as possible, the Board intends to:

- A. ~~Encourage short and long range planning through the best possible budgeting procedures~~ Ensure budget development aligns with the strategic direction/plan.
- B. ~~Explore~~ Explore all practical and legal sources of ~~monetary income~~ revenue.
- C. ~~Guide~~ Guide and monitor the expenditure of funds to achieve ~~the greatest educational returns~~ successful student outcomes.
- D. ~~Require~~ Require maximum effectiveness, efficiency and transparency in accounting and reporting procedures.
- E. ~~Maintain~~ Maintain, within budget limits, a level of per-student expenditure ~~needed to provide high-quality education~~ that provides for the needs of all students.

Adopted: ~~date of Manual adoption~~ <-- z2AdoptionDate -->

Compare Policy Advisory "DB © ANNUAL
BUDGET: SCHEDULE, PREPARATION / PLANNING,
FORMAT, AND POSTING / SUBMISSION" to Policy in Manual
Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DB ©
ANNUAL BUDGET: SCHEDULE, PREPARATION /
PLANNING, FORMAT, AND
POSTING / SUBMISSION

Schedule

Each school year the Superintendent shall prepare and disseminate a budget preparation schedule to accomplish all required budgetary actions for the following school year. This schedule will, at a minimum, provide specific dates for the accomplishment of all state-mandated actions.

Preparation and Planning

The Superintendent is directed to formulate the annual budget, considering at all times that resources must be utilized to produce the most positive effect on the student's opportunity to gain an education.

The Superintendent shall be responsible for reviewing budgetary requests, providing guidelines and limitations, and presenting the proposed budgets and documentation necessary for Board study, review, and action.

The Governing Board shall be informed if the proposed budget could require an increase in the primary property tax levy of the District over the preceding year's tax levy.

~~Adopted: date of Manual adoption~~

If the District receives desegregation funding, a desegregation budget shall be prepared and submitted using relevant forms from the Auditor General.

Format

The District shall utilize the budget format prepared and prescribed by the Superintendent of Public Instruction in conjunction with the Auditor General. The budget format is designed to allow school districts to plan and provide in detail for the use of available funds.

The budget format as specified in A.R.S. 15-903 shall contain the following information. The School District shall prominently post on its website home page, separately from its budget, Items B through E below:

A. A statement identifying proposed pupil-teacher ratios and pupil-staff ratios relating to the provision of special education services for the budget year.

B.â€ The prominent display of the average salary of all teachers employed by the School District for the current year.

C.â€ The prominent display of the average salary of all teachers employed by the School District for the previous year.

D.â€ The prominent display of the dollar increase in the average salary of all teachers employed by the School District for the current year.

E.â€ The prominent display of the percentage increase in the average salary of all teachers employed by the School District for the current year.

The District may want to include the additional categories of Instructional Support and Student Support alongside the dollars in the classroom number as the intention of the report is to provide a more comprehensive representation of the percentage of District dollars spent that directly impacted teaching and student learning.

Posting and Submission

The District shall prominently post on its website home page a copy of its profile pages that displays the percentage of every dollar spent in the classroom by that school district from the most recent status report issued by the Auditor General.

The District shall submit this annual expenditure budget to the Arizona Department of Education (ADE) and shall utilize the relevant forms and instructions from the Auditor General.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

~~15-821~~271

15-302

15-481

15-824

15-903

15-905

15-905.01

15-910

~~15-2201~~977

15-991

41-1279.03

CROSS REF.:

CM - School District Annual Report

DB-R - Annual Budget: Schedule, Preparation/Planning, Format and

DBF - Budget Process, Adoption and Implementation

DIC - Financial Reports and Statements

DIE - Audits/Financial Monitoring

REGULATION

**ANNUAL BUDGET: SCHEDULE, PREPARATION /
PLANNING, FORMAT, AND
POSTING / SUBMISSION**

The business manager will prepare a schedule of budget deadlines for presentation to the Superintendent each year. This schedule will cover all actions necessary to prepare the budget for the following school year.

The following items may be included in the recommended budget schedule:

- A. Specific date for receipt of unit budgets from administrators.
- B. Date for initial meeting on the budget with appropriate staff members.
- C. Date(s) for student membership and attendance reports.
- D. Date(s) for estimates on the maintenance and operations and capital budgets.
- E. Date for completion of employee compensation consideration(s).
- F. Date for preparing financial projections for all categories and subcategories to be included in the proposed budget(s) for the ensuing fiscal year.
- G. Date for determining if the proposed budget(s) is (are) in excess of the District's Truth in Taxation base limit [A.R.S. [15-905.01](#)].
 1. When the base limit is exceeded, or the District plans to levy any amount for adjacent ways projects or liabilities in excess of the School District budget, a decision must be made whether to publish the truth in taxation notice separately or in combination with the proposed budget or budget summary.
 2. Either publication procedure requires publication of at least ten (10) days but not more than twenty (20) days prior to the truth in taxation hearing.
 3. The truth in taxation hearing may be held in conjunction with the proposed budget hearing.
- H. *Proposed Budget:* The Governing Board shall not later than July 5 and not less than ten (10) days before:
 1. Publish or mail to each household in the District a copy of the proposed budget or a summary of the proposed budget for consideration of the residents or taxpayers of the District, and a notice of the public hearing and Board meeting.
 2. Furnish to the Superintendent of Public Instruction and County School Superintendent, in electronic format, the proposed budget and summary of proposed budget for the budget year.
 3. Submit to the Department ^{243f} of Education the proposed budget which shall prominently display this information about the School District on the website

maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.

I. *Budget Adoption*: The Governing Board shall not later than July 15 and not less than ten (10) days after posting or mailing the notice of the public hearing and Board meeting:

1. Conduct the public hearing and present the proposed budget to the persons attending the hearing, and

If a truth in taxation hearing is required it must be conducted prior to the budget hearing.

2. Immediately following the public hearing, the President shall call the Governing Board meeting to order for the purpose of adopting the budget.

J. *Adopted Budget*: Not later than July 18:

1. The adopted budget shall be submitted electronically to the Superintendent of Public Instruction.

2. The adopted budget shall be submitted to the Department of Education. The Department shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.

K. *Publishing*: The Governing Board must do one (1) of the following and provide notice of the public hearing and Board meeting to adopt the budget no later than ten (10) days prior to the meeting to adopt the budget:

1. *Posting to ADE's Website*: Districts that have a website are required to follow the website requirements above and may choose to meet the publication requirement for the proposed budget by electronically uploading the Hearing Notification and Summary via the School Finance Budget System to ADE for posting on ADE's website. If the budget or proposed budget and notice are posted on a website maintained by the department of education or mailed, the Board shall file an affidavit with the Superintendent of Public Instruction within thirty (30) days after the mailing or the date that the information is posted on the website.

2. *Publishing in a newspaper*: Print the proposed budget or Summary and Hearing Notification in at least eight (8)-point type in a newspaper of general circulation within the District. The publisher's affidavit of newspaper publication must be filed with the Superintendent of Public Instruction within thirty (30) days of the publication. To meet this requirement, districts should scan and e-mail the affidavit to SFBudgetTeam@azed.gov.

3. *Mailing*: Mail the proposed budget or Summary and Hearing Notification to each household in the District. An affidavit or other documentation of mailing must be filed with the Superintendent of Public Instruction within thirty (30) days of mailing. To meet this requirement, districts should scan and e-mail the affidavit to SFBudgetTeam@azed.gov.

L. *Override Election*:

1. When applicable, dates pursuant to A.R.S. §§ 15-481-15-482, as applicable.
2. Date for budget hearing on following year's budget.
 - a. At least ninety (90) days before a proposed override election (first [1st] Tuesday following the first [1st] Monday in November, order override election to present proposed override budget to electors. Must also prepare alternate budget without override increase in event voters reject the proposed override budget.
 - b. At least thirty-five (35) days before override election, mail or distribute to households where qualified electors reside the informational report prepared by County School Superintendent.
 - c. When a determination is made to cancel the override election, the request must be made to the County School Superintendent at least eighty (80) days before the override election date.

M. *Annual Financial Report:*

1. Not later than October 15 of each year the Governing Board shall:
 - a. Prepare and distribute the annual financial report for the prior fiscal year.
 - b. Provide a copy of the financial report to the County School Superintendent.
 - c. Electronically submit a copy of the financial report to the State Superintendent of Public Instruction.
 - d. Submit a copy of the annual financial report for the prior fiscal year to the Department of Education. The Department shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.
2. Not later than November 15 of each year the Governing Board shall publish the annual financial report:
 - a. In a newspaper of general circulation within the School District, or
 - b. In the official newspaper of the county as defined in A.R.S. 11-255, or
 - c. By mailing a copy to each household in the District, or
 - d. By electronic transmission of the information to the Department of Education for posting on the Department's website (if the Board chooses this option the School District shall post a link on the District's website to the report on the Department's website).

All forms and technical requirements for each respective form shall be as prescribed in A.R.S. 15-904.

**Compare Policy Advisory "DBC © BUDGET PLANNING,
PREPARATION, AND SCHEDULES" to Policy in Manual**

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

first

last

**DBC ©
BUDGET PLANNING, PREPARATION,
AND SCHEDULES**

~~Each school year the Superintendent shall prepare and disseminate a budget preparation schedule to accomplish all required budgetary actions for the following school year. This schedule will, as a minimum, provide specific dates for the accomplishment of all state-mandated actions.~~

~~Adopted: August 23, 2011~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-481~~

~~15-824~~

~~15-905~~

~~15-905.01~~

~~15-991~~

~~GROSS REF.:~~

~~DBF – Budget Hearings and Reviews/Adoption Process~~

~~**Remove per PA 878 - May 2025 (Merged with Policy DB.)**~~

~~DBC-R~~

~~REGULATION~~

~~BUDGET PLANNING, PREPARATION, AND SCHEDULES~~

~~The business manager will prepare a schedule of budget deadlines for presentation to the Superintendent each year. This schedule will cover all actions necessary to prepare the budget for the following school year.~~

~~The following items may be included in the recommended budget schedule:~~

~~A. Specific date for receipt of unit budgets from administrators.~~

~~B. Date for initial meeting on the budget with appropriate staff members.~~

~~C. Date(s) for student membership and attendance reports.~~

~~D. Date(s) for estimates on the maintenance and operations and capital budgets.~~

~~E. Date for completion of employee compensation consideration(s).~~

~~F. Date for preparing financial projections for all categories and subcategories to be included in the proposed budget(s) for the ensuing fiscal year.~~

~~G. Date for determining if the proposed budget(s) is (are) in excess of the District's truth-in-taxation base limit [A.R.S. [15-905.01](#)].~~

~~1. When the base limit will be exceeded a decision must be made whether to publish the truth in taxation notice separately or in combination with the proposed budget or budget summary.~~

~~2. Either publication procedure requires publication at least ten (10) days but not more than twenty (20) days prior to the truth in taxation hearing.~~

~~3. The truth in taxation hearing may be held in conjunction with the proposed budget hearing.~~

~~H. The Governing Board shall not later than July 5 and not less than ten (10) days before:~~

~~1. Furnish to the Superintendent of Public Instruction and County School Superintendent, in electronic format, the proposed budget and summary of proposed budget for the budget year.~~

~~2. Submit to the Department of Education the proposed budget which shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.~~

~~I. The Governing Board shall not later than July 15 and not less than ten (10) days after posting or mailing the notice of the public hearing and Board meeting:~~

~~1. Conduct the public hearing and present the proposed budget to the persons attending the hearing, and~~

~~If a truth in taxation hearing is required it must be conducted prior to the budget hearing.~~

~~2. Immediately following the public hearing the President shall call the Governing Board meeting to order for the purpose of adopting the budget.~~

~~J. Not later than July 18:~~

~~1. The adopted budget shall be filed by the Governing Board with the County School Superintendent (who shall immediately transmit a copy to the Board of Supervisors).~~

~~2. The adopted budget shall be submitted electronically to the Superintendent of Public Instruction.~~

~~3. The adopted budget shall be submitted to the Department of Education. The Department shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.~~

~~K. File with the Superintendent of Public Instruction within thirty (30) days from the action date:~~

~~1. The publisher's affidavit of publication confirming publication of the proposed budget, or~~

~~2. An affidavit affirming the proposed budget was mailed to each household in the School District, or~~

~~3. An affidavit noticing that the proposed budget was posted on the Department of Education website.~~

~~Override Election:~~

~~A. Date(s) for override, if applicable.~~

~~B. Date for budget hearing on following year's budget.~~

~~1. At least ninety (90) days before a proposed override election (first [1st] Tuesday following the first [1st] Monday in November, order override election to present proposed override budget to electors. Must also prepare alternate budget without override increase in event voters reject the proposed override budget.~~

~~2. At least thirty five (35) days before override election, mail or distribute to households where qualified electors reside the informational report prepared by County School Superintendent.~~

~~3. When a determination is made to cancel the override election, the request must be made to the County School Superintendent at least eighty (80) days before the override election date.~~

~~Not later than October 15 of each year the Governing Board shall:~~

~~A. Prepare and distribute the annual financial report for the prior fiscal year.~~

~~B. Electronically submit a copy of the financial report to the County School Superintendent. The report shall be approved by the County Superintendent in an electronic procedure prescribed by the Department of Education.~~

~~C. Electronically submit a copy of the financial report to the State Superintendent of Public Instruction.~~

~~D. Submit a copy of the annual financial report for the prior fiscal year to the Department of Education. The Department shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.~~

~~All forms and technical requirements for each respective form shall be as prescribed in A.R.S. 15-904.~~

**Compare Policy Advisory "DBF © BUDGET
PROCESS, ADOPTION AND
IMPLEMENTATION" to Policy in Manual**

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**DBF ©
BUDGET ~~HEARINGS AND REVIEWS/~~**

~~ADOPTION PROCESS~~

At least

**PROCESS, ADOPTION
AND IMPLEMENTATION**

Process

Within ten (10) days before and not later than July 5, the Governing Board shall publish notice of the public hearing and Board meeting to be held no later than July 15 to present the proposed budget for consideration of the residents or taxpayers of the District and shall submit the proposed budget to the Department of Education.-

The Department shall prominently display the budget information on the website maintained by the Department.— If the District maintains a website, the District shall post a link to the website of the Department of Education where this information about the District is posted.-

If a truth-in-taxation notice and hearing is required under A.R.S. [15-905.01](#), the Board may combine the budget notice and hearing with the truth-in-taxation notice and hearing.

The publishing of the proposed budget and notice of the hearing and meeting shall be in accordance with A.R.S. [15-905](#).— If a truth-in-taxation notice and hearing is necessary, the notice shall be in accordance with A.R.S. [15-905.01](#).— If the Board determines to combine the budget and truth-in-taxation hearings, publication of a combined notice must satisfy the requirements of both A.R.S. [15-905](#) and [15-905.01](#).

Adoption

Immediately following the public hearing, the President shall call to order the Board meeting for the purpose of adopting the budget.— A Board member may, without creating a conflict of interest, participate in adoption of a final budget even though the member may have substantial interest in specific items included in the budget.

The Board shall adopt the budget and enter the budget as adopted in its minutes.

Not later than July 18, the Governing Board shall submit the adopted budget to the Department of Education.— The Department shall prominently display the District budget information on the website maintained by the Department.— If the District maintains a website, the District

shall post a link to the website of the Department of Education where this information about the District is posted.

Filing of the budget shall be according to state law. ~~â€”â€”~~ [See Regulation ~~DBCDB-R~~]

If the Governing Board receives notification that one (1) or more of the District's categorical budgets are in excess of its authorized limit, the Board shall revise the affected budget(s) in accordance with A.R.S. [15-905](#).

~~Adopted: August 23, 2011~~

Implementation

To determine if budgeted expenditures are in keeping with the adopted budget, a monthly report of expenditures and revenues shall be presented to the Board. ~~â€”~~ Variances within budget categories shall be a part of this report.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-903](#)

[15-905](#)

[15-905.01](#)

[15-911](#)

[15-915](#)

CROSS REF.:

~~DBC-DB~~ - Annual Budget: Schedule, Preparation/Planning, ~~Preparation and Schedules~~Format,
and Posting/Submission

Compare Policy Advisory "DBI © BUDGET IMPLEMENTATION"
to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**DBI ©
BUDGET IMPLEMENTATION**

~~In order to determine if budgeted expenditures are in keeping with the adopted budget, a monthly update of expenditures and revenues shall be maintained.~~

~~Any overexpenditure in a major subsection of the maintenance and operation budget shall require Board approval.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-905~~

~~**Remove per PA 880 - May 2025 (Merged with Policy DBF.)**~~

Compare Policy Advisory "DBJ © BUDGET RECONCILIATION

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

DBJ © BUDGET ~~TRANSFERS~~RECONCILIATION AND TRANSFERS

Reconciliation

Periodically throughout the year, the budget will be reconciled to the actual expenditures of the District.

Transfers

The Governing Board may authorize the expenditure of monies budgeted within the maintenance and operation section of the budget for any subsection within the section in excess of amounts specified in the adopted budget only by action taken at a public meeting of the Governing Board and if the expenditures for all subsections of the section do not exceed the amount budgeted.

Adopted: ~~date of Manual adoption~~`<-- z2AdoptionDate -->`

LEGAL REF.:

A.R.S.

[15-905](#)

Compare Policy Advisory "DD © BUDGET & FUNDING

first

& SOURCES" to Policy in Manual

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DD ©

~~FUNDING PROPOSALS, GRANTS,~~

~~AND SPECIAL PROJECTS~~ BUDGET FUNDING SOURCES

The Governing Board is to be kept informed of possible sources of state, federal, and other funds for the support of the schools and/or for the enhancement of educational opportunities. The Superintendent is to apprise the Board of its eligibility for general or program funds and to make recommendations for Board action.

~~Adopted: date of Manual adoption~~

Funding Sources Outside

the School System

The District may submit proposals to private foundations and other sources of financial aid for subsidizing such activities as innovative projects, feasibility studies, long-range planning, research and development, or other educational needs.

Timelines permitting, grant proposals are to be approved by the Board before being submitted to the funding agency. The Superintendent shall establish administrative guidelines for the processing of proposal ideas to the Board for its approval.

The Governing Board may receive, hold, and dispose of any gift, grant, or bequest of property or equipment in accordance with state law and the intent of the instrument conferring title.

The Governing Board may also accept gifts, grants, or devises of money. The disposition of unused funds from these sources shall be in accordance with law.

Funding From Federal Tax Sources

(Impact Aid Program)

Regardless of any other law, if the District receives assistance pursuant to Title VIII of the Elementary and Secondary Education of 1965, as amended (Impact Aid Program), the District shall establish a local level fund designated as the Impact Aid Fund and deposit the Impact Aid monies received in the Fund.

The District shall separately account for monies in the Fund and shall not combine monies in the Fund with any other source of local, state, and federal assistance. Monies in the Fund shall be expended pursuant to federal law only for the purposes allowed by Title VIII and A.R.S. 15-905. The District shall account for monies in the Fund according to the Uniform System of Financial Records (USFR) as prescribed by the Auditor General.

If the District has established an Impact Aid Fund, the Superintendent of Public Instruction shall separately account for monies in the District's Impact Aid Fund in the annual report required by A.R.S. [15-255](#).

Monies in the Fund are considered federal monies and are not subject to legislative appropriation.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-206](#)

[15-207](#)

[15-208](#)

[15-209](#)

[15-210](#)

[15-341](#)

[15-905](#)

15-991

20 U.S.C. 7701, Title VIII - Impact Aid Program

CROSS REF.:

[KCD](#) - Public Gifts/Donations to Schools

[IHB](#) - Indian Education

[KJGA](#) - Relations with Parents of Children Educated Pursuant to

Federal Impact Aid Programs

Compare Policy Advisory "DDA © FUNDING SOURCES

OUTSIDE THE SCHOOL SYSTEM" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DDA © FUNDING SOURCES OUTSIDE THE SCHOOL SYSTEM

~~The District may submit proposals to private foundations and other sources of financial aid for subsidizing such activities as innovative projects, feasibility studies, long-range planning, research and development, or other educational needs.~~

~~Timelines permitting, grant proposals are to be approved by the Board before being submitted to the funding agency. The Superintendent shall establish administrative guidelines for the processing of proposal ideas to the Board for its approval.~~

~~The Governing Board may receive, hold, and dispose of any gift, grant, or bequest of property or equipment in accordance with state law and the intent of the instrument conferring title.~~

~~The Governing Board may also accept gifts, grants, or devises of money. The disposition of unused funds from these sources shall be in accordance with law.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-341~~

~~GROSS REF.:~~

~~KGD – Public Gifts/Donations to Schools~~

~~**Remove per PA 883 - May 2025 (Merged with Policy DD.)**~~

Compare Policy Advisory "DEC © FUNDING FROM FEDERAL TAX SOURCES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**DEC ©
FUNDING FROM FEDERAL
TAX SOURCES**

(Impact Aid Program)

~~Regardless of any other law, if the District receives assistance pursuant to Title VIII of the Elementary and Secondary Education of 1965, as amended (Impact Aid Program), the District shall establish a local level fund designated as the Impact Aid Fund and deposit the Impact Aid monies received in the Fund.~~

~~The District shall separately account for monies in the Fund and shall not combine monies in the Fund with any other source of local, state, and federal assistance. Monies in the Fund shall be expended pursuant to federal law only for the purposes allowed by Title VIII and A.R.S. 15-905. The District shall account for monies in the Fund according to the Uniform System of Financial Records (USFR) as prescribed by the Auditor General.~~

~~If the District has established an Impact Aid Fund, the Superintendent of Public Instruction shall separately account for monies in the District's Impact Aid Fund in the annual report required by A.R.S. 15-255.~~

~~Monies in the Fund are considered federal monies and are not subject to legislative appropriation.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-905~~

~~20 U.S.C. 7701, Title VIII - Impact Aid Program~~

~~**Remove per PA 884 - May 2025 (Merged with Policy DD.)**~~

Compare Policy Advisory "DFA © REVENUES AND INCOME" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DFA © REVENUES ~~FROM INVESTMENTS~~ AND INCOME

Investments

The Board will annually consider and vote on a request to the County Treasurer to authorize investments for the following fiscal year. The Superintendent shall ensure that this question is placed on an agenda for a Board meeting in June of each year.

~~Adopted: date of Manual adoption~~

School-Owned Real Estate

Revenues collected from rental or lease of school-owned real estate shall be deposited in the Civic Center fund. Excess rental/lease revenues may be used pursuant to A.R.S. [15-342\(29\)](#). Monies from the sale of school-owned real estate shall be deposited as provided under state statutes.

Gate Receipts and Admissions

Admission receipts from school events shall be adequately controlled. The Superintendent is responsible for the proper collection, supervision, disbursement, and/or remittance of these monies.

Admission to school events for which an admission is charged ordinarily will be by purchased ticket or special pass only. Adequate records will be maintained for accounting purposes.

School Sales and Services

Student Activity Income

Procedures shall be developed by the Superintendent to ensure compliance of all student activity funds pursuant to A.R.S. [15-1121-1124](#).

Student activity fund-raisers may not include: raffles; Bingo games; purchasing of classroom items.

Student activity fund-raisers may include: silent auctions; donations to other entities (i.e., Red Cross), with administrative approval.

The principal of each campus shall monitor the financial activities of the student body to ensure that fund-raising complies with District guidelines and is in accordance with the provisions of A.R.S. Title 15.

To comply with District fund-raising guidelines and A.R.S. Title 15, the principal shall monitor all student activity finances.

Advertising Income

A District advertisement fund shall be established for the deposit of revenues if the District sells advertising.

All revenues collected will be deposited in the Advertisement Fund and accounted for in accordance with the Uniform System of Financial Records. Monies in the Advertising Fund are not subject to reversion.

Career and Technical Education

(Vocational Education)

The governing board of a school district may establish a permanent career and technical education projects fund in an amount of not more than one hundred thousand dollars (\$100,000). The fund consists of proceeds from the sale of items produced or services provided by career and technical education programs. Monies in the fund may be used for any purposes noted in [15-1231](#).

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-342](#)

[15-996](#)

[15-1024](#)

[15-1025](#)

[15-1102](#)

[15-1105](#)

[15-1121](#) through [1124](#)

[15-1231](#)

A.G.O.

180-099

182-090

184-018

Compare Policy Advisory "DFB © REVENUES FROM SCHOOL - OWNED REAL ESTATE" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**DFB ©
REVENUES FROM SCHOOL - OWNED
REAL ESTATE**

~~Revenues collected from rental or lease of school-owned real estate shall be deposited in the Civic Center fund. Monies from sale of school-owned real estate shall be deposited as allowable under state statutes.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~[15-342](#)~~

~~[15-1102](#)~~

~~[15-1105](#)~~

~~[15-1106](#)~~

~~*Remove per PA 886 - May 2025 (Merged with Policy DFA.)*~~

Compare Policy Advisory "DFD © GATE RECEIPTS AND
ADMISSIONS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**DFD ©
GATE RECEIPTS AND ADMISSIONS**

~~Admission receipts from school events shall be adequately controlled. The Superintendent is responsible for the proper collection, supervision, disbursement, and/or remittance of these fees.~~

~~Admission to school events for which an admission is charged ordinarily will be by purchased ticket or special pass only. Adequate records will be maintained for accounting purposes.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-1121 to 15-1126~~

~~*Remove per PA 887 - May 2025 (Merged with Policy DFA.)*~~

Compare Policy Advisory "DFF © INCOME FROM SCHOOL
SALES AND SERVICES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**DFF ©
INCOME FROM SCHOOL
SALES AND SERVICES**

~~Vocational Activity Income~~

~~Through certain vocational activities, students may provide goods and services at a charge to the public. These activities are designed for educational purposes, not to make a profit or to be competitive with business in the community.~~

~~The charges for work performed and goods sold through these activities will be kept current with costs for the particular service or item offered for sale.~~

~~Advertising Income~~

~~A District advertisement fund shall be established for the deposit of revenues if the District sells advertising.~~

~~All revenues collected will be deposited and accounted for in accordance with the Uniform System of Financial Records. Monies in the advertising funds are not subject to reversion.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.:~~

~~[15-342](#)~~

~~[15-1121](#)~~

~~GROSS REF.:~~

~~[KHB - Advertising in Schools](#)~~

~~[Remove per PA 888 - May 2025 \(Merged with Policy DFA.\)](#)~~

Compare Policy Advisory "DG © BANKING
SERVICES AND AUTHORIZED SIGNATURES" to Policy
in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DG ©
BANKING SERVICES AND
AUTHORIZED SIGNATURES

Banking Services

The Board, by majority vote, shall designate one (1) or more banks as depository for the safeguarding of school auxiliary and revolving funds.

Each designated depository shall furnish proper security for such deposits in the amount designated by the Board and in accordance with law.

Each designated depository shall be advised not to cash checks payable to the District but to deposit checks only to the District auxiliary accounts.

~~Adopted: date of Manual adoption~~

Authorized Signatures

Authorized signatories for all checking accounts shall be approved by the Board.

On accounts required by statute to have two (2) signatures, the signatories shall be as specified by the statutes.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-321](#)

[15-341](#)

[15-1122](#)

[15-1126](#)

Compare Policy Advisory "DGA © AUTHORIZED SIGNATURES"
to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**DGA ©
AUTHORIZED SIGNATURES**

~~Authorized signatures for all checking accounts shall be approved by the Board.~~

~~On accounts required by statute to have two (2) signatures, the signatories shall be as specified by the statutes.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

~~15-1122~~

~~15-1126~~

Remove per PA 890 - May 2025 (Merged with Policy DG.)

Compare Policy Advisory "DGD © CREDIT CARDS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DGD © CREDIT CARDS

(Credit Cards and/or Procurement Cards)

~~Use of Credit Cards~~ Definition of Credit/ Procurement Cards

The

Procurement Card

The District defines "credit card" and "procurement card" as a form of payment in lieu of cash, purchase order, or check. The credit/procurement card must bear the company logo.

Use of Credit Cards/

Procurement Cards

The Governing Board acknowledges that instances may occur when ready payment for goods or services is in the District's best interest. The Superintendent is responsible for the implementation of all aspects of the District credit/procurement card program. The Board authorizes the Superintendent to secure and assign controlled-limit credit/procurement cards to designated personnel. District-assigned credit/procurement cards may not be used for personal expenditures.

The use of credit/procurement cards is to be closely monitored and payment of statements for authorized purchases are-is to be made as promptly as possible to avoid fees and charges for the use of such cards.

The Superintendent is directed to develop regulations for the use of District-assigned credit/procurement cards. Such regulations are subject to Board review and approval.

The Board reserves the right to revise or rescind this policy at its sole discretion.

~~Definition of Credit/~~

~~Procurement Card~~

~~The District defines "credit card" and "procurement card" as a form of payment in lieu of cash, purchase order, or check. The credit/procurement card must bear the company logo.~~

Adopted: August 14, 2012<-- z2AdoptionDate -->

[15-342](#)

[38-621](#)

[38-622](#)

[38-623](#)

[38-624](#)

[38-625](#)

Uniform System of Financial Records

CROSS REF.:

[DKC](#) - Expense Authorization/Reimbursement

Compare Policy Advisory "DI © FISCAL ACCOUNTING AND REPORTING" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DI © FISCAL ACCOUNTING AND REPORTING

The Superintendent shall be ultimately responsible for receiving and properly accounting for all funds of the District.

Uniform System of Financial

Records (USFR)

The Uniform System of Financial Records developed by the State Department of Education and the Auditor General's Office shall be used to provide for the appropriate separation of accounts and funds.

Reporting

The Superintendent shall provide to the Board periodic financial reports showing the financial condition of the District.

The Superintendent shall also be responsible for student accounting and shall report enrollment and attendance as required by the state.

~~Adopted: date of Manual adoption~~

Accounting System

Records of all phases of the business operation shall be kept in strict accordance with the Uniform System of Financial Records, other applicable laws, and the policies of the Board.

The District may apply to the State Board of Education (SBE) to assume accounting responsibility, in which case the District shall develop and file an accounting responsibility plan with the Arizona Department of Education (ADE) and the county school superintendent of the county in which the school district is located as specified in A.R.S. [15-914.01](#).

Before January 1 of the fiscal year preceding the fiscal year of implementation and before applying to assume accounting responsibility the District must apply for evaluation by the Auditor General and by the County Treasurer of the county in which the school district is located, as specified in A.R.S. [15-914.01](#).

If the SBE approves for the District to assume accounting responsibility, the District must contract with an independent certified public accountant for an annual financial and compliance audit.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:
A.R.S.

[15-239](#)

[15-271](#)

[15-272](#)

[15-901](#)

[15-914.01](#)

Uniform System of Financial Records

CROSS REF.:

[DIC - Financial Reports and Statements](#)

Compare Policy Advisory "DIA © ACCOUNTING SYSTEM" to
Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**DIA ©
ACCOUNTING SYSTEM**

~~Records of all phases of the business operation shall be kept in strict accordance with the Uniform System of Financial Records, other applicable laws, and the policies of the Board.~~

~~The District may apply to the State Board of Education (SBE) to assume accounting responsibility, in which case the District shall develop and file with the Department of Education (ADE) and the county school superintendent of the county in which the school district is located an accounting responsibility plan as specified in A.R.S. [15-914.01](#).~~

~~Before January 1 of the fiscal year preceding the fiscal year of implementation and before applying to assume accounting responsibility the District must apply for evaluation by the county treasurer of the county in which the school district is located.~~

~~An approval by the SBE for the District to assume accounting responsibility compels the District to contract with an independent certified public accountant for an annual financial and compliance audit.~~

Adopted: ~~<-- z2AdoptionDate -->~~

LEGAL REF.:

A.R.S.

~~[15-239](#)~~

~~[15-914.01](#)~~

~~[15-271](#)~~

~~[15-272](#)~~

CROSS REF.:

~~[DI](#) - Fiscal Accounting and Reporting~~

~~[DIC](#) - Financial Reports and Statements~~

Remove per PA 893 - May 2025 (Merged with Policy DI.)

Compare Policy Advisory "DIB © REVOLVING AND
AUXILIARY FUNDS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DIB ©
~~TYPES OF FUNDS/REVOLVING FUNDS~~ **REVOLVING AND**
AUXILIARY FUNDS

General Purpose Revolving Fund

A general purpose revolving fund shall be established, pursuant to A.R.S. [15-1101](#), at a local bank in the account name of the Flowing Wells Unified School District No. 8. Drafts drawn on the account shall be signed by the employee in charge of the fund or other designated person. The fund shall be managed in the manner prescribed by the Uniform System of Financial Records (USFR).

No revolving fund may be established unless the designated employee in charge is bonded for an amount equal to twice the amount of the fund. The cost of the bond shall be a proper charge against the District.

Auxiliary Operations Fund

The auxiliary operations fund shall consist of monies raised with the approval of the Board in pursuance of and in connection with all activities of school bookstores and athletic activities.

Fund monies shall be accounted for in accordance with the requirements of the USFR.

After authorization by the Board, fund monies shall be deposited in a bank account designated as the auxiliary operations fund. Disbursements from the fund shall be authorized by the Board.

Disbursements shall be made by check signed by two (2) employees of the District designated by the Board. Persons authorized by the Board to sign checks shall be bonded, and the cost shall be charged against the fund.

Auxiliary operations fund monies may be invested and reinvested by the Board. All monies earned by investment shall be credited to the auxiliary operations fund.

Adopted: ~~date of Manual adoption~~<-- [z2AdoptionDate](#) -->

LEGAL REF.:

A.R.S.

[15-1101](#)

[15-1124](#)

[15-1125](#)

[15-1126](#)

[15-1154](#)

CROSS REF.:

[JJF](#) - Student Activities Funds

Compare Policy Advisory "DIC © FINANCIAL REPORTS AND STATEMENTS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DIC © FINANCIAL REPORTS AND STATEMENTS

Financial Reports

Prior to October 15 of each year, the Superintendent shall present to the Board the annual financial report for the previous fiscal year and the Governing Board shall submit the annual financial report for the previous fiscal year to the Department of Education, which shall prominently display this information about the District on the website maintained by the Department.-

The District annual financial report shall be published by November 15 either in a newspaper of general circulation within the District, by electronic submission to the Department of Education for publication on its ~~web-site~~[website](#), in the official newspaper of the county, or by mailing to each household in the School District.-~~â€~~ If published electronically as indicated above, a link shall be posted on the School District web site to the state department's ~~web-site~~[website](#).

Financial Statements

The Superintendent shall also ensure that a report of expenditures of public funds and student activity funds is provided to the Board on a monthly basis.

Adopted: ~~August 23, 2011~~~~<-- z2AdoptionDate -->~~

LEGAL REF.:

A.R.S.

[15-271](#)

[15-302](#)

[15-904](#)

[15-977](#)

[15-991](#)

CROSS REF.:

[CM](#) - School District Annual Report

~~DBCDB-R~~ - Annual Budget: [Schedule](#), [Preparation/Planning](#), ~~Preparation~~~~Format~~, and ~~Schedules~~

[Posting/Submission](#)

Compare Policy Advisory "DICA © BUDGETÂ FORMAT" to
Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**DICA ©
BUDGET FORMAT**

~~The District shall utilize the budget format prepared and prescribed by the Superintendent of Public Instruction in conjunction with the auditor general. The budget format is designed to allow school districts to plan and provide in detail for the use of available funds.~~

~~The District shall prominently post on its website home page a copy of its profile pages that displays the percentage of every dollar spent in the classroom by that school district from the most recent status report issued by the auditor general.~~

~~The District may want to include the additional categories of Instructional Support and Student Support alongside the dollars in the classroom number as the intention of the report is to give a more accurate picture of the percentage of district dollars spent that directly impact teaching and student learning.~~

~~The budget format, in addition to other requirements specified in statute, shall also contain the following information. The School District shall prominently post on its website home page, separately from its budget, Items C through F below:~~

- ~~A. A statement identifying proposed pupil-teacher ratios and pupil-staff ratios relating to the provision of special education services for the budget year.~~
- ~~B. A statement identifying the number of full-time equivalent certificated employees.~~
- ~~C. The prominent display of the average salary of all teachers employed by the School District for the current year.~~
- ~~D. The prominent display of the average salary of all teachers employed by the School District for the previous year.~~
- ~~E. The prominent display of the dollar increase in the average salary of all teachers employed by the School District for the current year.~~
- ~~F. The prominent display of the percentage increase in the average salary of all teachers employed by the School District for the current year.~~

Adopted: <--z2AdoptionDate-->

LEGAL REF.:

A.R.S.:

[15-271](#)

[15-302](#)

15-903

15-977

15-991

41-1279.03

GROSS REF.:

GM – School District Annual Report

DBC-R – Budget Planning, Preparation and Schedules

DIC – Financial Reports and Statements

DIE – Audits/Financial Monitoring

Remove per PA 896 - May 2025 (Merged with Policy DB.)

Compare Policy Advisory "DID © INVENTORIES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DID © INVENTORIES

The Superintendent shall establish a program to implement District inventory procedures, which shall include inventory of land, buildings, and equipment as required in the Uniform System of Financial Records (USFR).

The acquisition threshold for capitalizing items and entering them on the ~~general fixed assets listing shall~~ Capital Assets List shall be five thousand dollars (\$5,000) or greater. ~~â€~~ Items having an acquisition cost greater than one thousand dollars (\$1,000) but less than ~~five thousand dollars (\$5,000)~~ the District's adopted capitalization threshold shall be placed on the ~~stewardship listing. General fixed assets Stewardship List.~~ Capital assets and stewardship items shall be inventoried as specified by the USFR. The District shall also maintain Equipment Inventory and Supplies inventory lists as specified by the USFR.

Adopted: ~~date of Manual adoption~~`<-- z2AdoptionDate -->`

LEGAL REF.:

Uniform System of Financial Records

Compare Policy Advisory "DID-R ©" to Policy in Manual

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

DID-R ©

REGULATION

INVENTORIES

The business manager has responsibility to assist the Superintendent in developing procedures for maintaining District inventories.—â€ The District will follow the prescribed minimum internal control policies and procedures provided by the Uniform System of Financial Records to meet compliance requirements for inventories. A copy of the complete inventory shall be on file in the office of the business manager.-

Capital Assets

A detailed listing of capital assets such as land, buildings, machinery and equipment, vehicles, infrastructure, and easements must be established as prescribed by the Governmental Accounting Standards Board (GASB).—â€ Assets, including lands and buildings, and improvements to land and/or existing buildings, having a total acquisition cost of five thousand dollars (\$5,000) or more will be tagged, marked, capitalized and included in the general fixed-assets inventory.—â€ To comply with the requirements of GASB Statement number 34, accurate, complete, and up-to-date documentation including, but not limited to, the following shall be maintained:

- A. An inventory record registering for each item the:
 1. description;
 2. year of acquisition;
 3. method of acquisition;
 4. funding source;
 5. cost or estimated cost;
 6. salvage value;
 7. estimated useful life;
 8. function(s) for which the asset is used.
- B. A depreciation schedule that:
 1. includes all exhaustible capital assets, by type, with examples;
 2. excludes non-exhaustible capital assets and construction in process;
 3. is based on locally-determined estimated useful life, typically in years;

4. projects residual value at the end of useful life;
5. identifies the method used for calculating depreciation;
6. identifies the selected averaging condition, where applicable.

C. A disposal listing of items removed from the inventory, including at minimum the date and method of disposal.

Stewardship Inventory

A stewardship inventory shall also be maintained for all equipment, including vehicles, with a cost of one thousand dollars (\$1,000) or more but less than the capital asset threshold. The inventory must identify each item's description, identification (tag) number, location, and the month and year of acquisition.

Other Inventory

(less than \$1000)

For insurance and other purposes, an inventory of items with an acquisition cost of less than one thousand dollars (\$1,000) may be maintained.

Physical Inventory

The District shall conduct a physical inventory of listed equipment:

- A. at least every two (2) years for items:
 1. purchased with federal funds;
 2. with an acquisition cost of five thousand dollars (\$5,000) or more.
- B. at least every three (3) years:
 1. for all capital equipment;
 2. for items on the stewardship list, where such list exists.

Facility administrators shall implement the procedures, maintain lists, and provide reports as requested on the contents of their buildings.

Each administrative unit shall assist in completing an annual inventory of all capital furniture and equipment, library media, and textbooks at its location.

Facility administrators shall require any employee who desires to remove an item from one school or department for use in another to submit a written transfer request form to the business manager. Written approval must be obtained from the business manager prior to the relocation of an item.

Supply Records

Supply records shall be kept, which will show:

- A. The name of the individual receiving the supplies.

B. The date received.

C. The disposition of the supplies.

A perpetual inventory shall be maintained for all supplies warehoused by the District.

Compare Policy Advisory "DIE © AUDITS / FINANCIAL MONITORING" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DIE © AUDITS / FINANCIAL MONITORING

The Governing Board directs the Superintendent to implement procedures that assure District compliance with all state and federal requirements for **audits and** financial monitoring ~~and audits.~~—â€— Contingent upon prescribed qualifying criteria, such requirements may include, but are not limited to, procedural reviews by the Office of the Auditor General and the federal Single Audit Act Amendments ~~and Office~~—andâ€—Office of Management and Budget (OMB) Compliance Supplement June 2016.

Necessary Services

The procurement of the necessary services shall be consistent with the District's policy on bidding and purchasing procedures.—â€— Any allocation of costs for the services shall conform to the requirements of the Uniform System of Financial Records (USFR).

Board Presentation

A final report of each separate fiscal management review shall be presented to the Board for examination and discussion.—â€— After a report has been presented to the Board, it will become a matter of public record, and its distribution will not be limited.—â€— Copies of a final report shall be filed with appropriate state and other authorities.

The Governing Board shall publicly accept all audits and compliance questionnaires by roll call vote.

Posting

The District shall prominently post on its website home page a copy of its profile pages that displays the percentage of every dollar spent in the classroom by that school district from the most recent status report issued by the Auditor General.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-213](#)

[15-239](#)

[15-914](#)

[15-2111](#)

[41-1279.03](#)

[41-1279.04](#)

[41-1279.05](#)

[41-1279.07](#)

[41-1279.21](#)

[41-1279.22](#)

A.A.C.

[R7-2-902](#)

USFR - Audit Requirements

2 CFR Part 200 Appendix XI, Compliance Supplement

CROSS REF.:

~~[DICA - Budget Format](#)~~ [DB](#) - Annual Budget: Schedule, Preparation/Planning, Format,

and Posting/Submission

Compare Policy Advisory "DIE-R ©" to Policy in Manual

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

DIE-R ©

REGULATION

AUDITS / FINANCIAL MONITORING

Each program, instructional unit, and department shall prepare and maintain such financial records as are directed by the Superintendent. ~~â€~~ The documents shall be accurate and of essential sufficiency to enable the District to comply with all requirements for financial monitoring and audits, both internal and external.

Requirements for Proper

Management

In addition to special reviews that may be conducted as necessary, the District will comply with the following minimum requirements to demonstrate proper management of and accountability for its fiscal resources:

A. Whenever the District's expenditure of federal financial assistance is less than ~~five hundred seven hundred~~ **five hundred** thousand ~~dollars~~ ~~dollars~~ ~~â€~~ (~~\$500~~**\$700**,000) during a fiscal year, the District shall be subject to a procedural review conducted by the ~~Office of~~ ~~Office~~ ~~â€~~ of the Auditor General at times determined by the Auditor General, subject to the following provisions:

1. Districts that have adopted a Maintenance and Operations Fund (M&O) budget of two million ~~dollars~~ ~~dollars~~ ~~â€~~ (\$2,000,000) or more shall contract with an independent certified public accountant to conduct an annual financial statement audit in accordance with generally accepted governmental auditing standards.

2. Districts that have adopted a Maintenance and Operations Fund (M&O) budget between seven ~~hundred thousand~~ **hundred thousand** dollars (\$700,000) and two million dollars (\$2,000,000) shall contract with an independent ~~certified~~ ~~public~~ ~~certified~~ ~~â€~~ **public** accountant to conduct a biennial financial statement audit in accordance with generally ~~accepted~~ ~~governmental~~ ~~â€~~ **governmental** auditing standards.

B. Whenever the District's combined expenditure from all sources of federal financial assistance is ~~five hundred thousand~~ ~~seven hundred~~ ~~and fifty thousand~~ ~~dollars~~ (~~\$500~~**\$750**,000) or more during a fiscal year, the District shall contract with an approved independent auditor to conduct an annual financial audit. ~~â€~~ The audit shall be performed in accordance with generally accepted auditing standards in compliance with the requirements of the federal Single Audit Act Amendments of 2003 and any implementing regulations of the Office of Management and Budget (OMB).

To the extent permitted by federal law, the District:

A. ~~may~~ ^{may} convert to a biennial audit schedule when the previous annual audit contained ~~no significant negative findings~~ ^{significant negative} findings, ~~defined~~ ^{defined} as the District having received a letter of noncompliance issued by the auditor general;

B. ~~shall~~ ^{shall} convert back to an annual audit whenever an audit produces significant negative findings;

C. ~~may~~ ^{may} convert back to a biennial audit schedule when the two (2) previous audits have not contained ~~any significant~~ ^{significant} negative findings.

The Superintendent shall be promptly informed of any material deficiency that is discovered during a monitoring or auditing process.

Compare Policy Advisory "DJ © PURCHASING ETHICS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DJ © PURCHASING

~~(Purchasing Ethics Policy)~~

PURCHASING ETHICS

Governing Board

The District's Governing Board members and employees shall not use their offices or positions to receive any valuable things or benefits that would not ordinarily accrue to them in the performance of duties if the things or benefits are of such value or character as to manifest a substantial and improper influence upon the performance of their duties.

The Governing Board may provide food and beverages at School District events, including official school functions and trainings, as allowed by the Arizona Constitution, [laws pertaining to travel](#) and [subsistence, gifts, grants \(including federal grants\), or devises](#), and policies of the Department of Education.

Personal Gift or Benefit

A person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or a person who supervises or participates in the planning, recommending, selecting or contracting for materials, services, goods, construction, or construction services of a school district or school purchasing cooperative is guilty of a Class 6 felony if the person solicits, accepts or agrees to accept any personal gift or benefit with a value of three hundred dollars (\$300) ~~or~~ [or](#) more from a person or vendor that has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with the school district or school purchasing cooperative. ~~Soliciting, accepting or agreeing to accept any personal gift or benefit with a value of less than three hundred dollars~~ [dollars](#) (\$300) is a Class 1 misdemeanor.

Any person or vendor ~~that~~ [who](#) has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with a school district or school purchasing cooperative that offers, confers or agrees to confer any personal gift or benefit with a value of three hundred ~~dollars~~ [dollars](#) (\$300) or more on a person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or on a person who supervises or participates in planning, recommending, selecting or contracting for materials, services, goods, construction or construction services of a school district or school purchasing cooperative, is guilty of a Class 6 felony. ~~Offering, conferring or agreeing to confer any personal gift or benefit with a value of less than three hundred dollars~~ [dollars](#) (\$300) is a Class 1 misdemeanor.

Definitions

For the purpose of this policy, a *gift or benefit* means a payment, distribution, expenditure, advance, deposit or donation of monies, any intangible personal property, or any kind of tangible personal or real property. ~~A gift or benefit does not include food or beverage, expenses or sponsorships related to a special event or function related to individuals identified in this policy, nor does this include an item of nominal value such as a greeting card, T-shirt, mug or pen.~~ A gift or benefit does not include food or beverage, or expenses or sponsorships relating to a special event or function to which individuals involved in procurement and purchasing are invited.

Reprisals

A District employee who has control over personnel actions may not take reprisal against a District employee or that employee's disclosure of information that is a matter of public concern, including a violation of District policy or laws/regulations governing the District.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-213](#)

[15-323](#)

~~3815-503~~[341](#)

[15-342](#)

~~38-504~~

[501](#) to [38-511](#)

A.A.C.

[R7-2-1001](#) to [R7-2-1003](#)

[R7-2-1308](#)

Article IX, section 7, Constitution of Arizona ~~(laws pertaining to travel and subsistence, gifts, grants, including federal grants, or devises)~~

Policies adopted by the Department of Education

CROSS REF.:

[DJE](#) - Bidding/Purchasing Procedures

[GBEAA](#) - Staff Conflict of Interest

Compare Policy Advisory "DJE © BIDDING / PURCHASING PROCEDURES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DJE © BIDDING / PURCHASING PROCEDURES

The Superintendent shall be responsible for all purchasing, contracting, competitive bidding, and receiving and processing of all bid protests, in accordance with the Arizona school district procurement rules, including A.A.C. [R7-2-1141](#) et seq. ~~—~~ A contract shall not be awarded to an entity that does not verify employment eligibility of each employee through the E-verify program in compliance with A.R.S. [23-214](#) subsection A. ~~—~~ Each contract shall contain the warranties required by A.R.S. [41-4401](#) relative to the E-verify requirements. ~~—District~~ ~~â€”~~ District purchases shall also be in accordance with 2 C.F.R. 200 ~~.214~~ (Code of Federal Regulations Title 2).

The Superintendent ~~shall ensure~~ ~~shall~~ ensure that all aspects of bidding and purchasing procedures conform to federal and state laws, rules and regulations: ~~Administrative regulations shall be established to assure the District is~~, including A.R.S. [38-503\(C\)](#). The Superintendent shall establish administrative ~~regulations~~ to ensure the District ~~is~~ in full compliance, ~~including contracting~~ ~~including~~ contracting with small and minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms. ~~â€”~~ (2 C.F.R. 200.321).

~~Purchases Not Requiring Bidding~~

~~Purchases of less than~~

Bidding

The District is not required to engage in competitive bidding in order to place a student in a private school that provides special education services if such placement is prescribed in the student's individualized education program and the private school has been approved by the Department of Education Division of Special Education pursuant to A.R.S. [15-765](#). ~~â€”~~ The placement is not subject to rules adopted by the State Board of Education before November 24, 2009 pursuant to A.R.S. [15-213](#).

The District may, without competitive bidding, purchase or contract for any products, materials and services directly from Arizona Industries for the Blind, certified nonprofit agencies that serve individuals with disabilities and Arizona Correctional Industries if the delivery and quality of the goods, materials or services meet the District's reasonable requirements.

Intergovernmental agreements and contracts between school districts or between the District and other governing bodies as provided in A.R.S. [11-952](#) are exempt from competitive bidding under the procurement rules adopted by the State Board of Education pursuant to A.R.S. [15-213](#).

The District is not required to engage in competitive bidding to make a decision to participate in insurance programs authorized by A.R.S. [15-382](#).

The District is not required to obtain bid security for the construction-manager-at-risk method of project delivery.

Online Bidding

Until such time as the State Board of Education adopts rules for the procurement of goods and information services by school districts and charter schools using electronic, online bidding, the District may procure goods and information services pursuant to A.R.S. [41-2671](#) through [2673](#) using the rules adopted by the Department of Administration in implementing [41-2671](#) through [2673](#).

Except as otherwise provided below, only purchases of ten thousand dollars (\$10,000) ~~may be made at the discretion of the Superintendent. Such procurements are not subject to competitive purchasing requirements, however reasonable judgment should be used to ensure the purchases are advantageous to the District. Written price quotations will be requested from at least three (3) vendors for~~ or more are subject to competitive bidding requirements.

Purchasing

Purchases from District Employees

Districts are required to follow the School District Procurement Rules for all purchases of goods or services from District employees regardless of dollar amount. A.R.S. [38-503\(C\)](#) prohibits public employees from providing their employers with any equipment, material, supplies, or services unless provided under an award or contract let after public competitive bidding. Districts must follow the School District Procurement Rules, regardless of the expenditure amount, when purchasing goods or services from District employees. This applies to any purchase using District monies, including extracurricular activities fees tax credit contributions and monies held in trust by the District, such as student activities monies. Although the School District Procurement Rules exempt expenditures of student activities monies from the Rules, that exemption does not apply to purchases in which a District employee acts as a vendor.

Purchases from District Board Members

Districts are required to follow the School District Procurement Rules for all purchases of services from District Board members regardless of dollar amount. A.R.S. [38-503\(C\)](#) prohibits governing board members from providing their district with any services, unless provided under an award or contract let after public competitive bidding. However, for purchases of supplies, materials, and equipment from district board members, districts are required to follow the School District Procurement Rules only if the purchase exceeds one hundred thousand dollars (\$100,000). Purchases below the one hundred thousand dollar (\$100,000) threshold must comply with the guidelines for written quotes. For districts with three thousand (3,000) or more students, statutes limit purchases of supplies, materials, and equipment from board members to three hundred dollars (\$300) per transaction and one thousand dollars (\$1,000) total within any twelve (12)-month period and require that the governing board adopt a policy authorizing such purchases within the preceding twelve (12) months. Districts with fewer than three thousand (3,000) students may purchase supplies, materials, and equipment from governing board members in any amount, provided each purchase is approved by the governing board and the amount of the purchase is included in the board's meeting minutes.

Purchases Requiring Bidding

For transactions of at least ten thousand ~~dollars~~ (\$10,000) dollars and less than one hundred thousand ~~dollars~~ (\$100,000) ~~dollars~~, ~~written~~ price quotations will be requested from at least three (3) vendors. ~~€~~ If three (3) written price quotations cannot be obtained, documentation

showing the vendors contacted that did not offer written price quotations, or explaining why written price quotations were not obtained, shall be maintained on file in the District office.

For transactions to purchase construction, materials, or services costing more than one hundred thousand (\$100,000) dollars, sealed bids and proposals shall be requested.

All transactions must comply with the applicable requirements of the Arizona Revised Statutes, the Arizona Administrative Code and the Uniform System of Financial Records.

Purchases Not Requiring Bidding

Except as otherwise provided above, purchases of less than ten thousand (\$10,000) dollars may be made at the discretion of the Superintendent. Such procurements are not subject to competitive purchasing requirements; however, reasonable judgment should be used to ensure the purchases are advantageous to the District.

The District is not required to engage in competitive bidding in order to place a student in a private school that provides special education services if such placement is prescribed in the student's individualized education program and the private school has been approved by the Department of Education Division of Special Education pursuant to A.R.S. [15-765](#). —The placement is not subject to rules adopted by the State Board of Education before November 24, 2009 pursuant to A.R.S. [15-213](#).

The District may, without competitive bidding, purchase or contract for any products, materials and services directly from Arizona Industries for the Blind, certified nonprofit agencies that serve individuals with disabilities and Arizona Correctional Industries if the delivery and quality of the goods, materials or services meet the District's reasonable requirements.

Intergovernmental agreements and contracts between school districts or between the District and other governing bodies as provided in A.R.S. [11-952](#) are exempt from competitive bidding under the procurement rules adopted by the State Board of Education pursuant to A.R.S. [15-213](#) (A.A.C. [R7-2-1002\(C\)\(2\)](#)).

The District is not required to engage in competitive bidding to make a decision to participate in insurance programs authorized by A.R.S. [15-382](#).

~~The District is not required to obtain bid security for the construction-manager-at-risk method of project delivery.~~

Contract Requirements

Contract Duration

Unless otherwise provided by law, contracts for materials or services and contracts for job-order-contracting construction services may be entered into if the duration of the contract and the conditions of renewal or extension, if any, are included in the invitation for bids or the request for proposals and if monies are available for the first fiscal period at the time the contract is executed. — The duration of contracts for materials or services and contracts for job-order-contracting construction services shall be limited to no more than five (5) years unless the Board determines that a contract of longer duration would be advantageous to the District. — Once determined, the decision should be memorialized in meeting minutes and in the contract/bid file. — Payment and performance obligations for succeeding fiscal periods are subject to the availability and appropriation of monies. — The maximum dollar amount of an

individual job order for a job-order-contracting construction service shall be one million dollars (\$1,000,000) or as determined by the Board.

~~Online Bidding~~

~~Until such time as the State Board of Education adopts rules for the procurement of goods and information services by school districts and charter schools using electronic, online bidding, the District may procure goods and information services pursuant to A.R.S. 41-2671 through 2673 using the rules adopted by the Department of Administration in implementing [41-2671 through 2673](#).~~

~~Purchases Requiring Bidding~~

~~Sealed bids and proposals shall be requested for transactions to purchase construction, materials, or services costing more than one hundred thousand dollars (\$100,000). All transactions must comply with the requirements of the Arizona Administrative Code and the Uniform System of Financial Records.~~

~~Public Inspection and Rationale~~

~~for Awarding a Contract~~

Public Inspection and Rationale

for Awarding a Contract

The Governing Board shall make available, for public inspection, all information, all bids, proposals and qualifications submitted, and all findings and other information considered in determining whose bid conforms to the District's invitation for bids. ~~Documentation~~ *The documentation* provided will include information regarding the most advantageous, with respect to price, conformity to the specifications, and other factors, or whose proposal for qualifications are to be used to select and award the bid. ~~Included~~ *Included* in this information will be the rationale for awarding a contract for any specified professional services, construction, construction service or materials to an entity selected from a qualified select bidders list or through a school purchasing cooperative. ~~The~~ *The* invitation for bids, request for proposals or request for qualifications shall include a notice that all information and bids, proposals and qualifications submitted will be made available for public inspection.

~~Registered Sex Offender Prohibition~~

Requirement: Registered Sex

Offender Prohibition

All purchase orders, agreements to purchase, and contracts for services to be provided by personnel other than District employees must include the following statement on the document:

Registered Sex Offender Restriction. Pursuant to this order, the named vendor agrees by acceptance of this order that no employee or subcontractor of the vendor, who is required to register as a sex offender, pursuant ~~to Ato~~ *A.R.S. 13-3821*, will perform work on District premises or equipment at any time when District students are, or ~~are reasonably~~ *are* ~~are~~ *reasonably* expected to be, present. ~~The~~ *The* vendor further agrees by acceptance of this order that a violation of ~~this condition~~ *this condition* shall be considered a material breach and ~~may~~ *may* result in a cancellation of the order at the District's ~~discretion~~ *discretion*.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[11-952](#)

[15-213](#)

[15-213.01](#)

[15-213.02](#)

[15-239](#)

[15-323](#)

[15-342](#)

[15-382](#)

[15-765](#)

[15-910.02](#)

[23-214](#)

[34-101](#) *et seq.*

[35-391](#) *et seq.*

[35-393](#) *et seq.*

[38-503](#)

[38-511](#)

[39-121](#)

[41-2632](#)

[41-2636](#)

[41-4401](#)

A.A.C.

[R7-2-1001](#) *et seq.*

[R7-2-1023](#)

[R7-2-1029](#)

A.G.O.

183-136

187-035

106-002

USFR Uniform System of Financial Records: VI-G-8 *et seq.*

2 C.F.R. 200-~~214~~

2 C.F.R. 200.321

CROSS REF.:

[BCB](#) - Board Member Conflict of Interest

[DJ](#) - Purchasing [Ethics](#)

[DJG](#) - Vendor/Contractor Relations [and Sales Calls Requirements](#)

[GBEAA](#) - Staff Conflict of Interest

[JLIF](#) - Sex Offender Notification

Compare Policy Advisory "DJE-R ©" to Policy in Manual

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

DJE-R ©

REGULATION

BIDDING / PURCHASING PROCEDURES

All District purchases shall be in accordance with the relevant sections of the Arizona Revised Statutes (including, but not limited to ~~to~~ [§ 15-213](#), ~~§ 15-323~~, ~~§ 23-214~~ subsection A, [§ 38-503](#), ~~and~~ [§ 41-4401](#)), and the Arizona school district procurement rules set out in the Arizona Administrative Code (A.A.C.) ~~§ R7-2-1001 through~~ [§ R7-2-1195](#). ~~District~~ [§ R7-2-1195](#) District purchases shall also be in accordance with 2 CFR 200 .214 (Code of Federal Regulations Title 2).

Requesting Quotations

Definitions

The definition of a term used in this regulation shall be interpreted as being synonymous with the definition of that term listed at [R7-2-1001](#).

Preparations of Specifications

Specifications for goods, services, and construction items are to be prepared in the manner prescribed by rules [R7-2-1010](#) through [R7-2-1017](#).

Procurement of Services

Specified Professional Services

and Construction Services

When the procurement of construction services or services to be provided by certain professionals are under consideration, designated District personnel shall become fully familiar with and informed on the requirements established in Arizona Revised Statutes Title 34 and Arizona Administrative Code Title 7, Chapter 2, Parts XIV and XV. The assigned District personnel are to seek assistance from qualified consultants, attorneys, and bond counsel as is necessary and applicable to the projects being considered, including but not limited to determinations of the training, qualifications, experience, fitness, licensure, prior performance, and bonding of potential providers. Procurement activities, including securing the services of persons to assist District personnel as referenced above shall be in accordance with all relevant requirements prescribed by federal and state law and the rules of federal, state, county, and municipal agencies for the acquisition, performance and reporting of the services being sought and acquired.

Procurement of Services by Certain

Other Classes of Providers

Except as authorized pursuant to [R7-2-1002](#), [R7-2-1053](#), or [R7-2-1055](#), the purchase of services to be provided by clergy, certified public accountants, physicians, dentists, and legal counsel shall be as specified in [R7-2-1061](#) through [R7-2-1068](#). Except as authorized in [R7-2-1033](#), [R7-2-1053](#), [R7-2-1055](#), and [R7-2-1122](#), the procurement of services by an architect, engineer, land surveyor, assayer, geologist, or landscape architect is to be accomplished in compliance with [R7-2-1117](#) through [R7-2-1123](#). Procurement procedures related to purchasing services from the professional providers are to conform to [R7-2-1119](#) through [R7-2-1122](#).

Construction Procurement Procedures

Preparation for inviting bids for construction and the steps to be followed in the construction procurement process shall be guided by and consistent with [R7-2-1100](#) through [R7-2-1115](#).

Sole-Source Procurements

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 District may require the submission of cost or pricing data in connection with an award pursuant to A.A.C. [R7-2-1053](#). Sole-source procurement shall be avoided, except when no reasonable alternative source exists. A copy of the written determination of the basis for the sole-source procurement and any cost or pricing data shall be retained in the procurement file by the District.

The District shall, to the extent practicable, negotiate with the single supplier a contract advantageous to the District.

Due Diligence

The District is responsible for ensuring that all procurements are done in accordance with applicable law and school district procurement rules whether the procurement is done independently or through a cooperative purchasing agreement. The appropriate amount and complexity of due diligence to be performed by a district will vary based on the procuring entity with which the district is participating. A.R.S. [15-213\(F\)](#) requires school districts and school purchasing cooperatives, in connection with any audit conducted by a certified public accountant, to have a systematic review of purchasing practices. The Office of the Auditor General has prescribed the guidelines for performing these reviews as part of the Procurement Compliance Questionnaire for cooperatives and the Expenditures section of the USFR Compliance Questionnaire for districts.

The District shall develop and follow a clear plan prescribing the purchasing practices to be followed. The plan will describe the elements of internal control and auditing to assure the District's procedures are sufficient to confirm the adequacy of the procurements practices and that the accountability of all personnel engaged in procurement practices is regularly evaluated and corrective measures taken when necessary. The due diligence activities shall include the use of the applicable sections of the Uniform System of Financial Records (USFR) Compliance Questionnaire for school districts when assessing the quality of the procurements procedures and the competence of the persons performing the procedures. Day-to-day and periodic formal checks of due diligence performance are to be documented and retained in a procurement file.

Contract Requirements

Care is to be exercised to assure the District's procurement practices conform to the general contract requirements set out in [R7-2-1072](#) through [R7-2-1087](#) and the accompanying

conditions described in [R7-2-1092](#) through [R7-2-1093](#), as applicable.

Quotations

~~Requesting~~ Quotations

Requests for price quotations are to include adequate details and be issued with sufficient lead time to enable vendors to effectively respond. When a contract is to be awarded on the basis of price and additional factors, those factors are to be included in the request for quotations. Such factors should include, but are not limited to, the following:

- A. ~~Submittal~~ Submittal requirements including:
 - 1. ~~Date~~ Date and time due;
 - 2. ~~Type~~ Type and manner by which quotations may be received (e.g., telephone, written, fax, e-mail, ~~prepared form~~ prepared form);
 - 3. ~~Physical~~ Physical or digital address to which quotations are to be delivered.
- B. ~~Specific~~ Specific information the quotation must include.
- C. ~~Whether~~ Whether or not negotiations may be held.
- D. ~~Options~~ Options that may be made pursuant to a purchase contract, i.e., extensions and renewals.
- E. ~~Contracts~~ Contracts for job-order-contracting services shall be limited to no more than five (5) years unless the ~~Board determines~~ Board determines that a contract of longer duration would be advantageous to the District and has provided for ~~such duration~~ such duration as a part of bid documents and conditions of renewal or extension within contract language. ~~Such~~ Such determination should be memorialized in writing and kept in the meeting minutes and contract/bid file.
- F. ~~Uniform~~ Uniform terms and conditions included in the request by text or reference.
- G. ~~Such~~ Such additional terms, conditions, and instructions as are applicable to the purchase under consideration.

All requests for written quotations shall be at the direction of the Superintendent or a person designated by the Superintendent.

When a vendor is selected on the basis of factors other than lowest price, the reasons shall be documented and filed with the price quotations. Documentation of the quotations process and details including vendor names, persons contacted, telephone numbers and identification of other communication procedures, price results, and determinations are to be documented and retained by the District in a procurement file that includes the pertinent requisition form and purchase order.

A written contract or purchase order must be approved prior to a purchase being made.

~~Cumulative and Like~~

~~Item Purchases~~

~~An analysis shall be performed annually to determine the extent of the District need to purchase like items. Prior year purchases and applicable demographic, program, and planning data are to be utilized for projecting quantity and cost of like items to fulfill the anticipated need. The outcomes of calculating the projected quantity and cost factors to acquire like items shall inform the determinations as to the appropriate procurement processes to be applied. The proper competitive purchasing strategies must be applied to assure District compliance with the procurement laws and rules. Splitting of orders or other purchasing practices devised to circumvent allowable procurement practices are prohibited. The cumulative costs of purchasing like items by any and all means of acquisition are to be tracked to assure that no purchases are permitted that will result in violation of Governing Board policies and lawful procurement practices.~~

~~Multiple Year Purchases Totaling Less~~

~~Than One Hundred Thousand Dollars~~

~~The District may enter into contracts of less than one hundred thousand dollars (\$100,000) for a period up to five (5) years, as follows:~~

- ~~A. When the terms and conditions of renewal or extension are included in the solicitation for bids;~~
- ~~B. When monies are available for the first fiscal year at the time of contracting;~~
- ~~C. When the competitive purchasing method is appropriate to the projected cumulative cost over the term of the multiple year contract.~~

~~Multiple Year Purchases Totaling More~~

~~Than One Hundred Thousand Dollars~~

~~The District may enter into contracts for more than one hundred thousand dollars (\$100,000) for a period up to five (5) years, as follows:~~

~~The Governing Board has determined in writing that:~~

- ~~1. The estimated requirements cover the contract period and are reasonable and continuing;~~
- ~~2. A multi-term contract will serve the District's best interest by encouraging competition or promoting economies in procurement;~~
- ~~3. If monies are not appropriated or available in future years the contract will be cancelled.~~

~~If multiple-year quotations are used, the District shall:~~

- ~~A. Document the time period that the pricing is valid;~~
- ~~B. Determine the vendor will honor the pricing for the multi-year period;~~
- ~~C. Secure and maintain written affirmation with the vendor that, although it is the District's intent to purchase certain quantities, all purchases are subject to the availability of funds.~~

~~Multiple Awards to More~~

~~Than One Contractor~~

~~Generally, the District should not use multiple awards allowing more than one (1) vendor to supply the same goods or service. However, there are instances in which the District may make multiple awards. If that instance arises, the request for proposals or invitation for bids should clearly state whether multiple awards may be used so bidders can consider that information when pricing their proposals or bids.~~

~~A multiple award to more than one (1) vendor should be made only when the District has determined and documented in writing that a single award is not advantageous to the District. The award should also be limited to the least number of suppliers necessary to meet the District's requirements.~~

~~Bidding~~ Bidding

~~Bidding~~ Bidding Methods

~~Sealed bids or proposals will be requested when an award is to be made for a transaction to purchase construction, materials, or services costing more than one hundred thousand dollars (\$100,000).—â€ The Superintendent must review the expenditure and make a recommendation to the Board for final action.—â€ The Board reserves the right to waive any informality in, or reject, any or all bids or any part of any bid.—â€ Any bid may be withdrawn prior to the scheduled time for the opening of bids.~~

~~The bidder to whom the award is made may be required to enter into a written contract with the District.~~

~~Pursuant to the procurement code, contracts can be let for a period not to exceed five (5) years.~~

~~Definitions~~

~~The definition of a term used in this regulation shall be interpreted as being synonymous with the definition of that term listed at [R7-2-1001](#).~~

~~Prospective Bidders'~~

~~Prospective Bidders'~~ Lists

~~The District shall compile and maintain a prospective bidders' list.—â€ Inclusion of the name of a person shall not indicate whether the person is responsible concerning a particular procurement or otherwise capable of successfully performing a District contract.~~

~~Persons desiring to be included on the prospective bidders' list shall notify the District.—â€ Upon notification, the District shall mail or otherwise provide the person with the District procedures for inclusion on the bidders' list.—â€ Within thirty (30) days after receiving the required information, the District shall add the person to the prospective bidders' list unless the District makes a determination that inclusion is not advantageous to the District.~~

~~Persons who fail to respond to invitations for bids for two (2) consecutive procurements of similar items may be removed from the applicable bidders' list after mailing a notice to the person.—â€ This notice shall not be required if the two (2) invitations for bids which were not responded to both contained the notice that bidders' names may be removed from the bidders' list if they fail to respond to invitations for bids for two (2) consecutive procurements of similar items.—â€ Persons may be reinstated upon request.~~

Prospective bidders' lists shall be available for public inspection, unless the District makes a written determination that it is in the best interest of the District that they should be confidential or private and should not be open for inspection pursuant to A.R.S. [39-121](#).

~~Competitive Sealed~~

Competitive Sealed Bidding

If the intended procurement is for construction to cost less than one hundred fifty thousand dollars (\$150,000), the rules established for the simplified school construction procurement program described at [R7-2-1033](#) may be followed. In all other cases, adequate public notice of the invitation for bids shall be given as provided in [R7-2-1022](#) or as provided in [R7-2-1024](#), which are outlined below, and shall indicate that any bid protest shall be filed with the District representative, who shall be named therein.

If notice is given pursuant to [R7-2-1024](#), notice also may be given as provided in [R7-2-1022](#). If fewer than five (5) prospective bidders are included on the bidders' list, the notice must also be given as provided in [R7-2-1022](#). When the invitation for bids is for the procurement of services other than those described in [R7-2-1061](#) through [R7-2-1068](#) and [R7-2-1117](#) through [R7-2-1123](#), Specified Professional Services, notice also shall be given as provided in [R7-2-1022](#).

R7-2-1022:

In the event there are four (4) or less prospective bidders on the bidders' list, the notice shall include publication in the official newspaper of the county within which the school district is located for two (2) publications which are not less than six (6) nor more than ten (10) days apart. The second publication shall not be less than two (2) weeks before bid opening. The time of publication may be altered if deemed necessary pursuant to [R7-2-1024](#)-(A).

R7-2-1024:

Invitation for bids shall be issued at least fourteen (14) days before the time and date set for bid opening in the invitation for bids unless a shorter time is deemed necessary for a particular procurement as determined by the school district.

The school district shall mail or otherwise furnish invitation for bids or notices of the availability of invitation for bids to all prospective bidders registered with the school district for the specific material, service or construction being bid.

The time and date at which a bid is called due shall be during regular working hours at a regular place of school business or during a public meeting of the Governing Board at its regular meeting place.

Invitations to bid will be sent to all vendors who have requested to bid or who have applied to be placed on a bid list appropriate to the items being sought.

Bid Call for Construction Projects

A bid call relating to "construction projects" must describe the nature of the work to be performed and where complete plans, if necessary, may be obtained. Deposits may be required for plans and specifications in good order. A certified check, cashier's check, or surety bond for ten percent (10%) of the bid must accompany each bid, but will be returned to unsuccessful bidders. The successful bidder must present performance and payment

bonds for one hundred percent (100%) of the bid within five (5) working days after notification of the award.

Sealed Bids

Each sealed bid must be submitted in a sealed envelope, addressed to the District, clearly marked on the outside of the envelope, "Sealed Bid for _____." The bids shall be opened publicly and read aloud at the time and place stated in the invitation. Awards shall be made with reasonable promptness to the lowest responsible, qualified vendor, taking into consideration all factors set forth in policy. Price shall not be the sole factor in making the bid award. When out-of-state bidders are not to pay sales/use tax, the amount of such tax shall not be a consideration in determining the low bidder. All proposed contracts for outside professional services in excess of the amount calculated by the State Board of Education and made applicable for the year in which the transaction will occur, may be reviewed by the attorney for the District prior to entering into the contract. The policies relating to outside professional services apply only to services required by law to be placed on bid, and even those policies may be set aside if a state of emergency is declared. If a state of emergency is declared, a memorandum will be issued justifying such a declaration, which will be filed in the District's records.

Multistep Sealed Bidding

The multistep sealed bidding method may be used if the Governing Board determines that:

- A. Available specifications or purchase descriptions are not sufficiently complete to permit full competition without technical evaluations and discussions to ensure mutual understanding between each bidder and the District;
- B. Definite criteria exist for evaluation of technical offers;
- C. More than one (1) technically qualified source is expected to be available; and
- D. A fixed-price contract will be used.

The District may hold a pre-technical offer conference with bidders as provided in [R7-2-1136\(C\)](#).

The multistep sealed bidding method may not be used for construction contracts.

When the multistep sealed bidding method is determined to be authorized, the procedures set out in [R7-2-1036](#) and [R7-2-1037](#) shall be followed.

Restrictions

The use of bidding, contracting, or purchasing specifications that are in any way proprietary to one (1) supplier, distributor, or manufacturer is prohibited unless no other resource is practical for the protection of the public interest.

The Board reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the District. The Board reserves the right to waive informalities in any bid or to reject any bid, all bids, or any part of any bid. Any bids may be withdrawn prior to the scheduled time for the opening of the bids. Any bids received after the opening begins shall not be accepted. Opening of bids shall not be delayed to accommodate late bid responses. Submitted bids shall be honored for at least thirty (30) days or as otherwise stated in the invitation. All information relating to a bid shall be retained and made

available for public inspection after the bids are awarded, and prospective bidders shall be notified of this in the invitation or specifications relating to the bid call.

~~Multistep Sealed Bidding~~

~~The multistep sealed bidding method may be used if the Governing Board determines that:~~

- ~~A. Available specifications or purchase descriptions are not sufficiently complete to permit full competition without technical evaluations and discussions to ensure mutual understanding between each bidder and the District;~~
- ~~B. Definite criteria exist for evaluation of technical offers;~~
- ~~C. More than one (1) technically qualified source is expected to be available; and~~
- ~~D. A fixed-price contract will be used.~~

~~The District may hold a conference with bidders before submission or at any time during the evaluation of the unpriced technical offers.~~

~~The multistep sealed bidding method may not be used for construction contracts.~~

~~When the multistep sealed bidding method is determined to be advantageous to the District, the procedures set out in [R7-2-1036](#) and [1037](#) shall be followed.~~

~~Competitive Sealed~~ Competitive Sealed~~â€~~ Proposals

If, pursuant to [R7-2-1041](#), the Governing Board determines in writing that the use of competitive sealed bidding is either not practicable or not advantageous to the District, a contract may be entered into by competitive sealed proposals.~~â€~~ The Governing Board may make a class determination that it is either not practicable or not advantageous to the District to procure specified types of materials or services by competitive sealed bidding.~~â€~~ The competitive sealed proposal method may not be used for construction contracts.~~â€~~ The Governing Board may modify or revoke a class determination at any time.

If competitive sealed bidding is neither practicable or advantageous, competitive sealed proposals may be used if it is necessary to:

- A. ~~Use~~~~â€~~ Use a contract other than a fixed-price type;
- B. ~~Conduct~~~~â€~~ Conduct oral or written discussions with offerors concerning technical and price aspects of their proposals;
- C. ~~Afford~~~~â€~~ Afford offerors an opportunity to revise their proposals;
- D. ~~Compare~~~~â€~~ Compare the different price, quality, and contractual factors of the proposals submitted; or
- E. ~~Award~~~~â€~~ Award a contract in which price is not the determining factor.

Procedures to be applied subsequent to the issuance of an invitation for bids are to be consistent with the requirements set out in [R7-2-1025](#) through [R7-2-1032](#).

Competitive sealed proposals shall be solicited through a request for proposals.~~â€~~ The request for proposals shall set forth those factors listed above for competitive sealed bids that are applicable and shall also state:

- A. ~~The~~ The type of services required and a description of the work involved;
- B. ~~The~~ The type of contract to be used;
- C. ~~An~~ An estimate of the duration the service will be required;
- D. ~~That~~ That cost or pricing data is required;
- E. ~~That~~ That offerors may designate as proprietary portions of the proposals;
- F. ~~That~~ That discussions may be conducted with offerors who submit proposals determined to be ~~reasonably susceptible~~ ~~reasonably~~ susceptible of being selected for award;
- G. ~~The~~ The minimum information that the proposal shall contain;
- H. ~~The~~ The closing date and time of receipt of proposals; and
- I. The relative importance of price and other evaluation factors.

Procurement of information systems and telecommunications systems shall include, as criteria in the request for proposal, evaluation factors of the total life cycle cost and application benefits of the information systems or telecommunication systems.

Procurement of earth-moving, material-handling, road maintenance and construction equipment shall include, as criteria in the request for proposal, evaluation factors of the total life cycle cost including residual value of the earth-moving, material-handling, road maintenance and construction equipment.

A request for proposals shall be issued at least fourteen (14) days before the closing date and time for receipt of proposals unless a shorter time is determined necessary by the District.

Notice of the request for proposals shall be issued in accordance with [R7-2-1022](#).

Before submission of initial proposals, amendments to requests for proposals shall be made in accordance with [R7-2-1026](#). After submission of proposals, amendments may be made in accordance with [R7-2-1036\(C\)](#).

~~Specified Professional Services~~

~~and Construction Services~~

~~When the procurement of construction services or services to be provided by certain professionals are under consideration, designated District personnel shall become fully familiar with and informed on the requirements established in Arizona Revised Statutes Title 34. The assigned District personnel are to seek assistance from qualified consultants, attorneys, and bond counsel as is necessary and applicable to the projects being considered, including but not limited to determinations of the training, qualifications, experience, fitness, licensure, prior performance, and bonding of potential providers. Procurement activities, including securing the services of persons to assist District personnel as referenced above shall be in accordance with all relevant requirements prescribed by federal and state law and the rules of federal, state, county, and municipal agencies for the acquisition, performance and reporting of the services being sought and acquired.~~

~~Other Classes of Providers~~

~~The purchase of services to be provided by clergy, certified public accountants, physicians, dentists, and legal counsel shall be as specified in [R7-2-1061](#) through [R7-2-1068](#). The procurement of services by an architect, engineer, land surveyor, assayer, geologist, or landscape architect is to be accomplished in compliance with [R7-2-1117](#) and [1118](#). Procurement procedures related to purchasing services from the professional providers are to conform to [R7-2-1119](#) through [1122](#).~~

~~Contract Requirements~~

~~Care is to be exercised to assure the District's procurement practices conform to the general contract requirements set out at [R7-2-1068](#) through [1086](#) and the accompanying conditions described in [R7-2-1091](#) through [1093](#).~~

~~Preparation of Specifications~~

~~Specifications for goods, services, and construction items are to be prepared in the manner prescribed by rules [R7-2-1101](#) through [1105](#).~~

~~Construction Procurement Procedures~~

~~Preparation for inviting bids for construction and the steps to be followed in the construction procurement process shall be guided by and consistent with [R7-2-1109](#) through [1116](#).~~

~~Emergency Awards~~

Multiple Awards to More

Than One Contractor

Generally, the District should not use multiple awards allowing more than one (1) vendor to supply the same goods or service.â€ However, there are instances in which the District may make multiple awards.â€ If that instance arises, the request for proposals or invitation for bids should clearly state whether multiple awards may be used so bidders can consider that information when pricing their proposals or bids and the request for proposals shall include the criteria the school district will use for selecting vendors for each contract under the multiple award, including as applicable, whether contracts will be awarded by individual line items, groups of line items, or categories, whether contracts will be awarded incrementally, and whether contracts will be awarded by designated regions or locations.

A multiple award to more than one (1) vendor should be made only when the District has determined in writing that a multiple award is necessary and advantageous to the District. Before making the award, the District shall establish procedures for the use of the multiple awarded contracts to ensure that purchases are made from the contracts determined by the School District to offer the lowest cost in satisfying the School District's requirements.â€ The award shall also be limited to the least number of suppliers necessary to meet the District's requirements.

Purchasing

Cumulative andâ€ Like Item Purchases

An analysis shall be performed annually to determine the extent of the District's need to purchase like items. Prior year purchases and applicable demographic, program, and planning data are to be utilized for projecting quantity and cost of like items to fulfill the anticipated need. The outcomes of calculating the projected quantity and cost factors to acquire like items shall inform the determinations as to the appropriate procurement processes to be applied. The proper competitive purchasing strategies must be applied to assure District compliance with the procurement laws and rules. Splitting of orders or other purchasing practices devised to circumvent allowable procurement practices are prohibited. The cumulative costs of purchasing like items by any and all means of acquisition are to be tracked to assure that no purchases are permitted that will result in violation of Governing Board policies and lawful procurement practices.

Multiple Year Purchases Totaling Less

Than One Hundred Thousand Dollars

The District may enter into contracts of less than one hundred thousand dollars (\$100,000) for a period up to five (5) years, as follows:

- A. When the terms and conditions of renewal or extension are included in the solicitation for bids, proposals, or quotes;
- B. When monies are available for the first fiscal year at the time of contracting;
- C. When the competitive purchasing method is appropriate to the projected cumulative cost over the term of the multiple year contract.

Contracts for materials or services and contracts for job-order-contracting construction services may be entered into for more than five (5) years if, before the procurement solicitation is issued, the Governing Board determines in writing that a contract of longer duration would be advantageous to the District. Payment and performance obligations for succeeding fiscal years are subject to the availability and appropriation of monies.

Multiple Year Purchases Totaling More

Than One Hundred Thousand Dollars

The District may enter into contracts for more than one hundred thousand dollars (\$100,000) for a period up to five (5) years, as follows:

The Governing Board has determined in writing that:

1. The estimated requirements cover the contract period and are reasonable and continuing;
2. A multi-term contract will serve the District's best interest by encouraging competition or promoting economies in procurement; and
3. If monies are not appropriated or available in future years the contract will be cancelled.

If multiple-year quotations are used, the District shall:

- A. Document the time period that the pricing is valid;

B. Secure and maintain written affirmation that the vendor will honor the pricing for the multi-year period;

C. Secure and maintain written affirmation with the vendor that, although it is the District's intent to purchase certain quantities, all purchases are subject to the availability of funds.

Cooperative Purchasing Agreements

Procurements in accordance with intergovernmental agreements and contracts between the District and other governmental entities as authorized by Arizona Revised Statute are exempt from competitive bidding requirements pursuant to A.A.C. [R7-2-1002\(C\)\(2\)](#). Inspection of and payment for materials and services acquired under a cooperative purchasing agreement are the obligation of the District.

Emergency Purchases

An exception to the above procedures for price competition may be made in the event of an emergency involving the health, safety, or welfare of school personnel or students. In such an emergency, declared by the Superintendent, emergency purchase action may be taken without price competition, if necessary. Even under emergency conditions, price competition should be sought if it will not unacceptably delay the correction of the condition requiring emergency procedures. If emergency purchases are made without price competition, a complete written description of the circumstances pursuant to A.A.C. [R7-2-1055](#) shall be included in the procurement file and maintained in the District office.

Sole-Source Procurements

~~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 District may require the submission of cost or pricing data in connection with an award pursuant to A.A.C. [R7-2-1053](#). 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 shall be retained in the procurement file by the District.~~

~~The District shall, to the extent practicable, negotiate with the single supplier a contract advantageous to the District.~~

Cooperative Purchasing Agreements

~~Procurements in accordance with intergovernmental agreements and contracts between the District and other governing bodies as authorized by Arizona Revised Statute are exempt from competitive bidding requirements under A.R.S. [15-213](#). Inspection of and payment for materials and services acquired under a cooperative purchasing agreement are the obligation of the District.~~

Due Diligence

~~The District is responsible for ensuring that all procurements are done in accordance with school district procurement rules whether the procurement is done independently or through a cooperative purchasing agreement. The District shall develop and follow a clear plan prescribing the purchasing practices to be followed. The plan will describe the elements of internal control and auditing to assure the District's procedures are sufficient to confirm the adequacy of the procurements practices and that the accountability of all personnel engaged in~~

~~procurement practices is regularly evaluated and corrective measures taken when necessary. The due diligence activities shall include the use of the applicable sections of the Uniform System of Financial Records (USFR) Compliance Questionnaire for school districts when assessing the quality of the procurements procedures and the competence of the persons performing the procedures. Day-to-day and periodic formal checks of due diligence performance are to be documented and retained in a procurement file.~~

~~Federal Regulations for Suspension~~

~~and Debarment Verification~~ Federal Regulations for Suspension

and Debarment Verification

If a requisition involves the expenditure of funds received from Federal assistance, these procedures must include a process that confirms and documents verification of vendor suspension and debarment, per 2 CFR § 200.214 (Code of Federal Regulations Title 2). This verification can be done by accessing www.sam.gov/sam/ where names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or other regulatory authority can be found. Federal regulations restrict awards, sub-awards, and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. A covered transaction includes a contract for audit services (that is federally required) and contracts for goods or services in the amount of at least, twenty-five thousand dollars (\$25,000), including subcontracts. Evidence and documentation of this verification process should be maintained by the Superintendent.

Compare Policy Advisory "DJG © VENDOR / CONTRACTOR RELATIONS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DJG © VENDOR / ~~CONTRACTOR RELATIONS~~

~~Fingerprinting Requirements~~

CONTRACTOR AND

SALES CALLS REQUIREMENTS

Fingerprinting Requirements

A contractor, subcontractor or vendor, or any employee of a contractor, subcontractor or vendor, who is contracted to provide services on a regular basis at an individual school shall obtain a valid fingerprint clearance card pursuant to A.R.S. [41-1758 et seq.](#) ~~â€~~ The Superintendent, or a principal subject to approval by the Superintendent, may exempt from the requirement to obtain a fingerprint clearance card a contractor, subcontractor, or vendor whom the Superintendent or principal has determined is not likely to have independent access or unsupervised contact with students as part of their normal job duties while performing services to the school or to the School District. ~~â€~~ The exemption shall be given in writing and a copy filed in the District office.

The Superintendent shall develop uniform District criterion for making a determination of whether or not an exemption will be granted.

~~Required Contract Provisions~~ Contract Provisions Requirements

Each District contract shall contain the provisions of statute paraphrased below and the Superintendent shall implement procedures to randomly verify the records of contractor and subcontractor employees to ensure compliance with these warranties.

The contract or agreement with each contractor shall contain the warranties indicated below:

A. ~~Each~~ ~~â€~~ Each contractor shall warrant compliance with all federal immigration laws and regulations that relate to ~~their employees~~ ~~their~~ ~~â€~~ employees and that they have verified employment eligibility of each employee through the E-Verify program ~~Verify~~ ~~â€~~ program. ~~â€~~ The contractor shall acknowledge that a breach of this warranty shall be deemed a ~~material breach~~ ~~material~~ ~~â€~~ breach of the contract subject to penalties up to and including termination of the contract.

B. ~~The~~ ~~â€~~ The contractor further acknowledges that the School District retains the legal right to inspect the papers of ~~any contractor~~ ~~any~~ ~~â€~~ contractor or subcontractor employee who works on the contract to ensure compliance by the contractor ~~or subcontractor~~ ~~or~~ ~~â€~~ subcontractor.-

The contractor shall facilitate this right by notice ³⁰² to his employees and supervisors.

~~Adopted: date of Manual adoption~~

Sales Calls and Demonstrations

Requirements

Sales representatives for school services, supplies, or other materials are not permitted to call on teachers or other school staff members except with prior authorization from the Superintendent.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-341](#)

[15-342](#)

[15-512](#)

[23-214](#)

[41-1758](#) *et seq.*

[41-4401](#)

A.A.C.

[R7-2-1001](#)

[R7-2-1003](#)

[R7-2-1004](#)

[R7-2-1010](#)

Public Law 92-544

CROSS REF.:

[DBF](#) - Budget ~~Hearings and Reviews/Adoption Process~~ Process, Adoption and Implementation

[DIC](#) - Financial Reports and Statements

[DJE](#) - Bidding/Purchasing Procedures

Compare Policy Advisory "DJG-R ©" to Policy in Manual

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

DJG-R ©

REGULATION

VENDOR / ~~CONTRACTOR RELATIONS~~

~~A District appointed contract liaison shall at random times request contractor and subcontractor employment records.~~

CONTRACTOR AND

SALES CALLS REQUIREMENTS

Request for Records

Intermittently and without prior notice, the District appointed liaison to each contractor shall request from the individual contractor and subcontractor employees the information required on the I-9 form.—â€ Such information shall be used to verify the employee's right to work status and the contractor and subcontractor compliance with contract warranties.—â€ A report of the result of this inquiry shall be made to the Superintendent.

Compare Policy Advisory "DJGA © SALES CALLS AND
DEMONSTRATIONS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**DJGA ©
SALES CALLS AND DEMONSTRATIONS**

~~Sales representatives for school services, supplies, or other materials are not permitted to call on teachers or other school staff members except with prior authorization from the Superintendent.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-341~~

Remove per PA 902 - May 2025 (Merged with Policy DJG.)

Compare Policy Advisory "DJGA-R ©" to Policy in Manual

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

DJGA-R ©

REGULATION

SALES CALLS AND DEMONSTRATIONS

~~When appropriate, the principal may give permission to sales representatives of educational products to see members of the school staff at times that will not interfere with the educational program.~~ **Remove per PA 902 - May 2025**

**Compare Policy Advisory "DK © PAYMENT AND
PAYROLL PROCEDURES" to Policy in Manual**

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

first

last

**DK ©
~~PAYMENT~~ PAYMENT AND PAYROLL PROCEDURES**

Payment Procedures

In order to receive appropriate discounts and maintain good vendor relations, the Board directs the prompt payment of salaries and bills, but only after due care has been taken to assure that such amounts represent proper obligations of the District for services and/or materials received.

The Superintendent will implement procedures for the review of purchase ~~invoices to orders~~ to determine that items or services are among those budgeted, itemized goods or services have been satisfactorily supplied, funds are available to cover payment, and invoices are in order and for the contracted amounts.

~~Adopted: date of Manual adoption~~

Payroll Procedures

The District will establish two (2) or more days in each month, ~~not more than sixteen (16)~~ days apart, as fixed payday for payment of wages in accord with Arizona Statute. ~~Employees may choose to have their salaries paid in full upon the last pay date following completion of their assignments or may annualize their pay.~~

An employee who quits the service of the District shall be paid all wages due on the regular payday for the pay period during which termination occurs. ~~Such wages may be paid by mail if requested.~~

Notwithstanding A.R.S. [23-351](#) and [23-353](#), an employee who is discharged from service of the District shall be paid all wages due within ten (10) calendar days from the date of discharge [A.R.S. [15-502](#)].

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-304](#)

[15-321](#)

[15-502](#)

[15-906](#)

[23-351](#)

[23-353](#)

CROSS REF.:â€

GCQE - Discipline, Suspension, and Dismissal of Professional Staff Members

GDQD - Discipline, Suspension, and Dismissal of Support Staff Members

Compare Policy Advisory "DKA © PAYROLL PROCEDURES /
SCHEDULES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**DKA ©
PAYROLL PROCEDURES / SCHEDULES**

~~The District will establish two (2) or more days in each month, not more than sixteen (16) days apart, as fixed paydays for payment of wages in accord with Arizona Statute. Certificated employees may choose to have their salaries paid in full upon the last pay date following completion of their assignments or may annualize their pay. Employees who choose to receive payment of wages beyond the period in which the wages were earned (deferred payment) will be subject to Internal Revenue Service (IRS) penalties unless they provide a written election of such deferral prior to the first duty day of the year of deferral. Forms for such deferral shall be made available. Any change to the election must be made prior to the first duty day of the fiscal year of the deferment.~~

~~An employee who quits the service of the District shall be paid all wages due on the regular payday for the pay period during which termination occurs. Authorized unused vacation credit, calculated at the employee's current compensation rate, will be paid to the employee with the last paycheck.~~

~~An employee who is discharged from service of the District shall be paid all wages due within ten (10) calendar days from the date of discharge.~~

~~Adopted: March 10, 2020~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~[15-502](#)~~

~~[23-351](#)~~

~~[23-353](#)~~

~~GROSS REF.:~~

~~[GGQF](#) -- Discipline, Suspension, and Dismissal of Professional Staff Members~~

~~[GDQD](#) -- Discipline, Suspension, and Dismissal of Support Staff Members~~

~~[Remove per PA 904 - May 2025 \(Merged with Policy DK\)](#)~~

Compare Policy Advisory "DN © SCHOOL PROPERTIES

first

DISPOSITION" to Policy in Manual

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DN © SCHOOL PROPERTIES DISPOSITION

Sale or Lease of Property

The Board may sell or lease to the state, a county, a city, another school district or a tribal government agency any school property required for public purpose provided the sale or lease of the property will not affect the normal operation of a school within the District and the District is in compliance with Policy FCB, Retirement of Facilities, and A.R.S. [15-342](#).

Disposition of Surplus Materials

The School District shall determine the fair market value of excess and surplus property. Except as provided in A.R.S. [15-342](#), surplus materials, regardless of value, shall be offered through competitive sealed bids, public auction, established markets, trade-in, posted prices, or state surplus property. If unusual circumstances render the above methods impractical, the District may employ other disposition methods, including appraisal or barter, provided the District makes a determination that such procedure is advantageous to the District. Only United States Postal Money Orders, certified checks, cashier's checks, or cash shall be accepted for sales of surplus property unless otherwise approved by the District or for sales of less than one hundred dollars (\$100).

Exceptions for Disposition of Learning Materials and Equipment

The Board authorizes the Superintendent to establish regulations for the disposal of surplus or outdated learning materials to nonprofit community organizations when it has been determined that the cost of selling such materials equals or exceeds estimated market value of the learning materials.

The Board may sell used equipment to a charter school or private school before attempting to sell or dispose of the equipment by other means.

Competitive Sealed Bidding

~~Notice of the sale bids shall be publicly available from the District at least ten (10) days before the date set for opening bids. Notice of the sale bids shall be mailed to prospective bidders, including those on lists maintained by the District pursuant to A.A.C. [R7-2-1023](#). The notice of the sale bids shall list the materials offered for sale; their location; availability for inspection; the terms and conditions of sale; and instructions to bidders, including the place, date, and time set for bid opening. Bids shall be opened publicly pursuant to the requirements of A.A.C. [R7-2-1029](#).~~

~~The award shall be made, in accordance with the provisions of the notice of the sale bids, to the highest responsive and responsible bidder, provided that the price offered by such bidder is acceptable to the District. If the District determines that the bid is not advantageous to the~~

~~District, the District may reject the bids in whole or in part and may resolicit bids, or the District may negotiate the sale, provided that the negotiated sale price is higher than the highest responsive and responsible bidder's price.~~

Auctions

Auctions shall be advertised at least two (2) times prior to the auction date in a newspaper of the county as defined in A.R.S. [11-255](#).~~â€~~ Advertisements must be at least seven (7) days apart.~~â€~~ All of the terms and conditions of any sale shall be available to the public at least twenty-four (24) hours prior to the auction date.

Before surplus materials are disposed of by trade-in to a vendor for credit on an acquisition, the District shall approve such disposal.~~â€~~ The District shall base this determination on whether the trade-in value is expected to exceed the value realized through the sale or other disposition of such materials.

An employee of the District or a Governing Board member shall not directly or indirectly purchase or agree with another person to purchase surplus property if said employee or Board member is, or has been, directly or indirectly involved in the purchase, disposal, maintenance, or preparation for sale of the surplus material.

~~State Surplus Property Manager~~ **State Surplus Property Manager**

Except as provided in A.R.S. [15-342](#), the District may enter into an agreement with the State Surplus Property Manager for the disposition of property pursuant to Article 8 of the Arizona Procurement Code [A.R.S. [41-2601](#) *et seq.*] and the rules promulgated thereunder.

~~Donation of Surplus~~ **Donation of Surplus**

The Board may donate surplus or outdated learning materials, educational equipment and furnishings to nonprofit community organizations where the Board determines the anticipated cost of selling the learning materials, educational equipment or furnishings equals or exceeds the estimated market value of the materials.

~~Offer to Sell~~ **Offer to Sell**

The Board may offer to sell outdated learning materials, educational equipment or furnishings at a posted price commensurate with the value of the item to pupils who are currently enrolled in the District before those materials are offered for public sale.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-341](#)

[15-342](#)

[15-727](#)

[15-729](#)

A.A.C.

[R7-2-1131](#)

A.G.O.

I80-036

I80-189

U.S.F.R. Sec. III-J-5(10); App. B(6)

CROSS REF.:

[BCB](#) - Board Member Conflict of Interest

[FCB](#) - Retirement of Facilities

[GBEAA](#) - Staff Conflict of Interest

[IJJ](#) - Textbook/Supplementary Materials Selection and Adoption

Compare Policy Advisory "GBK © STAFF GRIEVANCES" to
Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**GBK ©
STAFF GRIEVANCES**

Effective communication between District employees, the administrative staff, and the Board is essential for proper operation of the schools. The Governing Board, therefore, authorizes the Superintendent to establish a grievance procedure for employees as the prescribed means of resolving grievances at the earliest date and the lowest possible administrative level.

Such procedure shall provide for Board review of any grievance that cannot be resolved at the administrative level. In such instances, ~~the affected~~ **the affected** individual may request that the Governing Board review the situation. Such request shall be in writing and shall contain the basis for the appeal, including the act or acts out of which the grievance arose, identification of the Board policies and/or administrative regulations involved, and the remedy sought. Within five (5) working days following notification of the Superintendent's decision, any written request for appeal shall be submitted to the Superintendent for transmittal to the Board. The Governing Board, at a time of its choosing, shall review the grievance and issue a response within fifteen (15) working days following such review.

The decision of the Governing Board is final.

Adopted: ~~date of Manual adoption~~ <-- z2AdoptionDate -->

LEGAL REF.:-

A.R.S.-

[38-532](#)

Compare Policy Advisory "IHA © BASIC INSTRUCTIONAL PROGRAM" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

IHA © BASIC INSTRUCTIONAL PROGRAM

The various instructional programs will be developed to maintain a balanced, integrated, and sequential curriculum that will serve the educational needs of all school-aged children in the District. The curriculum will be broad in scope and provide for a wide range in rate, readiness, and potential for learning.

The instructional program shall reflect the importance of language acquisition/reading-skill development as the basic element in each student's education. The first priority of the instructional program will be language acquisition through a planned sequence of reading skills and language experiences beginning in the kindergarten program. The improvement of specific reading skills of students should be continuous throughout their education. Each school educating students in kindergarten and grades one (1) through three (3) shall have a reading program as required by A.R.S. [15-704](#) and applicable State Board of Education rules.

The second priority of the instructional program will be mastery of the fundamentals of mathematics, beginning in the kindergarten program.

The instructional program will ensure that on or before July 1, 2022, at least one (1) kindergarten through third (K-3) grade teacher, literacy coach or literacy specialist in each school has received training related to dyslexia that complies with the requirements prescribed in A.R.S. [15-219](#) and A.R.S. [15-501.01](#) which includes enabling teachers to understand and recognize dyslexia and to implement structured literacy instruction that is systematic, explicit, multisensory and evidence-based to meet the educational needs of students with dyslexia.

Attention to the above-listed priorities shall not result in neglect of other areas of the curriculum.

Minimum Course of Study for Students in the Common Schools

Students shall demonstrate competency as defined by the State Board-adopted academic standards, at the grade levels specified, in the following required subject areas:

- A. English language arts (ELA);
- B. Mathematics;
- C. Social studies; including:
 1. Civics; and
 2. Instruction on the Holocaust and other genocides for at least three (3) class periods, or the equivalent, on at least two (2) separate occasions during any of grades seven through twelve (7-12).

3. Instruction in the Constitutions of the United States and Arizona, American institutions and ideals and in the history of Arizona, including the history of Native Americans in Arizona for a total of one (1) year during kindergarten (K) through eighth (8th) grades.

D. Science;

E. Two (2) or more of the following:

1. Visual Arts
2. Dance
3. Theatre
4. Music
5. Media Arts

F. Health/Physical education, including mental health. Mental health instruction may be included as part of other subject areas and shall comply with A.R.S. § [15-701.03](#).

Minimum Course of Study for Graduation from High School

See Policy IKF.

Observance Days

September 11, in each year shall be observed as 9/11 Education Day. On 9/11 Education Day, each public ~~school shall dedicate a portion of the school day to age-appropriate education~~ school that provides instruction to students in any of grades seven (7) through twelve (12) shall provide age-appropriate instruction to students in each of grades seven (7) through (12) twelve on the terrorist attacks of September 11, 2001.

September 25, in each year, shall be observed as Sandra Day O'Connor Civics Celebration Day. On Sandra Day O'Connor Civics Celebration Day, each public school in this state shall dedicate the majority of the school day to civics education.

If Sandra Day O'Connor Civics Celebration Day or 9/11 Education Day falls on a Saturday, Sunday or other day when a public school is not in session, the preceding or following school day shall be observed in the public school as the holiday.

The Superintendent is directed to emphasize the use of the resources developed by the State Board of Education relating to civics education which align with the academic standards in social studies pursuant to A.R.S. [15-701](#) and [15-701.01](#).

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[1-319](#)

[1-321](#)

[15-203](#)

[15-211](#)

[15-219](#)

[15-341](#)
[15-501.01](#)
[15-701](#)
[15-701.01](#)
[15-701.03](#)
[15-704](#)
[15-710](#)
[15-710.02](#)
[15-741.01](#)
[15-802](#)
A.A.C.
[R7-2-301](#) *et seq.*

CROSS REF.:

[IJNDB](#) - Use of Technology Resources in Instruction

[IKE](#) - Graduation Requirements

Compare Policy Advisory "IJNDB © USE OF TECHNOLOGY RESOURCES IN INSTRUCTION" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

IJNDB © USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

Appropriate use of Electronic Information Services

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, [cloud-based systems](#), and any computer-accessible source of information, whether from hard drives, ~~tapes, compact disks (CDs), floppy disks,~~ or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of the District. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary and/or legal action.

The Superintendent shall determine steps, including the use of an Internet filtering mechanism, that must be taken to promote the safety and security of the use of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Technology protection measures shall protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to use of computers by minors, harmful to minors. Safety and security mechanisms shall include online monitoring activities.

Inappropriate Use of Electronic

Information Services

As required by the Children's Internet Protection Act and [A.R.S. 15-120.05](#), the prevention of inappropriate network usage includes unauthorized access, including "hacking," and other unlawful activities; unauthorized disclosure, use and dissemination of personal identification information regarding minors; [and student use of wireless communication devices](#).

It is the policy of the Board to:

- A. prevent user access over the District's computer network, or transmissions of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- B. ~~prevent~~ [Limit the use of wireless communication devices and access to social media networks by students during the school day;](#)
- C. ~~prevent~~ [unauthorized access and other unlawful online activity;](#)

GD. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and

DE. comply with the Children's Internet Protection Act [P.L. No. 106-554 and 47 U.S.C. 254(h)] and A.R.S. [15-120.05](#).

Each user will be required to sign an EIS user's agreement. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the electronic information services.

The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties.

Generative Artificial Intelligence

Programs

The proper use of Artificial Intelligence (AI) programs can be effective at enhancing student learning and can prepare students with the competencies and knowledge needed in the digital age. Its use should also be guided by responsible and ethical considerations, including mitigating bias, promoting transparency, and providing AI benefits to all students. Use of AI programs in the classroom should be approved by the site administrator or Superintendent, and teachers' instructions and expectations should guide the classroom use of AI. Teachers should include relevant lessons on correct and responsible use of AI, and students should be taught standards regarding plagiarism and source citation and should use these guidelines if AI is used for a school assignment. AI use should be guided and monitored by teachers and/or administrators and should align with the District's guidelines and policies, including any relevant student rules/responsibilities. AI resources should be available to all students, including those with disabilities and English language learners. Use of an AI system should comply with the Family Educational Rights and Privacy Act (FERPA) and should support data privacy and security.

Filtering and Internet Safety

As required by the Children's Internet Protection Act, the District shall provide for technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by students, harmful to students. The protective measures shall also include monitoring the online activities of students.

Limits, controls, and prohibitions shall be placed on student:

- A. Access to inappropriate matter.
- B. Safety and security in direct electronic communications.
- C. Unauthorized online access or activities.
- D. Unauthorized disclosure, use and dissemination of personal information.

Education, Supervision and Monitoring

It shall be the responsibility of all District employees to be knowledgeable of the Board's policies and administrative guidelines and procedures. Further, it shall be the responsibility of all employees, to the extent prudent to an individual's assignment to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, ~~and~~ the Protecting Children in the 21st Century Act, [and A.R.S. 15-120.05](#).

The Superintendent shall provide for appropriate training for District employees and for students who use the District's computer network and have access to the Internet. Training provided shall be designed to promote the District's commitment to:

- A. the standards and acceptable use of the District's network and Internet services as set forth in District policy;
- B. student safety in regards to use of the Internet, appropriate behavior while using, but not limited to, such things as social ~~networking~~ ~~Web sites~~ [media platforms](#), online opportunities and chat rooms; and cyberbullying awareness and response; and compliance with E-rate requirements of the Children's Internet Protection Act. [Teachers are allowed to give students access to social media platforms to the extent necessary for educational purposes.](#)

[Wireless Communication Devices](#)

[Districts shall limit student use of wireless communication devices during the school day except if any of the following apply:](#)

- A. [for educational purposes, as directed by the student's teacher.](#)
- B. [during an emergency.](#)
- C. [The student needs the student's wireless communication device because the student has a medical condition.](#)

[Procedures shall include guidelines for a student's parent to contact the student during the school day and for a student to contact the student's parent during the school day.](#)

While training will be subsequently provided to employees under this policy, the requirements of the policy are effective immediately. Employees will be held to strict compliance with the requirements of the policy and the accompanying regulation, regardless of whether training has been given.

The Superintendent is responsible for the implementation of this policy and for establishing and enforcing the District's electronic information services guidelines and procedures for appropriate technology protection measures (filters), monitoring, and use.

~~Parent Notification~~

~~Parents~~

[Notification](#)

[At the beginning of each school year, parents teachers and students will be notified of the policies regarding the use of technology and the Internet while at school.— The District shall provide to parents, teachers and students a copy of the adopted policies and notify the parents, teachers and students of any changes to the policy.](#)

Parents will also be notified of their ability to prohibit the student from the use of technology and the Internet while at school in which covered information may be shared with an operator pursuant to A.R.S. [15-1046](#). This does not apply to software or technology that is used for the daily operations or administration of a local education agency or Arizona Online instruction programs authorized pursuant to A.R.S. [15-808](#).

~~Adopted~~

Definitions:

~~September 26, 2017~~

- A. "School day" means periods of time when students are at school, including meals, passing periods and recess.
- B. "Social media platform" means a website, computer application or other digital platform that is used for social networking and creating or exchanging virtual content.
- C. "Wireless communication devices" includes personal devices and devices that are provided by the school.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[13-2316](#)

[13-3506.01](#)

[13-3509](#)

[15-120.05](#)

[15-341](#)

[15-808](#)

[15-1046](#)

[34-501](#)

[34-502](#)

20 U.S.C. 1232g, the Family Educational Rights and Privacy Act

20 U.S.C. 1232h, the Protection of Pupil Rights Amendment

20 U.S.C. 1400 *et seq.*, Individuals with Disabilities Education Act

20 U.S.C. 6301 *et seq.*, Every Student Succeeds Act of 2015

20 U.S.C. 9134, The Children's Internet Protection Act

47 U.S.C. 254, Communications Act of 1934 (The Children's Internet Protection Act)

16 CFR Part 312, Children's Online Privacy Protection Rule (COPPA)

IJNDB-R

REGULATION

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

(Safety and use of Electronic Information Services)

Use of the electronic information services (EIS) requires that the use of the resources be in accordance with the following guidelines and support the education, research, and educational goals of the District. Filtering, monitoring, and access controls shall be established to:

- A. Limit access by minors to inappropriate matter on the Internet and World Wide Web.
- B. Limit the use of wireless communication devices by students during the school day.
- C. Monitor the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- ~~C~~D. Monitor for unauthorized access, including so-called "hacking," and other unlawful activities by minors online.
- ~~D~~E. Restrict access by minors to materials harmful to minors.

Content Filtering

A content filtering program or similar technology shall be used on the networked electronic information services (EIS) as well as on standalone computers capable of District authorized access to the Internet. The technology shall at a minimum limit access to obscene, profane, sexually oriented, harmful, or illegal materials. Should a District adult employee have a legitimate need to obtain information from an access-limited site, the Superintendent may authorize, on a limited basis, access for the necessary purpose specified by the employee's request to be granted access.

Education, Supervision, and Monitoring

It is the responsibility of all District employees to be knowledgeable of the Board's policy and administrative regulations and procedures related to the use of technology resources. Employees are further responsible, to the extent prudent to an individual's assignment, to educate, supervise, and monitor student use of the District's online computer network. District, department, and school administrators shall provide employees with appropriate in-servicing and assist employees with the implementation of Policy IJNDB.

As a means of providing safety and security in direct electronic communications and to prevent abuses to the appropriate use of electronic equipment, all computer access to the Internet through the District electronic information services (EIS) or stand-alone connection shall be monitored periodically or randomly through in-use monitoring or review of usage logs.

Access Control

Individual access to the EIS shall be by authorization only. Designated personnel may provide authorization to students and staff who have completed and returned an electronic information services user agreement. The Superintendent may give authorization to other persons to use the EIS.

Parents/guardians may prohibit their student from the use of technology at school in cases in which the student's personally identifiable information may be shared with an operator for reasons other than the daily operations and/or administration of the school.

Acceptable Use

Each user of the EIS shall:

- A. Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- B. Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- C. Abide by all copyright and trademark laws and regulations.
- D. Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- E. Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- F. Not use the network in any way that would disrupt the use of the network by others.
- G. Not use the EIS for commercial purposes.
- H. Follow the District's code of conduct.
- I. Not attempt to harm, modify, add, or destroy software or hardware nor interfere with system security.
- J. Understand that inappropriate use may result in cancellation of permission to use the electronic information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for District employees is extended to include requirements to:

- A. Maintain supervision of students using the EIS.
- B. Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- C. Take responsibility for assigned personal and District accounts, including password protection.

D. Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

E. Pursuant to A.R.S. 15-120.05, teachers may grant access to social media networks for educational purposes. Otherwise, students' use of social media shall be restricted during the instructional day and on District devices.

F. Take responsibility for appropriate use of Artificial Intelligence (AI) programs. AI use should be guided by responsible and ethical considerations, including mitigating bias, promoting transparency, and providing AI benefits to all students. Use of AI in the classroom should be approved by the site administrator or superintendent, and teachers' instructions and expectations should guide the classroom use of AI. Teachers should include relevant lessons on correct and responsible use of AI, and students should be taught standards regarding plagiarism and source citation and should use these guidelines if AI is used for a school assignment. AI use should be guided and monitored by teachers and/or administrators and should align with the District's guidelines and policies, including any relevant student rules/responsibilities. AI resources should be available to students equitably, including those with disabilities and English language learners. Use of an AI system should comply with the Family Educational Rights and Privacy Act (FERPA) and should support data privacy and security.

Each user will be required to sign an EIS user agreement. A user who violates the provisions of the agreement will be denied access to the information services and may be subject to disciplinary action. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences.

Details of the user agreement shall be ~~discussed with~~ provided to each potential user of the electronic information services. When the signed agreement is returned to the school, the user may be permitted use of EIS resources through school equipment.

Wireless Communication Device Guidelines

Students must follow all District rules and procedures for the use of wireless communication devices.

Acceptable Use

Students may use wireless communication devices:

- A. For educational purposes, as directed by the student's teacher
- B. During an emergency; and/or as needed for a medical condition.
- C. With permission from a teacher or staff member, a student may contact their parent/legal guardian using the student's wireless communication device.
- D. In preschool through eighth grade, students may not use personal wireless communication devices during the school day, except as specified in items A-C above.

E. In grades nine through twelve, students may not use personal wireless communication devices during class time, except as specified in items A-C above. Students are encouraged to limit their use of wireless communication devices during non-instructional time such as passing periods and lunch.

F. Parent/guardian communication with students during the school day should be directed through the school office for all students. For students in grades nine through twelve, parent/guardian communication also may occur through students' wireless communication devices during non-instructional time.

**Compare Policy Advisory "JII © STUDENT CONCERNS,
COMPLAINTS, AND GRIEVANCES" to Policy in Manual**

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

first

last

**JII ©
STUDENT CONCERNS, COMPLAINTS,
AND GRIEVANCES**

The Superintendent is directed to establish procedures whereby students with sufficient concern may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, or personal safety provided that:

- A. The topic is not the subject of disciplinary or other proceedings under other policies and regulations of the District, and
- B. The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

A complaint or grievance may be raised regarding any of the following:

- A. Violation of the student's constitutional rights.
- B. Denial of an equal opportunity to participate in any program or activity for which the student qualifies, not related to the student's individual capabilities.
- C. Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability:

~~In cases of alleged sex discrimination, this grievance procedure should provide supportive measures to complainants and respondents affected by the alleged sex discrimination conduct, must require adequate notice, must provide an equal opportunity to present and access evidence, and provide a reasonable opportunity for response by each party~~

, or any other basis considered by law.

- D. Concern for the student's personal safety.

Refer to Board Policy JICK for procedures applying to a complaint or grievance that alleges incidences of student violence, harassment, intimidation, or bullying.

The complaint or grievance must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint or grievance. The initial complaint or grievance should be made using form JII-EA; however, a verbal complaint or grievance may be made to any school staff member. The receiving staff member shall immediately inform an administrator of the complaint or grievance.

When the initial complaint or grievance is submitted in a manner other than on the prescribed form, the administrator shall obtain from the student the particulars of the accusation and complete form JII-EA immediately thereafter. The administrator shall especially note all student-provided particulars determined by the Superintendent to be necessary for the

complaint or grievance to be investigated. Any question concerning whether a complaint or grievance falls within this policy shall be determined by the Superintendent.

If the receiving school administrator is included in the allegation, the complaint or grievance shall be transmitted to the next higher administrative supervisor. Failure by the staff member to timely inform a school administrator or next higher administrative supervisor of a student's allegation may subject the staff member to disciplinary action. The staff member shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students, staff and parents or guardians in the school offices.

Disposition of all complaints or grievances shall be reported to the Superintendent and the compliance officer for discrimination if other than the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

The Superintendent shall develop procedures for the maintenance and confidentiality of documentation related to the receipt of a student's complaint or grievance, findings of the investigation, and disposition of the matter. The documentation shall not be used to impose disciplinary action unless the appropriate school official has investigated and determined there was an actual occurrence of the alleged incident.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-341](#)

20 U.S.C. 1681, Education Amendments of 1972, Title IX, ~~as amended in 2024, Title IX~~

CROSS REF.:

[AC](#) - Nondiscrimination/Equal Opportunity 326

[ACA](#) - Sexual Harassment

[GBEB](#) - Staff Conduct
[JB](#) - Equal Educational Opportunities
[JIC](#) - Student Conduct
[JICFA](#) - Hazing
[JICK](#) - Student Bullying/Harassment/Intimidation
[JK](#) - Student Discipline
[JKD](#) - Student Suspension
[JKE](#) - Expulsion of Students
[KE](#) - Public Concerns and Complaints

Compare Policy Advisory "JLF © REPORTING CHILD ABUSE /
CHILD PROTECTION" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**JLF ©
REPORTING CHILD ABUSE /
CHILD PROTECTION**

~~Any school personnel or~~ School personnel, including substitute teachers and any member of a school district governing board or charter school governing body, or any other person who has responsibility for the care or treatment of a minor and who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. [36-2281](#) shall immediately report or cause reports to be made of such information to a peace officer or to the Department of Child Safety (DCS) of the Department of Economic Security, except if the report concerns a person who does not have care, custody, or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately either electronically or by telephone. ~~A report to a school resource officer or a school safety officer does not satisfy the reporting requirements of A.R.S. [13-3620](#).~~

When a report is received by a school resource officer or school safety officer, the officer shall immediately notify a law enforcement agency in the appropriate jurisdiction and shall submit to the local law enforcement agency all information relating to the report for the purposes of the law enforcement agency investigating the reported conduct.

The Arizona Department of Economic Security, Division of Children, Youth and Families, has determined that all mandated reporters may now electronically submit non-emergency reports via a secure online reporting website. Non-emergency reports are those in which a child is not at immediate risk of abuse or neglect that could result in serious harm. Mandated reporters will be able to submit non-emergency reports twenty-four (24) hours a day without wait times.

All reports made via the online website will *require the person making the report (reporting source) to provide contact information*. A representative from the Child Abuse Hotline may contact the source for additional information, if necessary. This process will make it more convenient to meet the mandated reporting requirements and help ensure child safety.

All *emergency situations* where a child faces an immediate risk of abuse or neglect that could result in serious harm *must* still be reported by calling 911 or 1-888-SOS-CHILD (1-888-767-2445). If a reporting source is unsure as to whether or not the report is an emergency situation, the reporting source should call the Child Abuse Hotline to make a report.

Any concerns for the safety of a child due to abuse, neglect or abandonment, *must be reported*, by:

Calling 1-888-SOS-CHILD (1-888-767-2445),
328

TDD: 602-530-1831 (1-800-530-1831), or

Submitting *non-emergency* concerns via the Online Reporting Service at <https://dcs.az.gov/about/contacts>.

Pursuant to A.R.S. [13-3620](#), such reports shall contain, if known:

- A. The names and addresses of the minor, the parents, or the person or persons having custody of such minor, if known.
- B. The minor's age and the nature and extent of the minor's abuse, child abuse, or physical injuries or neglect, including any evidence of previous abuse, child abuse, physical injury or neglect.
- C. Any other information that such person believes might be helpful in establishing the cause of the abuse, child abuse, physical injury or neglect.

A person who furnishes a report, information, or records required or authorized under Arizona Revised Statutes or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information or records required or authorized under Arizona Revised Statutes is immune from any civil or criminal liability by reason of that action unless such person has acted with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

Interviewing Requirements

A student who is identified as a potential victim of a reportable offense may be interviewed only as provided by the local county protocol that is adopted pursuant to A.R.S. [8-817](#). This does not prevent a school safety officer or a school resource officer from either:

- A. receiving a voluntary report of a reportable offense from a student who is an alleged victim.
- B. asking a student minimal follow-up questions that are necessary and authorized by the county protocol.

Reporting Not Required

A report is not required under A.R.S. [13-3620](#) for conduct prescribed by A.R.S. [13-1404](#) and [13-1405](#) if the conduct involves only minors who are fourteen (14), fifteen (15), sixteen (16) or seventeen (17) years of age and there is nothing to indicate that the conduct is other than consensual.

A report is not required if a minor is of elementary school age, the physical injury occurs accidentally in the course of typical playground activity during a school day, occurs on the premises of the school that the minor attends and is reported to the legal parent or guardian of the minor and the school maintains a written record of the incident. The school will maintain a written record of the physical injury as part of the student's health file as required by Arizona State Library, Archives and Public Records (ASLAPR).

Failure to Report

A person who fails to report abuse as provided in A.R.S. [13-3620](#) is guilty of a ~~class~~-Class 1 misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a ~~class~~-Class 6 felony.

Any certificated person or Governing Board³²⁹ member who reasonably suspects or receives a reasonable allegation that a person certificated by the Department of Education has engaged in

conduct involving minors that would be subject to the reporting requirements of A.R.S. [13-3620](#) shall report or cause reports to be made to the Department of Education in writing as soon as is reasonably practicable but not later than three (3) business days after the person first suspects or receives an allegation of the conduct.

Any person who is employed as the immediate or next higher-level supervisor to or administrator of a person who is statutorily required to report is not required to report if the supervisor or administrator reasonably believes that the report has been made by the person who is required to report.

Any school employee who has orally reported to DCS or a peace officer a reasonable belief of an offense to a minor must provide written notification to the principal of the oral report not later than the next workday following the making of the report.

Posting Requirements

Each school that is operated by a school district and each charter school shall post in a clearly visible location in a public area of the school that is readily accessible to students a sign that contains all of the following:

- A. In boldfaced type, the telephone number of the centralized intake hotline concerning suspected abuse and neglect of children that is established pursuant to A.R.S. [8-455](#).
- B. Instructions to call 911 for emergencies.
- C. Directions for accessing the website of the Department of Child Safety for more information on reporting child abuse, child neglect ~~and the~~ and the exploitation of children.

Definitions

School Safety Officer: a peace officer who is working in an off-duty capacity at a school. [A.R.S. [15-514](#)]

School Resource Officer: A peace officer or a full-authority reserve peace officer who is certified by the Arizona Peace Officer Standards and Training Board (AZPOST). [A.R.S. [15-154](#)]

Peace Officer: "Peace officers" means sheriffs of counties, constables, marshals, policemen of cities and towns, commissioned personnel of the department of public safety, personnel who are employed by the state department of corrections and the department of juvenile corrections and who have received a certificate from the Arizona Peace Officer Standards and Training Board (AZPOST). [A.R.S. [1-215](#)]

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[1-215](#)

[8-201](#)

[13-1404](#) *et seq.*

[13-1410](#)

[13-3019](#)

[13-3212](#)

[13-3506](#)
[13-3506.01](#)
[13-3552](#)
[13-3553](#)
[13-3608](#)
[13-3619](#)
[13-3620](#)
[13-3623](#)
[15-154](#)

[15-160.01](#)
[15-514](#)
[46-451](#)
[46-454](#)

CROSS REF.:

[GBEB](#) - Staff Conduct

[GBEBB](#) - Staff Conduct With Students

[JKA](#) - Corporal Punishment

Compare Policy Advisory "JLIF © SEX OFFENDER

NOTIFICATION" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

JLIF © SEX OFFENDER NOTIFICATION

(Sex Offender and Dangerous Juvenile Offender Notification and Protective Measures)

Arizona statutes require law enforcement agencies to provide notification to the District regarding certain registered sex offenders and require courts to notify the District regarding juveniles adjudicated delinquent for "dangerous offenses" or certain sex offenses.

- ~~Arizona A.~~ Arizona Revised Statutes (A.R.S.) ~~13-3825 and~~ and ~~13-3826 require~~ require the local law enforcement agency to ~~notify the~~ notify the community, including area schools, of the presence of a registered sex offender in the community ~~when the~~ when the offender has been determined by the agency to be a "level one" offender who has been convicted of a dangerous crime against children as defined in Section 13-705, a "level two" offender (medium risk) or a "level three" (high risk) offender. The child's school must be notified if the offender has legal custody of a child.
- ~~AB.~~ A.R.S. ~~8-350 directs~~ directs the court to notify the District when a student attending a school in the District has ~~been adjudicated~~ been adjudicated delinquent for or convicted of and placed on probation for a dangerous offense or sexual ~~conduct with~~ conduct with a minor, sexual assault, molestation of a child, or continual sexual abuse of a child.— ~~Dangerous offense is~~ is defined ~~in in~~ in ~~8-350 as~~ as "an offense involving the discharge, use or threatening exhibition of a deadly ~~weapon or~~ weapon or dangerous instrument or the intentional or knowing infliction of serious physical injury on another person."
- ~~AC.~~ A.R.S. ~~13-3821 permits~~ permits a juvenile court to require a juvenile who has been adjudicated delinquent for ~~certain sex~~ certain sex offenses to register as a sex offender until the person reaches the age of twenty-five (25), and A.R.S. ~~13-3825 permits~~ permits a juvenile court to further require such juvenile registered sex offender to be subject to ~~the State~~ the state's community notification requirements.

It is the Governing Board's desire to create and maintain a safe environment for the District's students and staff members. Therefore, the Superintendent is directed to develop procedures to disseminate the information received from the local law enforcement agency regarding adult and juvenile registered sex offenders present in the District and to provide teachers, parents, guardians, or custodians, upon request, information received from a court pursuant to A.R.S. [8-350](#) concerning a juvenile who has been adjudicated for or convicted of a dangerous offense or a specified sex offense.

District Procedures

● ~~Measures A.~~ **Measures** to disseminate information received from the local law enforcement agency to staff members, ~~parents~~ **parents**, guardians, or custodians when the District has been notified that a registered offender has ~~moved into~~ **moved into** the community. When in the judgment of the Superintendent it is determined to be appropriate, ~~the measures~~ **the measures** will include disseminating the information to students.

● ~~Measures B.~~ **Measures** to provide to teachers, parents, guardians, or custodians, upon request, information received ~~by the District~~ **by the District** under A.R.S. [8-350](#), regarding juveniles adjudicated delinquent of "dangerous offenses" or ~~sex offenses~~.

~~Adopted: date of Manual adoption~~

sex offenses.



Optional language: The following elements are available for inclusion at the District's discretion.

- C. District restrictions on and requirements of registered sex offenders.
- D. Assessment, enrollment, placement, and oversight of students about whom an A.R.S. [8-350](#) notification has been received.
- E. Student instruction in protective measures.
- F. Prohibitions against harassment of individuals or acts of vigilantism based upon information received by the District.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:-

A.R.S.-

[8-208](#)

[8-321](#)

[8-350](#)

[8-371](#)

[13-1405](#)

[13-1406](#)

[13-1410](#)

[13-1417](#)

[13-3821](#)

[13-3825](#)

[13-3826](#)

20 U.S.C. 1232g(b)(7)

42 U.S.C. 14071(d)

CROSS REF.:-

[DJE](#) - Bidding/Purchasing Procedures

[EB](#) - Environmental and Safety Program

[GCF](#) - Professional Staff Hiring

[GDF](#) - Support Staff Hiring

[IJNDB](#) - Use of Technology Resources in Instruction

[JA](#) - Student Policies Goals/Priority Objectives

[JF](#) - Student Admissions

[JLI](#) - Student Safety

[JLF](#) - Reporting Child Abuse/Child Protection

[JR](#) - Student Records

Compare Policy Advisory "JR © STUDENT RECORDS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

JR © STUDENT RECORDS

Required student records (regular and special education) will be prepared in a manner consistent with state and federal laws, the requirements of the Arizona Uniform System of Financial Records (USFR) and those of the Arizona Department of Libraries, Archives and Public Records. Retention periods and disposition of records shall be as specified in the USFR, the Arizona Department of Library Archives and Public Records and relevant federal statutes and regulations.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA), the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT), and the Every Student Succeeds Act of 2015 (ESSA) in the establishment, maintenance, correction, and disposition of student records.

The Board directs the Superintendent to establish procedures for such compliance, including informing parents, students, and the public of the contents. The Superintendent will implement procedures as required by law and will establish procedures for dealing with violations.

If a parent or eligible student believes that the District is violating the FERPA, that person has a right to file a complaint with the U.S. Department of Education. The address is:

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
Telephone number: (202) 260-3887

In adopting this policy it is the intent of the Board that the policy and related procedures be implemented immediately. Copies of the policy and procedures will be available for parent and eligible student review in the District office.

Confidentiality

The right to inspect and review education records and the release of or access to such records, other information, or instructional materials will be consistent with federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, sections 1232g and 1232h, the USA PATRIOT ACT, ESSA and with federal regulations issued pursuant to such act.

Annual Notification

Within the first three (3) weeks of each school year, the District will publish in a District communication a notice to parents and eligible students of their rights under the FERPA and this procedure. This notice will also be provided to each parent of new students enrolling after school begins [34 C.F.R. 99.7]. The District will arrange to provide translation of the notice to

non-English-speaking parents in their native language or mode of communication [34 C.F.R. 300.9]. The notice shall inform the parents of:

- A. The right of the parent or an eligible student to inspect and review the student's education records.
- B. The intent of the District to limit the disclosure of personally identifiable information contained in a student's education records, including disciplinary records, except by the prior written consent of the parent or eligible student or under certain limited circumstances as permitted by the FERPA, the USA PATRIOT Act or the ESSA.
- C. The right of the parent or eligible student to seek to correct parts of the school education records that the student or the parent believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the District decides not to alter it according to the parent's or eligible student's request.
- D. The right of the parent or eligible student to file a complaint with the U.S. Department of Education if they believe the District has violated the FERPA.

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act (FERPA) and this procedure [34 C.F.R. 99.7 and 300.613]. The notice shall also include:

- A. The procedure for exercising the right to inspect and review education records.
- B. The procedure for requesting amendments of education records that the parent or eligible student believe to be inaccurate, misleading or otherwise a violation of the student's privacy rights.
- C. The conditions when prior consent is not required, the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

Directory Information:

- A. Except as provided in subsection B of A.R.S. [15-142](#), a school may *only* disclose directory information relating to students, in accordance with state and federal law, if the school first notifies the parent or eligible student of all of the following:
 - 1. The types of information that the school has designated as directory information.
 - 2. The right of the parent or eligible student to refuse the school's designation of any or all of the types of information about the student as directory information.
 - 3. The period of time within which a parent or eligible student must notify the school in writing that the parent or eligible student does not want any or all of the types of information about the student designated as directory information.
- B. Except as required by state or federal law, a school may not disclose the address, telephone number or e-mail address of a student unless either:
 - 1. The parent or eligible student has affirmatively consented in writing to the disclosure; or
 - 2. The parent or eligible student ³³⁶has not opted out of the disclosure pursuant to subsection A of A.R.S. [15-142](#) and the disclosure is either:

- a. To one (1) or more students who are enrolled in the school and for educational purposes; or
- b. To school employees and for school business purposes.

If the School District ~~permits~~ allows the release of directory information relating to ~~pupils~~ students, subject to subsections A and B of A.R.S. [15-142](#), the information shall be released on or before October 31 of each year.-

The Superintendent shall develop procedures to communicate to students and their parents ~~in a timely manner~~ information relating to access to the Arizona Department of Education form which is designed to allow ~~pupils~~ parents and eligible students to request that directory information not be released pursuant to the Elementary and Secondary Education Act (ESEA) as reauthorized by the Every Student Succeeds Act of 2015 (ESSA).

~~Adopted: May 9, 2017~~

Definition

For the purposes of this section, "eligible student" means a student who is at least eighteen (18) years of age or is emancipated.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-141](#)

[15-142](#)

[15-828](#)

[15-829](#)

[25-403.06](#)

[44-1373](#)

10 U.S.C. 503

20 U.S.C. 1232

20 U.S.C. 1400 *et seq.*, Individuals with Disabilities Education Act

20 U.S.C. 6301 *et seq.*, Every Student Succeeds Act of 2015

20 U.S.C. 7908

34 C.F.R. 300

CROSS REF.:

[IHB](#) - Special Instructional Programs

[JF](#) - Student Admissions

[JFAB](#) - Admission of Nonresident Students

[JLH](#) - Missing Students

[JRCA](#) - Request for Transfer of Records

Compare Policy Advisory "JR-R ©" to Policy in Manual

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

JR-R ©

REGULATION

STUDENT RECORDS

This ~~procedure~~-regulation is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities in Education Act (IDEA). All personnel in the District are expected to fulfill the requirements of policy and the following procedures in order to protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages [34 C.F.R. 300.612].

The Superintendent has the responsibility for ensuring the confidentiality of any personally identifiable information [34 C.F.R. 300.612].

All rights and protections given parents under the FERPA and this ~~procedure~~-regulation transfer to the student upon reaching age eighteen (18) except where the student continues as a dependent under specified circumstances, or enrolling in a postsecondary school. The student then becomes an "eligible student" [34 C.F.R. 99.5 and 300.625].

Definitions

For the purpose of ~~the procedure~~this regulation, the District has used the following definitions of terms:

- A. *Student* - Any person who attends or has attended a program of instruction sponsored by the District and for whom the District maintains education records.
- B. *Eligible student* - A student who ~~has reached age~~ is at least eighteen (18) years of age or is ~~attending a postsecondary school~~ emancipated.
- C. *Parent* - Either the natural parent of a student, unless the parent's rights under the FERPA have been removed by a court order, statute, or other legal document, or a guardian, or an individual acting as a parent or guardian in the absence of the student's parent or guardian. The District may presume that the parent has the authority to inspect and review education records relating to his or her child unless the District has been advised that the parent does not have authority under applicable law.
- D. *Education records* - Any information directly related to a student recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm or microfiche, that is maintained by the District, an employee of the District, or any agent of the District except:

1. Personal records kept by an employee of the District that meets the following tests:

- a. It is used only as a personal memory aid.

- b. It is kept in the personal possession of the individual who made it.
 - c. It is not accessible and has never been revealed to any other person except the employee's temporary substitute.
2. Medical treatment records maintained for "eligible students."
 3. Records collected and maintained by a law enforcement unit of the school.
 4. Records containing only information about a person after that individual is no longer a student in the District.
 5. An employment record that is used only in relation to a student's employment by the District. (*Employment for this purpose does not include activities for which a student receives a grade or credit in a course.*)
 6. Related alumni records after the student no longer attends classes provided by the District, and the records do not relate to the person as a student.

E. *Personally identifiable information* - Any data or information that makes the subject of a record known. This includes the student's name, the name(s) of the student's parent(s) or other family member(s), the student's address, the student's Social Security number, a student number, a list of personal characteristics, or other information that would make the student's identity easily traceable.

F. *Signed and dated written consent* - May include a record and signature in electronic form that:

1. Identifies and authenticates a particular person as the source of the electronic consent.
2. Indicates such person's approval of the information contained in the electronic consent.

Locations of Education Records

A list of types and locations of education records collected, maintained, or used will be provided to the parents on request [34 C.F.R. 300.616]. See Exhibit JR-EA.

Procedure to Inspect Education Records

Parents of a student, the designated representative of the parents, and an eligible student may inspect and review the student's education records that are collected, maintained, or used by the District [34 C.F.R. 300.501]. In some circumstances it may be mutually more convenient for the record custodian to provide copies of records. Charges for the copies of records will be costs of copying unless the fee would effectively prevent the parent from exercising rights to inspect and review those records [34 C.F.R. 300.613 and 300.617].

Since a student's records may be maintained in several locations, the school principal will offer to collect copies of records or the records themselves from locations other than a student's school so they may be inspected at one (1) site. However, if parents and eligible students wish to inspect records where they are maintained, the school's principal will make every effort to accommodate their wishes.

Parents, the designated representative of the parents, or the eligible student should submit to the student's school principal a signed and dated written request that identifies as precisely as possible the record or records wanted for inspection. The District will respond to any request without unnecessary delay before any meeting regarding any individual education program or hearing relating to the identification, evaluation, placement of a student, or the provision of a free appropriate public education, and in no case more than forty-five (45) days after the request has been made [34 C.F.R. 300.613 and 99.10]. See Exhibit JR-ED.

The principal, or other education records custodian, will contact the parent of the student or the eligible student to discuss how access will be best arranged (e.g., copies, at the exact location, or records brought to a single site).

Parents have the right, upon reasonable request, for explanations and interpretations of the information contained in the records and a right to request copies of the records containing the information, if not in violation of stated policy of FERPA. Parents have the right to have a representative of the parent to inspect and review the records [34 C.F.R. 300.613 and 99.10].

The principal, or other education records custodian, will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in forty-five (45) days or less after receipt of the request for access [34 C.F.R. 300.613].

If for any valid reason, such as working hours, distance between record location sites, or health, the parent or eligible student cannot personally inspect and review a student's education records, the District will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records [34 C.F.R. 300.613 and 99.10].

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students [34 C.F.R. 300.615, 99.5 and 99.12].

Fees for Copies of Records

All records subject to disclosure under this procedure shall be available for inspection free of charge. If copies are desired, they shall be furnished by the District to the parent or eligible student on request and free of charge. Additional copies may be sent to other schools or agencies without charge. However, the District reserves the right to charge up to thirty-five cents (35¢) per page for multiple or excessive requests. Copies of available records shall be produced as promptly as possible upon receipt of the request. No fee will be charged for search and retrieval of records [34 C.F.R. 300.617 and 99.11].

The District will provide copies of records:

- A. When the refusal to provide copies effectively denies access to the records by the parent or eligible student [34 C.F.R. 300.617].
- B. At the request of the parent or eligible student, when the District has provided the records to third parties by the prior consent of the parent or eligible student.
- C. At the request of the parent or eligible student when the District has forwarded the records to another school where the student seeks or intends to enroll.

Directory Information

Personally Identifiable

Information

The District designates the following personally identifiable information contained in a student's education records as "directory information" and may disclose that information without prior written consent [20 U.S.C. 1232g(a)(5)(A)]:

- A. The student's name.
- B. The student's address.
- C. The student's telephone listing.
- D. The student's date and place of birth.
- E. The student's electronic mail address.
- F. The student's photograph.
- G. The student's grade level.
- H. The student's major field of study.
- I. ~~The~~ The student's dates of attendance.
- J. ~~The~~ The student's enrollment status (e.g., part time or full time).
- K. The student's participation in officially recognized activities and sports.
- L. The student's weight and height if a member of an athletic team.
- M. The student's honors and awards received.
- N. The student's most recently attended educational agency or institution.

Within the first three (3) weeks of each school year the District will publish in a District communication or send home with each student the above list, or a revised list, of the items of directory information designated as directory information. For a student who enrolls after the notice is published, the list will be given to the parent or eligible student at the time and place of enrollment. See Exhibit JR-EB.

After the parents or eligible student have been notified, they will have two (2) weeks to advise the District in writing (a letter to the Superintendent's office) of any or all of the items they refuse to permit the District to designate as directory information about that student.

According to state and federal law if the Governing Board permits the release of directory information relating to students to persons or organizations who inform students of educational or occupational opportunities, then the Governing Board shall provide access to directory information on the same basis to military official recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them.-

Refusal to Release Personally

Identifiable Information

Directory information shall be released on or before October 31 of each year unless the parent or eligible student requests in writing to the District (a letter to the Superintendent's office within two [2] weeks after notification) not to release directory information to any person or organization without prior signed and dated written consent. The District shall distribute a form, separate from any other form, designed and provided to districts by the Arizona Department of Education allowing ~~pupils~~-students to request that directory information not be released. If the District distributes materials to ~~pupils~~-students through electronic communication or on an internet website, the form may be distributed in the same manner.-

A person who is wrongfully denied access to directory information or access to school buildings, school grounds or other property may notify the Department of Education, which shall report the alleged violation to the United States Department of Education. If the parent or eligible student refuses to allow the release of directory information without prior signed and dated written consent, then the District will not provide military recruiters, upon request, directory information containing the student's name, addresses and telephone listings.

Permission to Release Personally

Identifiable Information

At the end of the two (2)-week period, if the parent or eligible student has not returned the form indicating refusal to allow the release of directory information, the District will assume it has their permission to release the above-mentioned information.— **The Governing Board shall provide the student with a transcript release form that allows the student to designate in separate check boxes whether the transcript is to be released to postsecondary institutions, the militia of this state or the armed services of the United States, or to any combination of these entities.**

This designation will remain in effect until it is modified by the prior signed and dated written direction of the parent or eligible student. The student's records will be appropriately marked by the records custodian to ensure compliance with the parents' or eligible student's request.

Use of Student Education Records

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The District will use the following criteria to determine who are school officials [34 C.F.R. 99.31]:

- A. A person duly elected to the Board (under limited circumstances).
- B. A person certificated by the state and appointed by the Board to an administrative or supervisory position.
- C. A person certificated by the state and under contract to the Board as an instructor.
- D. A person employed by the Board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of such performance as a substitute.
- E. A person employed by or under contract to the Board to perform a special task, such as a secretary, a clerk, the Board attorney, or auditor, for the period of such performance as an employee or contractor.

District officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so [34 C.F.R. 99.32]. A "legitimate educational

interest" is the person's need to know in order to:

- A. Perform an administrative task required in the school employee's position description approved by the Board.
- B. Perform a supervisory or instructional task directly related to the student's education.
- C. Perform a service or benefit for the student or the student's family, such as health care, counseling, student job placement, or student financial aid.

Records of students placed in special educational programs will be under the direct supervision of the program administration. All persons collecting or using personally identifiable information in records of students determined to be a student with a disability will receive training or instruction regarding Arizona's policies and procedures for the protection of these records at the collection, storage, disclosure, and destruction stages in accordance with FERPA and IDEA [34 C.F.R. 300.623].

The District will maintain for public inspection a current listing of the names and positions of employees who have access to personally identifiable information maintained on students placed in special education [34 C.F.R. 300.623]. When the information maintained in these records is no longer needed to provide educational services to the student, the District will notify the parents of their right to have the personally identifiable information destroyed [34 C.F.R. 300.624]. However, a permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed will be maintained [34 C.F.R. 300.624]. Destruction of records will be accomplished in accordance with the requirements of Arizona law and regulations of the Department of Library, Archives, and Public Records [34 C.F.R. 300.623].

The District will release information from or permit access to a student's education records only with a parent's or eligible student's prior signed and dated written consent, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure [34 C.F.R. 99.30, 99.31, 99.34, and 99.37]:

- A. When a student seeks or intends to enroll in another school district or a postsecondary school the District will not further notify parents or eligible students prior to such a transfer of records. Parents and student have a right to obtain copies of records transferred under this provision. See Exhibit JR-EC.
- B. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the District.
- C. To parties who provide or may provide financial aid to a student to:
 - 1. Establish the student's eligibility for the aid.
 - 2. Determine the amount of financial aid.
 - 3. Establish the conditions for the receipt of the financial aid.
 - 4. Enforce the agreement between the provider and the receiver of financial aid.
- D. If a state law adopted before November 19, 1974, required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials.

E. If a state law adopted before November 19, 1974, required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials of the juvenile justice system and the officials certify in writing that the information will not be disclosed to any other party, except as provided under state law, without prior signed and dated written consent of the parent or the eligible student.

F. When the District has entered into a written agreement or contract for an organization to conduct studies on the District's behalf to develop tests, administer student aid, or improve instruction.

G. To accrediting organizations to carry out their accrediting functions.

H. To parents of an eligible student if the parents claim the student as a dependent as defined by the Internal Revenue Code of 1954.

I. ~~To~~ To comply with a judicial order or lawfully issued subpoena. The District will make a reasonable effort to notify the parent or the eligible student before making a disclosure under this provision unless directed otherwise by a court of competent jurisdiction.

J. ~~To~~ To comply with an *ex parte* order from a court of competent jurisdiction requiring the District to permit the U.S. Attorney General or U.S. Attorney General's designee to collect education records in the possession of the District that are relevant to an authorized investigation or prosecution of an offense listed in 18 U.S.C. 2332b(g)(5)(B) for an act of domestic or international terrorism as defined in 18 U.S.C. 2331. An *ex parte* order is an order issued by a court of competent jurisdiction without notice to the adverse party. A disclosure pursuant to an *ex parte* order will not be recorded as a disclosure of information from a student's education records by the District.

K. If the District initiates legal action against a parent or student, the District may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the District to proceed with the legal action.

L. If a parent or eligible student initiates legal action against the District, the District may, without a court order or subpoena, disclose the student's education records that are relevant for the District to defend itself.

M. To comply with the request of authorized law enforcement officials conducting an investigation of acts of terrorism.

N. The disclosure is in connection with a health or safety emergency. Time is an important and limiting factor in determining whether the disclosure is in connection with a health or safety emergency. The District will permit any school official to make the needed disclosure from student education records in a health or safety emergency if:

1. The official deems the disclosure is warranted by the seriousness of the threat to the health or safety of the student or other persons.
2. The information is necessary and needed to address the emergency.
3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency.

O. The District may release student attendance, disciplinary, and other education records to a law enforcement agency and county attorney pursuant to an intergovernmental agreement between the District, the law enforcement agency, the county attorney, and

other state, local, or tribal government agencies to create a local or tribal juvenile justice network for the purpose of:

1. providing appropriate programs and services to intervene with juveniles currently involved in the juvenile justice system.
2. providing appropriate programs and services designed to deter at-risk juveniles from dropping out of school or other delinquent behavior.
3. increasing the safety and security of the community and its children by reducing juvenile crime.

P. Education records provided pursuant to an intergovernmental agreement entered into in accord with the above provisions shall be used solely for the purposes of the agreement and shall not be disclosed to any other party, except as provided by law.

A District school official may release information from a student's education records, other than directory information, to a third party if the parent or the eligible student gives prior signed and dated written consent for the disclosure and the third party agrees that the information will not be disclosed to any other party without the prior consent of the parent or eligible student. The signed and dated written consent must include at least:

- A. A specification of the records to be released.
- B. The reasons for the disclosure.
- C. The person or the organization or the class of persons or organizations to whom the disclosure is to be made.
- D. The signature of the parent or eligible student.
- E. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The parent or the eligible student may obtain a copy of any records disclosed under this provision, unless otherwise provided.

Records of Requests for Access and Disclosures Made from Education Records

The District will maintain an accurate record of all requests for it to disclose information from or to permit access to a student's education records, and of information it discloses and access it permits, with some exceptions as listed below. This record will be kept with, but will not be a part of, each student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, or local officials for the purpose of auditing or enforcing federally supported educational programs [34 C.F.R. 99.32]. See Exhibit JR-EE.

The record will include at least:

- A. The name of the person, organization or agency that made the request.
- B. The interest the person, organization or agency had in the information.
- C. The date the person, organization or agency made the request.

D. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The District will maintain this record as long as it maintains the student's education records. The record will not include requests for access or access granted to:

- A. the parent or eligible student,
- B. authorized law enforcement officials conducting an investigation of acts of terrorism,
- C. school officials who have a legitimate educational interest in the student,
- D. requests for or disclosures of information contained in the student's education records if the request is accompanied by or authorized by the prior signed and dated written consent of the parent or eligible student, or
- E. for requests for or disclosures of directory information designated for that student.

**Procedures to Seek to Correct
Education Records
[34 C.F.R. 99.20 and 99.21]**

Parents of students and eligible students have a right to seek to change any part of the student's record they believe is inaccurate, misleading, or in violation of student rights [34 C.F.R. 300.618 and 99.20]. (*Note:* Under the FERPA, the District may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term *incorrect* will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term *correct* will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term *requester* will be used to describe the parent of a student or the eligible student who is asking the District to correct a record.

To establish an orderly process to review and correct education records for a requester, the District may make a decision to comply with the request for change at several levels in the procedure [34 C.F.R. 300.618 and 99.20].

First-level decision. A parent of a student or an eligible student who finds an item in the student's education records that appears to be inaccurate, misleading, or in violation of student rights should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the record to the requester's satisfaction or the record does not appear to be obviously incorrect, the custodian will:

- A. Provide the requester a copy of the questioned record at no cost.
- B. Ask the requester to initiate a written request for the change.
- C. Follow the procedure for a second-level decision.

Second-level decision. The written request³⁴⁶ to correct a student's education records through the procedure at this level should specify the correction the requester wishes the District to

make. It should at least identify the item thought to be incorrect and state whether the requester believes the item:

- A. Is inaccurate and why,
- B. Is misleading and why, or
- C. Violates student rights and why.

The request will be dated and signed by the requester.

Within two (2) weeks after receiving a written request, the record custodian will study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the District's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, a decision is reached that the record should be corrected, the record custodian will affect the change and notify the requester, in writing, of that action. Each such notice will include an invitation for the requester to inspect and review the student's education records to make certain the record is in order and the correction is satisfactory.

If a decision is reached that the record is correct, the custodian will make a written summary of any discussions with other officials and of the findings in the matter. This summary and a copy of the written request will be transmitted to the Superintendent.

Third-level decision. The Superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney or the Board (in executive session unless otherwise requested by parent[s]). The Superintendent will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two (2) weeks. If it will take longer, the Superintendent will notify the requester in writing of the reasons for the delay and a date when the decision will be made.

If the Superintendent decides the record is incorrect and should be changed, the record custodian will be advised to make the changes. The record custodian will advise the requester of the change.

If the Superintendent decides the record is correct, a letter to the requester will be prepared that will include [34 C.F.R. 300.619 and 99.20]:

- A. The District's decision that the record is correct and the basis for the decision.
- B. A notice to the requester explaining the requester's right to ask for a hearing to present evidence that the record is incorrect and that the District will grant such a hearing.
- C. Instructions for the requester to contact the Superintendent to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing. (The District will not be bound by the requester's positions on these items but will, as far as possible, arrange the hearing as the requester wishes.)
- D. Advice that the requester may be represented or assisted in the hearing by other parties, including an attorney, at the requester's expense.

Fourth-level decision. After the requester has submitted (orally or in writing) any wishes concerning the hearing officer and the time and place for the hearing, the Superintendent will, within one (1) week, notify the requester when and where the District will hold the hearing and whom it has designated as the hearing officer [34 C.F.R. 300.621, 99.21, 99.22, and 99.34].

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education records is incorrect as shown in the requester's written request for a change in the record (second level).

Within one (1) week after the hearing, the hearing officer will submit to the Superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit recommendations, based solely on the evidence presented at the hearing, that the record should be changed or should remain unchanged.

The Superintendent will prepare the District's decision within two (2) weeks after the hearing. That decision will be based on the summary of the evidence presented at the hearing and on the hearing officer's recommendation. However, the District's decision will be based solely on the evidence presented at the hearing. Therefore, the Superintendent may overrule the hearing officer if the hearing officer's recommendation is deemed inconsistent with the evidence presented. As a result of the District's decision, the Superintendent will take one (1) of the following actions:

A. If the decision is that the District will change the record, the Superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester ~~as~~ at the second-level decision [34 C.F.R. 300.620 and 99.21].

B. If the decision is that the District will not change the record, the Superintendent will prepare a written notice to the requester that will include [34 C.F.R. 300.620 and 99.21]:

1. The District's decision that the record is correct and will not be changed.
2. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the District's decision.
3. Advice to the requester that an explanatory statement may be placed in the student's education records stating the reasons for disagreement with the District's decision and/or the reasons for believing the record to be incorrect.

Final administrative step in the procedure. When the District receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education records as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record and whenever the questioned part of the record is disclosed the explanatory statement will also be disclosed [34 C.F.R. 300.620 and 99.21].

Annual Notification to Parents Regarding Confidentiality of Student Education Records [34 C.F.R. 300.612]

Dear Parent:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

The Governing Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;

Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT);

Every Student Succeeds Act of 2015 (ESSA);

The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and

Arizona Revised Statutes, Title 15, sections 141 and 142.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students' records maintained by the District may include - but are not necessarily limited to, identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained in the office of the District under the supervision of the school administrator and are available only to the teachers and staff members working with the student. Upon request, the District discloses education records, including disciplinary records, without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior signed and dated written consent of the parent [34 C.F.R. 99.7]. The signed and dated written consent may be in electronic form under certain conditions [34 C.F.R. 99.30].

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two (2) years after the date your child was last enrolled in this school district.

You have the right to inspect and review any and all records related to your child within forty-five (45) days of the day of receiving a request for access, including a listing of persons or organizations who have reviewed or have received copies of the information [34 C.F.R. 99.7]. Parents who wish to review their children's records should contact the principal for an appointment or submit to the principal a written request that identifies the record(s) you wish to inspect. District personnel will make arrangements for access and notify you of the time and place where the records may be inspected. District personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be costs of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

You have the right to request that an amendment be made to the student's education records and to add comments of your own if you believe information in the record file is inaccurate or

misleading [34 C.F.R. 99.7(a)(1)]. You should write the principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by you, the District will notify you of the decision and advise you of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.

You have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Copies of the District student education records confidentiality policies and procedures may be reviewed in the assigned office in each school [34 C.F.R. 99.7]. You have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the District to comply with the requirements of FERPA [34 C.F.R. 99.7]. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

HR

TEACHER ~~EMPLOYEE~~ ADVISORY GROUP DELIBERATIONS

Introduction

The Governing Board recognizes that improving the educational welfare of the students of the District is the District's chief goal.

The Governing Board further recognizes that the character of the education offered the students of the District depends to a large degree upon the quality and morale of ~~the teaching staff~~ District employees.

The Governing Board further recognizes that teaching is a profession, that members of this profession have specialized educational qualifications, and that their participation in policy development on matters relative to the professional services of teachers is important to the success of school programs. Similarly the Governing Board recognizes that non-teaching employees have specialized qualifications and skills that contribute to the success of school programs, and as such, the participation of these employees in relevant policy development is valued.

The Governing Board is charged by law with the authority to manage and direct the operation of the District.

The Governing Board recognizes the benefit to ~~teachers~~ employees and students of deliberating in good faith with ~~teachers~~ employees to reach mutually satisfactory agreements when possible, about matters of mutual concern.

The Governing Board recognizes ~~and that~~ with certain legal limitations, ~~that~~, it may recognize an organization to provide representation for ~~any group or category of~~ employees. Deliberations must include a fair and equitable representation of ~~teachers~~ employees if requested or willed by the employees.

Therefore, the Governing Board establishes the following policy:

Definitions

Unless otherwise indicated, the following terms have the following meanings:

District means the Flowing Wells Unified School District.

Board means the Governing Board of the District.

Certificated Teacher(s) means all full-time regularly employed certificated teachers of the District as defined by A.R.S. 15-501(2).

Commission means the ~~Teacher~~ Employee Advisory Group established by this instrument.

Good Faith means that the parties will confer with each other openly and fairly with proper authority for deliberation and agreement in the meet-and-confer process, and will sincerely endeavor to reach agreement.

District Representatives include the Superintendent or his officially designated representative(s) who are members of the Commission.

Teacher Employee Representatives include the members of the Commission appointed or selected by the teachers employees.

Matters of Mutual Concern

Matters of mutual concern in deliberations by the ~~Teacher~~ Employee Advisory Group shall be limited to the following:

- Salary or wage rates or other forms of direct monetary compensation;
- Sick leave, vacation leave, sabbatical leave, and other paid or unpaid leaves of absence;
- Insurance benefits for employees;
- Communication regarding hiring, staffing, and other employee working conditions;
- Discussing representative recognition clauses;
- The method used to classify employees into a bargaining unit;
- Deduction of dues for a recognized employee organization;
- Protection of employees from discrimination because of their participation in recognized employee organizations;
- General savings clauses, including credit union;
- Duration of meet-and-confer process; and
- Safety.

Status of the Board

Governing Body

The Board, under the law of Arizona, is the governing body of the District.

Final Responsibility

The Board has the final responsibility of establishing policies, rules, and regulations for the District.

No Impairment of Rights

Notwithstanding any other provision in this policy, none of the lawful rights, powers, authority, and duties of the Board shall be impaired, reduced, destroyed, or affected in any way by this policy.

The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself without limitation all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Arizona, and of the United States, including, but without limiting the generality of the foregoing, the right:

- To the executive management and administrative control of the District and its properties and facilities, and the employment activities of ~~teachers~~ **employees**.
- To hire all employees and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion, and to promote, reassign, and transfer all such employees as deemed necessary in the best interest of the Board and the District.

Formation of Commission (~~Teacher~~ **Employee Advisory Group)**

Deliberation on matters of mutual concern as defined above shall be by means of a Commission, formed pursuant to this policy and entitled "~~Teacher~~ **Employee** Advisory Group." Up to five (5) members, each of whom must be a ~~full-time certificated teacher employed by the Board~~ **a current employee of the District**, may be selected by ~~teachers~~ **employees** to represent ~~the teachers~~ **employees**, and the Superintendent shall appoint up to five (5) members to represent the District on the Commission.

Selection of Exclusive ~~Teacher~~ **Employee Representative Organization**

Representation or recognition of an organization selected by and for ~~teacher~~ **employees** shall be permitted in accordance with this policy.

The Board shall accept and recognize the Flowing Wells Education Association (FWEA) as the sole organizational representative of ~~teachers~~ **employees.**

If employees desire to select a different organization to be recognized by the Board, ~~the~~ Board shall accept and recognize as the sole organizational representative of ~~teachers~~ **employees** the professional organization which obtains a plurality of the votes cast at an election duly called and held in accordance with procedures provided in this policy, provided that the entire cost of the election will be borne equally by the challenging organization or organizations. A security deposit shall be paid in advance by all organizations on the ballot sufficient to cover the cost of the election. Procedures for selection of the representing organizations shall be as follows:

- If more than one (1) ~~teachers~~ employee organization exists and the organizations reach an agreement on the composition of the ~~teacher~~ **employee** representatives to the ~~Teacher~~ **Employee** Advisory Group, the Board may recognize the representatives for that purpose. One (1) membership on the Commission shall be provided for each twenty percent (20%) of the ~~teachers~~ **employees** requesting representation by an organization.
- Upon written request by at least one-third (1/3) of the District's ~~teachers~~ employees, the Board will arrange for an election to determine which organization, association, or group may represent the ~~teachers~~ **employees** on the ~~Teacher~~ **Employee** Advisory Group. Results of such an election must be by secret ballot and must be validated and reported to the Board not later than May 15 of any year. The association or organization receiving the most votes shall be recognized as indicated above and authorized by the Board for representation. The representation shall be for a period of not less than two (2) years, after which, upon written request as specified above, another election may be held.
- Any organization may be placed on the ballot upon presentation of a written request and signatures of ten percent (10%) of the District ~~teachers~~ **employees**. A neutral third party as mutually agreed upon by the District administration and current ~~Teacher~~ **Employee** Advisory Group shall manage and direct the election process. The Board and administrators shall not participate nor interfere with the election except to facilitate its implementation. Electioneering and campaigning shall not interfere with or impede normal school operations.

Composition and Operations of the Commission (~~Teacher~~ **Employee Advisory Group)**

Formation

The Commission previously defined in this instrument, consisting of District and ~~teacher~~ **employee** representatives, shall be formed and reestablished every ~~two~~ **year** as required.

Each ~~teacher/District~~ group being represented on the Commission shall ~~may~~ appoint ~~one~~ **(1)** an alternate who may attend only those meetings where a regular member of the Commission is unable to be in attendance. **Upon mutual agreement, each group may invite special representatives to a meeting in cases in which the special representative would provide meaningful insights to the work of the Commission.**

Teacher **Employee** Representation

The ~~teacher~~ **employee** members of the Commission shall be selected as indicated above and appointed by the executive committee of the organization entitled to representation. Any representative so appointed shall hold office at

the pleasure of the organization and until a successor has been duly appointed. Not more than five (5) ~~teacher~~ **employee** representatives shall serve on the Commission.

District Representatives

The District representatives of the Commission shall be appointed by the Superintendent. Any representative so appointed shall hold office at the pleasure of the Superintendent and until a successor has been duly appointed. Not more than five (5) District representatives shall serve on the Commission.

Authority

The Commission shall have authority:

- To consider, study, and discuss all matters placed upon its agenda;
- To procure competent professional and lay representatives to assist in considering matters placed upon its agenda, and utilize the services of education consultants;
- To discuss and endeavor to reach agreement on matters placed on the agenda;
- When agreement has been reached, to reduce it to writing for recommendation to the Board; and
- To do such other things as may be reasonable, necessary, or incidental to the full exercise of this authority.

Costs

If deemed necessary by both parties, any ~~Teacher~~ **Employee** Advisory Group costs shall be shared equally by the ~~teacher~~ **employee** representatives and the District.

Meet - and - Confer Procedure

Meetings and Agenda

The meetings covering matters of mutual concern shall be held ~~between January 15 and May 1~~ **throughout the year on a schedule established by mutual agreement of a majority of the members of the Commission.** ~~Extension of the discussion period beyond May 1 may be made only by approval of the Board. No contracts shall be issued when the Commission is meeting within the dates herein specified.~~

Other meetings of the Commission may be called at the request of the Superintendent **or other members of the commission**, who shall state the

reasons for the request. The time and place of each meeting of the Commission shall be set by mutual agreement of a majority of the members of the Commission provided that no intervention in the normal working day occurs unless previously approved by the Superintendent. To the extent permitted by law, unless individuals are invited by the Commission, meetings will be closed meetings with only members of the Commission in attendance. The agenda will be mutually set by the District and ~~teacher~~ **employee** representatives, and action may proceed only if a majority is present.

Meeting Summarization

A summary of progress may be made at the conclusion of each meeting and shall be agreed upon by both parties. A copy shall be furnished **available** to each member of the Commission.

No news releases on Commission progress or deliberations will be given to news media or others without approval by the Commission, and then given out only in a manner prescribed by the Commission. This shall not preclude or limit by rights of communication or expression by any parties represented on the Commission.

Meet-and-Confer in Good Faith

The Commission shall promptly and diligently consider, study, and discuss every matter appearing on its agenda; shall discuss and confer in good faith on each matter; and shall make reasonable efforts to reach agreement on each matter.

Information

The Commission shall have all available information as will assist the Commission upon request.

Consensus

A consensus may be reached only in the following manner:

- It must be approved by a majority vote of the ~~teacher~~ **employee** members of the Commission.
- It must be approved by a majority vote of all District representatives.
- It shall then be reduced to writing and submitted to all members of the Commission.

Upon arrival by both the District and the ~~teacher~~ **employee** representatives, it shall be submitted to the Board for consideration. If approved by the Board, such action shall be publicly announced and shall be put into effect by the Superintendent.

Rules

The Commission is authorized to recommend adoption and amendments of rules of procedure consistent with the provisions of this instrument. All proceedings shall be conducted in an informal manner without the use of strict rules of evidence or other technicalities, and with the main objective of fulfilling the intent of this policy.

Released Time

~~Certificated teachers~~ **Employees** may be released at reasonable times, from all school duties without loss of pay when regular meet-and-confer sessions are scheduled during the school day, if their attendance at such meetings is reasonably necessary, and if approved by the Superintendent.

Amendment

If the Commission desires to change any provision of this policy, it shall notify the Board and shall specify in writing the changes desired. Upon such notice, the Board shall consider modification. Modifications are final when approved by the Board.

Nothing in this policy shall deny or restrict any employee's right to represent himself before the Board, or utilize traditional methods of communication with the Board (e.g., call to audience, letters to Board members) to express the employee's point of view on any matter, including wage and fringe benefit issues. Nothing contained herein shall be construed to deny or restrict any employee in the rights he may have under any law or regulations. This policy shall not be used to discriminate on the basis of race, creed, sex, marital status, grade level, or subject field toward any ~~teacher~~ **employee**.

Adopted: ~~date of Manual adoption~~ **(new date of adoption)**

Regulation HR-R

EMPLOYEE REPRESENTATIVE ORGANIZATION RIGHTS AND RESPONSIBILITIES

As described in Policy HR, the Governing Board may recognize an employee representative organization whose members serve on an Employee Advisory Group for the purpose of discussing matters of mutual concern with representatives of the District as part of the meet-and-confer process. The Board recognizes the Flowing Wells Education Association (FWEA) as this employee representative organization.

As the employee representative organization recognized by the Board, FWEA may utilize District resources for the purposes outlined in Policy HR and for the purpose of representing employees' interests and rights in the implementation of Board policies.

Examples of acceptable communication and representation activities by FWEA are provided below. These examples are provided for reference and are not an exhaustive list. So far as communication does not interfere with employees' established work responsibilities and is not political in nature, employees may utilize district resources and engage in these communication activities during their regular hours of employment. Employees shall not engage in activities and communication that are political in nature during their regular work day, nor shall district resources be used to engage in these activities; examples include but are not limited to the following: activities to influence the outcome of an election; advocating for or against a candidate for elected office or a current elected official; advocating for or against legislation under consideration for adoption or revocation by an elected body.

- Meetings: FWEA may use District facilities upon approval of the building administrator. Meetings shall occur outside regular work hours and shall not interfere with employees' work duties or other District activities. Meetings may occur during an employee's planning time or lunch time.
- Mail Boxes and In-District Mail Services: FWEA members may place materials in employee mailboxes upon notification of the building administrator. Materials provided to all staff at a site shall also be provided to the building administrator. In-District mail services may be used to distribute materials to other sites within the District. FWEA shall pay the cost of any out-of-District mailings related to its activities.
- Bulletin Boards: Upon request to a site administrator, FWEA shall be provided bulletin board space in the site employee lounge or comparable area, as determined by the site administrator, for the purpose of posting FWEA materials and information by authorized FWEA representatives.
- Email: FWEA may utilize District email services. FWEA communications emailed to all staff at a site shall be copied to the site administrator.

- Requests for Information: Upon request to a site or District administrator, FWEA shall receive access to relevant information that already exists or is easily assembled, such as the following: lists of employee data including names, positions, sites, and email addresses; anonymous and/or average compensation data; anonymous and/or average climate survey results.
- Employee Representation: Employees may request that a witness or representative be included in meetings with their supervisors regarding discipline, performance, or compensation. The role of the representative is as an observer, although the representative may ask clarifying questions or provide relevant information to the discussion. A representative may serve this role during regular work hours without the use of personal leave as long as the representative collaborates with the site administrator to ensure coverage of essential work responsibilities during this time. Employees are entitled to representation, and neither the employee nor the employee representative shall be cited for insubordination for matters associated with the routine request for and/or scheduling of representation during meetings with administrators.

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

G-1
Agenda Item Number

August 12, 2025
Board Meeting Date

Item: Recommend Approval of Qualified Evaluators for FY2025-2026

Submitted By: Dr. Kevin Stoltzfus/Dr. Tamara McAllister Date: August 8, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/Dr. Tamara McAllister

District administration recommends approval of Qualified Evaluators for Fiscal Year 2025-2026. Approval authorizes the identified administrators to complete teacher evaluations.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: Tamara McAllister Superintendent: Kevin Stoltzfus

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

FLOWING WELLS SCHOOL DISTRICT
Memorandum

TO: Governing Board
Dr. Kevin Stoltzfus, Superintendent

FROM: Dr. Tamára McAllister, Assistant Superintendent

RE: **Recommended Qualified Evaluators for FY2026**

DATE: August 5, 2025

I recommend the Board designate the following individuals as Qualified Evaluators for FY2026:

Dr. Kevin Stoltzfus
Dr. Audrey Reff
Dr. Tabetha Finchum
Dr. Tamára McAllister
Patricia Gutierrez
Christopher Hitchings
Christopher Nogami
Theresa Gonsalves
Adriana Garcia
Jessica Cenedese
Luis Blanco
Alan Schmidt
Henry Linker
Erin Kearney
Thomas Alcaraz
Austin "Frank" Thomas
Allison Embacher
Ariana Brown
Ana Sanchez
Dr. Rebecca Hurst
Jacqueline Camacho

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

 G-2
Agenda Item Number

 August 12, 2025
Board Meeting Date

Item: Recommend Approval of Revision to the Special Activity Compensation Levels (SAC) Document to Include CPR Instructor Stipend

Submitted By: Dr. Kevin Stoltzfus/Dr. Tamara McAllister Date: August 8, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/Dr. Tamara McAllister

District administration recommends approval of a revision to the FY2025-2026 Special Activity Compensation Levels (SAC) Document to include a District CPR Instructor stipend compensated at the level of \$1500.00. This addition allows the District to provide in-house mandatory CPR training of staff instead of contracting outside agencies. It is projected to provide cost savings as well as flexibility in our training model.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: Tamara McAllister Superintendent: Kevin Stoltzfus

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

FWSD SPECIAL ACTIVITY COMPENSATION LEVELS

2025-2026

ATHLETIC	
ACTIVITY	SY 25-26
FLOWING WELLS HIGH SCHOOL	
Athletic Supervisor (3 positions)	\$ 2,428
Baseball Assistant Varsity	\$ 3,700
Baseball Head Freshmen	\$ 3,634
Baseball Head JV	\$ 3,634
Baseball Head Varsity	\$ 4,900
Basketball Assistant Varsity Boys	\$ 3,744
Basketball Assistant Varsity Girls	\$ 3,744
Basketball Head Freshmen Boys	\$ 3,651
Basketball Head Freshmen Girls	\$ 3,651
Basketball Head JV Boys	\$ 3,651
Basketball Head JV Girls	\$ 3,651
Basketball Head Varsity Boys	\$ 5,077
Basketball Head Varsity Girls	\$ 5,077
Chess Head Varsity	\$ 3,744
Cross Country Head Varsity Boys	\$ 4,074
Cross Country Head Varsity Girls	\$ 4,074
Esports Head Varsity (2 stipends: One per semester)	\$ 1,872
Flag Football Assistant Coach Girls	\$ 3,744
Flag Football Head Coach Girls	\$ 3,986
Football Assistant JV	\$ 3,744
Football Assistant Varsity (4)	\$ 4,019
Football Assistant, Freshmen	\$ 3,743
Football Head Freshmen	\$ 3,986
Football Head JV	\$ 3,986
Football Head Varsity	\$ 5,506
Golf Head Varsity Boys	\$ 3,744
Golf Head Varsity Girls	\$ 3,744
Intramural Director (Annual)	\$ 2,505
Raiders Coach	\$ 3,579
Raiders Coach JV	\$ 2,505
Rifle Team High School (Annual)	\$ 4,047
Soccer Head Freshmen Boys	\$ 3,634
Soccer Head Freshmen Girls	\$ 3,634
Soccer Head JV Boys	\$ 3,634
Soccer Head JV Girls	\$ 3,634
Soccer Head Varsity Boys	\$ 4,515
Soccer Head Varsity Girls	\$ 4,515
Soccer Varsity Assistant Boys	\$ 3,700
Soccer Varsity Assistant Girls	\$ 3,700
Softball Assistant Varsity	\$ 3,700
Softball Head JV	\$ 3,634
Softball Head Varsity	\$ 4,900
Spirit Line Assistant Varsity Fall/Winter	\$ 2,323
Spirit Line Head Varsity Fall/Winter	\$ 3,094
Spirit Line Junior Varsity Fall/Winter	\$ 1,547
Summer Weight Training Instructor (2 in June)	\$ 1,875
Summer Weight Training Instructor (2 in July)	\$ 1,875
Swimming Head Varsity Boys	\$ 4,531
Swimming Head Varsity Girls	\$ 4,531
Tennis Head Varsity Boys	\$ 4,174
Tennis Head Varsity Girls	\$ 4,174
Track Assistant Boys (2)	\$ 3,579

Track Assistant Girls (2)	\$	3,579
Track Head Varsity Boys	\$	4,790
Track Head Varsity Girls	\$	4,790
Varsity Summer Programs (8 in June)	\$	307
Varsity Summer Programs (8 in July)	\$	307
Volleyball Head Freshmen Boys	\$	3,634
Volleyball Head Freshmen Girls	\$	3,634
Volleyball Head JV Boys	\$	3,634
Volleyball Head JV Girls	\$	3,634
Volleyball Head Varsity Boys	\$	4,790
Volleyball Head Varsity Girls	\$	4,790
Volleyball Varsity Assistant Boys	\$	3,700
Volleyball Varsity Assistant Girls	\$	3,700
Weight Training Instructor After School (2 stipends: One per semester)	\$	1,476
Wrestling Head Freshmen	\$	3,634
Wrestling Head JV	\$	3,634
Wrestling Head Varsity Boys	\$	4,955
Wrestling Head Varsity Girls	\$	4,955
Wrestling Varsity Assistant	\$	3,744
FLOWING WELLS JUNIOR HIGH SCHOOL		
Athletic Prep (4 seasons)	\$	506
Baseball Assistant (3)	\$	2,312
Baseball Head Coach	\$	2,736
Basketball Assistant Boys (3)	\$	2,312
Basketball Assistant Girls (3)	\$	2,312
Basketball Head Coach Boys	\$	2,736
Basketball Head Coach Girls	\$	2,736
Cross Country Head Coach Boys	\$	2,736
Cross Country Head Coach Girls	\$	2,736
Flag Football Head Coach	\$	2,736
Football Assistant (Up to 6, unassigned assistants can be moved to softball assistants)	\$	2,571
Golf Head Coach (Co-Ed)	\$	2,736
Soccer Assistant Boys (2)	\$	2,312
Soccer Assistant Girls (2)	\$	2,312
Soccer Assistant Girls or Boys, flexible (1)	\$	2,312
Soccer Head Coach Boys	\$	2,736
Soccer Head Coach Girls	\$	2,736
Softball Assistant (2 + additional not assigned as Football Assistant)	\$	2,312
Softball Head Coach	\$	2,736
Tackle Football Head Coach	\$	3,248
Tennis Head Coach Girls	\$	2,736
Track Assistant (3)	\$	2,312
Track Head Coach	\$	2,986
Volleyball Assistant Boys	\$	2,312
Volleyball Assistant Girls (3)	\$	2,312
Volleyball Head Coach Boys	\$	2,736
Volleyball Head Coach Girls	\$	2,736
Wrestling Assistant (2)	\$	2,571
Wrestling Head Coach	\$	3,248
ELEMENTARY SCHOOL ATHLETICS		
Elementary Athletic Special Event Director	\$	193
Elementary Coach (each of 6 sports)	\$	1,000
Elementary Intramural Coordinator (Before school sports) (1 per site per semester)	\$	837
Intensive Resource Sports Program Head Coach (2)	\$	1,224
Intensive Resource Sports Program Assistant Coach (2)	\$	739

DISTRICT ATHLETIC POSITIONS	
District 7 -12 Athletic Coordinator (Football, Boys and Girls Basketball, Wrestling, Baseball, Softball, Volleyball, Soccer)	\$ 674
District Elementary Sport Coordinator (One position for each of 6 sports)	\$ 336

NOTES:

Varsity Summer Programs include: Football, Baseball, Wrestling, Cross Country, Basketball (B and G), and Volleyball (B and G).

For Elementary and Flowing Wells Junior High: If more than 60 athletes, add a second coach for the season.

All athletic compensation is for the season unless noted as Annual.

Coaches who serve as head coach for separate boys and girls sports will earn the regular stipend times 1.5.

For example: Head Coach for both high school girls and boys track: Stipend for one sport = \$4790 x 1.5 = \$7185 for both sports.

THE FOLLOWING MUST BE SUBMITTED ON A PAR:

10 years of coaching experience in FW in same assignment: 11% of stipend amount.

Coaching Stipend for State Playoffs (varsity teams only): 5% of stipend amount after team qualifies.

Head Coach - Football Spring Practice: 5% of stipend amount.

FWSD SPECIAL ACTIVITY COMPENSATION LEVELS

FLOWING WELLS ATHLETIC DEPARTMENT COMPENSATION RATES

**Position stipend must be reimbursed to the District for any District employee who receives the stipend from student, auxiliary or gifts and donations accounts.*

FLOWING WELLS HIGH SCHOOL	Amount
Announcer Baseball/Softball	Minimum Wage
Announcer Basketball*	Minimum Wage
Announcer Football	Minimum Wage
Basketball Scorekeeper* (up to 3 games a night)	Minimum Wage
Basketball Shot Clock Operator* (up to 3 games a night)	Minimum Wage
Cross Country Invitational Tournament Director*	\$ 150
Cross Country Meet Director (number of meets vary per year)	\$ 150
Flowing Wells Shootout Tournament Director*	\$ 250
Football Chain Gang	Minimum Wage
Football Timer	Minimum Wage
Lifeguard	Minimum Wage
Soccer Timer (up to 2 games a night)	Minimum Wage
Statistician Football	Minimum Wage
Throwers Invitational Tournament Director*	\$ 150
Ticket Taker*	Minimum Wage
Tournament of Champions Boys Golf Tournament Director*	\$ 250
Tournament of Champions Girls Golf Tournament Director*	\$ 250
Track Meet Director (number of meets vary per year)	\$ 150
Track Worker	Minimum Wage
Videographer Football	Minimum Wage
Visiting Team Host Football	Minimum Wage
Volleyball Invitational Tournament Director*	\$ 250
Volleyball Scorekeeper* (up to 2 games a night)	Minimum Wage
Wrestling Meet Timer/Scorer*	Minimum Wage
Wrestling Tournament Announcer Boys*	\$ 400
Wrestling Tournament Announcer Girls*	\$ 400
Wrestling Tournament Athletic Trainer*	Contract Rate
Wrestling Tournament Bracket Writer*	\$ 300
Wrestling Tournament Computer Operator*	\$ 600
Wrestling Tournament Co-Director Boys* (2)	\$ 700
Wrestling Tournament Director Girls*	\$ 700
Wrestling Tournament Hospitality Room Supervisor* (2)	\$200 per day
Wrestling Tournament Table Worker*	\$150 per day
FLOWING WELLS JUNIOR HIGH SCHOOL	
Football Chain Gang	Minimum Wage
Scorekeeper	Minimum Wage
Ticket Taker	Minimum Wage
Track Athletic Trainer	Contract Rate
Track Invitational Tournament Director*	\$ 325
Track Starter	\$75.00 per day
Wrestling Tournament Announcer*	\$ 250
Wrestling Tournament Athletic Trainer*	Contract Rate
Wrestling Tournament Custodians*	Hourly Rate
Wrestling Tournament Director*	\$ 600
Wrestling Tournament Hospitality Room Supervisor*	\$ 200
Wrestling Tournament Mat Director*	\$ 150
Wrestling Tournament Off-Duty Deputy*	Contract Rate
Wrestling Tournament Score Tables Director*	\$ 250

NOTE: If no hourly rate is listed, Support Staff are paid minimum wage with overtime based on a weighted average. Certified staff are paid minimum wage for per hour jobs. For all flat rate jobs, support staff must submit a volunteer agreement form.

**FWSD SPECIAL ACTIVITY COMPENSATION LEVELS
2024-2025**

CO-CURRICULAR

***Position stipend must be reimbursed to the District for any District employee who receives the stipend from student, auxiliary or gifts and donations accounts.**

ACTIVITY	SY 25-26
FLOWING WELLS HIGH SCHOOL	
504 Coordinator	
Up to 25 504 students	\$ 821
Per student over 25	\$ 30
Academic Decathlon	\$ 3,086
Ambassadors Trip Coordinators (4 stipends)	\$ 1,351
Ambassadors Trip Chaperone (Up to 4 stipends)	\$ 300
AP/Honors Coordinator	\$ 2,204
Biliteracy Testing Coordinator	\$ 1,182
Challenge Testing Coordinators (one stipend each: english, math, science and social studies)	\$ 122
Challenge Testing Coordinator - Spanish Only	\$ 1,182
College 101	\$ 2,079
Dance Sponsor (2)	\$ 3,752
Department Chair:	
5-10 Classes	\$ 1,629
11-20 Classes	\$ 1,735
21-30 Classes	\$ 1,849
31-40 Classes	\$ 1,959
41-50 Classes	\$ 2,461
51 or More Classes	\$ 2,571
Theatre	\$ 3,752
Drill Team/Honor Guard	\$ 3,752
Color Guard and Winter Guard	\$ 3,700
Color Guard and Winter Guard Assistant	\$ 2,250
Instrumental Music/Band	\$ 4,221
Interact Club Advisor	\$ 2,794
Link Crew Advisor	\$ 2,220
Marching Band Assistant Director (2 positions)	\$ 2,250
Marching Band Drill Writer	\$ 510
MESA	\$ 2,079
Musical at Flowing Wells High School (Biennial)*:	
Musical Stipend - Producer*	\$ 850
Musical Stipend - Conductor*	\$ 850
Musical Stipend - Costume Design*	\$ 850
Musical Stipend - Set Design*	\$ 850
Musical Stipend - Vocal Music*	\$ 850
Musical Stipend - Drama Director*	\$ 850
Musical Stipend - Dance* (2)	\$ 850
Musical Stipend - Musician* (2)	\$ 350
National Honor Society	\$ 2,079
Orchestra	\$ 3,752
Percussion Assistant (Entire School Year)	\$ 2,250
Pom Line (Entire School Year)	\$ 2,250
Prom Advisor	\$ 3,364
Scholarship Coordinator	\$ 1,635
Sky School Trip Coordinator	\$ 1,798
Social Media Coordinator	\$ 1,672
Special Olympics - Assistant	\$ 739
Special Olympics - Coach I Coordinator at one site	\$ 1,224
Special Olympics - Coach II Coordinator at two sites	\$ 1,731

Student Council Advisor	\$	2,262
Student Council Advisor and Grad Night Coordinator	\$	4,250
Student Council (Sentinel Peak)	\$	1,224
Teacher Assistance Team (TAT)		
Up to 25 TAT meetings	\$	821
Per TAT meeting over 25	\$	30
Choral Music	\$	3,752
Choral Music Accompanist	\$	2,338
Winter Pep Band	\$	2,080
Yearbook	\$	2,794
FLOWING WELLS JUNIOR HIGH SCHOOL		
Cadet Teacher Coordinator	\$	974
Cadet Teacher Driver (Per Semester) 1 Gold /1 Blue	\$	649
Department Chair	\$	1,098
Theatre	\$	2,313
Honor Society	\$	1,605
Instrumental Music/Band	\$	3,086
Leadership Retreat Coordinator	\$	1,351
MathCounts Competition Coach	\$	2,736
Media Arts	\$	1,299
MESA	\$	2,079
Musical Theater Director	\$	1,605
Orchestra	\$	2,794
Science Travel Coordinator (1 stipend for all 3 trips)	\$	3,284
Science Trip Coordinator (3 stipends/1 per trip)	\$	1,798
Senators Trip Coordinator	\$	1,798
Social Media Coordinator	\$	1,003
Special Olympics - Assistant	\$	739
Special Olympics - Coach I Coordinator at one site	\$	1,224
Special Olympics - Coach II Coordinator at two sites	\$	1,731
Spelling Bee Coordinator	\$	693
Student Council	\$	2,220
TAT Coordinator (up to 25 meetings)	\$	821
Per TAT meeting over 25	\$	30
Choral Music	\$	2,267
Choral Music Accompanist	\$	1,434
Yearbook	\$	1,672
ELEMENTARY		
Band (all hires on or before 7/1/15 see #NOTE)	\$	886
Choir	\$	1,224
Grade Level Chair (K-6, Resource, Intensive Resource)	\$	815
Grand Canyon Trip Coordinator	\$	1,351
Head Teacher includes LEA Rep (K-6)	\$	1,396
Orchestra (all hires on or after 7/1/15 see #NOTE)	\$	886
Love of Reading Week Coordinator	\$	600
Science Fair Coordinator	\$	600
Social Media Coordinator	\$	489
Special Olympics - Assistant	\$	739
Special Olympics - Coach I Coordinator at one site	\$	1,224
Special Olympics - Coach II Coordinator at two sites	\$	1,731
Student Council	\$	1,224
TAT Coordinator up to 25 meetings	\$	814
Per TAT meeting above 25	\$	30
Yearbook	\$	815
PRESCHOOL		
Head Teacher (2 stipends)	\$	2,500
Science Fair Coordinator	\$	600
Love of Reading Coordinator	\$	600

DISTRICT CO-CURRICULAR POSITIONS	
A+/National Award Writer	\$ 1,642
District CPR Instructor	\$ 1,500
District Choir Coordinator	\$ 1,346
District Instrumental Music Coordinator	\$ 2,794
School Improvement Team Co-chairs	\$ 1,642

#NOTE: For hires before July 1, 2015, see Addendum List

HOURLY RATES	
Crossing Guard Duty	\$15.80
Grant Funded Tutoring - Certified Instruction with Students	\$25.00
Grant Funded Tutoring - Classified Instruction with Students	\$17.00
Grant Funded Program Site Supervision	\$27.50
Certified* Instruction with Students or Parents (including translating)	\$25.00
Certified Support of Long-Term Substitute assigned for more than 1 week	\$20.00 (NTE 8 total hours)
Curriculum Work Certified - Professional Development	\$20.00
Support Staff - Professional Development	Hourly Rate
ESY - Certified instruction with students	\$30.00
ESY - Classified instruction with students	\$17.00
File Monitoring	\$40.00
Homebound - After School Certified Instruction with Students	\$25.00
Homebound - Classified Instruction with Students	\$17.00
Homebound - During Planning Period	\$25.00
Lunch Duty	\$18.46
Professional Development Presenter/Trainer	\$30.00
Support Staff Additional Duty with Students or Parents	\$17.00
Support Staff - Translating (Use this or hourly rate, whichever is greater)	\$17.00
Tutoring - Certified Instruction with students	\$25.00
Tutoring - Classified Instruction with students	\$17.00
*Counselors and Student Support Specialists are paid at the Certified Rate	

TRANSPORTATION SAC DIFFERENTIAL PAY

Afterschool Route	Additional \$2.00/hour
Field Trips	Additional \$1.25/hour
Special Education Rate (Non-Sped Drivers)	Additional \$0.45/hour
Trainer	Additional \$1.50/hour

NOTE: A meal allowance is allowed for overnight trips paid through travel reimbursement.

ADDENDUMS LIST (MUST SUBMIT PAR)

A+ Award Principal	\$1,610	
Accreditation Completion	\$500	
American Board of School Neuropsychology Certification	\$2,000	
Best Interest Determination (BID) Meeting Coordinator	\$3,000	
Elementary Band (all hires before July 1, 2015)	\$2,237	
Elementary Orchestra (all hires before July 1, 2015)	\$2,237	
High School Math Section	\$400/section up to \$2,000	
High School Science Section	\$400/section up to \$2,000	
IEPPro Coordinator	\$1,500	
Instructional Coach	\$45/contact	
LEA Representative Stipend for IEP Coordinator	\$250	
Mentor Teacher	\$500	
National Board Certified Teacher	\$2,500	
National Board Candidate Support Provider (2)	\$1,600	
National Certified School Nurse	\$2,500	
New Principal Mentor	\$1,200	
Probationary Teacher Instructional Coaching Stipend Year 2	\$500	
Probationary Teacher Instructional Coaching Stipend Year 3	\$350	
Professional Development New 1 Day Workshop or Online Facilitator	\$500	
Professional Development Existing 1 Day Workshop or Online Facilitator	\$250	
Professional Development New 2 Day Workshop or Online Facilitator	\$750	
Professional Development Existing 2 Day Workshop or Online Facilitator	\$500	
Psychology Intern Supervisor	\$1,500	
Psychology Mentor	\$1,000	
Secondary Core Content (7-12) Teaching Resource Sections	\$300/section	
Special Education Benchmark Assessment Coordinator	\$1,000	
Speech-Language Pathology Assistant Supervisor	\$500 per SLP supervising a SLPA	\$950
Speech-Language Pathologist CFY Year Supervisor	\$200 per SLP-CFY	\$1,050
Student Teacher Intern Certificate Supervising Practitioner	\$1,500	\$1,150
Summer School Administrator (FWHS)	\$6050 (\$3025 per session)	\$1,250
Summer School Teacher (FWHS)	\$4500 (\$2250 per session)	\$1,350
Teaching Additional Section High School (1/5th)	Base+Override+Experience + 5	\$400
Teaching Additional Section Junior High (1/8th)	Base+Override+Experience + 8	\$400
Teaching Apprentice	Semester 1A	\$500
	Semester 1B	\$500
	Semester 2A	\$600
	Semester 2B	\$750
	Semester 3A	
Teaching Apprentice Mentor	Semester 1A	
	Semester 1B	
	Semester 2A	
	Semester 2B	
	Semester 3A	
	Semester 3B	
Teacher of Record for FW Online and CTE Courses	1-10 students: \$250/quarter	
	11-20 students: \$350/quarter	
	21-30 students: \$450/quarter	
	31+ students: \$550/quarter	

PCHD Youth Substance Use Prevention Community Needs Assessment Survey Questions

Prepared by:

Southwest Interdisciplinary Research Center
Office of Evaluation and Partner Contracts
Dr. María Aguilar-Amaya, Director, PI
Dr. Natalia Rodriguez, Research Analyst



April 4, 2025

YOUTH ONLY

Please answer the following questions about yourself. Your responses will provide valuable insights and help us better understand the needs and experiences of youth your age in Pima County.

Bullying

The next 2 questions ask about bullying. Bullying is when 1 or more students tease, threaten, spread rumors about, hit, shove, or hurt another student over and over again. It is not bullying when 2 students of about the same strength or power argue or fight or tease each other in a friendly way.

1. During the past 12 months, have you ever been bullied **on school property**?
 - A. Yes
 - B. No
2. During the past 12 months, have you ever been **electronically** bullied? (Count being bullied through texting, Instagram, Facebook, or other social media.)
 - A. Yes
 - B. No

Self-harm

The next 3 questions ask about hurting yourself on purpose.

3. During the past 12 months, how many times did you do something to purposely hurt yourself without wanting to die, such as cutting or burning yourself on purpose?
 - A. 0 times
 - B. 1 time
 - C. 2 or 3 times
 - D. 4 or 5 times
 - E. 6 or more times
4. How much do you think people risk harming themselves (physically or in other way) if they:

Smoke 1 or 2 packs of tobacco cigarettes per day?	No risk	Slight risk	Moderate risk	Great risk
Vape e-juice/e-liquid with nicotine daily?	No risk	Slight risk	Moderate risk	Great risk
Have five or more drinks of an alcoholic beverage nearly every day?	No risk	Slight risk	Moderate risk	Great risk

Use prescription drugs without a doctor telling them to take them?	No risk	Slight risk	Moderate risk	Great risk
Use fentanyl?	No risk	Slight risk	Moderate risk	Great risk
Try marijuana once or twice?	No risk	Slight risk	Moderate risk	Great risk
Use marijuana regularly (once or twice a week?)	No risk	Slight risk	Moderate risk	Great risk

5. How much do you think you risk harming yourself (physically or in other way) if you:

Smoke 1 or 2 packs of tobacco cigarettes per day?	No risk	Slight risk	Moderate risk	Great risk
Vape e-juice/e-liquid with nicotine daily?	No risk	Slight risk	Moderate risk	Great risk
Have five or more drinks of an alcoholic beverage nearly every day?	No risk	Slight risk	Moderate risk	Great risk
Use prescription drugs without a doctor telling them to take them?	No risk	Slight risk	Moderate risk	Great risk
Use fentanyl?	No risk	Slight risk	Moderate risk	Great risk
Try marijuana once or twice?	No risk	Slight risk	Moderate risk	Great risk
Use marijuana regularly (once or twice a week?)	No risk	Slight risk	Moderate risk	Great risk

Suicide

The next 4 questions ask about sad feelings and attempted suicide. Sometimes people feel so depressed about the future that they may consider attempting suicide, that is, taking some action to end their own life.

6. During the past 12 months, did you ever feel so sad or hopeless almost every day for **two weeks or more in a row** that you stopped doing some usual activities?
- A. Yes
 - B. No

7. During the past 12 months, did you ever **seriously** consider attempting suicide?
 - A. Yes
 - B. No
8. During the past 12 months, did you **make a plan** about how you **would attempt** suicide?
 - A. Yes
 - B. No
9. During the past 12 months, how many times did you **actually attempt** suicide? A. 0 times
 - B. 1 time
 - C. 2 or 3 times
 - D. 4 or 5 times
 - E. 6 or more times

Safety

The next question asks about firearm safety.

10. Are any firearms now kept in or around your home?
 - A. Yes
 - B. No
 - C. Don't know/Not sure
 - D. Prefer not to answer

Tobacco

The next questions asks about all tobacco products. Please consider cigarettes, electronic vapor products, smokeless tobacco (chewing tobacco, snuff, dip, snus, or dissolvable tobacco products), cigars (including little cigars or cigarillos), shisha or hookah tobacco, pipe tobacco, heated tobacco products, and nicotine pouches when answering this question.

11. During your lifetime have you ever used a tobacco product?
 - A. Yes
 - B. No (Jump to Q.14)
12. In the last 30 days have you used a tobacco product?
 - A. Yes
 - B. No
13. During the past 12 months, did you ever try **to quit** using **all** tobacco products?
 - A. I did not use cigarettes, electronic vapor products, smokeless tobacco, cigars, shisha or hookah tobacco, pipe tobacco, heated tobacco products, or nicotine pouches during the past 12 months

- B. Yes
- C. No

14. Have you ever used an electronic vapor product?

- A. Yes
- B. No (**Jump to Q.21**)

15. During the past 30 days, on how many days did you use an electronic vapor product?

- A. 0 days
- B. 1 or 2 days
- C. 3 to 5 days
- D. 6 to 9 days
- E. 10 to 19 days
- F. 20 to 29 days
- G. All 30 days

16. During the past 30 days, how did you **usually** get your electronic vapor products? (Select only **one** response.)

- A. I did not use any electronic vapor products during the past 30 days
- B. I got or bought them from a friend, family member, or someone else
- C. I bought them myself in a vape shop or tobacco shop
- D. I bought them myself in a convenience store, supermarket, discount store, or gas station
- E. I bought them myself at a mall or shopping center kiosk or stand
- F. I bought them myself on the Internet, such as from a product website, vape store website, or other website like eBay, Amazon, Facebook Marketplace, or Craigslist
- G. I took them from a store or another person
- H. I got them in some other way

17. Have you ever tried to stop using all tobacco products?

- A. Yes
- B. No (**Jump to Q.21**)

18. When you tried to stop using all tobacco, were you able to get help or access services to do so?

- A. Yes (**Jump to Q.20**)
- B. No

19. Please share why you were not able to get help or access services.

__(Jump to Q.21)

20. How would you rate the services you used?
- A. Very bad
 - B. Bad
 - C. Okay
 - D. Good
 - E. Very Good

Alcohol

The next 2 questions ask about drinking alcohol. This includes drinking beer, wine, flavored alcoholic beverages, and liquor such as rum, gin, vodka, or whiskey. For these questions, drinking alcohol does not include drinking a few sips of wine for religious purposes.

21. During the past 30 days, on how many days did you have at least one drink of alcohol?
- A. 0 days (Jump to Q.23)
 - B. 1 or 2 days
 - C. 3 to 5 days
 - D. 6 to 9 days
 - E. 10 to 19 days
 - F. 20 to 29 days G. All 30 days
22. During the past 30 days, what is the largest number of alcoholic drinks you had in a row, that is, within a couple of hours?
- A. I did not drink alcohol during the past 30 days
 - B. 1 or 2 drinks
 - C. 3 drinks
 - D. 4 drinks
 - E. 5 drinks
 - F. 6 or 7 drinks
 - G. 8 or 9 drinks
 - H. 10 or more drinks

Marijuana

The next question asks about marijuana use. Marijuana also is called pot or weed. For these questions, do not count CBD-only or hemp products, which come from the same plant as marijuana, but do not cause a high when used alone.

23. During the past 30 days, how many times did you use **marijuana**?
- A. 0 times (**Jump to Q.29**)
 - B. 1 or 2 times

- C. 3 to 9 times
- D. 10 to 19 times
- E. 20 to 39 times
- F. 40 or more times

24. During the past 30 days, which one of the following ways did you use **marijuana** most often?

- A. Smoked it
- B. Ate/Drank it
- C. Vaporized it
- D. Dabs
- E. Used in another way
- F. Don't know/Not sure
- G. Prefer not to answer

25. Have you ever tried to stop using marijuana?

- A. Yes
- B. No (Jump to Q.29)

26. When you tried to stop using marijuana, were you able to get help or access services to do so?

- A. Yes (Jump to question 28)
- B. No

27. Please share why you were not able to get help or access services.

__(Jump to Q.29)

28. How would you rate the services you used?

- A. Very bad
- B. Bad
- C. Okay
- D. Good
- E. Very Good

The next question asks about synthetic marijuana use. Synthetic marijuana also is called Spice, fake weed, K2, or Black Mamba.

29. During your life, how many times have you used **synthetic marijuana**?

- A. 0 times (**Jump to Q.34**)
- B. 1 or 2 times
- C. 3 to 9 times
- D. 10 to 19 times
- E. 20 to 39 times

F. 40 or more times

30. Have you ever tried to stop using synthetic marijuana?

- A. Yes
- B. No (Jump to Q.34)

31. When you tried to stop using synthetic marijuana, were you able to get help or access services to do so?

- A. Yes (Jump to Q.33)
- B. No

32. Please share why you were not able to get help or access services.

____(Jump to Q.34)

33. How would you rate the services you used?

- A. Very bad
- B. Bad
- C. Okay
- D. Good
- E. Very Good

Prescription Pain Medicine

The next question asks about the use of prescription pain medicine without a doctor's prescription or differently than how a doctor told you to use it. For this question, count drugs such as codeine, Vicodin, OxyContin, Hydrocodone, and Percocet.

34. During your life, how many times have you taken **prescription pain medicine** without a doctor's prescription or differently than how a doctor told you to use it?

- A. 0 times (Jump to Q.39)
- B. 1 or 2 times
- C. 3 to 9 times
- D. 10 to 19 times
- E. 20 to 39 times
- F. 40 or more times

35. Have you ever tried to stop using prescription pain medicine that a doctor did not prescribe?

- A. Yes
- B. No (Jump to Q.39)

36. When you tried to stop using prescription pain medicine, were you able to get help or access services to do so?

A. Yes (Jump to Q.38)

B. No

37. Please share why you were not able to get help or access services. _____

_____(Jump to Q.39)

38. How would you rate the services you used?

A. Very bad

B. Bad

C. Okay

D. Good

E. Very Good

Other drugs

The next questions ask about other drugs.

39. During your life, how many times have you used **any** form of cocaine, including powder, crack, or freebase?

A. 0 times (Jump to Q.44)

B. 1 or 2 times

C. 3 to 9 times

D. 10 to 19 times

E. 20 to 39 times

F. 40 or more times

40. Have you ever tried to stop using cocaine including powder, crack, or freebase?

A. Yes

B. No (Jump to Q.44)

41. When you tried to stop using cocaine, were you able to get help or access services to do so?

A. Yes (Jump to Q.43)

B. No

42. Please share why you were not able to get help or access services.

_____(Jump to Q.44)

43. How would you rate the services you used?

- A. Very bad
- B. Bad
- C. Okay
- D. Good
- E. Very Good

44. During your life, how many times have you used **heroin** (also called smack, junk, or China White)?

- A. 0 times (Jump to Q.49)
- B. 1 or 2 times
- C. 3 to 9 times
- D. 10 to 19 times
- E. 20 to 39 times
- F. 40 or more times

45. Have you ever tried to stop using heroin?

- A. Yes
- B. No (Jump to Q.49)

46. When you tried to stop using heroin, were you able to get help or access services to do so?

- A. Yes (Jump to Q.48)
- B. No

47. Please share why you were not able to get help or access services.

__(Jump to Q.49)

48. How would you rate the services you used?

- A. Very bad
- B. Bad
- C. Okay
- D. Good
- E. Very Good

49. During your life, how many times have you used **methamphetamines** (also called speed, crystal meth, crank, ice, or meth)?

- A. 0 times (Jump to Q.50)
- B. 1 or 2 times
- C. 3 to 9 times
- D. 10 to 19 times
- E. 20 to 39 times
- F. 40 or more times

50. Have you ever tried to stop using methamphetamines?

- A. Yes
- B. No (Jump to Q.54)

51. When you tried to stop using methamphetamines, were you able to get help or access services to do so?

- A. Yes (Jump to Q.53)
- B. No

52. Please share why you were not able to get help or access services.

_(Jump to Q.54)

53. How would you rate the services you used?

- A. Very bad
- B. Bad
- C. Okay
- D. Good
- E. Very Good

54. During your life, how many times have you used **ecstasy** (also called MDMA or Molly)?

- A. 0 times (**Jump to Q.59**)
- B. 1 or 2 times
- C. 3 to 9 times
- D. 10 to 19 times
- E. 20 to 39 times
- F. 40 or more times

55. Have you ever tried to stop using ecstasy?

- A. Yes
- B. No (Jump to Q.59)

56. When you tried to stop using ecstasy, were you able to get help or access services to do so?

- A. Yes (Jump to Q.58)
- B. No

57. Please share why you were not able to get help or access services.

_(Jump to Q.59)

58. How would you rate the services you used?
- A. Very bad
 - B. Bad
 - C. Okay
 - D. Good
 - E. Very Good
59. During the past 12 months, has anyone offered, sold, or given you an illegal drug **on school property**?
- A. Yes
 - B. No
60. During the past 12 months, how many times did you attend school under the influence of alcohol or other illegal drugs, such as marijuana or cocaine?
- A. 0 times
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times
 - E. 20 to 39 times
 - F. 40 or more times
61. Please tell us the reason(s) why you USED tobacco, alcohol, prescription drugs, marijuana, or other drugs during the past 12 months. (MARK ALL THAT APPLY)
- A. Try something new
 - B. Have fun
 - C. Bored and needed something to do
 - D. Deal with stress from my parents and family
 - E. Deal with the stress from my peers and friends
 - F. Deal with the stress from my school
 - G. Deal with the stress of my community
 - H. Needed it, craved it, or am addicted
 - I. Stay focused or think better
 - J. Get high or feel good
 - K. Feel normal
 - L. Lose weight
 - M. Get back at my parents or get their attention
 - N. Feel grown up or prove that I am a grown-up
 - O. Be like someone famous
 - P. Fit with friends
 - Q. Some other reason(s)
 - R. Does apply to me

Life Experiences

The next 5 questions ask about other experiences you may have had during your life.

62. Have you ever lived with a parent or guardian who was having a problem with alcohol or drug use?
 A. Yes
 B. No
63. Have you ever lived with a parent or guardian who had severe depression, anxiety, or another mental illness, or was suicidal?
 A. Yes
 B. No
64. Did you live with anyone who served time or was sentenced to serve time in a prison, jail, or other correctional facility before you were 18 years of age?
 A. Yes
 B. No
 C. Don't know/Not sure
 D. Prefer not to answer
65. Do you agree or disagree that you feel close to people at your school?
 A. Strongly agree
 B. Agree
 C. Not sure
 D. Disagree
 E. Strongly disagree
66. During the past 12 months, how often did your family not have enough money to pay for the following:

Healthcare service	Always	Most of the time	Sometimes	Rarely	Never	I don't know	N/A
Medicine	Always	Most of the time	Sometimes	Rarely	Never	I don't know	N/A
Pay or rent home	Always	Most of the time	Sometimes	Rarely	Never	I don't know	N/A
Utilities (<i>electricity, gas, water, etc.</i>)	Always	Most of the time	Sometimes	Rarely	Never	I don't know	N/A

Clothing/Hygiene products (<i>soap, deodorant, etc.</i>)	Always	Most of the time	Sometimes	Rarely	Never	I don't know	N/A
Childcare	Always	Most of the time	Sometimes	Rarely	Never	I don't know	N/A
Phone	Always	Most of the time	Sometimes	Rarely	Never	I don't know	N/A
Technology needed for work, school, or health care	Always	Most of the time	Sometimes	Rarely	Never	I don't know	N/A
Internet	Always	Most of the time	Sometimes	Rarely	Never	I don't know	N/A
Transportation	Always	Most of the time	Sometimes	Rarely	Never	I don't know	N/A

DEMOGRAPHICS

The following questions about yourself are optional. We are asking these questions to help us better understand who is completing this survey. Your thoughts are valuable to us. Thank you for your voluntary participation.

67. What is your age? _____ years

68. What is your gender?

- A. Female
- B. Male
- C. Prefer not to answer

69. What describes your sexual orientation? (select all that apply) (Sexual orientation is a person's emotional, romantic, and/or sexual attractions to another person. There are many ways a person can describe their sexual orientation and many labels a person can use.)

- A. Straight/Heterosexual
- B. Lesbian
- C. Gay
- D. Bisexual
- E. Queer
- F. Pansexual

- G. Asexual
- H. I am not sure/Questioning
- I. I don't know what this question means
- J. Prefer not to answer
- K. Not Listed, Please Specify [Text Response Option]

70. What grade are you in?

- A. 9th
- B. 10th
- C. 11th
- D. 12th

71. What is the name of the school you attend?

72. How many people, including yourself, live in your home?

- A. 1
- B. 2
- C. 3
- D. 4
- E. 5
- F. 6
- G. 7
- H. 8 or more

73. Where do you live right now? (Choose the one that best describes where you live most of the time.)

- A. With my parent(s) or guardian(s)
- B. With my parent(s) or guardian(s) and brother(s)/sister(s) (may include step-siblings)
- C. With other family members (like grandparents, aunts, uncles, etc.)
- D. With friends or other people (not family)
- E. In a foster home or group home
- F. In a shelter or temporary housing
- G. I live on my own
- H. Other: _____ (please describe)

74. What is the primary language spoken in your home? (Choose only one)

- I. English
- J. Spanish
- K. Native American Language: _____
- L. Other: _____

75. My race/ethnicity is:

M. American Indian, Native American, or Alaska Native

N. Native Hawaiian or Other Pacific Islander

O. Asian

P. White

Q. Black or African American

R. Hispanic or Latino/a/x

S. Middle Eastern or North African

T. I don't know

U. Prefer not to answer

76. What's your zip code?

Drop-down list of zip codes (including "I don't know" answer)

DRAFT

PCHD Youth Substance Use Prevention Community Needs Assessment Survey Questions

Prepared by:

Southwest Interdisciplinary Research Center
Office of Evaluation and Partner Contracts
Dr. María Aguilar-Amaya, Director, PI
Dr. Natalia Rodriguez, Research Analyst



April 4, 2025

PARENTS ONLY

i. Are you the parent of a student currently enrolled in a PIMA County high school?

- A. Yes
- B. No (if no jump to end of survey)

ii. What is the name of the school your child currently attends?

Please answer the following questions regarding any of your children who are ages of 24 years or younger. Your responses will provide valuable insights and help us better understand the needs and experiences of families like yours in Pima County.

Bullying

The next 2 questions ask about bullying. Bullying is when 1 or more students tease, threaten, spread rumors about, hit, shove, or hurt another student over and over again. It is not bullying when 2 students of about the same strength or power argue or fight or tease each other in a friendly way.

1. During the past 12 months, has your child ever been bullied **on school property**?
 - A. Yes
 - B. No
 - C. I don't know
2. During the past 12 months, has your child ever been **electronically** bullied? (Count being bullied through texting, Instagram, Facebook, or other social media.)
 - A. Yes
 - B. No
 - C. I don't know

Self-harm

The next 3 questions ask about your child hurting themselves on purpose.

3. During the past 12 months, how many times did your child do something to purposely hurt themselves without wanting to die, such as cutting or burning themselves on purpose?
 - A. 0 times

- B. 1 time
- C. 2 or 3 times
- D. 4 or 5 times
- E. 6 or more times
- C. I don't know

4. How much do you think people risk harming themselves (physically or in other way) if they:

Smoke 1 or 2 packs of tobacco cigarettes per day?	No risk	Slight risk	Moderate risk	Great risk
Vape e-juice/e-liquid with nicotine daily?	No risk	Slight risk	Moderate risk	Great risk
Have five or more drinks of an alcoholic beverage nearly every day?	No risk	Slight risk	Moderate risk	Great risk
Use prescription drugs without a doctor telling them to take them?	No risk	Slight risk	Moderate risk	Great risk
Use fentanyl?	No risk	Slight risk	Moderate risk	Great risk
Try marijuana once or twice?	No risk	Slight risk	Moderate risk	Great risk
Use marijuana regularly (once or twice a week?)	No risk	Slight risk	Moderate risk	Great risk

5. How much do you think your child risk harming themselves (physically or in other way) if they:

Smoke 1 or 2 packs of tobacco cigarettes per day?	No risk	Slight risk	Moderate risk	Great risk
Vape e-juice/e-liquid with nicotine daily?	No risk	Slight risk	Moderate risk	Great risk
Have five or more drinks of an alcoholic beverage nearly every day?	No risk	Slight risk	Moderate risk	Great risk
Use prescription drugs without a doctor telling them to take them?	No risk	Slight risk	Moderate risk	Great risk
Use fentanyl?	No risk	Slight risk	Moderate risk	Great risk

Try marijuana once or twice?	No risk	Slight risk	Moderate risk	Great risk
Use marijuana regularly (once or twice a week?)	No risk	Slight risk	Moderate risk	Great risk

Suicide

The next 4 questions ask about sad feelings and attempted suicide. Sometimes people feel so depressed about the future that they may consider attempting suicide, that is, taking some action to end their own life.

6. During the past 12 months, did your child ever feel so sad or hopeless almost every day for **two weeks or more in a row** that they stopped doing some usual activities?
 - A. Yes
 - B. No
 - C. I don't know
7. During the past 12 months, did your child ever **seriously** consider attempting suicide?
 - A. Yes
 - B. No
 - C. I don't know
8. During the past 12 months, did your child make a plan about how they would attempt suicide?
 - A. Yes
 - B. No
 - C. I don't know
9. During the past 12 months, how many times did your child **actually attempt** suicide?
 - A. 0 times
 - B. 1 time
 - C. 2 or 3 times
 - D. 4 or 5 times
 - E. 6 or more times
 - F. I don't know

Safety

The next questions ask about firearm safety.

10. Are any firearms now kept in or around your home?
 - A. Yes

- B. No
- C. Don't know/Not sure
- D. Prefer not to answer

Tobacco

The next question asks about all tobacco products. Please consider cigarettes, electronic vapor products, smokeless tobacco (chewing tobacco, snuff, dip, snus, or dissolvable tobacco products), cigars (including little cigars or cigarillos), shisha or hookah tobacco, pipe tobacco, heated tobacco products, and nicotine pouches when answering this question.

- 11. During your child's lifetime have they ever used a tobacco product?
 - A. Yes
 - B. No (Jump to Q.14)
 - C. I don't know (Jump to Q.14)

- 12. In the last 30 days has your child used a tobacco product?
 - A. Yes
 - B. No
 - C. I don't know

- 13. During the past 12 months, did you child ever try **to quit** using **all** tobacco products?
 - A. My child did not use cigarettes, electronic vapor products, smokeless tobacco, cigars, shisha or hookah tobacco, pipe tobacco, heated tobacco products, or nicotine pouches during the past 12 months
 - B. Yes
 - C. No
 - D. I don't know

- 14. Has your child ever used an electronic vapor product?
 - A. Yes
 - B. No (**Jump to Q.22**)
 - C. I don't know (**Jump to Q.22**)

- 15. During the past 30 days, on how many days did your child use an electronic vapor product?
 - A. 0 days
 - B. 1 or 2 days
 - C. 3 to 5 days
 - D. 6 to 9 days

- E. 10 to 19 days
- F. 20 to 29 days
- G. All 30 days
- H. I don't know

16. During the past 30 days, how did your child **usually** get their electronic vapor products? (Select only **one** response.)
- A. My child does not use any electronic vapor products during the past 30 days
 - B. My child got or bought them from a friend, family member, or someone else
 - C. I bought them myself, for my child, in a vape shop or tobacco shop
 - D. I bought them myself, for my child, in a convenience store, supermarket, discount store, or gas station
 - E. I bought them myself, for my child, at a mall or shopping center kiosk or stand
 - F. I bought them myself, for my child, on the Internet, such as from a product website, vape store website, or other websites like eBay, Amazon, Facebook Marketplace, or Craigslist
 - G. I took them from a store or another person, for my child
 - H. I got them in some other way, for my child. I don't know

17. Has your child ever tried to stop using all tobacco products?
- A. Yes
 - B. No (Jump to Q.22)
 - C. I don't know

18. When they tried to stop using all tobacco products, were they able to get help or access services to do so?
- A. Yes (Jump to Q.20)
 - B. No
 - C. I don't know (Jump to Q.20)

19. Please share why they were not able to get help or access services.

__(Jump to Q.22)

20. How would you rate the services they used?
- A. Very bad
 - B. Bad
 - C. Okay
 - D. Good
 - E. Very Good

21. Please share what you think about the services they used.

Alcohol

The next 2 questions ask about drinking alcohol. This includes drinking beer, wine, flavored alcoholic beverages, and liquor such as rum, gin, vodka, or whiskey. For these questions, drinking alcohol does not include drinking a few sips of wine for religious purposes.

22. During the past 30 days, on how many days did your child have at least one drink of alcohol?
- A. 0 days (Jump to Q.24)
 - B. 1 or 2 days
 - C. 3 to 5 days
 - D. 6 to 9 days
 - E. 10 to 19 days
 - F. 20 to 29 days
 - G. All 30 days
 - H. I don't know
23. During the past 30 days, what is the largest number of alcoholic drinks your child had in a row, that is, within a couple of hours?
- A. My child does not drink alcohol during the past 30 days
 - B. 1 or 2 drinks
 - C. 3 drinks
 - D. 4 drinks
 - E. 5 drinks
 - F. 6 or 7 drinks
 - G. 8 or 9 drinks
 - H. 10 or more drinks
 - I. I don't know

Marijuana

The next question asks about marijuana or synthetic marijuana use. Marijuana is also called pot or weed. For these questions, do not count CBD-only or hemp products, which come from the same plant as marijuana, but do not cause a high when used alone.

24. During the past 30 days, how many times did your child use marijuana?
- A. 0 times (**Jump to Q.31**)
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times
 - E. 20 to 39 times
 - F. 40 or more time
 - G. I don't know (**Jump to Q.31**)

25. During the past 30 days, which one of the following ways did your child use marijuana most often?
- A. Smoked it
 - B. Ate/Drank it
 - C. Vaporized it
 - D. Dabs
 - E. Used in another way
 - F. Don't know/Not sure
 - G. Prefer not to answer
 - H. I don't know
26. Has your child ever tried to stop using marijuana?
- A. Yes
 - B. No (Jump to Q.31)
 - C. I don't know (Jump to Q.31)
27. When they tried to stop using marijuana, were they able to get help or access services to do so?
- A. Yes (Jump to Q.29)
 - B. No
 - C. I don't know (Jump to Q.29)
28. Please share why they were not able to get help or access services.
- _____ (Jump to Q.31)
29. How would you rate the services they used?
- A. Very bad
 - B. Bad
 - C. Okay
 - D. Good
 - E. Very Good
30. Please share what you think about the services they used.
- _____

The next question asks about synthetic marijuana use. Synthetic marijuana also is called Spice, fake weed, K2, or Black Mamba.

31. During your child's life, how many times has your child used **synthetic marijuana**?
- A. 0 times (Jump to Q.37)
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times

- E. 20 to 39 times
- F. 40 or more times
- G. I don't know (Jump to Q.37)

32. Has your child ever tried to stop using synthetic marijuana?

- A. Yes
- B. No (Jump to Q.37)
- C. I don't know (Jump to Q.37)

33. When they tried to stop using synthetic marijuana, were they able to get help or access services to do so?

- A. Yes (Jump to Q.35)
- B. No
- C. I don't know (Jump to Q.35)

34. Please share why they were not able to get help or access services.

_____ (Jump to Q.37)

35. How would you rate the services they used?

- A. Very bad
- B. Bad
- C. Okay
- D. Good
- E. Very Good

36. Please share what you think about the services they used.

Prescription Pain Medicine

The next question asks about the use of prescription pain medicine without a doctor's prescription or differently than how a doctor told you to use it. For this question, count drugs such as codeine, Vicodin, OxyContin, Hydrocodone, and Percocet.

37. During your child's life, how many times has your child taken **prescription pain medicine** without a doctor's prescription or differently than how a doctor told your child how to use it?

- A. 0 times (Jump to Q.43)
- B. 1 or 2 times
- C. 3 to 9 times
- D. 10 to 19 times

- E. 20 to 39 times
- F. 40 or more times
- G. I don't know (Jump to Q.43)

38. Has your child ever tried to stop using prescription pain medicine that a doctor did not prescribe?

- A. Yes
- B. No (Jump to Q.43)
- C. I don't know (Jump to Q.43)

39. When they tried to stop using prescription pain medicine, were they able to get help or access services to do so?

- A. Yes (Jump to Q.41)
- B. No
- C. I don't know (Jump to Q.41)

40. Please share why they were not able to get help or access services.

_____ (Jump to Q.43)

41. How would you rate the services they used?

- A. Very bad
- B. Bad
- C. Okay
- D. Good
- E. Very Good

42. Please share what you think about the services they used.

Other drugs

The next 8 questions ask about other drugs.

43. During your child's life, how many times has your child used **any** form of cocaine, including powder, crack, or freebase?

- A. 0 times (Jump to Q.49)
- B. 1 or 2 times
- C. 3 to 9 times
- D. 10 to 19 times
- E. 20 to 39 times
- F. 40 or more times

G. I don't know (Jump to Q.49)

44. Has your child ever tried to stop using cocaine including powder, crack, or freebase?

- A. Yes
- B. No (Jump to Q.49)
- C. I don't know (Jump to Q.49)

45. When they tried to stop using cocaine, were they able to get help or access services to do so?

- A. Yes (Jump to Q.47)
- B. No
- C. I don't know (Jump to Q.47)

46. Please share why they were not able to get help or access services.

_____ (Jump to Q.49)

47. How would you rate the services they used?

- A. Very bad
- B. Bad
- C. Okay
- D. Good
- E. Very Good

48. Please share what you think about the services you used.

49. During your child's life, how many times has your child used **heroin** (also called smack, junk, or China White)?

- A. 0 times (Jump to Q.55)
- B. 1 or 2 times
- C. 3 to 9 times
- D. 10 to 19 times
- E. 20 to 39 times
- F. 40 or more times
- G. I don't know (Jump to Q.55)

50. Has your child ever tried to stop using heroin?

- A. Yes
- B. No (Jump to Q.55)
- C. I don't know (Jump to Q.55)

51. When they tried to stop using heroin, were you able to get help or access services to do so?
- A. Yes (Jump to Q.53)
 - B. No
 - C. I don't know (Jump to Q.53)

52. Please share why they were not able to get help or access services.

_____ (Jump to Q.55)

53. How would you rate the services they used?

- A. Very bad
- B. Bad
- C. Okay
- D. Good
- E. Very Good

54. Please share what you think about the services you used.

55. During your child's life, how many times has your child used **methamphetamines** (also called speed, crystal meth, crank, ice, or meth)?

- A. 0 times (Jump to Q.61)
- B. 1 or 2 times
- C. 3 to 9 times
- D. 10 to 19 times
- E. 20 to 39 times
- F. 40 or more times
- G. I don't know (Jump to Q.61)

56. Has your child ever tried to stop using methamphetamines?

- A. Yes
- B. No (Jump to Q.61)
- C. I don't know (Jump to Q.61)

57. When they tried to stop using methamphetamines, were they able to get help or access services to do so?

- A. Yes (Jump to Q.59)
- B. No
- C. I don't know (Jump to Q.59)

58. Please share why they were not able to get help or access services.

_____ (Jump to Q61)

59. How would you rate the services they used?

- A. Very bad
- B. Bad
- C. Okay
- D. Good
- E. Very Good

60. Please share what you think about the services they used.

61. During your child's life, how many times has your child used **ecstasy** (also called MDMA or Molly)?

- A. 0 times (**Jump to Q.67**)
- B. 1 or 2 times
- C. 3 to 9 times
- D. 10 to 19 times
- E. 20 to 39 times
- F. 40 or more times
- G. I don't know

62. Has your child ever tried to stop using ecstasy?

- A. Yes
- B. No (Jump to Q.67)
- C. I don't know (Jump to Q.67)

63. When they tried to stop using ecstasy, were they able to get help or access services to do so?

- A. Yes (Jump to Q.65)
- B. No
- C. I don't know (Jump to Q.65)

64. Please share why they were not able to get help or access services.

_____ (Jump to Q.67)

65. How would you rate the services they used?

- A. Very bad
- B. Bad
- C. Okay
- D. Good
- E. Very Good

66. Please share what you think about the services they used.

67. During the past 12 months, has anyone offered, sold, or given your child an illegal drug **on school property**?
- A. Yes
 - B. No
 - C. I don't know
68. During the past 12 months, how many times did your child attend school under the influence of alcohol or other illegal drugs, such as marijuana or cocaine?
- A. 0 times
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times
 - E. 20 to 39 times
 - F. 40 or more times
 - G. I don't know
69. Please tell us the reason(s) why your child USED tobacco, alcohol, prescription drugs, marijuana, or other illegal drugs during the past 12 months. (MARK ALL THAT APPLY)
- A. Try something new
 - B. Have fun
 - C. Bored and needed something to do
 - D. Deal with stress from my parents and family
 - E. Deal with the stress from my peers and friends
 - F. Deal with the stress from my school
 - G. Deal with the stress of my community
 - H. Needed it, craved it, or am addicted
 - I. Stay focused or think better
 - J. Get high or feel good
 - K. Feel normal
 - L. Lose weight
 - M. Get back at my parents or get their attention
 - N. Feel grown up or prove that I am a grown-up
 - O. Be like someone famous
 - P. Fit with friends
 - Q. Some other reason(s)
 - R. Does not apply to my child
 - S. I don't know

Life Experiences

The next 5 questions ask about other experiences your child may have had during their life.

70. Has your child ever lived with a parent or guardian who was having a problem with alcohol or drug use?

- A. Yes
- B. No
- C. Don't know/Not sure

71. Has your child ever lived with a parent or guardian who had severe depression, anxiety, or another mental illness, or was suicidal?

- A. Yes
- B. No
- C. Don't know/Not sure

72. Has your child lived with anyone who served time or was sentenced to serve time in a prison, jail, or other correctional facility before you were 18 years of age?

- A. Yes
- B. No
- C. Don't know/Not sure
- D. Prefer not to answer

73. Do you agree or disagree that your child feels close to people at their school?

- A. Strongly agree
- B. Agree
- C. Not sure
- D. Disagree
- E. Strongly disagree

74. During the past 12 months, how often did your family not have enough money to pay for the following:

Healthcare service	Always	Most of the time	Sometimes	Rarely	Never	I don't know	N/A
Medicine	Always	Most of the time	Sometimes	Rarely	Never	I don't know	N/A
Pay or rent home	Always	Most of the time	Sometimes	Rarely	Never	I don't know	N/A

Utilities (<i>electricity, gas, water, etc.</i>)	Always	Most of the time	Sometimes	Rarely	Never	I don't know	N/A
Clothing/Hygiene products (<i>soap, deodorant, etc.</i>)	Always	Most of the time	Sometimes	Rarely	Never	I don't know	N/A
Childcare	Always	Most of the time	Sometimes	Rarely	Never	I don't know	N/A
Phone	Always	Most of the time	Sometimes	Rarely	Never	I don't know	N/A
Technology needed for work, school, or health care	Always	Most of the time	Sometimes	Rarely	Never	I don't know	N/A
Internet	Always	Most of the time	Sometimes	Rarely	Never	I don't know	N/A
Transportation	Always	Most of the time	Sometimes	Rarely	Never	I don't know	N/A

DEMOGRAPHICS

The following questions about yourself are optional. We are asking these questions to help us better understand who is completing this survey. Your insights are valuable to us. Thank you for your voluntary participation.

75. What is your age? _____ years

76. What is your gender?

- A. Female
- B. Male
- C. Prefer not to answer

77. What describes your sexual orientation? (select all that apply) (Sexual orientation is a person's emotional, romantic, and/or sexual attractions to another person. There are many ways a person can describe their sexual orientation and many labels a person can use.)

- A. Straight/Heterosexual

- B. Lesbian
- C. Gay
- D. Bisexual
- E. Queer
- F. Pansexual
- G. Asexual
- H. I am not sure/Questioning
- I. I don't know what this question means
- J. Prefer not to answer
- K. Not Listed, Please Specify [Text Response Option]

78. In what grade is your child?

- A. 9th
- B. 10th
- C. 11th
- D. 12th

79. What is the highest level of education that you have completed?

- A. 8th grade or below
- B. Some high school
- C. Graduated high school or acquired GED
- D. Some college, but did not graduate
- E. Trade School
- F. Associated degree
- G. Bachelor's degree
- H. Master's degree
- I. Juris Doctorate
- J. Medical Doctorate
- K. PhD or Doctorate

80. What is your employment status?

- A. Employed full-time
- B. Employed part-time
- C. Self-Employed
- D. Full-time student & not employed
- E. Full-time student & employed part-time
- F. Full-time student & employed full-time
- G. Retired & not employed
- H. Disabled & not employed
- I. Disabled & employed part-time
- J. Unemployed and looking work
- K. Unemployed and not looking for work

81. What is your total annual household income?

- A. Less than \$15,000

- B. \$15,000 or more but less than \$30,000
- C. \$30,000 or more but less than \$45,000
- D. \$45,000 or more but less than \$60,000
- E. \$60,000 or more but less than \$75,000
- F. \$75,000 or more but less than \$90,000
- G. \$90,000 or more but less than \$105,000
- H. \$105,000 or more but less than \$120,000
- I. \$120,000 or more
- J. I don't know

82. How many people, including yourself, live in your home?

- A. 1
- B. 2
- C. 3
- D. 4
- E. 5
- F. 6
- G. 7
- H. 8 or more

83. What is the primary language spoken in your home? (Choose only one)

- A. English
- B. Spanish
- C. Native American Language: _____
- D. Other: _____

84. My race/ethnicity is:

- A. American Indian, Native American, or Alaska Native
- B. Native Hawaiian or Other Pacific Islander
- C. Asian
- D. White
- E. Black or African American
- F. Hispanic or Latino/a/x
- G. Middle Eastern or North African
- H. I don't know
- I. Prefer not to answer

85. What's your zip code?

- A. Drop-down list of zip codes (including "I don't know" answer)

PCHD Youth Substance Use Prevention Community Needs Assessment Survey Questions

Prepared by:

Southwest Interdisciplinary Research Center
Office of Evaluation and Partner Contracts
Dr. María Aguilar-Amaya, Director, PI
Dr. Natalia Rodriguez, Research Analyst



April 4, 2025

SCHOOL PERSONNEL ONLY

i. Do you currently work at a high school located in Pima County?

- A. Yes
- B. No (if no jump to end of survey)

ii. In which school district do you currently work?

Please answer the following questions regarding any of the students at the school where you work. Your responses will provide valuable insights and help us better understand the needs and experiences of students in your school district in Pima County.

Bullying

The next 2 questions ask about bullying. Bullying is when 1 or more students tease, threaten, spread rumors about, hit, shove, or hurt another student over and over again. It is not bullying when 2 students of about the same strength or power argue or fight or tease each other in a friendly way.

1. During the past 12 months, has a student at your school ever been bullied **on school property**?
 - A. Yes
 - B. No
 - C. I don't know

2. During the past 12 months, has a student at your school ever been **electronically** bullied? (Count being bullied through texting, Instagram, Facebook, or other social media.)
 - A. Yes
 - B. No
 - C. I don't know

Self-harm

The next question asks about students hurting themselves on purpose.

3. During the past 12 months, how many times did a student at your school do something to purposely hurt themselves without wanting to die, such as cutting or burning themselves on purpose?
 - A. 0 times
 - B. 1 time
 - C. 2 or 3 times
 - D. 4 or 5 times
 - E. 6 or more times
 - F. I don't know

4. How much do you think students risk harming themselves (physically or in other way) if they:

Smoke 1 or 2 packs of tobacco cigarettes per day?	No risk	Slight risk	Moderate risk	Great risk
Vape e-juice/e-liquid with nicotine daily?	No risk	Slight risk	Moderate risk	Great risk
Have five or more drinks of an alcoholic beverage nearly every day?	No risk	Slight risk	Moderate risk	Great risk
Use prescription drugs without a doctor telling them to take them?	No risk	Slight risk	Moderate risk	Great risk
Use fentanyl?	No risk	Slight risk	Moderate risk	Great risk
Try marijuana once or twice?	No risk	Slight risk	Moderate risk	Great risk
Use marijuana regularly (once or twice a week?)	No risk	Slight risk	Moderate risk	Great risk

Suicide

The next 5 questions ask about sad feelings and attempted suicide. Sometimes people feel so depressed about the future that they may consider attempting suicide, that is, taking some action to end their own life.

5. During the past 12 months, has a student at your school ever felt so sad or hopeless almost every day for **two weeks or more in a row** that they stopped doing some usual school activities?
 - A. Yes
 - B. No
 - C. I don't know

6. During the past 12 months, has a student at your school ever **seriously** considered attempting suicide?
- A. Yes
 - B. No
 - C. I don't know
7. During the past 12 months, has a student at your school made a plan about how they would attempt suicide?
- A. Yes
 - B. No
 - C. I don't know
8. During the past 12 months, how many times has a student at your school **actually attempted** suicide?
- A. 0 times
 - B. 1 time
 - C. 2 or 3 times
 - D. 4 or 5 times
 - E. 6 or more times
 - F. I don't know
9. **If** a student at your school **attempted suicide** during the past 12 months, did any attempt result in an injury, poisoning, or overdose that had to be treated by a doctor or nurse?
- A. **A student at my school did not attempt suicide** during the past 12 months
 - B. Yes
 - C. No
 - D. I don't know

Safety

The next question asks about firearm safety.

10. Are you aware of a student at your school who lives in a home where firearms are kept?
- A. Yes
 - B. No
 - C. Don't know/Not sure
 - D. Prefer not to answer

Tobacco

The next 5 questions ask about all tobacco products. Please consider cigarettes, electronic vapor products, smokeless tobacco (chewing tobacco, snuff, dip, snus, or dissolvable tobacco products), cigars (including little cigars or cigarillos), shisha or hookah tobacco, pipe tobacco, heated tobacco products, and nicotine pouches when answering this question.

11. During your employment at your current school, have you seen a student use a tobacco product?
 - A. Yes
 - B. No (Jump to Q.14)

12. In the last 30 days have you seen a student using a tobacco product?
 - A. Yes
 - B. No

13. During the past 12 months, were you ever aware of a student at your school who tried **to quit** using **all** tobacco products?
 - A. I am not aware of students at my school who use cigarettes, electronic vapor products, smokeless tobacco, cigars, shisha or hookah tobacco, pipe tobacco, heated tobacco products, or nicotine pouches during the past 12 months
 - B. Yes
 - C. No

14. During your employment at your current school, have you seen a student use an electronic vapor product?
 - A. Yes
 - B. No (Jump to Q.16)

15. During the past 30 days, on how many days did you see a student at your school use an electronic vapor product?
 - A. 0 days
 - B. 1 or 2 days
 - C. 3 to 5 days
 - D. 6 to 9 days
 - E. 10 to 19 days
 - F. 20 to 29 days
 - G. All 30 days

Alcohol

The next question asks about drinking alcohol. This includes drinking beer, wine, flavored alcoholic beverages, and liquor such as rum, gin, vodka, or whiskey. For these questions, drinking alcohol does not include drinking a few sips of wine for religious purposes.

16. During the past 30 days, on how many days did you see a student at your school have at least one drink of alcohol?
- A. 0 days
 - B. 1 or 2 days
 - C. 3 to 5 days
 - D. 6 to 9 days
 - E. 10 to 19 days
 - F. 20 to 29 days
 - G. All 30 days

Marijuana

The next question asks about marijuana use. Marijuana also is called pot or weed. For this question, do not count CBD-only or hemp products, which come from the same plant as marijuana, but do not cause a high when used alone.

17. During the past 30 days, how many times did you see a student at your school use **marijuana**?
- A. 0 times
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times
 - E. 20 to 39 times
 - F. 40 or more times

The next question asks about synthetic marijuana use. Synthetic marijuana also is called Spice, fake weed, K2, or Black Mamba.

18. During your employment at your current school, how many times have you seen a student at your school use **synthetic marijuana**?
- A. 0 times
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times
 - E. 20 to 39 times
 - F. 40 or more times

Prescription Pain Medicine

The next question asks about the use of prescription pain medicine without a doctor's prescription or differently than how a doctor told you to use it. For this question, count drugs such as codeine, Vicodin, OxyContin, Hydrocodone, and Percocet.

19. During your employment at your current school, how many times have you seen a student at your school take **prescription pain medicine** without a doctor's prescription or differently than how a doctor told may have told the student how to use it?
- A. 0 times
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times
 - E. 20 to 39 times
 - F. 40 or more times

Other Drugs

The next 7 questions ask about other drugs.

20. During your employment at your current school, how many times have you seen a student at your school use **any** form of cocaine, including powder, crack, or freebase?
- A. 0 times
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times
 - E. 20 to 39 times
 - F. 40 or more times
21. During your employment at your current school, how many times have you seen a student at your school use **heroin** (also called smack, junk, or China White)?
- A. 0 times
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times
 - E. 20 to 39 times
 - F. 40 or more times
22. During your employment at your current school, how many times have you seen a student at your school use **methamphetamines** (also called speed, crystal meth, crank, ice, or meth)?
- A. 0 times

- B. 1 or 2 times
- C. 3 to 9 times
- D. 10 to 19 times
- E. 20 to 39 times
- F. 40 or more times

23. During your employment at your current school, how many times have you seen a student at your school use **ecstasy** (also called MDMA or Molly)?

- A. 0 times
- B. 1 or 2 times
- C. 3 to 9 times
- D. 10 to 19 times
- E. 20 to 39 times
- F. 40 or more times

24. During the past 12 months, have you seen a student at your school offer, sell, or give another student an illegal drug **on school property**?

- A. Yes
- B. No

25. During the past 12 months, how many times did a student at your school attend school under the influence of alcohol or other illegal drugs, such as marijuana or cocaine?

- A. 0 times
- B. 1 or 2 times
- C. 3 to 9 times
- D. 10 to 19 times
- E. 20 to 39 times
- F. 40 or more times

26. What resources do you think are needed to help prevent substance use among youth?

Life Experiences

The next 4 questions ask about other experiences student may have had during their life.

27. Are you aware of any student, at the school where you work that has ever lived with a parent or guardian who was having a problem with alcohol or drug use?

- A. Yes

- B. No

28. Are you aware of any student, at the school where you work that has ever lived with a parent or guardian who had severe depression, anxiety, or another mental illness, or was suicidal?
- A. Yes
 - B. No
29. Are you aware of any student, at the school where you work who has ever been separated from a parent or guardian because they went to jail, prison, or a detention center?
- A. Yes
 - B. No
30. Do you agree or disagree that most students at the school where you work feel close to other students?
- A. Strongly agree
 - B. Agree
 - C. Not sure
 - D. Disagree
 - E. Strongly disagree

DEMOGRAPHICS

The following questions about yourself are optional. We are asking these questions to help us better understand who is completing this survey. Your insights are valuable to us. Thank you for your voluntary participation.

31. What is your age? _____ years
32. What is your gender?
- A. Female
 - B. Male
 - C. Prefer not to answer
33. What describes your sexual orientation? (select all that apply) (Sexual orientation is a person's emotional, romantic, and/or sexual attractions to another person. There are many ways a person can describe their sexual orientation and many labels a person can use.)
- A. Straight/Heterosexual
 - B. Lesbian
 - C. Gay
 - D. Bisexual
 - E. Queer
 - F. Pansexual
 - G. Asexual

- H. I am not sure/Questioning
- I. I don't know what this question means
- J. Prefer not to answer
- K. Not Listed, Please Specify [Text Response Option]

34. What is your employment status?

- A. Employed full-time
- B. Employed part-time
- C. Self-Employed
- D. Full-time student & employed part-time
- E. Full-time student & employed full-time
- F. Disabled & employed part-time

35. My race/ethnicity is:

- A. American Indian, Native American, or Alaska Native
- B. Native Hawaiian or Other Pacific Islander
- C. Asian
- D. White
- E. Black or African American
- F. Hispanic or Latino/a/x
- G. Middle Eastern or North African
- H. I don't know I. Prefer not to answer

36. What's your zip code?

- A. Drop down list of zip codes



Pima County Health Department
Youth Substance Use Prevention, Community Health Needs Assessment
SURVEY YOUTH ASSENT for ages 14-17

Dear Youth:

You are invited to complete this voluntary survey about youth substance use prevention. The survey should take approximately 40 - 65 minutes to complete. If you are under 18 years of age, your parents/caregiver gave permission for you to be part of this study. If you are 18 years or older, you will need to consent as an adult.

You can skip any questions or stop taking the survey anytime you want. If you choose stop, it will not affect you in any way. Some of the questions in the survey could bring up strong emotions or discomfort. We will provide you with a list of people and places you can call for help and support. After completing the survey, you'll have the opportunity to enter a drawing for a \$45 electronic gift card by providing your name and email on a separate 1-minute form. Responses will remain confidential, and your contact information will only be used for the drawing.

Your responses are confidential. Your name will not be connected to what you decide to share. Your answers will be kept at SIRC's (Southwest Interdisciplinary Research Center) office at Arizona State University. Nobody, including the SIRC team, your parents/caregivers, etc., will be able to match your name to your answers. All paper copy information will be kept in a double-locked cabinet, and all electronic information will be password protected.

If you have any questions about this study or your participation in it, please contact Dr. Maria Aguilar-Amaya, who is the Principal Investigator for this study at the Southwest Interdisciplinary Research Center (SIRC) at (602) 496-0497 or maria.amaya@asu.edu.

If you have any questions about your rights as a participant in this study, or if you feel you have been placed at risk, you can contact the Chair of the Human Subjects Institutional Review Board, through the Office of Research Integrity and Assurance, at (480) 965-6788.

By signing/typing your name below, you are giving your permission to be part of this study

Signature

Date

Printed Name

School Name

Grade

Please click the arrow below to start the survey.

**Pima County Health Department
Youth Substance Use Prevention, Community Needs Assessment**

PARENTAL LETTER OF PERMISSION
YOUTH SURVEY

Dear Parent or Guardian:

I am the Director of the Office of Evaluation and Partner Contracts in the Southwest Interdisciplinary Research Center (SIRC) in the School of Social Work at Arizona State University. I am inviting your child's participation in the *Youth Substance Use Prevention, Community Needs Assessment*. Pima County Health Department (PCHD) has hired our team at SIRC to conduct a survey among youth in Pima County to identify youth substance use prevention needs. The results from this study will be shared with the PCHD and will help to determine which initiatives to focus on over the next few years.

With yours and your child's permission, your child will participate in this study only once. Participation involves filling out a 40 - 65-minute-long online or paper copy survey about substance use needs and challenges. After completing the survey, your child will have the opportunity to enter a drawing for a \$45 electronic gift card by providing their name and email on an additional form. Responses will remain confidential, and their contact information will only be used for the drawing.

Your child's participation in this study is completely voluntary. If you choose not to have your child participate or to withdraw your child from the study at any time, there will be no penalty (it will not affect your child in any way). Likewise, if your child chooses not to participate or to withdraw from the study at any time, there will be no penalty. The results of the study will be evaluated, shared, and published as a group, meaning your child's name will not be used.

Confidentiality will be maintained by SIRC. SIRC has developed and implemented steps to ensure accurate data entry, data cleaning, and database security. Your child will not be asked to write their name on their survey. Parental permission letters will be stored separately from the surveys, in separate envelopes to ensure confidentiality and kept in a locked file at SIRC. Your child is being asked to participate in this discussion because they fit the eligibility criteria of youth between the ages of 14-17 years. We expect to enroll 200+ total students in the study.

SIRC cannot promise any benefits to youth for taking part in this study. However, what is shared can help to improve their community. The survey contains questions about self-harm, substance use, and mental health. There is a chance that some of these questions may cause some discomfort or strong emotions in certain youth. If this happens, we will provide a list of behavioral and substance use resources to reach out to for support.

If you have any questions concerning the research study or your child's participation in it, please contact me, the Principal Investigator in charge of this study, at (602) 496-0497 or maria.amaya@asu.edu.

If you have any questions about you or your child's rights as a subject/participant in this research, or if you feel you or your child have been placed at risk, you can contact the Chair of the Human Subjects Institutional Review Board, through the Office of Research Integrity and Assurance, at (480) 965-6788.

By signing/typing your name below, you are giving consent for your child _____ (child's name), a student at _____ (school's name), in grade _____, to participate in the above study. **After signing, please have your child complete the consent form on the next page to participate in the study.** Note: Any participant 18 years or older will need to consent as an adult.

Signature

Printed Name

Date

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Pima County Health Department
Youth Substance Use Prevention, Community Health Needs Assessment
Parents, Schools, and Youth-Serving Agency personnel

The purpose of this survey is to learn about youth substance use and prevention in Pima County. Your participation will include completing an optional 40-65-minute survey about youth substance use. You may stop at any time. You must be 18 or older to participate. After completing the survey, you'll have the opportunity to enter a drawing for a \$45 electronic gift card by providing your name and email on a separate form. Responses will remain confidential, and your contact information will only be used for the drawing.

Your responses are confidential. Your name will not be connected to what you decide to share. The Southwest Interdisciplinary Research Center (SIRC) at Arizona State University (ASU) will follow the standard research protocols to protect your privacy, including limiting access to this information to only approved study personnel. The confidential information will be maintained on a secure storage drive at SIRC with access limited to study personnel. Your name will not be used in any report or publication. The aggregated (total) results of this study may be used in reports, presentations, or publications, but your name will not be used.

If you have any questions concerning the research study, please contact Dr. Aguilar Amaya at 602-496-0497. If you have any questions about your rights as a subject/participant in this research, or if you feel you have been placed at risk, you can contact the Chair of the Human Subjects Institutional Review Board, through the ASU Office of Research Integrity and Assurance, at (480) 965-6788.

By clicking on the arrow below, you are providing consent to participate in this survey.

**FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item**

 G-4
Agenda Item Number

 August 12, 2025
Board Meeting Date

Item: Recommend Approval of Memorandum of Understanding (MOU) with
 Literacy Connects to Continue the Reading Seed Children's Literacy
 Program at Homer Davis Elementary School

Submitted By: Dr. Kevin Stoltzfus/Dr. Tabetha Finchum Date: August 8, 2025



Will Be Presented By: Dr. Kevin Stoltzfus/Dr. Tabetha Finchum

District administration recommends approval of an MOU with Literacy Connects to continue the Reading Seed Children's Literacy Program at Homer Davis. This program would support students in grades K-2 with individualized literacy mentoring by a specially trained volunteer ("Reading Seed Coach"). Students will meet with their Coach weekly for 30 minutes per session. At each session, students will receive a free book to take home in order to encourage reading in the home and to establish a personal home library. The District would provide anonymized student reading achievement data to Literacy Connects for the purpose of program evaluation and refinement. Literacy Connects also would maintain anecdotal notes regarding students' progress and would ask teachers to provide feedback. All data would remain confidential.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head:  Superintendent: 

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

**Memorandum of Understanding
between
Literacy Connects
and
*Flowing Wells School District***

The parties in this Memorandum of Understanding (hereafter referred to as the “Agreement”) are Literacy Connects (hereafter referred to as “Literacy Connects”), a nonprofit organization, and Flowing Wells School District (hereafter referred to as the “District”).

I. Purpose

Together, Reading Seed Children’s Literacy Program, a program of Literacy Connects, and the District are committed to implementing strategies designed to increase the percentage of elementary students reading proficiently at grade level.

Reading Seed facilitates the recruitment, training, qualification, and assignment of reading mentors (“Reading Seed Coaches”) in local school districts throughout Pima County, including the District.

The purpose of the Agreement is to define the responsibilities and commitments of Literacy Connects and Flowing Wells School District in implementing and evaluating the Reading Seed program at Homer Davis Elementary School. Notwithstanding any provision of this Agreement, however, the parties shall remain employees of the District and shall not be deemed the employees of Literacy Connects. Employees of Literacy Connects shall not be deemed to be employees of the District.

II. Program Overview

Literacy Connects’ Reading Seed program offers elementary students a personalized, one-to-one mentorship and literacy coaching experience that enhances the core reading curriculum taught in the classroom. Reading Seed helps increase student engagement and comprehension through interactive read-alouds, story writing, exploration of a variety of reading strategies, and opportunities to practice those strategies using authentic texts of each student’s choosing.

Interactive Learning Activities

The Reading Seed program allows elementary students to practice reading, writing, comprehension, listening, and conversational language skills in a safe, non-judgmental environment with a trained mentor. Working one-to-one with a Reading Seed Coach allows students to actively engage with books and texts related to topics that they are passionate about, facilitating a strengthened connection between academic skills and real-world applications of those skills.

Because students are given the freedom to choose what they read, write, and talk about during their Reading Seed coaching sessions, students experience a significant increase in their personal connection to reading and in their internal motivation to seek out independent reading opportunities. Students acquire new confidence through their regular coaching sessions, which allow for sustained modeling and scaffolding that is not feasible in the larger classroom setting.

Character Development/Life Skills

The Reading Seed program specifically supports elementary students' reading development in under-resourced communities. The benefits of prolonged mentorship go far beyond an increase in students' literacy skills. Reading Seed aims to:

- Help students develop identities as readers and learners
- Inspire independent reading by helping students identify a personal reason for reading
- Build student resilience through strengths-based coaching that encourages a growth mindset

Research has shown that the best ways for students to acquire academic resilience are to learn through experiences that tap into their passions and interests, to develop a sense of pride, and to feel a sense of belonging and social acceptance.

III. Reading Seed Project Summaries

Literacy Connects will provide the Reading Seed program to select K-2 grade students Homer Davis Elementary School during the 2025-2026 school year.

The projects will support the development of essential early literacy skills that are necessary for success in elementary school and beyond. Acquiring these skills is a strong predictor of later conventional literacy skills, such as decoding, oral reading, fluency, reading comprehension, writing, and spelling.

Project Goals and Objectives:

Reading Seed will provide referred students at the partner schools with individualized literacy mentoring by a specially trained volunteer ("Reading Seed Coach"). Students will meet with their Coach weekly for 30 minutes per session. At each session, students will receive a free book to take home in order to encourage reading in the home and to establish a personal home library. Coaches will submit monthly coaching logs with details of each session and relevant comments.

- Goal 1: Implement a holistic, literacy-based mentoring program to select K-2 students at Homer Davis Elementary Schools

- Goal 2: Develop students' skills, resilience, and intrinsic motivation to ensure successful academic progression and engagement
- Goal 3: Conduct a comprehensive process and outcome evaluation of Reading Seed in Flowing Wells School District to establish project impact, including longitudinally, and to promote continuous program improvement.

Reading Seed Staff Support

A Reading Seed Program Coordinator will act as an on-site liaison, dedicated to successful implementation at Homer Davis.

Reading Seed staff will be responsible for:

- Recruiting, training, and initiating background clearance for all Reading Seed Coaches
- Matching coaches with students and coordinating schedules between coaches and teachers
- Monitoring coaching sessions to ensure program fidelity and volunteer satisfaction
- Maintaining the Reading Seed spaces, ensuring adequate resources are available at all times
- Partnering with the school staff and meeting at periodic intervals to assess progress and address areas of growth
- Obtaining qualitative and quantitative data to perform ongoing comprehensive outcome evaluations of the Reading Seed models
- Providing professional development workshops for Reading Seed Coaches to increase their understanding of literacy development

Project Space

Partner schools will provide a classroom for the Reading Seed Program Coordinator to use for program management and oversight. Access to the school wi-fi network will be provided by the District. This space will be available for coaching sessions and program resources, including lending library books, and free books.

IV. Roles & Responsibilities

The following section details specific program related responsibilities for the District, partner schools and teachers, Reading Seed Coaches, and Reading Seed staff.

Flowing Wells School District/Administration

- Receive and process new volunteer fingerprints with DPS, covering the expense of the clearance process
- Designate a Human Resources liaison who will communicate with Reading Seed staff when coaches' fingerprints have been cleared
- Designate a district level contact person to help facilitate data collection.

- Support program evaluation and continued funding by providing AASA Reading results upon their release, in addition to facilitating site specific data reporting for Reading Seed students

Homer Davis School/Principal

- Designate a classroom where Reading Seed coaching takes place and where program resources can be stored.
- Support program evaluation and continued funding by providing student reading score data from the beginning, middle, and end of the school year. Data will be needed for reporting in December and June
- Champion the Reading Seed model by providing direction and encouraging participation in the program with appropriate school staff
- Create a welcoming environment for volunteer coaches, helping them feel appreciated
- Identify a designated site coordinator to serve as a liaison for Reading Seed implementation and communication
- Maintain program fidelity in three areas:
 - Reading Seed Coaching will take place outside of the classroom during the school day
 - Reading Seed coaching takes place one-to-one
 - Students will choose which books they read with their coaches

Elementary Teachers

- Send home an Information Letter (provided by Literacy Connects) to inform parents/guardians of their child's participation in Reading Seed, including the goals and intended outcomes of the program
- Report changes in the skills, attitudes, and behaviors of participating students via quarterly surveys
- Communicate any issues affecting the implementation of the program to Reading Seed staff, including teacher/parent concerns, testing conflicts, space limitations, withdrawals/new enrollments, etc.
- Participate in grade level meetings with Reading Seed staff, as needed, to assess program delivery

Reading Seed Coaches

- Abide by all policies set forth by Literacy Connects and the District related to student confidentiality and ethical conduct
- Participate in ten hours of new volunteer training, plus ongoing professional development throughout the program year
- Complete a criminal background check, DPS fingerprint clearance, and undergo the district designated process to become a volunteer (community members only)
- Commit to coaching at least 60 minutes each week, working one-to-one with 2 students
- Prepare and provide appropriate books for each coaching session
- Distribute one free book to each student at each coaching session

- Follow school visitor procedures, signing in and out at the front office, and always wearing Reading Seed identification (lanyard/name tag)
- Maintain a respectful, patient, positive attitude, and consistent attendance

Reading Seed Staff

- Recruit, train, and support Reading Seed coaches
- Complete a criminal background check (using name, address, DOB, and SSN) on each potential volunteer (community members only)
- Coordinate DPS fingerprint clearance with designated District HR representative.
- Match trained Reading Seed Coaches who have been cleared for service at the school with enrolled students
- Ensure Reading Seed Coaches are equipped with the training, tools, and resources to execute the model with fidelity
- Provide free continuing education opportunities to improve coach knowledge and program quality.
- Maintain communication with partner schools, teachers, and Reading Seed Coaches.
- Maintain and facilitate use of Reading Seed’s Leveled Lending Library and Free Book Area.
- Meet with school staff regularly to promote program efficacy and quality.

V. Fingerprinting and Criminal History Checks

Pursuant to A.R.S. 15-512, all Reading Seed Coaches must successfully complete both a third-party background check and Arizona Department of Public Safety Fingerprint Clearance prior to engaging with students.

Literacy Connects and the District shall coordinate efforts related to the fingerprinting and criminal history checks of Reading Seed Coaches, and related tasks, as detailed below.

- Prior to issuing a Reading Seed Coach a lanyard and name badge and sending a Reading Seed Coach to a District school, Literacy Connects shall ensure that
 - The Reading Seed Coach has completed and been cleared through a 3rd party background check;
 - The Reading Seed Coach has been fingerprinted, and his or her fingerprints have been submitted to DPS for a state and federal criminal records check (“DPS Fingerprint Check”). The parties understand that a Reading Seed Coach’s final DPS Fingerprint Check may take several weeks to complete.
- Literacy Connects shall be responsible for contacting the District’s Human Resources Department anytime the following circumstances arise concerning a Reading Seed Coach who is providing or has provided services to the District when
 - The Reading Seed Coach is not fit, or may not be fit, to provide services to the District;

- The Reading Seed Coach has a positive criminal records history;
- There is any other issue of concern relating to the Reading Seed Coach's DPS Fingerprint Check.
- Once the District receives a Reading Seed Coach's 3rd party background check and verifies that he or she does not have a positive criminal history, the District will inform Reading Seed that the Coach may begin to work with District students.
- The cost of a Reading Seed Coach's DPS Fingerprint Check shall be paid for and coordinated by the District.
- If a Reading Seed Coach has a criminal record history, the District may find an exception ("an Exception") allowing a Reading Seed Coach to provide services to the District. In finding an Exception, the District shall consider the nature of the offense, including potential for crimes against children, the length of time since the conviction, whether the offense was committed as a minor, and whether the offense has been expunged, or similar action taken. If the offense is one of those offenses set out in A.R.S. 15-512(D), the District must review the matter and decide whether the Reading Seed Coach is fit to provide services to the District.
- Literacy Connects will require all continuing volunteers to complete a 3rd party background check at the start of each new school year. The cost of the background check shall be paid for and coordinated by Literacy Connects.
- Literacy Connects will require all continuing volunteers to present themselves to the District for a current DPS Fingerprint Check every five years. Once the District receives a Reading Seed Coach's renewed DPS Fingerprint Clearance and verifies that he or she does not have a positive criminal history, the District will inform Reading Seed that the Coach may continue to work with District students.

VI. Data Sharing

Literacy Connects and the District agree to share data related to student reading scores and changes in attitude, motivation and behavior to support project evaluation and improvement efforts. Literacy Connects acknowledges that the District is subject to the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232g) and that certain information and records of the District's students can be confidential by reason of FERPA. Literacy Connects agrees to protect the confidentiality of the District's student records in accordance with FERPA and to instruct its employees, Reading Seed coaches, and volunteers about this obligation. This obligation shall survive any cancellation or termination of this Agreement.

To allow for a comprehensive evaluation of project impact and to establish a strong research basis for continued project funding, the District agrees to provide Literacy Connects with testing data for the 2025-2026 school year. Literacy Connects agrees not to disclose any data in a manner that could identify, directly or indirectly, an individual student or parent except as authorized by FERPA and approved by the District. In addition, Literacy Connects agrees not to provide any data obtained under this Agreement to any entity or person that Literacy Connects knows is ineligible to receive data protected by FERPA, as

well as to destroy all data files and hard copy records that contain PII and to purge any copies of such data from its computer system:

- 1.) Immediately upon termination of the Agreement, either by expiration or as provided herein or
- 2.) Within 30 business days after data is no longer needed for the purposes stated in the Agreement
- 3.) If requested, Literacy Connects shall provide to the District an affidavit confirming the destruction within 10 business days of such request

Literacy Connects will share with parents, school staff, and/or the District coaching logs, notes from meetings with school staff, survey responses, and any other collected data upon request. Literacy Connects will have 10 business days from the date of the request to provide documentation.

Literacy Connects agrees to use the data solely for the purposes of program evaluation, improvement, and required reporting to funders. Literacy Connects will not share raw data with third parties without express written consent from the District.

The District agrees to designate a contact person to facilitate timely access to data and assist in interpreting assessment measures used.

Pursuant to these terms, the District agrees to provide the following testing data for the 2025-2026 school year:

- From Homer Davis School:
 - Acadience Reading Assessment scores from three data points (August, December and May) for all kindergarten and first grade students with those who enrolled at Homer Davis after January 2026 flagged or excluded. Literacy Connects will provide a list of Reading Seed students to the district so that data sets provided can link participation in the program. Please indicate which students received Reading Seed programming in your data sets.
 - De-identified Acadience Reading Assessment proficiency levels (i.e., Well-below Benchmark; Below Benchmark; Benchmark; and Above Benchmark from three data points (August, December and May) for all 1st, 2nd, 3rd grade students.
- From a comparison school
 - De-identified Reading Assessment proficiency levels (i.e., Well-below Benchmark; Below Benchmark; Benchmark; and Above Benchmark scores from three data points (August, December and May) for all Kindergarten, 1st, 2nd, and 3rd grade students

VII. Project Funding

Literacy Connects requires a partner-site fee of \$1,500 in the 2025-2026 school year. Reading Seed programming can only commence at schools only once an MOU is signed and the purchase order process is initiated and received by Literacy Connects.

VIII. Compliance with Immigration Laws

To the extent applicable under A.R.S. § 41-4401, each party warrants compliance with all federal immigration laws and regulations that relate to its Arizona-based employees and, with regard to such employees, agrees to comply with the E-Verify requirements pursuant to A.R.S. § 23-214(A). A party’s breach of the above-referenced warranty shall be deemed a material breach of the Agreement. To the extent required by Arizona law, the parties each retain the legal right to inspect the papers and records of the other party to ensure compliance with this paragraph.

IX. Conflicts of Interest

All parties affirm that no employee, officer, or agent of either party has a financial interest in the execution of this Agreement that would constitute a conflict of interest under A.R.S § 38-511.

X. Terms of Understanding

This Agreement takes effect upon signature by the authorized representative of each party and shall remain in effect until June 30, 2026, or until canceled by either party upon 30 days written notice, whichever occurs first. I may be renewed or amended in writing upon mutual agreement by both parties.

This Agreement shall not be modified, amended, altered, terminated, or extended except through a written amendment signed by the parties.

Other than the notices and materials required to be sent to the Human Resources department as set forth above, any notice given in this Agreement shall be sent to the following:

LITERACY CONNECTS

FLOWING WELLS SCHOOL DISTRICT

Sharon O’Brien, Executive Director


Tabetha Finchum, Associate Superintendent

200 E Yavapai Rd

1556 W Prince Rd

Tucson, Az 85705

Tucson, Az 85705

Signature: 

Signature: _____

Date: 7/29/25

Date: _____

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

G-5 Agenda Item Number	August 12, 2025 Board Meeting Date
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Item: Recommend Approval of Flowing Wells Digital Campus Mission Statement

Submitted By: Dr. Kevin Stoltzfus Date: August 8, 2025

Will Be Presented By: Dr. Kevin Stoltzfus

Per Arizona Department of Education criteria for schools identified with "Alternative School" status, the school mission statement must be approved by the Governing Board. ADE's record of FWDC's mission statement does not match the school's current mission, which states the following: "The mission of FW Digital Campus is to provide a rigorous and individualized educational program to meet the needs of its students. Digital Campus is specially designed for students who have experienced attendance, academic, and/or behavior challenges. As an alternative school, the staff is committed to creating opportunities for students to achieve educational and personal success through online instruction." Pending Governing Board approval, District administration would move forward with submitting this current version of the mission statement to replace the prior version.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: _____ Superintendent: Kevin Stoltzfus

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____