

**Flowing Wells Schools  
Study Session Agenda**

**6:00 PM**

**September 23, 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. Student Report**
  - 1. Report from Flowing Wells Junior High School Student Representatives
    - a. Student representatives will provide a review of events and activities at Flowing Wells Junior High School in academics, sports, and other extracurricular programs. 4
  - 2. Report from Sentinel Peak High School and Flowing Wells Digital Campus Student Representatives
    - a. Student representatives will provide a review of events and activities at Sentinel Peak High School and Flowing Wells Digital Campus in academics, sports, and other extracurricular programs. 5
- C. Superintendent's Report**
  - 1. Update on District Events and Activities
    - a. Superintendent Dr. Kevin Stoltzfus will provide an update on Flowing Wells School District Events and Activities. 6

**BREAK- The brief break provides an opportunity for families and friends to leave the meeting.**
- D. 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.
- E. 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, September 23, 2025. 9
  - 2. Approval of Minutes of Governing Board Meetings
    - a. The following Governing Board meeting minutes are presented for Governing Board approval: September 9, 2025 (Open Session Minutes and Executive Session Minutes). 12
  - 3. Approval of District Expense and Payroll Vouchers

a.	Sign Payroll vouchers #2709-2723 for upcoming check batches (to be reviewed at the next Board Meeting). Expense and payroll vouchers are presented for Board approval: Expense vouchers #7109-26 - 7111-26 and Payroll voucher #2705.	17
4.	Approval of Requests for Use of District Facilities	
a.	District facilities use requests are submitted for approval.	22
5.	Approval of Requests for Open Enrollment Students	
a.	Requests for open enrollment students are submitted for approval.	24
6.	Approval of Requests for Student Trips	
a.	Student trip requests are submitted for approval.	26
7.	Approval of Requests for Staff Travel	
a.	Staff travel requests are submitted for approval.	31
8.	Approval of Personnel Actions	
a.	Personnel Actions are submitted for approval.	34
9.	Approval of Asset Retirement and Disposals	
a.	None for this meeting.	
<b>F.</b>	<b>Unfinished Business</b>	
1.	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. The following policies are included: EB - Safety Program; GCQF - Discipline, Suspension and Dismissal of Professional Staff Members; JLC - Student Health Services and Requirements; JLCD - Medicines / Administering Medicines to Students; JLF - Reporting Child Abuse / Child Protection; GDFA - Support Staff Qualifications and Requirements; IKF - Graduation Requirements. All policies under consideration were brought for discussion and review during the Governing Board Meeting on September 9, 2025.	49
<b>G.</b>	<b>New Business</b>	
1.	Information and Discussion regarding Accrued Leave Pool Program	
a.	District administration provides information for review and discussion by the Board regarding the new Accrued Leave Pool program. Open enrollment for the first year of the program closed at the end of August. A total of 396 employees opted in, with a total of 619 days accumulated in the pool. Dr. Tamára McAllister, who chairs the Oversight Committee, will share additional data and insights gained to date.	79
2.	Discussion and Possible Action regarding Changes to the Bylaws of the Arizona School Boards Association (ASBA)	
a.	District administration presents for discussion and possible action information about changes to ASBA's bylaws. The ASBA Governance Committee, with approval by the ASBA Board of Directors, has proposed these changes to the bylaws to enhance governance practices within ASBA. The draft bylaws are attached, with red strike-through text indicating deletions and blue text indicating additions. The changes generally are designed to improve clarity and consistency. Additional substantive changes focus on eligibility for office, meeting protocols, representation, executive	80

oversight, committees and leadership, emergency and vacancy procedures, voting and quorum, and caucus alignment. After discussion, the Board may consider and take action to approve the changes as follows: a Board Member makes a motion to approve the changes to the bylaws; another Board Member seconds this motion; all Board Members vote. If a majority votes in favor, Paula Alden will submit the Board's "Yes" vote in ASBA's online portal. If a majority opposes the changes, Paula Alden will submit the Board's "No" vote in ASBA's online portal.

**H. Adjourn**

FLOWING WELLS SCHOOL DISTRICT  
Board Agenda Item

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B-1	September 23, 2025
Agenda Item Number	Board Meeting Date

Item: Report from Flowing Wells Junior High School Student Representatives

Submitted By: Dr. Kevin Stoltzfus Date: September 17, 2025

Will Be Presented By: Flowing Wells Junior High School Student Representatives

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Student representatives will provide a review of events and activities at Flowing Wells Junior High School in academics, sports, and other extracurricular programs.

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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

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C-1	September 23, 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>September 17, 2025</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus</u>	

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

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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

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D	September 23, 2025
Agenda Item Number	Board Meeting Date
Item: <u>Public Comments</u>	
Submitted By: <u>Dr. Kevin Stoltzfus</u>	Date: <u>September 17, 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

E  
Agenda Item Number

September 23, 2025  
Board Meeting Date

Item: Consent Agenda for this Meeting

Submitted By: Dr. Kevin Stoltzfus Date: September 17, 2025

Will Be Presented By: Dr. Kevin Stoltzfus

Information for the Public:

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.

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

E-1  
Agenda Item Number

September 23, 2025  
Board Meeting Date

Item: Approval of Agenda for this Meeting

Submitted By: Dr. Kevin Stoltzfus Date: September 17, 2025

Will Be Presented By: Dr. Kevin Stoltzfus

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Request approval for adoption of the agenda for this meeting, September 23, 2025.

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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 Schools  
Regular Agenda**

**6:00 PM**

**September 23, 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. Student Report**

1. Report from Flowing Wells Junior High School Student Representatives
  - a. Student representatives will provide a review of events and activities at Flowing Wells Junior High School in academics, sports, and other extracurricular programs.
2. Report from Sentinel Peak High School and Flowing Wells Digital Campus Student Representatives
  - a. Student representatives will provide a review of events and activities at Sentinel Peak High School and Flowing Wells Digital Campus in academics, sports, and other extracurricular programs.

**C. Superintendent's Report**

1. Update on District Events and Activities
  - a. Superintendent Dr. Kevin Stoltzfus will provide an update on Flowing Wells School District Events and Activities.

**BREAK- The brief break provides an opportunity for families and friends to leave the meeting.**

**D. Public Comments**

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4. Approval of Requests for Use of District Facilities
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5. Approval of Requests for Open Enrollment Students
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6. Approval of Requests for Student Trips
  - a. Student trip requests are submitted for approval.
7. Approval of Requests for Staff Travel
  - a. Staff travel requests are submitted for approval.
8. Approval of Personnel Actions
  - a. Personnel Actions are submitted for approval.
9. Approval of Asset Retirement and Disposals
  - a. None for this meeting.

**F. Unfinished Business**

1. Recommend Approval of Proposed Policy Revisions
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**G. New Business**

1. Information and Discussion regarding Accrued Leave Pool Program
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**H. Adjourn**

FLOWING WELLS SCHOOL DISTRICT  
Board Agenda Item

E-2  
Agenda Item Number

September 23, 2025  
Board Meeting Date

Item: Approval of Minutes of Governing Board Meetings

Submitted By: Dr. Kevin Stoltzfus Date: September 17, 2025

Will Be Presented By: Dr. Kevin Stoltzfus

The following Governing Board meeting minutes are presented for Governing Board approval: September 9, 2025 (Open Session Minutes and Executive 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.

September 9, 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  
Arlene Ochoa

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

120 additional staff members and guests were in attendance.

## **A. Opening of Meeting**

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

## **B. Student Report**

- B-1. Report from Flowing Wells High School Student Representatives  
Flowing Wells High School student representatives Katelyn Mahnk and Oscar Murillo, 12<sup>th</sup> grade, and Benny Durazo Lavorin and Isa Alvarez, 11<sup>th</sup> grade, presented the FWHS video featuring the Flowing Wells varsity football team and student interviews. *All Governing Board members praised the video and thanked the students for their work.*

## **C. Superintendent's Report**

- C-1. Recognition of September Building Blocks for Character Students  
Superintendent Dr. Kevin Stoltzfus recognized the September Building Blocks for Character Students from each school: EMELC: Jaxon Campa, Centennial Elementary: Lucas Lopez, Homer Davis Elementary: Vianney Corrales, Douglas Elementary: Ponciano Boyer, Hendricks Elementary: Amaya Wallace, Laguna Elementary: Yaretzi Miranda, Richardson Elementary: Ximena Sterling, Flowing Wells Junior High: Veronica Alvarez, Flowing Wells High School: Dominik Soto, Sentinel Peak High School: Samarah Sandoval.

- C-2. Recognition of Support Staff Employee of the Year  
Superintendent Dr. Kevin Stoltzfus recognized the Homer Davis Elementary School Support Staff Employee of the Year, Marycarmen Salazar Rubio.
- C-3. Recognition of Volunteer of the Year  
Superintendent Dr. Kevin Stoltzfus recognized the Homer Davis Elementary School Volunteer of the Year, Guadalupe Pecoraro.
- C-4. Recognition of Teacher of the Year  
Superintendent Dr. Kevin Stoltzfus recognized the Homer Davis Elementary School Teacher of the Year, Janelle Thomas.
- C-5. Update on District Events and Activities  
Superintendent Dr. Kevin Stoltzfus provided an update on the following current district events and activities:
- Flowing Wells High School varsity football team is 2-0 and will play at North High School Friday;
  - The Governing Board site visit and luncheon will be Thursday at Homer Davis Elementary;
  - Centennial open house is this Thursday;
  - Pima County Governing Board/Superintendents Collaborative is Monday, September 15.

#### **D. Public Comments**

Cary Kelly, FWEA president and FWHS teacher, shared that FWEA met with the Marana and Amphitheater educational associations to collaborate and share ideas regarding their work beyond the local level. He also shared the steps FWEA is taking to support the Flowing Wells bond measure, including flyer distribution and sharing of information on the proposed projects to be supported by the funds.

#### **E. Consent Agenda**

The following items were reviewed and approved as recommended with one motion.

*Motion by Effing; second by Hamilton; 5 ayes; motion carried.*

- E-1. Approval of Agenda for this Meeting  
Approved September 9, 2025 meeting agenda.
- E-2. Approval of Minutes of Governing Board Meeting  
Approved minutes of the Governing Board meeting: August 26, 2025 (Open Session Minutes).
- E-3. Approval of District Expense and Payroll Vouchers  
Approved expense vouchers #7070-25, 7107-26 and 7108-26 and Payroll vouchers #2634 and 2704.
- E-4. Approval of Requests for Use of District Facilities  
Approved as recommended district facilities requests.

- E-5. Approval of Requests for Open Enrollment  
Approved as requested student open enrollment requests.
- E-6. Approval of Requests for Student Trips  
Approved as recommended the following student trip requests.  

Sept. 19-20, 2025	FWHS Girls Volleyball	Epic Tourneys Volleyball Tournament	ASU, Tempe, AZ
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- E-7. Approval of Requests for Staff Travel  
Approved as recommended staff requests to travel.
- E-8. Approval of Personnel Actions  
Approved as recommended personnel actions.
- E-9. Acceptance of Gifts and Donations  
Accepted as recommended gifts and donations in the amount of \$18,483.11 for the period of August 1-31, 2025.
- E-10. Review of District Financial Statements  
Reviewed Student Activity Balance Sheets and Auxiliary Operations Year-to-Date Budget as of August 31, 2025.
- E-11. Approval of Asset Retirement and Disposals  
Approved as requested retirement and disposal of assets no longer used by the district as of September 3, 2025.

**F. Business and Finance**

- F-1. Recommend Approval of Midstate Mechanical to Replace FW High School Auditorium Chiller with New Chiller  
Approved as recommended to contract with Midstate Mechanical to replace the FWHS auditorium chiller unit utilizing School Facilities Division (SFD) funds under Mohave Contract #24B-MMI-0905 pricing.  
*Motion by Miller; second by Ochoa; 5 ayes; motion carried.*
- F-2. Recommend Approval of Student Club Fundraising Activities for FY2025-2026  
Approved as recommended for student clubs to participate in fundraising activities for the 2025-2026 school year, after review by the superintendent.  
*Motion by Effing; second by Hamilton; 5 ayes; motion carried.*
- F-3. Review of Maintenance and Operations Budget Override  
Chief Financial Officer, Monique Mata presented an overview of the November 2023 13% Maintenance and Operations Override expenditures.  
*No action taken.*  
*Governing Board Member Brianna Hamilton stated the STEAM program is doing well and she is grateful to the community for approving the override.*

**G. New Business**

- G-1. Information and Discussion regarding Proposed Policy Revisions  
Superintendent Dr. Kevin Stoltzfus presented proposed policy revisions for review to be approved at an upcoming meeting.  
*No action taken.*

**H. Executive Session**

- H-1. In accordance with A.R.S. §38-431.03.A.1, an Executive Session may be called for discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining, termination or resignation of a public officer or district employees; regarding change in employment for an administrative employee.  
*Motion by Hamilton; second by Effing; 5 ayes; motion carried.*

**I. Adjourn**

Meeting was adjourned at 7:31 p.m.

*Motion by Hamilton; second by Miller; 5 ayes; motion carried.*

Signatures:

\_\_\_\_\_  
Kevin Daily, President

\_\_\_\_\_  
Wendy Effing, Clerk

\_\_\_\_\_  
Brianna Hamilton

\_\_\_\_\_  
Stephanie Miller

\_\_\_\_\_  
Arlene Ochoa

FLOWING WELLS SCHOOL DISTRICT  
Board Agenda Item

E-3  
Agenda Item Number

September 23, 2025  
Board Meeting Date

Item: Approval of District Expense and Payroll Vouchers

Submitted By: Patricia Forgach/Monique Mata Date: September 17, 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 FY2026 . . . . . None for this meeting.

Payroll Vouchers FY2026 . . . . . 2709, 2710, 2711, 2712,  
2713, 2714, 2715, 2716, 2717, 2718, 2719, 2720, 2721, 2722, 2723

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

Expense Voucher 7109-26 \$489,523.92  
Expense Voucher 7110-26 \$208,928.32  
Expense Voucher 7111-26 \$255,539.06  
  
Payroll Voucher 2705 \$1,847,182.25

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: \_\_\_\_\_

9/8/2025

VOUCHER #7109-26

FOUR HUNDRED EIGHTY NINE THOUSAND FIVE HUNDRED TWENTY THREE DOLLARS & 92/100

\$489,523.92

0010 \$116,825.20

FEDERAL AND STATE PROJECTS

1126      2026 TITLE I \$1,500.00

3740      E RATE \$9,878.31

OTHER

5500      INSURANCE PROCEEDS \$5,000.00

5960      CTED \$13,217.06

6100      UNRESTRICTED CAPITAL OUTLAY \$24,613.48

6650      ENERGY & WATER SAVINGS-EWS \$138,805.20

6910      BUILDING RENEWAL GRANTS \$170,026.99

9500      WAREHOUSE \$9,657.68

9/8/2025

VOUCHER #7110-26

TWO HUNDRED EIGHT THOUSAND NINE HUNDRED TWENTY-EIGHT DOLLARS & 32/100

\$208,928.32

0010 \$14,587.77

FEDERAL AND STATE PROJECTS

0506 UNITED WAY CRADLE TO CAREER \$198.00

1126 2016 TITLE I \$198.00

1656 2026 21ST CENT YR1 LAG/JH \$365.77

2826 2026 ED HMLESS CHLDRN & YTH \$1,781.64

3842 PIMA EARLY EDUCATION PROGRAM \$229.32

4570 RESULTS-BASED FUNDING \$501.21

OTHER

5100 FOOD SERVICE \$170,885.79

5110 FS FRESH FRUITS/VEGETABLE P1 \$4,400.27

5150 CIVIC CENTER \$262.00

5300 GIFTS AND DONATIONS \$1,677.33

5960 CTED \$7,227.46

6100 UNRESTRICTED CAPITAL OUTLAY \$6,613.76

9/16/2025

VOUCHER #7111-26

TWO HUNDRED FIFTY FIVE THOUSAND FIVE HUNDRED THRITY NINE DOLLARS & 06/100

\$255,539.06

0010 \$92,894.91

FEDERAL AND STATE PROJECTS

1125      2025 TITLE I \$468.69

1126      2026 TITLE I \$150.00

2910      MEDICAID PUBLIC SCHOOL DSC \$1,773.52

3416      2026 TSW \$642.02

3740      E RATE \$503.98

3842      PIMA EARLY EDUCATION PROGRAM \$247.17

4026      2026 CTE PRIORITY \$1,915.50

4570      RESULTS-BASED FUNDING \$19.91

OTHER

5100      FOOD SERVICE \$58.77

5960      CTED \$24,012.04

6100      UNRESTRICTED CAPITAL OUTLAY \$132,852.55

One Million Eight Hundred Forty Seven Thousand One Hundred Eighty Two Dollars and Twenty Five Cents

1,847,182.25

8/17/2025

8/30/2025

00100	Regular Ed Programs		1,378,975.77
	301 FUNDS		
01100	301 Base Pay		137,642.44
01300	Prop 301 Menu		9,323.48
	FEDERAL AND STATE PROJECTS		
02000	Prop 202		6,885.70
07100	SEI Structured English ELD		4,675.56
11251	2024 Title I		15,510.39
16530	Regular Education		62,671.18
1655	Regular Education		6,594.97
16640	21st Century Cont		7,704.94
16850	21st Century Cont		59.81
1915	TITLE III- Bilingual Education		4,186.18
22250	Special Education		1,151.25
22450	Special Education		50,842.40
22730	2023 IDEA Preschool		1,120.60
26250	JTED		4,060.12
28250	Education for Homeless Children & Youth		2,415.47
29000	Medicaid Reimbursement		19,289.69
29100	Medicaid Special Education Admin		5,391.91
31000	JROTC Instruction		3,795.57
34150	Special Education		7,241.09
35040	Social Work Services		1,873.01
35540	Community Services		4,437.74
38420	Pima Early Education Program		19,719.25
40230	2023 CTE Priority		6,645.03
45600	Dual Enrolment		5,636.61
4570	Bilingual Education		1,354.57
46600	FTF Pre-K Scholarship		12,723.82
	OTHER		
51000	Food Service		2,246.46
51500	Civic Center		26,453.13
53000	G&D PDG FY20		1,798.56
57000	Indirect Cost		23,633.60
59600	JTED	21	11,121.95

FLOWING WELLS SCHOOL DISTRICT  
Board Agenda Item

E-4  
Agenda Item Number

September 23, 2025  
Board Meeting Date

Item: Approval of Requests for Use of District Facilities

Submitted By: Teressa Austin/Monique Mata Date: September 17, 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  
Board Agenda Item

E-5  
Agenda Item Number

September 23, 2025  
Board Meeting Date

Item: Approval of Requests for Open Enrollment

Submitted By: Danielle Rubio/Dr. Tamára McAllister Date: September 18, 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**

**September 23, 2025**

Recommend approval for the following requests:

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

FLOWING WELLS SCHOOL DISTRICT  
Board Agenda Item

E-6  
Agenda Item Number

September 23, 2025  
Board Meeting Date

Item: Approval of Request for Student Trips

Submitted By: Karen Gusk/Monique Mata Date: September 17, 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: 08/22/2025  
NAME OF GROUP: FWHS Band & Dance SPONSOR: Carrie Hester, Christy Smith, Kassie Vasquez  
PURPOSE OF TRIP: Trip with workshops at Disneyland  
# OF STUDENTS PARTICIPATING: 100 DESTINATION(S): Anaheim, CA  
DEPARTURE DATE & TIME: 2/25/26 6am ESTIMATED TIME OF ARRIVAL: 2/25/26 5pm  
RETURN DEPARTURE DATE & TIME: 2/28/26 8am ESTIMATED TIME OF RETURN: 2/28/26 7pm

PRELIMINARY ROOM ASSIGNMENTS FOR STUDENTS, COACHES, AND CHAPERONES:  
(Attach a list if necessary)  
Students will be 6 to a room, adult chaperones will be one or two to a room.

**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) Carrie Hester, Christy Smith, Kassie Vasquez, Joshua Hill,  
7 Benjamin Courtney, Michael Finley, Jennifer Thompson

NAMES OF NON-SCHOOL PEOPLE SERVING AS CHAPERONE:  
(Attach a list if necessary) Andrew Hester, Stephanie Tebo, Kaleb Buehler, Bryanna Allen  
5 Mike Thompson

COST PAID BY EACH STUDENT: \$859 OTHER SOURCE: \_\_\_\_\_

TRANSPORTATION: (please check)

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

**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. Embassy Suites Anaheim Orange (914-938-1111) 400 N. State College Blvd, Orange CA, 92668
2. Carrie Hester 417-350-9940
3. Christy Smith 724-713-6253

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.**

Carrie Hester

Signature of Person Making Request

08/22/2025

Date

[Signature]

Signature of Principal (approval)

9/5/25

Date

[Signature]

Signature of Chief Financial Officer (approval)

9/10/25

Date

BOARD ACTION:

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Transportation Director

\_\_\_\_\_  
Date

**Overnight Field Trip Budget**

Purpose of Trip: Educational/Community Tour at Disneyland, CA  
includes stage performance and dance workshop

Dates: February 25, 2026 - February 28, 2026

Number of Students 100

Number of Adults 12

Cost per Person \$859 (students) , \$500 (adult chaperones)

Total Cost of Trip \$88,900

**List Vendors and Totals by Vendor**

#	Vendor	Total	Procurement Type: Verbal, Written, Bid or State/SAVE Contract	Copies Attached: Y or N
1	Music Trip.com	\$88,900	Written	YES
2				
3				
4				
5				
	<b>Total</b>			

**Funding Source:**

#	Fund	Amount
1	Band/Dance Tax Credit	\$44,450 - 50,000
2	Student Activities	\$44,450 - 50,000
3		
	<b>Total</b>	<b>\$88,900</b>

**Procurement Requirements:**

\$10,000 - \$50,000 cumulative total (all district expenditures) to a vendor requires three verbal quotes.  
 \$50,000 - \$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. Please contact Stacy Trueblood or Mark Vannatta.

**Approval Process:**

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

MUSICTRIP.COM INC. PRESENTS

# FLOWING WELLS HIGH SCHOOL BAND & DANCE SOUTHERN CALIFORNIA TOUR

**This trip includes:** Round-trip luxury bus transportation (Two 56-passenger luxury buses, Mountain View Tours). Three nights hotel (Embassy Suites, Anaheim). Three American breakfast buffets at the hotel (all you can eat). Dinner at Medieval Times. Two-Day, Park-Hopper admission to Disneyland & Disney's California Adventure. Disney Soundtrack Recording Workshop, and Dance Workshop. Disney Performing Arts commemorative gift for each student participant.

The price of the trip is **\$859.00 per student** (Price based on 100 students traveling, on two 56-passenger luxury bus).

The price of the trip is **\$500.00 per chaperone** (Price based on 6 chaperones traveling, double occupancy).

	<b>Wednesday</b> 2/25/26	<b>Thursday</b> 2/26/26	<b>Friday</b> 2/27/26	<b>Saturday</b> 2/28/26
<b>Morning</b>	<b>8:30 AM</b> <b>Depart from School</b> Board your luxury motor-coach equipped with TV's & DVD, reclining seats and a restroom.	<b>Breakfast at the Hotel</b> (All you can eat) <b>Disneyland</b> & <b>California Adventure</b>	<b>Breakfast at the Hotel</b> (All you can eat) <b>Disneyland</b> & <b>California Adventure</b>	<b>Breakfast at the Hotel</b> (All you can eat) <b>10:00 AM</b> <b>Depart for Home</b>
<b>Afternoon</b>	<b>Lunch Stop</b> (Fast food - on your own)	<b>Disney</b> <b>Recording &amp; Dance</b> <b>Workshops</b> Disney Studios	<b>Disneyland</b> & <b>California Adventure</b>	<b>Lunch Stop</b> (Fast food - on your own)
<b>Evening</b>	<b>5:00 PM</b> Arrive at the <b>Embassy Suites Hotel</b>  7:00 to 9:00 PM <b>Medieval Times</b> Dinner & Tournament	<b>Disneyland</b> & <b>California Adventure</b>	<b>Disneyland</b> & <b>California Adventure</b>	<b>7:00 PM</b> <b>Arrive back at School</b>

All of the activities listed above are included in the price of this trip.

**MusicTrip.com Inc.**

30

106 Via Buena Ventura ● Redondo Beach, CA 90277 ● (310) 503-2057

FLOWING WELLS SCHOOL DISTRICT  
Board Agenda Item

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E-7 September 23, 2025  
Agenda Item Number Board Meeting Date

Item: Approval of Requests for Staff Travel

Submitted By: Teresa Austin/Monique Mata Date: September 17, 2025

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

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Staff travel requests are submitted for approval.

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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:**

**September 23, 2025**

<b>Name</b>	<b>School / Dept</b>	<b>Request for Travel / What</b>	<b>Travel to:</b>	<b>Dates</b>
Skiles, Jean	ESS / Psychologist	AASP 57th Annual Conference	Phoenix, AZ	11/06/2025 - 11/07/2025
Brenton, Jesse	HS / CTE	with Students JTED Officer Training	FW CLC Tucson, AZ	10/1/2025
Montoya, Bridget	HS / CTE	with Students JTED Officer Training	FW CLC Tucson, AZ	10/1/2025
Dietrich, Jessica	HS / CTE	with Students College Readiness	UofA Life Science Tucson, AZ	10/14/2025
Dietrich, Jessica	HS / CTE	with Students SAFSEF Science Competition	UofA Student Union Tucson, A	3/3/2026
Nistas, Joshua	HS / CTE	with Students JTED Officer Training	FW CLC Tucson, AZ	10/1/2025
Hatch, Courtney	HS / CTE	with Students JTED Officer Training	FW CLC Tucson, AZ	10/1/2025 <sup>32</sup>
Ledesma, Maria	HS / Registrar	Power School Training Conference	Vail, AZ	10/1/2025 - 10/2/2025
Fishman-Gibson, Tristan	HS / CTE	with Students JTED Officer Training	FW CLC Tucson, AZ	10/1/2025
Golden, William	HS / CTE	with Students JTED Officer Training	FW CLC Tucson, AZ	10/1/2025
Donaldson, Angus	HS / CTE	Natl. Association of Agriculture Educators Conference	Nashville, TN	12/82025-12/12/2025
Srsen, Mike	HS / CTE	CTSO Officer Training	JTED The Bridges Tucson, AZ	9/26/2025
Pike, Dache	HS / CTE	CTSO Officer Training	FW CLC Tucson, AZ	10/1/2025
Hayes, Ashley	HS / CTE	CTE Field Trip	Tucson, AZ	10/21/2025 - 10/25/2025
Dietrich, Jessica	HS / CTE	CTE Field Trip	Tucson, AZ	10/21/2025 - 10/25/2025

**Flowing Wells School District**

**Request To Travel**

**Recommend approval of the following travel requests:**

**September 23, 2025**

Golden, William	HS / CTE	CTE Field Trip	Tucson, AZ	10/21/2025 - 10/25/2025
Robles, Damion	HS / CTE	CTE Field Trip	Tucson, AZ	10/21/2025 - 10/25/2025
Verdiguél-Gillet, Anna	HS / CTE	CTE Field Trip	Tucson, AZ	10/21/2025 - 10/25/2025

FLOWING WELLS SCHOOL DISTRICT  
Board Agenda Item

E-8  
Agenda Item Number

September 23, 2025  
Board Meeting Date

Item: Approval of District Personnel Actions

Submitted By: Stacie Stuart/KaraLynn Miller Date: September 17, 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**

September 23, 2025

Name	Location	Action to Approve	Pay	FTE/ hrs	Contract Days	Effective Date	Additional Comments
Abeytia, Jule	Davis	Facilitate Family Literacy Night	\$25.00/hr	NTE 2.0 hrs	N/A	9/25/2025	
Acker, Elizabeth	Laguna	Facilitate Parent Engagement Math Night	\$25.00/hr	NTE 3.0 hrs	N/A	9/15/2025	
Aguirre, Shalina	Davis	Facilitate Family Literacy Night	\$25.00/hr	NTE 2.0 hrs	N/A	9/25/2025	
Amarillas, Rosa	Laguna	Facilitate Parent Engagement Math Night	\$25.00/hr	NTE 3.0 hrs	N/A	9/15/2025	
Amarillas, Rosa	Laguna	Probationary Teacher Instructional Coaching Stipend Year 2	\$500.00	N/A	N/A	2025-2026	
Amezquita, Dania	Laguna	Professional Development Existing 1 Day Workshop	\$250.00	1 day	N/A	9/12/2025	CPI Training
Anderson, Paige	Davis	Facilitate Family Literacy Night	\$25.00/hr	NTE 2.0 hrs	N/A	9/25/2025	
Bejarano, Gabrielle	Douglas	Probationary Teacher Instructional Coaching Stipend Year 3	\$350.00	N/A	N/A	2025-2026	
Brindley, Brian	FWJH	Probationary Teacher Instructional Coaching Stipend Year 2	\$500.00	N/A	N/A	2025-2026	
Brown, Derek	Richardson	Grant Funded Tutoring - Certified Instruction with Students	\$25.00/hr	NTE 5.5 hrs/week	N/A	2025-2026	SKILLS
Capas, Kaitlyn	Hendricks	Relocate Classroom due to Restoration	\$20.00/hr	NTE 5.0 hrs	N/A	9/14/2025	
Caramella, Jessica	EMELC	Facilitate Open House	\$25.00/hr	NTE 1.75 hrs	N/A	9/25/2025	
Caramella, Jessica	EMELC	National Board Certified Teacher	\$2,500.00	N/A	N/A	2025-2026	
Cass, Ashley	Richardson	Professional Development Existing 1 Day Workshop	\$250.00	1 day	N/A	9/12/2025	CPI Training
Chavez, Astin	Laguna	Facilitate Parent Engagement Math Night	\$25.00/hr	NTE 3.0 hrs	N/A	9/15/2025	
Chavez-Montano, Guadalupe	Davis	Facilitate Family Literacy Night	\$25.00/hr	NTE 2.0 hrs	N/A	9/25/2025	
Collinsworth, Benjamin	EMELC	Facilitate Open House	\$25.00/hr	NTE 1.75 hrs	N/A	9/25/2025	
Courtney, Benjamin	FWJH	Probationary Teacher Instructional Coaching Stipend Year 3	\$350.00	N/A	N/A	2025-2026	
Davila, Alexia	Douglas	Probationary Teacher Instructional Coaching Stipend Year 3	\$350.00	N/A	N/A	2025-2026	35
Doyle, Rebekah	ESS	CCEI Trainings	\$20.00/hr	NTE 12 hrs	N/A	09/15/2025 - 09/30/2025	
Duarte, Laura	ESS	CCEI Trainings	\$20.00/hr	NTE 12 hrs	N/A	09/15/2025 - 09/30/2025	
Estolano, Andrea	Hendricks	Probationary Teacher Instructional Coaching Stipend Year 2	\$500.00	N/A	N/A	2025-2026	
Foulk, Brianna	Hendricks	Probationary Teacher Instructional Coaching Stipend Year 2	\$500.00	N/A	N/A	2025-2026	
Frey, Amber	Centennial	Probationary Teacher Instructional Coaching Stipend Year 2	\$500.00	N/A	N/A	2025-2026	
Fukutomi, Maya	FWHS	Writing IEP's and Attending Meetings in Place of Jade LaRue	Hrly Rate	NTE 66 hrs	N/A	2025-2026	
Gallego, Charly	Richardson	Probationary Teacher Instructional Coaching Stipend Year 2	\$500.00	N/A	N/A	2025-2026	
Gildea, Ashton	FWHS	Probationary Teacher Instructional Coaching Stipend Year 3	\$350.00	N/A	N/A	2025-2026	
Gleeson, David	FWHS	MESA	\$2,079.00	N/A	N/A	2025-2026	
Graf, Marcy	Davis	Facilitate Family Literacy Night	\$25.00/hr	NTE 2.0 hrs	N/A	9/25/2025	
Graf, Marcy	Davis	Facilitate AMIRA Reading Program	\$25.00/hr	NTE 4.0 hrs/week	N/A	2025-2026	
Grogan, Colin	Laguna	Facilitate Parent Engagement Math Night	\$25.00/hr	NTE 3.0 hrs	N/A	9/15/2025	
Grogan, Colin	Laguna	Probationary Teacher Instructional Coaching Stipend Year 2	\$500.00	N/A	N/A	2025-2026	
Groom, Jasmin	Centennial	Probationary Teacher Instructional Coaching Stipend Year 2	\$500.00	N/A	N/A	2025-2026	
Hartung, Kristina	FWHS	Study Table - Physics	\$25.00/hr	NTE 5.0 hrs/week	N/A	08/18/2025 - 12/19/2025	
Hartz, Megan	FWHS	Probationary Teacher Instructional Coaching Stipend Year 3	\$350.00	N/A	N/A	2025-2026	
Hatch, Courtney	FWHS	Probationary Teacher Instructional Coaching Stipend Year 2	\$500.00	N/A	N/A	2025-2026	
Henningson, Marcia	Laguna	Facilitate Parent Engagement Math Night	\$25.00/hr	NTE 3.0 hrs	N/A	9/15/2025	
Herman, Laura	EMELC	Facilitate Open House	\$25.00/hr	NTE 1.75 hrs	N/A	9/25/2025	
Herrera, Marta	Laguna	Facilitate Parent Engagement Math Night	\$25.00/hr	NTE 3.0 hrs	N/A	9/15/2025	
Hester, Carrie	FWHS	Probationary Teacher Instructional Coaching Stipend Year 3	\$350.00	N/A	N/A	2025-2026	
Holguin, Blanca	FWHS	Facilitate Family Literacy Night	\$25.00/hr	NTE 2.0 hrs	N/A	9/25/2025	

Flowing Wells School District  
Personnel Action Summary

**Certified Staff**

September 23, 2025

Holly, Shane	FWHS	Probationary Teacher Instructional Coaching Stipend Year 2	\$500.00	N/A	N/A	2025-2026	
Howell, Jessica	Hendricks	Relocate Classroom due to Restoration	\$20.00/hr	NTE 5.0 hrs	N/A	9/14/2025	
Hurst, Melanie	Laguna	TAT Coordinator up to 25 Meetings	\$407.00	N/A	N/A	2025-2026	Split with another teacher
Jankowski-Gallo, Jessica	EMELC	Facilitate Open House	\$25.00/hr	NTE 2.0 hrs	N/A	9/25/2025	
Jankowski-Gallo, Jessica	EMELC	Writing Curriculum for EMELC	\$20.00/hr	NTE 10 hrs	N/A	09/05/2025 - 09/26/2025	
Jankowski-Gallo, Jessica	EMELC	Head Teacher	\$2,500.00	N/A	N/A	2025-2026	
Jankowski-Gallo, Jessica	EMELC	Science Fair Coordinator	\$600.00	N/A	N/A	2025-2026	
Jatczak, Samantha	Davis	Facilitate Family Literacy Night	\$25.00/hr	NTE 2.0 hrs	N/A	9/25/2025	
Kiecolt, Tyler	Davis	Facilitate Family Literacy Night	\$25.00/hr	NTE 2.0 hrs	N/A	9/25/2025	
Kirkbride, Ellen	FWHS	AP/Honors Coordinator	\$2,204.00	N/A	N/A	2025-2026	
Lawson, Lisa	Davis	Facilitate Family Literacy Night	\$25.00/hr	NTE 2.0 hrs	N/A	9/25/2025	
Leon, Carrie	Douglas	Grant Funded Tutoring - Certified Instruction with Students	\$25.00/hr	NTE 3.0 hrs/day	N/A	2025-2026	SKILLS
Lieser, Sadie	Davis	Facilitate Family Literacy Night	\$25.00/hr	NTE 2.0 hrs	N/A	9/25/2025	
Lieser, Sadie	FWHS	Probationary Teacher Instructional Coaching Stipend Year 3	\$350.00	N/A	N/A	2025-2026	
Logsdon, Rachel	Davis	Facilitate Family Literacy Night	\$25.00/hr	NTE 2.0 hrs	N/A	9/25/2025	
Lovio, Jesus	Davis	Facilitate Family Literacy Night	\$25.00/hr	NTE 2.0 hrs	N/A	9/25/2025	
Lovio, Jesus	Davis	Grant Funded Program Site Supervision	\$27.50/hr	NTE 20 hrs/week	N/A	2025-2026	SKILLS Sub Site Coordinator
Lozano, Samantha	Davis	Facilitate Family Literacy Night	\$25.00/hr	NTE 2.0 hrs	N/A	9/25/2025	
Martin, Keith	Davis	Facilitate Family Literacy Night	\$25.00/hr	NTE 2.0 hrs	N/A	9/25/2025	
Motika, Hayley	Centennial	Grant Funded Tutoring - Classified Instruction with Students	\$25.00/hr	NTE 6.0 hrs/week	N/A	2025-2026	SKILLS 36
Motika, Hayley	Centennial	Probationary Teacher Instructional Coaching Stipend Year 2	\$500.00	N/A	N/A	2025-2026	
Murphy, John	Centennial	Mentor Teacher	\$500.00	N/A	N/A	2025-2026	
Murray, Caitlin	Laguna	Probationary Teacher Instructional Coaching Stipend Year 3	\$350.00	N/A	N/A	2025-2026	
Noriega, Lorena	Davis	Facilitate Family Literacy Night	\$25.00/hr	NTE 2.0 hrs	N/A	9/25/2025	
Peterson, Jennifer	EMELC	Facilitate Open House	\$25.00/hr	NTE 1.75 hrs	N/A	9/25/2025	
Pieroway, Karl	SPHS	Probationary Teacher Instructional Coaching Stipend Year 2	\$500.00	N/A	N/A	2025-2026	
Pina, Laura	Davis	Facilitate Family Literacy Night	\$25.00/hr	NTE 2.0 hrs	N/A	9/25/2025	
Poore, Joseph	FWHS	Probationary Teacher Instructional Coaching Stipend Year 2	\$500.00	N/A	N/A	2025-2026	
Powers, Michelle	Davis	Facilitate Family Literacy Night	\$25.00/hr	NTE 2.0 hrs	N/A	9/25/2025	
Randolph, Kayla	Hendricks	Probationary Teacher Instructional Coaching Stipend Year 2	\$500.00	N/A	N/A	2025-2026	
Randolph, Sarah	Centennial	New Hire - Student Support Specialist - BOY	\$46,347.44 (P)	1.0 FTE	173	9/16/2025	YOE Granted: 4 years Highest Degree Earned: Bachelors
Randolph, Sarah	Centennial	Additional Compensation	\$413.88 (P)	N/A	N/A	2025-2026	CP-2: Cell Phone Allowance
Randolph, Sarah	Centennial	Additional Compensation	\$455.26 (P)	N/A	N/A	2025-2026	A-SS-1: Auto Allowance
Rehbein, Amanda	Davis	Facilitate AMIRA Reading Program	\$25.00/hr	NTE 4.0 hrs/week	N/A	2025-2026	
Roberts, William	Davis	Facilitate Family Literacy Night	\$25.00/hr	NTE 2.0 hrs	N/A	9/25/2025	
Robles, Damion	FWHS	Probationary Teacher Instructional Coaching Stipend Year 3	\$350.00	N/A	N/A	2025-2026	
Rodriguez, Ginger	Hendricks	Relocate Classroom due to Restoration	\$20.00/hr	NTE 5.0 hrs	N/A	9/14/2025	
Romero, Melissa	Davis	Facilitate Family Literacy Night	\$25.00/hr	NTE 2.0 hrs	N/A	9/25/2025	
Rose, Marquez	Laguna	Probationary Teacher Instructional Coaching Stipend Year 2	\$500.00	N/A	N/A	2025-2026	
Russell, Jennifer	EMELC	Facilitate Open House	\$25.00/hr	NTE 1.75 hrs	N/A	9/25/2025	
Salazar, Isabella	Davis	Facilitate Family Literacy Night	\$25.00/hr	NTE 2.0 hrs	N/A	9/25/2025	
Salazar, Isabella	Davis	Probationary Teacher Instructional Coaching Stipend Year 3	\$350.00	N/A	N/A	2025-2026	
Schiess, Vanessa	Hendricks	Relocate Classroom due to Restoration	\$20.00/hr	NTE 5.0 hrs	N/A	9/14/2025	
Segroves, Susanne	Hendricks	Relocate Classroom due to Restoration	\$20.00/hr	NTE 5.0 hrs	N/A	9/14/2025	

Flowing Wells School District

Personnel Action Summary

**Certified Staff**

September 23, 2025

Shepard, Crystal	FWJH	Probationary Teacher Instructional Coaching Stipend Year 3	\$350.00	N/A	N/A	2025-2026	
Shreves, Samantha	Laguna	Facilitate Parent Engagement Math Night	\$25.00/hr	NTE 3.0 hrs	N/A	9/15/2025	
Skie, Taylor	Laguna	Probationary Teacher Instructional Coaching Stipend Year 3	\$350.00	N/A	N/A	2025-2026	
Skiles, Jean	ESS	CCEI Trainings	\$20.00/hr	NTE 12 hrs	N/A	09/15/2025 - 09/30/2025	
Spencer, April	Davis	Facilitate Family Literacy Night	\$25.00/hr	NTE 2.0 hrs	N/A	9/25/2025	
Stoltzfus, Tawnya	Hendricks	Relocate Classroom due to Restoration	\$20.00/hr	NTE 5.0 hrs	N/A	9/14/2025	
Strickland, Kelsi	Hendricks	Relocate Classroom due to Restoration	\$20.00/hr	NTE 5.0 hrs	N/A	9/14/2025	
Surratt, Sarah	Davis	Facilitate Family Literacy Night	\$25.00/hr	NTE 2.0 hrs	N/A	9/25/2025	
Thomas, Emanuel	Laguna	Facilitate Parent Engagement Math Night	\$25.00/hr	NTE 3.0 hrs	N/A	9/15/2025	
Thomas, Janelle	Davis	Facilitate Family Literacy Night	\$25.00/hr	NTE 2.0 hrs	N/A	9/25/2025	
Toney, Emily	Davis	Facilitate Family Literacy Night	\$25.00/hr	NTE 2.0 hrs	N/A	9/25/2025	
Toney, Emily	Davis	National Board Certified Teacher	\$2,500.00	N/A	N/A	2025-2026	
Van Derlaske, Danielle	Davis	Facilitate Family Literacy Night	\$25.00/hr	NTE 2.0 hrs	N/A	9/25/2025	
Van Derlaske, Matthew	Davis	Facilitate Family Literacy Night	\$25.00/hr	NTE 2.0 hrs	N/A	9/25/2025	
Vasquez, Kassandra	FWHS	Pom Line	\$2,250.00	N/A	N/A	2025-2026	
Walter, McKenna	Hendricks	Probationary Teacher Instructional Coaching Stipend Year 2	\$500.00	N/A	N/A	2025-2026	
Wendt, Jessica	Hendricks	K-5 Science Workshop	\$125.00	N/A	N/A	8/26/2025	
Wenneborg, Gregory	FWHS	Cross Country Meet Director	\$150.00/meet	Number of meets vary	N/A	09/17/2025 - 10/31/2025	
Wilson, Amanda	Douglas	Probationary Teacher Instructional Coaching Stipend Year 2	\$500.00	N/A	N/A	2025-2026	37
Wook, Kristin	Centennial	Probationary Teacher Instructional Coaching Stipend Year 3	\$350.00	N/A	N/A	2025-2026	
Young, Cody	FWHS	Probationary Teacher Instructional Coaching Stipend Year 3	\$350.00	N/A	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

**Support Staff**

September 23, 2025

Name	Location	Action to Approve	Pay	FTE/ hrs	Contract Days	Effective Date	Additional Comments
Allison, Madelyn	Community Schools	Resign - Community Schools Instructional Assistant Substitute	N/A	N/A	N/A	9/4/2025	
Arena, Johnny	Maintenance	Resign - Custodian - Night	N/A	N/A	N/A	9/3/2025	
Bailey, Jessica	EMELC	Class Coverage	\$12.50/hr added to hourly rate	8.0 hrs	N/A	9/11/2025	
Borboa, Sabrina	Hendricks	Rescind Full Elementary Coach - Girls Basketball for \$1000 PAR	N/A	N/A	N/A	9/8/2025	
Borboa, Sabrina	Hendricks	Elementary Coach - Girls Basketball	\$500.00	N/A	N/A	2025-2026	Split with Andrea Estolano
Bratka, Twila	Hendricks	Class Coverage	\$12.50/hr added to hourly rate	7.0 hrs	N/A	9/9/2025	
Bratka, Twila	Hendricks	Class Coverage	\$12.50/hr added to hourly rate	7.0 hrs	N/A	9/10/2025	
Bravin, Dylan	FWJH	Class Coverage	\$12.50/hr added to hourly rate	1.0 hrs	N/A	9/11/2025	
Burnett, Liam	FWJH	Football Assistant	\$2,571.00	N/A	N/A	2025-2026	
Cabanas, Marisela	FWJH	Bilingual Stipend	\$500.00	N/A	N/A	2025-2026	
Castillo, Stephanie	FWHS	Class Coverage	\$12.50/hr added to hourly rate	1.0 hrs	N/A	9/12/2025	
Clark, Angela	EMELC	Additional Hours - CCEI Training	Hrly Rate	NTE 6.0 hrs	N/A	09/15/2025 - 09/30/2025	
Contreras, Ana	Davis	Resign - Reading Instructional Assistant	N/A	N/A	N/A	9/12/2025	
Davis, Vanessa	FWJH	Class Coverage	\$12.50/hr added to hourly rate	2.0 hrs	N/A	9/16/2025	
Desgagne, Martina	Hendricks	Class Coverage	\$12.50/hr added to hourly rate	2.5 hrs	N/A	9/16/2025	
Dunn, Amy	Community Schools	Rescind PAR to Substitute for Supervisor on 5/27/2025 Board Actions	N/A	N/A	N/A	9/16/2025	
Emery, Alyssa	Hendricks	Class Coverage	\$12.50/hr added to hourly rate	7.0 hrs	N/A	9/15/2025	38
Estrada, Yadira	FWHS	Bilingual Stipend	\$500.00	N/A	N/A	2025-2026	
Farrand, Catherine	EMELC	Additional Hours - Facilitate Open House	\$17.00/hr	NTE 1.75 hrs	N/A	9/25/2025	
Fell, Ryan	EMELC	Additional Hours - Facilitate Open House	\$17.00/hr	NTE 1.75 hrs	N/A	9/25/2025	
Flores, Melissa	EMELC	Class Coverage	\$12.50/hr added to hourly rate	2.5 hrs/day	N/A	9/2/2025	
Flores, Melissa	EMELC	Class Coverage	\$12.50/hr added to hourly rate	1.5 hrs	N/A	9/24/2025	
Flores, Melissa	EMELC	Additional Hours - CCEI Training	Hrly Rate	NTE 10 hrs	N/A	09/15/2025 - 09/30/2025	
Fusci, Christina	Transportation	Rehire - School Bus Driver	\$20.37/hr	6.0 hrs/day	193 (P)	9/15/2025	Returned at previous rate plus 25/26 FY increase
Galligan, Maricela	FWJH	Bilingual Stipend	\$500.00	N/A	N/A	2025-2026	
Gastelum Castillo, Claudia	Maintenance	Transfer from Night Custodian - Roving to Night Custodian at HS	Hrly Rate	8.0 hrs/day	261 (P)	9/9/2025	No pay differential
Godwin, Tiffany	Hendricks	Class Coverage	\$12.50/hr added to hourly rate	7.0 hrs	N/A	9/5/2025	
Godwin, Tiffany	Hendricks	Class Coverage	\$12.50/hr added to hourly rate	7.0 hrs	N/A	9/16/2025	
Gonzalez-Coronado, Naidelyn	EMELC	Additional Hours - Facilitate Open House	\$17.00/hr	NTE 1.75 hrs	N/A	9/25/2025	
Hernandez, Kelly	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Hernandez, Roberto	FWHS	Varsity Summer Programs - Weight Training	\$307.00	N/A	N/A	07/01/2025 - 07/25/2025	
Hinton, Olivia	FWHS	Ticket Taker	Minimum Wage	NTE 5.0 hrs/night	N/A	2025-2026	
Ixcot, Loida	Hendricks	Additional Hours - Moving Furniture	Hrly Rate	NTE 4.0 hrs	N/A	9/2/2025	
Kaloi, Kalea	FWJH	Grant Funded Tutoring - Classified Instruction with Students	\$17.00/hr	NTE 5.5 hrs/week	N/A	2025-2026	SKILLS - Color Guard
Kehoe, Rosa	FWHS	Bilingual Stipend	\$500.00	N/A	N/A	2025-2026	
Kishbaugh, Rosalva	EMELC	Additional Hours - Facilitate Open House	\$17.00/hr	NTE 1.75 hrs	N/A	9/25/2025	
Ledesma, Maria	FWHS	Bilingual Stipend	\$500.00	N/A	N/A	2025-2026	
Leon, Carrie	Douglas	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Leon, Elizabeth	FWJH	Bilingual Stipend	\$500.00	N/A	N/A	2025-2026	
Lugo Araujo, Rocio	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	

Flowing Wells School District  
Personnel Action Summary

Support Staff

September 23, 2025

Madrid-Sharff, Danielle	FWHS	Class Coverage	\$12.50/hr added to hourly rate	1.0 hrs	N/A	9/12/2025	
Molina, Kayla	FWHS	Spirit Line Junior Varsity - Fall	\$1,547.00	N/A	N/A	07/28/2025 - 10/31/2025	
Morales, Maritza	FWHS	Class Coverage	\$12.50/hr added to hourly rate	1.0 hrs	N/A	9/12/2025	
Mosqueira Molina, Lorena	Transportation	Resign - School Bus Driver	N/A	N/A	N/A	9/12/2025	
Mostella, Destiny	EMELC	Additional Hours - Facilitate Open House	\$17.00/hr	NTE 1.75 hrs	N/A	9/25/2025	
Murillo, Oscar	FWJH	Softball Assistant	\$2,312.00	N/A	N/A	2025-2026	
Orelup, Charles	SPHS	Class Coverage	\$12.50/hr added to hourly rate	6.0 hrs	N/A	9/5/2025	
Parra, Christina	EMELC	Additional Hours - Facilitate Open House	\$17.00/hr	NTE 1.75 hrs	N/A	9/25/2025	
Parra, Christina	EMELC	Additional Hours - CCEI Training	Hrly Rate	NTE 10 hrs	N/A	09/15/2025 - 09/30/2025	
Pena, Isabell	Davis	Translating	Hrly Rate				
Pettijohn, Kayla	EMELC	Additional Hours - Facilitate Open House	\$17.00/hr	NTE 1.75 hrs	N/A	9/25/2025	
Rath, Ashly	Hendricks	Class Coverage	\$12.50/hr added to hourly rate	6.0 hrs	N/A	9/10/2025	
Rath, Ashly	Hendricks	Class Coverage	\$12.50/hr added to hourly rate	7.0 hrs	N/A	9/16/2025	
Reynoso Enciso, Brenda	Community Schools	Additional Hours - Complete Public Schools Works	Hrly Rate	NTE 1.35 hrs	N/A	9/9/2025	
Rivera Vargas, Evelyn	Transportation	Additional Hours - Attend Inservice	Hrly Rate	NTE 6.0 hrs	N/A	7/28/2025	
Rodriguez, Jennifer	District	Bilingual Stipend	\$500.00	N/A	N/A	2025-2026	
Ruiz, Isabel	Richardson	Bilingual Stipend	\$500.00	N/A	N/A	2025-2026	
Stewart, Lisa	ESS	Additional Hours - Implementing Procedure for new AHCCS Requirement	Hrly Rate	NTE 30 hrs	N/A	09/08/2025 - 09/30/2025	
Sweepe, Elizabeth	Hendricks	Class Coverage	\$12.50/hr added to hourly rate	2.5 hrs	N/A	9/16/2025	
Terrones, James	Davis	Additional Hours - Facilitating AMIRA Program	\$17.00/hr	NTE 4.0 hrs/week	N/A	2025-2026	
Thompson, Desiray	Community Schools	Additional Hours - Early Release	Hrly Rate	NTE 2.0 hrs/day	N/A	10/15/2025 - 10/17/2025	
Torres Estrada, Scarlett	Community Schools	Additional Hours - Early Release	Hrly Rate	NTE 2.0 hrs/day	N/A	10/15/2025 - 10/17/2025	
Valenzuela, Ana	FWHS	Additional Hours - West Gym Girls Locker Room Custodial Duties	Hrly Rate	NTE 8.0 hrs	N/A	9/13/2025	
Valles, Nadine	Laguna	Class Coverage	\$12.50/hr added to hourly rate	1.0 hrs	N/A	9/16/2025	
Velderrain, Freedom	Richardson	Additional Hours - Attend District Assembly	\$15.00/hr	NTE 4.0 hrs	N/A	7/30/2025	
Villandry, Debbie	Community Schools	Additional Hours - Early Release	Hrly Rate	NTE 2.0 hrs/day	N/A	10/15/2025 - 10/17/2025	
Ward, Shandra	Hendricks	New Hire - Crossing Guard Duty	\$15.80/hr	1.0 hr/day	N/A	9/2/2025	
Worcester, Twyla	Community Schools	Additional Hours - Early Release	Hrly Rate	NTE 2.0 hrs/day	N/A	10/15/2025 - 10/17/2025	
Zabaleta, Cecilia	Transportation	Bilingual Stipend	\$500.00	N/A	N/A	2025-2026	
Zapien, Blanca	FWHS	Bilingual Stipend	\$500.00	N/A	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**

September 23, 2025

Name	Location	Workshop	Pay	Hrs	Date
Denogean, Aaron	FWHS	Algebra I PLC 3	\$20.00/hr	1.0 hrs	10/02/2025
McInnis, Heather	FWHS	Algebra I PLC 3	\$20.00/hr	1.0 hrs	10/02/2025
Abeytia, Jule	Davis	Functional Behavioral Analysis (K-3)	Contract Day	6.0 hrs	10/02/2025
Anderson, Paige	Davis	Functional Behavioral Analysis (K-3)	Contract Day	6.0 hrs	10/02/2025
Bejarano, Gabrielle	Douglas	Functional Behavioral Analysis (K-3)	Contract Day	6.0 hrs	10/02/2025
Bostic, Tracy	Centennial	Functional Behavioral Analysis (K-3)	Contract Day	6.0 hrs	10/02/2025
Cadin, Edee	Richardson	Functional Behavioral Analysis (K-3)	Contract Day	6.0 hrs	10/02/2025
Chavez, Astin	Laguna	Functional Behavioral Analysis (K-3)	Contract Day	6.0 hrs	10/02/2025
Favela, Karla	Richardson	Functional Behavioral Analysis (K-3)	Contract Day	6.0 hrs	10/02/2025
Gutierrez, Kristi	Laguna	Functional Behavioral Analysis (K-3)	Contract Day	6.0 hrs	10/02/2025
Herrera, Marta	Laguna	Functional Behavioral Analysis (K-3)	Contract Day	6.0 hrs	10/02/2025
Hurst, Melanie	Laguna	Functional Behavioral Analysis (K-3)	Contract Day	6.0 hrs	10/02/2025
Laguna, Jasmyne	Douglas	Functional Behavioral Analysis (K-3)	Contract Day	6.0 hrs	10/02/2025
MacMeans, Andrea	Centennial	Functional Behavioral Analysis (K-3)	Contract Day	6.0 hrs	10/02/2025
Mendivil, Samantha	Douglas	Functional Behavioral Analysis (K-3)	Contract Day	6.0 hrs	10/02/2025
Mendola, Tiffany	Centennial	Functional Behavioral Analysis (K-3)	Contract Day	6.0 hrs	10/02/2025
Pepe, Michael	Richardson	Functional Behavioral Analysis (K-3)	Contract Day	6.0 hrs	10/02/2025
Powers, Jillian	Douglas	Functional Behavioral Analysis (K-3)	Contract Day	6.0 hrs	10/02/2025
Schiess, Vanessa	Hendricks	Functional Behavioral Analysis (K-3)	Contract Day	6.0 hrs	10/02/2025
Thomas, Janelle	Davis	Functional Behavioral Analysis (K-3)	Contract Day	6.0 hrs	10/02/2025
Van Dertlaske, Danielle	Davis	Functional Behavioral Analysis (K-3)	Contract Day	6.0 hrs	10/02/2025
Aitchison, Katheryn	Laguna	Intensive Resource PLC Gold	\$20.00/hr	1.5 hrs	10/02/2025
Coakley, Lanaiya	FWJH	Intensive Resource PLC Gold	\$20.00/hr	1.5 hrs	10/02/2025
Easter, Lillian	FWHS	Intensive Resource PLC Gold	\$20.00/hr	1.5 hrs	10/02/2025
Fukutomi, Maya	FWHS	Intensive Resource PLC Gold	\$20.00/hr	1.5 hrs	10/02/2025
Jimenez, Elisa	EMELC	Intensive Resource PLC Gold	\$20.00/hr	1.5 hrs	10/02/2025
Oquendo, Jennifer	Laguna	Intensive Resource PLC Gold	\$20.00/hr	1.5 hrs	10/02/2025
Oquendo, Kaitie	Laguna	Intensive Resource PLC Gold	\$20.00/hr	1.5 hrs	10/02/2025
Voigt, Nicole	Laguna	Intensive Resource PLC Gold	\$20.00/hr	1.5 hrs	10/02/2025

Flowing Wells School District  
 Personnel Action Summary

**Professional Development**

September 23, 2025

Badger, Amber	FWHS	HS Math Curriculum Day	Contract Day	6.0 hrs	10/14/2025
Brown, Jason	FWHS	HS Math Curriculum Day	Contract Day	6.0 hrs	10/14/2025
Cardieri, Ivana	FWHS	HS Math Curriculum Day	Contract Day	6.0 hrs	10/14/2025
Denogean, Aaron	FWHS	HS Math Curriculum Day	Contract Day	6.0 hrs	10/14/2025
Duffy, Carmen	FWHS	HS Math Curriculum Day	Contract Day	6.0 hrs	10/14/2025
Garcia, Bernadette	FWHS	HS Math Curriculum Day	Contract Day	6.0 hrs	10/14/2025
Hardy, Andrew	FWHS	HS Math Curriculum Day	Contract Day	6.0 hrs	10/14/2025
Laguna, Teri	FWHS	HS Math Curriculum Day	Contract Day	6.0 hrs	10/14/2025
Leider, Sydney	FWHS	HS Math Curriculum Day	Contract Day	6.0 hrs	10/14/2025
Littlefield, Tracy	FWHS	HS Math Curriculum Day	Contract Day	6.0 hrs	10/14/2025
Lodge, Corynn	FWHS	HS Math Curriculum Day	Contract Day	6.0 hrs	10/14/2025
McInnis, Heather	FWHS	HS Math Curriculum Day	Contract Day	6.0 hrs	10/14/2025
Montoya, Bridget	FWHS	HS Math Curriculum Day	Contract Day	6.0 hrs	10/14/2025
Pieroway, Karl	SPHS	HS Math Curriculum Day	Contract Day	6.0 hrs	10/14/2025
Stimans, Jorge	FWHS	HS Math Curriculum Day	Contract Day	6.0 hrs	10/14/2025
Godlove, Emily	FWJH	JH English Curriculum Day	Contract Day	6.0 hrs	10/15/2025
Lainson, Deirdre	FWJH	JH English Curriculum Day	Contract Day	6.0 hrs	10/15/2025
Leigh, John	FWJH	JH English Curriculum Day	Contract Day	6.0 hrs	10/15/2025
Maynes, Nannette	FWJH	JH English Curriculum Day	Contract Day	6.0 hrs	10/15/2025
Nogami, Wendy	FWJH	JH English Curriculum Day	Contract Day	6.0 hrs	10/15/2025
Rhodes, Jacquelyn	FWJH	JH English Curriculum Day	Contract Day	6.0 hrs	10/15/2025
Sauber, Angela	FWJH	JH English Curriculum Day	Contract Day	6.0 hrs	10/15/2025
Spiece, Ellyvana	FWJH	JH English Curriculum Day	Contract Day	6.0 hrs	10/15/2025
Spiece, Sean	FWJH	JH English Curriculum Day	Contract Day	6.0 hrs	10/15/2025
Camero, Jaime	Douglas	STEAM Curriculum Day 1	Contract Day	6.0 hrs	10/16/2025
Carlson, Lydia	Hendricks	STEAM Curriculum Day 1	Contract Day	6.0 hrs	10/16/2025
Clardy, Emily	Richardson	STEAM Curriculum Day 1	Contract Day	6.0 hrs	10/16/2025
Molina, Angela	Laguna	STEAM Curriculum Day 1	Contract Day	6.0 hrs	10/16/2025
Raboza-Davis, Schreen	Centennial	STEAM Curriculum Day 1	Contract Day	6.0 hrs	10/16/2025
Van Derlaske, Matthew	Davis	STEAM Curriculum Day 1	Contract Day	6.0 hrs	10/16/2025

Flowing Wells School District  
 Personnel Action Summary

**Professional Development**

September 23, 2025

Aguirre, Shalina	Davis	Grade 4 Social Studies Module Launch 2	\$20.00/hr	1.5 hrs	10/20/2025
Andersen, Hanne	Douglas	Grade 4 Social Studies Module Launch 2	\$20.00/hr	1.5 hrs	10/20/2025
Ayon, Elsa	Douglas	Grade 4 Social Studies Module Launch 2	\$20.00/hr	1.5 hrs	10/20/2025
Brown, Derek	Richardson	Grade 4 Social Studies Module Launch 2	\$20.00/hr	1.5 hrs	10/20/2025
Buckley, Nicole	Laguna	Grade 4 Social Studies Module Launch 2	\$20.00/hr	1.5 hrs	10/20/2025
DeBlasi, Samantha	Laguna	Grade 4 Social Studies Module Launch 2	\$20.00/hr	1.5 hrs	10/20/2025
Frey, Amber	Centennial	Grade 4 Social Studies Module Launch 2	\$20.00/hr	1.5 hrs	10/20/2025
Gallego, Charly	Richardson	Grade 4 Social Studies Module Launch 2	\$20.00/hr	1.5 hrs	10/20/2025
Groom, Jasmin	Centennial	Grade 4 Social Studies Module Launch 2	\$20.00/hr	1.5 hrs	10/20/2025
Kay, Leah	Laguna	Grade 4 Social Studies Module Launch 2	\$20.00/hr	1.5 hrs	10/20/2025
Lawson, Lisa	Davis	Grade 4 Social Studies Module Launch 2	\$20.00/hr	1.5 hrs	10/20/2025
Navarro, Karla	Centennial	Grade 4 Social Studies Module Launch 2	\$20.00/hr	1.5 hrs	10/20/2025
Noriega, Lorena	Davis	Grade 4 Social Studies Module Launch 2	\$20.00/hr	1.5 hrs	10/20/2025
Randolph, Kayla	Hendricks	Grade 4 Social Studies Module Launch 2	\$20.00/hr	1.5 hrs	10/20/2025
Amarillas, Rosa	Laguna	6-8 Math Curriculum Day	Contract Day	6.0 hrs	10/21/2025
Ascarate, Jennifer	FWJH	6-8 Math Curriculum Day	Contract Day	6.0 hrs	10/21/2025
Jungbluth, Eric	Hendricks	6-8 Math Curriculum Day	Contract Day	6.0 hrs	10/21/2025
Lambson, Cory	FWJH	6-8 Math Curriculum Day	Contract Day	6.0 hrs	10/21/2025
McDowell, Madison	FWJH	6-8 Math Curriculum Day	Contract Day	6.0 hrs	10/21/2025
McIntyre, Chelsea	FWJH	6-8 Math Curriculum Day	Contract Day	6.0 hrs	10/21/2025
Murphy, John	Centennial	6-8 Math Curriculum Day	Contract Day	6.0 hrs	10/21/2025
Rheinheimer, Katie	FWJH	6-8 Math Curriculum Day	Contract Day	6.0 hrs	10/21/2025
Spencer, April	Davis	6-8 Math Curriculum Day	Contract Day	6.0 hrs	10/21/2025
Thompson, Jennifer	FWJH	6-8 Math Curriculum Day	Contract Day	6.0 hrs	10/21/2025
Tracy, Tara	FWJH	6-8 Math Curriculum Day	Contract Day	6.0 hrs	10/21/2025
Vandegrift, Mark	FWJH	6-8 Math Curriculum Day	Contract Day	6.0 hrs	10/21/2025
Villalobos, Ellen	Douglas	6-8 Math Curriculum Day	Contract Day	6.0 hrs	10/21/2025
Warner, Laura	FWJH	6-8 Math Curriculum Day	Contract Day	6.0 hrs	10/21/2025
Curley, Jessica	FWHS	HS English Curriculum Day	Contract Day	6.0 hrs	10/22/2025
Dominguez, Vincent	FWHS	HS English Curriculum Day	Contract Day	6.0 hrs	10/22/2025

Flowing Wells School District  
 Personnel Action Summary

**Professional Development**

September 23, 2025

Farmer, Derek	FWHS	HS English Curriculum Day	Contract Day	6.0 hrs	10/22/2025
Ferell, Caitlyn	FWHS	HS English Curriculum Day	Contract Day	6.0 hrs	10/22/2025
Fowler, Parker	FWHS	HS English Curriculum Day	Contract Day	6.0 hrs	10/22/2025
Gaona, Daniel	FWHS	HS English Curriculum Day	Contract Day	6.0 hrs	10/22/2025
Gildea, Ashton	FWHS	HS English Curriculum Day	Contract Day	6.0 hrs	10/22/2025
Hartz, Megan	FWHS	HS English Curriculum Day	Contract Day	6.0 hrs	10/22/2025
Hauger, Emily	FWHS	HS English Curriculum Day	Contract Day	6.0 hrs	10/22/2025
Holly, Shane	FWHS	HS English Curriculum Day	Contract Day	6.0 hrs	10/22/2025
Kelly, Cary	FWHS	HS English Curriculum Day	Contract Day	6.0 hrs	10/22/2025
Lisewski, Kevin	FWHS	HS English Curriculum Day	Contract Day	6.0 hrs	10/22/2025
Meyer, Roisin	SPHS	HS English Curriculum Day	Contract Day	6.0 hrs	10/22/2025
Miller, Stormy	FWHS	HS English Curriculum Day	Contract Day	6.0 hrs	10/22/2025
Pettera, Andria	FWHS	HS English Curriculum Day	Contract Day	6.0 hrs	10/22/2025
Robles, Damion	FWHS	HS English Curriculum Day	Contract Day	6.0 hrs	10/22/2025
Thompson, Adam	FWHS	HS English Curriculum Day	Contract Day	6.0 hrs	10/22/2025
Bostic, Tracy	Centennial	Grade 3 Social Studies Module Launch 2	\$20.00/hr	1.5 hrs	10/27/2025
Campa, Elizabeth	Hendricks	Grade 3 Social Studies Module Launch 2	\$20.00/hr	1.5 hrs	10/27/2025
Fellenzer, Allison	Richardson	Grade 3 Social Studies Module Launch 2	\$20.00/hr	1.5 hrs	10/27/2025
Fink, Jillian	Centennial	Grade 3 Social Studies Module Launch 2	\$20.00/hr	1.5 hrs	10/27/2025
Murray, Caitlin	Laguna	Grade 3 Social Studies Module Launch 2	\$20.00/hr	1.5 hrs	10/27/2025
Neria, Sophia	Douglas	Grade 3 Social Studies Module Launch 2	\$20.00/hr	1.5 hrs	10/27/2025
Pepe, Michaele	Richardson	Grade 3 Social Studies Module Launch 2	\$20.00/hr	1.5 hrs	10/27/2025
Segroves, Susanne	Hendricks	Grade 3 Social Studies Module Launch 2	\$20.00/hr	1.5 hrs	10/27/2025
Stephens, Lydia	Centennial	Grade 3 Social Studies Module Launch 2	\$20.00/hr	1.5 hrs	10/27/2025
Strickland, Kelsi	Hendricks	Grade 3 Social Studies Module Launch 2	\$20.00/hr	1.5 hrs	10/27/2025
Switalski, Ashley	Douglas	Grade 3 Social Studies Module Launch 2	\$20.00/hr	1.5 hrs	10/27/2025
Van Derlaske, Danielle	Davis	Grade 3 Social Studies Module Launch 2	\$20.00/hr	1.5 hrs	10/27/2025
Brown, Derek	Richardson	Functional Behavioral Analysis (4-6, JH/HS)	Contract Day	6.0 hrs	10/30/2025
Chavez, Lupita	Davis	Functional Behavioral Analysis (4-6, JH/HS)	Contract Day	6.0 hrs	10/30/2025
Godlove, Emily	FWJH	Functional Behavioral Analysis (4-6, JH/HS)	Contract Day	6.0 hrs	10/30/2025

Flowing Wells School District  
 Personnel Action Summary

**Professional Development**

September 23, 2025

Lainson, Deirdre	FWJH	Functional Behavioral Analysis (4-6, JH/HS)	Contract Day	6.0 hrs	10/30/2025
Lambson, Cory	FWJH	Functional Behavioral Analysis (4-6, JH/HS)	Contract Day	6.0 hrs	10/30/2025
Lovio, Jesus	Davis	Functional Behavioral Analysis (4-6, JH/HS)	Contract Day	6.0 hrs	10/30/2025
Macias, Oziris	Douglas	Functional Behavioral Analysis (4-6, JH/HS)	Contract Day	6.0 hrs	10/30/2025
Mann, Jeffrey	FWHS	Functional Behavioral Analysis (4-6, JH/HS)	Contract Day	6.0 hrs	10/30/2025
Martin, Keith	Davis	Functional Behavioral Analysis (4-6, JH/HS)	Contract Day	6.0 hrs	10/30/2025
Meyer, Roisin	SPHS	Functional Behavioral Analysis (4-6, JH/HS)	Contract Day	6.0 hrs	10/30/2025
Miller, Stormy	FWHS	Functional Behavioral Analysis (4-6, JH/HS)	Contract Day	6.0 hrs	10/30/2025
Murphy, John	Centennial	Functional Behavioral Analysis (4-6, JH/HS)	Contract Day	6.0 hrs	10/30/2025
Rios, Veronica	Douglas	Functional Behavioral Analysis (4-6, JH/HS)	Contract Day	6.0 hrs	10/30/2025
Sauber, Angela	FWJH	Functional Behavioral Analysis (4-6, JH/HS)	Contract Day	6.0 hrs	10/30/2025
Trainor, Molly	FWHS	Functional Behavioral Analysis (4-6, JH/HS)	Contract Day	6.0 hrs	10/30/2025
Wingate, Jeanette	FWHS	Functional Behavioral Analysis (4-6, JH/HS)	Contract Day	6.0 hrs	10/30/2025

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  
Board Agenda Item

F-1  
\_\_\_\_\_

Agenda Item Number

September 23, 2025  
\_\_\_\_\_

Board Meeting Date

Item: Recommend Approval of Proposed Policy Revisions

Submitted By: Dr. Kevin Stoltzfus Date: September 17, 2025

Will Be Presented By: Dr. Kevin Stoltzfus

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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. The following policies are included: EB - Safety Program; GCQF - Discipline, Suspension and Dismissal of Professional Staff Members; JLC - Student Health Services and Requirements; JLCD - Medicines / Administering Medicines to Students; JLF - Reporting Child Abuse / Child Protection; GDFA - Support Staff Qualifications and Requirements; IKF - Graduation Requirements. All policies under consideration were brought for discussion and review during the Governing Board Meeting on September 9, 2025.

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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: \_\_\_\_\_

Policy or Regulation	Recommendation to the Board	Notes
EB - Safety Program	Approval of revisions	Policy EB identifies broad requirements for school safety programs. Revisions align with amendments to ARS 15-154 and specify that School Safety Program grants can be used to purchase materials and equipment to support the program. Additional revisions clarify the type of personnel who can be hired and establish requirements for School Safety Plans.
GCQF - Discipline, Suspension and Dismissal of Professional Staff Members	Approval of revisions	Policy GCQF establishes guidelines for disciplinary procedures of professional staff. Revisions include the establishment that the Board will employ a hearing officer in the event that a formal disciplinary hearing is required. The alternative would be for the Board to conduct the hearing, or for the Board to decide annually whether to employ a hearing officer in these cases. Additional revisions authorize the superintendent to request information from the State Board of Education about allegations of inappropriate conduct by a current or prospective employee.
JLC - Student Health Services and Requirements	Approval of revisions	Policy JLC identifies requirements for student health services such as the distribution of medication and the treatment of school-based injuries. Revisions reflect a new statutory requirement that schools must provide to parents/guardians upon request information about the training and credentials of individuals who provide school health services.
JLCD - Medicines / Administering Medicines to Students	Approval of revisions	Policy JLCD establishes rules regarding the administration of medicines to students. Minor revisions replace the term "auto-injectable epinephrine" with "epinephrine delivery systems."
JLF - Reporting Child Abuse / Child Protection	Approval of revisions	Policy JLF specifies guidelines regarding the protection of students from child abuse and the mandated reporting of abuse. Revisions add new statutory guidance on required identification from DCS caseworkers who are conducting school visitations. Revisions also 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.
G DFA - Support Staff Qualifications and Requirements	Approval of revisions	Policy G DFA specifies qualifications and requirements for support staff hiring and employment. Revisions provide clarifications about individuals who are required to obtain a Fingerprint Clearance Card, and provisions related to school bus drivers were removed given that these are addressed in Policy EEAEA – Bus Driver Requirements, Training, and Responsibilities.
IKF - Graduation Requirements	Approval of revisions with Flowing Wells graduation requirements	Policy IKF identifies graduation requirements including numbers of credits to be earned in academic areas and electives. Revisions add required language allowing a high school student to use a score from an alternate nationally recognized and State Board-approved assessment in lieu of the state assessment administered by the District. Additionally, revisions establish criteria for when a student may take a written version of the state assessment.

**EB ©**  
~~**ENVIRONMENTAL AND**~~

**SAFETY PROGRAM**

The Superintendent will establish procedures to protect the safety of all students, employees, visitors, and others present on District property or at school-sponsored events.

The practice of safety shall also be considered a facet of the instructional plan of the District ~~schools by virtue of schools'~~ educational programs ~~in~~, (including but not limited to: sex offender awareness, traffic and pedestrian safety, driver education, fire prevention, ~~indoor air quality (IAQ)~~, and emergency procedures), appropriate for students at different grade levels. General areas of emphasis shall include ; but not be limited to: in-service training; accident record keeping; plant inspection; driver and vehicle safety programs; fire prevention; indoor air quality (IAQ); school site selection; and emergency procedures and traffic safety problems relevant to students, employees, and the community.

~~Adopted: date of Manual adoption~~

**School Safety Programs**

School safety programs may purchase safety technology, training and infrastructure improvements for school campuses and may submit program proposals to support the costs of placing school resource officers, juvenile probation officers or school safety officers, or any combination of these officers, as long as all requirements are met per A.R.S. 15-154.

**School Safety Personnel**

A school resource officer can be a peace officer, a full-authority reserve peace officer who is certified by the Arizona Peace Officer Standards and Training Board, or an individual who was previously employed as a peace officer in Arizona, who retired in good standing and who is assigned to participate in the school safety program by a law enforcement agency pursuant to A.R.S. 15-155.

A school safety officer is a school resource officer who is working in an off-duty capacity.

**Emergency Response Plan and**

**Safety Assessment**

Each school district and charter school that receives monies pursuant to A.R.S. 15-154 for an approved school safety program shall 1) develop an emergency response plan pursuant to A.R.S. 15-341 or A.R.S. 15-183, as applicable; and 2) every five (5) years, complete a school safety assessment using an approved school safety assessment provider from a list maintained by the Department of Education.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:-

A.R.S.-

13-2911

15-151

15-154

15-154.02

15-155

[15-341](#)

[15-507](#)

[23-403](#)

[23-408](#)

CROSS REF.:-

[EBAA](#) - Reporting of Hazards/Warning Systems

[ECB](#) - Building and Grounds Maintenance

[JLIF](#) - Sex Offender Notification

**GCQF ©**  
**DISCIPLINE, SUSPENSION, ~~AND~~ AND**  
**DISMISSAL ~~OF~~ OF**  
**PROFESSIONAL STAFF MEMBERS**

**Categories of Misconduct**

Certificated staff members may be disciplined for infractions that include, but are not limited to, the following categories:

- A. Engaging in unprofessional conduct.
- B. Committing fraud in securing appointment.
- C. Exhibiting incompetency in their work.
- D. Exhibiting inefficiency in their work.
- E. Exhibiting improper attitudes.
- F. Neglecting their duties.
- G. Engaging in acts of insubordination.
- H. Engaging in acts of child abuse or child molestation.
- I. Engaging in acts of dishonesty.
- J. Being under the influence of alcohol while on duty.
- K. Engaging in the illicit use of narcotics or habit-forming drugs.
- L. Being absent without authorized leave.
- M. Engaging in discourteous treatment of the public.
- N. Engaging in improper political activity.
- O. Engaging in willful disobedience.
- P. Being involved in misuse or unauthorized use of school property.
- Q. Being involved in excessive absenteeism.
- R. Carrying or possessing a weapon on school grounds unless they are peace officers or have obtained specific authorization from the appropriate school administrator.

**Statutory Requirements**

Certificated staff members disciplined under A.R.S. [15-341](#), A.R.S. [15-539](#), or other applicable statutes:

- A. May not be suspended with or without pay for a period exceeding ten (10) school days under A.R.S. [15-341](#).

B. May be suspended without pay for a period of time greater than ten (10) school days or dismissed under A.R.S. [15-539](#).

C. Shall be disciplined under procedures that provide for notice, hearing, and appeal, subject to the requirements of A.R.S. [15-341](#) or A.R.S. [15-539](#), whichever is appropriate.

D. Shall, if disciplined under A.R.S. [15-539](#) or other applicable statutes, excluding A.R.S. [15-341](#), receive notice in writing served upon the certificated staff member personally or by United States registered or certified mail addressed to the employee's last-known address. A copy of charges specifying instances of behavior and the acts of omissions constituting the charge(s), together with a copy of all applicable statutes, shall be attached to the notice.

E. Shall have the right to a hearing in accordance with the following:

1. *Suspension under A.R.S. [15-341](#)*. The supervising administrator will schedule a meeting not less than two (2) days nor more than ten (10) days after the date the certificated staff member receives the notice.

2. *Dismissal or dismissal with suspension included under A.R.S. [15-539](#)*. A certificated staff member's written request for a hearing shall be filed with the Board within ten (10) days after service of notice. The filing of a timely request shall suspend the imposition of a suspension without pay or a dismissal pending completion of the hearing.

### **General Provisions for Discipline Under A.R.S. [15-341](#)**

General provisions for discipline are as follows:

A. *Informal consultation*. Nothing contained herein will limit a supervising administrator's prerogative to engage in informal consultation with a certificated employee to discuss matters of concern related to the employee's performance, conduct, et cetera; however, when it is apparent that disciplinary action toward a certificated employee is likely to become a part of the certificated staff member's personnel record as permitted by A.R.S. [15-341](#), the procedures outlined herein shall be followed.

B. *Persons authorized to impose discipline*. Any supervising administrator who is the immediate or primary supervisor of a certificated staff member is authorized to impose a penalty or penalties, short of dismissal. Only the Board may dismiss a certificated staff member.

C. *Notice*. Any person who is required by this policy to give written notice to any other person affected by this policy may do so by any means reasonably calculated to give the recipient actual knowledge of the notice within a reasonable amount of time. When time is calculated from the date a notice is received, the notice is deemed to be received on the date it is hand delivered or three (3) calendar days after it is placed in the mail.

D. *Administrative discretion*. In adopting these policies and procedures, it is the intention of the District that they be interpreted and applied in a reasonable fashion. The policies and regulations are not intended to restrict or eliminate the discretion traditionally afforded to supervising administrators to determine whether discipline is appropriate. Supervising administrators are therefore directed to continue to use reasonable discretion in determining whether a particular alleged violation merits discipline.

E. *Right not to impose discipline*. The District reserves the right not to discipline a certificated staff member for conduct that violates this policy.

F. *Definition of work days*. For the purposes of this policy, a *work day* is any day that the District's central administrative office is open for business.

G. *Additional reasons for discipline*. A certificated staff member may be disciplined for conduct that has occurred but that, at or near the time of misconduct, was not the subject of or identified as a reason for a specific proceeding under this policy.

**Procedure for Discipline  
Under A.R.S. [15-341](#)**

The following procedures will be used to impose any discipline that 1) shall become a part of the certificated staff member's personnel record and 2) is permitted under A.R.S. [15-341](#):

***Step 1 - Notice:***

A. Upon the supervising administrator's determination of the existence of cause to impose discipline, the supervising administrator shall notify the certificated staff member of intent to impose discipline. The notice shall be in writing and shall be delivered in person or by first-class mail. The notice shall include the following:

1. The conduct or omission on the part of the certificated staff member that constitutes the reason for discipline.
2. A scheduled meeting time between the supervising administrator and the certificated staff member. Such meeting shall be scheduled not more than ten (10) working days after the date the certificated staff member receives the notice.
3. A statement of the disciplinary action the supervising administrator intends to impose, including, if applicable, the number of days of suspension with or without pay.
4. Copies of any available relevant documentation, at the discretion of the supervising administrator.

***Step 2 - Discipline Hearing:***

A. At the hearing, the supervising administrator shall discuss with the certificated staff member the conduct that warrants disciplinary action and shall provide the certificated staff member with any appropriate evidence and a copy of relevant documentation if not previously provided.

B. The supervising administrator shall conduct the hearing in an informal manner, without adherence to the rules of evidence and procedure required in judicial proceedings.

***Step 3 - Decision (in writing):***

At the hearing, or within ten (10) working days following the hearing, the supervising administrator shall, in writing, inform the certificated staff member of the decision. If the decision is to impose discipline, written notice of the discipline shall be enclosed. The written notice of the decision shall state that a copy of the notice, decision, and a record of the disciplinary action shall be placed in the certificated staff member's personnel file and shall specify the date the discipline shall be imposed unless the certificated staff member files a written request for appeal within five (5) working days after the decision is delivered to the certificated staff member. If the certificated staff member requests an appeal of the decision, the imposition of any discipline shall be suspended pending the outcome of the appeal.

***Step 4 - Appeal:***

Discipline imposed may be appealed at the next organizational level, in writing, to the appropriate assistant superintendent or the Superintendent. Only when the discipline is determined by the Superintendent shall the appeal be to the Board, which, at its discretion, may appoint a hearing officer. The appeal shall contain a brief statement of the reasons why the certificated staff member believes the administrator's decision is incorrect. Appeal is limited to one (1) organizational level above the level of the supervising administrator who imposed the discipline.

The appeal shall specifically describe the part of the determination with which the certificated staff member disagrees:

- A. Determination was founded upon error of construction or application of any pertinent regulations or policies.

- B. Determination was unsupported by any evidence as disclosed by the entire record.
- C. Determination was materially affected by unlawful procedure.
- D. Determination was based on violation of any statutory or constitutional right.
- E. Determination was arbitrary and capricious.
- F. The penalty was excessive.

The supervising administrator, the Superintendent, or, when appropriate, the Board or the Board-appointed hearing officer may, at the conclusion of the appeal, uphold the discipline, modify the decision, or refer the matter back to the level from which it was appealed for rehearing and additional information. Such decision, along with specific direction as to the effective date of any discipline, shall be communicated to the certificated staff member within a reasonable amount of time following the appeal, not to exceed seven (7) working days.

The assigned hearing officer shall, by use of a mechanical device, make a record of the appeal hearing.

This policy, under A.R.S. [15-341](#), does not apply to dismissal of a certificated staff member except to the extent that the Board may find, subsequent to dismissal proceedings, that a lesser form of discipline as set forth in this policy should be imposed.

Not all administrative actions regarding a certificated staff member are considered "discipline," even though they may involve alleged or possible violations by the certificated staff member. This policy addresses only discipline and has no application to any of the following:

- A. The certificated staff member evaluation procedure or the resulting evaluations as they pertain to the adequacy of the certificated staff member's classroom performance.
- B. Letters or memorandums directed to a certificated staff member containing directives or instructions for future conduct.
- C. Counseling of a certificated staff member concerning expectations of future conduct.
- D. Nonrenewal of a contract of a certificated staff member employed by the District for less than the major portion of three (3) consecutive school years (noncontinuing certificated staff member).

**General Provisions for Suspension  
Without Pay or Dismissal Under  
A.R.S. [15-539](#)**

***Step 1 - Notice:***

A. The Governing Board, except as otherwise provided by A.R.S. [15-539](#), shall upon receipt of a written statement of charges from the Superintendent that cause exists for the suspension of a certificated teacher without pay for a period longer than ten (10) school days or dismissal, shall give notice to the teacher of the Board's intention to suspend without pay or dismiss the teacher at the expiration of ten (10) days from the date of service of the notice.

1. If charges presented to the Board for dismissal of a certificated person allege immoral conduct, the charge or a resignation involving such charges shall be reported to the Department of Education.
2. Whenever the statement of charges by the Superintendent allege immoral or unprofessional conduct as the cause for dismissal, the Board may adopt a resolution to file a complaint with the State Department of Education. Pending disciplinary action by the State Board, the certificated teacher may be reassigned by the Superintendent or the Governing Board may place the teacher on administrative leave and give notice to the teacher of the administrative leave of absence pursuant to A.R.S. [15-540](#).

3. As used in this policy, immoral conduct means any conduct that is contrary to the moral standards of the community and that reflects an unfitness to perform the duties assigned to the certificated staff member.

B. The Governing Board, upon adoption of a written statement charging a certificated teacher with cause for suspension without pay or dismissal, may immediately place the teacher on administrative leave of absence and give the teacher notice of the administrative leave of absence.

C. Written notice of the administrative leave of absence shall be served on the teacher personally or by United States registered mail addressed to the teacher at the teacher's last known address.

**Step 2 – Hearing for Suspension Without Pay or Dismissal:**

A. The Governing Board shall decide whether to hold a hearing on the dismissal or suspension of a certificated teacher without pay for a period of time longer than ten (10) days as provided in A.R.S. [15-541](#).

The Governing Board may provide, *by vote* at its annual organizational meeting, that all hearings conducted pursuant to ~~this section~~ [A.R.S. 15-541](#) shall be conducted before a hearing officer.

B. If the Governing Board decides not to hold a hearing, the Board shall designate a hearing officer to:

1. hold the hearing,
2. hear the evidence,
3. prepare a record of the hearing, and
4. issue a recommendation to the Board for action.

C. If the parties cannot mutually agree on a hearing officer, a hearing officer shall be selected by the Governing Board from a list provided by the State Department of Education or the American Arbitration Association.

D. A hearing held pursuant to A.R.S. [15-541](#) may not be conducted by any hearing officer having a personal interest which would conflict with the hearing officer's objectivity in the hearing.

E. The hearing shall be held:

1. not less than fifteen (15) days, nor
2. not more than thirty (30) days.
3. after the request is filed, unless all parties to the hearing mutually agree to a different hearing date.

F. Notice of the time and place of the hearing shall be given to the teacher not less than three (3) days before the date of the hearing.

G. The teacher may request that the hearing be conducted in public or private.

H. 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.

I. At the hearing the teacher may appear in person and by counsel, if desired, and may present any testimony, evidence or statements, either orally or in writing, in the teacher's behalf.

J. An official record of the hearing, including all testimony recorded manually or by mechanical device, and exhibits shall be prepared by the Governing Board or the hearing officer.

K. The teacher who is the subject of the hearing may not request that the testimony be transcribed unless the teacher agrees in writing to pay the actual cost of the transcription.

L. Within ten (10) days after a hearing conducted by the Governing Board the Board shall:

1. determine whether there existed good and just cause for the notice of dismissal or suspension, and
2. affirm or withdraw the notice of dismissal or suspension.

M. Within ten (10) days after a hearing conducted by a hearing officer, the hearing officer shall:

deliver a written recommendation to the Governing Board that includes findings of fact and conclusions.

N. Parties to the hearing have the right to object to the findings of the hearing officer and present oral and written arguments to the Governing Board.

O. The Governing Board has an additional ten (10) days to determine whether good and just cause existed for the notice of dismissal or suspension and shall render its decision accordingly, either affirming or withdrawing the notice of suspension or dismissal.

Good and just cause does not include religious or political beliefs or affiliations unless they are in violation of the oath of the teacher.

### **Additional Provisions and Conditions**

During the pendency of a hearing, neither the certificated staff member nor the supervising administrator shall contact the Superintendent or a Board member to discuss the merits of the supervising administrator's recommendation or charges and proposed discipline except as provided by this policy. No attempt shall be made during such period to discuss the merits of the charges with the person designated to act as hearing officer.

The Governing Board shall keep confidential the name of a student involved in a hearing for dismissal, discipline, or action on a teacher's certificate, with exceptions as noted in A.R.S. [15-551](#).

### **State Board of Education**

The highest ranking official of a school or school district (that employs the person or to whom the person has applied for employment) may request from the State Board of Education information relating to allegations that a certificated or noncertificated person engaged in conduct that, if true, constitutes grounds for disciplinary action if the certificated or noncertificated person resigned or otherwise separated from employment with a school before the State Board of Education either investigates the allegations or determines whether to take disciplinary action against the person.

The State Board of Education, after verifying the official's identity, shall provide the requested information, if available, to the official or designee. If providing the requested information might impede the State Board of Education's investigation of the allegations, the State Board of Education may deny the official's request or provide the information to the official or administrator after the State Board of Education completes the investigation.

*Amendments.* The District reserves the right to amend this policy in any way at any time. Any amendment shall have prospective application only.

*Severability.* If any provision of this policy is held to be invalid for any reason, such action shall not invalidate the remainder of this policy. If any provision of this policy conflicts with any provisions in any other policies adopted by the District, the provisions<sup>58</sup> of this policy shall prevail.

## Teachers Working Under a Short-Term Certification

A teacher who holds a teaching intern certificate, an emergency teaching certificate or another type of nonstandard certificate, that is valid for one (1) year or less, may be dismissed by the Board effective ten (10) days after delivery of the notice of dismissal to the teacher without complying with the requirements ~~of~~ ~~A~~of A.R.S. conditions found in [15-537](#), [15-538](#), or [15-541](#). Notice of the Board's authority to dismiss pursuant to this shall be included in each teacher's contract.

Adopted: ~~September 12, 2017~~<-- z2AdoptionDate -->

### LEGAL REF.:

A.R.S.

[13-2911](#)

[15-153](#)

[15-203](#)

[15-341](#)

[15-342](#)

[15-350](#)

[15-503](#)

[15-507](#)

[15-508](#)

[15-514](#)

[15-536](#)

[15-538](#)

[15-538.01](#)

[15-538.02](#)

[15-539](#)

[15-540](#)

[15-541](#)

[15-542](#)

[15-543](#)

[15-549](#)

[15-551](#)

[41-770](#)

### CROSS REF.:

[DKA](#) - Payroll Procedures/Schedules

[GCJ](#) - Professional Staff Noncontinuing and Continuing Status

[GCO](#) - Evaluation of Professional Staff Members

JLC ©  
STUDENT HEALTH ~~SERVICES~~ SERVICES  
AND REQUIREMENTS

The Superintendent shall establish procedures for the student health services program in the District. Such procedures will provide for:

- ~~Administration~~ A. Administration of patent or proprietary medications (over-the-counter [OTC] medications) in compliance ~~with Arizona~~ with Arizona Revised Statutes and District policies.
- ~~Administration~~ B. Administration of prescription medications in compliance with Arizona Revised Statutes and District policies.
- ~~Administration~~ C. Administration of immunizations in conjunction with the County Health Department and in compliance ~~with Arizona~~ with Arizona Revised Statutes.
- ~~Providing~~ D. Providing preventive health information.
- ~~The~~ E. The treatment of school-related injuries/illnesses, and recommendation for follow-up care.
- ~~Screening~~ F. Screening clinics for selected physical impairments.

~~Adopted: -date of Manual adoption~~

. On request by a student's parent or guardian, each school district or charter school shall provide health care credentials of each individual who provides routine health care to students in the school's health office.

. On request by a student's parent or guardian, each school district or charter school shall provide information describing the types of emergency response training, including cardiopulmonary resuscitation training, that the school district or charter school requires school employees to complete.

. A school district or charter school is not required to release the personally identifiable information of a school employee or an individual who provides routine health care services to students, including the employee's or individual's address, salary, social security number or telephone number.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:-

A.R.S.-

15-160.03

15-344

**JLCD ©**  
**MEDICINES / ADMINISTERING**  
**MEDICINES TO STUDENTS**

**Staff Administration of Medication  
to Students – In General**

When it is necessary for a student to take medicine during school hours, the District will cooperate with the health care practitioner and the parents if the following requirements are met:

- A. There must be a written order from the prescribing health care practitioner stating the name of the medicine, the dosage, and the time it is to be given.
- B. There must be written permission from the parent, or written authorization from the student if eighteen (18) years old, to allow the school or the student to administer the medicine. See JLCD-EA.
- C. The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

**Self – Administration of Medication by  
Students – Limited Circumstances**

Students are entitled to possess and self-administer medications under the following limited circumstances:

- A. **Emergency Epinephrine** – Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including ~~auto-injectable~~ epinephrine [delivery systems](#) provided the ~~pupil~~[student](#)'s name is on the prescription label, on the medication container or device and annual written documentation from the ~~pupil~~[student](#)'s parent or guardian is provided that authorizes possession and self-administration. The student shall notify the school office secretary as soon as practicable following the use of the medication;
- B. **Handheld Inhalers** – Students may possess and self-administer prescription medication for breathing disorders in handheld inhaler devices if prescribed by a health care professional. The student's name must be on the prescription label, on the medication container, or on the handheld inhaler device and annual written documentation from the student's parent must be provided to the school health office that authorizes possession and self-administration.
- C. **Diabetes Management** – Students with diabetes who have a diabetes medical management plan provided by the student's parent, signed by a licensed health professional or nurse practitioner as specified by A.R.S. [15-344.01](#), may carry appropriate medications and monitoring equipment and self-administer the medication. Specific requirements of this policy are listed in Regulation JLCD-R.

**Emergency Administration of Medicines  
by Trained Employees**

**~~Auto-Injectable~~ Epinephrine [Delivery Systems](#)**

If the Governing Board elects to stock ~~auto-injectable~~ epinephrine [delivery systems](#), the Governing Board directs the Superintendent to prescribe and enforce regulations and procedures for the emergency administration of ~~auto-injectable~~ epinephrine [delivery systems](#) by a trained employee of the School District pursuant to ~~section~~ A.R.S. [15-157](#) and A.A.C. [R7-2-809](#).

If ~~auto-injectable~~-epinephrine [delivery systems](#) is in stock, the Superintendent shall designate at least two (2) school personnel for each school site who shall be required to receive annual training in the proper administration of ~~auto-injectable~~-epinephrine [delivery systems](#) pursuant to A.A.C. [R7-2-809](#). The Superintendent shall maintain and make available upon request a list of those school personnel authorized and trained to administer ~~auto-injectable~~-epinephrine [delivery systems](#).

### **Inhalers**

A trained school employee, or trained nurse under contract, may administer, or assist in the administration of, an inhaler to a ~~pupil~~-[student](#) or an adult whom the individual believes in good faith to be exhibiting symptoms of respiratory distress while at school or a school-sponsored activity.

### **Naloxone Hydrochloride (NARCAN)**

The Governing Board directs the Superintendent to prescribe and enforce regulations and procedures for the emergency administration of naloxone hydrochloride or any other opioid antagonist approved by the United States Food and Drug Administration by an employee of a school district pursuant to ~~Section~~ [A.R.S. 36-2267](#).

### **Seizure Management Plans**

The Superintendent shall create procedures to administer seizure management plans for students diagnosed with a seizure disorder. The procedures shall comply with A.R.S. [15-160.02](#). The District shall:

- A. Verify and accept student seizure management plans developed by student's parents and physicians or nurse practitioners.
- B. Assign a nurse, employed or under contract, to review the plan. If no nurse is available, the Superintendent shall designate an employee to be responsible for reviewing seizure management and treatment plans.
- C. Confirm that ~~nurses, and~~ [nurses and](#) non-nurse staff required by statute, are trained as according to law.
- D. Require at least one (1) school official, in addition to the nurse, to meet the training requirements listed in [A.R.S. 15-160.02\(H\)](#).
- E. Seizure management plans shall be submitted to the school health office or District office for review; a template for health plans can be found in Exhibit JLCD-EB.

### **Required Trainings**

#### ***Training on Anaphylactic Shock***

If the Governing Board elects to stock ~~auto-injectable~~-epinephrine [delivery systems](#), the Superintendent shall require all school site personnel to receive an annual training on the recognition of anaphylactic shock symptoms and procedures to follow when anaphylactic shock occurs.

#### ***Training on Recognition of Symptoms of Respiratory Distress and Administration of Inhalers***

If the Governing Board elects to administer inhalers, the Superintendent must designate at least two (2) personnel at each school site who shall be trained in the recognition of respiratory distress symptoms, the procedures to follow when respiratory distress occurs, and the administration of inhalers, as directed on the prescription protocol, [A.A.C. R7-2-810](#). The Superintendent must maintain and make available upon request a list of school personnel authorized to administer inhalers. The Superintendent will review and implement all the regulatory items listed in [A.A.C. R7-2-810](#), if applicable, as set forth in Regulation JLCD-R.

### *Training on Seizure Management Plans*

The Superintendent will require that nurses, non-nurse staff listed in A.R.S. [15-160.02](#), and at least one (1) additional employee, be trained in the awareness of seizure disorders and/or the ability to administer or assist with the self-administration, where applicable, as implemented by the State Board of Education. Specific training requirements listed in JLCD-R.

### ***Termination of Medication Administration Policy***

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population.

Adopted: <-- z2AdoptionDate -->

#### LEGAL REF.:

A.R.S.

[15-157](#)

[15-158](#)

[15-160.02](#)

[15-203](#)

[15-341](#)

[15-344](#)

[15-344.01](#)

[32-1601](#)

[32-1901](#)

A.A.C.

[R7-2-809](#)

[R7-2-810](#)

[R7-2-811](#)

**JLF ©  
REPORTING CHILD ABUSE /  
CHILD PROTECTION**

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),

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.

### [Department of Child Safety Caseworker Visits](#)

[When a Department of Child Safety caseworker visits a child at the child's school for the purpose of an interview, the caseworker shall present the caseworker's department of child safety identification. The caseworker may be asked to show the caseworker's valid driver license or valid nonoperating identification license. The school may not keep a digital or physical record of](#)

the caseworker's personal identifying information. The school may keep a digital or physical record of the caseworker's Department of Child Safety identification.

If a caseworker declines or is unable to provide one of these forms of identification, the caseworker shall provide the child's school with the contact information for the department office where the caseworker is employed. The school shall contact the department office and verify the caseworker's identification and employment.

### **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 1 misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a Class 6 felony.

Any certificated person or Governing Board 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 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:

LEGAL REF.:

A.R.S.

[1-215](#)

[8-201](#)

[8-530.08](#)

[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](#)

[15-160.03](#)

[15-514](#)

[46-451](#)

[46-454](#)

CROSS REF.:

[GBEB](#) - Staff Conduct

[GBEBB](#) - Staff Conduct With Students

[JKA](#) - Corporal Punishment

**GDFA ©  
SUPPORT STAFF  
QUALIFICATIONS AND  
REQUIREMENTS  
(Fingerprinting Requirements)**

All newly hired noncertificated District personnel - and personnel who are not paid employees of the District and who are not either the parents or the guardians of students who attend school in the District but who are required or allowed to provide services directly to students without the supervision of a certificated employee - shall be fingerprinted as a condition of employment, except for the following:

- A. Personnel who are required as a condition of licensing to be fingerprinted if the license is required for employment.
- B. Personnel who were previously employed by the District and who reestablished employment with the District within one (1) year after the date that the employee terminated employment with the District.

The School District may require noncertificated personnel and personnel who are not paid employees of the School District and who are not either the parent or the guardian of a pupil who attends school in the School District but who are required or allowed to provide services directly to pupils without the supervision of a certificated employee to obtain a fingerprint clearance card as a condition of employment.

For the purposes of this policy, *supervision* means under the direction of and, except for brief periods of time during a school day or a school activity, within sight of a certificated employee when providing direct services to students.

If the School District does not require a fingerprint clearance card as a condition of employment, noncertificated personnel and personnel who are not paid employees of the School District and who are not either the parent or the guardian of a pupil who attends school in the School District but who are required or allowed to provide services directly to pupils without the supervision of a certificated employee may apply for a fingerprint clearance card. A school district may release the results of a background check or communicate whether the person has been issued or denied a fingerprint clearance card to another school district for employment purposes.

The District may fingerprint or require any other employee of the District to obtain a fingerprint clearance card, whether paid or not, or any other applicant for employment with the School District not otherwise required by law. The District may not charge the costs of the fingerprint check or fingerprint clearance card to the fingerprinted applicant or nonpaid employee.

The candidate's fingerprints shall be submitted, along with the form prescribed

in G DFA-E, within twenty (20) days after being selected. The form shall be considered a part of the application for employment. The District may terminate an employee if the information on the affidavit required by A.R.S. [15-512](#) is inconsistent with information received from the fingerprint check or the information received in connection with a fingerprint clearance card application.

~~**School Bus Drivers** — An applicant shall submit an Identity Verified Fingerprint Card as described in A.R.S. [15-106](#) that the Department of Public Safety shall use to process the fingerprint clearance card as outlined in A.R.S. [15-106](#). A person who is issued a school bus driver certificate shall maintain a valid Identity Verified Fingerprint Clearance Card for the duration of any school bus driver certification period.~~

The District will assume the cost of fingerprint checks or fingerprint clearance card applications but will assess the employee for charges incurred. Personnel who are not paid employees will not be charged for fingerprint costs.

Individuals shall certify on the prescribed notarized forms whether they are awaiting trial on or have ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the following criminal offenses in Arizona or similar offenses in any other jurisdiction, including a charge or conviction that has been vacated, set aside or expunged:

- A. Sexual abuse of a minor.
- B. Incest.
- C. First- or second-degree murder.
- D. Kidnapping.
- E. Arson.
- F. Sexual assault.
- G. Sexual exploitation of a minor.
- H. Felony offenses involving contributing to the delinquency of a minor.
- I. Commercial sexual exploitation of a minor.
- J. Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs.
- K. Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs.

- L. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.
- M. Burglary in the first degree.
- N. Burglary in the second or third degree.
- O. Aggravated or armed robbery.
- P. Robbery.
- Q. A dangerous crime against children as defined in A.R.S. [13-705](#).
- R. Child abuse.
- S. Sexual conduct with a minor.
- T. Molestation of a child.
- U. Manslaughter.
- V. Aggravated assault.
- W. Assault.
- X. Exploitation of minors involving drug offenses.
- Y. Sexual abuse under A.R.S. [13-1404](#) or sexual assault under [13-1406](#) in which the victim was a minor.
- Z. An act committed in another state or territory that if committed in this state would have been subject to disclosure under Q and Y above.
- AA. Any crime that requires the person to register as a sex offender pursuant to A.R.S. [13-3821](#).
- AB. A preparatory offense as prescribed in A.R.S. [13-1001](#) of any offense that is subject to disclosure under Q, S, Y, Z, or AA above.

A person who makes a false statement, representation, or certification in any application for employment with the School District is guilty of a class 3 misdemeanor.

The District may refuse to hire or may review or terminate personnel who have been convicted of or admitted committing any of the criminal offenses above or a similar offense in another jurisdiction. In conducting a review, the Governing Board shall utilize the guidelines, including the list of offenses that are not subject to review, as prescribed by the State Board of Education pursuant to A.R.S. [15-534](#). In considering whether to hire or terminate the employment of a person, the Governing Board shall take into account the

factors listed in A.R.S. [15-512](#).

When considering termination of an employee pursuant to A.R.S. [15-512](#), a hearing shall be held to determine whether a person already employed shall be terminated.

### **Identity Verified Prints (IVP) Fingerprint Clearance Card Requirements**

Persons who are required to have an IVP Fingerprint Clearance Card include:

A. An applicant who applies for a new teaching certificate in order to teach in a school district,

B. A participant in field experience or student teaching in this state,

C. An applicant who applies for a renewal of an existing teaching certificate in order to continue teaching in a school district,

D. An applicant who is required for the first time to be fingerprinted in order to teach in a charter school and an applicant who is required to renew fingerprints in order to continue teaching in a charter school pursuant to A.R.S. 15-183,

E. An applicant who is required to be fingerprinted pursuant to A.R.S. 15-512 and

. Any person who is contracted by this state, by a school district or by a charter school to provide tutoring services.

### **Exceptions:**

A. A person who participates in a teacher preparation program that is approved by the state board of education and who does not participate in field experience or student teaching in this state shall not be required to obtain a fingerprint clearance card pursuant to A.R.S. 15-106.

B. A person who has a set of identity verified fingerprints on file with the department of public safety pursuant to A.R.S. 15-106 shall not be required to submit a new set of fingerprints to the department of public safety to renew the person's fingerprint clearance card.

### **Required Employment Process**

The Superintendent shall develop and implement procedures that include the following in the employment process:

A. Provide for fingerprinting of employees covered under this policy and A.R.S. [15-512](#).

B. Provide for fingerprint checks pursuant to A.R.S. [41-1750](#).

C. Provide for properly assessing employees for fingerprint checks and depositing said funds with the county treasurer.

Adopted: \_\_\_\_\_ ~~November 12, 2024~~

LEGAL REF.:

A.R.S.

[13-705](#)

[15-106](#)

[15-509](#)

[15-512](#)

[15-534](#)

[23-1361](#)

[41-1750](#)

CROSS REF.:

[EEAEA](#) - Bus Driver Requirements, Training, and Responsibilities

[GDF](#) - Support Staff Hiring

[GDG](#) - Part-Time and Substitute Support Staff Employment

[JLIA](#) - Supervision of Students

**IKF ©  
GRADUATION REQUIREMENTS**

**Regular Education**

A minimum number of units of credit are required for graduation by the Arizona State Board of Education. Listed below are the units that must be completed before a student may receive a high school diploma.

Graduation requirements may be met as follows:

- A. By successful completion of subject area course requirements.
- B. By mastery of the standards adopted by the State Board of Education and other competency requirements for the subject as determined by the Governing Board in accord with A.A.C. [R7-2-302](#) and rules established by the Superintendent.
- C. By earning credits through correspondence courses (limited to one [1] in each of the four [4] major subject areas) and/or by passing appropriate courses at the college or university level if the courses are determined to meet standards and criteria established by the Board and in accord with A.R.S. [15-701.01](#).
- D. By the transfer of credits as described in Policy JFABC.
- E. An out-of-state transfer student is not required to pass the competency test to graduate if the student has successfully passed a statewide assessment test on state adopted standards that are substantially equivalent to the State Board Adopted Academic Standards.

Graduation requirements as determined by the Arizona State Board of Education ([A.A.C. R7-2-302 03](#)) and the District Governing Board are as follows:

English	4.0 units
Math	4.0 units*
Science	3.0 units**
Social Studies	3.5 units***
American Government and Arizona Government	1.0 unit
American History - including Arizona History	1.0 unit
World History and Geography – including 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).	1.0 unit
Economics	0.5 unit****
Fine Arts or Career, Technical and Vocational Education	1.0 unit

World Language	1.0 unit
Health	0.5 unit
Electives	<u>5.0 units</u>
Total	22.0 units

\* In lieu of one (1) credit of Algebra II or its equivalent course content a student may request a personal curriculum in mathematics following [A.A.C. R7-2-302.03](#).

\* Math courses shall consist of Algebra I, Geometry, Algebra II, (or its equivalent) and an additional course with significant math content as determined by the Governing Board (Governing Body).

Pursuant to A.R.S. [§-15-710](#), a total of one (1) year instruction in state and federal constitutions, American institutions and ideals and in the history of Arizona, including the history of Native Americans in Arizona is required during grades nine (9) through twelve (12).

Pursuant to the prescribed graduation requirements adopted by the State Board of Education, the Governing Board may approve a rigorous computer science course that would fulfill a mathematics course required for graduation from high school. The Governing Board may only approve a rigorous computer science course if the rigorous computer science course includes significant mathematics content and the Governing Board determines the high school where the rigorous computer science course is offered has sufficient capacity, infrastructure and qualified staff, including competent teachers of computer science.

\*\* Three (3) credits of science in preparation for proficiency at the high school level on a state required test.

\*\*\* Through the graduating class of 2025, the competency requirements for social studies shall include a requirement that, in order to graduate from high school or obtain a high school equivalency diploma, a [pupilstudent](#) must correctly answer at least sixty (60) of the one hundred (100) questions listed on a test that is identical to the civics portion of the naturalization test used by the United States Citizenship And Immigration Services.

Beginning with the graduating class of 2026, the competency requirements for social studies shall include a requirement that, in order to graduate from high school or obtain a high school equivalency diploma, a [pupilstudent](#) must correctly answer at least seventy (70) of the one hundred (100) questions listed on a test that is identical to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services. The District school shall document on the [pupilstudent](#)'s transcript only a pass or fail designation that the [pupilstudent](#) has passed or failed the test.

A [pupilstudent](#) in grade seven (7) or eight (8) may take the test described in this paragraph, and if the [pupilstudent](#) correctly answers at least seventy (70) of the one hundred (100) questions on the test:

- a) The district school or charter school shall document on the [pupilstudent](#)'s transcript only a pass or fail designation that the [pupilstudent](#) has passed or failed the test required by this paragraph.
- b) The [pupilstudent](#) is not required to take the test required by this paragraph again in high school.

\*\*\*\* The State Board requirement for economics is at least one-half (.5) of a course credit, which shall include financial literacy and personal financial management.

The Governing Board may determine the method and manner in which to administer a test that is identical to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services. A ~~pupil~~-student who does not obtain a passing score on the test that is identical to the civics portion of the naturalization test may retake the test until the ~~pupil~~ student obtains a passing score.

Each school district and charter school shall report to the department of education all of the following aggregate data, organized by grade level, relating to the test that is identical to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services required by subsection A, paragraph 3 of [§A.R.S. 15-701.01](#):

1. The median score.
2. The percentage of ~~pupils~~students who passed by correctly answering the minimum number of questions required to pass the test pursuant to subsection A, paragraph 3 of [§A.R.S. 15-701.01](#).
3. The percentage of ~~pupils~~students who failed by correctly answering fewer than the minimum number of questions required to pass the test pursuant to subsection A, paragraph 3 of [§A.R.S. 15-701.01](#).
4. Any other data required by the department relating to the test.

A school district or charter school may not include the personally identifiable information of any ~~pupil~~student in the data reported to the department of education under subsection L of [§A.R.S. 15-701.01](#).

### Assessments

If a high school student who is enrolled in a school district or charter school participates in a nationally recognized assessment that is both adopted by the State Board of Education and administered by a person other than the school district or charter school, the student or student's parent or guardian may submit the student's official score report for the assessment to the school district or charter school. On receiving an official score report, the school district or charter school shall do all of the following:

1. record the score in the student's file.
2. report the score to the State Board of Education and the Department of Education.
3. If the student or student's parent or guardian submits an official score report to the school district or charter school before the date on which the school administers the tests, allow the student to opt out of participation in the assessment that is administered by the school district or charter school. If a student opts out of an assessment, the school district or charter school shall use the data from the student's official score report for the student's achievement test data. "Nationally recognized" has the same meaning as provided in A.R.S. 15-741.02.

A school district or charter school is not required to allow a student to opt out of the collection of non-test indicator data or other information that is collected about students who participate in the assessment that is administered by the school district or charter school.

## Written Assessment

A school district or charter school may administer the statewide assessment in the form of a written test if any of the following applies:

1. a written test is required pursuant to an individualized education program or a section 504 plan.
2. to accommodate special circumstances.
3. for religious purposes.
4. on request by a student's parent or guardian.

## **Special Education**

Listed above, under "Regular Education," are the requirements that must be completed before a student may receive a high school diploma. Completion of graduation requirements for special education students who do not meet the required units of credit shall be determined on a case-by-case basis in accordance with the special education course of study and the individualized education program of the student. Graduation requirements established by the Governing Board may be met by a student as defined in A.R.S. [15-701.01](#) and A.A.C. [R7-2-302](#).

**Pupils/Students** who receive special education shall not be required to achieve passing scores on the test that is identical to the civics portion of the naturalization test under ~~section~~ [A.R.S. 15-701.01](#) in order to graduate from high school unless the **pupil/student** is learning at a level appropriate for the **pupil/student**'s grade level in a specific academic area and unless a passing score on the test that is identical to the civics portion of the naturalization test under [section 15-701.01](#) is specifically required in a specific academic area by the **pupil/student**'s individualized education program as mutually agreed on by the **pupil/student**'s parents and the **pupil/student**'s individualized education program team or the **pupil/student**, if the **pupil/student** is at least eighteen (18) years of age.

**Competency requirements.** Any student who is placed in special education classes, grades nine (9) through twelve (12), is eligible to receive a high school diploma without meeting state competency requirements.

**State Seal of Biliteracy.** The School District may voluntarily participate in the state seal of biliteracy program by notifying the Superintendent of Public Instruction of such intention. Schools will then identify the students who have met the requirements to be awarded the state seal of biliteracy, which shall be affixed to the diploma and noted on the transcript of each student who has met the requirements.

**CPR Instruction and Training.** School districts and charter schools shall provide public school **pupils/students** with one (1) or more training sessions in cardiopulmonary resuscitation, through the use of psychomotor skills in an age-appropriate manner, during high school.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-203](#)

[15-341](#)

[15-701.01](#)

[15-710](#)

[15-741](#)

[15-763](#)

A.A.C.

[R7-2-302](#)

[R7-2-302.03](#)

CROSS REF.:

[IGD](#) - Curriculum Adoption

[IGE](#) - Curriculum Guides and Course Outlines

[IHAMC](#) - Instruction and Training in Cardiopulmonary Resuscitation

[IHAMD](#) - Instruction and Training in Suicide Prevention

[IIE](#) - Student Schedules and Course Loads

[IKA](#) - Grading/Assessment Systems

[JFABC](#) - Admission of Transfer Students

FLOWING WELLS SCHOOL DISTRICT  
Board Agenda Item

G-1  
Agenda Item Number

September 23, 2025  
Board Meeting Date

Item: Information and Discussion regarding Accrued Leave Pool Program

Submitted By: Dr. Kevin Stoltzfus/Dr. Tamára McAllister Date: September 17, 2025

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

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District administration provides information for review and discussion by the Board regarding the new Accrued Leave Pool program. Open enrollment for the first year of the program closed at the end of August. A total of 396 employees opted in, with a total of 619 days accumulated in the pool. Dr. Tamára McAllister, who chairs the Oversight Committee, will share additional data and insights gained to date.

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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  
Board Agenda Item**

G-2  
Agenda Item Number

September 23, 2025  
Board Meeting Date

Item: Discussion and Possible Action regarding Changes to the Bylaws of the Arizona School Boards Association (ASBA)

Submitted By: Dr. Kevin Stoltzfus Date: September 17, 2025

Will Be Presented By: Dr. Kevin Stoltzfus

District administration presents for discussion and possible action information about changes to ASBA's bylaws. The ASBA Governance Committee, with approval by the ASBA Board of Directors, has proposed these changes to the bylaws to enhance governance practices within ASBA. The draft bylaws are attached, with red strike-through text indicating deletions and blue text indicating additions. The changes generally are designed to improve clarity and consistency. Additional substantive changes focus on eligibility for office, meeting protocols, representation, executive oversight, committees and leadership, emergency and vacancy procedures, voting and quorum, and caucus alignment. After discussion, the Board may consider and take action to approve the changes as follows: a Board Member makes a motion to approve the changes to the bylaws; another Board Member seconds this motion; all Board Members vote. If a majority votes in favor, Paula Alden will submit the Board's "Yes" vote in ASBA's online portal. If a majority opposes the changes, Paula Alden will submit the Board's "No" vote in ASBA's online portal.

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**  
**District Administration Center**

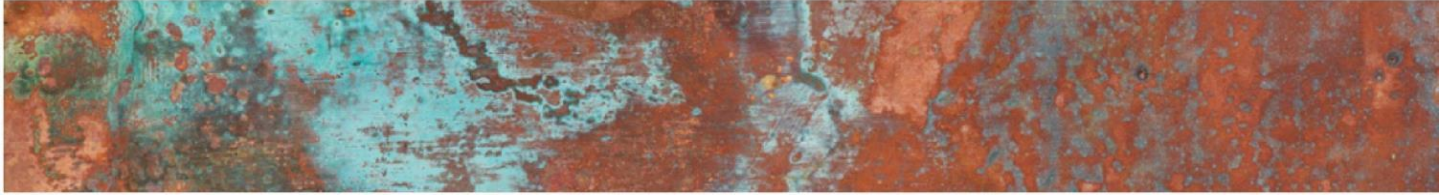
**MEMORANDUM**

**TO:** Governing Board Members  
**FROM:** Dr. Kevin Stoltzfus, Superintendent  
**RE:** Updates to ASBA Bylaws  
**DATE:** September 23, 2025

District administration presents for discussion and possible action information about changes to ASBA's bylaws. The ASBA Governance Committee, with approval by the ASBA Board of Directors, has proposed these changes to the bylaws to enhance governance practices within ASBA. The draft bylaws are attached, with red strike-through text indicating deletions and blue text indicating additions. The changes generally are designed to improve clarity and consistency. Additional substantive changes focus on eligibility for office, meeting protocols, representation, executive oversight, committees and leadership, emergency and vacancy procedures, voting and quorum, and caucus alignment. After discussion, the Board may consider and take action to approve the changes as follows: a Board Member makes a motion to approve the changes to the bylaws; another Board Member seconds this motion; all Board Members vote. If a majority votes in favor, Paula Alden will submit the Board's "Yes" vote in ASBA's online portal. If a majority opposes the changes, Paula Alden will submit the Board's "No" vote in ASBA's online portal.

A brief summary of the areas of revision is provided below. Please see the attached draft document for full text with color-coded revisions.

- Eligibility for Office – Clarifying who may and may not hold elected office within ASBA.
- Meeting Protocols – Defining who may address the body with permission of the chair.
- Representation – Updating rules for additional county co-directors based on census data and clarifying appointments for national organizations.
- Executive Oversight – Requiring full board ratification of the Executive Director’s contract within a set timeframe.
- Committees & Leadership – Defining standing committees, chairs, duties and appointment authority.
- Emergency & Vacancy Procedures – Outlining actions during emergencies and procedures for vacancies and removals.
- Voting & Quorum – Authorizing electronic voting, increasing the number of member districts required for quorum and establishing timeframes for board actions.
- Caucus Alignment – Requiring caucus bylaws to align with ASBA bylaws.



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EDUCATE. ADVOCATE. ELEVATE.

# ASBA Bylaws



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## Introduction

ASBA is a membership driven organization as described in these Bylaws. As a Private Nonprofit, ASBA is committed to compliance with the Articles of Incorporation, these Bylaws, and the Internal Policy Manual, in all aspects of our work. A review and understanding of these Bylaws facilitate smooth interaction between and among members. Your membership and participation are appreciated.

# **BYLAWS ARIZONA SCHOOL BOARDS ASSOCIATION, INC.**

## ***Article I - Name of the Association***

The Association shall be called the ARIZONA SCHOOL BOARDS ASSOCIATION, INC.

## ***Article II - Purpose of the Association***

The Purpose of the Association shall be:

*Section 1.* To promote the general advancement of public education in the State of Arizona and the United States of America and its Territories.

*Section 2.* To promote lay control of public education.

*Section 3.* To coordinate educational policies and procedures and promote uniform application of school laws of the state.

*Section 4.* To coordinate the activities and interest of school boards and accommodation schools within the State of Arizona.

*Section 5.* To present reports, recommendations and information concerning education to the Legislature, State Board of Education, and other governmental officials and agencies.

*Section 6.* To provide leadership to the local school boards.

- (a) By exchanging information and ideas pertaining to all aspects of education.
- (b) By encouraging effective communication with students, parents, community, school personnel, legislators and appropriate agencies.
- (c) By encouraging the most desirable and effective communication between school boards and school personnel, the legislature, and the general public.

*Section 7.* To cooperate with other organizations for the benefit of the children in the public schools of the state and nation.

### **Article III - Policies of the Association**

The adoption of the beliefs of the Arizona School Boards Association, changes thereto, or additions thereto, shall require a majority vote in favor of such adoption by the delegates of member boards. Changes to bylaws and core beliefs may occur by an electronic vote of the membership using a procedure adopted by the Board of Directors.

### **Article IV - Membership**

#### **Section 1. Classes of Membership**

(a) **Active Member -**

Any governing board of a school district of the State of Arizona is eligible to be an active member of the Association, and membership shall be classified under the name of the district thus represented **may hold elected offices within the organization.**

(b) **Honorary Member-**

Each past president of the Association, **subject to remaining in good standing,** shall automatically become ~~and remain~~ an honorary life member. The Board of Directors of the Association may elect **or remove** ~~additional~~ honorary life members.

(c) **Associate Member-**

Accommodation schools within the state of Arizona; the Arizona State School for the Deaf and the Blind; the State Juvenile Education System Board; agency school boards, or local school boards, as established by the Bureau of Indian Affairs of the United States Department of the Interior; tribal school boards, charter school governing bodies; and accredited community colleges shall be eligible for Associate Membership. Any former member of a public school governing board shall be eligible for Associate Membership upon written application to the executive director and upon the payment of dues as established by the Association. Membership privileges of the Associate Members shall be determined by the Board of Directors. **May not hold elected offices within the organization.**

(d) **Organization Affiliate -**

Any commercial or professional service firm that wishes to participate in the programs and activities of the Association shall be eligible for Organization Affiliate Membership upon written application to the executive director and approval by the Board of Directors. **May not hold elected offices within the organization.**

#### **Section 2. Voting Powers of the Membership**

(a) **Active Members -**

A governing board that is an active member of the Association shall be deemed present at a membership meeting if one or more members of such governing boards are in attendance. On each matter presented to the membership for vote, each governing board that is an active member shall be entitled to one vote, provided such governing board has paid dues as established and assessed in section 3(a) hereafter. The right to the floor for the purpose of discussion shall,

however, be open to any and all members of a governing board who is an active member.

- (b) **Honorary Members** -  
Honorary members shall also have the right to the floor for **discussion purposes if permitted by the chair** ~~the purpose of discussion~~ but shall not be entitled to vote.
- (c) **Associate Members** -  
Associate members shall have the right to the floor for discussion purposes **if permitted by the chair** but shall not be entitled to vote.
- (d) **Organization Affiliate** -  
Organization affiliate members **shall not have the right to the floor for discussion purposes and** shall not be entitled to vote.

### **Section 3. Dues of the Membership**

- (a) **Active Members** -  
The dues of each active member shall be established by the Association at an annual membership meeting or as established by law.
- (b) **Honorary Members** -  
Honorary members shall not pay any dues.
- (c) **Associate Members** -  
The dues of associate members shall be as established by the ~~Association by an electronic vote of the membership using a procedure adopted by the~~ Board of Directors.
- (d) **Organization Affiliates Members** -  
The dues of organization affiliate members shall be as established ~~by the Association by an electronic vote of the membership using a procedure adopted by~~ the Board of Directors.

### **Section 4. Resignation**

Any member of any classification may submit a resignation in writing to the executive director and such resignation shall be effective ten (10) days after receipt.

### **Section 5. Suspension and Expulsion**

Failure to pay dues shall be grounds for suspension or expulsion from the Association. The Board of Directors may also terminate the membership of a member for actions of the member contrary to ASBA's bylaws, under procedures adopted by the Board of Directors. Suspension or expulsion shall automatically constitute a termination (in case of suspension, however, only for the period of suspension) of all member's rights and privileges in the Association.

## **Article V - Officers and Board of Directors and Executive Committee**

### **Section 1. Officers and Terms of Office**

- 1.1** The officers of the Association shall be president, president-elect, treasurer, secretary, and immediate past president, each of whom shall serve a term of one (1) year or until the selection and/or qualification of his/her successor.
- 1.2** Upon election as the *president-elect*, he/she shall accede automatically to the presidency at such time as he/she is duly qualified. No two offices may be held by the same person.

## **Section 2. Board of Directors**

**2.1** The governing body of the Association shall be a Board of Directors consisting of the officers, one representative from each of the counties of the state, except ~~Maricopa and Pima counties which are allotted two (2) representatives.~~ **counties with populations over 500 thousand shall be entitled to one (1) additional representative on the Board of Directors.**

**2.2** **When a county crosses the population threshold granting an additional director position, at the county meeting, districts will select co-directors who will alternate terms of office to offset the current representation for the county.**

**2.3** County representatives shall serve for a period of two (2) years with no member serving more than three (3) consecutive two (2) year terms. ~~However, at the first meeting of the Board of Directors after the adoption of the bylaws, county representatives shall determine by lot the one half of their number who will serve for one (1) year and the one half who will serve for two (2) years.~~

**2.4** Thereafter, members of the Board of Directors shall be elected by member boards of their counties at their annual County Workshop meetings.

**2.5** Ex-officio members of the Arizona School Boards Association Board of Directors shall be:

- (a) Any ~~person~~ **active school board member** residing in Arizona who is either an officer or director of ~~the any national association~~ during his/her term of office in the national body, and
- (b) Any member of an ASBA active member Governing Board serving as President of the Hispanic ~~Caucus~~ Native American **Indian** Caucus and Black Caucus during his/her term of office in such caucus or any successor caucus by another name.

## **Section 3. Qualifications**

Each officer and director, with the exception of the immediate past president, shall be a member of a governing board which is a member of the Association. No more than one (1) elected officer shall be elected from any ~~one~~ member board and no two (2) board of directors' positions may be held by the same person.

## **Section 4. Authority**

The Board of Directors shall manage the affairs of the Association and shall have the power to adopt such rules as are consistent with the bylaws.

## **Section 5. Nominations and Elections**

**5.1** A nominating committee shall be constituted and selected as follows: the immediate past president of the Association shall serve as chairman of the committee and the remaining members shall be appointed by the president in consultation with the directors from those counties in which a county representative to the Board of Directors is elected for a two-year term.

**5.2** No two (2) members of the nominating committee shall be from the same county, and no more than three (3) members, in addition to the past president, shall be members of the Board of Directors.

**5.3** The committee shall submit a slate of ~~candidates~~ **officers** consisting of one or more nominees for each office to the general membership at an annual membership meeting. Additional nominations may be made from the floor provided the consent of the nominee has been obtained.

**5.4** The election of officers of the Association shall take place at the annual membership meeting. ~~The election shall be by written ballot~~ When there is more than one nominee for any office, **an election will be held**, and only designated delegates shall be allowed to vote.

**5.5** The officers, county representatives, and ex-officio members of the Board of Directors shall take office at the close of the annual membership meeting.

**5.6** County representatives to the Board of Directors shall be nominated and elected by the official delegates of the governing boards of school districts at the county workshop of each county.

#### **Section 6. Selection of Executive Director**

**6.1** The Executive Director (**ED**) shall be appointed by the Board of Directors, with a contract not to exceed four (4) years.

**6.2** He/she shall receive such salary and expenses as the Board of Directors shall determine or as may be consistent with the laws of the State of Arizona providing, therefore.

**6.3** **The contract for the Executive Director shall be reviewed and ratified by the entire Board of Directors only after a thorough vetting process determined by the ASBA Board of Directors has been completed.**

#### **Section 7. Duties of Officers, Board of Directors and Executive Committee**

**7.1** The president shall:

(a) Have such power and duties as are usually exercised by such an officer.

(b) ~~He/she~~ Preside over meetings of the Association, the Board of Directors and of the Executive Committee.

(c) Unless otherwise provided for herein, he/she shall appoint all standing and special committees.

(d) ~~The president shall~~ Be an ex-officio member of all committees, except the nominating committee, with voting power.

**7.2** The president-elect shall:

(a) In the absence or disability of the president, shall have the authority and perform the duties of the president.

(b) **Serve as the Chair of the Legislative Committee.**

**7.3** The treasurer ~~and secretary~~ shall:

(a) ~~H~~Have such powers and duties as are usually exercised by such officers.

~~The treasurer shall collect dues and receipt therefor; shall receive and cause to be deposited all monies belonging to the Association, shall disburse the funds of the Association in accordance with the dictates of the Board.~~

(b) **Serve as the Chair of the Budget and Financial Oversight Committee.**

(c) ~~He/she shall~~ Report regularly to the board, **delegates, and membership** ~~prepare a budget report to be presented to delegates and membership~~ and shall perform such other duties as are delegated to him/her by the president or by the Board of Directors.

**7.4** The secretary shall:

(a) **Record and submit** ~~keep~~ the minutes of all ~~meetings of the Association, the Board, and the Executive Committee;~~ **shall Executive Session meetings of the Board of Directors.**

(b) ~~keep a membership roster up to date at all times; shall preserve the records and the files of the Association; shall give all notices required.~~ **Ensure minutes from all other Board of Director meetings are properly recorded and filed.**

**7.5.** The immediate past-president shall:

(a) **Serve as the chair of the Nominating Committee.**

(b) **Serve in other capacities as determined by the Board of Directors.**

#### **Section 8. Executive Committee**

The Executive Committee shall be composed of the officers of the Association.

Duties:

(a) The Executive Committee shall have the authority of the Board of Directors to act on

- any emergency when the president deems it impracticable to call a meeting of the entire board.
- (b) It may review plans and programs to be presented to the Board of Directors at their regular meetings.
  - (c) It shall have authority to give direction or delegate that such direction be given on legislative action to come before the State Legislature on which there is no formal Association position.
  - (d) All actions of the Executive Committee shall be subject to ratification by the Board of Directors.
  - (e) **Any action taken upon declaration of emergency shall be ratified by the Board of Directors within ten (10) business days.**

**Section 9. Vacancies and removal from office.**

- 9.1.** A vacancy in any **Executive Committee** office or on the Board of Directors occurring between annual membership meetings shall be filled by a vote of the Board of Directors **upon submission of a recommendation by the Executive Committee**. Such a person shall hold office until the next annual membership meeting of the Association.
- 9.2.** Any officer or director who *misses more than one meeting out of any four (4) consecutive meetings, unless he/she is excused* by the Board of Directors for a valid reason, may have his/her office vacated by action of the board.
- 9.3. Any officer or director may be removed by a two-thirds vote of the Board of Directors in consultation with the county's school board members for actions deemed contrary to the code of conduct in the ASBA's bylaws or conduct deemed detrimental to the Association, after a hearing and due process.**

**Article VI - Meetings and Voting**

**Section 1. Membership Meetings**

- 1.1** The Association shall hold an annual membership meeting and ~~in addition~~ an annual Delegate Assembly. ~~at a time and place designated by the preceding annual membership meeting, by a vote of the membership, or by subsequent determination by the Board of Directors.~~ Notice of the time and place shall be given by written notice to all members at least sixty (60) days but not more than ninety (90) days prior to the meeting.
- 1.2** Special meetings of the membership may be called at any time by the Board of Directors or by the president; ~~and-~~
- (a) the president shall call a special meeting **of the membership promptly within ten (10) business days** upon receipt by him/her of a petition ~~stating the purpose of the meeting~~ signed by no less than ~~ten (10)~~ **twenty (20)** active members **and stating the purpose of the meeting.**
  - (b) Notice of the time and place of a special meeting shall be given to members at least ~~fifteen (15)~~ **ten (10) business** days prior to the meeting date, and such notice shall specify the business to be transacted.
  - (c) The presence of representatives of no less than ~~twenty-five (25)~~ **fifty (50)** active members **in person or electronically** shall be necessary to constitute a quorum at any meeting of the membership.

**Section 2. Meetings of the Board of Directors and Executive Committee**

- 2.1** The Board of Directors shall meet at least once each quarter of each calendar year.
- 2.2 The president shall call a special meeting of the Board of Directors or Executive Committee upon receipt of a petition presented to ASBA staff stating the purpose of the meeting signed by no less than twenty (20) active member districts.**

- 2.3** Special meetings shall be ~~upon the call of the president, be and such meetings shall~~ called upon written request of five (5) members of the Board of Directors.
- 2.4. Special meetings may be called by the president of the Association provided a ten (10) business day notice is given.**
- 2.5** All members should be given notice of time and place of special meetings at least ~~five (5)~~ **ten (10)** days prior to the meeting date.
- 2.6** The Executive Committee shall meet from time to time as it deems necessary or upon call of the president.
- 2.7 Emergency meetings may be called to handle issues with no less than 48 hours notice.**
- (a) All actions approved in an emergency meeting must be ratified by the entire Board of Directors within ten (10) business days.**
  - (b) Emergency meetings may be called by the president or no less than five (5) members of the Board of Directors.**

### **Section 3. Annual Delegate Assembly**

- 3.1** The annual Delegate Assembly shall be held to establish the political agenda items which support the beliefs of the association in the legislative process and in the priorities of the Association. Action agenda items may be submitted to the annual Delegate Assembly of the Association by the action of member boards, the Board of Directors of this Association, or any committee appointed by it, and shall be transmitted to the executive director not later than sixty (60) days before the opening date of the annual Delegate Assembly. All action items so submitted shall be forwarded immediately to the legislative committee for consideration.
- 3.2** The legislative committee is charged with creating a draft political agenda and shall consider the district action agenda items submitted. The draft legislative agenda shall be sent to members at least twenty (20) days prior to the annual Delegate Assembly by the legislative committee.
- 3.3** Other action agenda items submitted to the chairman of the legislative committee during the annual Delegate Assembly and prior to the last business session shall be considered by the membership at said meeting, provided that such action agenda items are in proper written form and signed by registered delegates from at least ten (10) active members.
- 3.4** The ~~reporting member~~ **Chair or designee** of the legislative committee shall be authorized, on behalf of the committee, to move for floor action on action agenda items and beliefs.
- 3.5** All action agenda items reported out of the legislative committee shall be ~~distributed~~ **distributed** as soon as possible and made available to the delegates.
- 3.6** Action agenda items passed at the annual Delegate Assembly will constitute the Political Agenda and shall be considered the position of the Association until the next Delegate Assembly. The presence of representatives of no less than **20% of member districts or ~~twenty five (25) fifty (50)~~** active members shall be necessary to constitute a quorum at the Delegate Assembly, **whichever is fewer.**

## **Article VII - Committees & Caucuses**

### **Section 1. Standing Committees**

Standing Committees of the Association shall be ~~a~~ Nominating Committee and a Legislative Committee.

### **1.1. Nominating Committee**

(a) The nominating committee shall be so constituted and have such powers as previously provided herein.

(b) **The immediate past-president or designee shall serve as the chair of the committee.**

### **1.2. Legislative Committee**

(a) The legislative committee, consisting of as many members as deemed advisable by the president and the Board of Directors, shall meet upon the call of the president to consider legislative matters, and the effect thereof on governing boards.

(b) **The president-elect or designee shall serve as the chair of the committee.**

### **1.3. Budget and Financial Oversight Committee**

(a) **The Budget and Financial Oversight Committee shall be established as a standing committee and shall have such powers as deemed necessary to ensure the financial health of the Association.**

(b) **The treasurer or designee shall serve as the Chair of the committee.**

### **1.4. Governance Committee**

(a) **The Governance Committee shall be established as a standing committee and have responsibilities commensurate with the purpose of the committee.**

(b) **The Chair of the Governance Committee shall be appointed by the president.**

## **Section 2. Caucuses**

Caucuses shall exist to enhance the work of the association by addressing the unique needs of member districts. Caucuses of ASBA are considered to be affiliated with ASBA as a program provider with responsibility for the caucuses. Each caucus ~~shall is-expected to~~ adopt its own bylaws for operating, programming, and governing within the context of the relationship with ASBA described herein. **All caucus bylaws shall conform to applicable statutes, ASBA Bylaws, and ASBA Internal Policies.**

With the adoption of this section, the Black Caucus of ASBA and the Hispanic/Native American Indian Caucus of ASBA are hereby established.

Caucuses shall be added or eliminated to this provision through the amendment process described in article VIII of this document.

## **Article VIII - Amendment of Bylaws ~~and Core Beliefs~~**

**Section 1.** These Bylaws ~~or the Core Beliefs~~ may be amended or repealed, or new ones adopted as follows:

- (a) By a vote of two-thirds of the member boards using an electronic vote of the membership using a procedure adopted by the Board of Directors.
- (b) Amendments may be submitted by action of a member board, the Board of Directors of this Association, or any committee appointed by it, and shall be transmitted to the executive director not later than September 15. Such amendments shall be forwarded to the membership at least thirty (30) days prior to the opening of electronic voting as approved by the ASBA Board of Directors.

## **Article IX - Parliamentary Authority**

**Section 1.** The rules contained in the current edition of Robert's Rules of Order newly revised shall govern the proceedings of the ASBA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order that ASBA may adopt.

Adopted by the ASBA Delegate Assembly, April 6, 1974.

Amended:

September 12, 1975  
June 12, 1976  
December 8, 1976  
November 30, 1977  
November 29, 1978  
December 12, 1979  
December 2, 1981  
June 25, 1983  
December 5, 1985  
December 12, 1986  
December 13, 1990  
December 12, 1991  
December 15, 1994  
December 14, 1995  
December 12, 1996  
December 11, 1997  
December 10, 1998  
December 13, 2001  
December 16, 2004  
December 14, 2006  
December 11, 2008  
December 16, 2010  
December 15, 2011  
December 13, 2012  
December 11, 2014  
December 16, 2021