



## **Regular Board Meeting Agenda**

**Tuesday, August 11, 2020 | 6:00 PM | District Office Board Room, 8176 N. Westover, Joseph City, AZ 86032**

*Items on the regular meeting agenda may be discussed in executive session related to employment matters, for the purpose of obtaining legal advice thereon or other matters pursuant to A.R.S. 38-431.03(A). The Governing Board may change the order of agenda items, pursuant to Governing Board Policy BEDB.*

### **1. OPENING ITEMS**



# **PUBLIC NOTICE OF MEETING of the JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2 GOVERNING BOARD**

Pursuant to A.R.S. 38.431.02, notice is hereby given to the members of the Joseph City School District No. 2 Governing Board and to the general public that the Joseph City Schools, District No. 2 Governing Board will conduct a **Regular Board Meeting**.

**Date: Tuesday, August 11, 2020**

**Time: 6:00 PM**

**Place: District Office Board Room, 8176 N. Westover, Joseph City, AZ 86032**

Pursuant to A.R.S. 38.431.02(E) this meeting may be recessed and resumed with less than twenty-four hour notice provided that an announcement is made prior to recessing as to the time and place of the meeting resumption.

**Executive Session:** During Regular and Special Board Meetings, the Governing Board may vote to meet in Executive Session, which will not be open to the public, to discuss matters which are marked by an asterisk (\*) pursuant to A.R.S. 38-431.03, subsection A, Paragraph: 1) Employment Matters; 2) Confidential Records; 3) Legal Advice; 4) Contract Negotiations / Litigation / Settlement; 5) Instruction to Representatives Regarding Negotiations with Employee Organizations; 6) International/Interstate Negotiations; 7) Purchase, Sale or Lease of Land; and/or Student Hearing conducted in executive session pursuant to A.R.S. 15-843.

All meetings, with the exception of executive sessions, are open to the public and conducted in accordance with the State Open Meeting Law and Education Laws.

**Board meeting agendas are available on the District's website at [jcusd.org/board](http://jcusd.org/board). The agenda for the meeting will also be available 24 hours prior to the meeting and will be posted at the front entrance of the District Administration Office, 8176 N. Westover, Joseph City, AZ.**

*Live-streamed meetings may be viewed online by clicking the link on the school website at [jcusd.org/board](http://jcusd.org/board).*

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Invocation
- E. Adoption of Agenda
- F. Minutes of Regular Meeting - July 14, 2020
  - Minutes of the regular board meeting held on July 14, 2020



**Minutes of Regular Board Meeting of the Governing Board  
Joseph City Unified School District  
District Office Board Room | 8176 N. Westover | Joseph City, AZ 86032  
Tuesday, July 14, 2020**

**Members present**

Mr. Dayton Flake, Member  
Mr. Karsten Flake, President  
Mr. Eldon Larsen, Member  
Mr. Jeremy Miller, Clerk  
Mrs. Rhonda Roberson, Member

**Administrators present**

Mr. Bryan Fields, Superintendent  
Mr. Eric Miller, JH/HS Principal  
Mr. Daniel Hutchens, Elementary Principal  
Mr. Steven Mills, Business Manager (electronically)

**Others present**

Mr. Jason Gardner, Technology Supervisor  
3 Community Members  
21 viewers who connected to the livestream broadcast; 175 total views to date  
*The meeting was open to community members with seats available for three patrons and broadcast live via a clickable link on the District website to the District's YouTube channel.*

**1. PUBLIC HEARING**

A Public Hearing for the FY20-21 Proposed Budget for Joseph City Unified School District was called to order, the time being 6:01 pm. Members of the public were invited to comment on the Proposed Budget. There were no questions or comments from the audience.

**2. REGULAR MEETING**

**3. OPENING ITEMS**

**A. Call to Order**

Mr. K Flake called the meeting to order, the time being 6:05 p.m.

**B. Roll Call**

Mr. D Flake, Mr. K Flake, Mr. Larsen, Mr. Miller, Mrs. Roberson

**C. Pledge of Allegiance**

The Pledge of Allegiance was led by Kathy Mitchell.

**D. Invocation**

Mr. Larsen volunteered to offer the invocation.

**E. Adoption of Agenda**

Mr. Miller moved to adopt the July 14, 2020 agenda as presented, seconded by Mr. D Flake.

Final Resolution: Approved  
Yes: Mr. D Flake, Mr. K Flake, Mr. Larsen, Mr. Miller, Mrs. Roberson

**F. Minutes of Regular Meeting - June 9, 2020**

Approve minutes of the regular board meeting held on June 9, 2020  
Mr. Miller moved to approve the minutes of the June 9, 2020 meeting as presented, seconded by Mr. K Flake.

Final Resolution: Approved  
Yes: Mr. D Flake, Mr. K Flake, Mr. Miller, Mr. Larsen  
Abstained: Mrs. Roberson

**G. Reports**

**(i) Superintendent**

- School will begin August 10 online only. Regular in-school attendance will begin August 17 depending on health conditions and Governor’s executive orders.
- The schools will be helping those that do not have adequate internet access and/or equipment
- Reviewed ongoing facility projects
- Discussed sports program options

**(ii) Jr/Sr High School**

- Online learning planned for the first week of school, including pre-testing
- Discussed sports program options

**(iii) Elementary School**

- Discussed Google Classroom training
- Information regarding kindergarten. There will be no preschool the first semester for tuition students.

**(iv) Business and Fiscal Services**

- Reviewed estimated expenditures for school years 2020/2021

**(v) Technology**

- Discussed summer projects

**(vi) Maintenance**

- Summary of monthly projects

**4. CALL TO THE PUBLIC**

Mr. Robert Winner of Joseph City gave an update of transportation issues.

**5. EXECUTIVE SESSION**

None

**6. CONSENT AGENDA**

Mr. K Flake moved to approve the Consent Agenda as presented, seconded by Mr. Larsen.

Final Resolution: Approved  
Yes: Mr. D Flake, Mr. K Flake, Mr. Larsen, Mr. Miller, Mrs. Roberson

**A. Vouchers**

Action to ratify district vouchers for period 6/5/2020 through 7/9/2020.

**General and Special Funds:** #1 \$22,899.13; #1000 \$82,769.60; #28 \$65,189.31; #29 \$64,313.08; #30 \$61,147.17; #31 \$28,438.84; #1048 \$16,777.64; #1049 \$77,264.77; #1050 \$8,281.05

**Auxiliary Operations Funds:** #1062 \$299.25; #1066 \$839.39

**Student Activities Fund:** #1064 \$9,000.00

**B. Student Activities Fund Report**

Revenues, expenditures and charges in the Student Activities Fund Report; period of June 1, 2020 through June 30, 2020.

**C. Pima County Training Grant**

Accept training grant from Pima County

**D. Public Consulting Group, Inc. Participation Agreement**

Renewal of agreement to participate in Medicaid school-based claiming program

**E. Disposal of Surplus Property**

Approve the disposal of unused surplus furniture, equipment and other items in compliance with Arizona statutes and administrative code via our online auction web service.

**F. Arizona Food Bank Grant to JCUSD**

Accept donation of \$1,080 for extending student take-home meals to August 17th.

**7. PERSONNEL REQUESTS**

**A. Employee Assignments, Volunteers, Employee Resignations**

Mr. Larsen moved to approve personnel assignments and renewals, seconded by Mr. K Flake

Final Resolution: Approved

Yes: Mr. D Flake, Mr. K Flake, Mr. Larsen, Mr. Miller, Mrs. Roberson

ASSIGNMENTS & RENEWALS:

- Lisa Rice - Substitute (Clerical/Finance)
- Judy Young - Substitute (Custodial)
- Theresa Vanhemert - Substitute (Custodial)
- Charmayne Morris - Substitute (Custodial)
- Dana Johnstun - Substitute (Custodial/Asset Control)
- Terry Johnstun - Substitute (Custodial/Asset Control)
- Taylor Fields - Lifeguard
- Kristen Beatty - Elementary Music Coordinator
- Daniel Hutchens - Elementary Music Teacher

**B. Appointments**

Mr. K Flake moved to approve the appointments as presented, with the exception of Jenny Miller

Final Resolution: Approved

Yes: Mr. D Flake, Mr. K Flake, Mr. Larsen, Mr. Miller, Mrs. Roberson

- Jasmine Nells - Seasonal Worker (student)
- Lauren Farr - Seasonal Worker (student)
- Donna Ybarra - Instructional Aide II (Elementary)
- Rebecca Berge - Auditorium Worker (student)
- Julie Mills - 6th Grade Art teacher (1 class)
- Jennie Miller - Health Aide
- Neleigha Hutchens - Summer Reading Specialist/Tutor (student)
- Jasmine Nells - Summer Reading Specialist/Tutor (student)
- Taylor Fields - Summer Reading Specialist/Tutor (student)
- Brad Fischer - Custodial & Asset Control Coordinator

Mr. Larsen moved to approve Jennie Miller as the 2020-21 Health Aide, seconded by Mrs. Roberson.

Final Resolution: Approved 4-0

Yes: Mr. D Flake, Mr. K Flake, Mr. Larsen, Mrs. Roberson

Abstained: Mr. Miller

**8. ACTION ITEMS**

**A. Adoption of the Joseph City Unified School District 2020-21 Proposed Budget**

Mr. K Flake moved to adopt the district 2020-21 budget as presented, seconded by Mr. D Flake

Final Resolution: Approved

Yes: Mr. D Flake, Mr. K Flake, Mr. Larsen, Mr. Miller, Mrs. Roberson

**B. Reopening Schools Plan**

Mr. K Flake moved to approve the 2020-21 reopening of school plan as presented, seconded by Mr. Larsen.

Final Resolution: Approved

Yes: Mr. D Flake, Mr. K Flake, Mr. Larsen, Mr. Miller, Mrs. Roberson

**9. DISCUSSION ITEMS**

None.

**10. INFORMATION ITEMS**

**A. Requests for Future Agenda Items**

None.

**B. Upcoming Meetings and Events Calendar**

- Next Regular Board Meeting - August 11, 2020; 6:00 p.m.

**11. ADJOURNMENT**

Call to adjourn the meeting.

Mr. K Flake moved to adjourn the meeting, the time being 8:01 pm, seconded by Mr. Miller.

Final Resolution: Approved

Yes: Mr. D Flake, Mr. K Flake, Mr. Larsen, Mr. Miller, Mrs. Roberson

*Minutes are not final until signed below.*

APPROVED:

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Board Clerk or President

G. Reports

(i) Superintendent

August 7, 2020

To: Joseph City Governing Board

From: B. Fields, Superintendent

Subject: August Current Events and Updates

- The HS Gym/Pool Roof project has been completed. The remaining part of the main campus roof is in the design phase.
- Construction has begun on the electric vehicle station by the elementary cafeteria. This will be completed soon.
- The metrics from the state department of health services has just been published. According to this information we should not open our campus to regular instructional programs at this point. The schools are planning to conduct distance learning until we have been cleared to open.
- The parking lots are resealed and they look good.
- Staff has returned and are making preparations for their students. They have also been busy completing the mandatory annual training. This includes: Blood Borne Pathogens, Bullying, Asbestos Awareness, Bus Behavior and Discipline, Conflict of Interest, Coronavirus Awareness, Cybersecurity, Hazing, Playground Supervision, Workplace Injury Prevention. I want to thank Mr. Hutchens for his work in lining out the CPR training for our employees.
- Reusable and disposable masks are available for those who need it if and when they come on to campus. A liability waiver has also been sent to all parents/guardians to sign in order to make them aware of the risks associated with the virus and in order for their children to be allowed on campus.
- The District Roof project is progressing, but we have had some hang ups with things that we are still trying to work out with the contractor (SD Crane).
- We also have a project in place for the design of a new roof for the main building at the Elementary campus. Because of structural issues, additional engineering is required and this has been started. It may take 2 months to have this completed.
- We would like to conduct our extra-curricular activities as allowed. These are different from our regular instructional programs and although they may need to be modified, we would like to proceed with having them available for our students within the allowable parameters.

# BACK TO SCHOOL

Letter from the Superintendent regarding COVID-19 [\(click to read\)](#)

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Distance Learning Plan for Joseph City Schools [\(click to read\)](#)

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Waiver form required to attend school on campus [\(click to view/download\)](#)

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## Joseph City Schools On-Site Support Services

Starting Monday, August 10, 2020, Joseph City Elementary School and Joseph City Junior-Senior High School will be opening their computer labs to accommodate students who would like to receive on-site support services. The Computer Labs will be open from 10:00 a.m. to 12:00 p.m., Monday through Thursday. Students who plan on coming to school to receive on-site support services should:

- Contact the school office to let them know you are planning to attend;
  - Have a signed COVID-19 waiver on file with the school prior to entering the campus [\(click to view/download\)](#);
  - Bring a face mask, or request that one be made available upon entering the campus;
  - Be prepared to practice social distancing procedures and requests;
  - Follow the student code of conduct and other typical school rules;
  - Only utilize school resources for educational purposes.
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## Joseph City Schools COVID-19 Mitigation Plan

August 5, 2020

Dear Parents and Guardians,

As we prepare for the start of the new school year, we want to share with you how school will look when we start on Monday, August 10, 2020. Instruction for our students will be different than what we're all used to but we're doing everything we can to ensure learning is engaging and productive while maintaining a healthy and safe environment.

The measures outlined below are the result of the Governor's executive orders, recommendations from health and education professionals, and recommendations from our staff and community. These are our practices and procedures for staff, visitors and for students who receive instruction or services on campus. They will be adjusted periodically as conditions change and to best meet the needs of our students.

### ARRIVING AT SCHOOL

One of the best ways to keep everyone safe is for individuals with symptoms to refrain from coming on campus. Please stay home if you are under quarantine or have any of the following symptoms:

- Fever of 100 degrees or higher, or chills;
- Shortness of breath or difficulty breathing;
- Muscle aches;
- Sore throat;
- Headache;
- Fatigue;
- Congestion or runny nose;
- Cough;
- Vomiting;
- Diarrhea; or
- Loss of taste or smell.

Students who are unable to attend on campus will receive work and additional time and help in mastering the standards.

#### **Bus**

- Students must wear a mask while riding on the bus in close proximity to others.
- A disposable mask will be provided to a student who doesn't have one.
- Hand sanitizer will be provided to each student as they enter the bus.

#### **Drop Offs and Walk Ins**

- A staff member will check all temperatures before entering the school.
- Anyone with a temperature of 100 degrees or higher will not be permitted to enter campus.
- Those who enter campus will be given hand sanitizer and a mask if needed.

#### **SCHOOL DAY**

- Students and staff are required to wear masks or face shields by the Governor's executive order.
- The school will have masks and other personal protective equipment available for those who don't have their own.
- Social distancing will be encouraged, including the placement of desks.
- Meals will be served, and dining areas will be arranged in such a way as to promote social distancing. For students who are doing distance learning off campus or who leave campus before lunchtime, take-out meals may be picked up at the Elementary School cafeteria each day school is in session. Depending on eligibility, meals may be free, at a reduced price of 40 cents, or \$3.00 each.
- Hand sanitizer will be readily available at locations throughout the campus.
- School supplies will not be shared.
- Handshakes, holding hands and other physical contact will be discouraged.

- Lessons, posters and signage will be in place that promote good sanitation, social distancing, and hygienic practices.
- The school will ensure campuses are thoroughly cleaned and sanitized daily and that ventilation and filtration systems are operating properly.
- The school will regularly reassess risks and safety practices by evaluating data from state and county health sources.

I hope that these safeguards will help to alleviate some of the concerns that you may have with the reopening of our schools. I feel that our schools do more than teach students academic standards. They are an extension of our community and a place where students learn and progress socially and in the context of working with different people. We are looking forward to getting back to helping our students learn and develop.

Sincerely,

Bryan Fields  
Superintendent

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## Meal Services

- Grab & Go meal service ends FRIDAY, AUGUST 7.
- Regular meal service resumes Monday, August 10.
- Breakfast & Lunch take-home bags will be served 10:00 a.m. until 12:00 p.m. Monday through Thursday.
- Full price: \$3.00
- Reduced price: \$0.40
- Free for those who qualify

# Distance Learning Plan for Joseph City Schools

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## School District Information

School District Name	Joseph City Unified School District	School District Entity ID	4388
Representative authorized to submit the plan (This is the individual who will be contacted with questions about the plan)		Bryan Fields, Superintendent	
Representative Telephone Number		928-288-3307	
Representative E-Mail Address		bryanf@jcusd.org	

## School Information

*\*In the chart, list the schools this plan applies to. Add rows as needed to account for all schools.*

School Name	Entity ID	CTDS
Joseph City Elementary School	5605	090202001
Joseph City Junior High School	87540	090202003
Joseph City High School	5606	090202002

## Distance Learning Background Information

- a. *Number of Instructional Days (3.b)*

Distance Learning Plan Template 2020-2021

How many instructional days will the school district operate for School Year 2020-2021?	146
How many instructional days did the school district operate for School Year 2019-2020?	149

*b. Distance Learning Option (3.b)*

Estimated Enrollment for FY 2021	460	Start Date for Distance Learning	August 10, 2020
Estimated Number of Students Participating in Distance Learning for the Full Year	20%	Estimated Number of Students Participating in Distance Learning for a Portion of the year	100%
Please choose the option that indicates your proposed duration/plan for distance learning:	<input type="checkbox"/> 1. We intend to operate distance learning for the full year for all students. <input type="checkbox"/> 2. We intend to operate distance learning until ____ for all students. <input type="checkbox"/> 3. We intend to operate distance learning only until the Governor allows schools to fully reopen. <input type="checkbox"/> 4. We intend to operate distance learning and use a hybrid approach once the Governor allows schools to fully reopen. Hybrid includes distance learning with students learning in the classroom on some days, and from home on other days (i.e. half of the students attend Mon/Wed and half of the students Tues/Thurs, half of the students come each week, etc.). <input checked="" type="checkbox"/> 5. Other (Please explain below)		

If you chose option 4 or 5 above, please provide a brief narrative explaining the details of the plan you will use:

Once we determine our campuses can open up safely in a traditional in-person setting, we will allow students to continue with our Distance Learning Program.

Is the school district requiring students to do distance learning?	Yes
If students are required to do distance learning, is the school district providing a physical location for students to go during the same hours of the day AND the same days throughout the week as it did in the FY2020 school year prior to the school closure?	Yes

*\*In the case of a statewide closure or delay of in-person instruction, the requirement to provide a physical location available for students is waived under the Executive Order 2020-41 until the State permits in-person instruction. If due to a COVID-19 outbreak and pursuant to A.R.S. § 36-787, the Arizona Department of Health Services directs a school to close temporarily in order to appropriately sanitize the facility, the requirement to provide a physical location available for students is waived.*

### Attendance Tracking (1.a.i, 1.i)

- Describe how the school district will track attendance for students attending remotely, whether full time or intermittently. The description must include the specific measures that will be used to determine whether a student participating in DL will be reported as present or absent on days when instruction does not take place in person. Attendance tracking may include methods such as:
  - Communication with their teachers via telephone, ZOOM, MS Teams, or other digital meeting software.
  - Student participation in a synchronous meeting or classroom session (ZOOM, MS TEAMS, Google Meets, etc.)
  - Daily assignments completed and submitted by the student.
  - A parent attestation or documentation of time spent on educational activities.

**The school district is advised that the ADE will continue to issue guidance on the topic of attendance, and should closely monitor updated information related to these expectations. Current guidance can be found here: <https://www.azed.gov/finance/school-finance-guidance-for-covid-19/>**

Action Step(s)	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
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## Distance Learning Plan Template 2020-2021

Student participates in a virtual(synchronous) meeting or classroom session.	Teacher or Designated School Personnel	Daily	Documented into the student information system.
In-person student attendance at a school learning lab.	Lab Supervisor	Daily	Documentation log and entered into the school's student information system.
Direct communication via telephone, Zoom, Google Meets, or other administrative approved method.	Teacher or Designee	Daily	Documentation log and entered into the school's student information system.
In rare cases, a home visit may be conducted.	Teacher or Designated School Personnel	Daily	Documented in students cumulative file and in the school's student information system.
Daily assignments submitted by a student using the means that the respective teacher has requested.	Teacher or Designated School Personnel	Daily	Documented into the student information system.

a. Describe the efforts the school district will make to ensure all enrolled students are contacted and in communication on a regular basis.

Action Step(s)	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
Classroom lists will be compiled with contact information included.	Building Principal or Designee	Daily	Confirmation Log Sheet
Use of the School Messenger Communication System. This program can send messages to all students and/or parents. It includes phone calls, text messages, and emails.	Administration	Weekly	Documented in the school messenger communication system.

## Teacher and Staff Expectations and Support (1.a.ii)

a. Describe expectations of teachers and other staff working virtually.

Action Step(s)	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
Documentation of student attendance using one of the approved methods.	Supervisor	Daily	Review of data in the school's Student Information System.

Distance Learning Plan Template 2020-2021

Prepare and distribute instructional material	Supervisor	Weekly	Review of documented lesson plans.
Review and provide feedback on student work and participation	Supervisor	Weekly	Review of documented classroom grades.

- b. Describe commitments on delivery of employee support services including but not limited to:
- o Human resource policies and support for employees; and
  - o Regular communication from the administration.

Action Step(s)	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
Individual meeting with Principals.	Building Principal	A minimum of once prior to August 10th	Documentation Log
Staff Surveys	Building Principal	Once, which will occur prior to July 27 <sup>th</sup>	Survey Data Summary

- c. Describe how professional development will be provided to employees.

Action Step(s)	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
Individual Designed Training	Building Principal	Once or more as needed	Training agenda documentation

**List Specific Professional Development Topics That Will Be Covered**

Using Google Meets or similar platform Documenting Attendance Students with special needs
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**Connectivity (1.a.iii)**

Check the boxes below to indicate which was/will be used to ensure each student, teacher, and staff member has access to a device and internet connectivity if the plan relies on online learning.

**Students      Teachers      Staff**

What was Used to Establish Need?			
Questionnaire	X	X	X
Personal Contact and Discussion			
Needs Assessment-Available data			
Other:			
What will be Used to Respond to Need?			
Loaner Device (laptop/tablet)	X		
WIFI Hot Spot	X		
Supplemental Utility Support (Internet)	X		X
Other:			
When will stakeholders have access to IT Support Availability?			
Traditional School Hours	X		
Extended Weekday Hours			
24/7 Support			
Other:			

### Instructional Methods and Monitoring Learning (1.a.iii)

- a. In the tables below, **list** the methods that will be used to deliver instruction (i.e. Direct Instruction via Zoom, Independent Study, Project Based Learning via a menu of options), the content provider or program to be used (i.e. Edgenuity, Journeys, Saxon Math), and the Formative and Summative Assessment Strategies to be used, as well as the frequency of those assessments.

Instructional Methods, Content Delivery, and Monitoring Student Learning (Math)				
	Educational Delivery Methodologies	Content Provider/Program Used	Formative Assessment Strategies and Frequency	Summative Assessment Strategies and Frequency
Kindergarten	Instructional Packet(paper), Telephone, Website	Beyond Textbooks	Educational Skill Checklists- Weekly	Quarterly
1-3	Google Meets, Website, Email, and Instructional Packets	Beyond Textbooks, Sum Dog, Harcourt, Prodigy, and AM	Content Pretest- Weekly	Quarterly

Distance Learning Plan Template 2020-2021

4-6	<i>Google Meets, Website, Email, and Instructional Packets</i>	<i>Beyond Textbooks, Sum Dog, Harcourt, and Prodigy</i>	<i>Content Pretest- Weekly</i>	<i>Quarterly</i>
7-8	<i>Google Meets, Email,</i>	<i>Beyond Textbooks, and IXL</i>	<i>Content Pretest- Weekly</i>	<i>Quarterly</i>
9-12	<i>Google Meets, Email, WebEx</i>	<i>CK12 Math Program</i>	<i>Content Pretest- Weekly</i>	<i>Quarterly</i>

<b>Instructional Methods, Content Delivery, and Monitoring Student Learning (ELA)</b>				
	<i>Educational Delivery Methodologies</i>	<i>Content Provider/Program Used</i>	<i>Formative Assessment Strategies and Frequency</i>	<i>Summative Assessment Strategies and Frequency</i>
<i>Kindergarten</i>	<i>Instructional Packet, Telephone</i>	<i>Beyond Textbooks and ReadWorks</i>	<i>Performance Checklists- Weekly</i>	<i>Quarterly</i>
<i>1-3</i>	<i>Google Meets, Email, and Instructional Packets</i>	<i>Beyond Textbooks, Accelerated Reader, ReadWorks, Renaissance Place, and IXL</i>	<i>Content Pretest- Weekly</i>	<i>Quarterly</i>
<i>4-6</i>	<i>Google Meets, Email, and Instructional Packets</i>	<i>Beyond Textbooks, Renaissance Place, ReadWorks, Accelerated Reader, and IXL</i>	<i>Content Pretest- Weekly</i>	<i>Quarterly</i>
<i>7-8</i>	<i>Google Meets, Email, and Instructional Packets</i>	<i>Beyond Textbooks, Accelerated Reader, Renaissance Place, Newsela, and IXL</i>	<i>Content Pretest- Weekly</i>	<i>Quarterly</i>
<i>9-12</i>	<i>Google Meets, Email, and Instructional Packets</i>	<i>Newsela, Accelerated Reader, Renaissance Place, and NoRedInk</i>	<i>Content Pretest- Weekly</i>	<i>Quarterly</i>

<b>Instructional Methods, Content Delivery, and Monitoring Student Learning (Science)</b>
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Distance Learning Plan Template 2020-2021

	<i>Educational Delivery Methodologies</i>	<i>Content Provider/Program Used</i>	<i>Formative Assessment Strategies and Frequency</i>	<i>Summative Assessment Strategies and Frequency</i>
<i>Kindergarten</i>	<i>Instructional Packet, Telephone</i>	<i>National Geographic, Mystery Science, and Beyond Textbooks</i>	<i>Performance Checklists- Weekly</i>	<i>Quarterly</i>
<i>1-3</i>	<i>Google Meets, Email, and Instructional Packets</i>	<i>Beyond Textbooks, Mystery Science, National Geographic</i>	<i>Content Pretest- Weekly</i>	<i>Quarterly</i>
<i>4-6</i>	<i>Google Meets, Email, and Instructional Packets</i>	<i>Beyond Textbooks, Mystery Science, National Geographic</i>	<i>Content Pretest- Weekly</i>	<i>Quarterly</i>
<i>7-8</i>	<i>Google Meets, Email, and Instructional Packets</i>	<i>Beyond Textbooks, Newsela</i>	<i>Content Pretest- Weekly</i>	<i>Quarterly</i>
<i>9-12</i>	<i>Google Meets, Email, and Instructional Packets</i>	<i>Newsela</i>	<i>Content Pretest- Weekly</i>	<i>Quarterly</i>

<b>Instructional Methods, Content Delivery, and Monitoring Student Learning (Other Content Areas)</b>				
	<i>Educational Delivery Methodologies</i>	<i>Content Provider/Program Used</i>	<i>Formative Assessment Strategies and Frequency</i>	<i>Summative Assessment Strategies and Frequency</i>
<i>Kindergarten</i>	<i>Instructional Packet, Website, Telephone</i>	<i>Keyboarding(KWT and Star Fall), Handwriting(Zaner Blosser)</i>	<i>Performance Checklists- Weekly</i>	<i>Quarterly</i>
<i>1-3</i>	<i>Website, Email, and Instructional Packets</i>	<i>Keyboarding(KWT and Star Fall), Handwriting(Zaner Blosser)</i>	<i>Content Pretest- Weekly</i>	<i>Quarterly</i>
<i>4-6</i>	<i>Website, Email, and Instructional Packets</i>	<i>Keyboarding(KWT and Star Fall), Handwriting(Zaner Blosser)</i>	<i>Content Pretest- Weekly</i>	<i>Quarterly</i>
<i>7-8</i>	<i>Google Meets, Email, and Instructional Packets</i>	<i>Social Studies(IXL), Fine and Industrial Arts</i>	<i>Content Pretest- Weekly</i>	<i>Quarterly</i>
<i>9-12</i>	<i>Google Meets, Email, Webex, and Instructional Packets</i>	<i>Fine and Industrial Arts, Foreign Language,</i>	<i>Content Pretest- Weekly</i>	<i>Quarterly</i>

<b>Instructional Methods, Remote Training and Monitoring Student Learning (CTEDs, in lieu of requirements outlined in A.R.S. § 15-391(4)(d) )</b>				
	<i>Educational Delivery Methodologies</i>	<i>Content Provider/Program Used</i>	<i>Formative Assessment Strategies and Frequency</i>	<i>Summative Assessment Strategies and Frequency</i>
9-12	<i>Email, Google Meets, Informational Packets(paper)</i>	<i>NAVIT and Northland Pioneer College/NCCER Curriculum</i>	<i>Content Pretest- Weekly</i>	<i>Quarterly</i>

**Optional: Describe how the school will provide substantive distance learning (use if the school wishes to provide information in addition to the tables above)**

Use of 'Curriculum Connection' for Business Classes.

### Meeting the Needs of Students with Disabilities and English Learners.

a. Describe how the school district will ensure access and meet the needs of students with disabilities.

**In addition to action steps articulated in this document, all state/federal laws and IDEA assurances provided annually to the Department remain applicable and in effect.**

<b>Action Step</b>	<b>Person(s) Responsible</b>	<b>Frequency and/or Timing</b>	<b>Evidence of Implementation</b>
Contact All Students with Disabilities to Organize Learning Plans	Principals and Special Education Staff	Weekly	Documentation Log and Plans

#### **Process for Implementing Action Step**

JCUSD will implement individual learning plans for students by setting up an initial contact with parents using messages or telephone calls made by principal, teacher, or designee.  
 Special Education staff will use Google Meets to work individually or in small groups with the students. We are installing computer cameras to facilitate this.  
 The Special Education Department will meet Monday morning to line out responsibilities for the week. They will organize their work towards implementing IEPs for students. This will include identifying and adjusting instructional goals as needed.  
 School personnel will be assigned students to contact and work with each week.

Distance Learning Plan Template 2020-2021

Each student will be contacted twice per week depending on need. For some students this may be through email. For other students, this will be a phone call or a Google Meet live meeting. It is expected that we will have some students who may need little help, and we have others who will receive daily or almost daily communication and assistance.

*b. Describe how the school district will ensure access and meet the needs of English learners.*

Action Step	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
Contact and Assess Levels of All English Learners to guide instructional plans	Principals or designee	Weekly	Documentation Log and Plans

**Process for Implementing Action Step**

JCUSD will use the AZELLA test results from Spring 2020 to help guide instruction for identified EL students. During the remote learning/online phase of school we will provide ELs with accommodations such as extended time to complete assignments, accessible materials, and technology, hard copy packets, teacher check-ins, and tutorials. To the extent possible we will implement the ELD instructional frameworks and guidelines for our identified EL students.

JCUSD will screen and identify new students to the district for the AZELLA placement test within 30 days of enrolling. Testing will be done in person and will follow appropriate guidelines during the administration such as wearing masks, social distancing, washing hands, and pre-screening both students and test administrators. Additionally, these same guidelines will be implemented as needed for the Spring Reassessment AZELLA test in 2021.

**Social and Emotional Learning Support for Students (1.a.v)**

*Check the boxes below to indicate which will be provided to students to support social emotional learning and how counseling services will be provided for each grade band.*

		Kinder	1-3	4-5	6-8	9-12
<b>Social Emotional Learning</b>	Teacher Check-in	X	X	X	X	X
	Packet of Social and Emotional Topics					
	Online Social Emotional videos					

Distance Learning Plan Template 2020-2021

Parent Training					
Other:					

		Kinder	1-3	4-5	6-8	9-12
<b>Counseling Services</b>	In-Person					
	Phone					
	Webcast	X	X	X	X	X
	Email/IM					
	Other:					

Provide a description of how the school district will provide social and emotional learning support to students using the methods identified in the above charts.

Action Step	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
Communicate with all students using the school messenger program	Counselor	Weekly	Summary data provided by the program.
Regular contact made with all students through synchronous sessions.	Assigned teachers	Daily	Attendance documentation
<i>Resources and/or lessons will be provided to students based on the SEL standards.</i>	Teachers	Weekly	Documented Lesson Plans
<i>Provide an interactive forum for students to discuss stressors and provide support and resources to them as these are identified.</i>	Counselor	Weekly	Tracked by the counselor as part of the evaluation document.

### Demonstrating Mastery of Academic Content (1.a.vi)

Describe how the school district will require students to demonstrate ongoing competency or mastery in grade level or advanced grade level content.

Action Step(s)	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
Summative Assessments	Principals	Quarterly	Assessment Data with Mastery Goals Scores Set.

### Benchmark Assessments (1.a.vii)

In the tables below, **list** the assessments that will be used for benchmarking in grades K-12 in English language arts and mathematics (i.e. NWEA MAP, Galileo, Fountas and Pinnell BAS, etc.), the manner in which the assessment will be given, and the proposed date(s) the assessment(s) will be given. Career and Technical Education Districts should submit N/A.

<b>Benchmark Assessments (Math)</b>			
	<i>Assessment(s) to be used (Name of Assessment and/or Assessment Provider/Creator)</i>	<i>Plan for Assessment (online, in person, at testing center, etc.)</i>	<i>Proposed date(s) of assessments</i>
<i>Kindergarten</i>	<i>Renaissance STAR and SchoolCity</i>	<i>Online</i>	<i>August 17<sup>st</sup> – September 3<sup>rd</sup>/November 30<sup>th</sup> / April 26<sup>th</sup></i>
<i>1-3</i>	<i>Renaissance STAR and SchoolCity</i>	<i>Online</i>	<i>August 17<sup>th</sup> – September 3<sup>rd</sup>/November 30<sup>th</sup> / April 26<sup>th</sup></i>
<i>4-6</i>	<i>Renaissance STAR and SchoolCity</i>	<i>Online</i>	<i>August 17<sup>h</sup> – September 3<sup>rd</sup>/November 30<sup>th</sup> / April 26<sup>th</sup></i>
<i>7-8</i>	<i>Renaissance STAR and SchoolCity</i>	<i>Online</i>	<i>August 17<sup>th</sup> – September 3<sup>d</sup>/November 30<sup>th</sup> / April 26<sup>th</sup></i>
<i>9-12</i>	<i>Renaissance STAR and SchoolCity</i>	<i>Online</i>	<i>August 17<sup>th</sup> – September 3<sup>d</sup>/November 30<sup>th</sup> / April 26<sup>th</sup></i>

<b>Benchmark Assessments (ELA)</b>			
	<i>Assessment(s) to be used (Name of Assessment and/or Assessment Provider/Creator)</i>	<i>Plan for Assessment (online, in person, at testing center, etc.)</i>	<i>Proposed date(s) of assessments</i>
<i>Kindergarten</i>	<i>DIBELS 8<sup>th</sup> Edition/Oregon University</i>	<i>In-Person and Online</i>	<i>August 17<sup>th</sup> – 27<sup>th</sup> /November 30<sup>th</sup> / April 26<sup>th</sup></i>

Distance Learning Plan Template 2020-2021

1-3	<i>DIBELS 8<sup>th</sup> Edition/Oregon University</i>	<i>In-Person and Online</i>	<i>August 17<sup>th</sup> – 27<sup>th</sup>/November 30<sup>th</sup>/ April 26<sup>th</sup></i>
4-6	<i>DIBELS 8<sup>th</sup> Edition/Oregon University</i>	<i>In-Person and Online</i>	<i>August 17<sup>th</sup> – 27<sup>th</sup>/November 30<sup>th</sup>/April 26<sup>th</sup></i>
7-8	<i>Renaissance and SchoolCity</i>	<i>In-Person and Online</i>	<i>August 17<sup>th</sup> – 27<sup>th</sup>/November 30<sup>th</sup>/April 26<sup>th</sup></i>
9-12	<i>Renaissance and SchoolCity</i>	<i>In-Person and Online</i>	<i>August 17<sup>th</sup> – 27<sup>th</sup>/November 30<sup>th</sup>/April 26<sup>th</sup></i>

**Optional: Describe how the school district will administer benchmark assessments (use if the school district wishes to provide information in addition to the table above).**

Electronically and by using a program called SchoolCity.

**Additional Information (Optional)**

**The school district may use this space to add any additional information it believes is key to the plan it has laid out in this document, or to highlight its efforts to provide a quality Distance Learning Plan to its students.**





Bryan Fields  
Superintendent

July 30, 2020

Dear Parent/Guardian:

The information contained in this letter is being provided to you in accordance with Governor Ducey's Executive Order 2020-51 issued on July 23, 2020. Please carefully read the following information regarding the 2020-21 School Year.

**Distance Learning Plan:** Our Distance Learning Plan will include using student email accounts and Google Meet. More details about the manner of communication between teachers and students, other online learning programs that may be used, and how students will submit assignments and tests will be forthcoming in a letter/message from your child's Principal. Links to our programs can be found on the District's website, <http://schools.jcusd.org/>

**Mitigation Plan:** Our mitigation plan to address measures to combat the spread of COVID-19 can be found on the District's website, available at: <http://schools.jcusd.org/>

### **School Calendar**

Distance learning will begin on August 10, 2020. The District calendar is available on our website.

Pending guidance from the Arizona Department of Health Services, we will set a projected date to begin in-person, teacher-led classroom instruction. This date is only an estimate and may be revised by the District.

### **Attendance Requirements**

Your child will need to participate in the District's distance learning every day, Monday – Thursday, in order to be counted as present and attending. The District's distance learning plan requires daily accountability of student participation in learning. Attendance will be recorded by student participation in a virtual meeting, assignments, or logging into their accounts to interact with their teacher.

Please note that state law (A.R.S. § 15-802) requires as follows:

- Every child between six and sixteen years of age must attend a school and be provided instruction in at least the subjects of English Language Arts, Mathematics, Social Studies and Science.
- The child's parent or guardian must enroll the child in a school and ensure that the child attends the school for the full time that school is in session. Our District is currently anticipating conducting 146-days of instruction during the 2020-21 school year as listed on the District calendar.



Letter regarding COVID-19  
Page 2

- Certain exceptions apply to these attendance requirements, such as medical necessity. If you believe your child qualifies for such an exception, please contact your local school's attendance clerk.

### **Free On-Site Learning Opportunities and Support Services**

Beginning on Monday, August 10, 2020, both campuses will be offering on-site learning opportunities and support services for students from 10:00 am to 12:00 pm, Monday – Thursday.

- Please be advised that free on-site learning opportunities and support services are not teacher-led classroom instruction. However, free on-site learning opportunities and support services will include in-person support services such as student supervision and strategic support for students in need during standard school hours, and may include teacher-led or paraprofessional support for students engaging in distance learning instruction.
- Please be advised that free on-site learning opportunities and support services may be suspended or terminated if the District or the Arizona Department of Health Services advises closing the premises for public health reasons or in the best interests of the staff and students.

If you have any questions or concerns about the information in this letter, or if you need additional assistance, feel free to contact us.

Thank you,

Bryan Fields, Superintendent

### **Important Websites and Resources**

- The District's Calendar and Mitigation Plan are accessible at: <http://schools.jusd.org/>
- Arizona Revised Statute § 15-802, available at: <https://www.azleg.gov/ars/15/00802.htm>
- Governor Ducey's Executive Order 2020-51, available at: <https://azgovernor.gov/executive-orders>

Dear parents and guardians:

The safety and health of your child at school is our top priority.

COVID-19 (also commonly known as coronavirus) is the worst threat to public health in the past 100 years. It is highly contagious and continues to spread quickly in Arizona. Unfortunately, we've seen that even when strict precautions are in place, some people still get sick.

Our job is to work with you to help keep children and their educators healthy. We also want you to clearly understand the risks and what we're doing about them, so you can make the best decision for your family.

Attached to this letter is a legal document called a waiver. Like many legal papers, it can be hard to understand and even a little worrisome. Below I will explain the waiver and how it affects you.

Although Joseph City Unified School District is taking steps to protect your child from the spread of COVID-19, it is impossible to reduce the risk to zero. As an example, a child may contract COVID-19 outside of school, show no symptoms at all, and unintentionally infect a classmate.

If your child is planning to come on school campus to receive support services, to participate in a group activity or with an in-person program, a signed waiver is required. If your child is only participating in our Distance Learning Program, a signed waiver is not necessary.

By signing the waiver, you're agreeing not to make a legal claim against the district if your child gets sick. This is another way of acknowledging that no matter how hard we try; we cannot control every environmental variable.

By signing the waiver, you're also agreeing that when your child leaves home to attend class in-person, they are not sick, and especially, that they are not running a fever. You are agreeing to keep your child at home if they show any of these symptoms:

- Fever of 100.4 or higher
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue

- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea, vomiting, or diarrhea
- Any other symptom of illness, whether or not you believe it's related to COVID-19

Yes, it is a long list of symptoms, but our hope is that, if everyone does their part, we can avoid unnecessary risks at school.

Finally, the waiver means that you are agreeing to keep your child at home if they have had a positive COVID-19 test.

We know this is a difficult time, so we're working hard to make many educational options available to you and keep you fully informed. In that spirit, if you have questions or need more information, feel free to contact me anytime. I'd be happy to talk things through with you.

Thank you in advance for doing your part to make sure every child stays safe and healthy.

Sincerely,

A handwritten signature in blue ink that reads "Bryan Fields". The signature is written in a cursive, flowing style.

Bryan Fields, Superintendent  
Joseph City Unified School District

**Joseph City Unified School District**  
**COVID-19 Waiver, Release, and Assumption of Risk Form**

The novel Coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Nevertheless, the State of Arizona has elected to reopen schools for the 2020/2021 school year. Although the Joseph City Unified School District has put in place protective measures to reduce the spread of COVID-19, the District cannot guarantee that your child will not become infected with COVID-19. Your child’s physical attendance at school, together with other students, inherently increases the risk that your child, you, and/or your household members will contract COVID-19, notwithstanding any precautions taken by the District or school.

-----  
On behalf of myself, my household members, and my minor child, \_\_\_\_\_, I acknowledge the extremely contagious nature of COVID-19 and specifically assume all risks and hazards associated with my child’s in-person school attendance during the COVID-19 pandemic. I acknowledge that by attending class in person, my child will be associating with staff and other children and may acquire COVID-19 notwithstanding any precautions taken by the school. I acknowledge that the school cannot absolutely control the conduct of its students, guarantee that they or their parents will follow safety protocols and procedures, or prevent infected students from attending and potentially spreading COVID-19 to my child, directly or indirectly.

I further acknowledge that my child’s physical attendance at a District school is wholly voluntary. By permitting my child to attend school during the COVID-19 pandemic, I voluntarily assume the risk that my child may acquire COVID-19, and that COVID-19 may subsequently be transmitted from my child to me and members of my household.

I certify that my child is in good health and has no fever. (A temperature of 100.4 degrees Fahrenheit or higher is considered a fever.) I understand that symptoms of COVID-19 include, but are not limited to, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, and diarrhea. I certify that my child currently has none of these symptoms, and I will prevent my child from physically attending school if my child develops any of these symptoms or any other symptoms of illness, whether or not I believe it’s related to COVID-19. I will also notify the school and not permit my child to attend if my child tests positive for COVID-19. My child and I will follow all COVID-19 protocols and procedures adopted by the District or school.

To the fullest extent permitted by law, I hereby agree to waive, release, and discharge any and all claims, causes of action, damages, and rights of any kind against the school, the District, its insurers, the District’s governing board, and all of their respective employees, agents, representatives, and volunteers (the “Released Parties”) arising from or relating in any way to any damage, injury, trauma, illness, loss, or death that may occur to my child, me, or my household members as a result of the COVID-19 pandemic.

I further agree not to sue the Released Parties, and to defend and indemnify the Released Parties for all claims, damages, losses, or expenses, including attorneys’ fees, if a suit is filed concerning an injury, illness, or death to me, my child, or my household members as a result of the COVID-19 pandemic.

Parent/Guardian Name (Printed) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

- (ii) Jr/Sr High School
- (iii) Elementary School

August 7, 2020

To: Mr. Fields

From: Daniel Hutchens

Re: August School Board Report

- We have a great preplanning week. The staff is excited to get school started.
- The staff has received training in the Google Classroom and Google Meet. Classrooms have been created and communications with parents and students have started.
- Teachers will be continuing this first week communicating with parents and students regarding pre-assessments and the workings of the Google Classroom. I have been really impressed with the team work and positive work ethic that staff have demonstrated this week. They are doing a great job.
- Expectations have been given to teachers about their work day, Google Classroom, and student/parent communication.
- As of today we have provided almost 50 Chromebooks for students to use. We are excited about that.
- We are helping those that need internet at home as well. We have also a few students that will be attending our computer lab from 10-12 each day.

(iv) Business and Fiscal Services



**Summary of Financial Operations (Unaudited)**  
**July 31, 2020**

Fund		Budget	YTD Expenses	Balance	Encumbrances	Budget Balance
001	Maintenance & Operation	\$4,958,876	\$ 346,046	\$4,612,830	\$2,615,208	\$1,997,622
010-013	Classroom Site Funds	\$ 467,768	\$ -	\$ 467,768	\$ 73,328	\$ 394,440
100-130	Title I	\$ 235,000	\$ 3,170	\$ 231,830	\$ 68,185	\$ 163,645
140-150	Title II - Professional Development	\$ 40,000	\$ -	\$ 40,000	\$ 3,500	\$ 36,500
200-209	Title VII - Indian Education	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 15,000
220-229	IDEA/Special Education Grants	\$ 140,000	\$ 131	\$ 139,939	\$ 37,332	\$ 102,607
230	Johnson-O'Malley (JOM)	\$ 4,500	\$ 61	\$ 4,439	\$ 491	\$ 3,948
260-270	Career & Technical Ed (CTE) - Federal	\$ 12,000	\$ -	\$ 12,000	\$ -	\$ 12,000
290-291	Medicare Reimbursement	\$ 30,000	\$ 5	\$ 29,995	\$ 595	\$ 29,400
326-327	CARES	\$ 140,000	\$ -	\$ 140,000	\$ 35,154	\$ 104,846
374	E-Rate	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 1,500
390-396	REAP (Federal Rural Assistance)	\$ 65,000	\$ -	\$ 65,000	\$ 15,527	\$ 49,473
400	Career & Technical Ed (CTE) - State	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000
466	Healthy Drug-Free Community	\$ 185,000	\$ 314	\$ 184,686	\$ 16,146	\$ 168,540
506	School Plant (Sale)	\$ 8,500	\$ -	\$ 8,500	\$ -	\$ 8,500
510	Food Service	\$ 300,000	\$ -	\$ 300,000	\$ -	\$ 300,000
515	Civic Center	\$ 10,000	\$ -	\$ 10,000	\$ 592	\$ 9,408
520	Preschool Tuition	\$ 12,000	\$ -	\$ 12,000	\$ 5,535	\$ 6,465
525	Auxiliary Operations	\$ 140,000	\$ -	\$ 140,000	\$ 1,695	\$ 138,305
526	Extracurricular Activities Tax Credit	\$ 20,000	\$ -	\$ 20,000	\$ 356	\$ 19,644
530	Gifts & Donations	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000
535-539	CTE & Vocational Education Projects	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000
565	Litigation Recovery	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000
570	Indirect Costs	\$ 30,000	\$ 657	\$ 29,343	\$ 14,046	\$ 15,297
596	NAVIT	\$ 45,000	\$ -	\$ 45,000	\$ -	\$ 45,000
610	Capital Outlay	\$ 284,027	\$ 21,419	\$ 262,608	\$ 10,902	\$ 251,705
620	Adjacent Ways	\$ 75,000	\$ 1,526	\$ 73,474	\$ 44,290	\$ 29,184
665	Energy and Water Savings	\$ 65,000	\$ -	\$ 65,000	\$ -	\$ 65,000
691	SFB Building Renewal Grant	\$ 900,000	\$ -	\$ 900,000	\$ 40,201	\$ 859,799
850	Student Activities	\$ 50,000	\$ 48	\$ 49,952	\$ 1,210	\$ 48,742

- (v) Technology
- (vi) Maintenance

Maintenance

Sam Johnstun

Week 7-13-20

Monday: Mowed lawns

Tuesday: pulled old speed limit signs down, replaced lights

Wednesday: food bank, weeds

Thursday: cleaned out storm drains, weed eaten around elementary campus

Friday: sprayed parking lots with weed killer, weeded around highschool.

Week 7-20-20

Monday: Mowed lawns, trimmed tree

Tuesday: brush hogged the weeds along the walk path between campuses, weeds around field house

Wednesday: brush hogged back stretch of elementary school, marquee, painted dugouts, replaced back board.

Thursday: brush hogged around highschool tilled around highschool

Friday: tilled around football field and playground

Week 7-27-20

Monday: Mowed lawns

Tuesday: greased air handlers, replaced classroom lights

Wednesday: painted around fieldhouse

Thursday: Painted highschool bleachers, mowed lawns

Friday: replaced lights, pulled down fence in highschool gym.

Week 8-03-20

Monday: Mowed lawns

Tuesday: moved around white boards, edged lawns and blew off sidewalks

Wednesday:

Thursday: changed lights and replaced motor on air handler fan

Friday: replaced motor on fan, mowed fields

# Work Order Summary List

All Transaction Dates Included

WOID	Status	Location	Deferred By	Request Date	Target Completion Date	Total
Priority	Assigned To	Building	Reason	Days Aged	Actual Completion Date	Costs
Craft	Area Number	Area Description	Deferred Until	Created Date/Time	Last Status Change Date	
Description		Equipment	Action Taken			
Requester Name						

1969	Work In Progress	Elementary School		8/7/2020		\$0.00
Medium	Neal, Brad			0		
Water Leaks	302	Restroom (Girls)		8/7/2020 12:16:35 PM	8/7/2020	

There are two toilets in the girls front restroom near the library that have water leaking from them. This appears to be a slow leak or only leaks when flushed.  
Thank you.  
DH

Daniel Hutchins

1966	Work In Progress	Elementary School		8/6/2020		\$0.00
Medium	Neal, Brad			1		
Electrical	HS Office	Custodial Closet		8/6/2020 8:47:09 AM	8/6/2020	

missing two prongs on a floor fan in the custodial closet of the elementary  
Shealyn Buckley

1967	Work In Progress	Elementary School		8/6/2020		\$0.00
Medium	Neal, Brad			1		
Equipment	HS Office	Custodial Closet		8/6/2020 8:48:43 AM	8/6/2020	

floor scrubber is clogged and isn't working this is also in the elementary custodial closet.  
Shealyn Buckley

1968	Work In Progress	Elementary School		8/6/2020		\$0.00
Medium	Neal, Brad			1		
Plumbing	1 year old boys an	Bathroom		8/6/2020 11:49:34 AM	8/6/2020	

Toilets are not flushing in the elementary 1 year old bathrooms.  
Shealyn Buckley

1965	Work In Progress	Auditorium		8/5/2020		\$0.00
Medium	Neal, Brad			2		
Air Conditioning 1		Band Room		8/5/2020 9:31:48 AM	8/5/2020	

It's not turning on, though the thermostat says it's working, it's also leaking condensation into the instrument storage room  
Andy Foree

# Work Order Summary List

All Transaction Dates Included

WOID	Status	Location	Deferred By Reason	Request Date	Target Completion Date	Total Costs
Priority	Assigned To	Building	Deferred Until	Days Aged	Actual Completion Date	
Craft	Area Number	Area Description	Deferred Until	Created Date/Time	Last Status Change Date	
Description		Equipment	Action Taken			
Requester Name						
1964	Complete	Vocational Building		8/4/2020		\$0.00
Medium	Neal, Brad			1	8/5/2020	
Equipment Maint				8/4/2020 12:58:40 AM	8/5/2020	
		VocEd Dust Collector				
Weekly - VocEd Dust Collector Biweekly Empty - Refer to PM schedule details. Jason Gardner						
1963	Complete	Pool/Lockers		8/3/2020		\$0.00
Medium	Neal, Brad			3	8/6/2020	
Pool Equipment POOL DECK		Pool		8/3/2020 10:16:32 AM	8/6/2020	
The third step on the stairs entering the poo has lost its weld. the stairs is the only way that morning therapy swimmers are able to enter the pool. Jody Balda						
1961	Complete	Pool/Lockers		7/27/2020	8/5/2020	\$0.00
Medium	Neal, Brad			4	7/31/2020	
Heating/Ventilati				7/27/2020 1:18:06 AM	7/31/2020	
		HS Pool Air Handler 4				
Monthly - HS Pool HVAC Filters Monthly Check - Refer to PM schedule details. Jason Gardner						
1962	Complete	Pool/Lockers		7/27/2020	8/5/2020	\$0.00
Medium	Neal, Brad			4	7/31/2020	
Heating/Ventilati				7/27/2020 1:18:06 AM	7/31/2020	
		HS Pool Air Handler 5				
Monthly - HS Pool HVAC Filters Monthly Check - Refer to PM schedule details. Jason Gardner						
1959	Complete	Vocational Building		7/21/2020		\$0.00
Medium	Neal, Brad			0	7/21/2020	
Equipment Maint				7/21/2020 12:52:36 AM	7/21/2020	
		VocEd Dust Collector				
Weekly - VocEd Dust Collector Biweekly Empty - Refer to PM schedule details. Jason Gardner						

# Work Order Summary List

All Transaction Dates Included

WOID	Status	Location	Deferred By	Request Date	Target Completion Date	Total
Priority	Assigned To	Building	Reason	Days Aged	Actual Completion Date	Costs
Craft	Area Number	Area Description	Deferred Until	Created Date/Time	Last Status Change Date	
Description		Equipment	Action Taken			
Requester Name						

1960	Complete	Pool/Lockers		7/21/2020		\$0.00
Medium	Neal, Brad			1	7/22/2020	
Plumbing	Boys bathroom	Bathroom		7/21/2020 3:03:35 PM	7/22/2020	

The toilet will not stop flushing. Wiggling the handle does not work.  
Lisa Lampsa

1958	Complete	Old Gym		7/16/2020		\$0.00
Medium	Neal, Brad			18	8/3/2020	
Water Heater	353	Custodial Closet		7/16/2020 11:34:37 AM	8/3/2020	

Please replace or repair water heater. Also sink so we can use it. Thank you  
Terry Johnson

1957	Complete	Elementary School		7/15/2020		\$0.00
Medium	Neal, Brad			7	7/22/2020	
Air Conditioning	brendab@jcusd.or	Classroom		7/15/2020 3:21:05 PM	7/22/2020	

There is no Air Conditioning in my classroom. I thought it was due to the district office being down but I found out it is not. Could you please check into this, it is very warm in the room.  
Brenda Bryant

1952	Complete	Elementary School		7/13/2020		\$0.00
Medium	Neal, Brad			2	7/15/2020	
Filters				7/13/2020 12:52:42 AM	7/15/2020	

Monthly - Quarterly ES Change HVAC Loop Filter - Refer to PM schedule details.  
Jason Gardner

1953	Complete	Elementary School		7/13/2020		\$0.00
Medium	Neal, Brad			2	7/15/2020	
General Mainte	302	Playground		7/13/2020 11:41:00 AM	7/15/2020	

Swing set closest to the road has a swing seat that has come unhooked. It appears someone probably twisted it and the s hook came loose from the chain.  
Thank you.  
DH  
Daniel Hutchins

**2. CALL TO THE PUBLIC**

Individuals who wish to address the Board are requested to complete the appropriate form prior to the meeting and give the form to the Board Secretary. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter or scheduling the matter for a future agenda. The Board requests that all comments be limited to five minutes or less, that speakers refrain from the use of speech or language that is offensive or inappropriate, pursuant to Board policy KFA and that speakers refrain from voicing complaints against school personnel or any person connected with the District, as it may impact due process rights. Policies KE, KEB, and KED are provided by the Board for disposition of legitimate complaints, including those involving individuals. Forms required for use of these policies can be obtained from the Joseph City Schools website. The President will limit discussion whenever he deems such action appropriate to the proper conduct of the meeting.

**3. EXECUTIVE SESSION (\*)**

For any agenda item indicated with an asterisk (\*), the Board may vote to convene in Executive Session pursuant to A.R.S. 38-431.03 (A) (1) for personnel matters when notified; (2) discussion or consideration of records exempt by law from public inspection; (3) for consultation with attorney; (4) for consultation with attorney when in pending or contemplated litigation. Discussion or consideration of personnel matters may include employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee.

**4. CONSENT AGENDA**

All items listed will be considered as a group and will be approved with one motion unless a Board Member requests an item be removed from the consent agenda and considered as a separate item.

**A. Vouchers**

Action to ratify district vouchers for period July 10, 2020 through August 6, 2020.

**General and Special Funds:**

- #1051 \$9,957.69 (encumbered)
- #1052 \$32,030.15 (encumbered)
- #1001 \$33,904.64
- #1002 \$137,185.88
- #1003 \$38,001.39
- #2 \$39,201.20
- #3 \$50,320.28

**Auxiliary Operations Funds:** none

**Student Activities Fund:** none

**B. Student Activities Fund Report**

Revenues, expenditures and charges in the Student Activities Fund Report; period of July 1, 2020 through July 31, 2020.

## Joseph City Unified Student Activities Fund

### Expenditure Budget Balance Report

 Summary Only

From Date: 7/1/2020

To Date: 7/31/2020

Fiscal Year: 2020-2021

Budget Balance

Account Number / Description

Budget

Range To Date

YTD

Balance

Encumbrance

% Remaining Bud

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
<b>Fund: 850 STUDENT ACTIVITIES</b>						
850.000.0000.6810.500.300 DIST UNDESIGNATED Dues and Fees	\$0.00	\$48.45	\$48.45	(\$48.45)	\$0.00	(\$48.45) 0.00%
850.620.1000.6610.203.629 HS TRACK Instructional Supply	\$0.00	\$0.00	\$0.00	\$0.00	\$1,209.54	(\$1,209.54) 0.00%
<b>Fund 850 Total:</b>	\$0.00	\$48.45	\$48.45	(\$48.45)	\$1,209.54	(\$1,257.99) 0.00%
<b>Grand Total:</b>	\$0.00	\$48.45	\$48.45	(\$48.45)	\$1,209.54	(\$1,257.99) 0.00%

End of Report

## Joseph City Unified Student Activities Fund

### Revenue Report

Summary Only    From Date: 7/1/2020    To Date: 7/31/2020

Fiscal Year: 2020-2021

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
<b>Fund: 850      STUDENT ACTIVITIES</b>					
850.000.0000.1760.203.619	\$0.00	\$219.00	\$219.00	(\$219.00)	0.00%
HS VOLLEYBALL Student Club Revenue					
<b>Fund 850 Total:</b>	\$0.00	\$219.00	\$219.00	(\$219.00)	0.00%
<b>Grand Total:</b>	\$0.00	\$219.00	\$219.00	(\$219.00)	0.00%

End of Report

**C. Qualified Evaluators for Certified Staff**

Approve qualified evaluators for certified staff:

- Bryan Fields
- Daniel Hutchens
- Eric Miller

**D. Board Member Resignation**

Accept the resignation of Jeremy Miller as a member of the Joseph City School District Governing Board effective July 21, 2020.

**E. Prices for school lunches**

Approve FY20-21 prices for paid school lunches.

**F. Arizona School Facilities Board Building Renewal Grant for Jr/Sr High Classroom Building Roof Assessment**

Acceptance of Arizona SFB grant to fund a professional evaluation assessment of Jr/Sr High School classroom buildings.



STATE OF ARIZONA  
SCHOOL FACILITIES BOARD

Governor of Arizona  
Douglas A. Ducey

Executive Director  
Andy Tobin

July 14, 2020

Bryan Fields, Superintendent  
Joseph City Unified District  
P O Box 8  
Joseph City, AZ 86032-0008

Dear Superintendent:

The School Facilities Board's Executive Director has reviewed your application for Building Renewal Grant funding. The Executive Director has determined that the circumstances described by the school district in its application require professional evaluation to determine either the scope of the problem or the potential solutions. Therefore, these monies are being awarded pursuant to the Arizona School Facilities Board, Building Renewal Grant Fund Policy IX § (C), which authorizes the Executive Director to authorize expenditures not to exceed \$175,000 for a professional evaluation to determine either the scope of the problem or a potential solution. The Executive Director will present the application for approval at the next regularly scheduled Board meeting. If the Board votes to not authorize funding, the Executive Director will not authorize any additional expenditures.

The currently authorized funding is as follows:

<b>School</b>	Joseph City Jr/Sr High School
<b>Project Number</b>	090202002-9999-027BRG
<b>Project Description</b>	Roofing - 2020
<b>Architecture &amp; Engineering Funding</b>	\$41,449
<b>Construction Funding</b>	\$0
<b>District Funding</b>	\$0
<b>Total SFB Funding</b>	\$41,449

**Allocation and Use of Contingency Funds:**

As part of this Executive Authority, the SFB staff was authorized to approve up to \$0 in Contingency Funds for unexpected conditions. This money is not part of the SFB funding awarded to the district and the district must obtain prior written approval from the SFB staff for any services and/or materials that will be paid for by the contingency funds. Unauthorized expenditures will not be paid for with SFB funds. See Allocation and Use of Contingency Funds, A. A. C. R7-6-601.

This award is subject to the policies for the Building Renewal Grant Fund established by the School Facilities Board and found on the SFB's website under Board Information/Policies and Opinions/SFB Policy Book/Section IX Building Renewal Grant Funding. For procurement, you should also refer to the attached Procurement Decision Matrix. Any award based on an estimate is

subject to SFB staff approval of the procurement process and award of the bid or quote, as applicable, prior to distribution of funds to the district.

Attached are:

1. Terms and Conditions - Please read carefully. The Terms & Conditions must be signed by the district's governing board president. Once executed, please upload the signed copy into the SFB project management portal PayAppinator.

<https://www.azsfb.gov/sfb/sfbDanet/daPapDistrictSplash.aspx>

2. Procurement Decision Matrix – **Please read carefully.** This new policy was approved by the Board on September 6, 2017.

Please contact your liaison for this project, David Kennon, at 602-364-0538 if you have any questions.

Sincerely,

Nick Loper, on behalf of

Andy Tobin  
Interim Executive Director  
School Facilities Board

## 5. PERSONNEL REQUESTS (\*)

Discussion and possible action to approve employee assignments, approve volunteers and accept employee resignations.

### A. New position

Approve new position.

- Assistant Coach - HS Cross Country

### B. Employee Assignments, Employee Renewals, Volunteers, Employee Resignations

Discussion and possible action to approve employee assignments and renewals, approve volunteers and accept employee resignations.

EXTRA DUTY ASSIGNMENTS (Extra duties and pay may be reduced or eliminated should the need be reduced or cancelled due to health precautions)

- Laurie Bowler - National Honor Society Club Sponsor
- Laurie Bowler - Concurrent Enrollment Teacher
- Laurie Bowler - Tutor
- Laurie Bowler - Teacher Mentor
- Dan Bushman - JV Coach-HS Football
- Dan Bushman - CTE Director
- Julie Clifford - Red Ribbon Coordinator
- Julie Clifford - Yearbook Club Advisor
- Julie Clifford - Yearbook Class Instructional Specialist
- Julie Clifford - NAVIT Coordinator
- Brad Fischer - JH/HS Activities Director
- Brad Fischer - Wrestling Tournament Coordinator
- Dustin Fish - Ag Club Advisor
- Andrew Foree - Drama Coach
- Andrew Foree - Band/Choral Director
- Ruth Hansen - Summer Reading Coordinator
- Shawn Layden - Head Coach-HS Football
- Lillian Neal - District Lead SpEd Teacher
- Lillian Neal - HS Student Council Advisor
- Adam Neat - Tutor
- Selena Nells - Indian Education Coordinator
- Selena Nells - Wellness Coordinator
- Robert Pugh - Bus Driver Part-time
- Kay Rush - JH Student Council Advisor
- Gayla Smith - Head Coach II-HS Cross Country

### CLASS SPONSORS

- Laurie Bowler
- Jess Bushman
- Jeri Edwards
- Brad Fischer
- Dustin Fish
- Andrew Foree
- Michael Gayer
- Roland Hancock
- Aaron Johnstun
- Shawn Layden
- Adam Neat
- Robert Pugh
- Kay Rush
- Mike Sterkowitz
- Jim Stradling
- Jean Varney
- Anthony Whetten
- Shealyn Buckley

### EVENT WORKERS

- Lance Baldwin

- Alyssa Buckley
- Shealyn Buckley
- Mitchell Farnes
- Jennifer Fischer
- Brooke Frost
- Clarissa Hansen
- Lillian Howerton
- Lisa Gayer
- Dana Johnstun
- Sam Johnstun
- Samuel Jordan Johnstun
- Kinsley Lampsa
- Mary Larsen
- Amy Miller
- Kylie Miller
- Katelyn Pugh
- Gayla Smith
- Jim Smith

#### **VOLUNTEERS**

- Jessi Bushman - Coach-HS Volleyball
- Reva Haydukovich - Coach-HS Volleyball
- Kinsley Lampsa - Coach-HS Volleyball
- Eldon Larsen - Coach-HS Football
- Sara Napa'a - Coach-All Sports Injury Prevention/Recovery
- Chay Randles - Coach-JH Softball
- Amanda Sander - Coach-JH Softball

#### **C. Personnel Appointments**

Discussion and possible action to approve the appointment of new personnel and changes to positions of current personnel.

- Bannon Johnstun - Lifeguard (student)
- Nehemia Balda - Lifeguard (student)
- Owen Beatty - Lifeguard (student)
- Bridger Fields - Lifeguard (student)
- Kate Edwards - Lifeguard (student)
- Klydie Miller - Lifeguard (student)
- April Petersen - Lifeguard (student)
- Hayden Fischer - Lifeguard (student)
- Brenlee Hutchens - Summer Reading Specialist/Tutor (student)
- Taura Dobbs - Instructional Aide
- Michael Gayer - Custodial / Asset Control Coordinator (part-time)

COACHES (Coach duties and pay may be reduced or eliminated should the season be reduced or cancelled due to health precautions)

- Kristen Beatty - Asst. Coach-JH Volleyball
- Taura Dobbs - JV Coach-HS Volleyball
- Roland Hancock - JV Coach I-Cross Country
- Daniel Hutchens - Head Coach-Jr High Softball
- Eric Miller - Head Coach-JH Football
- Zach Miller - Asst. Coach-JH Football
- Mary Spurlock - Asst. Coach-JH Softball

### **6. ACTION ITEMS**

#### **A. Textbook Adoption**

Adopt the textbook and curriculum materials that were available during the 60-day public review for Jr/Sr High School as presented:

- English
- Math
- Science
- French
- 6th Grade World History (update current textbook edition)

**B. Governing Board Resolution Regarding Opening of School**

Approve board resolution regarding opening of school in compliance with Governor's executive orders

**JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2  
OF NAVAJO COUNTY, ARIZONA**

**RESOLUTION RE: COVID-19**

WHEREAS, the JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2 (“the District”) closed schools effective March 16, 2020, pursuant to orders from the Governor of Arizona (the “Governor”) and the Arizona Superintendent of Public Instruction; and

WHEREAS, subsequent orders and legislation called for the closure of schools for the remainder of the 2019-2020 academic year due to the outbreak of COVID-19 in Arizona; and

WHEREAS, the Governor’s Executive Orders 2020-18, 2020-24 and 2020-33 (the “Closure Orders”) established certain restrictions on public activities in response to the COVID-19 outbreak; and

WHEREAS, the Governor’s Executive Order 2020-36 (the “Return Order”) was issued outlining requirements for businesses and other Arizona entities to assist in mitigating the spread of COVID-19 as they reopened;

WHEREAS, Executive Order 2020-41 (2020-2021 School Year *Prioritizing Kids and Schools During COVID-19*) was issued on June 24, 2020 and Executive Order 2020-44 (*Protecting Public Health for Students and Teachers*) was issued on June 29, 2020;

WHEREAS, Executive Order 2020-51 (*Arizona: Open for Learning*), was issued on July 23, 2020, outlining the Governor’s plan for the reopening of schools for the 2020-2021 school year; and

WHEREAS, the Governing Board wishes to resume educational activities and business operations for the 2020-2021 school year in a manner that is consistent with existing Executive Orders but with recognition that there are many unknowns about future conditions that affect the District’s ability to conduct its educational mission and other activities and that current Executive Orders may be superseded or modified by future Executive Orders or federal or state laws;

NOW, THEREFORE be it resolved by the Governing Board of Joseph City Unified School District No. 2 of Navajo County, Arizona that:

The Governing Board hereby directs and/or authorizes the District’s Superintendent or his/her delegates, to take the following actions to ensure that the District complies with Executive Order 2020-51 and the provisions of Executive Orders 2020-41 and 2020-44 still in effect:

1. In conformity with Order 1 of Executive Order 2020-51:
  - a. Provide the Governing Board with a recommendation as to when in-person, teacher led classroom instruction can safely be made available; and

- b. Provide the Governing Board with a mitigation plan for its consideration and approval prior to the opening of a school building for on-site support services or in person instruction, if such a plan has not already been approved.
2. In conformity with Order 2 of Executive Order 2020-51:
  - a. Ensure that teacher-led distance learning instruction begins by the first day of the District's instructional calendar submitted to the Arizona Department of Education; and
  - b. Submit the District's distance learning plan to the Arizona Department of Education no later than the start date of distance learning instruction or August 14, 2020, whichever is earlier.
3. In conformity with Order 3 of Executive Order 2020-51:
  - a. Arrange for free on-site learning opportunities and support services for students who need a place to go during the school day, beginning on August 17, 2020;
  - b. Develop procedures to help ensure that social distancing and other mitigation strategies are implemented for the free on-site programs;
  - c. Pursuant to Order 3.d of Executive Order 2020-51, authorize the Superintendent to apply for a waiver of the requirement to provide free on-site learning if the County Health Department, in conjunction with the Arizona Department of Health Services (ADHS), advises the District to close due to a COVID-19 outbreak.
4. In conformity with Order 4 of Executive Order 2020-51, comply with the posting and notification requirements described in Order 4.a – d.
5. In conformity with Order 5 of Executive Order 2020-51, develop, recommend and implement a policy relating to face coverings, and revise the same as needed to comport with new guidance or requirements from the ADHS and/or the Centers for Disease Control and Prevention (CDC).
6. In conformity with Order 6 of Executive Order 2020-51, the Governing Board has determined that it will continue to pay its employees during periods of school building closures based upon data and information provided by the Superintendent and other sources that affirms that such payments:
  - a. Are necessary to preserve a properly trained, qualified and experienced workforce;
  - b. Serve the public purpose of protecting the District's investment in its workforce;
  - c. Are feasible because the District has sufficient revenues to continue such payments; and

To be eligible for payment, District employees must remain committed and available to work during the employee's normal work hours during periods of school closures, whether the work is to be performed in-person or remotely or is alternative work for which the employee is qualified to perform.

7. In conformity with Order 7 of Executive Order 2020-51, the District will begin providing in-person developmental preschool programming and services on August 17, 2020, so long as it can do so consistent with CDC and ADHS public health recommendations.
8. The Governing Board authorizes the Superintendent to work with relevant governmental authorities to comply with all laws, regulations, Orders and guidelines designed to prevent the spread of COVID-19 as the District resumes its operations and activities. The Superintendent may implement regulations or protocols to support such compliance.
9. The District's regular practices, protocols and procedures, as set forth in Governing Board Policies, Administrative Regulations, Board adopted Employee Agreements or otherwise, may not be reasonable, feasible or advisable to implement during the COVID-19 outbreak. Therefore, the Governing Board authorizes the Superintendent to temporarily suspend compliance with or implementation of the same as needed to comply with applicable laws, regulations, Orders and guidelines, and/or to promote the health, safety and welfare of the school community and/or to efficiently and effectively operate District programs and services during the COVID-19 pandemic. Should the Superintendent exercise the discretion authorized by this Section, the Superintendent shall provide the Governing Board with prompt notice of the actions taken.
10. The Governing Board authorizes the Superintendent execute any further documentation to effectuate this Resolution, including but not limited to any requisite documentation required by the Arizona Department of Education or legal authorities with jurisdiction over the District.
11. To the extent that any provision in this Resolution conflicts with or is superseded by enacted federal or state legislation or local ordinances, the District shall comply with those laws or ordinances.

This Resolution was adopted at a properly noticed meeting of the Governing Board on August 11, 2020. The Governing Board hereby authorizes the Governing Board President to sign this Resolution on behalf of the Governing Board.

**JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2**

By: \_\_\_\_\_

August 22, 2020

Governing Board President

### C. Policy and Regulation Adoption - First Reading

Approve the following policies and regulations for a first reading:

Policy BEC - Executive Sessions / Open Meetings

Policy IHA - Basic Instruction Program

Policy KB - Parent Involvement in Education

Regulation GBGB-R - Staff Personal Security and Safety

Regulation JICA-RB - Student Dress

Regulation KI-RB - Visitors to Schools

# POLICY SERVICES ADVISORY

Volume 32, Number 2

July 2020

- Policy Advisory No. 672 ..... Regulation GBGB-R — Staff Personal Security and Safety
- Policy Advisory No. 673 ..... Policy IHA — Basic Instructional Program
- Policy Advisory No. 674 *NEW* ..... Regulation JICA-RB — Student Dress
- Policy Advisory No. 675 ..... Policy KB — Parent Involvement in Education
- Policy Advisory No. 676 *NEW* ..... Regulation KI-RB — Visitors to Schools

## POLICY ALERTS

### Policy GCQE — Retirement of Professional / Support Staff Members

Policy GCQE has been adopted by very few school districts and is, therefore, currently in minimal use. Nevertheless, the policy has a correction due to a misprint as follows:

The second and fourth columns under “Sick Leave Payment upon Retirement” have the heading “Percent of Annual Salary.”

The heading for each column, two and four, should be “Percent of Daily Salary” as “daily rate” is the wording included in the explanatory paragraph immediately preceding the table as follows:

#### *Sick Leave Payment upon Retirement*

Upon proper and timely application for the retirement incentive program, the District will pay for accumulated sick leave on a graduated scale up to the maximum accumulated amount indicated by the District. **Certificated employees will be paid based upon a daily rate established for payment of a day-to-day substitute teacher in the District, and support staff members will be paid based upon a daily rate calculated by multiplying the minimum wage times eight (8) hours.** The payment will be made on the following scale:

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Number of years of service to the School District	Percent of <u>daily</u> salary	Number of years of service to the School District	Percent of <u>daily</u> salary
10	0%	16	30%
11	5%	17	35%
12	10%	18	40%
13	15%	19	45%
14	20%	20 and above	50%
15	25%		

The following policies are discussed in an ALERT format due to actions taken by the 54th Legislature, First Regular Session which convened January 13, 2020 and adjourned sine die on May 26, 2020. The changes/additions to statute do not require policy language changes but are emphasized here for district awareness.

The General Effective Date of these bills, unless passed as emergency legislation, is August 25, 2020.

**Policy BEC — Executive Sessions / Open Meetings**

Senate Bill 1012 has added language to A.R.S 38-431.03, Executive Sessions, allowing an executive session to include discussion or consideration of matters relating to school safety operations or school safety plans or programs.

Due to the on-going COVID-19 situation, Governing Boards should be aware of the above addition to A.R.S. 38-431.03(A)(8) to enhance flexibility in dealing with issues in a timely manner.

**Policy IHAMD— Instruction and Training in Suicide Prevention**

Senate Bill 1446 has added A.R.S. 15-160 to read: Student identification cards; suicide prevention; contact information required

a. Beginning July 1, 2021, if a school district governing board or charter school governing body issues identification cards to students in grades nine through twelve, the school district governing board or charter school governing body shall include at least one of the following on each new identification card issued to a student in grade nine through twelve:

1. The telephone number for a national suicide prevention lifeline.
2. The telephone number for a national network of local crisis centers.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

3. A statement describing how to access a text-based emotional support service.

4. The telephone number for a local suicide prevention hotline.

b. A school district governing board or charter school governing body may include the information described in subsection a of this section on student identification cards by printing the information on, or by affixing a sticker that contains the information to, the identification cards.

Districts or charter schools that issue identification cards to students in grades nine through twelve should take steps to meet this requirement by July 21, 2021.

### **POLICY ADVISORY DISCUSSION**

The following policy advisories are the result of the Governor's Executive Order on July 23, 2020 and the result of actions taken by the 54th Legislature, Second Regular Session which convened in January 13, 2020 and adjourned sine die on May 26, 2020.

The General Effective Date of these bills, unless passed as emergency legislation, is August 25, 2020.

**Policy Advisory No. 672**

**Regulation GBGB-R — Staff Personal Security  
and Safety**

**NEW Policy Advisory No. 674**

**Regulation JICA-RB — Student Dress**

**NEW Policy Advisory No. 676**

**Regulation KI-RB — Visitors to Schools**

These regulations are updated or created in response to the State of Arizona Executive Order 2020-51, *Arizona: Open for Learning*, see <https://azgovernor.gov/executive-orders>. The Executive Order requires the use of face coverings until the Arizona Department of Health Services (ADHS) determines that face coverings are no longer necessary or recommended to contain the spread of the coronavirus.

Guidance in the regulation also comes from the Centers for Disease Control and Prevention (CDC), see <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>, and ADHS, see <https://www.azdhs.gov/preparedness/emergency-preparedness/index.php#school-resources>.

The new language is identical in each of the three regulations to address that face coverings are to be worn by staff, students, and visitors. Districts should review the recommended guidelines to ensure that the needs of their schools and community are adequately met.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**Policy Advisory No. 673**

**Policy IHA — Basic Instructional Program**

House Bill 2625 has added A.R.S. 1-319; amended A.R.S. 15-203; and added A.R.S. 15-710.01 relating to civics.

A.R.S. 1-319 specifies that September 25, in each year, shall be observed as Sandra Day O'Connor Civics Celebration Day, which is not a legal holiday. If Sandra Day O'Connor Civics Celebration Day falls on a Saturday, Sunday or other day when a public school is not in session, the preceding or following school day shall be observed in the public school as the holiday

A.R.S. 15-203 states that the State Board of Education shall, for the purposes of Sandra Day O'Connor Civics Celebration Day instruction under section A.R.S. 15-710.01, develop a list of recommended resources relating to civics education that align with the academic standards prescribed by the State Board Of Education in social studies pursuant to sections 15-701 and 15-701.01. The state board shall establish a process that allows public schools to recommend resources for addition to the list.

A.R.S. 15-710.01 adds that on Sandra Day O'Connor Civics Celebration Day, each public school in this state shall dedicate the majority of the school day to civics education.

**Policy Advisory No. 675**

**Policy KB — Parent Involvement in Education**

Senate Bill 1061 has added section 15-249 to the statutes, relating to the department of education, which states that the DOE shall establish and post on its website a statutory handbook of parental rights that consists of the text of the following statutes:

1. Title 1, chapter 6.
2. Section 15-102.
3. Section 15-110.
4. Section 15-113.
5. Section 15-117.
6. Section 15-351.
7. Section 15-721.
8. Section 15-722.
9. Section 15-730.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Each school district and charter school in this state shall prominently post on a publicly accessible portion of its website a link to the statutory handbook of parental rights.

The appropriate language has been added to Policy KB, Parent Involvement in Education.

=====

If you have any questions, call Policy Services at (602) 254-1100. Ask for Chris Thomas, General Counsel/Associate Executive Director; Dr. Terry Rowles, Assistant Director; Steve Highlen, Senior Policy Consultant; or David DeCabooter, Policy Consultant/Staff Attorney. Our e-mail addresses are, respectively, [cthomas@azsba.org], [trowles@azsba.org], [shighlen@azsba.org] and [ddecabooter@azsba.org]. You may also fax information to (602) 254-1177.

**Note:** This material is written for informational purposes only, and not as legal advice. You may wish to review the policy references and consult an attorney for further explanation.

**GBGB-R ©**

**REGULATION**

**STAFF PERSONAL SECURITY  
AND SAFETY**

**Threats**

Any employee who is threatened with harm by an individual or a group while carrying out assigned duties shall immediately notify the school principal or supervisor. The principal or supervisor shall then immediately notify the Superintendent's office of the threat and together they shall take immediate steps in cooperation with the employee to provide every reasonable precaution for the employee's safety. Precautionary steps, including any advisable legal action, shall be reported to the Superintendent's office at the earliest possible time.

**Eye Protective Devices**

Every student, teacher, and visitor in public schools shall wear appropriate eye protective ware while participating in or when observing vocational, technical, industrial arts, art, or laboratory science activities involving exposure to:

- A. Molten metals or other molten materials.
- B. Cutting, shaping, and grinding of materials.
- C. Heat treatment, tempering, or kiln firing of any metal or other materials.
- D. Welding fabrication processes.
- E. Explosive materials.
- F. Caustic solutions.
- G. Radiation materials.

The Board shall equip the schools with eye protective ware.

Schools may receive and expend federal, state, and local monies to provide eye protective devices.

For purposes of this procedure, *eye protective ware* means devices meeting the standards of the U.S.A. Standard Safety Code for head, eye, and respiratory protection, Z21-1959, and subsequent revisions thereof, approved by the United States of America Standards Institute, Inc.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

### Cloth Face Coverings

All persons, including, but not limited to, staff, students, vendors, visitors, and volunteers, shall wear a cloth face covering while on any District property, in any District facility, at any District event, whether indoors or outdoors, and in any District vehicle, including District busses or vehicles rented or leased by the District.

Cloth face coverings should not be worn by:

- A. Children under the age of 2;
- B. Anyone who has trouble breathing;
- C. Anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

The Superintendent may make exceptions to the requirement to wear a cloth face covering while keeping in mind the health and safety of everyone involved.

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A cloth face covering does not replace the need for frequent handwashing, covering coughs and sneezes, and practicing physical distancing (six feet [6'] away) to the extent possible. Individuals are to be reminded to avoid touching their cloth face covering and to wash their hands frequently. To ensure the proper use of cloth face coverings, staff and students are to be educated on how to wear and care for their cloth face coverings.

**IHA ©  
BASIC INSTRUCTIONAL PROGRAM**

The various instructional programs will be developed to maintain a balanced, integrated, and sequential curriculum that will serve the educational needs of all school-aged children in the District. The curriculum will be broad in scope and provide for a wide range in rate, readiness, and potential for learning.

The instructional program shall reflect the importance of language acquisition/reading-skill development as the basic element in each student's education. The first priority of the instructional program will be language acquisition through a planned sequence of reading skills and language experiences beginning in the kindergarten program. The improvement of specific reading skills of students should be continuous throughout their education. Each school educating students in kindergarten and grades one (1) through three (3) shall have a reading program as required by A.R.S. 15-704 and applicable State Board of Education rules.

The second priority of the instructional program will be mastery of the fundamentals of mathematics, beginning in the kindergarten program.

The instructional program will ensure that on or before July 1, 2021, at least one (1) kindergarten through third (K-3) grade teacher in each school has received training related to dyslexia that complies with the requirements prescribed in A.R.S. 15-219 and A.R.S. 15-501.01 which includes enabling teachers to understand and recognize dyslexia and to implement structured literacy instruction that is systematic, explicit, multisensory and evidence-based to meet the educational needs of students with dyslexia.

Attention to the above-listed priorities shall not result in neglect of other areas of the curriculum.

The instructional program will include planned sequences in:

- A. Language arts - reading, spelling, handwriting, English grammar, composition, literature, and study skills.
- B. Mathematics experiences.
- C. Social studies - history including Native American history, geography, civics, economics, world cultures, political science, and other social science disciplines.
- D. Science experiences.
- E. Fine and practical arts experience - art education, vocal and instrumental music, and vocational/business education.

- F. Technology skills.
- G. Health and safety education.
- H. Physical education.
- I. Foreign or Native American language.

The planned program for all students shall also include library instruction, individual study, guidance, other appropriate instructional activities, and all instruction required under state law and State Board of Education regulations.

September 25, in each year, shall be observed as Sandra Day O'Connor Civics Celebration Day, which is not a legal holiday. On Sandra Day O'Connor Civics Celebration Day, each public school in this state shall dedicate the majority of the school day to civics education.

If Sandra Day O'Connor Civics Celebration Day falls on a Saturday, Sunday or other day when a public school is not in session, the preceding or following school day shall be observed in the public school as the holiday

The Superintendent is directed to emphasize the use of the resources developed by the State Board of Education relating to civics education which align with the academic standards in social studies pursuant to A.R.S.15-701 and 15-701.01.

Adopted:

LEGAL REF.:

A.R.S.

1-139

15-203

15-211

15-219

15-341

15-501.01

15-701

15-701.01

15-704

15-710

15-741.01

15-802

A.A.C.

R7-2-301 *et seq.*

CROSS REF.:

IJNDB - Use of Technology Resources in Instruction

**JICA-RB ©**

**REGULATION**

**STUDENT DRESS**

**(Cloth Face Coverings)**

All persons, including, but not limited to, staff, students, vendors, visitors, and volunteers, shall wear a cloth face covering while on any District property, in any District facility, at any District event, whether indoors or outdoors, and in any District vehicle, including District busses or vehicles rented or leased by the District.

Cloth face coverings should not be worn by:

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**KB ©  
PARENTAL INVOLVEMENT  
IN EDUCATION**

The Superintendent, in consultation with parents, teachers, and administrators, shall develop procedures for parental involvement in the school(s). These shall include:

- A. A plan for parent participation in the school designed to improve parent and teacher cooperation in such areas as homework, attendance, and discipline. The plan shall provide for the administration of a parent-teacher satisfaction survey.
- B. A method by which parents may learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.
- C. A procedure by which parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used and request an alternative assignment. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion or, because of sexual content, violent content, or profane or vulgar language.
- D. A procedure by which parents or guardians of students enrolled in the District shall have access in advance to the instructional materials, learning materials and activities currently used by, or being considered for use by, the District.
- E. A procedure by which the District shall obtain signed, written consent from a student's parent or guardian before using video, audio or electronic materials that may be inappropriate for the age of the student.
- F. Procedures to prohibit the School District from providing sex education instruction to a student unless the student's parent provides written permission for the student to participate in the sex education curricula if the School District offers any sex education curricula pursuant to A.R.S. 15-711 on the requirement to include instruction to students in grades seven (7) through twelve (12) on laws relating to sexual conduct with a minor or 15-716 concerning instruction on immune deficiency syndrome, or pursuant to any rules adopted by the State Board of Education.
- G. Procedures by which parents will be notified in advance of and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula.

H. Procedures by which parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, extracurricular clubs, and activities that have been approved by the school.

I. Procedures by which parents may learn about parental rights and responsibilities under the laws of this state, including the following:

1. The right to opt into a sex education curriculum if one is provided by the District.
2. Open enrollment rights pursuant to A.R.S. 15-816.01, relating to the District policies on open enrollment.
3. The right to opt out of assignments pursuant to A.R.S. 1-601, Parents Bill of Rights. [See Exhibit KB-EB]
4. The right to opt a child out of immunizations as authorized by A.R.S. 15-873, relating to an outbreak of a communicable disease.
5. The promotion requirements prescribed in A.R.S. 15-701 for students in grades one (1) through eight (8).
6. The minimum course of study and competency requirements for graduation from high school prescribed in A.R.S. 15-701.01.
7. The right to opt out of instruction on the acquired immune deficiency syndrome as provided by A.R.S. 15-716.
8. The right to review their child's standardized norm-referenced test results pursuant to A.R.S. 15-743.
9. The right to participate in gifted programs pursuant as prescribed by A.R.S. 15-779.01.
10. The right to access instructional materials as directed by A.R.S. 15-730.
11. The right to receive the school's annual report card pursuant to A.R.S. 15-746.
12. The school attendance and age requirements for children prescribed in A.R.S. 15-802, 15-803 and 15-821.
13. The right to public review of courses of study and textbooks in the common schools (preschool programs through grade eight [8]), as prescribed in A.R.S. 15-721, and in high schools, prescribed in A.R.S. 15-722.
14. The right to be excused from school attendance for religious purposes as described by A.R.S. 15-806.

15. Policies related to parental involvement pursuant to A.R.S. 15-102 and set out herein.

16. The right to seek membership on school councils pursuant to A.R.S. 15-351, describing the purpose, duties, and membership of a school council. [Subject to the exemption of certain school districts exempted as described in A.R.S. 15-352.]

17. Information about the student accountability information system (SAIS) as prescribed in section 15-1042.

18. The right to access the failing schools tutoring fund pursuant to A.R.S. 15-241.

19. Access to the Arizona Department of Education (DOE) statutory handbook of parental rights, which is posted on the DOE website and is prominently posted on a publicly accessible portion of the District website with a link to the statutory handbook of parental rights with the title and sections as listed below:

a. Title 1, chapter 6.

b. Section 15-102.

c. Section 15-110.

d. Section 15-113.

e. Section 15-117.

f. Section 15-351.

g. Section 15-721.

h. Section 15-722.

i. Section 15-730.

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***Optional language:*** The following outlined items (to next double line) setting out the manner in which parents may be made aware of the District's Parental Involvement Policy are optional in whole or in part as determined by the local Governing Board.

The District plan under this policy may also include:

A. Making parents aware of this District parental involvement policy, including:

1. Rights under the Family Educational Rights and Privacy Act (FERPA) of 1974, as revised (20 U.S.C. 1232g) relating to access to children's official records.

2. The parent's right to inspect the District policies and curriculum.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

- B. Efforts to encourage the development of parenting skills.
- C. The communication to parents of techniques designed to assist the student's learning experience in the home.
- D. Efforts to encourage access to community and support services for children and families.
- E. The promotion of communication between the school and parents concerning school programs and the academic progress of the parents' children.
- F. Identifying opportunities for parents to participate in and support classroom instruction at the school.
- G. Efforts to support, with appropriate training, parents as shared decision makers and to encourage membership on school councils.
- H. The recognition of the diversity of parents and the development of guidelines that promote widespread parental participation and involvement in the school at various levels.
- I. The development of preparation programs and specialized courses for certificated employees and administrators that promote parental involvement.
- J. The development of strategies and programmatic structures at schools to encourage and enable parents to participate actively in their children's education.
- K. Provide to parents the information in this policy in an electronic form.

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Resumés of all current and former instructional personnel shall be maintained and available for inspection by parents and guardians of pupils enrolled. The resumé shall include individual educational and teaching background and experience in a particular academic content subject area.

For the purposes of this policy *parent* means the natural or adoptive parent or legal guardian of a minor child.

When a parent submits a written request for information to the Superintendent or a school principal during regular business hours:

- A. The Superintendent or principal shall:
  - 1. Deliver the requested information to the parent within ten (10) calendar days, or
  - 2. Provide to the parent a written explanation for denial of the requested information.

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B. If the requested information is denied or is not received by the parent within fifteen (15) calendar days:

1. The parent may submit to the Governing Board a request for the requested information, and
2. The Governing Board shall consider the request at the next scheduled meeting of the Board on which the request can be properly noticed. If the request cannot be properly noticed on the next scheduled meeting agenda, the Governing Board shall formally consider the request at the next subsequent public meeting of the Governing Board.

Adopted:

LEGAL REF.:

A.R.S.

1-601

1-602

15-101

15-102

15-110

15-113

15-117

15-249

15-341

15-351

15-721

15-722

15-730

CROSS REF.:

ABA - Community Involvement in Education

IHBD - Compensatory Education

IJ - Instructional Resources and Materials

IJND - Technology Resources

JHD - Exclusions and Exemptions from School Attendance

KDB - Public's Right to Know/Freedom of Information

**KI-RB ©**

**REGULATION**

**VISITORS TO SCHOOLS**

**(Cloth Face Coverings)**

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**7. DISCUSSION ITEMS**

The Governing Board will not vote on Discussion Items and any action taken as a result of this discussion will be limited to directing staff to study the matter or scheduling the matter for a future agenda.

**8. INFORMATION ITEMS**

**A. Requests for Future Agenda Items**

This agenda item is for the Governing Board to have a running record of potential items to be placed on future agendas. There will be no discussion on the substance, merits, or issues relating to the proposed agenda item.

**B. Upcoming Meetings and Events Calendar**

- Next Regular Board Meeting - Tuesday, September 8, 2020; 6:00 p.m.
- ASBA 44th Annual Law Conference (Virtual Event) - September 9-11, 2020

**9. ADJOURNMENT**

Call to adjourn the meeting