



## **Regular Board Meeting Agenda**

**Tuesday, January 11, 2022 | 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**

- 1.A. Call to Order
- 1.B. Roll Call
- 1.C. Pledge of Allegiance
- 1.D. Invocation
- 1.E. Adoption of Agenda
- 1.F. Approve Minutes of the December 14, 2021 Regular Board Meeting



**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, December 14, 2021**

**Members present**

Rhonda Roberson (Clerk); Andrew Bushman; Dayton Flake; Karsten Flake

**Administrators present**

Bryan Fields (Superintendent); Steven Mills (Business Manager); Darrel Mosier (Principal)

**Others present**

None

**1. OPENING ITEMS**

**A. Call to Order**

Karsten Flake called the meeting to order at 6:00 pm;

**B. Roll Call**

**C. Pledge of Allegiance**

**D. Invocation**

**E. Adoption of Agenda**

Motion by Rhonda Roberson to adopt the agenda as presented, second by Andrew Bushman.

Final Resolution: Motion carries

Yes: Rhonda Roberson, Andrew Bushman, Dayton Flake, Karsten Flake

**F. Approve Minutes of the November 9, 2021 Regular Board Meeting**

Motion by Rhonda Roberson to approve the minutes of the November 9, 2021 regular board meeting, second by Andrew Bushman.

Final Resolution: Motion carries

Yes: Rhonda Roberson, Andrew Bushman, Karsten Flake, Dayton Flake abstained.

**G. Superintendent's Report**

**2. CALL TO THE PUBLIC**

There were no requests to address the board.

**3. POSSIBLE EXECUTIVE SESSION**

None

**4. CONSENT AGENDA**

Motion by Karsten Flake to accept the Consent Agenda as presented, second by Rhonda Roberson.

Final Resolution: Motion carries

Yes: Rhonda Roberson, Andrew Bushman, Dayton Flake, Karsten Flake

**A. Approve Expense Vouchers**

Action to ratify district vouchers for period 11/3/2021 through 12/8/2021.

**General and Special Funds:** #12 \$151,479.01; #13 \$143,304.65; #14 \$140,004.36; #1024 \$1,984.98;

#1025 \$33,194.77; #1026 \$68,955.96; #1027 \$1,711.39; #1028 \$60,406.05; #1029 \$1,193.85; #1030 \$8,810.95

**Auxiliary Operations Funds:** #1034 \$1,685.92; #1037 \$3,772.96

**Student Activities Fund:** #1035 \$528.60; #1036 \$2,019.16; #1039 \$1,794.88

**B. Student Activities Fund Report**

Revenues, expenditures, and charges in the Student Activities Fund Report; period of 11/1/2021 through 11/30/2021.

**C. Resolution Authorizing the Superintendent and Business Manager to Obtain Credit Cards On Behalf of the District**

**D. Approval of High School Girls Basketball Fundraiser**

**E. Approval of Senior Class Fundraiser**

**F. Accept Grant Award from APS and The Phoenix Suns**

Awarded to Peter Bushman's 3rd grade class garden project in the amount of \$1,500

**G. Approval of Arizona School Facilities Board Asbestos Testing Grant**

Funds to test HS campus ceiling tiles for asbestos

**PERSONNEL REQUESTS**

**H. Employee Assignments, Employee Renewals, Volunteers, Employee Resignations**

Motion by Karsten Flake to approve Personnel Requests as presented, second by Andrew Bushman.

Final Resolution: Motion carries

Yes: Rhonda Roberson, Andrew Bushman, Dayton Flake, Karsten Flake

**VOLUNTEERS:**

Jacob Fields - Basketball

Matthew Fields - Basketball

Robert Neill - Basketball and Softball

**EMPLOYEE ASSIGNMENT:**

Shealynn Buckley - Wrestling Tournament Hospitality Coordinator

Deo Diaz - JH Head Basketball Coach

Daniel Hutchens - JH Head Girls Basketball Coach

**I. Personnel Appointments**

Motion by Karsten Flake to approve Personnel Appointments as presented, second by Andrew Bushman.

Final Resolution: Motion carries

Yes: Rhonda Roberson, Andrew Bushman, Dayton Flake, Karsten Flake

Amy Banford - Special Education Instructional Aide

Drew Colligon - Substitute Custodian

Katherine "Katie" Frost - Substitute Teacher

Natalie Hancock - Project Coordinator (Youth, Faith & Family Grant)

Neleigha Hutchens - Asst. Coach JH Boys Basketball

Zoe McLaws - Concession Worker

Lisa Gayer - Event Worker

Sharon Spurlock - Event Worker

Anthony Whetton - Project Coordinator (Youth, Faith & Family Grant)

Jason Whetton - Project Coordinator (Youth, Faith & Family Grant)

**J. Personnel Appointments**

Motion by Andrew Bushman to approve Personnel Appointments as presented, second by Rhonda Roberson.

Final Resolution: Motion carries  
Yes: Rhonda Roberson, Andrew Bushman, Dayton Flake  
Abstained: Karsten Flake

Amelia "Mia" Rascon - Event Worker

## 5. ACTION ITEMS

### A. Discussion and Possible Approval of School Calendar for 2022-23

Motion by Karsten Flake to discuss the approval of the School Calendar for 2022-23, second by Dayton Flake.

Several calendar options were discussed.

Motion by Andrew Bushman to approve the 148-day Calendar as presented, second by Rhonda Roberson

Final Resolution: Motion carries

Yes: Rhonda Roberson, Andrew Bushman, Dayton Flake

No: Karsten Flake

### B. Discussion and Possible Approval of Changes to Policies GCH, IMB, JLCB and Regulations GBGB-R, JLCB-R

Modification and/or Adoption of JCUSD Governing Board policies which were recommended by the Arizona School Boards Association.

Motion by Karsten Flake to approve the Changes to Policies GCH, IMB, JLCB and Regulations GBGB-R, JLCB-R, second by Rhonda Roberson.

Final Resolution: Motion carries

Yes: Rhonda Roberson, Andrew Bushman, Dayton Flake, Karsten Flake

### C. Discussion and Possible Approval of Changes to Pay Rates for Substitutes and Bus Drivers

Increase Bus Driver and Substitute Teacher pay rates effective 1/1/2022

Motion by Karsten Flake to approve the changes to Pay Rates for Substitutes and Bus Drivers as presented, second by Dayton Flake.

Final Resolution: Motion carries

Yes: Rhonda Roberson, Andrew Bushman, Dayton Flake, Karsten Flake

### D. Approve the Purchase of Buses

Motion by Karsten Flake to approve the purchase of a travel bus and a route bus, second by Rhonda Roberson.

Final Resolution: Motion carries

Yes: Rhonda Roberson, Andrew Bushman, Dayton Flake, Karsten Flake

### E. Superintendent's Evaluation

Motion by Karsten Flake to accept the Superintendent's Evaluation, second by Andrew Bushman.

Final Resolution: Motion carries

Yes: Rhonda Roberson, Andrew Bushman, Dayton Flake, Karsten Flake

## 1. DISCUSSION ITEMS

None

## 2. INFORMATION ITEMS

### A. Requests for Future Agenda Items

None

### B. Upcoming Meetings and Events Calendar

- Next Regular Board Meeting - January 11, 2022; 6:00 p.m.

## 3. ADJOURNMENT

Motion by Karsten Flake to adjourn the meeting, second by Dayton Flake.  
Final Resolution: Motion carries  
Yes: Rhonda Roberson, Andrew Bushman, Dayton Flake, Karsten Flake  
Meeting adjourned at 7:25 p.m.

APPROVED:

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Board Clerk or President

**1.G. Election of Governing Board Officers**

Board members will elect President and Clerk for 2022

**1.H. Superintendent's Report**



**Summary of Financial Operations (Unaudited)  
December 31, 2021**

Fund		Budget	YTD Expenses	Encumbrances	Budget Balance
001	Maintenance & Operation	\$4,836,067	\$2,242,384	\$2,196,699	\$ 396,984
010-013	Classroom Site Funds	\$ 431,004	\$ 73,959	\$ 65,898	\$ 291,147
100-130	Title I	\$ 260,000	\$ 75,055	\$ 59,213	\$ 125,732
140-150	Title II - Profesional Development	\$ 40,000	\$ 4,802	\$ -	\$ 35,198
200-209	Title VII - Indian Education	\$ 15,000	\$ 8,893	\$ 156	\$ 5,951
220-229	IDEA/Special Education Grants	\$ 175,000	\$ 49,086	\$ 35,143	\$ 138,762
230	Johnson-O'Malley (JOM)	\$ 4,500	\$ 1,094	\$ 283	\$ 3,123
260-270	Career & Technical Ed (CTE) - Federal	\$ 16,000	\$ 4,806	\$ 178	\$ 11,016
290-291	Medicare Reimbursement	\$ 25,000	\$ 102	\$ 499	\$ 24,400
326-346	ESSER / CARES / ESG	\$1,746,229	\$ 267,621	\$ 71,320	\$1,407,288
374	E-Rate	\$ 2,000	\$ 1,500	\$ -	\$ 500
390-396	REAP (Federal Rural Assistance)	\$ 45,000	\$ -	\$ 21,584	\$ 23,416
400	Career & Technical Ed (CTE) - State	\$ 10,000	\$ 1,415	\$ 1,961	\$ 6,624
466	Healthy Drug-Free Community	\$ 170,000	\$ 17,836	\$ 20,527	\$ 131,637
506	School Plant (Sale)	\$ 5,000	\$ -	\$ -	\$ 5,000
510	Food Service	\$ 300,000	\$ 113,789	\$ 119,110	\$ 67,101
515	Civic Center	\$ 10,000	\$ 153	\$ -	\$ 9,847
520	Preschool Tuition	\$ 12,000	\$ 3,638	\$ 3,231	\$ 5,131
525	Auxiliary Operations	\$ 80,000	\$ 53,983	\$ 16,893	\$ 9,124
526	Extracurricular Activities Tax Credit	\$ 20,000	\$ 3,301	\$ 991	\$ 15,708
530	Gifts & Donations	\$ 50,000	\$ 791	\$ 142	\$ 49,067
535-539	CTE & Vocational Education Projects	\$ 5,000	\$ 2,749	\$ -	\$ 2,251
550	Insurance Proceeds	\$ 60,000	\$ -	\$ -	\$ 60,000
565	Litigation Recovery	\$ 35,000	\$ -	\$ -	\$ 35,000
570	Indirect Costs	\$ 35,000	\$ 10,752	\$ 21,188	\$ 3,060
585	Insurance Refunds	\$ 5,000	\$ 1,000	\$ -	\$ 4,000
596	NAVIT	\$ 45,000	\$ 14,013	\$ 14,310	\$ 16,676
610	Capital Outlay	\$ 404,120	\$ 273,614	\$ 18,633	\$ 111,873
620	Adjacent Ways	\$ 75,000	\$ 3,942	\$ 2,861	\$ 68,197
665	Energy and Water Savings	\$ 49,000	\$ -	\$ -	\$ 49,000
686	SFB Emergency Deficiency Correction	\$ 140,000	\$ -	\$ -	\$ 140,000
691	SFB Building Renewal Grant	\$1,600,000	\$ 310,201	\$1,209,018	\$ 80,781
850	Student Activities	\$ 60,000	\$ 16,627	\$ 533	\$ 42,840

## Governing Board Meeting Update and Current Events Report

Meeting Date: January 11, 2022

Prepared by: B. Fields

- The new car and van that we have purchased are now in our possession. We are also in the process of purchasing a route bus and a travel bus. The route bus is expected to be here by February and the travel bus will take about 7 months. The decision was to go with the 'International'- RMI instead of the other options.
- As I've mentioned previously, APS Cholla decommissioning funds are being sent to us this month and we will need to have discussions on the best ways to spend these funds. I've directed Steve to put these funds in a separate account so that they are reserved for the plans that the District believes they will be best utilized. They have said that the funds being sent to us this month will be approximately \$500,000.
- I participated in an ACC workshop hearing for Coal Community Transitions on January 6<sup>th</sup>. More workshops are being scheduled. This first workshop was more procedural than substantive.
- The Joseph City Invitational Wrestling Tournament was this past weekend.
- Joseph City Board Member terms ending on 12/31/22 are Dayton Flake and Rhonda Roberson. Interested candidates can access the Candidate Interest form on Navajo County website. Then the candidate collects the necessary signatures. The county also provides the petition signature form upon request. Their website will have the handbook available by March 1.
- Salary schedules have been updated with the changes approved last month and are available on the District website.
- We are planning on building a Softball scorekeeping box with our maintenance crew.

## 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. POSSIBLE 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

Vote on 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.

### 4.A. Approve Expense Vouchers

Action to ratify district vouchers for period 12/9/2021 through 1/5/2022.

**General and Special Funds:** #15 \$18,180.83; #16 \$156,848.44; #17 \$131,540.60; #1031 \$124,244.44; #1032 \$1,698.93; #1033 \$62,814.17; #1034 \$154,242.30

**Auxiliary Operations Funds:** #1041 \$1,376.33

**Student Activities Fund:** #1040 \$1,412.39

### 4.B. Student Activities Fund Report

Revenues, expenditures and charges in the Student Activities Fund Report; period of \_\_\_\_ through \_\_\_\_.

## Joseph City USD External Funds

### Student Activities Summary Report

Fiscal Year: 2021-2022

From: 12/1/2021 To: 12/31/2021

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
000.000 Undesignated DO NOT USE	.00	.00	.00	.00	.00	.00
102.610 Joseph City Jr High School Student Council	1,109.12	19.25	.00	1,128.37	(84.48)	1,043.89
102.612 Joseph City Jr High School Softball	(11.39)	.00	.00	(11.39)	.00	(11.39)
102.619 Joseph City Jr High School Volleyball	198.27	.00	.00	198.27	.00	198.27
102.629 Joseph City Jr High School Track	260.11	.00	.00	260.11	.00	260.11
102.637 Joseph City Jr High School Class of 2024	388.76	(168.11)	(220.65)	.00	.00	.00
102.638 Joseph City Jr High School Class of 2025	326.32	(95.00)	(231.32)	.00	.00	.00
102.639 Joseph City Jr High School Class of 2026	188.93	.00	.00	188.93	.00	188.93
102.640 Joseph City Jr High School Class of 2027	1,160.99	.00	.00	1,160.99	.00	1,160.99
102.641 Joseph City Jr High School Class of 2028	132.00	.00	.00	132.00	.00	132.00
102.642 Joseph City Jr High School Class of 2029	.00	.00	.00	.00	.00	.00
203.601 Joseph City High School Band	351.95	.00	.00	351.95	.00	351.95
203.602 Joseph City High School Baseball	326.74	.00	.00	326.74	.00	326.74
203.605 Joseph City High School Chess Club	.00	.00	.00	.00	.00	.00
203.606 Joseph City High School Card and Game Club	146.14	.00	.00	146.14	.00	146.14
203.607 Joseph City High School Drama	2,274.17	.00	.00	2,274.17	.00	2,274.17
203.608 Joseph City High School Future Business Leaders of America	12.59	.00	.00	12.59	.00	12.59
203.609 Joseph City High School Girls Basketball	3,114.79	.00	(1,412.39)	1,702.40	633.60	2,336.00
203.610 Joseph City High School Student Council	4,981.76	.00	.00	4,981.76	(110.88)	4,870.88
203.611 Joseph City High School National Honor Society	695.96	.00	.00	695.96	.00	695.96
203.612 Joseph City High School Softball	1,234.31	.00	.00	1,234.31	.00	1,234.31
203.613 Joseph City High School Momentum Club/Audition Choir	409.15	.00	.00	409.15	.00	409.15

## Joseph City USD External Funds

### Student Activities Summary Report

Fiscal Year: 2021-2022

From: 12/1/2021 To: 12/31/2021

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
203.614 Joseph City High School Wrestling	1,693.99	1,668.00	.00	3,361.99	.00	3,361.99
203.615 Joseph City High School Cheerleaders	3,245.24	.00	(153.73)	3,091.51	153.73	3,245.24
203.616 Joseph City High School Welding	106.33	.00	.00	106.33	.00	106.33
203.617 Joseph City High School Woods	104.72	.00	.00	104.72	.00	104.72
203.618 Joseph City High School Boys Basketball	2,952.39	925.00	(1,766.81)	2,110.58	2,771.57	4,882.15
203.619 Joseph City High School Volleyball	8,339.73	.00	.00	8,339.73	.00	8,339.73
203.620 Joseph City High School FACS	35.74	.00	.00	35.74	.00	35.74
203.624 Joseph City High School Basketball Cheerleaders	.00	.00	.00	.00	.00	.00
203.625 Joseph City High School FFA	(292.52)	.00	.00	(292.52)	.00	(292.52)
203.626 Joseph City High School Happy Club	880.07	.00	.00	880.07	.00	880.07
203.627 Joseph City High School Robotics	359.85	.00	.00	359.85	.00	359.85
203.628 Joseph City High School Cross Country	1,068.26	.00	(847.66)	220.60	798.34	1,018.94
203.629 Joseph City High School Track	191.04	.00	.00	191.04	.00	191.04
203.630 Joseph City High School Football	1,400.26	.00	.00	1,400.26	.00	1,400.26
203.631 Joseph City High School Technology Club	109.95	.00	.00	109.95	.00	109.95
203.632 Joseph City High School Class of 2019	.00	.00	.00	.00	.00	.00
203.633 Joseph City High School Class of 2020	.00	.00	.00	.00	.00	.00
203.634 Joseph City High School Class of 2021	.00	.00	.00	.00	.00	.00
203.635 Joseph City High School Class of 2022	2,557.62	3,556.00	.00	6,113.62	.00	6,113.62
203.636 Joseph City High School Class of 2023	4,110.72	641.50	.00	4,752.22	.00	4,752.22
203.637 Joseph City High School Class of 2024	.00	388.76	.00	388.76	.00	388.76
203.638 Joseph City High School Class of 2025	.00	95.00	231.32	326.32	.00	326.32
500.300 Districtwide UNDESIGNATED	(124.74)	.00	.00	(124.74)	.00	(124.74)

## Joseph City USD External Funds

### Student Activities Summary Report

Fiscal Year: 2021-2022

From: 12/1/2021      To: 12/31/2021

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
500.600 Districtwide UNDESIGNATED	(67.57)	.00	.00	(67.57)	.00	(67.57)
<b>GRAND TOTALS</b>	43,971.75	7,030.40	(4,401.24)	46,600.91	4,161.88	50,762.79

End of Report

## **5. PERSONNEL REQUESTS (\*)**

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

### **5.A. Employee Assignments, Employee Renewals, Volunteers, Employee Resignations**

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

#### **VOLUNTEERS:**

Tonya Chee - Elementary

#### **RENEWAL:**

Jody Balda- Pool Maintenance Worker

### **5.B. Personnel Appointments**

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

Hayden Fischer - Event Worker

Joseph Fischer - Concession Worker

Jordan Pederson - Event Worker

## **6. ACTION ITEMS**

### **6.A. Approval of Regular Meeting Date and Times**

Monthly Governing Board Meetings

### **6.B. Senior Fundraiser**

The Senior Class is requesting to host a Winter Dance 1.28.2022 as a fundraising project.

### **6.C. Softball Fundraiser**

Softball team will sell ads to be displayed on banners around the field.

## **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.

### **7.A. Annual Review of Mission Statement, Staff Code of Conduct and Other Related Policies and Regulations**

No action will be taken at this meeting. The board may recommend an time for review or changes at a future meeting.

# **DISTRICT MISSION AND BELIEF STATEMENT**

## **Vision/Motto**

***"A Continuing Tradition of Excellence."***

## **Mission**

**United in Preparing Life-Long Learners through Leadership,  
Teamwork, Accountability, Integrity and Excellence.**

### ***Core values:***

*Leadership* - Consistently and respectfully giving guidance and direction within our stewardship, thus creating future leaders.

*Teamwork* - Students, parents, community, staff and administration working together.

*Accountability* - Reliable and answerable for our actions and inactions at all times.

*Integrity* - Ethical, honest and trustworthy in all actions.

*Excellence* - Continually striving for improvement.

## STAFF CONDUCT

No employee, while on or using school property, otherwise acting as an agent, or working in an official capacity for the District shall engage in:

- A. Physical or verbal abuse of, or threat of harm to, anyone.
- B. Causing damage, or threat of damage, to property of the District or property of a member of the community or a visitor to the school when the property is located on premises controlled by the District.
- C. Forceful or unauthorized entry to or occupation of District facilities, including buildings and grounds.
- D. Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances.
- E. Use of profane or abusive language, symbols, or conduct.
- F. Failure to comply with lawful direction of District officials, security officers, or any other law-enforcement officer, or failure to identify oneself to such officials or officers when lawfully requested to do so.
- G. The carrying or possession of a weapon on school grounds without authorization from the appropriate school administrator.
- H. A violation of District policies and regulations.
- I. Any conduct violating federal, state, or applicable municipal law or regulation.
- J. Any other conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the District, or any other activity sponsored or approved by the Board.
- K. The use of District resources, as defined in A.R.S. 15-511 and District Policy GBI, Staff Participation in Political Activities, to influence the outcome of an election.

In addition to the foregoing, all staff members are expected to:

- A. Thoroughly acquaint themselves with the rules, regulations, and other information applicable to them contained within the policies of the Board.
- B. Conduct themselves in a manner consistent with effective and orderly education and to protect the students and the District property.
- C. Maintain order in a manner consistent with District policies and regulations.

D. Comply promptly with all orders of the Superintendent and the administrator who is their immediate supervisor.

E. Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school.

F. Comply with the requirement of A.R.S. 15-153 and 15-515 by immediately reporting to the Superintendent or the administrator who is their immediate supervisor:

1. A violation of A.R.S. 13-3102 [possession of a deadly weapon on school grounds].
2. A violation of A.R.S. 13-3111 [possession of a firearm by a minor without authorization (in Maricopa and Pima Counties and where otherwise adopted by local ordinance)].
3. A violation of A.R.S. 13-3411 [possession, use, or intent to sell marijuana, peyote, or dangerous or narcotic drugs, or intent to sell prescription-only drugs in a drug-free school zone (i.e., school grounds and the area within three hundred [300] feet and public property within one thousand [1,000] feet of school grounds, the area at a school bus stop, and a school bus)].

Any administrator receiving a report of a violation of A.R.S. 13-3102, 13-3111, or 13-3411 shall immediately report such violation to a peace officer in compliance with A.R.S. 15-153 and 15-515.

Employees of the District who violate these rules are subject to disciplinary action.

## STAFF CONDUCT

### NOTIFICATION CONCERNING

### NONAPPEALABLE OFFENSES

Notice is herein provided, in accordance with A.R.S. 15-550, that any employee of a public school district or charter school in this state who is arrested for or charged with one (1) or more of the offenses listed below as nonappealable offenses precluding that person from receiving a fingerprint clearance card shall immediately report the arrest or charge to the person's supervisor or the person shall be immediately dismissed from employment with the public school district or charter school. A person dismissed from employment for failure to report being arrested for or charged with a nonappealable offense has no right to appeal under the provisions of A.R.S. 15-539, subsection F.

1. Sexual abuse of a vulnerable adult.
2. Incest.
3. First or second degree murder.
4. Sexual assault.
5. Sexual exploitation of a minor.
6. Sexual exploitation of a vulnerable adult.
7. Commercial sexual exploitation of a minor.
8. Commercial sexual exploitation of a vulnerable adult.
9. Child prostitution as prescribed in section 13-3212.
10. Child abuse.
11. Abuse of a vulnerable adult.
12. Sexual conduct with a minor.
13. Molestation of a child.
14. Molestation of a vulnerable adult.
15. A dangerous crime against children as defined in section 13-705.
16. Exploitation of minors involving drug offenses.
17. Taking a child for the purpose of prostitution as prescribed in section 13-3206.
18. Neglect or abuse of a vulnerable adult.

19. Sex trafficking.
20. Sexual abuse.
21. Production, publication, sale, possession and presentation of obscene items as prescribed in section 13-3502.
22. Furnishing harmful items to minors as prescribed in section 13-3506.
23. Furnishing harmful items to minors by internet activity as prescribed in section 13-3506.01.
24. Obscene or indecent telephone communications to minors for commercial purposes as prescribed in section 13-3512.
25. Luring a minor for sexual exploitation.
26. Enticement of persons for purposes of prostitution.
27. Procurement by false pretenses of person for purposes of prostitution.
28. Procuring or placing persons in a house of prostitution.
29. Receiving earnings of a prostitute.
30. Causing one's spouse to become a prostitute.
31. Detention of persons in a house of prostitution for debt.
32. Keeping or residing in a house of prostitution or employment in prostitution.
33. Pandering.
34. Transporting persons for the purpose of prostitution, polygamy and concubinage.
35. Portraying adult as a minor as prescribed in section 13-3555.
36. Admitting minors to public displays of sexual conduct as prescribed in section 13-3558.
37. Unlawful sale or purchase of children.
38. Child bigamy.

Further, an employee who is convicted of one (1) or more of the above listed offenses shall immediately:

- A. Surrender any certificates issued by the department of education.
- B. Notify the person's employer or potential employer of the conviction.
- C. Notify the department of public safety of the conviction.
- D. Surrender the person's fingerprint clearance card.

By my signature I acknowledge receipt of a copy of this notification concerning nonappealable offenses.

---

Employee signature

---

Date

## STAFF CONDUCT WITH STUDENTS

Employees are expected to exercise general supervision over the conduct of students, not only while in the schoolroom, but also before and after school and during recess. At all times teachers and other staff members will accord students the dignity and respect that they deserve, and avoid embarrassing any student unnecessarily.

Students are expected to regard all school employees as individuals who are employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of all school employees and other students, and interference with those rights will not be tolerated.

Students shall not have the right to interfere with the efforts of instructional staff members to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students. No student shall have the right to interfere with or disrupt any employee's work activities.

All personnel employed by the District are expected to relate to students of the District in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

Relationships between staff members and students that include "dating," "courtship," or "romantic involvement" are prohibited. These behaviors deviate from ethical or professional standards and shall be deemed unacceptable and contrary to the expectations of District governance.

Staff/student relationships shall reflect mutual respect between staff members and students and shall support the dignity of the entire profession and educational process.

Violations of the above shall be considered serious and may result in severe disciplinary action.

## **8. INFORMATION ITEMS**

### **8.A. Annual Governing Board Conflict of Interest Training**

Required training and request for board members to file annual statements declaring any conflicts of interest.

BOARD MEMBER CONFLICT  
OF INTEREST

Voting Restrictions

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

Employment Limitation

No dependent, as defined in Section 43-1001, of a Governing Board member may be employed in the District, except by consent of the Board. [LEGAL REF.: A.R.S. 15-502]

No employee of the District or the spouse of such employee may hold membership on the Governing Board of the District. [LEGAL REF.: A.R.S. 15-421]

Conflict of Interest

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

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

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

## Purchases from Governing Board

### Members for Districts with

### Fewer than 3,000 Students

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

- A. Purchases less than one hundred thousand dollars (\$100,000) comply with the Uniform System of Financial Records (USFR) guidelines for oral and written quotations;
- B. Purchases of one hundred thousand dollars (\$100,000) and above comply with the school district procurement rules for public competitive bidding;
- C. Each purchase is approved by the Governing Board;
- D. The amount of the purchase is included in the Board's meeting minutes.

[LEGAL REF.: A.R.S. 15-323; A.G.O. 106-002]

### Filing of Disclosures

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

Adopted: September 11, 2018

BOARD MEMBER CONFLICT  
OF INTEREST

I, \_\_\_\_\_, do hereby indicate:

1. That I am presently an officer/employee of the Joseph City Unified School District;
2. That I (or my relative[s]: \_\_\_\_\_) have a substantial interest in the contract, sale, purchase, decision, investigation, or other matter by the Joseph City Unified School District No. 2 Governing Board as described below.

Identify the contract, sale, purchase, service, decision, investigation, or other matter in which you or your relative may have a "substantial interest" under A.R.S. §§ 38-501 to 511. (Use as much space as necessary)

Describe the "substantial interest" referred to above. (Use as much space as necessary.)

STATEMENT OF DISQUALIFICATION

To be completed if you have a conflict as identified above.

To avoid any possible conflict of interest under A.R.S. §§ 38-501 to 511, I will refrain from participating in any manner in the matter identified above.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

STATEMENT OF NO CONFLICT

To be completed only if you do not or your relative does not have a conflict of interest.

I, \_\_\_\_\_, do hereby indicate that I do not have, and none of my relatives has, a substantial interest in any contract, sale, purchase, service, decision, investigation, or other matter of the Joseph City Unified School District.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation when a substantial interest may exist.



**8.B. Update on Breakfast in the Classroom Program**

Annual presentation to the board as required by regulation. No board action.

**8.C. 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.

**8.D. Upcoming Meetings and Events Calendar**

- Next Regular Board Meeting - February 8, 2022; 6:00 p.m.

**9. ADJOURNMENT**

Call to adjourn the meeting