



Regular Board Meeting Agenda

Tuesday, February 8, 2022 | 6:00 PM | District Office Board Room, 8176 N. Westover, Joseph City, AZ 86032

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 January 11, 2022 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, January 11, 2022**

Members present

Eldon Larsen, President; Andrew Bushman; Dayton Flake; Karsten Flake

Administrators present

Bryan Fields, Superintendent; Darrel Mosier, Principal

Others present

1. OPENING ITEMS

A. Call to Order

Eldon Larsen called the meeting to order at 6:00 p.m.

B. Roll Call

C. Pledge of Allegiance

D. Invocation

E. Adoption of Agenda

Motion by Eldon Larsen to adopt the agenda with the following changes, second by Andrew Bushman: Move Agenda Item 1.G. "Election of Governing Board Officers" to Item 8.B. and move Agenda Item 8.B. "Update on Breakfast in the Classroom Program" to 1.G.

Final Resolution: Motion carries

Yes: Eldon Larsen, Andrew Bushman, Dayton Flake, Karsten Flake

F. Approve Minutes of the December 14, 2021 Regular Board Meeting

Motion by Karsten Flake to approve the minutes of the December 14, 2021 regular board meeting, second by Dayton Flake.

Final Resolution: Motion carries

Yes: Andrew Bushman, Dayton Flake, Karsten Flake

Abstaining: Eldon Larsen

G. Update on Breakfast in the Classroom Program

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

H. 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 Eldon Larsen to accept the Consent Agenda as presented, second by Karsten Flake.

Final Resolution: Motion carries

Yes: Andrew Bushman, Dayton Flake, Karsten Flake, Eldon Larsen

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

B. Student Activities Fund Report

Revenues, expenditures and charges in the Student Activities Fund Report; period of 12/1/2021 through 12/31/2021.

5. PERSONNEL REQUESTS

A. Employee Assignments, Employee Renewals, Volunteers, Employee Resignations

Motion by Eldon Larsen to accept the Volunteers and Employee Renewals as presented, second by Dayton Flake.

Final Resolution: Motion carries

Yes: Andrew Bushman, Dayton Flake, Karsten Flake, Eldon Larsen

VOLUNTEERS:

Tonya Chee - Elementary

EMPLOYEE RENEWALS:

Jody Balda - Pool Maintenance Worker

B. Personnel Appointments

Motion by Eldon Larsen to accept the Personnel appointments as presented, second by Andrew Bushman.

Final Resolution: Motion carries

Yes: Bushman, Dayton Flake, Karsten Flake, Eldon Larsen

Hayden Fischer - Event Worker

Joseph Fischer - Concession Worker

Jordan Pederson - Event Worker

6. ACTION ITEMS

A. Approval of Regular Meeting Date and Times

Motion by Eldon Larsen that monthly Governing Board Meetings remain on the 2nd Tuesday of each month at 6:00 p.m., second by Karsten Flake.

Final Resolution: Motion carries

Yes: Andrew Bushman, Dayton Flake, Karsten Flake, Eldon Larsen

B. Senior Fundraiser

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

Motion by Eldon Larsen to approve the Senior Class Winter Formal Fundraiser, second by Dayton Flake.

Final Resolution: Motion carries

Yes: Andrew Bushman, Dayton Flake, Karsten Flake, Eldon Larsen

C. Softball Fundraiser

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

Motion by Eldon Larsen to approve the Softball Fundraiser, second by Karsten Flake.

Final Resolution: Motion carries

Yes: Andrew Bushman, Dayton Flake, Karsten Flake, Eldon Larsen

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.

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

8. INFORMATION ITEMS

A. Annual Governing Board Conflict of Interest Training

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

Signatures were recorded, with the exception of Rhonda Roberson's statement which will be presented in February's meeting.

B. Election of Governing Board Officers

Board members will elect President and Clerk for 2022

Motion by Andrew Bushman that Eldon Larsen serve another term as Board President for 2022, second by Dayton Flake.

Final Resolution: Motion carries

Yes: Andrew Bushman, Dayton Flake, Karsten Flake

Abstained: Eldon Larsen

Clerk position will be voted on in February's Board meeting.

C. Requests for Future Agenda Items

- Election of Governing Board Clerk for 2022

D. Upcoming Meetings and Events Calendar

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

9. ADJOURNMENT

Motion by Eldon Larsen to adjourn the meeting, second by Karsten Flake.

Final Resolution: Motion carries

Yes: Eldon Larsen, Andrew Bushman, Dayton Flake, Karsten Flake

Meeting adjourned at 6:51 p.m.

APPROVED:

Board Clerk or President

1.G. Superintendent's Report

February Governing Board Meeting

Current Events and Updates Report

Meeting Date is February 7, 2022

B. Fields, Superintendent

- An urgent issue currently facing education throughout the state is the pending legislative action of possibly increasing the Aggregate Expenditure Limit with a 2/3rds vote. If this fails to happen it could mean a decrease of up to 18% of this years' budget starting in March. This would mean some drastic cuts or rearranging for our District if it doesn't get passed. It has passed before without much trouble but it now appears to be on the table as political leverage at the state level. Hopefully, legislative action will be taken soon.
- We've sent out a letter to all of the community members who leased water shares with the District to find out who would like to renew the lease. If there are those who don't want to renew, we will put it out to employees and community. My plan is to recommend the same per share lease amount for the Board to approve. Which was \$90 per water share for two years.
- The Elementary drama production has great participation with about 50 students involved with the afterschool practices.
- I've attached the NAVIT 22/23 & 23/24 calendars for your reference
- We've received the first estimate for new Elementary school playground equipment. It was \$141,000. We are in the process of requesting more quotes.
- District Spelling Bee results from January 26th. 1st, Destiny Stonecalf; 2nd, Trenton Deets; 3rd, Sahzira Schoby; Alternate, Kaden Humes.
- We started to look into bleacher (HS Gym) inspections to check for the structural integrity and the what estimated costs would be for upgrades or replacement. This is to look at things like handrails or total replacement? However, after Mr. Miller spoke to some of the engineers who would've done the inspections we've decided to just move forward and get the quotes.
- Thank you to Mr. Mosier for going to pick up a donation of approximately 190 Chromebooks that were made to our District! We are also purchasing several to make sure that we have an adequate amount for all of our students. This will be a good upgrade for us.
- We are looking into a system called First Net which would provide integration with emergency services, redundancy, and high reliability for our District. Examples could be keeping our buses connected and tracked regardless of where they are. To qualify for First Net, you need to be a school district or emergency service provider. There is also a potential for cost savings for the District once we are in this program. Jason or Steve can provide some further details on this at the meeting if you like.
- We are also working to collaborate with the Sheriffs' Department to improve communication with the emergency services that they provide through MutualTouch software. This program would sync things like some entry cameras at the campuses so that Sheriffs' Office can have live access to them.
- Our student attendance rates have started to pick up and are looking much better so far this month.

NAVIT 2022-2023 CALENDAR

July						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 - Independence Day

August						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 - All NAVIT Programs Begin
2-5; 8-12; 16, 18-19 - NAT & MDA Preession
15 - NPC Convocation - No School
17 - Faculty Training Day - No School

September						
S	M	T	W	T	F	S
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5 - Labor Day - No School

October						
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23	24	25	26	27	28	29
30	31					

November						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11 - Veteran's Day - No School
23-25 - Thanksgiving Break - No School

December						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

9 - Last Day of NAT
16 - Last Day of Fall Sem for all except NAT
12-16 - MDA Intersession Days
12/17 - 1/2 - Winter Break - No School

January						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 - New Year's Day Observed - No School
3 - School Resumes
3-6; 10, 12-13 - Intersession
9 - Faculty Convocation - No School
11 - Early College Advising Day
16 - Civil Rights Day - No School

February						
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March						
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13-17 - Spring Break - No School

April						
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May						
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21	22	23	24	25	26	27
28	29	30	31			

12 - Last Day for all except Cosmetology
26 - Last Day of Cosmetology
29 - Memorial Day

June						
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NAVIT 2023-2024 CALENDAR

July						
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4 - Independence Day
31 - All NAVIT Programs begin
31 - NAT & MDA Presession

August						
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27	28	29	30	31		

1-4; 7-11; 15, 17-18 - NAT & MDA Presession
14 - NPC Convocation - No School
16 - Faculty Training Day - No School

September						
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4 - Labor Day - No School

October						
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November						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10 - Veteran's Day Observed- No School
22-24 - Thanksgiving Break - No School

December						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15 - Last Day of NAT
22 - Last Day of Fall Sem for all except NAT
18-22 - MDA Intersession Days
12/25 - 1/5 - Winter Break - No School

January						
S	M	T	W	T	F	S
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21	22	23	24	25	26	27
28	29	30	31			

9 - School Resumes
9, 11-12 - Intersession
8 - Faculty Convocation - No School
10 - Faculty Training Day - No School
15 - Civil Rights Day - No School

February						
S	M	T	W	T	F	S
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March						
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11-15 - Spring Break - No School

April						
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May						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

10 - Last Day for all programs except Hair Styling
24 - Last Day of Hair Styling
27 - Memorial Day

June						
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9	10	11	12	13	14	15
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30						



Summary of Financial Operations (Unaudited)
January 31, 2022

Fund		Budget	YTD Expenses	Encumbrances	Budget Balance
001	Maintenance & Operation	\$5,699,365	\$3,583,375	\$1,857,556	\$ 258,434
010-013	Classroom Site Funds	\$ 431,004	\$ 84,274	\$ 57,132	\$ 289,598
100-130	Title I	\$ 260,000	\$ 84,501	\$ 92,717	\$ 82,782
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	\$ 55,880	\$ 29,785	\$ 144,057
230	Johnson-O'Malley (JOM)	\$ 4,500	\$ 1,158	\$ 241	\$ 3,102
260-270	Career & Technical Ed (CTE) - Federal	\$ 16,000	\$ 4,925	\$ -	\$ 11,075
290-291	Medicare Reimbursement	\$ 25,000	\$ 163	\$ 437	\$ 24,400
326-346	ESSER / CARES / ESG	\$1,746,229	\$ 279,026	\$ 445,590	\$1,021,613
374	E-Rate	\$ 2,000	\$ 1,500	\$ -	\$ 500
390-396	REAP (Federal Rural Assistance)	\$ 45,000	\$ 6,002	\$ 15,680	\$ 23,318
400	Career & Technical Ed (CTE) - State	\$ 10,000	\$ 2,011	\$ 1,726	\$ 6,263
466	Healthy Drug-Free Community	\$ 170,000	\$ 23,258	\$ 15,509	\$ 131,232
506	School Plant (Sale)	\$ 5,000	\$ -	\$ -	\$ 5,000
510	Food Service	\$ 300,000	\$ 165,761	\$ 54,997	\$ 79,243
515	Civic Center	\$ 10,000	\$ 153	\$ -	\$ 9,847
520	Preschool Tuition	\$ 12,000	\$ 4,154	\$ 3,050	\$ 4,796
525	Auxiliary Operations	\$ 110,000	\$ 81,483	\$ 14,209	\$ 14,308
526	Extracurricular Activities Tax Credit	\$ 20,000	\$ 4,910	\$ 166	\$ 14,925
530	Gifts & Donations	\$ 50,000	\$ 1,039	\$ 2,640	\$ 46,321
535-539	CTE & Vocational Education Projects	\$ 5,000	\$ 3,677	\$ -	\$ 1,323
550	Insurance Proceeds	\$ 60,000	\$ -	\$ -	\$ 60,000
565	Litigation Recovery	\$ 35,000	\$ -	\$ -	\$ 35,000
570	Indirect Costs	\$ 35,000	\$ 11,481	\$ 20,539	\$ 2,980
585	Insurance Refunds	\$ 5,000	\$ 1,000	\$ -	\$ 4,000
596	NAVIT	\$ 45,000	\$ 16,503	\$ 12,223	\$ 16,274
610	Capital Outlay	\$ 404,120	\$ 281,692	\$ 14,512	\$ 107,916
620	Adjacent Ways	\$ 75,000	\$ 4,505	\$ 2,392	\$ 68,103
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	\$ 652,002	\$ 867,217	\$ 80,781
850	Student Activities	\$ 60,000	\$ 19,238	\$ 2,732	\$ 38,030

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 the period 1/6/22 through 2/2/22.

General and Special Funds: #18 \$133,989.56; #19 \$144,229.81; #1035 \$1,708.27; #1036 \$43,536.57; #1037 \$353,428.52; #1038 \$58,731.91; #1039 \$1,138.50; #1040 \$39,573.15

Auxiliary Operations Funds: #1043 \$4,100.09; #1045 \$8,879.73; #1047 \$15,000.00; #1049 \$1,150.00

Student Activities Fund: #1044; \$213.49; #1046 \$ 146.00; #1048 \$2,252.05

4.B. Student Activities Fund Report

Revenues, expenditures and charges in the Student Activities Fund Report; period of January 1, 2022 through January 31, 2022.

Joseph City USD External Funds

Student Activities Summary Report

Fiscal Year: 2021-2022

From: 1/1/2022

To: 1/31/2022

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	1,128.37	190.95	(180.00)	1,139.32	273.44	1,412.76
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	.00	.00	.00	.00	.00	.00
102.638 Joseph City Jr High School Class of 2025	.00	.00	.00	.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	(2,337.38)	(63.21)
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	1,702.40	1,075.00	.00	2,777.40	.00	2,777.40
203.610 Joseph City High School Student Council	4,981.76	5.00	(33.49)	4,953.27	110.88	5,064.15
203.611 Joseph City High School National Honor Society	695.96	.00	(146.00)	549.96	149.06	699.02
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: 1/1/2022

To: 1/31/2022

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	3,361.99	936.00	.00	4,297.99	.00	4,297.99
203.615 Joseph City High School Cheerleaders	3,091.51	.00	.00	3,091.51	.00	3,091.51
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	2,110.58	205.00	.00	2,315.58	(394.85)	1,920.73
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	220.60	.00	.00	220.60	.00	220.60
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	6,113.62	.00	(2,252.05)	3,861.57	.00	3,861.57
203.636 Joseph City High School Class of 2023	4,752.22	.00	.00	4,752.22	.00	4,752.22
203.637 Joseph City High School Class of 2024	388.76	.00	.00	388.76	.00	388.76
203.638 Joseph City High School Class of 2025	326.32	.00	.00	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: 1/1/2022 To: 1/31/2022

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)
GRAND TOTALS	46,600.91	2,411.95	(2,611.54)	46,401.32	(2,198.85)	44,202.47

End of Report

- 4.C. Ratification of Brad Fischer as 2021-2022 Joseph City Wrestling Invitational Tournament Director
This is a ratification because the tournament has already taken place and he performed the work.
- 4.D. Approval of Rhonda Roberson to Serve as the Governing Board Clerk for 2022
- 4.E. Approval of the Updated Job Description for Instructional Aide III

Instructional Aide III

Job Description

Reports To: Principal
Classification: Support Staff
Status: Full/Part Time | 10 Month
FLSA: Non-Exempt

Revised 2/3/2022

General Description:

Under supervision of certified teaching staff, teaches classes and student groups with autonomy. Develops and implements lesson plans using own judgement and resources. Assist teacher or specialist to provide a well-organized, smooth functioning classroom and school environment in which students may take full advantage of the instructional program and available resource materials and provide instructional services directly to students.

Specific Assignments:

Job is dependent on the availability of funds and on the enrollment of students identified with the specific needs associated with this assignment. Job may end should student needs change or funding is no longer available. Various assignments may include:

- Providing instruction and therapy for students with disabilities and attending to their health requirements, working independently under the supervision of certified Special Education staff.
- Providing instruction and remediation for students in regular classrooms, vocational programs, and/or those who qualify for Title I services.

Essential Job Elements:

1. Assists the certified teacher or specialist in the classroom in the review, make-up or continuous learning activities for a student or small group of students according to procedures established by the teacher.
2. May assist with the implementation of student individual education plans (IEP) or a student 504 accommodation plan.
3. May recommend teaching strategies and therapies to supervising teacher or specialist.
4. Develops and implements lesson plans, remediation and therapies with autonomy, under the supervision of certified staff.
5. Prepares teaching aids and materials.
6. Participates in student activities by interacting, observing, modeling desired behavior and facilitating conflict resolution by using positive guidance techniques.
7. Assists with the supervision of students during play/activity periods, lunch periods and during student arrival and dismissal as needed.

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8. May assist student with special needs by providing specialized physical care, interpretive services or other services as needed.
 9. May assist with assessing student health and wellness, including administration of first aid and permissible medications, following school guidelines, district policies and all applicable rules and regulations.
 10. Perform clerical and office duties in support of teachers, instructional programs and other staff as needed.
 11. Assist with general classroom housekeeping duties.
 12. Attends staff meetings, conferences, training and other meetings as requested.
 13. May substitute for a teacher as needed with an Arizona Substitute Teacher Certification.
 14. Maintains an attitude and work environment that generates, collaboration and caring.
 15. Assures compliance with appropriate safety practices and procedures and with applicable federal, state and local codes, regulations and requirements.
 16. Coordinate and work cooperatively with other departments and staff as needed.
 17. Support and work effectively with supervisor and other administrators.
 18. Maintain confidentiality regarding student, staff and management related information.
 19. Support with integrity the mission, vision, goals and positive culture of Joseph City Schools.
 20. Perform other duties as assigned.

Qualifications:

1. Bachelors degree in Education or a related field.
2. Eligible for Arizona Substitute Teacher Certificate.
3. Related experience and/or training preferred.

Mental Tasks:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to listen and obtain clarification, record and deliver information, explain procedures, gather and analyze information, identify problems and solutions and to follow oral and written instructions. Ability to write routine reports, activity/lesson plans and correspondence. Ability to communicate effectively with students, parents and staff.

Physical Tasks:

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Depending on the specific assignment, assistance is available as required to perform physically demanding tasks. Some assignments require regular lifting and/or moving of up to 50 pounds. Assignment may require tending to the physical needs of students with high need disabilities. Work involves sitting for extended periods of time, requires moving from one location to another, reaching,

Instructional Aide III

Job Description

Page 3

stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of certain positions. Uses audio-visual equipment, including computers and related technology, marker boards, bulletin boards, copiers and printers. May use hand tools, office equipment and power driven machinery.

Working Conditions:

Indoor – classroom environment. Possible exposure to bodily fluids. Outdoor – all weather conditions and temperatures. Playground or sports field environment. Exposure to noise, dusts, gas and fumes.

Contacts:

Staff, students, parents or guardians, community or governmental agencies.

4.F. Ratification of the Junior Class Fundraiser

4.G. Accept Annual Private Donation for Joseph City Pioneer Scholarship
Annual scholarship of \$3,000 for university-bound Joseph City High School Seniors

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.

ASSIGNMENTS:

Sheryl-ann Deiparine - Tutor

Claire Young (Reclassification from Instructional Aide II to Instructional Aide III)

RENEWALS:

Gayla Smith - Head Coach (HS Track)

Mitchell Farnes - Head Coach (JH Track)

Aaron Johnstun - Assistant Coach (JH Track)

VOLUNTEERS:

Karen Miller - Elementary

Nelson Miller - JH/HS

Aaron Neill - HS Softball

April Petersen - High School

Aaron Johnstun - Spring Sports

RESIGNATIONS:

Kay Rush - Head Coach (HS Track)

Linda Kor - Project Coordinator (Parents Commission on Substance Prevention- Youth, Faith, and Family Grant)

I have resigned as project coordinator for Joseph City Youth Faith and Family, effective Jan. 24, 2022. Thank you for the opportunity to serve in such a rewarding position.

Linda

5.B. Personnel Appointments

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

Latrell Kinlicheeinie - Seasonal Skilled Worker I (Maintenance)

Nichole Neat - Project Coordinator (Parents Commission on Substance Prevention- Youth, Faith, and Family Grant)

Veronica Nelson - Substitute Teacher

6. ACTION ITEMS

6.A. Approval of an Increase in the Hourly Rate for the Project Coordinator of the Parents' Commission on Substance Prevention- Youth, Faith, and Family Grant

Increase this position from \$20 an hour to \$25 an hour.

6.B. Approval of JH/HS Astronomy Club

This approval will be the formal start of this student club.

Introductory Information on the Joseph City Astronomy Club

Purpose: To create exposure and excitement for astronomy through instruction and observation using telescopes.

- Unpaid sponsor at this point. The Principal will authorize Flex hours for the sponsor when appropriate. The sponsor will be High School teacher, Adam Neat.
- The club will be open to students in grades 6th - 12th.
- No initial fee will be charged to the students to join the club.
- The sponsor has worked it out with Ruth Hansen to use some of the District telescopes which were purchased for “Reading Under the Stars”, and other similar activities.

6.C. Approval of the Rental of Facilities by Queen Creek Unified School District and Mountain View High School, for the purpose of having a Summer Football Camp.

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

8.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.

8.B. Upcoming Meetings and Events Calendar

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

9. ADJOURNMENT

Call to adjourn the meeting