



Regular Board Meeting Agenda

Tuesday, February 14, 2023 | 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 10, 2023 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 10, 2023**

Members present

Eldon Larsen, President; Karsten Flake, Clerk; Andrew Bushman, Dayton Flake, Cat Hansen

Administrators present

Bryan Fields, Superintendent; Darrel Mosier, Principal

Others present

3 community members

1. PRE-MEETING ACTIVITIES

1.A. Administer Oath of Office to New Board Members

2. OPENING ITEMS

2.A. Call to Order

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

2.B. Roll Call

2.C. Pledge of Allegiance

2.D. Invocation

2.E. Adoption of Agenda

Motion by Eldon Larsen to adopt the Agenda as presented; Second by Andrew Bushman

Final Resolution: Motion passed

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

2.F. Election of Board Officers

Motion by Andrew Bushman for Eldon Larson to serve as President for 2023; Second by Cat Hansen

Final Resolution: Motion Passed

Yes: Andrew Bushman, Dayton Flake, Karsten Flake, Cat Hansen

Abstaining: Eldon Larsen

Motion by Eldon Larsen for Karsten Flake to serve as Clerk for 2023; Second by Dayton Flake

Final Resolution: Motion Passed

Yes: Eldon Larsen, Andrew Bushman, Dayton Flake, Cat Hansen

Abstaining: Karsten Flake

2.G. Approve Regular Board Meeting Dates and Times for 2023

Motion by Eldon Larsen to approve 2023 Regular Board Meeting Dates and Times, continuing with the second Tuesday of the month at 6:00 pm; Second by Andrew Bushman

Final Resolution: Motion Passed

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

2.H. Approve Minutes of the December 13, 2022 Regular Board Meeting

Motion by Eldon Larsen to approve December 13, 2022 Board meeting minutes; Second by Dayton Flake
 Final Resolution: Motion Passed
 Yes: Eldon Larsen, Andrew Bushman, Dayton Flake, Karsten Flake
 Abstaining: Cat Hansen

2.I. Superintendent’s Report

2.I.(i) Review the Status of the District Breakfast in the Classroom (BIC) Program

3. CALL TO THE PUBLIC

None

4. CONSENT AGENDA

Motion by Eldon Larsen to approve consent agenda items as presented; Second by Andrew Bushman
 Final Resolution: Motion Passed
 Yes: Eldon Larsen, Andrew Bushman, Dayton Flake, Karsten Flake, Cat Hansen

4.A. Approve Expense Vouchers

Action to ratify district vouchers for period 12/7/22 through 12/31/22.

General and Special Funds: #13 \$22,324.91; #14 \$175,392.47; #15 \$154,659.49; #1028 \$78,851.68; #1029 \$124,034.27; #1030 \$1,324.14; #1031 \$71,712.39

Auxiliary Operations Funds: #1025 \$8,756.73; #1027 \$3,769.12

Student Activities Fund: #1026 \$2,404.60

4.B. Student Activities Fund Report

Revenues, expenditures and charges in the Student Activities Fund Report; period of 12/1/22 through 12/31/22.

4.C. Approve Revised Fee Schedule for 2022-23

4.D. Student Fundraisers

Organization	Description	Action
JH Student Council	Selling Suckers	Ratification
Softball Fundraiser	Selling Advertisement Banners	Ratification

5. POSSIBLE EXECUTIVE SESSION (*)

6. ACTION ITEMS

6.A. Discussion and possible action regarding intervention in APS Rate Case Docket No. E-01345A-22-0144. Executive session per A.R.S. §§ 38-431.03(A)(3) (advice from legal counsel) and 38-431.03(A)(4) (pending or contemplated litigation). (*)

This item is to provide legal information about the District potentially intervening in the upcoming APS rate case.

Motion to convene Executive Session by Eldon Larsen; Second by Dayton Flake
 Final Resolution: Motion passed
 Executive Session convened at 6:20 p.m.
 Reconvened Open Session at 7:19 p.m.

Motion to Approve APS Intervention by Eldon Larsen; Second by Cat Hansen
 Final Resolution: Motion passed
 Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen
 No: Andrew Bushman

6.B. Employment Contract Renewal for Superintendent Bryan Fields (*)

Motion to convene Executive Session by Eldon Larsen; Second by Andrew Bushman
 Final Resolution: Motion passed
 Executive Session convened at 7:55 p.m.
 Reconvened Open Session at 8:29 p.m.

Motion by Eldon Larsen to renew a three-year Superintendent’s Contract with Bryan Fields at current rate;
 Second by Dayton Flake
 Final Resolution: Motion passed
 Yes: Eldon Larsen, Andrew Bushman, Dayton Flake, Karsten Flake, Cat Hansen

6.C. Personnel Requests

Name	Assignment	Action
Alhstrom, Mary	After School Tutoring	Appointment
Beatty, Kristen	After School Tutoring	Appointment
Brawley, Lindzi	Substitute Teacher	Appointment
Chapman, Sonya	Instructional Aide I	Appointment
Colligon, Drew	After School Tutoring (Non-Certified)	Assignment
Fischer, Brad	Wrestling Tournament Coordinator	Ratify
Howerton, Jeffrey	Event Worker	Appointment
Ingram, Sharon	Elementary Volunteer	Approval
Powers, Megan	Event Worker	Appointment
Powers, Megan	Substitute Teacher	Appointment
Larsen, Robert	Pool Manager	Resignation
Turley, Susan	Elementary Volunteer	Approval
Young, Claire	After School Tutor	Assignment

Motion by Eldon Larsen to approve personnel requests as presented; Second by Andrew Bushman
 Final Resolution: Motion passed
 Yes: Eldon Larsen, Andrew Bushman, Dayton Flake, Karsten Flake, Cat Hansen

6.D. Discussion and Possible Approval of Pay Increase for AIA Game Officials

Increase from \$40.00 to \$50.00 per non-varsity game.

Motion by Eldon Larsen to increase pay of Junior High AIA Officials from \$40.00 to \$50.00; Second by Dayton Flake

Final Resolution: Motion passed
 Yes: Eldon Larsen, Andrew Bushman, Dayton Flake, Karsten Flake, Cat Hansen

6.E. Discussion and Possible Approval of Increase in School Lunch Prices

Increase Full-Price Elementary Student Lunch from \$2.95 to \$3.25
 Increase Full-Price Jr/Sr High Student Lunch from \$3.00 to \$3.25
 Increase Adult Lunch from \$3.50 to \$4.20

Motion by Karsten Flake to table discussion until we have more information; Second by Andrew Bushman
 Final Resolution: No action taken.

7. DISCUSSION ITEMS

- 7.A. Review Board Member Ethics and Conflict of Interest Policies
- 7.B. Annual Review of District Mission Statement and Staff Code of Conduct

8. INFORMATION ITEMS

- 8.A. Review of Possible Policy Changes to be Considered for Adoption at a Future Meeting

No policy changes will be adopted at this meeting. Policies affected:
IHAMB-EA and IHAMB-EB - Family Life Education
IJL-E - Library Materials Selection and Adoption
JFABDA and JFABDA-R - Admission of Students in Foster Care
JHD-EB - Exclusions and Exemptions from School Attendance
KB-EC - Parental Involvement in Education

8.B. Requests for Future Agenda Items

8.C. Upcoming Meetings and Events Calendar

- Next Regular Board Meeting - February 14, 2023; 6:00 p.m.

9. ADJOURNMENT

Motion by Eldon Larsen to adjourn; Second by Karsten Flake

Final Resolution: Motion passed

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

Meeting adjourned at 8:54 p.m.

APPROVED:

Board Clerk or President

1.G. Superintendent's Report

2. CALL TO THE PUBLIC

Procedure for addressing the Board in a public meeting may be viewed here: <https://josephcityaz.sites.thrillshare.com/page/public-comments>

3. 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.

3.A. Approve Expense Vouchers

Action to ratify district vouchers for the period 1/1/2023 through 1/31/2023.

General and Special Funds: #16 \$149,073.53; #17 \$160,419.78; #1032 \$26,672.82; #1033 \$20,824.93; #1034 \$1,100.75; #1035 \$125,167.17; #1036 \$132,414.31; #1037 \$1,113.57

Auxiliary Operations Funds: #1028 \$3,989.23; #1030 \$2,167.82; #1032 \$9,396.91; #1036 \$3,871.24

Student Activities Fund: #1029 \$1,047.00; #1031 \$1,686.70; #1033 \$1,913.32; #1035 \$1,010.00

3.B. Student Activities Fund Report

Revenues, expenditures and charges in the Student Activities Fund Report; period of 1/1/2023 through 1/31/2023.

Joseph City USD External Funds

Student Activities Summary Report

Fiscal Year: 2022-2023

From: 1/1/2023

To: 1/31/2023

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	614.88	.00	(288.00)	326.88	304.13	631.01
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	507.27	.00	.00	507.27	.00	507.27
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	339.69	.00	339.69	.00	339.69
102.639 Joseph City Jr High School Class of 2026	188.93	113.86	.00	302.79	.00	302.79
102.640 Joseph City Jr High School Class of 2027	1,160.99	128.89	.00	1,289.88	.00	1,289.88
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	110.10	.00	110.10	.00	110.10
102.643 Joseph City Jr High School Class of 2030	.00	.00	.00	.00	.00	.00
203.601 Joseph City High School Band	218.26	.00	.00	218.26	.00	218.26
203.602 Joseph City High School Baseball	155.40	.00	.00	155.40	.00	155.40
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	725.11	.00	.00	725.11	.00	725.11
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	4,105.99	.00	(1,535.95)	2,570.04	.00	2,570.04
203.610 Joseph City High School Student Council	5,925.75	(1,250.00)	(79.50)	4,596.25	81.33	4,677.58
203.611 Joseph City High School National Honor Society	549.96	.00	(108.28)	441.68	108.28	549.96
203.612 Joseph City High School Softball	4,142.78	.00	.00	4,142.78	(1,795.22)	2,347.56

Joseph City USD External Funds

Student Activities Summary Report

Fiscal Year: 2022-2023

From: 1/1/2023

To: 1/31/2023

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
203.613 Joseph City High School Momentum Club/Audition Choir	409.15	.00	.00	409.15	.00	409.15
203.614 Joseph City High School Wrestling	4,417.86	.00	.00	4,417.86	.00	4,417.86
203.615 Joseph City High School Cheerleaders	2,017.29	.00	.00	2,017.29	.00	2,017.29
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	1,445.55	100.00	(377.37)	1,168.18	.00	1,168.18
203.619 Joseph City High School Volleyball	7,068.38	.00	(750.00)	6,318.38	.00	6,318.38
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	456.66	32.22	(260.00)	228.88	327.36	556.24
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	2,176.92	.00	(938.72)	1,238.20	931.39	2,169.59
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	137.03	.00	.00	137.03	.00	137.03
203.636 Joseph City High School Class of 2023	7,566.20	413.53	(1,319.20)	6,660.53	1,175.61	7,836.14
203.637 Joseph City High School Class of 2024	388.76	111.71	.00	500.47	.00	500.47

Joseph City USD External Funds

Student Activities Summary Report

Fiscal Year: 2022-2023

From: 1/1/2023

To: 1/31/2023

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
203.638 Joseph City High School Class of 2025	326.32	.00	.00	326.32	.00	326.32
500.300 Districtwide UNDESIGNATED	.00	.00	.00	.00	.00	.00
500.600 Districtwide UNDESIGNATED	2.22	.38	(.38)	2.22	.00	2.22
GRAND TOTALS	47,255.41	100.38	(5,657.40)	41,698.39	1,132.88	42,831.27

End of Report

3.C. Student Fundraisers

Organization	Description	Action
HS Girls Basketball	Founders Day Basketball Tournament	Approve
HS Student Council	Winter In-Formal Dance	Ratify

3.D. Gifts & Donations

Donor	Item	School/Program	Purpose	Amount
Diamondbacks	Cash/Supplies	Baseball	Purchase equipment	\$5,000.00
Diamondbacks	Cash/Supplies	Softball	Purchase equipment	\$5,000.00

3.E. Disposal of Surplus Property

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







WILDLIFE
for AMERICA

3.F. Accept Arizona Division of School Facilities Building Renewal Grant Award
\$12,246.15 for Joseph City Jr/Sr High School - Auditorium Classroom HVAC Project

SFB - BRG-2021

Award Notification

Batch No: **284**

Warrant No: **202301122698775**

Warrant Date: **1/12/2023**

District: **Joseph City Unified District**

The amount awarded has been sent to the County Treasurer for deposit in the district's Fund 691, Building Renewal Grant Fund as designated below. The district has agreed to the terms and conditions for acceptance of monies from the Fund(s), including the submission of eCivis Financial Report.

School	Project	Award #	Total State Allocation Fund 691
Joseph City Junior-Senior High School	Auditorium Classroom HVAC	BRG-DSGN-00938	\$12,246.15

4. 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.

5. ACTION ITEMS

5.A. Personnel Requests (*)

Name	Assignment	Action
(See attached list)	Teachers (2023-24 School Year)	Renewal
Bushman, Peter	Science Fair Coordinator	Assignment
Cooksey, Jim	Volunteer	Renewal
Farnes, Mitchell	JH Track Coach	Renewal
Lucero, Atalaya	After School Tutoring (Non-Certified)	Ratify
Lucero, Barbara	Substitute Teacher	Approve
Randles, Chalene	Substitute Teacher	Approve
Rush, Chance	Volunteer	Approve
Rush, Jessi	Volunteer	Renewal
Salley, Holli	Substitute Teacher	Approve
Smith, Talon	Volunteer	Renewal
Thompson, Margaret	Volunteer, Elementary Campus	Approve

2023-24 Contract Renewals Teachers and Certified Specialists

Name		Position
Ahlstrom	Mary	Teacher
Banford	Amy	Teacher
Beatty	Kristen	Teacher
Bowler	Laurie	Teacher
Bushman	Dan	Counselor
Bushman	Jessica	Teacher
Bushman	Peter	Teacher
Deiparine	Sheryl-ann	Teacher
DeWitt	Darolyn	Teacher
Edwards	Jeri	Teacher
Fischer	Brad	Teacher
Gayer	Michael	Teacher
Hancock	Natalie	Speech-Language Pathologist
Hancock	Roland	Teacher
Hansen	Ruth	Title I Lead Teacher
Holmes	Theresa	Teacher
Larsen	Karen	Teacher
Layden	Caleb	Teacher
Layden	Shawn	Teacher
Metzger	Kelly	Teacher
Miller	Amy	Teacher
Mills	Shelley	School Nurse
Neal	Lillian	District Special Education Teacher
Rodrigues	Christina	Teacher
Rush	Kay	Teacher
Sander	Amanda	Teacher
Smith	Deidra	Teacher
Smith	Tyson	Teacher
Stradling	Jim	Teacher
Whetten	Anthony	Teacher

5.B. Appointment of Shealyn Buckley as Assistant Student Activities Treasurer at Joseph City Jr/Sr High School and Possible Upgrade of Jr/Sr High School Secretary I Position to Secretary II

5.C. Discussion and Possible Approval of Pay Increase for Junior High Non-AIA Game Officials
Increase from \$20 to \$35 per game

5.D. Discussion and Possible Approval of Changes to Governing Board Policies

These policies and possible changes were presented for public and board review at the previous regular board meeting and on the District website. Policies affected:

IHAMB-EA and IHAMB-EB - Family Life Education

IJL-E - Library Materials Selection and Adoption

JFABDA and JFABDA-R - Admission of Students in Foster Care

JHD-EB - Exclusions and Exemptions from School Attendance

KB-EC - Parental Involvement in Education

POLICY SERVICES

ADVISORY

Volume 35, Number 1

January 2023

Policy Advisory No. 739 ... (**NEW**) Exhibit — IHAMB-EA — Family Life Education
(**NEW**) Exhibit — IHAMB-EB — Family Life Education

Policy Advisory No. 740 (**NEW**) Exhibit — IJL-E — Library Materials
Selection and Adoption

Policy Advisory No. 741 Policy — JFABDA— Admission of
Students in Foster Care
Regulation — JFABDA — Admission of Students in Foster Care

Policy Advisory No. 742 Exhibit — JHD-EB — Exclusions and Exemptions
from School Attendance

Policy Advisory No. 743 (**NEW**) Exhibit — KB-EC — Parental Involvement
in Education

Summary

Policy Advisory No. 741 updates JFABDA – Admission of Students in Foster Care – to align with Federal Non-Regulatory Guidance issued in 2016. The Policy is amended to conform with school district required actions in educating children in foster care as interpreted by the U.S. Dept. of Education and ADE. The policy advisories attached were created by ASBA policy services to assist districts in complying with Arizona legislation, to wit: HB2439, HB2495, and HB2161. Policy Advisory No. 742 updates JHD-EB to address requests for HIPAA protected information.

Governing Boards may review and adopt policy advisory No. 741 consistent with the Policy Adoption process in Policy BGB—First Meeting – the proposal shall be presented for review; Second Meeting – the proposal shall be presented for discussion and action. Regulations and exhibits are optional; the Governing Board should be aware of these regulations and exhibits, but board action is not necessary to utilize them.

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 Discussion

Policy Advisory No. 739 Exhibit IHAMB-EA — Family Life Education Exhibit IHAMB-EB — Family Life Education

ASBA created exhibits subscribers may utilize to obtain mandatory parental consent if offering a sex education curriculum and/or referring students to sexually explicit materials. *The Policy was updated in August. The exhibits conform with the policy.*

Policy Advisory No. 740 Exhibit IJL-E — Library Materials Selection and Adoption

ASBA created an exhibit subscribers may utilize to inform parents that new materials will be purchased for use in the library. The exhibit includes statutory required timelines. Finally, ASBA created a checklist to guide administrators in determining whether they are required to go through the public review period. *The Policy was updated in August. The exhibit conforms with the policy.*

Policy Advisory No. 741 Policy JFABDA — Admission of Students in Foster Care Regulation JFABDA— Admission of Students in Foster Care

This policy and regulation were updated to conform with the law: that educating students in foster care is a collaboration between schools, child welfare agencies and ADE. Mandated collaboration includes assigning a district point of contact for children in foster care *and notifying ADE of the district's point of contact assignee.* Definitions of “children in foster care” “school of origin” and “best interest determination” were amended, or added, to reflect U.S. Department of Education Non-Regulatory Guidance regarding students in foster care.

Policy Advisory No. 742 Exhibit JHD-EB — Exclusions and Exemptions from School Attendance

This exhibit is being updated to avoid the potential that a HIPAA violation may occur. A health care practitioner notified ASBA that the previous exhibit required health care practitioners to disclose protected information. The exhibit now indicates that the disclosure to a parent/guardian is a permitted disclosure under HIPAA because it is being requested by the protected party.

Policy Advisory No. 743 Exhibit KB-EC — Parental Involvement in Education

State law requires schools to provide parents a way to request information that pertains to the parental involvement procedures required by A.R.S. §15-102, implemented in Policy KB. This exhibit enables parents to request the relevant KB related information and provides the school administration a mechanism to process and track requests for this information. *The Policy was updated in August. The exhibit conforms with the policy.*

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

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If you have any questions, call Policy Services at (602) 254-1100. Ask for Nick Buzan, Director of Legal and Policy Services; Dr. Charlotte Patterson, Policy Analyst; Lynne Bondi, Policy Analyst; or Renae Watson, Policy Services Technician/Editor/Publisher. Our e-mail addresses are, respectively, [nbuzan@azsba.org], [cpatterson@azsba.org], [lbondi@azsba.org], and [rwatson@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.

IHAMB-EA ©

EXHIBIT

FAMILY LIFE EDUCATION

**PARENTAL CONSENT FORM FOR
SEX EDUCATION CURRICULA**

Student Name _____

Parent/Guardian Name _____

My signature below indicates that I give permission for my child to participate in the Sex Education curricula program approved by our District in conformity with the requirements of Arizona law. I acknowledge that the materials can be found online as required by Arizona law.

Parent/Guardian signature

Date

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

IHAMB-EB ©

EXHIBIT

**FAMILY LIFE EDUCATION
PARENTAL CONSENT FORM FOR
INSTRUCTIONAL MATERIALS**

Student Name _____

Parent/Guardian Name _____

The following materials have been determined by the District to possess serious educational value for minors or possess serious literary, artistic, political or scientific value but may contain some material deemed sexually explicit material under A.R.S. §15-120.03(C):

My signature below indicates that I am aware of and consent to the instructional use of the materials listed above.

Parent/Guardian signature

Date

If you have concerns regarding any of the materials listed above, please indicate which item(s) you would prefer an alternative assignment be provided for your student.

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

IJL-E ©

EXHIBIT

**LIBRARY MATERIALS
SELECTION AND ADOPTION**

**NOTIFICATION LETTER TO PARENTS FOR PUBLIC
REVIEW PERIOD OF PURCHASED LIBRARY BOOKS/MATERIALS**

Dear Parents:

This letter is to inform you that we will be purchasing new books/materials for our library on _____. State law requires schools to post a list of all library books and materials purchased after January 1, 2023, on the district’s website and the school’s website for at least sixty (60) days after the purchase of the items (this does not include replacement books/materials). In addition, state law mandates that schools notify parents of the opening and closing public review period within seven (7) school days prior to the opening date. Therefore, this notice dated _____ provides the opening date of the public review period for newly purchased library books/materials as _____ and the closing date as _____. (A.R.S.§§ [15-721/15-722](#)).

For school administration only below this line

Checklist for Schools:

1. Does our school have a full-time library media specialist or an equivalent position? _____.
If **no**, this **requirement does not apply**. If **yes**, move to question 3.
2. Does our school have an agreement with a county free library district, municipal library, nonprofit or public library, tribal library, private or tribal schools in the county where the school district is located?
If **yes**, this **requirement does not apply**; if no, the requirement applies (if the school is not exempted by question 1) and move to question 3. _____
3. Did we send out a notification to all parents regarding the opening and closing dates of the public review period within seven (7) school days prior to posting the newly purchased library materials on our website (this list must also be posted on the district’s website)? Reminder, these newly purchased library materials must remain on the website for at least sixty (60) days post-purchase. _____

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

How did we send the notification? Notification sent to parents via _____ on _____ (seven [7] school days prior to opening public review period date).

4. Does this purchase replace old or damaged item(s)? _____

If **yes**, this requirement does not apply.

If no, include item(s) on website for at least 60 days using the process above.

JFABDA ©

**ADMISSION OF STUDENTS
IN FOSTER CARE**

This policy is intended to direct compliance with Arizona State Laws, Arizona Administrative Code, and the Every Student Succeeds Act (ESSA) Foster Care provisions.

Purpose Statement

The implementation of this policy shall assure that:

~~A. Children in foster care are not stigmatized or segregated on the basis of their status as foster children;~~

A. B. Children in foster care remain are immediately enrolled in their school of origin for the duration of their time in care, unless a determination is made that it is not in such child's best interest to ~~attend~~ remain in their school of origin, which decision shall be based on all factors relating to the child's best interest, including consideration of the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement, among other factors listed in law (see list in JFABD-R);

~~B.C. When~~ If a determination is made that it is not in such child's best interest to remain in the school of origin, the child is immediately enrolled in a new school, even if the child is unable to produce records normally required for enrollment; however, the student may be required to provide their Notice to Providers document;

~~C.D.~~ The enrolling school shall immediately contact the school last attended by any such child to obtain relevant academic and other records;

~~D. E.~~ In collaboration with the State or local Child Welfare Agency, transportation is provided to and from the school of origin or school of placement for the foster child as applicable and found in the law and Policy JFAA; and

~~E. F.~~ The District will work with the Department of Child Safety (or tribal agency) to ensure that the provisions of ESSA relating to foster children are implemented, including assigning a District employee to serve as a Point of Contact (POC) to work in collaboration with the applicable child welfare agency and notify the Arizona Department of Education of the assigned POC.

Definitions

The term "children in foster care" means children who are under twenty-four (24) hour substitute care while placed away from their parents or guardians and for whom the Child Welfare Agency (Department of Child Safety [DCS] or tribal) has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, childcare institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed, and payments are made by the state, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is federal matching of any payments that are made. (45 C.F.R. § 1355.20(a)) In Arizona, if DCS has received placement care and responsibility, then the child is in "foster care" even if the parent or guardian is permitted to live in the home of placement, such as a kinship home.

The term "school of origin" means the school in which a child is enrolled at the time of placement in foster care, including preschool. If a child's foster care placement changes, the school of origin would then be considered the school in which the child is enrolled at the time of the placement change. the school that the student attended when permanently housed or the school in which the student was last enrolled, including preschool.

~~Liaison or~~ Point of Contact (POC) for Children in Foster Care - Responsibilities

The Superintendent will designate an appropriate staff person of authority as ~~Liaison or~~ Point of Contact (POC) for children in foster care who will carry out duties as assigned and notify ADE's Statewide Foster Care Education Coordinator of the designated POC. Among those duties will be the responsibility to coordinate activities and programs to work in collaboration with the respective child welfare agency (either DCS or tribal), in the best interest of foster children that will include, but not be limited to, establishment of procedures to:

- A. Continue the student's education in the school of origin or placement;
- B. Collaborate with the Child Welfare Agency to implement the educational stability plan to maintain school stability;
- C. Ensure the best interest is determined regarding school enrollment selection;
- D. Ensure necessary transportation is provided, funded, and arranged in collaboration with the Child Welfare Agency;
- E. Ensure immediate enrollment and transfer of records occurs when the student moves schools; and

F. Ensure school staff are trained on the provisions and educational needs of children in foster care.

Other Relevant Policies and Procedures

Implementation of the Every Student Succeeds Act (ESSA) Foster Care provisions requires the coordination with a number of policies and procedures. These policies and procedures are listed below as cross references and are incorporated in this policy and these procedures by such reference.

Enrollment preference may be given to children who are in foster care.

Adopted: _____

LEGAL REF.:

A.R.S.

15-816 through 15-816.07

15-821

15-823 through 15-825

42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001,
as amended by the Every Student Succeeds Act (ESSA) of 2015
(Foster Care Provisions)

CROSS REF.:

EEAA - Walkers and Riders

IKEB - Acceleration

JF - Student Admissions

JFAA - Admission of Resident Students

JFAB - Admission of Nonresident Students

JFABD - Admission of Homeless Students

JFB - Open Enrollment

JG - Assignment of Students to Classes and Grade Levels

JLCB - Immunizations of Students

JLH - Missing Students

JR - Student Records

JRCA - Request for Transfer of Records

JFABDA-R ©

REGULATION

**ADMISSION OF STUDENTS
IN FOSTER CARE**

Admission

The school selected by the child in foster care shall immediately admit the child, even if the student is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation; but the school may require the student to provide their Notice to Provider's document.

The enrolling school shall immediately contact the school last attended by the student to obtain relevant academic and other records.

If the student needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the Child Welfare Agency Point of Contact to the District ~~Liaison~~/Point of Contact (POC) for children in foster care, who shall assist in obtaining necessary immunizations, or immunization or medical records.

Admission Disputes

If a dispute arises over school selection or enrollment in a school:

A. The student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute;

B. the Child Welfare Agency Point of Contact shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of appeal;

C. the Child Welfare Agency Point of Contact and student shall be referred to the school's Point of Contact ~~liaison for children in foster care~~, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute.

Enrollment Decision

The decision regarding enrollment shall be made regardless of whether the student lives with the foster parents or has been temporarily placed elsewhere.

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

**Best Interest Determination –
Children in Custody of DCS**

School District POCs should seek a Best Interest Determination (“BID”) form from DCS. The BID process includes the following:

To determine whether the student should remain in their school of origin and in collaboration with the appropriate child welfare agency, the School District must take into consideration all factors relating to a child’s best interest.

These factors include the appropriateness of the current educational setting and proximity of placement.

The SEA, District and child welfare agencies have flexibility in determining which factors should be considered as part of evaluating the appropriateness of the current educational setting, as well as any additional factors that pertain to a child’s best interest.

Though the specific factors may vary depending on context, in order to make a holistic and well-informed determination, a variety of student-centered factors should be considered.

These factors may include:

- A. Preferences of the child;
- B. Preferences of the child’s parent(s) or education decision maker(s);
- C. The child’s attachment to the school, including meaningful relationships with staff and peers;
- D. Placement of the child’s sibling(s);
- E. Influence of the school climate on the child, including safety;
- F. The availability and quality of the services in the school to meet the child’s educational and socioemotional needs;
- G. History of school transfers and how they have impacted the child;
- H. How the length of the commute would impact the child, based on the child’s developmental stage;
- I. Whether the child is a student with a disability under the Individuals with Disabilities Education Act (IDEA) who is receiving special education and related services or a student with a disability under Section 504 who is receiving special education or related aids and services and, if so, the availability of those required services in a school other than the school of origin; and

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

J. Whether the child is an EL and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin, consistent with Title VI and the Equal Educational Opportunities Act (EEOA).

Transportation costs should not be considered when determining a child's best interest, which is consistent with the program instruction released by the U.S. Department of Health & Human Services (HHS) subsequent to the passage of the Fostering Connections Act.

**Best Interest Determination – Children
in Custody of Tribal Social Services**

The Arizona Department of Education, Office of Indian Education, has issued guidance on best interest determinations for children in the custody of Tribal Social Services. The BID form provided by DCS may differ with tribal agencies. School District Points of Contact are urged to determine best interests for students in collaboration with tribal agencies. See link for guidance; <https://docs.google.com/document/d/1l62BqAF5LhAm8RJ61uoTvqkzCD7bSVaBOxIaBXyjI4/edit?usp=sharing>.

JHD-EB ©

EXHIBIT

**EXCLUSIONS AND EXEMPTIONS
FROM SCHOOL ATTENDANCE**

**CERTIFICATION OF STUDENTS WITH
CHRONIC HEALTH CONDITIONS**

(Obtained from a certified health professional or nurse practitioner)

Acknowledgment of Disclosure of HIPAA protected information:
The student, through their parent/guardian, is hereby requesting the below information for the benefit of the student’s education. Disclosure is permitted by 45 C.F.R. §164.502(a).

Type or print Parent/Guardian Name

Date

Signature of Parent/Guardian

Student's name

Parent's name

Address

District

School

Grade level

Date of birth

Phone number

Date of initial consultation

Certified health professional or nurse practitioner diagnosis:

Certified health professional or nurse practitioner prognosis:

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

Physical limitations affecting physical education activities:

Anticipated absences due solely to illness, disease, pregnancy complications, an accident or severe health problems of an infant child of a student (include anticipated surgeries, treatments, or hospitalizations that may interfere with school attendance during the _____ year):

Example 1: _____'s physical condition may result in frequent absences in the school year that may exceed ten (10) consecutive school days per semester, but I do not anticipate that _____ will be absent enough days to require homebound services.

Example 2: _____ will require three (3) hospitalizations of approximately four (4) days duration each and three to five (3 - 5) treatments of one (1) day each during the school year.

Other relevant information:

Type or print Certified health professional or nurse practitioner name and licensed title

Date

Certified health professional or nurse practitioner signature and title

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

KB-EC ©

EXHIBIT

**PARENTAL INVOLVEMENT
IN EDUCATION**

REQUEST FOR INFORMATION PURSUANT TO A.R.S. §15-102(D)

Parent Name _____

Student Name _____

Parent Contact Information

Address _____
_____ (street) _____ (city) _____ (state) _____ (zip)

Phone: _____ Home Work or Cell _____

E-mail address _____

Date of Request _____

Request given to: (circle one) Principal/Superintendent

Note: requests must be submitted in written form to the school principal or Superintendent during business hours. Schools will respond according to the timeline listed below.

Information Requested (please be as specific as possible):

(Printed Name) _____ (Signature) _____ (Date)

Pursuant to A.R.S. § 15-102, a parent shall submit a written request for information during regular business hours to either the school principal at the school site or the Superintendent of the School District at the office of the School District. Within ten (10) days after receiving the request for information, the school principal or the Superintendent of the School District shall either deliver the requested information to the parent or submit to the parent a written explanation of the reasons for denying the requested information. If the request for information is denied or the parent does not receive the requested information within fifteen (15) days after submitting the request for information, the parent may request the information in writing from the School District Governing Board, which shall formally consider the request at the next scheduled public meeting of the Governing Board if the request can be properly noticed on the agenda. If the request cannot be properly noticed on the agenda, the Governing Board shall formally consider the request at the next subsequent public meeting of the Governing Board.

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

5.E. Discussion and Possible Approval of Class Schedule Changes at Joseph City Jr/Sr High School for the 2023-24 School Year

JC JH/HS NEW LUNCH PROPOSAL 2023-24

One of the concerns expressed by teachers in regards to state testing is the lack of motivation some students have when taking the tests. Teachers have reported that some students have completed the test in less than 10 minutes. Many do not really try. They are not held accountable by the state for their scores or effort.

Some schools in the neighboring areas have incentivized effort on the tests by providing extra time at lunch for students who pass the tests. The students who do not pass are required to spend an extra 15 minutes or so each day working to improve their skills in preparation for the next test. We would like to do the same.

State testing is broken up into 3 groups:

AASA- All Junior High Students

ACT Aspire- Freshmen

ACT- Juniors

Please see the following for information as to how a student would qualify for the extra 15 minutes at lunch:

AASA Testing (JH Students): Students take 2 main tests- ELA (English Language Arts) and Mathematics. 8th grade students also take the AZ Science test. Students earn one of the following level ratings based on their scores: level 4 (highly proficient), level 3 (proficient), level 2 (partially proficient), and level 1 (minimally proficient). For a student to qualify for the longer lunch period, he/she must do one of the following:

- 1) Be proficient in all tests required
or
- 2) Increase one proficiency level in any area for which they are not proficient

ACT ASPIRE (Freshmen): The ACT Aspire test shows students how prepared they are for the actual ACT test. The ACT Aspire test is broken up into 4 sub areas: English, Reading, Science, Math. When scores are compiled the English and reading sections are combined for an ELA score and the science and math sections are combined into a STEM section. The rating levels for the ACT Aspire test are as follows: level 4 (ready), level 3 (close), level 2 (below ready), level 1 (in need of support) For a student to qualify for the longer lunch period, he/she must do one of the following:

- 1) Pass both the ELA and STEM composite scores
or
- 2) Pass 3 of the 4 specific subject areas

STAR READING/MATH (Sophomores): The sophomore class does not have state testing. For them we will use our annual STAR reading and STAR math scores. For a student to qualify for the longer lunch period, he/she must do the following:

- 1) Score at or above grade level in both STAR Reading and STAR Math

ACT (Juniors): The ACT is the state test for juniors. This test is used for college applications. The possible test scores range from 1 to 36. The rating levels are as follows: scores from 25-36 are considered highly proficient, 19-24 is proficient, 15-18 is partially proficient for ELA and 16-18 is partially proficient for math, and 1-14 is minimally proficient for ELA and 1-15 is minimally proficient for math. Students are also given a composite (overall) score which includes math, science, English, reading, and writing. For a student to qualify for the longer lunch period, he/she must do one of the following:

- 1) Be proficient in both ELA and Math
or
- 2) Have a composite score of 18 or higher

Other important information: 6th graders will all be required to take the extra 15 minutes a day to prepare for state testing. 7th grade will be the first year that students are able to start getting out early for lunch (which will be based on the 6th grade testing from the previous year).

Appeal: Parents will have the option to appeal their students' placement in this program. This will not be advertised. It will require a meeting with the principal, guidance counselor, parents, student, and teacher(s) who teaches the subject area of the test that was not passed. The student may be required to pass another exam such as a CTE end of year assessment or something similar.

Please see below for how this would change the daily school schedule.

Current JH/HS Schedule:

1st Period	8:00am-8:55am
2nd Period	9:00am-9:55am
3rd Period	10:00am-10:55am
AR Reading	11:00am-11:10am
4th Period	11:10am-12:05pm
Lunch	12:05pm-12:40pm
5th Period	12:40pm-1:35pm
6th Period	1:40pm-2:35pm
7th Period	2:40pm-3:35pm

Proposed Change to Schedule

1st Period	8:00am-8:55am
2nd Period	9:00am-9:55am
3rd Period	10:00am-10:55am
4th Period	11:00am-11:55am
TEST PREP	11:55am-12:10pm
Lunch	12:10pm-12:40pm
5th Period	12:40pm-1:35pm
6th Period	1:40pm-2:35pm
7th Period	2:40pm-3:35pm

5.F. Discussion and Possible Approval of Increase in School Lunch Prices

Increase Full-Price Elementary Student Lunch from \$2.95 to \$3.25

Increase Full-Price Jr/Sr High Student Lunch from \$3.00 to \$3.25

Increase Adult Lunch from \$3.50 to \$4.20

5.G. Update District Travel Expense Guide and Travel Reimbursement Rates

Travel Expense Guide

DRAFT



Meals

Employee Travel		
Meal	Maximum Rate	Time
Breakfast	\$10.00	Depart before 6 am
Lunch	\$12.00	Depart before 11 am
Dinner	\$20.00	Arrive home after 7 pm
Daily Max.	\$42.00	

First meal out is NOT reimbursed; NO reimbursement for travel less than 50 miles from home

NO reimbursement for meals provided by conference, host, hotel, event, etc. including continental breakfasts

Employees may request meal reimbursement upon return for actual cost or the Maximum Rate, whichever is less

No receipts are required for EMPLOYEE meal reimbursements

Student Travel (Students & Adults)		
Meal	Maximum Rate	Time
Breakfast	\$10.00	Depart before 6 am
Lunch	\$12.00	Depart before 11 am
Dinner	\$17.00	Arrive home after 7 pm
Daily Max.	\$39.00	

First meal out is NOT reimbursed; STUDENT and ADULT travelers must sign Receipt Log upon receipt of funds/meals

NO reimbursement for meals provided by conference, host, hotel, event, etc. including continental breakfasts

Maximum Rate will be paid in advance for students and accompanying chaperones/coaches/drivers

Receipt Logs and unused funds MUST be returned to District for STUDENT travel, including chaperones/coaches/drivers

Lodging

Employee Travel

Lodging may not exceed maximum rate per night. See *State of Arizona Travel Policy* for maximum allowable lodging rates

Base lodging rate is \$98.00 plus tax; higher allowable rates may apply depending on the location and time of year

Maximum lodging rate may be exceeded if the stay is at a conference/event hotel

Employees must pay for any hotel incidental costs when checking out

Student Travel (Students & Adults)

Lodging may not exceed maximum rate per night. See *State of Arizona Travel Policy* for maximum allowable lodging rates

Lodging provided for state tournaments if needed, or upon Superintendent approval

Any lodging for STUDENT travel must be approved by Superintendent in advance

Students/Adults must pay for any hotel incidental costs when checking out

Transportation

Employee Travel

Employee should use a District vehicle for travel if available

District approval required for use of personal vehicle or other common carrier

Driver must show driver's license and proof of vehicle insurance upon vehicle checkout

Personal vehicle mileage reimbursement rate **62.5 cents per mile** (for employees, board members and contract carriers)

Mileage reimbursement calculated to/from home or place of work, whichever is less

Parking fees, public transportation fares, tolls and other incidental costs will be reimbursed with receipt

Governing Board approval required for travel over 400 miles one-way

Student Travel (Students & Adults)

Students MUST travel in District vehicles (unless approved in advance in writing)

Driver must show valid driver license upon checkout of car/van/truck

The District encourages car/van/truck drivers to pass the District van driver certification prior to driving students

Governing Board approval required for travel over 400 miles one-way

REFERENCES

For Lodging rates see:

[State of Arizona Accounting Manual - TRAVEL \[Topic 50; Section 95\]](#)

Governing Board Policy Manual and Administrative Regulations: DKC; DKC-R; EEB; EEB-R

Travel Expense Guide



Meals

Employee Travel		
Meal	Maximum Rate	Time
Breakfast	\$9.00	Depart before 6 am
Lunch	\$11.00	Depart before 11 am
Dinner	\$17.00	Arrive home after 7 pm
Daily Max.	\$37.00	

First meal out is NOT reimbursed; NO reimbursement for travel less than 50 miles from home

NO reimbursement for meals provided by conference, host, hotel, event, etc. including continental breakfasts

Employees may request meal reimbursement upon return for actual cost or the Maximum Rate, whichever is less

No receipts are required for EMPLOYEE meal reimbursements

Student Travel (Students & Adults)		
Meal	Maximum Rate	Time
Breakfast	\$9.00	Depart before 6 am
Lunch	\$10.00	Depart before 11 am
Dinner	\$11.00	Arrive home after 7 pm
Daily Max.	\$30.00	

First meal out is NOT reimbursed; STUDENT and ADULT travelers must sign Receipt Log upon receipt of funds/meals

NO reimbursement for meals provided by conference, host, hotel, event, etc. including continental breakfasts

Maximum Rate will be paid in advance for students and accompanying chaperones/coaches/drivers

Receipt Logs and unused funds MUST be returned to District for STUDENT travel, including chaperones/coaches/drivers

Lodging

Employee Travel

Refer to *State of Arizona Travel Policy* for maximum allowable lodging rates; default rate is \$89.00 per night

Maximum allowable lodging rate may be exceeded if the stay is at a conference/event hotel

Employees must pay for any hotel incidental costs when checking out

Student Travel (Students & Adults)

Lodging provided for state tournaments if needed, or upon Superintendent approval

Any lodging for STUDENT travel must be approved by Superintendent in advance

Students/Adults must pay for any hotel incidental costs when checking out

Transportation

Employee Travel

Employee should use a District vehicle for travel if available; driver must show valid driver license upon vehicle checkout

District approval required for use of personal vehicle or other common carrier

Personal vehicle mileage reimbursement rate **44.5 cents per mile**

Mileage reimbursement calculated to/from home or place of work, whichever is less

Parking fees, public transportation fares, tolls and other incidental costs will be reimbursed with receipt

Governing Board approval required for out-of-state travel

Student Travel (Students & Adults)

Students MUST travel in District vehicles (unless approved in advance in writing)

Driver must show valid driver license upon checkout of car/van/truck

Governing Board approval required for out-of-state travel

For Lodging rates see:

[State of Arizona Accounting Manual - TRAVEL \[Topic 50; Section 95\]](#)

5.H. Approve Summer Camps

Sponsorship of Volleyball and Football Camps during the summer of 2023

6. INFORMATION ITEMS

6.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.

6.B. Upcoming Meetings and Events Calendar

- Next Regular Board Meeting - March 14, 2023; 6:00 p.m.

7. ADJOURNMENT