



## Regular Board Meeting Agenda

**Tuesday, April 11, 2023 | 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. PUBLIC HEARING**

Individuals may comment on the draft plan to modify the instructional days to allow for remote and assignment-based learning for students. This hearing is an opportunity for the public to comment on the plan prior to adoption by the Governing Board and submission to the Arizona Department of Education. This is the second Public Hearing held for this purpose.

An instructional time model (ITM) that includes assignment-based learning will only be implemented should the need arise in the future. A copy of the draft ITM may be viewed at the Joseph City School District Office and online at [jcusd.org/itm](http://jcusd.org/itm). Later in this meeting, the Governing Board will discuss and possibly approve an Instructional Time Model for Joseph City Schools.

## Joseph City Unified School District Instructional Time Model

\*Arizona school districts are required to meet certain legal requirements if the need arises to adjust instructional methods and/or schedules due to an emergency school closure, and/or students are unable to safely attend school in person.

### **Summary of the Law and Allowance for Calendar Modifications**

HB- 2862 authorizes school districts to adopt an Instructional Time Model(ITM) for the purpose of allowing flexibility in how student instructional hours are met. Local governing board approval and submittal by the district to the state board of education after two public hearings is required. If more than 40% of the total instructional hours are offered using this model, a financial penalty to the district will be assessed.

### **Method of Instruction**

- Remote and Assignment Based
- Joseph City Schools will continue with a 4-day instructional week

### ***How will these methods replace instruction that would otherwise be provided in a teacher-led, in-person classroom?***

Students will be provided resources and materials to complete assignments and projects to be completed at home. Student learning will occur through strategies which include, reading, researching, reviewing examples, and practicing learning outcomes.

- Instructional planning for student remote learning will include daily coursework that accounts for approximately 30 minutes per day/per course subject area, of reading, research, and review; and
- approximately 30 minutes per day/per course subject area, of independent practice, writing, or analysis of daily learning objectives.
- Examples of tools, resources, and materials
  - Google Products
  - Worksheets, Textbooks and other “Hard” copies of materials
  - Chromebooks and iPads with Internet Access
  - Educational Software Programs such as BT and IXL

**Procedure for how students will be reported as present and participating in remote instruction or absent on the corresponding calendar days:**

*Present* – Participated or Distance Learning Present (DLP)

*Absent* – Distance Learning Absent Unexcused (DLAU) or Distance Learning Absent Excused (DLAE)

Attendance for students will be determined upon completion of each daily corresponding assignment.

Daily assignments will be submitted, or collected, for attendance accountability no later than 4 days from each calendar date for this approved ITM.

The public may comment on this Instructional Time Model:

Email comments to:

[bryanf@jcsd.org](mailto:bryanf@jcsd.org)

Mail written comments to:

Bryan Fields

Joseph City Schools

PO Box 8

Joseph City, AZ 86032

Submit written comments in person to:

Bryan Fields

Joseph City Schools

8176 Westover

Joseph City, AZ

Attend a public hearing:

Public hearings will be held in conjunction with Joseph City Schools Governing Board meetings. Board meeting schedules and agendas may be viewed at [jcsd.org/boardmeetings](http://jcsd.org/boardmeetings)

**2. OPENING ITEMS**

**2.A. Call to Order**

**2.B. Roll Call**

**2.C. Pledge of Allegiance**

**2.D. Invocation**

**2.E. Adoption of Agenda**

**2.F. Approve Minutes of the March 14, 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, March 14, 2023**

**Members present**

Andrew Bushman, Dayton Flake, Karsten Flake, Clerk; Cat Hansen

**Administrators present**

Bryan Fields, Superintendent

**Others present**

2 Community members

**1. PUBLIC HEARING**

**First Reading**

The public was invited to comment on the draft plan to modify the instructional days to allow for remote and assignment-based learning for students. A copy of the draft Instructional Time Model may be viewed at the Joseph City School District Office and online at <https://meetings.boardbook.org/Public/Organization/894> in Item 1. of this agenda.

There were no comments from the public.

**2. OPENING ITEMS**

**2.A. Call to Order**

Karsten Flake called the meeting to order at 6:01 p.m.

**2.B. Roll Call**

**2.C. Pledge of Allegiance**

**2.D. Invocation**

**2.E. Adoption of Agenda**

Motion by Karsten Flake to adopt the Agenda as presented; Second by Dayton Flake

Final Resolution: Motion passed

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

**2.F. Approve Minutes of the February 14, 2023 Regular Board Meeting**

Motion by Karsten Flake to approve the minutes as presented; Second by Dayton Flake

Final Resolution: Motion passed

Yes: Andrew Bushman, Dayton Flake, Cat Hansen

Abstained: Karsten Flake

**2.G. Superintendent's Report**

**3. CALL TO THE PUBLIC**

None

**4. CONSENT AGENDA**

Motion by Karsten Flake to approve the consent agenda items as presented; Second by Dayton Flake.

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

**4.A. Approve Expense Vouchers**

Action to ratify district vouchers for the period February 1, 2023 through February 28, 2023.  
**General and Special Funds:** #18 \$164,749.47; #19 \$162,585.85; #1038 \$105,370.87; #1039 \$78,128.36; #1040 \$1,306.88; #1041 \$156,887.93; #1042 \$899.71; #1043 \$35,417.64  
**Auxiliary Operations Funds:** #1037 \$9,138.11; 1039 \$1,634.14  
**Student Activities Fund:** #1041 \$80.00

**4.B. Student Activities Fund Report**

Revenues, expenditures and charges in the Student Activities Fund Report; period of February 1, 2023 through February 28, 2023.

**4.C. Student Fundraisers**

Organization	Description	Action
Cheer	Sell funnel cakes	Ratification
Elementary Students	Students send emails requesting donations for books	Approve

**4.D. Approve Quality First - First Things First Grant Participation**

This is a program funded by the Arizona Department of Education to assist preschools with costs related to licensing, training, and operating expenses, with available incentives ranging from \$5,500 - \$8000 per year.

**4.E. Approve Renewal of Intergovernmental Agreement for 2023-24**

Navajo County Education Service Agency- Special Services Consortium (Special Education services provider)

**4.F. Disposal of Surplus Property**

Approve the disposal of unused surplus furniture, equipment, vehicles and other items

**5. POSSIBLE EXECUTIVE SESSION**

None

**6. ACTION ITEMS**

**6.A. Personnel Requests**

Name	Assignment	Action
Brawley, Lyndzi	Pool Manager	Appointment
Castellano, Kory	Dyslexia Specialist (funded by grant)	Appointment (ratification)
Fischer, Jennifer	Volunteer	Acceptance
Murray, Paige	Teacher (1st grade)	Appointment
Nelson, Veronica	Substitute Teacher	Resignation
Smith, Tyson	Mechanic/Maintenance (in addition to teacher assignment)	Renewal
Taranto, Tim	Teacher (5th Grade)	Resignation

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

**6.B. Approve Superintendent's Performance Payment**

This is a bi-annual release of 5% of the Superintendent's contract pay based on standards set by the Governing Board for evaluation of the Superintendent.  
 Motion by Karsten Flake to approve Superintendent's Performance payment; Second by Dayton Flake;

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

**7. INFORMATION ITEMS**

**7.A. Food Service Financial Report**

**7.B. Financial Report for ESSER Federal Grants**

**7.C. Requests for Future Agenda Items**

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

- School Board tour of school campuses, including breakfast and lunch March 28, 2023.
- Next Regular Board Meeting - April 11, 2023; 6:00 p.m.

**8. ADJOURNMENT**

Motion by Karsten Flake to adjourn; Second by Dayton Flake  
Final Resolution: Motion passed  
Yes: Andrew Bushman, Dayton Flake, Karsten Flake, Cat Hansen  
Meeting adjourned at: 7:17 pm

APPROVED:

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Board Clerk or President

## 2.G. Superintendent's Report



**Summary of Financial Operations (Unaudited)**  
**March 31, 2023**

Fund		Budget	YTD Expenses	Encumbrances	Budget Balance
001	Maintenance & Operation	\$5,991,226	\$3,915,298	\$1,430,477	\$ 645,452
010-013	Classroom Site Funds	\$ 970,920	\$ 92,674	\$ 67,693	\$ 810,553
100-130	Title I	\$ 260,000	\$ 140,262	\$ 59,124	\$ 60,614
140-150	Title II - Profesional Development	\$ 50,000	\$ 1,197	\$ -	\$ 48,803
200-209	Title VII - Indian Education	\$ 15,000	\$ 9,985	\$ -	\$ 5,015
220-229	IDEA/Special Education Grants	\$ 175,000	\$ 81,513	\$ 43,619	\$ 130,682
230	Johnson-O'Malley (JOM)	\$ 4,500	\$ 699	\$ 201	\$ 3,600
260-270	Career & Technical Ed (CTE) - Federal	\$ 12,000	\$ 6,862	\$ 541	\$ 4,597
290-291	Medicare Reimbursement	\$ 30,000	\$ 159	\$ 454	\$ 29,387
301	Az School Nurse Access Program	\$ 65,000	\$ 3,783	\$ 298	\$ 60,920
326-346	ESSER / CARES / ESG	\$1,089,493	\$ 182,155	\$ 285,188	\$ 622,150
374	E-Rate	\$ 33,000	\$ 25,875	\$ -	\$ 7,125
380	ARPA - Az On Track	\$ 2,200	\$ 1,125	\$ -	\$ 1,075
381	Dyslexia Training	\$ 5,000	\$ 4,989	\$ -	\$ 11
390-396	REAP (Federal Rural Assistance)	\$ 45,000	\$ 7,400	\$ -	\$ 37,600
400	Career & Technical Ed (CTE) - State	\$ 10,000	\$ 2,563	\$ 886	\$ 6,551
466	Healthy Drug-Free Community	\$ 8,308	\$ 2,754	\$ 5,554	\$ -
506	School Plant (Sale)	\$ 5,000	\$ -	\$ -	\$ 5,000
510	Food Service	\$ 340,000	\$ 138,997	\$ 155,512	\$ 45,491
515	Civic Center	\$ 10,000	\$ -	\$ -	\$ 10,000
520	Preschool Tuition	\$ 12,000	\$ 5,686	\$ 1,981	\$ 4,333
525	Auxiliary Operations	\$ 140,000	\$ 114,663	\$ 13,562	\$ 11,775
526	Extracurricular Activities Tax Credit	\$ 20,000	\$ 6,086	\$ 1,505	\$ 12,409
530	Gifts & Donations	\$ 50,000	\$ 3,309	\$ 464	\$ 46,227
535-539	CTE & Vocational Education Projects	\$ 9,500	\$ 8,563	\$ -	\$ 937
550	Insurance Proceeds	\$ 60,000	\$ -	\$ -	\$ 60,000
565	Litigation Recovery	\$ 35,000	\$ -	\$ -	\$ 35,000
570	Indirect Costs	\$ 35,000	\$ 17,877	\$ 3,381	\$ 13,742
585	Insurance Refunds	\$ 5,000	\$ -	\$ -	\$ 5,000
596	NAVIT	\$ 45,000	\$ 16,027	\$ 3,591	\$ 25,382
610	Capital Outlay	\$ 514,604	\$ 378,479	\$ 41,017	\$ 95,108
620	Adjacent Ways	\$ 75,000	\$ 6,788	\$ 766	\$ 67,446
665	Energy and Water Savings	\$ 49,000	\$ -	\$ -	\$ 49,000
686	SFB Emergency Deficiency Correction	\$ 109,964	\$ 24,000	\$ -	\$ 85,964
691	SFB Building Renewal Grant	\$ 950,000	\$ 501,212	\$ 379,386	\$ 69,402
850	Student Activities	\$ 30,000	\$ 23,625	\$ 2,185	\$ 4,190
TOTAL		\$ 11,261,715	\$ 5,724,602	\$ 2,497,384	\$ 3,120,543

### 3. 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>

### 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 3/1/2023 through 3/31/2023.

**General and Special Funds:** #20 \$155,827.16; #21 \$149,499.63; #1044 \$15,747.08; #1046 \$47,194.05; #1047 \$84,082.51; #1048 \$818.00; #1049 \$30,477.36

**Auxiliary Operations Funds:** #1042 \$2,063.93; #1044 \$350.00; #1047 \$944.02; #1050 \$1,649.01; #1052 \$7,332.75; #1053 \$546.00

**Student Activities Fund:** #1043 \$1,476.05; #1045 \$99.49; #1048 \$2,616.20; #1049 \$1,593.02; #1051 \$654.77

#### 4.B. Student Activities Fund Report

Revenues, expenditures and charges in the Student Activities Fund Report; period of 3/1/2023 through 3/31/2023.

## Joseph City USD External Funds

### Student Activities Summary Report

Fiscal Year: 2022-2023

From: 3/1/2023

To: 3/31/2023

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	878.88	182.00	(576.00)	484.88	608.26	1,093.14
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	339.69	.00	.00	339.69	.00	339.69
102.639 Joseph City Jr High School Class of 2026	302.79	.00	.00	302.79	.00	302.79
102.640 Joseph City Jr High School Class of 2027	1,289.88	.00	.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	110.10	.00	.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	3,199.14	210.25	.00	3,409.39	.00	3,409.39
203.610 Joseph City High School Student Council	4,596.25	.00	(42.78)	4,553.47	(184.58)	4,368.89
203.611 Joseph City High School National Honor Society	441.68	.00	.00	441.68	.00	441.68
203.612 Joseph City High School Softball	4,142.78	250.00	.00	4,392.78	.00	4,392.78

## Joseph City USD External Funds

### Student Activities Summary Report

Fiscal Year: 2022-2023

From: 3/1/2023

To: 3/31/2023

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	4,909.86	250.00	(1,596.02)	3,563.84	1,500.00	5,063.84
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	1,168.18	194.00	.00	1,362.18	.00	1,362.18
203.619 Joseph City High School Volleyball	6,318.38	.00	.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	827.02	500.00	(347.76)	979.26	352.70	1,331.96
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	1,238.20	.00	.00	1,238.20	.00	1,238.20
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	7,200.54	110.00	(3,876.97)	3,433.57	3,308.53	6,742.10
203.637 Joseph City High School Class of 2024	500.47	.00	.00	500.47	.00	500.47

## Joseph City USD External Funds

### Student Activities Summary Report

Fiscal Year: 2022-2023

From: 3/1/2023

To: 3/31/2023

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	2.94	.00	.00	2.94	.00	2.94
<b>GRAND TOTALS</b>	44,510.36	1,696.25	(6,439.53)	39,767.08	5,584.91	45,351.99

End of Report

**4.C. Approve Intergovernmental Agreement Renewal with Northern Arizona Vocational Institute of Technology (NAVIT)**

**4.D. Approve Memorandum of Understanding With the Navajo County Sherriff's Office**

For cooperative services and participation in state-funded school safety communication systems

**4.E. Student Fundraisers**

Organization	Description	Action
Cheerleaders	Car Show	Approve
Freshman Class	Donations	Ratify
High School Track Team	Advertisements	Ratify

**4.F. Gifts & Donations**

Donor	Item	School/Program	Purpose	Amount
Wiinslow Indian Health Care Center	2 Digital Physician Scales	Health Services	Program support	\$1,000 (estimated)

**5. 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.

**6. ACTION ITEMS**

**6.A. Personnel Requests (\*)**

Name	Assignment	Action
(See attached list)	Management Team and Classified Specialists	Renewal
(See attached list)	Support Staff	Renewal
Balda, Baea	Lifeguard	Appointment
Brawley, Micah	Asst Coach - Jr High Track	Appointment
Fields, Bridger	Lifeguard	Renewal
Fields, Taylor	Lifeguard	Renewal
Fischer, Joseph	Auditorium Tech	Appointment (Ratification)
Fish, Rhiannon	Elementary Secretary	Resignation
Frost, Brooke	Lifeguard	Appointment
Jesmer, Samantha	Lifeguard	Appointment
Lampsa, Kamryn	Lifeguard	Renewal
Leger, Gen	Lifeguard	Appointment
McCormick, Case	Lifeguard	Appointment
Miller, Cambria	Lifeguard	Appointment
Miller, Cort	Lifeguard	Renewal
Miller, Landon	Lifeguard	Appointment
Miller, Peter	Auditorium Tech	Appointment (Ratification)
Powers, Megan	Volunteer	Acceptance
Smith, Abigayle	Auditorium Tech	Appointment
Smith, Abigayle	Lifeguard	Renewal
Young, Claire	Title I Aide	Resignation

## Support Staff Renewals 2023-24

Last Name	First Name	Position
Balda	Jody	Seasonal Skilled Worker I - Pool Maintenance
Brawley	Lyndzi	Pool Manager
Buckley	Shealyn	Secretary II - Jr/Sr High School
Bushman	Adriane	Secretary I - Elementary
Case	Melanie	Instructional Aide I
Castellano	Kory	Teacher Assistant II
Chapman	Sonya	Instructional Aide II
Colligon	Brian	Bus Driver
Colligon	Brian	Custodian / Asset Control
Colligon	Drew	Instructional Aide II
Combs	Darcy	Instructional Aide III
Farnes	Mitchell	Technology Specialist II
Farr	Stephanie	Finance Specialist II
Frost	Brooke	Instructional Aide II
Gayer	Lisa	Library Aide I
Grant	Ashley	Instructional Aide I
Hardy	Desiree	Instructional Aide I
Hayes	Sarah	Instructional Aide I
Hutchens	Daniel	Bus Driver
James	Rosita	Custodian
Jensen	Mary	Custodian
Johnstun	Aaron	Instructional Aide I
Johnstun	Aaron	Teacher Assistant II
Johnstun	Dana	Receiving Clerk
Johnstun	Samuel	Bus Driver
Johnstun	Spencer	Bus Driver
Keams	Margaret	Van Driver
Krebs	Gerard	Bus Aide
Krebs	Gerard	Custodian
Lucero	Atalaya	Instructional Aide II
Morris	Patrick	Bus Driver
Nells	Selena	Finance Specialist II
Paddock	Darlene	Bus Driver
Price	Andrea	Instructional Aide II
Pugh	Robert	Bus Driver
Randall	Julie	Instructional Aide II/NAVIT Tech
Redfearn	Traci	Instructional Aide II
Rice	Lisa	Secretary II - Special Education
Rice	Tyler	Auditorium Manager
Rogers	Kelly	Custodian
Rush	Hailey	Campus Aide
Smith	Tyson	Maintenance Tech II / Mechanic
Spurlock	Sharon	Instructional Aide II
Spurlock	Sharon	Lifeguard
Strong	Julie	Admin Assistant - Superintendent / Governing Board
Tavesi	Kika	Instructional Aide II
Westover	Jennifer	Secretary II - Jr/Sr High School
Wilson	Rebekah	Speech-Language Pathologist Assistant
Young	Irene	Custodian

## Management Team & Classified Specialist Renewals 2023-24

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Contract Type</b>
Diaz	Deo	Transportation Coordinator	Classified Hourly
Gardner	Jason	Technology Coordinator	Classified Salary
Hutchens	Daniel	Assistant District Administrator	Certified Administrator
Johnstun	Terry	Custodial/Asset Control Coordinator	Classified Hourly
Miller	Eric	Jr/Sr High School Principal	Certified Administrator
Mills	Julie	Data Specialist / Librarian	Classified Salary
Mills	Steven	Business Manager	Classified Administrator
Mosier	Darrel	Elementary Principal	Certified Administrator

**6.B. Possible Approval of Revised Extra Duty 1 Pay Schedule Including New Employee Incentive Program Payment Opportunities**

**DRAFT**

# Pay Schedule | 2023-24



## Extra Duty 1

Level	Annual/Season Amt		Assignment
	Base Pay	Maximum	
1	4,066	5,350	HS Head Coach, Cheer Coach (full year), Drama Coach
2	2,354	3,380	HS Asst Coach II, Ag Club Advisor, Cross Country Coach
3	1,498	2,014	HS Asst Coach I, JH Head Coach, HS Student Council Advisor, EL Music, Yearbook Advisor, Band Director, Choral Director
4	972	1,356	JH Asst Coach
5	749	1,007	JH Student Council Advisor, Club Sponsors, Science Fair Coordinator

### Adjustments to Base Hourly Rate

Initial Placement	Experience <i>Amount added to Base Pay for each year of equivalent experience up to 6 years*</i>	Level 1	\$214
		Level 2	\$171
		Level 3	\$86
		Level 4	\$64
		Level 5	\$43
		*For initial placement, years of experience related to the assignment but not directly equivalent may be counted as 1 year for each 2 or more years of related (but not directly equivalent) experience.	

### Additional Opportunities for Increased Earnings

Employee Incentive Program	NFHS Coaching Certification - Level 2	\$300	One-time payment upon proof of certification prior to start of season
	NFHS Coaching Certification - Level 3	\$300	One-time payment upon proof of certification prior to start of season

### Notes

Placement and annual advancement are based on Superintendent recommendation and Governing Board approval.

Revised 4/11/23

# Employee Incentive Program

There are many factors that can help keep individuals interested and engaged in their work, including a valuable mission, an excellent workplace culture or a competitive salary. One way for organizations to help facilitate engagement and high levels of performance is to institute an employee incentive program.

Incentive programs must be approved by the Superintendent and may require Governing Board approval. Metrics for tracking progress and completion must be determined in advance. Incentive programs must not be a requirement of the job. Incentive program activities may occur during or outside of the employee's duty schedule. The district may provide funding for an incentive program activity, such as training costs, fees, supplies, etc. The amount and type of the incentives are determined by the Superintendent within a range set by the Governing Board.

## What is an incentive program?

An incentive program is a set of rewards that encourages an individual or a group to accomplish a goal. Incentive programs can be an excellent way to improve motivation, productivity, and engagement among team members. There are many ways to structure an incentive program, including, but not limited to:

- Performance pay
- Wellness incentives
- Van driver training
- Word/Excel/Google training
- CPR/AED training
- Lifeguard certification
- Infinite Campus "University" training
- Teacher/staff applicant referrals
- Participating in a mentoring or cross-training program
- Tuition assistance
- Training and certification for coaches

## Goals of the incentive program

1. Improve the district
2. Improve instruction
3. Increase student and family engagement
4. Improve quality of work
5. Increase morale
6. Increase motivation
7. Encourage teamwork
8. Increase employee engagement
9. Encourage loyalty to the district
10. Retain talent
11. Improve district culture
12. Lower costs

**6.C. Approve Employee Benefits and Health Insurance for 2023-24**

# Joseph City Unified School District

## Health & Welfare Benefit Plans

Fiscal Year 2023-24

*The following benefit programs are recommended for approval for the 2023-24 Plan Year:*

### 1. Medical Plan

- Continue to offer medical coverage through Kairos.
- Continue to offer the Copay Plan, HDHP 1500 plans. Discontinue the HDHP 2500 plan as there has not been enrollment since it's introduction. Add a PPO 1200 plan as a 'middle' option.
- The district will fund \$631.00 per employee per month (\$7,572 per year) toward the Copay Plan, PPO 1200 plan and HDHP 1500 base premium. This is an increase from the current amount of \$590.00 per employee per month.
  - District HSA contribution will continue to be \$1,500 per employee per year for those enrolled in the HDHP 1500.
  - The 2023-24 rates represent an increase of +7.0% from current. **Total cost to the district for rate increases and HSA contribution increase is estimated at \$17,712 per year.**
- The district will fund \$177.00 per employee per month (\$2,124 per year) toward the Copay Plan, PPO 1200 and HDHP 1500 plans for Spouse, Children and Family plan premiums. This is an increase from the current amount of \$165.00 per employee per month.
  - **The total cost to the district for this increase is estimated at \$1,440 per year. The total cost to the district for this family benefit supplement is \$21,240 per year.**
- Allow employees to re-direct any or all of their district HSA contribution to offset the employee's share of premiums.
- Continue to allow employees to opt out of Medical Plan coverage if they qualify for coverage elsewhere. The buy-out amount paid to employee by the district is \$1,500 per year. There is no increase in the cost to the district per employee compared to FY22/23.
- **Total increased cost to the district is estimated at \$19,152 per year.**

#### **Comments:**

The Copay Plan and HDHP 1500 had no plan changes.

### 2. Dental Plan

- Continue to offer the existing dental plan with Kairos.
- The 2022-23 rates represent a +2.64% increase.
- No plan design changes versus the district's current plan(s).

- Allow employees to re-direct any or all of their district HSA contribution to offset the employee's share of premiums.

**Comments:**

The dental plan renewal is based on the entire Kairos pool of participants. The plan is voluntary so any increased cost will be absorbed by the employees via payroll deduction.

### **3. Vision Plan**

- Continue to offer the existing dental plan with Superior Vision.
- The 2023-24 rates represent a +0.0% increase as the 23/24 plan year is the 3<sup>rd</sup> of a 4 year rate guarantee.
- No plan design changes versus the district's current plan(s).
- Allow employees to re-direct any or all of their district HSA contribution to offset the employee's share of premiums.

**Comments:**

The vision plan is voluntary so any increased cost will be absorbed by the employees via payroll deduction.

### **4. Basic Life & ADD Plan**

- Switch from Kairos (MetLife) to Equitable for Basic Life and ADD.
- The 2023-24 rates through Equitable represent a 11.5% decrease.
- The new plan through Equitable includes an enhanced Waiver of Premium benefit with a waiting period reduced to 6 months from the current 9-month waiting period.

### **5. Short Term Disability Plan**

- Continue to offer the Short-Term Disability Plan through Equitable.
- The 2023/24 rates represent a +0.0% increase.
- No plan design changes versus the district's current plan(s).

### **6. Supplemental Life Insurance / Tax Sheltered Savings Plans**

- The district offers other tax-sheltered savings plans to employees at no cost to the district.

# Health Insurance Rates

2023-24

2023-24

Plan	No. of Employees Enrolled	Total Monthly Rate	Employee Monthly Cost	Employee Cost per Pay Period	Annual Employee Cost	Employee Cost per Pay Period Increase over FY22	% Incr
<b>Medical Copay Plan</b>							
Employee only	5	\$714.00	\$83.00	\$38.31	\$996.00	\$2.77	8%
Employee + Spouse	0	\$1,425.00	\$617.00	\$284.77	\$7,404.00	\$18.46	7%
Employee + Child(ren)	1	\$1,333.00	\$525.00	\$242.31	\$6,300.00	\$15.69	7%
Employee + Family	0	\$1,533.00	\$725.00	\$334.62	\$8,700.00	\$21.69	7%
<b>Medical PPO 1200</b>							
Employee only	0	\$676.00	\$45.00	\$20.77	\$540.00	New plan	
Employee + Spouse	0	\$1,350.00	\$542.00	\$250.15	\$6,504.00	New plan	
Employee + Child(ren)	0	\$1,263.00	\$455.00	\$210.00	\$5,460.00	New plan	
Employee + Family	0	\$1,453.00	\$645.00	\$297.69	\$7,740.00	New plan	
<b>Medical HDHP 1500</b>							
<b>HSA Contribution \$1500/yr</b>							
Employee only	21	\$631.00	\$0.00	\$0.00	\$0.00	\$0.00	
Employee + Spouse	1	\$1,263.00	\$455.00	\$210.00	\$5,460.00	\$13.85	7%
Employee + Child(ren)	5	\$1,181.00	\$373.00	\$172.15	\$4,476.00	\$11.08	7%
Employee + Family	3	\$1,357.00	\$549.00	\$253.38	\$6,588.00	\$16.62	7%
<b>Dental - Kairos</b>							
Employee only		\$42.00	\$42.00	\$19.38	\$504.00	\$0.46	2%
Employee + Spouse		\$85.00	\$85.00	\$39.23	\$1,020.00	\$0.92	2%
Employee + Child(ren)		\$71.00	\$71.00	\$32.77	\$852.00	\$0.92	3%
Employee + Family		\$110.00	\$110.00	\$50.77	\$1,320.00	\$1.38	3%
<b>Vision - Superior Vision</b>							
Employee only		\$5.53	\$5.53	\$2.55	\$66.36	\$0.00	0%
Employee + Spouse		\$11.06	\$11.06	\$5.10	\$132.72	\$0.00	0%
Employee + Child(ren)		\$12.98	\$12.98	\$5.99	\$155.76	\$0.00	0%
Employee + Family		\$19.90	\$19.90	\$9.18	\$238.80	\$0.00	0%

## SUMMARY

### Maximum benefit amount paid by district per employe per year:

Medical plans	\$7,572.00
Health Savings Account contribution	1,500.00
Family coverage supplement	2,124.00
<b>TOTAL</b>	<b>\$11,196.00</b>

### Total estimated annual cost to district for all health benefit plans:

Medical plans	\$272,592.00
Health Savings Account contribution	\$45,000.00
Family coverage supplement	\$21,240.00
Buyout for employees who opt out	\$21,000.00
<b>TOTAL</b>	<b>\$359,832.00</b>

# Joseph City Unified School District

## Medical Plan Analysis - Active Employees

July 1, 2023 Renewal

	Current KAIROS			Option 1 KAIROS			
	Copay Plan \$750	HDHP 1500	HDHP 2500	Copay Plan \$750	PPO 1200	HDHP 1500	
Benefits	In-Network	In-Network	In-Network	In-Network	In-Network	In-Network	
<b>Provider Network</b>	UHC Choice+ wMayo	UHC Choice+ wMayo	UHC Choice+ wMayo	UHC Choice+ wMayo	UHC Choice+ wMayo	UHC Choice+ wMayo	
<b>Deductible</b>		Non-Embedded	Non-Embedded			Non-Embedded	
Individual	\$750 EE / \$1,500 EE+1 /	\$1,500	\$2,500	\$750 EE / \$1,500 EE+1 /	\$1,200 EE / \$2,400 EE+1 /	\$1,500	
Family	\$2,250 Fam	\$3,000	\$5,000	\$2,250 Fam	\$3,600 Fam	\$3,000	
<b>Coinsurance</b>	20%	20%	20%	20%	30%	20%	
<b>Out-of-Pocket Maximum</b>		Non-Embedded	Non-Embedded			Non-Embedded	
Individual	\$5,000	\$3,500	\$3,450	\$5,000	\$6,000	\$3,500	
Family	\$10,000	\$6,550	\$6,550	\$10,000	\$12,000	\$6,550	
Ded. applies to OOP Max?	Yes	Yes	Yes	Yes	Yes	Yes	
<b>Professional Services</b>							
Primary Care	\$25 Copay	20% after deductible	20% after deductible	\$25 Copay	\$25 Copay	20% after deductible	
Specialist	\$50 Copay	20% after deductible	20% after deductible	\$50 Copay	\$50 Copay	20% after deductible	
Preventive Care	100%	100%	100%	100%	100%	100%	
Laboratory & X-Ray	20% after deductible	20% after deductible	20% after deductible	20% after deductible	Copay or ded/30%	20% after deductible	
Complex Diagnostic Testing	20% after deductible	20% after deductible	20% after deductible	20% after deductible	Copay or ded/30%	20% after deductible	
<b>Hospital Services</b>							
Inpatient Hospital	20% after deductible	20% after deductible	20% after deductible	20% after deductible	30% after deductible	20% after deductible	
Outpatient Hospital	20% after deductible	20% after deductible	20% after deductible	20% after deductible	30% after deductible	20% after deductible	
<b>Emergency Services</b>							
Urgent Care	\$50 Copay	20% after deductible	20% after deductible	\$50 Copay	\$50 Copay	20% after deductible	
Emergency Room	20% after deductible	20% after deductible	20% after deductible	20% after deductible	30% after deductible	20% after deductible	
<b>Prescription Drugs</b>		Med ded then:	Med ded then:			Med ded then:	
Generic	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	
Preferred Brand	\$60 Copay	\$60 Copay	\$60 Copay	\$60 Copay	\$60 Copay	\$60 Copay	
Non-Preferred Brand	\$110 Copay	\$110 Copay	\$110 Copay	\$110 Copay	\$110 Copay	\$110 Copay	
Mail-Order	\$20/\$120/\$220	\$20/\$120/\$220	\$20/\$120/\$220	\$20/\$120/\$220	\$20/\$120/\$220	\$20/\$120/\$220	
<b>Rates</b>	CP H15 H25						
EE Only	5 21 0	\$667.00	\$590.00	\$569.00	\$714.00	\$676.00	\$631.00
EE + Spouse	0 1 0	\$1,332.00	\$1,180.00	\$1,138.00	\$1,425.00	\$1,350.00	\$1,263.00
EE + Child(ren)	1 5 0	\$1,246.00	\$1,104.00	\$1,065.00	\$1,333.00	\$1,263.00	\$1,181.00
Family	0 3 0	\$1,433.00	\$1,268.00	\$1,224.00	\$1,533.00	\$1,453.00	\$1,357.00
<b>Est. Monthly Premium by Plan</b>		\$4,581	\$22,894	\$0	\$4,903		\$24,490
<b>Est. Annual Premium by Plan</b>		\$54,972	\$274,728	\$0	\$58,836	n/a	\$293,880
<b>% Change From Current</b>		N/A	N/A	N/A	7.0%		7.0%
<b>Annual \$ Change From Current</b>		N/A	N/A	N/A	\$3,864		\$19,152
<b>Combined Est. Monthly Premium</b>			\$27,475			\$23,393	
<b>Combined Est. Annual Premium</b>			\$329,700			\$352,716	
<b>% Change From Current</b>			N/A			7.0%	
<b>Annual \$ Change From Current</b>			N/A	24		\$23,016	

# Employee Benefits | 2023-24



Joseph City Unified School District offers a comprehensive benefits package to enhance the total compensation of its staff. This package includes employer paid medical, life and disability insurance, participation in the Arizona State Retirement System, optional dental and vision plans, performance pay and professional development opportunities, as well as paid holidays and leave.

## Summary of Benefits

Employee Group	Health Insurance	Dental, Vision, Additional Life	Life Insurance	Disability Insurance	Arizona State Retire. System	Paid Vacation Leave	Paid Personal/Sick Leave	Other Paid Leave	Paid Holidays	Tuition Assist
<b>Teachers   Certified Specialists</b>										
<b>Benefit</b>	Yes District pays: ■ 100% for employee ■ \$2,124 for families ■ \$1,500 to HSA	Yes Available at employee's expense	Yes \$50,000 District pays 100%	Yes District provides long and short term	Yes Contribution shared by District and Employee	No	Yes Up to 96 hours per year	Yes Professional, Bereavement	No Salary spread evenly over all days	Yes
<b>Eligibility</b>	Must work at least 30 hours per week	Must work at least 30 hours per week	Must work at least 20 hours per week	Must work at least 20 hours per week for 20 weeks	Must work at least 20 hours per week for 20 weeks	None	Prorated for part-time schedule	Prorated for part-time schedule	None	Employed two years; subject to approval
<b>Support Staff   Classified Specialists</b>										
<b>Benefit</b>	Yes District pays: ■ 100% for employee ■ \$2,124 for families ■ \$1,500 to HSA	Yes Available at employee's expense	Yes \$50,000 District pays 100%	Yes District provides long and short term	Yes Contribution shared by District and Employee	10 days 1st year / 15 days 8th year / 20 days 17th year	Yes Up to 136 hours per year	Yes Professional, Bereavement	Yes Up to 12 days per year	Yes
<b>Eligibility</b>	Must work at least 30 hours per week	Must work at least 30 hours per week	Must work at least 20 hours per week	Must work at least 20 hours per week for 20 weeks	Must work at least 20 hours per week for 20 weeks	Must work 12 months per year	Must work at least 30 hours per week for Personal Leave	Prorated for part-time schedule	Prorated for part-time schedule	Employed two years; subject to approval
<b>Substitutes   Seasonal   Temporary   Extra Duty</b>										
<b>Benefit</b>	No	No	No	No	No	No	Yes Up to 40 hours per year Sick Leave	No	No	No
<b>Eligibility</b>	None	None	None	None	None	None	All employees	None	None	None

**6.D. Discussion and Possible Approval of Employee Pay Increases for 2023-24**

# Salary Proposal for FY23-24

Joseph City Schools

## Teacher | Certified Specialist Pay Schedule

- **\$1,000 base increase (10-Month contracts; amount prorated for part-time or extended contracts)**  
*Applies to all current teachers and certified specialists who have worked at least half of the FY23 school year*
- **\$500 beginning base increase for placement of new teachers**  
*Applies to all new teachers, certified specialists and current employees who have worked less than half of the FY23 school year*

## Support Staff Pay Schedule

- **Base increase \$.50 per hour**  
*Applies to all current employees in all positions listed on the Support Staff Pay Schedule except Level 1 (minimum wage) who have worked at least half of the FY23 school year*
- **Base increase \$.26 per hour**  
*Applies to all current employees in all positions listed on the Support Staff Pay Schedule except Level 1 (minimum wage) who have worked less than half of the FY23 school year*
- **No change to entry level base hourly rates**  
*Applies to new employees*
- **Reclassify existing positions:**
  - Event Worker from Level 1 to 3
- **Add positions:**
  - Lead Event Worker – Level 6

## Extra Duty 1 Pay Schedule

- **Base increases:**  
*Applies to all current employees who continue in the same assignment in FY24*
  - Level 1 - \$214
  - Level 2 - \$171
  - Level 3 - \$86
  - Level 4 - \$64
  - Level 5 - \$43
- **No increase to minimum or maximum annual/season amounts**

## Extra Duty 2 Pay Schedule

- **Increase pay for current positions:**
  - Level C [Teacher acting as substitute teacher during prep time] from \$16.00 per hour to **\$18.00**
  - Level F [Indian Education Coordinator] from \$1,000 per year to **\$1,100**
  - Level G [Elementary Music Coordinator] from \$200 per year to **\$250**
  - Level K [College Concurrent Enrollment Teacher] from \$35 per student to **\$40**
  - Level L [Red Ribbon Coordinator] from \$200 per semester to **\$250**
  - Level M [School Improvement Chairman] from \$600 per year to **\$650**
  - Level P [District Wellness Director (Grant Compliance)] from \$2,000 per year to **\$2,200**
  - Level U [NAVIT Coordinator] from \$500 per year to **\$600**
  - Level Z [Elementary Large Classroom Stipend] from \$1,500 per semester to **\$1,600**
  - Level AA [JH/HS Large Classroom Stipend (academic classes only)] from \$250 per class per semester to **\$275**

## Substitute Pay Schedule

- **No change**

## Management Team | Classified Specialist Pay Schedule

- **Base increase \$1,200 (12-Month contracts; amount prorated for part-time, hourly or partial year contracts)**
- **Beginning base increases for placement of new hires (does not affect current staff)**
  - Custodial/Asset Control Coordinator from \$39,644 to **\$41,500**
  - Transportation Coordinator from \$43,575 to **\$44,500**
  - Maintenance Coordinator from \$48,997 to **\$50,000**
  - Technology Coordinator from \$52,581 to **\$55,000**
  - Elementary Principal from \$61,782 to **\$62,500**
  - High School Principal from \$69,160 to **\$70,500**
  - Business Manager from \$58,581 to **\$60,500**

**6.E. Discussion and Possible Approval of the Joseph City Unified School District Instructional Time Model for the 2022-23 School Year**

This is a plan to allow the school district to modify the instructional days, if needed, and remain legally compliant with no reductions in funding provided we are within the limits set forth by the State Board of Education.

## Joseph City Unified School District Instructional Time Model

\*Arizona school districts are required to meet certain legal requirements if the need arises to adjust instructional methods and/or schedules due to an emergency school closure, and/or students are unable to safely attend school in person.

### **Summary of the Law and Allowance for Calendar Modifications**

HB- 2862 authorizes school districts to adopt an Instructional Time Model(ITM) for the purpose of allowing flexibility in how student instructional hours are met. Local governing board approval and submittal by the district to the state board of education after two public hearings is required. If more than 40% of the total instructional hours are offered using this model, a financial penalty to the district will be assessed.

### **Method of Instruction**

- Remote and Assignment Based
- Joseph City Schools will continue with a 4-day instructional week

### ***How will these methods replace instruction that would otherwise be provided in a teacher-led, in-person classroom?***

Students will be provided resources and materials to complete assignments and projects to be completed at home. Student learning will occur through strategies which include, reading, researching, reviewing examples, and practicing learning outcomes.

- Instructional planning for student remote learning will include daily coursework that accounts for approximately 30 minutes per day/per course subject area, of reading, research, and review; and
- approximately 30 minutes per day/per course subject area, of independent practice, writing, or analysis of daily learning objectives.
- Examples of tools, resources, and materials
  - Google Products
  - Worksheets, Textbooks and other “Hard” copies of materials
  - Chromebooks and iPads with Internet Access
  - Educational Software Programs such as BT and IXL

**Procedure for how students will be reported as present and participating in remote instruction or absent on the corresponding calendar days:**

*Present* – Participated or Distance Learning Present (DLP)

*Absent* – Distance Learning Absent Unexcused (DLAU) or Distance Learning Absent Excused (DLAE)

Attendance for students will be determined upon completion of each daily corresponding assignment.

Daily assignments will be submitted, or collected, for attendance accountability no later than 4 days from each calendar date for this approved ITM.

The public may comment on this Instructional Time Model:

Email comments to:

[bryanf@jcsd.org](mailto:bryanf@jcsd.org)

Mail written comments to:

Bryan Fields

Joseph City Schools

PO Box 8

Joseph City, AZ 86032

Submit written comments in person to:

Bryan Fields

Joseph City Schools

8176 Westover

Joseph City, AZ

Attend a public hearing:

Public hearings will be held in conjunction with Joseph City Schools Governing Board meetings. Board meeting schedules and agendas may be viewed at [jcsd.org/boardmeetings](http://jcsd.org/boardmeetings)

## **7. INFORMATION ITEMS**

### **7.A. Possible Textbook/Curriculum Adoptions for 2023-24**

Textbook/curriculum materials will be available for public review for 60 days prior to board consideration for adoption at a future board meeting in accordance with Governing Board Policy IJJ. Curriculum materials are on display in the District Office Board Room and may be viewed during business hours. This is an information item only and no action will be taken at this meeting.

Textbooks, supplementary materials and online resources proposed for adoption are English and Language Arts for Kindergarten, first and second grades. Title: Amplify Core Knowledge Language Arts (CKLA). Published: 2015 The Core Knowledge Foundation / 2022 Revised Editions; Amplify Education, Inc.

**TEXTBOOK / SUPPLEMENTARY MATERIALS  
SELECTION AND ADOPTION**

School: **Joseph City Elementary School**

Title of book: **Amplify Core Knowledge Language Arts (CKLA)**

Publication Date: **2015 The Core Knowledge Foundation / 2022 Revised Amplify Education, Inc.**

Publisher : **The Core Knowledge Foundation** Copyright date: **2022**

Subject: **English Language Arts K-2** *List price 5yr PROGRAM: \$36,954.08*

List price of teacher resource materials

Kindergarten =	\$8,028.80
1st grade =	\$11,305.00
2nd grade =	\$13,255.50
Prof Development	\$1,500.00 (virtual. x2 on site)

List price of consumable materials **is included in the 5 year Contract and is included in the teacher resource materials.**

Kindergarten =	\$2,999.00
1st grade =	\$4,998.00
2nd grade =	\$5,798.00

Elementary grade level: **Kindergarten through 2nd Grade**

Comments:

- **The Curriculum meets and exceeds the Science of Reading state requirements**
- **This program is highly recommended by Barbara Steinberg the Science of Reading presenter for dyslexia and reading certification**
- **This program is connected to our reading diagnostic program DIBELS and will cross connect the information so teachers can differentiate instruction more accurately.**
- **Computer resources, and teaching materials are provided and woven into the curriculum**
- **The program has rigor and high interest. In addition, reading skills and techniques are taught explicitly**
- **Decodable text is used which is a requirement of Science of Reading**

Yes No

X  A. *Is the viewpoint of the author consistent with the Governing Board's "Statement of Educational Philosophy"?*

X  B. *Is the viewpoint of the author consistent with the teaching and learning objectives for the subject?*

C. Does the book substantially meet these 7 criteria for selection?

X  1. Is it among the best of its kind available for the use intended?

X  2. Does it help to implement the course of study?

X  3. Are its contents, vocabulary

X  4. Does it have literary merit and interest appeal?

X  5. Have any available reviews been examined?

X  6. Have members of the staff read and examined the material and recommended the title for purchase?

X  7. Does it fairly portray ethnic, racial, religious, and sex roles?

**E G U N Key: Excellent, Good, Unsatisfactory, None**

D. *Appropriateness of materials for student learning:*

X    1. Interesting and challenging/ level of student comprehension

X    2. Correct and up to date.

X    3. Logical organization of content.

X    4. Pertinence of pictures.

X    5. Discussion topics, questions, student activities.

X    6. Student references and bibliographies.

X    7. Tables of contents, indexes, glossaries, appendixes, annotations.

X    8. Summaries.

X    9. Suggested student activities.

X    10. Student manuals and workbooks.

X    11. Student self-tests.

**E G U N**

*E. Appropriateness of material for instruction:*

X    1. Teacher's guide and manual.

X    2. Teacher references and bibliography.

X    3. Suggested supplementary printed materials and  
audiovisual aids.

X    4. Suggested instructional methods.

X    5. Separately published achievement tests.

(We use BT, School City, IXL, AASAS Prep Materials)

X    6. Separately published diagnostic tests. (We use DIBELS,  
and WADE and other Diagnostic materials)

X    7. Provision for teaching different ability groups.

X    8. Content generally free of material that may be considered  
offensive according to accepted community standards.

**E G U N**

*F. Physical characteristics:*

X    1. Cover design and use of color throughout the book.

X    2. Style and size of type.

X    3. Layout of pages.

X    4. Clear pictures and graphic illustrations.

5. Binding, quality of paper, and size of Student books

Date \_\_\_\_\_ Approved \_\_\_\_\_  
Chairperson

Date \_\_\_\_\_ Approved \_\_\_\_\_  
Principal

**7.B. Joseph City Schools Audit and Compliance Reports for Fiscal Year 2021-22**

**7.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.

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

- Next Regular Board Meeting - May 9, 2023; 6:00 p.m.

**8. ADJOURNMENT**