



Regular Board Meeting Agenda

Tuesday, June 13, 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. 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 May 9, 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, May 9, 2023**

Members present

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

Administrators present

Bryan Fields, Superintendent; Eric Miller, Principal; Darrel Mosier, Principal; Steven Mills, Business Manager

Others present

6 Community members

1. PUBLIC HEARING

Eldon Larsen opened the public hearing at 6:00 p.m.

1.A. FY 2022-23 Budget Revision

No public comment

2. OPENING ITEMS

2.A. Call to Order

Eldon Larsen called the meeting to order at 6:01 p.m.

2.B. Approve Minutes of the April 11, 2023 Regular Board Meeting

Motion to approve the April 11, 2023 minutes by Karsten Flake; Second by Eldon Larsen

Final Resolution: Motion passed

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

2.C. Superintendent's Report

3. CALL TO THE PUBLIC

None

4. CONSENT AGENDA

Motion to approve the consent agenda with the following changes; to separate item 4F to be considered separately.

Final Resolution: Motion to approve items 4A – 4E passed

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

4.A. Approve Expense Vouchers

Action to ratify district vouchers for period 4/1/2023 through 4/30/2023.

General and Special Funds: #22 \$162,143.32; #23 \$173,265.32; #1050 \$61,792.81; #1051 \$1,702.25; #1052 \$109,953.62; #1053 \$1,794.25; #1054 \$84,983.65

Auxiliary Operations Funds: #1054 \$9,533.15; #1056 \$4,093.05; #1058 \$150.00; #1059 \$150.00

Student Activities Fund: #1055 \$532.76; #1057 \$1,187.90; #1060 \$348.60

4.B. Student Activities Fund Report

Revenues, expenditures and charges in the Student Activities Fund Report; period of 4/1/2023 through 4/30/2023.

4.C. Approve Contract Renewal with Arizona Psychology Services

4.D. Gifts & Donations

Donor	Item	School/Program	Purpose	Amount
Love's Foundation	Cash	Elementary School	Educational program support	\$500
ASU Foundation	Cash	District	Fund power plant closure financial impact study	\$20,000
State of Arizona - Child Care Development Grant	Equipment and supplies	Early childhood and Speech programs	Educational program support	\$19,500

4.E. Student Fundraisers

Organization	Description	Action
FFA	Mother's Day plant sale	Approve

4.F. Approve Renewal of Food Services Management Contract with Southwest Foodservice Excellence for FY 2023-24

Motion to approve the renewal of Food Services Management contract with Southwest Foodservice Excellence for FY 2023-24

Final Resolution: Motion failed

Yes: Cat Hansen

No: Eldon Larsen, Andrew Bushman, Dayton Flake, Karsten Flake

5. POSSIBLE EXECUTIVE SESSION

None

6. ACTION ITEMS

6.A. Personnel Requests

Name	Assignment	Action
Bowler, Alexandrya	Lifeguard 2023-24 Season	Renewal
Bowler, Laurie	Summer School Teacher	Appointment
Bowler, Vyctoriana	Lifeguard 2023-24 Season	Appointment
Case, Melanie	Summer School Aide	Appointment
Castellano, Kory	Summer School Aide	Appointment
Chapman, Sonja	Summer School Aide	Appointment
Colligon, Drew	Seasonal Worker	Renewal
Colligon, Drew	Summer School Aide	Appointment
DeWitt, Darolyn	Summer School Teacher	Appointment
Farr, Lauren	Seasonal Worker	Renewal
Gardner, Kaylie	Lifeguard 2023-24 Season	Appointment
Flake, Kelbie	Seasonal Worker	Appointment
Hansen, Ruth	Summer School Teacher	Appointment
Hardy, Desiree	Summer School Aide	Appointment
Hayes, Sarah	Seasonal Worker	Appointment
Holmes, Theresa	Summer School Teacher	Appointment

Name	Assignment	Action
Hunt, Ericka	Teacher (1st Grade)	Appointment
Johnstun, Aaron	Summer School Aide	Appointment
Lucero, Atalaya	Summer School Aide	Appointment
Metzger, Kelly	Summer School Teacher	Appointment
Miller, Kylie	Lifeguard 2023-24 Season	Renewal
Miller, Kylie	Teacher (Jr. High)	Appointment
Morris, Patrick	Bus Driver	Resignation
Neal, Brad	Maintenance Coordinator	Renewal
Neal, Lillian	Seasonal Worker	Appointment
Nells, Jasmine	Seasonal Worker	Renewal
Perkins, Waylon	Lifeguard 2023-24 Season	Appointment
Rodrigues, Christina	Summer School Teacher	Appointment
Salley, Eric	Seasonal Worker	Appointment
Smith, Abigayle	Seasonal Worker	Appointment
Sterkowitz, Mike	Teacher	Resignation
Stradling, Jim	Teacher	Resignation
Tavesi, Kika	Summer School Aide	Appointment
Whetten, Anthony	Summer School Teacher	Appointment

Motion to approve the Personnel Requests by Eldon Larsen; second by Andrew Bushman

Final Resolution: Motion passed

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

6.B. Discussion and Possible Approval of Additional Pay Increase for FY 2023-24

Motion by Eldon Larsen to approve additional pay increase for FY 2023-24 as presented; second by Karsten Flake.

Final Resolution: Motion passed

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

6.C. Approve the FY 2022-23 Budget Revision #2 for Joseph City Schools

Motion to approve the FY 2022-23 Budget Revision #2 for Joseph City Schools by Eldon Larsen; second by Dayton Flake.

Final Resolution: Motion passed

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

6.D. Accept the Joseph City Unified School District Audit for the Fiscal Year 2021-22

Motion to accept the Joseph City Unified School District Audit for the Fiscal Year 2021-22 by Eldon Larsen; second by Dayton Flake

Final Resolution: Motion passed

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

6.E. Approve Travel Request by Future Business Leaders of America (FBLA) Student Club to Travel to National Competition in Atlanta, GA

Motion: Motion to approve the out-of-state travel for FBLA to travel to Atlanta, GA for National Competition by Eldon Larsen; second by Dayton Flake.

Final Resolution: Motion passed

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

7. INFORMATION ITEMS

7.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:

IGA - Curriculum Development

IGD - Curriculum Adoption

IJJ - Textbook/Supplementary Materials Selection and Adoption

JLCD, JLCD-R, JLCD-EB - Medicines / Administering Medicines to Students

7.B. Requests for Future Agenda Items

Possible discussion and vote on Food Service agreement.

7.C. Upcoming Meetings and Events Calendar

- Kindergarten Promotion - May 16, 2023; 6:00 p.m.
- 8th Grade Promotion - May 17, 2023; 7:00 p.m.
- High School Graduation - May 18, 2023; 7:00 p.m.
- Next Regular Board Meeting - June 13, 2023; 6:00 p.m.

8. ADJOURNMENT

Motion to adjourn by Eldon Larsen; second by Dayton Flake

Final Resolution: Motion passed

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

Meeting adjourned at 7:34 pm

APPROVED:

Board Clerk or President

1.G. Superintendent's Report
Current Events and Updates

June 2023 Governing Board Report

To: JCUSD Governing Board

Prepared by: B. Fields

Current Events and Updates

- See the attached summary of our spring testing that is attached to this report. Our students performed better this year.
- Our FBLA is continuing to raise funds for their National competition and it looks like they will be able to make it to Atlanta.
- Our custodial, technology, and maintenance staffs are busy doing various projects. We have plenty of temporary/seasonal workers assisting them. We are replacing some computer tables, carpet, and painting in various areas throughout the district. The custodians are also conducting “deep cleaning” throughout the summer. We are also looking into getting the parking lots re-done this summer. We have information from one contractor but we are getting a second opinion. Another big project that we are scheduling for August is replacing the HS Gym bleachers. Hopefully this project stays on schedule.
- We had some flashing fall from the fascia at the Elementary and I’ve already contacted the contractor to address this for us. They said that they would get right on it.
- We expect to receive a proposal from Trane for a complete overhaul of our HVAC system within the next two weeks. They’ve told us that they are just finalizing it.
- I am still looking into paying off the solar project so that the District can save any interest that will be paid on the remainder of the term of the lease. This will take some budgeting and I believe that it would be prudent for us to wait until we hear what may happen with APS: Cholla before we finalize anything. This could happen in August or later when the next rate case goes before the ACC.
- Our HS Baseball program has received an AIA baseball violation. Their program will be placed on “Advisement” for 1 year. This is the lowest level violation and as long as they don’t have another violation within the year, no further consequences will be administered. The violation stems from a JV game at Mogollon where the teams continued to play after the officials (umpire and crew) left due to the newly enacted time limits that were placed on softball and baseball games this year.
- I wanted to let you know that we are trying to keep up with the advances that are happening with artificial intelligence and the impact that this will have on schools and learning. In short, our focus and emphasis will be on creative and critical thinking as well as soft skills and the application of new technology. If possible, we will have some VR goggles at the Board meeting to show you some technology that the schools are using. This particular technology that we will demonstrate and let you try out has to do with showing students what different vocational trade skills work on when they are curious about what field to look into after high school.



Summary of Financial Operations (Unaudited)
May 31, 2023

Fund		Budget	YTD Expenses	Encumbrances	Budget Balance
001	Maintenance & Operation	\$5,991,226	\$5,073,350	\$ 480,348	\$ 437,528
010-013	Classroom Site Funds	\$ 970,920	\$ 130,348	\$ 36,609	\$ 803,963
100-130	Title I	\$ 260,000	\$ 181,991	\$ 23,476	\$ 54,534
140-150	Title II - Profesional Development	\$ 50,000	\$ 1,197	\$ 464	\$ 48,339
200-209	Title VII - Indian Education	\$ 15,000	\$ 9,985	\$ -	\$ 5,015
220-229	IDEA/Special Education Grants	\$ 175,000	\$ 115,724	\$ 54,250	\$ 119,901
230	Johnson-O'Malley (JOM)	\$ 4,500	\$ 850	\$ 100	\$ 3,550
260-270	Career & Technical Ed (CTE) - Federal	\$ 12,000	\$ 6,544	\$ -	\$ 5,456
290-291	Medicare Reimbursement	\$ 30,000	\$ 159	\$ 454	\$ 29,387
301	Az School Nurse Access Program	\$ 65,000	\$ 4,057	\$ -	\$ 60,943
326-346	ESSER / CARES / ESG	\$1,089,493	\$ 201,188	\$ 262,264	\$ 626,041
374	E-Rate	\$ 62,000	\$ 36,314	\$ 24,669	\$ 1,017
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	\$ 3,951	\$ -	\$ 6,049
466	Healthy Drug-Free Community	\$ 8,369	\$ 3,123	\$ 5,246	\$ -
468	First Things First	\$ 4,348	\$ 1,997	\$ 2,351	\$ -
506	School Plant (Sale)	\$ 5,000	\$ -	\$ -	\$ 5,000
510	Food Service	\$ 340,000	\$ 214,199	\$ 84,908	\$ 40,893
515	Civic Center	\$ 10,000	\$ 233	\$ 381	\$ 9,385
520	Preschool Tuition	\$ 12,000	\$ 8,072	\$ 1	\$ 3,927
525	Auxiliary Operations	\$ 150,000	\$ 133,681	\$ 11,036	\$ 5,282
526	Extracurricular Activities Tax Credit	\$ 20,000	\$ 8,190	\$ 2,510	\$ 9,300
530	Gifts & Donations	\$ 50,000	\$ 23,760	\$ 10	\$ 26,230
535-539	CTE & Vocational Education Projects	\$ 9,500	\$ 8,965	\$ -	\$ 536
550	Insurance Proceeds	\$ 60,000	\$ -	\$ -	\$ 60,000
565	Litigation Recovery	\$ 35,000	\$ -	\$ -	\$ 35,000
570	Indirect Costs	\$ 35,000	\$ 19,355	\$ 2,066	\$ 13,579
585	Insurance Refunds	\$ 5,000	\$ -	\$ -	\$ 5,000
596	NAVIT	\$ 45,000	\$ 20,157	\$ 133	\$ 24,710
597	CTE Credentials	\$ 1,149	\$ 851	\$ -	\$ 297
610	Capital Outlay	\$ 514,604	\$ 406,557	\$ 46,793	\$ 61,254
620	Adjacent Ways	\$ 75,000	\$ 7,380	\$ 272	\$ 67,348
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	\$ 36,000	\$ 28,045	\$ 5,573	\$ 2,383
TOTAL		\$ 11,312,273	\$ 7,188,948	\$ 1,423,299	\$ 2,814,899

2. CALL TO THE PUBLIC

The 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 5/1/2023 through 5/31/2023.

General and Special Funds: #24 \$167,817.66; #25 \$421,256.92; #26 \$87,270.66; #1055 \$1,768.50; #1056 \$35,175.68; #1057 \$1,351.00; #1058 \$37,183.88; #1059 \$71,017.83

Auxiliary Operations Funds: #1061 \$6,183.93; #1067 \$155.26

Student Activities Fund: #1062 \$996.25; #1064 \$10.00; 1066 \$1,380.00

3.B. Student Activities Fund Report

Revenues, expenditures and charges in the Student Activities Fund Report; period the of 5/1/2023 through 5/31/2023.

Joseph City USD External Funds

Student Activities Summary Report

Fiscal Year: 2022-2023

From: 5/1/2023

To: 5/31/2023

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	620.88	149.00	(485.77)	284.11	540.93	825.04
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
102.644 Joseph City Jr High School Class of 2031	.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	3,409.39	.00	.00	3,409.39	.00	3,409.39
203.610 Joseph City High School Student Council	4,863.28	.00	.00	4,863.28	(227.00)	4,636.28
203.611 Joseph City High School National Honor Society	441.68	150.00	.00	591.68	.00	591.68
203.612 Joseph City High School Softball	2,981.69	.00	(484.25)	2,497.44	459.96	2,957.40

Joseph City USD External Funds

Student Activities Summary Report

Fiscal Year: 2022-2023

From: 5/1/2023

To: 5/31/2023

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	3,563.84	.00	.00	3,563.84	.00	3,563.84
203.615 Joseph City High School Cheerleaders	2,017.29	960.00	.00	2,977.29	(656.67)	2,320.62
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	1,362.18	.00	.00	1,362.18	.00	1,362.18
203.619 Joseph City High School Volleyball	6,318.38	1,970.00	.00	8,288.38	.00	8,288.38
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	879.88	354.01	.00	1,233.89	(519.00)	714.89
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	321.04	.00	.00	321.04	.00	321.04
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	3,433.57	100.00	(1,380.00)	2,153.57	(800.00)	1,353.57
203.637 Joseph City High School Class of 2024	2,385.87	(10.00)	.00	2,375.87	.00	2,375.87

Joseph City USD External Funds

Student Activities Summary Report

Fiscal Year: 2022-2023

From: 5/1/2023

To: 5/31/2023

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
203.639 Joseph City High School Class of 2026	55.00	880.00	.00	935.00	.00	935.00
500.300 Districtwide UNDESIGNATED	.00	.00	.00	.00	.00	.00
500.600 Districtwide UNDESIGNATED	3.62	.00	.00	3.62	.00	3.62
GRAND TOTALS	40,773.50	4,553.01	(2,350.02)	42,976.49	(1,201.78)	41,774.71

End of Report

3.C. Appoint Student Activities Treasurer

Approve annual appointment of Student Activities Treasurer and Assistant Student Activities Treasurer

3.D. Authorization to Operate Revolving Funds

Approval of continuing the operation of the District's revolving accounts for the coming year.

3.E. Resolution to Approve Voucher Ratification

Approve continuing resolution to approve voucher certification between Governing Board meetings.

3.F. Delegation of Authority to Hire

Approve the delegation of limited authority to the Superintendent to hire temporary, student, and event workers and other critical staff between Governing Board meetings.

3.G. Approve Authorized Bank Account, Purchasing and Contract Signers

Renew and approve authorized signers for bank accounts, purchasing and contracts on behalf of the District for 2022-23.

3.H. Approve Sole Source Vendors for FY 2023-24

3.I. Reimbursements for Cell Phone Use

Approve renewal of cell phone use reimbursements for designated employees who are required to have a cell phone that is available for District business.

3.J. Reimbursements for Vehicle Use

Approval of vehicle use reimbursements for employees who use personal vehicles for authorized school business.

3.K. Intergovernmental Agreement with Vail Unified School District

Intergovernmental agreement with Vail Unified School District to provide access and support for our use of the Beyond Textbook online curriculum, assessments, lessons for teachers and related services.

3.L. 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.

Board Approval for Auction

June/July 2023

2 Miller welders

1 Miller arc welder large

1 Miller arc welder small

1 Versa Laser

Approximately 24 computer tables. Metal recycled and the the tops in auction.

Old computer desks with missing edges.

Library books



Miller

#7



Miller

CP-300
CONSTANT VOLTAGE • DC WE

G POWER SOURCE

NO. 100-000000
SERIAL NO. 100000000
MILLER ELECTRIC MFG. CO.

3711-78






Miller

LINCOLN[®]
ARC WELDER





ON



OFF

OUTPUT



MIN

MAX

PURGE

REQUIRES 30 AMP BRANCH CIRCUIT

LINCOLN ELECTRIC

PRO-CUT 20

EASE TIGHTEN HIGH



VersaLASER™

VersaLASER
Models VLS 30 & VLS 50
UNIVERSAL

STOP

0.2

4



3.M. Student Fundraisers

Organization	Description	Action
High School Boys Basketball	Navajo Taco Sale during Summer Tournament	Approve

3.N. Gifts & Donations

Donor	Item	School/Program	Purpose	Amount
APS	Cash donation	FBLA	National competition	\$1,000

3.O. Approval of Student's Early Entry into 1st Grade

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
Balda, Nehemiah	Lifeguard 2023-24 Season	Appointment
Case, Greg	Teacher	Renewal
Colligon, Drew	Seasonal Worker	Renewal
Frost, Brooke	Summer School Substitute	Appointment
Gardner, Kaylie	Pool Assistant Manager	Assignment
Garcia, Roby	Lifeguard 2023-24 Season	Appointment
Johnstun, Anna	Seasonal Worker	Renewal
Larson, Samuel	Seasonal Worker	Appointment
Layden, Caleb	Seasonal Worker	Renewal
Smith, Gayla	Seasonal Worker	Assignment
Solomon, Rhona	Elementary School Secretary	Appointment

5.B. 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:

IGA - Curriculum Development

IGD - Curriculum Adoption

IJJ - Textbook/Supplementary Materials Selection and Adoption

JLCD, JLCD-R, JLCD-EB - Medicines / Administering Medicines to Students

POLICY SERVICES ADVISORY

Volume 35, Number 2

May 2023

Policy Advisory No. 744 Policy IGA — Curriculum Development

Policy Advisory No. 745 Policy IGD — Curriculum Adoption

Policy Advisory No. 746 Policy IJJ — Textbook/Supplementary Materials
Selection and Adoption

Policy Advisory No. 747 Policy JLCD — Medicines / Administering Medicines
to Students
Regulation JLCD-R — Medicines / Administering Medicines
to Students

NEW - Exhibit JLCD-EB — Medicines / Administering Medicines
to Students (Arizona Seizure Action Plan)

Summary

The following policy advisories are the result of laws passed by the Arizona Legislature (PA 747) and a response to open meeting law investigations conducted by the Arizona Attorney General (PA 744-46). Subscribers are urged to call policy services with questions and consult with their district legal counsel on implementation of policy.

Governing Boards may review and adopt these policy advisories 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.

Policy Advisory Discussion

**Policy Advisory No. 744, 745, 746 Policy IGA — Curriculum Development
Policy IGD — Curriculum Adoption
Policy IJJ — Textbook/Supplementary
Materials Selection and Adoption**

Boards that authorize textbook review and selection committees are subject to open meeting law. A.R.S. §15-721(F)(2) and 15-722(B)(2). There have been multiple open meeting law complaints in 2021, 2022, and 2023 about curriculum adoption committees that were not posted and did not follow open meeting law.

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

ASBA policy services recognizes that there are some groups of district professionals meeting to discuss curriculum that would not be a “board authorized committee” and therefore would not be subject to open meeting law. However, policy has always authorized boards to create curriculum committees and the clear reading of the statutes subject these types of committees to open meeting law.

Policy Advisory No. 747 Policy JLCD — Medicines / Administering Medicines to Students
Regulation JLCD-R— Medicines / Administering Medicines to Students
NEW Exhibit JLCD-EB— Medicines / Administering Medicines to Students

A.R.S. §15-160.02 derives from Seizure Safe Schools legislation (SB 1654-2022). The model legislation began in Kentucky in 2018 when one teen, Lyndsey Crunk, recognized a need to educate teachers and school professionals on the prevalence of people living with epilepsy and seizures. Arizona passed its model legislation in 2022 after it was introduced by the Epilepsy Foundation and later amended with help from ASBA’s Governmental Relations team.

Note: the purpose of this bill, as stated by its creators, was to educate school staff about epilepsy. The bill requires training and a dissemination of information. The training is not a requirement that any individual administer medication in any scenario. The requirements as required by law are instituted in model policy and regulation. If an individual is unable to proceed with their training during an emergency, they should call 911.

ASBA has included the model seizure management plan template as an exhibit- seizure management plans may be given to districts in other formats, the model is a suggestion of what may be included in a seizure management plan.

=====

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.

**IGA ©
CURRICULUM DEVELOPMENT**

The need and value of a systematic, ongoing program of curriculum development and evaluation involving students, parents, teachers, and administrators are recognized. It is essential that the school system continually develop and modify its curriculum to meet changing needs. The Board authorizes the Superintendent to develop the curriculum for the school system and to organize committees to review the curriculum. Meetings of Board-authorized textbook selection committees shall comply with open meeting law requirements (A.R.S. 15-721(F) or 15-722(B)). All curriculum changes shall be approved by the Governing Board.

It shall be the responsibility of the Superintendent to develop proposals relating to curriculum modifications and additions that, in the opinion of the professional staff and consultants, are essential to the maintenance of a high-quality program of education from prekindergarten (PK) through grade twelve (12).

All certificated personnel have professional obligations to the school program beyond regular classroom duties, and these obligations will include work on curriculum committees.

Adopted: _____

LEGAL REF.:

A.R.S.
15-203
15-341
15-701
15-701.01
15-721
15-722
38-431
38-431.09

**IGD ©
CURRICULUM ADOPTION**

Board Approval

All new programs and courses of study will be subject to Board approval, as will elimination of programs and courses and extensive alteration in their content. Curricular proposals from the professional staff may be presented to the Superintendent, who will be responsible for making recommendations to the Board on such matters. Meetings of Board authorized textbook selection committees shall comply with open meeting law requirements. A.R.S. 15-721(F) or 15-722(B).

Prohibited Instruction

~~The Governing Board acknowledges the legislative affirmation that~~ Public school students should be taught to value each other as individuals and not be taught to resent or hate other races or classes of people.

No District school shall include in its program of instruction any courses or classes that:

- A. Promote the overthrow of the United States government.
- B. Promote resentment toward a race or class of people.
- C. Are designed primarily for students of a particular ethnic group.
- D. Advocate ethnic solidarity instead of treatment of students as individuals.

The above restrictions are not to be construed to restrict or prohibit:

- A. Courses or classes for Native American pupils that are required to comply with federal law.
- B. Grouping of students according to academic performance, including capability in the English language, that may result in a disparate impact by ethnicity.
- C. Courses or classes that include the history of any ethnic group and that are open to all students, unless the course or class is in violation of an above cited course or class restriction.
- D. Courses or classes that include the discussion of controversial aspects of history.
- E. Instruction about the Holocaust, any other instance of genocide, or the historical oppression of a particular group of people based on ethnicity, race, or class.

An alleged failure by the District to abide by the preceding conditions may subject the District to investigation by the State Board of Education (SBE) or the Superintendent of Public Instruction. Enforcement action may be instituted by the SBE or the Superintendent of Public Instruction as prescribed by A.R.S. 15-112.

Adopted: _____

LEGAL REF.:

A.R.S.

15-111

15-112

15-721

15-722

IJJ ©
TEXTBOOK / SUPPLEMENTARY
MATERIALS
SELECTION AND ADOPTION

The Board will approve and adopt all new textbooks and supplementary books. The Superintendent shall establish textbook selection procedures that shall provide for the appropriate involvement of staff members, students, and community members and follow the requirements of statute. These procedures may provide for the establishment of textbook selection committees. Recommendations from textbook selection committees will be forwarded to the Superintendent.

Public Review

Meetings of Board authorized textbook selection committees shall comply with open meeting law requirements. A.R.S. 15-721(F) or 15-722(B).

Textbooks and supplementary books for common schools recommended by textbook selection committees will be placed on display in the District office for a period of at least sixty (60) days prior to the meeting at which the Board will consider their adoption.

Textbooks for high schools recommended by textbook selection committees will be placed on display in the District office for a period of at least sixty (60) days prior to the meeting at which the Board will consider their adoption. Information related to high school textbooks, which are proposed for approval, shall be placed on the District website.

In recommending books, the committees will strive for continuity of textbooks throughout the different grades and use the same book series in all classes of the same grade.

"Textbook" means printed instructional materials or digital content, or both, and related printed or nonprinted instructional materials, that are written and published primarily for use in school instruction and that are required by a state educational agency or a local educational agency for use by pupils in the classroom, including materials that require the availability of electronic equipment in order to be used as a learning resource.

Objectives of Selection

It is the responsibility of the school textbook committees to:

- A. Recommend resources that will support and enrich the curriculum, taking into consideration the varied interests, abilities, learning styles, and maturity levels of students served.

B. Recommend resources that will stimulate growth in factual knowledge, critical analysis of differing sides of issues, literary appreciation, aesthetic values, and recognition of various societal values.

C. Place principle above personal opinion and reason above prejudice in the recommendation of resources of the highest quality in order to assure a comprehensive collection of resources appropriate for the complete education of all students.

The Superintendent will establish procedures for the purchase and distribution of all necessary textbooks, supplemental books, and other related instructional materials from the adopted list free of cost to students.

Removal of Textbooks/Supplementary Materials

Textbook selection committees may recommend to the Superintendent that certain previously adopted textbooks or supplementary materials be deleted from the Board-approved list. Textbooks and supplementary materials will not be deleted without the approval of the Board.

Disposal of Learning Materials

The Board authorizes the Superintendent to establish regulations for the disposal of surplus or outdated learning materials when it has been determined that the cost of selling such materials equals or exceeds estimated market value of the learning materials.

Adopted: _____

LEGAL REF.:

A.R.S.
15-203
15-342
15-721
15-722
15-726

CROSS REF.:

DN - School Properties Disposition
IJL - Library Materials Selection and Adoption
KEC - Public Concerns/Complaints about Instructional Resources

**JLCD ©
MEDICINES / ADMINISTERING
MEDICINES TO STUDENTS**

**Staff Administration of Medication
to Students – In General**

~~Under certain circumstances, w~~When it is necessary for a student to take medicine during school hours, the District will cooperate with the health care practitioner ~~family physician~~ and the parents if the following requirements are met:

- A. There must be a written order from the ~~physician~~ prescribing health care practitioner stating the name of the medicine, the dosage, and the time it is to be given.
- B. There must be written permission from the parent, or written authorization from the student if eighteen (18) years old, to allow the school or the student to administer the medicine. ~~Appropriate forms are available from the school office. See JLCD-EA.~~
- C. The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

~~In the case of a minor student, administration of medication shall only occur on the written request or authorization of a parent or legal guardian, except for an emergency administration pursuant to A.R.S. 15-157 (epinephrine) or A.R.S. 15-158 (Inhalers) or A.R.S. 15-341, subsection A, paragraph 43, (naloxone hydrochloride/any other opioid antagonist).~~

~~School district, charter schools and employees of school districts and charter schools are immune from civil liability for the consequences of the good faith adoption and implementation of policies and procedures pursuant to the statute.~~

~~The Governing Board recognizes that the prescribed annual training is optional during any fiscal year in which a school does not stock epinephrine auto-injectors at the school during that fiscal year.~~

~~A school district or charter school may accept monetary donations for or apply for grants for the purchase of epinephrine auto-injectors or may participate in third-party programs to obtain epinephrine auto-injectors at fair market, free or reduced prices.~~

Exceptions:

**Staff Administration of Medication by
Students – Limited Circumstances**

Students are entitled to possess and self-administer medications under the following limited circumstances:

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

A. Emergency Epinephrine – Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including epinephrine auto-injectors. The student is entitled to possess and self-administer this medication if the student's name is on the prescription label, on the medication container or device, and annual written documentation from the student's parent is provided that authorizes possession and self-administration. The student shall notify the school office as soon as practicable following the use of the medication.

B. Handheld Inhalers – Students may possess and self-administer prescription medication for breathing disorders in handheld inhaler devices if prescribed by a health care professional. The pupil's student's name must be on the prescription label, on the medication container, or on the handheld inhaler device and annual written documentation from the pupil's student's parent or guardian is must be provided to the school health office that authorizes possession and self-administration.

C. Diabetes Management – Students with diabetes who have a diabetes medical management plan provided by the student's parent ~~or guardian~~, signed by a licensed health professional or nurse practitioner as specified by A.R.S. 15-344.01, may carry appropriate medications and monitoring equipment and self-administer the medication. Specific requirements of this policy are listed in Regulation JLCD-R.

~~District employees may volunteer to be a student's diabetes care assistant, subject to approval by the student's parent or guardian, in an emergency situation as described in 15-344.01. The Superintendent may develop regulations for implementing this provision.~~

~~The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population.~~

Emergency Administration of Medicines by Trained Employees

Auto-Injectable Epinephrine

If the Governing Board elects to stock auto-injectable epinephrine, the Governing Board directs the Superintendent to prescribe and enforce regulations and procedures for the emergency administration of auto-injectable epinephrine by a trained employee of the School District pursuant to section A.R.S. 15-157 and R-7-2-809.

If auto-injectable epinephrine is in stock, the Superintendent shall designate at least two (2) school personnel for each school site who shall be required to receive annual training in the proper administration of auto-injectable epinephrine pursuant to R-7-2-809. The Superintendent shall maintain and make available upon request a list of those school personnel authorized and trained to administer auto-injectable epinephrine.

Inhalers

A trained school employee, or trained nurse under contract, may administer, or assist in the administration of, an inhaler to a pupil or an adult whom the individual believes in good faith to be exhibiting symptoms of respiratory distress while at school or a school-sponsored activity.

Naloxone Hydrochloride (NARCAN)

The Governing Board directs the Superintendent to prescribe and enforce regulations and procedures for the emergency administration of naloxone hydrochloride, or any other opioid antagonist approved by the United States Food and Drug Administration, by an employee of a school district pursuant to Section 36-2267, ~~Administration of opioid antagonist; exemption from civil liability; definition, which, in part states the following:~~

Seizure Management Plans

The Superintendent shall create procedures to administer seizure management plans for students diagnosed with a seizure disorder. The procedures shall comply with A.R.S. 15-160.02. The District shall:

- A. Verify and accept student seizure management plans developed by student's parents and physicians or nurse practitioners.
- B. Assign a nurse, employed or under contract, to review the plan. If no nurse is available, the Superintendent shall designate an employee to be responsible for reviewing seizure management and treatment plans.
- C. Confirm that nurses, and non-nurse staff required by statute, are trained as according to law.
- D. Require at least one (1) school official, in addition to the nurse, to meet the training requirements listed in 15-160.02(H).
- E. Seizure management plans shall be submitted to the school health office or District office for review; a template for health plans can be found in Exhibit JLCD-EB.

Required Trainings

Training on Anaphylactic Shock

If the Governing Board elects to stock auto-injectable epinephrine, the Superintendent shall require all school site personnel to receive an annual training on the recognition of anaphylactic shock symptoms and procedures to follow when anaphylactic shock occurs.

Training on Recognition of Symptoms of Respiratory Distress and Administration of Inhalers

If the Governing Board elects to administer inhalers, the Superintendent must designate at least two (2) personnel at each school site who shall be trained in the recognition of respiratory distress symptoms, the procedures to follow when respiratory distress occurs, and the administration of inhalers, as directed on the prescription protocol. R-7-2-810. The Superintendent must maintain and make available upon request a list of school personnel authorized to administer inhalers. The Superintendent will review and implement all the regulatory items listed in R-7-2-810, if applicable, as set forth in Regulation JLCD-R.

Training on Seizure Management Plans

The Superintendent will require that nurses, non-nurse staff listed in A.R.S.15-160.02, and at least one additional employee, be trained in the awareness of seizure disorders and/or the ability to administer or assist with the self-administration, where applicable, as implemented by the State Board of Education. Specific training requirements listed in JLCD-R.

Termination of Medication Administration Policy

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population.

~~A. A person may administer an opioid antagonist that is prescribed or dispensed pursuant to section 32-1979 or 36-2266 in accordance with the protocol specified by the physician, nurse practitioner, pharmacist or other health professional to a person who is experiencing an opioid-related overdose.~~

~~B. A person who in good faith and without compensation administers an opioid antagonist to a person who is experiencing an opioid-related overdose is not liable for any civil or other damages as the result of any act or omission by the person rendering the care or as the result of any act or failure to act to arrange for further medical treatment or care for the person experiencing the overdose, unless the person while rendering the care acts with gross negligence, willful misconduct or intentional wrongdoing.~~

~~C. "Person" includes an employee of a school district or charter school who is acting in the person's official capacity.~~

~~This policy and any related policies or amendments to such policies shall be forwarded to the District liability insurance carrier for review.~~

Adopted: _____

LEGAL REF.:

A.R.S.

15-157

15-158

15-160.02

15-203

15-341

15-344

15-344.01

32-1601

32-1901

R-7-2-809

R-7-2-810

JLCD-R ©

REGULATION

**MEDICINES / ADMINISTERING
MEDICINES TO STUDENTS**

(Medication Procedures)

Prescription Drugs

For occasions when it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the school and the student and to assure compliance with existing rules and regulations:

Administration by school personnel:

- A. The medication must be prescribed by a physician.
- B. The parent or guardian must provide written permission to administer the medicine to the student. Appropriate forms are available from the school office.
- C. The medication must come to the school office in the prescription container as put up by the pharmacist. Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage, and the time it is to be given.
- D. An administrator may designate a school employee to administer the medication.
- E. Any medication administration services specified in the child's diabetes medical management plan shall be provided.
- F. Two (2) or more school employees, subject to final approval by the student's parent or guardian, may volunteer to serve as diabetes care assistants. Voluntary diabetes care assistants are allowed to administer insulin, assist the pupil with self-administration of insulin, administer glucagon in an emergency situation to a pupil or perform any combination of these actions if all of the following conditions exist:
 - 1. A school nurse or another health professional who is licensed pursuant to statute or a nurse practitioner who is licensed pursuant to statute is not immediately available to attend to the pupil at the time of the emergency.

2. If the voluntary diabetes care assistant is authorized to administer glucagon, the parent or guardian must provide to the school an unexpired glucagon kit prescribed for the student by an appropriately licensed health care professional or nurse practitioner.
 3. The volunteer diabetes care assistant has provided to the school a written statement signed by an appropriately licensed health professional that the voluntary diabetes care assistant has received proper training in the administration of glucagon, including the training specified in A.R.S. 15-344.01.
 4. If the voluntary diabetes care assistant is authorized to administer insulin, the parent or guardian of the pupil has provided insulin and all equipment and supplies that are necessary for insulin administration by voluntary diabetes care assistants.
 5. The training provided by an appropriately licensed health professional must include all of the following:
 - a. An overview of all types of diabetes.
 - b. The symptoms and treatment of hyperglycemia and hypoglycemia.
 - c. Techniques for determining the proper dose of insulin in a specific situation based on instructions provided in the orders submitted by the pupil's physician.
 - d. Techniques for recognizing the symptoms that require the administration of glucagon.
 - e. Techniques on administering glucagon.
 6. A District employee shall not be subject to any penalty or disciplinary action for refusing to serve as a voluntary diabetes care assistant.
 7. The District, employees of the District, and properly licensed volunteer health professionals and nurse practitioners are immune from civil liability for the consequences of the good faith adoption and implementation of policies and procedures pursuant to District policy and this regulation.
- G. Each administration of prescription drugs must be documented, making a record of the student having received the medication.
- H. Drugs must be kept in their original containers in a locked medicine cabinet.

Self-administration:

A. When the physician feels it is necessary for the student to carry and self-administer the medication, the physician shall provide written recommendations, to be attached to the signed parent permission form except in the case of medication for diagnosed anaphylaxis and breathing disorders requiring handheld inhaler devices. In these cases the student's name on the prescription label is sufficient for the physician's recommendation.

B. The student's diabetes medical management plan provided by the parent or guardian shall be signed by the appropriately licensed health professional or nurse practitioner and shall state that the student is capable of self-monitoring blood glucose and shall list the medications, monitoring equipment, and nutritional needs that are medically appropriate for the pupil to self-administer and that have been prescribed or authorized for that student. The student must be able to practice proper safety precautions for the handling and disposal of the equipment and medications that the student is authorized to use under these provisions. The pupil's diabetes medical management plan shall specify a method to dispose of equipment and medications in a manner agreed on by the parent or guardian and the school.

C. The parent or guardian must provide written permission for the student to self-administer and carry the medication. Appropriate forms are available from the school office.

D. The medication must come in the prescription container as put up by the pharmacist.

Over-the-Counter Medication

When it is necessary for a student to receive a medicine that does not require a prescription order but is sold, offered, promoted, and advertised to the general public, the following procedure has been established to ensure the protection of the school and the student:

Administration by school personnel:

A. Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs.

B. Any over-the-counter drug or medicine sent by the parent to be administered to a student must come to the school office in the original manufacturer's packaging with all directions, dosages, compound contents, and proportions clearly marked.

C. An administrator may designate a school employee to administer a specific over-the-counter drug.

D. Each instance of administration of an over-the-counter drug must be documented in the daily log.

E. Over-the-counter drugs must be kept in their original containers in a locked medicine cabinet.

Self-administration:

A. Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs by the student.

B. Over-the-counter drugs or medicine sent by the parent to be administered by the student must be kept by the student in the original manufacturer's packaging, with all directions, dosages, compound contents, and proportions clearly marked.

C. *Necessity* for self-administration of an over-the-counter drug or medicine shall be determined by the student's physician and must be verified by a signed physician's statement attached to the parent or guardian permission form, indicating the specific drug or medicine.

Protection of Students

Use or administration of medication on school premises may be disallowed or strictly limited if it is determined by the Superintendent, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population.

The student shall take extraordinary precautions to keep secure any medication or drug, and under no circumstances shall make available, provide, or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto school campus. Violation of this regulation may subject the student to disciplinary action.

Inhalers

Administration by school personnel:

School personnel administering inhalers will do the following:

A. Determine if symptoms indicate possible respiratory distress or emergency and determine if the use of an inhaler will properly address the respiratory distress or emergency.

B. Administer the correct dose of inhaler medication, as directed by the prescription protocol, regardless of whether the individual who is believed to be experiencing respiratory distress has a prescription for an inhaler and spacer or holding chamber or has been previously diagnosed with a condition requiring an inhaler.

- C. Restrict physical activity, encourage slow breaths, and allow the individual to rest.
- D. Assure that trained personnel stay with the subject who has been administered inhaler medication until it is determined whether the medication alleviates symptoms.
- E. If applicable, instruct office staff to notify the school nurse if the inhaler is administered by a trained but non-licensed person.
- F. Instruct school staff to notify the parent or guardian.
- G. Call 911 if severe respiratory distress continues. Advise that inhaler medication was administered and stay with the person until emergency medical responders arrive.
- H. If the individual shows improvement, keep the individual under supervision until breathing returns to normal, with no more chest tightness or shortness of breath, and the individual can walk and talk easily.
- I. Allow a student to return to class if breathing has returned to normal and all symptoms have resolved.
- J. Notify a parent or guardian once the inhaler has been administered and the student has returned to class.
- K. Document the incident detailing who administered the inhaler, the approximate time of the incident, notifications made to the school administration, emergency responders, and parents/guardians.
- L. Retain the incident data on file at the school pursuant to the general records retention schedule regarding health records for school districts and charter schools established by the Arizona State Library, Archives and Public Records.
- M. Order replacement inhalers, spacers and holding chambers as needed.

Seizure Management Plans

The School District will verify and accept student seizure management plans as follows:

- A. Before or at the beginning of the school year, at enrollment, or as soon as practicable following diagnosis of the student's seizure disorder.
- B. The school will annually request up-to-date management plans from parents or guardians.

The District will not accept seizure management plans unless the plan includes the following:

- A. An outline of procedures recommended by the physician or registered nurse practitioner responsible for the student's seizure treatment plan.
- B. An outline of other health care services available at school that the student may receive to help manage the student's seizure disorder at school.
- C. A signature by the student's parent or guardian AND the physician or registered nurse practitioner responsible for the student's seizure treatment.

Seizure management plans must be provided to the school health office.

Individuals that Must be Trained

The following individuals must receive statutorily required training approved by the State Board of Education and available here: <https://azsbe.az.gov/resources/seizure-training>.

Nurses, under contract or employed by the school:

If they receive a seizure management and treatment plan, they must complete an online course of instruction for school nurses regarding managing students with seizure disorders.

Nurses and at least one (1) other school employee:

Training to administer or assist with the self-administration of both 1) as seizure rescue medication or a medication prescribed to treat seizure disorder symptoms; and 2), a manual dose of prescribed electrical stimulation using a vagus nerve stimulator magnet.

Principals, guidance counselors, teachers, bus drivers or classroom aides whose duties include regular contact with students who have submitted a seizure management and treatment plan:

An online course of instruction for school personnel regarding awareness of students with seizure disorders.

JLCD-EB ©

EXHIBIT

**MEDICINES / ADMINISTERING
MEDICINES TO STUDENTS**

ARIZONA SEIZURE ACTION PLAN

To view the District's Seizure Action Plan form, click here.

Arizona Seizure Action Plan

Student's Name: _____ Date of Birth: _____ Allergies: _____
 Emergency Contact: _____ Best Phone Number: _____

Seizure Information

Seizure Type	Length	Frequency	Description
Seizure triggers or warnings			
Student's response to seizure			
Care after seizure			

Green Zone (Less than 2 minutes):

- Stay CALM and track duration
- Keep SAFE - Protect head, do not restrain
- Turn on SIDE if not awake (do not place anything in mouth)
- TIME seizure length
- Swipe VNS magnet x 1 if present
- Contact family about seizure
- May return to class per parent approval

Yellow Zone (2 to _____ minutes):

- Stay with student. Call for assistance
- Prepare rescue treatments

Red Zone (Greater than _____ minutes):

- Give rescue medication (Below)
- Call 911 if seizure does not end 5 minutes after rescue medication is given

Rescue medications:

- For **prolonged** seizure give:
 - Diazepam _____ mg rectally
 - Clonazepam ODT _____ mg between cheek/gums
 - Midazolam/diazepam _____ mg in the nose
 - Other: _____
- For **cluster** of _____ seizures in _____ minute give:
 - Diazepam _____ mg rectally
 - Clonazepam ODT _____ mg between cheek/gum
 - Midazolam/diazepam _____ mg in the nose
 - Other: _____

(Potential adverse effects include sedation, confusion, respiratory depression)

Medical emergencies (Call 911):

- Difficulty breathing after seizure
- Serious injury or seizure in water
- Seizure does not end 5 minutes after rescue medication is administered

Other: _____

Always take seizure action plan and emergency medication for school activities, sports, and field trips. Close adult supervision when swimming or climbing.

 Health Care Provider Signature Printed Name Office Phone Date

 Parent/Guardian Signature Student Signature (when applicable) Date

SAP V1.2022 The School Nurse Seizure Action Plan Committee schoolsafety.socialwellness@azed.gov

Parent complete →

Provider completes →

The following documents are “clean” versions of the JLCD documents from Policy Advisory 747.

Policy Advisory No. 747 Policy JLCD — Medicines / Administering Medicines
to Students

Regulation JLCD-R — Medicines / Administering Medicines
to Students

NEW - Regulation JLCD-EB — Medicines / Administering Medicines
to Students (Arizona Seizure Action Plan)

**JLCD ©
MEDICINES / ADMINISTERING
MEDICINES TO STUDENTS**

**Staff Administration of Medication
to Students – In General**

When it is necessary for a student to take medicine during school hours, the District will cooperate with the health care practitioner and the parents if the following requirements are met:

- A. There must be a written order from the prescribing health care practitioner stating the name of the medicine, the dosage, and the time it is to be given.
- B. There must be written permission from the parent, or written authorization from the student if eighteen (18) years old, to allow the school or the student to administer the medicine. See JLCD-EA.
- C. The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

**Staff Administration of Medication by
Students – Limited Circumstances**

Students are entitled to possess and self-administer medications under the following limited circumstances:

A. ***Emergency Epinephrine*** – Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including epinephrine auto-injectors. The student is entitled to possess and self-administer this medication if the student's name is on the prescription label, on the medication container or device, and annual written documentation from the student's parent is provided that authorizes possession and self-administration. The student shall notify the school office as soon as practicable following the use of the medication.

B. ***Handheld Inhalers*** – Students may possess and self-administer prescription medication for breathing disorders in handheld inhaler devices if prescribed by a health care professional. The student's name must be on the prescription label, on the medication container, or on the handheld inhaler device and annual written documentation from the student's parent must be provided to the school health office that authorizes possession and self-administration.

C. ***Diabetes Management*** – Students with diabetes who have a diabetes medical management plan provided by the student's parent, signed by a licensed health professional or nurse practitioner as specified by A.R.S. 15-344.01, may carry appropriate medications and monitoring equipment and self-administer the medication. Specific requirements of this policy are listed in Regulation JLCD-R.

Emergency Administration of Medicines by Trained Employees

Auto-Injectable Epinephrine

If the Governing Board elects to stock auto-injectable epinephrine, the Governing Board directs the Superintendent to prescribe and enforce regulations and procedures for the emergency administration of auto-injectable epinephrine by a trained employee of the School District pursuant to section A.R.S. 15-157 and R-7-2-809.

If auto-injectable epinephrine is in stock, the Superintendent shall designate at least two (2) school personnel for each school site who shall be required to receive annual training in the proper administration of auto-injectable epinephrine pursuant to R-7-2-809. The Superintendent shall maintain and make available upon request a list of those school personnel authorized and trained to administer auto-injectable epinephrine.

Inhalers

A trained school employee, or trained nurse under contract, may administer, or assist in the administration of, an inhaler to a pupil or an adult whom the individual believes in good faith to be exhibiting symptoms of respiratory distress while at school or a school-sponsored activity.

Naloxone Hydrochloride (NARCAN)

The Governing Board directs the Superintendent to prescribe and enforce regulations and procedures for the emergency administration of naloxone hydrochloride, or any other opioid antagonist approved by the United States Food and Drug Administration, by an employee of a school district pursuant to Section 36-2267.

Seizure Management Plans

The Superintendent shall create procedures to administer seizure management plans for students diagnosed with a seizure disorder. The procedures shall comply with A.R.S. 15-160.02. The District shall:

- A. Verify and accept student seizure management plans developed by student's parents and physicians or nurse practitioners.
- B. Assign a nurse, employed or under contract, to review the plan. If no nurse is available, the Superintendent shall designate an employee to be responsible for reviewing seizure management and treatment plans.
- C. Confirm that nurses, and non-nurse staff required by statute, are trained as according to law.
- D. Require at least one (1) school official, in addition to the nurse, to meet the training requirements listed in 15-160.02(H).
- E. Seizure management plans shall be submitted to the school health office or District office for review; a template for health plans can be found in Exhibit JLCD-EB.

Required Trainings

Training on Anaphylactic Shock

If the Governing Board elects to stock auto-injectable epinephrine, the Superintendent shall require all school site personnel to receive an annual training on the recognition of anaphylactic shock symptoms and procedures to follow when anaphylactic shock occurs.

Training on Recognition of Symptoms of Respiratory Distress and Administration of Inhalers

If the Governing Board elects to administer inhalers, the Superintendent must designate at least two (2) personnel at each school site who shall be trained in the recognition of respiratory distress symptoms, the procedures to follow when respiratory distress occurs, and the administration of inhalers, as directed on the prescription protocol. R-7-2-810. The Superintendent must maintain and make available upon request a list of school personnel authorized to administer inhalers. The Superintendent will review and implement all the regulatory items listed in R-7-2-810, if applicable, as set forth in Regulation JLCD-R.

Training on Seizure Management Plans

The Superintendent will require that nurses, non-nurse staff listed in A.R.S.15-160.02, and at least one additional employee, be trained in the awareness of seizure disorders and/or the ability to administer or assist with the self-administration, where applicable, as implemented by the State Board of Education. Specific training requirements listed in JLCD-R.

Termination of Medication Administration Policy

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population.

Adopted: _____

LEGAL REF.:

A.R.S.

15-157

15-158

15-160.02

15-203

15-341

15-344

15-344.01

32-1601

32-1901

R-7-2-809

R-7-2-810

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

JLCD-R ©

REGULATION

**MEDICINES / ADMINISTERING
MEDICINES TO STUDENTS**

(Medication Procedures)

Prescription Drugs

For occasions when it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the school and the student and to assure compliance with existing rules and regulations:

Administration by school personnel:

- A. The medication must be prescribed by a physician.
- B. The parent or guardian must provide written permission to administer the medicine to the student. Appropriate forms are available from the school office.
- C. The medication must come to the school office in the prescription container as put up by the pharmacist. Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage, and the time it is to be given.
- D. An administrator may designate a school employee to administer the medication.
- E. Any medication administration services specified in the child's diabetes medical management plan shall be provided.
- F. Two (2) or more school employees, subject to final approval by the student's parent or guardian, may volunteer to serve as diabetes care assistants. Voluntary diabetes care assistants are allowed to administer insulin, assist the pupil with self-administration of insulin, administer glucagon in an emergency situation to a pupil or perform any combination of these actions if all of the following conditions exist:
 - 1. A school nurse or another health professional who is licensed pursuant to statute or a nurse practitioner who is licensed pursuant to statute is not immediately available to attend to the pupil at the time of the emergency.
 - 2. If the voluntary diabetes care assistant is authorized to administer glucagon, the parent or guardian must provide to the school an unexpired glucagon kit prescribed for the student by an appropriately licensed health care professional or nurse practitioner.

3. The volunteer diabetes care assistant has provided to the school a written statement signed by an appropriately licensed health professional that the voluntary diabetes care assistant has received proper training in the administration of glucagon, including the training specified in A.R.S. 15-344.01.
 4. If the voluntary diabetes care assistant is authorized to administer insulin, the parent or guardian of the pupil has provided insulin and all equipment and supplies that are necessary for insulin administration by voluntary diabetes care assistants.
 5. The training provided by an appropriately licensed health professional must include all of the following:
 - a. An overview of all types of diabetes.
 - b. The symptoms and treatment of hyperglycemia and hypoglycemia.
 - c. Techniques for determining the proper dose of insulin in a specific situation based on instructions provided in the orders submitted by the pupil's physician.
 - d. Techniques for recognizing the symptoms that require the administration of glucagon.
 - e. Techniques on administering glucagon.
 6. A District employee shall not be subject to any penalty or disciplinary action for refusing to serve as a voluntary diabetes care assistant.
 7. The District, employees of the District, and properly licensed volunteer health professionals and nurse practitioners are immune from civil liability for the consequences of the good faith adoption and implementation of policies and procedures pursuant to District policy and this regulation.
- G. Each administration of prescription drugs must be documented, making a record of the student having received the medication.
- H. Drugs must be kept in their original containers in a locked medicine cabinet.

Self-administration:

- A. When the physician feels it is necessary for the student to carry and self-administer the medication, the physician shall provide written recommendations, to be attached to the signed parent permission form except in the case of medication for diagnosed anaphylaxis and breathing disorders requiring handheld inhaler devices. In these cases the student's name on the prescription label is sufficient for the physician's recommendation.

B. The student's diabetes medical management plan provided by the parent or guardian shall be signed by the appropriately licensed health professional or nurse practitioner and shall state that the student is capable of self-monitoring blood glucose and shall list the medications, monitoring equipment, and nutritional needs that are medically appropriate for the pupil to self-administer and that have been prescribed or authorized for that student. The student must be able to practice proper safety precautions for the handling and disposal of the equipment and medications that the student is authorized to use under these provisions. The pupil's diabetes medical management plan shall specify a method to dispose of equipment and medications in a manner agreed on by the parent or guardian and the school.

C. The parent or guardian must provide written permission for the student to self-administer and carry the medication. Appropriate forms are available from the school office.

D. The medication must come in the prescription container as put up by the pharmacist.

Over-the-Counter Medication

When it is necessary for a student to receive a medicine that does not require a prescription order but is sold, offered, promoted, and advertised to the general public, the following procedure has been established to ensure the protection of the school and the student:

Administration by school personnel:

A. Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs.

B. Any over-the-counter drug or medicine sent by the parent to be administered to a student must come to the school office in the original manufacturer's packaging with all directions, dosages, compound contents, and proportions clearly marked.

C. An administrator may designate a school employee to administer a specific over-the-counter drug.

D. Each instance of administration of an over-the-counter drug must be documented in the daily log.

E. Over-the-counter drugs must be kept in their original containers in a locked medicine cabinet.

Self-administration:

A. Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs by the student.

B. Over-the-counter drugs or medicine sent by the parent to be administered by the student must be kept by the student in the original manufacturer's packaging, with all directions, dosages, compound contents, and proportions clearly marked.

C. *Necessity* for self-administration of an over-the-counter drug or medicine shall be determined by the student's physician and must be verified by a signed physician's statement attached to the parent or guardian permission form, indicating the specific drug or medicine.

Protection of Students

Use or administration of medication on school premises may be disallowed or strictly limited if it is determined by the Superintendent, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population.

The student shall take extraordinary precautions to keep secure any medication or drug, and under no circumstances shall make available, provide, or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto school campus. Violation of this regulation may subject the student to disciplinary action.

Inhalers

Administration by school personnel:

School personnel administering inhalers will do the following:

A. Determine if symptoms indicate possible respiratory distress or emergency and determine if the use of an inhaler will properly address the respiratory distress or emergency.

B. Administer the correct dose of inhaler medication, as directed by the prescription protocol, regardless of whether the individual who is believed to be experiencing respiratory distress has a prescription for an inhaler and spacer or holding chamber or has been previously diagnosed with a condition requiring an inhaler.

C. Restrict physical activity, encourage slow breaths, and allow the individual to rest.

D. Assure that trained personnel stay with the subject who has been administered inhaler medication until it is determined whether the medication alleviates symptoms.

E. If applicable, instruct office staff to notify the school nurse if the inhaler is administered by a trained but non-licensed person.

F. Instruct school staff to notify the parent or guardian.

G. Call 911 if severe respiratory distress continues. Advise that inhaler medication was administered and stay with the person until emergency medical responders arrive.

- H. If the individual shows improvement, keep the individual under supervision until breathing returns to normal, with no more chest tightness or shortness of breath, and the individual can walk and talk easily.
- I. Allow a student to return to class if breathing has returned to normal and all symptoms have resolved.
- J. Notify a parent or guardian once the inhaler has been administered and the student has returned to class.
- K. Document the incident detailing who administered the inhaler, the approximate time of the incident, notifications made to the school administration, emergency responders, and parents/guardians.
- L. Retain the incident data on file at the school pursuant to the general records retention schedule regarding health records for school districts and charter schools established by the Arizona State Library, Archives and Public Records.
- M. Order replacement inhalers, spacers and holding chambers as needed.

Seizure Management Plans

The School District will verify and accept student seizure management plans as follows:

- A. Before or at the beginning of the school year, at enrollment, or as soon as practicable following diagnosis of the student's seizure disorder.
- B. The school will annually request up-to-date management plans from parents or guardians.

The District will not accept seizure management plans unless the plan includes the following:

- A. An outline of procedures recommended by the physician or registered nurse practitioner responsible for the student's seizure treatment plan.
- B. An outline of other health care services available at school that the student may receive to help manage the student's seizure disorder at school.
- C. A signature by the student's parent or guardian *AND* the physician or registered nurse practitioner responsible for the student's seizure treatment.

Seizure management plans must be provided to the school health office.

Individuals that Must be Trained

The following individuals must receive statutorily required training approved by the State Board of Education and available here: <https://azsbe.az.gov/resources/seizure-training>.

Nurses, under contract or employed by the school:

If they receive a seizure management and treatment plan, they must complete an online course of instruction for school nurses regarding managing students with seizure disorders.

Nurses and at least one (1) other school employee:

Training to administer or assist with the self-administration of both 1) as seizure rescue medication or a medication prescribed to treat seizure disorder symptoms; and 2), a manual dose of prescribed electrical stimulation using a vagus nerve stimulator magnet.

Principals, guidance counselors, teachers, bus drivers or classroom aides whose duties include regular contact with students who have submitted a seizure management and treatment plan:

An online course of instruction for school personnel regarding awareness of students with seizure disorders.

JLCD-EB ©

EXHIBIT

**MEDICINES / ADMINISTERING
MEDICINES TO STUDENTS
ARIZONA SEIZURE ACTION PLAN**

To view the District's Seizure Action Plan form, [click here](#).

5.C. Discussion and Possible Approval of Textbooks and Curriculum Adoption

Textbook/curriculum materials have been available for public review for 60 days in accordance with Governing Board Policy IJJ. Copies of the textbooks and curriculum materials may be viewed in the Joseph City Schools District Office Board Room.

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

5.D. Approve the Proposed FY2023-24 Budget

An overview of the Joseph City Schools budget will be presented. If approved, the proposed budget will be advertised online for public review and a budget hearing will occur on July 11, 2023 at 6:00 p.m. in the District Office Board Room, to allow the public to comment on the budget.



FY 2024
STATE OF ARIZONA
SCHOOL DISTRICT ANNUAL EXPENDITURE BUDGET
DISTRICTWIDE BUDGET

Proposed
Version

BY THE GOVERNING BOARD

We hereby certify that the Budget for the Fiscal Year 2024 was

Proposed June 13, 2023
Adopted _____
Revised _____
Date

SIGNED _____ SIGNED _____

The FY 2024 budget file for the version described above will be uploaded via
the School Finance Budget System on ADE's website by June 14, 2023
Type the Date as MM/DD/YYYY

Superintendent Signature

Business Manager Signature

Bryan Fields

Steven Mills

Superintendent Name (Typed Name)

Business Manager Name (Typed Name)

District Contact Employee: Steven Mills

Telephone: 928-288-3307 Email: stevenm@jcusd.org

REVENUES AND PROPERTY TAXATION

1. Total Budgeted Revenues for Fiscal Year 2023	\$	<u>3,300,000</u>
2. Estimated Revenues by Source for Fiscal Year 2024 (excluding property taxes)		
Local	1000	\$ <u>1,000,000</u>
Intermediate	2000	\$ <u>0</u>
State	3000	\$ <u>1,300,000</u>
Federal	4000	\$ <u>550,000</u>
TOTAL		\$ <u>2,850,000</u>

3. District Tax Rates for Prior and Budget Fiscal Years (A.R.S. §15-903.D.4)

	Prior FY 2023	Est. Budget FY 2024
Primary Tax Rate:	<u>4.7986</u>	<u>4.5425</u>
Secondary Tax Rates:		
M&O Override	<u>0.8085</u>	<u>0.7494</u>
Special Program Override		
Capital Override		
Class A Bonds		
Class B Bonds		
CTED	<u>0.0500</u>	<u>0.0500</u>
Desegregation		
Total Secondary Tax Rate	<u>0.8585</u>	<u>0.7994</u>

TOTAL BUDGETED EXPENDITURES AND AGGREGATE SCHOOL DISTRICT BUDGET LIMIT (A.R.S. §15-905.H)

	Budgeted Expenditures	Budget Limit
1. Maintenance and Operation Fund (from pages 1, line 30 and 7, line 11)	\$ <u>5,610,600</u>	\$ <u>5,610,600</u>
2. Unrestricted Capital Fund (from pages 4, line 10 and 8, line 12)	\$ <u>303,911</u>	\$ <u>303,911</u>
3. Federal Projects Other Than Impact Aid (from Budget, page 6, Federal Projects, line 18 minus line 16)	\$	\$ <u>2,006,500</u>
4. Total Aggregate School District Budget Limit (sum of lines 1 through 3)		\$ <u>7,921,011</u>

AVERAGE TEACHER SALARIES (A.R.S. §15-903.E)

1. Average salary of all teachers employed in FY 2024 (budget year)	\$	<u>58,279</u>
2. Average salary of all teachers employed in FY 2023 (prior year)	\$	<u>56,582</u>
3. Increase in average teacher salary from the prior year	\$	<u>1,697</u>
4. Percentage increase		<u>3%</u>

Comments on average salary calculation (Optional): FY24 Average Teacher Pay is an estimate and will be finalized once the Board determines final pay.

DISTRICT CONTACT INFORMATION

Prefix	First Name	Last Name	Email Address	Telephone Number	Extension
Superintendent	Bryan	Fields	bryanf@jcusd.org	928-288-3307	
Executive Assistant to Superintendent	Julie	Strong	julies@jcusd.org	928-288-3307	
Chief Financial Officer	Steven	Mills	stevenm@jcusd.org	928-288-3307	
Business Manager 1	Steven	Mills	stevenm@jcusd.org	928-288-3307	
Business Manager 2					
Business Consultant	Sarah	Jacobs	sarah.jacobs@hm.cpa	602-277-9449	324
School District Employee Report (SDER) Coordinator	Stephanie	Farr	stephanief@jcusd.org	928-288-3307	
SPED Data Reporting Coordinator	Julie	Strong	julies@jcusd.org	928-288-3307	
AzEDS/ADM Data Coordinator	Julie	Mills	juliem@jcusd.org	928-288-3307	
Transportation Data Reporting Coordinator	Deo	Diaz	deo@jcsud.org	928-288-3307	
CTE Coordinator	Dan	Bushman	franem@jcusd.org	928-288-3307	
Poverty Coordinator	Bryan	Fields	bryanf@jcusd.org	928-288-3307	
Assessments Coordinator	Bryan	Fields	bryanf@jcusd.org	928-288-3307	
Curriculum Coordinator	Bryan	Fields	bryanf@jcusd.org	928-288-3307	
Information Technology (IT) Director	Jason	Gardner	jasong@jcusd.org	928-288-3307	
Bookstore Manager					
Governing Board Member	Eldon	Larsen	eldon.larsen@aps.com	928-288-3307	
Governing Board Member	Andrew	Bushman	andrew@bushmanconstruction	928-288-3307	
Governing Board Member	Karsten	Flake	jchswoodsman@yahoo.com	928-288-3307	
Governing Board Member	Dayton	Flake	dayton_flake@yahoo.com	928-288-3307	
Governing Board Member	Cat	Hansen	cath@jcusd.org	928-288-3307	
Governing Board Member					
Governing Board Member					
Governing Board Member					
Governing Board Member					

SELECT from Dropdown

Student Information Systems (SIS) Vendor

Accounting Information System

Bookstore Cash Receipting System

District's website home page address

FUND 001 (M&O)

MAINTENANCE AND OPERATION (M&O) FUND

Expenditures		FTE		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals		% Increase/ Decrease
		Prior FY	Budget FY						Prior FY 2023	Budget FY 2024	
100 Regular Education											
1000 Instruction	1.	22.00	23.86	1,864,556	526,972	28,008	20,740	6,467	2,340,799	2,446,743	4.5%
2000 Support Services											
2100 Students	2.	1.50	3.58	112,623	37,044	7,437	7,241	572	203,045	164,917	-18.8%
2200 Instructional Staff	3.	2.50	3.64	134,365	36,417	13,978	3,759	3,017	192,819	191,536	-0.7%
2300 General Administration	4.	1.80	1.27	51,417	33,054	43,194	655	12,682	164,517	141,002	-14.3%
2400 School Administration	5.	1.75	3.48	139,890	44,152	15,859	14,617	1,349	231,875	215,867	-6.9%
2500 Central Services	6.	3.50	3.90	200,599	41,694	54,647	5,986	15,355	333,503	318,281	-4.6%
2600 Operation & Maintenance of Plant	7.	8.00	7.74	287,545	81,913	325,856	195,759	0	1,168,657	891,073	-23.8%
2900 Other	8.	0.00	0.00	0	0	0	0	0	0	0	0.0%
3000 Operation of Noninstructional Services	9.	0.25	0.19	8,179	1,431	0	402	0	10,771	10,012	-7.0%
610 School-Sponsored Cocurricular Activities	10.	0.00	0.00	18,906	4,089	325	138	8,231	34,065	31,689	-7.0%
620 School-Sponsored Athletics	11.	0.00	0.00	98,386	15,058	22,161	8,173	20,863	199,313	164,641	-17.4%
630 Other Instructional Programs	12.	0.00	0.00	0	0	0	0	0	0	0	0.0%
700, 800, 900 Other Programs	13.	0.00	0.00	11,358	1,097	0	324	0	16,286	12,779	-21.5%
Regular Education Subsection Subtotal (lines 1-13)	14.	41.30	47.66	2,927,824	822,921	511,465	257,794	68,536	4,895,650	4,588,540	-6.3%
200 and 300 Special Education											
1000 Instruction	15.	7.70	9.68	351,285	79,775	0	403	0	406,229	431,463	6.2%
2000 Support Services											
2100 Students	16.	0.36	2.32	81,272	22,449	113,352	1,474	0	250,599	218,547	-12.8%
2200 Instructional Staff	17.	0.10	0.50	15,815	1,519	1,839	758	1,410	21,769	21,341	-2.0%
2300 General Administration	18.	0.00	0.00	0	0	0	0	0	0	0	0.0%
2400 School Administration	19.	0.00	0.00	0	0	0	0	0	0	0	0.0%
2500 Central Services	20.	0.00	0.00	0	0	443	0	0	6,197	443	-92.9%
2600 Operation & Maintenance of Plant	21.	0.00	0.00	0	0	0	0	0	0	0	0.0%
2900 Other	22.	0.00	0.00	0	0	0	0	0	0	0	0.0%
3000 Operation of Noninstructional Services	23.	0.00	0.00	0	0	0	0	0	0	0	0.0%
Subtotal (lines 15-23)	24.	8.16	12.50	448,372	103,743	115,634	2,635	1,410	684,794	671,794	-1.9%
400 Pupil Transportation	25.	3.52	4.78	148,780	35,622	57,952	88,610	0	346,914	330,964	-4.6%
510 Desegregation (from Districtwide Desegregation Budget, page 2, line 44)	26.	0.00	0.00	0	0	0	0	0	0	0	0.0%
530 Dropout Prevention Programs	27.	0.00	0.00	0	0	0	0	0	0	0	0.0%
540 Joint Career and Technical Education and Vocational Education Center	28.	0.00	0.00	0	0	0	0	0	0	0	0.0%
550 K-3 Reading Program	29.	0.33	0.33	15,441	3,861	0	0	0	26,900	19,302	-28.2%
Total Expenditures (lines 14, and 24-29) (Cannot exceed page 7, line 11)	30.	53.31	65.27	3,540,417	966,147	685,051	349,039	69,946	5,954,258	5,610,600	-5.8%

The district has budgeted an amount in the M and O Fund equal to the General Budget Limit as calculated on page 7 of 8.

SPECIAL EDUCATION PROGRAMS BY TYPE (M&O Fund Programs 200 and 300)

(A.R.S. §§ 15-761 and 15-903)

	Prior FY	Budget FY	
1. Total All Disability Classifications	599,794	599,794	1.
2. Gifted Education	0		2.
3. Remedial Education	0		3.
4. ELL Incremental Costs	0		4.
5. ELL Compensatory Instruction	0		5.
6. Vocational and Technical Education (non-CTED)	0		6.
7. Career Education (non-CTED)	0		7.
8. Career Technical Education (CTED)	85,000	72,000	8.
9. Total (lines 1 through 8. Must equal total of line 24, page 1)	684,794	671,794	9.
10. IEP required pupil transportation costs coded within Program 400	0		10.

Proposed Ratios for Special Education

(A.R.S. §§15-903.E.1 and 15-764.A.5)

Teacher-Pupil 1 to 22
 Staff-Pupil 1 to 17

Estimated FTE Certified Employees

(A.R.S. §15-903.E.2)

	Prior FY	Budget FY
Number of FTE - Certified Employees	33.50	26.04
Number of FTE - Certified Purchased Services Personnel		7.82

Expenditures Budgeted for Audit Services

M&O Fund - Nonfederal	6350	<u>21700</u>
All Funds - Federal	6330	<u> </u>

FY 2024 Performance Pay (A.R.S. §15-920)

Amount Budgeted in M&O Fund for a Performance Pay Component

Do not report budgeted amounts for the Performance Pay Component of the Classroom Site Fund on this line.

Expenditures Budgeted in the M&O Fund for Food Service

Amount budgeted in M&O for Food Service (Fund 001, Function 3100) \$ 9,611
 (This amount will be used to determine district compliance with state matching requirements pursuant to Code of Federal Regulations (CFR) Title 7, §210.17(a))

FUND 010 (CSF)

CLASSROOM SITE FUND (CSF) AND CSF BUDGET LIMIT (A.R.S. §§ 15-977 and 15-978)

Expenditures		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Property 6700	Debt Service and Miscellaneous 6800	Totals		% Increase/ Decrease
								Prior FY 2023	Budget FY 2024	
1000 Instruction	1.	1,113,893	121,291				6,059	975,251	1,241,243	27.3%
2100 Support Services - Students	2.	9,694	601					9,922	10,295	3.8%
2200 Support Services - Instructional Staff	3.							0	0	0.0%
2300 Support Services - General Administration	4.							0	0	0.0%
2500 Central Services	5.							0	0	0.0%
3300 Community Services Operations	6.							0	0	0.0%
4000 Facilities Acquisition and Construction	7.							0	0	
5000 Debt Service	8.							0	0	
Total Expenditures (lines 1-8)	9.	1,123,587	121,892	0	0	0	6,059	985,173	1,251,538	27.0%

The district has budgeted an amount in Fund 010 equal to the Classroom Site Fund Budget Limit as calculated below.

Classroom Site Fund Budget Limit Calculation

FY 2023 Classroom Site Fund Budget Limit (from FY 2023 latest revised Budget, page 3, line 16)	10.	985,173
FY 2023 Actual Expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through fiscal year-end.)	11.	170348
Unexpended Budget Balance (line 10 minus 11)	12.	814,825
Interest Earned in the Classroom Site Fund in FY 2023	13.	0
FY 2024 Classroom Site Fund Allocation (provided by ADE, based on \$758)	14.	436713
Adjustments to FY 2024 Classroom Site Fund Budget Limit (1)	15.	
FY 2024 Classroom Site Fund Budget Limit (Sum of lines 10 through 15) (2)	16.	1251538

- (1) This line may be used to recapture lost CSF budget capacity that resulted from underbudgeting in prior fiscal years.
- (2) The amounts budgeted on line 7 cannot exceed the respective amounts on this line.

FUND 610 (UCO)

UNRESTRICTED CAPITAL OUTLAY (UCO) FUND

Expenditures	Rentals	Library Books, Textbooks, & Instructional Aids (2)	Short-term Noninstructional Software Subscription	Property (2)	Redemption of Principal (3)	Interest (4)	All Other Object Codes (excluding 6900)	Totals		% Increase/Decrease
								Prior FY	Budget FY	
	6440	6641-6643	6655	6700	6831, 6832, 6833	6841, 6842, 6843, 6850		2023	2024	
Unrestricted Capital Outlay Override (1)								0	0	0.0%
Unrestricted Capital Outlay Fund 610 (6)										
1000 Instruction		58,899		24,598				202,939	83,497	-58.9%
2000 Support Services										
2100, 2200 Students and Instructional Staff		8,278	16,390	9,322			1,000	26,045	34,990	34.3%
2300, 2400, 2500, 2900 Administration				42,318				57,852	42,318	-26.9%
2600 Operation & Maintenance of Plant				13,833				20,584	13,833	-32.8%
2700 Student Transportation								46,673	0	-100.0%
3000 Operation of Noninstructional Services (5)				793				0	793	
4000 Facilities Acquisition and Construction							10,308	0	10,308	
5000 Debt Service					94,569	23,603		160,511	118,172	-26.4%
Total Unrestricted Capital Outlay Fund (lines 2-9)	0	67,177	16,390	90,864	94,569	23,603	11,308	514,604	303,911	-40.9%

The district has budgeted an amount in the UCO Fund equal to the Unrestricted Capital Budget Limit as calculated on Page 8 of 8.

(1) Amounts in the Unrestricted Capital Outlay Override line 1 above must be included in the appropriate individual line items for Fund 610 and in the Budget Year Total Column.

(5) Expenditures Budgeted in Unrestricted Capital Outlay (UCO) Fund for Food Service

Enter the amount budgeted in UCO for Food Service [Amount will be used to determine district compliance with state matching requirements pursuant to CFR Title 7, §210.17(a)]

(2) Detail by object code:

	Unrestricted Capital Outlay
6641 Library Books	\$ 8,278
6642 Textbooks	14,143
6643 Instructional Aids	44,756
673X Furniture and Equipment	25,000
673X Vehicles	20,000
675X Tech Hardware & Software	45,864

(6) Expenditures, if any, budgeted in the Unrestricted Capital Outlay Fund on lines 2-9 for the K-3 Reading Program as described in A.R.S. §15-711

(3) Includes principal on Capital Equity Fund loans of _____, principal on leases of \$ 94,569, and principal on bonds of _____.

(4) Includes interest on Capital Equity Fund loans of _____, interest on leases of \$ 23,603, and interest on bonds of _____.

OTHER FUNDS—REQUIRED CAPITAL EXPENDITURE DETAIL [(A.R.S. §15-904.(B)]

Expenditures	UNRESTRICTED CAPITAL OUTLAY		BOND BUILDING		NEW SCHOOL FACILITIES		ADJACENT WAYS			
	Fund 610		Fund 630		Fund 695		Fund 620 (2)			
	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY		
Total Fund Expenditures	1.	514,604	303,911	0		0		0	50,000	1.
Select Object Codes Detail (1)										
6150 Classified Salaries	2.	0		0		0		0		2.
6200 Employee Benefits	3.	0		0		0		0		3.
6450 Construction Services	4.	0		0		0		0	50,000	4.
6710 Land and Improvements	5.	0		0		0		0		5.
6720 Buildings and Improvements	6.	0		0		0		0		6.
673X Furniture and Equipment	7.	33,180	25,000	0		0		0		7.
673X Vehicles	8.	53,493	20,000	0		0		0		8.
673X Technology Hardware & Software	9.	58,991	45,864	0		0		0		9.
6831, 6832, 6833 Redemption of Principal	10.	128,378		0		0		0		10.
6841, 6842, 6843, 6850, 6860 Interest and Debt-Issuance Costs	11.	32,133		0		0		0		11.
Total (lines 2-11)	12.	306,175	90,864	0	0	0	0	0	50,000	12.
Total amounts reported on lines 2-11 above for:										
Renovation	13.	0	0	0				0		13.
New Construction	14.	0	0	0		0		0		14.
Other	15.	306,175	90,864	0		0		0	50,000	15.
Total (lines 13-15, must equal line 12)	16.	306,175	90,864	0	0	0	0	0	50,000	16.

(1) Lines 2-11 may not include all budgeted expenditures of the fund. Total budgeted expenditures for each fund should be included on Line 1.

(2) Amount budgeted on line 1 for the Adjacent Ways Fund that will result in a tax levy in FY 2024 \$ 50,000

Districts that are levying any amount for adjacent ways must fill in the Truth in Taxation Worksheet and follow the requirements of A.R.S. Sec. 15-905.01. The amount reported in footnote 2 above pulls to the Truth in Taxation Worksheet, Line 12.

SPECIAL PROJECTS

FEDERAL PROJECTS FTE & EXPENDITURES

1.	100-130 ESEA Title I - Helping Disadvantaged Children	2.50	2.50	180,000	180,000
2.	140-150 ESEA Title II - Prof. Dev. and Technology	0.20	0.20	40,000	40,000
3.	160 ESEA Title IV - 21st Century Schools	0.00	0.00	1,000	1,000
4.	170-180 ESEA Title V - Promote Informed Parent Choice	0.00	0.00	0	0
5.	190 ESEA Title III - Limited Eng. & Immigrant Students	0.00	0.00	0	0
6.	200 ESEA Title VII - Indian Education	0.00	0.00	0	0
7.	210 ESEA Title VI - Flexibility and Accountability	0.00	0.00	0	0
8.	220 IDEA Part B	1.80	1.80	230,000	230,000
9.	230 Johnson-O'Malley	0.00	0.00	4,500	4,500
10.	240 Workforce Investment Act	0.00	0.00	0	0
11.	250 AEA - Adult Education	0.00	0.00	0	0
12.	260-270 Vocational Education - Basic Grants	0.00	0.00	16,000	16,000
13.	280 ESEA Title X - Homeless Education	0.00	0.00	0	0
14.	290 Medicaid Reimbursement	0.00	0.00	60,000	60,000
15.	374 E-Rate	0.00	0.00	75,000	75,000
16.	378 Impact Aid	0.00	0.00	0	0
17.	300-399 Other Federal Projects (Besides E-Rate & Impact Aid)	0.00	0.00	1,400,000	1,400,000
18.	Total Federal Project Funds (lines 1-17)	4.50	4.50	2,006,500	2,006,500

STATE PROJECTS FTE & EXPENDITURES

19.	400 Vocational Education	0.25		5,000	5,000
20.	410 Early Childhood Block Grant	0.00		0	0
21.	420 Ext. School Yr. - Pupils with Disabilities	0.00		0	0
22.	425 Adult Basic Education	0.00		0	0
23.	430 Chemical Abuse Prevention Programs	0.00		0	0
24.	435 Academic Contests	0.00		0	0
25.	450 Gifted Education	0.00		0	0
26.	456 College Credit Exam Incentives	0.00		0	0
27.	460 Environmental Special Plate	0.00		0	0
28.	Other State Projects	1.00		60,000	60,000
29.	Total State Project Funds (lines 19-28)	1.25	0.00	65,000	65,000
30.	Total Special Projects (lines 18 and 29)	5.75	4.50	2,071,500	2,071,500

INSTRUCTIONAL IMPROVEMENT FUND EXPENDITURES (020)

1.	Teacher Compensation Increases	90,000	90,000
2.	Class Size Reduction	0	0
3.	Dropout Prevention Programs (M&O purposes)	0	0
4.	Instructional Improvement Programs (M&O purposes)	0	0
5.	Total Instructional Improvement Fund (lines 1-4)	90,000	90,000

FTE		TOTAL ALL FUNCTIONS	
Prior FY	Budget FY	Prior FY	Budget FY
2.50	2.50	180,000	180,000
0.20	0.20	40,000	40,000
0.00	0.00	1,000	1,000
0.00	0.00	0	0
0.00	0.00	0	0
0.00	0.00	0	0
1.80	1.80	230,000	230,000
0.00	0.00	4,500	4,500
0.00	0.00	0	0
0.00	0.00	0	0
0.00	0.00	16,000	16,000
0.00	0.00	0	0
0.00	0.00	60,000	60,000
0.00	0.00	75,000	75,000
0.00	0.00	0	0
0.00	0.00	1,400,000	1,400,000
4.50	4.50	2,006,500	2,006,500
0.25		5,000	5,000
0.00		0	0
0.00		0	0
0.00		0	0
0.00		0	0
0.00		0	0
0.00		0	0
0.00		0	0
1.00		60,000	60,000
1.25	0.00	65,000	65,000
5.75	4.50	2,071,500	2,071,500

Prior FY	Budget FY
90,000	90,000
0	0
0	0
0	0
90,000	90,000

OTHER FUNDS EXPENDITURES

1.	050 County, City, and Town Grants
2.	071 English Language Learner (1)
3.	072 Compensatory Instruction (1)
4.	500 School Plant (2)
5.	510 Food Service
6.	515 Civic Center
7.	520 Community School
8.	525 Auxiliary Operations
9.	526 Extracurricular Activities Fees Tax Credit
10.	530 Gifts and Donations
11.	535 Career & Technical Education Projects
12.	540 Fingerprint
13.	545 School Opening
14.	550 Insurance Proceeds
15.	555 Textbooks
16.	565 Litigation Recovery
17.	570 Indirect Costs
18.	575 Unemployment Insurance
19.	580 Teacherage
20.	585 Insurance Refund
21.	590 Grants and Gifts to Teachers
22.	595 Advertisement
23.	596 Career Technical Education
24.	597 Arizona Industry Credentials Incentive
25.	639 Impact Aid Revenue Bond Building
26.	650 Gifts and Donations-Capital
27.	660 Condemnation
28.	665 Energy and Water Savings
29.	686 Emergency Deficiencies Correction
30.	691 Building Renewal Grant
31.	700 Debt Service
32.	720 Impact Aid Revenue Bond Debt Service
33.	850 Student Activities
34.	Other

INTERNAL SERVICE FUNDS 950-989

1.	9__ Self-Insurance
2.	955 Intergovernmental Agreements
3.	9__ OPEB
4.	9__ _____

Prior FY	Budget FY
0	0
0	0
0	0
40,000	40,000
300,000	300,000
60,000	60,000
15,000	15,000
125,000	100,000
50,000	50,000
550,000	550,000
15,000	20,000
0	0
0	0
60,000	60,000
1,000	1,000
35,000	30,000
75,000	70,000
0	0
0	0
10,000	10,000
0	0
0	0
150,000	165,000
0	2,000
0	0
0	0
0	0
48,000	48,000
90,000	90,000
2,000,000	2,000,000
1,000	1,000
0	0
60,000	60,000
0	0

0	0
0	0
0	0
0	0

- (1) From Supplement, line 10 and line 20, respectively.
- (2) Indicate amount budgeted in Fund 500 for M&O purposes

**CALCULATION OF FY 2024 GENERAL BUDGET LIMIT
(A.R.S. §15-947.C)**

		A. Maintenance and Operation	B. Unrestricted Capital Outlay
*1. FY 2024 Revenue Control Limit (RCL) (from BSA55 tab, page 3)	\$ <u>4,501,985</u>	\$ <u>4,501,985</u>	\$ <u>0</u>
*2. (a) FY 2024 District Additional Assistance (DAA) (from BSA55 tab, page 4)	\$ <u>288,015</u>		
(b) DAA Adjustment (from BSA55 tab, page 4)	\$ <u>0</u>		
(c) Total DAA (line 2.a plus 2.b)	\$ <u>288,015</u>		<u>288,015</u>
*3. FY 2024 Override Authorization (A.R.S. §§15-481 and 15-482 or 15-949 if small school adjustment phase down applies, see Calculations page, Calculation of Maximum Override for a District No Longer Eligible for a Small School Adjustment, line 6 and Calculation of Small School Adjustment Phase Down Limit, line 6)			
(a) Maintenance and Operation		<u>672,373</u>	
(b) Unrestricted Capital Outlay			
(c) Special Program			
*4. Small School Adjustment for Districts with a Student Count of 125 or less in K-8 or 100 or less in 9-12 (A.R.S. §15-949) (Up to \$50,000 if no election is chosen for phase down, see Calculations page, Calculation of Small School Adjustment Phase Down Limit, line 6)			
*5. Tuition Revenue (A.R.S. §§15-823 and 15-824) (Do not include full-day kindergarten or summer school tuition)			
(a) Individuals and Other Private Sources			
(b) Other Arizona Districts			
(c) Out-of-State Districts and Other Governments			
(d) Certificates of Educational Convenience (A.R.S. §§15-825, 15-825.01, and 15-825.02)			
*6. State Assistance (A.R.S. §15-976) and Special Ed. Voucher Payments Received (A.R.S. §15-1204)			
*7. Increase Authorized by County School Superintendent for Accommodation Schools [not to exceed amount on Calculations page, Calculation of M&O Fund Budget Balance Carryforward, line 15(e)] (A.R.S. §15-974.B)			
8. Budget Increase for:			
(a) Desegregation Expenditures (A.R.S. §15-910.G-K)			
* Budget Balance Carryforward (from Calculations page, Calculation of M&O Fund Budget			
(b) Balance Carryforward, line 13) (A.R.S. §15-943.01)		<u>261,667</u>	
(c) Dropout Prevention Programs (Laws 1992, Ch. 305, §32 and Laws 2000, Ch. 398, §2)			
(d) Registered Warrant or Tax Anticipation Note Interest Expense Incurred in FY 2022 (A.R.S. §15-910.N, as amended by Laws 2022, Ch. 285, §3)			
* (e) Joint Career and Technical Education and Vocational Education Center (A.R.S. §15-910.01)			
* (f) FY 2023 Performance Pay Unexpended Budget Carryforward (from Calculation page, Calculation of M&O Fund Budget Balance Carryforward, line 10.f) (A.R.S. §15-920)		<u>0</u>	
(g) Excessive Property Tax Assessed Valuation Judgments (A.R.S. §§42-16213 and 42-16214)			
* (h) Transportation Revenues for Attendance of Nonresident Pupils (A.R.S. §§15-923 and 15-947)			
*9. Adjustment to the General Budget Limit (A.R.S. §§15-272, 15-905.M, 15-910.02, and 15-915) Include year(s) and descriptions, as applicable.			
(a) Prior Year Over Expenditures/Resolutions:			
(b) Decrease for Transfer from M&O to Energy and Water Savings Fund			
(c) Increase for Energy and Water Savings Fund Transfer to M&O			
(d) Noncompliance Adjustment			
(e) ADM/Transportation Audit Adjustment			
(f) Other:			
*10. Estimated Allocation of Additional Funding (2016 Prop 123 & Laws 2015, 1st S.S., Ch. 1, §6)		<u>34,915</u>	
*11. Estimated Allocation of Onetime State Aid Supplement (Laws 2023, Ch. 133, §31)		<u>139,660</u>	
12. FY 2024 General Budget Limit (column A, lines 1 through 10) (A.R.S. §15-905.F) (page 1, line 30 cannot exceed this amount)		\$ <u>5,610,600</u>	
13. Total Amount to be Used for Capital Expenditures (column B, lines 1 through 10) (A.R.S. §15-905.F) (to page 8, line 11)			\$ <u>288,015</u>

* Subject to adjustment prior to May 15 as allowed by A.R.S. Revisions are described in the instructions for these lines, as needed.

**CALCULATION OF FY 2024 UNRESTRICTED CAPITAL BUDGET LIMIT
 (A.R.S. §15-947.D)**

UNRESTRICTED CAPITAL BUDGET LIMIT

1. FY 2023 Unrestricted Capital Budget Limit (UCBL) (from FY 2023 latest revised Budget, page 8, line 12)	\$ <u>514,604</u>
2. Total UCBL Adjustment for prior years as notified by ADE on BUDG75 report (For budget adoption, use zero.)	\$ _____
3. Adjusted Amount Available for FY 2023 Capital Expenditures (line 1 + 2)	\$ <u>514,604</u>
4. Amount Budgeted in Fund 610 in FY 2023 (from FY 2023 latest revised Budget, page 4, line 10)	\$ <u>514,604</u>
5. Lesser of line 3 or the sum of line 4 and any positive adjustment on line 2	\$ <u>514,604</u>
6. FY 2023 Fund 610 Actual Expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through fiscal year-end.)	\$ <u>498,708</u>
7. Unexpended Budget Balance in Fund 610 (line 5 minus 6) If negative, use zero in calculation, but show negative amount here in parentheses.	\$ <u>15,896</u>
8. Interest Earned in Fund 610 in FY 2023	\$ <u>0</u>
9. Monies deposited in Fund 610 from Division of School Facilities for donated land (A.R.S. §41-5741.F)	\$ _____
10. Adjustment to UCBL for FY 2024 (A.R.S. §15-905.M) Include year(s) and descriptions, as applicable. (a) Prior Year Over Expenditures/Resolutions:	\$ _____
_____	\$ _____
(b) ADM/Transportation Audit Adjustment	\$ _____
(c) Other:	\$ _____
_____	\$ _____
11. Amount to be Used for Capital Expenditures (from page 7, line 12)	\$ <u>288,015</u>
12. FY 2024 Unrestricted Capital Budget Limit (lines 7 through 11) (1)	\$ <u><u>303,911</u></u>

(1) The amount budgeted on page 4, line 10 cannot exceed this amount.

SUPPLEMENT TO SCHOOL DISTRICT ANNUAL EXPENDITURE BUDGET FOR DISTRICTS THAT BUDGET FOR ENGLISH LANGUAGE LEARNERS (A.R.S. §§15-756.04 and 15-756.11)

English Language Learners Supplement	FTE		Salaries	Employee Benefits	Purchased Services 6300, 6400, 6500	Supplies	Property	Other	Totals		% Increase/Decrease
	Prior FY	Budget FY							Prior FY 2023	Budget FY 2024	
Expenditures			6100	6200		6600	6700	6800			
English Language Learner Fund 071 (A.R.S. §15-756.04)											
1000 Instruction	1.	0.00							0	0	0.0%
2000 Support Services											
2100 Students	2.	0.00							0	0	0.0%
2200 Instructional Staff	3.	0.00							0	0	0.0%
2300 General Administration	4.	0.00							0	0	0.0%
2400 School Administration	5.	0.00							0	0	0.0%
2500 Central Services	6.	0.00							0	0	0.0%
2600 Operation & Maintenance of Plant	7.	0.00							0	0	0.0%
2700 Student Transportation	8.	0.00							0	0	0.0%
2900 Other	9.	0.00							0	0	0.0%
Total (lines 1-9) (to Budget, page 6, Other Funds, line 2)	10.	0.00	0.00	0	0	0	0	0	0	0	0.0%
Compensatory Instruction Fund 072 (A.R.S. §15-756.11)											
1000 Instruction	11.	0.00							0	0	0.0%
2000 Support Services											
2100 Students	12.	0.00							0	0	0.0%
2200 Instructional Staff	13.	0.00							0	0	0.0%
2300 General Administration	14.	0.00							0	0	0.0%
2400 School Administration	15.	0.00							0	0	0.0%
2500 Central Services	16.	0.00							0	0	0.0%
2600 Operation & Maintenance of Plant	17.	0.00							0	0	0.0%
2700 Student Transportation	18.	0.00							0	0	0.0%
2900 Other	19.	0.00							0	0	0.0%
Total (lines 11-19) (to Budget, page 6, Other Funds, line 3)	20.	0.00	0.00	0	0	0	0	0	0	0	0.0%

SUMMARY OF SCHOOL DISTRICT PROPOSED EXPENDITURE BUDGET

CTD NUMBER 090202000
VERSION Proposed

I certify that the Budget of Joseph City Unified School District, Navajo County for fiscal year 2024 was officially proposed by the Governing Board on, June 13, 2023, and that the complete Proposed Expenditure Budget may be reviewed by contacting Steven Mills at the District Office, telephone 928-288-3307 during normal business hours.

President of the Governing Board

1. Average Daily Membership:		Prior Year	Budget Year	4. Average Teacher Salaries (A.R.S. §15-903.E)	
	2022 ADM	2023 ADM	2024 ADM	1. Average salary of all teachers employed in FY 2024 (budget year)	58,279
Attending	428.1435	408.6253	408.6253	2. Average salary of all teachers employed in FY 2023 (prior year)	56,582
				3. Increase in average teacher salary from the prior year	1,697
				4. Percentage increase	3%
2. Tax Rates:		Prior FY	Est. Budget FY	Comments on average salary calculation (Optional): FY24 Average Teacher Pay is an estimate and will be finalized once the Board determines final pay.	
Primary Rate (equalization formula funding and budget add-ons not required to be in secondary rate)		4.7986	4.5425		
Secondary Rate (voter-approved overrides, bonds, and Career Technical Education Districts, and desegregation, if applicable)		0.8585	0.7994		
3. Budgeted Expenditures and Budget Limits:		Budgeted Expenditures	Budget Limit		
Maintenance & Operation Fund		5,610,600	5,610,600		
Classroom Site Fund		1,251,538	1,251,538		
Unrestricted Capital Outlay Fund		303,911	303,911		

	MAINTENANCE AND OPERATION EXPENDITURES						% Inc./(Decr.) from Prior FY
	Salaries and Benefits		Other		TOTAL		
	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	
100 Regular Education							
1000 Instruction	2,284,685	2,391,528	56,114	55,215	2,340,799	2,446,743	4.5%
2000 Support Services							
2100 Students	193,786	149,667	9,259	15,250	203,045	164,917	-18.8%
2200 Instructional Staff	183,346	170,782	9,473	20,754	192,819	191,536	-0.7%
2300, 2400, 2500 Administration	586,833	510,806	143,062	164,344	729,895	675,150	-7.5%
2600 Oper./Maint. of Plant	432,698	369,458	735,959	521,615	1,168,657	891,073	-23.8%
2900 Other	0	0	0	0	0	0	0.0%
3000 Oper. of Noninstructional Services	9,542	9,610	1,229	402	10,771	10,012	-7.0%
610 School-Sponsored Curric. Activities	28,893	22,995	5,172	8,694	34,065	31,689	-7.0%
620 School-Sponsored Athletics	122,304	113,444	77,009	51,197	199,313	164,641	-17.4%
630, 700, 800, 900 Other Programs	16,286	12,455	0	324	16,286	12,779	-21.5%
Regular Education Subsection Subtotal	3,858,373	3,750,745	1,037,277	837,795	4,895,650	4,588,540	-6.3%
200 and 300 Special Education							
1000 Instruction	403,118	431,060	3,111	403	406,229	431,463	6.2%
2000 Support Services							
2100 Students	113,133	103,721	137,466	114,826	250,599	218,547	-12.8%
2200 Instructional Staff	19,035	17,334	2,734	4,007	21,769	21,341	-2.0%
2300, 2400, 2500 Administration	0	0	6,197	443	6,197	443	-92.9%
2600 Oper./Maint. of Plant	0	0	0	0	0	0	0.0%
2900 Other	0	0	0	0	0	0	0.0%
3000 Oper. of Noninstructional Services	0	0	0	0	0	0	0.0%
Special Education Subsection Subtotal	535,286	552,115	149,508	119,679	684,794	671,794	-1.9%
400 Pupil Transportation	185,155	184,402	161,759	146,562	346,914	330,964	-4.6%
510 Desegregation	0	0	0	0	0	0	0.0%
530 Dropout Prevention Programs	0	0	0	0	0	0	0.0%
540 Joint Career and Technical Education and Vocational Education Center	0	0	0	0	0	0	0.0%
550 K-3 Reading Program	26,900	19,302	0	0	26,900	19,302	-28.2%
TOTAL EXPENDITURES	4,605,714	4,506,564	1,348,544	1,104,036	5,954,258	5,610,600	-5.8%

SUMMARY OF SCHOOL DISTRICT PROPOSED EXPENDITURE BUDGET (Concl'd)

CTD NUMBER 090202000
 VERSION Proposed

TOTAL EXPENDITURES BY FUND				
Fund	Budgeted Expenditures		\$ Increase/(Decrease) from Prior FY	% Increase/(Decrease) from Prior FY
	Prior FY	Budget FY		
Maintenance & Operation	5,954,258	5,610,600	(343,658)	-5.8%
Instructional Improvement	90,000	90,000	0	0.0%
English Language Learner	0	0	0	0.0%
Compensatory Instruction	0	0	0	0.0%
Classroom Site	985,173	1,251,538	266,365	27.0%
Federal Projects	2,006,500	2,006,500	0	0.0%
State Projects	65,000	65,000	0	0.0%
Unrestricted Capital Outlay	514,604	303,911	(210,693)	-40.9%
New School Facilities	0	0	0	0.0%
Adjacent Ways	0	50,000	50,000	
Debt Service	1,000	1,000	0	0.0%
School Plant Fund	40,000	40,000	0	0.0%
Auxiliary Operations	125,000	100,000	(25,000)	-20.0%
Bond Building	0	0	0	0.0%
Food Service	300,000	300,000	0	0.0%
Other	3,219,000	3,231,000	12,000	0.4%

M&O FUND SPECIAL EDUCATION PROGRAMS BY TYPE		
Program (A.R.S. §§15-761 and 15-903)	Prior FY	Budget FY
Total All Disability Classifications	599,794	599,794
Gifted Education	0	0
Remedial Education	0	0
ELL Incremental Costs	0	0
ELL Compensatory Instruction	0	0
Vocational and Technical Education (non-CTED)	0	0
Career Education (non-CTED)	0	0
Career Technical Education (CTED)	85,000	72,000
TOTAL	684,794	671,794

PROPOSED STAFFING SUMMARY				
Staff Type	Purchased Services Personnel FTE	Employee FTE	Total FTE	Staff-Pupil Ratio
Certified --				
Superintendent, Principals, Other Administrators	0	6	6	1 to 68.1
Teachers	0	32	32	1 to 12.8
Other	0	0	0	1 to
Subtotal	0	38	38	1 to 10.8
Classified --				
Managers, Supervisors, Directors	0	2	2	1 to 204.3
Teachers Aides	0	13	13	1 to 31.4
Other	0	24	24	1 to 17.0
Subtotal	0	39	39	1 to 10.5
TOTAL	0	77	77	1 to 5.3
Special Education --				
Teacher		1	1	1 to 22.0
Staff		7	7	1 to 16.5

FY 2024 Truth in Taxation Work Sheet (A.R.S. §15-905.01)

1.	FY 2024 Truth in Taxation Base Limit (from FY 2023 TNT work sheet, line 3 + line 11)	\$ <u>0</u>	
2.	Deduction for discontinued programs	<u>0</u>	
3.	Adjusted FY 2024 TNT Base Limit	\$ <u><u>0</u></u>	primary property tax rate Related to Budgeted Expenditures

FY 2024 Budgeted Expenditures

4.	Desegregation (no longer a primary levy, must be zero)	\$ <u>0</u>	
5.	Dropout Prevention (from page 1, line 27)	<u>0</u>	
6.	Joint Career and Technical Education and Vocational Education Center	<u>0</u>	
7.	Small School Adjustment (from page 7, line 4, columns A and B)	\$ <u>0</u>	

Adjustments for FY 2023 Expenditures

8.	Desegregation, Dropout Prevention, and Joint Career and Technical Education and Vocational Education Center		
a.	FY 2023 Total Actual Expenditures for programs above	\$ <u>0</u>	
b.	Sum of FY 2023 original budget amounts for programs above (from FY 2023 TNT work sheet, sum of lines 4, 5, and 6)	<u>0</u>	
c.	Expenditures over/(under) original budget (line 8.a minus line 8.b)	\$ <u>0</u>	
9.	Small School Adjustment		
a.	FY 2023 final budget for Small School Adjustment	\$ <u>0</u>	
b.	FY 2023 original budget for Small School Adjustment (from FY 2023 TNT work sheet, line 7)	\$ <u>0</u>	
c.	Amount over/(under) budget for Small School Adjustment (line 9.a minus line 9.b)	\$ <u>0</u>	
10.	Total (add lines 4 through 7 and line 8.c. and line 9.c.)	\$ <u><u>0</u></u>	
11.	Excess over Truth in Taxation Limit (1) (Line 10 minus line 3. If negative, enter zero.)	\$ <u><u>0</u></u>	
12.	Amount to be Levied in FY 2024 for Adjacent Ways pursuant to A.R.S. §15-995 (from page 5, footnote 2) (1)	\$ <u>50,000</u>	
13.	Amount to be Levied in FY 2024 for Liabilities in Excess of the Budget pursuant to A.R.S. §15-907 (1)	<u>0</u>	

Calculations for Truth in Taxation Notice

A.	Sum of lines 11, 12, and 13	\$ <u>50,000</u>	
B.1.	Current Assessed Value	<u>0</u>	
B.2.	(Line 3 divided by line B.1) x \$10,000	<u>0</u> (2)	
C.1.	Sum of lines 3, 11, 12, and 13	\$ <u>50,000</u>	
C.2.	(Line C.1 divided by line B.1) x \$10,000	<u>0</u> (2)	

- (1) If an amount on line 11, 12, or 13 is greater than zero, the district must publish a Truth in Taxation Hearing Notice as described in A.R.S. §15-905.01.
- (2) \$10,000 is used in these calculations to determine the amounts to include on the truth in taxation hearing notice for a \$100,000 home, as property taxes on residential properties are levied at 10% of the assessed valuation per A.R.S. §42-15003.

5.E. Approve Renewal of Food Services Management Contract with Southwest Foodservice Excellence for FY 2023-24

5.F. Recruiting and Retention Incentives for New Bus Drivers

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 - July 11, 2023 at 6:00 p.m.
- ASBA Annual Law Conference - Sep 6, 2023 through Sep 8, 2023

7. ADJOURNMENT