



## **Regular Board Meeting Agenda**

**Tuesday, September 12, 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 August 8, 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, August 8, 2023**

**Members present**

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

**Administrators present**

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

**Others present**

5 community members

**1. OPENING ITEMS**

**1.A. Call to Order**

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

**1.B. Roll Call**

**1.C. Pledge of Allegiance**

**1.D. Invocation**

**1.E. Adoption of Agenda**

Motion to adopt the Agenda with a change on 5A from Jason Whetten to Anthony Whetten

Final Resolution: Passed

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

**1.F. Approve Minutes of the July 11, 2023 Regular Board Meeting**

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

Final Resolution: Motion passed

Yes: Eldon Larsen, Andrew Bushman, Karsten Flake

Abstained: Dayton Flake

**1.G. Superintendent's Report**

**2. CALL TO THE PUBLIC**

None

**3. CONSENT AGENDA**

Motion to approve the Consent Agenda by Eldon Larsen; second by Karsten Flake

Final Resolution: Motion passed

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

**3.A. Approve Expense Vouchers**

Action to ratify district vouchers for the period 7/1/2023 through 7/31/2023.

**General and Special Funds:** #31 \$26,207.11 (encumbered); #1064 \$90,598.19 (encumbered); #1065 \$84,598.55 (encumbered); #1066 \$19,231.36 (encumbered); #1 \$45,084.52; #2 \$69,872.92; #1000 \$21,000.00; #1001 \$40,267.59; #1002 \$191,821.47; #1003 \$60,142.84; #1004 \$28,226.76

**Auxiliary Operations Funds:** #1086 \$2,329.36 (encumbered); #1001 \$420.52; #1003 \$50.00

**Student Activities Fund: #1085 \$466.28 (encumbered)**

**3.B. Student Activities Fund Report**

Revenues, expenditures and charges in the Student Activities Fund Report; 2022-23 encumbered period 7/1/2023 through 7/31/2023.

**3.C. Approve Qualified Evaluators for Certified Staff**

**4. POSSIBLE EXECUTIVE SESSION**

None

**5. ACTION ITEMS**

**5.A. Personnel Requests**

<b>Name</b>	<b>Assignment</b>	<b>Action</b>
Barton, Aylissa	Bus Monitor	Approval
Beatty, Owen	Volunteer - HS Campus	Approval
Bowler, Laurie	Class Sponsor	Assignment
Bowler, Laurie	NCA (Cognia) Chairperson	Assignment
Bowler, Laurie	National Honor Society	Assignment
Bowler, Laurie	Tutor (Certified)	Assignment
Brawley, Micah	Class Sponsor	Assignment
Brawley, Micah	Skills USA	Assignment
Bushman, Adriane	Hospitality Coordinator	Renewal
Bushman, Jess	Class Sponsor	Assignment
Case, Greg	Class Sponsor	Assignment
Deiparine, Sheryl-ann	Event Worker	Appointment
Edwards, Jeri	Class Sponsor	Assignment
Fischer, Brad	Class Sponsor	Assignment
Fish, Dustin	Asst. Coach - JH Football	Appointment
Fish, Dustin	Head Coach - 8th Grade Boys Basketball	Appointment
Fish, T.C.	Head Coach - 7th Grade Boys Basketball	Appointment
Fish, T.C.	Head Coach - JH Football	Appointment
Gayer, Michael	Class Sponsor	Assignment
Gayer, Michael	Tutor (Certified)	Assignment
Hancock, Roland	Class Sponsor	Assignment
Hancock, Roland	FBLA Advisor	Assignment
Henrie, Bevan	Bus Driver	Appointment
Hutchens, Dan	Band Director	Assignment
Hutchens, Neleigha	Event Worker	Renewal
Johnstun, Aaron	Class Sponsor	Assignment
Kinlicheenie, Latrell	Asst. Coach - HS Football	Appointment
Kinlicheenie, Tawnya	Substitute Teacher	Appointment
Krebs, Gerard	Herd Coach - JH Wrestling	Renewal
Lampsa, Kamryn	Event Worker	Appointment

Name	Assignment	Action
Larsen, Eldon	Volunteer Coach	Acceptance
Layden, Shawn	Class Sponsor	Assignment
Miller, Kylie	Class Sponsor	Assignment
Mosier, Jo Ann	Volunteer	Appointment
Murdock, Staisha	Bus Monitor	Approval
Neal, Lillian	HS Student Council	Assignment
Peterson, Amy	Class Sponsor	Assignment
Powers, Megan	Athletic Volunteer	Acceptance
Powers, Megan	Event Worker	Appointment
Randall, Julie	Instructional Specialist (Yearbook)	Renewal
Randall, Julie	Red Ribbon Coordinator	Assignment
Randall, Julie	Yearbook Advisor	Assignment
Rindlisbacher, John	Bus Driver	Appointment
Rodrigues, Christina	Class Sponsor	Assignment
Rodrigues, Christina	FFA/AG Club Advisor	Assignment
Rush, Kay	Class Sponsor	Assignment
Rush, Kay	JH Student Council	Assignment
Salley, Holli	Choir Director	Assignment
Salley, Holli	Event Worker	Appointment
Smith, Tyson	Class Sponsor	Assignment
Smith, Tyson	Hot Rod Club Sponsor	Assignment
Smith, Tyson	Skills USA	Assignment
Spurlock, Sharon	Substitute Teacher	Appointment
Thiel, Maureen	Instructional Aide	Ratification
Tenney, Britney	Assistant Cross Country Coach	Appointment
Whetten, Anthony	Assistant Drama Coach	Renewal
Whetten, Jason – **CHANGED to Anthony	Class Sponsor	Assignment
Whetten, Jason	Drama Coach	Renewal

Motion to approve the personnel requests by Eldon Larsen; second by Dayton Flake

Final Resolution: Motion passed

Yes: Andrew Bushman, Dayton Flake, Karsten Flake

Abstained: Eldon Larsen

## 6. INFORMATION ITEMS

### 6.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

IFF-Textbook/Supplementary Materials Selection and Adoption

### 6.B. Requests for Future Agenda Items

**6.C. Upcoming Meetings and Events Calendar**

- Next Regular Board Meeting - September 12, 2023; 6:00 p.m.
- ASBA Annual Law Conference - Sep 6, 2023 through Sep 8, 2023

**7. ADJOURNMENT**

Motion to adjourn by Eldon Larsen; second by Karsten Flake

Final Resolution: Motion passed

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

Meeting adjourned at 6:20 pm

APPROVED:

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Board Clerk or President

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

## Governing Board Report: September Meeting

Joseph City Unified School District

Current Events and Updates

Prepared by: B. Fields

- My goals are attached to the Board packet next to this report. If the Board is interested in setting some goals for this year, please let me know. It may take an additional meeting but it may be worth it.
- Title One Information Night was conducted at our elementary school on August 22. Ruth Hansen in charge and approximately 50 students were represented by parents attending this event. I would like to thank her, Mr. Mosier, and the rest of the staff who put this together.
- We had an accident occur at the gates going into the parking lot at the high school campus. We are taking steps to prevent this from happening again. No one was injured, however, some damage to a parent's vehicle occurred. We'll be working with insurance to make sure that the damages are taken care of.
- We've had several coaches take the online certification course that the Board authorized for additional pay. This is a good thing because it is a training that we hoped most of our coaches would take.
- We have several facilities projects in place that have had little or no progress over the past month. These include: Auditorium and Vocational Roofs, Green Room HVAC, Energy and HVAC Overhaul for both campuses.
- We've received quotes for the following. This is just for planning purposes and we are not proceeding with these projects at this time.
  - Track: \$773,000 and \$649,000
  - FB Turf: \$287,000
  - BB Field: \$211,000
  - SB Field: \$102,000
  - Elementary Gym Floor: \$116,000
- We are looking at an add-on for our current "Wildcat App". This add-on would make allow us to have all communication with parents and students go through a consistent and safe means through our app(website). This program has the potential to improve our communication between teachers and parents.
- I had the opportunity to testify in front of the Arizona Corporation Commission last week. My testimony was in regards to the potential economic impact to the school district when the power plant shuts down. The hearing went fine and we will wait to see what is finalized. At this point, APS has set aside \$5,000,000 to provide to the Joseph City School District when Cholla decommissions.
- The District has been approached about a potential "Stich Lab" being located on our campus that would focus on training students in Industrial Sewing. Currently the "Lab" is located in Winslow for the area but where they are located may not be an option for next year. I've met with the organization and it would take some work for us to set something up on our campus

but it may be worth it. I will keep the Board posted on any progress that is made with this project.

- We conduct bus evacuations twice a year. Our evacuations are coordinated through Deo Diaz and the Building Principals, and every student is to participate. Thanks to the aforementioned people we had our bus evacuations conducted as normal a few weeks back. In the news I saw where Mogollon's FB team bus caught on fire during their last game. Fortunately, no one was injured. This is a good example of why we conduct these drills and why we shouldn't become complacent.
- For the first time in a long time, our high school FB team had a lightning delay for the home game on September 1<sup>st</sup>. Our policy is to refrain from having students in harms' way for 30 minutes when lightening is within a 10-mile radius. The game was postponed an hour. I'd like to commend the HS Administration for being on top of this and taking this precaution. In the future we will make sure that the announcer also requests that the bleachers be cleared. Our bleachers are metal and could be a hazard when lightening is in the area.

## Joseph City Unified School District Goals for 2023 - 2024 School Year

*Developed by Bryan Fields, Superintendent*

Vision: Administer and maintain viable educational and supportive systems for Joseph City students. Inspire, empower, and challenge staff in assisting students in developing, socially, physically, and intellectually.

Mission: Inspire a passion for learning by making education relevant and fun.

- Maintain financial accountability with District funds, including long-term planning to prepare for a potential loss of enrollment and/or funds when Cholla Power Plant decommissions.
- Drive the schools' improvement processes.
- Improve student achievement scores across the board. Emphasis will be placed on Mathematics.
- Oversee staff professional development and promote best practices.
- Recruit and retain the best staff for Joseph City Students.



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

Fund		Budget	YTD Expenses	Encumbrances	Budget Balance
001	Maintenance & Operation	\$5,610,600	\$ 849,259	\$3,846,094	\$ 915,247
010-013	Classroom Site Funds	\$1,251,538	\$ 12,328	\$ 170,112	\$1,069,097
100-130	Title I	\$ 180,000	\$ 12,104	\$ 110,838	\$ 57,057
140-150	Title II - Profesional Development	\$ 40,000	\$ -	\$ 359	\$ 39,641
200-209	Title VII - Indian Education	\$ 15,000	\$ -	\$ 9,600	\$ 5,400
220-229	IDEA/Special Education Grants	\$ 230,000	\$ 8,683	\$ 120,607	\$ 109,380
230	Johnson-O'Malley (JOM)	\$ 4,500	\$ 13	\$ 566	\$ 3,921
260-270	Career & Technical Ed (CTE) - Federal	\$ 16,000	\$ 874	\$ 7,271	\$ 7,856
290-291	Medicare Reimbursement	\$ 60,000	\$ -	\$ -	\$ 60,000
301	Az School Nurse Access Program	\$ 73,000	\$ 7,145	\$ 65,690	\$ 165
326-346	ESSER / CARES / ESG	\$ 988,459	\$ -	\$ 328	\$ 988,131
374	E-Rate	\$ 75,000	\$ 3,462	\$ -	\$ 71,538
390-396	REAP (Federal Rural Assistance)	\$ 45,000	\$ -	\$ -	\$ 45,000
400	Career & Technical Ed (CTE) - State	\$ 5,000	\$ 276	\$ 2,792	\$ 1,932
500	School Plant (Sale)	\$ 40,000	\$ -	\$ 17,192	\$ 22,808
510	Food Service	\$ 300,000	\$ 33,860	\$ 260,878	\$ 5,261
515	Civic Center	\$ 60,000	\$ -	\$ 260	\$ 59,740
520	Preschool Tuition	\$ 15,000	\$ 498	\$ 5,187	\$ 9,315
525	Auxiliary Operations	\$ 125,000	\$ 32,638	\$ 18,298	\$ 74,064
526	Extracurricular Activities Tax Credit	\$ 50,000	\$ 22	\$ 572	\$ 49,405
530	Gifts & Donations	\$ 550,000	\$ -	\$ -	\$ 550,000
535-539	CTE & Vocational Education Projects	\$ 15,000	\$ 2,839	\$ 111	\$ 12,050
550	Insurance Proceeds	\$ 60,000	\$ -	\$ -	\$ 60,000
565	Litigation Recovery	\$ 35,000	\$ -	\$ -	\$ 35,000
570	Indirect Costs	\$ 75,000	\$ 1,082	\$ 10,174	\$ 63,744
585	Insurance Refunds	\$ 10,000	\$ -	\$ -	\$ 10,000
596	NAVIT	\$ 45,000	\$ 1,459	\$ 12,277	\$ 31,264
597	CTE Credentials	\$ 1,149	\$ -	\$ -	\$ 1,149
610	Capital Outlay	\$ 303,911	\$ 236,887	\$ 47,997	\$ 19,027
620	Adjacent Ways	\$ 50,000	\$ 19,579	\$ 3,163	\$ 27,259
665	Energy and Water Savings	\$ 48,000	\$ -	\$ -	\$ 48,000
686	SFB Emergency Deficiency Correction	\$ 90,000	\$ -	\$ -	\$ 90,000
691	SFB Building Renewal Grant	\$2,000,000	\$ -	\$ 212,402	\$1,787,598
850	Student Activities	\$ 60,000	\$ 2,017	\$ 5,981	\$ 52,002
TOTAL		\$ 12,527,157	\$ 1,225,027	\$ 4,928,750	\$ 6,382,050

## 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 period 8/1/2023 through 8/31/2023.

**General and Special Funds:** #1067 \$8,336.71 (encumbered); #1068 \$25,122.12 (encumbered); #1069 \$20,645.80 (encumbered); #1070 \$46913.05 (encumbered); #3 \$166,284.20; #4 \$173,408.85; #1005 \$62,892.12; #1006 \$17,599.73; #1007 \$665.50; #1008 \$286,206.89; #1009 \$15,313.77

**Auxiliary Operations Funds:** #1087 \$6,247.89 (encumbered); #1088 \$34,230.00 (encumbered); #1006 \$1,510.84; #1008 \$525.00; #1010 \$25,141.00; #1011 \$2,040.31

**Student Activities Fund:** #1007 \$383.98; #1012 \$1,632.88

### 3.B. Student Activities Fund Report

Revenues, expenditures and charges in the Student Activities Fund Report; period of 8/1/2023 through 8/31/2023.

## Joseph City USD External Funds

### Student Activities Summary Report

Fiscal Year: 2022-2023

From: 8/1/2023

To: 8/31/2023

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	557.11	.00	.00	557.11	.00	557.11
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	2,093.11	.00	.00	2,093.11	.00	2,093.11
203.610 Joseph City High School Student Council	4,572.20	.00	.00	4,572.20	.00	4,572.20
203.611 Joseph City High School National Honor Society	591.68	.00	.00	591.68	.00	591.68
203.612 Joseph City High School Softball	2,497.44	.00	.00	2,497.44	.00	2,497.44

## Joseph City USD External Funds

### Student Activities Summary Report

Fiscal Year: 2022-2023

From: 8/1/2023

To: 8/31/2023

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	1,130.08	.00	.00	1,130.08	.00	1,130.08
203.615 Joseph City High School Cheerleaders	4,415.10	.00	.00	4,415.10	.00	4,415.10
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	1,308.68	.00	.00	1,308.68	.00	1,308.68
203.619 Joseph City High School Volleyball	5,884.63	.00	.00	5,884.63	.00	5,884.63
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	943.62	.00	.00	943.62	.00	943.62
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	780.48	.00	.00	780.48	.00	780.48
203.637 Joseph City High School Class of 2024	2,068.40	.00	.00	2,068.40	.00	2,068.40

## Joseph City USD External Funds

### Student Activities Summary Report

Fiscal Year: 2022-2023

From: 8/1/2023

To: 8/31/2023

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	935.00	.00	.00	935.00	.00	935.00
500.300 Districtwide UNDESIGNATED	(.06)	.00	.00	(.06)	.00	(.06)
500.600 Districtwide UNDESIGNATED	4.25	.00	.00	4.25	.00	4.25
<b>GRAND TOTALS</b>	<b>36,218.67</b>	<b>.00</b>	<b>.00</b>	<b>36,218.67</b>	<b>.00</b>	<b>36,218.67</b>

End of Report

### **3.C. Disposal of Surplus Property**

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

# AUCTION ITEMS

## Page 1

Old Balance balls



More comp desks



Slanted desks



HS bleacher pumps and metal parts



# AUCTION ITEMS

## Page 2

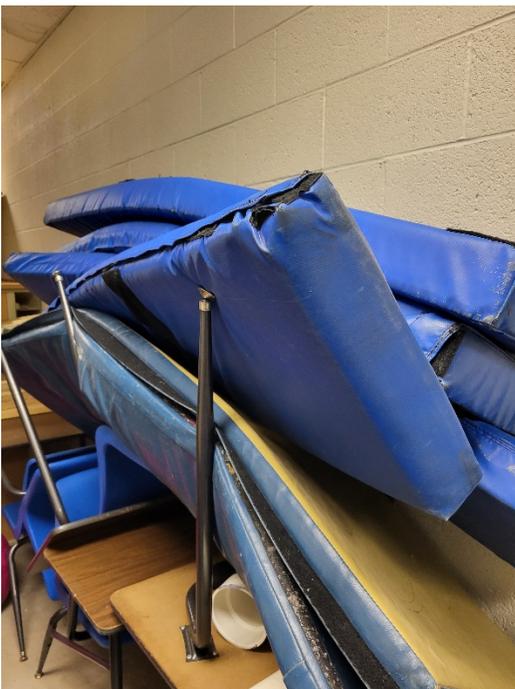
Old plaster molds (a lot broken)



Volleyball net (worn/torn)



HS Pillar matts



HS swinging gate posts



# AUCTION ITEMS

## Page 3

Metal drawer



Old World Maps



Preschool tables



Metal magazine rack



# AUCTION ITEMS

## Page 4

Auto scrubber (Elem)



Book shelves (4)



Pillars



TV's and DVD's



# AUCTION ITEMS

## Page 5

Filing Cabinets (Will be keeping many more not shown)



Office supplies



Old science supplies



# AUCTION ITEMS

Page 6

Pillars



Vacuums for parts



Preschool storage units (books we are keeping) Miscellaneous in auction



**3.D. Student Fundraisers**

Organization	Description	Action
High School Wrestling Team	Seeking Donations - Giving Campaign	Ratification

**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
Antonio, Shawnti	Concession Worker	Appointment
Buckley, Avery	Event Worker	Appointment
Chapman, Sonya	Tutor - Noncertified	Assignment
Deiparine, Sheryl-ann	Tutor - Certified	Assignment
Garner, Catrina "Trina"	Volunteer (Elementary)	Acceptance
Goodman, Tanya	Substitute Teacher	Ratification
Hancock, Ava	Concession Worker	Appointment
Hancock, Ava	Seasonal Worker	Appointment
Hancock, Roland	Concession Coordinator - School Year	Renewal
Hansen, Ruth	Tutor - Certified	Assignment
Howerton, Leon	Concession Worker	Appointment
Jesmer, Gabrielle	Concession Worker	Appointment
Jesmer, Samantha	Concession Worker	Appointment
Johnson, Zane	Volunteer (High School)	Acceptance
Kelley, Dayna	Volunteer (High School)	Acceptance
Krebs, Gerard	Bus Driver	Renewal
Miller, Mariah	Concession Worker	Appointment
McLaws, Jimmie	Concession Worker	Appointment
Metzger, Kelly	Tutor - Certified	Assignment
Neill, Ava	Concession Worker	Appointment
Scott, Sara	Concession Worker	Appointment
Serna, Markos	Volunteer (High School)	Acceptance
Turley, Susie	Volunteer (Elementary)	Acceptance
Young, Claire	Substitute Teacher	Ratification

**5.B. Approval of 2022-23 Performance Pay Plans for Teachers and Certified Specialists and Classroom Site Fund Allocation**

Annual performance plans for staff.

**Specialist (Speech Pathologist) Performance Pay Plan 2023 – 2024**

- The amount of the stipend associated with this plan will be the same amount (estimated to be \$2,000) that qualifying certified teachers will receive.
- This plan is designed specifically for JCUSD Specialist and Speech Pathologist, Natalie Hancock, for the 2023 – 2024 school year.

To qualify for the compensation associated with this plan the following must be performed to an adequate extent under the supervision of the Superintendent.

- 1) As requested by the Superintendent or by the Special Education Director, serve as a Point of Contact for parents of special needs students at the Elementary school.
- 2) Assist the preschool teacher(s) with completing all IEP paperwork and maintaining procedural and legal compliance.
- 3) Attend additional IEP meetings by request as a special education liaison to assist students, guardians, and staff with communication and solutions that promote student growth and success.
- 4) 10 CEUs continuing certification shall be earned during the year as a professional development requirement.
- 5) Maintain a documentation log of the above listed items.
- 6) Obtain membership to a professional organization of School Speech Pathologists or Special Education Leaders. Fees associated with this membership may be paid by the District.
- 7) A summative evaluation rating of 'Effective' or better is received.

The evaluation of the progress towards completion of this plan will be documented and awarded at the end of each semester.

## Joseph City Unified School District Performance Pay Plan

Joseph City Unified School District, in accordance with S.B. 1074, A.R.S. 15-920.01 and A.R.S. 15-977 participates in a Performance Based Compensation Plan. This annual plan provides some JCUSD staff with the opportunity to earn additional compensation each school year through their participation in site based, student academic achievement, professional development, or other approved activities.

### 2023 - 2024 Teacher Outline for 301 Performance Funds:

The amount that each staff member who completes and qualifies for performance pay will be \$2,000. This compensation will be divided into separate payments made to qualifying staff in December 2023 and June 2024.

#### Professional Development

- Each individual teacher will log a minimum of 15 clock hours of professional development which will include the following: Training and professional development, approved by the Principal, which aligns with the established site goals and are documented for the purpose of meeting the required hours of this performance plan.

#### Student Performance

- Teachers need to submit Student Learning Objectives (S.L.O.) forms to their Principal by October 20, 2023.
- At least 75% of a teacher's student learning objectives are met and verified by the building principal by May 3, 2024.

#### Meaningful Student Enrichment

- Teachers shall document two 'flex days' (16 hours) during the school year which will enrich students' educational experience. These days/hours are to be preapproved by the Principal and will occur outside of the regularly scheduled classroom instructional time.

#### Evaluation of Overall Performance

- A teacher's summative evaluation will be a rating of 'Effective' or 'Highly Effective' to qualify for performance pay funds. The 4 ratings are 'Ineffective', 'Developing', 'Effective', and 'Highly Effective'. A teacher in their first year of teaching may receive a rating of 'Developing' or higher and still qualify for the entire performance plan compensation. A teacher in their second year teaching at Joseph City Schools will need to have a rating of 'Effective' or higher to qualify for the performance pay funds.

**Professional Development Log**

**Teacher:** \_\_\_\_\_ **School Year:** \_\_\_\_\_ - \_\_\_\_\_

Professional development activities should represent a cross-section of the Professional Teaching Standards. Following, are a number of limited examples; other activities may qualify so you should discuss options with your Principal if doubts arise: Learning Environment or Professionalism—Staff meetings, mandatory in-service, district committee work, tutoring (non-paid); Knowledge, Delivery, Planning-workshops, trainings, conferences, seminars, College courses for graduate credit. This sheet may be duplicated if more room is needed.

Professional Standard & Development Activity	Date	Location and Hours	Evidence of Satisfactory Completion Received
			<input type="checkbox"/> Grade <input type="checkbox"/> Certificate <input type="checkbox"/> Other
			<input type="checkbox"/> Grade <input type="checkbox"/> Certificate <input type="checkbox"/> Other
			<input type="checkbox"/> Grade <input type="checkbox"/> Certificate <input type="checkbox"/> Other
			<input type="checkbox"/> Grade <input type="checkbox"/> Certificate <input type="checkbox"/> Other
			<input type="checkbox"/> Grade <input type="checkbox"/> Certificate <input type="checkbox"/> Other
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			<input type="checkbox"/> Grade <input type="checkbox"/> Certificate <input type="checkbox"/> Other
			<input type="checkbox"/> Grade <input type="checkbox"/> Certificate <input type="checkbox"/> Other

Student Learning Objective Progress Form

*Directions: This form is a tool to assist teachers in setting an objective that results in measurable learner progress. NOTE: When applicable, learner progress should be the focus of the objective. Enter information electronically into the cells (the boxes will expand to fit the text).*

**Teacher's Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **School Year:** \_\_\_\_\_

**Initial Objective Submission Date:** \_\_\_\_\_

<b>I. Setting</b> (Describe the population and special learning circumstances)	
<b>II. Content/Subject/Field Area</b> (The area/topic addressed based on learner achievement, data analysis, or observational data)	
<b>III. What is Being Used for Baseline Data:</b>	
<b>IV. What Is Being Identified from The Data:</b>	

***V. Objectives (Describe what you want learners/program to accomplish)***

**1.**

**2.**

**3.**

**4.**

**5.**

**6.**

**7.**

**8.**

**9.**

**10.**

<b><i>VI. Means for Attaining Objective (Strategies used to accomplish the objective)</i></b>	
<b>Strategy</b>	<b>Evidence</b>

<p><b><i>VII. Mid-Year Review (Describe objective progress and other relevant data)</i></b></p>	<p>Mid-year review conducted on _____</p> <p>Initials: _____ (teacher) _____ (evaluator)</p> <p><input type="checkbox"/> Data attached</p>
---	--

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**End-of-Year Review**

**Academic Goals Were Met:**  *Yes*  *No*

**Professional Development Completed:**  *Yes*  *No*

**Flex Days Completed:**  *Yes*  *No*

**Evaluation:**  *Yes*  *No*

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_



## JH-HS Site Goals 2023 - 2024

Goal	Key Activities/Strategies
Provide college and career preparation for all students	<ul style="list-style-type: none"> <li>● At the end of each semester, teachers will utilize class time to help students do career related activities from My Future AZ. These will be assigned by Dan Bushman.</li> </ul>
Put a greater emphasis on reading (especially with the loss of AR time with the new state test prep course).	<ul style="list-style-type: none"> <li>● Students will be measured through the STAR Reading Test</li> <li>● The goal is one year's growth for each student.</li> <li>● Teachers will focus on content-specific vocabulary weekly in class.</li> <li>● Teachers will support AR reading during free time in their individual classes and in our state test prep course.</li> </ul>
Students will either pass the state standardized tests or improve a performance level	<ul style="list-style-type: none"> <li>● Teachers will provide instruction on how to take notes in their content areas.</li> <li>● Teachers will also provide instruction on test-taking skills to the students assigned to their test prep class.</li> </ul>

### **2023 - 2024 JCUSD Guidance Counselor Performance Pay Plan**

- The amount of the stipend associated with this plan will be the same amount that certified teachers receive during the 2023 – 2024 school year
- This plan is designed for JCUSD Guidance Counselor and Testing Coordinator, Dan Bushman

To qualify for the compensation associated with this plan the following must be performed to an adequate extent under the supervision of the building Principal.

- 1) Complete the Professional Development requirements outlined in the certified teacher performance pay plan.
- 2) Complete on a monthly basis, or as requested, the form that documents hours worked on items in this plan (Time and Effort Log Sheet)
- 3) Assist CTE teachers to improve students' end of course assessments.
- 4) Work with all students to complete the ECAP forms and communicate these with the parents.
- 5) Work in concert with staff to administer standardized assessments and provide data and reports to all stakeholders.

**Specialist (School Nurse) Performance Pay Plan 2023 – 2024**

- The amount of the stipend associated with this plan will be the same amount (estimated to be \$2,000) that qualifying certified teachers will receive.
- This plan is designed specifically for Joseph City Schools' Nurse, Shelley Mills, for the 2023 – 2024 school year.

To qualify for the compensation associated with this plan the following must be performed to an adequate extent under the supervision of the Superintendent, Bryan Fields.

- 1) Receive a rating of 'Effective', 'Satisfactory', or better on the Nurse Summative Evaluation scale.
- 2) Complete at least 15 hours of professional development, that has been approved in advance by the Superintendent, during the school year.
- 3) Organize at least 2 immunization clinics for students and families.
- 4) Attend county health meetings as a representative of Joseph City Schools.
- 5) Maintain documentation of the above listed items.
- 6) 10 CEUs continuing certification shall be earned during the year as a professional development requirement.
- 7) Receive a 'Satisfactory' or better rating on the employee performance evaluation.

The evaluation of the progress towards completion of this plan will be documented and awarded at the end of each semester.

### **5.C. 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

IFF-Textbook/Supplementary Materials Selection and Adoption

# POLICY SERVICES

## ALERT

Volume 35, Number 2

July 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

### Summary

In May 2023, ASBA amended policies IGA, IGD, and IJJ to comply with open meeting law requirements for curriculum development/adoption and textbook/materials selection/adoption. The May advisory stated that all **board-authorized** policies shall be subject to open meeting law. The statute, §15-721/722, simply says “authorized.” Thus, the policy is amended to delete the word “board.” While it is true that all superintendent committees are technically “board-authorized” by policy, it is unnecessarily confusing to add the word board to authorized because it creates the misconception that superintendent created committees do not need to follow open meeting law, which they may under §15-721/15-722. Thanks to school attorneys Chris Thomas and Carrie O’Brien at Gust Rosenfeld for bringing this issue to our attention.

### Policy Alert Discussion

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

The word **board** has been deleted from the sentence reading “Board-authorized textbook selection committees shall comply with open meeting law requirements (A.R.S. 15-721(F) or 15-722(B)).” The deletion of board is intended to conform the policy more closely to statute. Open meeting law questions should be referred directly to district legal counsel and or policy services.

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If you have any questions, call Policy Services at (602) 254-1100. Ask for Nick Buzan, Director of Legal and Policy Services; Dr. Charlotte Patterson, Policy Analyst; Lynne Bondi, Policy Analyst; or Renae Watson, Policy Services Technician/Editor/Publisher. Our e-mail addresses are, respectively, [nbuzan@azsba.org], [cpatterson@azsba.org], [lbondi@azsba.org], and [rwatson@azsba.org]. You may also fax information to (602) 254-1177.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to 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

**6. INFORMATION ITEMS**

**6.A. Food Service Administrative Review Report**



# ARIZONA DEPARTMENT OF EDUCATION

## Health and Nutrition Services Division

### Administrative Review Summary Report

School Food Authority Name: Joseph City Unified District

CTD: 09-02-02

Site: Joseph City High School

Contacts: Bryan Fields-Superintendent and Steven Mills-Business Manager

Review Date: May 8, 2023

Review Period: April 2023

Programs Reviewed:

National School Lunch

School Breakfast

Afterschool Snack

Fresh Fruit & Vegetable

Special Milk

At-Risk Afterschool Meals

No.	Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
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#### Performance Standard 1: Certification and Benefit Issuance – Critical Area

No Findings

#### Performance Standard 1: Meal Counting and Claiming – Critical Area

No Findings

#### Performance Standard 2: Meal Components & Quantities – Critical Area

No Findings

#### Performance Standard 2: Dietary Specifications and Nutrient Analysis – Critical Area

No Findings

#### Meal Access & Reimbursement: Certification and Benefit Issuance

No Findings

#### Meal Access & Reimbursement: Verification

No Findings

#### Meal Access & Reimbursement: Meal Counting and Claiming

No Findings

#### Meal Pattern & Nutritional Quality: Offer Versus Serve

No Findings

#### Meal Pattern & Nutritional Quality: Meal Components and Quantities

No Findings

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**Resource Management**

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No Findings

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**Procurement**

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No Findings

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**General Program Compliance: Civil Rights**

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No Findings

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**General Program Compliance: SFA On-Site Monitoring**

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No Findings

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**General Program Compliance: Local Wellness Policy**

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No Findings

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**General Program Compliance: Competitive Food Services**

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No Findings

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**General Program Compliance: Professional Standards**

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No Findings

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**General Program Compliance: Water**

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No Findings

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**General Program Compliance: Food Safety, Storage and Buy American**

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No Findings

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**General Program Compliance: Reporting and Recordkeeping**

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No Findings

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**General Program Compliance: School Breakfast Program and Summer Food Service Program Outreach**

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No Findings

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**Other Federal Program Reviews: Afterschool Snack Program**

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No Findings

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**Other Federal Program Reviews: Seamless Summer Option**

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Will be reviewed in Summer 2023 if applicable.

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**Other Federal Program Reviews: Fresh Fruit and Vegetable Program**

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No Findings

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**Other Federal Program Reviews: Special Milk Program**

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No Findings

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**Other Federal Program Reviews: At-Risk Afterschool Meals**

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No Findings

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Comments/Recommendations:

Joseph City Unified District has completed the Administrative Review for the 2022-2023 school year. Thank you for your hospitality and sense of urgency during the review process. You are doing a great job implementing the NSLP and SBP. It is evident that you are continuously working to ensure your students are fed healthy meals.

**To stay on track with NSLP requirements, check out the NSLP at a Glance Calendar & Monthly Checklist on our website at <https://www.azed.gov/hns/nslp/forms> under the Calendars and Checklists tab.**

**Training: In-person classes, web-based training, and how-to guides can be found on ADE's website at <https://www.azed.gov/hns/nslp/training>.**

Fiscal Action Assessed?

- |  |                                    |     |
|--|------------------------------------|-----|
| <input checked="" type="checkbox"/> No- SBP  | <input type="checkbox"/> Yes- SBP  | \$0 |
| <input checked="" type="checkbox"/> No- NSLP | <input type="checkbox"/> Yes- NSLP | \$0 |

Fiscal Action under \$600 will be disregarded.

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Reviewer Signature \_\_\_\_\_ Date \_\_\_\_\_

If you disagree with any finding that affects the claim for reimbursement, you may appeal the decision by following the [School Food Authority Appeal Procedure for the Administrative Review](#) found under the Reviews Conducted by the State Agency accordion on ADE's National School Lunch and School Breakfast Program webpage.

Tom Horne, Superintendent of Public Instruction  
1535 West Jefferson Street • Phoenix Arizona 85007 • [www.azed.gov](http://www.azed.gov)  
“We are a service organization committed to raising academic outcomes and empowering parents.”

This institution is an equal opportunity provider.

**6.B. 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.C. Upcoming Meetings and Events Calendar**

- Next Regular Board Meeting - October 10, 2023; 6:00 p.m.

**7. ADJOURNMENT**