



Regular Board Meeting Agenda

Tuesday, October 10, 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 September 12, 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, September 12, 2023**

Members present

Eldon Larsen, President; Karsten Flake, Clerk; Cat Hansen, Dayton Flake (arrived at 6:10 pm)

Administrators present

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

Others present

3 Community Members

1. OPENING ITEMS

1.A. Call to Order

Eldon Larsen called the meeting to order at 6:04 p.m.

1.B. Roll Call

1.C. Pledge of Allegiance

1.D. Invocation

1.E. Adoption of Agenda

Motion to adopt the agenda as presented, Eldon Larsen; Second by Cat Hansen

Final Resolution: Motion Passed

Yes: Eldon Larsen, Karsten Flake, Cat Hansen

1.F. Approve Minutes of the August 8, 2023 Regular Board Meeting

Motion to approve the minutes of the August 8, 2023 Regular Board meeting, Karsten Flake; Second by Cat Hansen

Final Resolution: Motion Passed

Yes: Eldon Larsen, Karsten Flake, Cat Hansen

1.G. Superintendent's Report

2. CALL TO THE PUBLIC

No requests to address the board.

3. CONSENT AGENDA

Motion to approve the Consent Agenda by Eldon Larsen; Second by Dayton Flake

Final Resolution: Motion Passed

Yes: Eldon Larsen, Dayton Flake, Karsten Flaken, Cat Hansen

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 \$46,913.05 (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.

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.

3.D. Student Fundraisers

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

1. POSSIBLE EXECUTIVE SESSION

None.

2. ACTION ITEMS

2.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

Motion by Eldon Larsen to approve the Personnel Requests as presented; Second by Dayton Flake
Final Resolution: Motion Passed
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen

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

Motion to approve 2022-23 Performance Pay Plans for Teachers and Certified Specialists and Classroom Site Fund Allocation, Eldon Larsen; Second by Dayton Flake
Final Resolution: Motion Passed
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen

2.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

Motion to approve Changes to Governing Board Policies, Eldon Larsen; Second by Dayton Flake

Final Resolution: Motion Passed

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

3. INFORMATION ITEMS

3.A. Food Service Administrative Review Report

3.B. Requests for Future Agenda Items

3.C. Upcoming Meetings and Events Calendar

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

4. ADJOURNMENT

Motion to adjourn, by Eldon Larsen, Second by Dayton Flake

Final Resolution: Motion Passed

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

Meeting Adjourned at 6:40 p.m.

APPROVED:

Board Clerk or President

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

Joseph City Unified School District Governing Board Report

For the Meeting on October 10, 2023

Prepared by B. Fields

Current Events and Updates

- For your information: We have 4 teachers in the District working under emergency certifications. We have several teachers (8) working with certifications but also teach a subject area where they are not certified. This number does include things like not being certified in PE or Art.
- I have been working on our Title IX which was a point of emphasis at the last ASBA conference. I've reviewed and updated our forms and procedures.
- The schools received inspections from the state Fire Marshal office last month and the urgent items have all been addressed and we are in the process of addressing the other violations that were listed. I would like to express my appreciation to the maintenance staff and the principals for their work with this.
- We have two teachers from our high school who are participating in the ASU STEM grant this year. They are Jess Bushman and Trina Larsen. This program includes professional development, professional learning communities, and a stipend for the participating teachers. We are excited to have them participating in this program. The program is called the Arizona STEM Acceleration Project. STEM= Science, Technology, Engineering, and Math.
- We are in the process of purchasing 'Stop the Bleed' classroom packs for all of the classrooms, all of the buses, and other strategic campus locations. Along with these packs, there is a training that we are working on getting lined out for employees. It is basically a first aid training that will be provided by the JC Fire Department.
- The new HS Boiler equipment should arrive this week and the installation should begin next week. This boiler is being funded by the School Facilities Board and does not include new controls. We plan on using the existing controls until we have a complete overhaul of the system.
- The District had some student subgroups with low scores and did not meet expected academic growth in 2021-2022, our Elementary school and Junior High school were placed on what is commonly referred to as "Targeted School Support and Improvement" by the state department of education. This is where they provide some extra support to the schools but also ask for additional reports and documentation to ensure that the schools are being accountable for the low performance. We were given one year to increase the scores/growth of the low performing sub groups (poverty, Native American, and Hispanic) or continue with the status of being classified as "Targeted School Support and Improvement". The Elementary scores increased dramatically and they are no longer in 'Targeted School Support'. However, the Junior High school did not score high enough with our Native American population sub-group to leave the program. So our Junior High school is still in 'Targeted School Support and Improvement' for the next two years. Attendance seems to be a big issue that is affecting this sub-group. Overall, the Junior High and High School had awesome gains, but not in this specific sub-group.

Additional Information

- Current Funds in Reserve:
 - M&O \$331,000
 - CSF \$815,000
 - Litigation Recovery \$26,248
 - School Plant \$23,495
- Estimated Cost of Annual Utilities:
 - Electricity \$171,000
 - Gas \$91,000
- Major Upcoming Expenses
 - Vehicles
- Gifts and Donations including Funds from APS for the Plant Closure:
 - \$495,342
- Civic Center \$51,853
- Extracurricular Tax Credit \$41,676
- Title I is a federal program that provides funds to us to help students who are struggling to be at grade level readers, and who are struggling in Math.
- Title II is a federal program that provides funding to us to help with teacher training and professional development.



Summary of Financial Operations (Unaudited)
September 30, 2023

Fund		Budget	YTD Expenses	Encumbrances	Budget Balance
001	Maintenance & Operation	\$5,610,600	\$1,343,563	\$3,591,475	\$ 675,562
010-013	Classroom Site Funds	\$1,251,538	\$ 30,080	\$ 154,352	\$1,067,106
100-130	Title I	\$ 180,000	\$ 27,752	\$ 99,743	\$ 52,506
140-150	Title II - Profesional Development	\$ 40,000	\$ 388	\$ -	\$ 39,612
200-209	Title VII - Indian Education	\$ 15,000	\$ 1,157	\$ 8,443	\$ 5,400
220-229	IDEA/Special Education Grants	\$ 230,000	\$ 22,744	\$ 109,247	\$ 120,740
230	Johnson-O'Malley (JOM)	\$ 4,500	\$ 13	\$ 513	\$ 3,973
260-270	Career & Technical Ed (CTE) - Federal	\$ 16,000	\$ 1,824	\$ 10,020	\$ 4,156
290-291	Medicare Reimbursement	\$ 60,000	\$ -	\$ -	\$ 60,000
301	Az School Nurse Access Program	\$ 76,000	\$ 13,659	\$ 61,413	\$ 928
326-346	ESSER / CARES / ESG	\$ 988,459	\$ 1,285	\$ 473	\$ 986,700
374	E-Rate	\$ 75,000	\$ 10,385	\$ 45,577	\$ 19,038
390-396	REAP (Federal Rural Assistance)	\$ 45,000	\$ -	\$ -	\$ 45,000
400	Career & Technical Ed (CTE) - State	\$ 5,000	\$ 553	\$ 2,561	\$ 1,886
467	DES Childcare Stabilization Grant	\$ 14,335	\$ -	\$ 14,335	\$ 0
500	School Plant (Sale)	\$ 40,000	\$ -	\$ 17,192	\$ 22,808
510	Food Service	\$ 300,000	\$ 34,045	\$ 260,724	\$ 5,231
515	Civic Center	\$ 60,000	\$ 235	\$ -	\$ 59,765
520	Preschool Tuition	\$ 15,000	\$ 958	\$ 5,780	\$ 8,262
525	Auxiliary Operations	\$ 125,000	\$ 38,080	\$ 32,125	\$ 54,795
526	Extracurricular Activities Tax Credit	\$ 50,000	\$ 359	\$ 776	\$ 48,865
530	Gifts & Donations	\$ 550,000	\$ -	\$ -	\$ 550,000
535-539	CTE & Vocational Education Projects	\$ 15,000	\$ 335	\$ 197	\$ 14,468
550	Insurance Proceeds	\$ 60,000	\$ 922	\$ -	\$ 59,078
565	Litigation Recovery	\$ 35,000	\$ -	\$ -	\$ 35,000
570	Indirect Costs	\$ 75,000	\$ 1,591	\$ 9,812	\$ 63,597
585	Insurance Refunds	\$ 10,000	\$ 500	\$ -	\$ 9,500
596	NAVIT	\$ 45,000	\$ 2,543	\$ 11,876	\$ 30,581
597	CTE Credentials	\$ 1,149	\$ -	\$ -	\$ 1,149
610	Capital Outlay	\$ 303,911	\$ 272,365	\$ 27,205	\$ 4,341
620	Adjacent Ways	\$ 50,000	\$ 19,886	\$ 2,969	\$ 27,145
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	\$ 20,832	\$ 191,570	\$1,787,598
850	Student Activities	\$ 60,000	\$ 5,313	\$ 2,804	\$ 51,883
TOTAL		\$ 12,544,492	\$ 1,851,367	\$ 4,661,183	\$ 6,054,673

Purchases over \$2,000
Sep-23

Debit	Account	JrnlTypeName	EntryDate
15,000.00	00162010006330203000	AP	9/20/2023
12,499.20	69110040006340203044	AP	9/6/2023
8,332.80	69110040006340102044	AP	9/6/2023
7,401.48	00140027006627500000	AP	9/29/2023
6,956.40	61061010006731203426	AP	9/20/2023
6,802.00	61010025806737500000	AP	9/11/2023
6,779.52	61010025806655500000	AP	9/6/2023
6,422.00	00110023106260500000	AP	9/6/2023
6,233.00	00110026006431500000	AP	9/11/2023
5,872.98	00120021006320500000	AP	9/11/2023
5,531.20	00140027006627500000	AP	9/6/2023
4,300.00	00110025706360500000	AP	9/11/2023
4,300.00	22120021006330500000	AP	9/29/2023
3,682.44	00110026006610500000	AP	9/29/2023
3,461.70	37410022306650500000	AP	9/11/2023
3,461.70	37410022306650500000	AP	9/29/2023
3,171.63	10110021006610101000	AP	9/25/2023
3,044.86	00120021006320500000	AP	9/11/2023
2,750.90	01020021006320500521	AP	9/11/2023
2,662.15	00120021006320500000	AP	9/11/2023
2,417.58	00110026006622101000	AP	9/25/2023
2,370.00	61062010006731102000	AP	9/20/2023
2,063.79	00110026006622203000	AP	9/25/2023
2,000.00	00110024106810203000	AP	9/29/2023

LineMemo
Funds to fund Refpay account
Design, Bidding, and Structural Analysis Purchasi
Design, Bidding, and Structural Analysis Purchasi
Open Purchase Order for Diesel fule for FY 23-24.
Cheer Uniforms- see attached list
Thrillshare
Jumpcloud Platform Package
2022/2023 Payroll Audit Contribution
HVAC Unit above the tech room. Service Charge for
Counseling Services 1715 hours @\$83.00/per hours =
Open Purchase Order for Diesel fule for FY 23-24.
Registration for ASBA Conference Sept 6-8, 2023 fo
7 hours/day Occupational Therapy Services
Reimbursement for Maintenance Parts
\$15x6 Months Verizon Plan
\$15x6 Months Verizon Plan
mClass DIBELS 8th Ed with Dyslexia Screening 2023-
Counseling Services 1715 hours @\$83.00/per hours =
Counseling Services 1715 hours @\$83.00/per hours =
Counseling Services 1715 hours @\$83.00/per hours =
Open Purchase Order for Electricity for FY 23-24.
Varsity Reversible Basketball Uniforms Uniform S
Open Purchase Order for Electricity for FY 23-24.
Accreditation Review 2023-2024

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 9/1/2023 through 9/30/2023.

General and Special Funds: #5 \$174,802.84; #6 \$175,867.08; #1010 \$70,045.52; #1011 \$254,888.53; #1012 \$42,178.24; #1013 \$33,808.43; #1014 \$40,850.77

Auxiliary Operations Funds: #1013 \$4,022.26; #1016 \$981.00; #1017 \$775.18

Student Activities Fund: #1015 \$2,597.39; #1018 \$698.57

3.B. Student Activities Fund Report

Revenues, expenditures and charges in the Student Activities Fund Report; period of 9/19/2023 through 9/30/2023.

FY23 Encumbrance Period
Joseph City USD External Funds

Student Activities Summary Report

Fiscal Year: 2022-2023

From: 7/1/2023

To: 9/30/2023

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	2,559.39	.00	(466.28)	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

FY23 Encumbrance Period
Joseph City USD External Funds

Student Activities Summary Report

Fiscal Year: 2022-2023

From: 7/1/2023

To: 9/30/2023

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

FY23 Encumbrance Period
Joseph City USD External Funds

Student Activities Summary Report

Fiscal Year: 2022-2023

From: 7/1/2023

To: 9/30/2023

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
GRAND TOTALS	36,684.95	.00	(466.28)	36,218.67	.00	36,218.67

End of Report

Joseph City USD External Funds

Student Activities Summary Report

Fiscal Year: 2023-2024

From: 7/1/2023

To: 9/30/2023

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	.00	.00	.00	.00	.00	.00
102.612 Joseph City Jr High School Softball	.00	.00	.00	.00	.00	.00
102.619 Joseph City Jr High School Volleyball	.00	.00	.00	.00	.00	.00
102.629 Joseph City Jr High School Track	.00	.00	.00	.00	.00	.00
102.637 Joseph City Jr High School Class of 2024	.00	.00	.00	.00	.00	.00
102.638 Joseph City Jr High School Class of 2025	.00	.00	.00	.00	.00	.00
102.639 Joseph City Jr High School Class of 2026	.00	.00	.00	.00	.00	.00
102.640 Joseph City Jr High School Class of 2027	.00	.00	.00	.00	.00	.00
102.641 Joseph City Jr High School Class of 2028	.00	.00	.00	.00	.00	.00
102.642 Joseph City Jr High School Class of 2029	.00	.00	.00	.00	.00	.00
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	.00	.00	.00	.00	.00	.00
203.602 Joseph City High School Baseball	.00	.00	.00	.00	.00	.00
203.605 Joseph City High School Chess Club	.00	.00	.00	.00	.00	.00
203.606 Joseph City High School Card and Game Club	.00	.00	.00	.00	.00	.00
203.607 Joseph City High School Drama	.00	.00	.00	.00	.00	.00
203.608 Joseph City High School Future Business Leaders of America	.00	8.68	.00	8.68	.00	8.68
203.609 Joseph City High School Girls Basketball	.00	.00	.00	.00	.00	.00
203.610 Joseph City High School Student Council	.00	1,135.00	(698.57)	436.43	(504.44)	(68.01)
203.611 Joseph City High School National Honor Society	.00	.00	.00	.00	.00	.00
203.612 Joseph City High School Softball	.00	.00	.00	.00	.00	.00

Joseph City USD External Funds

Student Activities Summary Report

Fiscal Year: 2023-2024

From: 7/1/2023

To: 9/30/2023

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	.00	.00	.00	.00	.00	.00
203.614 Joseph City High School Wrestling	.00	105.00	.00	105.00	.00	105.00
203.615 Joseph City High School Cheerleaders	.00	900.00	(3,886.64)	(2,986.64)	(300.00)	(3,286.64)
203.616 Joseph City High School Welding	.00	.00	.00	.00	.00	.00
203.617 Joseph City High School Woods	.00	.00	.00	.00	.00	.00
203.618 Joseph City High School Boys Basketball	.00	.00	.00	.00	.00	.00
203.619 Joseph City High School Volleyball	.00	81.39	(413.79)	(332.40)	(2,000.00)	(2,332.40)
203.620 Joseph City High School FACS	.00	.00	.00	.00	.00	.00
203.621 Joseph City High School Hotrod Club	.00	24.00	.00	24.00	.00	24.00
203.624 Joseph City High School Basketball Cheerleaders	.00	.00	.00	.00	.00	.00
203.625 Joseph City High School FFA	.00	.00	.00	.00	.00	.00
203.626 Joseph City High School Happy Club	.00	.00	.00	.00	.00	.00
203.627 Joseph City High School Robotics	.00	.00	.00	.00	.00	.00
203.628 Joseph City High School Cross Country	.00	.00	.00	.00	.00	.00
203.629 Joseph City High School Track	.00	.00	.00	.00	.00	.00
203.630 Joseph City High School Football	.00	.00	(313.82)	(313.82)	.00	(313.82)
203.631 Joseph City High School Technology Club	.00	.00	.00	.00	.00	.00
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	.00	.00	.00	.00	.00	.00
203.636 Joseph City High School Class of 2023	.00	.00	.00	.00	.00	.00

Joseph City USD External Funds

Student Activities Summary Report

Fiscal Year: 2023-2024

From: 7/1/2023 To: 9/30/2023

Print Detail
 Exclude Encumbrances
 Reverse Signs
 Page Break by Activity
 Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
203.637 Joseph City High School Class of 2024	.00	.00	.00	.00	.00	.00
203.638 Joseph City High School Class of 2025	.00	.00	.00	.00	.00	.00
203.641 Joseph City High School Class of 2028	.00	.00	.00	.00	.00	.00
203.642 Joseph City High School Class of 2029	.00	.00	.00	.00	.00	.00
203.643 Joseph City High School Class of 2030	.00	.00	.00	.00	.00	.00
203.644 Joseph City High School Class of 2031	.00	.00	.00	.00	.00	.00
500.300 Districtwide UNDESIGNATED	.00	.00	.00	.00	.00	.00
500.600 Districtwide UNDESIGNATED	.00	.00	.00	.00	.00	.00
GRAND TOTALS	.00	2,254.07	(5,312.82)	(3,058.75)	(2,804.44)	(5,863.19)

End of Report

3.C. Approve Sole Source Vendor

3.D. Gifts & Donations

Donor	Item	School/Program	Purpose	Amount
National FFA Foundation, Inc.	Cash	Agribusiness	Support agriculture program	\$5,000.00
APS	Cash	Amy Peterson-Banford JH/HS classroom	Fund classroom supplies	\$500.00
APS	Cash	Jeri Edwards JH/HS classroom	Fund classroom supplies	\$500.00

3.E. Student Fundraisers

Organization	Description	Action
Cheerleading	Mini Cheer Camp	Principal Approved
Hot Rod Club	\$1 for handprint on Car	Principal Approved
HS Boys Basketball	Discount Cards	Approve
HS Boys Basketball	VB Tourney Sell T-Shirts	Principal Approved
FFA	First Friday Market	Approve
Wrestling	Shirt Sales at Wrestling Invitational	Approve

3.F. Disposal of Surplus Property

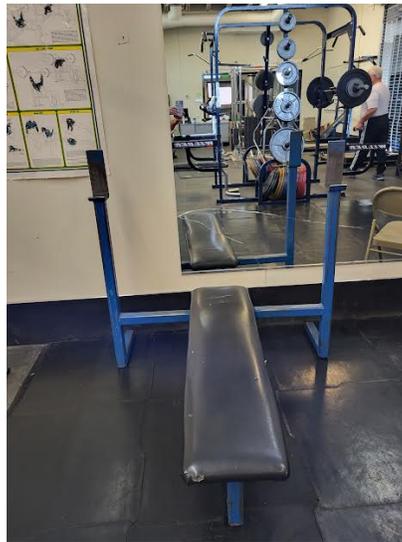
Approve the disposal of unused surplus furniture, equipment, and other items in compliance with Arizona statutes and administrative code via our online auction web service.

AUCTION ITEMS FOR SCHOOL BOARD APPROVAL

FOR THE OCTOBER 2023 AUCTION.

October 11th Auction

Universal weight lifting set and benches.



AUCTION ITEMS FOR SCHOOL BOARD APPROVAL

NOVEMBER 2023 AUCTION.

Office supplies/used binders/filing folders ect...

Office chairs/furniture

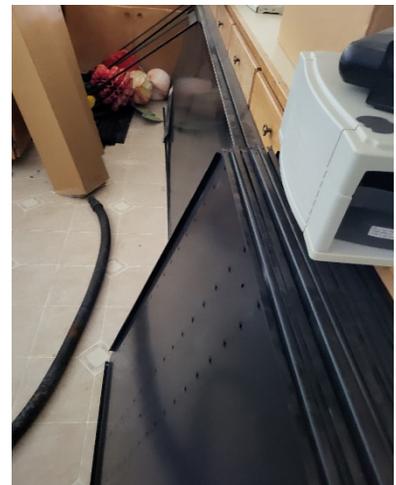
Computer desks

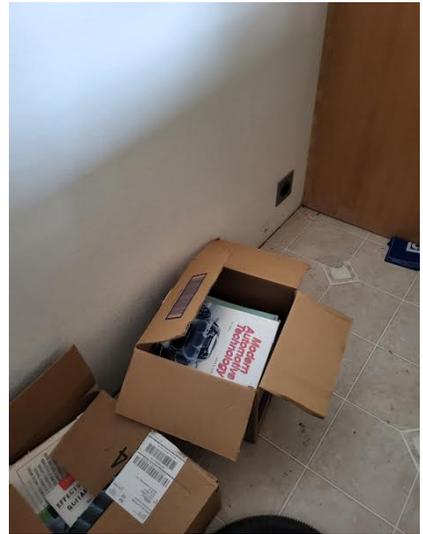
Filing cabinets

Library book storage units

Metal shelving/book shelves

Student desks



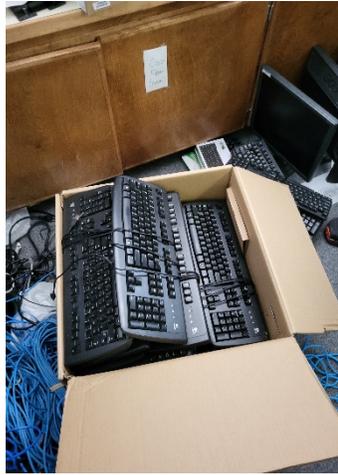


I.T. DEPARTMENT

AUCTION ITEMS FOR SCHOOL BOARD APPROVAL

FOR THE NOVEMBER 2023 AUCTION.

- Smart board/Computer tables
- Keyboards/computers/Old cisco phones/
- Storage carts for lap tops
- Servers with hard drive removed/Wires/Cords
- Lap tops/tablets
- Head phone



3.G. Approve the Payment of Prior Year Expenditures

3.H. Approve Award of Arizona School Facilities Board Building Renewal Grants

Approve Joseph City Elementary School gym floor resurfacing

Approve Joseph City Elementary School intercom system replacement

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
Brawley, Micah	HS JV Girls Basketball Coach	Re-assigned from JH Girls Basketball Coach
Frost, Katherine	Event Worker	Appointment
Frost, Katherine	Substitute Teacher	Appointment
Fussell, Joshua	Bus Driver	Ratification
Gayer, Lisa	Athletic Volunteer	Assignment
Johnstun, Steven	8th Grade Girls Basketball Coach	Appointment
Johnstun, Steven	Maintenance Tech (Part-time)	Ratification
Kinlicheenie, Jaydiana	Concession Stand Student Worker	Appointment
Lee, Gabriella	Concession Stand Student Worker	Appointment
Neill, Audrey	Concession Stand Student Worker	Appointment
Peterson, Amy	Red Ribbon Coordinator	Assignment; Replacing Julie Randall.
Powers, Madyson	Event Worker	Ratification
Randles, Chalene	Event Worker	Appointment
Ramat, Aubrie	Concession Stand Student Worker	Appointment
Saline, Brady	Maintenance Tech	Ratification

5.B. Approve the Joseph City Schools Annual Financial Report for 2022-23

DISTRICT NAME Joseph City Unified School District

COUNTY Navajo

CTDS NUMBER 090202000



ANNUAL FINANCIAL REPORT

We, the Governing Board of the District, hereby certify the Annual Financial Report and School Level Reporting Form per A.R.S. §15-904 for the Fiscal Year **2023**

SIGNATURE/DATE

SIGNATURE/DATE

The Annual Financial Report file(s) for FY 2023 uploaded to the Arizona Department of Education's website on 10/12/23 contain(s) the data for the AFR described above.
Date

Superintendent Signature

Bryan Fields
Superintendent (Typed Name)

Steven Mills
District Contact Employee

Business Manager Signature

Steven Mills
Business Manager (Typed Name)

928-288-3307
Telephone Number

StevenM@jcusd.org
Email

TOTAL EXPENDITURES BY FUND

1. Maintenance & Operation (from page 2, line 32)

2. Classroom Site Funds (from page 3, line 13)

3. Unrestricted Capital Outlay (from page 4, UCO Fund line 10)

\$	<u>5,535,034</u>
\$	<u>167,191</u>
\$	<u>478,304</u>

FUNDS AVAILABLE

Beginning Fund Balance (1)

REVENUES

1000 Local

1110 Property Taxes
 1140 Penalties and Interest on Taxes
 1280 Revenue in Lieu of Taxes
 1311 Tuition from Individuals Excluding Summer School
 1312 Tuition from Individuals for Summer School
 1320 Tuition from Other Arizona Districts
 1330 Tuition from Out-of-State Districts
 1340 Tuition from Other Private Sources (Other than Individuals)
 1350 Tuition from Other Government Sources Within Arizona
 1360 Tuition from Other Government Sources Outside Arizona
 1410 Transportation Fees from Individuals
 1420 Transportation Fees from Other Arizona Districts
 1430 Transportation Fees from Out-of-State Districts
 1440 Transportation Fees from Other Private Sources (Other than Individuals)
 1450 Transportation Fees from Other Government Sources Within Arizona
 1460 Transportation Fees from Other Government Sources Outside Arizona
 1500 Investment Income
 Other (Specify) (2) 1960, 1980, 1990

2000 County

2110 County School Fund
 2120 County Equalization Assistance
 2210 Special County School Reserve Fund
 Other (Specify)

3000 State

3100 Unrestricted
 3110 State Equalization Assistance
 3120 Additional State Aid
 Other (Specify)

4000 Federal

4100 Unrestricted Revenue Received Directly from the Federal Government
 4200 Unrestricted Revenue Received from the Federal Government through the State
 4700 Revenue Received from the Federal Government through Other Intermediate Agencies
 4800 Revenue in Lieu of Taxes
 4900 Revenue for/on Behalf of the District
 Other (Specify)

Total Fund Revenue (lines 20, 25, 30, and 37)

5100 Issuance of Bonds
 5200 Fund Transfers-In
 Other (Specify)

TOTAL FUNDS AVAILABLE (lines 1 and 38 through 41)

Total Expenditures

6900 Other Financing Uses and Other Items Including Transfers-Out

TOTAL EXPENDITURES AND OTHER USES (lines 43 plus 44)

ENDING FUND BALANCE (line 42 minus line 45) (3)

	MAINTENANCE AND OPERATION FUND 001	UNRESTRICTED CAPITAL OUTLAY FUND 610	ADJACENT WAYS FUND 620	BOND BUILDING FUND 630	DEBT SERVICE FUND 700 (4)
1.	ACTUAL 450,643	ACTUAL 161,752	ACTUAL 135,785	ACTUAL 0	ACTUAL 0
2.	4,710,889	273,799	75		5
3.	0				
4.	11,273	657	0		0
5.	0	0			0
6.	0	0			0
7.	0	0			0
8.	0	0			0
9.	0	0			0
10.	0	0			0
11.	0	0			0
12.	0	0			0
13.	0	0			0
14.	0	0			0
15.	0	0			0
16.	0	0			0
17.	0	0			0
18.	5,332	0	0	0	0
19.	6,624	0	0	0	0
20.	4,734,118	274,456	75	0	5
21.	0	0			
22.	533	39			
23.	0	0			
24.	0	0			
25.	533	39			
26.	34,911	0			
27.	594,921	45,995			
28.	51,675	3,525			
29.	0	0			0
30.	681,507	49,520			0
31.	0				
32.	0				
33.	0				
34.	0				
35.	0				
36.	0				0
37.	0				0
38.	5,416,158	324,015	75	0	5
39.	0				0
40.	0	0	0	0	0
41.	0	0	0	0	0
42.	5,866,801	485,767	133,860	0	5
43.	5,535,034	478,304	7,825	0	0
44.	0	0	0	0	0
45.	5,535,034	478,304	7,825	0	0
46.	331,767	7,463	126,035	0	5

- (1) The Maintenance and Operation Fund beginning fund balance includes the revolving account cash balance of 500 at 7/1/22.
- (2) The Government Property Lease Excise Tax revenue included on line 19 is 0
- (3) The Maintenance and Operation Fund ending fund balance includes the revolving account cash balance of 500 at 6/30/23.
- (4) Debt Service Fund, interest expenditures amount: 0

MAINTENANCE AND OPERATION FUND (001)—EXPENDITURES

Expenditures		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6,600	Other 6,800	Totals			% Increase/ Decrease in Actual
							Budget	Actual	Prior Year Actual	
100 Regular Education										
1000 Instruction	1.	1,216,991	382,479	21,982	25,789	6,490	2,340,799	1,653,731	1,420,760	16.4%
2000 Support Services										
2100 Students	2.	201,823	66,314	7,336	7,219	448	203,045	283,140	199,055	42.2%
2200 Instructional Staff	3.	188,862	51,365	22,706	3,614	3,202	192,819	269,749	193,301	39.5%
2300 General Administration	4.	86,407	46,811	45,870	697	8,231	164,517	188,016	149,868	25.5%
2400 School Administration	5.	172,163	71,608	14,521	21,727	2,632	231,875	282,651	218,611	29.3%
2500 Central Services	6.	250,076	57,211	50,886	6,649	42,153	333,503	406,975	328,227	24.0%
2600 Operation & Maintenance of Plant	7.	317,397	87,432	402,597	379,131	0	1,168,657	1,186,557	1,136,317	4.4%
2900 Other	8.	0	0	0	0	0	0	0	0	0.0%
3000 Operation of Noninstructional Services	9.	8,652	1,678	0	0	0	10,771	10,330	8,515	21.3%
610 School-Sponsored Cocurricular Activities	10.	27,681	4,461	345	248	17,492	34,065	50,227	31,298	60.5%
620 School-Sponsored Athletics	11.	105,529	16,180	21,523	12,351	24,238	199,313	179,821	183,672	-2.1%
630 Other Instructional Programs	12.	0	0	0	0	0	0	0	0	0.0%
700, 800, 900 Other Programs	13.	39,562	2,044	0	656	0	16,286	42,262	31,642	33.6%
Regular Education Subtotal (lines 1-13)	14.	2,615,143	787,583	587,766	458,081	104,886	4,895,650	4,553,459	3,901,266	16.7%
200 and 300 Special Education										
1000 Instruction	15.	298,076	81,910	0	481	0	406,229	380,467	303,245	25.5%
2000 Support Services										
2100 Students	16.	95,551	22,104	101,094	1,565	461	250,599	220,775	238,482	-7.4%
2200 Instructional Staff	17.	15,301	1,718	138	1,165	1,230	21,769	19,552	23,591	-17.1%
2300 General Administration	18.	0	0	0	0	0	0	0	0	0.0%
2400 School Administration	19.	0	0	0	0	0	0	0	0	0.0%
2500 Central Services	20.	0	0	0	0	0	6,197	0	6,531	-100.0%
2600 Operation & Maintenance of Plant	21.	0	0	0	0	0	0	0	0	0.0%
2900 Other	22.	0	0	0	0	0	0	0	0	0.0%
3000 Operation of Noninstructional Services	23.	0	0	0	0	0	0	0	0	0.0%
Subtotal (lines 15-23)	24.	408,928	105,732	101,232	3,211	1,691	684,794	620,794	571,849	8.6%
400 Pupil Transportation	25.	156,547	38,184	57,894	90,936	0	346,914	343,561	305,205	12.6%
510 Desegregation (from Districtwide Desegregation Expenditures, page 2, line 44)	26.	0	0	0	0	0	0	0	0	0.0%
530 Dropout Prevention Programs										
1000 Instruction	27.	0	0	0	0	0	0	0	0	0.0%
2000-3000 Support Serv. & Oper. of Noninstructional Serv.	28.	0	0	0	0	0	0	0	0	0.0%
Subtotal (lines 27 and 28)	29.	0	0	0	0	0	0	0	0	0.0%
540 Joint Career and Technical Education and Vocational Education Center	30.	0	0	0	0	0	0	0	0	0.0%
550 K-3 Reading Program	31.	14,371	2,849	0	0	0	26,900	17,220	13,567	26.9%
Total Expenditures (lines 14, 24-26, 29-31)	32.	3,194,989	934,348	746,892	552,228	106,577	5,954,258	5,535,034	4,791,887	15.5%

CLASSROOM SITE FUND—REVENUES, EXPENDITURES, AND FUND BALANCES

	Beginning Fund Balance	Actual Revenues	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Property 6700	Debt Service and Miscellaneous 6800	Total Expenditures			% Increase/Decrease in Actual	Ending Fund Balance
									Budget	Actual	Prior Year Actual		
Classroom Site Fund 010													
Revenues													
1. CSF Revenue		439,315											
2. Interest Income and Other Revenues		0											
3. Total Revenues (lines 1 and 2)		439,315											
Expenditures													
4. 1000 Instruction			138,624	25,650	0	0	0	1,000	975,251	165,274	185,249	-9.8%	
5. 2100 Support Services - Students			1,600	317	0	0	0	0	9,922	1,917	1,921	-0.2%	
6. 2200 Support Services - Instructional Staff			0	0	0	0	0	0	0	0	0	0.0%	
7. 2300 Support Services - General Administration			0	0	0	0	0	0	0	0	0	0.0%	
8. 2500 Central Services			0	0	0	0	0	0	0	0	0	0.0%	
9. 3300 Community Services Operations			0	0	0	0	0	0	0	0	0	0.0%	
10. 4000 Facilities Acquisition and Construction			0	0	0	0	0	0	0	0	0	0.0%	
11. 5000 Debt Service			0	0	0	0	0	0	0	0	0	0.0%	
12. Total Expenditures (lines 4-11)			140,224	25,967	0	0	0	1,000	985,173	167,191	185,170	-9.7%	
13. Total Classroom Site Fund	543,773	439,315	140,224	25,967	0	0	0	1,000	985,173	167,191	185,170	-9.7%	815,897

UNRESTRICTED CAPITAL OUTLAY (610) FUND—EXPENDITURES

Expenditures	Rentals 6440	Library Books, Textbooks, & Instructional Aids 6641-6643	Short-term Noninstructional Software Subscription 6655	Property 6700	Redemption of Principal 6831, 6832, 6833	Interest 6841, 6842, 6843, 6850	All Other Object Codes (excluding 6900)	Totals			% Increase/ Decrease in Actual
								Budget	Actual	Prior Year Actual	
Unrestricted Capital Outlay Override (1)	0	0	0	0	0	0	0	0	0	0	0.0%
Unrestricted Capital Outlay Fund 610 (2)											
1000 Instruction	0	119,297		36,183			0	202,939	155,480	107,666	44.4%
2000 Support Services											
2100, 2200 Students and Instructional Staff	0	10,781	27,528	12,732			1,423	26,045	52,464	8,100	547.7%
2300, 2400, 2500, 2900 Administration	0		41,006	20,771		0	788	57,852	62,565	71,812	-12.9%
2600 Operation & Maintenance of Plant	0		0	15,705			0	20,584	15,705	16,523	-5.0%
2700 Student Transportation	0		0	0			0	46,673	0	0	0.0%
3000 Operation of Noninstructional Services	0		0	1,128			0	0	1,128	0	--
4000 Facilities Acquisition and Construction	0		0	0			22,765	0	22,765	0	--
5000 Debt Service					134,602	33,595		160,511	168,197	35,056	379.8%
Total Unrestricted Capital Outlay Fund (lines 2-9)	0	130,078	68,534	86,519	134,602	33,595	24,976	514,604	478,304	239,157	100.0%

(1) Amounts in the Unrestricted Capital Outlay Override, line 1 above, must also be included in the Unrestricted Capital Outlay Fund (610) individual line items.

(2) Expenditures, if any, in the Unrestricted Capital Outlay Fund on lines 2-9 for the K-3 Reading Program as described in A.R.S. §15-211:

Budget Actual

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

Selected Expenditures by Object Code	UNRESTRICTED CAPITAL OUTLAY Fund 610		BOND BUILDING Fund 630		NEW SCHOOL FACILITIES Fund 695		ADJACENT WAYS Fund 620	
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
Total Fund Expenditures	514,604	478,303	0	0	0	0	0	7,825
6150 Classified Salaries	0	0	0	0	0	0	0	3,338
6200 Employee Benefits	0	0	0	0	0	0	0	662
6450 Construction Services	0	22,765	0	0	0	0	0	3,825
6655 Short-term Noninstructional Software Subscription	0	68,534	0	0	0	0	0	0
6710 Land and Improvements	0	0	0	0	0	0	0	0
6720 Buildings and Improvements	0	0	0	0	0	0	0	0
673X Furniture and Equipment	33,180	60,897	0	0	0	0	0	0
673X Vehicles	53,493	0	0	0	0	0	0	0
673X Technology-Related Hardware and Software	58,991	25,622	0	0	0	0	0	0
6831, 6832, 6833 Redemption of Principal	128,378	134,602	0	0	0	0	0	0
6841, 6842, 6843, 6850, 6860 Interest	32,133	33,595	0	0	0	0	0	0
Total (lines 2-12)	306,175	346,015	0	0	0	0	0	7,825
Total amounts reported on lines 2 through 12 above for:								
Renovation	0	0	0	0	0	0	0	0
New Construction	0	0	0	0	0	0	0	0
Other	306,175	346,015	0	0	0	0	0	7,825
Total (lines 14-16)	306,175	346,015	0	0	0	0	0	7,825

Funds 610, 630, 695, and 620

1. New construction cost per square foot
 2. Land acquisition costs

CAPITAL ASSETS AS OF JUNE 30, 2023	
Land and Improvements	1,915,525
Buildings and Improvements	21,996,741
Furniture, Equipment, Vehicles, and Technology	4,066,140
Construction in Progress	0
Total	27,978,406

FEDERAL AND STATE PROJECTS

FEDERAL PROJECTS

100-130 ESEA Title I - Helping Disadvantaged Children
 140-150 ESEA Title II - Prof. Development and Technology
 160 ESEA Title IV - 21st Century Schools
 170-180 ESEA Title V - Promote Informed Parent Choice
 190 ESEA Title III - Limited English & Immigrant Students
 200 ESEA Title VII - Indian Education
 210 ESEA Title VI - Flexibility and Accountability
 220 IDEA Part B
 230 Johnson-O'Malley
 240 Workforce Investment Act
 250 AEA-Adult Education
 260-270 Vocational Education - Basic Grants
 280 ESEA Title X - Homeless Education
 290 Medicaid Reimbursement
 349 National Forest Fees
 353 Taylor Grazing Fees
 374 E-Rate
 378 Impact Aid
 300-399 Other Federal Projects
 699 Federal Impact Aid (Construction)
Total Federal Project Funds (lines 1-20)

Total COVID-19 Federal Relief Funds included in lines above

STATE PROJECTS

400 Vocational Education
 410 Early Childhood Block Grant
 420 Ext. School Yr. - Pupils with Disabilities
 425 Adult Basic Education
 430 Chemical Abuse Prevention Programs
 435 Academic Contests
 450 Gifted Education
 456 College Credit Exam Incentives
 457 Results-based Funding
 460 Environmental Special Plate
 465-499 Other State Projects
Total State Project Funds (lines 23-33)

Total Federal and State Projects (lines 21 and 34)

(1) In accordance with the USFR Chart of Accounts, the Impact Aid Fund may transfer monies (object code 6930) to the M&O and Teacherage Funds; the Impact Aid Fund may also receive transfers-in (object code 5200) from the Impact Aid Revenue Bond Building and Impact Aid Revenue Bond Debt Service Funds; all other Federal Projects Funds may not receive any transfers-in and may only make transfers-out to the Indirect Costs Fund based on an approved indirect cost rate (object code 6910) and for any interest on federal program monies the district is not required to report and choose to transfer to the Indirect Cost Fund (object code 6930).

(2) In accordance with the USFR Chart of Accounts, transfers of monies between funds should be made only when specifically authorized by statute or allowed by a federal grant. Currently, there are no allowable transfers to or from any state projects.

	BEGINNING FUND BALANCE	REVENUES	NET OTHER FINANCING SOURCES AND USES INCLUDING TRANSFERS (1)	EXPENDITURES		ENDING FUND BALANCE	GENERAL FUND
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	
1	(168,823)	169,573	(20,483)	180,000	203,154	(222,887)	
2	(5,888)	5,163	(285)	40,000	9,980	(10,990)	
3	0	0	0	1,000	0	0	
4	0	0	0	0	0	0	
5	0	0	0	0	0	0	
6	(4,955)	32,467	(1,070)	0	10,572	15,870	
7	0	0	0	0	0	0	
8	(102,782)	182,689	(12,085)	230,000	120,481	(52,659)	
9	0	0	0	4,500	0	0	
10	0	0	0	0	0	0	
11	0	0	0	0	0	0	
12	(4,809)	10,712	(680)	16,000	8,747	(3,524)	
13	0	0	0	0	0	0	
14	71,493	23,407	0	60,000	159	94,741	Yes
15	0	0	0	0	0	0	Yes
16	0	0	0	75,000	0	0	
17	0	0	0	0	0	0	
18	1	0	0	0	0	1	Yes
19	(863,283)	128,859	(6,013)	1,400,000	309,998	(1,050,435)	No
20	0	0	0	0	0	0	
21	(1,079,046)	552,870	(40,616)	2,006,500	663,091	(1,229,883)	
22	(869,645)	22,522	(6,013)		203,808	(1,056,944)	

OTHER FINANCING SOURCES INCLUDING TRANSFERS-IN 5000 (1)	OTHER FINANCING USES INCLUDING TRANSFERS-OUT 6900 (1)
0	20,483
0	285
0	0
0	0
0	0
0	0
0	1,070
0	0
0	12,085
0	0
0	0
0	0
0	680
0	0
0	0
0	0
0	0
0	0
0	0
0	6,013
0	0
0	0

23	0	2,447	0	5,000	2,447	0	
24	0	0	0	0	0	0	
25	0	0	0	0	0	0	
26	0	0	0	0	0	0	
27	0	0	0	0	0	0	
28	0	0	0	0	0	0	
29	0	0	0	0	0	0	
30	300	0	0	0	0	300	
31	0	0	0	0	0	0	
32	0	0	0	0	0	0	
33	(28,964)	38,539	0	60,000	(69,450)	79,025	No
34	(28,664)	40,986	0	65,000	(67,003)	79,325	
35	(1,107,710)	593,856	(40,616)	2,071,500	596,088	(1,150,558)	

OTHER FINANCING	OTHER FINANCING
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0

	BEGINNING		NET OTHER FINANCING SOURCES AND USES INCLUDING TRANSFERS	EXPENDITURES		ENDING FUND BALANCE
	FUND BALANCE	REVENUES		BUDGET	ACTUAL	
OTHER FUNDS	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL
020 Instructional Improvement	70,184	39,361	0	90,000	0	109,545
050 County, City, and Town Grants	0	0	0	0	0	0
071 English Language Learner (1)	0	0	0	0	0	0
072 Compensatory Instruction (1)	0	0	0	0	0	0
500 School Plant	23,002	8,830	0	40,000	8,336	23,496
515 Civic Center	41,808	11,448	0	60,000	7,103	31,853
520 Community School	4,887	81,291	0	13,000	71,030	18,948
525 Auxiliary Operations	72,489	197,011	0	125,000	191,014	78,486
526 Extracurricular Activities Fees Tax Credit	39,109	13,737	0	50,000	11,170	41,676
530 Gifts and Donations	495,895	27,489	0	550,000	27,816	495,568
535 Career & Technical Education Projects	878	52	0	15,000	0	930
540 Fingerprint	0	0	0	0	0	0
545 School Opening	0	0	0	0	0	0
550 Insurance Proceeds	43,796	583	0	60,000	0	44,379
555 Textbooks	439	723	0	1,000	0	1,162
565 Litigation Recovery	26,248	0	0	35,000	0	26,248
570 Indirect Costs	65,778	0	40,617	75,000	21,795	84,600
575 Unemployment Insurance	0	0	0	0	0	0
580 Teacherage	0	0	0	0	0	0
585 Insurance Refund	8,605	0	0	10,000	0	8,605
590 Grants and Gifts to Teachers	0	0	0	0	0	0
595 Advertisement	0	0	0	0	0	0
596 Career Technical Education	107,910	67,439	0	150,000	20,290	155,059
597 Arizona Industry Credentials Incentive	0	851	0	0	851	0
639 Impact Aid Revenue Bond Building	0	0	0	0	0	0
660 Gifts and Donations—Capital	0	0	0	0	0	0
660 Condemnation	0	0	0	0	0	0
665 Energy and Water Savings	0	0	0	48,000	0	0
686 Emergency Deficiencies Correction	(17,740)	0	0	90,000	24,000	(41,740)
691 Building Renewal Grant	(1,017,570)	624,161	0	2,000,000	581,037	(974,446)
695 New School Facilities	0	0	0	0	0	0
720 Impact Aid Revenue Bond Debt Service	0	0	0	0	0	0
750 Permanent Funds	0	0	0	0	0	0
800-849 Trust and Custodial Funds	0	0	0	0	0	0
850 Student Activities	39,183	38,853	0	60,000	41,817	36,219
855 Employee Insurance Program Withholdings	0	0	0	0	0	0
865 State Income Tax Withholdings	0	0	0	0	0	0

Instructional Improvement Fund 020	BUDGET	ACTUAL
Expenditures		
Teacher Compensation Increases	90,000	0
Class Size Reduction	0	0
Dropout Prevention Programs	0	0
Instructional Improvement Programs	0	0
Total Expenditures (lines 1-4)	90,000	0
Total Expenditures from accounting data		0

Check this box if your district did not have expenditures in the Instructional Improvement Fund

Arizona Industry Credentials Incentive Fund 597	BUDGET	ACTUAL
Expenditures		
Teacher instructional costs and professional development		0
Student certification, credentialing, or licensure costs		0
Developmental costs		0
Instructional hardware, software, or supplies		851
Career exploration		0
Total Expenditures (lines 1-5)	0	851
Total Expenditures from accounting data		851

OTHER FINANCING SOURCES INCLUDING TRANSFERS-IN 5000	OTHER FINANCING USES INCLUDING TRANSFERS-OUT 6900
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20	20
21	21
22	22
23	23
24	24
25	25
26	26
27	27
28	28
29	29
30	30
31	31
32	32
33	33
34	34
35	35
36	36
37	37

A. Bonds and Short-term Debt

1. Bonds Outstanding, July 1, 2022	0	1.
2. Bonds issued during FY 2023	0	2.
3. Bonds retired during FY 2023	0	3.
4. Bonds Outstanding, June 30, 2023	0	4.
5. Short-term Debt Outstanding, July 1, 2022	0	5.
6. Short-term Debt Outstanding, June 30, 2023	0	6.

B. District Assessed Valuation and Other District Information

1. FY 2023 Assessed Valuations and Tax Rates			
a. Primary	89,941,223	Tax Rate	4.9920
b. Secondary	89,941,223	Tax Rate	0.7740
2. Number of Schools	3		
3. Actual Days in Session	148		
4. Area of School District (Square Miles)	480		

(Report this WHETHER OR NOT district changed boundaries in FY 2023)

C. County Approved Liabilities incurred in excess of district budget (A.R.S. §15-907)

	M & O	Unrestricted Capital Outlay	
1. Destruction or damage	0	0	1.
2. Excessive/unexpected legal expenses	0	0	2.
3. Mitigation or removal of health or safety hazard	0	0	3.

D. Current Expenditures by Category

1. Classroom Instruction excl. Supplies (Function 1000, except line 2 amount)	2,839,521
2. Classroom Supplies (Function 1000, Object Code 6600)	240,063
3. Administration (Functions 2300, 2400, 2500, & 2900)	1,007,965
4. Support Services—Students (Function 2100)	661,946
5. All Other Support Services & Operations (Functions 2200, 2600, 2700, 3100, & 3400)	2,520,272
6. Total Current Expenditures	7,269,767
7. Total Current Expenditures from Federal Funds, excluding those funds intended to replace local tax revenues (e.g., impact aid funds)	536,824
8. Total Current Expenditures from State and Local Funds, including those funds intended to replace local tax revenues (e.g., impact aid funds)	6,732,943

E. Other long-term debt

1. Other Principal (object 6832)	134,602
2. Other Interest (object 6842)	33,595
3. Instructional software subscriptions (more than 12 months) Principal (object 6833)	0
4. Instructional software subscriptions (more than 12 months) Interest (object 6843)	0
5. Did the district enter into any new financed purchase agreements or more than 12-month lease agreements or software subscriptions during the fiscal year? (Yes or No)	No

F. Total salaries and benefits expenditures related to an agreement with Department of Labor to settle a decision based on the Fair Labor Standards Act

	0
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G. Rewards, Discounts, Incentives, and Other Financial Consideration Received from Credit Card Companies (A.R.S. §35-391)

	0
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H. Cash and Investments held at June 30, 2023

1. Sinking funds	0
2. Bond funds	0
3. Other funds, except for any employee retirement funds	300,459

I. Average Teacher Salary (A.R.S. §15-903.E)

1. Average salary of all teachers employed in FY 2023	51,923
2. Average salary of all teachers employed in FY 2022	54,473
3. Increase in average teacher salary from prior year	(2,550)
4. Percentage increase	-4.7%

Comments on Average Salary Calculation (Optional):

Check this box if your di

J. Certified Staff Salaries and FTE (Funds 001-799 excluding 575)

	Salaries	FTE
1. Substitute Teachers (Functions 1000 & 2213)	58,193	
2. Classroom Teacher Base Salaries (Functions 1000 & 3300)	1,667,001	31.5
a. Classroom teachers with fewer than 3 years of experience as defined by A.R.S. §15-941(E)	154,829	4.0
b. Classroom teachers with 3 or more years of experience as defined by A.R.S. §15-941(E)	1,512,172	27.5
3. Classroom Teacher Performance Pay (Functions 1000 & 3300)	48,761	
4. Classroom Teacher Payments Not Related to Additional Duties (Function 1000 & 3300)	138,572	
5. Classroom Teacher Payments Related to Additional Duties (All Functions)	76,744	
6. Other Certified Staff (All Functions)	120,876	

7. In FY 2023, did the district pay any of its classroom teachers for prior classroom experience outside of the school district using either of the following two methods:

a. Increasing base salary by granting years of experience on its salary schedule? (Yes or No)	Yes
b. Making payments in addition to their base salary? (Yes or No)	Yes

Total Certified Salary Payments from accounting data

	2,110,147
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(1) This form mirrors changes to the certified salary expenditure object code range (6100 to 6149) added to the FY 2024 USFR Chart of Accounts that will be required starting in FY 2025.

A. ENROLLMENT OF GIFTED PUPILS BY GRADE (A.R.S. §15-779.02)

Areas of Identification [A.R.S. §15-203(A)(15)]	GRADE													
	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
1. Quantitative Reasoning	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2. Verbal Reasoning	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3. Nonverbal Reasoning	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4. Total Duplicated Enrollment (lines 1-3)	0	0	0	0	0	0	0	0	0	0	0	0	0	0

B. M&O SPECIAL EDUCATION PROGRAMS BY TYPE

(A.R.S. § 15-761)

	PROGRAM 200 & 300 BUDGET	PROGRAM 200 & 300 ACTUAL	
1. Total All Disability Classifications	599,794	534,956	1.
2. Gifted Education	0	0	2.
3. Remedial Education	0	0	3.
4. ELL Incremental Costs	0	0	4.
5. ELL Compensatory Instruction	0	0	5.
6. Vocational and Technological Education (non-CTED)	0	0	6.
7. Career Education	0	0	7.
8. Career Technical Education (CTED programs in 300 range)	85,000	85,838	8.
9. Total (lines 1-8)	684,794	620,794	9.
10. IEP required pupil transportation costs coded within Program 400	0	35,796	10.

C. MAINTENANCE AND OPERATION FUND EXPENDITURES FOR GIFTED PUPILS (ELEMENTARY, SECONDARY, AND TOTAL)

Actual Expenditures for all Gifted Programs:

K-8	\$	0
9-12	\$	0
Total	\$	0

D. EXPENDITURES FOR AUDIT SERVICES

	BUDGET	ACTUAL	
1. Nonfederal Audit Expenditures - M&O Fund	6350	27,500	42,000 1.
2. Federal Audit Expenditures - All Funds	6330	0	0 2.

E. MAINTENANCE AND OPERATION FUND EXPENDITURES FOR PERFORMANCE PAY (A.R.S. §15-920)

Actual Expenditures made in FY 2023 \$ 0

F. TUITION

Type 03 Districts Only

- Tuition to Other Arizona Districts for high school students only (objects 6561 & 6565)
- Tuition to Other Arizona Districts for all other students (object 6561)
- Tuition to Out-of-State Districts for high school students only (objects 6562 & 6565)
- Tuition to Out-of-State Districts for all other students (object 6562)

Non-Type 03 Districts

- Tuition to Other Arizona Districts (object 6561)
- Tuition to Out-of-State Districts (object 6562)

All Districts

- Tuition to Private Schools (object 6563)
- Tuition to Ed Services/Coops/IGAs (object 6564)
- Tuition Other (object 6569) (1)
- Total (lines 1-9)

Tuition Expenditures			
Operations	Capital	Debt	Total
0	0	0	0
0	0		0
0	0	0	0
0	0		0
0	0		0
0	0		0
0	0		0
0	0		0
0	0	0	0

(1) Tuition paid to the State and other governmental organizations, such as the Arizona School for the Deaf and Blind, as reimbursement for providing specialized instructional services to students residing within the boundaries of the paying district.

ADDITIONAL INFORMATION FOR NATIONAL PUBLIC EDUCATION FINANCIAL SURVEY (NPEFS) REPORTING

	Programs 100-630										Programs 700-900	Total
	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Property 6700	Dues and Fees 6810	Judgments Against a District 6820	Redemption of Principal 6831, 6832, 6833	Interest 6841, 6842, 6843, 6850	Miscellaneous and Charges for District Services 6885, 6890	All Object Codes (excluding 6900)	
Funds 001-799 (excluding 575)												
1000 Instruction	2,074,773	572,174	111,505	240,063	40,763	43,793				37,276	0	3,120,347
2000 Support Services												
2100 Students	303,781	89,731	223,973	44,152	1,685	310				0	0	663,632
2200 Instructional Staff	211,998	54,594	35,949	80,711	71,949	1,427				0	0	456,628
2300 General Administration	86,407	46,811	65,870	3,293	1,882	8,231	0			0	0	212,494
2400 School Administration	172,163	71,608	14,563	21,727	1,111	2,632				0	0	283,804
2500, 2900 Central Services, Other	261,450	58,602	103,449	45,156	30,202	45,143		0		860	0	544,862
2600 Operation and Maintenance of Plant	324,572	88,858	611,757	389,196	34,987	13				6,248	0	1,455,631
2700 Student Transportation	156,547	38,184	60,158	90,936	0	0				0	0	345,825
3000 Operation of Noninstructional Services												
3100 Food Service Operations	8,652	1,678	309,362	45,417	1,128	145				0	0	366,382
3200 Enterprise Operations	0	0	0	0	0	0				0	0	0
3300 Community Services Operations											43,365	43,365
3400 Bookstore Operations	3,530	341	0	0	0	0				0	0	3,871
Total (lines 1-12)	3,603,873	1,022,581	1,536,586	960,651	183,707	101,694	0	0	44,384	43,365	43,365	7,496,841
From Federal Funds	295,996	61,959	352,102	136,971	83,803	(4,897)	0	0	0	0	0	925,934
From State and Local Sources	3,307,877	960,622	1,184,484	823,680	99,904	106,591	0	0	44,384	43,365	43,365	6,570,907
4000 Facilities Acquisition and Construction	0	0	432,765	0	0	0				0	0	432,765
5000 Debt Service								134,602	33,595		0	168,197

Teacher Salaries (Funds 001-799 excluding 575, Function 1000)

	Certified Teachers (in Object 6100)	Certified Substitutes (in Object 6100)	Contract Teachers (in Object 6300)	Contract Substitutes (in Object 6300)
1. Regular Education (Programs 100, 280, 520, and 550)	1,431,493	51,698	0	1,671
2. Special Education (Programs 200-230, 250, 512, 514, and 515)	96,071	445	0	0
3. Vocational Ed. and CTED (Programs 270, 300-399, and 540)	61,900	0	0	0
4. Other (Programs 240, 260, 265, 510, 511, 513, and 530)	0	0	0	0
5. Cocurricular Activities, Athletics, and Other (Program 600-630)	70,694	6,050	0	0

Other Items (Funds 001-799, excluding 575)

6. Textbooks used for Instruction (Function 1000, Object 6640)	144,300
7. Number of FTE-Certified Teachers	32
8. Number of FTE-Contract Teachers	0

Utilities and Energy Detail (Funds 001-799 excluding 575, Only Function 2600)

1. 6410-6411 Utility Services	30,236
2. 6620-6629 Energy	261,377

CTED Districts Only (Funds 001-799 excluding 575, All Functions)

1. 6591 Services Purchased from Other Arizona Districts	0
2. 6870 Pass-through Payments	0
3. 6880 Sub-awards	0

Revenue from selected federal sources

1. ESEA Title IV - Student Support and Academic Enrichment Grants	0
2. ESEA Title IV - 21st Century Community Learning Centers	0
3. ESEA Title V - Rural Education - Rural and Low-Income School Program	0
4. ESEA Title V - Rural Education - Small, Rural School Achievement Program	0

Programs 700-900 Expenditure Detail (Funds 001-799, excluding 575)

	Property 6,700	All Other (excluding 6900)	Total
1. Program 700	0	0	0
2. Program 800	0	0	0
3. Program 900	0	43,365	43,365
4. Total (lines 1-3)	0	43,365	43,365

Property Detail for Function 4000 (Funds 001-799, excluding 575)

1. 6710 Land and Improvements	0
2. 6720 Buildings and Improvements	0
3. 6731-39 Equipment	0
4. Total (lines 1-3)	0
5. 6450 Construction	420,519

Technology (Funds 001-799 excluding 575, All Functions)

1. 6340 Technical Services	38,449
2. 6432 Technology-Related Repairs and Maintenance	18,118
3. 6443 Rental of Computers and Related Equipment	0
4. 6531 Telecommunications	39,362
5. 6641-43 Software reported in library books, textbooks, or instructional aids	155,828
6. 6650 and 6655 Supplies-Technology-Related and Short-term noninstructional software subscriptions	116,140
7. 6737-38 Technology-Related Hardware & Software (less than \$5,000)	32,462
8. Subtotal (Lines 1-7)	400,359
9. 6739 Technology-Related Hardware & Software (\$5,000 or more)	47,243
10. 6832 and 6842 Noninstructional software subscriptions (more than 12 months) Principal and Interest	168,196
11. 6833 and 6843 Instructional software subscriptions (more than 12 months) Principal and Interest	0

Support Services-Instruction Detail (Funds 001-799 excluding 575, All Objects)

1. 2210 Improvement of Instruction	13,891
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Additional information for National Public Education Financial Survey (NPEFS) reporting of COVID-19 federal relief funds

	Programs 100-630										Programs 700-900	Total
	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Property 6700	Dues and Fees 6810	Judgments Against a District 6820	Interest on Short Term Debt 6850	Miscellaneous 6890	Other 6800	All Object Codes (excluding 6900)	
Current Expenditures from COVID-19 federal relief funds												
1000 Instruction	50,855	9,728	0	13,913	0	0		0	0	0	0	74,496
2100, 2200 Student Support Services	0	0	40,548	1,828	40,609	0		0	0	0	0	82,985
2300, 2500, 2900 Other Support Services	5,796	295	0	0	12,425	0	0	0	0	0	0	18,516
2400 School Administration	0	0	0	0	0	0		0	0	0	0	0
2600 Operation and Maintenance of Plant	0	0	0	8,528	19,282	0		0	0	0	0	27,810
2700 Student Transportation	0	0	0	0	0	0		0	0	0	0	0
3100 Food Service Operations	0	0	0	0	0	0		0	0	0	0	0
3200 Enterprise Operations	0	0	0	0	0	0		0	0	0	0	0
3300 Community Services Operations	0	0	0	0	0	0		0	0	0	0	0
3400 Bookstore Operations	0	0	0	0	0	0		0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total (lines 1-12)	56,651	10,023	40,548	24,269	72,316	0	0	0	0	0	0	203,807

Technology Related Expenditures from COVID-19 federal relief funds	Total spending detail	Classroom spending detail
1. 6340 Technical Services	0	0
2. 6432 Technology-Related Repairs and Maintenance	0	0
3. 6443 Rental of Computers and Related Equipment	0	0
4. 6531 Telecommunications	0	0
5. 6650 Supplies-Technology-Related	0	0
6. 6737-38 Technology-Related Hardware & Software (less than \$5,000)	5,791	0
7. 6739 Technology-Related Hardware & Software (\$5,000 or more)	47,243	37,794
8. 6641-43 Software reported in library books, textbooks, or instructional aids	13,913	13,913
9. 6832 and 6842 Noninstructional software subscriptions (more than 12 months) Principal and Interest	0	0
10. 6833 and 6843 Instructional software subscriptions (more than 12 months) Principal and Interest	0	0

Other Financing Uses for federal relief funds	
1. 6910 Indirect costs transfers-out	6,013

Capital Outlay Expenditures detail for COVID-19 federal relief funds	
1. Programs 100-630, Function 4000, Objects 6100-6700 and 6890	0
2. Programs 100-630, All functions, Object 67XX	72,316

	Total Award (all fiscal years)	FY 2021 Expenditures and Other Financing Uses	FY 2022 Expenditures and Other Financing Uses	FY 2023 Expenditures and Other Financing Uses	Amount remaining to spend
COVID-19 federal relief funds					
1. Elementary and Secondary School Emergency Relief Funds (ESSER I)	142,995	139,181	3,814	0	0
2. Elementary and Secondary School Emergency Relief Funds (ESSER II)	579,996	135,229	444,767	0	0
3. Elementary and Secondary School Emergency Relief Funds (ESSER III)	1,297,761	0	249,881	209,820	838,060
4. Governor's Emergency Education Relief Funds (GEER) - includes Acceleration Academies Program	0	0	0	0	0
5. Coronavirus Relief Fund (CRF)—Enrollment Stability Grant (ESG) Program	167,681	167,681	0	0	0
6. Other COVID-19 Federal Relief Funds	38,760	0	0	0	38,760
7. Total	2,227,193	442,091	698,462	209,820	876,820

Total FY 2023 expenditures + other financing uses **209,820**

CTDS NUMBER 090202000

I certify that the Annual Financial Report of Joseph City Unified School District, Navajo County, for fiscal year 2023 was approved by the Governing Board on October 12, 2022, 2023, and that the complete Annual Financial Report may be reviewed by contacting Steven Mills at the District Office, telephone 928-288-3307, during normal business hours.

Avg. Daily Membership	2022	2023
Attending	428.1440	424.1050
2023 Tax Rates:	Primary	Secondary
	4.9920	0.7740

Rev. 9/23 Arizona Department of Education and Auditor General President of the Governing Board

Fund/Program	Beginning Fund Balance	Revenues	Net Other Financing Sources and Uses Including Transfers	Budgeted Expenditures	Actual Expenditures	Ending Fund Balance	General Fund
Regular Education				4,895,650	4,553,459		
Special Education				684,794	620,794		
Pupil Transportation				346,914	343,561		
Desegregation				0	0		
Dropout Prevention Programs				0	0		
Joint Career & Tech. Ed. & Voc. Ed. Center				0	0		
K-3 Reading Program				26,900	17,220		
Maintenance and Operation Total	450,643	5,416,158	0	5,954,258	5,535,034	331,767	Yes
Classroom Site Funds	543,773	439,315		985,173	167,191	815,897	
Instructional Improvement	70,184	39,361		90,000	0	109,545	
Unrestricted Capital Outlay	161,752	324,015	0	514,604	478,304	7,463	No
Adjacent Ways	133,785	75	0	0	7,825	126,035	
Bond Building	0	0	0	0	0	0	
Other Capital Funds	0	0	0	48,000	0	0	
New School Facilities	0	0		0	0	0	
Federal Projects	(1,079,046)	552,870	(40,616)	2,006,500	663,091	(1,229,883)	
State Projects	(28,664)	40,986	0	65,000	(67,003)	79,325	
County, City, and Town Grants	0	0	0	0	0	0	
English Language Learner	0	0	0	0	0	0	
Compensatory Instruction	0	0	0	0	0	0	
School Plant Fund	23,002	8,830	0	40,000	8,336	23,496	Yes
Food Service	88,903	279,289	0	300,000	354,923	13,269	
Civic Center	41,608	11,348	0	60,000	1,103	51,853	
Community School	4,687	81,291	0	15,000	71,030	14,948	
Auxiliary Operations	72,489	197,011	0	125,000	191,014	78,486	Yes
Extracurricular Activities Fees	39,109	13,737	0	50,000	11,170	41,676	
Gifts and Donations	495,895	27,489	0	550,000	27,816	495,568	Yes
Career & Technical Education Projects	878	52		15,000	0	930	
Fingerprint	0	0	0	0	0	0	
School Opening	0	0	0	0	0	0	Yes
Insurance Proceeds	43,796	583	0	60,000	0	44,379	Yes
Textbooks	439	723	0	1,000	0	1,162	
Litigation Recovery	26,248	0	0	35,000	0	26,248	Yes
Indirect Costs	65,778	0	40,617	75,000	21,795	84,600	Yes
Unemployment Insurance	0	0	0	0	0	0	Yes
Teacherage	0	0	0	0	0	0	Yes
Insurance Refund	8,605	0	0	10,000	0	8,605	
Grants and Gifts to Teachers	0	0	0	0	0	0	
Advertisement	0	0	0	0	0	0	Yes
Career Technical Education	107,910	67,439	0	150,000	20,290	155,059	
Arizona Industry Credentials Incentive	0	851	0	0	851	0	No
Impact Aid Revenue Bond Building	0	0	0	0	0	0	
Debt Service	0	5	0	1,000	0	5	
Emergency Deficiencies Correction	(17,740)	0	0	90,000	24,000	(41,740)	
Building Renewal Grant	(1,017,570)	624,161	0	2,000,000	581,037	(974,446)	
Impact Aid Rev. Bond Debt Service	0	0	0	0	0	0	
Student Activities	39,183	38,853	0	60,000	41,817	36,219	
Employee Insurance Program Withholdings	0	0	0	0	0	0	
State Income Tax Withholdings	0	0	0	0	0	0	
Other Funds	0	0	0	0	0	0	Yes
Permanent Fund	0	0	0	0	0	0	
Trust and Custodial Funds	0	0	0	0	0	0	
Enterprise Funds	0	0	0	0	0	0	
Self-Insurance	0	0	0	0	0	0	
Intergovernmental Agreements	0	0	0	0	0	0	
OPEB	0	0	0	0	0	0	
Other Internal Service Fund	0	0	0	0	0	0	

- Additional fund balance reserve information (See Fund Balance Reserve tab for more detail)**
- (1) The District does not have a process or policy to establish a targeted fund balance reserve for FY 2023.
 - (2) The District's targeted fund balance reserve for FY 2023 was: 0
 - (3) The District's actual fund balance reserve for FY 2023 was: 0

FUND 510	
ACTUAL	
1. BEGINNING FUND BALANCE (1)	88,903
REVENUES	
1500 Investment Income	0
1600 Food Service	16,426
Other Local ___1810__	20
4500 Restricted Revenue Rec. from Fed. Gov.	217,427
4900 Revenue for/on Behalf of the District	45,417
TOTAL REVENUE (lines 2-6)	279,289
5000 Other Financing Sources and Fund Transfers-It	0
TOTAL AVAILABLE (lines 1, 7, and 8)	368,192

A. Number of operating months 12

B. Number of Meals Served	BREAKFASTS	LUNCHES/ SUPPERS	A LA CARTE*	SNACKS
1. Served at District Locations				
a. Reimbursable Meals Only	42,645.00	26,347.00	604.00	0.00
b. Program Adults/Adult Workers	0.00	0.00	101.00	0.00
c. Other	0.00	0.00	0.00	0.00
2. Served at Other Locations				
a. Reimbursable Meals Only	0.00	0.00	0.00	0.00
b. Program Adults/Adult Workers	0.00	0.00	0.00	0.00
c. Other	0.00	0.00	0.00	0.00

* Divide all revenues from a la carte sales by the free lunch reimbursement rate received.

C. Meal Prices	P-6	7-8	9-12	Adult
1. Reduced breakfast	0.30	0.30	0.30	
2. Reduced lunch	0.40	0.40	0.40	
3. Reduced snack	0.00	0.00	0.00	
4. Paid breakfast	0.00	0.00	0.00	0.00
5. Paid lunch	2.95	3.00	3.00	0.00
6. Paid snack	0.00	0.00	0.00	0.00

D. Special Milk Program	
Charge to children per ½ pint milk unit	\$0.00
Number of ½ pint milk units served to children	0

FOOD SERVICE

EXPENDITURES

6150 Classified Salaries	
6200 Employee Benefits	
6400 Purchased Property Services	
6570 Food Service Management	
6591 Services Purchased from Other AZ Districts	
6610 General Supplies (Nonfood Items)	
6620 Energy	
6631 USDA Commodities (Excluding Freight)	
6632 USDA Commodities (Freight Only)	
6633 Other Food	
6634 Storage Costs for USDA Commodities	
6700 Property (Excluding 6731-39)	
6731-32, 6734-35, 6737-38 Furniture & Equipment, Vehicles, & Tech. costing under \$5,000	
6733, 6736, 6739 Furniture & Equipment, Vehicles, & Tech. costing \$5,000 or more	
6832 and 6842 Other Principal and Interest	
Other Expenditures	
TOTAL EXPENDITURES (lines 10-25)	
6910 Indirect Costs Transfers-Out	
6900 Other Financing Uses and Fund Transfers-Out (excluding Indirect Costs Transfers-Out)	
TOTAL EXPENDITURES & OTHER USES	
(lines 26-28)	

ENDING FUND BALANCE (line 9 minus line 29) (1)

F. Services purchased from the M&O Fund to repair and maintain food service property owned, rented, or used by the district (function 2600).	
6400 Purchased Property Services	12,139

FOOD SERVICE FUND 510	BUDGET	ACTUAL	M&O EXPENDITURES FUND 001	CAPITAL EXPENDITURES FUND 610
			ACTUAL	ACTUAL
10.		0	8,652	0
11.		0	1,678	0
12.		0	12,139	0
13.		309,362	0	
14.		0	0	
15.		0	0	0
16.		0	0	
17.		45,417		
18.		0		
19.		0		
20.		0		
21.				0
22.		0		1,128
23.		0		0
24.		0		0
25.		145	0	0
26.	300,000	354,923	22,469	1,128
27.		0		
28.		0		
29.		354,923		
30.		13,269		

E. Detail of Food Service Management Company Expenditures

Classified Salaries	118,610
Employee Benefits	23,208
Supplies and Materials (Nonfood)	7,787
Food	124,366
Management Fee	7,492
Other	27,899
Total (must equal total of amounts on line 13 above)	309,362

(1) Includes Food Service Fund revolving account cash balance of \$0 at 7/1/22 or \$0 at 6/30/23, as applicable.

5.C. Discussion and Possible Approval of Increase in Pay for Non-AIA Junior High School Athletic Game Referees

Increase by \$5.00 from \$35 to \$40 per game

5.D. Discussion and Possible Action Regarding the Superintendent's Performance Pay

This is 2.5% of the amount of the Superintendent's contract withheld until the Governing Board approves payment as required in Arizona statute.

Superintendent Evaluation Rating Scale



Meets



Does
Not Meet

Standard One: LEADERSHIP AND DISTRICT CULTURE:

Superintendent shows Leadership through empowering others, visioning, helping shape school culture and climate, and understanding multi-cultural and ethnic differences

Performance Indicators: These are listed only to help the Board in evaluating the above standard.

- 1.1 Facilitates a community process to implement a shared vision that focuses on improving student achievement.
- 1.2 Promotes academic rigor that focuses on learning and excellence for schools.
- 1.3 Models learning for staff and students.
- 1.4 Promotes and expects a school based climate of tolerance, acceptance and civility.
- 1.5 Develops, implements, promotes and monitors continuous improvement processes.



Meets



Does
Not Meet

Standard Two: POLICY AND GOVERNANCE:

Superintendent works with the Board to formulate internal and external District policies, and demonstrates good school governance.

Performance Indicators: These are listed only to help the Board in evaluating the above standard:

- 2.1 Establishes procedures for Superintendent's/Board interpersonal and working relationships and understands and articulates the difference between the Board policy making function and the Superintendent's administrative role.

2.2 Understands and interprets the role of federal, state and sometimes Navajo government's, policies and politics and their governmental relationship to the local school district.

2.3 The Superintendent uses legal counsel to advice the Superintendent in governance and procedures in order to avoid civil and criminal liabilities.



Meets



Does
Not Meet

Standard Three: COMMUNICATION AND COMMUNITY RELATIONS

Superintendent establishes affective two-way communications not only with students, staff and parents, but the community as a whole. The Superintendent seeks community feedback and works towards building a community support for the school district.

Performance Indicators: These are listed only to help the Board in evaluating the above statement.

3.1 Demonstrates affective communication skills [written, verbal, and non-verbal context] at formal and informal settings, large and small groups and one-on-one environments.

3.2 Promotes involvement of all stakeholders to fully participate in the process of education.

3.3 Establishes effective school-community relations, school-business partnerships and school-governmental partnerships.



Meets



Does
Not Meet

Standard Four: FINANCIAL AND ORGANIZATIONAL MANAGEMENT

Superintendent shows the ability to gather and analyze data for professional decision-making which includes fiscal management and school facilities oversight and demonstrates the ability to make appropriate and informed recommendations to the Board.

Performance Indicators: These are listed only to help the Board in evaluating the above standard.

4.1 Demonstrates budget management and financial policy compliance including financial forecasting, planning, cash flow management, account auditing and monitoring.

4.2 Develops and monitors long range plans for school and District technology and information systems, making informed decisions about computer hardware and software, and staff development and training needs.

4.3 Demonstrates knowledge of school facilities and develops a process that builds internal and public support for the facilities needed.

4.4 Establishes procedures and practices for dealing with emergency such as weather, threats to the school, student violence and other crisis situations.



Meets



Does

Not Meet

Standard Five: CURRICULUM PLANNING DEVELOPMENT

Superintendent stays up-to-date in curriculum, teaching, learning and testing theories and makes sound recommendations for curriculum development, teaching techniques, and learning technologies.

Performance Indicators: These are listed only to help the Board in evaluating the above standard.

5.1 Develops a core curriculum design and delivery system based on content and assessment standards and best practices.

5.2 Uses child development and learning theories to create research based and appropriate curriculum and instruction.

5.3 Includes use of the computer, the internet, networking, distance learning and other technologies in the educational programming.

5.4 Involves faculty and stakeholders in enhancement and renewal of curriculum to ensure alignment of curriculum common instructions and assessment to the states standard.



Standard Six: INSTRUCTIONAL LEADERSHIP

The Superintendent exhibits the skills required to institute a curriculum system based on State standards and includes a curriculum which emphasizes the most effective teaching techniques and ensures that all instructional resources are used to maximize student achievement.

Performance Indicators: These are listed only to help the Board in evaluating the above standard.

6.1 Formulate plans to assess appropriate teaching methods, classroom management and strategies for all District learners.

6.2 Establishes instructional strategies that include cultural diversity and differences in learning style.

6.3 Provides effective methods of providing, monitoring, evaluating and reporting student achievement and uses research and assessments to improve the learning process.

6.4 Encourages various staffing patterns, student grouping plans, class schedule plans, school organizational structures, and facilities design processes to support various teaching strategies and desired student outcome.

6.5 Implements appropriate safety and security practices in the school.



Standard Seven: HUMAN RESOURCES MANAGEMENT

Superintendent demonstrates the required expertise in developing and implementing a staff performance evaluations system and exhibits the required skills in applying appropriate policies and contractual and legal requirements for personnel selection, including the development, retention, promotion and discipline of employees.

Performance Indicators: These are listed only to help the Board evaluating the above statement.

7.1 Oversees a staff performance/evaluation system consistent with State Law and school district policies and utilizes the staff evaluation data for decision making, promotion and career growth and the professional development of District staff.

7.2 Ensures that appropriate polices and State Law are used for the recruitment, selection, promotions, compensation, and discipline of employees.



Not Meet

Standard Eight: VALUES AND ETHICS OF LEADERSHIP

Superintendent exhibits the understanding of and modeling of high ethical and moral leadership standards which includes acting with staff, students, the Board, and the community with integrity, fairness, and an ethical manner.

Performance Indicators: These are listed only to help the Board in evaluating the above standard.

8.1 Exhibits multi-cultural and ethnic understanding and sensitivity.

8.2 Models acceptable moral and ethical standards in interactions with staff, students, the Governing Board, and the community.

8.3 Explores and develops ways common grounds in dealing with difficult and divisive issues.

8.4 Promotes and demonstrates the values of democracy, equity, fairness and diversity.

8.5 Promotes social justice and ensures that individual student's needs are paramount in all aspects of schooling.

8.6 Models principals of self-awareness, reflective practice, transparency, and ethical behavior.

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.

6. INFORMATION ITEMS

6.A. Report and Public Comment on the Use of Maintenance and Operations Override Monies for 2022-23

The school district is required by statute to report annually in a public meeting on the use of Maintenance and Operations override monies and to provide an opportunity for the public to comment.

Report on the use of Maintenance and Operations override monies during the 2022-23 school year

Joseph City Unified School District | Public Meeting | October 10, 2023

What is an override?

The Joseph City Unified School District has a Maintenance and Operations budget override in place at this time. The override authorizes an increase to Maintenance and Operations funding of 15 percent. These additional funds are generated by local property taxes and may only be used for maintenance and operations purposes. They may not be used to purchase capital equipment or fund major building improvements.

How much is it?

The override provided additional funds of approximately \$684,037 in 2022-23. It can cost the average homeowner between \$40 and \$162 per year, depending on the assessed value of their property. Since override funds are a percentage of the Maintenance and Operations budget, which is determined each year by Arizona and legislative funding formulas, the annual override amount can vary over its life cycle. Override amounts in past years have been:

- \$387,726 in 2012-13
- \$362,006 in 2013-14
- \$344,401 in 2014-15
- \$348,952 in 2015-16
- \$354,343 in 2016-17
- \$369,434 in 2017-18
- \$387,259 in 2018-19
- \$272,562 in 2019-20
- \$643,963 in 2020-21
- \$628,488 in 2021-22

The number of enrolled students drives funding for schools. The decreasing override amounts in past years reflect corresponding decreases in student enrollment.

What is the timeline?

The current override was approved by voters in November 2019 and became effective with the 2020-21 school year. The 2022-23 school year is the third year of a 7-year override cycle. The override is authorized to be funded at the full amount for five years. In the sixth year (2025-26) funding will be reduced by one-third. In the seventh year (2026-27), funding will be reduced by two-thirds and eliminated completely in 2027-28, unless voters approve a renewal of the override in the November 2024 election.

How is the money used?

Purpose of the override	What the District has done
Keep abreast of educational trends	<ul style="list-style-type: none"> • Made sure technology is updated and current • Provided training for teachers and staff in the areas of effective educational practices and other skills and knowledge essential to success
Keep salaries competitive	<ul style="list-style-type: none"> • Used override monies to help fund salaries and benefits for staff • The override has allowed the district to maintain salaries that are competitive with other schools in the region; compensation levels are sufficient to attract and retain qualified staff, thus far
Furnish classroom supplies	Used override funds to ensure students have the instructional supplies they need to achieve educational goals
Maintain educational programs	<ul style="list-style-type: none"> • Used override monies to continue offering effective educational programs as state and federal funding has been cut • Purchased and updated curriculum materials, including software applications, essential to meeting new state academic standards • Override monies help fund tools and software to measure and improve student achievement • Student test scores and school rankings are among the highest in the region
Maintain class sizes	<ul style="list-style-type: none"> • Although class sizes in some grades fluctuate from year to year, class sizes are generally low and are reasonable for effective instruction • Used override monies to add Instructional Aides to assist in larger classes

Questions? Comments?

The Joseph City School district values your feedback. We are committed to providing the best possible educational opportunities for your children. We thank you for your willingness to support effective schools and appreciate the sacrifices you make for kids. Please let us know if you have any questions or comments.

Superintendent
Bryan Fields
bryanf@jcusd.org

Business Manager
Steve Mills
stevenm@jcusd.org

Administration Office
8176 N. Westover, Joseph City | (928) 288-3307
districtoffice@jcusd.org

6.B. 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:

- BCB - Board Member Conflict of Interest
- BDA - Board Organizational Meeting
- BE - School Board Meetings
- BEDA - Notification of Board Meetings
- BEDB - Agenda
- CBI, CBI-EB - Evaluation of Superintendent
- EBC - Emergencies
- GCG - Part-Time Staff Employment
- IHA, IHA-E - Basic Instructional Program
- JFABDA - Admission of Students in Foster Care
- JK - Student Discipline
- JKD - Student Suspension
- JKE - Expulsion of Students
- JLH - Missing Students
- JRCA-R - Request of Transfer of Records

POLICY SERVICES ADVISORY

Volume 35, Number 3

September 2023

Policy Advisory No. 748	Policy BCB — Board Member Conflict of Interest
Policy Advisory No. 749	Policy BDA — Board Organizational Meeting
Policy Advisory No. 750	Policy BE — School Board Meetings
Policy Advisory No. 751	Policy BEDA — Notification of Board Meetings
Policy Advisory No. 752	Policy BEDB — Agenda
Policy Advisory No. 753	Policy CBI — Evaluation of Superintendent NEW - Exhibit CBI-EB — Evaluation of Superintendent
Policy Advisory No. 754	Policy EBC — Emergencies
Policy Advisory No. 755	Policy GCG — Part-Time and Substitute Professional Staff Employment
Policy Advisory No. 756	Policy IHA — Basic Instructional Program Exhibit IHA-E — Basic Instructional Program
Policy Advisory No. 757	Policy JFABDA — Admission of Students in Foster Care
Policy Advisory No. 758	Policy JK — Student Discipline
Policy Advisory No. 759	Policy JKD — Student Suspension
Policy Advisory No. 760	Policy JKE — Expulsion of Students
Policy Advisory No. 761	Policy JLH — Missing Students
Policy Advisory No. 762	Regulation JRCA-R — Request for Transfer of Records

POLICY ADVISORY DISCUSSION

Summary

Most of the following policy advisories are derived from enactments of the 56th Legislature, First Regular Session, 2023. These are indicated by references to the bills and/or statutes which have either been newly created or altered by the Legislature.

Exhibit CBI-EB; Evaluation of Superintendent, has been added to provide Districts with two (2) options for use.

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

Policy Advisory Discussion

Policy Advisory No. 748

Policy BCB — Board Member Conflict of Interest

A school district is allowed to employ, including through a third-party contractor that provides services to the school district, any person who served as a member of the school district governing board during the preceding two years only in a position in which the person will provide services directly to students. School districts are authorized to increase the time period for this restriction to be more than two years.

Policy Advisory No. 749

Policy BDA — Board Organizational Meeting

A school district governing board is required to meet in January following an election, instead of between January 1 and January 15 following the election.

Policy Advisory No. 750

Policy BE — School Board Meetings

Schools, school boards, executive boards, and municipalities are required to provide for an amount of seating sufficient to accommodate the reasonably anticipated attendance of all persons desiring to attend the deliberations and proceedings, when feasible. Does not require a public body to relocate a meeting outside of the largest regular meeting room. Except for a meeting through technological devices, the agenda for a public meeting is required to include notice of the time that the public will have physical access to the meeting place.

Policy Advisory No. 751

Policy BEDA — Notification of Board Meetings

Policy Advisory No. 752

Policy BEDB — Agenda

Schools, school boards, executive boards, and municipalities are required to provide for an amount of seating sufficient to accommodate the reasonably anticipated attendance of all persons desiring to attend the deliberations and proceedings, when feasible. Does not require a public body to relocate a meeting outside of the largest regular meeting room. Except for a meeting through technological devices, the agenda for a public meeting is required to include notice of the time that the public will have physical access to the meeting place.

Policy Advisory No. 753

Policy CBI — Evaluation of Superintendent

***NEW* - Exhibit CBI-EB — Evaluation of Superintendent**

Policy CBI was revised updating the timelines associated with the evaluation.

ASBA and ASA, in collaboration with superintendents and board members from across Arizona, developed and piloted this evaluation tool (CBI-EB) which is reflective of the collective, diverse voice of superintendents and board members. Once an evaluation instrument is chosen, it will be recodified as CBI-E.

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

Policy Advisory No. 754

Policy EBC — Emergencies

Emergency response plans developed by school district governing boards are required to address how the school and emergency responders will communicate with and provide assistance to students with disabilities.

Policy Advisory No. 755..... Policy GCG — Part-Time and Substitute Professional Staff Employment

A "small school district" (defined in A.R.S. 15-901) is allowed to employ a substitute teacher who is related to a member of the governing board as the member's spouse or immediate family and who has had the same household of residence within the preceding four years. If a small school district employs a substitute teacher in these circumstances, the member of the governing board who is related to the substitute teacher must be recused from voting on any matter relating to substitute teachers.

Policy Advisory No. 756..... Policy IHA — Basic Instructional Program Exhibit IHA-E — Basic Instructional Program

Per HB2060, A.R.S. 15-211(C) adds a literacy coach or literacy specialist at each school to the list of employees that may satisfy the dyslexia training requirements at each K-3 school in a district.

Policy Advisory No. 757 Policy JFABDA — Admission of Students in Foster Care

Within five days after a child enters foster care or if a child's placement changes, the child (if appropriate), the child's caseworker, the child's parent, guardian, custodian, caregiver, or foster parent, and representatives from the child's school of origin are required to determine if it is in the child's best interest to remain in the child's school of origin. The Department of Child Safety (DCS) and educational agency are required to jointly ensure that a child receives transportation to the educational institution determined to be in the child's best interest, including a charter school or educational institution located outside of the child's current school district. DCS is authorized to coordinate with the Arizona Department of Education (ADE) and local education agencies and enter into necessary information sharing and financial agreements to ensure the child receives transportation, and school districts are authorized to cross district boundaries when transporting a student in these circumstances. DCS and ADE are required to adopt a clear, written arbitration process for resolution of disputes between DCS, local educational agencies, and ADE regarding the arrangement for and funding of a child's transportation. The DCS semiannual report is required to include specified information regarding the educational placement of foster children.

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

Policy Advisory No. 758

Policy Advisory No. 759

Policy Advisory No. 760

Policy JK — Student Discipline

Policy JKD — Student Suspension

Policy JKE — Expulsion of Students

Statutory requirements that must be met in order to suspend or expel a student in kindergarten through fourth grade do not apply to an expulsion required due to a student bringing a firearm to school or to a suspension for two or fewer days when the aggregate suspensions for that student do not exceed ten days within the school year.

Policy Advisory No. 761

Policy Advisory No. 762

Policy JLH — Missing Students

Regulation JRCA-R — Request for Transfer of Records

Per HB2060, A.R.S. 15-828 increases the window to request records from a transferring pupil's prior school from five to ten days.

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

**BCB ©
BOARD MEMBER CONFLICT
OF INTEREST**

Voting Restrictions

Notwithstanding any other provision of law, a Governing Board member shall be eligible to vote on any budgetary, personnel, or other question that comes before the Board, except that it shall be unlawful for a member to vote on a specific item that concerns the appointment, employment, or remuneration of such member or any person related to such member as a dependent as defined in A.R.S. 43-1001. [LEGAL REF.: A.R.S. 15-323]

Employment Limitation

No dependent, as defined in Section 43-1001, of a Governing Board member may be employed in the District, except by consent of the Board. [LEGAL REF.: A.R.S. 15-502]

No employee of the District or the spouse of such employee may hold membership on the Governing Board of the District. [LEGAL REF.: A.R.S. 15-421]

The District is allowed to employ, including through a third (3rd)-party contractor that provides services to the District, any person who served as a member of the School District Governing Board during the preceding two (2) years only in a position in which the person will provide services directly to students. Pursuant to A.R. S. 15-421, the District is authorized to increase the time period for this restriction to be more than two (2) years.

Conflict of Interest

Any Board member or employee of the District who has, or whose relative has, a substantial interest in any contract, sale, purchase, or service to the District shall make known that interest in the official records of the District and shall refrain from voting upon or otherwise participating in any manner as a Board member or employee in such contract, sale, or purchase. [LEGAL REF.: A.R.S. 38-503]

Any Board member or employee who has, or whose relative has, a substantial interest in any decision of the District shall make known such interest in the official records of the District and shall refrain from participating in any manner as a Board member or employee in such a decision. [LEGAL REF.: A.R.S. 38-503]

"Refrain from participating in any manner" means more than just refraining from making a final decision. It means participating in any way in the process leading up to a decision. An employee with a conflict of interest must not make recommendations, give advice, or otherwise communicate in any manner with anyone involved in the decision-making process.

**Purchases from Governing Board
Members for Districts with
3,000 or More Students**

School district procurement rules are required for all purchases of service from Governing Board members, regardless of the dollar amount. Purchases for services may only be made after public competitive bidding. Purchases of supplies, materials, and equipment from Board members are subject to the following:

- A. Purchases for supplies, materials, and equipment are limited to three hundred dollars (\$300) per transaction;
- B. Total purchases within any twelve (12) month period are limited to one thousand dollars (\$1,000);
- C. The purchases comply with the Uniform System of Financial Records (USFR) guidelines for oral and written quotations.
- D. The Board has, by majority vote, adopted or reconfirmed a policy authorizing such purchases within the preceding twelve (12) month period.

[LEGAL REF.: A.R.S. 38-503; 15-323; A.G.O. I84-012; I06-002]

**Purchases from Governing Board
Members for Districts with
Fewer than 3,000 Students**

School district procurement rules are required for all purchases of service from Governing Board members, regardless of the dollar amount. Purchases for services may only be made after public competitive bidding. Purchases of supplies, materials, and equipment from Board members are subject to the following:

- A. Purchases less than one hundred thousand dollars (\$100,000) comply with the Uniform System of Financial Records (USFR) guidelines for oral and written quotations;
- B. Purchases of one hundred thousand dollars (\$100,000) and above comply with the school district procurement rules for public competitive bidding;
- C. Each purchase is approved by the Governing Board;
- D. The amount of the purchase is included in the Board's meeting minutes.

[LEGAL REF.: A.R.S. 15-323; A.G.O. I06-002]

Filing of Disclosures

The District shall maintain for public inspection in a special file all documents necessary to memorialize all disclosures of substantial interest made known pursuant to the statutory conflict-of-interest provisions. [LEGAL REF.: A.R.S. 38-509]

Adopted: _____

LEGAL REF.:

A.R.S.

15-213

15-323

15-421

15-502

38-481

38-503

38-509

43-1001

A.G.O.

I84-012

I87-035

I88-013

I06-002

CROSS REF.:

BBBA - Board Member Qualifications

DJE - Bidding/Purchasing Procedures

**BDA ©
BOARD ORGANIZATIONAL MEETING**

For the purpose of organizing ~~organization~~ of the Governing Board, the Board ~~shall must~~ meet in January following the election at the most convenient public facility in the District. (If a public facility is not available within the District, the Board may meet at any available public facility convenient to all Board members, regardless of the county or school district in which the facility is located.) ~~Such meeting shall be held between January 1 and January 15 next following the election.~~

The meeting ~~shall~~ must be called to order by the President of the Board ~~for~~ from the ~~preceding~~ prior year. If that person is ~~not~~ no longer a member of the Board, a temporary president ~~shall~~ must be elected and to call the meeting shall be called to order and preside until a successor is chosen ~~by the temporary president. The person calling the meeting to order shall preside until a successor is chosen.~~

The new President of the Board shall take office upon election.

~~Whenever~~ If there is a vacancy in the office of President, the Board shall elect a new officer to fill the vacancy ~~during the unexpired term of office.~~ However In addition to the organizational meeting described in this policy, the Board may elect a Board President at any time, for any reason, providing that the matter has been properly placed and noticed on the Board agenda is handled in a way that is consistent with the open meeting law and adopted by the Board.

Adopted: _____

LEGAL REF.:

A.R.S.

15-321

38-431 et seq.

CROSS REF.:

BDB - Board Officers

BE - School Board Meetings

BEC - Executive Sessions/Open Meetings

BEDA - Notification of Board Meetings

**BE ©
SCHOOL BOARD MEETINGS**

The Board shall transact all business at official meetings of the Board. These may be either regular or special meetings, defined as follows:

- A. Regular meeting - the usual official legal-action meeting, scheduled and held regularly.
- B. Special meeting - an official legal-action meeting called between scheduled regular meetings to consider only specifically identified topics.

Every meeting of the Board, regular or special, shall be open to the public except for an executive session that is held in accordance with state law. A "meeting" is defined as the gathering, in person or through technological devices, of a quorum of members of a public body to discuss, propose or take legal action, including any deliberations with respect to such action, that has been properly noticed, pursuant to Arizona Revised Statutes.

The Board must provide sufficient seating to accommodate the reasonably anticipated number of desiring attendees when feasible. However, this does not require a public body to relocate a meeting outside of the largest regular meeting room.

A meeting includes a one-way electronic communication by one member of a public body that is sent to a quorum of the members of a public body and that proposes legal action.

A meeting also includes an exchange of electronic communications among a quorum of the members of a public body that involves a discussion, deliberation or the taking of legal action by the public body concerning a matter likely to come before the public body for action.

Notice of all Governing Board meetings, regular and special, shall be posted in compliance with the requirements prescribed by A.R.S. 38-431.02 and described in Board Policy BEDA.

Notice must include an agenda of the matters to be discussed or decided at the meeting or information on how the public may obtain a copy of such agenda. Except for a meeting through technological devices, the agenda shall also include notice of the time that the public will have physical access to the meeting place.

Regular Board Meetings

The Governing Board shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called. If action has been taken and documents approved at a meeting, they may be signed subsequently by individual Board members.

Choose this:

The _____ and _____ of each month during the regular school year are designated as the regular Board meeting dates. The Board may hold other meetings as often as called.

Or choose this:

The _____ of each month during the regular school year is designated as the regular Board meeting date. The Board may hold other meetings as often as called.

A regular meeting may be rescheduled or canceled:

- A. By majority vote of the Board when noticed as a meeting agenda item.
- B. By declaration of the Board President, or if the President is unavailable another member of the Board, in consultation with the Superintendent, when a significant event beyond the Board's control renders attendance at the meeting unsafe or unreasonable in light of the circumstance, such as:
 - 1. Significantly inclement weather conditions, or
 - 2. A local, state, or national emergency of a magnitude it intervenes to the extent that convening of the meeting is inadvisable.
- C. When the absence of a quorum of the Board will render the meeting impermissible.

Every regular meeting of the Board shall be open to the public, and the Board shall meet at the most convenient public facility in the District. If a public facility is not available within the District, the Board may meet at any available public facility convenient to all Board members, regardless of the county or school district in which the facility is located.

Special Board Meetings

Special meetings may be called whenever deemed necessary. Written or telephoned notice of all special meetings shall be given to the members of the Board at least twenty-four (24) hours prior to the time stated for the meeting to convene. Said notice shall indicate the purpose of the special meeting. No business other than the matters specified in the notice shall be transacted at such meeting.

Adopted: _____

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

LEGAL REF.:

A.R.S.

15-321

15-843

38-431 et seq.

38-431.01

38-431.02

A.G.O.

I79-45

CROSS REF.:

BEC - Executive Sessions/Open Meetings

BEDA - Notification of Board Meetings

BEDB - Agenda

BEDC - Quorum

BEDF - Voting Method

BEDG – Minutes

**BEDA ©
NOTIFICATION OF BOARD MEETINGS**

A statement shall be conspicuously posted on the District's website specifying where all notices of the Governing Board meetings are posted, including the physical and electronic locations, and give additional public notice as is reasonable and practicable as to all meetings. Except for a meeting through technological devices, the agenda and notice shall also include the time that the public will have physical access to the meeting place.

The District shall post all Governing Board public meeting notices on its website and give additional public notice as is reasonable and practicable as to all meetings. When the District has complied with all other public notice requirements of A.R.S. 38-431.02, the Board is not precluded from holding a meeting for which notice was posted when a technological problem or failure either:

- A. prevents the posting of public notice on the District website, or
- B. temporarily or permanently prevents use of all or part of the District's website.

When an executive session of the Board is scheduled a notice of the executive session stating the provision of law authorizing the executive session and including a general description of the matters to be considered shall be provided to:

- A. the members of the Governing Board, and
- B. the general public.

At least twenty-four (24) hours prior to the meeting notice shall be given to the members of the Governing Board and to the general public by posting in the designated public place(s) the time and place, and the meeting agenda or any change in the meeting agenda. The notice shall include an agenda of the matters to be discussed, considered or decided at the meeting, or include information on how the public may obtain a copy of the agenda.

The twenty-four (24) hour notice period:

- A. May include Saturday when, in addition to any website posting, the public has twenty-four (24) hour access to the physical posting location.
- B. Does not include Sundays and other holidays prescribed in A.R.S. 1-301.

A twenty-four (24) hour meeting notice is not required in the case of an actual emergency, however, notice shall be given and procedures followed in accordance with the requirements of 38-431.02 as are appropriate to the circumstances.

The Governing Board shall provide any officer, appointee, or employee to be considered or discussed at a meeting with written notice of the executive session as is appropriate but not less than twenty-four (24) hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.

A meeting may be recessed and resumed with less than twenty-four (24) hours notice when proper initial meeting notice was given and, before recessing, public notice is given specifying the time and place the meeting will be resumed or identifying the method by which such notice shall be publicly given.

When the Governing Board intends to meet at a regular place and time on a regular day, date or event for a specified calendar period, the District may post notice of the beginning of the applicable calendar period and the period for which the notification is valid.

Adopted: _____

LEGAL REF.:

A.R.S.

1-301

15-321

15-341

38-431.01

38-431.02

A.G.O.

I79-45

CROSS REF.:

BE - School Board Meetings

BEC - Executive Sessions/Open Meetings

BEDB – Agenda

**BEDB ©
AGENDA**

The agenda shall list the specific matters to be discussed, considered or decided at the meeting. Except for a meeting through technological devices, the agenda and notice shall also include the time that the public will have physical access to the meeting place. The Governing Board may discuss, consider or make decisions only on matters listed on the agenda and other matters related thereto. (*Subject to A.R.S. 38-431.02*)

Unless changed by a majority vote of Board members present at a meeting, the order of business shall be as follows:

Regular meetings:

- A. Call to order
- B. Adoption of the agenda (*Discussion of items is not in order.*)
- C. Pledge of allegiance
- D. Board Meeting minutes not previously approved
- E. Information only items (*Items to be heard only; the Board will not propose, discuss, or take legal action during the meeting unless the specific matter is properly noticed for legal action.*)
 1. Summary of current events
 - a. Superintendent
Celebrations and recognitions
 - b. Governing Board members
 2. Reports (*Notice must be specific as to type of report that will be given, subject matter and whom will be making the report.*)
- F. Public comments (*Members of the Governing Board shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.*)
- G. Action items (*Matters on which the Governing Board may take legal action during the meeting.*)
 1. Consent agenda items (*When so presented, should fully describe the matters on the agenda and inform the public where more information can be obtained.*)

2. Specific items of District business (*As listed for consideration, may include various categorical areas as the business of the District necessitates Board discussion, deliberation, and action.*)

H. Information and Discussion items (*Matters about which the Board may engage in discussion but will take no action during the meeting.*)

I. Information items (*The Board will not propose, discuss, or take legal action during the meeting.*)

Requests for future agenda items

J. Adjournment

Special meetings:

A. Call to order

B. Items for which the special meeting was called (*May include timely action, discussion, and information items as conditioned for regular meetings.*)

C. Announcements

D. Adjournment

Executive sessions:

An executive session may be scheduled, as necessary, during either a regular or special meeting. (*See Arizona Attorney General Agency Handbook Section 7.6.7.*)

1. When an executive session is to be held, the notice must state the specific provision of law authorizing the executive session.

2. The Board may vote to hold an executive session for the purpose of obtaining legal advice from the Board's attorney on any matter listed on the agenda pursuant to A.R.S. 38-431.03(A)(3).

Emergency meetings

In the case of an actual emergency, the Governing Board, after giving such notice as is appropriate to the circumstances, may act on an emergency matter or call an emergency meeting in accordance with the requirements set out in A.R.S. 38-431.02. The emergency meeting shall follow the order of business for a special meeting. An emergency meeting shall be subsequently followed by the posting of a public notice within twenty-four (24) hours declaring that an emergency session has been held and setting forth the information specified by 38-431.02. Chapter 7 of the Arizona Agency Handbook shall be consulted for guidance when an emergency action or meeting is being considered.

Accommodations for the Disabled

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [*name of designated agency contact person*] at [*telephone number and TDD telephone number*]. Requests should be made as early as possible to allow time to arrange the accommodation.

Adopted: _____

LEGAL REF.:

A.R.S.

38-431

38-431.01

38-431.02

38-431.03

CROSS REF.:

BDB - Board Officers

BEC - Executive Sessions/Open Meeting

CBI ©
EVALUATION OF SUPERINTENDENT

The Governing Board shall evaluate the Superintendent at least once each year.

Prior to the academic year, the Board and Superintendent will meet to agree on an evaluation instrument. The evaluation(s) shall relate to the Superintendent's duties, responsibilities, and progress toward established goals. The Superintendent shall provide each member of the Board a copy of the agreed upon evaluation instrument not later than September 1 ~~November 10~~.

~~The Board President shall schedule a meeting not later than March 30 ~~December 18~~, when the Board will devote an executive session to the evaluation of the Superintendent's performance, to discuss working relationships between the Superintendent and the Board, and to review the Superintendent's contract (with the Superintendent present). ~~If the Superintendent's contract is in its first year, this initial evaluation will not be a comprehensive evaluation, but will be used to allow the Board to communicate its perspective on the Superintendent's performance to date and to allow the Board and the Superintendent to communicate on performance matters. Additional first year evaluations may be completed by the Board at the Board's discretion or upon invitation by the Superintendent; however, the first fully comprehensive evaluation will be that which occurs in November of the Superintendent's second year.~~~~

Any meetings of the Board to compile evaluations, or meetings to discuss the evaluations with the Superintendent, shall be held in executive session unless the Superintendent requests that any such meeting be held in open session. Board members shall have the opportunity to discuss with the Superintendent any item(s) on which the Board member fails to achieve consensus.

A copy of any written evaluation shall be given to the Superintendent. If in disagreement with such evaluation, the Superintendent may respond in writing to the Governing Board.

Upon the conclusion of the evaluation, the Governing Board may determine whether any changes in the compensation and benefits or contract term of the Superintendent are warranted, subject to the following:

If the Superintendent's contract with the School District is for multiple years, the School District shall not offer to extend or renegotiate the contract until no earlier than fifteen (15) months before the expiration of the contract.

If the Superintendent's contract with the School District is for a single year, on or before May 15 of each year the Board shall offer a contract for the next school year to the Superintendent unless on or before April 15 the Board gives notice to the Superintendent of the Board's intention not to offer a new administrative contract; this contract may or may not be for the position of Superintendent.

The evaluation and any comments by the Superintendent shall become a part of the Superintendent's personnel file.

Adopted: _____

LEGAL REF.:

A.R.S.

15-503

15-341

CROSS REF.:

CBA - Qualifications and Duties of the Superintendent

CBI-EB ©

EXHIBIT

EVALUATION OF SUPERINTENDENT

To view/access the District's Superintendent Evaluation Tool created by ASA/ASBA, [click here](#).

**EBC ©
EMERGENCIES**

The Superintendent will develop and maintain District emergency plans for each school, department, and other facilities in the District and will coordinate such plans with the local law enforcement, fire, medical and hospital authorities as necessary. Training components for staff and students shall be included in the Superintendent's emergency plans.

Emergency response plans are confidential and exempt from public disclosure. The District shall not release emergency response plans to the public as part of a public records request. [A.R.S. 41-1803(G)]

The plans will be in accordance with minimum standards developed jointly by the Department of Education and the Division of Emergency Management within the Department of Emergency and Military Affairs. The plans will designate specific emergency drills to be conducted. Local responders shall periodically be invited to review the plan(s).

Emergency response plans developed by the Governing Board are required to address how the school and emergency responders will communicate with and provide assistance to students with disabilities.

Emergency plans developed by the Superintendent will be presented annually to the Board.

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

41-1803

**GCG ©
PART - TIME AND SUBSTITUTE
PROFESSIONAL STAFF EMPLOYMENT**

Substitute Teachers

The Board will establish the daily pay rate for substitute teachers.

The Superintendent will screen all applicants for substitute positions and recommend substitute teachers to the Board for approval. The Superintendent will establish regulations to ensure that all substitutes used in the schools are on the Board-approved substitute list.

Substitute Professional Staff Members

The Superintendent may employ, when conditions warrant, temporary or part-time personnel on a per diem or time card basis. This authority is subject to the following conditions:

- A. Continued employment of any such person shall be subject to confirmation and approval by the Board at its next official meeting.
- B. The employee shall be hired on a per diem basis and shall be compensated in accordance with the requirements and limitations of existing contracts that cover similar positions or employees.
- C. In addition to the conditions set forth above, the temporary assignment of a person to a supervisory or administrative position shall be preceded by notification to the Board. The Superintendent will detail the circumstances that created the need for the part-time employment.

=====

Optional language: The following outlined item (to the next double line) is available for inclusion in whole or in part at the discretion of school districts having only one (1) school or fewer than 600 students as determined by the local Governing Board.

Small School Districts; Substitute Teachers

A small school district, as defined in A.R.S. 15-901, is allowed to employ a substitute teacher who is related to a member of the Governing Board as the member's spouse or immediate family and who has had the same household of residence within the preceding four (4) years. If a small school district employs a substitute teacher in these circumstances, the member of the Governing Board who is related to the substitute teacher must recuse themselves from voting on any matter relating to substitute teachers.

=====

Adopted: _____

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

LEGAL REF.:

A.R.S.

15-421

15-502

15-503

A.A.C.

R7-2-603

**IHA ©
BASIC INSTRUCTIONAL PROGRAM**

The various instructional programs will be developed to maintain a balanced, integrated, and sequential curriculum that will serve the educational needs of all school-aged children in the District. The curriculum will be broad in scope and provide for a wide range in rate, readiness, and potential for learning.

The instructional program shall reflect the importance of language acquisition/reading-skill development as the basic element in each student's education. The first priority of the instructional program will be language acquisition through a planned sequence of reading skills and language experiences beginning in the kindergarten program. The improvement of specific reading skills of students should be continuous throughout their education. Each school educating students in kindergarten and grades one (1) through three (3) shall have a reading program as required by A.R.S. 15-704 and applicable State Board of Education rules.

The second priority of the instructional program will be mastery of the fundamentals of mathematics, beginning in the kindergarten program.

The instructional program will ensure that on or before July 1, 2022, at least one (1) kindergarten through third (K-3) grade teacher, literacy coach or literacy specialist in each school has received training related to dyslexia that complies with the requirements prescribed in A.R.S. 15-219 and A.R.S. 15-501.01 which includes enabling teachers to understand and recognize dyslexia and to implement structured literacy instruction that is systematic, explicit, multisensory and evidence-based to meet the educational needs of students with dyslexia.

Attention to the above-listed priorities shall not result in neglect of other areas of the curriculum.

The instructional program will include planned sequences in:

- A. Language arts - reading, spelling, handwriting, English grammar, composition, literature, and study skills.
- B. Mathematics experiences.
- C. Social studies - history including Native American history, geography, civics, economics, world cultures, political science, and other social science disciplines.
- D. Science experiences.
- E. Fine and practical arts experience - art education, vocal and instrumental music, and vocational/business education.
- F. Technology skills.
- G. Health and safety education.

H. Physical education.

I. Foreign or Native American language.

The planned program for all students shall also include library instruction, individual study, guidance, other appropriate instructional activities, and all instruction required under state law and State Board of Education regulations.

Observance Days

September 11, in each year shall be observed as 9/11 Education Day. On 9/11 Education Day, each public school shall dedicate a portion of the school day to age-appropriate education on the terrorist attacks of September 11, 2001.

September 25, in each year, shall be observed as Sandra Day O'Connor Civics Celebration Day. On Sandra Day O'Connor Civics Celebration Day, each public school in this state shall dedicate the majority of the school day to civics education.

If Sandra Day O'Connor Civics Celebration Day or 9/11 Education Day falls on a Saturday, Sunday or other day when a public school is not in session, the preceding or following school day shall be observed in the public school as the holiday.

The Superintendent is directed to emphasize the use of the resources developed by the State Board of Education relating to civics education which align with the academic standards in social studies pursuant to A.R.S. 15-701 and 15-701.01.

Adopted: _____

LEGAL REF.:

A.R.S.

1-319

1-321

15-203

15-211

15-219

15-341

15-501.01

15-701

15-701.01

15-704

15-710

15-710.02

15-741.01

15-802

A.A.C.

R7-2-301 *et seq.*

CROSS REF.:

IJNDB - Use of Technology Resources in Instruction

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

IHA-E ©

EXHIBIT

BASIC INSTRUCTIONAL PROGRAM

Reading

For students in kindergarten (K) and grades one (1) through three (3), the District shall:

- A. select and administer screening, ongoing diagnostic and classroom based instructional reading assessments, including motivational assessments, as defined by the State Board of Education;
- B. conduct a curriculum evaluation;
- C. adopt a scientifically based reading curriculum including the essentials of reading instruction;
- D. provide ongoing teacher training based on scientifically based reading research;
- E. devote reasonable amounts of time to explicit instruction and independent reading;
- F. provide intensive reading instruction as defined by the State Board of Education to each student who does not meet or exceed the Arizona standards; and
- G. review its reading program and take corrective action as specified by the State Board of Education whenever more than twenty percent (20%) of the third (3rd) grade students do not meet the Arizona standards.
- H. ensure that on or before July 1, 2022, at least one (1) kindergarten through third (K-3) grade teacher, literacy coach or literacy specialist in each school has received training related to dyslexia that complies with the requirements prescribed in A.R.S. 15-219 and A.R.S. 15-501.01 which includes enabling teachers to understand and recognize dyslexia and to implement structured literacy instruction that is systematic, explicit, multisensory and evidence-based to meet the educational needs of students with dyslexia.
- I. ensure that, within forty-five (45) calendar days after the beginning of each school year or within forty-five (45) calendar days after a student enrollment occurs after the first (1st) day of school, every student who is enrolled in a kindergarten program or grade one in a public school in this state is screened for indicators of dyslexia, using the Department of Education (D.O.E.) dyslexia screening plan (the screening for indicators of dyslexia may be integrated with reading proficiency screenings as prescribed by the D.O.E.);

- J. provide notifications to parents of students who are identified as having indicators of dyslexia based on a screening for indicators; and
- K. ensure that screening for indicators of dyslexia includes phonological and phonemic awareness, rapid naming skills, correspondence between sounds and letters, nonsense word repetition, and sound symbol recognition.

**JFABDA ©
ADMISSION OF STUDENTS
IN FOSTER CARE**

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

Purpose Statement

The implementation of this policy shall assure that:

- A. ~~Within five (5) days after a child enters foster care or if a child's placement changes, the child, if appropriate, the child's caseworker, the child's parent, guardian, custodian, caregiver, or foster parent and representative from the local education agency or the child's school of origin shall determine if it is in the child's best interest to remain in the child's school of origin;~~
- B. ~~A.~~ Children in foster care remain enrolled in their school of origin for the duration of their time in care, unless a determination is made that it is not in such child's best interest to remain in their school of origin, which decision shall be based on all factors relating to the child's best interest, including consideration of the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement, among other factors listed in law (See list in JFABDA-R);
- C. ~~B.~~ ~~If a determination is made that it is not in such child's best interest to remain in the school of origin the child, the child is shall be immediately enrolled in a new school, even if the child is unable to produce records normally required for enrollment or owes any outstanding fines or fees to the school of origin;~~ however, the student may be required to provide their Notice to Providers document;
- D. ~~C.~~ The enrolling school shall immediately contact the school last attended by any such child to obtain relevant academic and other records; Upon request for records for any such child from another school, every effort shall be made to provide records within two (2) business days.
- E. ~~D.~~ In collaboration with the state or local Child Welfare Agency transportation is provided to and from the school of origin or school of placement for the foster child as applicable and found in the law and Policy JFAA; and—In ensuring a child receives transportation to the educational institution determined to be in the child's best interest, the Department of Child Safety may coordinate with the Department of Education and local education agencies and enter into necessary information sharing, data sharing and financial agreements.
- F. ~~E.~~ The District will work with the Department of Child Safety (or tribal agency) to ensure that the provisions of ESSA relating to foster children are implemented, including assigning a District employee to serve as a Point of Contact (POC) to work in collaboration with the applicable child welfare agency and notify the Arizona Department of Education of the assigned POC.

Definitions

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

The term "school of origin" means the school in which a child is enrolled at the time of placement in foster care, including preschool. If a child's foster care placement changes, the school of origin would then be considered the school in which the child is enrolled at the time of the placement change.

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

The Superintendent will designate an appropriate staff person of authority as Point of Contact (POC) for children in foster care who will carry out duties as assigned and notify Arizona Department of Education's (ADE's) Statewide Foster Care Education Coordinator of the designated POC. Among those duties will be the responsibility to coordinate activities and programs to work in collaboration with the respective child welfare agency (either DCS or tribal), in the best interest of foster children that will include procedures to:

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

Other Relevant Policies and Procedures

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

8-530.04

15-816 through 15-816.07

15-821

15-823 through 15-825

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

CROSS REF.:

EEAA - Walkers and Riders

IKEB - Acceleration

JF - Student Admissions

JFAA - Admission of Resident Students

JFAB - Admission of Nonresident Students

JFABD - Admission of Homeless Students

JFB - Open Enrollment

JG - Assignment of Students to Classes and Grade Levels

JLCB - Immunizations of Students

JLH - Missing Students

JR - Student Records

JRCA - Request for Transfer of Records

**JK ©
STUDENT DISCIPLINE**

The Superintendent shall recommend policies and develop procedures for the discipline of students that comply with A.R.S. 15-843. These policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity, or in any other situation in which the District may lawfully exercise its authority to discipline a student. When suspension or expulsion is involved, notice, hearing, and appeal procedures shall conform to applicable legal requirements.

The discipline, suspension and expulsion of pupils shall not be based on race, color, religion, sex, disability, national origin, ancestry or any other unlawful reason. A substantial or deliberate failure to comply with the prohibition against race, color, religion, sex, disability, national origin, ancestry or any other unlawful reason may subject the District to the loss of funds imposed by A.R.S. 15-843.

Unless required by A.R.S. 15-841(G), bringing a firearm to school, which may be modified on a case-by-case basis, a school district or charter school may out-of-school suspend or expel a pupil who is enrolled in kindergarten through fourth grade (K-4) only if all of the following apply:

- A. The pupil is seven (7) years of age or older.
- B. The pupil engaged in conduct on school grounds that meets one (1) of the following criteria:
 1. Involves the possession of a dangerous weapon without authorization from the school.
 2. Involves the possession, use or sale of a dangerous drug as defined in A.R.S. 13-3401 or a narcotic drug as defined in A.R.S. 13-3401 or a violation of A.R.S. 13-3411.
 3. Immediately endangers the health or safety of others.
 4. The pupil's behavior is determined by the School District Governing Board or Charter School Governing Body to qualify as aggravating circumstances and that all of the following apply:
 - a. The pupil is engaged in persistent behavior that has been documented by the school and that prevents other pupils from learning or prevents the teacher from maintaining control of the classroom environment.
 - b. The pupil's ongoing behavior is unresponsive to targeted interventions as documented through an established intervention process that includes consultation with a school counselor, school psychologist or other mental health professional or social worker if available within the School District or Charter School or through a state sponsored program.

- c. The pupil's parent or guardian was notified and consulted about the ongoing behavior.
 - d. Before a long-term suspension or expulsion, the school provides the pupil with a disability screening and the screening finds that the behavioral issues were not the result of a disability.
- C. Failing to remove the pupil from the school building would create a safety threat that cannot otherwise reasonably be addressed or qualifies as "aggravating circumstances."
- D. Before suspending or expelling the pupil, the School District or Charter School considers and, if feasible while maintaining the health and safety of others, in consultation with the pupil's parent or guardian to the extent possible, employs alternative behavioral and disciplinary interventions that are available to the School District or Charter School, that are appropriate to the circumstances and that are considerate of health and safety. The School District or Charter School shall document the alternative behavioral and disciplinary interventions it considers and employs.
- E. The School District or Charter School, by policy, provides for both:
- 1. A readmission procedure for pupils who are in kindergarten through fourth grade (K-4) and who have served at least five (5) school days of a suspension from the school that exceeds ten (10) school days to be considered for readmission on appeal of the pupil's parent or guardian.
 - 2. A readmission procedure for pupils who are in kindergarten through fourth grade (K-4) and who are expelled from or subject to alternative reassignment at the school to be considered for readmission on appeal of the pupil's parent or guardian at least twenty (20) school days after the effective date of the expulsion or alternative reassignment.

A school district or charter school is exempt from having to meet the prescribed criteria for the suspension of a student in kindergarten (K) or the first through fourth (1st – 4th) grades if either:

- A. Expulsion is required pursuant to A.R.S. 15-841(G) due to a student's possession of a firearm at school.
- B. The suspension does not exceed two (2) days and the aggregate suspensions for the pupil do not exceed ten (10) days within a school year.

"Aggravating circumstances" means the pupil is engaged in persistent behavior that:

- A. Has been documented by the school.

- B. Prevents other students from learning or prevents the teacher from maintaining control of the classroom environment.
- C. Is unresponsive to targeted interventions as documented through an established intervention process.

The principal of each school shall ensure that a copy of all rules pertaining to discipline, suspension, and expulsion of pupils are distributed to the parents of each pupil at the time the pupil is enrolled in school.

The principal of each school shall ensure that all rules pertaining to the discipline, suspension, and expulsion of pupils are communicated to students at the beginning of each school year, and to transfer students at the time of their enrollment in the school.

Information concerning a student's disciplinary record will be held in the strictest confidence.

Disciplinary actions taken will be recorded in an administrative log, and all types of suspensions or expulsions will be recorded in a separate file for each student.

Temporary Removal

Teachers are authorized to temporarily remove a student from a class. A teacher may temporarily remove a student to the principal, or to a person designated by the school administrator, in accord with:

- A. Rules established for the referral of students.
- B. The conditions of A.R.S. 15-841, when applicable.

The Superintendent shall establish such rules as are necessary to implement the temporary removal procedure.

Confinement

If confinement is authorized by the Governing Board, in accordance with A.R.S. 15-843, the Superintendent shall ensure that disciplinary policies involving the confinement of pupils left alone in an enclosed space shall include the following:

- A. A process for prior written parental notification that confinement may be used for disciplinary purposes that is included in the pupil's enrollment packet or admission form.
- B. A process for written parental consent before confinement is allowed for any pupil in the School District. The policies shall provide for an exemption to prior written parental consent if a school principal or teacher determines that the pupil poses imminent physical harm to self or others. The school principal or teacher shall make reasonable attempts to notify the pupil's parent or guardian in writing by the end of the same day that confinement was used.

Schools are not prohibited from adopting policies which include procedures for the reasonable use of physical force by certificated or support staff personnel in self-defense, defense of others and defense of property (A.R.S. 15-843, subsection b, paragraph 3.)

Threatened an Educational Institution

Threatened an educational institution means to interfere with or disrupt an educational institution as found in A.R.S. 15-841 and 13-2911. A student who is determined to have threatened an educational institution shall be expelled from school for at least one (1) year except that the District may modify this expulsion requirement for a pupil on a case-by-case basis and may reassign a pupil subject to expulsion to an alternative education program if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the results of the threat. The District may require the student's parent(s) to participate in mediation, community service, restitution or other programs with the student as a condition to the reassignment of the pupil to an alternative education program.

Regulating Off-Campus Speech

While the District may regulate certain types of off-campus student speech, it must be mindful of student rights of expression under the First Amendment.

Circumstances that may implicate the District's off-campus regulatory interests include, but are not limited to:

- A. Serious or severe bullying or harassment targeting particular individuals.
- B. Threats aimed at teachers or other students.
- C. The failure to follow rules concerning:
 - 1. Lessons.
 - 2. The writing of papers.
 - 3. The use of computers.
 - 4. Participation in other online school activities.
- D. Breaches of school security devices.

The District may take affirmative steps to work with the student, short of discipline, to engage in future respectful and accountable digital citizenship.

Adopted: _____

LEGAL REF.:

A.R.S.

13-403 *et seq.*

13-2911

13-3401

13-3411

15-105

15-341

15-342

15-841

15-842

15-843

15-844

CROSS REF.:

GBEB - Staff Conduct

JIC - Student Conduct

JKA - Corporal Punishment

JKD - Student Suspension

JKE - Expulsion of Students

JLDB - Restraint and Seclusion

**JKD ©
STUDENT SUSPENSION**

A student may be removed from contact with other students as a temporary measure.

The authority to suspend a student for up to ten (10) days, after an informal hearing is held, rests with the Superintendent, principal, or other school officials granted this power by the Governing Board of the School District. If a danger to students or staff members is present, the Superintendent may immediately remove the student from school, with prior contact with the parents and with a notice and hearing following as soon as practicable. Each suspension shall be reported to the Governing Board, within five (5) days, by the person imposing it. [A.R.S. 15-843]

In all cases, except summary suspension where a clear and present danger is evident, the student shall remain in school until applicable due process procedures are instituted. In *no* instance shall students be released early from school unless parents have been notified.

Suspension of pupils in a kindergarten program and grades one (1) through four (4) must comply with A.R.S. 15-843(K), as follows:

Unless required by A.R.S. 15-841(G), bringing a firearm to school, which may be modified on a case-by-case basis, a school district or charter school may out-of-school suspend or expel a pupil who is enrolled in kindergarten through fourth grade (K-4) only if all of the following apply:

- A. The pupil is seven (7) years of age or older.
- B. The pupil engaged in conduct on school grounds that meets one (1) of the following criteria:
 - 1. Involves the possession of a dangerous weapon without authorization from the school.
 - 2. Involves the possession, use or sale of a dangerous drug as defined in A.R.S. 13-3401 or a narcotic drug as defined in A.R.S. 13-3401 or a violation of A.R.S. 13-3411.
 - 3. Immediately endangers the health or safety of others.
 - 4. The pupil's behavior is determined by the School District Governing Board or Charter School Governing Body to qualify as aggravating circumstances and that all of the following apply:
 - a. The pupil is engaged in persistent behavior that has been documented by the school and that prevents other pupils from learning or prevents the teacher from maintaining control of the classroom environment.

- b. The pupil's ongoing behavior is unresponsive to targeted interventions as documented through an established intervention process that includes consultation with a school counselor, school psychologist or other mental health professional or social worker if available within the School District or Charter School or through a state sponsored program.
 - c. The pupil's parent or guardian was notified and consulted about the ongoing behavior.
 - d. Before a long-term suspension or expulsion, the school provides the pupil with a disability screening and the screening finds that the behavioral issues were not the result of a disability.
- C. Failing to remove the pupil from the school building would create a safety threat that cannot otherwise reasonably be addressed or qualifies as "aggravating circumstances."
- D. Before suspending or expelling the pupil, the School District or Charter School considers and, if feasible while maintaining the health and safety of others, in consultation with the pupil's parent or guardian to the extent possible, employs alternative behavioral and disciplinary interventions that are available to the School District or Charter School, that are appropriate to the circumstances and that are considerate of health and safety. The School District or Charter School shall document the alternative behavioral and disciplinary interventions it considers and employs.
- E. The School District or Charter School, by policy, provides for both:
- 1. A readmission procedure for pupils who are in kindergarten through fourth grade (K-4) and who have served at least five (5) school days of a suspension from the school that exceeds ten (10) school days to be considered for readmission on appeal of the pupil's parent or guardian.
 - 2. A readmission procedure for pupils who are in kindergarten through fourth grade (K-4) and who are expelled from or subject to alternative reassignment at the school to be considered for readmission on appeal of the pupil's parent or guardian at least twenty (20) school days after the effective date of the expulsion or alternative reassignment.

A school district or charter school is exempt from having to meet the prescribed criteria for the suspension of a student in kindergarten (K) or the first through fourth (1st – 4th) grades if either:

- A. Expulsion is required pursuant to A.R.S. 15-841(G) due to a student's possession of a firearm at school.
- B. The suspension does not exceed two (2) days and the aggregate suspensions for the pupil do not exceed ten (10) days within a school year.

"Aggravating circumstances" means the pupil is engaged in persistent behavior that:

- A. Has been documented by the school.
- B. Prevents other students from learning or prevents the teacher from maintaining control of the classroom environment.
- C. Is unresponsive to targeted interventions as documented through an established intervention process.

The Superintendent may designate a hearing officer for suspension hearings.

Regular Education Students

Suspension for ten days or less:

- A. *Step 1:* The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.
 - 1. After having received notice, the student will be asked for an explanation of the situation.
 - 2. The authorized District personnel shall make reasonable efforts to verify facts and statements prior to making a judgment.
- B. *Step 2:* Following Step 1:
 - 1. Provided that a written record of the action taken is kept on file, authorized District personnel may:
 - a. Suspend the student for up to ten (10) days.
 - b. Choose other disciplinary alternatives.
 - c. Exonerate the student.
 - d. Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.
 - 2. When suspension is involved:
 - a. A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.
 - b. A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.
 - 3. No appeal is available from a short-term suspension.

Suspension for over ten days:

- A. *Step 3:* If the offense is one that could result in a suspension of over ten (10) days, in addition to Step 1 and Step 2 a formal hearing will be arranged and conducted by a hearing officer or by the Superintendent.

- B. *Step 4:* A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain the following information:
 - 1. The charges and the rule or regulation violated.
 - 2. The extent of the punishment to be considered.
 - 3. The date, time, and place of the formal hearing.
 - 4. A designation of the District's witnesses.
 - 5. That the student may present witnesses.
 - 6. That the student may be represented by counsel at student's expense.
 - 7. If a hearing officer has been designated, the name of the hearing officer.

- C. *Step 5:* A formal hearing will be held, during which the student will be informed of the following:
 - 1. Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
 - 2. The student is entitled to a statement of the charges and the rule or regulation violated.
 - 3. The student may be represented by counsel, without bias to the student.
 - 4. The student may present witnesses.
 - 5. The student or counsel may cross-examine witnesses presented by the District.
 - 6. The burden of proof of the offense lies with the District.

7. Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
 8. The District has the right to cross-examine witnesses, and may be represented by an attorney.
- D. *Step 6:* The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:
1. Upon the conclusion of a hearing by a hearing officer in which a decision of long-term suspension is made, the decision may be appealed to the Board. To arrange such an appeal, the parent(s) of the suspended student or the student must deliver to the Superintendent a letter directed to the Board within five (5) days after receiving written notice of the long-term suspension. The letter must describe in detail any objections to the hearing or the decision rendered.
 2. The appeal to the Board will be on the record of the hearing held by the hearing officer. If the Board determines that the student was not afforded due process rights or that this policy was not followed in all substantive respects, the student shall be given another hearing. If the Board determines that the punishment was not reasonable, they may modify the punishment.
 3. The decision of the Board is final.

Special Education Students

Suspension for ten days or less. Short-term suspension (ten [10] days or less) may be used for special education students for disciplinary reasons on the same basis as for a regular education student. (It is not considered a change of placement.)

- A. *Step 1:* The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.
1. After having received notice, the student will be asked for an explanation of the situation.
 2. The authorized District personnel involved shall make reasonable efforts to verify facts and statements prior to making a judgment.
- B. *Step 2:* Following Step 1:
1. Provided that a written record of the action taken is kept on file, authorized District personnel may:
 - a. Suspend the student for up to ten (10) days.

- b. Choose other disciplinary alternatives.
 - c. Exonerate the student.
 - d. Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.
2. When suspension is involved:
- a. A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.
 - b. A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.
3. No appeal is available from a short-term suspension.

Suspension for over ten days

If a special education student is recommended for a suspension of more than ten (10) days during the school year (a possible change in placement), a manifestation determination conference must be held.

- A. *Step 3:* A recommended suspension of a special education student for more than ten (10) consecutive days, or a series of suspensions totaling more than ten (10) days, may constitute a change of placement and shall require a manifestation determination conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability.
- B. *Step 4:* If the offense is not a manifestation of the disability of the student, the student may be suspended by following the District policies for students in general, provided that educational services are continued during the period of disciplinary removal for a student with a disability qualified under the Individuals with Disabilities Education Act (IDEA). A student with a disability qualified for educational services under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, and not qualified under IDEA, may be suspended or expelled from school, and educational services may be ceased, if nondisabled students in similar circumstances do not continue to receive educational services.
- C. *Step 5:* If the behaviors are a manifestation of the disability of the student, the District may not extend the suspension of the student beyond the initial ten (10) school days.

An exception to the above allows for an IDEA qualified student to be given a change in placement to an interim alternative educational setting for not more than forty-five (45) days, in accord with federal law and regulation, if the removal is for IDEA defined drug or weapons offenses or is based upon a due process hearing officer's determination that injury to the child or another is substantially likely if current placement is maintained.

Any interim alternative educational setting must be selected so as to enable the child to continue to progress in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the child's current IEP; and include services and modifications which are designed to prevent the behaviors for which the placement was made from recurring. (*Caution:* refer to IDEA statutes and regulations before implementing the exception.)

Alternative to Suspension

Students meeting the following requirements may participate in an alternative to suspension program described below at the determination of the Superintendent:

- A. Suspension from school has been determined as the punishment for an offense and any appeal has been denied.
- B. The immediate suspension was not due to:
 - 1. Fighting or engaging in violent behavior
 - 2. Threatening an educational institution
 - 3. Selling, using or possessing weapons, firearms, explosives, or dangerous instruments
 - 4. Making a bomb threat
 - 5. Engaging in arson
- C. The student has not served more than one (1) short-term suspension or alternative to suspension of ten (10) days or less during the current academic year.
- D. The student has admitted to or taken responsibility for the act upon which suspension was imposed in a written statement signed by the student and attested to by the student's parent or guardian.
- E. The student and parent or guardian has received a written admonition that the suspension as originally determined will be imposed summarily and in its entirety should the student violate the conditions or requirements of the Alternative to Suspension Program. (*Note:* Follow appropriate dismissal procedures.)

- F. Parent(s) or guardian(s) shall agree to participate by:
1. Providing transportation as necessary to and from the program location.
 2. Furnishing meals prepackaged or purchasing same for the student.
 3. Establishing and monitoring in consultation with the school a supervisory routine limiting the student's contact to that which is necessary with other students and friends during the program.

The Alternative to Suspension Program is to be one of social isolation. It shall be discipline intensive, requiring academic work and as determined may involve community service, groundskeeping, and litter control. Parents will participate by providing support and supervision.

- A. Students will be isolated from others by means of barriers or distance at a location determined by the District. No participation in any school sponsored activity will be permitted during the program.
- B. Communication by students with others will be limited to adult District staff or as directed by the adult supervisor on duty.
- C. Ordered study time will be established for each student consistent with the number of classes in which the student is enrolled, divided proportionately through the academic day.
- D. Students are confined to their assigned areas and seats except as designated by the supervisor. All personal maintenance will be planned and approved by the supervisor.
- E. Students are to bring all books, workbooks, paper and necessary instruments for each class in which they are enrolled to the program daily and take the same material home each day of the program.
- F. Protocols for implementation of the Alternative to Suspension Program following the requirements above may be established by the administrator at each location.

**Procedures and Conditions for
Readmission of Students Suspended
for More Than Ten Days**

Early readmission procedures

The Superintendent may authorize early readmission of a student suspended for more than ten (10) days. The student shall be considered for readmission only upon completion of the major portion of the suspension (usually one [1] day more than half [1/2] with consideration for the grading period or academic division as necessary). The following conditions must be met:

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. A written request must be submitted to the Superintendent on behalf of the student by the student's parent or guardian asking for readmission and requesting a meeting to determine any requirements.
- B. Accompanying the written request shall be a summary of the student's activities and accomplishments during the suspension period written and signed by the student and signed and attested to by the parent or guardian. (Parents of elementary grade students may prepare the summary.)
- C. The request shall include a signed statement from local law enforcement officials that there have been no infractions of local or state codes for which the student could have been charged during the period of the suspension.
- D. At the time of the meeting to review the request the student may be required to explain the incident or incidents leading up to the suspension.
- E. The determination to allow readmission may be based on, but not limited to, the following elements:
 - 1. The age of the student.
 - 2. The frequency, type, and relative magnitude of previous misbehavior by the student.
 - 3. The relative severity of the event(s).
 - 4. Whether the student's behavior violated civil or criminal laws.
 - 5. The degree to which the incident(s) interfered with the educational process.
 - 6. The extent to which the event created endangerment to the student, others or property.
 - 7. Special intellectual, psychological, emotional, environmental and physical characteristics of the student.
 - 8. The student's attitude concerning the event(s).
 - 9. The expressed intent concerning the student's future behavior.
- F. Should early readmission be granted, the student, with parent or guardian affirmation, shall agree to the following conditions:
 - 1. Regular attendance—no unexcused absences.
 - 2. No violation of school rules or policies.

- 3 Attendance at after school events for the remaining term of suspension only with prior approval of the administration.
 4. Completion of all class tasks in timely fashion, as directed.
 5. Student will receive supervision before and after school by parental arrangement, travel directly to school and from school, and report immediately to a supervisor for the balance of the term of the suspension.
- G. The student and parent or guardian shall receive a written admonition that failure in the conditions required for early readmission will mean summary imposition of the remainder of the suspension, and additional punishment if indicated by the disciplinary policies and procedures of the District.

Adopted: _____

LEGAL REF.:

A.R.S.

13-3401

13-3411

15-342

15-766

15-767

15-841

15-842

15-843

A.A.C.

R7-2-401

R7-2-405

A.G.O.

I78-103

I78-218

I80-055

I84-036

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Act

20 U.S.C. 7151 et seq., The Gun-Free School Act of 1990

29 U.S.C. 794 Rehabilitation Act of 1973, (Section 504)

CROSS REF.:

IHB - Special Instructional Programs

JK - Student Discipline

JR - Student Records

**JKE ©
EXPULSION OF STUDENTS**

A recommendation to expel shall be by the Superintendent. The authority to expel rests only with the Board. All expulsions requested shall have supporting data indicating the required due process procedure provided at the time of recommendation.

Expulsion of pupils in a kindergarten program and grades one (1) through four (4) must comply with A.R.S. 15-843(K), as follows:

Unless required by A.R.S. 15-841(G), bringing a firearm to school, which may be modified on a case-by-case basis, a school district or charter school may out-of-school suspend or expel a pupil who is enrolled in kindergarten through fourth grade (K-4) only if all of the following apply:

- A. The pupil is seven (7) years of age or older.
- B. The pupil engaged in conduct on school grounds that meets one (1) of the following criteria:
 - 1. Involves the possession of a dangerous weapon without authorization from the school.
 - 2. Involves the possession, use or sale of a dangerous drug as defined in A.R.S. 13-3401 or a narcotic drug as defined in A.R.S. 13-3401 or a violation of A.R.S. 13-3411.
 - 3. Immediately endangers the health or safety of others.
 - 4. The pupil's behavior is determined by the School District Governing Board or Charter School Governing Body to qualify as aggravating circumstances and that all of the following apply:
 - a. The pupil is engaged in persistent behavior that has been documented by the school and that prevents other pupils from learning or prevents the teacher from maintaining control of the classroom environment.
 - b. The pupil's ongoing behavior is unresponsive to targeted interventions as documented through an established intervention process that includes consultation with a school counselor, school psychologist or other mental health professional or social worker if available within the School District or Charter School or through a state sponsored program.
 - c. The pupil's parent or guardian was notified and consulted about the ongoing behavior.

- d. Before a long-term suspension or expulsion, the school provides the pupil with a disability screening and the screening finds that the behavioral issues were not the result of a disability.
- C. Failing to remove the pupil from the school building would create a safety threat that cannot otherwise reasonably be addressed or qualifies as “aggravating circumstances.”
- D. Before suspending or expelling the pupil, the School District or Charter School considers and, if feasible while maintaining the health and safety of others, in consultation with the pupil’s parent or guardian to the extent possible, employs alternative behavioral and disciplinary interventions that are available to the School District or Charter School, that are appropriate to the circumstances and that are considerate of health and safety. The School District or Charter School shall document the alternative behavioral and disciplinary interventions it considers and employs.
- E. The School District or Charter School, by policy, provides for both:
 1. A readmission procedure for pupils who are in kindergarten through fourth grade (K-4) and who have served at least five (5) school days of a suspension from the school that exceeds ten (10) school days to be considered for readmission on appeal of the pupil's parent or guardian.
 2. A readmission procedure for pupils who are in kindergarten through fourth grade (K-4) and who are expelled from or subject to alternative reassignment at the school to be considered for readmission on appeal of the pupil's parent or guardian at least twenty (20) school days after the effective date of the expulsion or alternative reassignment.

A school district or charter school is exempt from having to meet the prescribed criteria for the suspension of a student in kindergarten (K) or the first through fourth (1st – 4th) grades if either:

- A. Expulsion is required pursuant to A.R.S. 15-841(G) due to a student’s possession of a firearm at school.
- B. The suspension does not exceed two (2) days and the aggregate suspensions for the pupil do not exceed ten (10) days within a school year.

"Aggravating circumstances" means the pupil is engaged in persistent behavior that:

- A. has been documented by the school.
- B. prevents other students from learning or prevents the teacher from maintaining control of the classroom environment.
- C. is unresponsive to targeted interventions as documented through an established intervention process.

The Governing Board (**Option A:** will decide in executive session whether the Board will conduct an expulsion hearing or designate one (1) or more hearing officers to hear the evidence) **OR (Option B:** directs all expulsions hearings to be conducted by a hearing officer selected from a list of hearing officers approved by the Board).

Expulsion

Regular Education Students

Expulsion is the permanent exclusion of a student from school and school activities, unless the Governing Board reinstates the student's privileges to attend school.

- A. *Step 1:* Each recommendation for expulsion shall be delivered to the Superintendent. A recommendation for expulsion may be made before, after or in conjunction with a long-term suspension hearing, if one is to be held.
- B. *Step 2:* If the Superintendent concurs with the recommendation, the Superintendent shall (**Option A:** present the recommendation to the Governing Board) **OR (Option B:** present the recommendation for expulsion to a hearing officer selected from a list of hearing officers approved by the Board).
- C. *Step 3:* In each case in which a recommendation for expulsion receives approval by the Superintendent, (*and the Board has not determined that all expulsion hearings are to be conducted by a hearing officer*), the Governing Board will meet in executive session:
 1. to determine whether the nature of the accusations against the student justify an expulsion hearing,
 2. to determine whether the hearing will be held before the Governing Board or before a hearing officer,
 3. to designate a hearing officer if one will be used, and
 4. if the hearing will be conducted by the Governing Board to determine whether the hearing will be conducted in executive session. Under normal circumstances, the Governing Board will not review any documents or other pertinent evidence during the initial executive session.
- D. *Step 4:* The expulsion hearing should be scheduled so it may be resolved, if reasonably possible, during the period of any suspension.

E. *Step 5:* A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain:

1. A statement of the charges and the rule or regulation violated.
2. The extent of the punishment to be considered.
3. The date, time, and place of the formal hearing.
4. A designation of the District's witnesses.
5. That the student may present witnesses.
6. That the student may be represented by counsel at the student's expense.
7. If a hearing officer has been appointed, the name of the hearing officer and how the hearing officer may be contacted, or a statement that the Governing Board will preside at the hearing.
8. Copies of this policy and A.R.S. 15-840 and 15-843 unless previously provided in connection with the same infraction.

F. *Step 6:* The parent, guardian or emancipated student shall be informed of the following:

1. Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
2. The student is entitled to a statement of the charges and the rule or regulation violated.
3. The student may be represented by counsel, without bias to the student.
4. The student may present witnesses.
5. The student or counsel may cross-examine witnesses presented by the District.
6. The burden of proof of the offense lies with the District.
7. Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
8. The District has the right to cross-examine witnesses, and may be represented by an attorney.

9. If the hearing is held before a hearing officer, the hearing will be conducted in private with the attendance of only the hearing officer, administrative representatives, the student and parent(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent(s), guardian(s) or emancipated student requests in writing that the hearing be open to public attendance.
10. If the hearing is held before the Governing Board the Board will conduct the hearing in executive session with the attendance of only the hearing officer, administrative representatives, the student and parent(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent(s), guardian(s) or emancipated student requests in writing that the hearing be open to public attendance.

G. *Step 7*: A formal hearing will be held:

When a parent or legal guardian has disagreed that the hearing should be held in executive (closed) session, it shall be held in an open meeting unless:

- a. If only one (1) student is subject to the proposed action, and disagreement exists between that student's parents or legal guardians, then the Board (hearing officer), after consultation with the student's parents or legal guardians, shall decide in executive (closed) session whether the hearing will be in executive (closed) session.
- b. If more than one (1) student is subject to the proposed action and disagreement exists between the parents of different students, then separate hearings shall be held subject to the provisions of A.R.S. 15-843.

H. *Step 8*: The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:

1. Upon conclusion of a hearing conducted by a hearing officer, if a recommendation for expulsion is made, the decision may be appealed to the Board at the time the Board considers the recommendation. A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) indicating the recommendation that will be made to the Board. A copy of this letter will remain on file, and the letter should explain:
 - a. The time and place of the Board meeting at which the recommendation will be made.

- b. That the recommendation may be appealed at the time the recommendation is made to the Board.
 - c. That the appeal shall be in writing delivered to the Superintendent prior to the time of the Board meeting.
 - d. That the written appeal shall indicate a spokesperson on behalf of the student.
 - e. That the spokesperson will be given time to speak to the Board on appeal.
 - f. The Board may accept the hearing officer's recommendation or reject the recommendation and impose a different disciplinary action including assignment to an alternative educational program. The Board may grant a new hearing, take the matter under advisement, or take any further action deemed necessary. If the Board decides to expel the student the expulsion shall become effective the day after the Board's decision. The decision of the Board is final.
2. Upon conclusion of a hearing on expulsion conducted by the Board, the decision of the Board is final.

Special Education Students

A student qualified under the Individuals with Disabilities Education Act (IDEA) as revised in 2004 may not be expelled from school, unless as a result of a manifestation determination it has been determined that the student's behavior is unrelated to the child's disability. The manifestation determination must be held within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct. In compliance with federal law and regulation, the student may be given a change in placement in lieu of expulsion. Expulsion may not result in termination of educational services for a student qualified under the Individuals with Disabilities Education Act. The individualized education program (IEP) team generally determines a change in placement of an IDEA qualified student. During any change in placement the school must provide services to the extent necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the child's individualized education programs.

A student with a disability qualified under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973 and not qualified under the Individuals with Disabilities Education Act as revised in 2004, may be suspended or expelled from school and education services may be ceased, if nondisabled students in similar circumstances do not continue to receive education services.

Readmittance procedure:

- A. A student expelled from the District may request readmittance by making a written application to the Board. Readmission is at the discretion of the Governing Board. In addition, it is the prerogative of the Board to stipulate appropriate conditions for readmittance. The application for readmittance shall occur no less than nine (9) months after the date of the expulsion; however, the student may not be readmitted until at least two (2) complete semesters have passed (the remainder of the semester in which the violation has occurred and two [2] additional semesters). The application must:
1. Be written and be directed to the attention of the Governing Board.
 2. Contain all information that the student and parent(s) consider relevant to the Governing Board's determination as to whether or not to readmit the student. This should include information indicating:
 - a. An appreciation by the student of the severity and inappropriateness of the student's prior misconduct.
 - b. That such misconduct or similar misconduct will not be repeated.
 - c. A description of the student's activities since the expulsion.
 - d. Support of the student's application for readmission.
 3. Be filed in the Superintendent's office.
- B. The Governing Board shall meet in executive session to consider an initial application for readmission. The student and parents have the right to be present in the executive session but do not have the right to make a presentation or address the Governing Board unless they are asked to do so by the Governing Board. For this reason, it is important that the application for readmission contain all information that the Governing Board may deem important in determining whether to readmit the student. The Governing Board, in its sole discretion, shall determine whether the student should be readmitted, and, if so, under what restrictions and conditions. The burden is on the student and parent(s) to convince the Governing Board that readmission is appropriate considering the interests of the expelled student, the District, and the interests of the other students and staff members. The Governing Board's decision is final.
- C. A student may file more than one (1) application for readmission. Applications subsequent to an initial application, however, may not be filed more frequently than every ninety (90) days, and the Governing Board shall meet to discuss and consider the application only if at least two (2) members of the Governing Board ask that the matter be placed on an agenda for discussion in executive session.

Readmittance conditions

As a condition for readmission from an expulsion, the student, with parent(s) or guardian affirmation, shall agree to the following conditions:

- A. Regular attendance – no unexcused absence.
- B. No violation of school rules or policies.
- C. Completion of all classroom tasks in a timely fashion, as directed.
- D. Depending upon the nature of the original violation for which the expulsion was provided, the student may be limited as to attendance or participation in after school activities, school sports, and extracurricular events or activities.

A student allowed readmission following expulsion shall receive a written admonition that the original expulsion will be summarily reinstated should the student commit a violation of the conditions for readmission or a criminal or civil violation reflecting on the school order.

Adopted: _____

LEGAL REF.:

A.R.S.

13-3401

13-3411

15-342

15-766

15-767

15-841

15-842

15-843

A.A.C.

R7-2-401

R7-2-405

A.G.O.

I78-103

I78-218

I80-055

I84-036

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Act

20 U.S.C. 7151 et seq., The Gun-Free School Act of 1990

29 U.S.C. 794 Rehabilitation Act of 1973, (Section 504)

CROSS REF.:

IHB - Special Instructional Programs

JK - Student Discipline

JR - Student Records

**JLH ©
MISSING STUDENTS**

Following proper notification, the records of each missing child will be flagged with a red sticker in the upper-right-hand corner of the cumulative folder. When records are requested for missing children, the local law enforcement agency will be notified, and no records will be sent.

The parent or surrogate of each new enrollee in the school, except homeless students, will be asked to produce one (1) of the following proofs:

- A. A certified copy of the child's birth certificate.
- B. Other reliable proof of the student's identity and age, including the student's baptismal certificate, an application for a Social Security number, or original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate.
- C. A letter from the authorized representative of an agency having custody of the student (pursuant to statute) certifying that the student has been placed in the custody of the agency as prescribed by law.

The parent or surrogate will be given thirty (30) days to provide documentation requested as listed above. If documentation is not provided, a second (2nd) letter will be sent to notify the parent or guardian that unless the documentation is provided within ten (10) days, the local law enforcement agency will be notified.

Nothing contained in this policy shall authorize the school to disclose to any person a student's educational record without prior parental consent unless the school makes a determination that disclosure of such records is necessary to protect the health and safety of the student.

Within ~~five (5)~~ ten (10) days after enrolling a transfer student from a public school or from a private school, the school will request, directly from the previous school, a certified copy of the student's record. When records are requested by another school, within ten (10) days the school will comply with the request unless the record has been flagged pursuant to A.R.S. 15-829 or the request does not conform to the requirements related to proper release of records by an emancipated student or a parent or guardian.

For purposes of this policy:

- A. *Flag* means to mark or identify as pertaining to a missing child, or an indication identifying an item as pertaining to a missing child.

- B. *Missing child* means a person who is under the age of eighteen (18) years, whose temporary or permanent residence is in this state or is believed to be in this state, whose location has not been determined, and who has been reported as missing to a law enforcement agency.

Adopted: _____

LEGAL REF.:

A.R.S.

13-3620

15-824

15-828

15-829

32-1472

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

CROSS REF.:

JF - Student Admissions

JFAB - Admission of Nonresident Students

JR - Student Records

JRCA - Request for Transfer of Records

JRCA-R ©

REGULATION

**REQUEST FOR TRANSFER
OF RECORDS**

**Requesting Records of
Transfer Students**

Upon enrollment of a transfer student from a private school or from another public school, the principal shall request that the student's parent or guardian (or an emancipated student) authorize consent for the request for the student's education records on form JR-ED.

Within ~~five (5)~~ ten (10) school days after enrolling a transfer student from a private school or from another public school, the principal shall request, directly from the student's previous school, a certified copy of the student's record.

**Responding to Requests
for Student Records**

Upon receiving a request for the records of a student who has withdrawn from school, the principal shall comply and forward the record within ten (10) days after receipt of the request, unless:

- A. The record has been flagged pursuant to A.R.S. 15-829, in which case the record shall not be forwarded and law enforcement officials shall be notified.
- B. The request does not conform to the requirements related to proper release of records by an emancipated student or parent.

6.C. Minimum Wage Increase

The Arizona minimum wage will increase by \$.50 per hour from \$13.85 to \$14.35 effective January 1, 2024

6.D. 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.E. Upcoming Meetings and Events Calendar

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

7. ADJOURNMENT