



## **Regular Board Meeting Agenda**

**Tuesday, April 9, 2024 | 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. The meeting room will be open to the public fifteen minutes prior to the beginning of the meeting.*

### **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 March 12, 2024 Regular Board Meeting**



**Minutes of Regular Board Meeting of the Governing Board  
Joseph City Unified School District  
District Office Board Room, 8176 N. Westover, Joseph City, AZ 86032  
Tuesday, March 12, 2024**

**Members present**

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

**Administrators present**

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

**Others present**

18 community members

**1. OPENING ITEMS**

**1.A. Call to Order**

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

**1.B. Roll Call**

**1.C. Pledge of Allegiance**

**1.D. Invocation**

**1.E. Adoption of Agenda**

Motion by Eldon Larsen to adopt the agenda; second by Karsten Flake

Final Resolution: Motion passed.

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

**1.F. Approve Minutes of the February 13, 2024 Regular Board Meeting**

Motion by Dayton Flake to approve the February minutes; second by Karsten Flake

Final Resolution: Motion passed.

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

Abstained: Andrew Bushman

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

**2. CALL TO THE PUBLIC**

None

**3. CONSENT AGENDA**

Motion to approve the Consent Agenda by Eldon Larsen; second by Cat Hansen

Final Resolution: Motion passed.

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

**3.A. Approve Expense Vouchers**

Action to ratify district vouchers for the period February 1, 2024 through February 29, 2024.

**General and Special Funds:** #17 \$174,571.44; #18 \$176,014.42; #1028 \$102,113.40; #1029 \$49,011.48; #1030 \$213,110.99; #10312 \$115,440.38

**Auxiliary Operations Funds:** #1047 \$6,126.32; #1049 \$500.00; #1052 \$614.00; #1055 \$814.00; #1057 \$2,195.20

**Student Activities Fund:** #1046 \$710.44; #1050 \$2,000.00; #1054 \$1,832.53; #1056 \$39.39

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

Revenues, expenditures and charges in the Student Activities Fund Report; period of February 1, 2024 through February 29, 2024.

**3.C. Student Fundraisers**

Organization	Description	Action
HS Girls Basketball	Founder's Day Competitions	Approve
6th Grade Class	Cotton Candy at Spring Sports	Ratify (1st)
Senior Class of 2024	3 Parent-Led fundraisers for Grad Night	Approve
Junior Class of 2025	Navajo Taco Dinner	Ratify (1st)
Sophmore Class of 2026	"Butter Braid" Bread Sales	Ratify (1st)
FFA	Plant Sale	Approve
FFA	FFA Invitational	Approve
FFA	Dance	Approve

**3.D. Approval Renewal of Intergovernmental Agreements for 2024-25**

- Northern Arizona Vocational Institute of Technology - NAVIT (provide career, technical and vocational instructional programs for JCUSD students)
- Northland Pioneer College (provides instructional programs for JCUSD students)
- Navajo County Education Service Agency- Special Services Consortium (Special Education services provider)

**3.E. Approve Swimming Pool Fee Schedules**

**3.F. Accept U.S. Environmental Protection Agency (EPA) Bus Grant and Approve Purchase of School Bus Utilizing Grant Funds**

Grant awarded in the amount of \$315,000

**3.G. Disposal of Surplus Property**

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

**4. POSSIBLE EXECUTIVE SESSION (\*)**

**5. ACTION ITEMS**

**5.A. Personnel Requests**

Name	Assignment	Action
(See attached list)	Teachers and Certified Specialists (2024-25 school year)	Renewal
Bowler, Felicia	Instructional Aide	Appointment
Brawley, Micah	JH Track Head Coach	Appointment
Farr, Stephanie	Finance Specialist III - Payroll and Accounting	Resignation
Frost, Katherine	Preschool Instructional Aide	Appointment
Hancock, Sarah	Finance Specialist III - Payroll and Accounting	Appointment
Gardner, Jason	Technology Coordinator (2024-25)	Renewal
Johnstun, Terry	Custodial/Asset Control Coordinator (2024-25)	Renewal
Kelley, Dayna	Substitute Teacher	Appointment
Lake, Ledra	Substitute Teacher	Resignation

Name	Assignment	Action
Miller, Eric	Jr/Sr High School Principal (2024-25)	Renewal
Miller, Landon	Event Worker	Ratification
Mills, Julie	Student Data & Technology Specialist (2024-25)	Renewal
Mills, Steven	Business Manager (2024-25)	Renewal
Mosier, Darrel	Elementary School Principal (2024-25)	Renewal
Neal, Brad	Maintenance Coordinator (2024-25)	Renewal
Roes, Martin	Head HS Varsity Football Coach	Appointment
Westover, (Eberhardt), McKenna	Instructional Aide	Resignation
Wofford, Stephanie	Teacher - HS Math	Appointment

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

Final Resolution: Motion passed.

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

The Board expressed a heartfelt thanks to Stephanie Farr for many years of exemplary service to our school district.

**5.B. Discussion and Possible Approval of Contract Renewal for 2024-25**

Daniel Hutchens - Asst. District Administrator / Activities Director

Motion to approve Daniel Hutchen’s contract for 2024-25 by Eldon Larsen; Second by Karsten Flake

Final Resolution: Passed

Yes: Andrew Bushman, Dayton Flake, Cat Hansen

No: Eldon Larsen

Abstained: Karsten Flake

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

These policies and possible changes were presented for public and board review at the previous regular board meeting and on the District website. See the attached Policy Advisory for policy changes to be considered. See the Link section of this agenda item to view the current policy manual. Policies affected:

BEDB - Agenda

BGC-R - Policy Revision and Review

BGE; BGE-R - Policy Communication/Feedback

CCB-R - Line and Staff Relations

CFD - School-Based Management

EB-R - Environmental and Safety Program

EBAA - Reporting of Hazards/Warning Systems

EBC - Emergencies

ECB - Building and Grounds Maintenance

EEAA - Walkers and Riders

EEAE-R - Bus Safety Program

GBEF - Staff Use of Digital Communications and Electronic Devices

GDC - Support Staff Leaves and Absences

IHA - Basic Instructional Program

IKA - Graduation Requirements

IMA; IMA-R - Teaching Methods

JFABDA - Admission of Students in Foster Care

JH - Student Absences and Excuses

JHD - Exclusions and Exemptions from School Attendance

JIH - Student Interrogations, Searches, and Arrests

JJE - Student Fund-Raising Activities

JK-EA - Student Discipline  
KB-EB - Parental Involvement in Education  
KEC - Public Concerns/Complaints About Instructional Resources

Motion to approve the listed changes to Governing Board Policy by Eldon Larsen; Second by Karsten Flake  
Final Resolution: Passed  
Yes: Eldon Larsen, Karsten Flake, Andrew Bushman, Dayton Flake, Cat Hansen

**5.D. Discussion and Possible Approval of Textbooks and Curriculum Adoption**

Motion by Eldon Larson to adopt the following curriculum Title: The Creative Curriculum for Preschool, Guided Edition; The Creative Curriculum Cloud. Published: 2023 Teaching Strategies, LLC; second by Karsten Flake  
Final Resolution: Passed  
Yes: Eldon Larsen, Andrew Bushman, Karsten Flake, Dayton Flake, Cat Hansen

**5.E. Discussion and Possible Action Regarding the Superintendent's Performance Pay (\*)**

Motion by Eldon Larsen to convene an Executive Session pursuant to A.R.S. 38-431.03 (A) for personnel matters; second by Karsten Flake  
Time: 6:31 pm

Public Meeting resumed at 6:57 pm

Motion by Eldon Larsen to approve the Superintendent's Performance Pay; second by Karsten Flake.  
Final Resolution: Motion passes.  
Yes: Eldon Larsen, Karsten Flake, Andrew Bushman, Dayton Flake, Cat Hansen

**6. DISCUSSION ITEMS**

**6.A. Discussion and Information Regarding Possible Maintenance and Operations Override**

**7. INFORMATION ITEMS**

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

Timeline to Override Election

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

- Next Regular Board Meeting - April 9, 2024; 6:00 p.m.

**8. ADJOURNMENT**

Motion by Eldon Larsen to adjourn; second by Karsten Flake.  
Final Resolution: Motion passes.  
Yes: Eldon Larsen, Karsten Flake, Andrew Bushman, Dayton Flake, Cat Hansen  
Meeting adjourned at 7:07 p.m.

APPROVED:

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Board Clerk or President

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

## April 9, 2024 Governing Board Report

Prepared by B. Fields

### **Current Events and Updates**

- Our budget work session is planned for 4:30 on April 9<sup>th</sup> to review where the District stands financially and what next years' budget will look like.
- The District's Auditor has not submitted the final report to us yet so we have had a hold up on our Federal Funds and state report. You should be receiving an email about this in the upcoming days from the state. There is nothing we can do at this point but process the audit report as soon as we receive it. We're expecting to receive the report any day now.
- We are in the middle of administering the state standardized tests to students.
- We have a problem with drainage on the Elementary Playground that we are looking at solutions for. After precipitation, the areas where students like to play or run through are remaining muddy. I will keep you posted on what looks to be the best options for us moving forward.
- I plan on submitting an application for a Federal Grant called Renewing America's Schools. The grant has now opened and is due in June. The funding that I will apply for will mostly be intended to help the schools with updating and replacing HVAC equipment.
- We have a student who was recognized in the paper for the internship that she completed along with the United Way of Northern Arizona. Tyra Dixon. This internship focused on mental health and well-being among the youth in our area. The interns conducted research and ultimately made a recommendation for a youth center to address concerns. The interns were recognized at a meeting held in Flagstaff in front of over 300 people in attendance. Special thanks goes to Lyndzi Brawley and Grow Arizona for their work in helping this Joseph City student.
- Our High School is excited to participate in ASU's 'Personalized Admissions Project'. Our participation in this project will allow qualifying Joseph City seniors to receive personalized admission acceptance letters from ASU even before they apply. The purpose of this program is to build excitement among graduating seniors, and promote college and furthering their education after high school.



**Summary of Financial Operations (Unaudited)**  
**March 31, 2024**

Fund		Budget	YTD Expenses	Encumbrances	Budget Balance
001	Maintenance & Operation	\$5,731,643	\$4,111,544	\$1,446,693	\$ 173,406
010-013	Classroom Site Funds	\$1,282,491	\$ 172,983	\$ 98,094	\$1,011,415
100-130	Title I	\$ 180,000	\$ 104,764	\$ 38,781	\$ 36,455
140-150	Title II - Profesional Development	\$ 40,000	\$ 2,557	\$ -	\$ 37,443
200-209	Title VII - Indian Education	\$ 15,000	\$ 10,520	\$ -	\$ 4,480
220-229	IDEA/Special Education Grants	\$ 230,000	\$ 102,064	\$ 61,377	\$ 168,610
230	Johnson-O'Malley (JOM) - Indian Ed.	\$ 4,500	\$ 13	\$ 171	\$ 4,316
260-270	Career & Technical Ed (CTE) - Federal	\$ 16,000	\$ 13,726	\$ 1,725	\$ 549
290-291	Medicare Reimbursement (Spec Ed services)	\$ 60,000	\$ 151	\$ 349	\$ 59,500
301	Az School Nurse Access Program	\$ 85,000	\$ 55,684	\$ 26,903	\$ 2,413
326-346	ESSER / CARES / ESG	\$ 836,646	\$ 323,036	\$ 31,832	\$ 481,778
374	E-Rate	\$ 75,000	\$ 25,927	\$ 28,073	\$ 21,000
390-396	REAP (Federal rural assistance grant)	\$ 45,000	\$ 44,541	\$ -	\$ 459
400	Career & Technical Ed (CTE) - State	\$ 5,000	\$ 2,350	\$ 1,176	\$ 1,474
467	DES Childcare Stabilization Grant	\$ 14,406	\$ 14,266	\$ -	\$ 140
500	School Plant (Proceeds from surplus equip sales)	\$ 40,000	\$ 13,455	\$ 23,629	\$ 2,916
510	Food Service	\$ 350,000	\$ 179,951	\$ 157,614	\$ 12,435
515	Civic Center (Swimming pool community use)	\$ 60,000	\$ 2,667	\$ -	\$ 57,333
520	Preschool Tuition	\$ 15,000	\$ 5,359	\$ 1,744	\$ 7,897
525	Auxiliary Operations (Bookstore, athletics, fees)	\$ 125,000	\$ 100,096	\$ 5,344	\$ 19,561
526	Extracurricular Activities Tax Credit	\$ 50,000	\$ 2,512	\$ 1,348	\$ 46,140
530	Gifts & Donations	\$ 550,000	\$ 1,847	\$ 1,064	\$ 547,089
535-539	CTE & Vocational Education Projects	\$ 15,000	\$ 9,394	\$ 136	\$ 5,470
550	Insurance Proceeds (from claims)	\$ 60,000	\$ 13,772	\$ -	\$ 46,228
565	Litigation Recovery	\$ 35,000	\$ -	\$ -	\$ 35,000
570	Indirect Costs (Grant administration costs)	\$ 75,000	\$ 5,154	\$ 6,827	\$ 63,019
585	Insurance Refunds (premium discounts)	\$ 10,000	\$ 500	\$ -	\$ 9,500
596	NAVIT	\$ 45,000	\$ 10,295	\$ 4,628	\$ 30,077
597	CTE Credentials	\$ 1,149	\$ -	\$ -	\$ 1,149
610	Capital Outlay	\$ 435,215	\$ 389,361	\$ 44,927	\$ 927
620	Adjacent Ways	\$ 50,000	\$ 22,781	\$ 1,081	\$ 26,138
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	\$ 536,019	\$ 40,607	\$1,423,374
850	Student Activities (clubs and classes)	\$ 60,000	\$ 23,536	\$ 3,014	\$ 33,450
<b>TOTAL</b>		<b>\$ 12,735,050</b>	<b>\$ 6,300,825</b>	<b>\$ 2,027,137</b>	<b>\$ 4,509,138</b>

## 2. CALL TO THE PUBLIC

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

## 3. CONSENT AGENDA

Vote on Consent Agenda. All items listed will be considered as a group and will be approved with one motion unless a Board Member requests an item be removed from the consent agenda and considered as a separate item.

### 3.A. Approve Expense Vouchers

Action to ratify district vouchers for the period 3/1/2024 through 3/31/2024.

**General and Special Funds:** #19 \$172,878.25; #20 \$158,089.07; #1032 \$137,458.12; #1033 \$108,789.25; #1034 \$158,928.67; #1035 \$21,084.30

**Auxiliary Operations Funds:** #1057 \$2,195.20; #1059 \$8,473.43; #1061 \$1,593.97

**Student Activities Fund:** #1060 \$2,874.31

### 3.B. Student Activities Fund Report

Revenues, expenditures and charges in the Student Activities Fund Report; period of 3/1/2024 through 3/31/2024.

## Joseph City USD External Funds

### Student Activities Summary Report

Fiscal Year: 2023-2024

From: 3/1/2024 To: 3/31/2024

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	847.23	.00	.00	847.23	.00	847.23
102.612 Joseph City Jr High School Softball	(11.39)	.00	.00	(11.39)	.00	(11.39)
102.619 Joseph City Jr High School Volleyball	507.27	.00	.00	507.27	.00	507.27
102.629 Joseph City Jr High School Track	260.11	.00	.00	260.11	.00	260.11
102.637 Joseph City Jr High School Class of 2024	.00	.00	.00	.00	.00	.00
102.638 Joseph City Jr High School Class of 2025	.00	.00	.00	.00	.00	.00
102.639 Joseph City Jr High School Class of 2026	1,237.79	.00	.00	1,237.79	.00	1,237.79
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	499.64	.00	.00	499.64	.00	499.64
102.642 Joseph City Jr High School Class of 2029	477.74	.00	.00	477.74	.00	477.74
102.643 Joseph City Jr High School Class of 2030	.00	.00	.00	.00	(31.47)	(31.47)
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	1,090.64	.00	.00	1,090.64	(207.54)	883.10
203.604 Joseph City High School Disc Golf Club	.00	485.50	.00	485.50	.00	485.50
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	89.72	1.84	.00	91.56	.00	91.56
203.609 Joseph City High School Girls Basketball	1,820.68	320.00	.00	2,140.68	.00	2,140.68
203.610 Joseph City High School Student Council	5,533.53	.00	.00	5,533.53	(450.00)	5,083.53
203.611 Joseph City High School National Honor Society	462.88	.00	.00	462.88	.00	462.88

## Joseph City USD External Funds

### Student Activities Summary Report

Fiscal Year: 2023-2024

From: 3/1/2024 To: 3/31/2024

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
203.612 Joseph City High School Softball	2,597.44	100.00	.00	2,697.44	(1,775.00)	922.44
203.613 Joseph City High School Momentum Club/Audition Choir	409.15	.00	.00	409.15	.00	409.15
203.614 Joseph City High School Wrestling	3,652.01	.00	.00	3,652.01	.00	3,652.01
203.615 Joseph City High School Cheerleaders	1,521.53	.00	.00	1,521.53	.00	1,521.53
203.616 Joseph City High School Welding	136.33	.00	.00	136.33	.00	136.33
203.617 Joseph City High School Woods	104.72	.00	.00	104.72	.00	104.72
203.618 Joseph City High School Boys Basketball	1,048.49	.00	.00	1,048.49	.00	1,048.49
203.619 Joseph City High School Volleyball	8,686.28	.00	.00	8,686.28	.00	8,686.28
203.620 Joseph City High School FACS	35.74	.00	.00	35.74	.00	35.74
203.621 Joseph City High School Hotrod Club	24.00	.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	707.77	.00	.00	707.77	(550.00)	157.77
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	515.69	.00	.00	515.69	.00	515.69
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

## Joseph City USD External Funds

### Student Activities Summary Report

Fiscal Year: 2023-2024

From: 3/1/2024      To: 3/31/2024

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
203.636 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	3,683.30	4,114.00	(2,287.81)	5,509.49	.00	5,509.49
203.638 Joseph City High School Class of 2025	1,033.66	341.00	.00	1,374.66	.00	1,374.66
203.639 Joseph City High School Class of 2026	367.65	1,395.00	(586.50)	1,176.15	.00	1,176.15
203.640 Joseph City High School Class of 2027	367.64	.00	.00	367.64	.00	367.64
203.641 Joseph City High School Class of 2028	.00	.00	.00	.00	.00	.00
500.300 Districtwide UNDESIGNATED	.00	.00	.00	.00	.00	.00
500.600 Districtwide UNDESIGNATED	(8.94)	.00	.00	(8.94)	.00	(8.94)
<b>GRAND TOTALS</b>	42,886.71	6,757.34	(2,874.31)	46,769.74	(3,014.01)	43,755.73

End of Report

**3.C. Approve Incentive Stipends for Preschool Staff Per the Terms of Preschool Grant**

**3.D. Approve the Removal of Items Under \$1,000 from the District Stewardship Inventory Listing In Order to Align With Governing Board Policy**

**3.E. Gifts & Donations**

Donor	Item	School/Program	Purpose	Amount
Jess Bushman / ASU	Classroom supplies	High School Science	Funded by ASU professional development	\$2,010

Record Chemical Properties:  
Color  
Appearance/texture  
Smell

FIRE BLANKET

Gas  
Emergency  
Shut  
Off

Chalkboard with a caduceus symbol drawn on it.



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

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

SAMSUNG



NORMAL  
HEAVY DUTY  
BEDDING  
RINSE + SPIN

QUICK WASH  
PERM PRESS  
DELICATES  
ACTIVE WEAR



POWER

START PAUSE

My Cycle  
Cycle Save

Delay End

Smart Care

Extra Rinse

Extra Spin

Spin Only

Sound

Wash Rinse Spin End

High Medium Heavy Eco Wash Cold

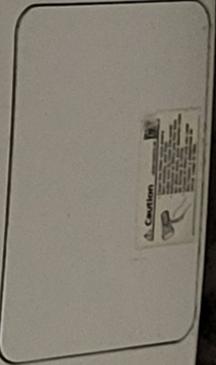
No Spin

Temp.

Spin

Soil Level

Child Lock



 **IPC Eagle**

Please  
Recharge Machine  
When on 10.9  
Thank You ☺



#### 4. POSSIBLE EXECUTIVE SESSION (\*)

For any agenda item indicated with an asterisk (\*), the Board may vote to convene in Executive Session pursuant to A.R.S. 38-431.03 (A) (1) for personnel matters when notified; (2) discussion or consideration of records exempt by law from public inspection; (3) for consultation with attorney; (4) for consultation with attorney when in pending or contemplated litigation. Discussion or consideration of personnel matters may include employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee.

#### 5. ACTION ITEMS

##### 5.A. Personnel Requests (\*)

Name	Assignment	Action
(See attached list)	Support Staff (2024-25 school year)	Renewal
(See attached list)	Extra Duty (2024-25 school year)	Renewal
Johnstun, Aaron	Teacher	Appointment (newly certified)
Greenwood, Mckenna	Volunteer	Acceptance
Morris, Caitlyn	Substitute Teacher	Appointment
Nelson, Veronica	Substitute Teacher	Appointment
Peterson, Amy	JH Asst. Track Coach	Ratification

# Employment Renewals 2024-25

Support Staff Positions		
Last Name	First Name	Assignment
Balda	Baea	Lifeguard
Balda	Jody	Seasonal Skilled Worker (Pool Maintenance)
Barton	Aylissa	Bus Aide
Bowler	Felica	Instructional Aide
Bowler	Vyktorianna	Lifeguard
Brawley	Lyndzi	Pool Manager
Buckley	Shealyn	Event Worker
Buckley	Shealyn	Secretary II - Jr/Sr High School
Buckley	Shealyn	Secretary II - Jr/Sr High School
Bushman	Adriane	Secretary I - Elementary
Case	Emily	Instructional Aide
Case	Melanie	Instructional Aide
Castellano	Kory	Teacher Assistant II
Chapman	Sonya	Instructional Aide
Colligon	Brian	Bus Driver
Colligon	Brian	Custodian
Colligon	Brian	Skilled Seasonal Worker
Colligon	Drew	Instructional Aide
Combs	Darcy	Instructional Aide
Deets	Trenton	Auditorium Tech
Deiparine	Sheryl-ann	Event Worker
Farnes	Mitchell	Technology Specialist II
Farr	Stephanie	Finance Specialist III
Fast	Kristina	Student Worker - Concessions
Frost	Brooke	Event Worker
Frost	Brooke	Instructional Aide
Frost	Brooke	Lifeguard
Frost	Katherine	Instructional Aide
Frost	Katherine	Event Worker
Fussell	Joshua	Bus Driver
Gayer	Lisa	Event Worker
Gayer	Lisa	Library Aide
Grant	Ashley	Instructional Aide
Hancock	Sarah	Finance Specialist III
Hardy	Desiree	Instructional Aide
Hardy	Kimberlin	Substitute Custodian
Hayes	Sarah	Instructional Aide
Henrie	Bevan	Bus Driver
Howerton	Leon	Student Worker - Concessions
Hutchens	Daniel	Bus Driver
Hutchens	Jorja	Student Worker - Concessions
James	Kayle	Event Worker
James	Rosita	Custodian
Jensen	Mary	Custodian
Johnstun	Aaron	Teacher Assistant II
Johnstun	Dana	Event Worker
Johnstun	Dana	Receiving Clerk
Johnstun	Samuel Allen	Bus Driver
Johnstun	Samuel James	Event Worker
Johnstun	Spencer	Bus Driver
Johnstun	Terry	Custodial Coordinator
Keams	Margaret	Substitute Custodian

<b>Support Staff Positions</b>		
<b>Last Name</b>	<b>First Name</b>	<b>Assignment</b>
Keams	Margaret	Van Driver
Krebs	Gerard	Bus Driver
Krebs	Gerard	Custodian
Lampsa	Kamryn	Lifeguard
Lucero	Barbara	Event Worker
Miller	Cambria	Lifeguard
Miller	Cort	Lifeguard
Miller	Landon	Lifeguard
Morris	Kylee	Instructional Aide
Mosier	Lance	Auditorium Worker
Murdock	Staisha	Bus Aide
Neal	Lillian	Seasonal Skilled Worker I
Nells	Jasmine	Seasonal Worker
Nells	Selena	Finance Specialist III
Paddock	Darlene	Bus Driver
Pedersen	Jordan	Auditorium Worker
Powers	Megan	Event Worker
Pugh	Robert	Bus Driver
Randall	Julie	Instructional Aide II/NAVIT Tech
Randall	Julie	Instructional Specialist
Randles	Chalene	Event Worker
Randles	Chalene	Instructional Aide
Redfearn	Traci	Instructional Aide
Rice	Lisa	Secretary II - Special Education
Rice	Tyler	Auditorium Manager
Rindlisbacher	John	Bus Monitor
Rogers	Kelly	Custodian
Rush	Hailey	Campus Aide
Saline	Brady	Maintenance Tech
Salley	Holli	Event Worker
Salley	Holli	Teacher Assistant II
Smith	Gayla	Event Worker
Smith	Jim Dale	Event Worker
Solomon	Rhona	Secretary I - Elementary School
Spurlock	Elizabeth	Student Worker - Concessions
Strong	Julie	Administrative Assistant - Superintendent / Governing Board
Tavesi	Kika	Instructional Aide
Thiel	Maureen	Instructional Aide
Westover	Jennifer	Secretary II - Jr/Sr High School
Wilson	Rebekah	Speech-Language Pathologist Assistant
Young	Irene	Custodian
Young	Judy	Substitute Custodian

<b>Extra Duty 2 Positions*</b>		
<b>Last Name</b>	<b>First Name</b>	<b>Assignment</b>
Hutchens	Daniel	Band Director
Nells	Selena	Indian Education Program Coordinator
Nells	Selena	Wellness and Nutrition Coordinator
Randall	Julie	Yearbook Advisor
Salley	Holli	Choir Director
Strong	Julie	Special Education Coordinator

*\*Other Extra-Duty position renewals will be recommended for approval at a future meeting*

**5.B. Discussion and Possible Approval of Employee Pay increases for 2024-25**

# Salary Proposal for FY24-25

Joseph City Schools

## Teacher | Certified Specialist Pay Schedule

- **\$1,000 salary increase (10-Month contracts; amount prorated for part-time or extended contracts)**  
*Applies to all current teachers and certified specialists who have worked at least half of the 2023-24 school year*
- **\$500 performance pay increase for eligible staff (amount prorated for part-time contracts)**
- **\$500 beginning base increase for placement of new teachers**  
*Applies to all new teacher and certified specialist; applies to current employees who have worked less than half of the 2023-24 school year*

## Support Staff Pay Schedule

- **\$.50 per hour increase**  
*Applies to all current employees in all positions listed on the Support Staff Pay Schedule except Level 1 (minimum wage) who have worked at least half of the 2023-24 school year*
- **\$.25 per hour beginning base increase for placement of new staff**  
*Applies to all levels except Level 1 (minimum wage); applies to current employees who have worked less than half of the 2023-24 school year*
- **Reclassify existing positions:**
  - Custodian from Level 5 to 6 (\$.75 per hour increase for current employees)
- **Custodian Team Leader:**
  - Additional \$.50 per hour differential pay when assigned as a team leader

## Extra Duty 1 Pay Schedule

- **Base increases:**  
*Applies to all current employees who continue in the same assignment in 2024-25*
  - Level 1 - \$214
  - Level 2 - \$171
  - Level 3 - \$86
  - Level 4 - \$64
  - Level 5 - \$43
- **No increase to minimum or maximum annual/season amounts**

## Extra Duty 2 Pay Schedule

- No change**

## Substitute Pay Schedule

- \$.50 per hour increase for all Substitute Teachers**

## Management Team | Classified Specialist Pay Schedule

- \$1,200 increase (12-Month contracts; amount prorated for part-time, hourly or partial year contracts)**
- \$500 beginning base increase for new hires (*does not apply to current staff*)**

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# Pay Schedule | 2024-25



## Teacher | Certified Specialist

Position	Base Salary without Performance Pay	Base Salary with Performance Pay
Teacher, Specialist	\$ 44,800	\$ 47,300
Counselor	\$ 48,800	\$ 51,300
Speech Language Pathologist	\$ 64,400	
School Nurse	\$ 58,800	

### Adjustments to Base Salary

Education Credit & Professional Development	\$ 65	Per credit hour for university graduate-level or Superintendent approved equivalent coursework; courses not related to the position require Superintendent approval
Advanced Degree	\$ 500	For a Masters Degree and for a Ed.D. or Ph.D. degree in related fields
National Board Certification	\$ 800	Additional per year
Initial Placement	Experience	\$ 500 For each year of verified certificated teaching or like experience up to 10 years
	Other Pay	\$ - Additional amount may be paid for positions designated as "hard to fill"

### Additional Opportunities for Increased Earnings

Performance Pay	\$ 2,500	Depending on Classroom Site Fund state funding, employee eligibility, completion of performance goals and continued employment with JCUSD
High School / College Dual Credit Classes	\$ 80	District pays \$80 per student each year for teaching high school / college dual credit classes
Additional Assignments	\$ -	The District has many opportunities to take on additional assignments and pays as much as \$5,000+ for Extra Duties (see Extra Duty Pay Schedules)

### Additional Benefits

Paid Employee Health Insurance	Premium	\$ 7,794	District pays 100% of premium for employees working at least 30 hours per week PLUS District contributes \$1,600 (depending on plan) to employee's Health Savings Account PLUS District pays \$2,358 toward premiums for those with family coverage; \$11,752 total maximum benefit
	HSA	\$ 1,600	
	Family Supplement	\$ 2,358	
Paid Employee Life Insurance		\$ 25,000	Life insurance is provided to employees working 20 or more hours per week
Voluntary Insurance Benefits		Available	Employees working at least 30 hours per week may purchase dental and vision plans; at 20 hours per week employees may purchase short term disability and additional life insurance
Arizona State Retirement		12.27%	Employees working at least 20 hours per week are automatically enrolled in Az State Retirement (ASRS); long term disability insurance (after 180 days) is included; contributions are shared by the District and the employee with each contributing 12.41%
Social Security/Medicare		7.65%	Employee and District each contribute 7.65%
Leave		96 hours	Certified 10-month full-time employees earn 96 hours per year of Personal Leave

### Notes

Some Teacher Compensation (CSF/Prop 301) funds are included in base salary  
 Annual salary amount may be adjusted depending on employee's duty schedule, start date and end date; return-to-work retiree pay reduced by 9.1%  
 Placement and advancement are based on Superintendent recommendation and Governing Board approval

Example		
Teacher new to Joseph City Schools is a 10-year veteran with 45 credit hours past a Bachelor's Degree and has earned a Masters Degree.	Base Salary (including Performance Pay)	\$ 47,300
	Experience for Initial Placement (10 x \$500)	5,000
	Education Credit (45 graduate credit hours x \$65)	2,925
	Master's Degree	500
	<b>Contract Salary</b>	<b>\$ 55,725</b>

Approved 4/9/24

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# Pay Schedule | 2024-25



## Support Staff

Base Hourly Rate		Position Placement			
Level	Entry	Position	Level	Position	Level
1*	\$14.35	Accompanist	8	Pool Assistant Manager	6
2*	\$14.60	Administrative Asst-Sup/Board	10	Pool Manager	9
3*	\$14.60	Auditorium Manager	9	Program Specialist I	6
4*	\$14.60	Auditorium Tech I	1	Program Specialist II	8
5*	\$14.75	Auditorium Tech II	2	Project Coordinator I	10
6	\$15.25	Bus Aide	3	Project Coordinator II	18
7	\$15.75	Bus Driver	12	Project Coordinator III	26
8	\$16.25	Campus Monitor	6	Receiving Clerk	6
9	\$16.75	CTE Coordinator	8	Secretary I	8
10	\$17.25	Concession Manager	9	Secretary II	9
11	\$17.75	Custodian	6	Seasonal Skilled Worker I	8
12	\$18.25	Event Worker	3	Seasonal Skilled Worker II	17
13	\$18.75	Event Worker - Lead	6	Seasonal Worker	3
14	\$19.25	Finance Specialist I	9	Speech Lang Pathologist Asst	26
15	\$19.75	Finance Specialist II	11	Student Worker	1
16	\$20.25	Finance Specialist III	15	Teacher Assistant I	10
17	\$20.75	Health Aide	8	Teacher Assistant II	13
18	\$21.25	Instructional Aide I	6	Teacher Assistant III	15
19	\$21.75	Instructional Aide II	8	Technology Aide	6
20	\$22.25	Instructional Aide III	15	Technology Specialist I	8
21	\$22.75	Library Aide I	6	Technology Specialist II	15
22	\$23.25	Library Aide II	8	Tutor (non-certified)	7
23	\$23.75	Lifeguard	4	Van Driver	8
24	\$24.25	Maintenance Tech I	7		
25	\$24.75	Maintenance Tech II	13		
26	\$25.25	Maintenance Tech III	18		
27	\$25.75	Office Aide	6		
28	\$26.25				
29	\$26.75				
30	\$27.25				

\* Base hourly rate increases to new Arizona minimum wage effective 1/1/2025

### Adjustments to Base Hourly Rate

Adjustment	Rate	Details
Initial Placement	Experience	\$0.26 per hour • For each year of verified direct job-related experience up to 5 years • Partial years may be granted for indirect job-related experience
	Other Pay	\$0.00 per hour No experience granted for <b>Level 1</b> positions
Education Credit & Professional Development	Other Pay	\$ - Additional amount may be paid for positions designated as "hard to fill"
	Education Credit & Professional Development	\$0.05 per hour (maximum 10 credit hours or equivalent) • Per credit hour for job-related college coursework beyond minimum required for job • Per 16 contact hours for job-related professional development • Other courses and training require Superintendent approval
College Degree or Professional Certification	Other Pay	\$0.50 per hour • For bachelors, masters, doctorate degrees in job-related fields • For professional certification equivalent to college degree in job-related fields (equivalency and amount determined by Superintendent)

### Additional Opportunities for Increased Earnings

- Minimum \$1.50 per hour differential when assisting high-needs students in ongoing assignments
- Minimum \$0.50 per hour differential for all hours worked: Certified bus driver trainers; custodian team leaders

### Notes

- Base hourly rate for Level 1 is the Minimum Wage rate for Arizona; this amount is subject to change January 1 of each year; no experience increments are given
- Base hourly rate for Level 2 is the Minimum Wage rate for Arizona; this amount is subject to change January 1 of each year; experience increments may be given
- Return-to-work retiree pay reduced by 9.1%
- Initial placement and ongoing advancement are based on Superintendent recommendation and Governing Board approval

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# Pay Schedule | 2024-25



## Extra Duty 1

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

### Adjustments to Base Hourly Rate

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

### Additional Opportunities for Increased Earnings

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

### Notes

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

Approved 4/9/24

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# Pay Schedule | 2024-25



## Extra Duty 2

Level	Amount	Assignment	Eligible Staff
A	18.00 per hour	HS/JH Class Sponsor (outside contract day)	Any
B	30.00 per hour	Teacher tutoring students (outside contract day)	Certified
C	18.00 per hour	Teacher acting as a substitute teacher during prep time	Certified
D	25.00 per hour	Teacher curriculum development/training (outside contract day)	Certified
E	*TBD per assignment	Instructional Specialist assignment	Certified
F	1,100.00 per year	Indian Education Program Coordinator	Any
G	250.00 per year	Elementary Music Coordinator	Any
H	50.00 per game	JH Referee - AIA certified	AIA Cert.
I	40.00 per game	JH Referee - non-AIA	Any
J	20.00 per game	Volleyball Line Judge	Any
K	40.00 per student per sem	College Concurrent Enrollment Teacher	Certified
L	250.00 per sem	Red Ribbon Coordinator	Any
M	650.00 per year	School Improvement Chairperson	Certified
O	2,000.00 per year	Dyslexia Specialist	Certified
P	2,200.00 per year	District Wellness Director (Grant Compliance)	Any
Q	*TBD per assignment	Support Specialist	Any
R	3,000.00 per year	Concession Coordinator - School Year	Any
S	1,000.00 per week	Concession Coordinator - Summer Camps	Any
T	350.00 per year	Wrestling Tournament Director	Any
U	600.00 per year	NAVIT Coordinator	Any
V	400.00 per sem	Mentor	Certified
W	500.00 per event	Hospitality Coordinator - Wrestling Tournament	Any
X	300.00 per event	Hospitality Coordinator - Basketball, Volleyball, Baseball/Softball Tourn.	Any
Y	100.00 per event	Hospitality Coordinator - Track Meet	Any
Z	1,600.00 per sem	Elementary Large Classroom Stipend	Certified
AA	275.00 per class/ per sem	JH/HS Large Classroom Stipend (academic classes only)	Certified

### Notes

\* Base pay amount will vary depending on the requirements of the specific assignment and the type of certification held and will be determined by the Superintendent subject to Governing Board approval

Approved 4/9/24

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# Pay Schedule | 2024-25



Substitute							
Level	Assignment	Certification	Short-Term			Mid-Term	Long-Term
			Hourly Rate	Daily Rate	Minimum Daily Amount	Daily Rate	Daily Rate
A	Teacher	Emergency Sub - Less than 30 college credit hrs	16.50	124.00	62.00	136.00	158.00
B	Teacher	Emergency Sub - 30+ college credit hours	17.50	131.00	65.50	147.00	158.00
C	Teacher	Substitute - Bachelors degree	19.00	143.00	71.50	152.00	164.00
D	Teacher	Substitute - Teacher certification	20.00	150.00	75.00	159.00	170.00
*	Other Support Staff	Substitues for other Support Staff positions will be paid the Entry Base Hourly Rate for that position					

**Notes**

*Short-Term Teacher Substitute* rates apply when a single assignment is less than 10 consecutive workdays; no paid leave; no health/life insurance

*Mid-Term Teacher Substitute* rates apply after the 10th consecutive workday of single assignment that is less than 60 total consecutive work days; no paid leave; no health/life insurance

*Long-Term Teacher Substitute* rates apply for assignments anticipated to be 60 consecutive workdays or more in length; paid leave granted at the same rate as for staff placed on the Teacher Pay Schedule; District paid health/life insurance available

Approved 4/9/24

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# Pay Schedule | 2024-25



## Management Team | Classified Specialist

Level	Annual Salary	Hourly Rate	Other Terms
	Base	Base	
Custodial/Asset Control Coordinator	42,000	20.19	Salary amount based on 12-month full-time schedule. Salary may be prorated for reduced duty schedules.
Transportation Coordinator	45,000	21.63	
Student Data & Technology Specialist	48,600		
Maintenance Coordinator	50,500		
Technology Coordinator	55,500		
Elementary Principal	63,000		
High School Principal	71,000		
Business Manager	61,000		

### Initial Placement

\$600 - \$3,000 for each year of experience or as negotiated

### Adjustments to Base Salary or Hourly Rate

Initial Placement	Experience	\$600 - \$3,000 per year	For each year of verified related experience or as negotiated
	Other Pay	\$ -	Additional amount may be paid for positions designated as "hard to fill"
Education Credit & Professional Development		\$104 per year (full-time) OR \$0.05 per hour	<ul style="list-style-type: none"> <li>Per credit hour for job-related college coursework</li> <li>Per 16 contact hours for job-related professional development</li> <li>Courses and training not job-related require Superintendent approval</li> </ul>
College Degree or Professional Certification		\$541 per year (full-time) OR \$0.26 per hour	<ul style="list-style-type: none"> <li>For bachelors, masters, doctorate degrees in job-related fields</li> <li>For professional certification equivalent to college degree in job-related fields (equivalency and amount determined by Superintendent)</li> </ul>

### Notes

Annual salary amount may be adjusted depending on employee's duty schedule; return-to-work retiree pay reduced by 9.1% or as negotiated  
 Placement and advancement are based on Superintendent recommendation and Governing Board approval

Approved 4/9/24

**5.C. Approve Employee Benefits and Health Insurance for 2024-25**

**6. INFORMATION ITEMS**

**6.A. Requests for Future Agenda Items**

This agenda item is for the Governing Board to have a running record of potential items to be placed on future agendas. There will be no discussion on the substance, merits, or issues relating to the proposed agenda item.

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

- Next Regular Board Meeting - May 14, 2024; 6:00 p.m.

**7. ADJOURNMENT**