



## **Regular Board Meeting Agenda**

**Tuesday, February 11, 2025 | 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**

### **2. APPROVAL OF AGENDA**

### **3. SUPERINTENDENT'S REPORT**

## Governing Board Meeting

February 11, 2025

### Updates and Current Events

Prepared by B. Fields

- Attached are the goals and strategies that I provided to the board earlier this school year. Feel free to ask me about these if you would like. This is a follow up from the work session that we had last week.
- I've attached the foreign exchange student policy for your reference if this becomes a topic of decision.
- The winter sport season is winding down. We have good basketball teams and a few good wrestlers. It will be interesting to see how well they perform in the post season play.
- We had a staff spelling bee on February 7<sup>th</sup> with about 10 staff members participating. This might be something that we do again next year.
- Spring sports are already starting. We have a couple of dances coming up this spring that will be on the agenda for your review. Sadie Hawkins and Prom.

**3.A. Food Service Program; Breakfast in the Classroom Program**

**3.B. Other Report Items**

## **ADMISSION OF EXCHANGE AND FOREIGN STUDENTS**

The District will not admit students who have graduated from their respective school systems.

Preference will be given to sponsoring organization(s) that have representative(s) living in the Joseph City School District.

The host families of foreign exchange students who attend District schools must reside within the attendance area of the school that will be attended.

High school diplomas will not be awarded. A certificate of achievement attendance may be awarded at the graduation commencement when appropriate.

Sponsoring organizations must provide evidence that each student has sufficient oral and reading proficiency in the English language to assure profitable educational and social experiences during the exchange year.

Each foreign student should plan to attend a District school for the school year, not for a single semester or a partial school year. Exceptions may be approved by the principal.

Each school may determine whether it is a requirement for host families to have teen-agers who attend the host school.

The District does not provide foreign students with financial assistance for such things as class rings, yearbooks, activity cards, or lunches.

Each school shall designate a person (school coordinator) to be the contact between the school and the sponsoring organization, to the host family and the District office.

Foreign exchange students will not be considered in computing class rank and, therefore, will not be eligible for any academic honors.

## Joseph City Unified School District Goals for 2024-2025 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 in accordance with the override election results that will be provided in November of 2024.
- 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.
- Improve teacher communication with students and parents (evaluations and implement new software)
- Improve teacher feedback on assignments and assessments with students and parents (staff evaluations, staff training, and expressed expectations)
- Improve teacher communication at parent/teacher conferences (staff training and expressed expectations)
  - 'Why' this is important and why we shouldn't waste this time
  - What to avoid saying with some examples provided
  - What the student's current performance in your class is including the student's grade
  - Samples of student's recent work
  - Let parents know what specific behavior problems you are having with their child which they may be able to assist
  - Ask what their child says about your class, what the student has said he/she is learning in your class, and ask if the student has said if they like your class or not
  - Give them an area, topic, objectives, or skills that their student could use improvement with
  - Provide resources or give them strategies to help their child improve their performance in your class. Examples could include studying strategies, websites, guides, project instructions, or missing work
  - Let them know what the upcoming learning topics, units, or learning objectives will be
  - Encourage the parents to ask the student about his/her progress
  - Consider promoting anything related to your class that you could use student encouragement from home. This could be upcoming tests, state standardized tests, and reports or research projects.



**Summary of Financial Operations (Unaudited)**  
**January 31, 2025**

Fund		Budget	YTD Expenses	Encumbrances	Budget Balance
001	Maintenance & Operation	\$4,982,444	\$3,418,757	\$1,486,544	\$ 77,143
010	Classroom Site Fund	\$1,378,054	\$ 164,295	\$ 181,145	\$1,032,614
020	Instructional Improvement	\$ 150,000	\$ -	\$ -	\$ 150,000
100-130	Title I	\$ 214,812	\$ 87,729	\$ 68,669	\$ 58,414
140-150	Title II - Profesional Development	\$ 72,555	\$ -	\$ -	\$ 72,555
200-209	Title VII - Indian Education	\$ 12,000	\$ 10,351	\$ -	\$ 1,649
220-229	IDEA/Special Education Grants	\$ 228,701	\$ 82,449	\$ 58,797	\$ 87,454
230	Johnson-O'Malley (JOM) - Indian Ed.	\$ 4,500	\$ -	\$ 5	\$ 4,495
260-270	Career & Technical Ed (CTE) - Federal	\$ 18,825	\$ 8,722	\$ -	\$ 10,103
290-291	Medicare Reimbursement (Spec Ed services)	\$ 125,000	\$ 347	\$ 1,237	\$ 123,416
301	Az School Nurse Access Program	\$ 318	\$ 157	\$ 161	\$ -
326-346	ESSER	\$ 333,815	\$ 291,656	\$ -	\$ 42,159
374	E-Rate	\$ 75,000	\$ -	\$ -	\$ 75,000
390	REAP (Federal rural assistance grant)	\$ 67,000	\$ 59,928	\$ 3,600	\$ 3,472
400	Career & Technical Ed (CTE) - State	\$ 5,809	\$ 3,222	\$ 1,523	\$ 1,064
500	School Plant (Proceeds from surplus equip sales)	\$ 20,000	\$ -	\$ -	\$ 20,000
510	Food Service	\$ 300,000	\$ 176,770	\$ 119,982	\$ 3,248
515	Civic Center (Swimming pool community use)	\$ 80,000	\$ 19,774	\$ 5,912	\$ 54,314
520	Preschool Tuition	\$ 35,000	\$ 2,386	\$ 2,389	\$ 30,225
525	Auxiliary Operations (Bookstore, athletics, fees)	\$ 100,000	\$ 40,427	\$ 13,885	\$ 45,688
526	Extracurricular Activities Tax Credit	\$ 50,000	\$ 8,568	\$ 150	\$ 41,282
530	Gifts & Donations	\$ 550,000	\$ 25,942	\$ 53	\$ 524,006
535-539	CTE & Vocational Education Projects	\$ 30,000	\$ 7,092	\$ 360	\$ 22,548
550	Insurance Proceeds (from claims)	\$ 75,000	\$ 6,871	\$ -	\$ 68,129
565	Litigation Recovery	\$ 30,000	\$ -	\$ -	\$ 30,000
570	Indirect Costs (Grant administration costs)	\$ 90,000	\$ 31,013	\$ 2,648	\$ 56,339
585	Insurance Refunds (premium discounts)	\$ 10,000	\$ -	\$ -	\$ 10,000
596	NAVIT	\$ 200,000	\$ 13,129	\$ 3,959	\$ 182,912
610	Capital Outlay	\$ 501,147	\$ 392,129	\$ 108,078	\$ 940
620	Adjacent Ways	\$ 178,368	\$ 2,664	\$ 1,632	\$ 174,072
665	Energy and Water Savings	\$ 75,000	\$ -	\$ 200,000	\$ (125,000)
686	SFB Emergency Deficiency Correction	\$ 60,000	\$ -	\$ -	\$ 60,000
691	SFB Building Renewal Grant	\$2,000,000	\$ -	\$ -	\$2,000,000
850	Student Activities (clubs and classes)	\$ 60,000	\$ 16,527	\$ 816	\$ 42,658
<b>TOTAL</b>		<b>\$ 12,113,348</b>	<b>\$ 4,870,905</b>	<b>\$ 2,261,545</b>	<b>\$ 4,980,899</b>

#### **4. REQUESTS TO SPEAK TO THE GOVERNING BOARD**

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

#### **5. 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.

##### **5.A. Approve Minutes of the January 14, 2025 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, January 14, 2025**

**Members present**

Eldon Larsen, President; Dayton Flake, Karsten Flake, Clerk; Cat Hansen, Lexi Nelson

**Administrators present**

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

**Others present**

7 community members

**1. OPENING ITEMS**

**1.A. Call to Order**

Motion by Eldon Larsen to call the meeting to order.

Time: 6:01 p.m .

**1.B. Roll Call**

**1.C. Pledge of Allegiance**

**1.D. Invocation**

**2. ORGANIZATIONAL ITEMS**

**2.A. Administer Oath of Office to New Governing Board Members**

Oath of Office administered to newly elected board member Lexi Nelson, and re-appointed board members Eldon Larsen and Karsten Flake.

**2.B. Election of Governing Board President for the 2025 Calendar Year**

Eldon Larsen, nominated by Cat Hansen; second by Lexi Nelson.

Nomination: Passed unanimously

**2.C. Election of Governing Board Clerk for the 2025 Calendar Year**

Dayton Flake, nominated by Cat Hansen; second by Eldon Larsen.

Nomination: Passed unanimously

**2.D. Set Times of Regular Board Meetings**

Motion by Eldon Larsen to leave times and dates of Regular Board meetings as the second Tuesday of each month at 6:00 p.m. for 2025; second by Karsten Flake.

Final Resolution: Motion passed

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

**3. APPROVAL OF AGENDA**

Motion by Eldon Larsen to adopt the agenda as presented; second by Dayton Flake.

Final Resolution: Motion Passed

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

**4. SUPERINTENDENT'S REPORT**

**5. REQUESTS TO SPEAK TO THE GOVERNING BOARD**

None.

**6. CONSENT AGENDA**

**6.A. Approval of Consent Agenda Items 6.B through 6.E**

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

Final Resolution: Motion passed.

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

**6.B. Approve Minutes of the December 10, 2024 Regular Board Meeting**

**6.C. Ratification of Expense Vouchers**

Action to ratify district vouchers for the period 12/1/2024 through 12/31/2024.

**General and Special Funds:** #12 \$28,140.67; #13 \$172,353.39; #14 \$174,395.35; #1021 \$61,884.40; #1022 \$131,507.17; #1023 \$172,853.04

**Auxiliary Operations Funds:** ##1044 \$1,335.00; #1046 \$1,353.52; #1049 \$973.80

**Student Activities Fund:** #1045 \$957.88; #1047 \$191.58; #1050 \$54.60

**6.D. Student Activities Fund Report**

Revenues, expenditures and charges in the Student Activities Fund Report; period of 12/1/2024 through 12/31/2024.

**6.E. Gifts & Donations**

Donor	Item	School/Program	Purpose	Amount
Oxendale Auto Group	Check	HS Girls Basketball	Sponsorship	\$1000

**7. POSSIBLE EXECUTIVE SESSION**

None.

**8. ACTION ITEMS**

**8.A. Personnel Requests**

Name	Assignment	Action
Batala, Bonnita	Instructional Aide II	Resignation
Beatty, Amilia	Substitute Teacher	Appointment
Bushman, Ashlee	Student Worker	Ratification
Bushman, Brayden	Student Worker	Appointment
Kelly, Dayna	8th Grade JH Girls Basketball Coach	Ratification
Hallman, Reva	Substitute Teacher	Appointment
Hardy, Desiree	7th Grade JH Girls Basketball Coach	Ratification
Nelson, Veronica	Substitute Teacher	Resignation
Price, Andrea	Instructional Aide II	Appointment

Motion by Eldon Larsen to approve the personnel requests as presented; second by Karsten Flake.

Final Resolution: Motion passes.

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

**9. INFORMATION ITEMS**

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

None.

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

- Next Regular Board Meeting - February 11, 2025; 6:00 p.m.
- Board Member training – Date to be determined

**10. ADJOURNMENT**

Motion by Eldon Larsen to adjourn the meeting; second by Karsten Flake.

Final Resolution: Motion passed.

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

Meeting adjourned at 6:30 p.m.

APPROVED:

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Board Clerk or President

**5.B. Approve Expense Vouchers**

Action to ratify district vouchers for the period 1/1/2025 through 1/31/2025.

**General and Special Funds:** #15 \$138,117.65; #16 \$176,022.85; #1024 \$88,274.25; #1025 \$19,520.59; #1026 \$66,545.86; #1027 \$140,105.58

**Auxiliary Operations Funds:** #1051 \$600.00; #1052 \$4,506.75; #1054 \$5,822.62

**Student Activities Fund:** #1053 \$2,495.28; #1055 \$1,964.11

**5.C. Student Activities Fund Report**

Revenues, expenditures and charges in the Student Activities Fund Report; period of 1/1/2025 through 1/31/2025.

**JOSEPH CITY USD EXTERNAL FUNDS**

**Student Activities Summary Report**

Fiscal Year: 2024 - 2025

From Date: 1/1/2025

To Date: 1/31/2025

Print Detail

Page Break by Activity

Subtotal By Journal

Exclude Encumbrances

Reverse Sign

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrance	Available Balance
000000 Undesignated DO NOT USE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102610 Joseph City Jr High School Student Council	\$425.73	\$0.00	\$0.00	\$425.73	\$0.00	\$425.73
102612 Joseph City Jr High School Softball	(\$11.39)	\$0.00	\$0.00	(\$11.39)	\$0.00	(\$11.39)
102619 Joseph City Jr High School Volleyball	\$507.27	\$0.00	\$0.00	\$507.27	\$0.00	\$507.27
102629 Joseph City Jr High School Track	\$260.11	\$0.00	\$0.00	\$260.11	\$0.00	\$260.11
102637 Joseph City Jr High School Class of 2024	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102638 Joseph City Jr High School Class of 2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102639 Joseph City Jr High School Class of 2026	\$2,533.94	\$0.00	\$0.00	\$2,533.94	\$0.00	\$2,533.94
102640 Joseph City Jr High School Class of 2027	\$1,657.52	\$0.00	\$0.00	\$1,657.52	\$0.00	\$1,657.52
102641 Joseph City Jr High School Class of 2028	\$499.64	\$0.00	\$0.00	\$499.64	\$0.00	\$499.64
102642 Joseph City Jr High School Class of 2029	\$2,138.74	\$0.00	\$0.00	\$2,138.74	\$0.00	\$2,138.74
102643 Joseph City Jr High School Class of 2030	\$440.51	\$36.00	\$0.00	\$476.51	(\$32.17)	\$444.34
102644 Joseph City Jr High School Class of 2031	\$825.00	\$0.00	\$0.00	\$825.00	\$0.00	\$825.00
203601 Joseph City High School Band	\$218.26	\$0.00	\$0.00	\$218.26	\$0.00	\$218.26
203602 Joseph City High School Baseball	\$896.94	\$0.00	\$0.00	\$896.94	\$0.00	\$896.94
203604 Joseph City High School Disc Golf Club	\$473.52	\$0.00	\$0.00	\$473.52	\$0.00	\$473.52
203605 Joseph City High School Chess Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203606 Joseph City High School Card and Game Club	\$146.14	\$0.00	\$0.00	\$146.14	\$0.00	\$146.14
203607 Joseph City High School Drama	\$725.11	\$0.00	\$0.00	\$725.11	\$0.00	\$725.11
203608 Joseph City High School Future Business Leaders of America	\$112.75	\$19.10	\$0.00	\$131.85	\$0.00	\$131.85
203609 Joseph City High School Girls Basketball	\$3,505.30	\$865.00	(\$1,335.96)	\$3,034.34	\$654.79	\$3,689.13
203610 Joseph City High School Student Council	\$7,471.73	\$0.00	(\$532.94)	\$6,938.79	\$633.60	\$7,572.39
203611 Joseph City High School National Honor Society	\$477.97	\$0.00	\$0.00	\$477.97	\$0.00	\$477.97
203612 Joseph City High School Softball	\$1,951.50	\$0.00	\$0.00	\$1,951.50	\$0.00	\$1,951.50
203613 Joseph City High School Momentum Club/Audition Choir	\$1,129.15	\$0.00	\$0.00	\$1,129.15	\$0.00	\$1,129.15
203614 Joseph City High School Wrestling	\$463.68	\$4,960.60	\$0.00	\$5,424.28	\$0.00	\$5,424.28
203615 Joseph City High School Cheerleaders	\$915.91	\$0.00	\$0.00	\$915.91	\$0.00	\$915.91
203616 Joseph City High School Welding	\$136.33	\$0.00	\$0.00	\$136.33	\$0.00	\$136.33
203617 Joseph City High School Woods	\$104.72	\$0.00	\$0.00	\$104.72	\$0.00	\$104.72
203618 Joseph City High School Boys Basketball	\$2,613.26	\$0.00	(\$473.49)	\$2,139.77	\$473.49	\$2,613.26
203619 Joseph City High School Volleyball	\$6,887.42	\$215.00	(\$750.00)	\$6,352.42	\$0.00	\$6,352.42
203620 Joseph City High School FACS	\$35.74	\$0.00	\$0.00	\$35.74	\$0.00	\$35.74
203621 Joseph City High School Hotrod Club	(\$85.71)	\$0.00	\$0.00	(\$85.71)	(\$183.68)	(\$269.39)
203624 Joseph City High School Basketball Cheerleaders	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203625 Joseph City High School FFA	\$939.07	\$0.00	\$0.00	\$939.07	\$0.00	\$939.07
203626 Joseph City High School Happy Club	\$880.07	\$0.00	\$0.00	\$880.07	\$0.00	\$880.07
203627 Joseph City High School Robotics	\$359.85	\$0.00	\$0.00	\$359.85	\$0.00	\$359.85
203628 Joseph City High School Cross Country	\$220.60	\$0.00	\$0.00	\$220.60	\$0.00	\$220.60
203629 Joseph City High School Track	\$321.04	\$0.00	\$0.00	\$321.04	\$0.00	\$321.04
203630 Joseph City High School Football	(\$65.42)	\$0.00	\$0.00	(\$65.42)	\$0.00	(\$65.42)
203631 Joseph City High School Technology Club	\$109.95	\$0.00	\$0.00	\$109.95	\$0.00	\$109.95
203632 Joseph City High School Class of 2019	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203633 Joseph City High School Class of 2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**JOSEPH CITY USD EXTERNAL FUNDS**

**Student Activities Summary Report**

Fiscal Year: 2024 - 2025

From Date: 1/1/2025

To Date: 1/31/2025

Print Detail

Page Break by Activity

Subtotal By Journal

Exclude Encumbrances

Reverse Sign

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrance	Available Balance
203634 Joseph City High School Class of 2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203635 Joseph City High School Class of 2022	\$137.03	\$0.00	\$0.00	\$137.03	\$0.00	\$137.03
203636 Joseph City High School Class of 2023	\$780.48	\$0.00	\$0.00	\$780.48	\$0.00	\$780.48
203637 Joseph City High School Class of 2024	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
203638 Joseph City High School Class of 2025	\$4,999.42	\$240.00	(\$1,367.00)	\$3,872.42	\$1,367.00	\$5,239.42
203639 Joseph City High School Class of 2026	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203640 Joseph City High School Class of 2027	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203641 Joseph City High School Class of 2028	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
500300 Districtwide UNDESIGNATED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
500600 Districtwide UNDESIGNATED	(\$7.11)	\$0.00	\$0.00	(\$7.11)	\$0.00	(\$7.11)
<b>Grand Total:</b>	\$46,331.77	\$6,335.70	(\$4,459.39)	\$48,208.08	\$2,913.03	\$51,121.11

End of Report

**5.D. 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.

**Items for Disposal (see attached photos):**  
**2/11/2024**

Washer/dryer combo (not working)  
Computer tables  
Plastic storage cabinet  
Heater  
Cash register  
CRT TV monitor  
Custodial supplies (no longer fits new equipment)  
Seats from Ford 350 van  
Plasma cutter  
Audio speakers

**AUCTION PICTURES FOR BOARD APPROVAL**

**MARCH AUCTION**

**LG WASHING MACHINE**



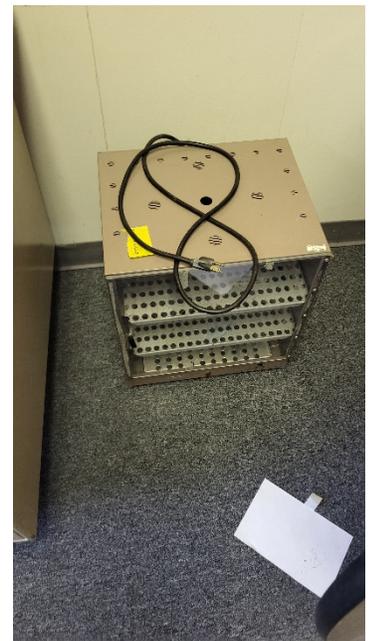
**COMPUTER DESKS**



**STORAGE UNIT**



**HEATING UNIT**



**OFFICE SUPPLIES**

and

**LAUNDRY SOAP (old washing machines)**



Two seats from the Ford E350.





**5.E. Student Fundraisers**

Organization	Description	Action
HS Volleyball	Daddy Daughter Dance	Approve
Junior Class	HS Prom	Approve
Student Council	Sadie Hawkins Dance	Approve

**5.F. Gifts & Donations**

Donor	Item	School/Program	Purpose	Amount
APS	Cash	HS Science	Purchase seismometer to measure ground motion	\$899.00

**5.G. Approve Use of School Facilities for Summer Football Camps**

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

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

**6.A. Executive Session to Discuss Contract Renewal and Terms for Superintendent Bryan Fields per A.R.S. 38-431.03(A)(1) (Personnel)**

**7. ACTION ITEMS**

**7.A. Discussion and Possible Action Regarding Renewal of the Superintendent's Contract (\*)**

**SUPERINTENDENT/PRINCIPAL**

**2013-2014**

**ADOPTED**

**Superintendent**

<b>Step</b>	<b>Salary</b>	<b>Daily</b>
1	91,000	346
2	94,000	357
3	97,000	369
4	100,000	380
5	103,000	392
6	106,000	403
7	109,000	414
8	112,000	426
9	115,000	437

**Superintendent/Principal's salary is negotiable each fiscal year with the Governing Board.**

**Superintendent/Principal is not eligible for Performance Pay**

Superintendent retired from the Arizona State Retirement System, including any contracted employees through ESI, will be subject to the annual Alternative Contribution Rate set by the Arizona Legislature. Contract will be reduced by this percentage.

## **Superintendent Salary Schedule**

**2013-2014**

**ADOPTED**

### **Superintendent**

<b>Step</b>	<b>Salary</b>	<b>Daily</b>
1	74,664	284
2	78,336	298
3	82,008	312
4	85,680	326
5	89,352	340
6	93,024	354
7	96,696	368
8	100,368	382
9	104,040	396

**Superintendent's salary is negotiable each fiscal year with the Governing Board.**

**Superintendent is not eligible for Performance Pay.**

Superintendent retired from the Arizona State Retirement System, including any contracted employees through ESI, will be subject to the annual Alternative Contribution Rate set by the Arizona Legislature. Contract will be reduced by this percentage.

**7.B. Discussion and Possible Approval of New Extra Duty Assignment for Testing Coordinator**

**DRAFT**



## Testing Coordinator

### Job Description

**Reports To:** Principal  
**Classification:** Extra Duty  
**Status:** Part Time  
**FLSA:** Exempt

*Revised 2/4/25*

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#### General Description:

Responsible for supporting the assessment process for students, teachers, school administrators, and district staff. This role involves coordinating, implementing, and ensuring compliance with all district, state-mandated, and national testing requirements.

#### Essential Job Elements:

1. Assists teacher, administrators, and staff for the purpose of relating policies and procedures of district and state mandated testing.
2. Assist with the coordination of state and local assessment schedule.
3. Assists with meetings for the purpose of providing information regarding State and District test preparation, test materials, and test administration.
4. Attends training for the purpose of meeting requirements for the state and district testing requirements.
5. Provide support to teachers, staff and students during state testing cycle.
6. Supervise the completion and compliance of all school level documentation and required training for each assessment.
7. Work with technology services to to ensure logins, systems , hardware and software are ready and functioning properly, and other technical support is available as needed.
8. Assists with data disaggregation and analysis as needed.
9. Coordinate and work cooperatively with other departments and staff as needed.
10. Provide appropriate care for the safekeeping and protection of District equipment, facilities and other assets.
11. Maintain confidentiality regarding student, staff and management related information.
12. Supports with integrity the mission, vision, goals and positive culture of Joseph City Schools.
13. Performs other related tasks as assigned.

#### Qualifications:

1. High School diploma.

## Testing Coordinator

### Job Description

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2. Experience with online testing procedures preferred.
3. Strong written and verbal communication and presentation skills; oriented towards detail, thoroughness, and accuracy.
4. Experienced and comfortable interacting with individuals/groups.
5. Leadership and communication skills sufficient to effectively perform assigned duties.

#### **Physical Requirements:**

Requires but is not limited to standing, sitting, repetitious hand and body movements, bending, squatting, and reaching. May be required to move or position equipment up to 15 pounds approximately.

#### **Working Conditions:**

Works in indoors in classroom and computer lab settings. Noise level in the work environment may be low to moderate. The employee must be able to meet deadlines with time constraints and interact effectively with students, and other employees.

#### **Contacts:**

Staff, students.

**7.C. Personnel Requests (\*)**

<b>Name</b>	<b>Assignment</b>	<b>Action</b>
Beatty, Kristen	Testing Coordinator (Elementary)	Appointment
Bowler, Felicia	After School Tutor	Ratify
Brawley, Lyndzi	HS Assistant Track Coach	Appointment
Bushman, Peter	Science Fair Coordinator	Assignment
Davis, Kylie	JH Assistant Track Coach	Appointment
Deiparine, Sheryl Ann	Elementary Teacher	Resignation
Hansen, Kylie	Student Worker	Appointment
Hutchens, Daniel III	JH Boys Basketball Coach	Resignation
Juarez, Briana	Substitute Teacher	Resignation
Miller, Peter	Auditorium Tech	Appointment
Pendergrass, Alysa	Substitute Teacher	Resignation
Penrod, Tyler	JH Boys Basketball 7th Grade Coach	Ratify
Rodrigues, Christina	JH/HS Teacher	Resignation

**7.D. Possible Action to Change the March 11, 2025 Regular Board Meeting Date**

Due to potential conflicts with Spring Break

**8. DISCUSSION ITEMS**

The Governing Board will not vote on Discussion Items and any action taken as a result of this discussion will be limited to directing staff to study the matter or scheduling the matter for a future agenda.

**8.A. Board Conflict of Interest Training**

## **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](#)]

### **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 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: September 11, 2018

#### 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

**BCB-E ©**

EXHIBIT

**BOARD MEMBER CONFLICT  
OF INTEREST**

I, \_\_\_\_\_, do hereby indicate:

- 1. That I am presently an officer/employee of the Joseph City Unified School District;
- 2. That I (or my relative[s]: \_\_\_\_\_) have a substantial interest in the contract, sale, purchase, decision, investigation, or other matter by the Joseph City Unified School District No. 2 Governing Board as described below.

Identify the contract, sale, purchase, service, decision, investigation, or other matter in which you or your relative may have a "substantial interest" under A.R.S. §§ [38-501](#) to [511](#). (Use as much space as necessary)

Describe the "substantial interest" referred to above. (Use as much space as necessary.)

**STATEMENT OF DISQUALIFICATION**  
*To be completed if you have a conflict as identified above.*

To avoid any possible conflict of interest under A.R.S. §§ [38-501](#) to [511](#), I will refrain from participating in any manner in the matter identified above.

\_\_\_\_\_

Date
Signature

**STATEMENT OF NO CONFLICT**  
*To be completed only if you do not or your relative does not have a conflict of interest.*

I, \_\_\_\_\_, do hereby indicate that I do not have, and none of my relatives has, a substantial interest in any contract, sale, purchase, service, decision, investigation, or other matter of the Joseph City Unified School District.

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Date

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Signature

The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation when a substantial interest may exist.

**8.B. Board Member Report on ASBA B.O.L.T.**

**9. INFORMATION ITEMS**

**9.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.

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

- Next Regular Board Meeting - March 11, 2025; 6:00 p.m.

**10. ADJOURNMENT**