



## **Regular Board Meeting Agenda**

**Tuesday, January 13, 2026 | 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. ORGANIZATIONAL ITEMS**

- 2.A. **Election of Governing Board President for the 2026 Calendar Year**
- 2.B. **Election of Governing Board Clerk for the 2026 Calendar Year**

### **3. APPROVE AGENDA**

### **4. APPROVE MINUTES**

**December 9, 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, December 9, 2025**

**Members present**

Eldon Larsen, President; Cat Hansen, Lexi Nelson

**Administrators present**

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

**Others present**

7 community members

**1. PUBLIC HEARING**

Motion to open the hearing to the public by Eldon Larsen at 6:00 pm closing hearing at 6:01 pm.

**1.A. 2025-26 Budget Revision #2**

There were no comments from the public.

**2. OPENING ITEMS**

**2.A. Call to Order**

Eldon Larsen called the meeting to order.

Time: 6:00 p.m.

**2.B. Roll Call**

**2.C. Pledge of Allegiance**

**2.D. Invocation**

**3. APPROVE AGENDA**

Motion by Eldon Larsen to adopt the agenda; second by Lexi Nelson

Final Resolution: Motion passed.

Yes: Eldon Larsen, Cat Hansen, Lexi Nelson

**4. APPROVE MINUTES**

**November 12, 2025 Regular Board Meeting**

Motion by Eldon Larsen to approve the November 12, 2025 Board Meeting minutes; second by Cat Hansen

Final Resolution: Motion passed.

Yes: Eldon Larsen, Cat Hansen, Lexi Nelson

**5. SUPERINTENDENT'S REPORT**

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

None

**7. CONSENT AGENDA**

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

Final Resolution: Motion passed.

Yes: Eldon Larsen, Cat Hansen, Lexi Nelson

**7.A. Approve Expense Vouchers**

Action to ratify district vouchers for the period 11/1/2025 through 11/30/2025.

**General and Special Funds:** #11 \$168,504.54; #12 \$162,821.07; #1015 \$41,571.33; #1016 \$31,252.36; #1017 \$28,771.51; #1018 \$51,246.89

**Auxiliary Operations Funds:** #1022 \$297.53; #1023 \$1,100.00; #1025 \$2,697.28; #1028 \$1,464.82; #1030 \$638.75

**Student Activities Fund:** #1024 \$880.07; #1029 \$2,065.85

**7.B. Student Activities Fund Report**

Revenues, expenditures and charges in the Student Activities Fund Report; period of 11/1/2025 through 11/30/2025.

**7.C. Student Fundraisers**

Organization	Description	Action
Class of 2026	Krispy Kreme Donut Sales	Approval
Class of 2027	Winter (in)Formal	Ratify

**8. POSSIBLE EXECUTIVE SESSION**

None

**9. ACTION ITEMS**

**9.A. Personnel Requests**

Name	Assignment	Action
Bushman, Adriane	Substitute Teacher	Appointment
Chairez, Christian	JH Girls Basketball Coach (8th Grade)	Appointment
Click, Bailey	Substitute Teacher	Appointment
DeShazor, Steven	Bus Driver	Ratification
Frost, Brooke	Instructional Aide	Resignation
Grant, Ashley	Instructional Aide Kindergarten	Termination
Hancock, Ava	Instructional Aide	Appointment
Hancock, Roland	JH Boys Basketball Coach (7th Grade)	Appointment
Hardy, Desiree	JH Girls Basketball Coach (7th Grade)	Resignation
Hutchens, Brenlee	Instructional Aide	Appointment
Kelley, Dayna	JH Girls Basketball Coach(8th Grade)	Resignation
Miller, Jerry	Athletic Volunteer	Acceptance
Najar, Rachel	Instructional Aide (Kindergarten)	Appointment
Najar, Rachel	After School Tutor	Appointment
Tsosie, Brittany	Substitute Teacher	Appointment
Young, Claire	Elementary Music Coordinator (Holiday Program)	Assignment

Motion by Eldon Larsen to approve the personnel requests as presented; second by Cat Hansen  
Final Resolution: Motion passes.

Yes: Eldon Larsen, Cat Hansen, Lexi Nelson

**9.B. Discussion and Possible Approval of Academic Calendar for 2027-28**

Motion by Eldon Larsen to approve the Academic Calendar for 2027-28 as presented; second by Lexi Nelson.  
Final Resolution: Motion passes.

Yes: Eldon Larsen, Cat Hansen, Lexi Nelson

**9.C. Discussion and Possible Approval of Governing Board Vote On Changes to Arizona School Boards Association Bylaws**

Motion by Eldon Larsen that the Governing Board enter a Yes Vote on Changes to the Arizona School Board Association Bylaws; second by Lexi Nelson.

Final Resolution: Motion passes.

Yes: Eldon Larsen, Cat Hansen, Lexi Nelson

**9.D. Discussion and Possible Action Regarding the Search and Screening Process for a New Superintendent to Assume Office July 1, 2026**

Discussion: The board directed Mr. Fields to engage the Arizona School Boards Association to conduct the search and screening process for the new superintendent.

**9.E. Approve the 2025-26 Budget Revision #2 for Joseph City Schools**

Motion by Eldon Larsen to approve the 2025-26 Budget Revision #2 for Joseph City Schools as presented; second by Cat Hansen.

Final Resolution: Motion passes.

Yes: Eldon Larsen, Cat Hansen, Lexi Nelson

**10. INFORMATION ITEMS**

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

None

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

- **Governing Board Staff Outreach Meeting** - December 12, 2025
- **ASBA-ASA Annual Conference** - December 17-19, 2025; Phoenix, AZ
- **Next Regular Board Meeting** - January 13, 2026
- **Board Operations and Leadership Training (BOLTS)** - February 6, 2026; Flagstaff, AZ

**11. ADJOURNMENT**

Motion by Eldon Larsen to adjourn the meeting; second by Cat Hansen.

Final Resolution: Motion passed.

Yes: Eldon Larsen, Cat Hansen, Lexi Nelson

Meeting adjourned at 6:29 p.m.

APPROVED:

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Board Clerk or President

## 5. SUPERINTENDENT'S REPORT

January 8<sup>th</sup>, 2026

Joseph City Unified Governing Board

Report on Current Events and Updates

Prepared by B. Fields, Superintendent

- I will start my report with giving the Superintendent of NAVIT time to give a brief presentation and to take any questions that you may have.
- Staff and students have recently returned from the Winter Holidays and are back to teaching and learning. The enrichment day slated for January 9<sup>th</sup> is being used as a professional development day and no students are invited or expected to attend.
- The Winter sport seasons are in the midst's of their respective competitions.
- We are working on implementing new software that should help us become more efficient and accurate. The business office is training on the new software implementation.
- Joseph City Enrollment Trends:

	FY22	FY23	FY24	FY25	FY26 YTD	% Change
Average Daily Membership	428	426	407	390	379	-11%
Weighted ADM	605	599	573	552	538	-11%
Weighted Group B Add On	53	64	71	76	80	51%
Total Weighted ADM	658	663	644	628	618	-6%

- Updating our training plan for employees, such as coaches, to drive vehicles that have passenger capacity between 11-16 riders. No CDL is required for driving these vehicles, but we would still like to conduct training with them all to promote safety.
- There is legislation, proposed by the state senate in Arizona that would limit class sizes by 2027-2028 school year. K-3 is 21, 4-8 is 27, 9-12 is 30, and CTE is 25. It appears that if it passes there may be some methods to appeal that districts may file or apply for. I don't know what that process would look like at this time. I will look into this further and keep everyone posted.
- The Technology Department has made the front door at the District Office a keyless entry. It is on a timer to unlock and we can also lock it manually if needed. This was done to promote better safety and security at the District Building.



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

Fund		Budget	YTD Expenses	Encumbrances	Budget Balance
001	Maintenance & Operation	\$5,066,566	\$2,787,728	\$2,251,812	\$ 27,026
010	Classroom Site Fund	\$1,302,051	\$ 334,881	\$ 409,233	\$ 557,937
020	Instructional Improvement	\$ 200,000	\$ -	\$ -	\$ 200,000
100-130	Title I	\$ 163,571	\$ 73,176	\$ 62,348	\$ 28,047
140-150	Title II - Profesional Development	\$ 17,377	\$ 579	\$ -	\$ 16,798
200-209	Title VII - Indian Education	\$ 20,000	\$ -	\$ 9,600	\$ 10,400
220-229	IDEA/Special Education Grants	\$ 110,585	\$ 62,270	\$ 47,498	\$ 817
230	Johnson-O'Malley (JOM) - Indian Ed.	\$ 4,000	\$ -	\$ -	\$ 4,000
260-270	Career & Technical Ed (CTE) - Federal	\$ 9,754	\$ 7,347	\$ 1,862	\$ 545
290-291	Medicare Reimbursement (Spec Ed services)	\$ 165,000	\$ 133	\$ 1,368	\$ 163,500
374	E-Rate	\$ 75,000	\$ -	\$ -	\$ 75,000
390	REAP (Federal rural assistance grant)	\$ 65,000	\$ 35,238	\$ 1,874	\$ 27,888
400	Career & Technical Ed (CTE) - State	\$ 6,000	\$ 3,371	\$ 1,782	\$ 847
500	School Plant (Proceeds from surplus equip sales)	\$ 15,000	\$ 195	\$ -	\$ 14,805
510	Food Service	\$ 340,000	\$ 111,195	\$ 190,706	\$ 38,099
515	Civic Center (Swimming pool community use)	\$ 80,000	\$ 3,010	\$ 50,186	\$ 26,804
520	Preschool Tuition	\$ 35,000	\$ 1,594	\$ 736	\$ 32,670
525	Auxiliary Operations (Bookstore, athletics, fees)	\$ 100,000	\$ 38,197	\$ 14,263	\$ 47,540
526	Extracurricular Activities Tax Credit	\$ 65,000	\$ 2,463	\$ 592	\$ 61,945
530	Gifts & Donations	\$ 550,000	\$ 23,820	\$ 170,335	\$ 355,845
535-539	CTE & Vocational Education Projects	\$ 15,000	\$ 10,385	\$ 2,004	\$ 2,611
550	Insurance Proceeds (from claims)	\$ 75,000	\$ 8,338	\$ 1,296	\$ 65,367
565	Litigation Recovery	\$ 30,000	\$ -	\$ -	\$ 30,000
570	Indirect Costs (Grant administration costs)	\$ 39,476	\$ 6,094	\$ 7,895	\$ 25,487
585	Insurance Refunds (premium discounts)	\$ 10,000	\$ -	\$ -	\$ 10,000
596	NAVIT	\$ 150,000	\$ 25,158	\$ 77,746	\$ 47,097
610	Capital Outlay	\$ 369,369	\$ 345,317	\$ 16,125	\$ 7,927
620	Adjacent Ways	\$ 175,000	\$ 2,423	\$ 2,048	\$ 170,529
665	Energy and Water Savings	\$ 50,000	\$ -	\$ -	\$ 50,000
686	SFB Emergency Deficiency Correction	\$ 60,000	\$ -	\$ -	\$ 60,000
691	SFB Building Renewal Grant	\$1,000,000	\$ 29,800	\$ 5,500	\$ 964,700
850	Student Activities (clubs and classes)	\$ 60,000	\$ 10,855	\$ 2,997	\$ 46,148
<b>TOTAL</b>		<b>\$ 10,423,749</b>	<b>\$ 3,923,565</b>	<b>\$ 3,329,805</b>	<b>\$ 3,170,379</b>

**5.A. Report by Southwest Foodservice Excellence (SFE) regarding our food service program including Breakfast in the Classroom**

**5.B. Report on the Northern Arizona Vocational Institute of Technology (NAVIT) by Superintendent Matt Webber**

**5.C. Changes in Weighted Student Counts**

**6. 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>

**7. 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.

**7.A. Approve Expense Vouchers**

Action to ratify district vouchers for the period 12/1/2025 through 12/31/2025.

**General and Special Funds:** #13 \$26,832.25; #14 \$162,807.11; #15 \$167,757.42; #1019 \$83,073.75; #1020 \$20,797.76; #1021 \$208,536.35; #1022 \$21,690.61

**Auxiliary Operations Funds:** #1033 \$1,539.16; #1035 \$11,750.26; #1037 \$914.44

**Student Activities Fund:** #1032 \$3,025.32; #1036 \$1,281.42; #1038 \$700.00

**7.B. Student Activities Fund Report**

Revenues, expenditures and charges in the Student Activities Fund Report; period of 12/1/2025 through 12/31/2025.

# JOSEPH CITY USD EXTERNAL FUNDS

## Student Activities Summary Report

Fiscal Year: 2025 - 2026

From Date: 12/1/2025

To Date: 12/31/2025

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	\$167.35	\$0.00	\$0.00	\$167.35	\$0.00	\$167.35
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	\$4,760.06	\$0.00	\$0.00	\$4,760.06	\$0.00	\$4,760.06
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	\$757.40	\$0.00	\$0.00	\$757.40	\$0.00	\$757.40
102642	Joseph City Jr High School Class of 2029	\$1,191.81	(\$57.77)	\$0.00	\$1,134.04	\$0.00	\$1,134.04
102643	Joseph City Jr High School Class of 2030	\$1,823.61	\$0.00	\$0.00	\$1,823.61	\$0.00	\$1,823.61
102644	Joseph City Jr High School Class of 2031	\$1,049.89	\$67.00	\$0.00	\$1,116.89	\$0.00	\$1,116.89
102645	Joseph City Jr High School Class of 2032	\$95.40	\$0.00	\$0.00	\$95.40	\$0.00	\$95.40
102646	Joseph City Jr High School Class of 2033	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203601	Joseph City High School Band	\$218.26	\$0.00	\$0.00	\$218.26	\$0.00	\$218.26
203602	Joseph City High School Baseball	\$936.94	\$0.00	\$0.00	\$936.94	\$0.00	\$936.94
203603	Joseph City High School Art	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203604	Joseph City High School Disc Golf Club	\$473.52	\$445.50	\$0.00	\$919.02	\$0.00	\$919.02
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	\$179.18	\$1.75	\$0.00	\$180.93	\$0.00	\$180.93
203609	Joseph City High School Girls Basketball	\$761.74	\$0.00	(\$700.00)	\$61.74	\$0.00	\$61.74
203610	Joseph City High School Student Council	\$5,004.23	\$7.00	\$0.00	\$5,011.23	\$0.00	\$5,011.23
203611	Joseph City High School National Honor Society	\$482.97	\$0.00	\$0.00	\$482.97	\$0.00	\$482.97
203612	Joseph City High School Softball	\$2,041.37	\$0.00	\$0.00	\$2,041.37	\$0.00	\$2,041.37
203613	Joseph City High School Momentum Club/Audition Choir	\$2,529.15	\$0.00	\$0.00	\$2,529.15	\$0.00	\$2,529.15
203614	Joseph City High School Wrestling	\$5,241.99	\$4,153.35	(\$1,200.00)	\$8,195.34	\$277.00	\$8,472.34
203615	Joseph City High School Cheerleaders	\$1,757.57	\$80.00	(\$280.98)	\$1,556.59	(\$280.29)	\$1,276.30
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	\$1,504.88	\$2,143.27	(\$2,513.74)	\$1,134.41	\$1,528.53	\$2,662.94
203619	Joseph City High School Volleyball	\$7,084.52	\$0.00	\$0.00	\$7,084.52	\$0.00	\$7,084.52
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	(\$201.63)	\$0.00	\$0.00	(\$201.63)	\$0.00	(\$201.63)
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	\$745.38	\$0.00	(\$162.02)	\$583.36	\$162.02	\$745.38
203626	Joseph City High School Happy Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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	\$370.60	\$0.00	\$0.00	\$370.60	\$0.00	\$370.60
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)

**JOSEPH CITY USD EXTERNAL FUNDS**

**Student Activities Summary Report**

Fiscal Year: 2025 - 2026

From Date: 12/1/2025 To Date: 12/31/2025

Print Detail

Page Break by Activity

Subtotal By Journal

Exclude Encumbrances

Reverse Sign

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrance	Available Balance
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
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	\$168.42	\$0.00	\$0.00	\$168.42	\$0.00	\$168.42
203639 Joseph City High School Class of 2026	\$758.00	\$38.00	\$0.00	\$796.00	\$0.00	\$796.00
203640 Joseph City High School Class of 2027	\$127.00	\$415.00	\$0.00	\$542.00	\$0.00	\$542.00
203641 Joseph City High School Class of 2028	\$217.30	\$0.00	\$0.00	\$217.30	\$0.00	\$217.30
203642 Joseph City High School Class of 2029	\$0.00	\$57.77	\$0.00	\$57.77	\$0.00	\$57.77
500300 Districtwide UNDESIGNATED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
500600 Districtwide UNDESIGNATED	(\$42.20)	\$0.36	\$0.00	(\$41.84)	\$0.00	(\$41.84)
<b>Grand Total:</b>	\$45,609.19	\$7,351.23	(\$4,856.74)	\$48,103.68	\$1,687.26	\$49,790.94

End of Report

**7.C. Student Fundraisers**

Organization	Description	Action
HS Art Club	Handmade Cinnamon Ornaments	Ratify
HS Girls Basketball	Discount Cards	Ratify

**8. 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.

**9. ACTION ITEMS**

**9.A. Personnel Requests (\*)**

Name	Assignment	Action
Bushman, Jacob	Instructional Aide	Appointment
Coronado, Avril	Student Worker	Appointment
Cox, Wyatt	Substitute Bus Driver	Appointment
Golding, Tori	Instructional Aide	Appointment
Najar, Rachel	Instructional Aide	Resgination
Powers, Madyson	Substitute Teacher	Appointment
Richards, Jacquelynn	Event Worker	Ratification
Strong, Jason	Substitute Teacher	Appointment
Tsosie, Melvin	JH Girls Basket Ball 7th Grade	Appointment
Whetten, Anthony	JH/HS Teacher Drama Coach	Resignation (Effective 5/21/26)

**9.B. The Governing Board and Arizona School Boards Association will discuss and may consider the parameters of the new Superintendent Search**

Review information presented to the Governing Board for discussion related to the parameters of the new District Superintendent search.

**9.C. The Governing Board will discuss and may consider the Scope of Services and Timeline that Arizona School Board’s Association will provide during the new Superintendent Search**

The Governing Board will discuss and may consider the extent of stakeholder involvement that may be included in the search process for a new District Superintendent and direct the Arizona School Boards Association, in conjunction with District administration, to develop specific plans.

**9.D. The Governing Board will discuss and may consider and develop specific plans and consider the extent of stakeholder involvement that may be included in the search process for a new District Superintendent**

The Governing Board will discuss and may consider the extent of stakeholder involvement that may be included in the search process for a new District Superintendent and direct the Arizona School Boards Association, in conjunction with District administration, to develop specific plans.

**9.E. The Governing Board will review and may consider approval of the use of an Arizona School Boards Association community e-survey to be used to collect community thoughts related to the position of District Superintendent**

The Governing Board will review and may consider approval of the use of an Arizona School Boards Association community e-survey to be used to collect community thoughts related to the position of District Superintendent

**9.F. The Governing Board will discuss the components of a position advertising document and may consider approval to direct the Arizona School Boards Association to construct and publish an advertising document related to the position of District Superintendent**

The Governing Board will discuss the components of a position advertising document and may consider approval to direct the Arizona School Boards Association to construct and publish an advertising document related to the position of District Superintendent.

**9.G. Governing Board to review, discuss, and may consider approval of the 2026 Superintendent Search Application and Additional Narrative Questions**

The Governing Board may review and discuss questions to be added to the Arizona School Board Association's application for the position of District Superintendent.

**9.H. Approval of EV Charger Rates**

This action will set the rates for people wanting to use the EV chargers in the District parking lot.

## Recommendation from Mr. Fields

I recommend that the Governing Board approves the listed rates below:

- Available to staff or public during regular operational hours
- ½ Day rate \$10 (Staff \$5)
- Full Day rate \$20 (Staff \$10)
- Hourly rate \$3 per hour (Staff \$2)
- Fees may be paid daily to the District Office during operational hours, or per weekly basis if requested and approved.
- The person requesting use of the charger may request that it be unlocked. In some cases, a key may be provided, or arrangements will be made to have the charger unlocked for the requester.

My research shows many variations of what is commonly charged for plugging into these chargers (level 2). Typically, for this type of charger the hourly rate to connect is typically from \$3 - \$8. I would like for us to provide a discount for employees who would like to charge. This could eventually even help the District as a recruiting tool for, or retaining employees.

**10. INFORMATION ITEMS**

**10.A. Board Conflict of Interest Training and Filing of Statements**

**BCB ©**  
**BOARD MEMBER CONFLICT**  
**OF INTEREST**

**Board Member 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 is unlawful for a member to vote on a specific item that concerns the appointment, employment, or remuneration of the board member or a Board member's spouse or dependent as defined in A.R.S. [43-1001](#) and in accordance with A.R.S. [15-323](#).

**Employment Limitations**

No dependent, as defined in A.R.S. [43-1001](#), of a Governing Board member may be employed in the District, except by consent of the Board in accordance with A.R.S. [15-502](#). Small school Districts, as defined by A.R.S. [15-901](#), are granted an exception regarding employment of substitute teachers. [A.R.S. [15-421](#)(E)]

No employee of the District or the spouse of such employee may hold membership on the Governing Board of the District. Small school Districts, as defined by A.R.S. [15-901](#), are granted an exception regarding employment of substitute teachers. [A.R.S. [15-421](#)]

Pursuant to A.R.S. [15-421](#), the District is allowed to employ, including through a third (3rd)-party contractor who 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, including as a certificated, a substitute teacher, and an employee or contractor who provides transportation, instructional support, or student support services. The District is authorized to increase the time period for this restriction to be more than two (2) years.

**Conflicts 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. [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. [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**

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 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.

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

- A. Each purchase is approved by the Governing Board;
- B. Although there is no limit on the amount of the purchase, the amount of the purchase is included in the Board's meeting minutes.

### **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. [A.R.S. [38-509](#)]

Adopted: May 13, 2025

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.

\_\_\_\_\_

\_\_\_\_\_

Date

Signature

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

**10.B. Affirm Dates and Times of Regular Board Meetings, Annual Review of Ethics Policies, Staff Code of Conduct, Mission Statement**

**10.C. 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.

**10.D. Upcoming Meetings and Events Calendar**

- **Focus Group for Superintendent Search** - January 29, 2026 6:00 pm - 7:30 pm
- **Board Operations and Leadership Training (BOLTS)** - January 30, 2026; Flagstaff, AZ
- **Next Regular Board Meeting** - February 10, 2026; 6:00 p.m.
- **Superintendent Search Candidate Selection and Interview Preparation** - March 27, 2026 10:00 am
- **First Round Interviews** - April 8, 2026 - time tba
- **Final Round and Community Forum; Meet and Greet the Candidates** - April 17, 2026 12:00 pm - 8:00 pm

**11. ADJOURNMENT**