



Special Board Meeting Agenda

Wednesday, June 24, 2026 | 4:00 PM | District Office Board Room, 8176 N. Westover, Joseph City, AZ 86032

Items on the special 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

2. 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.

3. ACTION ITEMS

3.A. PERSONNEL REQUESTS (*)

Name	Assignment	Action
Dean, Pamela	Elementary Principal	Appointment
Layden, Caleb	Business Manager	Appointment

**JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
2026-27 CLASSIFIED TERM CONTRACT**

Employee: Caleb Layden

Position: Business Manager

This contract for employment is made between the **JOSEPH CITY UNIFIED SCHOOL DISTRICT No. 2** (“the District”) and **Caleb Layden** (the “Employee”).

1. General: Employee, in accepting this agreement, agrees to fulfill the requirements of the position of **Business Manager** as defined by the job description, policy and procedures of the Governing Board. The District reserves the right to amend the job description and job assignment as necessary. The Superintendent or the Governing Board shall have the right to transfer the employee to another position as the best interests of the District may require. The designated days of the school calendar may be changed due to unforeseen circumstances requiring closure. The number of contract days or hours will remain the same. Continued employment beyond the terms stated in this contract is negotiable. Failure of the Governing Board to extend employment beyond the term of this Contract does not give rise to any protected property interest. Due process hearings may be required by statute according to circumstances. Throughout the term of this contract, Employee shall be subject to discharge for cause, provided that Employee shall have the right to service of written charges. Employee hereby agrees to be subject to, and comply with District policies and procedures and applicable State and Federal laws, including Policy GBEA Staff Ethics, Policy GBEBB Staff Conduct With Students, Regulation GBEB-R Staff Conduct, and verbal and written performance evaluations.

Beginning Date: **July 1, 2026** Ending Date: **June 30, 2027** Number of Days: **260**

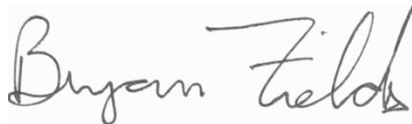
2. Compensation: In consideration of said services satisfactorily performed, the District agrees to pay Employee a salary or hourly rate of **\$ 80,000 per year** in accordance with the Business Manager level of the Management Team | Classified Specialist Pay Schedule for the 2026-27 school year to be paid in 26 installments.
3. Benefits: Employee shall be entitled to those additional benefits pertaining to the position as may be annually approved by the Board.

Employee shall receive 20 days of annual leave and paid legal holidays as approved in the adopted district calendar, and shall be entitled to sick leave and personal leave pertaining to the position as stated in District policy. Annual leave shall be taken subject to the approval of the Superintendent. Earned sick leave and personal leave shall be cumulative as provided by Board policy. No more than 40 days of annual leave may be accumulated annually. (See Classified 12-Month Duty Calendar | Classified Administrator Leave)

4. Funding: This contract and the salary above is offered based on the anticipated funding levels for fiscal year 2026-27, as of the date this contract is issued. However, funding cuts, delays or other occurrences beyond the District’s control may cause reduced funding for the 2026-27 school year. Employee acknowledges and agrees that if 1) the District’s student base support level authorized for the 2026-27 fiscal year is less or becomes less than that authorized at the beginning of the 2026-27 fiscal year; or, 2) the District fails to receive during the 2026-27 fiscal year funds in the amount budgeted by the District for such year, the District may proceed with any of the following: a) a reduction in force, b) a general salary reduction of not to exceed 10% for classified salaried Employees, c) a reduction in assigned work hours of not to exceed 10%, with a pro rata reduction in compensation, for classified hourly Employees, d) require a furlough of up to three (3) days, unpaid, on days for which Employee would normally receive pay.

5. Special Appropriations: District may receive funds from special appropriations enacted by the Arizona Legislature for the explicit purpose of funding salary and benefit increases for District personnel. In that event, the District will provide current fiscal year compensation increases to district employees as mandated by the Legislature.
6. Governing Law: This contract shall be governed exclusively by the laws of the United States and the State of Arizona, and District policies, rules and regulations now in force or as they may be modified. Employee agrees that the Arizona State and federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.
7. Background/Fingerprint Check/Reporting of Arrest: This contract is conditioned upon satisfactory results of a background investigation required by A.R.S. Sec. 15-512. The cost of a fingerprinting check may be charged to the Employee. The District may refuse to hire or may terminate this contract if results of the investigation are not satisfactory or if statements made on the application or any other documentation are false. Employee agrees to immediately notify the Superintendent of an arrest.
8. Duties: The duties and responsibilities of an Employee of the District shall include, but not be limited to, all those duties set forth in the job description, this contract, the District's policy manual and those obligations imposed by the law of the State of Arizona upon the Employee.
9. Documentation: This contract is contingent upon Employee furnishing and maintaining to the satisfaction of the District, all required documentation, licenses and certifications for the position as required by applicable law and District policy. Failure to maintain required documentation shall be cause for dismissal.
10. Contract Cancellation: This contract is subject to cancellation pursuant to A.R.S. Sec. 38-511. This Contract contains the entire agreement between the parties and voids any prior or contemporaneous agreements, whether written or oral. Any subsequent amendments or addenda must be in writing and signed by both parties.

THE SIGNED CONTRACT MUST BE RECEIVED BY THE DISTRICT OFFICE, UNALTERED, WITHIN TEN (10) DAYS OF ISSUANCE OR THIS AGREEMENT WILL BE NULL AND VOID.

A handwritten signature in black ink that reads "Bryan Fields". The signature is written in a cursive, flowing style.

Bryan Fields, Superintendent

**JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
NAVAJO COUNTY ARIZONA
2026-27 CERTIFIED ADMINISTRATOR CONTRACT**

EMPLOYEE: Pamela Dean Position: Elementary Principal

This contract for employment is made between the **JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2** (“the District”) and **Pamela Dean** (“the Employee”). Employee agrees to fulfill the requirements of the position of **Elementary Principal** as defined by the job description, policies and procedures of the Board, and applicable law. Employee agrees to perform such duties as assigned by the Board or Superintendent and acknowledges that the Employee may be reassigned to any position for which he or she is qualified, which may include classroom teacher, Special Education Director, etc. as the best interest of the District may require.

COMPENSATION

Salary: \$ 75,000 Degree: Masters

In consideration for these services satisfactorily performed, the District agrees to pay Employee a salary of \$ **75,000** according to the **Management Team Pay Schedule**. If there is a discrepancy between the initial salary stated in this contract and the salary for which Employee is eligible under the schedule, the schedule shall govern.

TERM

This contract shall be for the term of **July 1, 2026** through **June 30, 2027**.

Duty Calendar: **Certified Administrator**

Annual Contract Days: **260**

BENEFITS

The Governing Board shall provide medical insurance for the Employee (Single Rate) during the term of this contract. Employee shall be entitled to those additional benefits pertaining to the position as may be annually approved by the Board.

HOLIDAYS AND LEAVE

Employee shall receive **20** days of annual leave annually, exclusive of legal holidays; Winter and Spring recess as approved in the adopted district calendar, and shall be entitled to **11** paid holidays; sick leave and personal leave pertaining to the position as stated in District policy to be taken upon approval of the Superintendent. Annual leave shall also be taken subject to the approval of the Superintendent. Earned sick leave and personal leave shall be cumulative as provided by Board policy. No more than **40** days of vacation may be accumulated annually. All leave is accrued per payday. Employee is not eligible for compensation for unused personal leave if employment is terminated prior to use of these leave days.

PROFESSIONAL DEVELOPMENT

Employee shall be allocated \$ **1,000** for professional development travel and conference fees related to the position.

FUNDING/POSSIBLE ACTIONS

This contract and the salary above is offered by the District based on anticipated funding levels for the fiscal years included in the term of this contract as of the date this contract is issued. However, future funding cuts, delays or other occurrences beyond the District’s control may cause reduced funding to the District.

General salary reduction notice: Employee is hereby given notice and expressly acknowledges that if 1) the District’s student base support level authorized for the fiscal years included in the term of this contract is less or becomes less than that authorized at the beginning of the current fiscal year; or, 2) the District fails to receive during the fiscal years included in the term of this contract funds in the amount budgeted by the District for such year, the District may order a general reduction in base salary. A general salary reduction, if any, shall not exceed 10% of the base salary due under this contract. In addition to this notice, Employee shall be advised at least twenty (20) calendar days prior to a reduction in base salary pursuant to this section.

Furlough: Employee is hereby given notice that the Governing Board may require Employee to take a furlough of up to three (3) days, unpaid, on days for which the Employee would normally receive pay. Employee will perform no duties on furlough days and may not use paid leave on furlough days. Dates of furlough days, if any, shall be

designated by the District. Furloughs may or may not be required in addition to a general or pro rata salary reduction as described in A and C of this section.

Conditional Contract/Continuing Operation: This contract is conditioned on the school or work location to which Employee is assigned remaining open and in full operation for the entire term of the contract. If for any reason there is a closure or reduction of operations at the school or work location assigned, compensation due shall be reduced pro rata as appropriate to reflect the portion of the contract term or hours that the services of Employee are required after the reduction or closure of operations.

Reduction in Force: Employee is hereby given notice that the Governing Board may determine that the District will eliminate personnel through a reduction in force. Employees eliminated by reduction in force will have a preferred right of reappointment as provided by A.R.S. Sec. 15-544.

Special Appropriations: The District may receive funds from special appropriations enacted by the Arizona Legislature for the explicit purpose of funding salary and benefit increases for District personnel. In that event, the District may provide current fiscal year compensation increases to its administrative employees.

OTHER

Conditional Contract – This contract is contingent upon Employee furnishing and maintaining all required documentation and certification for the position as required by law and District policy, including but not limited to the following: (1) Valid Arizona certificate for the position; (2) Valid fingerprint clearance card; (3) Valid permanent or provisional SEI, ESL, or bilingual endorsement, if hired as a supervisor, principal or superintendent; (4) Verification of previous employment, if applicable. Employee shall file a timely application for renewal, if applicable. Failure of Employee to maintain required documentation during the entire term of this contract shall be grounds for dismissal.

Background/Fingerprint Check/Reporting of Arrest – This contract is conditioned upon satisfactory results of a background investigation. The District may refuse to hire or may terminate this contract if results of the investigation are not satisfactory or if statements made on the application or any other documentation is false. Employee agrees to immediately notify the Superintendent of an arrest.

Governing Law – This contract shall be governed by the laws of the United States and the State of Arizona, together with District policies, rules, and regulations now in force or as they may be modified. Employee agrees that the Arizona State and Federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.

Severability – Should any part of this agreement be rendered or declared invalid by a court of competent jurisdiction, the remaining portions of the contract shall remain in full force and effect.

Continued Employment – Continued employment with the District beyond the term stated in this Contract is negotiable. Failure of the board to extend employment beyond the term of this Contract does not give rise to any protected property interest. Due process hearings may be required by statute according to circumstance. Throughout the term of this Contract, Employee shall be subject to discharge for cause, provided that the Employee shall have the right to service of written charges.

Issuance/Signature – Offer of this contract was authorized at a legally convened meeting of the Governing Board.

THE SIGNED CONTRACT MUST BE RECEIVED BY THE DISTRICT, UNALTERED, WITHIN TEN (10) DAYS OF ISSUANCE OR THIS AGREEMENT WILL BE NULL AND VOID.



Bryan Fields, Superintendent
Joseph City Unified School District No. 2

4. 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.

5. INFORMATION ITEMS

6. ADJOURNMENT

Call to adjourn the meeting