



ARIZONA DEPARTMENT OF EDUCATION

Procurement Section

1535 West Jefferson Street, Bin #37
Phoenix, Arizona 85007-3209

CONTRACT/AGREEMENT AMENDMENT

1. AGREEMENT NO.: CTR078131/25-22-ED Description: SETTA	2. AMENDMENT NO.: 1	3. EFFECTIVE DATE: August 1, 2026	4. PROGRAM: ESS
5. CONTRACTOR NAME: Catalina Foothills School District 2102 E. River Road Tucson, AZ 85718 Email: agerrettie@cfsd16.org			
6. AUTHORITY FOR AMENDMENT: Section 3, Renewal of Agreement; Section 6, Changes			
7. PURPOSE OF AMENDMENT: Renewal of Agreement and Changes			

8. THE ABOVE REFERENCED AGREEMENT IS HEREBY AMENDED AS FOLLOWS:

In accordance with the provisions of the agreement, section 4, Renewal of Agreement, the Contract's term is hereby extended for one (1) year from August 1, 2026 through July 31, 2027.

In accordance with the provisions of the agreement, section 6, Changes, the following sections have been revised as follows:

Attachment A – Scope of Work, is deleted and replaced by the following:

ATTACHMENT A- SCOPE OF WORK

1. Background

- 1.1. This project provides funding to Public Education Agencies (PEAs) for reimbursement of eligible tuition, fees, books and other required course materials to paraprofessionals and educational interpreters that leads to the Standard Teaching Certificate in the area of early childhood special education, mild/moderate disabilities, moderate/severe disabilities, deaf/hard of hearing, or visually impaired.

2. Contractor Responsibilities

- 2.1. PEA assures the special education teacher candidate continues to meet all program requirements therein, including:
 - 2.1.1. Hold legal Arizona resident status;
 - 2.1.2. Employed by the PEA in a position that supports students with disabilities in the classroom through the duration of the program;

- 2.1.3. Enrolled in an Arizona State Board-approved educator preparation program (EPP) that leads to special education teacher certification;
 - 2.1.4. Maintain continued program eligibility by completing no less than fifteen (15) credit hours each full program year (August 1- July 31) until the certificate requirements are met;
 - 2.1.5. Achieve at least a B grade for each upper division course required for the major and at least a C grade for all classes with a minimum 3.0 cumulative grade point average (GPA) at the end of each program year;
 - 2.1.6. Complete the educator preparation program within two (2) to five (5) years;
 - 2.1.7. Remain employed by the PEA while in the program; and
 - 2.1.8. Accept employment in the PEA in a special education professional capacity corresponding to the special education certificate for a minimum of two (2) years after completing the program and receiving the special education teaching certificate.
- 2.2. PEA assures it meets all special education process, procedures, and funding requirements:
- 2.2.1. Special education policies and procedures approved and adopted by the local school board.
 - 2.2.2. Special education policies and procedures on file at the PEA's administrative office.
 - 2.2.3. ADE/ESS/Program Support and Monitoring notified of any current revisions made to the special education policies and procedures.
 - 2.2.4. PEA in good standing and in full compliance with the State Board of Education or the Arizona State Board for Charter Schools and the Arizona Department of Education (ADE) regulations and administrative requirements.
- 2.3. PEA completes the following accountability measures:
- 2.3.1. Track and monitor the special education teacher candidate's progress each semester to ensure fiscal and programmatic accountability.
 - 2.3.2. Provide mentoring support and complete the Mentoring Support Summary after fall and spring semesters to receive the mentoring stipend.
 - 2.3.3. Develop a corrective action plan for identified additional support as needed.
- 2.4. The PEA will continue to employ the special education teacher candidate until he or she completes the program requirements unless the candidate quits or fails to meet employee expectations and is released from employment.
- 2.5. Once the special education teacher candidate has completed the program and obtained a special education teacher certificate, the PEA will employ the newly

certified teacher as a special education professional for a minimum of two (2) full years.

3. Reporting Requirements

The Contractor shall:

- 3.1. Email the finalized schedule of enrolled classes to the ESS Recruitment and Retention Team at ESSRandR@azed.gov for pre-approval before classes begin.
- 3.2. If the teacher candidate's schedule changes, submit the revised schedule of enrolled classes for pre-approval by the ESS Recruitment and Retention Team.
- 3.3. The PEA will submit via email the Arizona Department of Education Educator ID number to the ESS Recruitment and Retention Team at ESSRandR@azed.gov within six months of the special education teacher candidate's graduation.
- 3.4. When contacted by ADE/ESS in the spring, the PEA will confirm with ADE/ESS whether the special education teacher candidate will continue employment in the district or charter organization in the fall so the process of renewing the SETTA contract can proceed if the candidate is meeting all program requirements.

4. Invoicing Requirements

- 4.1. All invoices and supporting documentation must be submitted by the following due dates:
 - 4.1.1. Itemized invoices for courses completed between August 1 and December 31 must be submitted by January 31.
 - 4.1.2. Itemized invoices for courses completed between January 1 and May 31 must be submitted by June 30.
 - 4.1.3. Itemized invoices for courses completed between June 1 and July 31 must be submitted by August 31.
- 4.2. Invoices must be itemized to include the name of the teacher to receive funding, course numbers completed, and the funding amount.
- 4.3. All invoices must be sent to essrandr@azed.gov, accountspay@azed.gov, and essprojects@azed.gov.
- 4.4. At the completion of each semester, the PEA submits the following to the ESS Recruitment and Retention Team via email at ESSRandR@azed.gov by the due dates noted in 4.1:
 - 4.4.1. Unofficial transcripts;
 - 4.4.2. Receipts for the purchase of books and other required course materials;
 - 4.4.3. Receipts for tuition and fees.
 - 4.4.4. Completed Mentoring Support Summary.

- 4.5. Invoices submitted beyond the required deadline outlined in 4.1 will require a written justification for not being submitted in a timely manner. The ADE reserves the right to not honor invoices submitted beyond the established timeline.

5. ADE Responsibilities:

- 5.1. Review finalized schedule of enrolled classes to pre-approve tuition reimbursement.
- 5.2. Review required evidence submitted each semester (Mentoring Support Summary, unofficial transcripts, and receipts).
- 5.3. Provide tuition reimbursement to PEA for the special education teacher candidate meeting all requirements.

6. Budget

- 6.1. Funding shall not exceed \$3,000 per year for the first 60 credit hours toward degree completion nor \$15,000 for subsequent credits toward the cost of tuition for credit hours towards degree completion and eligible fees, including application fees, graduation fees, and fees for exams required for certification. Funds shall not be used to pay for parking fees or late fees. Fee reimbursement is subject to program approval.
- 6.2. Reimbursement for textbooks and other required course materials is limited to \$1,000 per year and subject to program approval.
- 6.3. Reimbursement for a \$1,000 mentoring stipend.
- 6.4. Funds shall be used to pay for Arizona State Board of Education-approved educator preparation program tuition and fees for all classes that meet the program's requirements. Funds may not be used to pay for remedial classes or additional classes beyond the scope of the requirements for the associate degree and/or bachelor's degree
- 6.5. PEA understands the tuition assistance program will provide funding for the cost of tuition, fees, textbooks, and other required course materials that meet the program's requirements, if these occur:
 - 6.5.1. Federal IDEA funds are available to support this program;
 - 6.5.2. PEA maintains its commitments by adhering to these Assurances; and
 - 6.5.3. Special education teacher candidate continues to be eligible to receive the benefits of this tuition assistance program, as defined.
- 6.6. Only tuition and fees that are not already covered by state or federal funding sources are eligible for reimbursement.
- 6.7. PEA agrees to the following non-compliance conditions that may require repayment of funding by PEA:
 - 6.7.1. If there are current issues of non-compliance with IDEA, funds from this program will be withheld until issues are resolved. If there is no resolution, funding may be withheld and repayment required.

- 6.7.2. If there are outstanding unpaid registration fees from previous ESS trainings, conferences, or institutes, funds from this program will be withheld until the outstanding unpaid registration is paid. If fees are not eventually paid by the time the project closes, funding will be void and repayment required.
- 6.7.3. If the special education teacher candidate is unable to meet the minimum course requirements during program year (achieve a B grade for upper division courses required for the major and at least a C grade for all other classes, maintain a 3.0 grade point average, and complete no less than fifteen (15) credit hours per program year), the PEA must submit a written petition to continue in the program for consideration by the ESS Recruitment and Retention Team and receive written confirmation of approval to continue. Failure to do so results in removal from program, cancellation of tuition assistance, and PEA repayment of all funds spent during that program year (August 1- July 31). Tuition will not be paid for any class that does not meet the grade requirements for tuition assistance. Classes that start but are not completed during the program year shall not be reimbursed by SETTA funds. (Acceptable reasons for an inability to fulfill the annual minimum semester credit hour requirements are for health reasons or emergency situations only). A special education teacher candidate who fails to meet the grade requirement in a class will not be reimbursed for the course and must still meet the year-end cumulative 3.0 GPA or risk termination from the program. If a written petition to continue is approved, the designated PEA representative and special education teacher candidate shall develop and implement a corrective action plan in collaboration with the ESS Recruitment and Retention Team to assist the special education teacher candidate in meeting program requirements.
- 6.7.4. If the special education teacher candidate quits or is terminated for failure to meet the PEA's employment expectations, the individual's participation in the program will be cancelled, and the PEA may be required to repay all funds spent during the program year.
- 6.8. The PEA must notify the ESS Projects Team and the ESS Recruitment and Retention Team in writing via electronic mail if the PEA will be withdrawing from the GETSET program. The ESS Projects Team and the ESS Recruitment and Retention Team will determine if repayment is required for paid reimbursements made to the PEA prior to the notification and before the contract ended. Pending reimbursements for successfully completed coursework will also be evaluated and the ESS Projects Team and the ESS Recruitment and Retention Team will determine if payment will be rendered.

All other provisions remain unchanged.

9. EXCEPT AS PROVIDED FOR HEREIN, ALL TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT/AGREEMENT NOT HERETOFORE CHANGED AND/OR MODIFIED REMAIN UNCHANGED AND IN FULL EFFECT.

IN WITNESS WHEREOF THE PARTIES HERETO SIGN THEIR NAMES IN AGREEMENT.

CONTRACTOR

ARIZONA DEPARTMENT OF EDUCATION

(SIGNATURE OF AUTHORIZED INDIVIDUAL)

(SIGNATURE)

NAME (Typed/Printed):

NAME:

Braulio Garcia

TITLE:

TITLE:

Chief Procurement Officer

DATE:

DATE: