

**DRAFT**

**CATALINA FOOTHILLS SCHOOL DISTRICT  
Tucson, Arizona**

**DRAFT**

**REGULAR MEETING OF THE GOVERNING BOARD  
Carole Siegler Boardroom at Valley View Early Learning Center  
3435 E. Sunrise Drive - Tucson, Arizona  
Regular Meeting: Monday, November 25, 2024 - 6:30 PM, Doors Opened at 6:00 PM**

**Regular Meeting Minutes**

**NOTICE OF MEETING**

On November 18, 2024, the announcement of the meeting was posted at Catalina Foothills High School, Esperero Canyon Middle School, Orange Grove Middle School, Ventana Vista Elementary School, Canyon View Elementary School, Manzanita Elementary School, Sunrise Drive Elementary School, Valley View Early Learning Center, and on the Catalina Foothills School District (CFSD) website ([www.cfsd16.org](http://www.cfsd16.org)).

**ATTENDANCE**

**Board Members Present:**

Eileen Jackson, President  
Amy Krauss, Vice President  
Doug Hadley, Member  
Gina Mehmert, Member  
Carole Siegler, Member

**District Administration:**

Mindy Westover, Associate Superintendent  
Sheryl Castro, Executive Director of  
Curriculum and Assessment  
Julie Farbarik, Director of Community  
Relations

**District Personnel:**

Ryan Koch, Systems  
Engineer  
Amie Sams, Administrative  
Assistant

**Visitors Present:**

Jacquelyn Davoli and Tom Logue

Joining Online:

Approximately three visitors attended the meeting through the YouTube live link.

**1. OPENING**

1.1. Call to Order and Welcome

President Eileen Jackson called to order the governing board meeting at 6:30 p.m.

1.2. Pledge of Allegiance

President Jackson led the group in the Pledge of Allegiance.

1.3. Rules of Order for Governing Board Meetings

President Jackson read the Rules of Order for governing board meetings into the minutes.

**2. PUBLIC COMMENTS**

There were no public comments.

**3. CONSENT AGENDA**

Associate Superintendent Mindy Westover requested that field trip number 4. CFHS Varsity Pomline USA Spirit Nationals Pomline Competition under consent agenda item 3.3 the field trip request memorandum be pulled for additional review by district administration. It will be presented to the governing board at a future meeting.

A board member requested that field trip itineraries be provided to the governing board in a standardized format.

Upon a motion by Amy Krauss and a second by Carole Siegler, the governing board approved the following items on the consent agenda: 3.1 the governing board November 4, 2024, regular meeting minutes, as presented; 3.2 the expense voucher memorandum, as presented; 3.3 the field trip request memorandum, as amended; 3.4 the fundraising request memorandum, as presented; 3.5 the personnel memorandum, as presented; and 3.6 the acceptance, with gratitude, of the gifts and donations memorandum, as presented.

Doug Hadley – Yea; Eileen Jackson – Yea; Amy Krauss – Yea; Gina Mehmert – Yea; Carole Siegler – Yea; Motion carried 5-0.

3.1. Approval of November 4, 2024, Regular Governing Board Meeting Minutes Memorandum

On the consent agenda, the governing board approved the regular governing board meeting minutes for November 4, 2024, as presented.

3.2. Approval of Expense Voucher Memorandum

On the consent agenda, the governing board approved the following expense vouchers:

Expense Voucher		Amount
25050	\$	1,651,460.15
25054		117,683.27
25055		454,143.25
25056		8,704.09
25057		431,517.47
25058		1,707,791.88
25059		87,611.11
25060		364,621.30
25061		30,347.13
25063		78,982.25

3.3. Approval of the Field Trip Request Memorandum

On the consent agenda, the governing board approved the field trip request memorandum, as amended.

ORGANIZATION	ACTIVITY	LEARNING NEXUS	WHERE	DATE(S)	*FEE
Catalina Foothills High School (CFHS) Girls Varsity Basketball	1. Holiday Hoopla Basketball Tournament	Students will implement learned concepts by demonstrating teamwork and responsibility in preparation for the upcoming season.	Las Cruces, NM	12/26/2024 to 12/28/2024	\$0.00
CFHS Future Business Leaders of America (FBLA) Coding Club/Information Technology and Film & TV/Media Club	2. FBLA Regional Conference	Students will compete against other high schools by creating professional work presented to judges using performance criteria.	Thatcher, AZ	01/23/2025	\$0.00
CFHS Model United Nations (UN)	3. Model UN Conference	Students will demonstrate public speaking and debate skills as UN delegates who are tested and judged in a competition.	Tucson, AZ	03/22/2025 to 03/23/2025	\$50.00
Esperero Canyon Middle School (ECMS) Band	5. Southern Arizona Honor Band	Students will perform with some of the strongest student musicians and guest conductors from schools in the Southern AZ area, offering a wider variety of experience.	Tucson, AZ	02/08/2025	\$25.00
ECMS Band	6. AMEA Middle Schools All State Band	Students will perform with the best middle school musicians in Arizona and with guest	Phoenix, AZ	03/02/2025	\$25.00

		conductors, offering a wider variety of experience.			
ECMS 8 <sup>th</sup> Grade Choir	7. AMEA Junior High All State Choir	Select 8 <sup>th</sup> grade choir students will rehearse and perform with the top choral musicians from around the state in an honor ensemble.	Prescott, AZ	04/18/2025 to 04/19/2025	\$100.00
ECMS Grades 6-8 Orchestra Students	8. Southern Arizona Honors Orchestra (SAHO)	Students will rehearse, prepare, and perform music at high level while working with clinicians and orchestra teachers from Southern Arizona.	Tucson, AZ	02/15/2025	\$25.00
Catalina Foothills School District (CFSD) Community Schools	9. Day Trip to Aravaipa Canyon Grades 4 – 8	Students will engage with natural landscapes and biodiversity through guided activities, highlighting the importance of conservation, ecological balance, and wilderness skills.	Winkleman, AZ	02/20/2025	\$80.00
CFSD Community Schools	10. Madera Canyon Exploration Grades 3 – 8	Students will learn about the canyon, bird migration patterns, history, and other wildlife, cultivating an appreciation for the natural environment.	Green Valley, AZ	02/21/2025	\$85.00
CFSD Community Schools	11. Adventures in Red Rock Country Grades 4 – 8	Students will learn to read maps, identify rock layers, learn survival skills that translate into life, and take leadership roles while working with a team to solve problems.	Cottonwood, AZ	03/24/2025 to 03/26/2025	\$345.00

3.4. Approval of the Fundraising Request Memorandum

On the consent agenda, the governing board approved the fundraising request memorandum, as presented.

NAME	ACTIVITY	PURPOSE	LOCATION	DATE(S)	GROSS REVENUES	NET INCOME
<b>Catalina Foothills High School (CFHS)</b>						
Graphic Design Future Business Leaders of America (FBLA)	Apparel sales designed, created, and printed for various campus clubs and organizations.	To raise funds to maintain printshop and for training events.	On campus	November 2024 to May 2025	\$8,000.00	\$500.00

3.5. Approval of the Personnel Memorandum

On the consent agenda, the governing board approved the personnel, as presented.

CERTIFIED STAFF	CLASSIFIED STAFF	COMMUNITY SCHOOLS	COACH	VOLUNTEER
<ul style="list-style-type: none"> <li>• Extra Duty</li> <li>• Status Changes</li> <li>• Health and Hardship Release from 24-25 Contract</li> </ul>	<ul style="list-style-type: none"> <li>• New Hires</li> <li>• Status Changes</li> <li>• Resignation</li> </ul>	<ul style="list-style-type: none"> <li>• Status Change</li> <li>• Correction</li> </ul>	<ul style="list-style-type: none"> <li>• New Hire</li> <li>• Correction</li> <li>• Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom</li> <li>• Mock Trial</li> </ul>

3.6. Approval of Gifts and Donation Memorandum

On the consent agenda, the governing board accepted, with gratitude, the following gifts, and donations:

DATE	DONOR	SCHOOL	PURPOSE/ITEM	AMOUNT
10/30/2024	Tiffany Truax	Orange Grove Middle School	Instruction	\$8.00
11/5/2024	Kristin Carpenter	Catalina Foothills High School	Instruction	\$8,700.00
11/5/2024	CFHS Swim Booster Club	Catalina Foothills High School	Transportation	\$3,588.00
11/7/2024	Esperero Canyon Middle School FFO	Esperero Canyon Middle School	Field Trip	\$642.48
11/15/2024	Yi Wang & Jianfeng Wu	Catalina Foothills High School	Robotics	\$600.00
			<b>TOTAL</b>	<b>\$13,538.48</b>

4. **UNFINISHED BUSINESS**

4.1. Preliminary Approval of the 2026-2027 School Year Calendar (third reading)

Associate Superintendent Mindy Westover presented a revised 2026-2027 school year calendar since the board's previous review on November 4. The revised calendar included an even balance in the number of instructional days in the first and the second semesters. The revised calendar has been patterned after the 2025-2026 calendar and reflected the following highlights:

- New teachers report to work on Wednesday, July 22, and returning teachers on Tuesday, July 28.
- The first day of school is Monday, August 3.
- During the first week of school, elementary early release and middle school late start are observed.
- During the first week of school, the high school begins at 8:35 a.m. and observes a regular day rotating schedule.
- The last day of school, Wednesday, May 19, is a half day for students and a full day for staff.
- Fall break, October 5 - 9, is a full week.
- K-12 parent/teacher conferences are held mid-week October 20, 21, and 22, with Monday and Friday of that week full days for all schools.
- Pre-K parent/teacher conferences are by appointment only, September 21 - October 2, and April 19 - 30.
- The semesters are evenly divided (90/90 days).
- The last contract day for teachers, Thursday, May 20, is a full day for staff.

Items that did not change since the board's review of the previous version of the 2026-2027 calendar included:

- Veteran's Day, Wednesday, November 11, is a student holiday.
- A short week schedule is observed at the high school during the week of Thanksgiving and the week of first semester exams.
- Winter break includes three weekends.
- Spring break will be March 22 – 26, 2027.

A board member requested a technical change to the color coding of days after the last day of school in May 2027.

Board members expressed appreciation to district administration for seeking additional feedback from school administration and for developing an alternative calendar to balance the number of instructional days in each semester.

Upon a motion by Doug Hadley and a second by Carole Siegler, the governing board preliminarily approved the 2026-2027 school year calendar, as amended.

Doug Hadley – Yea; Eileen Jackson – Yea; Amy Krauss – Yea; Gina Mehmert – Yea; Carole Siegler – Yea; Motion carried 5-0.

- 4.2. Approval of Revisions to Policy DJE and Regulation DJE-R, Bidding / Purchasing Procedures (second reading)  
Associate Superintendent Westover shared no revisions to the policy and regulation concerning bidding and purchasing procedures to ensure that grant-related purchases are not made from an entity that has been suspended or debarred by the federal government since the governing board's review on November 4.

The federal government prohibits expending federal funds or goods and/or services from any entity suspended or debarred from doing business with the federal government. Suspension and debarment are actions taken by the federal government against organizations or individuals who have committed fraud or a criminal offense in violation of federal law. In accordance with uniform guidance 2 CFR 200.214, the policy and regulation have been revised to include language to check for procurement contracts for goods and services awarded under a non-procurement transaction (e.g., grant or cooperative agreement) that are expected to equal or exceed \$25,000, for debarment or suspension of any agency, entity, and its principals.

In the policy, proposed revisions include the addition of the Code of Federal Regulations Title 2, the new adoption date, and the specific federal regulations to the legal references section. In the regulation, proposed revisions include a revised first paragraph to include the Code of Federal Regulations with a statement that purchases must be in accordance with the regulation and a new section titled *Federal Regulations for Suspension and Debarment Verification* to include specific language regarding the requirement to check procurement contracts for goods and services awarded under a non-procurement transaction that are expected to equal or exceed \$25,000 for debarment or suspension of any agency, entity and its principals.

Upon a motion by Doug Hadley and a second by Gina Mehmert, the governing board approved policy DJE and Regulation DJE-R, *Bidding / Purchasing Procedures*, as presented.

Doug Hadley – Yea; Eileen Jackson – Yea; Amy Krauss – Yea; Gina Mehmert – Yea; Carole Siegler – Yea; Motion carried 5-0.

## 5. **NEW BUSINESS**

- 5.1. Selection of Delegates to the ASBA-ASA Annual Membership Meeting, Thursday, December 19, 2024  
Vice President Amy Krauss volunteered as the governing board's delegate and Board Member Doug Hadley volunteered as its alternate to the Arizona School Boards Association (ASBA) annual membership meeting to be held on December 19, 2024.

Upon a motion by Carole Siegler and a second by Gina Mehmert, the governing board approved Amy Krauss as the ASBA delegate and Doug Hadley as the alternate.

Doug Hadley – Yea; Eileen Jackson – Yea; Amy Krauss – Yea; Gina Mehmert – Yea; Carole Siegler – Yea; Motion carried 5-0.

- 5.2. Consideration of Proposed Arizona School Boards Association (ASBA) Bylaws  
President Jackson presented the proposed amendment to the bylaws. The ASBA Governance Committee, with unanimous approval from the ASBA Board of Directors, has proposed changes to the bylaws to enhance governance practices within their association. These updates are designed to improve transparency, accountability, and member engagement to ensure ASBA operates with the highest standards of integrity and effectiveness. The proposed changes aim to strengthen the association's ability to adapt to emerging challenges and better serve their diverse membership.

Board members requested to table the item until more information related to the proposed changes are provided for additional review. This item will return to the regular meeting agenda on December 10.

6. **DISCUSSION / REPORTS**

6.1. Arizona Legislative / Governmental Activity

Board members discussed the future of Proposition 123, Governor Katie Hobbs' plan to raise pay for educators and support staff, and to improve school safety without tax hikes.

7. **FUTURE AGENDA CONSIDERATIONS**

There were no requests for future agenda considerations.

8. **ADJOURNMENT**

Upon a motion by Doug Hadley, and a second by Carole Siegler, the governing board adjourned the meeting at 7:03 p.m.

Doug Hadley – Yea; Eileen Jackson – Yea; Amy Krauss – Yea; Gina Mehmert – Yea; Carole Siegler – Yea;  
Motion carried 5-0.

Approved: December 10, 2024

Amy Krauss, Vice President