



Catalina Foothills Unified School District #16  
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## **BOARD AGENDA ITEM**

**ITEM NO: 5.1**

**BOARD MEETING DATE:** Thursday, September 25, 2025

**NEW BUSINESS ITEM:** Consideration of Revisions to Policy GCQF,  
*Discipline, Suspension, and Dismissal of Professional  
Staff Members* (first reading)

**SUBMITTED BY:** Mindy Westover, Associate Superintendent

**PRESENTED BY:** Mindy Westover, Associate Superintendent

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Policy GDFA, *Support Staff Qualifications and Requirements (Fingerprint Requirements)*, is revised to specify individuals required to obtain Identity Verified Prints (IVP) Fingerprint Clearance Cards, along with applicable exceptions. Additional language is incorporated to reflect our current practices regarding the requirements of fingerprint clearance cards for support staff.

The changes are as follows.

- A new paragraph has been added requiring that all noncertificated personnel or non-paid personnel who are not parents/legal guardians, and who work directly with students, must obtain a fingerprint clearance card as a condition of employment. Two exceptions are identified:
  - Noncertificated personnel who do not work at a school site.
  - Volunteers who serve during the school day.
- Added language authorizes the district to release the results of a background check or communicate whether a fingerprint clearance card has been issued or denied to another school district for employment purposes.
- Clarifying language was inserted to ensure that the correct exhibit (GDFA-E) is consistently cited.
- A detailed list now specifies the individuals required to obtain an IVP Fingerprint Clearance Card, including noncertificated employees who provide

direct services to pupils with or without certificated supervision. Two exceptions are included:

- Participants in state-approved teacher preparation programs who do not engage in Arizona field experience or student teaching.
- Individuals who already have a set of identity-verified fingerprints on file with the Department of Public Safety.
- In the final section, a title, “*Required Employment Process*,” has been added to the concluding section for greater clarity and organization.

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**RECOMMENDED MOTION: I move that the governing board approve the revisions to Policy GDFA, *Support Staff Qualifications and Requirements*, as presented.**