

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: Tuesday, August 26, 2025 - 6:30 PM
Study Session: Tuesday, August 26, 2025 – 5:00 PM, Doors Opened at 4:45 PM
Prior to the 6:30 PM Regular Meeting**

Regular Meeting Minutes

NOTICE OF MEETING

On August 19, 2025, 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).

ATTENDANCE

Board Members Present:

Amy Krauss, President (remote)
Eileen Jackson, Vice President
Jacquelyn Davoli, Member
Tom Logue, Member
Gina Mehmert, Member

District Administration:

Denise Bartlett, Superintendent
Mindy Westover, Associate Superintendent
Sheryl Castro, Executive Director of Curriculum and Assessment
Chris Lambert, Catalina Foothills High School Principal
Lynn Pence, Director of Educational Technology
Mark Rubin-Toles, Orange Grove Middle School Principal
Lisa Anne Smith, DeConcini McDonald Yetwin & Lacy, PC
Lisa Taetle, Director of Finance

District Personnel:

Amie Sams, Administrative Assistant

Visitors Present:

Sarah Arrasmith, Douglas Floto, Kelly Godbout, Megan Godbout, Ashleigh Kruk, Michael Kruk

Joining Online:

Approximately 5 visitors attended the study session through the YouTube live link, and approximately 25 visitors attended the regular meeting through the YouTube live link.

1. OPENING – 5:00 PM

1.1. Call to Order

Vice President Eileen Jackson called to order the governing board meeting at 5:00 p.m.

2. STUDY SESSION

2.1. Mandatory Reporting Training

Board members participated in a study session on mandatory reporting requirements, facilitated by Lisa Anne Smith of DeConcini McDonald Yetwin & Lacy, PC. The presentation was designed to inform of mandatory reporting obligations in compliance with Arizona Revised Statute (A.R.S.) §13-3620 and §15-214. The presentation reviewed A.R.S. §13-3620, which requires educators, staff, volunteers, and governing board members to immediately report to law enforcement or the Department of Child Safety (DCS) when they have a reasonable belief of child abuse, neglect, non-accidental physical injury, or sex offenses against children. Reports must be made directly to law enforcement (not solely to a school resource or safety officer) and documented with the date, time, and contact information. If the suspected abuser is a district employee, volunteer, or vendor, a report must also be filed with the Arizona State Board of Education within three days. Training emphasized that the “reasonable belief” standard is low, that staff are not responsible for investigating, and that failure to report can result in criminal penalties. Additional guidance included examples of physical injury, neglect, sex-related offenses, and exceptions such as accidental playground injuries. It was reinforced that reporters are legally protected when acting in good faith but cannot promise confidentiality to students or parents.

A board member raised the question of how to handle mandatory reporting if multiple board members become aware of the same incident at the same time, given the risk of Open Meeting Law violations when communicating by email. In such a circumstance, the board member who makes the report should notify the superintendent, who can then send a blind-copied email to all board members confirming that the report was made. This ensures compliance with reporting laws while avoiding board member-to-board member communication that could create an Open Meeting Law issue.

In the discussion that followed, board members raised additional questions. Ms. Smith clarified that board members are only obligated to report when information comes to them in their official role, although anyone may choose to report in good faith. Reports based on secondhand information may still be required if specific enough to form a reasonable belief of child abuse, neglect, non-accidental physical injury, or sex offenses against children. Bruises and similar injuries are reportable if believed to be non-accidental, but normal playground accidents are excluded by statute. Corporal punishment is not reportable unless it results in physical injury. Questions about sexual conduct between minors were addressed: consensual activity between 14 to 17 year-olds is not reportable, but if one participant is younger than 14 or older than 17, reporting is required regardless of consent. Ms. Smith further explained that even contact made in self-defense to one of the “four areas” must be reported, with law enforcement deciding next steps. On the issue of neglect, counsel emphasized that context is important, knowledge of parental substance abuse alone may not trigger reporting, but if children are placed at substantial risk of harm, such as access to drugs or unsafe supervision, then reporting is required.

The study session concluded at 5:56 p.m.

3. **OPENING (CONTINUED) – 6:30 PM**

3.1. Welcome

Vice President Jackson welcomed the public.

3.2. Pledge of Allegiance

Vice President Jackson led the group in the Pledge of Allegiance.

3.3. Rules of Order for Governing Board Meetings

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

3.4. Super Volunteer Recognition

The governing board proudly recognized Ms. Ashleigh Kruk for her years of extraordinary volunteer service. Board member Gina Mehmert highlighted Ms. Kruk’s dedication from her early days at Manzanita Elementary, where she served as Family Faculty Organization (FFO) President and led the effort to bring the first Ben’s Bells “Be Kind” mural to campus, through her leadership at Orange Grove Middle School and Catalina Foothills High School. Ms. Mehmert emphasized her humility, creativity, and the lasting ripple effect of her efforts in strengthening connections among students, staff, and families. From organizing events and supporting teachers and staff, to creating beloved traditions like the high school bell schedule lanyards, Ms. Kruk has consistently inspired others with her positivity and collaborative spirit. Catalina Foothills High School Principal Chris Lambert

and Orange Grove Middle School Principal Mark Rubin-Toles also praised her tireless support of teachers and staff, noting that her joyful encouragement greatly enriched school culture and left a lasting positive impact on both campuses.

Ms. Kruk reflected on her 16 years of volunteer service, sharing that the connections and sense of community within CFSD have been her greatest joy. She expressed gratitude for the opportunity to serve, noting that while there were challenges, the experience was deeply rewarding.

Board members recognized Ms. Kruk with heartfelt appreciation for her kindness and joyful service, which have left an enduring legacy across the district. She was honored with a certificate and keychain in appreciation of her extraordinary contributions.

4. **PUBLIC COMMENTS**

There were no public comments.

5. **CONSENT AGENDA**

Upon a motion by Gina Mehmert and a second by Jacquelyn Davoli, the governing board approved the following items on the consent agenda: 5.1 the governing board August 12, 2025, regular meeting minutes, as presented; 5.2 the governing board August 12, 2025, executive session meeting minutes, as presented; 5.3 the expense voucher memorandum, as presented; 5.4 the field trip request memorandum, as presented; 5.5 the fundraising request memorandum, as presented; 5.6 the personnel memorandum, as presented; 5.7 the acceptance, with gratitude, of the gifts and donations memorandum, as presented; 5.8 the 1st quarter tax credit eligible fees, as presented; 5.9 the School Facilities Division award to Johnson Controls for the fire alarm system replacement at Canyon View Elementary School in the amount of \$1,026,251.37, as presented; and 5.10 the School Facilities Division awards to Midstate Mechanical and Kelly, Wright & Associates for the HVAC controls replacement at Catalina Foothills High School totaling \$1,360,210.00, as presented.

Jacquelyn Davoli – Yea; Eileen Jackson – Yea; Amy Krauss – Yea; Tom Logue – Yea; Gina Mehmert – Yea; Motion carried 5-0.

5.1. **Approval of August 12, 2025, Regular Governing Board Meeting Minutes Memorandum**

On the consent agenda, the governing board approved the regular governing board meeting minutes for August 12, 2025, as presented.

5.2. **Approval of August 12, 2025, Executive Session Governing Board Meeting Minutes Memorandum**

On the consent agenda, the governing board approved the executive session governing board meeting minutes for August 12, 2025, as presented.

5.3. **Approval of Expense Voucher Memorandum**

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

Expense Voucher		Amount
25183	\$	7,024.23
25184		1,129.41

Expense Voucher		Amount
26013	\$	1,401,736.71
26015		100,833.02
26016		32,280.34
26017		147,159.94
26018		822,088.30
26019		56,653.73
26020		114,725.44
26021		123,078.82
26023		143,354.99
26024		51,769.43

5.4. Approval of the Field Trip Request Memorandum

On the consent agenda, the governing board approved the following field trip requests:

ORGANIZATION	ACTIVITY	LEARNING NEXUS	WHERE	DATE(S)	FEE
Catalina Foothills High School (CFHS) Boys Basketball	Arizona Christian University Fall Showcase Camp	Student athletes will strengthen team cohesion, advance their skills, and demonstrate discipline while competing against top-level Phoenix teams, providing valuable experience to enhance the basketball program.	Glendale, AZ	08/29/2025 to 08/30/2025	\$0.00
CFHS Choir	Arizona Diamondbacks "Choir Night" Performance of the National Anthem	Students will build community with classmates alongside other singers performing the National Anthem.	Phoenix, AZ	09/20/2025	\$50.00
CFHS Choir	Treble Fest	Students will collaborate to perform advanced treble music at high level while meeting singers from other schools.	Tucson, AZ	09/19/2025	\$45.00
CFHS Health Occupations Students of America (HOSA)	2025 Fall Leadership Conference	Students will explore careers in medicine and science, network with other HOSA members, and learn about competitive events and state conference in the Spring.	Phoenix, AZ	11/05/2025	\$0.00
Esperero Canyon Middle School (ECMS) Choir	American Choral Directors Association (ACDA) Cantaremos Honor Choir Rehearsal and Performance	Selected students based on their audition will rehearse with advanced musicians from around the state to prepare and perform challenging choral music.	Phoenix, AZ	11/22/2025	\$35.00
Ventana Vista Elementary School (VVES) 5 th Grade	Science Camp	Students will analyze and identify changes in nature that happen naturally or by human activity while applying knowledge and leadership skills.	Mt. Lemmon, AZ	09/25/2025 to 09/26/2025	\$100.00

5.5. 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
Catalina Foothills High School (CFHS)						
CFHS Orchestra Boosters	Jim Click raffle	To raise funds for student activities such as a BBQ,	On/off campus/ online	08/27/2025 to 12/31/2025	\$500.00	\$500.00

		hangouts, and other orchestra events.				
CFHS Cheer Boosters	Digital calendar sales	To raise funds to offset athlete costs to attend USA Spirit Nationals Trip such as registration, team apparel, and additional expenses.	Off campus/online	08/27/2025 to 02/18/2026	\$7,936.00	\$7,936.00

5.6. Approval of the Personnel Memorandum

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

CERTIFIED STAFF	CLASSIFIED STAFF	COMMUNITY SCHOOLS	COACH	VOLUNTEER
• Correction	• New Hire • Rehires • Status Changes • Resignations	• New Hire • Corrections • Rehires • Status Change	• Correction • Volunteers	• Mock Trial

5.7. 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
8/5/2025	Gergely Kota	Catalina Foothills High School	Instruction	\$20.00
8/5/2025	Microsoft Matching Gift	Catalina Foothills High School	Instruction	\$20.00
8/5/2025	Gergely Kota	Catalina Foothills High School	Science Olympiad	\$20.00
8/5/2025	Microsoft Matching Gift	Catalina Foothills High School	Science Olympiad	\$20.00
8/5/2025	Crystal Marrs	Orange Grove Middle School	Orchestra	\$25.00
8/13/2025	Rosa Gomez Gutierrez	Catalina Foothills High School	Instruction	\$8,900.00
			TOTAL	\$9,005.00

5.8. Approval of 1st Quarter Tax Credit Eligible Fees

On the consent agenda, the governing board approved the 1st quarter tax credit eligible fees, as presented.

5.9. Approval of the School Facilities Division Award to Johnson Controls for the Fire Alarm System Replacement at Canyon View Elementary School

On the consent agenda, the governing board approved the School Facilities Division award to Johnson Controls for the fire alarm system replacement at Canyon View Elementary School in the amount of \$1,026,251.37, as presented.

5.10. Approval of the School Facilities Division Awards to Midstate Mechanical and Kelly, Wright & Associates for the HVAC Controls Replacement at Catalina Foothills High School

On the consent agenda, the governing board approved the School Facilities Division awards to Midstate Mechanical and Kelly, Wright & Associates for the HVAC controls replacement at Catalina Foothills High School in the amount of \$1,360,210.00, as presented.

6. **UNFINISHED BUSINESS**

6.1. Approval of Revisions to Policy EB, *Environmental and Safety Program* (second reading)

Superintendent Denise Bartlett presented no new revisions to Policy EB since the governing board's prior review on August 12. Arizona House Bill 2074 amended Arizona Revised Statute (A.R.S.) §15-254 regarding the expansion of purchasing options for school safety programs to include technology, training, and infrastructure

improvements to enhance school safety. Schools may now apply for funding to support the presence of school resource officers, juvenile probation officers, or school safety officers, provided all legal requirements are met per A.R.S. §15-154. Definitions for these roles have been clarified, including that a school safety officer is an off-duty school resource officer. In addition, districts receiving funding for school safety programs must develop an emergency response plan and complete a safety assessment every five years using an approved safety assessment provider.

Board members had no further questions regarding revisions to the policy.

Upon a motion by Tom Logue and a second by Jacquelyn Davoli, the governing board approved the revisions to Policy EB, *Environmental and Safety Program*, as presented.

Jacquelyn Davoli – Yea; Eileen Jackson – Yea; Amy Krauss – Yea; Tom Logue – Yea; Gina Mehmert – Yea; Motion carried 5-0.

6.2. Approval of Revisions to Policy IHA, *Basic Instructional Program* (second reading)

Executive Director of Curriculum and Assessment Sheryl Castro shared no additional revisions since the governing board's first reading of the policy on August 12. The proposed revisions to Policy IHA align with A.R.S. §15-710.02 regarding 9/11 Education Day, which specifies that age-appropriate instruction shall be provided in grades seven (7) through twelve (12) on the terrorist attacks of September 11, 2001. Previously, 9/11 Education Day instruction has been provided to students in kindergarten through grade twelve (12).

Board members had no further questions regarding revisions to the policy.

Upon a motion by Jacquelyn Davoli and a second by Gina Mehmert, the governing board approved the revisions to Policy IHA, *Basic Instructional Program*, as presented.

Jacquelyn Davoli – Yea; Eileen Jackson – Yea; Amy Krauss – Yea; Tom Logue – Yea; Gina Mehmert – Yea; Motion carried 5-0.

6.3. Approval of Revisions to Policy JLF, *Reporting Child Abuse / Child Protection* (second reading)

Associate Superintendent Mindy Westover presented recommended revisions to Policy JLF to comply with Senate Bill 1493, which added A.R.S. §8-520.08 and §15-160.03, defining guidelines on required identification (ID) to be provided by a Department of Child Safety (DCS) caseworker. When a DCS caseworker visits a school to interview a child, they must present official identification, the school may record the ID but not retain personal information, and if no ID is provided, the school must verify their identity through the DCS office. Since the first reading of the policy on August 12, the new DCS section was updated to specify that required identification must be presented before an interview occurs and to clarify the process for school personnel to verify a DCS worker's identity through the DCS office.

A board member asked whether schools should be required to keep a copy of DCS caseworker identification. Discussion amongst board members and district administration clarified that the statute does not mandate this, so the policy appropriately states “may”. While schools could be encouraged to retain copies as a prudent practice, it is not required. Schools will already have the DCS caseworker's paperwork, so retaining a copy of the ID is optional rather than required.

Upon a motion by Gina Mehmert and a second by Tom Logue, the governing board approved the revisions to Policy JLF, *Reporting Child Abuse / Child Protection*, as presented.

Jacquelyn Davoli – Yea; Eileen Jackson – Yea; Amy Krauss – Yea; Tom Logue – Yea; Gina Mehmert – Yea; Motion carried 5-0.

6.4. Approval of Revisions to Policy JLIF, *Sex Offender Notification* (second reading)

Associate Superintendent Westover shared one additional revision to the policy since the board's initial review on August 12 to include the description “low risk” in parentheses after “level one” offender to align with the policy's current formatting. Revisions to the policy are due to recent updates to A.R.S. §13-3825 to include the

additional notification requirements of level one sex offenders who have been convicted of a dangerous crime against children and notification to a child's school if a level one, level two, or level three offender has legal custody of a child.

Board members had no further questions regarding revisions to the policy.

Upon a motion by Tom Logue and a second by Jacquelyn Davoli, the governing board approved the revisions to Policy JLIF, *Sex Offender Notification*, as presented.

Jacquelyn Davoli – Yea; Eileen Jackson – Yea; Amy Krauss – Yea; Tom Logue – Yea; Gina Mehmert – Yea; Motion carried 5-0.

7. **NEW BUSINESS**

7.1. Public Hearing on Revisions to the Fiscal Year 2026 Budget (Revision #1)

Vice President Jackson opened the public hearing at 7:09 p.m. and informed all who were in attendance that the hearing provided the public an opportunity to comment on the proposed revisions to the fiscal year 2026 budget. There were no public comments. The public hearing closed at 7:10 p.m.

7.2. Approval of Revisions to the Fiscal Year 2026 Budget (Revision #1)

Director of Finance Lisa Taetle presented the first revision of the district's 2026 expenditure budget for the governing board's review and approval. Key changes to the budget since the board's adoption on June 24, 2025, included updated state funding and district expenditure adjustments. The Maintenance and Operation (M&O) Fund increased by about \$191,000 after the State of Arizona assumed responsibility for the \$75 million add-on funding that had previously been covered under Proposition 123. In addition, the District transferred \$1.4 million back to Unrestricted Capital or District Additional Assistance (DAA) due to a higher-than-expected M&O carryforward balance. Other revisions include an additional \$236,000 in capital override funds carried forward from FY 2025, \$7,565 in food service equipment purchases, and \$489,000 in bond expenditures for school buses that arrived later than expected. Construction costs funded by the Arizona School Facilities Oversight Board also rose by \$1.77 million. On the revenue side, the District's M&O carryforward increased by \$1.3 million because of salary calculation adjustments, allowing the transfer of dollars back into DAA. The updates ensure that key funding continues seamlessly following the expiration of Proposition 123, with state funding support and local adjustments maintaining a balanced and sustainable budget.

Board members asked clarifying questions regarding the building renewal grant, timing of school bus expenditures, salary reconciliation and DAA transfers, and Proposition 123 funding. Ms. Taetle explained that the revisions align the budget with expected grant amounts, adjust expenditures for delayed bus arrivals, account for salaries funded from multiple sources allowing excess DAA funds to be returned, and include confirmed state funding previously uncertain under Proposition 123. Ms. Taetle also noted that another budget revision will take place in December, which will capture the district's actual carry forward and ensure accurate reporting to the state. This timing should prevent the "high risk" designation the district experienced last year when the state's snapshot was taken before a revision was required. Board members appreciated the clarifications, noting the revisions accurately reflect updated carry forward, state funding, and timing adjustments.

Upon a motion by Gina Mehmert and a second by Jacquelyn Davoli, the governing board approved the fiscal year 2026 expenditure budget (revision #1), as presented.

Jacquelyn Davoli – Yea; Eileen Jackson – Yea; Amy Krauss – Yea; Tom Logue – Yea; Gina Mehmert – Yea; Motion carried 5-0.

7.3. Consideration of Revisions to Policy IJ and Regulation IJ-R, *Instructional Resources and Materials* (first reading)

Ms. Castro presented revisions to Policy IJ and Regulation IJ-R, *Instructional Resources and Materials*, to align with the recent *Mahmoud v. Taylor* (2025) decision. In addition to objection to any learning material or activity because of sexual content, violent content, or profane or vulgar language, a parent/legal guardian may additionally object to an activity or learning material based on the assertion that the materials or activity are harmful, including because the materials or activity would question the family's beliefs or practices in sex,

morality, or religion. Other changes include consistent use of the term “*parent/legal guardian*,” clarifications on the use of school-issued books and property, and a requirement for parent permission before using age-inappropriate video, audio, or electronic materials, with rating guidelines provided by grade level in Regulation IJND-R *Technology Resources*. Regulation IJ-R was also updated to improve readability, reorganize content under new section headings, require written requests for access to instructional materials, clarify that digital resources may be viewed at school during school hours, and streamline the process for submitting objections to learning materials or activities.

Board members asked questions regarding student purchase of books, parental opt-out rights, access to instructional materials, and procedures for objections. Ms. Castro clarified that students may purchase books from the district at cost, parents/legal guardians may opt their child out of specific activities or materials, and access to both core and supplemental instructional resources is provided to parents/legal guardians. Objections must be submitted in writing to the principal, who, in consultation with the superintendent, determines whether removal from the activity is appropriate, with notification provided in writing. Alternate activities are offered when students are removed, with principals overseeing their content. It was noted that external assessments (e.g., AP tests) are outside of district control. Student-generated content is not included in the policy, and non-removal decisions are rare. Appeals to the governing board within ten calendar days are possible, with legal counsel guiding the process.

The policy and regulation will be presented to the governing board for a second reading on September 9, 2025.

8. **DISCUSSION / REPORTS**

8.1. **Arizona Legislative / Governmental Activity**

Board members commented on a recent ruling that Arizona’s system for funding K-12 public school facilities is unconstitutional.

9. **AGENDA PLANNING**

There were no requests for future agenda considerations.

10. **ADJOURNMENT**

Upon a motion by Tom Logue, and a second by Gina Mehmert, the governing board adjourned the meeting at 8:00 p.m.

Jacquelyn Davoli – Yea; Eileen Jackson – Yea; Amy Krauss – Yea; Tom Logue – Yea; Gina Mehmert – Yea;
Motion carried 5-0.

Approved: September 9, 2025

Eileen Jackson, Vice President