



Catalina Foothills Unified School District #16
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BOARD AGENDA ITEM

ITEM NO: 4.1

BOARD MEETING DATE: Tuesday, October 14, 2025

UNFINISHED BUSINESS: Approval of Revisions to Policy GDFA, *Support Staff Qualifications and Requirements* (second reading)

SUBMITTED BY: Mindy Westover, Associate Superintendent

PRESENTED BY: Mindy Westover, Associate Superintendent

Policy GDFA, *Support Staff Qualifications and Requirements (Fingerprint Requirements)*, is revised to ensure that district procedures for fingerprinting background checks and obtaining a fingerprint clearance card align with state law and current district practices.

Following the first reading the policy was re-organized to clearly identify sections that refer to a fingerprint background check or an Identity Verified Prints (IVP) clearance card requirements. Additionally, some elements that did not align with current district practice were removed.

This policy distinguishes between two types of fingerprint clearance requirements. There is a general fingerprint background check and a more comprehensive IVP Fingerprint Clearance Card. All non-certificated and volunteer employees are required to complete a fingerprint background check, and positions working directly with students additionally require an IVP Fingerprint Clearance Card.

1. Fingerprint Background Check

- Prints are rolled and submitted for a one-time state and federal check.
- Conducted by the HR office staff.
- Provides a snapshot in time of a person's record.

- Applies to noncertificated employees not working at school sites and individuals who volunteer during the school day who are not parents or guardians.
- 2. Identity Verified Prints (IVP) Fingerprint Clearance Card**
- Issued through the Arizona Department of Public Safety (DPS).
 - Links the individual's identity to their fingerprints and is continuously monitored for new activity.
 - Required for noncertificated employees working at school sites and for volunteers who coach or participate in after-school programs with students.

The revisions to Policy GDFA include:

- Addition of a new titled section to indicate fingerprinting/background requirements.
- Clarifying language to ensure consistent citation of Exhibit GDFA-E.
- A new section specific to IVP Fingerprint Clearance Cards, stating that the district may require certain individuals to obtain an IVP card as a condition of employment.
- A detailed list of individuals required to obtain an IVP Fingerprint Clearance Card, including noncertificated employees providing direct services to students with or without certificated supervision.
- Addition of a "Required Employment Process" section at the conclusion of the policy for improved clarity and organization.

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