



Catalina Foothills Unified School District #16
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BOARD AGENDA ITEM

ITEM NO: 4.2

BOARD MEETING DATE: Tuesday, October 28, 2025

UNFINISHED BUSINESS: Approval of Revisions to Policy GDFA, *Support Staff Qualifications and Requirements* (third 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 second reading, the policy was refined to improve readability and clarity. Adjustments were made in the following areas:

- The word “advance” replaces “assume” in paragraph 4 for greater accuracy.
- The reference to Exhibit GDFA-E was clarified in paragraph 5.
- The statement regarding IVP Fingerprint Clearance Card requirements was streamlined for improved readability.
- The list of individuals required to hold an IVP Fingerprint Clearance Card was reformatted and punctuated for clarity and consistency.

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 that the governing board approve the revisions to Policy GDFA, *Support Staff Qualifications and Requirements*, as presented.