

**Flowing Wells Schools
Regular Agenda**

6:00 PM

July 22, 2025

Doors Open 30 Minutes Prior To Meeting

**District Administration Center
1556 West Prince Road
Tucson, Arizona 85705**

- A. Opening of Meeting**
 - 1. Call to Order
 - 2. Pledge of Allegiance
- B. Superintendent's Report**
 - 1. Update on District Events and Activities
 - a. Superintendent Dr. Kevin Stoltzfus will provide an update on Flowing Wells School District Events and Activities. 5
- C. Public Comments** 6

Flowing Wells School District welcomes public comment. As outlined in A.R.S. §38-431.02, no action will be taken on issues raised in Public Comments unless items are found on agenda below. Other than this, the response to public comments will be limited to directing staff to study the matter or scheduling the matter as a future agenda item.
- D. Consent Agenda** 7

These items of Board business that are addressed routinely at every meeting are presented as a Consent Agenda. The Board may elect to take action on all items collectively in one motion or may individually consider any item(s) as separate agenda subjects for action.

 - 1. Approval of Agenda for this Meeting
 - a. Request approval for the adoption of the agenda for this meeting, 8
 - 2. Approval of Minutes of Governing Board Meetings 13
 - a. The following Governing Board meeting minutes are presented for Governing Board approval: June 24, 2025 (Public Hearing Minutes and Open Session Minutes) and July 10, 2025 (Public Hearing Minutes and Special Meeting Minutes).
 - 3. Approval of District Expense and Payroll Vouchers 22
 - a. Sign vouchers for upcoming check batches (to be reviewed at the next Board Meeting). None for this meeting. 22

Expense and payroll vouchers are presented for Board approval: Expense vouchers #7067-25, 7071-25 - 7073-25, and 7100-26 and Payroll vouchers #2631-2633 and 2701.
 - 4. Approval of Requests for Use of District Facilities 32
 - a. District facilities use requests are submitted for approval. 32
 - 5. Approval of Requests for Open Enrollment Students 34
 - a. Requests for open enrollment students are submitted for approval. 34
 - 6. Approval of Requests for Student Trips
 - a. None for this meeting.

7.	Approval of Requests for Staff Travel	
a.	Staff travel requests are submitted for approval.	36
8.	Approval of Personnel Actions	
a.	Personnel Actions are submitted for approval.	38
9.	Review of District Financial Statements	
a.	Review of Student Activity Balance Sheets and Auxiliary Operations Year-to-Date budget reports as of June 30, 2025	53
10.	Approval of Asset Retirement and Disposals	
a.	Approval is requested for the retirement and disposal of assets no longer used by the district as of July 16, 2025.	70
E.	Business and Finance	
1.	Recommend Approval to Contract with ASPIN/Mohave Food Services Cooperative, Shamrock Foods and Shamrock Farms for Fiscal Year 2025-2026 Food Service Purchases	
a.	District administration recommends approval to contract with ASPIN/Mohave Food Services Cooperative, Shamrock Foods and Shamrock Farms to purchase food service items such as food, non-food supplies and milk. The following cooperative contracts, with the estimated purchase volume, will be used for these purchases:	73
•	ASPIN/Mohave Food Service Cooperative/Shamrock Foods – Mohave RFP 210-SFC-0701 - \$900,000 for food and non-food supplies	
•	Shamrock Farms – Mohave RFP# 21B-SHAM-0701 - \$125,000 – for milk	
b.	These are for fiscal year 2025-2026	
2.	Recommend Approval to Contract for Exceptional Student Services (ESS) Employees through Amergist Healthcare Staffing, Inc. for Fiscal Year 2025-2026	
a.	District administration recommends approval to contract for ESS employees including two occupational therapists (OTs) and one School Psychologist (Psych) through Amergist Healthcare Staffing, Inc. The District has been unable to hire OTs and Psychs due to the lack of qualified applicants. Ms. Camacho has reached out to several staffing companies and was able to find qualified OTs and Psychs through Amergist. The District would utilize pricing through the Dysart Unified School District SAVE RFP #22-5201-001. The estimated total cost for services is \$392,000. The funding source is Maintenance and Operations.	74
F.	Unfinished Business	
1.	Recommend Approval to Adopt AP Environmental Science Textbook	
a.	District administration recommends approval to adopt a new textbook for AP Environmental Science entitled <i>Environmental Science for the AP Course, 4th Edition</i> , published by Bedford, Freeman, and Worth (BFW). The textbook has been tabled for public review and comment since May 14, 2025, with no concerns received during this time frame. If approved, this resource would be used in the AP Environmental Science course at Flowing Wells High School.	75
2.	Recommend Approval to Adopt Psychology Textbook	
a.	District administration recommends approval to adopt a new textbook for Psychology, Cengage <i>Essentials of Psychology Concepts and Applications, 6th Edition</i> . The textbook has been tabled for public review and comment since May 14,	77

2025, with no concerns received during this time frame. If approved, this resource would be used in the standard Psychology course at Flowing Wells High School.

G. New Business

1. Information and Discussion regarding Pending Changes to Arizona Statutes that will Impact Governing Board Policy
 - a. District administration presents for review information specific to three pending statutory changes that were passed by the Arizona Legislature during the 2025 legislative session and signed into law by the Governor. These revisions to state law will necessitate changes to Governing Board Policy. The three significant statutory changes include the following: revisions to A.R.S. 13-2620 resulting from SB 1437, which impacts mandatory reporting requirements; revisions to A.R.S. 15-120.05 resulting from HB 2484, which limits student use of wireless communication devices during school; and revisions to A.R.S. 15-142 resulting from HB 2514, which enhances restrictions on the release of some student directory information. 79

2. Information and Discussion regarding Revisions to Policy HR and the Newly Drafted Regulation HR-R
 - a. District administration presents for review revisions to Policy HR, regarding employee representative organizations and the meet-and-confer process, and a newly developed draft regulation, Regulation HR-R, which delineates existing FWEA communication and representation practices that are allowable under Policy HR. The policy revisions and the development of the new regulation seek to document and sustain existing practices regarding FWEA's role in the District, representation of District employees, and relationship with District administration and the Governing Board. This work was completed in collaboration with FWEA leadership. Policy HR and Regulation HR-R are presented in draft form for review and are included in the list of proposed policy revisions bundled as a separate agenda item. 81

3. Information and Discussion regarding Proposed Policy Revisions
 - a. District administration presents for review proposed policy revisions, with no action to be taken at this meeting. The attached document summarizes the revisions, and the accompanying policy drafts include strike-through text to indicate deletions and underlined text to indicate additions. Most revisions are minor and do not result in substantive changes. Several revisions entail the consolidation of multiple related policies, resulting in the opportunity to delete prior single-item policies. 91

4. Information and Discussion of Federal Funding Freeze
 - a. District administration presents for review information related to the June 30, 2025, announcement by the federal government of freezes to several grants from the United States Department of Education (USED) that total \$6.8 billion nationally. In Flowing Wells, this federal action translates to a freeze on approximately \$935,000 in funding across four different grants. On July 18, the federal government announced the release of a portion of these grant funds specific to Title IV-B for 21st Century Community Learning Centers (21CCLC), known in Flowing Wells as our "Skills" programs. Our 21CCLC grants total \$570,000 for Fiscal Year 2025-2026. With the release of these funds, the District is able to commence with plans to launch our after-school Skills programs in grades K through 8 the week of August 18, 2025. We 332

are continuing to advocate for the release of the remaining funding in Title II, Title IV-A, and Title III.

5. Recommend Approval of Memorandum of Understanding (MOU) with J. David Lowell Foundation
 - a. District administration recommends approval to renew the MOU with the J. David Lowell Foundation for the continuation of the Lowell Math Scholars program, which provides eligible Flowing Wells students in accelerated mathematics courses with the opportunity to earn financial awards and scholarships. 334
6. Discussion and Selection of a District Delegate for the Arizona School Boards Association's Delegate Assembly
 - a. Governing Board Members will discuss and select a delegate and possibly an alternate delegate to represent Flowing Wells as the District Delegate to the ASBA Delegate Assembly on September 6, 2025. The delegate would represent the Board's position regarding ASBA's proposed Political Agenda for 2025-2026 at the Delegate Assembly. 337
7. Discussion and Possible Approval of Arizona School Boards Association's Proposed Political Agenda for 2025-2026
 - a. Arizona School Boards Association's Draft Political Agenda for 2025-2026 is presented for Governing Board discussion and possible approval. This agenda is a marked-up version of the prior year's agenda, with changes marked in red. The Board may consider action to approve in whole or in part the Draft Political Agenda. 338

H. Adjourn

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

B-1	July 22, 2025
Agenda Item Number	Board Meeting Date
Item: <u>Update on District Events and Activities</u>	
Submitted By: <u>Dr. Kevin Stoltzfus</u>	Date: <u>July 16, 2025</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus</u>	

Superintendent Dr. Kevin Stoltzfus will provide an update on Flowing Wells School District events and activities.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: _____ Superintendent: Kevin Stoltzfus

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

C	July 22, 2025
Agenda Item Number	Board Meeting Date
Item: <u>Public Comments</u>	
Submitted By: <u>Dr. Kevin Stoltzfus</u>	Date: <u>July 16, 2025</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus</u>	

Flowing Wells School District welcomes public comment. As outlined in A.R.S. §38-431.02, no action will be taken on issues raised in Public Comments unless items are found on the agenda. Other than this, any response to public comments will be limited to directing staff to study the matter or scheduling the matter as a future agenda item.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve

Disapprove

Table

No Action Required

Division Head: _____

Superintendent: Kevin Stoltzfus

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

D	June 24, 2025
Agenda Item Number	Board Meeting Date

Item: Consent Agenda for this Meeting

Submitted By: Dr. Kevin Stoltzfus Date: June 16, 2025

Will Be Presented By: Dr. Kevin Stoltzfus

Information for the Public:

Items of Board business that are addressed routinely at every meeting are presented as a Consent Agenda.

The Board may elect to take action on all items collectively in one motion or may individually consider any item(s) as separate agenda subjects for action.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: _____ Superintendent: Kevin Stoltzfus

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

D-1
Agenda Item Number

July 22, 2025
Board Meeting Date

Item: Approval of Agenda for this Meeting

Submitted By: Dr. Kevin Stoltzfus Date: July 16, 2025

Will Be Presented By: Dr. Kevin Stoltzfus

Request approval for adoption of the agenda for this meeting, July 22, 2025.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: _____ Superintendent: Kevin Stoltzfus

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

**Flowing Wells Schools
Governing Board Meeting**

6:00 PM

July 22, 2025

Doors Open 30 Minutes Prior To Meeting

**District Administration Center
1556 West Prince Road
Tucson, Arizona 85705**

A. Opening of Meeting

1. Call to Order
2. Pledge of Allegiance

B. Superintendent's Report

1. Update on District Events and Activities
 - a. Superintendent Dr. Kevin Stoltzfus will provide an update on Flowing Wells School District Events and Activities.

C. Public Comments

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 - a. District administration recommends approval to renew the MOU with the J. David Lowell Foundation for the continuation of the Lowell Math Scholars program, which provides eligible

Flowing Wells students in accelerated mathematics courses with the opportunity to earn financial awards and scholarships.

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 - a. Governing Board Members will discuss and select a delegate and possibly an alternate delegate to represent Flowing Wells as the District Delegate to the ASBA Delegate Assembly on September 6, 2025. The delegate would represent the Board's position regarding ASBA's proposed Political Agenda for 2025-2026 at the Delegate Assembly.
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 - a. Arizona School Boards Association's Draft Political Agenda for 2025-2026 is presented for Governing Board discussion and possible approval. This agenda is a marked-up version of the prior year's agenda, with changes marked in red. The Board may consider action to approve in whole or in part the Draft Political Agenda.

H. Adjourn

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

D-2 Agenda Item Number	July 22, 2025 Board Meeting Date
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Item: Approval of Minutes of Governing Board Meetings

Submitted By: Dr. Kevin Stoltzfus Date: July 16, 2025

Will Be Presented By: Dr. Kevin Stoltzfus

The following Governing Board meeting minutes are presented for Governing Board approval: June 24, 2025 (Public Hearing Minutes and Open Session Minutes) and July 10, 2025 (Public Hearing Minutes and Special Meeting Minutes).

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: _____ Superintendent: Kevin Stoltzfus

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

**Flowing Wells Unified School District
Governing Board Public Hearing Minutes**

6:00 p.m.

June 24, 2025

**District Administration Center
1556 West Prince Road
Tucson, Arizona 85705**

Attendance

Governing Board Members:
Kevin Daily, President
Wendy Effing, Clerk
Brianna Hamilton
Stephanie Miller

Administrative Personnel:
Dr. Kevin Stoltzfus, Superintendent
Dr. Audrey Reff, Associate Superintendent
Dr. Tabettha Finchum, Assistant Superintendent
Mrs. Stacy Trueblood, Chief Financial Officer

2 additional staff members and guests were in attendance.

A. Opening of Meeting

1. President Kevin Daily called the meeting to order at 6:00 p.m.
2. The Pledge of Allegiance was observed.
3. A Public Hearing is being called pursuant to ARS 15-905 for the purpose of presenting the District's Proposed Budget for Fiscal Year 2025-2026.

B. Adjourn

Public Hearing was adjourned at 6:10 p.m.

Motion Effing; second by Miller; 4 ayes; motion carried.

Signatures:

Kevin Daily, President

Wendy Effing, Clerk

Brianna Hamilton

Stephanie Miller

Flowing Wells Unified School District Governing Board Meeting Minutes

6:03 p.m.

June 24, 2025

**District Administration Center
1556 West Prince Road
Tucson, Arizona 85705**

Attendance

Governing Board Members:
Kevin Daily, President
Wendy Effing, Clerk
Brianna Hamilton
Stephanie Miller

Administrative Personnel:
Dr. Kevin Stoltzfus, Superintendent
Dr. Audrey Reff, Associate Superintendent
Dr. Tabettha Finchum, Assistant Superintendent
Mrs. Stacy Trueblood, Chief Financial Officer

2 additional staff members and guests were in attendance.

A. Opening of Meeting

A-1. President Kevin Daily called the meeting to order at 6:10 p.m.

A-2. Recommend Approval of Proposed Budget for Fiscal Year 2025-2026
Approved as recommended the District's proposed budget for Fiscal Year 2025-2026.

Motion by Effing; second by Hamilton; 4 ayes; motion carried.

Superintendent Dr. Kevin Stoltzfus thanked Chief Financial Advisor Stacy Trueblood and her team for their work on the budget.

B. Superintendent's Report

B-1. Update on District Events and Activities

Superintendent Dr. Kevin Stoltzfus provided an update on the following current district events and activities:

- A Public Hearing and Governing Board Meeting will be held Thursday, July 10, 2025 at 7:15 a.m. to present the 2025-2026 budget for adoption;
- July 22 will be the next regularly scheduled Governing Board meeting;
- Summer programs at the elementary and jr. high schools are wrapping up and high school summer school will run through the second week in July;
- The second FWHS health professions camp was a success this year with visits from health professionals and field trips to various facilities;
- The signage for the FWHS Fine Arts building is complete.

C. Public Comments

There were no public comments from the audience.

D. Consent Agenda

The following items were reviewed and approved as recommended with one motion.

Motion by Miller; second by Hamilton; 4 ayes; motion carried.

- D-1. Approval of Agenda for this Meeting
Approved as recommended June 24, 2025 meeting agenda.
- D-2. Approval of Minutes of Governing Board Meeting
Approved as recommended minutes of the Governing Board meeting: June 10, 2025 (Open Session Minutes).
- D-3. Approval of District Expense and Payroll Vouchers
Approved as recommended Expense vouchers #7064-25 - 7066-25 and Payroll vouchers #2627-2630.
- D-4. Approval of Requests for Use of District Facilities
No requests for this meeting.
- D-5. Approval of Requests for Open Enrollment
Approved as requested student open enrollment requests.
- D-6. Approval of Requests for Student Trips
No requests for this meeting.
- D-7. Approval of Requests for Staff Travel
Approved as recommended staff travel requests.
- D-8. Approval of Personnel Actions
Approved as recommended personnel actions.
- D-9. Approval of Asset Retirement and Disposals
No requests for this meeting.

E. Business and Finance

- E-1. Recommend Approval of IGA with Arizona Department of Education for Grant-Funded Tuition Reimbursement Program
Approved as recommended the IGA with the Arizona Department of Education for participation in grant-funded tuition reimbursement programs that support Flowing Wells employees pursuing special education teaching certificates.
Motion by Miller; second by Hamilton; 4 ayes; motion carried.
- E-2. Recommend Approval of IGA with Marana Unified School District for Participation in Flowing Wells JROTC Program
Approved as recommended the IGA for fiscal year 2025-2026 with Marana Unified School District that formalizes the existing agreement for the JROTC partnership and establishes a new tuition rate to be benchmarked to the Base Support Level with the high school weight to allow increases to tuition as the BSL increases.
Motion by Effing; second by Hamilton; 4 ayes; motion carried.

- E-3. Recommend Approval to Renew Direct Service Agreement with Vail Unified School District for AZEDS Outreach Program for Fiscal Year 2025-2026
Approved as recommended the Direct Service Agreement with Vail USD for AzEDS support for FY 2025-2026.
Motion by Effing; second by Hamilton; 4 ayes; motion carried.
- E-4. Recommend Approval of Authorized Check Signers
Approved as recommended the list of authorized check signers for the District's Wells Fargo Bank accounts to become effective July 1, 2025.
Motion by Hamilton; second by Miller; 4 ayes; motion carried.
- E-5. Recommend Approval of Facility Use Fees
Approved as recommended the updated list of facilities use fees, which now includes the FW Community Learning Center, to become effective July 1, 2025.
Motion by Effing; second by Hamilton; 4 ayes; motion carried.
- E-6. Recommend Approval of the Food Program Permanent Service Agreement Officials and Signers
Approved as recommended the officials and signers to be on the Arizona Department of Education's Food Program Permanent Service Agreement to reflect the change in District leadership to become effective July 1, 2025.
Motion by Effing; second by Miller; 4 ayes; motion carried.
- E-7. Recommend Approval of Student Activities Treasurer and Assistant Treasurer
Approved as recommended the changes to the Student Activities Treasurer and Assistant Treasurers to become effective July 1, 2025.
Motion by Miller; second by Hamilton; 4 ayes; motion carried.
- E-8. Recommend Approval to Renew General Liability Insurance with The Trust and Workers' Compensation Insurance with The Alliance for Fiscal Year 2025-2026
Approved as recommended to renew general liability insurance with The Trust and workers' compensation insurance with The Alliance for fiscal year 2025-2026.
Motion by Miller; second by Hamilton; 4 ayes; motion carried.
- E-9. Recommend Approval to Renew Service Agreement with Specialized Education of Arizona, Inc. (SESI)
Approved as recommended to renew the agreement with SESI to provide tuition-out services for students through the Sierra Schools program for fiscal year 2025-2026.
Motion by Effing; second by Hamilton; 4 ayes; motion carried.
In response to questions from members Hamilton and Miller, Superintendent Dr. Kevin Stoltzfus stated the district has researched Phoenix area providers. The models are very different and none are expanding to the Tucson area. Sunnyside is the only other district in Tucson that provides these services and they also contract with SESI. Other districts; tuition-out to Flowing Wells and Sunnyside.

F. Unfinished Business

- F-1. Recommend Approval to Adopt JH STEAM Curriculum
Approved as recommended to adopt the Grades 7 and 8 Science Technology Engineering Arts and Math (STEAM) curriculum. The curriculum has been on public display for sixty days with no comments or concerns.
Motion by Effing; second by Miller; 4 ayes; motion carried.

G. New Business

- G-1. Recommend Revisions to Position Description
Approved as recommended to revise the position description for the Homeless Student Support Specialist to Student Support Specialist (McKinney-Vento Services).
Motion by Miller; second by Hamilton; 4 ayes; motion carried.

- G-2. Recommend Revisions to Position Description
Approved as recommended to revise the position description for the Federal Programs Specialist to EL Specialist.
Motion by Effing; second by Miller; 4 ayes; motion carried.

- G-3. Recommend Revisions to Addendum List
Approved as recommended the revisions to the FY2025-2026 Contract Addendum List to reflect the new titles for the Student Support Specialist (McKinney-Vento Services) and the EL Specialist.
Motion by Miller; second by Hamilton; 4 ayes; motion carried.

- G-4. Recommend Approval to Change Policy Reference Code
Approved as recommended to change the reference code for new policy regarding voluntary transfer of accrued leave from GBCG to GCCG.
Motion by Hamilton; second by Miller; 4 ayes; motion carried.

H. Adjourn

Meeting was adjourned at 6:47 p.m.

Motion by Effing; second by Hamilton; 4 ayes; motion carried.

Signatures:

Kevin Daily, President

Wendy Effing, Clerk

Brianna Hamilton

Stephanie Miller

**Flowing Wells Unified School District
Governing Board Public Hearing Minutes**

7:15 a.m.

July 10, 2025

**District Administration Center
1556 West Prince Road
Tucson, Arizona 85705**

Attendance

Governing Board Members:
Kevin Daily, President
Wendy Effing, Clerk
Brianna Hamilton - Absent
Stephanie Miller

Administrative Personnel:
Dr. Kevin Stoltzfus, Superintendent
Dr. Tabetha Finchum, Assoc. Superintendent - Absent
Dr. Audrey Reff, Assoc. Superintendent - Absent
Dr. Tamára McAllister, Assist. Superintendent – Absent
Ms. Monique Mata, Chief Financial Officer

No additional staff members or guests were in attendance.

A. Opening of Meeting

- A-1. President Kevin Daily called the meeting to order at 7:15 a.m.
- A-2. The Pledge of Allegiance was observed.
- A-3. A Public Hearing was called pursuant to A.R.S. §15-905 for the purpose of presenting the District's Proposed Budget for Fiscal Year 2025-2026. This was the second public hearing regarding this matter, with no public comments.

B. Adjourn

Public Hearing was adjourned at 7:17 a.m.

Motion by Effing; second by Miller; 3 ayes; motion carried.

Signatures:

Kevin Daily, President

Wendy Effing, Clerk

Brianna Hamilton

Stephanie Miller

Flowing Wells Unified School District Governing Board Special Meeting Minutes

7:18 a.m.

July 10, 2025

**District Administration Center
1556 West Prince Road
Tucson, Arizona 85705**

Attendance

Governing Board Members:
Kevin Daily, President
Wendy Effing, Clerk
Brianna Hamilton - Absent
Stephanie Miller

Administrative Personnel:
Dr. Kevin Stoltzfus, Superintendent
Dr. Tabetha Finchum, Assoc. Superintendent - Absent
Dr. Audrey Reff, Assoc. Superintendent - Absent
Dr. Tamára McAllister, Assist. Superintendent – Absent
Ms. Monique Mata, Chief Financial Officer

No additional staff members or guests were in attendance.

A. Opening of Meeting

- A-1. President Kevin Daily called the meeting to order at 7:18 a.m.
- A-2. Recommend Approval to Adopt the Budget for Fiscal Year 2025-2026
Approved as recommended to adopt the District's budget for Fiscal Year 2025-2026.
Motion by Effing; second by Miller; 3 ayes; motion carried.
- A-3. Recommend Approval to Purchase Teacher Laptops
Approved as recommended to purchase 144 teacher laptops from Dell for use at FWJH, FWHS, and SPHS.
Motion by Miller; second by Effing; 3 ayes; motion carried.
- A-4. Recommend Approval of Expense and Payroll Vouchers
Signed vouchers for upcoming check batches 7100-26 – 7110-26.
Motion by Miller; second by Effing; 3 ayes; motion carried.

B. Adjourn

Meeting was adjourned at 7:21 a.m.

Motion by Effing; second by Miller; 3 ayes; motion carried.

Signatures:

Kevin Daily, President

Wendy Effing, Clerk

Brianna Hamilton

Stephanie Miller

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

D-3
Agenda Item Number

July 22, 2025
Board Meeting Date

Item: Approval of District Expense and Payroll Vouchers

Submitted By: Patricia Forgach/Monique Mata Date: July 16, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/ Monique Mata

Sign vouchers for upcoming check batches (to be reviewed at next Board Meeting).

Expense Vouchers FY 2026 None for this meeting.

The following Expense and Payroll vouchers are presented for Board Approval.

Expense Voucher 7067-25 \$ 61,786.45
Expense Voucher 7071-25 \$ 1,662,772.62
Expense Voucher 7072-25 \$ 534,796.16
Expense Voucher 7073-25 \$ 249,925.20
Expense Voucher 7100-26 \$ 190,661.51

Payroll Voucher 2631 \$ 901,415.83
Payroll Voucher 2632 \$ 222,173.11
Payroll Voucher 2633 \$ 754.72
Payroll Voucher 2701 \$ 294,268.97

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: *Monique Mata* Superintendent: *Kevin Stoltzfus*

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

6/25/2025

VOUCHER #7067-25

SIXTY-ONE THOUSAND SEVEN HUNDRED EIGHTY-SIX DOLLARS & 45/100

\$61,786.45

0010

\$3,092.57

FEDERAL AND STATE PROJECTS

1915 2025 TITLE III

\$346.36

OTHER

5100 FOOD SERVICE

\$22,418.21

5150 CIVIC CENTER

\$616.02

5300 GIFTS AND DONATIONS

\$34,661.47

5960 CTED

\$651.82

6/25/2025

VOUCHER #7071-25

ONE MILLION SIX HUNDRED SIXTY TWO THOUSAND SEVEN HUNDRED SEVENTY THREE DOLLARS & 62/100 \$1,662,772.62

0010			\$1,089,809.04
	FEDERAL AND STATE PROJECTS		
1655	2025 21ST CENT LAGUNA YR 5		\$5.26
1665	2025 21ST CENT Y1 CENT/DAV		\$488.64
1685	2025 21ST CENT CENT Y3 DOUG		\$120.91
1915	2025 TITLE III		\$6,940.20
2245	2025 IDEA PRESCHOOL		\$31.67
2625	2025 CTE FEDERAL PERKINS		\$57.34
3740	E RATE		\$98,405.72
4560	COLLEGE CREDIT EXAM INCENTIVES		\$426.83
4570	RESULTS-BASED FUNDING		\$633.62
		OTHER	
5100	FOOD SERVICE		\$47.39
5500	INSURANCE PROCEEDS		\$2,884.50
5650	LIGATION RECOVERY		\$29,609.00
5700	INDIRECT COSTS		\$100,000.00
5960	CTED		\$28,327.48
6100	UNRESTRICTED CAPITAL OUTLAY		\$185,445.73
6910	BUILDING RENWAL GRANTS		\$105,873.63
7010	DEBT SERVICE 2009	24	\$300.00
9500	WAREHOUSE		\$13,365.66

7/8/2025

VOUCHER #7072-25

FIVE HUNDRED THIRTY FOUR THOUSAND SEVEN HUNDRED NINETY SIX DOLLARS & 16/100

\$534,796.16

0010 \$129,664.72

FEDERAL AND STATE PROJECTS

0506 UNITED WAY CRADLE TO CAREER \$3,336.00

1685 2025 21ST CENT Y3 DOUG \$1,585.16

1915 2025 TITLE III \$1,012.02

2245 2025 IDEA PRESCHOOL \$95.18

2910 MEDICAID PUBLIC SCHOOL DSC \$5,896.54

3555 FIRST THINGS FIRST 2025 \$468.52

3740 E RATE \$420.13

4560 COLLEGE CREDIT EXAM INCENTIVES \$606.79

OTHER

5100 FOOD SERVICE \$6,493.15

5150 CIVIC CENTER \$1,002.50

5300 GIFTS AND DONATIONS \$4,080.00

5500 INSURANCE PROCEEDS \$15,694.23

5960 CTED \$30,741.20

6100 UNRESTRICTED CAPITAL OUTLAY \$317,312.96

9500 WAREHOUSE \$16,387.06

Encumbered '25

7/8/2025

VOUCHER #7073-25

TWO HUNDRED FORTY-NINE THOUSAND NINE HUNDRED TWENTY-FIVE DOLLARS & 20/100

\$249,925.20

0010

\$4,259.89

FEDERAL AND STATE PROJECTS

0506 UNITED WAY CRADLE TO CAREER

\$198.00

1665 2025 21ST CENT Y1 CENT/DAV

\$383.54

1685 2025 21ST CENT CENT Y3 DOUG

\$788.62

OTHER

5100 FOOD SERVICE

\$234,719.66

5200 COMMUNITY SERVICE-STAFF DEV

\$881.10

5300 GIFTS AND DONATIONS

\$944.56

5960 CTED

\$6,004.23

6100 UNRESTRICTED CAPITAL OUTLAY

\$1,745.60

7/16/2025

VOUCHER #7100-26

ONE HUNDRED NINETY THOUSAND SIX HUNDED SIXTY ONE DOLLARS & 51/100

\$190,661.51

0010

\$87,033.11

FEDERAL AND STATE PROJECTS

1126 2026 TITLE I

\$1,867.50

1915 2025 TITLE III

\$130.00

1916 2026 TITLE III

\$6,200.00

2910 MEDICAID PUBLIC SCHOOL DSC

\$13,240.84

3416 2026 TSW

\$400.00

OTHER

5100 FOOD SERVICE

\$700.00

5200 COMMUNITY SERVICE-STAFF DEV

\$125.55

6100 UNRESTRICTED CAPITAL OUTLAY

\$80,964.51

6/25/2025

2631

Nine Hundred and One Thousand Four Hundred Fifteen Dollars and Eighty Three Cents

901,415.83

6/8/2025

6/21/2025

00100	Regular Ed Programs		681,436.79
	301 FUNDS		
01100	301 Base Pay		-
01300	Prop 301 Menu		2,248.09
	FEDERAL AND STATE PROJECTS		
02000	Prop 202		9,214.37
07100	SEI Structured English ELD		23,808.30
11241	2024 Title I		-
11251	2024 Title I		11,464.31
16530	Regular Education		9,983.96
1655	Regular Education		
16640	21st Century Cont		
1915	TITLE III- Bilingual Education		40,898.62
22250	Special Education		-
22450	Special Education		
22730	2023 IDEA Preschool		
26250	JTED		3,649.64
28250	Education for Homeless Children & Youth		
29000	Medicaid Reimbursement		6,201.06
29100	Medicaid Special Education Admin		
31000	JROTC Instruction		3,705.20
34150	Special Education		3,864.27
34600	ESSER III		
35540	Community Services		564.61
38420	Pima Early Education Program		
4570	Bilingual Education		20,253.68
46240	School Safety Program Expansion [2024]		
46600	FTF Pre-K Scholarship		
4685	Early Literacy Grant [2024]		
	OTHER		
51000	Food Service		1,951.34
51500	Civic Center		1,617.03
52000	Community Services		52,266.36
53000	G&D PDG FY20		1,471.71
53100	Family Resource District	28	1,253.08
57000	Indirect Cost		21,331.89
59600	JTED		4,231.52

7/2/2025

2032

Two Hundred Twenty Two Thousand One Hundred Seventy Three Dollars and Eleven Cents

222,173.11

6/22/2025

6/30/2025

00100	Regular Ed Programs		136,773.66
	301 FUNDS		
01100	301 Base Pay		
01300	Prop 301 Menu		
	FEDERAL AND STATE PROJECTS		
02000	Prop 202		
07100	SEI Structured English ELD		
11241	2024 Title I		
11251	2024 Title I		2,110.59
16530	Regular Education		13,290.26
1655	Regular Education		5,493.19
16640	21st Century Cont		6,099.01
1915	TITLE III- Bilingual Education		22,664.87
22250	Special Education		2,141.15
22450	Special Education		
22730	2023 IDEA Preschool		
26250	JTED		
28250	Education for Homeless Children & Youth		
29000	Medicaid Reimbursement		
29100	Medicaid Special Education Admin		
31000	JROTC Instruction		
34150	Special Education		2,647.48
34600	ESSER III		
35540	Community Services		623.76
38420	Pima Early Education Program		
4570	Bilingual Education		12,130.25
46240	School Safety Program Expansion [2024]		
46600	FTF Pre-K Scholarship		
4685	Early Literacy Grant [2024]		
	OTHER		
51000	Food Service		1,170.80
51500	Civic Center		190.70
52000	Community Services		8,566.90
53000	G&D PDG FY20		828.41
53100	Family Resource District	29	661.62
57000	Indirect Cost		5,774.52
59600	JTED		1,005.94

Seven Hundred Fifty Four Dollars and Seventy Two Cents

754.72

6/29/2025

6/30/2025

00100	Regular Ed Programs		754.72
	301 FUNDS		
01100	301 Base Pay		
01300	Prop 301 Menu		
	FEDERAL AND STATE PROJECTS		
02000	Prop 202		
07100	SEI Structured English ELD		
11241	2024 Title I		
11251	2024 Title I		
16530	Regular Education		
1655	Regular Education		
16640	21st Century Cont		
1915	TITLE III- Bilingual Education		
22250	Special Education		
22450	Special Education		
22730	2023 IDEA Preschool		
26250	JTED		
28250	Education for Homeless Children & Youth		
29000	Medicaid Reimbursement		
29100	Medicaid Special Education Admin		
31000	JROTC Instruction		
34150	Special Education		
34600	ESSER III		
35540	Community Services		
38420	Pima Early Education Program		
4570	Bilingual Education		
46240	School Safety Program Expansion [2024]		
46600	FTF Pre-K Scholarship		
4685	Early Literacy Grant [2024]		
	OTHER		
51000	Food Service		
51500	Civic Center		
52000	Community Services		
53000	G&D PDG FY20		
53100	Family Resource District	30	
57000	Indirect Cost		
59600	JTED		

7/10/2025

2701

Two Hundred Ninety Four Thousand Two Hundred Sixty Eight Dollars and Ninety Seven Cents

294,268.97

7/1/2025

7/5/2025

00100	Regular Ed Programs		245,745.23
	301 FUNDS		
01100	301 Base Pay		1,960.00
01300	Prop 301 Menu		
	FEDERAL AND STATE PROJECTS		
02000	Prop 202		
07100	SEI Structured English ELD		
11241	2024 Title I		
11251	2024 Title I		5,874.74
16530	Regular Education		
1655	Regular Education		
16640	21st Century Cont		
1915	TITLE III- Bilingual Education		
22250	Special Education		
22450	Special Education		
22730	2023 IDEA Preschool		
26250	JTED		1,829.03
28250	Education for Homeless Children & Youth		
29000	Medicaid Reimbursement		
29100	Medicaid Special Education Admin		
31000	JROTC Instruction		2,041.95
34150	Special Education		
34600	ESSER III		
35540	Community Services		
38420	Pima Early Education Program		47.86
4570	Bilingual Education		
46240	School Safety Program Expansion [2024]		
46600	FTF Pre-K Scholarship		
4685	Early Literacy Grant [2024]		
	OTHER		
51000	Food Service		1,049.57
51500	Civic Center		
52000	Community Services		12,969.73
53000	G&D PDG FY20		577.80
53100	Family Resource District	31	767.88
57000	Indirect Cost		17,583.50
59600	JTED		3,821.68

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

D-4 July 22, 2025

Agenda Item Number Board Meeting Date

Item: Approval of Requests for Use of District Facilities

Submitted By: Teressa Austin/Monique Mata Date: July 16, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/Monique Mata

Requests for use of district facilities are submitted for approval.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: *Monique Mata* Superintendent: *Kevin Stoltzfus*

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

**Flowing Wells School District
 Facilities Request
 July 22, 2025**

Organization/Contact	Facility	Dates/Times
Class of 68 Reunion	HS Cafeteria	11/01/25 3pm-7pm
Desert Woodcrafters	HS Auto Shop	07/05/25, 08/02/25, 09/6/25, 10/04/25, 11/01/25, 12/06/25 01/03/26, 02/07/26, 03/07/26, 04/04/26, 05/02/26, 06/06/26 All dates are 9am - noon
Southern AZ Woodturners Assoc	HS Auto Shop	07/12/25, 08/09/25, 09/13/25, 10/11/25, 11/08/25 01/10/26, 02/14/26, 03/14/26, 04/11/26, 05/09/26, 06/13/26 All dates are 9am - noon
Thomas, Emanuel (employee)	Laguna Cafeteria	July 12, 2025 5pm-8pm
NANBF Tucson Multiverse Naturals Classic	FWHS Auditorium and 1 Dance classr	Oct 10, 2025 5pm-8pm (auditorium) Oct 11, 2025 9am-4pm (auditorium & dance classroom)

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

D-5
Agenda Item Number

July 22, 2025
Board Meeting Date

Item: Approval of Requests for Open Enrollment

Submitted By: Danielle Rubio/Dr. Tamára McAllister Date: July 16, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/ Dr. Tamára McAllister

Requests for open enrollment students are submitted for approval.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: Tamára McAllister Superintendent: Kevin Stoltzfus

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

FLOWING WELLS SCHOOL DISTRICT
Requests for Admission as Non-Resident Students

July 22, 2025

Recommend approval for the following requests:

- I. Wish to Attend Flowing Wells Schools
 - A. Accept Under Open Enrollment (Exchange)
9 Students
 - B. Accept Under Open Enrollment with Conditions (Conditional)
5 Students
 - C. Denial
13 Students

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

D-7	July 22, 2025
Agenda Item Number	Board Meeting Date

Item: Approval of Requests for Staff Travel

Submitted By: Teresa Austin/Monique Mata Date: July 16, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/ Monique Mata

Staff travel requests are submitted for approval.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: *Monique Mata* Superintendent: *Kevin Stoltzfus*

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

D-8	July 22, 2025
Agenda Item Number	Board Meeting Date

Item: Approval of District Personnel Actions

Submitted By: Stacie Stuart/KaraLynn Miller Date: July 16, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/Dr. Tamara McAllister

District Personnel Actions may include new hires, resignations, terminations, leaves of absence, substitutes, retirements, rehire of designated staff, contract extensions/adjustments, contract language for employment, additional duties, special activities compensation, addendums, performance/merit pay, stipends, termination pay, professional development workshops, athletic compensation, career and technical compensation are submitted for your approval.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: Tamara McAllister Superintendent: Kevin Stoltzfus

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

Flowing Wells School District

Personnel Action Summary

Certified Staff

July 22, 2025

Name	Location	Action to Approve	Pay	FTE/ hrs	Contract Days	Effective Date	Additional Comments
Acker, Elizabeth	Laguna	Elementary Coach - Boys Volleyball	\$500.00	N/A	N/A	2025-2026	Split with another teacher
Adams, Laura	Laguna	Student Council	\$612.00	N/A	N/A	2025-2026	Split with another teacher
Adelstone, Toni	FWJH	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Almodoba, Ammie	Richardson	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Amarillas, Rosa	Laguna	Grade Level Chair - 6th Grade	\$815.00	N/A	N/A	2025-2026	
Amezquita, Dania	FWHS	Transfer from Intensive Resource Teacher at Laguna to IEP Coordinator at HS	Contract Rate	1.0 FTE	209	2025-2026	
Amezquita, Dania	FWHS	Additional Compensation	\$1,500.00	N/A	N/A	2025-2026	SR-1 - Appropriately Certified Special Education - Resource
Anderson, Paige	Davis	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Anguis, Teresa	Douglas	Grade Level Chair - 1st Grade	\$815.00	N/A	N/A	2025-2026	
Antista, Tracey	Douglas	CPI Training	\$20.00/hr	NTE 7.5 hrs	N/A	7/15/2025	
Antista, Tracey	Douglas	IEPPro Coordinator	\$1,500.00	N/A	N/A	2025-2026	
Ascarate, Jennifer	FWJH	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
August, Stuart	FWJH	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Barber, Brie	Douglas	Leadership Meetings	\$20.00/hr	NTE 15 hrs	N/A	2025-2026	
Bennett, Koni	Laguna	Dyslexia Designees Online Training	\$20.00/hr	NTE 45 hrs	N/A	07/01/2025 - 07/30-2025	
Breckenfeld, Nicolas	FWHS	Chemical Storage Closet Clean Out	\$20.00/hr	NTE 8.0 hrs	N/A	06/23/2025 - 06/30/2025	
Brodersen, Olivia	FWJH	New Hire - Science Teacher	\$55,711.00	N/A	N/A	2025-2026	YOE Granted: 0 Years Highest Degree Earned: Masters 39
Brodersen, Olivia	FWJH	Additional Compensation	\$3,910.00	N/A	N/A	2025-2026	Performance Pay Eligibility
Brown, Derek	Richardson	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Brown, Jason	FWHS	Secondary Core Content (7-12) Teaching Resource Sections	\$300.00/section	3 sections	N/A	2025-2026	
Buckley, Nicole	Laguna	School Improvement Team Co-Chairs	\$1,642.00	N/A	N/A	2025-2026	
Buckley, Nicole	Laguna	Head Teacher Includes LEA Rep	\$1,396.00	N/A	N/A	2025-2026	
Bursuk, Lois	FWHS	Assist with Registration, Schedule Changes, Alternative Ed Clean Up	Hrly Rate	NTE 20 hrs	N/A	07/14/2025 - 07/24/2025	
Cadin, Edee	Richardson	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Carswell, Mary	FWHS	Assist with In person Registration	Hrly Rate	NTE 8.0 hrs	N/A	7/10/2025	
Cass, Ashley	Richardson	Facilitating 2 CPI Training Workshops	\$500.00	N/A	N/A	07/14/2025 & 07/15/2025	
Chavez, Astin	Laguna	Elementary Coach - Boys Basketball	\$500.00	N/A	N/A	2025-2026	Split with another teacher
Chavez, Astin	Laguna	Elementary Coach - Flag Football	\$500.00	N/A	N/A	2025-2026	Split with another teacher
Chavez, Astin	Laguna	Grade Level Chair - 1st Grade	\$815.00	N/A	N/A	2025-2026	
Clardy, Emily	Richardson	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Clark, Madison	FWHS	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Clark, Madison	FWHS	Special Olympics - Coach II Coordinator at two Sites	\$1,731.00	N/A	N/A	2025-2026	
Coakley, Lanaiya	FWJH	New Hire - Special Education Intensive Resource Teacher	\$53,537.00	1.0 FTE	213	7/21/2025	YOE Granted: 0 Years Highest Degree Earned: Bachelors
Coakley, Lanaiya	FWJH	Additional Compensation	\$3,000.00	N/A	N/A	2025-2026	IR-1: Appropriately Certified - Intensive Resource
Coakley, Lanaiya	FWJH	Additional Compensation	\$3,910.00	N/A	N/A	2025-2026	Performance Pay Eligibility
Cooke, Kristen	Richardson	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Cooper, Carolyn	FWHS	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	

Flowing Wells School District

Personnel Action Summary

Certified Staff

July 22, 2025

Dakos, Raymond	FWHS	Drill Team/Honor Guard	\$3,752.00	N/A	N/A	2025-2026	
Davis, Alexandra	FWHS	Teacher of Record for FW Online and CTE Courses - Health	Up to \$1,100.00	N/A	N/A	06/23/2025 - 07/09/2025	Summer School Session II Teacher of Record compensation based on number of students
Derrig, Denise	Richardson	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
DeVries, Brandi	Laguna	Social Media	\$489.00	N/A	N/A	2025-2026	
Diaz, Jaime	FWJH	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Duarte, Inez	FWHS	Interact Club Advisor	\$2,794.00	N/A	N/A	2025-2026	
Duran, Mayra	FWHS	Teacher of Record for FW Online and CTE Courses - Spanish 2B	Up to \$1,100.00	N/A	N/A	06/23/2025 - 07/09/2025	
Duran, Mayra	FWHS	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 12 hrs	N/A	06/10/2025 - 06/30/2025	
Duran, Mayra	FWHS	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 12 hrs	N/A	07/01/2025 - 07/25/2025	Modern Language Curriculum Development
Easter, Lillian	FWHS	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Edwards, Bobby	FWHS	Department Chair 31-40 Classes - JROTC	\$1,959.00	N/A	N/A	2025-2026	
Edwards, Bobby	FWHS	Rifle Team High School	\$4,047.00	N/A	N/A	2025-2026	
Edwards, Bobby	FWHS	Raiders Coach	\$3,579.00	N/A	N/A	2025-2026	
Estudillo Martinez, Itzelt	EMELC	Completion of CCEI Trainings	Hrly Rate	NTE 10 hrs	N/A	7/14/2025	
Fanella, Carly	Richardson	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Favela, Karla	Richardson	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Fellenzer, Allison	Richardson	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Ferell, Caitlyn	FWHS	Department Chair 51 or More Classes - English	\$2,571.00	N/A	N/A	2025-2026	
Ferell, Caitlyn	FWHS	National Board Certified Teacher	\$2,500.00	N/A	N/A	2025-2026	
Ferell, Caitlyn	FWHS	Secondary Core Content (7-12) Teaching Resource Sections	\$350.00/section	4 sections	N/A	2025-2026	
Fink, Jillian	Centennial	New Hire - 3rd Grade Teacher	\$53,537.00	1.0 FTE	213	7/21/2025	YOE Granted: 0 Years Highest Degree Earned: Bachelors
Fink, Jillian	Centennial	Additional Compensation	\$3,910.00	N/A	N/A	2025-2026	Performance Pay Eligibility
Finley, Michael	FWHS	Teacher of Record for FW Online and CTE Courses - Economics	Up to \$1,100.00	N/A	N/A	06/23/2025 - 07/09/2025	Summer School Session II Teacher of Record compensation based on number of students
Finley, Michael	FWHS	Percussion Assistant	\$2,250.00	N/A	N/A	2025-2026	
Gallego, Charly	Richardson	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Godlove, Emily	FWJH	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Gossett, Bradley	Laguna	TAT Coordinator up to 25 Meetings	\$271.33	N/A	N/A	2025-2026	Split with 2 other teachers
Gossett, Bradley	Laguna	Grade Level Chair - SPED	\$815.00	N/A	N/A	2025-2026	
Grijalva, Stacey	FWHS	Assist with In person Registration	Hrly Rate	NTE 8.0 hrs	N/A	7/10/2025	
Grijalva, Stacey	FWHS	College 101	\$2,079.00	N/A	N/A	2025-2026	
Grijalva, Stacey	FWHS	Scholarship Coordinator	\$1,635.00	N/A	N/A	2025-2026	
Gutierrez, Alex	FWHS	Teacher of Record for FW Online and CTE Courses - World History B	Up to \$1,100.00	N/A	N/A	06/23/2025 - 07/09/2025	
Gutierrez, Alex	FWHS	National Board Certified Teacher	\$2,500.00	N/A	N/A	2025-2026	
Gutierrez, Kristi	Laguna	Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/31/2025	
Gutierrez, Kristi	Laguna	Yearbook	\$407.50	N/A	N/A	2025-2026	Split with another teacher
Gutierrez, Kristi	Laguna	Grade Level Chair - Kindergarten	\$815.00	N/A	N/A	2025-2026	
Gutierrez, Kristi	Laguna	TAT Coordinator up to 25 Meetings	\$271.33	N/A	N/A	2025-2026	Split with 2 other teachers
Gutierrez, Patricia	EMELC	National Board Certified Teacher	\$2,500.00	N/A	N/A	2025-2026	

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Hartung, Kristina	FWHS	Teacher of Record for FW Online and CTE Courses - Earth and Space Science B	Up to \$1,100.00	N/A	N/A	06/23/2025 - 07/09/2025	
Hartung, Kristina	FWHS	School Improvement Team Co-Chairs	\$1,642.00	N/A	N/A	2025-2026	
Hatfield, Tess	Centennial	CPI Training	\$20.00/hr	NTE 7.5 hrs	N/A	7/14/2025	
Hauger, Emily	FWHS	New Hire - English Teacher	\$55,711.00	1.0 FTE	213	7/21/2025	YOE Granted: 0 Years Highest Degree Earned: Masters Summer School Session II Teacher of Record compensation based on number of students
Hauger, Emily	FWHS	Teacher of Record for FW Online and CTE Courses - English 3B	Up to \$1,100.00	N/A	N/A	06/23/2025 - 07/09/2025	
Hauger, Emily	FWHS	Additional Compensation	\$3,910.00	N/A	N/A	2025-2026	Performance Pay Eligibility
Hauger, Emily	FWHS	Secondary Core Content (7-12) Teaching Resource Sections	\$300.00/section	2 sections	N/A	2025-2026	
Hayes, Ashley-Marie	FWHS	Chemical Storage Closet Clean Out	\$20.00/hr	NTE 4.0 hrs	N/A	06/23/2025 - 06/30/2025	
Hayes, Ashley-Marie	FWHS	Department Chair 51 or More Classes - Science	\$2,571.00	N/A	N/A	2025-2026	
Heinzel, Madisen	Hendricks	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Heiser, Juliette	Hendricks	Provide Support for Students/Staff	Hrly Rate	NTE 15 hrs	N/A	06/03/2025 - 06/05/2025	
Henningson, Marcia	Laguna	Grade Level Chair - 5th Grade	\$815.00	N/A	N/A	2025-2026	
Herman, Laura	Hendricks	Completion of CCEI Trainings	Hrly Rate	NTE 9.0 hrs	N/A	7/14/2025	
Herrera, Marta	Laguna	Grade Level Chair - 3rd Grade	\$815.00	N/A	N/A	2025-2026	
Hester, Carrie	FWHS	Winter Pep Band	\$2,080.00	N/A	N/A	2025-2026	
Hester, Carrie	FWHS	Department Chair 31-40 Classes - Fine Arts	\$1,959.00	N/A	N/A	2025-2026	
Hester, Carrie	FWHS	Instrumental Music/Band	\$4,221.00	N/A	N/A	2025-2026	
Hook, Brian	FWHS	Department Chair: 21-30 Classes - PE	\$1,849.00	N/A	N/A	2025-2026	
Hurst, Melanie	Laguna	Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/31/2025	41
Hurst, Melanie	Laguna	Yearbook	\$407.50	N/A	N/A	2025-2026	Split with another teacher
Jacobson, Kristyn	Richardson	CPI Training	\$20.00/hr	NTE 7.5 hrs	N/A	7/15/2025	
Jacobson, Kristyn	Richardson	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Jacobson, Kristyn	Richardson	Completion of Masters Degree	\$2,174.00	N/A	N/A	2025-2026	
Jeffers, Marva	FWJH	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Jewett, Justin	FWJH	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Jones, Adam	FWHS	Orchestra	\$3,752.00	N/A	N/A	2025-2026	
Jones, Amanda	Richardson	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Kay, Leah	Laguna	Participate in Targeted ELD Walk to Write in Classroom	\$20.00/hr	NTE 3.0 hrs	N/A	7/16/2025	
Kay, Leah	Laguna	Grade Level Chair - 4th Grade	\$815.00	N/A	N/A	2025-2026	
Kay, Lean	Laguna	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Kelly, Cary	FWHS	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Kiecolt, Tyler	Davis	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Kirchoff, Amy	Richardson	Choir	\$1,224.00	N/A	N/A	2025-2026	
Kirchoff, Amy	Richardson	Band	\$886.00	N/A	N/A	2025-2026	
Kirchoff, Amy	Richardson	Orchestra	\$886.00	N/A	N/A	2025-2026	
Kirchoff, Amy	Richardson	District Instrumental Music Coordinator	\$2,794.00	N/A	N/A	2025-2026	
Knipe, Molly	EMELC	Resign - Preschool IEP Coordinator	N/A	N/A	N/A	6/20/2025	
La Rue, Jade	FWHS	CPI Training	\$20.00/hr	NTE 7.5 hrs	N/A	7/15/2025	
Laguna, Jasmyne	Douglas	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	

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Laguna, Jasmyne	Douglas	Grade Level Chair - 2nd Grade	\$815.00	N/A	N/A	2025-2026	
Lainson, Deirdre	FWJH	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Lambson, Cory	FWJH	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Lawton, Mimi	FWHS	Department Chair 31-40 Classes - SPED	\$1,959.00	N/A	N/A	2025-2026	
Lee, Judson	Laguna	Elementary Coach - Boys Basketball	\$500.00	N/A	N/A	2025-2026	Split with another teacher
Lee, Judson	Laguna	Elementary Coach - Girls Basketball	\$500.00	N/A	N/A	2025-2026	Split with another teacher
Lee, Judson	Laguna	Elementary Coach - Girls Basketball	\$500.00	N/A	N/A	2025-2026	Split with another teacher
Lee, Judson	Laguna	Elementary Coach - Cross Country	\$1,000.00	N/A	N/A	2025-2026	
Lee, Judson	Laguna	Elementary Intramural Coordinator - Semester 1	\$837.00	N/A	N/A	2025-2026	
Lee, Judson	Laguna	Elementary Coach - Girls Volleyball	\$1,000.00	N/A	N/A	2025-2026	
Lee, Judson	Laguna	Elementary Intramural Coordinator - Semester 2	\$837.00	N/A	N/A	2025-2026	
Lee, Judson	Laguna	District Elementary Sport Coordinator - Volleyball	\$336.00	N/A	N/A	2025-2026	
Lee, Kristina	FWJH	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Legarra, Amee	Richardson	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Legarra, Amee	Richardson	Elementary Coach - Girls Basketball	\$1,000.00	N/A	N/A	2025-2026	
Legarra, Amee	Richardson	Elementary Coach - Girls Volleyball	\$1,000.00	N/A	N/A	2025-2026	
Legarra, Amee	Richardson	Grand Canyon Trip Coordinator	\$1,351.00	N/A	N/A	2025-2026	
Lewis, Justin	FWJH	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Lewis, Justin	FWJH	Support at Evening Events	\$25.00/hr	NTE 60 hrs	N/A	07/30/2025 - 11/01/2025	42
Lieser, Sadie	Davis	New Hire - Kindergarten Teacher	\$53,537.00	1.0 FTE	213	7/21/2025	YOE Granted: 0 Years Highest Degree Earned: Bachelors
Lieser, Sadie	Davis	Additional Compensation	\$3,910.00	N/A	N/A	2025-2026	Performance Pay Eligibility
Maynes, Nannette	FWJH	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
McArthur, Alexandra	FWHS	Assist with Registration, Schedule Changes, Alternative Ed Clean Up	Hrly Rate	NTE 20 hrs	N/A	07/10/2025 & 07/14/2025 - 07/24/2025	
McCann, Emily	FWJH	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
McClellan, Kyndall	FWJH	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
McIntyre, Chelsea	FWJH	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Mendivil, Samantha	Douglas	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Mendivil, Samantha	Douglas	Head Teacher Includes LEA Rep	\$698.00	N/A	N/A	2025-2026	Split with another teacher
Merrill, Marla	Centennial	New Hire - 5th Grade Teacher	\$55,547.00	1.0 FTE	213	7/21/2025	YOE Granted: 6 Years Highest Degree Earned: Bachelors
Merrill, Marla	Centennial	Additional Compensation	\$3,910.00	N/A	N/A	2025-2026	Performance Pay Eligibility
Meyer, Roisin	SPHS	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Miller, Stormy	FWHS	Teacher of Record for FW Online and CTE Courses - English 2B	Up to \$1,100.00	N/A	N/A	06/23/2025 - 07/09/2025	
Molina, Angela	Laguna	Science Fair Coordinator	\$600.00	N/A	N/A	2025-2026	
Monarez, Federica	FWHS	Link Crew Advisor	\$2,220.00	N/A	N/A	2025-2026	
Neria, Sophia	Douglas	Grade Level Chair - 3rd Grade	\$815.00	N/A	N/A	2025-2026	
Nilson, Seth	FWJH	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Noriega, Lorena	Davis	Participate in Targeted ELD Walk to Write in Classroom	\$20.00/hr	NTE 3.0 hrs	N/A	7/16/2025	
Northrup, Emily	Laguna	Student Council	\$612.00	N/A	N/A	2025-2026	Split with another teacher
Northrup, Emily	Laguna	Band	\$886.00	N/A	N/A	2025-2026	
Northrup, Emily	Laguna	Orchestra	\$886.00	N/A	N/A	2025-2026	
Northrup, Emily	Laguna	Choir	\$1,224.00	N/A	N/A	2025-2026	
Northrup, Emily	Laguna	Leadership Meetings	\$20.00/hr	NTE 10 hrs	N/A	2025-2026	
Northrup, Emily	Laguna	Elementary Coach - Cross Country	\$1,000.00	N/A	N/A	2025-2026	
Northrup, Emily	Laguna	Elementary Coach - Boys Volleyball	\$500.00	N/A	N/A	2025-2026	Split with another teacher

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Oates, Martinique	Douglas	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Oquendo, Jennifer	EMELC	Transfer from Intensive Resource Teacher at Laguna to IEP Coordinator at EMELC	Contract Rate	1.0 FTE	209	2025-2026	
Oquendo, Kaitlyn	Laguna	CPI Training	\$20.00/hr	NTE 7.5 hrs	N/A	7/14/2025	
Pakka, Robin	FWHS	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Pepe, Michael	Richardson	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Pepe, Michael	Richardson	Grade Level Chair - 3rd Grade	\$815.00	N/A	N/A	2025-2026	
Pieroway, Karl	SPHS	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Pierson, Amy	FWHS	Assist with Registration, Schedule Changes, Alternative Ed Clean Up	Hrly Rate	NTE 20 hrs	N/A	07/14/2025 - 07/24/2025	
Pierson, Amy	FWHS	Department Chair 5-10 Classes - Counseling	\$1,629.00	N/A	N/A	2025-2026	
Pike, Dache	FWHS	New Hire - Culinary Arts Teacher	\$53,537.00	1.0 FTE	213	7/21/2025	YOE Granted: 0 Years Highest Degree Earned: Bachelors
Pike, Dache	FWHS	Additional Compensation	\$3,910.00	N/A	N/A	2025-2026	Performance Pay Eligibility
Pina, Laura	Davis	Participate in Targeted ELD Walk to Write in Classroom	\$20.00/hr	NTE 3.0 hrs	N/A	7/16/2025	
Pundt, Destiny	Richardson	Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/23/2025	
Pundt, Destiny	Richardson	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Quintana, Jazmin	FWJH	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Ramirez, Bibiana	FWHS	Assist with Registration, Schedule Changes, Alternative Ed Clean Up	Hrly Rate	NTE 20 hrs	N/A	07/10/2025 & 07/14/2025 - 07/24/2025	43
Reynolds, Caitlin	FWHS	Prom Advisor	\$1,682.00	N/A	N/A	2025-2026	Split with another staff member
Rheinheimer, Katie	FWJH	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Rios, Veronica	Douglas	Grade Level Chair - 4th Grade	\$815.00	N/A	N/A	2025-2026	
Rodriguez, Isabella	FWJH	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Rodriguez, Isabella	FWJH	New Hire - Science Teacher	\$55,711.00	N/A	N/A	2025-2026	YOE Granted: 0 Years Highest Degree Earned: Masters
Rodriguez, Isabella	FWJH	Additional Compensation	\$3,910.00	N/A	N/A	2025-2026	Performance Pay Eligibility
Ruiz, Mario	FWHS	Teacher of Record for FW Online and CTE Courses - Spanish 1B	Up to \$1,100.00	N/A	N/A	06/23/2025 - 07/09/2025	Summer School Session II Teacher of Record compensation based on number of students
Ruiz, Mario	FWJH	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Salazar, Isabela	Davis	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Saltrick, Danielle	FWHS	Resign - IEP Coordinator	N/A	N/A	N/A	6/25/2025	
Sanchez, Ana	FWHS	Facilitating 2 CPI Training Workshops	\$500.00	N/A	N/A	07/14/2025 & 07/15/2025	
Sauber, Angela	FWJH	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Scarborough, Kiersten	Centennial	New Hire - 5th Grade Teacher	\$53,537.00	1.0 FTE	213	7/21/2025	YOE Granted: 0 Years Highest Degree Earned: Bachelors
Scarborough, Kiersten	Centennial	Additional Compensation	\$500.00	N/A	N/A	2025-2026	BE-2: Bilingual Endorsement
Scarborough, Kiersten	Centennial	Additional Compensation	\$3,910.00	N/A	N/A	2025-2026	Performance Pay Eligibility
Schiess, Vanessa	Hendricks	Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/25/2025	
Schiess, Vanessa	Hendricks	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Schladweiler, Katherine	Richardson	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Schladweiler, Katherine	Richardson	Grade Level Chair - 6th Grade	\$815.00	N/A	N/A	2025-2026	
Schladweiler, Katherine	Richardson	Science Fair Coordinator	\$300.00	N/A	N/A	2025-2026	Split with another teacher

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Shepard, Crystal	FWJH	CPI Training	\$20.00/hr	NTE 7.5 hrs	N/A	7/15/2025	
Smith, Christy	FWHS	Dance Sponsor	\$3,752.00	N/A	N/A	2025-2026	
Spiece, Ellyvana	FWJH	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Stiff, Kathrine	FWHS	Teacher of Record for FW Online and CTE Courses - Economics	Up to \$1,100.00	N/A	N/A	06/23/2025 - 07/09/2025	
Stretton, Jennifer	Richardson	Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/23/2025	
Stretton, Jennifer	Richardson	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Stretton, Jennifer	Richardson	Grade Level Chair - Kindergarten	\$815.00	N/A	N/A	2025-2026	
Stretton, Jennifer	Richardson	Yearbook	\$815.00	N/A	N/A	2025-2026	
Terpning, Cheryl	FWHS	National Board Certified Teacher	\$2,500.00	N/A	N/A	2025-2026	
Terpning, Cheryl	FWHS	Sky School Trip Coordinator	\$1,798.00	N/A	N/A	2025-2026	
Thomas, Emanuel	Laguna	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Thompson, Adam	FWHS	Teacher of Record for FW Online and CTE Courses - English 1B	Up to \$1,100.00	N/A	N/A	06/23/2025 - 07/09/2025	
Tovar, Martha	Douglas	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Tracy, Tara	FWJH	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Trausch, Matthew	FWJH	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Urquidez, Alberto	FWHS	Department Chair 11-20 Classes - Modern Language	\$1,735.00	N/A	N/A	2025-2026	
Urquidez, Alberto	FWHS	Challenge Testing Coordinator - Spanish Only	\$1,182.00	N/A	N/A	2025-2026	
Urquidez, Alberto	FWHS	Biliteracy Testing Coordinator	\$1,182.00	N/A	N/A	2025-2026	
Urquidez, Maricela	Douglas	Participate in Targeted ELD Walk to Write in Classroom	\$20.00/hr	NTE 3.0 hrs	N/A	7/16/2025	44
Valdez, Monica	Hendricks	CPI Training	\$20.00/hr	NTE 7.5 hrs	N/A	7/15/2025	
Valencia, Alycia	Douglas	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Varas-Nelson, Cora	Douglas	Participate in Targeted ELD Walk to Write in Classroom	\$20.00/hr	NTE 3.0 hrs	N/A	7/16/2025	
Varas-Nelson, Cora	Douglas	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Vasquez, Kassandra	FWHS	New Hire - Dance Teacher	\$54,587.00	1.0 FTE	213	7/21/2025	YOE Granted: 3 years Highest Degree Earned: Bachelors
Vasquez, Kassandra	FWHS	Additional Compensation	\$3,910.00	N/A	N/A	2025-2026	Performance Pay Eligibility
Villalobos, Ellen	Douglas	Grade Level Chair - 6th Grade	\$815.00	N/A	N/A	2025-2026	
Walker, Kent	FWHS	Teacher of Record for FW Online and CTE Courses - US History B	Up to \$1,100.00	N/A	N/A	06/23/2025 - 07/09/2025	
Warner, Laura	FWJH	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
White, Emily	Richardson	New Hire - 5th Grade Teacher	\$53,537.00	1.0 FTE	213	7/21/2025	YOE Granted: 0 Years Highest Degree Earned: Bachelors
Wilson, Amanda	Douglas	Summer Curriculum Work	\$20.00/hr	NTE 10 hrs	N/A	07/14/2025 - 07/25/2025	
Wingate, Jeanette	FWHS	Academic Decathlon	\$3,086.00	N/A	N/A	2025-2026	
Wofford, Erica	Hendricks	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 6.0 hrs	N/A	05/27/2025 - 06/3/2025	5th Grade Science Curriculum

LEGEND:

Pay: Total compensation minus Performance Pay

The Additional Comments section detail additional compensation.

NTE: Not To Exceed

BOY: Balance of Year

FTE: Full Time Equivalent

YOE: Years of Experience (\$350.00 per year for certified/professional; \$0.20 per hour for classified)

(P): Prorated due to date of hire and/or less than 1.0 FTE

CEIP: College Credit by Exam Incentive Program

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Support Staff

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Name	Location	Action to Approve	Pay	FTE/ hrs	Contract Days	Effective Date	Additional Comments
Abeytia, Callista	EMELC	Additional Hours - Back to School Meeting	Hrly Rate	NTE 2.0 hrs	N/A	7/28/2025	
Aguirre, Cesar	Transportation	Additional Hours - Calling Parents, Setting up Routes for SPED Students	Hrly Rate	NTE 6.0 hrs/day	N/A	07/24/2025 & 07/25/2025	
Aguirre, Cesar	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2039	
Allison, Madelyn	Community Schools	Rehire - Community Schools Instructional Assistant Substitute	\$15.88/hr	As Needed	N/A	7/21/2025	
Allison, Madelyn	Community Schools	Additional Hours - Opening Assembly	Hrly Rate	NTE 3.5 hrs	N/A	7/30/2025	
Angeles, Ana	Transportation	Additional Hours - Calling Parents, Setting up Routes for SPED Students	Hrly Rate	NTE 6.0 hrs/day	N/A	07/24/2025 & 07/25/2025	
Angeles, Ana	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2034	
Ayala, Valerie	Transportation	Additional Hours - Calling Parents, Setting up Routes for SPED Students	Hrly Rate	NTE 6.0 hrs/day	N/A	07/24/2025 & 07/25/2025	
Ayala, Valerie	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2025	
Bailey Jessica	EMELC	Additional Hours - Back to School Meeting	Hrly Rate	NTE 2.0 hrs	N/A	7/28/2025	
Bejarano, Marissa	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Boeck, Jessica	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Brown, Deilyn	FWHS	Additional Hours - CPI Training	Hrly Rate	NTE 7.5 hrs	N/A	7/14/2025	
Caiz, Emilio	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2040	
Cardenas Valdez, Cynthia	Richardson	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Casarez, Brendon	Laguna	Additional Hours - CPI Training	Hrly Rate	NTE 7.5 hrs	N/A	7/14/2025	
Casarez, Brendon	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	45
Casarez, Brendon	Laguna	Crossing Guard Duty	\$15.80/hr	NTE 1.0 hrs/day	N/A	2025-2026	
Clark, Angela	EMELC	Additional Hours - Back to School Meeting	Hrly Rate	NTE 2.0 hrs	N/A	7/28/2025	
Cooley, Denise	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Cooley, Denise	Laguna	Additional Hours - Classroom Setup Help for Maternity Leave	Hrly Rate	NTE 24 hrs	N/A	07/01/2025 - 07/10/2025	
Cooley, Denise	Laguna	Crossing Guard Duty	\$15.80/hr	NTE 1.0 hrs/day	N/A	2025-2026	
Cordero, Briana	FWHS	Additional Hours - CPI Training	Hrly Rate	NTE 7.5 hrs	N/A	7/14/2025	
Cruz Paiz, Lus	Douglas	Resign - English Language Learner (ELL) Instructional Assistant	N/A	N/A	N/A	7/10/2025	
D'Arpino, Dominic	EMELC	Additional Hours - Back to School Meeting	Hrly Rate	NTE 2.0 hrs	N/A	7/28/2025	
Delgado, Tiffany	Richardson	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Dunn, Amy	Community Schools	Amend Transfer Start Date from Davis to Hendricks	Hrly Rate	4.0 hrs/day	261 (P)	7/28/2025	
Duran, Patricia	FWHS	Additional Hours - Support High School Registrar Transition	Hrly Rate	NTE 10 hrs/week	N/A	07/01/2025 - 07/31/2025	
Duran, Patricia	FWHS	Scorekeeper - Volleyball & Basketball	Minimum Wage	NTE 5.0 hrs/night	N/A	2025-2026	
Eldred, Jessica	Community Schools	Additional Hours - Opening Assembly	Hrly Rate	NTE 3.5 hrs	N/A	7/30/2025	
Farrand, Catherine	EMELC	Additional Hours - Back to School Meeting	Hrly Rate	NTE 2.0 hrs	N/A	7/28/2025	
Flores, Ricardo	Maintenance	Additional Hours - Security Responsibilities	Hrly Rate	NTE 5.0 hrs/week	N/A	2025-2026	Sentinel Peak, Richardson, Hendricks, Laguna, ESS. Maintenance, and Transportation
Gallardo, Marcus	Transportation	Additional Hours - Calling Parents, Setting up Routes for SPED Students	Hrly Rate	NTE 6.0 hrs/day	N/A	07/24/2025 & 07/25/2025	
Gallardo, Marcus	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2037	
Gilmore, April	FWJH	Resign - Special Education Teaching Assistant II	N/A	N/A	N/A	7/3/2025	
Gonzalez, Ana	ESS	Additional Hours - ESS Meeting	Hrly Rate	NTE 6.0 hrs	N/A	7/24/2025	
Gonzalez, Santa	Richardson	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Gonzalez-Coronado, Naidelyn	EMELC	Additional Hours - Back to School Meeting	Hrly Rate	NTE 2.0 hrs	N/A	7/28/2025	
Harris, Leticia	Douglas	Discretionary Summer Administrative Tasks	Hrly Rate	NTE 3.0 hrs	N/A	7/9/2025	
Harrison, Lilyan	Transportation	Additional Hours - Washing Buses	Hrly Rate	NTE 4.0 hrs/day	N/A	07/01/2025 - 07/10/2025	

Flowing Wells School District
Personnel Action Summary

Support Staff

July 22, 2025

Harrison, Lilyan	Transportation	Additional Hours - Calling Parents, Setting up Routes for SPED Students	Hrly Rate	NTE 6.0 hrs/day	N/A	07/24/2025 & 07/25/2025	
Harrison, Lilyan	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2031	
Hatlevig, Claudia	Centennial	Transfer from Program Assistant - Specialized Programs at Sentinel Peak to English Language Learner (ELL) Instructional Assistant at Centennial	\$17.29/hr	6.50 hrs/day	195	7/8/2025	Pay differential increase of \$0.02/hr
Hatlevig, Claudia	Centennial	Additional Hours - AZELLA Training	Hrly Rate	NTE 12 hrs	N/A	07/08/2025 - 07/17/2025	
Hatlevig, Claudia	Centennial	Additional Hours - AZELLA Placement Testing	\$17.00/hr	NTE 10 hrs	N/A	07/17/2025 - 07/25/2025	
Heder, John	FWJH	Transfer from Special Education Teaching Assistant I / Instructional Assistant at Centennial to Special Education Teaching Assistant II	\$19.26/hr	7.50 hrs/day	196	7/29/2025	Differential increase of \$0.28/hr
Hejl, Shannon	FWHS	Scorekeeper - Volleyball & Basketball	Minimum Wage	NTE 5.0 hrs/night	N/A	2025-2026	
Hernandez Ramos, Lluvia	Transportation	Additional Hours - Calling Parents, Setting up Routes for SPED Students	Hrly Rate	NTE 6.0 hrs/day	N/A	07/24/2025 & 07/25/2025	
Hernandez Ramos, Lluvia	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2043	
Hernandez, Kelly	Laguna	Additional Hours - AZELLA Training	Hrly Rate	NTE 12 hrs	N/A	07/01/2025 - 07/17/2025	
Herrera, Beatriz	EMELC	Additional Hours - CCEI Classes	Hrly Rate	NTE 9.0 hrs	N/A	7/7/2025	
Herrera, Beatriz	EMELC	Additional Hours - Back to School Meeting	Hrly Rate	NTE 2.0 hrs	N/A	7/28/2025	
Hillman, Tina	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Hinton, Melanie	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Hinton, Melanie	FWHS	Ticket Taker	Minimum Wage	NTE 5.0 hrs/night	N/A	2025-2026	
Holder, Tanya	Laguna	Additional Hours - CPI Training	Hrly Rate	NTE 7.5 hrs	N/A	7/15/2025	
Holder, Tanya	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	46
Hume-Mathern, Ryan	Laguna	New Hire - Special Education Teaching Assistant II	\$16.57/hr	6.50 hrs/day	196	7/29/2025	
Jones, Mindi	Centennial	Discretionary Summer Administrative Tasks	Hrly Rate	NTE 3.0 hrs	N/A	7/14/2025	
Jones, Mindi	Centennial	Additional Hours - IMC Training/Summer Administrative Discretionary Hours	Hrly Rate	NTE 8.0 hrs	N/A	06/18/2025 - 06/30/2025	
Jones, Ronnie	Transportation	Additional Hours - Football Camp Driver	Hrly Rate	NTE 10 hrs/day	N/A	07/21/2025 - 07/26/2025	
Jones, Ronnie	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2025	
Joyner, Holli	FWHS	Additional Hours - CPI Training	Hrly Rate	NTE 7.5 hrs	N/A	7/14/2025	
Kane, Cheryle	FWHS	New Hire - Operations Specialist (Career and Technical Education)	\$19.01/hr	8.0 hrs/day	261	7/1/2025	YOE Granted: 8 years Highest Degree Earned: Associates
Karpe, Andrea	EMELC	Additional Hours - Back to School Meeting	Hrly Rate	NTE 2.0 hrs	N/A	7/28/2025	
Kellogg, Brianna	Centennial	New Hire - Special Education Teaching Assistant I	\$16.69/hr	6.0 hrs/day	195	7/30/2025	YOE Granted: 2 years
Kellum, Hayley	Laguna	New Hire - Special Education Teaching Assistant II	\$16.77/hr	6.50 hrs/day	196	7/29/2025	YOE Granted: 1 year
Kishbaugh, Rosalva	EMELC	Additional Hours - Back to School Meeting	Hrly Rate	NTE 2.0 hrs	N/A	7/28/2025	
Knickerbocker, Michael	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2029	
Lavayen, Carlos	Douglas	Transfer from Instructional Assistant to English Language Learner (ELL) Instructional Assistant	\$16.69/hr	7.0 hrs/day	195	7/30/2025	Differential increase of \$0.53/hr
Lavayen, Carlos	Douglas	Additional Hours - AZELLA Training	Hrly Rate	NTE 12 hrs	N/A	07/14/2025 - 07/17/2025	
Lavayen, Carlos	Douglas	Additional Hours - AZELLA Testing	\$17.00/hr	NTE 10 hrs	N/A	07/17/2025 - 07/25/2025	
Ledesma, Aileen	EMELC	Additional Hours - Back to School Meeting	Hrly Rate	NTE 2.0 hrs	N/A	7/28/2025	
Ledesma, Maria	FWHS	Additional Hours - Registration	Hrly Rate	NTE 11 hrs	N/A	07/07/2025 - 07/11/2025	
Leistman, Christopher	Transportation	Additional Hours - Calling Parents, Setting up Routes for SPED Students	Hrly Rate	NTE 6.0 hrs/day	N/A	07/24/2025 & 07/25/2025	
Leistman, Christopher	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2035	
Long, Karen	FWHS	New Hire - Administrative Assistant to Guidance Services	\$18.27/hr	8.0 hrs/day	215	7/16/2025	YOE Granted: 8 years
Long, Karen	FWHS	Additional Hours - HS Registration	Hrly Rate	NTE 32 hrs	N/A	07/07/2025 - 07/10/2025	
Lopez, Zoe	FWHS	Prom Advisor	\$1,682.00	N/A	N/A	2025-2026	Split with another staff member

Flowing Wells School District
Personnel Action Summary

Support Staff

July 22, 2025

Lovio, Deborah	Richardson	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Lugo Araujo, Rocio	Laguna	Additional Hours - CPI Training	Hrly Rate	NTE 7.5 hrs	N/A	7/14/2025	
Lujan, Fernanda	Laguna	New Hire - Special Education Teaching Assistant II	\$16.97/hr	6.50 hrs/day	196	7/29/2025	Highest Degree Earned: Bachelors
Madrid-Sharff, Danielle	FWHS	Social Media Coordinator	\$1,672.00	N/A	N/A	2025-2026	
Makower, Kurt	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2044	
Marcial Morales, Brenda	Laguna	New Hire - Special Education Teaching Assistant II	\$16.97/hr	6.50 hrs/day	196	7/29/2025	YOE Granted: 2 years
Martell, Margaret	Centennial	New Hire - Elementary Library Technician	\$18.04/hr	6.0 hrs/day	207	7/17/2025	YOE Granted: 1 year Highest Degree Earned: Bachelors
Martinez, Isabella	Laguna	New Hire - Reading Instructional Assistant	\$16.29/hr	6.0 hrs/day	195	7/30/2025	
Martinez, Olivia	EMELC	Additional Hours - Staff Meeting	Hrly Rate	NTE 2.0 hrs	N/A	7/28/2026	
Mathern, Tyler	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Mathern, Tyler	Laguna	Crossing Guard Duty	\$15.80/hr	NTE 1.0 hrs/day	N/A	2025-2026	
McGovern, Holly	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2025	
McGury, Tina	Douglas	Discretionary Summer Administrative Tasks	Hrly Rate	NTE 16 hrs	N/A	07/01/2025 - 07/16/2025	
Michaelson, Joanne	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Morain, Mary	EMELC	Additional Hours - Back to School Meeting	Hrly Rate	NTE 2.0 hrs	N/A	7/28/2025	
Morales, Maritza	FWHS	Additional Hours - CPI Training	Hrly Rate	NTE 7.5 hrs	N/A	7/14/2025	
Mosqueira Molina, Lorena	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2041	
Mostella, Destiny	EMELC	Additional Hours - CPI Training	Hrly Rate	NTE 7.5 hrs	N/A	7/15/2025	
Mostella, Destiny	EMELC	Additional Hours - Back to School Meeting	Hrly Rate	NTE 2.0 hrs	N/A	7/28/2025	
Olivia Hinton	Laguna	New Hire - Special Education Teaching Assistant II	\$16.57/hr	6.50 hrs/day	196	7/29/2025	
Olson, Kirsten	Laguna	New Hire - Instructional Media Center (IMC) Coordinator	\$16.37/hr	6.0 hrs/day	215	7/16/2025	
Olvera, Blanca	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	47
Olvera, Blanca	FWHS	Ticket Taker	Minimum Wage	NTE 5.0 hrs/night	N/A	2025-2026	
Paraga, Jose	Transportation	Additional Hours - Cleaning Buses	Hrly Rate	NTE 4.0 hrs/day	N/A	07/01/2025 - 07/10/2025	
Parga, Jose	Transportation	Additional Hours - Calling Parents, Setting up Routes for SPED Students	Hrly Rate	NTE 6.0 hrs/day	N/A	07/24/2025 & 07/25/2025	
Parga, Jose	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2025	
Parker, Shawnette	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2045	
Parks, Tara	Transportation	Additional Hours - Calling Parents, Setting up Routes for SPED Students	Hrly Rate	NTE 6.0 hrs/day	N/A	07/24/2025 & 07/25/2025	
Parks, Tara	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2025	
Parra, Christina	EMELC	Additional Hours - Back to School Meeting	Hrly Rate	NTE 2.0 hrs	N/A	7/28/2025	
Peralta, Ines-Marie	Transportation	Additional Hours - Calling Parents, Setting up Routes for SPED Students	Hrly Rate	NTE 6.0 hrs/day	N/A	07/24/2025 & 07/25/2025	
Peralta, Ines-Marie	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2036	
Pettijohn, Kayla	EMELC	Additional Hours - Back to School Meeting	Hrly Rate	NTE 2.0 hrs	N/A	7/28/2025	
Placko, Stephenie	Community Schools	New Hire - Community Schools Instructional Assistant	\$16.08/hr	4.0 hrs/day	261 (P)	7/21/2025	YOE Granted: 1 year
Portillo, Santa	Maintenance	Transfer from Substitute Night Custodian to Custodian - Night	\$15.90/hr	8.0 hrs/day	261 (P)	6/23/2025	YOE Granted: 2 years
Portillo, Santa	Maintenance	Additional Compensation	\$200.00 (P)	N/A	N/A	2024-2025	SA-2: Shoe Allowance
Ra'Mirez, Tyrone	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2028	
Reynoso Enciso, Brenda	Community Schools	Additional Hours - Opening Assembly	Hrly Rate	NTE 3.5 hrs	N/A	7/30/2025	
Rivera, Luis	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2025	
Sanchez, Maria	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2025	

Flowing Wells School District
Personnel Action Summary

Support Staff

July 22, 2025

Scardaville, Anthony	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2038	
Schipull, Jay	FWHS	New Hire - Special Education Teaching Assistant I	\$16.49/hr	7.5 hrs/day	195	7/30/2025	Highest Degree Earned: Associates
Smith, Oliver	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2025	
Sutera, Andrea	Davis	Resign - Reading Instructional Assistant	N/A	N/A	N/A	7/2/2025	
Tankersley, Kimberly	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2033	
Tascarella, Lupita	FWHS	Ticket Taker	Minimum Wage	NTE 5.0 hrs/night	N/A	2025-2026	
Thomas, Pilar	EMELC	Additional Hours - CPI Training	Hrly Rate	NTE 7.5 hrs	N/A	7/15/2025	
Thomas, Pilar	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Tipton, Joey	Transportation	Additional Hours - Calling Parents, Setting up Routes for SPED Students	Hrly Rate	NTE 6.0 hrs/day	N/A	07/24/2025 & 07/25/2025	
Tipton, Joey	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2026	
Tipton, Joey	FWHS	Football Chain Gang	Minimum Wage	NTE 5.0 hrs/night	N/A	2025-2026	
Torregrosa, Dennis	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2030	
Trudeau, Alexandra	FWHS	Additional Hours - CPI Training	Hrly Rate	NTE 7.5 hrs	N/A	7/14/2025	
Trudeau, Alexandra	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Trudeau, Alexandra	Laguna	Crossing Guard Duty	\$15.80/hr	NTE 1.0 hrs/day	N/A	2025-2026	
Varela, Jose Luis	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2042	
Vaughan, Luke	Maintenance	Transfer from HVAC - Electrical Technician to HVAC - Senior Electrical Technician	\$29.90/hr	8.0 hrs/day	261	7/1/2025	48 Pay differential increase of \$8.03/hr
Velderrain, Freedom	Richardson	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Velderrain, Freedom	Richardson	Crossing Guard Duty	\$15.80/hr	NTE 1.0 hrs/day	N/A	2025-2026	
Villandry, Debbie	Community Schools	Additional Hours - Absence Coverage	Hrly Rate	NTE 2.0 hrs	N/A	7/15/2025	
Villalobos, Alissa	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2032	
West, Jennifer	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	7/28/2025	
Williams, Mecayla	Transportation	Additional Hours - Calling Parents, Setting up Routes for SPED Students	Hrly Rate	NTE 6.0 hrs/day	N/A	07/24/2025 & 07/25/2025	
Williams, Mecayla	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2027	
Zepeda, Maria	Transportation	Additional Hours - Calling Parents, Setting up Routes for SPED Students	Hrly Rate	NTE 6.0 hrs/day	N/A	07/24/2025 & 07/25/2025	
Zepeda, Maria	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2025 & 07/29/2025	

LEGEND:

Pay: Total compensation minus Performance Pay

The Additional Comments section detail additional compensation.

NTE: Not To Exceed

BOY: Balance of Year

FTE: Full Time Equivalent

YOE: Years of Experience (\$350.00 per year for certified/professional; \$0.20 per hour for classified)

(P): Prorated due to date of hire and/or less than 1.0 FTE

CEIP: College Credit by Exam Incentive Program

Flowing Wells School District
Personnel Action Summary
Volunteers
July 22, 2025

Name	<u>Volunteer Location 1</u>	<u>Volunteer Location 2</u>	Volunteer Location 3	Volunteer Location 4
None for this meeting.				

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

D-9
Agenda Item Number

July 22, 2025
Board Meeting Date

Item: Review of District Financial Statements

Submitted By: Esteban Jimenez/Monique Mata Date: July 17, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/Monique Mata

Review of Student Activity Balance Sheets and Auxiliary Operations Year-to-Date budget reports as of June 30, 2025.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: *Monique Mata* Superintendent: *Kevin Stoltzfus*

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8



YEAR-TO-DATE BUDGET REPORT

FOR 2025 12		JOURNAL DETAIL 2025 10 TO 2025 13						
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
5250 AUXILIARY OPERATIONS								
020 SENTINEL PEAK								
8000 GENERAL	3,491.47	262.00	3,753.47	752.64	.00	3,000.83	20.1%	
8230 VENDING SALES	1,357.67	.00	1,357.67	.00	.00	1,357.67	.0%	
8348 GRADUATION	2,670.00	1,580.00	4,250.00	1,536.90	.00	2,713.10	36.2%	
TOTAL SENTINEL PEAK	7,519.14	1,842.00	9,361.14	2,289.54	.00	7,071.60	24.5%	
110 CENTENNIAL ELEMENTARY								
8000 GENERAL	21,771.81	3,727.00	25,498.81	3,428.16	.00	22,070.65	13.4%	
8001 FIRST GRADE	335.70	200.00	535.70	510.00	.00	25.70	95.2%	
8002 SECOND GRADE	623.80	.00	623.80	226.10	.00	397.70	36.2%	
8003 THIRD GRADE	57.32	.00	57.32	.00	.00	57.32	.0%	
8004 FOURTH GRADE	.25	.00	.25	.00	.00	.25	.0%	
8005 FIFTH GRADE	909.20	.00	909.20	220.00	.00	689.20	24.2%	
8006 SIXTH GRADE	183.30	.00	183.30	.00	.00	183.30	.0%	
8013 KINDERGARTEN	1,870.00	910.00	2,780.00	.00	.00	2,780.00	.0%	
8032 BAND	2,388.67	440.00	2,828.67	2,302.84	.00	525.83	81.4%	
8048 CAMPOUT SIXTH GRADE	927.61	.00	927.61	.00	.00	927.61	.0%	
8084 FIELD TRIP	6,101.29	4,413.00	10,514.29	3,712.21	.00	6,802.08	35.3%	
8115 LOVE OF READING	432.57	700.00	1,132.57	957.35	.00	175.22	84.5%	
8126 ORCHESTRA	2,240.97	754.00	2,994.97	1,591.71	.00	1,403.26	53.1%	
8188 MUSIC	1,255.51	.00	1,255.51	.00	.00	1,255.51	.0%	
8230 VENDING SALES	690.82	218.68	909.50	.00	.00	909.50	.0%	
8252 LOST LIBRARY BOOKS	84.83	28.52	113.35	84.83	.00	28.52	74.8%	
TOTAL CENTENNIAL ELEMENTARY	39,873.65	11,391.20	51,264.85	13,033.20	.00	38,231.65	25.4%	
120 HOMER DAVIS ELEMENTARY								
0575 COMPUTER DAMAGES STUDENTS	310.99	.00	310.99	.00	.00	310.99	.0%	
8000 GENERAL	42,510.65	13,966.95	56,477.60	17,211.19	.00	39,266.41	30.5%	
8013 KINDERGARTEN	145.91	.00	145.91	.00	.00	145.91	.0%	
8032 BAND	3,527.40	700.00	4,227.40	2,226.99	.00	2,000.41	52.7%	

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8



YEAR-TO-DATE BUDGET REPORT

FOR 2025 12		JOURNAL DETAIL 2025 10 TO 2025 13						
	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
8084 FIELD TRIP	19,842.71	1,317.00	21,159.71	.00	.00	21,159.71	.0%	
8126 ORCHESTRA	2,062.30	652.00	2,714.30	1,409.48	.00	1,304.82	51.9%	
8188 MUSIC	364.35	336.00	700.35	348.01	.00	352.34	49.7%	
8242 BOOK FAIRS	76.20	3,318.90	3,395.10	3,318.90	.00	76.20	97.8%	
8246 NUTRITIONAL SNACK PROGRAM	8,500.00	4,500.00	13,000.00	11,389.13	.00	1,610.87	87.6%	
8252 LOST LIBRARY BOOKS	196.04	112.88	308.92	196.04	.00	112.88	63.5%	
8264 GRAND CANYON TRIP	15,829.76	7,462.00	23,291.76	9,286.93	.00	14,004.83	39.9%	
8999 CASH OVER/SHORT	.00	-34.00	-34.00	.00	.00	-34.00	.0%	
TOTAL HOMER DAVIS ELEMENTARY	93,366.31	32,331.73	125,698.04	45,386.67	.00	80,311.37	36.1%	
130 DOUGLAS ELEMENTARY								
8000 GENERAL	62,520.66	5,009.00	67,529.66	7,427.87	.00	60,101.79	11.0%	
8001 FIRST GRADE	240.27	.00	240.27	.00	.00	240.27	.0%	
8002 SECOND GRADE	1,400.38	.00	1,400.38	449.00	.00	951.38	32.1%	
8003 THIRD GRADE	725.96	.00	725.96	683.00	.00	42.96	94.1%	
8005 FIFTH GRADE	66.46	.00	66.46	.00	.00	66.46	.0%	
8006 SIXTH GRADE	859.19	.00	859.19	.00	.00	859.19	.0%	
8013 KINDERGARTEN	1,749.76	.00	1,749.76	168.75	.00	1,581.01	9.6%	
8032 BAND	4,763.48	1,920.00	6,683.48	4,790.95	.00	1,892.53	71.7%	
8084 FIELD TRIP	10,008.03	1,936.00	11,944.03	1,838.40	.00	10,105.63	15.4%	
8110 K-KIDS	3,990.09	200.00	4,190.09	167.40	.00	4,022.69	4.0%	
8126 ORCHESTRA	2,700.00	60.00	2,760.00	2,171.61	.00	588.39	78.7%	
8188 MUSIC	3,239.30	50.00	3,289.30	357.45	.00	2,931.85	10.9%	
8189 SCIENCE	1,747.47	162.00	1,909.47	.00	.00	1,909.47	.0%	
8193 LOST TEXTBOOKS	88.00	108.47	196.47	88.00	.00	108.47	44.8%	
8242 BOOK FAIRS	886.47	5,219.48	6,105.95	5,129.69	.00	976.26	84.0%	
8248 FIT KIDS	2,100.69	.00	2,100.69	1,449.97	.00	650.72	69.0%	
8252 LOST LIBRARY BOOKS	505.00	629.66	1,134.66	520.00	.00	614.66	45.8%	
8264 GRAND CANYON TRIP	2,356.58	400.00	2,756.58	.00	.00	2,756.58	.0%	
8305 READING LAB	1,603.95	.00	1,603.95	.00	.00	1,603.95	.0%	
8307 FAMILY TIME READING	996.70	.00	996.70	.00	.00	996.70	.0%	
8999 CASH OVER/SHORT	.00	44.16	44.16	.00	.00	44.16	.0%	
TOTAL DOUGLAS ELEMENTARY	102,548.44	15,738.77	118,287.21	25,242.09	.00	93,045.12	21.3%	
140 J. ROBERT HENDRICKS ELEMENTARY								
8000 GENERAL	7,795.66	7,133.00	14,928.66	7,644.17	.00	7,284.49	51.2%	

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FLOWING WELLS UNIFIED SCHOOL DISTRICT 8



YEAR-TO-DATE BUDGET REPORT

FOR 2025 12 JOURNAL DETAIL 2025 10 TO 2025 13

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
8001 FIRST GRADE	.20	.00	.20	.00	.00	.20	.0%
8002 SECOND GRADE	21.19	.00	21.19	.00	.00	21.19	.0%
8003 THIRD GRADE	45.00	.00	45.00	45.00	.00	.00	100.0%
8004 FOURTH GRADE	1,933.00	800.00	2,733.00	766.40	.00	1,966.60	28.0%
8006 SIXTH GRADE	.00	100.00	100.00	100.00	.00	.00	100.0%
8013 KINDERGARTEN	52.50	.00	52.50	.00	.00	52.50	.0%
8032 BAND	2,470.62	380.00	2,850.62	735.94	.00	2,114.68	25.8%
8055 CHESS CLUB	1,215.00	.00	1,215.00	.00	.00	1,215.00	.0%
8056 CHOIR	78.95	.00	78.95	.00	.00	78.95	.0%
8084 FIELD TRIP	3,707.81	2,203.00	5,910.81	5,643.50	.00	267.31	95.5%
8101 ILS	592.50	.00	592.50	247.50	.00	345.00	41.8%
8115 LOVE OF READING	400.00	400.00	800.00	400.00	.00	400.00	50.0%
8126 ORCHESTRA	1,542.99	340.00	1,882.99	899.04	.00	983.95	47.7%
8188 MUSIC	7,321.67	1,248.00	8,569.67	1,090.70	.00	7,478.97	12.7%
8252 LOST LIBRARY BOOKS	131.77	105.88	237.65	131.77	.00	105.88	55.4%
8253 CATS PROGRAM	7,368.74	500.00	7,868.74	162.50	.00	7,706.24	2.1%
8264 GRAND CANYON TRIP	1,398.99	8,530.00	9,928.99	8,117.16	.00	1,811.83	81.8%
TOTAL J. ROBERT HENDRICKS ELEM	36,076.59	21,739.88	57,816.47	25,983.68	.00	31,832.79	44.9%

150 LAGUNA ELEMENTARY

0303 T.R.O.T	1,200.00	.00	1,200.00	.00	.00	1,200.00	.0%
8000 GENERAL	63,284.81	12,428.52	75,713.33	6,295.85	.00	69,417.48	8.3%
8001 FIRST GRADE	1,200.00	400.00	1,600.00	.00	.00	1,600.00	.0%
8002 SECOND GRADE	1,900.34	.00	1,900.34	.00	.00	1,900.34	.0%
8003 THIRD GRADE	650.00	.00	650.00	.00	.00	650.00	.0%
8004 FOURTH GRADE	519.00	.00	519.00	.00	.00	519.00	.0%
8005 FIFTH GRADE	200.00	.00	200.00	.00	.00	200.00	.0%
8006 SIXTH GRADE	43.50	.00	43.50	.00	.00	43.50	.0%
8013 KINDERGARTEN	1,896.00	400.00	2,296.00	.00	.00	2,296.00	.0%
8032 BAND	3,272.76	795.00	4,067.76	233.75	.00	3,834.01	5.7%
8041 BOOKSTORE	45.00	-45.00	.00	.00	.00	.00	.0%
8084 FIELD TRIP	5,330.18	6,576.00	11,906.18	6,557.26	.00	5,348.92	55.1%
8126 ORCHESTRA	2,730.89	500.00	3,230.89	537.23	.00	2,693.66	16.6%
8155 STUDENT COUNCIL	1,250.00	.00	1,250.00	.00	.00	1,250.00	.0%
8188 MUSIC	2,700.00	.00	2,700.00	.00	.00	2,700.00	.0%
8230 VENDING SALES	72.93	-72.93	.00	.00	.00	.00	.0%
8242 BOOK FAIRS	43.51	3,655.78	3,699.29	3,655.78	.00	43.51	98.8%
8252 LOST LIBRARY BOOKS	4.99	.00	4.99	4.99	.00	.00	100.0%
8265 SIXTH GRADE TRIP	13,575.85	.00	13,575.85	.00	.00	13,575.85	.0%
8278 INTENSIVE RESOURCE COMM OU	17,033.58	1,000.00	18,033.58	.00	.00	18,033.58	.0%

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8



YEAR-TO-DATE BUDGET REPORT

FOR 2025 12				JOURNAL DETAIL 2025 10 TO 2025 13			
	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
8305 READING LAB	2,000.00	.00	2,000.00	.00	.00	2,000.00	.0%
TOTAL LAGUNA ELEMENTARY	118,953.34	25,637.37	144,590.71	17,284.86	.00	127,305.85	12.0%
160 ROBERT RICHARDSON ELEMENTARY							
8000 GENERAL	8,477.38	3,669.00	12,146.38	2,810.00	.00	9,336.38	23.1%
8001 FIRST GRADE	1,007.00	400.00	1,407.00	299.11	.00	1,107.89	21.3%
8002 SECOND GRADE	1,625.00	.00	1,625.00	.00	.00	1,625.00	.0%
8003 THIRD GRADE	1,200.00	.00	1,200.00	.00	.00	1,200.00	.0%
8004 FOURTH GRADE	2,800.00	.00	2,800.00	.00	.00	2,800.00	.0%
8005 FIFTH GRADE	5,399.00	400.00	5,799.00	.00	.00	5,799.00	.0%
8006 SIXTH GRADE	900.00	.00	900.00	.00	.00	900.00	.0%
8013 KINDERGARTEN	287.00	.00	287.00	.00	.00	287.00	.0%
8032 BAND	6,054.32	520.00	6,574.32	2,541.23	.00	4,033.09	38.7%
8045 CAMP COOPER	3,431.91	4,450.00	7,881.91	3,221.80	.00	4,660.11	40.9%
8084 FIELD TRIP	22,897.83	2,577.00	25,474.83	1,930.96	.00	23,543.87	7.6%
8115 LOVE OF READING	1,127.21	.00	1,127.21	.00	.00	1,127.21	.0%
8126 ORCHESTRA	1,988.25	1,140.00	3,128.25	894.92	.00	2,233.33	28.6%
8188 MUSIC	140.19	.00	140.19	.00	.00	140.19	.0%
8189 SCIENCE	1,525.00	.00	1,525.00	.00	.00	1,525.00	.0%
8193 LOST TEXTBOOKS	8.00	14.00	22.00	.00	.00	22.00	.0%
8242 BOOK FAIRS	204.42	.00	204.42	.00	.00	204.42	.0%
8252 LOST LIBRARY BOOKS	37.64	24.97	62.61	37.64	.00	24.97	60.1%
8264 GRAND CANYON TRIP	20,307.72	10,700.97	31,008.69	13,969.44	.00	17,039.25	45.1%
TOTAL ROBERT RICHARDSON ELEMEN	79,417.87	23,895.94	103,313.81	25,705.10	.00	77,608.71	24.9%
170 JUNIOR HIGH							
0302 ROBOTICS	736.26	.00	736.26	.00	.00	736.26	.0%
8000 GENERAL	16,678.00	6,009.50	22,687.50	3,881.76	.00	18,805.74	17.1%
8022 ART	3,347.35	70.00	3,417.35	1,982.95	.00	1,434.40	58.0%
8025 ATHLETICS	22,650.11	20,952.00	43,602.11	15,165.72	.00	28,436.39	34.8%
8027 ATHLETIC FEE	12,522.90	3,809.42	16,332.32	.00	.00	16,332.32	.0%
8030 AZ SENATORS	14,910.04	158,305.95	173,215.99	112,520.73	.00	60,695.26	65.0%
8032 BAND	19,140.34	2,998.00	22,138.34	12,472.69	.00	9,665.65	56.3%
8035 BASEBALL BOYS	134.81	.00	134.81	.00	.00	134.81	.0%
8037 BASKETBALL BOYS	403.11	400.00	803.11	.00	.00	803.11	.0%
8038 BASKETBALL GIRLS	200.00	200.00	400.00	.00	.00	400.00	.0%

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FLOWING WELLS UNIFIED SCHOOL DISTRICT 8



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FOR 2025 12 JOURNAL DETAIL 2025 10 TO 2025 13

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
8041 BOOKSTORE	683.73	.00	683.73	.00	.00	683.73	.0%
8049 CANTOS BELLOS	3,831.63	19,406.75	23,238.38	18,177.29	.00	5,061.09	78.2%
8051 CERAMICS	2,948.01	150.00	3,098.01	.00	.00	3,098.01	.0%
8085 FOOTBALL	10.00	.00	10.00	.00	.00	10.00	.0%
8101 ILS	3,849.56	1,200.00	5,049.56	15.00	.00	5,034.56	.3%
8111 LEADERSHIP	4,868.03	5,162.66	10,030.69	4,148.70	.00	5,881.99	41.4%
8123 THEATER PRODUCTION	6,443.22	1,753.00	8,196.22	1,855.00	.00	6,341.22	22.6%
8126 ORCHESTRA	13,560.04	2,455.00	16,015.04	4,344.85	.00	11,670.19	27.1%
8130 PE UNIFORM FEES	2,744.69	.00	2,744.69	2,368.51	.00	376.18	86.3%
8135 PROJECT OCEANS	16,239.72	123,896.37	140,136.09	118,140.17	.00	21,995.92	84.3%
8138 REPLACEMENT ID CARDS	115.84	40.00	155.84	.00	.00	155.84	.0%
8142 SCHOOL LOCK FEES	114.00	115.00	229.00	161.09	.00	67.91	70.3%
8149 SOFTBALL	400.00	100.00	500.00	.00	.00	500.00	.0%
8158 SUMMER SCHOOL	2,122.37	.00	2,122.37	.00	.00	2,122.37	.0%
8165 TRACK & FIELD	210.37	.00	210.37	.00	.00	210.37	.0%
8175 VOLLEYBALL GIRLS	200.00	.00	200.00	.00	.00	200.00	.0%
8182 WRESTLING	50.00	200.00	250.00	.00	.00	250.00	.0%
8192 SPECIAL OLYMPICS	4,038.37	.00	4,038.37	.00	.00	4,038.37	.0%
8193 LOST TEXTBOOKS	716.23	385.85	1,102.08	716.23	.00	385.85	65.0%
8224 DISCIPLINE	463.00	.00	463.00	248.31	.00	214.69	53.6%
8242 BOOK FAIRS	39.81	.00	39.81	.00	.00	39.81	.0%
8251 MEDIA ARTS	3,800.65	320.00	4,120.65	.00	.00	4,120.65	.0%
8252 LOST LIBRARY BOOKS	420.50	268.00	688.50	420.50	.00	268.00	61.1%
8309 CROSS COUNTRY	200.00	.00	200.00	.00	.00	200.00	.0%
8310 SOCCER	318.05	450.00	768.05	.00	.00	768.05	.0%
8366 MUSTANG ATHLETIC CLUB	800.00	200.00	1,000.00	.00	.00	1,000.00	.0%
8383 CHROMEBOOK REPAIR FEES	5,137.00	2,215.00	7,352.00	3,676.66	.00	3,675.34	50.0%
8388 MATH COUNTS	1,200.00	.00	1,200.00	.00	.00	1,200.00	.0%
8999 CASH OVER/SHORT	.00	162.10	162.10	.00	.00	162.10	.0%
TOTAL JUNIOR HIGH	166,247.74	351,224.60	517,472.34	300,296.16	.00	217,176.18	58.0%

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210 HIGH SCHOOL

0302 ROBOTICS	1,599.66	.00	1,599.66	.00	.00	1,599.66	.0%
0317 COLLEGE READINESS HS	2,035.00	.00	2,035.00	.00	.00	2,035.00	.0%
8000 GENERAL	131,414.32	16,399.50	147,813.82	36,693.10	.01	111,120.71	24.8%
8014 ACADEMIC DECATHALON	1,363.08	400.00	1,763.08	1,260.06	.00	503.02	71.5%
8015 ACT/SAT FEES	722.18	.00	722.18	.00	.00	722.18	.0%
8016 ACTIVITY PASS	1,964.93	770.00	2,734.93	1,706.33	.00	1,028.60	62.4%
8019 ANNUAL (HS YR BOOK)	1,526.00	.00	1,526.00	.00	.00	1,526.00	.0%
8020 AP EXAM FEES	1,876.95	20,739.00	22,615.95	3,940.00	.00	18,675.95	17.4%

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FOR 2025 12		JOURNAL DETAIL 2025 10 TO 2025 13					
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
8022 ART	1,379.34	400.00	1,779.34	.00	.00	1,779.34	.0%
8023 ART 1-8 FEES	2,170.45	5,529.00	7,699.45	2,025.30	.00	5,674.15	26.3%
8025 ATHLETICS	14,540.52	82,879.05	97,419.57	85,079.55	1,220.17	11,119.85	88.6%
8027 ATHLETIC FEE	6,373.92	250.00	6,623.92	1,509.44	.00	5,114.48	22.8%
8032 BAND	6,711.62	6,201.00	12,912.62	5,817.03	-.01	7,095.60	45.0%
8035 BASEBALL BOYS	4,088.44	.00	4,088.44	342.00	.00	3,746.44	8.4%
8037 BASKETBALL BOYS	4,008.83	600.00	4,608.83	3,042.00	.00	1,566.83	66.0%
8038 BASKETBALL GIRLS	1,035.95	3,300.00	4,335.95	2,852.00	.00	1,483.95	65.8%
8041 BOOKSTORE	16,990.33	3,215.00	20,205.33	537.59	.00	19,667.74	2.7%
8042 ATHLETICS BOOKSTORE	.00	320.00	320.00	.00	.00	320.00	.0%
8053 CHEERLEADING VARSITY	2,028.12	6,650.00	8,678.12	6,385.27	.00	2,292.85	73.6%
8055 CHESS CLUB	1,336.00	.00	1,336.00	265.00	.00	1,071.00	19.8%
8057 CHOIR FEES	7,035.57	35,331.10	42,366.67	34,045.54	.00	8,321.13	80.4%
8058 CHOIRALAIRES	3,050.00	13,043.26	16,093.26	15,789.85	.00	303.41	98.1%
8063 COLLEGE EXPLORATION	1,111.39	2,516.50	3,627.89	2,423.00	.00	1,204.89	66.8%
8065 CROSS COUNTRY BOYS	335.37	40.00	375.37	228.00	.00	147.37	60.7%
8066 CROSS COUNTRY GIRLS	785.40	.00	785.40	534.00	.00	251.40	68.0%
8067 CULINARY ARTS	8,275.92	1,700.00	9,975.92	.00	.00	9,975.92	.0%
8068 DANCE	66,094.36	16,872.00	82,966.36	4,032.73	.00	78,933.63	4.9%
8073 DRAMA/THESPIAN	14,390.32	30,505.63	44,895.95	33,565.28	.00	11,330.67	74.8%
8082 FCCLA- FASHION	3,203.57	903.40	4,106.97	69.67	.00	4,037.30	1.7%
8085 FOOTBALL	4,208.83	5,045.00	9,253.83	4,364.67	.00	4,889.16	47.2%
8088 FUTURE FARMERS AMERICA	16,645.11	32,935.00	49,580.11	30,651.16	613.59	18,315.36	63.1%
8091 GOLF BOYS	1,492.90	.00	1,492.90	.00	.00	1,492.90	.0%
8092 GOLF GIRLS	1,006.23	.00	1,006.23	.00	.00	1,006.23	.0%
8101 ILS	9,843.84	1,160.00	11,003.84	1,483.01	.00	9,520.83	13.5%
8107 JROTC	2,570.35	2,800.00	5,370.35	.00	.00	5,370.35	.0%
8112 LIBRARY	826.10	.00	826.10	.00	.00	826.10	.0%
8114 LOST EQUIPMENT	135.36	355.00	490.36	.00	.00	490.36	.0%
8119 MESA	146.88	.00	146.88	.00	.00	146.88	.0%
8124 NATIONAL HONOR SOCIETY	500.00	.00	500.00	.00	.00	500.00	.0%
8126 ORCHESTRA	1,563.81	2,230.00	3,793.81	1,390.98	.00	2,402.83	36.7%
8128 PARKING PERMITS	6,183.76	4,285.00	10,468.76	1,093.94	.00	9,374.82	10.4%
8129 PE LOCK FEES	7,093.07	56.00	7,149.07	.00	.00	7,149.07	.0%
8130 PE UNIFORM FEES	15,339.63	1,432.00	16,771.63	.00	.00	16,771.63	.0%
8132 PHOTOGRAPHY	2,200.34	.00	2,200.34	.00	.00	2,200.34	.0%
8137 PSAT	1,191.87	336.00	1,527.87	454.32	.00	1,073.55	29.7%
8138 REPLACEMENT ID CARDS	175.34	150.00	325.34	.00	.00	325.34	.0%
8143 SENIOR SENATORS	.00	56.67	56.67	.00	.00	56.67	.0%
8147 SOCCER BOYS	675.81	.00	675.81	335.00	.00	340.81	49.6%
8148 SOCCER GIRLS	173.65	.00	173.65	.00	.00	173.65	.0%
8149 SOFTBALL	1,438.48	200.00	1,638.48	1,036.00	.00	602.48	63.2%
8155 STUDENT COUNCIL	97.03	.00	97.03	.00	.00	97.03	.0%
8158 SUMMER SCHOOL	3,747.00	.00	3,747.00	.00	.00	3,747.00	.0%

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8



YEAR-TO-DATE BUDGET REPORT

FOR 2025 12		JOURNAL DETAIL 2025 10 TO 2025 13						
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
8159 SWIMMING	2,573.05	500.00	3,073.05	67.00	.00	3,006.05	2.2%	
8161 TENNIS BOYS	838.39	.00	838.39	.00	.00	838.39	.0%	
8162 TENNIS GIRLS	2,500.36	400.00	2,900.36	.00	.00	2,900.36	.0%	
8164 TOURNAMENTS	3,114.41	35,496.60	38,611.01	35,210.01	.00	3,401.00	91.2%	
8165 TRACK & FIELD	17.67	200.00	217.67	.00	.00	217.67	.0%	
8174 VOLLEYBALL BOYS	353.46	.00	353.46	310.00	.00	43.46	87.7%	
8182 WRESTLING	432.10	200.00	632.10	256.00	.00	376.10	40.5%	
8185 YEARBOOK	326.00	.00	326.00	.00	.00	326.00	.0%	
8189 SCIENCE	6,258.01	.00	6,258.01	.00	.00	6,258.01	.0%	
8193 LOST TEXTBOOKS	1,575.97	635.50	2,211.47	1,575.97	.00	635.50	71.3%	
8194 DANCE PULSE	6,107.02	2,881.00	8,988.02	2,149.23	.00	6,838.79	23.9%	
8195 FUTURE FILM MAKERS	794.34	.00	794.34	.00	.00	794.34	.0%	
8197 FINE ARTS	18,931.60	3,959.00	22,890.60	10,147.00	.00	12,743.60	44.3%	
8198 SATURDAY SCHOOL	4,678.66	420.00	5,098.66	.00	.00	5,098.66	.0%	
8199 SEVENTH HOUR	15,431.95	.00	15,431.95	.00	.00	15,431.95	.0%	
8205 THEATRE TECH	4,229.00	475.00	4,704.00	75.00	.00	4,629.00	1.6%	
8207 SKILLS AUTO	44,420.67	2,850.00	47,270.67	273.99	.00	46,996.68	.6%	
8216 NATIVE AMERICAN CLUB	762.46	.00	762.46	.00	.00	762.46	.0%	
8217 GRAPHIC COMM	5,449.00	.00	5,449.00	.00	.00	5,449.00	.0%	
8218 GRAPHIC DESIGN	2,428.76	.00	2,428.76	.00	.00	2,428.76	.0%	
8230 VENDING SALES	5,237.21	4,184.64	9,421.85	5,286.10	.00	4,135.75	56.1%	
8236 NATIONAL HISTORY DAY	1,350.00	.00	1,350.00	.00	.00	1,350.00	.0%	
8238 DANCE MOMENTUM	8,350.96	2,870.00	11,220.96	.00	.00	11,220.96	.0%	
8239 EDUCATORS RISING	1,197.58	300.00	1,497.58	.00	.00	1,497.58	.0%	
8241 SPORTS HALL OF FAME	477.56	1,791.00	2,268.56	230.56	.00	2,038.00	10.2%	
8244 GUITAR	4.57	.00	4.57	.00	.00	4.57	.0%	
8245 HOSA	368.56	12,326.17	12,694.73	5,973.88	.00	6,720.85	47.1%	
8250 CHOIR TRIP	1,786.40	-644.40	1,142.00	.00	.00	1,142.00	.0%	
8252 LOST LIBRARY BOOKS	22.50	218.65	241.15	22.50	.00	218.65	9.3%	
8257 SPIRIT LINE (POM LINE)	1,127.57	260.00	1,387.57	.00	.00	1,387.57	.0%	
8261 ANIMAL FACILITY	650.06	780.00	1,430.06	290.70	209.30	930.06	35.0%	
8271 THESPIAN CAMP MOVED TO DRA	7,276.90	-7,276.90	.00	.00	.00	.00	.0%	
8277 MT LEMMON SCIENCE CAMP(SKY	17,271.52	4,380.00	21,651.52	712.94	.00	20,938.58	3.3%	
8293 FW AMBASSADORS	117,191.77	240,526.92	357,718.69	236,789.41	.00	120,929.28	66.2%	
8309 CROSS COUNTRY	.00	200.00	200.00	.00	.00	200.00	.0%	
8311 E 2020 COURSE	140.00	.00	140.00	.00	.00	140.00	.0%	
8314 ENVIRONMENTAL SCIENCE CLUB	904.17	.00	904.17	.00	.00	904.17	.0%	
8349 AP CLUB	276.18	1,725.00	2,001.18	1,776.00	.00	225.18	88.7%	
8363 BAND UNIFORMS	611.00	.00	611.00	.00	.00	611.00	.0%	
8370 CREDIT RECOVERY	15,540.00	.00	15,540.00	.00	.00	15,540.00	.0%	
8381 HOODOO CREW	1,506.00	-1,506.00	.00	.00	.00	.00	.0%	
8382 WRESTLING TOURNAMENT	25,663.67	38,991.00	64,654.67	42,284.06	.00	22,370.61	65.4%	
8383 CHROMEBOOK REPAIR FEES	10,480.00	10,254.00	20,734.00	9,639.82	.00	11,094.18	46.5%	
8385 MODEL UNITED NATIONS	79.00	50.00	129.00	50.00	.00	79.00	38.8%	

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FLOWING WELLS UNIFIED SCHOOL DISTRICT 8



YEAR-TO-DATE BUDGET REPORT

FOR 2025 12		JOURNAL DETAIL 2025 10 TO 2025 13					
	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
8390 ESPORTS	130.00	.00	130.00	.00	.00	130.00	.0%
8999 CASH OVER/SHORT	.00	498.94	498.94	.00	.00	498.94	.0%
TOTAL HIGH SCHOOL	723,568.99	657,551.23	1,381,120.22	636,071.99	2,043.06	743,005.17	46.2%
500 DISTRICT WIDE							
0000 UNDETERMINED	.00	7,719.80	7,719.80	687.69	.00	7,032.11	8.9%
8000 GENERAL	-5,741.31	.00	-5,741.31	-615.43	.00	-5,125.88	10.7%
8999 CASH OVER/SHORT	.00	46.00	46.00	.00	.00	46.00	.0%
TOTAL DISTRICT WIDE	-5,741.31	7,765.80	2,024.49	72.26	.00	1,952.23	3.6%
TOTAL AUXILIARY OPERATIONS	1,361,830.76	1,149,118.52	2,510,949.28	1,091,365.55	2,043.06	1,417,540.67	43.5%
GRAND TOTAL	1,361,830.76	1,149,118.52	2,510,949.28	1,091,365.55	2,043.06	1,417,540.67	43.5%
** END OF REPORT - Generated by Esteban Jimenez II **							

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8



YEAR-TO-DATE BUDGET REPORT

FOR 2025 12		JOURNAL DETAIL 2025 10 TO 2025 13						
	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
5250 AUXILIARY OPERATIONS								
020 SENTINEL PEAK								
8000 GENERAL	3,491.47	262.00	3,753.47	752.64	.00	3,000.83	20.1%	
8230 VENDING SALES	1,357.67	.00	1,357.67	.00	.00	1,357.67	.0%	
8348 GRADUATION	2,670.00	1,580.00	4,250.00	1,536.90	.00	2,713.10	36.2%	
TOTAL SENTINEL PEAK	7,519.14	1,842.00	9,361.14	2,289.54	.00	7,071.60	24.5%	
110 CENTENNIAL ELEMENTARY								
8000 GENERAL	21,771.81	3,727.00	25,498.81	3,428.16	.00	22,070.65	13.4%	
8001 FIRST GRADE	335.70	200.00	535.70	510.00	.00	25.70	95.2%	
8002 SECOND GRADE	623.80	.00	623.80	226.10	.00	397.70	36.2%	
8003 THIRD GRADE	57.32	.00	57.32	.00	.00	57.32	.0%	
8004 FOURTH GRADE	.25	.00	.25	.00	.00	.25	.0%	
8005 FIFTH GRADE	909.20	.00	909.20	220.00	.00	689.20	24.2%	
8006 SIXTH GRADE	183.30	.00	183.30	.00	.00	183.30	.0%	
8013 KINDERGARTEN	1,870.00	910.00	2,780.00	.00	.00	2,780.00	.0%	
8032 BAND	2,388.67	440.00	2,828.67	2,302.84	.00	525.83	81.4%	
8048 CAMPOUT SIXTH GRADE	927.61	.00	927.61	.00	.00	927.61	.0%	
8084 FIELD TRIP	6,101.29	4,413.00	10,514.29	3,712.21	.00	6,802.08	35.3%	
8115 LOVE OF READING	432.57	700.00	1,132.57	957.35	.00	175.22	84.5%	
8126 ORCHESTRA	2,240.97	754.00	2,994.97	1,591.71	.00	1,403.26	53.1%	
8188 MUSIC	1,255.51	.00	1,255.51	.00	.00	1,255.51	.0%	
8230 VENDING SALES	690.82	218.68	909.50	.00	.00	909.50	.0%	
8252 LOST LIBRARY BOOKS	84.83	28.52	113.35	84.83	.00	28.52	74.8%	
TOTAL CENTENNIAL ELEMENTARY	39,873.65	11,391.20	51,264.85	13,033.20	.00	38,231.65	25.4%	
120 HOMER DAVIS ELEMENTARY								
0575 COMPUTER DAMAGES STUDENTS	310.99	.00	310.99	.00	.00	310.99	.0%	
8000 GENERAL	42,510.65	13,966.95	56,477.60	17,211.19	.00	39,266.41	30.5%	
8013 KINDERGARTEN	145.91	.00	145.91	.00	.00	145.91	.0%	
8032 BAND	3,527.40	700.00	4,227.40	2,226.99	.00	2,000.41	52.7%	

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FLOWING WELLS UNIFIED SCHOOL DISTRICT 8



YEAR-TO-DATE BUDGET REPORT

FOR 2025 12		JOURNAL DETAIL 2025 10 TO 2025 13						
	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
8084 FIELD TRIP	19,842.71	1,317.00	21,159.71	.00	.00	21,159.71	.0%	
8126 ORCHESTRA	2,062.30	652.00	2,714.30	1,409.48	.00	1,304.82	51.9%	
8188 MUSIC	364.35	336.00	700.35	348.01	.00	352.34	49.7%	
8242 BOOK FAIRS	76.20	3,318.90	3,395.10	3,318.90	.00	76.20	97.8%	
8246 NUTRITIONAL SNACK PROGRAM	8,500.00	4,500.00	13,000.00	11,389.13	.00	1,610.87	87.6%	
8252 LOST LIBRARY BOOKS	196.04	112.88	308.92	196.04	.00	112.88	63.5%	
8264 GRAND CANYON TRIP	15,829.76	7,462.00	23,291.76	9,286.93	.00	14,004.83	39.9%	
8999 CASH OVER/SHORT	.00	-34.00	-34.00	.00	.00	-34.00	.0%	
TOTAL HOMER DAVIS ELEMENTARY	93,366.31	32,331.73	125,698.04	45,386.67	.00	80,311.37	36.1%	
130 DOUGLAS ELEMENTARY								
8000 GENERAL	62,520.66	5,009.00	67,529.66	7,427.87	.00	60,101.79	11.0%	
8001 FIRST GRADE	240.27	.00	240.27	.00	.00	240.27	.0%	
8002 SECOND GRADE	1,400.38	.00	1,400.38	449.00	.00	951.38	32.1%	
8003 THIRD GRADE	725.96	.00	725.96	683.00	.00	42.96	94.1%	
8005 FIFTH GRADE	66.46	.00	66.46	.00	.00	66.46	.0%	
8006 SIXTH GRADE	859.19	.00	859.19	.00	.00	859.19	.0%	
8013 KINDERGARTEN	1,749.76	.00	1,749.76	168.75	.00	1,581.01	9.6%	
8032 BAND	4,763.48	1,920.00	6,683.48	4,790.95	.00	1,892.53	71.7%	
8084 FIELD TRIP	10,008.03	1,936.00	11,944.03	1,838.40	.00	10,105.63	15.4%	
8110 K-KIDS	3,990.09	200.00	4,190.09	167.40	.00	4,022.69	4.0%	
8126 ORCHESTRA	2,700.00	60.00	2,760.00	2,171.61	.00	588.39	78.7%	
8188 MUSIC	3,239.30	50.00	3,289.30	357.45	.00	2,931.85	10.9%	
8189 SCIENCE	1,747.47	162.00	1,909.47	.00	.00	1,909.47	.0%	
8193 LOST TEXTBOOKS	88.00	108.47	196.47	88.00	.00	108.47	44.8%	
8242 BOOK FAIRS	886.47	5,219.48	6,105.95	5,129.69	.00	976.26	84.0%	
8248 FIT KIDS	2,100.69	.00	2,100.69	1,449.97	.00	650.72	69.0%	
8252 LOST LIBRARY BOOKS	505.00	629.66	1,134.66	520.00	.00	614.66	45.8%	
8264 GRAND CANYON TRIP	2,356.58	400.00	2,756.58	.00	.00	2,756.58	.0%	
8305 READING LAB	1,603.95	.00	1,603.95	.00	.00	1,603.95	.0%	
8307 FAMILY TIME READING	996.70	.00	996.70	.00	.00	996.70	.0%	
8999 CASH OVER/SHORT	.00	44.16	44.16	.00	.00	44.16	.0%	
TOTAL DOUGLAS ELEMENTARY	102,548.44	15,738.77	118,287.21	25,242.09	.00	93,045.12	21.3%	
140 J. ROBERT HENDRICKS ELEMENTARY								
8000 GENERAL	7,795.66	7,133.00	14,928.66	7,644.17	.00	7,284.49	51.2%	

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FLOWING WELLS UNIFIED SCHOOL DISTRICT 8



YEAR-TO-DATE BUDGET REPORT

FOR 2025 12 JOURNAL DETAIL 2025 10 TO 2025 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
8001 FIRST GRADE	.20	.00	.20	.00	.00	.20	.0%
8002 SECOND GRADE	21.19	.00	21.19	.00	.00	21.19	.0%
8003 THIRD GRADE	45.00	.00	45.00	45.00	.00	.00	100.0%
8004 FOURTH GRADE	1,933.00	800.00	2,733.00	766.40	.00	1,966.60	28.0%
8006 SIXTH GRADE	.00	100.00	100.00	100.00	.00	.00	100.0%
8013 KINDERGARTEN	52.50	.00	52.50	.00	.00	52.50	.0%
8032 BAND	2,470.62	380.00	2,850.62	735.94	.00	2,114.68	25.8%
8055 CHESS CLUB	1,215.00	.00	1,215.00	.00	.00	1,215.00	.0%
8056 CHOIR	78.95	.00	78.95	.00	.00	78.95	.0%
8084 FIELD TRIP	3,707.81	2,203.00	5,910.81	5,643.50	.00	267.31	95.5%
8101 ILS	592.50	.00	592.50	247.50	.00	345.00	41.8%
8115 LOVE OF READING	400.00	400.00	800.00	400.00	.00	400.00	50.0%
8126 ORCHESTRA	1,542.99	340.00	1,882.99	899.04	.00	983.95	47.7%
8188 MUSIC	7,321.67	1,248.00	8,569.67	1,090.70	.00	7,478.97	12.7%
8252 LOST LIBRARY BOOKS	131.77	105.88	237.65	131.77	.00	105.88	55.4%
8253 CATS PROGRAM	7,368.74	500.00	7,868.74	162.50	.00	7,706.24	2.1%
8264 GRAND CANYON TRIP	1,398.99	8,530.00	9,928.99	8,117.16	.00	1,811.83	81.8%
TOTAL J. ROBERT HENDRICKS ELEM	36,076.59	21,739.88	57,816.47	25,983.68	.00	31,832.79	44.9%

150 LAGUNA ELEMENTARY

0303 T.R.O.T	1,200.00	.00	1,200.00	.00	.00	1,200.00	.0%
8000 GENERAL	63,284.81	12,428.52	75,713.33	6,295.85	.00	69,417.48	8.3%
8001 FIRST GRADE	1,200.00	400.00	1,600.00	.00	.00	1,600.00	.0%
8002 SECOND GRADE	1,900.34	.00	1,900.34	.00	.00	1,900.34	.0%
8003 THIRD GRADE	650.00	.00	650.00	.00	.00	650.00	.0%
8004 FOURTH GRADE	519.00	.00	519.00	.00	.00	519.00	.0%
8005 FIFTH GRADE	200.00	.00	200.00	.00	.00	200.00	.0%
8006 SIXTH GRADE	43.50	.00	43.50	.00	.00	43.50	.0%
8013 KINDERGARTEN	1,896.00	400.00	2,296.00	.00	.00	2,296.00	.0%
8032 BAND	3,272.76	795.00	4,067.76	233.75	.00	3,834.01	5.7%
8041 BOOKSTORE	45.00	-45.00	.00	.00	.00	.00	.0%
8084 FIELD TRIP	5,330.18	6,576.00	11,906.18	6,557.26	.00	5,348.92	55.1%
8126 ORCHESTRA	2,730.89	500.00	3,230.89	537.23	.00	2,693.66	16.6%
8155 STUDENT COUNCIL	1,250.00	.00	1,250.00	.00	.00	1,250.00	.0%
8188 MUSIC	2,700.00	.00	2,700.00	.00	.00	2,700.00	.0%
8230 VENDING SALES	72.93	-72.93	.00	.00	.00	.00	.0%
8242 BOOK FAIRS	43.51	3,655.78	3,699.29	3,655.78	.00	43.51	98.8%
8252 LOST LIBRARY BOOKS	4.99	.00	4.99	4.99	.00	.00	100.0%
8265 SIXTH GRADE TRIP	13,575.85	.00	13,575.85	.00	.00	13,575.85	.0%
8278 INTENSIVE RESOURCE COMM OU	17,033.58	1,000.00	18,033.58	.00	.00	18,033.58	.0%

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8



YEAR-TO-DATE BUDGET REPORT

FOR 2025 12				JOURNAL DETAIL 2025 10 TO 2025 13			
	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
8305 READING LAB	2,000.00	.00	2,000.00	.00	.00	2,000.00	.0%
TOTAL LAGUNA ELEMENTARY	118,953.34	25,637.37	144,590.71	17,284.86	.00	127,305.85	12.0%
160 ROBERT RICHARDSON ELEMENTARY							
8000 GENERAL	8,477.38	3,669.00	12,146.38	2,810.00	.00	9,336.38	23.1%
8001 FIRST GRADE	1,007.00	400.00	1,407.00	299.11	.00	1,107.89	21.3%
8002 SECOND GRADE	1,625.00	.00	1,625.00	.00	.00	1,625.00	.0%
8003 THIRD GRADE	1,200.00	.00	1,200.00	.00	.00	1,200.00	.0%
8004 FOURTH GRADE	2,800.00	.00	2,800.00	.00	.00	2,800.00	.0%
8005 FIFTH GRADE	5,399.00	400.00	5,799.00	.00	.00	5,799.00	.0%
8006 SIXTH GRADE	900.00	.00	900.00	.00	.00	900.00	.0%
8013 KINDERGARTEN	287.00	.00	287.00	.00	.00	287.00	.0%
8032 BAND	6,054.32	520.00	6,574.32	2,541.23	.00	4,033.09	38.7%
8045 CAMP COOPER	3,431.91	4,450.00	7,881.91	3,221.80	.00	4,660.11	40.9%
8084 FIELD TRIP	22,897.83	2,577.00	25,474.83	1,930.96	.00	23,543.87	7.6%
8115 LOVE OF READING	1,127.21	.00	1,127.21	.00	.00	1,127.21	.0%
8126 ORCHESTRA	1,988.25	1,140.00	3,128.25	894.92	.00	2,233.33	28.6%
8188 MUSIC	140.19	.00	140.19	.00	.00	140.19	.0%
8189 SCIENCE	1,525.00	.00	1,525.00	.00	.00	1,525.00	.0%
8193 LOST TEXTBOOKS	8.00	14.00	22.00	.00	.00	22.00	.0%
8242 BOOK FAIRS	204.42	.00	204.42	.00	.00	204.42	.0%
8252 LOST LIBRARY BOOKS	37.64	24.97	62.61	37.64	.00	24.97	60.1%
8264 GRAND CANYON TRIP	20,307.72	10,700.97	31,008.69	13,969.44	.00	17,039.25	45.1%
TOTAL ROBERT RICHARDSON ELEMEN	79,417.87	23,895.94	103,313.81	25,705.10	.00	77,608.71	24.9%
170 JUNIOR HIGH							
0302 ROBOTICS	736.26	.00	736.26	.00	.00	736.26	.0%
8000 GENERAL	16,678.00	6,009.50	22,687.50	3,881.76	.00	18,805.74	17.1%
8022 ART	3,347.35	70.00	3,417.35	1,982.95	.00	1,434.40	58.0%
8025 ATHLETICS	22,650.11	20,952.00	43,602.11	15,165.72	.00	28,436.39	34.8%
8027 ATHLETIC FEE	12,522.90	3,809.42	16,332.32	.00	.00	16,332.32	.0%
8030 AZ SENATORS	14,910.04	158,305.95	173,215.99	112,520.73	.00	60,695.26	65.0%
8032 BAND	19,140.34	2,998.00	22,138.34	12,472.69	.00	9,665.65	56.3%
8035 BASEBALL BOYS	134.81	.00	134.81	.00	.00	134.81	.0%
8037 BASKETBALL BOYS	403.11	400.00	803.11	.00	.00	803.11	.0%
8038 BASKETBALL GIRLS	200.00	200.00	400.00	.00	.00	400.00	.0%

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FLOWING WELLS UNIFIED SCHOOL DISTRICT 8



YEAR-TO-DATE BUDGET REPORT

FOR 2025 12 JOURNAL DETAIL 2025 10 TO 2025 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
8041 BOOKSTORE	683.73	.00	683.73	.00	.00	683.73	.0%
8049 CANTOS BELLOS	3,831.63	19,406.75	23,238.38	18,177.29	.00	5,061.09	78.2%
8051 CERAMICS	2,948.01	150.00	3,098.01	.00	.00	3,098.01	.0%
8085 FOOTBALL	10.00	.00	10.00	.00	.00	10.00	.0%
8101 ILS	3,849.56	1,200.00	5,049.56	15.00	.00	5,034.56	.3%
8111 LEADERSHIP	4,868.03	5,162.66	10,030.69	4,148.70	.00	5,881.99	41.4%
8123 THEATER PRODUCTION	6,443.22	1,753.00	8,196.22	1,855.00	.00	6,341.22	22.6%
8126 ORCHESTRA	13,560.04	2,455.00	16,015.04	4,344.85	.00	11,670.19	27.1%
8130 PE UNIFORM FEES	2,744.69	.00	2,744.69	2,368.51	.00	376.18	86.3%
8135 PROJECT OCEANS	16,239.72	123,896.37	140,136.09	118,140.17	.00	21,995.92	84.3%
8138 REPLACEMENT ID CARDS	115.84	40.00	155.84	.00	.00	155.84	.0%
8142 SCHOOL LOCK FEES	114.00	115.00	229.00	161.09	.00	67.91	70.3%
8149 SOFTBALL	400.00	100.00	500.00	.00	.00	500.00	.0%
8158 SUMMER SCHOOL	2,122.37	.00	2,122.37	.00	.00	2,122.37	.0%
8165 TRACK & FIELD	210.37	.00	210.37	.00	.00	210.37	.0%
8175 VOLLEYBALL GIRLS	200.00	.00	200.00	.00	.00	200.00	.0%
8182 WRESTLING	50.00	200.00	250.00	.00	.00	250.00	.0%
8192 SPECIAL OLYMPICS	4,038.37	.00	4,038.37	.00	.00	4,038.37	.0%
8193 LOST TEXTBOOKS	716.23	385.85	1,102.08	716.23	.00	385.85	65.0%
8224 DISCIPLINE	463.00	.00	463.00	248.31	.00	214.69	53.6%
8242 BOOK FAIRS	39.81	.00	39.81	.00	.00	39.81	.0%
8251 MEDIA ARTS	3,800.65	320.00	4,120.65	.00	.00	4,120.65	.0%
8252 LOST LIBRARY BOOKS	420.50	268.00	688.50	420.50	.00	268.00	61.1%
8309 CROSS COUNTRY	200.00	.00	200.00	.00	.00	200.00	.0%
8310 SOCCER	318.05	450.00	768.05	.00	.00	768.05	.0%
8366 MUSTANG ATHLETIC CLUB	800.00	200.00	1,000.00	.00	.00	1,000.00	.0%
8383 CHROMEBOOK REPAIR FEES	5,137.00	2,215.00	7,352.00	3,676.66	.00	3,675.34	50.0%
8388 MATH COUNTS	1,200.00	.00	1,200.00	.00	.00	1,200.00	.0%
8999 CASH OVER/SHORT	.00	162.10	162.10	.00	.00	162.10	.0%
TOTAL JUNIOR HIGH	166,247.74	351,224.60	517,472.34	300,296.16	.00	217,176.18	58.0%

210 HIGH SCHOOL

0302 ROBOTICS	1,599.66	.00	1,599.66	.00	.00	1,599.66	.0%
0317 COLLEGE READINESS HS	2,035.00	.00	2,035.00	.00	.00	2,035.00	.0%
8000 GENERAL	131,414.32	16,399.50	147,813.82	36,693.10	.01	111,120.71	24.8%
8014 ACADEMIC DECATHALON	1,363.08	400.00	1,763.08	1,260.06	.00	503.02	71.5%
8015 ACT/SAT FEES	722.18	.00	722.18	.00	.00	722.18	.0%
8016 ACTIVITY PASS	1,964.93	770.00	2,734.93	1,706.33	.00	1,028.60	62.4%
8019 ANNUAL (HS YR BOOK)	1,526.00	.00	1,526.00	.00	.00	1,526.00	.0%
8020 AP EXAM FEES	1,876.95	20,739.00	22,615.95	3,940.00	.00	18,675.95	17.4%

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FLOWING WELLS UNIFIED SCHOOL DISTRICT 8



YEAR-TO-DATE BUDGET REPORT

FOR 2025 12		JOURNAL DETAIL 2025 10 TO 2025 13					
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
8022 ART	1,379.34	400.00	1,779.34	.00	.00	1,779.34	.0%
8023 ART 1-8 FEES	2,170.45	5,529.00	7,699.45	2,025.30	.00	5,674.15	26.3%
8025 ATHLETICS	14,540.52	82,879.05	97,419.57	85,079.55	1,220.17	11,119.85	88.6%
8027 ATHLETIC FEE	6,373.92	250.00	6,623.92	1,509.44	.00	5,114.48	22.8%
8032 BAND	6,711.62	6,201.00	12,912.62	5,817.03	-.01	7,095.60	45.0%
8035 BASEBALL BOYS	4,088.44	.00	4,088.44	342.00	.00	3,746.44	8.4%
8037 BASKETBALL BOYS	4,008.83	600.00	4,608.83	3,042.00	.00	1,566.83	66.0%
8038 BASKETBALL GIRLS	1,035.95	3,300.00	4,335.95	2,852.00	.00	1,483.95	65.8%
8041 BOOKSTORE	16,990.33	3,215.00	20,205.33	537.59	.00	19,667.74	2.7%
8042 ATHLETICS BOOKSTORE	.00	320.00	320.00	.00	.00	320.00	.0%
8053 CHEERLEADING VARSITY	2,028.12	6,650.00	8,678.12	6,385.27	.00	2,292.85	73.6%
8055 CHESS CLUB	1,336.00	.00	1,336.00	265.00	.00	1,071.00	19.8%
8057 CHOIR FEES	7,035.57	35,331.10	42,366.67	34,045.54	.00	8,321.13	80.4%
8058 CHOIRALAIRES	3,050.00	13,043.26	16,093.26	15,789.85	.00	303.41	98.1%
8063 COLLEGE EXPLORATION	1,111.39	2,516.50	3,627.89	2,423.00	.00	1,204.89	66.8%
8065 CROSS COUNTRY BOYS	335.37	40.00	375.37	228.00	.00	147.37	60.7%
8066 CROSS COUNTRY GIRLS	785.40	.00	785.40	534.00	.00	251.40	68.0%
8067 CULINARY ARTS	8,275.92	1,700.00	9,975.92	.00	.00	9,975.92	.0%
8068 DANCE	66,094.36	16,872.00	82,966.36	4,032.73	.00	78,933.63	4.9%
8073 DRAMA/THESPIAN	14,390.32	30,505.63	44,895.95	33,565.28	.00	11,330.67	74.8%
8082 FCCLA- FASHION	3,203.57	903.40	4,106.97	69.67	.00	4,037.30	1.7%
8085 FOOTBALL	4,208.83	5,045.00	9,253.83	4,364.67	.00	4,889.16	47.2%
8088 FUTURE FARMERS AMERICA	16,645.11	32,935.00	49,580.11	30,651.16	613.59	18,315.36	63.1%
8091 GOLF BOYS	1,492.90	.00	1,492.90	.00	.00	1,492.90	.0%
8092 GOLF GIRLS	1,006.23	.00	1,006.23	.00	.00	1,006.23	.0%
8101 ILS	9,843.84	1,160.00	11,003.84	1,483.01	.00	9,520.83	13.5%
8107 JROTC	2,570.35	2,800.00	5,370.35	.00	.00	5,370.35	.0%
8112 LIBRARY	826.10	.00	826.10	.00	.00	826.10	.0%
8114 LOST EQUIPMENT	135.36	355.00	490.36	.00	.00	490.36	.0%
8119 MESA	146.88	.00	146.88	.00	.00	146.88	.0%
8124 NATIONAL HONOR SOCIETY	500.00	.00	500.00	.00	.00	500.00	.0%
8126 ORCHESTRA	1,563.81	2,230.00	3,793.81	1,390.98	.00	2,402.83	36.7%
8128 PARKING PERMITS	6,183.76	4,285.00	10,468.76	1,093.94	.00	9,374.82	10.4%
8129 PE LOCK FEES	7,093.07	56.00	7,149.07	.00	.00	7,149.07	.0%
8130 PE UNIFORM FEES	15,339.63	1,432.00	16,771.63	.00	.00	16,771.63	.0%
8132 PHOTOGRAPHY	2,200.34	.00	2,200.34	.00	.00	2,200.34	.0%
8137 PSAT	1,191.87	336.00	1,527.87	454.32	.00	1,073.55	29.7%
8138 REPLACEMENT ID CARDS	175.34	150.00	325.34	.00	.00	325.34	.0%
8143 SENIOR SENATORS	.00	56.67	56.67	.00	.00	56.67	.0%
8147 SOCCER BOYS	675.81	.00	675.81	335.00	.00	340.81	49.6%
8148 SOCCER GIRLS	173.65	.00	173.65	.00	.00	173.65	.0%
8149 SOFTBALL	1,438.48	200.00	1,638.48	1,036.00	.00	602.48	63.2%
8155 STUDENT COUNCIL	97.03	.00	97.03	.00	.00	97.03	.0%
8158 SUMMER SCHOOL	3,747.00	.00	3,747.00	.00	.00	3,747.00	.0%

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8



YEAR-TO-DATE BUDGET REPORT

FOR 2025 12		JOURNAL DETAIL 2025 10 TO 2025 13						
	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
8159 SWIMMING	2,573.05	500.00	3,073.05	67.00	.00	3,006.05	2.2%	
8161 TENNIS BOYS	838.39	.00	838.39	.00	.00	838.39	.0%	
8162 TENNIS GIRLS	2,500.36	400.00	2,900.36	.00	.00	2,900.36	.0%	
8164 TOURNAMENTS	3,114.41	35,496.60	38,611.01	35,210.01	.00	3,401.00	91.2%	
8165 TRACK & FIELD	17.67	200.00	217.67	.00	.00	217.67	.0%	
8174 VOLLEYBALL BOYS	353.46	.00	353.46	310.00	.00	43.46	87.7%	
8182 WRESTLING	432.10	200.00	632.10	256.00	.00	376.10	40.5%	
8185 YEARBOOK	326.00	.00	326.00	.00	.00	326.00	.0%	
8189 SCIENCE	6,258.01	.00	6,258.01	.00	.00	6,258.01	.0%	
8193 LOST TEXTBOOKS	1,575.97	635.50	2,211.47	1,575.97	.00	635.50	71.3%	
8194 DANCE PULSE	6,107.02	2,881.00	8,988.02	2,149.23	.00	6,838.79	23.9%	
8195 FUTURE FILM MAKERS	794.34	.00	794.34	.00	.00	794.34	.0%	
8197 FINE ARTS	18,931.60	3,959.00	22,890.60	10,147.00	.00	12,743.60	44.3%	
8198 SATURDAY SCHOOL	4,678.66	420.00	5,098.66	.00	.00	5,098.66	.0%	
8199 SEVENTH HOUR	15,431.95	.00	15,431.95	.00	.00	15,431.95	.0%	
8205 THEATRE TECH	4,229.00	475.00	4,704.00	75.00	.00	4,629.00	1.6%	
8207 SKILLS AUTO	44,420.67	2,850.00	47,270.67	273.99	.00	46,996.68	.6%	
8216 NATIVE AMERICAN CLUB	762.46	.00	762.46	.00	.00	762.46	.0%	
8217 GRAPHIC COMM	5,449.00	.00	5,449.00	.00	.00	5,449.00	.0%	
8218 GRAPHIC DESIGN	2,428.76	.00	2,428.76	.00	.00	2,428.76	.0%	
8230 VENDING SALES	5,237.21	4,184.64	9,421.85	5,286.10	.00	4,135.75	56.1%	
8236 NATIONAL HISTORY DAY	1,350.00	.00	1,350.00	.00	.00	1,350.00	.0%	
8238 DANCE MOMENTUM	8,350.96	2,870.00	11,220.96	.00	.00	11,220.96	.0%	
8239 EDUCATORS RISING	1,197.58	300.00	1,497.58	.00	.00	1,497.58	.0%	
8241 SPORTS HALL OF FAME	477.56	1,791.00	2,268.56	230.56	.00	2,038.00	10.2%	
8244 GUITAR	4.57	.00	4.57	.00	.00	4.57	.0%	
8245 HOSA	368.56	12,326.17	12,694.73	5,973.88	.00	6,720.85	47.1%	
8250 CHOIR TRIP	1,786.40	-644.40	1,142.00	.00	.00	1,142.00	.0%	
8252 LOST LIBRARY BOOKS	22.50	218.65	241.15	22.50	.00	218.65	9.3%	
8257 SPIRIT LINE (POM LINE)	1,127.57	260.00	1,387.57	.00	.00	1,387.57	.0%	
8261 ANIMAL FACILITY	650.06	780.00	1,430.06	290.70	209.30	930.06	35.0%	
8271 THESPIAN CAMP MOVED TO DRA	7,276.90	-7,276.90	.00	.00	.00	.00	.0%	
8277 MT LEMMON SCIENCE CAMP(SKY	17,271.52	4,380.00	21,651.52	712.94	.00	20,938.58	3.3%	
8293 FW AMBASSADORS	117,191.77	240,526.92	357,718.69	236,789.41	.00	120,929.28	66.2%	
8309 CROSS COUNTRY	.00	200.00	200.00	.00	.00	200.00	.0%	
8311 E 2020 COURSE	140.00	.00	140.00	.00	.00	140.00	.0%	
8314 ENVIRONMENTAL SCIENCE CLUB	904.17	.00	904.17	.00	.00	904.17	.0%	
8349 AP CLUB	276.18	1,725.00	2,001.18	1,776.00	.00	225.18	88.7%	
8363 BAND UNIFORMS	611.00	.00	611.00	.00	.00	611.00	.0%	
8370 CREDIT RECOVERY	15,540.00	.00	15,540.00	.00	.00	15,540.00	.0%	
8381 HOODOO CREW	1,506.00	-1,506.00	.00	.00	.00	.00	.0%	
8382 WRESTLING TOURNAMENT	25,663.67	38,991.00	64,654.67	42,284.06	.00	22,370.61	65.4%	
8383 CHROMEBOOK REPAIR FEES	10,480.00	10,254.00	20,734.00	9,639.82	.00	11,094.18	46.5%	
8385 MODEL UNITED NATIONS	79.00	50.00	129.00	50.00	.00	79.00	38.8%	

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FLOWING WELLS UNIFIED SCHOOL DISTRICT 8



YEAR-TO-DATE BUDGET REPORT

FOR 2025 12		JOURNAL DETAIL 2025 10 TO 2025 13					
	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
8390 ESPORTS	130.00	.00	130.00	.00	.00	130.00	.0%
8999 CASH OVER/SHORT	.00	498.94	498.94	.00	.00	498.94	.0%
TOTAL HIGH SCHOOL	723,568.99	657,551.23	1,381,120.22	636,071.99	2,043.06	743,005.17	46.2%
500 DISTRICT WIDE							
0000 UNDETERMINED	.00	7,719.80	7,719.80	687.69	.00	7,032.11	8.9%
8000 GENERAL	-5,741.31	.00	-5,741.31	-615.43	.00	-5,125.88	10.7%
8999 CASH OVER/SHORT	.00	46.00	46.00	.00	.00	46.00	.0%
TOTAL DISTRICT WIDE	-5,741.31	7,765.80	2,024.49	72.26	.00	1,952.23	3.6%
TOTAL AUXILIARY OPERATIONS	1,361,830.76	1,149,118.52	2,510,949.28	1,091,365.55	2,043.06	1,417,540.67	43.5%
GRAND TOTAL	1,361,830.76	1,149,118.52	2,510,949.28	1,091,365.55	2,043.06	1,417,540.67	43.5%
** END OF REPORT - Generated by Esteban Jimenez II **							

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

D-10
Agenda Item Number

July 22, 2025
Board Meeting Date

Item: Approval of Asset Retirement and Disposals

Submitted By: Francesca Bond/Monique Mata Date: July 17, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/Monique Mata

Approval is requested for the retirement and disposal of assets no longer used by the district as of July 16, 2025.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: *Monique Mata* Superintendent: *Kevin Stoltzfus*

Board Action: M: _____ S: _____ A: 70 _____ N: _____ C: _____

Board Agenda 07/22/25

ASSET	DESCRIPTION	SERIAL/PARCEL	SITE	ACQUIRE	ACQ COST	CODE	PURCHASING ACCT 1	Auction Lot	Listing date
N/A	Piano Knight London		150A			B		N/A	N/A
1002229	HP LASERJET 4250N PRINTER 285373	CNRXY49626	210A	4/25/2008	1,126.99	B	4028.270.1160.6737.210.0000.000.	N/A	N/A
N/A	HP Printer LJ 4250dn	CNB9962535	210A			B		N/A	N/A
N/A	MFC-J6920DW	U63571EGF171496	210A			B		N/A	N/A
N/A	Dell Keyboards (2)		210A			B		N/A	N/A
N/A	Microsoft Keyboard		210A			B		N/A	N/A
N/A	Swivil pole		210A			B		N/A	N/A
N/A	TV mount		210A			B		N/A	N/A
N/A	Dell Monitor		210A			B		N/A	N/A
N/A	Logitech Speakers		210A			B		N/A	N/A
N/A	GPX Alarm Clock		210A			B		N/A	N/A
N/A	7940 Phones (14)					5		3814582	7/23/2025
N/A	7960 Phone					5		3814582	7/23/2025
N/A	Cisco 1702 Access point (81)					5		3814582	7/23/2025
N/A	Cisco 2800 (2)					5		3814582	7/23/2025
N/A	cetalyt 3500 series XL					5		3814582	7/23/2025
N/A	tripp Lite smart 1500 (3)					5		3814582	7/23/2025
1003503	DELL OPTIPLEX 390 LEASE 214365	JZWNDQ1	595A	6/14/2011	1,014.83	5	6250.100.5000.6832.575.0000.000.	3814582	7/23/2025
1003940	DELL OPTIPLEX 990 DESKTOP 222332	F1NLXR1	520A	12/13/2011	1,381.31	5	2622.270.1000.6737.210.8132.000.	3814582	7/23/2025
1006068	HP CHROMEBOOK 14 373572	5CD7070RHQ	510A	3/8/2017	264.83	5	6100.100.2310.6737.510.0000.000.	3814582	7/23/2025
1006395	XPS 9360 LAPTOP & USB ADAPTER 380601	67H89H2	510A	8/10/2017	1,266.63	5	6100.100.2320.6737.510.0000.000.	3814582	7/23/2025
1007255	XPS 8930 DESKTOP 390443	HTNS0Q2	575A	7/23/2018	940.75	5	6100.100.2580.6737.575.0000.000.	3814582	7/23/2025
N/A	Dell optilex 3020					5		3814582	7/23/2025
FWHO4	Dell EMC					5		3814582	7/23/2025
FWHO1	Dell EMC					5		3814582	7/23/2025
FWHO2	Dell EMC					5		3814582	7/23/2025
N/A	UCS C220 m3 (2)					5		3814582	7/23/2025
1007753	HP CHROMEBOOK 11 G6 394026	5CD9046W3W	120A	4/15/2019	252.18	5	5300.100.1000.6737.120.8356.000.	3814582	7/23/2025
1007765	HP CHROMEBOOK 11 G6 394026	5CD904702N5CD9044702N	120A	4/15/2019	252.18	5	5300.100.1000.6737.120.8356.000.	3814582	7/23/2025
1007788	HP CHROMEBOOK 11 G6 394026	5CD9047099	120A	4/15/2019	252.18	5	5300.100.1000.6737.120.8356.000.	3814582	7/23/2025
1014040	HP CHROMEBOOK G8	5CD109716N	140A	10/7/2021	265.64	5	3360.100.1000.6737.210.0000.000.	3814582	7/23/2025
1007738	HP CHROMEBOOK 11 G6 393924	5CD9011QNH	130A	4/8/2019	250.76	5	1689.100.1000.6737.130.0000.000.	3814582	7/23/2025
1007762	HP CHROMEBOOK 11 G6 394026	5CD90470B8	120A	4/15/2019	252.18	5	5300.100.1000.6737.120.8356.000.	3814582	7/23/2025
1007785	HP CHROMEBOOK 11 G6 394026	5CD904709T	120A	4/15/2019	252.18	5	5300.100.1000.6737.120.8356.000.	3814582	7/23/2025
1008438	HP CHROMEBOOK 11 G7 302630	5CD938B9FG	170A	12/16/2019	227.39	5	1660.100.1000.6737.170.0000.000.	3814582	7/23/2025
1008504	HP CHROMEBOOK 11 G7 301974	5CD9329MQM	170A	10/23/2019	270.95	5	5300.100.1000.6737.170.8352.000.	3814582	7/23/2025
1008632	HP CHROMEBOOK 11 G7 302590	5CD9388MV9	170A	12/10/2019	227.39	5	1120.100.1000.6737.170.0000.000.	3814582	7/23/2025
1008652	HP CHROMEBOOK 11 G7 302590	5CD9388N1W	170A	12/10/2019	227.39	5	1120.100.1000.6737.170.0000.000.	3814582	7/23/2025
1008697	HP CHROMEBOOK 11 G7 302590	5CD9388N5P	170A	12/10/2019	227.39	5	1120.100.1000.6737.170.0000.000.	3814582	7/23/2025

1008716	HP CHROMEBOOK 11 G7 302590	5CD93885M8	170A	12/10/2019	227.39	5	1120.100.1000.6737.170.0000.000.	3814582	7/23/2025
1008833	HP CHROMEBOOK 11 G7 302474	5CD9388QCD	170A	2/7/2020	212.51	5	5250.611.1000.6737.170.8000.000.	3814582	7/23/2025
1008843	HP CHROMEBOOK 11 G7 302474	5CD9388Q24	170A	2/7/2020	212.51	5	5250.611.1000.6737.170.8000.000.	3814582	7/23/2025
1008347	HP CHROMEBOOK 11 G7 301614	5CD9212PK9	170A	9/30/2019	270.94	5	1660.100.1000.6737.170.0000.000.	3814582	7/23/2025
N/A	RedCat speaker mic		200A			B		N/A	N/A
N/A	Canon printer/scanner	CCAB09Z10300T8	200A			B		N/A	N/A
N/A	3 Keyboards Dell		200A			5		3814582	7/23/2025
1002959	LAMINATOR ULTIMA 65 205136	VL00076G	105A	6/30/2010	1,492.39	B	5300.100.1000.6731.105.0184.000.	N/A	N/A

Disposal	DESCRIPTION	Disposal	DESCRIPTION
S	AUCTION/OBSOLETE	M	MISPLACED
A	ADMINISTRATIVE ADJUSTMENT	N	NOT COST EFFECTIVE, NEEDED, SR
B	PHYSICAL DAMAGE/BROKEN	O	OTHER
C	CASUALTY LOSS	P	PARTED OUT
D	<\$1000 SO DELETED	R	RETURNED MERCHANDISE
DM	DEMOLITION	S	SOLD/SALVAGED
E	EXCHANGED MERCHANDISE	T	TRADE IN
I	INSURANCE COMPENSATED	V	VANDALISM OR THEFT
J	TRANSFER TO OTHER CTED	W	WARRANTY/REPLACEMENT
L	LOAN RECALLED	Y	RECYCLE / SCRAPPED

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

E-1	July 22, 2025
Agenda Item Number	Board Meeting Date

Recommend Approval to Contract with ASPIN/Mohave Food Services
Cooperative, Shamrock Foods and Shamrock Farms for Fiscal Year 2025-2026

Item: Food Service Purchases

Submitted By: Monique Mata Date: July 16, 2025

Will Be Presented By: Monique Mata

District administration recommends approval to contract with ASPIN/Mohave Food Services Cooperative, Shamrock Foods and Shamrock Farms to purchase food service items such as food, non-food supplies and milk. The following cooperative contracts, with the estimated purchase volume, will be used for these purchases:

- ASPIN/Mohave Food Service Cooperative/Shamrock Foods – Mohave RFP 210-SFC-0701 - \$900,000 for food and non-food supplies
- Shamrock Farms – Mohave RFP# 21B-SHAM-0701 - \$125,000 – for milk

These are for fiscal year 2025-2026

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: *Monique Mata* Superintendent: *Kei Stoltz*

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

E-2	July 22, 2025
Agenda Item Number	Board Meeting Date

Item: Recommend Approval to Contract for Exceptional Student Services (ESS) Employees through Amergist Healthcare Staffing, Inc. for Fiscal Year 2025-2026

Submitted By: Monique Mata Date: July 16, 2025

Will Be Presented By: Monique Mata

District administration recommends approval ton contract for ESS employees including two occupational therapists (OTs) and one School Psychologist (Psych) through Amergis Healthcare Staffing, Inc. The District has been unable to hire OTs and Psychs due to the lack of qualified applicants. Ms. Camacho has reached out to several staffing companies and was able to find qualified OTs and Psychs through Amergis. The District would utilize pricing through the Dysart Unified School District SAVE RFP #22-5201-001. The estimated total cost for services is \$392,000. The funding source is Maintenance and Operations.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: *Monique Mata* Superintendent: *Kei Stoltz*

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

F-1
Agenda Item Number

July 22, 2025
Board Meeting Date

Item: Recommend Approval to Adopt AP Environmental Science Textbook

Submitted By: Dr. Kevin Stoltzfus/Dr. Audrey Reff Date: July 16, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/Dr. Audrey Reff

District administration recommends approval to adopt a new textbook for AP Environmental Science entitled Environmental Science for the AP Course, 4th Edition, published by Bedford, Freeman, and Worth (BFW). The textbook has been tabled for public review and comment since May 14, 2025, with no concerns received during this time frame. If approved, this resource would be used in the AP Environmental Science course at Flowing Wells High School.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: *A. Reff* Superintendent: *Kevin Stoltzfus*

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

FLOWING WELLS SCHOOL DISTRICT
District Administration Center

MEMORANDUM

TO: Governing Board Members
Dr. Kevin Stoltzfus, Superintendent

FROM: Dr. Audrey Reff, Associate Superintendent

RE: AP Environmental Science Textbook – Request to Adopt

DATE: July 22, 2025

The District administration recommends adopting the Bedford, Freeman, and Worth (BFW) *Environmental Science for the AP Course, 4th Edition* for use with the AP Environmental Science course at Flowing Wells High School. The BFW textbook has been tabled for public review for a sixty-day period and no public comments or concerns were submitted during this time. If the Governing Board approves this adoption request, the District would move forward with purchasing the resource for use in our high school AP Environmental Science courses beginning in the 2025-2026 school year.

The BFW textbook meets all College Board AP curricular and resource requirements for the course including a focus on specialized course content as well as seven required science practices. Specifically, while learning about energy transfer; interactions between earth systems; interactions between different species and the environment; and sustainability, students will explain environmental concepts; analyze visual representations; analyze sources of information; analyze research studies that test environmental principles; analyze and interpret quantitative data; apply quantitative methods in mathematical routines; and propose and justify solutions to environmental problems.

The process that led to the identification and recommendation of Bedford, Freeman, and Worth (BFW) *Environmental Science for the AP Course, 4th Edition* textbook included an instructor led review of the AP course and exam description; review of the textbook list provided on the College Board website; and an evaluation of two other textbooks by Pearson and Cengage.

Ultimately, the BFW textbook has been found to be exemplary in meeting all criteria established by the College Board and the course instructor, Ms. Molly Trainor. In her review, Ms. Trainor notes that the textbook is fully aligned with the current AP Environmental Science course; includes labs, activities, plentiful practice questions, and quizzes in the format of the AP exam; includes a goal setting module that supports student agency as learners; and includes a digital platform that is easy to navigate with additional instructional resources such as English and Spanish flashcards and Power Point slides that can be edited to suit Ms. Trainor's student's needs.

I will be available to provide additional information and answer questions during the regularly scheduled Governing Board Meeting. Thank you for your consideration.

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

F-2	June 24, 2025
Agenda Item Number	Board Meeting Date

Item: Recommend Approval to Adopt Psychology Textbook

Submitted By: Dr. Kevin Stoltzfus/Dr. Audrey Reff Date: June 17, 2025

Will Be Presented By: Dr. Kevin Stoltzfus/Dr. Audrey Reff

District administration recommends approval to adopt a new textbook for Psychology, Cengage Essentials of Psychology Concepts and Applications, 6th Edition. The textbook has been tabled for public review and comment since May 14, 2025, with no concerns received during this time frame. If approved, this resource would be used in the standard Psychology course at Flowing Wells High School.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: *A. Reff* Superintendent: *Kevin Stoltzfus*

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

FLOWING WELLS SCHOOL DISTRICT
District Administration Center

MEMORANDUM

TO: Governing Board Members
Dr. Kevin Stoltzfus, Superintendent

FROM: Dr. Audrey Reff, Associate Superintendent

RE: High School Psychology Textbook – Request to Adopt

DATE: July 22, 2025

The District administration recommends adopting the Cengage *Essentials of Psychology Concepts and Applications, 6th Edition* textbook for use in our standard high school psychology courses. The Cengage textbook has been tabled for public review for a sixty-day period and no public comments or concerns were submitted during this time. If the Governing Board approves this adoption request, the District would move forward with purchasing the resource for use in our high school Psychology courses beginning in the 2025-2026 school year.

The Cengage *Essentials of Psychology Concepts and Applications, 6th Edition* textbook meets the American Psychology Association’s National Standards for High School Psychology and includes chapters on the science of psychology; biological foundations of behavior; sensation and perception; consciousness; learning; memory; thinking, language, and intelligence; motivation and emotion; human development; psychology and health; personality; social psychology; psychological disorders; and methods of therapy.

The process that led to this recommendation included a review of the *Cengage Essentials of Psychology* textbook along with a review of an additional Cengage textbook and a Bedford, Worth, and Freeman (BFW) textbook. Each textbook was evaluated on the following constructs: content and skill standards; relevancy; accessibility; representation; instructional features; assessment opportunities; and teacher support. Ultimately, the committee gave the *Cengage Essentials of Psychology* the highest scores on each construct and overall.

The adoption committee included Flowing Wells High School Psychology teachers, Ms. Rachel Lodge and Ms. Marian Smith along with High School administrators Ariana Brown and Frank Thomas. I led the process and worked closely with the committee throughout. In her recommendation, Ms. Lodge summarized, “The text[book] set-up is great. There are many embedded opportunities for critical thinking; clear learning objectives; and lots of great chars and other graphics.” And, Ms. Smith noted, “It would be a great resource for kids to use in class to develop more knowledge and understanding of psychology.”

I will be available to provide additional information and answer questions during the regularly scheduled Governing Board Meeting. Thank you for your consideration.

FLOWING WELLS SCHOOL DISTRICT
District Administration Center

MEMORANDUM

TO: Governing Board Members
FROM: Dr. Kevin Stoltzfus, Superintendent
RE: Pending Statutory Changes and Related Policy Impacts
DATE: July 16, 2025

District administration presents for review information specific to three pending statutory changes that were passed by the Arizona Legislature during the 2025 legislative session and signed into law by the Governor. These revisions to state law will necessitate changes to Governing Board Policy. The three significant statutory changes include the following: revisions to A.R.S. 13-2620, which impacts mandatory reporting requirements; revisions to A.R.S. 15-120.05, which limits student use of wireless communication devices during school; and revisions to A.R.S. 15-142, which enhances restrictions on the release of some student directory information. A summary is provided below.

SB 1437 – Mandatory Reporting (Amends A.R.S. 13-2620)

- Adds governing board members and substitute teachers as mandated reporters of child abuse.
- Specifies that reporting to a School Resource Officer does not satisfy the reporting requirement.
- Impact in Flowing Wells: Governing Board Members will be assigned a training module from Public School Works. District administration will clarify guidance regarding the use of SROs. Policy JLF will be revised to reflect these changes.

HB 2484 – Student Access to Wireless Communication Devices (Amends A.R.S. 15-120.05)

- Schools must have a policy that limits the use of wireless communication devices and access to social media by students during school (including meals, passing periods, and recess).
- Protections for educational purposes, emergencies, and medical conditions.
- Requires establishment of procedures for contact between parents/guardians and students during the day.
- Impact in Flowing Wells: No change to our current practices; will document with revisions to Policy IJNDB. PreK through JH schools already have rules preventing student use of personal phones/tech throughout the entire day. High school students may not use their personal wireless communication devices during class time and are encouraged to limit their use during passing periods and lunch.

HB 2514 – FERPA and Directory Information (Amends A.R.S. 15-142)

- Under FERPA, directory information includes details such as a student’s name, address, email, telephone number, date of birth, photograph, dates of attendance, grade level, honors and awards, major field of study, enrollment status, participation in activities and sports, weight and height of members of athletic teams, and most recent educational agency attended.
- This law requires schools to inform parents about what constitutes directory information and their right to opt out.
- The school may not disclose a student’s address, telephone number, or email address unless...
 - The parent gives consent in writing.
 - The parent has not opted out, and the disclosure is for either a student request for educational purposes or an employee request for school business purposes.
- Impact in Flowing Wells: We already notify parents about directory information and their right to opt out. We will provide training regarding the restrictions against disclosure of address, phone, and email information. We will evaluate our communications with law enforcement, military recruiters, universities, etc. to ensure compliance. Policy JR will be revised to reflect these changes.

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

G-2 Agenda Item Number	July 22, 2025 Board Meeting Date
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Item: Information and Discussion regarding Revisions to Policy HR and the Newly Drafted Regulation HR-R

Submitted By: Dr. Kevin Stoltzfus Date: July 16, 2025

Will Be Presented By: Dr. Kevin Stoltzfus

District administration presents for review revisions to Policy HR, regarding employee representative organizations and the meet-and-confer process, and a newly developed draft regulation, Regulation HR-R, which delineates existing FWEA communication and representation practices that are allowable under Policy HR. The policy revisions and the development of the new regulation seek to document and sustain existing practices regarding FWEA's role in the District, representation of District employees, and relationship with District administration and the Governing Board. This work was completed in collaboration with FWEA leadership. Policy HR and Regulation HR-R are presented in draft form for review and are included in the list of proposed policy revisions bundled as a separate agenda item.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: _____ Superintendent: Kevin Stoltzfus

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

HR

TEACHER ~~EMPLOYEE~~ ADVISORY GROUP DELIBERATIONS

Introduction

The Governing Board recognizes that improving the educational welfare of the students of the District is the District's chief goal.

The Governing Board further recognizes that the character of the education offered the students of the District depends to a large degree upon the quality and morale of ~~the teaching staff~~ District employees.

The Governing Board further recognizes that teaching is a profession, that members of this profession have specialized educational qualifications, and that their participation in policy development on matters relative to the professional services of teachers is important to the success of school programs. Similarly the Governing Board recognizes that non-teaching employees have specialized qualifications and skills that contribute to the success of school programs, and as such, the participation of these employees in relevant policy development is valued.

The Governing Board is charged by law with the authority to manage and direct the operation of the District.

The Governing Board recognizes the benefit to ~~teachers~~ employees and students of deliberating in good faith with ~~teachers~~ employees to reach mutually satisfactory agreements when possible, about matters of mutual concern.

The Governing Board recognizes ~~and that~~ with certain legal limitations, ~~that~~, it may recognize an organization to provide representation for ~~any group or category of~~ employees. Deliberations must include a fair and equitable representation of ~~teachers~~ employees if requested or willed by the employees.

Therefore, the Governing Board establishes the following policy:

Definitions

Unless otherwise indicated, the following terms have the following meanings:

District means the Flowing Wells Unified School District.

Board means the Governing Board of the District.

Certificated Teacher(s) means all full-time regularly employed certificated teachers of the District as defined by A.R.S. 15-501(2).

Commission means the ~~Teacher~~ Employee Advisory Group established by this instrument.

Good Faith means that the parties will confer with each other openly and fairly with proper authority for deliberation and agreement in the meet-and-confer process, and will sincerely endeavor to reach agreement.

District Representatives include the Superintendent or his officially designated representative(s) who are members of the Commission.

Teacher Employee Representatives include the members of the Commission appointed or selected by the teachers employees.

Matters of Mutual Concern

Matters of mutual concern in deliberations by the ~~Teacher~~ Employee Advisory Group shall be limited to the following:

- Salary or wage rates or other forms of direct monetary compensation;
- Sick leave, vacation leave, sabbatical leave, and other paid or unpaid leaves of absence;
- Insurance benefits for employees;
- Communication regarding hiring, staffing, and other employee working conditions;
- Discussing representative recognition clauses;
- The method used to classify employees into a bargaining unit;
- Deduction of dues for a recognized employee organization;
- Protection of employees from discrimination because of their participation in recognized employee organizations;
- General savings clauses, including credit union;
- Duration of meet-and-confer process; and
- Safety.

Status of the Board

Governing Body

The Board, under the law of Arizona, is the governing body of the District.

Final Responsibility

The Board has the final responsibility of establishing policies, rules, and regulations for the District.

No Impairment of Rights

Notwithstanding any other provision in this policy, none of the lawful rights, powers, authority, and duties of the Board shall be impaired, reduced, destroyed, or affected in any way by this policy.

The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself without limitation all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Arizona, and of the United States, including, but without limiting the generality of the foregoing, the right:

- To the executive management and administrative control of the District and its properties and facilities, and the employment activities of ~~teachers~~ **employees**.
- To hire all employees and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion, and to promote, reassign, and transfer all such employees as deemed necessary in the best interest of the Board and the District.

Formation of Commission (~~Teacher~~ **Employee Advisory Group)**

Deliberation on matters of mutual concern as defined above shall be by means of a Commission, formed pursuant to this policy and entitled "~~Teacher~~ **Employee** Advisory Group." Up to five (5) members, each of whom must be a ~~full-time certificated teacher employed by the Board~~ **a current employee of the District**, may be selected by ~~teachers~~ **employees** to represent ~~the teachers~~ **employees**, and the Superintendent shall appoint up to five (5) members to represent the District on the Commission.

Selection of Exclusive ~~Teacher~~ **Employee Representative Organization**

Representation or recognition of an organization selected by and for ~~teacher~~ **employees** shall be permitted in accordance with this policy.

The Board shall accept and recognize the Flowing Wells Education Association (FWEA) as the sole organizational representative of ~~teachers~~ **employees.**

If employees desire to select a different organization to be recognized by the Board, ~~the~~ Board shall accept and recognize as the sole organizational representative of ~~teachers~~ **employees** the professional organization which obtains a plurality of the votes cast at an election duly called and held in accordance with procedures provided in this policy, provided that the entire cost of the election will be borne equally by the challenging organization or organizations. A security deposit shall be paid in advance by all organizations on the ballot sufficient to cover the cost of the election. Procedures for selection of the representing organizations shall be as follows:

- If more than one (1) ~~teachers~~ employee organization exists and the organizations reach an agreement on the composition of the ~~teacher~~ **employee** representatives to the ~~Teacher~~ **Employee** Advisory Group, the Board may recognize the representatives for that purpose. One (1) membership on the Commission shall be provided for each twenty percent (20%) of the ~~teachers~~ **employees** requesting representation by an organization.
- Upon written request by at least one-third (1/3) of the District's ~~teachers~~ employees, the Board will arrange for an election to determine which organization, association, or group may represent the ~~teachers~~ **employees** on the ~~Teacher~~ **Employee** Advisory Group. Results of such an election must be by secret ballot and must be validated and reported to the Board not later than May 15 of any year. The association or organization receiving the most votes shall be recognized as indicated above and authorized by the Board for representation. The representation shall be for a period of not less than two (2) years, after which, upon written request as specified above, another election may be held.
- Any organization may be placed on the ballot upon presentation of a written request and signatures of ten percent (10%) of the District ~~teachers~~ **employees**. A neutral third party as mutually agreed upon by the District administration and current ~~Teacher~~ **Employee** Advisory Group shall manage and direct the election process. The Board and administrators shall not participate nor interfere with the election except to facilitate its implementation. Electioneering and campaigning shall not interfere with or impede normal school operations.

Composition and Operations of the Commission (~~Teacher~~ **Employee Advisory Group)**

Formation

The Commission previously defined in this instrument, consisting of District and ~~teacher~~ **employee** representatives, shall be formed and reestablished every ~~two~~ **year** as required.

Each ~~teacher/District~~ group being represented on the Commission shall ~~may~~ **may** appoint ~~one (1)~~ **an** alternate who may attend only those meetings where a regular member of the Commission is unable to be in attendance. **Upon mutual agreement, each group may invite special representatives to a meeting in cases in which the special representative would provide meaningful insights to the work of the Commission.**

Teacher **Employee** Representation

The ~~teacher~~ **employee** members of the Commission shall be selected as indicated above and appointed by the executive committee of the organization entitled to representation. Any representative so appointed shall hold office at

the pleasure of the organization and until a successor has been duly appointed. Not more than five (5) ~~teacher~~ **employee** representatives shall serve on the Commission.

District Representatives

The District representatives of the Commission shall be appointed by the Superintendent. Any representative so appointed shall hold office at the pleasure of the Superintendent and until a successor has been duly appointed. Not more than five (5) District representatives shall serve on the Commission.

Authority

The Commission shall have authority:

- To consider, study, and discuss all matters placed upon its agenda;
- To procure competent professional and lay representatives to assist in considering matters placed upon its agenda, and utilize the services of education consultants;
- To discuss and endeavor to reach agreement on matters placed on the agenda;
- When agreement has been reached, to reduce it to writing for recommendation to the Board; and
- To do such other things as may be reasonable, necessary, or incidental to the full exercise of this authority.

Costs

If deemed necessary by both parties, any ~~Teacher~~ **Employee** Advisory Group costs shall be shared equally by the ~~teacher~~ **employee** representatives and the District.

Meet - and - Confer Procedure

Meetings and Agenda

The meetings covering matters of mutual concern shall be held ~~between January 15 and May 1~~ **throughout the year on a schedule established by mutual agreement of a majority of the members of the Commission.** ~~Extension of the discussion period beyond May 1 may be made only by approval of the Board. No contracts shall be issued when the Commission is meeting within the dates herein specified.~~

Other meetings of the Commission may be called at the request of the Superintendent **or other members of the commission**, who shall state the

reasons for the request. The time and place of each meeting of the Commission shall be set by mutual agreement of a majority of the members of the Commission provided that no intervention in the normal working day occurs unless previously approved by the Superintendent. To the extent permitted by law, unless individuals are invited by the Commission, meetings will be closed meetings with only members of the Commission in attendance. The agenda will be mutually set by the District and ~~teacher~~ **employee** representatives, and action may proceed only if a majority is present.

Meeting Summarization

A summary of progress may be made at the conclusion of each meeting and shall be agreed upon by both parties. A copy shall be furnished **available** to each member of the Commission.

No news releases on Commission progress or deliberations will be given to news media or others without approval by the Commission, and then given out only in a manner prescribed by the Commission. This shall not preclude or limit by rights of communication or expression by any parties represented on the Commission.

Meet-and-Confer in Good Faith

The Commission shall promptly and diligently consider, study, and discuss every matter appearing on its agenda; shall discuss and confer in good faith on each matter; and shall make reasonable efforts to reach agreement on each matter.

Information

The Commission shall have all available information as will assist the Commission upon request.

Consensus

A consensus may be reached only in the following manner:

- It must be approved by a majority vote of the ~~teacher~~ **employee** members of the Commission.
- It must be approved by a majority vote of all District representatives.
- It shall then be reduced to writing and submitted to all members of the Commission.

Upon arrival by both the District and the ~~teacher~~ **employee** representatives, it shall be submitted to the Board for consideration. If approved by the Board, such action shall be publicly announced and shall be put into effect by the Superintendent.

Rules

The Commission is authorized to recommend adoption and amendments of rules of procedure consistent with the provisions of this instrument. All proceedings shall be conducted in an informal manner without the use of strict rules of evidence or other technicalities, and with the main objective of fulfilling the intent of this policy.

Released Time

~~Certificated teachers~~ **Employees** may be released at reasonable times, from all school duties without loss of pay when regular meet-and-confer sessions are scheduled during the school day, if their attendance at such meetings is reasonably necessary, and if approved by the Superintendent.

Amendment

If the Commission desires to change any provision of this policy, it shall notify the Board and shall specify in writing the changes desired. Upon such notice, the Board shall consider modification. Modifications are final when approved by the Board.

Nothing in this policy shall deny or restrict any employee's right to represent himself before the Board, or utilize traditional methods of communication with the Board (e.g., call to audience, letters to Board members) to express the employee's point of view on any matter, including wage and fringe benefit issues. Nothing contained herein shall be construed to deny or restrict any employee in the rights he may have under any law or regulations. This policy shall not be used to discriminate on the basis of race, creed, sex, marital status, grade level, or subject field toward any ~~teacher~~ **employee**.

Adopted: ~~date of Manual adoption~~ (**new date of adoption**)

Regulation HR-R

EMPLOYEE REPRESENTATIVE ORGANIZATION RIGHTS AND RESPONSIBILITIES

As described in Policy HR, the Governing Board may recognize an employee representative organization whose members serve on an Employee Advisory Group for the purpose of discussing matters of mutual concern with representatives of the District as part of the meet-and-confer process. The Board recognizes the Flowing Wells Education Association (FWEA) as this employee representative organization.

As the employee representative organization recognized by the Board, FWEA may utilize District resources for the purposes outlined in Policy HR and for the purpose of representing employees' interests and rights in the implementation of Board policies.

Examples of acceptable communication and representation activities by FWEA are provided below. These examples are provided for reference and are not an exhaustive list. So far as communication does not interfere with employees' established work responsibilities and is not political in nature, employees may utilize district resources and engage in these communication activities during their regular hours of employment. Employees shall not engage in activities and communication that are political in nature during their regular work day, nor shall district resources be used to engage in these activities; examples include but are not limited to the following: activities to influence the outcome of an election; advocating for or against a candidate for elected office or a current elected official; advocating for or against legislation under consideration for adoption or revocation by an elected body.

- Meetings: FWEA may use District facilities upon approval of the building administrator. Meetings shall occur outside regular work hours and shall not interfere with employees' work duties or other District activities. Meetings may occur during an employee's planning time or lunch time.
- Mail Boxes and In-District Mail Services: FWEA members may place materials in employee mailboxes upon notification of the building administrator. Materials provided to all staff at a site shall also be provided to the building administrator. In-District mail services may be used to distribute materials to other sites within the District. FWEA shall pay the cost of any out-of-District mailings related to its activities.
- Bulletin Boards: Upon request to a site administrator, FWEA shall be provided bulletin board space in the site employee lounge or comparable area, as determined by the site administrator, for the purpose of posting FWEA materials and information by authorized FWEA representatives.
- Email: FWEA may utilize District email services. FWEA communications emailed to all staff at a site shall be copied to the site administrator.

- Requests for Information: Upon request to a site or District administrator, FWEA shall receive access to relevant information that already exists or is easily assembled, such as the following: lists of employee data including names, positions, sites, and email addresses; anonymous and/or average compensation data; anonymous and/or average climate survey results.
- Employee Representation: Employees may request that a witness or representative be included in meetings with their supervisors regarding discipline, performance, or compensation. The role of the representative is as an observer, although the representative may ask clarifying questions or provide relevant information to the discussion. A representative may serve this role during regular work hours without the use of personal leave as long as the representative collaborates with the site administrator to ensure coverage of essential work responsibilities during this time. Employees are entitled to representation, and neither the employee nor the employee representative shall be cited for insubordination for matters associated with the routine request for and/or scheduling of representation during meetings with administrators.

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

G-3 Agenda Item Number	July 22, 2025 Board Meeting Date
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Item: Information and Discussion regarding Proposed Policy Revisions

Submitted By: Dr. Kevin Stoltzfus Date: July 16, 2025

Will Be Presented By: Dr. Kevin Stoltzfus

District administration presents for review proposed policy revisions, with no action to be taken at this meeting. The attached document summarizes the revisions, and the accompanying policy drafts include strike-through text to indicate deletions and underlined text to indicate additions. Most revisions are minor and do not result in substantive changes. Several revisions entail the consolidation of multiple related policies, resulting in the opportunity to delete prior single-item policies.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: _____ Superintendent: Kevin Stoltzfus

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

Policy or Regulation	Recommendation to Board	Notes
A © DISTRICT MISSION AND BELIEF STATEMENT	Approval of revisions	Policy A states the District's Mission and Vision. Revisions replace outdated language with the current Board-approved version.
AA © SCHOOL DISTRICT LEGAL STATUS	Approval of revisions	Policy AA identifies the District's legal name and reference number. Revisions include minor formatting changes with no substantive changes.
ABA © COMMUNITY INVOLVEMENT IN EDUCATION	Approval of revisions	Policy ABA expresses value for community involvement. Revisions shorten the policy, making it more clear and concise.
ABAA © PARENTAL INVOLVEMENT	Approval of revisions	Policy ABAA expresses value for parent and guardian involvement. Revisions shorten the policy, making it more clear and concise.
AC © NONDISCRIMINATION / EQUAL OPPORTUNITY	Approval of revisions	Policy AC expresses the District's commitment to non-discrimination. Revisions align with federally designated classes and include the phrase "or any other basis prohibited by law."
AC-R ©	Approval of revisions	Regulation AC-R establishes a process for investigating discrimination complaints. Revisions are minor and not substantive.
ACA © SEXUAL HARASSMENT	Approval of revisions	Policy ACA expresses the District's commitment to providing an atmosphere free from sexual harassment and establishes definitions and examples of sexual harassment. Revisions include removing a reference to Title IX.
ACA-R ©	Approval of revisions	Regulation ACA-R establishes a process for investigating sexual harassment complaints. Revisions are minor and not substantive.
ACAA © TITLE IX SEX DISCRIMINATION	Approval of revisions	Policy ACAA expresses the District's commitment to maintaining employees' and students' rights to work in an environment free from sex discrimination. Revisions align the policy with the federal standard of "unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access..."
ACAA-R ©	Approval of revisions	Regulation ACAA-R establishes the District's process for investigating a Title IX Sex Discrimination complaint. This complicated procedure ensures due process for all parties. Revisions align the policy with current federal law.
AD	Deletion of policy	Policy AD provides a broad statement of a philosophy for learning. This is not required, and the policy is too broad to be helpful as a guiding document.
BA © SCHOOL BOARD OPERATIONAL GOALS	Approval of revisions	Policy BA states the Board's responsibility to represent the community. Revisions are minor and not substantive.
BAA © EVALUATION OF SCHOOL BOARD / BOARD SELF - EVALUATION	Approval of revisions	Policy BAA explains procedures the Board may follow for purposes of self-evaluation. Revisions are minor, removing an arbitrary deadline and clarifying some language.
BB © SCHOOL BOARD LEGAL STATUS	Approval of revisions	Policy BB explains that the Board's authority derives from the Arizona Constitution and the Arizona Legislature. Revisions are minor and not substantive.
BBA © BOARD POWERS AND RESPONSIBILITIES	Approval of revisions	Policy BBA consolidates several older policies and outlines the powers, responsibilities. The significant revisions reflect the work to consolidate other related policies into one policy and to align with Arizona statute.
BBAA	Deletion of policy	Policy BBAA has been consolidated with BBA.
BBBA © BOARD MEMBER QUALIFICATIONS	Approval of revisions	Policy BBBA outlines the qualifications for and restrictions against board member service. Revisions include updates deriving from ARS 15-421 related to exceptions for school board service based on the size of the district and/or county.
BBBB	Deletion of policy	Policy BBBB has been consolidated with BBA.
BBBC	Deletion of policy	Policy BBBC has been consolidated with BBA.
BBBD © BOARD MEMBER REMOVAL FROM OFFICE	Approval of revisions	Policy BBBD outlines reasons for board member resignation or removal from office. Revisions are minor and not substantive.
BBBE	Deletion of policy	Policy BBBE addresses unexpired board member terms and is covered by BBA.
BCA © BOARD MEMBER ETHICS	Approval of revisions	Policy BCA outlines ethical guidelines for board members. The policy was aligned to remove an outdated reference to Arizona statute and to include more broadly applicable language. Policy BCB provides rules to avoid conflicts of interest for board members. Revisions include updates to align with Arizona statute, particularly regarding exceptions associated with small districts.
BCB © BOARD MEMBER CONFLICT OF INTEREST	Approval of revisions	
BDA © BOARD ORGANIZATIONAL MEETING AND BOARD PRESIDENT DUTIES	Approval of revisions	Policy BDA outlines rules for organizational meetings and responsibilities of the board president. Revisions include greater detail regarding the president's duties.
BDB	Deletion of policy	Policy BDB was consolidated with BDA.
BDD © BOARD - SUPERINTENDENT RELATIONSHIP AND SUPERINTENDENT RESPONSIBILITIES	Approval of revisions	Policy BDD explains the formal relationship between the board and superintendent. Revisions are minor and not substantive.
BDE © BOARD COMMITTEES	Approval of revisions	Policy BDE establishes rules regarding committee work done by the board. Revisions incorporate rules governing advisory committees that previously had been expressed in Policy BDF.
BDF	Deletion of policy	Policy BDF has been consolidated with BDE.
BDG © SCHOOL ATTORNEY	Approval of revisions	Policy BDG establishes roles and communication channels relative to district legal counsel. Revisions are relatively minor and clarify that the superintendent may authorize other district personnel to consult with legal counsel when appropriate.
BE © SCHOOL BOARD MEETINGS	Approval of revisions	Policy BE provides guidelines for the structure and function of board meetings. Revisions include adding a section on executive sessions from BEC.
BEC	Deletion of policy	Policy BEC has been consolidated with BE.
BED © MEETING PROCEDURES	Approval of revisions	Policy BED establishes rules of order, including procedures for motions and voting, at governing board meetings. This new policy consolidates several previous policies but does not result in substantive changes to meeting procedures.
BEDA © NOTIFICATION OF BOARD MEETINGS	Approval of revisions	Policy BEDA outlines rules for posting public notifications regarding board meetings. Revisions are minor and not substantive.
BEDB © AGENDA	Approval of revisions	Policy BEDB outlines the rules regarding agendas for board meetings. Revisions include the incorporation of content previously located in Policy BEDBA.

BEDBA BEDC BEDD BEDF BEDG BEDG-R	Deletion of policy Deletion of policy Deletion of policy Deletion of policy Deletion of policy Deletion of regulation	Policy BEDBA has been consolidated with BEDB. Policy BEDC has been consolidated with BBA. Policy BEDD has been consolidated with BED. Policy BEDF has been consolidated with BED. Policy BEDG has been consolidated with BED. Policy BEDG-R has been consolidated with BED. Policy BEDH establishes rules for public participation at board meetings. Revisions include a statement establishing permission for media representatives to attend board meetings, adapted from Policy BEDI. Policy BEDI has been consolidated with BEDH.
BEDH © PUBLIC PARTICIPATION AND NEWS MEDIA SERVICES AT BOARD MEETINGS BEDI	Approval of revisions Deletion of policy	
BGB © POLICY ADOPTION, REVISION AND REPEAL BGC BGC-R	Approval of revisions Deletion of policy Deletion of regulation	Policy BGB establishes rules for adoption, revision, and repeal of board policies. Revisions include the consolidation of several related policies into a single policy. Policy BGC has been consolidated with BGB. Regulation BGC-R has been consolidated with BGB. Policy BGD explains the board's right to review regulations that articulate how policies shall be implemented. Revisions are minor and not substantive. Policy BGE establishes rules regarding the establishment, maintenance, and accessibility of the policy manual. Revisions are minor and not substantive. Regulation BGE-R establishes rules regarding the establishment, maintenance, and accessibility of the policy manual. Revisions are minor and not substantive.
BGD © BOARD REVIEW OF REGULATIONS	Approval of revisions	
BGE © POLICY MANUAL	Approval of revisions	
BGE-R ©	Approval of revisions	
BGF	Deletion of policy	Policy BGF has been consolidated with BGB. Policy BHC establishes guidelines for communication with the board by staff and members of the public. Revisions include integration of Policy BHD regarding communication by members of the public. Policy BHD has been consolidated with BHC. Policy BIA explains procedures to support board members elect and new members. Revisions are minor and not substantive. Policy BIB has been consolidated with BIBA. Policy BIBA expresses support for board member participation in professional development and establishes related guidelines. Revisions include a statement that public monies may not be used for training that presents blame or judgment on the basis of race, ethnicity, or sex per ARS 41-1494. Policy BIE establishes rules regarding access to liability insurance and the option to participate at full cost in a district group insurance plan. Revisions are minor and not substantive. Policy BJ establishes the board's authority to participate in conferences regarding legislative programs. Revisions are minor and not substantive.
BHC © BOARD COMMUNICATIONS BHD	Approval of revisions Deletion of policy	
BIA © NEW BOARD MEMBER ORIENTATION AND RESOURCES BIB	Approval of revisions Deletion of policy	
BIBA © BOARD MEMBER DEVELOPMENT OPPORTUNITIES: CONFERENCES, CONVENTIONS, AND WORKSHOPS	Approval of revisions	
BIE © BOARD MEMBER INSURANCE / LIABILITY	Approval of revisions	
BJ © SCHOOL BOARD LEGISLATIVE PROGRAM	Approval of revisions	
BK © SCHOOL BOARD MEMBERSHIPS AND ARIZONA SCHOOL BOARDS ASSOCIATION DELEGATES BKA	Approval of revisions Deletion of policy	Policy BK explains that the board may join one or more school boards associations. Revisions add language specific to participation in the ASBA delegate assembly. Policy BKA has been consolidated with BK.
CA © ADMINISTRATION GOALS / PRIORITY OBJECTIVES	Approval of revisions	Policy CA specifies that administration is responsible for implementing the goals and priorities of the board. Revisions are minor and not substantive. Policy CB provides a general statement about the duties and responsibilities of the superintendent. Revisions are minor and not substantive. Policy CBA provides more specific information regarding the superintendent's duties. Revisions are minor and not substantive. Policy CBCA specifies the superintendent's authority to provide notice of the board's intention to not offer a contract and/or to dismiss employees. Revisions include adding language previously found in Policy CCB regarding procurement, compensation of employees, closing schools, and delegation of powers. Regulation CBCA-R specifies responsibilities that are delegated to principals. This regulation replaces the former Regulation CCB-RA.
CB © SUPERINTENDENT CBA © QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT	Approval of revisions Approval of revisions	
CBCA © DELEGATED AUTHORITY CBCA-R ©	Approval of revisions Approval of revisions	
CBI © EVALUATION OF SUPERINTENDENT CCB © LINE AND STAFF RELATIONS CCB-R ©	Approval of revisions Deletion of policy Deletion of regulation	Policy CBI establishes procedures for evaluation of the superintendent. Revisions are minor and mostly involve changes to the policy format. The date by which the superintendent's evaluation must be completed has been changed from January 31 to March 30. Policy CCB has been consolidated with Policy CBCA. Regulation CCB-RA has been replaced with Regulation CBCA-R. Policy CFD establishes guidelines for school councils. Revisions are minor and not substantive. Previously two different versions of CFD existed: one for districts with fewer than 600 students, and one for larger districts. These have been consolidated into a single policy. Policy CHD establishes the superintendent's authority to act in the absence of policy. Revisions are minor and not substantive. Policy CK establishes that educational consultants may be employed for appropriate purposes. Revisions are minor and not substantive.
CFD © SCHOOL - BASED MANAGEMENT	Approval of revisions	
CHD © ADMINISTRATION IN THE ABSENCE OF POLICY	Approval of revisions	
CK © ADMINISTRATIVE CONSULTANTS	Approval of revisions	
CM © SCHOOL DISTRICT ANNUAL REPORT	Approval of revisions	Policy CM provides guidance regarding annual reporting requirements. Revisions include the addition of information about the Annual Financial Report and removal of information about the Guaranteed Energy Cost Savings Report.
DA © FISCAL MANAGEMENT GOALS	Approval of revisions	Policy DA articulates broad goals for the management of district finances. Revisions are minor and not substantive.
DB © ANNUAL BUDGET: SCHEDULE, PREPARATION / PLANNING, FORMAT, AND POSTING / SUBMISSION DB-R ©	Approval of revisions Approval of revisions	Policy DB establishes guidelines for the preparation of the annual budget. Revisions are associated with the consolidation of several previous policies into a single new policy. Regulation DB-R articulates in greater detail the various requirements associated with the annual budgeting process. This new regulation replaces DBC-R.

DBC © BUDGET PLANNING, PREPARATION, AND SCHEDULES DBC-R ©	Deletion of policy Deletion of regulation	Policy DBC has been consolidated with DB. Regulation DBC-R has been consolidated with DB-R.
DBF © BUDGET PROCESS, ADOPTION AND IMPLEMENTATION DBI © BUDGET IMPLEMENTATION	Approval of revisions Deletion of policy	Policy DBF outlines the process for budget adoption and implementation. Revisions include the integration of the former policy DBI. Policy DBI has been consolidated with DBF.
DBJ © BUDGET RECONCILIATION AND TRANSFERS	Approval of revisions	Policy DBJ explains guidelines for budget reconciliation and transfers. Revisions are minor and not substantive.
DD © BUDGET FUNDING SOURCES	Approval of revisions	Policy DD provides guidance regarding funding sources outside the school system. Revisions are due to integration of previous Policies DDA and DEC.
DDA © FUNDING SOURCES OUTSIDE THE SCHOOL SYSTEM DEC © FUNDING FROM FEDERAL TAX SOURCES	Deletion of policy Deletion of policy	Policy DDA has been consolidated with DD. Policy DEC has been consolidated with DD.
DFA © REVENUES AND INCOME	Approval of revisions	Policy DFA provides guidance regarding revenues obtained real estate, gate receipts, and other sources of income. This policy consolidates Policies DFB, DFD, and DFF into a single policy and adds language about student activity fundraising.
DFB © REVENUES FROM SCHOOL - OWNED REAL ESTATE DFD © GATE RECEIPTS AND ADMISSIONS DFF © INCOME FROM SCHOOL SALES AND SERVICES	Deletion of policy Deletion of policy Deletion of policy	Policy DFB has been consolidated with DFA. Policy DFD has been consolidated with DFA. Policy DFF has been consolidated with DFA.
DG © BANKING SERVICES AND AUTHORIZED SIGNATURES DGA © AUTHORIZED SIGNATURES	Approval of revisions Deletion of policy	Policy DG establishes rules for banking services and authorized signatures. Revisions include adding rules for authorized signatures from the former Policy DGA. Policy DGA has been consolidated with DG.
DGD © CREDIT CARDS	Approval of revisions	Policy DGD establishes guidelines for the use of credit cards and procurement cards. Revisions are minor and not substantive.
DI © FISCAL ACCOUNTING AND REPORTING DIA © ACCOUNTING SYSTEM	Approval of revisions Deletion of policy	Policy DI establishes guidelines for fiscal accounting and reporting. Revisions include the integration of former Policy DIA. Policy DIA has been consolidated with DI.
DIB © REVOLVING AND AUXILIARY FUNDS	Approval of revisions	Policy DIB provides guidance regarding a general purpose revolving fund and an auxiliary operations fund. Revisions are minor and not substantive.
DIC © FINANCIAL REPORTS AND STATEMENTS DICA © BUDGET FORMAT	Approval of revisions Deletion of policy	Policy DIC establishes rules regarding the preparation of the annual financial report. Revisions are minor and not substantive. Policy DICA has been consolidated with DB.
DID © INVENTORIES	Approval of revisions	Policy DID provides guidance regarding inventory procedures. Revisions include updates to wording and terminology to align with the Uniform System of Financial Reporting (USFR).
DID-R ©	Approval of revisions	Regulation DID-R clarifies details regarding inventory records and procedures. Revisions are minor and not substantive.
DIE © AUDITS / FINANCIAL MONITORING	Approval of revisions	Policy DIE establishes requirements to comply with procedures for audits and financial monitoring. Revisions are minor and not substantive.
DIE-R ©	Approval of revisions	Regulation DIE-R provides greater detail regarding audit requirements. Revisions include updates to the budget amounts that are used to distinguish between the various forms of financial monitoring, in accordance to guidance from the USFR.
DJ © PURCHASING ETHICS	Approval of revisions	Policy DJ establishes guidelines for ethics in purchasing, particularly regarding avoidance of gifts that may influence decision makers. Revisions include a clarification that food, beverages, and sponsorships of some special events are not considered gifts or benefits. Other revisions are minor.
DJE © BIDDING / PURCHASING PROCEDURES	Approval of revisions	Policy DJE provides guidance regarding bidding and purchasing procedures. Revisions clarify when competitive bidding is not required and also establish rules for purchasing from employees or board members. Revisions align with the USFR.
DJE-R ©	Approval of revisions	Regulation DJE-R provides additional detail about bidding and purchasing procedures. Revisions align with guidance from the Arizona Administrative Code and the USFR.
DJG © VENDOR / CONTRACTOR RELATIONS	Approval of revisions	Policy DJG establishes guidance regarding contractors, vendors, and sales persons. Revisions include minor formatting changes and the incorporation of language previously included in Policy DJGA.
DJG-R ©	Approval of revisions	Regulation DJG-R specifies that the district will obtain I-9 documentation from contractors. Revisions are minor and not substantive.
DJGA © SALES CALLS AND DEMONSTRATIONS DJGA-R ©	Deletion of policy Deletion of policy	Policy DJGA has been consolidated with DJG. Regulation DJGA-R has been consolidated with DJG-R.
DK © PAYMENT AND PAYROLL PROCEDURES DKA © PAYROLL PROCEDURES / SCHEDULES	Approval of revisions Deletion of policy	Policy DK establishes procedures for payment and payroll. Revisions include the incorporation of language previously found in Policy DKA regarding payroll. Policy DKA has been consolidated with DK.
DN © SCHOOL PROPERTIES DISPOSITION	Approval of revisions	Policy DN outlines procedures for the disposition of school property. Revisions include removal of language regarding competitive sealed bidding given that these details have been consolidated with Policy DJE.
GBK © STAFF GRIEVANCES	Approval of revisions	Policy GBK outlines procedures for administration and the Board to review employee grievances. Revisions are minor and not substantive.
IHA © BASIC INSTRUCTIONAL PROGRAM	Approval of revisions	Policy IHA provides guidance per state law on the required minimum course of study. The only revision clarifies that on 9/11 Education Day, age-appropriate instruction about the September 11 attacks shall be provided to students in grades 7-12 (rather than all grades).

IJNDB © USE OF TECHNOLOGY RESOURCES IN INSTRUCTION	Approval of revisions	<p>Policy IJNDB provides guidance regarding students' access to and use of technology resources. This version includes significant revisions. A statement about the appropriate use of Artificial Intelligence has been added. Also, language aligning with A.R.S. 15-120.05 now specifies that students' access to social media shall be restricted and that students' use of wireless communication devices shall be limited.</p> <p>Regulation IJNDB-R specifies our rules and expectations for appropriate use of technology resources for students and employees and includes revisions that elaborate on the changes to Policy IJNDB. Specifically, this regulation outlines that students in preschool through grade 8 shall not use personal wireless communication devices during the school day, and students in grades 9-12 shall not use wireless communication devices during class time and are encouraged to their use of these devices during passing periods and lunch time. All students and parents/guardians will review and agree to this regulation as part of the annual registration process, and employees will review and agree as part of the annual compliance training process.</p>
IJNDB-R ©	Approval of revisions	
JII © STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES	Approval of revisions	<p>Policy JII outlines procedures for responding to student concerns. The revision removes references to Title IX sexual discrimination procedures given that these are documented in a separate policy.</p> <p>Policy JLF establishes procedures for the mandated reporting of potential child abuse. Revisions include adding substitute teachers and governing board members as mandated reporters in accordance with new state legislation. Additionally, revisions specify that reporting to a School Resource Officer or School Safety Officer does not satisfy the reporting requirement unless the officer reports the information to the appropriate law enforcement agency.</p>
JLF © REPORTING CHILD ABUSE / CHILD PROTECTION	Approval of revisions	
JLIF © SEX OFFENDER NOTIFICATION	Approval of revisions	<p>Policy JLIF explains the duty of law enforcement to notify the district of the presence of registered sex offenders who live in the community, as well as the district's duty to disseminate this information appropriately. Revisions include clarifying that these duties apply to level one, two, and three offenders.</p>
JR © STUDENT RECORDS	Approval of revisions	
JR-R ©	Approval of revisions	<p>Policy JR provides information about procedural requirements for the maintenance and safeguarding of student records. Revisions reflect changes to Arizona statute and impose greater restrictions on the sharing of student addresses, phone numbers, and email addresses.</p> <p>Regulation JR-R provides specific details for the implementation of Policy JR.</p>
HR TEACHER ADVISORY GROUP DELIBERATIONS	Approval of revisions	<p>Policy HR establishes guidelines for the formation of an employee representative organization and the practices and duties of this organization, particularly as it pertains to the meet-and-confer process. Revisions include identifying FWEA as the employee representative organization and broadening the language to include all employees rather than exclusively teachers.</p>
HR-R EMPLOYEE REPRESENTATIVE ORGANIZATION RIGHTS AND RESPONSIBILITIES	Approval of revisions	<p>Regulation HR-R delineates FWEA communication and representation practices that are allowable under Policy HR. This is a new regulation that simply documents existing practices.</p>

**A
DISTRICT MISSION AND
BELIEF STATEMENT**

MISSION

~~"The Flowing Wells School District consistently strives for educational excellence in preparing students for life after graduation."~~

Exceptional educational opportunities and high expectations for achievement are the hallmarks of Flowing Wells Schools. As a community of learners, we are guided by these core values:

~~CORE VALUES~~

~~STUDENT-CENTERED~~

~~We will make all decisions in the best interest of the students.~~

We base all decisions on the question,
"Is this in the best interest of students?"

INTEGRITY

~~We will be fair, ethical, and honest.~~

~~We will do what we say and say what we do.~~

We are fair, ethical, and honest. In all situations,
we do what we say and we say what we do.

QUALITY FOCUSED

~~If it is worth doing, it is worth doing well.~~

~~Everything we do, we will strive to do it well.~~

We believe that if something is worth doing,
it is worth doing well.

BALANCE

~~We will encourage students, families, and employees
to strive for balance in their lives.~~

We support and respect each other as we fulfill our
commitments to work, family, and community.

~~Adopted: May 27, 2014~~

Compare Policy Advisory "AA © SCHOOL DISTRICT LEGAL STATUS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

AA © SCHOOL DISTRICT LEGAL STATUS

The legally designated name of the District is School District No. 8 of Pima County. The official name shall be Flowing Wells Unified School District No. 8.

~~Adopted: date of Manual adoption~~

The District's legal boundaries can be found in the transcript that the County School Superintendent annually files with the Board of Supervisors and County Assessor.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:
A.R.S.

[15-101](#)

[15-441](#)

[15-442](#) ~~Arizona Constitution, Art. XI, Sections 1-4~~

~~Arizona Constitution, Art. XX, Paragraph 7~~

first

Compare Policy Advisory "ABA © COMMUNITY INVOLVEMENT IN EDUCATION" to Policy in Manual

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

ABA © COMMUNITY INVOLVEMENT IN EDUCATION

The Board recognizes that the public has substantial resources~~of~~, training, and ~~experience~~ **experiences** that could be useful to schools. ~~The strength of the local District is in large measure determined by the manner and degree to which these resources are utilized in an advisory capacity and to the degree that these resources are involved in supporting the improvement of the local educational program., and it encourages active involvement in District activities.~~ The advice of the public will be given careful consideration. ~~In the evaluation of such contributions, the first concern will be for the educational program as it affects the students. The final decision may depart from this advice when in the judgment of the staff and the Board such advice is not consistent with goals adopted by the Board, consistent with current educational practice, or within the reach of the financial resources available~~ **is appropriate.**

Adopted: ~~date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

~~15-327~~

<-- z2AdoptionDate -->

CROSS REF.:

~~IJ - Instructional Resources and Materials~~

KB - Parental Involvement in Education

Compare Policy Advisory "ABAA © PARENTAL INVOLVEMENT" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

ABAA © PARENTAL INVOLVEMENT

~~Based on the philosophy of the District, it is the intent of the Board that parental involvement in the District, at both the District and site levels, be defined in the broadest possible terms.~~

~~Further, it is the intent of the Board, under such a definition, that the Superintendent will, within the capabilities of the District staff and the financial limitations of the District, at both the District and school levels, incorporate to the maximum extent possible, a variety of activities, strategies, and mechanisms into the District and school structures that provide for the:~~

~~active involvement of,~~

~~active support to,~~

~~effective interaction with, and~~

~~development of~~

~~parents as active partners in a student support team effort that will enhance the capacity of all students to reach their optimum potential.~~

~~Adopted: date of Manual adoption~~

The District supports the active involvement of parents and guardians as partners in their students' educational activities.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

~~15-341102~~15-342

CROSS REF.:

[IHBD](#) - Compensatory Education

[KB](#) - Parental Involvement in Education

Compare Policy Advisory "AC © NONDISCRIMINATION / EQUAL OPPORTUNITY" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

AC © NONDISCRIMINATION / EQUAL OPPORTUNITY

The Board is committed to a policy of nondiscrimination in relation to race, color, ~~ethnicity~~, religion, sex, ~~sexual orientation, gender identity, gender expression~~, age, national origin, and disability ~~or any other basis prohibited by law~~. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

Adopted: ~~August 12, 2014~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[23-341](#)

[41-1463](#)

Arizona Constitution, Ordinance Art. XX, Par. Seventh

20 U.S.C. 1400 *et seq.*, Individuals with Disabilities Education Act

20 U.S.C. 1681, Education Amendments of 1972, Title IX

20 U.S.C. 1703, Equal Employment Opportunity Act of 1972

29 U.S.C. 794, Rehabilitation Act of 1973, (Section 504)

42 U.S.C. 2000, Civil Rights Act of 1964, Titles VI and VII

42 U.S.C. 12101 *et seq.*, Americans with Disabilities Act

CROSS REF.:

[ACA](#) - Sexual Harassment

[ACAA](#) - Title IX Sex Discrimination

[GBA](#) - Equal Employment Opportunity

[GCQF](#) - Discipline, Suspension, and Dismissal of Professional Staff Members

[GDQD](#) - Discipline, Suspension, and Dismissal of Support Staff Members

[IHBA](#) - Special Instructional Programs and Accommodations for

Disabled Students

[JB](#) - Equal Educational Opportunities

[JII](#) - Student Concerns, Complaints and Grievances

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[KED](#) - Public Concerns/Complaints about Facilities or Services

Compare Policy Advisory "AC-R ©" to Policy in Manual

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

AC-R ©

REGULATION

NONDISCRIMINATION / EQUAL OPPORTUNITY

Compliance Officer

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or ~~to have~~ who has been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board.

Complaint ~~Procedure~~Process

Investigation

The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate and document complaints filed pursuant to this regulation as soon as reasonable, within the established timelines. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. The Superintendent shall also investigate incidents of policy violation that are raised by the Governing Board, even though no complaint has been made.

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board.

If the person alleged to have violated policy is a teacher or an administrator, the due process provisions of the District's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. ~~15-539~~ *et seq.*, may be initiated.

If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

If the person alleged to have violated policy is a student, the Superintendent may impose discipline in accordance with Policies JK, JKD and JKE.

Dismissal of Complaint

If the ~~Superintendent's~~ Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall so inform the complaining party in writing.

Timelines

The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.

Once the written complaint has been filed using the forms provided by the District, the Superintendent shall require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) working days.

If the immediate supervisor or site administrator does not respond, the Superintendent will have ten (10) additional working days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.

Compare Policy Advisory "ACA © SEXUAL HARASSMENT" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

ACA © SEXUAL HARASSMENT

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 ~~and Title IX of the Education Amendments of 1972.~~

The Equal Employment Opportunity Commission defines "sexual harassment" ~~as unwelcome~~ as **unwelcome** sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. ~~Submission~~ **Submission** to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; or
- B. ~~Submission~~ **Submission** to or rejection of such conduct is used as a basis for employment decisions affecting such individual; or
- C. ~~Such~~ **Such** conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include, but is not limited to:

- A. ~~Suggestive~~ **Suggestive** or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- B. ~~Continuing~~ **Continuing** to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- C. ~~Implying~~ **Implying** or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed.
- D. ~~Coercive~~ **Coercive** sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee.
- E. ~~Offering~~ **Offering** or granting favors or employment benefits, such as promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, et cetera, in exchange for sexual favors.

Anyone who is subject to sexual harassment¹⁰³, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in ACA-R.

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action.

All matters involving sexual harassment complaints will remain confidential to the extent practicable and allowable by law.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[41-1461](#) *et seq.*

20 U.S.C. 1681, Education Amendments of 1972, Title IX;

~~—as amended in 2024, Title IX~~

20 U.S.C. 1703, Equal Employment Opportunity Act of 1972

42 U.S.C. 2000, Civil Rights Act of 1964 as amended, Title VII

CROSS REF.:

[AC](#) - Nondiscrimination/Equal Opportunity

[GBA](#) - Equal Employment Opportunity

[GCQF](#) - Discipline, Suspension, and Dismissal of Professional Staff Members

[GDQD](#) - Discipline, Suspension, and Dismissal of Support Staff Members

[KED](#) - Public Concerns/Complaints about Facilities or Services

[KFA](#) - Public Conduct on School Property

REGULATION

SEXUAL HARASSMENT

Compliance Officer

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or who has been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board.

Complaint ~~Procedure~~ Process

Investigation

The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate and document complaints filed pursuant to this regulation as soon as reasonable, within the established timelines. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. The Superintendent shall also investigate incidents of policy violation that are raised by the Governing Board, even though no complaint has been made.

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board.

If the person alleged to have violated policy is a teacher or an administrator, the due process provisions of the District's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. [15-539](#) *et seq.*, may be initiated.

If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

Dismissal of Complaint

If the ~~Superintendent's~~ Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall so inform the complaining party in writing.

Timelines

The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.

Once the written complaint has been filed using the forms provided by the District, the Superintendent shall require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) working days.

If the immediate supervisor or site administrator does not respond, the Superintendent will have ten (10) additional working days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.

Compare Policy Advisory "ACAA © TITLE IX SEX DISCRIMINATION" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

ACAA © TITLE IX SEX DISCRIMINATION

Purpose

Title IX of the Federal Education Amendments Act protects people from discrimination based on sex in education programs or activities that receive ~~Federal~~ federal financial assistance. The District does not discriminate based on ~~the basis of~~ sex and ~~is required by Title IX not to discriminate in such a manner.~~ The District adheres to all conditions established by Title IX by recognizing the right of every student who attends school in the District and every employee who works in the District to do so without the fear of sex discrimination, ~~to include~~ including unlawful sexual harassment.

Definitions

Sexual Harassment

The District accepts and shall employ the definition of sexual harassment as established by the Title IX regulations. Sexual harassment means conduct on the basis of sex that satisfies one (1) or more of the following:

- A. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- B. Unwelcome conduct determined by a reasonable person to be so severe ~~or~~, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; ~~or~~
- C. "Sexual assault" as defined in [20 U.S.C. 1092\(f\)\(6\)\(A\)\(v\)](#), "dating violence" as defined in [34 U.S.C. 12291\(a\)\(10\)](#), "domestic violence" as defined in [34 U.S.C. 12291\(a\)\(8\)](#), or "stalking" as defined in [34 U.S.C. 12291\(a\)\(30\)](#).

~~D. Hostile Environment Harassment.~~

~~The District also accepts and shall employ the definition of a complainant as~~ **Complainant**

A complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment, ~~and a respondent as~~.

Respondent

A respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Title IX Coordinator

The District shall designate and authorize an employee as the "Title IX Coordinator" to comply with its responsibilities pertaining to sexual harassment under Title IX. Inquiries about the application of Title IX may be referred to the District's Title IX Coordinator.

Reporting

Any person may report sex discrimination, including sexual harassment, regardless of whether the person reporting is the person alleged to be the victim of the reported conduct or not. A report may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator. ~~The~~

The District shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

District Response Process

The District will respond promptly when any school employee has notice of sex discrimination, including of sexual harassment. Upon receipt of notice of sexual harassment, the District shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the District's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a **formal** complaint of sexual harassment, and how the District shall respond. The District is committed to investigating each **formal** complaint submitted and to taking appropriate action on all confirmed violations of policy. The District shall follow grievance procedures that provide for the prompt and equitable resolution of complaints from students and employees alleging sexual harassment.

Confidentiality

The District will make reasonable efforts to keep confidential the identity of any individual who has made a report or filed a **formal** complaint of sexual harassment, any **complainant**, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as is necessary to carry out the grievance process and as may otherwise be permitted by law.

Mandatory Reporting

Title IX sex discrimination complaints, including sexual harassment complaints, may include violations covered by Arizona's mandatory reporting statute, A.R.S. §[13-3620](#). Any abuses classified by statute as "reportable offenses" must be reported as such to the authorities because not reporting a reportable offense is classified as a Class 6 Felony.

~~Retaliation Prohibited~~ Retaliation Prohibited

Neither the District nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has in good faith made a report or complaint, testified, assisted, or participated or refused to participate in any ~~manner~~ manner in an investigation, proceeding, or hearing. ~~Intimidation~~ Intimidation, threats, coercion, or discrimination, including charges against an

individual for violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or [a report or formal complaint of](#) sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[13-3620](#)

20 U.S.C. 1092

20 U.S.C. 1681, Education Amendments of 1972, Title IX,
~~—as amended in 2024, Title IX~~

34 U.S.C. 12291

CROSS REF.:

[AC](#) - Nondiscrimination/Equal Opportunity

[JB](#) - Equal Educational Opportunities

ACAA-R ©

REGULATION

TITLE IX SEX DISCRIMINATION

Title IX Coordinator

The Superintendent shall appoint an employee as the "Title IX Coordinator." ~~If~~ If the Title IX Coordinator is the respondent, the complaint shall be filed with the Superintendent.

Title IX Coordinator:

Name/Title:

~~Dr. Tabettha Finchum, Assistant Superintendent~~

Dr. Tamára McAllister, Assistant Superintendent

Address:

1556 W. Prince Road

Tucson, Arizona 85705

E-mail: Tamara.McAllister@fwusd.org

Telephone: 520-696-8822

~~Response to Sex Discrimination~~

~~A recipient with knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity must respond promptly and effectively.~~

Complaint Process

When the District has actual knowledge of sexual harassment in an education program or activity of the District against a person in the United States, it shall respond promptly in a manner that is not deliberately indifferent.

A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to a District's Title IX Coordinator or to any employee.

B. An "education program or activity" includes locations, events, or circumstances over which the District exercised substantial control over both the respondent and the context in which the

~~sex discrimination~~

sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the District.

C. A District is "deliberately indifferent" only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

Supportive Measures

The District's initial response to any report of sex discrimination must treat complainants and respondents equally by offering supportive measures to both and must follow the established grievance process before disciplining a respondent.

~~The Title IX Coordinator shall promptly:~~

~~A. Contact the complainant to discuss the availability of supportive measures;~~

~~B. Consider the complainant's wishes with respect to supportive measures;~~

~~C. Inform the complainant of the availability of supportive measures; and~~

~~D. Explain to the complainant the process for filing a complaint.~~

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint. ~~Such or where no formal complaint has been filed.~~ Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sex discrimination. ~~Supportive sexual harassment.~~ Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, and other similar measures. ~~The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would~~ Supportive measures provided shall remain confidential, if possible. This confidentiality must not impair the District's ability of the District to provide the supportive measures. ~~The support, limit its ability to carry out the complaint process, including as otherwise may be permitted by law.~~

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Even if no formal complaint has been filed, the Title IX Coordinator shall promptly:

A. Contact the complainant to discuss the availability of supportive measures;

B. Consider the complainant's wishes with respect to supportive measures;

C. Inform the complainant of the availability of supportive measures; with or without the filing of a formal complaint; and

D. Explain to the complainant the process for filing a complaint.

Removal of Respondent

The District may remove a respondent from the District's education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of ~~sex discrimination justifies~~ ~~sexual harassment~~ justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.—~~This~~ This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Response to a ~~Notification~~

~~of Conduct~~

~~The Title IX Coordinator must take the following actions upon being notified of conduct that reasonably may constitute sex discrimination:~~

~~A. Treat the complainant and respondent equitably. (§ 106.44(f)(1)(i)).~~

~~B. Offer and coordinate supportive measures, as appropriate, for the complainant. If the recipient has initiated grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures as appropriate, for the respondent. (§ 106.44(f)(1)(ii)).~~

~~C. Notify the complainant, or if the complainant is unknown, the individual who reported the conduct, of the grievance procedures and the informal resolution process, if available and appropriate. (§ 106.44(f)(1)(iii)(A)).~~

~~D. If a complaint is made, notify the respondent of the grievance procedures and the informal resolution process, if available and appropriate. (§ 106.44(f)(1)(iii)(B)).~~

~~E. In response to a complaint, initiate the recipient's grievance procedures or informal resolution process, if available and appropriate. (§ 106.44(f)(1)(iv)).~~

~~F. In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, make a fact-specific determination by considering, at a minimum, eight (8) listed factors, and determining whether the conduct as alleged presents an imminent and serious threat to the health or safety of a complainant or other person or prevents the recipient from ensuring equal access based on sex to its education program or activity such that the Title IX Coordinator may initiate a complaint. (§ 106.44(f)(1)(v)).~~

~~G. If the Title IX Coordinator initiates a complaint, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others. (§ 106.44(f)(1)(vi)).~~

~~H. Regardless of whether a complaint is initiated, take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the~~

~~recipient's education program or activity, in addition to providing remedies to an individual complainant. (§ 106.44(f)(1)(vii)).~~

~~If the conduct alleged does not meet the Title IX definition of sex discrimination as established in Governing Board policy, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District shall dismiss the allegations for purposes of Title IX but may still address the allegations in any manner the District deems appropriate under other District policies.~~

~~The District may dismiss a complaint or any allegations therein, if at any time:~~

~~A. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the complaint or any allegations therein;~~

~~B. The respondent is no longer enrolled or employed by the District; or~~

~~C. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the complaint or allegations therein.~~

~~Upon dismissal of a complaint or any allegations therein, the District shall promptly send written notice of the dismissal, including the reasons for the dismissal, simultaneously to the parties.~~

~~When investigating a formal complaint and throughout the grievance~~

Formal Complaint

"Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed above, and by any additional method designated by the District that results in the Title IX Coordinator receiving the complaint.

The District may place a non-student employee respondent on administrative leave during the pendency of a grievance process in response to a formal complaint. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

For the purpose of addressing formal complaints of sexual harassment, this grievance process shall comply with the following basic elements:

A. Provide written notice to all parties upon receipt of complaint, which must include:

1. Notice of the District's formal grievance process, including any informal resolution process;

2. Notice of the allegations, including sufficient details to allow respondent to prepare a response (such as the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident);

3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;

4. Notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and
 5. Notice of any provision in the District's code of conduct that prohibits knowingly making false statements or providing false information in the grievance process.
- B. Treat complainants and respondents equitably;
 - C. Require an objective evaluation of all relevant evidence;
 - D. Require that the Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process, be properly trained and not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent;
 - E. Include a presumption that the respondent is not responsible for the alleged conduct until a determination has been made at the conclusion of the grievance process;
 - F. Include reasonably prompt timeframes for the conclusion of the grievance process;
 - G. Describe or list the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility;
 - H. State that the District uses a preponderance of the evidence standard or the clear and convincing evidence standard to determine responsibility;
 - I. Include the procedures and permissible reasons for appeal by a respondent or a complainant;
 - J. Describe the range of supportive measures available to complainants and respondents; and
 - K. Not require, allow, or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

Investigation

When investigating a formal complaint and throughout the complaint process, the District shall:

- A. Ensure that the burden of proof and the burden of gathering evidence rests on the District and not on the parties, except that certain treatment records cannot be obtained without voluntary, written consent of a party;
- B. Provide an equal opportunity for the parties to present witnesses and evidence;
- C. Not restrict the ability of either party to discuss the allegations or to gather and present evidence;
- D. Provide the parties with the same opportunities to have others present during any meeting or grievance proceeding;
- E. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of any meeting or grievance proceeding, with sufficient time for the party to prepare to participate;

F. Provide both parties an equal opportunity to inspect and review any evidence so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation (prior to completion of the investigative report, the investigator will send to each party and the party's advisor, if any, a copy of all evidence gathered during the investigation and will allow the parties at least ten (10) days to submit a written response to any of the evidence); and

G. Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) days prior to a determination of responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response.

Informal Resolution Process

At any time prior to reaching a determination regarding responsibility during a formal complaint process, the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the District:

A. Provides to the parties a written notice disclosing:

1. The allegations;
2. The requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
3. Any consequences resulting from participating in the informal resolution process, including the records that shall be maintained or could be shared;

B. Obtains the parties' voluntary, written consent to the informal resolution process; and

C. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Dismissal of Complaint

If the conduct alleged in a formal complaint does not meet the Title IX definition of sex discrimination as established in Governing Board policy, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District shall dismiss the allegations for purposes of Title IX but may still address the allegations in any manner the District deems appropriate under other District policies.

The District may dismiss a formal complaint or any allegations therein, if at any time:

A. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein.

B. The respondent is no longer enrolled or employed by the District; or

C. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal of a formal complaint or any ¹¹⁵allegations therein, the District shall promptly send written notice of the dismissal, including the reasons for the dismissal, simultaneously to the

parties.

Decision-Maker

After the District has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker(s) shall afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. ~~Questions~~ Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence are offered to prove consent.

~~Decision-maker(s) must not have bias or conflict of interest. A decision-maker may be the Title IX Coordinator or investigator as long as there is no bias or conflict of interest.~~

The decision-maker(s), who cannot be the same person(s) as the Title IX Coordinator or the investigator(s), shall apply the District's established standard of evidence and shall issue a written determination regarding responsibility that includes:

- A. Identification of the allegations potentially constituting ~~sex discrimination~~ sexual harassment;
- B. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- C. Findings of fact supporting the determination;
- D. Conclusions regarding the application of the District's code of conduct to the facts;
- E. A statement of and rationale for the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity shall be provided by the District to the complainant; and
- F. The District's procedures and permissible bases for the complainant and respondent to appeal.

Determination and Appeal Process

The District shall provide the written determination to the parties simultaneously. ~~The~~ The Title IX Coordinator is responsible for effective implementation of any remedies.

The District shall offer both parties the right to appeal from a determination regarding responsibility and from a dismissal of a formal complaint or any allegations therein, on the following bases:

- A. Procedural irregularity that affected the outcome of the matter;
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

C. The Title IX Coordinator, investigator(s), or decision-makersmaker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affect the outcome of the matter.

As to all appeals, the District shall:

- A. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- B. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- C. Ensure that the decision-maker(s) for the appeal does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent;
- D. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- E. Issue a written decision describing the result of the appeal and the rationale for the result; and
- F. Provide the written decision simultaneously to both parties.

The District may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of ~~sex discrimination~~sexual harassment. ~~However, at any time prior to reaching a determination regarding responsibility during a complaint process, Similarly, the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the District:~~

~~A. Provides to the parties a written notice disclosing:~~

~~1. The allegations;~~

~~2. The requirements of the informal resolution process, provided that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process; and~~

~~3. Any consequences resulting from participating in the informal resolution process, including the records that shall be maintained or could be shared;~~

~~B. Obtains the parties' voluntary, written consent to the informal resolution process; and~~

~~C. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.~~

not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed.

Records

The District shall maintain for a period of seven (7) years records of:

- A. Each sex discrimination investigation including:

1. Any determination regarding responsibility;
2. Any disciplinary sanctions imposed on the respondent; and
3. Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity.

B. Any appeal and the result therefrom;

C. Any informal resolution and the result therefrom; and

D. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website, or if the District does not maintain a website the District shall make these materials available upon request for inspection by members of the public.

The District shall create and maintain for a period of seven (7) years, records of any actions, including supportive measures taken ~~or not taken~~ in response to a report or ~~formal~~ complaint of sex discrimination. ~~In~~ In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. ~~If~~ If a ~~District-recipient~~ does not provide a complainant with supportive measures, then the ~~District shall-recipient must~~ document the reasons why such a response was not clearly unreasonable in light of the known circumstances. ~~The~~ The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

~~AD-©~~

~~EDUCATIONAL PHILOSOPHY / SCHOOL-DISTRICT MISSION~~

~~Continuous progress for students is an important part of the instructional program in Flowing Wells Schools. Every student should be taught at a level where the student is able to learn. Each child should be provided with materials, learning activities and teaching which will encourage both success and growth. Children are different and learn in different ways so a flexible and varied approach to teaching should be used by teachers at all levels.~~

~~The foundation of both the reading and mathematics program is the individual pupil diagnosis and instructional support system which includes the following key practices:~~

~~Pacing refers to an organized progression through a series of learning objectives. Each student should move from one (1) objective to another at a pace equal with the student's aptitude and ability. However, progress should not take place at the expense of understanding. A student should master each learning objective that precedes and is needed before starting the next or other objectives.~~

~~Placement will be made at the beginning of and throughout the school year. Students should be evaluated and placed at the learning objectives for which they are ready. Tests used will be adopted by the District. Criterion referenced tests (based on learning objectives) should be used for placement during the school year.~~

~~Grouping of students for teaching in the classroom helps make learning more efficient. Students within a short range of abilities should be grouped together for small group learning. Learning does not take place at an even rate; sometimes there are "spurts" of learning. At other times the pace of learning is slower so pupil groups should be "fluid." Learning groups must change frequently to accommodate the sporadic learning pace of children.~~

~~Learning materials shall be adopted for use in reading and mathematics by the School District. Standards for students will be set at grade levels in the adopted materials, but some students will progress in excess of these standards while others will fall short.~~

~~Testing can further enhance the accuracy, appropriateness, and efficiency of instruction. Testing data helps the teacher to pinpoint student progress and design the most appropriate teaching. In order to attain this goal, Reading and Math Management Systems tests should be administered to individuals or small groups of children occupying the same point of progress. Testing should be helpful and not punitive; students should be helped to understand that tests can further enhance their educational progress. State mandated norm referenced tests are administered yearly according to state guidelines.~~

~~Record keeping with pupil profile charts is important to the individualized program. Profile charts should be up-to-date at all times and should serve a number of purposes:~~

- ~~A. Show pupil progress for parent conferences;~~
- ~~B. Provide data about student progress over a period of time;~~
- ~~C. Provide information to teachers at the beginning of the year regarding each student's achievement during the previous year.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~Arizona State Constitution, Article XI, Section 4~~

Compare Policy Advisory "BA © SCHOOL BOARD OPERATIONAL GOALS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BA © SCHOOL BOARD OPERATIONAL GOALS

The Governing Board is **representative of and** responsible to the people of the District and ~~therefore,~~ should be aware of **community** opinions and attitudes ~~in the community~~ and of identified District needs. ~~As representatives of the people who own and support the schools~~ **Therefore,** the Board ~~accepts the responsibility to identify community attitudes and opinions and District needs and to require supports~~ short- and long-range strategies that are responsive to **District needs** within ~~the its~~ budgetary limitations ~~of the District.~~

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-321](#)

[15-341](#)

first

Compare Policy Advisory "BAA © EVALUATION OF SCHOOL BOARD / BOARD SELF - EVALUATION" to Policy in Manual

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BAA © EVALUATION OF SCHOOL BOARD / BOARD SELF - EVALUATION

The Board may ~~meet at least annually, not later than October 30, for~~ meet for the purpose of ~~appraising its functioning as a Board and to evaluate Board performance~~evaluating its function and performance. The ~~appraisal plan approved by the Board~~evaluation plan will be developed by the Board President, working with the Superintendent, and approved by the Board.

Evaluation instruments for Board operation may be used in the process.

The Superintendent and others who regularly work with the Board may be asked to participate in all or a portion of the appraisal.

Areas of Board operations and relationships that may be appropriate to consider during the evaluation of Governing Board procedures may include, but are not limited to:

- A. Board meetings ~~/and~~ decision-making process.
- B. Policy development ~~/and~~ implementation monitoring.
- C. Board ~~/and~~ District goal setting.
- D. Curriculum and instruction ~~management/program~~programs.
- E. Fiscal management ~~/and~~ resource allocation.
- F. School ~~plant planning/management~~facilities planning and monitoring.
- G. Board member orientation.
- H. Board member development.
- I. Board officer performance.
- J. Board member relationships.
- K. Board-Superintendent relationship.
- L. Board-community relationship.
- M. Legislative and governmental relationships.

Adopted: ~~date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.:~~

~~15-321~~

<-- z2AdoptionDate -->

CROSS REF.:

[BDD](#) - Board-Superintendent Relationship

Compare Policy Advisory "BB © SCHOOL BOARD LEGAL STATUS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BB © SCHOOL BOARD LEGAL STATUS

The Arizona Constitution places the responsibility of establishing and maintaining public schools on the Arizona legislature and directs the legislature to provide for a state board of education, which has general supervision of the public schools.—~~It is further provided that local public schools under the general supervision of the State Board of Education shall be maintained, developed, and operated by locally elected boards.~~ ~~Legally, then, local~~ Local school boards are **thus** instruments of the Arizona Legislature and derive their authority from the Arizona Constitution, Arizona statutes, and the regulations of the Arizona Administrative Code.

Adopted: ~~date of Manual adoption~~ <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-421](#)

Arizona Constitution, Art. XI, Section 1

Arizona Constitution, Art. XX, Paragraph 7

Compare Policy Advisory "BBA © BOARD POWERS AND RESPONSIBILITIES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BBA © BOARD POWERS AND RESPONSIBILITIES

Governing Board Powers

and Responsibilities

The Board shall act as the general agent of the state of Arizona ~~in carrying out the will of the people of this District~~ and is responsible for the conduct and supervision of the District in the matter of public education.

The Board is authorized under the laws of the state of Arizona, the Arizona Constitution, the Arizona State Board of Education and other applicable regulations and rules to adopt all policies needed ~~policies and regulations~~ for the organization, evaluation, and governance in the District.

All powers of the Board lie in its action as a public body. A "meeting" is defined as the gathering, in person or through technological devices, of a quorum of members of a public body to discuss, propose or take legal action, including any deliberations with respect to such action that has been properly noticed, pursuant to Arizona Revised Statutes. Meetings are governed by Arizona's Open Meeting Law, and all meetings must be held in accordance with the requirements of the law.

The Board performs the following basic functions necessary to the discharging of its responsibilities ~~: legislative, executive, and appraisal~~ as stated in A.R.S. [15-341](#) and [15-342](#), including but not limited to:

~~A. The legislative function is the policy-making aspect of the school system. It is the policy of the Board to retain and exercise full legislative authority and control over the schools by adopting general policies or by acting directly in matters not covered by its policies.~~

~~B. The executive function of the Board is concerned with placing in operation existing Board policy. Most of this function is delegated by the Board to its executive and administrative officer, the Superintendent.~~

~~C. The appraisal function involves the determination of the efficiency of the school operation and an evaluation of the educational program of the District based on the policies as outlined in the policy manual.~~ Prescribe and enforce policies and procedures to govern the schools that are not inconsistent with the laws or rules prescribed by the State Board of Education.

B. Exclude from schools all books, publications, papers or audiovisual materials of a sectarian, partisan or denominational character. This paragraph does not prohibit the elective course allowed by section [15-717.01](#).

- C. Manage and control the school property within its district, except that a district may enter into a partnership with an entity, including a charter school, another school district or a military base, to operate a school or offer educational services in a district building, including at a vacant or partially used building, or in any building on the entity's property pursuant to a written agreement between the parties.
- D. Acquire school furniture, apparatus, equipment, library books and supplies for the schools to use.
- E. Prescribe the curricula and criteria for the promotion and graduation of pupils as provided in sections [15-701](#) and [15-701.01](#).
- F. Furnish, repair and insure, at full insurable value, the school property of the District.
- G. Construct school buildings on approval by a vote of the District electors.
- H. In the name of the District, convey property belonging to the District and sold by the Board.
- I. Purchase school sites when authorized by a vote of the District at an election conducted as nearly as practicable in the same manner as the election provided in section [15-481](#) and held on a date prescribed in section [15-491](#), subsection E, but such authorization shall not necessarily specify the site to be purchased and such authorization shall not be necessary to exchange unimproved property as provided in section [15-342](#), paragraph 23.
- J. Construct, improve and furnish buildings used for school purposes when such buildings or premises are leased from the national park service.
- K. Purchase school sites or construct, improve and furnish school buildings from the proceeds of the sale of school property only on approval by a vote of the District electors.
- L. Hold pupils to strict account for disorderly conduct on school property.
- M. Discipline students for disorderly conduct on the way to and from school.

Individual Board Member's

Duties and Obligations

Individual Board members exercise authority over District affairs only by way of votes taken at a legal meeting of the Board. An individual Board member has authority only when and to the extent that the Board, by vote, has so delegated such authority.

The duties and obligations of an individual Board member include the following:

- A. ~~To~~ become familiar with the state's school laws, regulations of the State Department of Education, and ~~District policies~~ District policies, rules, and regulations.
- B. ~~To~~ have a general knowledge of the educational aims and objectives of the ~~system~~ District.
- C. ~~To~~ work harmoniously with other Board members without neglecting a proper share of the work or trying ~~to dominate~~ to dominate the Board.
- D. ~~To~~ vote and act in Board meetings impartially for the good of the District.

- E. ~~To~~ accept the will of the majority vote in all cases, and give wholehearted support to the resulting policy.
- F. ~~To~~ accept the responsibility for confidentiality in appropriate matters, especially those dealing with ~~personnel and~~ and the divulging of privileged information that could cost the District money, support, or public confidence.
- G. ~~To~~ represent the Board and the District to the public in a manner that promotes both interest and support.
- H. ~~To~~ refer complaints to the proper school authorities and to refrain from individual counsel and action.
- I. ~~To~~ perform other appropriate duties that may arise.

~~Adopted: date of Manual adoption~~

Oath of Office

Board members shall take and subscribe to the oath prescribed for public officers pursuant to A.R.S. 38-231, and forward the acknowledged oath on the same day to the County School Superintendent. The person taking the oath shall file a copy of the acknowledged oath in the District office. The District office shall keep such copy on file as long as the Board member remains on the Governing Board and for a period of five (5) years after last serving on the Board. When a different time is not prescribed, the oath of office shall be taken and subscribed after the Board member has notice of appointment or, if elected, at any time after receipt of the certificate of election, or before commencement of the term of office.

Familiarization with Open

Meeting Law

A newly elected or appointed Governing Board member shall, at least one (1) day before taking office, review the Arizona Open Meeting Law (OML) material prepared by the attorney general.

Quorum and Vacancies

A quorum consisting of a majority of the Board membership shall be necessary to conduct any business. In the event that a quorum is not present within _____ (____) minutes of the time scheduled, the meeting may be canceled and another meeting scheduled, with due and proper notices as prescribed by policy and law.

When there is a vacancy of one (1) or more members on the Governing Board, a majority of the members remaining constitute a quorum for the transaction of business, except that a single Board member does not constitute a quorum. Efforts shall be made to fill vacancies on the Governing Board as soon as is practicable.

Vacancies

Any vacancy of a Governing Board member, as defined in A.R.S. 38-291, may be filled by appointment by the County School Superintendent as prescribed by state law. Such appointment shall be until the next regular election, at which time a successor shall be elected to serve the unexpired portion of the term. The County School Superintendent may call for an election to fill a vacancy on a local Governing Board as an alternative to appointment.

When a vacancy occurs, the Governing Board may, within thirty (30) days after notification of the vacancy, submit to the County School Superintendent up to three (3) names for consideration of an appointment to fill the vacancy. The County School Superintendent is not required to appoint a Governing Board member from the list of names submitted by the Board.

Board Member Resignation

Any Board member who desires to resign from the Governing Board shall send a letter of resignation to the Secretary of State and may send a copy to the office of the County School Superintendent, giving the effective date of resignation. The resigning Board member may furnish a copy of such letter to each member of the Governing Board and to the Superintendent prior to the date on which said resignation is to become effective.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[1-216](#)

[15-302](#)

[15-321](#)

[15-341](#)

[15-342](#)

[15-381](#)

[15-426](#)

[38-101](#)

[38-231](#)

[38-232](#)

[38-233](#)

[38-291](#)

[38-294](#)

[38-431.01](#)

A.G.O.

181-054

182-111

184-165

Arizona Constitution, Art. VII, Section 15

Arizona Constitution, Art. XI, Section 2

Attorney General Arizona Agency Handbook, Chapter 7, Open Meetings

CROSS REF.:

[KI](#) - Visitors to Schools

BBAA ©
BOARD MEMBER AUTHORITY
AND RESPONSIBILITIES

~~All powers of the Board lie in its action as a public body. A "meeting" is defined as the gathering, in person or through technological devices, of a quorum of members of a public body to discuss, propose or take legal action, including any deliberations with respect to such action that has been properly noticed, pursuant to Arizona Revised Statutes.~~

~~Individual Board members exercise authority over District affairs only by way of votes taken at a legal meeting of the Board. An individual Board member has authority only when and to the extent that the Board, by vote, has so delegated such authority.~~

~~Adopted: date of Manual adoption-~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

~~15-341~~

~~15-342~~

~~15-381~~

~~CROSS REF.:~~

~~AA - School District Legal Status~~

~~BBA - Board Powers and Responsibilities~~

Compare Policy Advisory "BBBA © BOARD MEMBER

first

QUALIFICATIONS" to Policy in Manual

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BBBA © BOARD MEMBER QUALIFICATIONS

(Governing Board Membership)

A person who is a registered voter of this state, has been a resident of the District for one (1) year immediately preceding the day of election, and is not subject to registration as a sex offender in this state or any other jurisdiction is eligible for election or appointment to the office of Governing Board member.

No employee of the District, including a person who directly provides certificated or support services to the District as an employee of a third-party contractor, or the spouse of such employee may hold membership on the Governing Board of this District. [Small school Districts, as defined by A.R.S. 15-901, are granted an exception regarding employment of substitute teachers. \[A.R.S. 15-421\(E\)\].](#)

A Governing Board member is ineligible to serve simultaneously as a member of any other school district governing board, except that a Governing Board member may be a candidate for nomination or election for any other governing board if serving in the last year of a term of office.

Five-Member Board Same Household Limitation

By legislative restriction applicable to five (5) member Boards, persons related as immediate family and having the same household within four (4) years:

- A. Shall not serve simultaneously on the Governing Board.
- B. Are ineligible to be a candidate for nomination or election to the Governing Board, except when a member is serving in the last year of a term of office.
- C. Are ineligible to be simultaneous candidates for nomination or election to the Governing Board.

Exception:

[For a school district located in a county with a population of more than five hundred thousand persons and a student count of at least two hundred fifty, two persons related by affinity, by consanguinity, or by law to the third degree:](#)

- A. [May serve simultaneously on the Governing Board.](#)
- B. [Are eligible to be candidates for nomination or election to the Governing Board.](#)
- C. [May be simultaneous candidates for nomination or election to the Governing Board.](#)

A qualified elector residing in the District may bring an action in Superior Court to enforce these restrictions.

For purposes of this policy, the definitions of "immediate family" and "household of residence" set out in A.R.S. [15-421](#) shall apply.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-302](#)

[15-421](#)

[38-201](#)

[38-296.01](#)

Arizona Constitution, Article VII, Section 15

BBBB ©
BOARD MEMBER OATH OF OFFICE

Oath of Office

~~Board members shall take and subscribe to the oath prescribed for public officers pursuant to A.R.S. [38-231](#), and forward the acknowledged oath on the same day to the County School Superintendent. The person taking the oath shall file a copy of the acknowledged oath in the District office. The District office shall keep such copy on file as long as the Board member remains on the Governing Board and for a period of five (5) years after last serving on the Board.~~

Time of Oath (Governing Board Members)

~~When a different time is not prescribed, the oath of office shall be taken and subscribed after the Board member has notice of appointment or, if elected, at any time after receipt of the certificate of election, or before commencement of the term of office.~~

**Familiarization with
Open Meeting Law**

~~A newly elected or appointed Governing Board member shall, at least one (1) day before taking office, review the Arizona open meeting law (OML) material prepared by the attorney general.~~

~~Adopted: date of Manual adoption~~

LEGAL REF.:

~~A.R.S.~~

~~[15-426](#)~~

~~[38-231](#)~~

~~[38-232](#)~~

~~[38-233](#)~~

~~[38-431.01](#)~~

~~Attorney General Arizona Agency Handbook, Chapter 7, Open Meetings~~

~~BBBC ©~~
~~BOARD MEMBER RESIGNATION~~

~~Any Board member who desires to resign from the Governing Board shall send a letter of resignation to the office of the County School Superintendent, with a copy to the Secretary of State, giving the effective date of resignation. The resigning Board member shall furnish a copy of such letter to each other member of the Board and to the Superintendent prior to the date on which said resignation is to become effective.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-302~~

~~38-101~~

~~38-291~~

~~38-294~~

Compare Policy Advisory "BBBD © BOARD MEMBER

first

REMOVAL FROM OFFICE" to Policy in Manual

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BBBD © BOARD MEMBER REMOVAL FROM OFFICE

A Board member's position may be considered vacant or the Board member may be removed from office for reasons included in A.R.S. [38-291](#). These reasons are:

- A. Death of the person holding the office.
- B. Insanity of the person holding the office, when judicially determined.
- C. Resignation of the person holding the office and the lawful acceptance of the resignation.
- D. Removal from office of the person holding the office.
- E. The person holding the office ceasing to be a resident of the district for which he/she was elected.
- F. Absence from the state by the person holding the office, without permission of the legislature, beyond the period of three (3) consecutive months.
- G. The person holding the office ceasing to discharge the duties of office for the period of three (3) consecutive months.
- H. Conviction of the person holding the office of a felony or an offense involving a violation of official duties.
- I. Failure of the person elected or appointed to such office to file an official oath within the time prescribed by law.
- J. A decision of a competent tribunal declaring void the election or appointment of the person elected or appointed to the office.
- K. Failure of a person to be elected or appointed to the office.
- L. A violation of section [38-296](#) by the person holding the office.

Every public officer holding an elective office, either by election or by appointment, is subject to recall from such office by the qualified electors of the electoral district from which candidates are elected to that office.

Adopted: ~~date of Manual adoption~~`<-- z2AdoptionDate -->`

LEGAL REF.:

A.R.S.
[19-201](#)

134

[19-202](#)

[19-202.01](#)

[19-209](#)

[19-216](#)

[38-291](#)

[38-296](#)

[38-431.07](#)

BBBE ©

~~UNEXPIRED TERM FULFILLMENT~~

~~Any vacancy of a Governing Board member, as defined in A.R.S. 38-291, may be filled by appointment by the County School Superintendent as prescribed by state law. Such appointment shall be until the next regular election, at which time a successor shall be elected to serve the unexpired portion of the term. The County School Superintendent may call for an election to fill a vacancy on a local Governing Board as an alternative to appointment.~~

~~When a vacancy occurs, the Governing Board may, within thirty (30) days after notification of the vacancy, submit to the County School Superintendent up to three (3) names for consideration of an appointment to fill the vacancy. The County School Superintendent is not required to appoint a Governing Board member from the list of names submitted by the Board.~~

~~Adopted: date of Manual adoption~~

LEGAL REF.:

~~A.R.S.~~

~~15-302~~

~~38-291~~

~~A.G.O.~~

~~182-111~~

~~Arizona Constitution, Article VII, Section 15~~

Compare Policy Advisory "BCA © BOARD MEMBER ETHICS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BCA © BOARD MEMBER ETHICS

Board members will strive to improve public education, and to that end will:

- ~~A. Attend all Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;~~
- ~~B. Recognize that decisions should be made only after discussion at publicly held Board meetings;~~
- ~~C. Render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;~~
- ~~D. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;~~
- ~~E. Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent;~~
- ~~F. Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;~~
- ~~G. Be informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by state and national school boards associations;~~
- ~~H. Support the employment of persons best qualified to serve as school staff members, and insist on a regular and impartial evaluation of all personnel;~~
- ~~I. Avoid being placed in a position of conflict of interest, and refrain from using their Board position for personal or partisan gain;~~
- ~~J. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law; and~~
- ~~K. Remember always that a Board member's first and greatest concern must be the educational welfare of the students attending the public schools.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

Prioritize policies and decisions that support successful student outcomes.

- B. Act honestly, ethically, and in the best interest of students, staff, and the community.
- C. Take responsibility for board decisions and actions, ensuring transparency and adherence to policies.
- D. Treat fellow Board members, students, staff, parents, and community members with respect and professionalism, listen to all with an open mind, and ensure differences of opinion are honored.
- E. Protect sensitive student and personnel information and comply with privacy laws.
- F. Avoid and disclose any legal, personal or financial conflicts of interest that may impact decision-making.
- G. Ensure responsible, transparent, and efficient use of public funds, facilities, and resources.
- H. Uphold federal and state laws and follow Board policies and procedures.
- I. Maintain high standards of behavior and professionalism.
- J. Work cooperatively with other Board members, District leaders, and the community to advance the District's mission.
- K. Stay informed about educational issues, governance best practices, and ongoing professional development opportunities.

Adopted: <-- z2AdoptionDate -->

Compare Policy Advisory "BCB © BOARD MEMBER CONFLICT OF INTEREST" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BCB © BOARD MEMBER CONFLICT OF INTEREST

Board Member Voting Restrictions

Notwithstanding any other provision of law, a Governing Board member shall be eligible to vote on any budgetary, personnel, or other question that comes before the Board, except that it ~~shall be~~ is unlawful for a member to vote on a specific item that concerns the appointment, employment, or remuneration of ~~such the~~ board member or ~~any person related to such member as a~~ Board member's spouse or dependent as defined in A.R.S. [43-1001](#). ~~[LEGAL REF.: and in accordance with A.R.S. 15-323].~~

Employment ~~Limitation~~ Limitations

No dependent, as defined in ~~Section~~ A.R.S. [43-1001](#), of a Governing Board member may be employed in the District, except by consent of the ~~Board~~. ~~[LEGAL REF.: Board in accordance with A.R.S. 15-502.~~ Small school Districts, as defined by A.R.S. [15-502](#)[901](#), are granted an exception regarding employment of substitute teachers. [A.R.S. [15-421](#)(E)]

No employee of the District or the spouse of such employee may hold membership on the Governing Board of the District. ~~[LEGAL REF.: Small school Districts, as defined by A.R.S. 15-901,~~ are granted an exception regarding employment of substitute teachers. [A.R.S. [15-421](#)]

~~The~~ Pursuant to A.R.S. [15-421](#), the District is allowed to employ, including through a third (3rd)-party contractor ~~that provides who~~ provides services to the District, any person who served as a member of the School District Governing Board during the preceding two (2) years only in a position in which the person will provide services directly to students. ~~Pursuant to A.R.S. 15-421, the~~, including as a certificated, a substitute teacher, and an employee or contractor who provides transportation, instructional support, or student support services. The District is authorized to increase the time period for this restriction to be more than two (2) years.

~~Conflict~~ Conflicts of Interest

Any Board member or employee of the District who has, or whose relative has, a substantial interest in any contract, sale, purchase, or service to the District shall make known that interest in the official records of the District and shall refrain from voting upon or otherwise participating in any manner as a Board member or employee in such contract, sale, or purchase. ~~[LEGAL REF.: A.R.S. 38-503]~~

Any Board member or employee who has, or whose relative has, a substantial interest in any decision of the District shall make known such interest in the official records of the District and shall refrain from participating in any manner as a Board member or employee in such a decision. ~~[LEGAL REF.: A.R.S. 38-503]~~

"Refrain from participating in any manner" means more than just refraining from making a final decision. It means participating in any way in the process leading up to a decision. An employee with a conflict of interest must not make recommendations, give advice, or otherwise communicate in any manner with anyone involved in the decision-making process.

~~Purchases from Governing Board~~

~~Members for Districts with~~

~~3,000 or More Students~~ ~~from~~ ~~€~~ ~~Governing~~

~~Board Members~~

School district procurement rules are required for all purchases of service from Governing Board members, regardless of the dollar amount. ~~€~~ Purchases for services may only be made after public competitive bidding. ~~€~~ Purchases of supplies, materials, and equipment from Board members are subject to the following:

- A. ~~Purchases for~~ ~~€~~ Purchases less than one hundred thousand dollars (\$100,000) comply with the Uniform System of Financial ~~€~~ Records (USFR) guidelines and written quotations.
- B. ~~€~~ Purchases of one hundred thousand dollars (\$100,000) and above comply with the school district procurement ~~€~~ rules for public competitive bidding.

~~Purchases from Governing Board~~

~~Members for Districts with~~

~~3,000 € or More Students:~~

- A. ~~€~~ Purchases for supplies, materials, and equipment are limited to three hundred dollars (\$300) per transaction;.
- B. ~~Total €~~ Total purchases within any twelve (12) month period are limited to one thousand dollars (\$1,000);.
- C. ~~The purchases comply with the Uniform System of Financial Records (USFR) guidelines for oral and written quotations.~~
- D. ~~The €~~ The Board has, by majority vote, adopted or reconfirmed a policy authorizing such purchases within ~~the preceding~~ ~~the €~~ preceding twelve (12) month period.

~~[LEGAL REF.: A.R.S. 38-503; 15-323; A.G.O. 184-012; 106-002]~~ ~~Purchases from Governing Board~~

~~Members for Districts with~~

~~Fewer than 3,000 Students:~~

- A. Each purchase is approved by the Governing Board;
- B. Although there is no limit on the amount of the purchase, the amount of the purchase is included in the Board's meeting minutes.

Filing of Disclosures

The District shall maintain for public inspection in a special file all documents necessary to memorialize all disclosures of substantial interest made known pursuant to the statutory conflict-of-interest provisions. [~~LEGAL REF.:~~ A.R.S. [38-509](#)]

Adopted: ~~October 24, 2023~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-213](#)

[15-323](#)

[15-421](#)

[15-502](#)

[38-481](#)

[38-503](#)

[38-509](#)

[43-1001](#)

A.G.O.

I84-012

I87-035

I88-013

I06-002

CROSS REF.:

[BBBA](#) - Board Member Qualifications

[DJE](#) - Bidding/Purchasing Procedures

**Compare Policy Advisory "BDA © BOARD
ORGANIZATIONAL MEETING AND BOARD
PRESIDENT DUTIES" to Policy in Manual**

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**BDA ©
BOARD ORGANIZATIONAL MEETING
AND BOARD PRESIDENT DUTIES**

Board Organizational Meeting

For the purpose of organizing the Governing Board, the Board must ~~meet in January~~ **meet in January** following the election at the most convenient public facility in the District. ~~—~~ If a public facility is not available within the District, the Board may meet at any available public facility convenient to all Board members, regardless of the county or school district in which the facility is located.

The meeting must be called to order by the President of the Board from the prior year. ~~—~~ If that person is no ~~longer a~~ **longer** a member of the Board, a temporary president must be elected to call the meeting to order and preside until a successor is chosen.

The new President of the Board shall take office upon election. ~~The Board shall then elect a Clerk.~~

If there is a vacancy in the office of ~~President or Clerk~~ **President**, the Board shall elect a new officer to fill the vacancy. ~~—~~ However, the Board may elect a Board ~~President or Clerk~~ **President** at any time, for any reason, ~~providing that~~ **provided that** the matter is handled in a way that is consistent with the ~~open meeting law and adopted by the Board.~~

~~Adopted: October 24, 2023~~

Open Meeting Law and adopted by the Board.

Board President

Duties of the Board President include, but are not limited to:

- A. On behalf of the Governing Board as a whole, consult with the Superintendent regarding items to be ~~be~~ placed on the agenda for each meeting.
- B. Preside over all meetings and conduct meetings in accordance with Arizona law and policies of the District.

Unless otherwise prohibited by law, the President may make motions and vote on any motion that occurs during a meeting.

In the absence of the President of the Board, the Board members shall select a temporary president, which selection shall be recorded in the minutes.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-321](#)

[15-341](#)

[38-431](#) *et seq.*

CROSS REF.:

~~BDB--Board Officers~~

[BE](#) - School Board Meetings

~~BEC--Executive Sessions/Open Meetings~~

[BEDA](#) - Notification of Board Meetings

BDB ©
~~BOARD OFFICERS~~

President

~~The duties of the President of the Board shall be as follows:~~

- ~~A. Preside over all meetings and conduct meetings in accordance with Arizona law and policies of the District.~~
- ~~B. Consult with the Superintendent and, on behalf of the Governing Board as a whole, approve items to be placed on the agenda for each meeting.~~
- ~~C. Encourage and maintain orderly and democratic participation.~~
- ~~D. Keep all discussions factual and on the subject at hand.~~
- ~~E. Allow for full and complete exploration of each item of business.~~

~~In the absence of the President of the Board, the Clerk shall assume that position temporarily and perform the functions of the President. In the absence of the President and Clerk, Board members shall select a temporary president, which shall be recorded in the minutes.~~

Clerk

~~The Clerk of the Governing Board shall discharge such duties as are prescribed by the Board.~~

Adopted: September 9, 2014

~~LEGAL REF.:~~
~~A.R.S.~~
~~[15-321](#)~~

~~CROSS REF.:~~
~~[BEDB](#) – Agenda~~
~~[BEDBA](#) – Agenda Preparation and Dissemination~~

**Compare Policy Advisory "BDD © BOARD -
SUPERINTENDENT& RELATIONSHIP
AND& SUPERINTENDENT& RESPONSIBILITIES" to Policy
in Manual**

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**BDD ©
BOARD - SUPERINTENDENT RELATIONSHIP
AND SUPERINTENDENT RESPONSIBILITIES**

Board - Superintendent Relationship

The establishment of policies is the responsibility of the Board, and the execution of those policies is a function of the Superintendent.

Superintendent Responsibilities

The Superintendent is the chief executive officer of the School District and is responsible for the professional leadership ~~and skill~~ necessary to translate the policies of the Board into administrative action.

The Superintendent is responsible for the administration of the District. ~~—~~ ^{â€} The Superintendent may delegate the necessary authority to other employees and develop such procedures and regulations as the Superintendent considers necessary to ensure efficient operation of the District.

Adopted: ~~date of Manual adoption~~^{<-- z2AdoptionDate -->}

LEGAL REF.:

A.R.S.

[15-503](#)

Compare Policy Advisory "BDE © BOARD COMMITTEES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BDE © BOARD COMMITTEES

Committee work of the Board shall usually be done by members of the Board sitting as a committee of the whole. ~~â€”~~ The Board shall not establish standing or permanent committees, and there shall be no standing or permanent committees composed of the Board members. ~~â€”~~ If a temporary committee is appointed, it shall serve only ~~for~~ the time needed for its designated purpose. ~~â€”~~ Committee recommendations shall be advisory only.

~~Adopted: date of Manual adoption~~

Advisory Committees

The Board may, by majority vote, appoint ad hoc committees when deemed advisable. ~~â€”~~ Recommendations of such committees cannot be binding on the Board; they may be advisory only. ~~â€”~~ These committees will be responsible for presenting to the Board recommendations for action based on research and facts. ~~â€”~~ Any such committee shall automatically be dissolved upon completion of its assignment.

If the Board creates an advisory committee or directs that an advisory committee be created or appoints members to an advisory committee, and that advisory committee ~~â€”~~ has ~~â€”~~ the specific purpose of making a recommendation concerning a decision to be made or considered or a course of conduct to be taken or considered by the public body, that committee is considered ~~â€”~~ a ~~â€”~~ subcommittee of the public body and is subject to the requirements of Arizona's Open Meeting Law.

The Governing Board President shall develop guidelines for each committee. ~~â€”~~ These guidelines shall be approved by the Board prior to the first meeting of each committee and will include, but not necessarily be limited to, the following:

- A. ~~â€”~~ A written, specific statement of the purpose of the committee.
- B. ~~â€”~~ The dates on which interim and final reports of the committee are to be rendered.
- C. ~~â€”~~ The date or event upon which the committee will be terminated.
- D. ~~â€”~~ The extent to which facilities, supplies, equipment, and clerical support will be provided to each committee.

The Superintendent will ensure that the following actions are taken for each committee established by the Board:

- A. ~~â€”~~ Each committee member will be briefed on the requirements of the Arizona Open Meeting Law ~~â€”~~ (A.R.S. [38-431](#)) as it applies to committees of the Board.
- B. ~~â€”~~ Notices and agendas of all ¹⁴⁶meetings of the committee will be posted at least twenty-four (24) hours in advance of a meeting as required by A.R.S. [38-431.02](#).

C. All meetings will be open for public attendance.

D. If an executive session is authorized, all applicable requirements as presented in Policy BE, School Board Meetings will be followed.

E. Minutes will be taken and made available for public inspection three (3) working days after the meeting.

A representative of the Board and the Superintendent will serve as ex-officio members of all advisory committees.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[38-431](#)

[38-431.01](#)

[38-431.02](#)

[38-431.03](#)

CROSS REF.:

~~[BDE - Advisory Committees](#)~~ [BE](#) - School Board Meetings

~~BDF ©~~

~~ADVISORY COMMITTEES~~

~~The Board may, by majority vote, appoint ad hoc committees when deemed advisable. Recommendations of such committees cannot be binding on the Board; they may be advisory only. These committees will be responsible for presenting to the Board recommendations for action based on research and facts. Any such committee shall automatically be dissolved upon completion of its assignment.~~

~~If the Board creates an advisory committee or directs that an advisory committee be created or appoints members to an advisory committee, and that advisory committee has the specific purpose of making a recommendation concerning a decision to be made or considered or a course of conduct to be taken or considered by the public body, that committee is considered a subcommittee of the public body and is subject to the conditions of Arizona's Open Meeting Law.~~

~~The Governing Board President shall develop guidelines for each committee. These guidelines shall be approved by the Board prior to the first meeting of each committee and will include, but not necessarily be limited to, the following:~~

- ~~A. A written, specific statement of the purpose of the committee.~~
- ~~B. The dates on which interim and final reports of the committee are to be rendered.~~
- ~~C. The date or event upon which the committee will be terminated.~~
- ~~D. The extent to which facilities, supplies, equipment, and clerical support will be provided to each committee.~~

~~The Superintendent will ensure that the following actions are taken for each committee established by the Board:~~

- ~~A. Each committee member will be briefed on the requirements of the Arizona Open Meeting Law (A.R.S. 38-431) as it applies to committees of the Board.~~
- ~~B. Notices and agendas of all meetings of the committee will be posted.~~
- ~~C. All meetings will be open for public attendance.~~
- ~~D. If an executive session is authorized, all applicable requirements as presented in Policy BEC, Executive Sessions/Open Meetings will be followed.~~
- ~~E. Minutes will be taken and made available for public inspection three (3) working days after the meeting.~~

~~A representative of the Board and the Superintendent will serve as ex-officio members of all advisory committees.~~

~~Adopted: September 28, 2021 LEGAL~~

~~REF.:~~

~~A.R.S.~~

~~38-431 et seq.~~

~~CROSS REF.:~~

Compare Policy Advisory "BDG © SCHOOL ATTORNEY" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BDG © SCHOOL ATTORNEY

County Attorney

As the statutory attorney for the District, the County Attorney may serve as the District's legal counsel if no conflict of interest exists and based on the availability of staff per A.R.S. [11-532](#).

Legal Counsel

The Governing Board may employ an attorney to represent the District if the county attorney consents. ~~â€~~ The purpose for which an attorney is hired shall be set forth in writing by the Board.

The Governing Board may employ legal counsel without the consent of the county attorney when, in its discretion, it deems it advisable. Compensation and purpose should be determined at the time of employment of private counsel.

Legal Advice

The Superintendent and the President of the Board shall be designated as the representatives of the District who may confer with counsel. ~~â€~~ [The Superintendent may authorize other district personnel to consult with legal counsel on matters related to their professional responsibilities. With approval from the Superintendent or Board President, a Board member may consult with legal counsel for a matter that is directly related to his/her Board responsibilities.](#) The District will not be responsible for fees that accrue because of unauthorized individual Board member or staff consultation with private counsel.

Copies of all written requests for opinions and opinions of private counsel shall be furnished by the Superintendent to all Board members. ~~Requests~~ [Requests](#) for opinions requiring research or substantial amounts of work on the part of private counsel shall be in writing when practicable. ~~Only the Superintendent may contact private counsel by telephone or in person regarding matters pertaining to the day-to-day operation of the District.~~

Adopted: ~~date of Manual adoption~~[<-- z2AdoptionDate -->](#)

LEGAL REF.:

A.R.S.

[11-532](#)

[15-341](#)

[15-343](#)

[38-431.07](#)

Compare Policy Advisory "BE © SCHOOL BOARD MEETINGS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BE © SCHOOL BOARD MEETINGS

Official Meetings: Regular

and Special

The Board shall transact all business at official meetings of the Board. These may be either regular or special meetings, defined as follows:

- A. Regular meeting - the usual official legal-action meeting, scheduled and held regularly.
- B. Special meeting - an official legal-action meeting called between scheduled regular meetings to consider ~~only specifically~~ ~~only~~ ~~specifically~~ identified topics.

Every meeting of the Board, regular or special, shall be open to the public except for an executive session that is held in accordance with state law. ~~â€~~ A "meeting" is defined as the gathering, in person or through technological devices, of a quorum of members of a public body to discuss, propose or take legal action, including any deliberations with respect to such action, that has been properly noticed, pursuant to Arizona Revised Statutes.

The Board must provide sufficient seating to accommodate the reasonably anticipated number of desiring attendees when feasible. ~~â€~~ However, this does not require a public body to relocate a meeting outside of the largest regular meeting room.

A meeting includes a one-way electronic communication by one member of a public body that is sent to a quorum of the members of a public body and that proposes legal action ~~or otherwise discusses topics that may come before the body for legal action.~~

A meeting also includes an exchange of electronic communications among a quorum of the members of a public body that involves a discussion, deliberation or the taking of legal action by the public body concerning a matter likely to come before the public body for action.

~~Notice of all Governing Board meetings, regular and special, shall be posted in compliance with the requirements prescribed by A.R.S. 38-431.02 and described in Board Policy BEDA.~~

~~Notice must include an agenda of the matters to be discussed or decided at the meeting or information on how the public may obtain a copy of such agenda. Except for a meeting through technological devices, the agenda shall also include notice of the time that the public will have physical access to the meeting place.~~

~~Regular Board Meetings~~

Frequency

Regular Board Meetings

The Governing Board shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called. If action has been taken and documents approved at a meeting, they may be signed subsequently by individual Board members.

~~The second (2nd) and fourth (4th) Tuesday of each month during the regular school year are designated as the regular Board meeting dates (with the exception of December, in which only the second Tuesday is designated as a regular Board meeting date). The Board may hold other meetings as often as called.~~

A regular meeting may be rescheduled or canceled:

- A. By majority vote of the Board when noticed as a meeting agenda item.
- B. By declaration of the Board President, or if the President is unavailable another member of the Board, in consultation with the Superintendent, when a significant event beyond the Board's control renders attendance at the meeting unsafe or unreasonable in light of the circumstance, such as:
 1. Significantly inclement weather conditions, or
 2. A local, state, or national emergency of a magnitude it intervenes to the extent that convening of the meeting is inadvisable.
- C. When the absence of a quorum of the Board will render the meeting impermissible.

Every regular meeting of the Board shall be open to the public, and the Board shall meet at the most convenient public facility in the District. If a public facility is not available within the District, the Board may meet at any available public facility convenient to all Board members, regardless of the county or school district in which the facility is located.

~~Special Board Meetings~~

Special Board Meetings

Special meetings may be called whenever deemed necessary. Written or telephoned notice of all special meetings shall be given to the members of the Board at least twenty-four (24) hours prior to the time stated for the meeting to convene. Said notice shall indicate the purpose of the special meeting. No business other than the matters specified in the notice shall be transacted at such meeting.

~~Adopted: October 24, 2023~~

Executive Sessions/Open Meetings

Executive Session is a Board gathering from which the public is excluded. A quorum of the Board may vote in open session to hold an executive session for a reason delineated in A.R.S. [8-431.03](#). The Governing Board shall provide the public with notice of the executive session and it shall state the provision of law authorizing such session. The Governing Board shall also inform any officer, appointee, or employee to be considered or discussed at a meeting with written notice of the executive session as is appropriate but not less than twenty-four (24) hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.

Minutes from an executive session shall be confidential except for the reasons listed in A.R.S. 38-431.03. No final action, decision, or vote shall be taken while the Board is in executive session, except as provided by law.

The Board shall reconvene the open meeting after an executive session prior to adjourning the meeting.

During the executive session, all persons present in the executive session will be read the admonition on the confidentiality of the executive session minutes and deliberations.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

15-321

15-323

15-843

38-431 *et seq.*

38-431.01

38-431.02

38-431.03

A.G.O.

~~179-45~~045

179-049

179-126

179-136

180-118

180-146

181-058

181-060

181-090

CROSS REF.:

~~BEC - Executive Sessions/Open Meetings~~

BBA - Board Powers and Responsibilities

BED - Meeting Procedures

BEDA - Notification of Board Meetings

BEDB - Agenda ~~BEDC - Quorum~~

~~BEDF - Voting Method~~

~~BEDG - Minutes~~

~~EXECUTIVE SESSIONS / OPEN MEETINGS~~

~~The Board may enter into executive session after the following requirements have been met:~~

~~A. A notice of the executive session has been provided to the Board members and the general public stating the provision of law authorizing the executive session in accordance with Board Policy BEDA.~~

~~B. The Board has first been convened in open meeting, for which notice, stating the specific provision of law authorizing the executive session, has been given.~~

~~C. The Board President has identified the section or sections of A.R.S. 38-431.03 that authorize the holding of the executive session and has stated the language of the section(s) and a general description of the matters to be considered.~~

~~D. The executive session is authorized by a vote in open session, either during the current Governing Board meeting or at a prior meeting of the Board designating the time and the date of the future executive session.~~

~~The Governing Board shall provide any officer, appointee, or employee to be considered or discussed at a meeting with written notice of the executive session as is appropriate but not less than twenty four (24) hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.~~

~~No final action, decision, or vote shall be taken while the Board is in executive session, except as provided by law.~~

~~The Board shall reconvene the open meeting after an executive session prior to adjourning the meeting.~~

~~During the executive session, all persons present in the executive session will be read the admonition on the confidentiality of the executive session minutes and deliberations.~~

~~Adopted: March 8, 2016-~~

LEGAL REF.:

~~A.R.S.~~

~~15-843~~

~~38-431.01~~

~~38-431.02~~

~~38-431.03~~

~~A.G.O.~~

~~179-45~~

~~179-49~~

~~179-126~~

~~179-136~~

~~180-118~~

~~180-146~~

~~181-058~~

~~181-060~~

~~181-090~~

CROSS REF.:

~~BBBB—Board Member Oath of Office~~

~~BEDA – Notification of Board Meetings~~

~~BEDG – Minutes~~

~~JKD – Student Suspension~~

Compare Policy Advisory "BED © MEETING PROCEDURES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BED © MEETING PROCEDURES ~~BYLAWS~~

Board President Role

The President of the Board is responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented, and the suitability of the time for such a presentation. ~~—~~ All such rulings are subject to review by the Board at a subsequent meeting, properly noticed, as long as the matter is included on the agenda.

~~Adopted: date of Manual adoption~~

Rules of Order

The Board decides on rules for its meetings. One (1) example follows:

- A. ~~It shall hold a regular meeting at least once each month during the regular school year and may hold other~~ meetings as often as called.
- B. ~~Each action item shall require a motion, and all motions shall require seconding.~~
- C. ~~The President may make or second motions and may vote on all motions.~~
- D. ~~A motion to adjourn is in order at any time.~~ Such a motion shall require a second and a majority vote. ~~No~~ discussion is in order.
- E. ~~A motion to table is in order at any time.~~ Such a motion requires a second and is limited to being considered ~~only once on any given agenda item.~~ No discussion is in order.
- F. ~~Rules of order may be subject to suspension only upon a majority vote of the members of the Board present at~~ a meeting.
- G. ~~The Governing Board President may recess the meeting without a vote of the Governing Board in order to maintain decorum and Governing Board meeting rules of order.~~

Voting Method

Votes on all motions and resolutions shall be by *ayes, nays or abstentions*.

At the discretion of the Board President or on the request of a member, a show-of-hands or roll-call vote, including an electronic roll-call vote, shall be made and the vote of members shall be recorded. ~~On a show-of-hands or roll-call, an indication of how each member voted, the~~

names of the members who propose each motion and the names of the persons, as given, who make statements or present material to the public body and a reference to the legal action about which they made statements or presented material shall be recorded.

All motions shall be carried by a majority of the members who vote, or as otherwise required by law.

Minutes

Written or recorded minutes shall be taken of all regular and special Board meetings, including executive sessions, and shall include the information required by A.R.S. [38-431.01](#). The written minutes or recording shall be available for public inspection three (3) working days after the date of the meeting, except for confidential executive session minutes. Written minutes or a recording not yet approved by the Governing Board shall be marked as "draft" or "unapproved." The minutes or recording shall not be withheld from the public pending approval and must be in a form readily accessible to the public.

Copies of unapproved written minutes or a recording shall be distributed to all Board members prior to the next meeting. The Board will take action at a subsequent meeting to amend and/or approve the written minutes.

The Superintendent shall oversee the preparation of written or recorded minutes of all executive sessions, as required by A.R.S. [38-431.01](#). The Superintendent will provide confidential copies of unapproved written minutes or a recording to appropriate Board members per A.R.S. [38-431.03](#) prior to the next meeting.

The Superintendent shall assure that permanent archival files of all approved Governing Board meeting minutes and related required materials are maintained in accordance with A.R.S. [39-101](#) and standards established by Arizona State Library, Archives and Public Records (ASLAPR). Regular and special Board meeting minutes should be filed separately from Board executive session minutes.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

[A.R.S.](#)

[1-216](#)

[15-321](#)

[15-341](#)

[15-843](#)

[38-421](#)

[38-431](#)

[38-431.01](#)

[38-431.03](#)

[39-101](#)

[39-121](#)

[39-122](#)

A.G.O.

178-237

180-198

Attorney General Arizona Agency Handbook, Chapter 7, Open Meetings

ASLAPR General Retention Schedule for School Districts and Charter Schools

CROSS REF.:

[BEDA](#) - Notification of Board Meetings

[BEDB](#) - Agenda

[BEDH](#) - Public Participation at Board Meetings and News

Media Services at Board Meetings

[BGB](#) - Policy Adoption, Revision and Repeal

Compare Policy Advisory "BEDA © NOTIFICATION OF BOARD MEETINGS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**BEDA ©
NOTIFICATION OF BOARD MEETINGS**

A statement shall be conspicuously posted on the District's website specifying where all notices of the Governing Board meetings are posted, including the physical and electronic locations, and give additional public notice as is reasonable and practicable as to all meetings.—~~Except~~ ~~and notice~~ ~~shall~~ also include the time that the public will have physical access to the meeting place.

The District shall post all Governing Board public meeting notices on its website and give additional public notice as is reasonable and practicable as to all meetings.—~~When~~ When the District has complied with all other public notice requirements of A.R.S. [38-431.02](#), the Board is not precluded from holding a meeting for which notice was posted when a technological problem or failure either:

- A. prevents the posting of public notice on the District website, or
- B. temporarily or permanently prevents use of all or part of the District's website.

When an executive session of the Board is scheduled, a notice of the executive session stating the provision of law authorizing the executive session and including a general description of the matters to be considered shall be provided to:

- A. the members of the Governing Board, and
- B. the general public.

At least twenty-four (24) hours prior to the meeting, notice shall be given to the members of the Governing Board and to the general public by posting in the designated public place(s) the time and place, and the meeting agenda or any change in the meeting agenda.—~~The~~ The notice shall include an agenda of the matters to be discussed, considered or decided at the meeting, or include information on how the public may obtain a copy of the agenda.

The twenty-four (24) hour notice period:

- A. May include Saturday when, in addition to any website posting, the public has twenty-four (24) hour access to the physical posting location.
- B. Does not include Sundays and other holidays prescribed in A.R.S. [1-301](#).

A twenty-four (24) hour meeting notice is not required in the case of an actual emergency, however, notice shall be given and procedures followed in accordance with the requirements of [38-431.02](#) as are appropriate to the circumstances.

The Governing Board shall provide any officer, appointee, or employee to be considered or discussed at a meeting with written notice of the executive session as is appropriate but not

less than twenty-four (24) hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.

A meeting may be recessed and resumed with less than twenty-four (24) ~~hours~~ hours' notice when proper initial meeting notice was given and, before recessing, public notice is given specifying the time and place the meeting will be resumed or identifying the method by which such notice shall be publicly given.

When the Governing Board intends to meet at a regular place and time on a regular day, date or event for a specified calendar period, the District may post notice of the beginning of the applicable calendar period and the period for which the notification is valid.

Adopted: ~~October 24, 2023~~ <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[1-301](#)

[15-321](#)

[15-341](#)

[38-431.01](#)

[38-431.02](#)

A.G.O.

I79-~~45~~045

CROSS REF.:

[BDA](#) - Board Organizational Meeting and Board President Duties

[BE](#) - School Board Meetings

~~[BEC](#) - Executive Sessions/Open Meetings~~

[BEDB](#) - Agenda

Compare Policy Advisory "BEDB © AGENDA" to Policy in Manual

first Click on the changed parts for a detailed description. Use the left and right arrow keys to walk last through the modifications.

BEDB © AGENDA

The agenda shall list the specific matters to be discussed, considered or decided at the meeting. Except for a meeting through technological devices, the agenda and notice shall also include the time that the public will have physical access to the meeting place. The Governing Board may discuss, consider or make decisions only on matters listed on the agenda and other matters related thereto. (Subject to A.R.S. [38-431.02](#))

Preparation and Dissemination

Regular Meetings

The Superintendent will prepare Board meeting agendas in consultation with the Board President.

The Superintendent may place items on the agenda. Any Board member may propose an item for consideration of placement on the agenda and will notify the Superintendent of the particular item of business at least five (5) working days before the meeting.

The agenda and supporting materials shall be distributed to the Board members not less than twenty-four (24) hours prior to the meeting.

Copies of the agenda shall be available to the public and the press.

Special Meetings

Whenever possible, the procedures for agenda preparation and dissemination used for regular meetings will be used for special meetings.

These procedures may be altered by the Superintendent during an emergency or when compliance would be impractical. However, the Superintendent shall comply with all legal requirements in scheduling special meetings.

Order of Business

Unless changed by a majority vote of Board members present at a meeting, the order of business shall ~~include the following~~: be as follows:

Regular meetings:

- A. Call to order
- B. Adoption of the agenda (*Discussion of items is not in order.*)
- C. Pledge of allegiance
- D. Board Meeting minutes not previously approved

E. Information only items (*Items to be heard only; the Board will not propose, discuss, or take legal action during the meeting unless the specific matter is properly noticed for legal action.*)

1. Summary of current events

a. Superintendent

Celebrations and recognitions

b. Governing Board members

2. Reports (*Notice must be specific as to type of report that will be given, subject matter and whom will be making the report.*)

F. Public comments (*Members of the Governing Board shall not discuss or take legal action on matters ~~raised during~~ raised during an open call to the public unless the matters are properly noticed for discussion and legal action.*)

G. Action items (*Matters on which the Governing Board may take legal action during the meeting.*)

1. Consent agenda items (*When so presented, should fully describe the matters on the agenda and inform the public where more information can be obtained.*)

2. Specific items of District business (*As listed for consideration, may include various categorical areas as the business of the District necessitates Board discussion, deliberation, and action.*)

H. Information and Discussion items (*Matters about which the Board may engage in discussion but will take no action during the meeting.*)

I. Information items (*The Board will not propose, discuss, or take legal action during the meeting.*)

Requests for future agenda items

J. Adjournment

Special meetings:

A. Call to order

B. Items for which the special meeting was called (*May include timely action, discussion, and information items as conditioned for regular meetings.*)

C. Announcements

D. Adjournment

Executive sessions:

An executive session may be scheduled, as necessary, during either a regular or special meeting. (See *Arizona Attorney General Agency Handbook Section 7.6.7.*)

1. When an executive session is to be held, the notice must state the specific provision of law ~~authorizing the~~ ~~authorizing~~ the executive session. An agenda is also required and must contain a general description of the matters to be considered.

2. ~~The~~ The following statement may be included on every agenda:

"The Board may vote to hold an executive session for the purpose of obtaining legal advice from the Board's attorney on any matter listed on the agenda pursuant to A.R.S. [38-431.03](#)(A)(3)."

Emergency meetings

In the case of an actual emergency, the Governing Board, after giving such notice as is appropriate to the circumstances, may act on an emergency matter or call an emergency meeting in accordance with the requirements set out in A.R.S. [38-431.02](#). The emergency meeting shall follow the order of business for a special meeting. An emergency meeting shall be subsequently followed by the posting of a public notice within twenty-four (24) hours declaring that an emergency session has been held and setting forth the information specified by [A.R.S. 38-431.02](#). Chapter 7 of the Arizona Agency Handbook shall be consulted for guidance when an emergency action or meeting is being considered.

Accommodations for ~~the Disabled Individual~~

with Disabilities

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Superintendent's Office at 520-696-8801 or TDD 800-877-8339. Requests should be made as early as possible to allow time to arrange the accommodation.

Adopted: ~~October 24, 2023~~ <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[38-431](#)

[38-431.01](#)

[38-431.02](#)

[38-431.03](#)

28 CFR § 35.163

[7.6.7 AZ Agency Handbook](#)

CROSS REF.:

~~BDB-BDA~~ - Board ~~Officers~~

~~BEC - Executive Sessions/Open~~ [Organizational Meeting and Board President Duties](#)

[BE](#) - School Board Meetings

~~AGENDA PREPARATION AND DISSEMINATION~~

~~Regular Meetings~~

~~The Superintendent will prepare Board meeting agendas in consultation with the Board President.~~

~~The Superintendent, with the approval of the Board President, on behalf of the Governing Board as a whole, may place items on the agenda. Any Board member proposing an item for consideration of placement on the agenda will notify the Superintendent of the particular item of business at least five (5) working days before the meeting.~~

~~The agenda and supporting materials shall be distributed to the Board members not less than twenty-four (24) hours prior to the meeting.~~

~~Upon request, copies of the agenda shall be available to the public and the press.~~

~~Special Meetings~~

~~Whenever possible, the procedures for agenda preparation and dissemination used for regular meetings will be used for special meetings.~~

~~These procedures may be altered by the Superintendent during an emergency or when compliance would be impractical. However, the Superintendent shall comply with all legal requirements in scheduling special meetings.~~

~~Adopted: September 9, 2014~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~38-431 et seq.~~

~~CROSS REF.:~~

~~BDB - Board Officers~~

~~BEDC ©~~
~~QUORUM~~

~~A quorum consisting of a majority of the Board membership shall be necessary to conduct any business. In the event that a quorum is not present within fifteen (15) minutes of the time scheduled, the meeting may be canceled and another meeting scheduled, with due and proper notices as prescribed by policy and law.~~

~~When there is a vacancy of one (1) or more members on the Governing Board, a majority of the members remaining constitute a quorum for the transaction of business, except that a single Board member does not constitute a quorum.~~

~~Efforts shall be made to fill vacancies on the Governing Board as soon as is practicable.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~1-216~~

~~15-321~~

~~A.G.O.~~

~~184-165~~

~~CROSS REF.:~~

~~BBBE - Unexpired Term Fulfillment~~

~~BEDD ©
RULES OF ORDER~~

~~The Board prescribes rules for its meetings as follows:~~

- ~~A. It shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called.~~
- ~~B. Each action item shall require a motion, and all motions shall require seconding.~~
- ~~C. The President may make or second motions, and may vote on all motions.~~
- ~~D. A motion to adjourn is in order at any time. Such a motion shall require a second and a majority vote. No discussion is in order.~~
- ~~E. A motion to table is in order at any time. Such a motion requires a second and is limited to being considered only once on any given agenda item. No discussion is in order.~~
- ~~F. Rules of order may be subject to suspension only upon a majority vote of the members of the Board present at a meeting.~~
- ~~G. The Governing Board President may recess the meeting without a vote of the Governing Board in order to maintain decorum and Governing Board meeting rules of order.~~

~~Adopted: September 28, 2021~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

~~15-341~~

~~CROSS REF.:~~

~~BED - Meeting Procedures/Bylaws~~

~~BEDA - Notification of Board Meetings~~

~~BEDB - Agenda~~

~~BEDBA - Agenda Preparation and Dissemination~~

~~BEDC - Quorum~~

~~BEDF - Voting Method~~

~~BEDG - Minutes~~

~~BEDH - Public Participation at Board Meetings~~

~~BGF - Suspension/Repeal of Policy~~

~~BEDF ©
VOTING METHOD~~

~~Votes on all motions and resolutions shall be by ayes, nays or abstentions.~~

~~At the discretion of the Board President or on the request of a member, a show-of-hands or roll-call vote shall be made and the vote of members shall be recorded. On a show-of-hands or roll-call, an indication of how each member voted, the names of the members who propose each motion and the names of the persons, as given, who make statements or present material to the public body and a reference to the legal action about which they made statements or presented material shall be recorded.~~

~~All motions shall be carried by a majority of the members who vote, or as otherwise required by law.~~

~~Adopted: September 11, 2018~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~1-216~~

~~15-321~~

~~38-431~~

~~A.G.O.~~

~~178-237~~

~~CROSS REF.:~~

~~BEDC - Quorum~~

~~BEDD - Rules of Order~~

~~BEDG - Minutes~~

~~BEDG ©- MINUTES~~

~~Written or recorded minutes shall be taken of all regular and special Board meetings, including executive sessions, and shall include the information required by A.R.S. 38-431.01. The written minutes or recording shall be available for public inspection three (3) working days after the date of the meeting, except for confidential executive session minutes. Written minutes or a recording not yet approved by the Governing Board shall be marked as "draft" or "unapproved." The minutes or recording shall not be withheld from the public pending approval and must be in a form readily accessible to the public.~~

~~Copies of unapproved written minutes, in print or digital form, shall be distributed to all Board members prior to the next meeting. The Board will take action at a subsequent meeting to amend and/or approve the written minutes.~~

~~The Superintendent shall oversee the preparation of written or recorded minutes of all executive sessions, as required by A.R.S. 38-431.01. The Superintendent will provide confidential copies of unapproved written minutes, in print or digital form, to all Board members prior to the next meeting.~~

~~The Superintendent shall assure that permanent archival files of all approved Governing Board meeting minutes and related required materials are maintained in accordance with A.R.S. 39-101 and standards established by Arizona State Library, Archives and Public Records (ASLAPR). Regular and special Board meeting minutes shall be filed separately from Board executive session minutes.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-843~~

~~38-421~~

~~38-431.01~~

~~38-431.03~~

~~39-101~~

~~39-121~~

~~39-122~~

~~A.G.O.~~

~~180-198~~

~~Attorney General Arizona Agency Handbook, Chapter 7, Open Meetings-~~

~~ASLAPR General Retention Schedule for School Districts and Charter Schools~~

~~CROSS REF.:~~

~~BED - Meeting Procedures/Bylaws-~~

~~BEDF - Voting Method~~

MINUTES

**(Minutes of Open Session Governing Board Meetings,
Board Subcommittees and Advisory Committees)**

~~For meetings other than executive sessions, minutes are to contain at least the following information:~~

- ~~A. Date, time, and place of meeting.~~
- ~~B. Members of the Governing Board recorded as either present or absent.~~
- ~~C. General description of the matter considered.~~
- ~~D. A record of how each member voted.~~
- ~~E. An accurate description of all legal actions proposed, discussed or taken, and the name of the Board member who proposed each motion.~~
- ~~F. Names of the persons, as given, making statements or presenting material to the Governing Board and a reference to the legal action about which they made statements or presented material.~~

~~A *meeting*, for the purposes of the open meeting statutes, is the gathering of a quorum of Governing Board members at which they discuss, propose or take legal action, including any deliberations by a quorum with respect to such action. [\[38-431\]](#)~~

~~It is therefore necessary to remember that:~~

- ~~A. the coming together of a quorum of Governing Board members:
 - ~~1. in person or by technological devices such as speakerphone, Internet, or other device,~~
 - ~~2. including study sessions, work sessions, and retreats,~~
 - ~~3. regardless of whether or not any voting is scheduled to occur,~~~~
- ~~B. or of a subcommittee or advisory committee appointed by or at the direction of the Board, or which is to report to the Board,
 - ~~1. is a "meeting" and, therefore,~~
 - ~~2. minutes must be taken and processed as required by statute and specified above.~~~~

Compare Policy Advisory "BEDH © PUBLIC
PARTICIPATION AND NEWS MEDIA
SERVICES AT BOARD MEETINGS" to Policy in
Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**BEDH ©
PUBLIC PARTICIPATION ~~AT~~ AND NEWS
~~BOARD~~-MEDIA SERVICES AT BOARD MEETINGS**

General Public

All regular and special meetings of the Board shall be open to the public.

The Board invites the viewpoints of citizens throughout the District, and considers the responsible presentation of these viewpoints vital to the efficient operation of the District. ~~—~~ The Board also recognizes its responsibility for the proper governance of the schools and therefore the need to conduct its business in an orderly and efficient manner. ~~—~~ The Board therefore establishes the following procedures to receive input from citizens of the District:

- A. ~~Any~~ ~~—~~ Any individual desiring to address the Board shall complete a form (Request to Address Board) and give ~~this form~~ ~~—~~ ~~this~~ ~~—~~ form to the Superintendent prior to the start of the Board meeting.
- B. ~~The~~ ~~—~~ The Board President shall be responsible for recognizing speakers, maintaining proper order, and ~~adhering to~~ ~~—~~ ~~adhering~~ ~~—~~ to any time limit set. ~~Questions~~ ~~—~~ ~~Questions~~ requiring investigation shall be ~~referred to~~ ~~—~~ ~~referred~~ ~~—~~ to the Superintendent for later report to the Board. ~~—~~ Questions or comments on matters that are ~~currently under~~ ~~—~~ ~~currently~~ ~~—~~ under legal review will not receive a response.
- C. ~~If~~ ~~—~~ If considered necessary, the President shall set a time limit on the length of the comment period. ~~—~~ In order ~~to ensure to~~ ~~—~~ ~~ensure~~ that each individual has an opportunity to address the Board, the President may also set a time ~~limit for~~ ~~—~~ ~~limit~~ ~~—~~ for individual speakers.
- D. ~~Personal~~ ~~—~~ Personal attacks upon Board members, staff personnel, or other persons in attendance or absent ~~by individuals~~ ~~—~~ ~~by~~ ~~—~~ individuals who address the Board are discouraged. ~~—~~ Policies KE, KEB, KEC, and KED are provided by the ~~Board for~~ ~~—~~ ~~Board~~ ~~—~~ for disposition of legitimate complaints, including those involving individuals. ~~—~~ Upon conclusion of ~~the open call~~ ~~—~~ ~~the~~ ~~—~~ open ~~—~~ call to the public, individual members of the Board may respond to any criticism made by ~~an individual~~ ~~—~~ ~~an~~ ~~—~~ individual who has addressed the Board.
- E. ~~—~~ Presentations for unsolicited services will not be permitted. ~~Companies~~ ~~—~~ ~~Companies~~ or businesses offering services of possible interest to the District should send information to the District Office for distribution to appropriate School District officials.

The Superintendent shall ensure that a copy of this policy is posted at the entrance to the Board meeting room, and that an adequate supply of forms is available.

News Media Services

Local news media representatives shall be welcome to attend all regular or special meetings of the Board except for executive sessions. If representatives of the news media are unable to attend a regular or special meeting, the Superintendent may provide a periodic summary of Board actions.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[38-431.01](#)

CROSS REF.:

~~[BDB](#) - Board Officers~~

[BHC](#) - Board Communications with Staff Members

~~[BHD](#) - Board Communications with the Public~~

[KEB](#) - Public Concerns/Complaints about Personnel

BEDI ©
~~NEWS MEDIA SERVICES AT~~
~~BOARD MEETINGS~~

~~Local news media representatives shall be welcome to attend all regular or special meetings of the Board with the exception of executive sessions. In the event that representatives of the news media are unable to attend a regular or special meeting, the Superintendent may provide a periodic summary of Board actions.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~38-431.01~~

~~38-431.03~~

Compare Policy Advisory "BGB © POLICY ADOPTION,
REVISION AND REPEAL" to Policy in
Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**BGB ©
POLICY ADOPTION, REVISION
AND REPEAL**

Adoption of new policies or the revision or repeal of existing policies is the responsibility of the Board.-

Adoption

The Board ~~shall~~ may adhere to the following procedure in considering and adopting policy proposals to ensure that they are fully studied before final action:

A. ~~First meeting – the proposal shall~~ First Read:

The proposal will be presented for review, including discussion, feedback and/or modification.

B. ~~Second meeting – the proposal shall~~ Second Read:

The original or revised proposal will be presented for discussion and action.

During discussion of a policy proposal, the views of the public, staff members, and the Board may result in changes.– A change shall not require that the policy go through an additional review except as the Board determines that the change requires further study and that an additional review would be desirable.

Policies may be adopted or amended at a single meeting of the Board by a majority vote.

Revision

In an effort to keep its written policies up to date so they may be used consistently as a basis for Board action and administrative decision, the Board authorizes the Superintendent to seek consulting assistance from a source that provides such services. The District shall rely on the consulting service in conjunction with the functioning of the District as indicated by reactions of the school staff, the students, and the community to provide insight into the effect of the policies it has adopted. The Superintendent shall develop procedures to permit the District to utilize the policy consulting service in a ~~Board-declared emergency~~.

~~Adopted: date of Manual adoption~~

manner that assures maximization of the District's return on its investment in the service.

The Superintendent is responsible for calling to the Board's attention policies that are out of date or in need of revision.

Repeal/Suspension

The operation of any section or sections of Board policies not established and required by law or vested by contract may be temporarily or permanently suspended by a majority vote of Board members present at a regular or special meeting. An action under this policy would not require the two (2) presentations indicated above to reinstate a suspended policy.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

15-321

CROSS REF.:

BGE - Policy Manual

~~BGC ©~~

~~POLICY REVISION AND REVIEW~~

~~In an effort to keep its written policies up to date so they may be used consistently as a basis for Board action and administrative decision, the Board authorizes the Superintendent to seek consulting assistance from a source that provides such services. The District shall rely on the consulting service in conjunction with the functioning of the District as indicated by reactions of the school staff, the students, and the community to provide insight into the effect of the policies it has adopted. The Superintendent shall develop procedures to permit the District to utilize the policy consulting service in a manner that assures maximization of the District's return on its investment in the service.~~

~~The Superintendent is responsible for calling to the Board's attention policies that are out of date or in need of revision.~~

~~Adopted: date of Manual adoption~~

~~CROSS REF.:~~

~~BGE - Policy Communication/Feedback~~

~~POLICY REVISION AND REVIEW~~

~~The District is a subscriber to the Policy Services Program of the Arizona School Boards Association (ASBA). This service will assist the District in the amendment of District policies or in the adoption of new policies originated by the District.~~

~~The procedure listed below will be followed to ensure the expeditious review and consideration of policy updates received from the ASBA Policy Services Program and all newly proposed policies:~~

- ~~A. A master file of policy updates (Policy Services Advisories) will be kept by the Superintendent.~~
- ~~B. Upon receipt, a copy of each update will be forwarded to the appropriate member(s) of the Superintendent's staff.~~
- ~~C. The designated staff member(s) may review and evaluate the update and recommend action to the Superintendent, including any proposed changes needed to adapt the update to specific circumstances within the District.~~
- ~~D. If changes or new policies are recommended, the Superintendent may send a copy of the update to ASBA Policy Services for review or contact ASBA Policy Services to discuss the proposed changes.~~
- ~~E. The updated policy or any newly proposed policies will be placed on the Board agenda for a first review by the Board.~~
- ~~F. Following the first review, if any proposals are made for further changes, such changes may be sent to ASBA Policy Services for review or discussion.~~
- ~~G. If no changes are proposed, or after any such proposed changes have been reviewed by ASBA Policy Services, the updated policy will be placed on the Board agenda a second time for action by the Board.~~
- ~~H. Following adoption by the Board, the Superintendent will send a copy of the adopted policy and the date of adoption to ASBA Policy Services.~~
- ~~I. ASBA Policy Services will electronically publish the final adopted copy of the policy.~~

Compare Policy Advisory "BGD © BOARD REVIEW OF REGULATIONS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**BGD ©
BOARD REVIEW OF REGULATIONS**

The Superintendent has the responsibility for carrying out, through administrative regulations, the policies established by the Board. The administrative regulations shall specify required actions and reflect the detailed arrangement under which the District will be operated.

Before issuance, regulations shall be properly titled and coded in conformance with the policy classification system.

The Board reserves the right to review all administrative regulations .~~The Superintendent shall provide a copy of each District regulation to each Board member~~ prior to ~~distribution~~publication.

Adopted: ~~May 9, 2017~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

<-- z2AdoptionDate -->

Compare Policy Advisory "BGE ©

first ~~â€œâ€œâ€œâ€œâ€œâ€œâ€œ~~POLICYÂ MANUAL" to Policy in Manual last
Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BGE ©

POLICY ~~COMMUNICATION/FEEDBACK~~MANUAL

The Superintendent shall develop procedures to ensure that constituents, employees and Board members have access to a current policy manual that contains the policies and administrative regulations of the District. ~~A~~ A link to the online policy manual will be made available to all persons listed above.

The manual is intended both as a tool for District management and as a source of information to constituents, staff members, and others about how the District operates. To that end, the policy manual will be available for online access. In addition, a hard copy manual shall be available at such places as the Superintendent may determine for use by those persons who do not have access to the manual online. Printed copies of the policy manual shall remain the property of the District and shall be subject to recall at any time.

Any administrative regulation shall be so designated and included in the manual immediately following the policy with which it is associated.

The Board's policy manual shall be considered a public record and shall be open for ~~inspection by~~ inspection by accessing the online link on the District's website, or if needing a hard copy, during regular business hours at the District administration office and at places designated by the Superintendent.

The online master copy of the manual will be securely maintained by the Superintendent, ~~and~~ and archived as required by Records Management Standards adopted by the Arizona State Library, Archives and Public Records (ASLAPR). ~~It~~ It is this online copy that will be used to resolve any discrepancies in language existing in other copies.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-341](#)

Compare Policy Advisory "BGE-R ©" to Policy in Manual

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

BGE-R ©

REGULATION

POLICY ~~COMMUNICATION~~ / FEEDBACK MANUAL

The District's Policy Manual is available to the public online at <https://policy.azsba.org/asba/browse/asbaall/welcome/root>. The online policy manual shall be maintained by the Superintendent, and supersedes any discrepancies in language that exist in hard copies of the policy manual.

All changes to the policy manual will be communicated by the ~~Superintendent to~~ [Superintendent to](#) staff and Governing Board members, and will be archived as required by the Arizona State Library, Archives and Public Records (ASLAPR).

LEGAL REF.:

Uniform System of Financial Records

BGF ©

~~SUSPENSION / REPEAL OF POLICY~~

~~The operation of any section or sections of Board policies not established and required by law or vested by contract may be temporarily or permanently suspended by a majority vote of Board members present at a regular or special meeting. An action under this policy would not require the two (2) presentations indicated in Policy BGB (Policy Adoption) to reinstate a suspended policy.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.
15-321~~

Compare Policy Advisory "BHC © BOARD COMMUNICATIONS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BHC © BOARD COMMUNICATIONS~~WITH STAFF MEMBERS~~

Staff Members

Official communication between the Board and employees will occur as follows:

- A. ~~An~~ ~~Any employee~~ ~~will first communicate on school~~ ~~or employment-related matters at the administrative level.~~ ~~Any employee~~ ~~who exhausts the opportunity of discussing a matter at the various administrative levels may then communicate~~ ~~then~~ ~~communicate~~ in writing with the Board on the matter. ~~No~~ ~~anonymous communication will be considered~~ ~~by the~~ ~~by~~ ~~the~~ ~~Board.~~
- B. ~~Any~~ ~~Any~~ employee who wishes to address the Board in the employee's capacity as a parent, District resident, ~~or individual~~ ~~or~~ ~~individual~~, rather than as an employee, may do so by following the procedures in ~~Policies~~ ~~Policy~~ BEDH and ~~BHD~~ ~~as noted below.~~
- C. ~~Official~~ ~~Official~~ communications, policies, directives, Board concerns, and Board action(s), as appropriate, will ~~be communicated~~ ~~be~~ ~~communicated~~ to employees by the Superintendent.

~~Adopted: date of Manual adoption~~

General Public

Official communication between the Board and the community is subject to the following:

- A. ~~Any~~ ~~Any~~ community member who exhausts the opportunity of discussing a matter at the administrative level may ~~communicate~~ ~~with the Board in writing.~~ ~~No~~ ~~anonymous communication will be considered by the Board.~~
- B. ~~A~~ ~~A~~ member of the community who wishes to address the Board in person may do so by following the ~~procedures~~ ~~in~~ ~~Policy~~ BEDH.
- C. ~~Official~~ ~~Official~~ communications, policies, Board concerns, and Board action, as appropriate, will be imparted to the ~~community~~ ~~by~~ ~~the~~ ~~Superintendent.~~

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-321](#)

[15-341](#)

[38-431.01](#)

[38-431.02](#)

CROSS REF.:

[BEDH](#) - Public Participation at Board Meetings and News

[Media Services at Board Meetings](#)

BHD ©
~~BOARD COMMUNICATIONS~~
~~WITH THE PUBLIC~~

~~Official communication between the Board and the community is subject to the following:~~

~~A. Any community member who exhausts the opportunity of discussing a matter at the administrative level may communicate with the Board in writing. No anonymous communication will be considered by the Board.~~

~~B. A member of the community who wishes to address the Board in person may do so by following the procedures in Policy BEDH.~~

~~C. Official communications, policies, Board concerns, and Board action, as appropriate, will be imparted to the community by the Superintendent.~~

~~Adopted: date of Manual adoption~~

~~CROSS REF.:~~

~~BEDH – Public Participation at Board Meetings~~

Compare Policy Advisory "BIA © NEW BOARD MEMBER
ORIENTATION AND RESOURCES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**BIA ©
NEW BOARD MEMBER
ORIENTATION / HANDBOOK ORIENTATION AND RESOURCES**

Orientation

A member-elect - or any person designated for appointment as a member-elect - of the Board is to be afforded the Board's and the staff's fullest measures of courtesy and cooperation. The Board and staff shall make every effort to assist the member-elect to become fully informed about the Board's functions, policies, procedures, and problems.

In the interim between election or appointment and actually assuming office, the member-elect shall be invited to attend appropriate meetings and functions of the Board and is to receive appropriate reports and communications normally sent to Board members.

~~The member-elect is to be provided access to appropriate publications and aids, including the Board 's Policy Manual and Administrative Regulations and publications of the state and national school boards associations.~~ The Board President and members of the administrative staff will also confer with the member-elect as necessary on special problems or concerns.

Board members-elect will be encouraged to attend meetings or workshops specifically designed for Board members-elect. Their expenses at these meetings may be reimbursed by the District in accordance with law.

~~Adopted: date of Manual adoption~~

Resources

The member-elect is to be provided with access to appropriate publications and aids, including the Board's Policy Manual and Administrative Regulations and publications of the state and national school boards associations.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-342](#)

[38-431.01](#)

~~BIB ©
BOARD MEMBER DEVELOPMENT
OPPORTUNITIES~~

~~Governing Board members are encouraged to attend workshops presented by the county, state, and national school boards associations. Professional journals and books in the school libraries shall be available to every Board member.~~

~~No public monies can be used for training, orientation or therapy that presents any form of blame or judgment on the basis of race, ethnicity or sex. This does not include any training on sexual harassment.~~

~~Blame or judgment on the basis of race, ethnicity or sex is defined in the statute by seven (7) concepts.~~

~~Adopted: October 26, 2021~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-342~~

~~41-1494~~

Compare Policy Advisory "BIBA © BOARD MEMBER DEVELOPMENT OPPORTUNITIES: CONFERENCES, CONVENTIONS, AND WORKSHOPS" to Policy in Manual

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

first

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BIBA ©
~~BOARD MEMBER CONFERENCES,~~
BOARD MEMBER DEVELOPMENT
OPPORTUNITIES: CONFERENCES, CONVENTIONS, ~~AND~~
AND WORKSHOPS

Conferences, Conventions, and

Workshops

In keeping with the need for continuing ~~in-service training and development~~ professional development for its members, the Board encourages the participation of all members at appropriate Board conferences, ~~workshops~~conventions, and ~~conventions~~workshops. However, in order to control the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

- A. ~~The~~ The Board will periodically decide which ~~meetings appear~~ educational opportunities appear to be most promising in terms of producing ~~direct and direct~~ and indirect benefits to the District.
- B. ~~Funds~~ Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, ~~the Board~~ the Board will designate which of its members would be the most appropriate to participate at a given meeting. ~~With~~ With the prior approval of the Board, Board members may participate in meetings other than those ~~authorized in~~ authorized in the budget.
- C. ~~When~~ When a conference, convention, or workshop is not attended by the full Board, those who do participate ~~will be~~ will be requested to share information, recommendations, and material acquired at the meeting.

~~Adopted: date of Manual adoption~~

Disallowed Trainings, Orientations

or Therapy

No public monies can be used for training, orientation or therapy that presents any form of blame or judgment on the basis of race, ethnicity or sex. This does not include any training on sexual harassment.

Professional Literature

Any professional journals and books in the school libraries shall be available to every Board member.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-342](#)

[41-1494](#)

CROSS REF.:

[DKC](#) - Expense Authorization/Reimbursement

Compare Policy Advisory "BIE © BOARD MEMBER

first

INSURANCE / LIABILITY" to Policy in Manual

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BIE © BOARD MEMBER INSURANCE / LIABILITY

General

~~Pursuant to statute, Governing Board members are immune from personal liability with respect to all acts done and actions taken in good faith within the scope of their authority during duly constituted regular and special meetings. However, the Governing Board~~ The Governing Board may procure insurance or may establish a self-insurance program for the management and administration of a system for direct payment of benefits, losses, or claims, or any combination of insurance and direct payments, including risk-management consultation, to provide payment of any property loss sustained or lawful claim of liability or fortuitous loss made against the District or its employees or officers, if the employees or officers are acting in the scope of their employment or authority.

The District shall secure general liability, property damage, and workers' compensation insurance coverage, and shall secure performance and payments bonds for all construction projects.

Participation in Group Insurance Plans of the District

Governing Board members and their dependents are eligible to participate in health, accident, life, or disability insurance plans made available to employees of the District if the Board members pay the full premiums associated with such coverage and participation of the members and their dependents does not result in an expenditure of District monies.

Former Board members, ~~their spouses~~, dependents, and surviving spouses or dependents of Board members or former Board members may continue to participate in the health, accident, life, or disability insurance benefits provided to employees of the District if the following conditions are met:

- A. ~~Former~~ Former Board members must have served at least four (4) consecutive years on the Board, must have ~~been covered~~ been covered under the insurance plan while serving as Board members, and must pay the full premiums for ~~the insurance~~ the insurance coverage. Such participation must not result in an expenditure of District monies.
- B. ~~The~~ The surviving spouse and/or dependents of a Board member or former Board member may continue participation in ~~the insurance~~ the insurance plan if they pay the full premium for the insurance coverage and their participation does not ~~result in any~~ result in any expenditure of District monies.
- C. ~~For~~ For a surviving spouse ~~and/or~~ and/or dependents of a Board member or former Board member to be eligible ~~for continued coverage~~ continued coverage, the

deceased Board member or former Board member must have served four (4) ~~consecutive years~~ [consecutive](#) years and have been covered under the insurance plan while serving on the Board.

D. ~~The~~ [The](#) surviving spouse and/or dependents of a deceased Board member who was eligible for coverage while ~~in office~~ [in](#) office will be eligible for continued coverage.

~~Adopted: date of Manual adoption~~

Personal Liability

Pursuant to statute, Governing Board members are immune from personal liability with respect to all acts done and actions taken in good faith within the scope of their authority during duly constituted regular and special meetings.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-341](#)

[15-382](#)

[15-387](#)

A.G.O.

I90-038

Compare Policy Advisory "BJ © SCHOOL BOARD LEGISLATIVE PROGRAM" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**BJ ©
SCHOOL BOARD LEGISLATIVE PROGRAM**

The Board may participate in ~~legislative programs through~~ conferences ~~with~~ at the state ~~and national school boards associations~~ or national level that enhance its understanding of legislative programs.

The Board authorizes the Superintendent to actively participate in the development of legislation that has a positive effect on educational programs of the District.

Adopted: ~~date of Manual adoption~~ <-- z2AdoptionDate -->

Compare Policy Advisory "BK © SCHOOL BOARD MEMBERSHIPS AND ARIZONA SCHOOL BOARDS ASSOCIATION DELEGATES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**BK ©
SCHOOL BOARD MEMBERSHIPS
AND ARIZONA SCHOOL BOARDS
ASSOCIATION DELEGATES**

Memberships

The Board may choose to be a member of and participate in school boards associations at the state, county, regional, and national levels. The Superintendent will ensure that the subject of school boards association membership is addressed during budget preparation.

The District shall not spend monies for memberships in an association that attempts to influence the outcome of an election, as determined by state and federal law.

~~Adopted: August 23, 2011~~

ASBA Delegates

To be officially represented in the Arizona School Boards Association (ASBA) delegate assembly, each Board will designate one (1) Board Member and one (1) alternate as representatives for ASBA's legislative advocacy efforts.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-342](#)

[15-511](#)

BKA ©
~~LIAISON WITH SCHOOL~~
~~BOARDS ASSOCIATIONS~~

~~In addition to informational liaison between itself and the various school boards associations, the Board may be officially represented in the associations' affairs through the election and appointment of delegates and/or observers to the governing bodies of these organizations.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-342~~

Compare Policy Advisory "CA © ADMINISTRATION GOALS /
PRIORITY OBJECTIVES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

CA ©
ADMINISTRATION GOALS /
PRIORITY OBJECTIVES

The District administration is responsible, within the guidelines established by Board policy, for the direction and coordination of students and staff members in their efforts to reach educational goals adopted by the Board.

The Board expects the administration to specialize in:

- A. ~~the processes of decision~~ Decision-making and communication;
- B. ~~planning~~ Planning, organizing, implementing, and evaluating educational programs;
- C. ~~the demonstration of~~ Providing educational leadership;
- D. ~~the development and maintenance of~~ Developing and maintaining close working relationships and channels of communication ~~within the District~~ within the District and the community;
- E. ~~the minimization of misunderstandings; and~~ F. ~~the development of cooperation toward attaining the~~ Supporting educational goals adopted by the Board.

Adopted: ~~date of Manual adoption~~ <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.
[15-321](#)

[15-341](#)

Compare Policy Advisory "CB © SUPERINTENDENT" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

CB © SUPERINTENDENT

The Board ~~shall~~may employ a Superintendent, who ~~shall~~will enforce the statutes and rules of the state of Arizona and the federal government, and the policies of the Governing Board of the District.

The administration of the school system in all aspects is the responsibility of the Superintendent, whose functions shall be carried out in accordance with the policies of the Board.

The Superintendent may establish regulations for the administration of the District that are in compliance with applicable statutes or regulations of the Arizona Administrative Code and the policies of the Governing Board.—â€ These regulations are binding on the employees of this District and students in the schools.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:
A.R.S.
[15-503](#)

Compare Policy Advisory "CBA © QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT" to Policy in Manual

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

first

last

**CBA ©
QUALIFICATIONS AND DUTIES
OF THE SUPERINTENDENT**

(Performance Responsibilities)

Qualifications

The Superintendent shall have appropriate qualifications as determined by the Governing Board by action taken at a public meeting.-

The Superintendent shall ~~supervise, either directly or through delegation, all activities and all personnel of the school system according to the laws of the state of Arizona, rules of the Arizona State Board of Education, and adopted policies of the Governing Board.~~have a valid fingerprint card issued pursuant to A.R.S. [41-1758.03](#).

Duties

The Superintendent is the District's chief executive officer and the administrative head of all divisions and departments of the school system.—â€ It is the Superintendent's duty to administer the policies of the Board and to provide leadership for the entire school system.—â€ The Superintendent is the professional consultant to the Board and, in this capacity, makes recommendations to the Board for changes in Board policies and the educational program.

The Superintendent, ~~as chief administrative officer of the District, shall supervise, either directly or through delegation, all activities and all personnel of the school system according to the laws of the state of Arizona, rules of the Arizona State Board of Education, and adopted policies of the Governing Board.~~

The Superintendent provides the initiative and the technical guidance for the improvement of the total program of the school system.—â€ The delegation of authority for the operation of the various functions of the school system is one of the Superintendent's duties.—â€ The Superintendent is, however, responsible to the Board for all functions of the District, including ~~but not limited to~~ those listed below.

Education:

A. ~~Administers~~—â€ [Administers](#) the development, coordination, maintenance, and evaluation of ~~the educational program, including the special education program~~all educational programs.

B. ~~Supervises~~—â€ [Supervises](#) methods of teaching, supervision, and administration in effect in the schools.

C. ~~Keeps~~—â€ [Keeps](#) informed of modern educational thought and practices by advanced study, by visiting school ~~systems elsewhere~~[systems](#)—â€ elsewhere, by attending

educational conferences, and by other appropriate means.

D. ~~Keeps~~ **Keeps** the public informed about modern education practices, educational trends, and the policies, practices, ~~and~~ **and** problems in the District schools.

Management:

A. ~~Ensures~~ **Ensures** that all activities of the District are conducted in accordance with the laws of the state of Arizona, ~~the regulations~~ **regulations** of the Arizona Board of Education, and the policies of the Governing Board.

B. ~~Assumes~~ **Assumes** responsibility for the overall financial planning of the District and for the preparation of the ~~annual budget, and submits~~ **annual budget and submission** of it to the Board for review and approval.

C. ~~Establishes~~ **Establishes** and maintains efficient procedures and effective controls for all expenditures of school funds ~~in accordance~~ **in** accordance with the adopted budget, subject to direction and approval of the Board.

D. ~~Maintains or has maintained~~ **Maintains** adequate records for the schools, including, but not limited to:

1. ~~financial~~ **financial** accounts,
2. ~~business~~ **business** and property records,
3. ~~personnel~~ **personnel**,
4. ~~school~~ **school** population,
5. ~~student~~ **student** records including verifiable documentation of each student's residency in this state ~~in accordance~~ **in** accordance with guidelines and forms adopted by the Arizona Department of Education, and
6. ~~scholastic~~ **scholastic** records.

E. ~~Provides~~ **Provides** suitable instructions and regulations to govern the maintenance of District properties.

F. ~~Provides~~ **Provides** suitable instructions and regulations to govern the safety and transportation of students.

G. ~~Assumes~~ **Assumes** responsibility for the use of buildings and grounds.

H. ~~Recommends~~ **Recommends** the locations and sizes of new school sites and of additions to existing sites; the ~~locations and~~ **locations** and sizes of new buildings; the plans for new school buildings; all appropriations for sites and buildings; ~~and~~ **and** improvements, alterations, and changes in the buildings and equipment of the District.

I. ~~Oversees~~ **Oversees** the processing and submission of required reports.

J. ~~Interprets~~ **Interprets** the budget and finances to the community.

K. ~~Remains~~ **Remains** current on new legislation and implements laws to the best advantage of the District.

~~Governing Board~~Governingâ€ Board:

- A. ~~Attends~~â€ Attends and participates in all meetings of the Board and its committees, except when excused by the Board.
- B. ~~Takes~~â€ Takes prompt action to implement all directives of the Board.
- C. ~~Advises~~â€ Advises the Board on the need for new and/or revised policies.
- D. ~~Provides~~â€ Provides timely advice to the Board on the implication of changes in statutes or regulations ~~affecting education~~affectingâ€ education.
- E. ~~Informs~~â€ Informs and advises the Board about programs, practices, and problems of the schools, and keeps the ~~Board informed~~Boardâ€ informed of the activities operating under the Board's authority.
- F. ~~Prepares~~â€ Prepares and submits to the Board recommendations relative to all matters requiring Board action, ~~placing before~~placingâ€ before the Board such facts, objective information, and reports as are needed to ensure the making ~~of informed~~ofâ€ informed decisions.
- G. ~~Develops~~â€ Develops and implements rules and regulations in keeping with Board policy.
- H. ~~Acts~~â€ Acts as chief public relations agent for the District.
- I. ~~Acts~~â€ Acts on own discretion if action is necessary in any matter not covered by Board policy, reports such action ~~to the to~~theâ€ the Board as soon as practicable, and recommends policy guidance in the future.

Personnel:

- A. ~~Recommends~~â€ Recommends to the Board the appointment or dismissal of all employees of the District.â€
- B. ~~Ensures~~â€ Ensures that all employees are evaluated in accordance with the schedule established by the Board.â€
- C. ~~Determines~~â€ Determines assignments, defines the duties, and coordinates and directs the work of all employees of ~~the District~~theâ€ District.â€
- D. ~~Recommends~~â€ Recommends all promotions, demotions, and salary changes to the Board.â€
- E. ~~Communicates~~â€ Communicates to all employees all actions of the Board relating to personnel matters, and receives ~~from employees~~fromâ€ employees all communications to be made to the Board.

~~The Superintendent shall have a valid fingerprint card issued pursuant to A.R.S. 41-1758.03.~~

Adopted: ~~August 23, 2011~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-503](#)

[15-802](#)

[38-201](#)

[41-1758](#)

A.A.C.

[R7-2-603](#)

CROSS REF.:

[CBI](#) - Evaluation of Superintendent

**Compare Policy Advisory "CBCA © DELEGATED AUTHORITY"
to Policy in Manual**

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**CBCA ©
DELEGATED AUTHORITY**

The Governing Board delegates to the Superintendent, among other powers, the authority to perform the following acts **without the need for prior Board approval**:

- A. ~~To~~ To give notice to teachers, pursuant to A.R.S. [15-536](#), of the Board's intention not to offer a teaching contract.
- B. ~~To~~ To give notice to teachers, pursuant to A.R.S. [15-538.01](#), of the Board's intention not to offer a ~~teaching contract~~ **teaching** contract and to dismiss the teacher.
- C. ~~To~~ To give notice to an administrator or certificated school psychologist, pursuant to A.R.S. [15-503](#), of ~~the Board~~ **the** Board's intention not to offer a new contract.
- D. ~~To~~ To issue to teachers, pursuant to A.R.S. [15-536](#), [15-538](#), and [15-539](#), written preliminary notices ~~of inadequacy of~~ **inadequacy** of classroom performance, reporting such issuance to the Governing Board within ~~ten~~ **ten** (10) school days.

~~Adopted: October 22, 2013~~

- E. To assign any employee to any position in the District for which the employee is qualified. Any reduction or increase in an employee's salary must have Governing Board approval.
- F. To procure goods, services or construction in an amount not to exceed one hundred thousand dollars (\$100,000). All procurement shall comply with the State Board of Education procurement code (School Procurement Code and the Uniform System of Financial Accounting).
- G. To close any or all schools, buildings, or other facilities as permitted by law.
- H. To delegate to others any of the powers and duties specifically assigned to the Superintendent, unless otherwise specifically limited by statute or Board action. The Superintendent shall continue to be responsible to the Board for the satisfactory execution of the delegated power and duties.

Lines of authority shall be clearly outlined by the Superintendent by means of organization charts, job descriptions, and administrative regulations and directives.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-503](#)

[15-536](#)

[15-538](#)

[15-538.01](#)

[15-539](#)

[15-341](#)

[15-806](#)

A.A.C.

[R7-2-1007](#)

REGULATION

DELEGATED AUTHORITY

(School Administration)

The primary duty of a principal is to administer and supervise the instructional program. A principal, as the educational leader of the school, will administer and supervise the school in accordance with policies and administrative regulations of the District.

A principal will be directly responsible to and will report only to the Superintendent and will keep the Superintendent informed of the conditions and needs of the school. All duties, authority, and responsibilities of the principal will be delegated only by the Superintendent. These duties may include, but are not limited to, the following:

- A. A principal is responsible for the operation of the educational program of the school.
- B. A principal is responsible for the supervision and evaluation of the building staff members.
- C. A principal will maintain discipline on the part of personnel and students.
- D. A principal will care for and protect the building, the equipment, the grounds, and other school property.
- E. A principal will maintain school records and prepare reports.
- F. A principal will take reasonable precautions to safeguard the health and welfare of students and staff members, will report accidents, will formulate plans for emergencies, and will conduct evacuation drills each school month and keep written records of such drills.
- G. A principal will be responsible for maintaining a close relationship with the community and should interpret the educational program to the citizens of the District.
- H. A principal will, by advanced study, by visits to school systems in other areas, by attendance at educational conferences, and by other means remain well informed relative to modern educational thought and practice.

Compare Policy Advisory "CBI © EVALUATION OF SUPERINTENDENT" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

CBI © EVALUATION OF SUPERINTENDENT

Executive Session

Any meetings of the Board to compile evaluations, or meetings to discuss the evaluations with the Superintendent, shall be held in executive session unless the Superintendent requests that any such meeting be held in open session. Board members shall have the opportunity to discuss with the Superintendent any item(s) on which the Board member fails to achieve consensus.

Evaluation Process

The Governing Board shall evaluate the Superintendent at least once each year.

Prior to the academic year, the Board and Superintendent will meet to agree on an evaluation instrument. The evaluation(s) shall relate to the Superintendent's duties, responsibilities, and progress toward established goals. The Superintendent shall provide each member of the Board a copy of the agreed upon evaluation instrument not later than November 10/September 1.

The Board President shall schedule a meeting not later than ~~January 31~~ March 30, when the Board will devote an executive session to the evaluation of the Superintendent's performance, to discuss working relationships between the Superintendent and the Board, and to review the Superintendent's contract (with the Superintendent present). ~~If the Superintendent's contract is in its first year, this initial evaluation will not be a comprehensive evaluation, but will be used to allow the Board to communicate its perspective on the Superintendent's performance to date and to allow the Board and the Superintendent to communicate on performance matters. Additional first-year evaluations may be completed by the Board at the Board's discretion or upon invitation by the Superintendent; however, the first fully comprehensive evaluation will be that which occurs in the Superintendent's second year.~~

~~Any meetings of the Board to compile evaluations, or meetings to discuss the evaluations with the Superintendent, shall be held in executive session unless the Superintendent requests that any such meeting be held in open session. Board members shall have the opportunity to discuss with the Superintendent any item(s) on which the Board member fails to achieve consensus.~~

A copy of any written evaluation shall be given to the Superintendent. ~~If in disagreement with such evaluation, the Superintendent may respond in writing to the Governing Board.~~

The evaluation and any comments by the Superintendent shall become a part of the Superintendent's personnel file.

Contract Modifications

Upon the conclusion of the evaluation, the Governing Board may determine whether any changes in the compensation and benefits or contract term of the Superintendent are warranted, subject to the following:â€

If the Superintendent's contract with the School District is for multiple years, the School District shall not offer to extend or renegotiate the contract until no earlier than fifteen (15) months before the expiration of the contract.â€

If the Superintendent's contract with the School District is for a single year, on or before May 15 of each year the Board shall offer a contract for the next school year to the Superintendent unless, on or before April 15, the Board gives notice to the Superintendent of the Board's intention not to offer a new administrative contract; this contract may or may not be for the position of Superintendent.

~~The evaluation and any comments by the Superintendent shall become a part of the Superintendent's personnel file.~~

~~Adopted: January 24, 2023~~

Acceptance of this contract must be in writing within thirty (30) days or the offer is revoked.

Exception: Override Election

If the Governing Board calls for an override election per A.R.S. [15-481](#), it shall offer a contract to certificated administrators on or before June 15 unless timely notice is given, per A.R.S. [15-503\(D\)](#), of the Governing Board's intent not to offer a new contract.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.
[15-341](#)

[15-503](#)

CROSS REF.:

[CBA](#) - Qualifications and Duties of the Superintendent

Compare Policy Advisory "CCB © LINE AND STAFF
RELATIONS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**CCB ©
LINE AND STAFF RELATIONS**

~~Unless otherwise specifically limited by statute or Board action, any of the powers and duties specifically assigned to the Superintendent may be delegated to others serving under the Superintendent. However, the Superintendent shall continue to be responsible to the Board for the satisfactory execution of the delegated power and duties.~~

~~Lines of authority shall be clearly outlined by the Superintendent by means of organization charts, job descriptions, and administrative regulations and directives.~~

~~Adopted: date of Manual adoption~~

Remove per PA 868 - April 2025 (Added to CBCA).

Compare Policy Advisory "CCB-R ©" to Policy in Manual

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

CCB-~~RA~~R ©

REGULATION

LINE AND STAFF RELATIONS

~~(School Administration)~~

~~The primary duty of a principal is to administer and supervise the instructional program. A principal, as the educational leader of the school, will administer and supervise the school in accordance with policies and administrative regulations of the District.~~

~~A principal will be directly responsible to and will report only to the Superintendent and will keep the Superintendent informed of the conditions and needs of the school. All duties, authority, and responsibilities of the principal will be delegated only by the Superintendent. These duties include, but are not limited to, the following:~~

- ~~A. A principal is responsible for the operation of the educational program of the school.~~
- ~~B. A principal is responsible for the supervision and evaluation of the building staff members.~~
- ~~C. A principal will maintain discipline on the part of personnel and students.~~
- ~~D. A principal will care for and protect the building, the equipment, the grounds, and other school property.~~
- ~~E. A principal will maintain school records and prepare reports.~~
- ~~F. A principal will take reasonable precautions to safeguard the health and welfare of students and staff members, will report accidents, will formulate plans for emergencies, and will conduct evacuation drills each school month and keep written records of such drills.~~
- ~~G. A principal will be responsible for maintaining a close relationship with the community and should interpret the educational program to the citizens of the District.~~
- ~~H. A principal will, by advanced study, by visits to school systems in other areas, by attendance at educational conferences, and by other means remain well informed relative to modern educational thought and practice.~~
- ~~I. A principal will distribute a parental satisfaction survey to the parent of every child enrolled at the school, pursuant to A.R.S. [15-353](#)~~
- ~~J. Report directly to the Superintendent.~~

Compare Policy Advisory "CFD © SCHOOL - BASED

first

MANAGEMENT" to Policy in Manual

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

CFD © SCHOOL - BASED MANAGEMENT (School Councils)

Establishment

A school council shall be established at each school. The Governing Board may delegate to a school council the responsibility to ~~develop~~ provide input for a curriculum and may delegate any additional powers that are reasonably necessary to accomplish decentralization.

~~The Board authorizes the establishment of a school council at each school site. The school council shall follow regulations promulgated by the Board. The authority extended to the school council(s) is to design curricular and instructional strategy/design models that promote the District mission/goals statement.~~

Exception for Small Districts. If a District has only one (1) school or fewer than six hundred (600) students, it is not required under Arizona statutes to have a program of school-based management as outlined in Arizona statutes, and the Governing Board elects not to have such a program.

Purpose

The school council shall provide input for the creation of curricular and instructional strategies/designs that meet the unique learning needs of the students served at each school.

~~A shared "vision" for curricular and instructional strategies/designs and the involvement of a variety of the members of the school and community who will be most affected by the results are essential.~~

~~Curricular and instructional strategies/designs that result from such shared decision-making are limited only by the requirements that they be consistent with and fulfill the mission/goal statements, beliefs, and adopted Board policies of the District and comply with the laws and regulations of the state of Arizona and the United States.~~

This shared decision making shall not supersede Board/Superintendent decision-making responsibilities unless waived by the Board.

Membership

The school council at each school shall take into consideration the ethnic composition of the local community and ~~initially~~ shall be composed of:

- A. ~~Parents~~ Parents or guardians of students enrolled in the school who are not employed by the District in ~~the school~~ school of proposed membership.

- B. ~~Teachers~~ Teachers.
- C. ~~Noncertificated~~ Noncertificated employees.
- D. ~~community~~ Community members.
- E. Students if the school is a high school.
- F. ~~The~~ The principal of the school.

Selection

Initially, each of the above school council members shall be selected in the manner and by the procedure specified in A.R.S. [15-351](#). The school council shall then adopt written guidelines that specify the number of school council members and the methods for the selection of school council members. Thereafter, representatives shall be selected by their groups in the manner determined.-

There must be an equal number of teachers and parents of pupils enrolled in the school on the council, and they shall constitute a majority of the council members.-

The principal will serve as chairperson of the school council unless another person is elected by a majority of the school council members.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-351](#)

[15-352](#)

[43-1089.01](#)

A.G.O.

199-018

CROSS REF.:

[BDD](#) - Board-Superintendent Relationship

~~[CGB](#) - Line and Staff Relations~~ [CBCA](#) - Delegated Authority

Compare Policy Advisory "CHD © ADMINISTRATION IN THE
ABSENCE OF POLICY" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**CHD ©
ADMINISTRATION IN THE
ABSENCE OF POLICY**

The Superintendent shall have the authority to implement action if a situation should develop that is not covered by established Board policy. It is the Superintendent's duty to inform the Board of any such action and of the need to develop an official policy.

Adopted: ~~date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

<-- z2AdoptionDate -->

Compare Policy Advisory "CK © ADMINISTRATIVE CONSULTANTS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

CK © ADMINISTRATIVE CONSULTANTS

Professional consultants from the Arizona School Boards Association, the Arizona Department of Education, universities, and colleges, as well as other resource persons, may be used when ~~such services~~ such services will be helpful in the improvement of the ~~instructional program.~~ ~~curricula, physical plant and other requirements of the District.~~ All consultants shall be approved by the Superintendent prior to the invitation and arrangement for such visitation.

Adopted: ~~date of Manual adoption~~ <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.
[15-343](#)

Compare Policy Advisory "CM © SCHOOL DISTRICT ANNUAL REPORT" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

CM © SCHOOL DISTRICT ANNUAL REPORT

Districts are responsible for filing several annual reports including but not limited to the ones listed below.

Academic Annual Report

The Board shall make an annual report to the County School Superintendent on or before October 1 each year in the manner and form and on the forms prescribed by the Superintendent of Public Instruction or County School Superintendent.—â€ The Board shall also make reports directly to the County School Superintendent or the Superintendent of Public Instruction whenever required.

If the District has been assigned a letter grade of A pursuant to A.R.S. [15-241](#) during at least two (2) out of the last three (3) consecutive years and has not been assigned a letter grade of C, D, or F during the same three (3) years the District may receive exemptions from statutes and rules prescribed in statute.—â€ Should the District believe it qualifies for an exemption the District may submit a request for exemption to the Arizona State Board of Education.—â€ The State Board of Education shall review and may approve the exemption submitted by the District.—â€ The State Board of Education will not approve exemptions that directly apply to specific areas as noted in A.R.S. [15-215](#).

~~Guaranteed Energy Cost Saving~~

~~Contract Annual Reports~~

~~The District shall report to the School Facilities Board annually, not later than October 15, actual energy and cost savings pursuant to a guaranteed energy cost savings contract.~~

~~The District shall also report for any guaranteed energy cost savings contract to the Department of Commerce Energy Office and the School Facilities Board:~~

- ~~A. The name of the project~~
- ~~B. The qualified provider~~
- ~~C. The total cost of the project~~
- ~~D. The expected energy and cost savings~~

~~The District shall retain savings achieved by a guaranteed energy cost saving contract, which may be used to pay for contract and project implementation.~~

~~Adopted: October 22, 2013~~

The Governing Board shall publish an annual financial report for the prior fiscal year by November 15 of each year, using the format prescribed by the Auditor General per A.R.S. [15-904](#). This financial report shall be prepared and distributed by the District by October 15, including to the Country School Superintendent. On or before October 15 the Governing Board shall submit the annual financial report for the previous fiscal year to the Arizona Department of Education (ADE).

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-213.01](#)

[15-215](#)

[15-341](#)

[15-904](#)

CROSS REF.:

[DBF](#) - Budget Hearings and Reviews/Adoption Process

[DIC](#) - Financial Reports and Statements

Compare Policy Advisory "DA © FISCAL MANAGEMENT GOALS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DA © FISCAL MANAGEMENT GOALS/PRIORITY OBJECTIVES

The Governing Board recognizes that money and its management constitute the foundation of the entire school program. have foundational effects on School District operations. To make that support as fiscal management as effective as possible, the Board intends to:

- A. Encourage short and long range planning through the best possible budgeting procedures. Ensure budget development aligns with the strategic direction/plan.
B. Explore. Explore all practical and legal sources of monetary income revenue.
C. Guide. Guide and monitor the expenditure of funds to achieve the greatest educational returns successful student outcomes.
D. Require. Require maximum effectiveness, efficiency and transparency in accounting and reporting procedures.
E. Maintain. Maintain, within budget limits, a level of per-student expenditure needed to provide high-quality education that provides for the needs of all students.

Adopted: date of Manual adoption <-- z2AdoptionDate -->

Compare Policy Advisory "DB © ANNUAL
BUDGET: SCHEDULE, PREPARATION / PLANNING,
FORMAT, AND POSTING / SUBMISSION" to Policy in Manual
Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DB ©
ANNUAL BUDGET: SCHEDULE, PREPARATION /
PLANNING, FORMAT, AND
POSTING / SUBMISSION

Schedule

Each school year the Superintendent shall prepare and disseminate a budget preparation schedule to accomplish all required budgetary actions for the following school year. This schedule will, at a minimum, provide specific dates for the accomplishment of all state-mandated actions.

Preparation and Planning

The Superintendent is directed to formulate the annual budget, considering at all times that resources must be utilized to produce the most positive effect on the student's opportunity to gain an education.

The Superintendent shall be responsible for reviewing budgetary requests, providing guidelines and limitations, and presenting the proposed budgets and documentation necessary for Board study, review, and action.

The Governing Board shall be informed if the proposed budget could require an increase in the primary property tax levy of the District over the preceding year's tax levy.

~~Adopted: date of Manual adoption~~

If the District receives desegregation funding, a desegregation budget shall be prepared and submitted using relevant forms from the Auditor General.

Format

The District shall utilize the budget format prepared and prescribed by the Superintendent of Public Instruction in conjunction with the Auditor General. The budget format is designed to allow school districts to plan and provide in detail for the use of available funds.

The budget format as specified in A.R.S. 15-903 shall contain the following information. The School District shall prominently post on its website home page, separately from its budget, Items B through E below:

A. A statement identifying proposed pupil-teacher ratios and pupil-staff ratios relating to the provision of special education services for the budget year.

B.â€ The prominent display of the average salary of all teachers employed by the School District for the current year.

C.â€ The prominent display of the average salary of all teachers employed by the School District for the previous year.

D.â€ The prominent display of the dollar increase in the average salary of all teachers employed by the School District for the current year.

E.â€ The prominent display of the percentage increase in the average salary of all teachers employed by the School District for the current year.

The District may want to include the additional categories of Instructional Support and Student Support alongside the dollars in the classroom number as the intention of the report is to provide a more comprehensive representation of the percentage of District dollars spent that directly impacted teaching and student learning.

Posting and Submission

The District shall prominently post on its website home page a copy of its profile pages that displays the percentage of every dollar spent in the classroom by that school district from the most recent status report issued by the Auditor General.

The District shall submit this annual expenditure budget to the Arizona Department of Education (ADE) and shall utilize the relevant forms and instructions from the Auditor General.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

~~15-821~~271

15-302

15-481

15-824

15-903

15-905

15-905.01

15-910

~~15-2201~~977

15-991

41-1279.03

CROSS REF.:

CM - School District Annual Report

DB-R - Annual Budget: Schedule, Preparation/Planning, Format and

DBF - Budget Process, Adoption and Implementation

DIC - Financial Reports and Statements

DIE - Audits/Financial Monitoring

DB-R ©

REGULATION

ANNUAL BUDGET: SCHEDULE, PREPARATION / PLANNING, FORMAT, AND POSTING / SUBMISSION

The business manager will prepare a schedule of budget deadlines for presentation to the Superintendent each year. This schedule will cover all actions necessary to prepare the budget for the following school year.

The following items may be included in the recommended budget schedule:

- A. Specific date for receipt of unit budgets from administrators.
- B. Date for initial meeting on the budget with appropriate staff members.
- C. Date(s) for student membership and attendance reports.
- D. Date(s) for estimates on the maintenance and operations and capital budgets.
- E. Date for completion of employee compensation consideration(s).
- F. Date for preparing financial projections for all categories and subcategories to be included in the proposed budget(s) for the ensuing fiscal year.
- G. Date for determining if the proposed budget(s) is (are) in excess of the District's Truth in Taxation base limit [A.R.S. [15-905.01](#)].
 1. When the base limit is exceeded, or the District plans to levy any amount for adjacent ways projects or liabilities in excess of the School District budget, a decision must be made whether to publish the truth in taxation notice separately or in combination with the proposed budget or budget summary.
 2. Either publication procedure requires publication of at least ten (10) days but not more than twenty (20) days prior to the truth in taxation hearing.
 3. The truth in taxation hearing may be held in conjunction with the proposed budget hearing.
- H. *Proposed Budget:* The Governing Board shall not later than July 5 and not less than ten (10) days before:
 1. Publish or mail to each household in the District a copy of the proposed budget or a summary of the proposed budget for consideration of the residents or taxpayers of the District, and a notice of the public hearing and Board meeting.
 2. Furnish to the Superintendent of Public Instruction and County School Superintendent, in electronic format, the proposed budget and summary of proposed budget for the budget year.
 3. Submit to the Department of Education the proposed budget which shall prominently display this information about the School District on the website

maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.

I. *Budget Adoption*: The Governing Board shall not later than July 15 and not less than ten (10) days after posting or mailing the notice of the public hearing and Board meeting:

1. Conduct the public hearing and present the proposed budget to the persons attending the hearing, and

If a truth in taxation hearing is required it must be conducted prior to the budget hearing.

2. Immediately following the public hearing, the President shall call the Governing Board meeting to order for the purpose of adopting the budget.

J. *Adopted Budget*: Not later than July 18:

1. The adopted budget shall be submitted electronically to the Superintendent of Public Instruction.

2. The adopted budget shall be submitted to the Department of Education. The Department shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.

K. *Publishing*: The Governing Board must do one (1) of the following and provide notice of the public hearing and Board meeting to adopt the budget no later than ten (10) days prior to the meeting to adopt the budget:

1. *Posting to ADE's Website*: Districts that have a website are required to follow the website requirements above and may choose to meet the publication requirement for the proposed budget by electronically uploading the Hearing Notification and Summary via the School Finance Budget System to ADE for posting on ADE's website. If the budget or proposed budget and notice are posted on a website maintained by the department of education or mailed, the Board shall file an affidavit with the Superintendent of Public Instruction within thirty (30) days after the mailing or the date that the information is posted on the website.

2. *Publishing in a newspaper*: Print the proposed budget or Summary and Hearing Notification in at least eight (8)-point type in a newspaper of general circulation within the District. The publisher's affidavit of newspaper publication must be filed with the Superintendent of Public Instruction within thirty (30) days of the publication. To meet this requirement, districts should scan and e-mail the affidavit to SFBudgetTeam@azed.gov.

3. *Mailing*: Mail the proposed budget or Summary and Hearing Notification to each household in the District. An affidavit or other documentation of mailing must be filed with the Superintendent of Public Instruction within thirty (30) days of mailing. To meet this requirement, districts should scan and e-mail the affidavit to SFBudgetTeam@azed.gov.

L. *Override Election*:

1. When applicable, dates pursuant to A.R.S. §§ [15-481-15-482](#), as applicable.
2. Date for budget hearing on following year's budget.
 - a. At least ninety (90) days before a proposed override election (first [1st] Tuesday following the first [1st] Monday in November, order override election to present proposed override budget to electors. Must also prepare alternate budget without override increase in event voters reject the proposed override budget.
 - b. At least thirty-five (35) days before override election, mail or distribute to households where qualified electors reside the informational report prepared by County School Superintendent.
 - c. When a determination is made to cancel the override election, the request must be made to the County School Superintendent at least eighty (80) days before the override election date.

M. Annual Financial Report:

1. Not later than October 15 of each year the Governing Board shall:
 - a. Prepare and distribute the annual financial report for the prior fiscal year.
 - b. Provide a copy of the financial report to the County School Superintendent.
 - c. Electronically submit a copy of the financial report to the State Superintendent of Public Instruction.
 - d. Submit a copy of the annual financial report for the prior fiscal year to the Department of Education. The Department shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.
2. Not later than November 15 of each year the Governing Board shall publish the annual financial report:
 - a. In a newspaper of general circulation within the School District, or
 - b. In the official newspaper of the county as defined in A.R.S. [11-255](#), or
 - c. By mailing a copy to each household in the District, or
 - d. By electronic transmission of the information to the Department of Education for posting on the Department's website (if the Board chooses this option the School District shall post a link on the District's website to the report on the Department's website).

All forms and technical requirements for each respective form shall be as prescribed in A.R.S. [15-904](#).

Compare Policy Advisory "DBC © BUDGET PLANNING, PREPARATION, AND SCHEDULES" to Policy in Manual
Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

first

last

**DBC ©
BUDGET PLANNING, PREPARATION,
AND SCHEDULES**

~~Each school year the Superintendent shall prepare and disseminate a budget preparation schedule to accomplish all required budgetary actions for the following school year. This schedule will, as a minimum, provide specific dates for the accomplishment of all state-mandated actions.~~

~~Adopted: August 23, 2011~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~[15-481](#)~~

~~[15-824](#)~~

~~[15-905](#)~~

~~[15-905.01](#)~~

~~[15-991](#)~~

~~GROSS REF.:~~

~~[DBF](#) – Budget Hearings and Reviews/Adoption Process~~

~~[Remove per PA 878 - May 2025](#) (Merged with Policy DB.)~~

~~DBC-R~~

~~REGULATION~~

~~BUDGET PLANNING, PREPARATION, AND SCHEDULES~~

~~The business manager will prepare a schedule of budget deadlines for presentation to the Superintendent each year. This schedule will cover all actions necessary to prepare the budget for the following school year.~~

~~The following items may be included in the recommended budget schedule:~~

- ~~A. Specific date for receipt of unit budgets from administrators.~~
- ~~B. Date for initial meeting on the budget with appropriate staff members.~~
- ~~C. Date(s) for student membership and attendance reports.~~
- ~~D. Date(s) for estimates on the maintenance and operations and capital budgets.~~
- ~~E. Date for completion of employee compensation consideration(s).~~
- ~~F. Date for preparing financial projections for all categories and subcategories to be included in the proposed budget(s) for the ensuing fiscal year.~~
- ~~G. Date for determining if the proposed budget(s) is (are) in excess of the District's truth-in-taxation base limit [A.R.S. [15-905.01](#)].~~
 - ~~1. When the base limit will be exceeded a decision must be made whether to publish the truth in taxation notice separately or in combination with the proposed budget or budget summary.~~
 - ~~2. Either publication procedure requires publication at least ten (10) days but not more than twenty (20) days prior to the truth in taxation hearing.~~
 - ~~3. The truth in taxation hearing may be held in conjunction with the proposed budget hearing.~~
- ~~H. The Governing Board shall not later than July 5 and not less than ten (10) days before:~~
 - ~~1. Furnish to the Superintendent of Public Instruction and County School Superintendent, in electronic format, the proposed budget and summary of proposed budget for the budget year.~~
 - ~~2. Submit to the Department of Education the proposed budget which shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.~~
- ~~I. The Governing Board shall not later than July 15 and not less than ten (10) days after posting or mailing the notice of the public hearing and Board meeting:~~

~~1. Conduct the public hearing and present the proposed budget to the persons attending the hearing, and~~

~~If a truth in taxation hearing is required it must be conducted prior to the budget hearing.~~

~~2. Immediately following the public hearing the President shall call the Governing Board meeting to order for the purpose of adopting the budget.~~

~~J. Not later than July 18:~~

~~1. The adopted budget shall be filed by the Governing Board with the County School Superintendent (who shall immediately transmit a copy to the Board of Supervisors).~~

~~2. The adopted budget shall be submitted electronically to the Superintendent of Public Instruction.~~

~~3. The adopted budget shall be submitted to the Department of Education. The Department shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.~~

~~K. File with the Superintendent of Public Instruction within thirty (30) days from the action date:~~

~~1. The publisher's affidavit of publication confirming publication of the proposed budget, or~~

~~2. An affidavit affirming the proposed budget was mailed to each household in the School District, or~~

~~3. An affidavit noticing that the proposed budget was posted on the Department of Education website.~~

~~Override Election:~~

~~A. Date(s) for override, if applicable.~~

~~B. Date for budget hearing on following year's budget.~~

~~1. At least ninety (90) days before a proposed override election (first [1st] Tuesday following the first [1st] Monday in November, order override election to present proposed override budget to electors. Must also prepare alternate budget without override increase in event voters reject the proposed override budget.~~

~~2. At least thirty five (35) days before override election, mail or distribute to households where qualified electors reside the informational report prepared by County School Superintendent.~~

~~3. When a determination is made to cancel the override election, the request must be made to the County School Superintendent at least eighty (80) days before the override election date.~~

~~Not later than October 15 of each year the Governing Board shall:~~

~~A. Prepare and distribute the annual financial report for the prior fiscal year.~~

~~B. Electronically submit a copy of the financial report to the County School Superintendent. The report shall be approved by the County Superintendent in an electronic procedure prescribed by the Department of Education.~~

~~C. Electronically submit a copy of the financial report to the State Superintendent of Public Instruction.~~

~~D. Submit a copy of the annual financial report for the prior fiscal year to the Department of Education. The Department shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.~~

~~All forms and technical requirements for each respective form shall be as prescribed in A.R.S. [15-904](#).~~

**Compare Policy Advisory "DBF © BUDGET
PROCESS, ADOPTION AND
IMPLEMENTATION" to Policy in Manual**

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**DBF ©
BUDGET ~~HEARINGS AND REVIEWS/~~**

~~ADOPTION PROCESS~~

~~At least~~

**PROCESS, ADOPTION
AND IMPLEMENTATION**

Process

Within ten (10) days before and not later than July 5, the Governing Board shall publish notice of the public hearing and Board meeting to be held no later than July 15 to present the proposed budget for consideration of the residents or taxpayers of the District and shall submit the proposed budget to the Department of Education.-

The Department shall prominently display the budget information on the website maintained by the Department.— If the District maintains a website, the District shall post a link to the website of the Department of Education where this information about the District is posted.-

If a truth-in-taxation notice and hearing is required under A.R.S. [15-905.01](#), the Board may combine the budget notice and hearing with the truth-in-taxation notice and hearing.

The publishing of the proposed budget and notice of the hearing and meeting shall be in accordance with A.R.S. [15-905](#).— If a truth-in-taxation notice and hearing is necessary, the notice shall be in accordance with A.R.S. [15-905.01](#).— If the Board determines to combine the budget and truth-in-taxation hearings, publication of a combined notice must satisfy the requirements of both A.R.S. [15-905](#) and [15-905.01](#).

Adoption

Immediately following the public hearing, the President shall call to order the Board meeting for the purpose of adopting the budget.— A Board member may, without creating a conflict of interest, participate in adoption of a final budget even though the member may have substantial interest in specific items included in the budget.

The Board shall adopt the budget and enter the budget as adopted in its minutes.

Not later than July 18, the Governing Board shall submit the adopted budget to the Department of Education.— The Department shall prominently display the District budget information on the website maintained by the Department.— If the District maintains a website, the District

shall post a link to the website of the Department of Education where this information about the District is posted.

Filing of the budget shall be according to state law. ~~â€”â€”~~ [See Regulation ~~DBCDB-R~~]

If the Governing Board receives notification that one (1) or more of the District's categorical budgets are in excess of its authorized limit, the Board shall revise the affected budget(s) in accordance with A.R.S. [15-905](#).

~~Adopted: August 23, 2011~~

Implementation

To determine if budgeted expenditures are in keeping with the adopted budget, a monthly report of expenditures and revenues shall be presented to the Board. ~~â€”~~ Variances within budget categories shall be a part of this report.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-903](#)

[15-905](#)

[15-905.01](#)

[15-911](#)

[15-915](#)

CROSS REF.:

~~DBC-DB~~ - Annual Budget: Schedule, Preparation/Planning, ~~Preparation and Schedules~~Format,
and Posting/Submission

Compare Policy Advisory "DBI © BUDGET IMPLEMENTATION"
to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**DBI ©
BUDGET IMPLEMENTATION**

~~In order to determine if budgeted expenditures are in keeping with the adopted budget, a monthly update of expenditures and revenues shall be maintained.~~

~~Any overexpenditure in a major subsection of the maintenance and operation budget shall require Board approval.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-905~~

~~*Remove per PA 880 - May 2025 (Merged with Policy DBF.)*~~

Compare Policy Advisory "DBJ © BUDGET RECONCILIATION

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

DBJ © BUDGET ~~TRANSFERS~~RECONCILIATION AND TRANSFERS

Reconciliation

Periodically throughout the year, the budget will be reconciled to the actual expenditures of the District.

Transfers

The Governing Board may authorize the expenditure of monies budgeted within the maintenance and operation section of the budget for any subsection within the section in excess of amounts specified in the adopted budget only by action taken at a public meeting of the Governing Board and if the expenditures for all subsections of the section do not exceed the amount budgeted.

Adopted: ~~date of Manual adoption~~`<-- z2AdoptionDate -->`

LEGAL REF.:

A.R.S.
[15-905](#)

Compare Policy Advisory "DD © BUDGET & FUNDING

first

& SOURCES" to Policy in Manual

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DD ©

~~FUNDING PROPOSALS, GRANTS,~~

~~AND SPECIAL PROJECTS~~ BUDGET FUNDING SOURCES

The Governing Board is to be kept informed of possible sources of state, federal, and other funds for the support of the schools and/or for the enhancement of educational opportunities. The Superintendent is to apprise the Board of its eligibility for general or program funds and to make recommendations for Board action.

~~Adopted: date of Manual adoption~~

Funding Sources Outside

the School System

The District may submit proposals to private foundations and other sources of financial aid for subsidizing such activities as innovative projects, feasibility studies, long-range planning, research and development, or other educational needs.

Timelines permitting, grant proposals are to be approved by the Board before being submitted to the funding agency. The Superintendent shall establish administrative guidelines for the processing of proposal ideas to the Board for its approval.

The Governing Board may receive, hold, and dispose of any gift, grant, or bequest of property or equipment in accordance with state law and the intent of the instrument conferring title.

The Governing Board may also accept gifts, grants, or devises of money. The disposition of unused funds from these sources shall be in accordance with law.

Funding From Federal Tax Sources

(Impact Aid Program)

Regardless of any other law, if the District receives assistance pursuant to Title VIII of the Elementary and Secondary Education of 1965, as amended (Impact Aid Program), the District shall establish a local level fund designated as the Impact Aid Fund and deposit the Impact Aid monies received in the Fund.

The District shall separately account for monies in the Fund and shall not combine monies in the Fund with any other source of local, state, and federal assistance. Monies in the Fund shall be expended pursuant to federal law only for the purposes allowed by Title VIII and A.R.S. 15-905. The District shall account for monies in the Fund according to the Uniform System of Financial Records (USFR) as prescribed by the Auditor General.

If the District has established an Impact Aid Fund, the Superintendent of Public Instruction shall separately account for monies in the District's Impact Aid Fund in the annual report required by A.R.S. [15-255](#).

Monies in the Fund are considered federal monies and are not subject to legislative appropriation.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-206](#)

[15-207](#)

[15-208](#)

[15-209](#)

[15-210](#)

[15-341](#)

[15-905](#)

15-991

20 U.S.C. 7701, Title VIII - Impact Aid Program

CROSS REF.:

[KCD](#) - Public Gifts/Donations to Schools

[IHB](#) - Indian Education

[KJGA](#) - Relations with Parents of Children Educated Pursuant to

Federal Impact Aid Programs

Compare Policy Advisory "DDA © FUNDING SOURCES
OUTSIDE THE SCHOOL SYSTEM" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**DDA ©
FUNDING SOURCES OUTSIDE
THE SCHOOL SYSTEM**

~~The District may submit proposals to private foundations and other sources of financial aid for subsidizing such activities as innovative projects, feasibility studies, long-range planning, research and development, or other educational needs.~~

~~Timelines permitting, grant proposals are to be approved by the Board before being submitted to the funding agency. The Superintendent shall establish administrative guidelines for the processing of proposal ideas to the Board for its approval.~~

~~The Governing Board may receive, hold, and dispose of any gift, grant, or bequest of property or equipment in accordance with state law and the intent of the instrument conferring title.~~

~~The Governing Board may also accept gifts, grants, or devises of money. The disposition of unused funds from these sources shall be in accordance with law.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-341~~

~~GROSS REF.:~~

~~KGD - Public Gifts/Donations to Schools~~

~~*Remove per PA 883 - May 2025 (Merged with Policy DD.)*~~

Compare Policy Advisory "DEC © FUNDING FROM FEDERAL
TAX SOURCES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**DEC ©
FUNDING FROM FEDERAL
TAX SOURCES**

(Impact Aid Program)

~~Regardless of any other law, if the District receives assistance pursuant to Title VIII of the Elementary and Secondary Education of 1965, as amended (Impact Aid Program), the District shall establish a local level fund designated as the Impact Aid Fund and deposit the Impact Aid monies received in the Fund.~~

~~The District shall separately account for monies in the Fund and shall not combine monies in the Fund with any other source of local, state, and federal assistance. Monies in the Fund shall be expended pursuant to federal law only for the purposes allowed by Title VIII and A.R.S. 15-905. The District shall account for monies in the Fund according to the Uniform System of Financial Records (USFR) as prescribed by the Auditor General.~~

~~If the District has established an Impact Aid Fund, the Superintendent of Public Instruction shall separately account for monies in the District's Impact Aid Fund in the annual report required by A.R.S. 15-255.~~

~~Monies in the Fund are considered federal monies and are not subject to legislative appropriation.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-905~~

~~20 U.S.C. 7701, Title VIII - Impact Aid Program~~

~~**Remove per PA 884 - May 2025 (Merged with Policy DD.)**~~

Compare Policy Advisory "DFA © REVENUES AND INCOME" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DFA © REVENUES ~~FROM INVESTMENTS~~ AND INCOME

Investments

The Board will annually consider and vote on a request to the County Treasurer to authorize investments for the following fiscal year.—~~â€~~ The Superintendent shall ensure that this question is placed on an agenda for a Board meeting in June of each year.

~~Adopted: date of Manual adoption~~

School-Owned Real Estate

Revenues collected from rental or lease of school-owned real estate shall be deposited in the Civic Center fund.~~â€~~ Excess rental/lease revenues may be used pursuant to A.R.S. 15-342(29). Monies from the sale of school-owned real estate shall be deposited as provided under state statutes.

Gate Receipts and Admissions

Admission receipts from school events shall be adequately controlled.~~â€~~ The Superintendent is responsible for the proper collection, supervision, disbursement, and/or remittance of these monies.

Admission to school events for which an admission is charged ordinarily will be by purchased ticket or special pass only.~~â€~~ Adequate records will be maintained for accounting purposes.

School Sales and Services

Student Activity Income

Procedures shall be developed by the Superintendent to ensure compliance of all student activity funds pursuant to A.R.S. 15-1121-1124.

Student activity fund-raisers may not include: raffles; Bingo games; purchasing of classroom items.

Student activity fund-raisers may include: silent auctions; donations to other entities (i.e., Red Cross), with administrative approval.

The principal of each campus shall monitor the financial activities of the student body to ensure that fund-raising complies with District guidelines and is in accordance with the provisions of~~â€~~ A.R.S. Title 15.

To comply with District fund-raising guidelines and A.R.S. Title 15, the principal shall monitor all student activity finances.

Advertising Income

A District advertisement fund shall be established for the deposit of revenues if the District sells advertising.

All revenues collected will be deposited in the Advertisement Fund and accounted for in accordance with the Uniform System of Financial Records. Monies in the Advertising Fund are not subject to reversion.

Career and Technical Education

(Vocational Education)

The governing board of a school district may establish a permanent career and technical education projects fund in an amount of not more than one hundred thousand dollars (\$100,000). The fund consists of proceeds from the sale of items produced or services provided by career and technical education programs. Monies in the fund may be used for any purposes noted in [15-1231](#).

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-342](#)

[15-996](#)

[15-1024](#)

[15-1025](#)

[15-1102](#)

[15-1105](#)

[15-1121](#) through [1124](#)

[15-1231](#)

A.G.O.

180-099

182-090

184-018

Compare Policy Advisory "DFB © REVENUES FROM SCHOOL - OWNED REAL ESTATE" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**DFB ©
REVENUES FROM SCHOOL - OWNED
REAL ESTATE**

~~Revenues collected from rental or lease of school-owned real estate shall be deposited in the Civic Center fund. Monies from sale of school-owned real estate shall be deposited as allowable under state statutes.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~[15-342](#)~~

~~[15-1102](#)~~

~~[15-1105](#)~~

~~[15-1106](#)~~

~~*Remove per PA 886 - May 2025 (Merged with Policy DFA.)*~~

Compare Policy Advisory "DFD © GATE RECEIPTS AND
ADMISSIONS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**DFD ©
GATE RECEIPTS AND ADMISSIONS**

~~Admission receipts from school events shall be adequately controlled. The Superintendent is responsible for the proper collection, supervision, disbursement, and/or remittance of these fees.~~

~~Admission to school events for which an admission is charged ordinarily will be by purchased ticket or special pass only. Adequate records will be maintained for accounting purposes.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-1121 to 15-1126~~

~~*Remove per PA 887 - May 2025 (Merged with Policy DFA.)*~~

Compare Policy Advisory "DFF © INCOME FROM SCHOOL SALES AND SERVICES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**DFF ©
INCOME FROM SCHOOL
SALES AND SERVICES**

~~Vocational Activity Income~~

~~Through certain vocational activities, students may provide goods and services at a charge to the public. These activities are designed for educational purposes, not to make a profit or to be competitive with business in the community.~~

~~The charges for work performed and goods sold through these activities will be kept current with costs for the particular service or item offered for sale.~~

~~Advertising Income~~

~~A District advertisement fund shall be established for the deposit of revenues if the District sells advertising.~~

~~All revenues collected will be deposited and accounted for in accordance with the Uniform System of Financial Records. Monies in the advertising funds are not subject to reversion.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-342~~

~~15-1121~~

~~GROSS REF.:~~

~~KHB - Advertising in Schools~~

~~Remove per PA 888 - May 2025 (Merged with Policy DFA.)~~

Compare Policy Advisory "DG © BANKING
SERVICES AND AUTHORIZED SIGNATURES" to Policy
in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DG ©
BANKING SERVICES AND
AUTHORIZED SIGNATURES

Banking Services

The Board, by majority vote, shall designate one (1) or more banks as depository for the safeguarding of school auxiliary and revolving funds.

Each designated depository shall furnish proper security for such deposits in the amount designated by the Board and in accordance with law.

Each designated depository shall be advised not to cash checks payable to the District but to deposit checks only to the District auxiliary accounts.

~~Adopted: date of Manual adoption~~

Authorized Signatures

Authorized signatories for all checking accounts shall be approved by the Board.

On accounts required by statute to have two (2) signatures, the signatories shall be as specified by the statutes.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-321](#)

[15-341](#)

[15-1122](#)

[15-1126](#)

Compare Policy Advisory "DGA © AUTHORIZED SIGNATURES"
to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**DGA ©
AUTHORIZED SIGNATURES**

~~Authorized signatures for all checking accounts shall be approved by the Board.~~

~~On accounts required by statute to have two (2) signatures, the signatories shall be as specified by the statutes.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~[15-321](#)~~

~~[15-1122](#)~~

~~[15-1126](#)~~

~~*Remove per PA 890 - May 2025 (Merged with Policy DG.)*~~

Compare Policy Advisory "DGD © CREDIT CARDS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DGD © CREDIT CARDS

(Credit Cards and/or Procurement Cards)

~~Use of Credit Cards~~ Definition of Credit/ Procurement Cards

The

Procurement Card

The District defines "credit card" and "procurement card" as a form of payment in lieu of cash, purchase order, or check. The credit/procurement card must bear the company logo.

Use of Credit Cards/

Procurement Cards

The Governing Board acknowledges that instances may occur when ready payment for goods or services is in the District's best interest. The Superintendent is responsible for the implementation of all aspects of the District credit/procurement card program. The Board authorizes the Superintendent to secure and assign controlled-limit credit/procurement cards to designated personnel. District-assigned credit/procurement cards may not be used for personal expenditures.

The use of credit/procurement cards is to be closely monitored and payment of statements for authorized purchases are-is to be made as promptly as possible to avoid fees and charges for the use of such cards.

The Superintendent is directed to develop regulations for the use of District-assigned credit/procurement cards. Such regulations are subject to Board review and approval.

The Board reserves the right to revise or rescind this policy at its sole discretion.

~~Definition of Credit/~~

~~Procurement Card~~

~~The District defines "credit card" and "procurement card" as a form of payment in lieu of cash, purchase order, or check. The credit/procurement card must bear the company logo.~~

Adopted: August 14, 2012<-- z2AdoptionDate -->

[15-342](#)

[38-621](#)

[38-622](#)

[38-623](#)

[38-624](#)

[38-625](#)

Uniform System of Financial Records

CROSS REF.:

[DKC](#) - Expense Authorization/Reimbursement

Compare Policy Advisory "DI © FISCAL ACCOUNTING AND REPORTING" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DI © FISCAL ACCOUNTING AND REPORTING

The Superintendent shall be ultimately responsible for receiving and properly accounting for all funds of the District.

Uniform System of Financial

Records (USFR)

The Uniform System of Financial Records developed by the State Department of Education and the Auditor General's Office shall be used to provide for the appropriate separation of accounts and funds.

Reporting

The Superintendent shall provide to the Board periodic financial reports showing the financial condition of the District.

The Superintendent shall also be responsible for student accounting and shall report enrollment and attendance as required by the state.

~~Adopted: date of Manual adoption~~

Accounting System

Records of all phases of the business operation shall be kept in strict accordance with the Uniform System of Financial Records, other applicable laws, and the policies of the Board.

The District may apply to the State Board of Education (SBE) to assume accounting responsibility, in which case the District shall develop and file an accounting responsibility plan with the Arizona Department of Education (ADE) and the county school superintendent of the county in which the school district is located as specified in A.R.S. 15-914.01.

Before January 1 of the fiscal year preceding the fiscal year of implementation and before applying to assume accounting responsibility the District must apply for evaluation by the Auditor General and by the County Treasurer of the county in which the school district is located, as specified in A.R.S. 15-914.01.

If the SBE approves for the District to assume accounting responsibility, the District must contract with an independent certified public accountant for an annual financial and compliance audit.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:
A.R.S.

[15-239](#)

[15-271](#)

[15-272](#)

[15-901](#)

[15-914.01](#)

Uniform System of Financial Records

CROSS REF.:

[DIC - Financial Reports and Statements](#)

Compare Policy Advisory "DIA © ACCOUNTING SYSTEM" to
Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**DIA ©
ACCOUNTING SYSTEM**

~~Records of all phases of the business operation shall be kept in strict accordance with the Uniform System of Financial Records, other applicable laws, and the policies of the Board.~~

~~The District may apply to the State Board of Education (SBE) to assume accounting responsibility, in which case the District shall develop and file with the Department of Education (ADE) and the county school superintendent of the county in which the school district is located an accounting responsibility plan as specified in A.R.S. [15-914.01](#).~~

~~Before January 1 of the fiscal year preceding the fiscal year of implementation and before applying to assume accounting responsibility the District must apply for evaluation by the county treasurer of the county in which the school district is located.~~

~~An approval by the SBE for the District to assume accounting responsibility compels the District to contract with an independent certified public accountant for an annual financial and compliance audit.~~

Adopted: ~~<-- z2AdoptionDate -->~~

LEGAL REF.:

A.R.S.

~~[15-239](#)~~

~~[15-914.01](#)~~

~~[15-271](#)~~

~~[15-272](#)~~

CROSS REF.:

~~[DI](#) - Fiscal Accounting and Reporting~~

~~[DIC](#) - Financial Reports and Statements~~

[Remove per PA 893 - May 2025 \(Merged with Policy DI.\)](#)

Compare Policy Advisory "DIB © REVOLVING AND
AUXILIARY FUNDS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DIB ©
~~TYPES OF FUNDS/REVOLVING FUNDS~~ **REVOLVING AND**
AUXILIARY FUNDS

General Purpose Revolving Fund

A general purpose revolving fund shall be established, pursuant to A.R.S. [15-1101](#), at a local bank in the account name of the Flowing Wells Unified School District No. 8. Drafts drawn on the account shall be signed by the employee in charge of the fund or other designated person. The fund shall be managed in the manner prescribed by the Uniform System of Financial Records (USFR).

No revolving fund may be established unless the designated employee in charge is bonded for an amount equal to twice the amount of the fund. The cost of the bond shall be a proper charge against the District.

Auxiliary Operations Fund

The auxiliary operations fund shall consist of monies raised with the approval of the Board in pursuance of and in connection with all activities of school bookstores and athletic activities.

Fund monies shall be accounted for in accordance with the requirements of the USFR.

After authorization by the Board, fund monies shall be deposited in a bank account designated as the auxiliary operations fund. Disbursements from the fund shall be authorized by the Board.

Disbursements shall be made by check signed by two (2) employees of the District designated by the Board. Persons authorized by the Board to sign checks shall be bonded, and the cost shall be charged against the fund.

Auxiliary operations fund monies may be invested and reinvested by the Board. All monies earned by investment shall be credited to the auxiliary operations fund.

Adopted: ~~date of Manual adoption~~<-- [z2AdoptionDate](#) -->

LEGAL REF.:

A.R.S.

[15-1101](#)

[15-1124](#)

[15-1125](#)

[15-1126](#)

[15-1154](#)

CROSS REF.:

[JJF](#) - Student Activities Funds

Compare Policy Advisory "DIC © FINANCIAL REPORTS AND STATEMENTS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DIC © FINANCIAL REPORTS AND STATEMENTS

Financial Reports

Prior to October 15 of each year, the Superintendent shall present to the Board the annual financial report for the previous fiscal year and the Governing Board shall submit the annual financial report for the previous fiscal year to the Department of Education, which shall prominently display this information about the District on the website maintained by the Department.-

The District annual financial report shall be published by November 15 either in a newspaper of general circulation within the District, by electronic submission to the Department of Education for publication on its ~~web-site~~[website](#), in the official newspaper of the county, or by mailing to each household in the School District.-~~â€~~ If published electronically as indicated above, a link shall be posted on the School District web site to the state department's ~~web-site~~[website](#).

Financial Statements

The Superintendent shall also ensure that a report of expenditures of public funds and student activity funds is provided to the Board on a monthly basis.

Adopted: ~~August 23, 2011~~~~<-- z2AdoptionDate -->~~

LEGAL REF.:

A.R.S.

[15-271](#)

[15-302](#)

[15-904](#)

[15-977](#)

[15-991](#)

CROSS REF.:

[CM](#) - School District Annual Report

~~DBCDB-R~~ - Annual Budget: [Schedule](#), [Preparation/Planning](#), ~~Preparation~~~~Format~~, and ~~Schedules~~

[Posting/Submission](#)

Compare Policy Advisory "DICA © BUDGETÂ FORMAT" to
Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**DICA ©
BUDGET FORMAT**

~~The District shall utilize the budget format prepared and prescribed by the Superintendent of Public Instruction in conjunction with the auditor general. The budget format is designed to allow school districts to plan and provide in detail for the use of available funds.~~

~~The District shall prominently post on its website home page a copy of its profile pages that displays the percentage of every dollar spent in the classroom by that school district from the most recent status report issued by the auditor general.~~

~~The District may want to include the additional categories of Instructional Support and Student Support alongside the dollars in the classroom number as the intention of the report is to give a more accurate picture of the percentage of district dollars spent that directly impact teaching and student learning.~~

~~The budget format, in addition to other requirements specified in statute, shall also contain the following information. The School District shall prominently post on its website home page, separately from its budget, Items C through F below:~~

- ~~A. A statement identifying proposed pupil-teacher ratios and pupil-staff ratios relating to the provision of special education services for the budget year.~~
- ~~B. A statement identifying the number of full-time equivalent certificated employees.~~
- ~~C. The prominent display of the average salary of all teachers employed by the School District for the current year.~~
- ~~D. The prominent display of the average salary of all teachers employed by the School District for the previous year.~~
- ~~E. The prominent display of the dollar increase in the average salary of all teachers employed by the School District for the current year.~~
- ~~F. The prominent display of the percentage increase in the average salary of all teachers employed by the School District for the current year.~~

Adopted: <--z2AdoptionDate-->

LEGAL REF.:

A.R.S.:

[15-271](#)

[15-302](#)

~~15-903~~

~~15-977~~

~~15-991~~

~~41-1279.03~~

~~GROSS REF.:~~

~~GM – School District Annual Report~~

~~DBC-R – Budget Planning, Preparation and Schedules~~

~~DIC – Financial Reports and Statements~~

~~DIE – Audits/Financial Monitoring~~

Remove per PA 896 - May 2025 (Merged with Policy DB.)

Compare Policy Advisory "DID © INVENTORIES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DID © INVENTORIES

The Superintendent shall establish a program to implement District inventory procedures, which shall include inventory of land, buildings, and equipment as required in the Uniform System of Financial Records (USFR).

The acquisition threshold for capitalizing items and entering them on the ~~general fixed assets listing shall~~ Capital Assets List shall be five thousand dollars (\$5,000) or greater. ~~â€~~ Items having an acquisition cost greater than one thousand dollars (\$1,000) but less than ~~five thousand dollars (\$5,000)~~ the District's adopted capitalization threshold shall be placed on the ~~stewardship listing. General fixed assets Stewardship List.~~ Capital assets and stewardship items shall be inventoried as specified by the USFR. The District shall also maintain Equipment Inventory and Supplies inventory lists as specified by the USFR.

Adopted: ~~date of Manual adoption~~`<-- z2AdoptionDate -->`

LEGAL REF.:

Uniform System of Financial Records

Compare Policy Advisory "DID-R ©" to Policy in Manual

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

DID-R ©

REGULATION

INVENTORIES

The business manager has responsibility to assist the Superintendent in developing procedures for maintaining District inventories.—â€ The District will follow the prescribed minimum internal control policies and procedures provided by the Uniform System of Financial Records to meet compliance requirements for inventories. A copy of the complete inventory shall be on file in the office of the business manager.-

Capital Assets

A detailed listing of capital assets such as land, buildings, machinery and equipment, vehicles, infrastructure, and easements must be established as prescribed by the Governmental Accounting Standards Board (GASB).—â€ Assets, including lands and buildings, and improvements to land and/or existing buildings, having a total acquisition cost of five thousand dollars (\$5,000) or more will be tagged, marked, capitalized and included in the general fixed-assets inventory.—â€ To comply with the requirements of GASB Statement number 34, accurate, complete, and up-to-date documentation including, but not limited to, the following shall be maintained:

- A. An inventory record registering for each item the:
 1. description;
 2. year of acquisition;
 3. method of acquisition;
 4. funding source;
 5. cost or estimated cost;
 6. salvage value;
 7. estimated useful life;
 8. function(s) for which the asset is used.
- B. A depreciation schedule that:
 1. includes all exhaustible capital assets, by type, with examples;
 2. excludes non-exhaustible capital assets and construction in process;
 3. is based on locally-determined estimated useful life, typically in years;

4. projects residual value at the end of useful life;
5. identifies the method used for calculating depreciation;
6. identifies the selected averaging condition, where applicable.

C. A disposal listing of items removed from the inventory, including at minimum the date and method of disposal.

Stewardship Inventory

A stewardship inventory shall also be maintained for all equipment, including vehicles, with a cost of one thousand dollars (\$1,000) or more but less than the capital asset threshold. The inventory must identify each item's description, identification (tag) number, location, and the month and year of acquisition.

Other Inventory

(less than \$1000)

For insurance and other purposes, an inventory of items with an acquisition cost of less than one thousand dollars (\$1,000) may be maintained.

Physical Inventory

The District shall conduct a physical inventory of listed equipment:

- A. at least every two (2) years for items:
 1. purchased with federal funds;
 2. with an acquisition cost of five thousand dollars (\$5,000) or more.
- B. at least every three (3) years:
 1. for all capital equipment;
 2. for items on the stewardship list, where such list exists.

Facility administrators shall implement the procedures, maintain lists, and provide reports as requested on the contents of their buildings.

Each administrative unit shall assist in completing an annual inventory of all capital furniture and equipment, library media, and textbooks at its location.

Facility administrators shall require any employee who desires to remove an item from one school or department for use in another to submit a written transfer request form to the business manager. Written approval must be obtained from the business manager prior to the relocation of an item.

Supply Records

Supply records shall be kept, which will show:

- A. The name of the individual receiving the supplies.

B. The date received.

C. The disposition of the supplies.

A perpetual inventory shall be maintained for all supplies warehoused by the District.

Compare Policy Advisory "DIE © AUDITS / FINANCIAL MONITORING" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DIE © AUDITS / FINANCIAL MONITORING

The Governing Board directs the Superintendent to implement procedures that assure District compliance with all state and federal requirements for **audits and** financial monitoring ~~and audits.~~—â€— Contingent upon prescribed qualifying criteria, such requirements may include, but are not limited to, procedural reviews by the Office of the Auditor General and the federal Single Audit Act Amendments ~~and Office~~—andâ€—Office of Management and Budget (OMB) Compliance Supplement June 2016.

Necessary Services

The procurement of the necessary services shall be consistent with the District's policy on bidding and purchasing procedures.—â€— Any allocation of costs for the services shall conform to the requirements of the Uniform System of Financial Records (USFR).

Board Presentation

A final report of each separate fiscal management review shall be presented to the Board for examination and discussion.—â€— After a report has been presented to the Board, it will become a matter of public record, and its distribution will not be limited.—â€— Copies of a final report shall be filed with appropriate state and other authorities.

The Governing Board shall publicly accept all audits and compliance questionnaires by roll call vote.

Posting

The District shall prominently post on its website home page a copy of its profile pages that displays the percentage of every dollar spent in the classroom by that school district from the most recent status report issued by the Auditor General.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-213](#)

[15-239](#)

[15-914](#)

[15-2111](#)

[41-1279.03](#)

[41-1279.04](#)

[41-1279.05](#)

[41-1279.07](#)

[41-1279.21](#)

[41-1279.22](#)

A.A.C.

[R7-2-902](#)

USFR - Audit Requirements

2 CFR Part 200 Appendix XI, Compliance Supplement

CROSS REF.:

~~[DICA - Budget Format](#)~~ [DB](#) - Annual Budget: Schedule, Preparation/Planning, Format,

and Posting/Submission

Compare Policy Advisory "DIE-R ©" to Policy in Manual

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

DIE-R ©

REGULATION

AUDITS / FINANCIAL MONITORING

Each program, instructional unit, and department shall prepare and maintain such financial records as are directed by the Superintendent. ~~â€~~ The documents shall be accurate and of essential sufficiency to enable the District to comply with all requirements for financial monitoring and audits, both internal and external.

Requirements for Proper

Management

In addition to special reviews that may be conducted as necessary, the District will comply with the following minimum requirements to demonstrate proper management of and accountability for its fiscal resources:

A. Whenever the District's expenditure of federal financial assistance is less than ~~five hundred seven hundred~~ **seven hundred** thousand ~~dollars~~ ~~dollars~~ ~~â€~~ (~~\$500~~**\$700**,000) during a fiscal year, the District shall be subject to a procedural review conducted by the ~~Office of~~ ~~Office~~ ~~â€~~ of the Auditor General at times determined by the Auditor General, subject to the following provisions:

1. Districts that have adopted a Maintenance and Operations Fund (M&O) budget of two million ~~dollars~~ ~~dollars~~ ~~â€~~ (\$2,000,000) or more shall contract with an independent certified public accountant to conduct an annual financial statement audit in accordance with generally accepted governmental auditing standards.

2. Districts that have adopted a Maintenance and Operations Fund (M&O) budget between seven ~~hundred thousand~~ **hundred thousand** dollars (\$700,000) and two million dollars (\$2,000,000) shall contract with an independent ~~certified~~ ~~public~~ ~~certified~~ ~~â€~~ **public** accountant to conduct a biennial financial statement audit in accordance with generally ~~accepted~~ ~~governmental~~ ~~â€~~ **governmental** auditing standards.

B. Whenever the District's combined expenditure from all sources of federal financial assistance is ~~five hundred thousand~~ ~~seven hundred~~ ~~and fifty thousand~~ ~~dollars~~ (~~\$500~~**\$750**,000) or more during a fiscal year, the District shall contract with an approved independent auditor to conduct an annual financial audit. ~~â€~~ The audit shall be performed in accordance with generally accepted auditing standards in compliance with the requirements of the federal Single Audit Act Amendments of 2003 and any implementing regulations of the Office of Management and Budget (OMB).

To the extent permitted by federal law, the District:

A. ~~may~~ ^{may} convert to a biennial audit schedule when the previous annual audit contained ~~no significant negative findings~~ ^{significant negative} findings, ~~defined~~ ^{defined} as the District having received a letter of noncompliance issued by the auditor general;

B. ~~shall~~ ^{shall} convert back to an annual audit whenever an audit produces significant negative findings;

C. ~~may~~ ^{may} convert back to a biennial audit schedule when the two (2) previous audits have not contained ~~any significant~~ ^{any} significant negative findings.

The Superintendent shall be promptly informed of any material deficiency that is discovered during a monitoring or auditing process.

Compare Policy Advisory "DJ © PURCHASING ETHICS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DJ © PURCHASING

~~(Purchasing Ethics Policy)~~

PURCHASING ETHICS

Governing Board

The District's Governing Board members and employees shall not use their offices or positions to receive any valuable things or benefits that would not ordinarily accrue to them in the performance of duties if the things or benefits are of such value or character as to manifest a substantial and improper influence upon the performance of their duties.

The Governing Board may provide food and beverages at School District events, including official school functions and trainings, as allowed by the Arizona Constitution, [laws pertaining to travel](#) and [subsistence, gifts, grants \(including federal grants\), or devises](#), and policies of the Department of Education.

Personal Gift or Benefit

A person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or a person who supervises or participates in the planning, recommending, selecting or contracting for materials, services, goods, construction, or construction services of a school district or school purchasing cooperative is guilty of a Class 6 felony if the person solicits, accepts or agrees to accept any personal gift or benefit with a value of three hundred dollars (\$300) ~~or~~ [or](#) more from a person or vendor that has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with the school district or school purchasing cooperative. ~~Soliciting, accepting or agreeing to accept any personal gift or benefit with a value of less than three hundred dollars~~ [dollars](#) (\$300) is a Class 1 misdemeanor.

Any person or vendor ~~that~~ [who](#) has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with a school district or school purchasing cooperative that offers, confers or agrees to confer any personal gift or benefit with a value of three hundred ~~dollars~~ [dollars](#) (\$300) or more on a person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or on a person who supervises or participates in planning, recommending, selecting or contracting for materials, services, goods, construction or construction services of a school district or school purchasing cooperative, is guilty of a Class 6 felony. ~~Offering, conferring or agreeing to confer any personal gift or benefit with a value of less than three hundred dollars~~ [dollars](#) (\$300) is a Class 1 misdemeanor.

Definitions

For the purpose of this policy, a *gift or benefit* means ~~benefit~~ means a payment, distribution, expenditure, advance, deposit or donation of monies, any intangible personal property, or any kind of tangible personal or real property. ~~A gift or benefit~~ does not include ~~food or beverage, expenses or sponsorships related to a special event or function related to individuals identified in this policy, nor does this include an item of~~ nominal value such as a greeting card, T-shirt, mug or pen. ~~A gift or benefit~~ does not include food or beverage, or expenses or sponsorships relating to a special event or function to which individuals involved in procurement and purchasing are invited.

Reprisals

A District employee who has control over personnel actions may not take reprisal against a District employee or that employee's disclosure of information that is a matter of public concern, including a violation of District policy or laws/regulations governing the District.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-213](#)

[15-323](#)

~~3815-503~~[341](#)

[15-342](#)

~~38-504~~

[501](#) to [38-511](#)

A.A.C.

[R7-2-1001](#) to [R7-2-1003](#)

[R7-2-1308](#)

Article IX, section 7, Constitution of Arizona ~~(laws pertaining to travel and subsistence, gifts, grants, including federal grants, or devises)~~

Policies adopted by the Department of Education

CROSS REF.:

[DJE](#) - Bidding/Purchasing Procedures

[GBEAA](#) - Staff Conflict of Interest

Compare Policy Advisory "DJE © BIDDING / PURCHASING PROCEDURES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DJE © BIDDING / PURCHASING PROCEDURES

The Superintendent shall be responsible for all purchasing, contracting, competitive bidding, and receiving and processing of all bid protests, in accordance with the Arizona school district procurement rules, including A.A.C. [R7-2-1141](#) et seq. ~~—~~ A contract shall not be awarded to an entity that does not verify employment eligibility of each employee through the E-verify program in compliance with A.R.S. [23-214](#) subsection A. ~~—~~ Each contract shall contain the warranties required by A.R.S. [41-4401](#) relative to the E-verify requirements. ~~—District~~ ~~â€”~~ District purchases shall also be in accordance with 2 C.F.R. 200 ~~.214~~ (Code of Federal Regulations Title 2).

The Superintendent ~~shall ensure~~ ~~shall~~ ensure that all aspects of bidding and purchasing procedures conform to federal and state laws, rules and regulations: ~~Administrative regulations shall be established to assure the District is~~, including A.R.S. [38-503\(C\)](#). The Superintendent shall establish administrative ~~regulations~~ to ensure the District ~~is~~ in full compliance, ~~including contracting~~ ~~including~~ contracting with small and minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms. ~~â€”~~ (2 C.F.R. 200.321).

~~Purchases Not Requiring Bidding~~

~~Purchases of less than~~

Bidding

The District is not required to engage in competitive bidding in order to place a student in a private school that provides special education services if such placement is prescribed in the student's individualized education program and the private school has been approved by the Department of Education Division of Special Education pursuant to A.R.S. [15-765](#). ~~â€”~~ The placement is not subject to rules adopted by the State Board of Education before November 24, 2009 pursuant to A.R.S. [15-213](#).

The District may, without competitive bidding, purchase or contract for any products, materials and services directly from Arizona Industries for the Blind, certified nonprofit agencies that serve individuals with disabilities and Arizona Correctional Industries if the delivery and quality of the goods, materials or services meet the District's reasonable requirements.

Intergovernmental agreements and contracts between school districts or between the District and other governing bodies as provided in A.R.S. [11-952](#) are exempt from competitive bidding under the procurement rules adopted by the State Board of Education pursuant to A.R.S. [15-213](#).

The District is not required to engage in competitive bidding to make a decision to participate in insurance programs authorized by A.R.S. [15-282](#).

The District is not required to obtain bid security for the construction-manager-at-risk method of project delivery.

Online Bidding

Until such time as the State Board of Education adopts rules for the procurement of goods and information services by school districts and charter schools using electronic, online bidding, the District may procure goods and information services pursuant to A.R.S. [41-2671](#) through [2673](#) using the rules adopted by the Department of Administration in implementing [41-2671](#) through [2673](#).

Except as otherwise provided below, only purchases of ten thousand dollars (\$10,000) ~~may be made at the discretion of the Superintendent. Such procurements are not subject to competitive purchasing requirements, however reasonable judgment should be used to ensure the purchases are advantageous to the District. Written price quotations will be requested from at least three (3) vendors for~~ or more are subject to competitive bidding requirements.

Purchasing

Purchases from District Employees

Districts are required to follow the School District Procurement Rules for all purchases of goods or services from District employees regardless of dollar amount. A.R.S. [38-503\(C\)](#) prohibits public employees from providing their employers with any equipment, material, supplies, or services unless provided under an award or contract let after public competitive bidding. Districts must follow the School District Procurement Rules, regardless of the expenditure amount, when purchasing goods or services from District employees. This applies to any purchase using District monies, including extracurricular activities fees tax credit contributions and monies held in trust by the District, such as student activities monies. Although the School District Procurement Rules exempt expenditures of student activities monies from the Rules, that exemption does not apply to purchases in which a District employee acts as a vendor.

Purchases from District Board Members

Districts are required to follow the School District Procurement Rules for all purchases of services from District Board members regardless of dollar amount. A.R.S. [38-503\(C\)](#) prohibits governing board members from providing their district with any services, unless provided under an award or contract let after public competitive bidding. However, for purchases of supplies, materials, and equipment from district board members, districts are required to follow the School District Procurement Rules only if the purchase exceeds one hundred thousand dollars (\$100,000). Purchases below the one hundred thousand dollar (\$100,000) threshold must comply with the guidelines for written quotes. For districts with three thousand (3,000) or more students, statutes limit purchases of supplies, materials, and equipment from board members to three hundred dollars (\$300) per transaction and one thousand dollars (\$1,000) total within any twelve (12)-month period and require that the governing board adopt a policy authorizing such purchases within the preceding twelve (12) months. Districts with fewer than three thousand (3,000) students may purchase supplies, materials, and equipment from governing board members in any amount, provided each purchase is approved by the governing board and the amount of the purchase is included in the board's meeting minutes.

Purchases Requiring Bidding

For transactions of at least ten thousand ~~dollars~~ (\$10,000) dollars and less than one hundred thousand ~~dollars~~ (\$100,000) ~~dollars~~, ~~written~~ price quotations will be requested from at least three (3) vendors. ~~€~~ If three (3) written price quotations cannot be obtained, documentation

showing the vendors contacted that did not offer written price quotations, or explaining why written price quotations were not obtained, shall be maintained on file in the District office.

For transactions to purchase construction, materials, or services costing more than one hundred thousand (\$100,000) dollars, sealed bids and proposals shall be requested.

All transactions must comply with the applicable requirements of the Arizona Revised Statutes, the Arizona Administrative Code and the Uniform System of Financial Records.

Purchases Not Requiring Bidding

Except as otherwise provided above, purchases of less than ten thousand (\$10,000) dollars may be made at the discretion of the Superintendent. Such procurements are not subject to competitive purchasing requirements; however, reasonable judgment should be used to ensure the purchases are advantageous to the District.

The District is not required to engage in competitive bidding in order to place a student in a private school that provides special education services if such placement is prescribed in the student's individualized education program and the private school has been approved by the Department of Education Division of Special Education pursuant to A.R.S. [15-765](#). —The placement is not subject to rules adopted by the State Board of Education before November 24, 2009 pursuant to A.R.S. [15-213](#).

The District may, without competitive bidding, purchase or contract for any products, materials and services directly from Arizona Industries for the Blind, certified nonprofit agencies that serve individuals with disabilities and Arizona Correctional Industries if the delivery and quality of the goods, materials or services meet the District's reasonable requirements.

Intergovernmental agreements and contracts between school districts or between the District and other governing bodies as provided in A.R.S. [11-952](#) are exempt from competitive bidding under the procurement rules adopted by the State Board of Education pursuant to A.R.S. [15-213](#) (A.A.C. [R7-2-1002\(C\)\(2\)](#)).

The District is not required to engage in competitive bidding to make a decision to participate in insurance programs authorized by A.R.S. [15-382](#).

~~The District is not required to obtain bid security for the construction-manager-at-risk method of project delivery.~~

Contract Requirements

Contract Duration

Unless otherwise provided by law, contracts for materials or services and contracts for job-order-contracting construction services may be entered into if the duration of the contract and the conditions of renewal or extension, if any, are included in the invitation for bids or the request for proposals and if monies are available for the first fiscal period at the time the contract is executed. — The duration of contracts for materials or services and contracts for job-order-contracting construction services shall be limited to no more than five (5) years unless the Board determines that a contract of longer duration would be advantageous to the District. — Once determined, the decision should be memorialized in meeting minutes and in the contract/bid file. — Payment and performance obligations for succeeding fiscal periods are subject to the availability and appropriation of monies. — The maximum dollar amount of an

individual job order for a job-order-contracting construction service shall be one million dollars (\$1,000,000) or as determined by the Board.

~~Online Bidding~~

~~Until such time as the State Board of Education adopts rules for the procurement of goods and information services by school districts and charter schools using electronic, online bidding, the District may procure goods and information services pursuant to A.R.S. 41-2671 through 2673 using the rules adopted by the Department of Administration in implementing [41-2671 through 2673](#).~~

~~Purchases Requiring Bidding~~

~~Sealed bids and proposals shall be requested for transactions to purchase construction, materials, or services costing more than one hundred thousand dollars (\$100,000). All transactions must comply with the requirements of the Arizona Administrative Code and the Uniform System of Financial Records.~~

~~Public Inspection and Rationale~~

~~for Awarding a Contract~~

~~Public Inspection and Rationale~~

~~for Awarding a Contract~~

The Governing Board shall make available, for public inspection, all information, all bids, proposals and qualifications submitted, and all findings and other information considered in determining whose bid conforms to the District's invitation for bids. ~~Documentation~~ ~~â€~~ The documentation provided will include information regarding the most advantageous, with respect to price, conformity to the specifications, and other factors, or whose proposal for qualifications are to be used to select and award the bid. ~~Included~~ ~~â€~~ Included in this information will be the rationale for awarding a contract for any specified professional services, construction, construction service or materials to an entity selected from a qualified select bidders list or through a school purchasing cooperative. ~~The~~ ~~â€~~ The invitation for bids, request for proposals or request for qualifications shall include a notice that all information and bids, proposals and qualifications submitted will be made available for public inspection.

~~Registered Sex Offender Prohibition~~

~~Requirement: Registered Sex~~

~~Offender Prohibition~~

All purchase orders, agreements to purchase, and contracts for services to be provided by personnel other than District employees must include the following statement on the document:

Registered Sex Offender Restriction. Pursuant to this order, the named vendor agrees by acceptance of this order that no employee or subcontractor of the vendor, who is required to register as a sex offender, pursuant to ~~to Ato~~ ~~â€~~ A.R.S. [13-3821](#), will perform work on District premises or equipment at any time when District students are, or ~~are reasonably~~ ~~are~~ ~~â€~~ reasonably expected to be, present. ~~â€~~ The vendor further agrees by acceptance of this order that a violation of ~~this condition~~ ~~this~~ ~~â€~~ condition shall be considered a material breach and ~~may~~ ~~â€~~ result in a cancellation of the order at the District's ~~discretion~~ ~~sâ€~~ discretion.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[11-952](#)

[15-213](#)

[15-213.01](#)

[15-213.02](#)

[15-239](#)

[15-323](#)

[15-342](#)

[15-382](#)

[15-765](#)

[15-910.02](#)

[23-214](#)

[34-101](#) *et seq.*

[35-391](#) *et seq.*

[35-393](#) *et seq.*

[38-503](#)

[38-511](#)

[39-121](#)

[41-2632](#)

[41-2636](#)

[41-4401](#)

A.A.C.

[R7-2-1001](#) *et seq.*

[R7-2-1023](#)

[R7-2-1029](#)

A.G.O.

183-136

187-035

106-002

~~USFR~~ Uniform System of Financial Records: VI-G-8 *et seq.*

2 C.F.R. 200-~~214~~

2 C.F.R. 200.321

CROSS REF.:

[BCB](#) - Board Member Conflict of Interest

[DJ](#) - Purchasing [Ethics](#)

[DJG](#) - Vendor/Contractor Relations [and Sales Calls Requirements](#)

[GBEAA](#) - Staff Conflict of Interest

[JLIF](#) - Sex Offender Notification

Compare Policy Advisory "DJE-R ©" to Policy in Manual

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

DJE-R ©

REGULATION

BIDDING / PURCHASING PROCEDURES

All District purchases shall be in accordance with the relevant sections of the Arizona Revised Statutes (including, but not limited to ~~to~~ [15-213](#), ~~15-323~~, ~~23-214~~ subsection A, [38-503](#), ~~and~~ [41-4401](#)), and the Arizona school district procurement rules set out in the Arizona Administrative Code (A.A.C.) ~~15-15-1001 through~~ [R7-2-1195](#). ~~District~~ [R7-2-1195](#) District purchases shall also be in accordance with 2 CFR 200 ~~.214~~ (Code of Federal Regulations Title 2).

Requesting Quotations

Definitions

The definition of a term used in this regulation shall be interpreted as being synonymous with the definition of that term listed at [R7-2-1001](#).

Preparations of Specifications

Specifications for goods, services, and construction items are to be prepared in the manner prescribed by rules [R7-2-1010](#) through [R7-2-1017](#).

Procurement of Services

Specified Professional Services

and Construction Services

When the procurement of construction services or services to be provided by certain professionals are under consideration, designated District personnel shall become fully familiar with and informed on the requirements established in Arizona Revised Statutes Title 34 and Arizona Administrative Code Title 7, Chapter 2, Parts XIV and XV. The assigned District personnel are to seek assistance from qualified consultants, attorneys, and bond counsel as is necessary and applicable to the projects being considered, including but not limited to determinations of the training, qualifications, experience, fitness, licensure, prior performance, and bonding of potential providers. Procurement activities, including securing the services of persons to assist District personnel as referenced above shall be in accordance with all relevant requirements prescribed by federal and state law and the rules of federal, state, county, and municipal agencies for the acquisition, performance and reporting of the services being sought and acquired.

Procurement of Services by Certain

Other Classes of Providers

Except as authorized pursuant to [R7-2-1002](#), [R7-2-1053](#), or [R7-2-1055](#), the purchase of services to be provided by clergy, certified public accountants, physicians, dentists, and legal counsel shall be as specified in [R7-2-1061](#) through [R7-2-1068](#). Except as authorized in [R7-2-1033](#), [R7-2-1053](#), [R7-2-1055](#), and [R7-2-1122](#), the procurement of services by an architect, engineer, land surveyor, assayer, geologist, or landscape architect is to be accomplished in compliance with [R7-2-1117](#) through [R7-2-1123](#). Procurement procedures related to purchasing services from the professional providers are to conform to [R7-2-1119](#) through [R7-2-1122](#).

Construction Procurement Procedures

Preparation for inviting bids for construction and the steps to be followed in the construction procurement process shall be guided by and consistent with [R7-2-1100](#) through [R7-2-1115](#).

Sole-Source Procurements

A contract may be awarded for a material, service, or construction item without competition if the Governing Board determines in writing that there is only one (1) source for the required material, service, or construction item. The District may require the submission of cost or pricing data in connection with an award pursuant to A.A.C. [R7-2-1053](#). Sole-source procurement shall be avoided, except when no reasonable alternative source exists. A copy of the written determination of the basis for the sole-source procurement and any cost or pricing data shall be retained in the procurement file by the District.

The District shall, to the extent practicable, negotiate with the single supplier a contract advantageous to the District.

Due Diligence

The District is responsible for ensuring that all procurements are done in accordance with applicable law and school district procurement rules whether the procurement is done independently or through a cooperative purchasing agreement. The appropriate amount and complexity of due diligence to be performed by a district will vary based on the procuring entity with which the district is participating. A.R.S. [15-213\(F\)](#) requires school districts and school purchasing cooperatives, in connection with any audit conducted by a certified public accountant, to have a systematic review of purchasing practices. The Office of the Auditor General has prescribed the guidelines for performing these reviews as part of the Procurement Compliance Questionnaire for cooperatives and the Expenditures section of the USFR Compliance Questionnaire for districts.

The District shall develop and follow a clear plan prescribing the purchasing practices to be followed. The plan will describe the elements of internal control and auditing to assure the District's procedures are sufficient to confirm the adequacy of the procurements practices and that the accountability of all personnel engaged in procurement practices is regularly evaluated and corrective measures taken when necessary. The due diligence activities shall include the use of the applicable sections of the Uniform System of Financial Records (USFR) Compliance Questionnaire for school districts when assessing the quality of the procurements procedures and the competence of the persons performing the procedures. Day-to-day and periodic formal checks of due diligence performance are to be documented and retained in a procurement file.

Contract Requirements

Care is to be exercised to assure the District's procurement practices conform to the general contract requirements set out in [R7-2-1072](#) through [R7-2-1087](#) and the accompanying

conditions described in [R7-2-1092](#) through [R7-2-1093](#), as applicable.

Quotations

~~Requesting~~ Quotations

Requests for price quotations are to include adequate details and be issued with sufficient lead time to enable vendors to effectively respond. When a contract is to be awarded on the basis of price and additional factors, those factors are to be included in the request for quotations. Such factors should include, but are not limited to, the following:

- A. ~~Submittal~~ Submittal requirements including:
 - 1. ~~Date~~ Date and time due;
 - 2. ~~Type~~ Type and manner by which quotations may be received (e.g., telephone, written, fax, e-mail, ~~prepared form~~ prepared form);
 - 3. ~~Physical~~ Physical or digital address to which quotations are to be delivered.
- B. ~~Specific~~ Specific information the quotation must include.
- C. ~~Whether~~ Whether or not negotiations may be held.
- D. ~~Options~~ Options that may be made pursuant to a purchase contract, i.e., extensions and renewals.
- E. ~~Contracts~~ Contracts for job-order-contracting services shall be limited to no more than five (5) years unless the ~~Board determines~~ Board determines that a contract of longer duration would be advantageous to the District and has provided for ~~such duration~~ such duration as a part of bid documents and conditions of renewal or extension within contract language. ~~Such~~ Such determination should be memorialized in writing and kept in the meeting minutes and contract/bid file.
- F. ~~Uniform~~ Uniform terms and conditions included in the request by text or reference.
- G. ~~Such~~ Such additional terms, conditions, and instructions as are applicable to the purchase under consideration.

All requests for written quotations shall be at the direction of the Superintendent or a person designated by the Superintendent.

When a vendor is selected on the basis of factors other than lowest price, the reasons shall be documented and filed with the price quotations. Documentation of the quotations process and details including vendor names, persons contacted, telephone numbers and identification of other communication procedures, price results, and determinations are to be documented and retained by the District in a procurement file that includes the pertinent requisition form and purchase order.

A written contract or purchase order must be approved prior to a purchase being made.

~~Cumulative and Like~~

~~Item Purchases~~

~~An analysis shall be performed annually to determine the extent of the District need to purchase like items. Prior year purchases and applicable demographic, program, and planning data are to be utilized for projecting quantity and cost of like items to fulfill the anticipated need. The outcomes of calculating the projected quantity and cost factors to acquire like items shall inform the determinations as to the appropriate procurement processes to be applied. The proper competitive purchasing strategies must be applied to assure District compliance with the procurement laws and rules. Splitting of orders or other purchasing practices devised to circumvent allowable procurement practices are prohibited. The cumulative costs of purchasing like items by any and all means of acquisition are to be tracked to assure that no purchases are permitted that will result in violation of Governing Board policies and lawful procurement practices.~~

~~Multiple Year Purchases Totaling Less~~

~~Than One Hundred Thousand Dollars~~

~~The District may enter into contracts of less than one hundred thousand dollars (\$100,000) for a period up to five (5) years, as follows:~~

- ~~A. When the terms and conditions of renewal or extension are included in the solicitation for bids;~~
- ~~B. When monies are available for the first fiscal year at the time of contracting;~~
- ~~C. When the competitive purchasing method is appropriate to the projected cumulative cost over the term of the multiple year contract.~~

~~Multiple Year Purchases Totaling More~~

~~Than One Hundred Thousand Dollars~~

~~The District may enter into contracts for more than one hundred thousand dollars (\$100,000) for a period up to five (5) years, as follows:~~

~~The Governing Board has determined in writing that:~~

- ~~1. The estimated requirements cover the contract period and are reasonable and continuing;~~
- ~~2. A multi-term contract will serve the District's best interest by encouraging competition or promoting economies in procurement;~~
- ~~3. If monies are not appropriated or available in future years the contract will be cancelled.~~

~~If multiple-year quotations are used, the District shall:~~

- ~~A. Document the time period that the pricing is valid;~~
- ~~B. Determine the vendor will honor the pricing for the multi-year period;~~
- ~~C. Secure and maintain written affirmation with the vendor that, although it is the District's intent to purchase certain quantities, all purchases are subject to the availability of funds.~~

~~Multiple Awards to More~~

~~Than One Contractor~~

~~Generally, the District should not use multiple awards allowing more than one (1) vendor to supply the same goods or service. However, there are instances in which the District may make multiple awards. If that instance arises, the request for proposals or invitation for bids should clearly state whether multiple awards may be used so bidders can consider that information when pricing their proposals or bids.~~

~~A multiple award to more than one (1) vendor should be made only when the District has determined and documented in writing that a single award is not advantageous to the District. The award should also be limited to the least number of suppliers necessary to meet the District's requirements.~~

~~Bidding~~ Bidding

~~Bidding~~ Bidding Methods

~~Sealed bids or proposals will be requested when an award is to be made for a transaction to purchase construction, materials, or services costing more than one hundred thousand dollars (\$100,000).—â€ The Superintendent must review the expenditure and make a recommendation to the Board for final action.—â€ The Board reserves the right to waive any informality in, or reject, any or all bids or any part of any bid.—â€ Any bid may be withdrawn prior to the scheduled time for the opening of bids.~~

~~The bidder to whom the award is made may be required to enter into a written contract with the District.~~

~~Pursuant to the procurement code, contracts can be let for a period not to exceed five (5) years.~~

~~Definitions~~

~~The definition of a term used in this regulation shall be interpreted as being synonymous with the definition of that term listed at [R7-2-1001](#).~~

~~Prospective Bidders'~~

~~Prospective Bidders'~~ Lists

~~The District shall compile and maintain a prospective bidders' list.—â€ Inclusion of the name of a person shall not indicate whether the person is responsible concerning a particular procurement or otherwise capable of successfully performing a District contract.~~

~~Persons desiring to be included on the prospective bidders' list shall notify the District.—â€ Upon notification, the District shall mail or otherwise provide the person with the District procedures for inclusion on the bidders' list.—â€ Within thirty (30) days after receiving the required information, the District shall add the person to the prospective bidders' list unless the District makes a determination that inclusion is not advantageous to the District.~~

~~Persons who fail to respond to invitations for bids for two (2) consecutive procurements of similar items may be removed from the applicable bidders' list after mailing a notice to the person.—â€ This notice shall not be required if the two (2) invitations for bids which were not responded to both contained the notice that bidders' names may be removed from the bidders' list if they fail to respond to invitations for bids for two (2) consecutive procurements of similar items.—â€ Persons may be reinstated upon request.~~

Prospective bidders' lists shall be available for public inspection, unless the District makes a written determination that it is in the best interest of the District that they should be confidential or private and should not be open for inspection pursuant to A.R.S. [39-121](#).

~~Competitive Sealed~~

Competitive Sealed Bidding

If the intended procurement is for construction to cost less than one hundred fifty thousand dollars (\$150,000), the rules established for the simplified school construction procurement program described at [R7-2-1033](#) may be followed. In all other cases, adequate public notice of the invitation for bids shall be given as provided in [R7-2-1022](#) or as provided in [R7-2-1024](#), which are outlined below, and shall indicate that any bid protest shall be filed with the District representative, who shall be named therein.

If notice is given pursuant to [R7-2-1024](#), notice also may be given as provided in [R7-2-1022](#). If fewer than five (5) prospective bidders are included on the bidders' list, the notice must also be given as provided in [R7-2-1022](#). When the invitation for bids is for the procurement of services other than those described in [R7-2-1061](#) through [R7-2-1068](#) and [R7-2-1117](#) through [R7-2-1123](#), Specified Professional Services, notice also shall be given as provided in [R7-2-1022](#).

R7-2-1022:

In the event there are four (4) or less prospective bidders on the bidders' list, the notice shall include publication in the official newspaper of the county within which the school district is located for two (2) publications which are not less than six (6) nor more than ten (10) days apart. The second publication shall not be less than two (2) weeks before bid opening. The time of publication may be altered if deemed necessary pursuant to [R7-2-1024](#)-(A).

R7-2-1024:

Invitation for bids shall be issued at least fourteen (14) days before the time and date set for bid opening in the invitation for bids unless a shorter time is deemed necessary for a particular procurement as determined by the school district.

The school district shall mail or otherwise furnish invitation for bids or notices of the availability of invitation for bids to all prospective bidders registered with the school district for the specific material, service or construction being bid.

The time and date at which a bid is called due shall be during regular working hours at a regular place of school business or during a public meeting of the Governing Board at its regular meeting place.

Invitations to bid will be sent to all vendors who have requested to bid or who have applied to be placed on a bid list appropriate to the items being sought.

Bid Call for Construction Projects

A bid call relating to "construction projects" must describe the nature of the work to be performed and where complete plans, if necessary, may be obtained. Deposits may be required for plans and specifications in good order. A certified check, cashier's check, or surety bond for ten percent (10%) of the bid must accompany each bid, but will be returned to unsuccessful bidders. The successful bidder must present performance and payment

bonds for one hundred percent (100%) of the bid within five (5) working days after notification of the award.

Sealed Bids

Each sealed bid must be submitted in a sealed envelope, addressed to the District, clearly marked on the outside of the envelope, "Sealed Bid for _____." The bids shall be opened publicly and read aloud at the time and place stated in the invitation. Awards shall be made with reasonable promptness to the lowest responsible, qualified vendor, taking into consideration all factors set forth in policy. Price shall not be the sole factor in making the bid award. When out-of-state bidders are not to pay sales/use tax, the amount of such tax shall not be a consideration in determining the low bidder. All proposed contracts for outside professional services in excess of the amount calculated by the State Board of Education and made applicable for the year in which the transaction will occur, may be reviewed by the attorney for the District prior to entering into the contract. The policies relating to outside professional services apply only to services required by law to be placed on bid, and even those policies may be set aside if a state of emergency is declared. If a state of emergency is declared, a memorandum will be issued justifying such a declaration, which will be filed in the District's records.

Multistep Sealed Bidding

The multistep sealed bidding method may be used if the Governing Board determines that:

- A. Available specifications or purchase descriptions are not sufficiently complete to permit full competition without technical evaluations and discussions to ensure mutual understanding between each bidder and the District;
- B. Definite criteria exist for evaluation of technical offers;
- C. More than one (1) technically qualified source is expected to be available; and
- D. A fixed-price contract will be used.

The District may hold a pre-technical offer conference with bidders as provided in [R7-2-1136\(C\)](#).

The multistep sealed bidding method may not be used for construction contracts.

When the multistep sealed bidding method is determined to be authorized, the procedures set out in [R7-2-1036](#) and [R7-2-1037](#) shall be followed.

Restrictions

The use of bidding, contracting, or purchasing specifications that are in any way proprietary to one (1) supplier, distributor, or manufacturer is prohibited unless no other resource is practical for the protection of the public interest.

The Board reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the District. The Board reserves the right to waive informalities in any bid or to reject any bid, all bids, or any part of any bid. Any bids may be withdrawn prior to the scheduled time for the opening of the bids. Any bids received after the opening begins shall not be accepted. Opening of bids shall not be delayed to accommodate late bid responses. Submitted bids shall be honored for at least thirty (30) days or as otherwise stated in the invitation. All information relating to a bid shall be retained and made

available for public inspection after the bids are awarded, and prospective bidders shall be notified of this in the invitation or specifications relating to the bid call.

~~Multistep Sealed Bidding~~

~~The multistep sealed bidding method may be used if the Governing Board determines that:~~

- ~~A. Available specifications or purchase descriptions are not sufficiently complete to permit full competition without technical evaluations and discussions to ensure mutual understanding between each bidder and the District;~~
- ~~B. Definite criteria exist for evaluation of technical offers;~~
- ~~C. More than one (1) technically qualified source is expected to be available; and~~
- ~~D. A fixed-price contract will be used.~~

~~The District may hold a conference with bidders before submission or at any time during the evaluation of the unpriced technical offers.~~

~~The multistep sealed bidding method may not be used for construction contracts.~~

~~When the multistep sealed bidding method is determined to be advantageous to the District, the procedures set out in [R7-2-1036](#) and [1037](#) shall be followed.~~

~~Competitive Sealed~~ Competitive Sealed^{â€} Proposals

If, pursuant to [R7-2-1041](#), the Governing Board determines in writing that the use of competitive sealed bidding is either not practicable or not advantageous to the District, a contract may be entered into by competitive sealed proposals.^{â€} The Governing Board may make a class determination that it is either not practicable or not advantageous to the District to procure specified types of materials or services by competitive sealed bidding.^{â€} The competitive sealed proposal method may not be used for construction contracts.^{â€} The Governing Board may modify or revoke a class determination at any time.

If competitive sealed bidding is neither practicable or advantageous, competitive sealed proposals may be used if it is necessary to:

- A. ~~Use~~^{â€} Use a contract other than a fixed-price type;
- B. ~~Conduct~~^{â€} Conduct oral or written discussions with offerors concerning technical and price aspects of their proposals;
- C. ~~Afford~~^{â€} Afford offerors an opportunity to revise their proposals;
- D. ~~Compare~~^{â€} Compare the different price, quality, and contractual factors of the proposals submitted; or
- E. ~~Award~~^{â€} Award a contract in which price is not the determining factor.

Procedures to be applied subsequent to the issuance of an invitation for bids are to be consistent with the requirements set out in [R7-2-1025](#) through [R7-2-1032](#).

Competitive sealed proposals shall be solicited through a request for proposals.^{â€} The request for proposals shall set forth those factors listed above for competitive sealed bids that are applicable and shall also state:

- A. ~~The~~ The type of services required and a description of the work involved;
- B. ~~The~~ The type of contract to be used;
- C. ~~An~~ An estimate of the duration the service will be required;
- D. ~~That~~ That cost or pricing data is required;
- E. ~~That~~ That offerors may designate as proprietary portions of the proposals;
- F. ~~That~~ That discussions may be conducted with offerors who submit proposals determined to be ~~reasonably susceptible~~ ~~reasonably~~ susceptible of being selected for award;
- G. ~~The~~ The minimum information that the proposal shall contain;
- H. ~~The~~ The closing date and time of receipt of proposals; and
- I. The relative importance of price and other evaluation factors.

Procurement of information systems and telecommunications systems shall include, as criteria in the request for proposal, evaluation factors of the total life cycle cost and application benefits of the information systems or telecommunication systems.

Procurement of earth-moving, material-handling, road maintenance and construction equipment shall include, as criteria in the request for proposal, evaluation factors of the total life cycle cost including residual value of the earth-moving, material-handling, road maintenance and construction equipment.

A request for proposals shall be issued at least fourteen (14) days before the closing date and time for receipt of proposals unless a shorter time is determined necessary by the District.

Notice of the request for proposals shall be issued in accordance with [R7-2-1022](#).

Before submission of initial proposals, amendments to requests for proposals shall be made in accordance with [R7-2-1026](#). After submission of proposals, amendments may be made in accordance with [R7-2-1036\(C\)](#).

~~Specified Professional Services~~

~~and Construction Services~~

~~When the procurement of construction services or services to be provided by certain professionals are under consideration, designated District personnel shall become fully familiar with and informed on the requirements established in Arizona Revised Statutes Title 34. The assigned District personnel are to seek assistance from qualified consultants, attorneys, and bond counsel as is necessary and applicable to the projects being considered, including but not limited to determinations of the training, qualifications, experience, fitness, licensure, prior performance, and bonding of potential providers. Procurement activities, including securing the services of persons to assist District personnel as referenced above shall be in accordance with all relevant requirements prescribed by federal and state law and the rules of federal, state, county, and municipal agencies for the acquisition, performance and reporting of the services being sought and acquired.~~

~~Other Classes of Providers~~

~~The purchase of services to be provided by clergy, certified public accountants, physicians, dentists, and legal counsel shall be as specified in [R7-2-1061](#) through [R7-2-1068](#). The procurement of services by an architect, engineer, land surveyor, assayer, geologist, or landscape architect is to be accomplished in compliance with [R7-2-1117](#) and [1118](#). Procurement procedures related to purchasing services from the professional providers are to conform to [R7-2-1119](#) through [1122](#).~~

~~Contract Requirements~~

~~Care is to be exercised to assure the District's procurement practices conform to the general contract requirements set out at [R7-2-1068](#) through [1086](#) and the accompanying conditions described in [R7-2-1091](#) through [1093](#).~~

~~Preparation of Specifications~~

~~Specifications for goods, services, and construction items are to be prepared in the manner prescribed by rules [R7-2-1101](#) through [1105](#).~~

~~Construction Procurement Procedures~~

~~Preparation for inviting bids for construction and the steps to be followed in the construction procurement process shall be guided by and consistent with [R7-2-1109](#) through [1116](#).~~

~~Emergency Awards~~

Multiple Awards to More

Than One Contractor

Generally, the District should not use multiple awards allowing more than one (1) vendor to supply the same goods or service.â€ However, there are instances in which the District may make multiple awards.â€ If that instance arises, the request for proposals or invitation for bids should clearly state whether multiple awards may be used so bidders can consider that information when pricing their proposals or bids and the request for proposals shall include the criteria the school district will use for selecting vendors for each contract under the multiple award, including as applicable, whether contracts will be awarded by individual line items, groups of line items, or categories, whether contracts will be awarded incrementally, and whether contracts will be awarded by designated regions or locations.

A multiple award to more than one (1) vendor should be made only when the District has determined in writing that a multiple award is necessary and advantageous to the District. Before making the award, the District shall establish procedures for the use of the multiple awarded contracts to ensure that purchases are made from the contracts determined by the School District to offer the lowest cost in satisfying the School District's requirements.â€ The award shall also be limited to the least number of suppliers necessary to meet the District's requirements.

Purchasing

Cumulative andâ€ Like Item Purchases

An analysis shall be performed annually to determine the extent of the District's need to purchase like items. Prior year purchases and applicable demographic, program, and planning data are to be utilized for projecting quantity and cost of like items to fulfill the anticipated need. The outcomes of calculating the projected quantity and cost factors to acquire like items shall inform the determinations as to the appropriate procurement processes to be applied. The proper competitive purchasing strategies must be applied to assure District compliance with the procurement laws and rules. Splitting of orders or other purchasing practices devised to circumvent allowable procurement practices are prohibited. The cumulative costs of purchasing like items by any and all means of acquisition are to be tracked to assure that no purchases are permitted that will result in violation of Governing Board policies and lawful procurement practices.

Multiple Year Purchases Totaling Less

Than One Hundred Thousand Dollars

The District may enter into contracts of less than one hundred thousand dollars (\$100,000) for a period up to five (5) years, as follows:

- A. When the terms and conditions of renewal or extension are included in the solicitation for bids, proposals, or quotes;
- B. When monies are available for the first fiscal year at the time of contracting;
- C. When the competitive purchasing method is appropriate to the projected cumulative cost over the term of the multiple year contract.

Contracts for materials or services and contracts for job-order-contracting construction services may be entered into for more than five (5) years if, before the procurement solicitation is issued, the Governing Board determines in writing that a contract of longer duration would be advantageous to the District. Payment and performance obligations for succeeding fiscal years are subject to the availability and appropriation of monies.

Multiple Year Purchases Totaling More

Than One Hundred Thousand Dollars

The District may enter into contracts for more than one hundred thousand dollars (\$100,000) for a period up to five (5) years, as follows:

The Governing Board has determined in writing that:

1. The estimated requirements cover the contract period and are reasonable and continuing;
2. A multi-term contract will serve the District's best interest by encouraging competition or promoting economies in procurement; and
3. If monies are not appropriated or available in future years the contract will be cancelled.

If multiple-year quotations are used, the District shall:

- A. Document the time period that the pricing is valid;

B. Secure and maintain written affirmation that the vendor will honor the pricing for the multi-year period;

C. Secure and maintain written affirmation with the vendor that, although it is the District's intent to purchase certain quantities, all purchases are subject to the availability of funds.

Cooperative Purchasing Agreements

Procurements in accordance with intergovernmental agreements and contracts between the District and other governmental entities as authorized by Arizona Revised Statute are exempt from competitive bidding requirements pursuant to A.A.C. [R7-2-1002\(C\)\(2\)](#). Inspection of and payment for materials and services acquired under a cooperative purchasing agreement are the obligation of the District.

Emergency Purchases

An exception to the above procedures for price competition may be made in the event of an emergency involving the health, safety, or welfare of school personnel or students. In such an emergency, declared by the Superintendent, emergency purchase action may be taken without price competition, if necessary. Even under emergency conditions, price competition should be sought if it will not unacceptably delay the correction of the condition requiring emergency procedures. If emergency purchases are made without price competition, a complete written description of the circumstances pursuant to A.A.C. [R7-2-1055](#) shall be included in the procurement file and maintained in the District office.

Sole-Source Procurements

~~A contract may be awarded for a material, service, or construction item without competition if the Governing Board determines in writing that there is only one (1) source for the required material, service, or construction item. The District may require the submission of cost or pricing data in connection with an award pursuant to A.A.C. [R7-2-1053](#). Sole-source procurement shall be avoided, except when no reasonable alternative source exists. A copy of the written evidence and determination of the basis for the sole-source procurement shall be retained in the procurement file by the District.~~

~~The District shall, to the extent practicable, negotiate with the single supplier a contract advantageous to the District.~~

Cooperative Purchasing Agreements

~~Procurements in accordance with intergovernmental agreements and contracts between the District and other governing bodies as authorized by Arizona Revised Statute are exempt from competitive bidding requirements under A.R.S. [15-213](#). Inspection of and payment for materials and services acquired under a cooperative purchasing agreement are the obligation of the District.~~

Due Diligence

~~The District is responsible for ensuring that all procurements are done in accordance with school district procurement rules whether the procurement is done independently or through a cooperative purchasing agreement. The District shall develop and follow a clear plan prescribing the purchasing practices to be followed. The plan will describe the elements of internal control and auditing to assure the District's procedures are sufficient to confirm the adequacy of the procurements practices and that the accountability of all personnel engaged in~~

~~procurement practices is regularly evaluated and corrective measures taken when necessary. The due diligence activities shall include the use of the applicable sections of the Uniform System of Financial Records (USFR) Compliance Questionnaire for school districts when assessing the quality of the procurements procedures and the competence of the persons performing the procedures. Day-to-day and periodic formal checks of due diligence performance are to be documented and retained in a procurement file.~~

~~Federal Regulations for Suspension~~

~~and Debarment Verification~~ Federal Regulations for Suspension

and Debarment Verification

If a requisition involves the expenditure of funds received from Federal assistance, these procedures must include a process that confirms and documents verification of vendor suspension and debarment, per 2 CFR § 200.214 (Code of Federal Regulations Title 2). This verification can be done by accessing www.sam.gov/sam/ where names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or other regulatory authority can be found. Federal regulations restrict awards, sub-awards, and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. A covered transaction includes a contract for audit services (that is federally required) and contracts for goods or services in the amount of at least, twenty-five thousand dollars (\$25,000), including subcontracts. Evidence and documentation of this verification process should be maintained by the Superintendent.

Compare Policy Advisory "DJG © VENDOR / CONTRACTOR RELATIONS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DJG © VENDOR / ~~CONTRACTOR RELATIONS~~

~~Fingerprinting Requirements~~

CONTRACTOR AND

SALES CALLS REQUIREMENTS

Fingerprinting Requirements

A contractor, subcontractor or vendor, or any employee of a contractor, subcontractor or vendor, who is contracted to provide services on a regular basis at an individual school shall obtain a valid fingerprint clearance card pursuant to A.R.S. [41-1758 et seq.](#) ~~â€~~ The Superintendent, or a principal subject to approval by the Superintendent, may exempt from the requirement to obtain a fingerprint clearance card a contractor, subcontractor, or vendor whom the Superintendent or principal has determined is not likely to have independent access or unsupervised contact with students as part of their normal job duties while performing services to the school or to the School District. ~~â€~~ The exemption shall be given in writing and a copy filed in the District office.

The Superintendent shall develop uniform District criterion for making a determination of whether or not an exemption will be granted.

~~Required Contract Provisions~~ Contract Provisions Requirements

Each District contract shall contain the provisions of statute paraphrased below and the Superintendent shall implement procedures to randomly verify the records of contractor and subcontractor employees to ensure compliance with these warranties.

The contract or agreement with each contractor shall contain the warranties indicated below:

A. ~~Each~~ ~~â€~~ Each contractor shall warrant compliance with all federal immigration laws and regulations that relate to ~~their employees~~ ~~their~~ ~~â€~~ employees and that they have verified employment eligibility of each employee through the E-Verify program ~~Verify~~ ~~â€~~ program. ~~â€~~ The contractor shall acknowledge that a breach of this warranty shall be deemed a ~~material breach~~ ~~material~~ ~~â€~~ breach of the contract subject to penalties up to and including termination of the contract.

B. ~~The~~ ~~â€~~ The contractor further acknowledges that the School District retains the legal right to inspect the papers of ~~any contractor~~ ~~any~~ ~~â€~~ contractor or subcontractor employee who works on the contract to ensure compliance by the contractor ~~or subcontractor~~ ~~or~~ ~~â€~~ subcontractor.-

The contractor shall facilitate this right by notice ²⁷⁴ to his employees and supervisors.

~~Adopted: date of Manual adoption~~

Sales Calls and Demonstrations

Requirements

Sales representatives for school services, supplies, or other materials are not permitted to call on teachers or other school staff members except with prior authorization from the Superintendent.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-341](#)

[15-342](#)

[15-512](#)

[23-214](#)

[41-1758](#) *et seq.*

[41-4401](#)

A.A.C.

[R7-2-1001](#)

[R7-2-1003](#)

[R7-2-1004](#)

[R7-2-1010](#)

Public Law 92-544

CROSS REF.:

[DBF](#) - Budget ~~Hearings and Reviews/Adoption Process~~ Process, Adoption and Implementation

[DIC](#) - Financial Reports and Statements

[DJE](#) - Bidding/Purchasing Procedures

Compare Policy Advisory "DJG-R ©" to Policy in Manual

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

DJG-R ©

REGULATION

VENDOR / ~~CONTRACTOR RELATIONS~~

~~A District appointed contract liaison shall at random times request contractor and subcontractor employment records.~~

CONTRACTOR AND

SALES CALLS REQUIREMENTS

Request for Records

Intermittently and without prior notice, the District appointed liaison to each contractor shall request from the individual contractor and subcontractor employees the information required on the I-9 form.—â€ Such information shall be used to verify the employee's right to work status and the contractor and subcontractor compliance with contract warranties.—â€ A report of the result of this inquiry shall be made to the Superintendent.

Compare Policy Advisory "DJGA © SALES CALLS AND
DEMONSTRATIONS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**DJGA ©
SALES CALLS AND DEMONSTRATIONS**

~~Sales representatives for school services, supplies, or other materials are not permitted to call on teachers or other school staff members except with prior authorization from the Superintendent.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-341~~

Remove per PA 902 - May 2025 (Merged with Policy DJG.)

Compare Policy Advisory "DJGA-R ©" to Policy in Manual

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

DJGA-R ©

REGULATION

SALES CALLS AND DEMONSTRATIONS

~~When appropriate, the principal may give permission to sales representatives of educational products to see members of the school staff at times that will not interfere with the educational program.~~ **Remove per PA 902 - May 2025**

**Compare Policy Advisory "DK © PAYMENT AND
PAYROLL PROCEDURES" to Policy in Manual**

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

first

last

**DK ©
~~PAYMENT~~ PAYMENT AND PAYROLL PROCEDURES**

Payment Procedures

In order to receive appropriate discounts and maintain good vendor relations, the Board directs the prompt payment of salaries and bills, but only after due care has been taken to assure that such amounts represent proper obligations of the District for services and/or materials received.

The Superintendent will implement procedures for the review of purchase ~~invoices to orders~~ to determine that items or services are among those budgeted, itemized goods or services have been satisfactorily supplied, funds are available to cover payment, and invoices are in order and for the contracted amounts.

~~Adopted: date of Manual adoption~~

Payroll Procedures

The District will establish two (2) or more days in each month, not more than sixteen (16) days apart, as fixed payday for payment of wages in accord with Arizona Statute. Employees may choose to have their salaries paid in full upon the last pay date following completion of their assignments or may annualize their pay.

An employee who quits the service of the District shall be paid all wages due on the regular payday for the pay period during which termination occurs. Such wages may be paid by mail if requested.

Notwithstanding A.R.S. [23-351](#) and [23-353](#), an employee who is discharged from service of the District shall be paid all wages due within ten (10) calendar days from the date of discharge [A.R.S. [15-502](#)].

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-304](#)

[15-321](#)

[15-502](#)

[15-906](#)

[23-351](#)

[23-353](#)

CROSS REF.:â€

[GCQE](#) - Discipline, Suspension, and Dismissal of Professional Staff Members

[GDQE](#) - Discipline, Suspension, and Dismissal of Support Staff Members

Compare Policy Advisory "DKA © PAYROLL PROCEDURES / SCHEDULES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**DKA ©
PAYROLL PROCEDURES / SCHEDULES**

~~The District will establish two (2) or more days in each month, not more than sixteen (16) days apart, as fixed paydays for payment of wages in accord with Arizona Statute. Certificated employees may choose to have their salaries paid in full upon the last pay date following completion of their assignments or may annualize their pay. Employees who choose to receive payment of wages beyond the period in which the wages were earned (deferred payment) will be subject to Internal Revenue Service (IRS) penalties unless they provide a written election of such deferral prior to the first duty day of the year of deferral. Forms for such deferral shall be made available. Any change to the election must be made prior to the first duty day of the fiscal year of the deferment.~~

~~An employee who quits the service of the District shall be paid all wages due on the regular payday for the pay period during which termination occurs. Authorized unused vacation credit, calculated at the employee's current compensation rate, will be paid to the employee with the last paycheck.~~

~~An employee who is discharged from service of the District shall be paid all wages due within ten (10) calendar days from the date of discharge.~~

~~Adopted: March 10, 2020~~

LEGAL REF.:

A.R.S.

~~15-502~~

~~23-351~~

~~23-353~~

GROSS REF.:

~~GGQF – Discipline, Suspension, and Dismissal of Professional Staff Members~~

~~GDQD – Discipline, Suspension, and Dismissal of Support Staff Members~~

~~Remove per PA 904 - May 2025 (Merged with Policy DK)~~

Compare Policy Advisory "DN © SCHOOL PROPERTIES

first

DISPOSITION" to Policy in Manual

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DN © SCHOOL PROPERTIES DISPOSITION

Sale or Lease of Property

The Board may sell or lease to the state, a county, a city, another school district or a tribal government agency any school property required for public purpose provided the sale or lease of the property will not affect the normal operation of a school within the District and the District is in compliance with Policy FCB, Retirement of Facilities, and A.R.S. [15-342](#).

Disposition of Surplus Materials

The School District shall determine the fair market value of excess and surplus property. Except as provided in A.R.S. [15-342](#), surplus materials, regardless of value, shall be offered through competitive sealed bids, public auction, established markets, trade-in, posted prices, or state surplus property. If unusual circumstances render the above methods impractical, the District may employ other disposition methods, including appraisal or barter, provided the District makes a determination that such procedure is advantageous to the District. Only United States Postal Money Orders, certified checks, cashier's checks, or cash shall be accepted for sales of surplus property unless otherwise approved by the District or for sales of less than one hundred dollars (\$100).

Exceptions for Disposition of Learning Materials and Equipment

The Board authorizes the Superintendent to establish regulations for the disposal of surplus or outdated learning materials to nonprofit community organizations when it has been determined that the cost of selling such materials equals or exceeds estimated market value of the learning materials.

The Board may sell used equipment to a charter school or private school before attempting to sell or dispose of the equipment by other means.

Competitive Sealed Bidding

~~Notice of the sale bids shall be publicly available from the District at least ten (10) days before the date set for opening bids. Notice of the sale bids shall be mailed to prospective bidders, including those on lists maintained by the District pursuant to A.A.C. [R7-2-1023](#). The notice of the sale bids shall list the materials offered for sale; their location; availability for inspection; the terms and conditions of sale; and instructions to bidders, including the place, date, and time set for bid opening. Bids shall be opened publicly pursuant to the requirements of A.A.C. [R7-2-1029](#).~~

~~The award shall be made, in accordance with the provisions of the notice of the sale bids, to the highest responsive and responsible bidder, provided that the price offered by such bidder is acceptable to the District. If the District determines that the bid is not advantageous to the~~

~~District, the District may reject the bids in whole or in part and may resolicit bids, or the District may negotiate the sale, provided that the negotiated sale price is higher than the highest responsive and responsible bidder's price.~~

Auctions

Auctions shall be advertised at least two (2) times prior to the auction date in a newspaper of the county as defined in A.R.S. [11-255](#).~~â€~~ Advertisements must be at least seven (7) days apart.~~â€~~ All of the terms and conditions of any sale shall be available to the public at least twenty-four (24) hours prior to the auction date.

Before surplus materials are disposed of by trade-in to a vendor for credit on an acquisition, the District shall approve such disposal.~~â€~~ The District shall base this determination on whether the trade-in value is expected to exceed the value realized through the sale or other disposition of such materials.

An employee of the District or a Governing Board member shall not directly or indirectly purchase or agree with another person to purchase surplus property if said employee or Board member is, or has been, directly or indirectly involved in the purchase, disposal, maintenance, or preparation for sale of the surplus material.

~~State Surplus Property Manager~~ **State Surplus Property Manager**

Except as provided in A.R.S. [15-342](#), the District may enter into an agreement with the State Surplus Property Manager for the disposition of property pursuant to Article 8 of the Arizona Procurement Code [A.R.S. [41-2601](#) *et seq.*] and the rules promulgated thereunder.

~~Donation of Surplus~~ **Donation of Surplus**

The Board may donate surplus or outdated learning materials, educational equipment and furnishings to nonprofit community organizations where the Board determines the anticipated cost of selling the learning materials, educational equipment or furnishings equals or exceeds the estimated market value of the materials.

~~Offer to Sell~~ **Offer to Sell**

The Board may offer to sell outdated learning materials, educational equipment or furnishings at a posted price commensurate with the value of the item to pupils who are currently enrolled in the District before those materials are offered for public sale.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-341](#)

[15-342](#)

[15-727](#)

[15-729](#)

A.A.C.

[R7-2-1131](#)

A.G.O.

180-036

I80-189

U.S.F.R. Sec. III-J-5(10); App. B(6)

CROSS REF.:

[BCB](#) - Board Member Conflict of Interest

[FCB](#) - Retirement of Facilities

[GBEAA](#) - Staff Conflict of Interest

[IJJ](#) - Textbook/Supplementary Materials Selection and Adoption

Compare Policy Advisory "GBK © STAFF GRIEVANCES" to
Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**GBK ©
STAFF GRIEVANCES**

Effective communication between District employees, the administrative staff, and the Board is essential for proper operation of the schools. The Governing Board, therefore, authorizes the Superintendent to establish a grievance procedure for employees as the prescribed means of resolving grievances at the earliest date and the lowest possible administrative level.

Such procedure shall provide for Board review of any grievance that cannot be resolved at the administrative level. In such instances, ~~the affected~~ **the affected** individual may request that the Governing Board review the situation. Such request shall be in writing and shall contain the basis for the appeal, including the act or acts out of which the grievance arose, identification of the Board policies and/or administrative regulations involved, and the remedy sought. Within five (5) working days following notification of the Superintendent's decision, any written request for appeal shall be submitted to the Superintendent for transmittal to the Board. The Governing Board, at a time of its choosing, shall review the grievance and issue a response within fifteen (15) working days following such review.

The decision of the Governing Board is final.

Adopted: ~~date of Manual adoption~~ <-- z2AdoptionDate -->

LEGAL REF.:-

A.R.S.-

[38-532](#)

Compare Policy Advisory "IHA © BASIC INSTRUCTIONAL PROGRAM" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

IHA © BASIC INSTRUCTIONAL PROGRAM

The various instructional programs will be developed to maintain a balanced, integrated, and sequential curriculum that will serve the educational needs of all school-aged children in the District. The curriculum will be broad in scope and provide for a wide range in rate, readiness, and potential for learning.

The instructional program shall reflect the importance of language acquisition/reading-skill development as the basic element in each student's education. The first priority of the instructional program will be language acquisition through a planned sequence of reading skills and language experiences beginning in the kindergarten program. The improvement of specific reading skills of students should be continuous throughout their education. Each school educating students in kindergarten and grades one (1) through three (3) shall have a reading program as required by A.R.S. [15-704](#) and applicable State Board of Education rules.

The second priority of the instructional program will be mastery of the fundamentals of mathematics, beginning in the kindergarten program.

The instructional program will ensure that on or before July 1, 2022, at least one (1) kindergarten through third (K-3) grade teacher, literacy coach or literacy specialist in each school has received training related to dyslexia that complies with the requirements prescribed in A.R.S. [15-219](#) and A.R.S. [15-501.01](#) which includes enabling teachers to understand and recognize dyslexia and to implement structured literacy instruction that is systematic, explicit, multisensory and evidence-based to meet the educational needs of students with dyslexia.

Attention to the above-listed priorities shall not result in neglect of other areas of the curriculum.

Minimum Course of Study for Students in the Common Schools

Students shall demonstrate competency as defined by the State Board-adopted academic standards, at the grade levels specified, in the following required subject areas:

- A. English language arts (ELA);
- B. Mathematics;
- C. Social studies; including:
 1. Civics; and
 2. Instruction on the Holocaust and other genocides for at least three (3) class periods, or the equivalent, on at least two (2) separate occasions during any of grades seven through twelve (7-12).

3. Instruction in the Constitutions of the United States and Arizona, American institutions and ideals and in the history of Arizona, including the history of Native Americans in Arizona for a total of one (1) year during kindergarten (K) through eighth (8th) grades.

D. Science;

E. Two (2) or more of the following:

1. Visual Arts
2. Dance
3. Theatre
4. Music
5. Media Arts

F. Health/Physical education, including mental health. Mental health instruction may be included as part of other subject areas and shall comply with A.R.S. § [15-701.03](#).

Minimum Course of Study for Graduation from High School

See Policy IKF.

Observance Days

September 11, in each year shall be observed as 9/11 Education Day. On 9/11 Education Day, each public ~~school shall dedicate a portion of the school day to age-appropriate education~~ school that provides instruction to students in any of grades seven (7) through twelve (12) shall provide age-appropriate instruction to students in each of grades seven (7) through (12) twelve on the terrorist attacks of September 11, 2001.

September 25, in each year, shall be observed as Sandra Day O'Connor Civics Celebration Day. On Sandra Day O'Connor Civics Celebration Day, each public school in this state shall dedicate the majority of the school day to civics education.

If Sandra Day O'Connor Civics Celebration Day or 9/11 Education Day falls on a Saturday, Sunday or other day when a public school is not in session, the preceding or following school day shall be observed in the public school as the holiday.

The Superintendent is directed to emphasize the use of the resources developed by the State Board of Education relating to civics education which align with the academic standards in social studies pursuant to A.R.S. [15-701](#) and [15-701.01](#).

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[1-319](#)

[1-321](#)

[15-203](#)

[15-211](#)

[15-219](#)

[15-341](#)
[15-501.01](#)
[15-701](#)
[15-701.01](#)
[15-701.03](#)
[15-704](#)
[15-710](#)
[15-710.02](#)
[15-741.01](#)
[15-802](#)
A.A.C.
[R7-2-301](#) *et seq.*

CROSS REF.:

[IJNDB](#) - Use of Technology Resources in Instruction

[IKE](#) - Graduation Requirements

Compare Policy Advisory "IJNDB © USE OF TECHNOLOGY RESOURCES IN INSTRUCTION" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

IJNDB © USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

Appropriate use of Electronic Information Services

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, [cloud-based systems](#), and any computer-accessible source of information, whether from hard drives, ~~tapes, compact disks (CDs), floppy disks,~~ or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of the District. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary and/or legal action.

The Superintendent shall determine steps, including the use of an Internet filtering mechanism, that must be taken to promote the safety and security of the use of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Technology protection measures shall protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to use of computers by minors, harmful to minors. Safety and security mechanisms shall include online monitoring activities.

Inappropriate Use of Electronic

Information Services

As required by the Children's Internet Protection Act and A.R.S. [15-120.05](#), the prevention of inappropriate network usage includes unauthorized access, including "hacking," and other unlawful activities; unauthorized disclosure, use and dissemination of personal identification information regarding minors; and [student use of wireless communication devices](#).

It is the policy of the Board to:

- A. prevent user access over the District's computer network, or transmissions of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- B. ~~prevent~~ Limit the use of wireless communication devices and access to social media networks by students during the school day;
- C. ~~prevent~~ unauthorized access and other unlawful online activity;

GD. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and

DE. comply with the Children's Internet Protection Act [P.L. No. 106-554 and 47 U.S.C. 254(h)] and A.R.S. [15-120.05](#).

Each user will be required to sign an EIS user's agreement. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the electronic information services.

The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties.

Generative Artificial Intelligence

Programs

The proper use of Artificial Intelligence (AI) programs can be effective at enhancing student learning and can prepare students with the competencies and knowledge needed in the digital age. Its use should also be guided by responsible and ethical considerations, including mitigating bias, promoting transparency, and providing AI benefits to all students. Use of AI programs in the classroom should be approved by the site administrator or Superintendent, and teachers' instructions and expectations should guide the classroom use of AI. Teachers should include relevant lessons on correct and responsible use of AI, and students should be taught standards regarding plagiarism and source citation and should use these guidelines if AI is used for a school assignment. AI use should be guided and monitored by teachers and/or administrators and should align with the District's guidelines and policies, including any relevant student rules/responsibilities. AI resources should be available to all students, including those with disabilities and English language learners. Use of an AI system should comply with the Family Educational Rights and Privacy Act (FERPA) and should support data privacy and security.

Filtering and Internet Safety

As required by the Children's Internet Protection Act, the District shall provide for technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by students, harmful to students. The protective measures shall also include monitoring the online activities of students.

Limits, controls, and prohibitions shall be placed on student:

- A. Access to inappropriate matter.
- B. Safety and security in direct electronic communications.
- C. Unauthorized online access or activities.
- D. Unauthorized disclosure, use and dissemination of personal information.

Education, Supervision and Monitoring

It shall be the responsibility of all District employees to be knowledgeable of the Board's policies and administrative guidelines and procedures. Further, it shall be the responsibility of all employees, to the extent prudent to an individual's assignment to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, ~~and~~ the Protecting Children in the 21st Century Act, [and A.R.S. 15-120.05](#).

The Superintendent shall provide for appropriate training for District employees and for students who use the District's computer network and have access to the Internet. Training provided shall be designed to promote the District's commitment to:

- A. the standards and acceptable use of the District's network and Internet services as set forth in District policy;
- B. student safety in regards to use of the Internet, appropriate behavior while using, but not limited to, such things as social ~~networking~~ ~~Web sites~~ [media platforms](#), online opportunities and chat rooms; and cyberbullying awareness and response; and compliance with E-rate requirements of the Children's Internet Protection Act. [Teachers are allowed to give students access to social media platforms to the extent necessary for educational purposes.](#)

[Wireless Communication Devices](#)

[Districts shall limit student use of wireless communication devices during the school day except if any of the following apply:](#)

- A. [for educational purposes, as directed by the student's teacher.](#)
- B. [during an emergency.](#)
- C. [The student needs the student's wireless communication device because the student has a medical condition.](#)

[Procedures shall include guidelines for a student's parent to contact the student during the school day and for a student to contact the student's parent during the school day.](#)

While training will be subsequently provided to employees under this policy, the requirements of the policy are effective immediately. Employees will be held to strict compliance with the requirements of the policy and the accompanying regulation, regardless of whether training has been given.

The Superintendent is responsible for the implementation of this policy and for establishing and enforcing the District's electronic information services guidelines and procedures for appropriate technology protection measures (filters), monitoring, and use.

~~Parent Notification~~

~~Parents~~

[Notification](#)

[At the beginning of each school year, parents teachers and students will be notified of the policies regarding the use of technology and the Internet while at school.— The District shall provide to parents, teachers and students a copy of the adopted policies and notify the parents, teachers and students of any changes to the policy.](#)

Parents will also be notified of their ability to prohibit the student from the use of technology and the Internet while at school in which covered information may be shared with an operator pursuant to A.R.S. [15-1046](#). This does not apply to software or technology that is used for the daily operations or administration of a local education agency or Arizona Online instruction programs authorized pursuant to A.R.S. [15-808](#).

~~Adopted~~

Definitions:

~~September 26, 2017~~

- A. "School day" means periods of time when students are at school, including meals, passing periods and recess.
- B. "Social media platform" means a website, computer application or other digital platform that is used for social networking and creating or exchanging virtual content.
- C. "Wireless communication devices" includes personal devices and devices that are provided by the school.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[13-2316](#)

[13-3506.01](#)

[13-3509](#)

[15-120.05](#)

[15-341](#)

[15-808](#)

[15-1046](#)

[34-501](#)

[34-502](#)

20 U.S.C. 1232g, the Family Educational Rights and Privacy Act

20 U.S.C. 1232h, the Protection of Pupil Rights Amendment

20 U.S.C. 1400 *et seq.*, Individuals with Disabilities Education Act

20 U.S.C. 6301 *et seq.*, Every Student Succeeds Act of 2015

20 U.S.C. 9134, The Children's Internet Protection Act

47 U.S.C. 254, Communications Act of 1934 (The Children's Internet Protection Act)

16 CFR Part 312, Children's Online Privacy Protection Rule (COPPA)

IJNDB-R

REGULATION

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

(Safety and use of Electronic Information Services)

Use of the electronic information services (EIS) requires that the use of the resources be in accordance with the following guidelines and support the education, research, and educational goals of the District. Filtering, monitoring, and access controls shall be established to:

- A. Limit access by minors to inappropriate matter on the Internet and World Wide Web.
- B. Limit the use of wireless communication devices by students during the school day.
- C. Monitor the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- ~~C~~D. Monitor for unauthorized access, including so-called "hacking," and other unlawful activities by minors online.
- ~~D~~E. Restrict access by minors to materials harmful to minors.

Content Filtering

A content filtering program or similar technology shall be used on the networked electronic information services (EIS) as well as on standalone computers capable of District authorized access to the Internet. The technology shall at a minimum limit access to obscene, profane, sexually oriented, harmful, or illegal materials. Should a District adult employee have a legitimate need to obtain information from an access-limited site, the Superintendent may authorize, on a limited basis, access for the necessary purpose specified by the employee's request to be granted access.

Education, Supervision, and Monitoring

It is the responsibility of all District employees to be knowledgeable of the Board's policy and administrative regulations and procedures related to the use of technology resources. Employees are further responsible, to the extent prudent to an individual's assignment, to educate, supervise, and monitor student use of the District's online computer network. District, department, and school administrators shall provide employees with appropriate in-servicing and assist employees with the implementation of Policy IJNDB.

As a means of providing safety and security in direct electronic communications and to prevent abuses to the appropriate use of electronic equipment, all computer access to the Internet through the District electronic information services (EIS) or stand-alone connection shall be monitored periodically or randomly through in-use monitoring or review of usage logs.

Access Control

Individual access to the EIS shall be by authorization only. Designated personnel may provide authorization to students and staff who have completed and returned an electronic information services user agreement. The Superintendent may give authorization to other persons to use the EIS.

Parents/guardians may prohibit their student from the use of technology at school in cases in which the student's personally identifiable information may be shared with an operator for reasons other than the daily operations and/or administration of the school.

Acceptable Use

Each user of the EIS shall:

- A. Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- B. Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- C. Abide by all copyright and trademark laws and regulations.
- D. Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- E. Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- F. Not use the network in any way that would disrupt the use of the network by others.
- G. Not use the EIS for commercial purposes.
- H. Follow the District's code of conduct.
- I. Not attempt to harm, modify, add, or destroy software or hardware nor interfere with system security.
- J. Understand that inappropriate use may result in cancellation of permission to use the electronic information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for District employees is extended to include requirements to:

- A. Maintain supervision of students using the EIS.
- B. Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- C. Take responsibility for assigned personal and District accounts, including password protection.

D. Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

E. Pursuant to A.R.S. 15-120.05, teachers may grant access to social media networks for educational purposes. Otherwise, students' use of social media shall be restricted during the instructional day and on District devices.

F. Take responsibility for appropriate use of Artificial Intelligence (AI) programs. AI use should be guided by responsible and ethical considerations, including mitigating bias, promoting transparency, and providing AI benefits to all students. Use of AI in the classroom should be approved by the site administrator or superintendent, and teachers' instructions and expectations should guide the classroom use of AI. Teachers should include relevant lessons on correct and responsible use of AI, and students should be taught standards regarding plagiarism and source citation and should use these guidelines if AI is used for a school assignment. AI use should be guided and monitored by teachers and/or administrators and should align with the District's guidelines and policies, including any relevant student rules/responsibilities. AI resources should be available to students equitably, including those with disabilities and English language learners. Use of an AI system should comply with the Family Educational Rights and Privacy Act (FERPA) and should support data privacy and security.

Each user will be required to sign an EIS user agreement. A user who violates the provisions of the agreement will be denied access to the information services and may be subject to disciplinary action. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences.

Details of the user agreement shall be ~~discussed with~~ provided to each potential user of the electronic information services. When the signed agreement is returned to the school, the user may be permitted use of EIS resources through school equipment.

Wireless Communication Device Guidelines

Students must follow all District rules and procedures for the use of wireless communication devices.

Acceptable Use

Students may use wireless communication devices:

- A. For educational purposes, as directed by the student's teacher
- B. During an emergency; and/or as needed for a medical condition.
- C. With permission from a teacher or staff member, a student may contact their parent/legal guardian using the student's wireless communication device.
- D. In preschool through eighth grade, students may not use personal wireless communication devices during the school day, except as specified in items A-C above.

E. In grades nine through twelve, students may not use personal wireless communication devices during class time, except as specified in items A-C above. Students are encouraged to limit their use of wireless communication devices during non-instructional time such as passing periods and lunch.

F. Parent/guardian communication with students during the school day should be directed through the school office for all students. For students in grades nine through twelve, parent/guardian communication also may occur through students' wireless communication devices during non-instructional time.

**Compare Policy Advisory "JII © STUDENT CONCERNS,
COMPLAINTS, AND GRIEVANCES" to Policy in Manual**

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

first

last

**JII ©
STUDENT CONCERNS, COMPLAINTS,
AND GRIEVANCES**

The Superintendent is directed to establish procedures whereby students with sufficient concern may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, or personal safety provided that:

- A. The topic is not the subject of disciplinary or other proceedings under other policies and regulations of the District, and
- B. The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

A complaint or grievance may be raised regarding any of the following:

- A. Violation of the student's constitutional rights.
- B. Denial of an equal opportunity to participate in any program or activity for which the student qualifies, not related to the student's individual capabilities.
- C. Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability:

~~In cases of alleged sex discrimination, this grievance procedure should provide supportive measures to complainants and respondents affected by the alleged sex discrimination conduct, must require adequate notice, must provide an equal opportunity to present and access evidence, and provide a reasonable opportunity for response by each party~~

, or any other basis considered by law.

- D. Concern for the student's personal safety.

Refer to Board Policy JICK for procedures applying to a complaint or grievance that alleges incidences of student violence, harassment, intimidation, or bullying.

The complaint or grievance must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint or grievance. The initial complaint or grievance should be made using form JII-EA; however, a verbal complaint or grievance may be made to any school staff member. The receiving staff member shall immediately inform an administrator of the complaint or grievance.

When the initial complaint or grievance is submitted in a manner other than on the prescribed form, the administrator shall obtain from the student the particulars of the accusation and complete form JII-EA immediately thereafter. The administrator shall especially note all student-provided particulars determined by the Superintendent to be necessary for the

complaint or grievance to be investigated. Any question concerning whether a complaint or grievance falls within this policy shall be determined by the Superintendent.

If the receiving school administrator is included in the allegation, the complaint or grievance shall be transmitted to the next higher administrative supervisor. Failure by the staff member to timely inform a school administrator or next higher administrative supervisor of a student's allegation may subject the staff member to disciplinary action. The staff member shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students, staff and parents or guardians in the school offices.

Disposition of all complaints or grievances shall be reported to the Superintendent and the compliance officer for discrimination if other than the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

The Superintendent shall develop procedures for the maintenance and confidentiality of documentation related to the receipt of a student's complaint or grievance, findings of the investigation, and disposition of the matter. The documentation shall not be used to impose disciplinary action unless the appropriate school official has investigated and determined there was an actual occurrence of the alleged incident.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-341](#)

20 U.S.C. 1681, Education Amendments of 1972, Title IX, ~~as amended in 2024, Title IX~~

CROSS REF.:

[AC](#) - Nondiscrimination/Equal Opportunity 298

[ACA](#) - Sexual Harassment

[GBEB](#) - Staff Conduct
[JB](#) - Equal Educational Opportunities
[JIC](#) - Student Conduct
[JICFA](#) - Hazing
[JICK](#) - Student Bullying/Harassment/Intimidation
[JK](#) - Student Discipline
[JKD](#) - Student Suspension
[JKE](#) - Expulsion of Students
[KE](#) - Public Concerns and Complaints

Compare Policy Advisory "JLF © REPORTING CHILD ABUSE /
CHILD PROTECTION" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**JLF ©
REPORTING CHILD ABUSE /
CHILD PROTECTION**

~~Any school personnel or~~ School personnel, including substitute teachers and any member of a school district governing board or charter school governing body, or any other person who has responsibility for the care or treatment of a minor and who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. [36-2281](#) shall immediately report or cause reports to be made of such information to a peace officer or to the Department of Child Safety (DCS) of the Department of Economic Security, except if the report concerns a person who does not have care, custody, or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately either electronically or by telephone. ~~A report to a school resource officer or a school safety officer does not satisfy the reporting requirements of A.R.S. [13-3620](#).~~

When a report is received by a school resource officer or school safety officer, the officer shall immediately notify a law enforcement agency in the appropriate jurisdiction and shall submit to the local law enforcement agency all information relating to the report for the purposes of the law enforcement agency investigating the reported conduct.

The Arizona Department of Economic Security, Division of Children, Youth and Families, has determined that all mandated reporters may now electronically submit non-emergency reports via a secure online reporting website. Non-emergency reports are those in which a child is not at immediate risk of abuse or neglect that could result in serious harm. Mandated reporters will be able to submit non-emergency reports twenty-four (24) hours a day without wait times.

All reports made via the online website will *require the person making the report (reporting source) to provide contact information*. A representative from the Child Abuse Hotline may contact the source for additional information, if necessary. This process will make it more convenient to meet the mandated reporting requirements and help ensure child safety.

All *emergency situations* where a child faces an immediate risk of abuse or neglect that could result in serious harm *must* still be reported by calling 911 or 1-888-SOS-CHILD (1-888-767-2445). If a reporting source is unsure as to whether or not the report is an emergency situation, the reporting source should call the Child Abuse Hotline to make a report.

Any concerns for the safety of a child due to abuse, neglect or abandonment, *must be reported*, by:

Calling 1-888-SOS-CHILD (1-888-767-2445),
300

TDD: 602-530-1831 (1-800-530-1831), or

Submitting *non-emergency* concerns via the Online Reporting Service at <https://dcs.az.gov/about/contacts>.

Pursuant to A.R.S. [13-3620](#), such reports shall contain, if known:

- A. The names and addresses of the minor, the parents, or the person or persons having custody of such minor, if known.
- B. The minor's age and the nature and extent of the minor's abuse, child abuse, or physical injuries or neglect, including any evidence of previous abuse, child abuse, physical injury or neglect.
- C. Any other information that such person believes might be helpful in establishing the cause of the abuse, child abuse, physical injury or neglect.

A person who furnishes a report, information, or records required or authorized under Arizona Revised Statutes or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information or records required or authorized under Arizona Revised Statutes is immune from any civil or criminal liability by reason of that action unless such person has acted with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

Interviewing Requirements

A student who is identified as a potential victim of a reportable offense may be interviewed only as provided by the local county protocol that is adopted pursuant to A.R.S. [8-817](#). This does not prevent a school safety officer or a school resource officer from either:

- A. receiving a voluntary report of a reportable offense from a student who is an alleged victim.
- B. asking a student minimal follow-up questions that are necessary and authorized by the county protocol.

Reporting Not Required

A report is not required under A.R.S. [13-3620](#) for conduct prescribed by A.R.S. [13-1404](#) and [13-1405](#) if the conduct involves only minors who are fourteen (14), fifteen (15), sixteen (16) or seventeen (17) years of age and there is nothing to indicate that the conduct is other than consensual.

A report is not required if a minor is of elementary school age, the physical injury occurs accidentally in the course of typical playground activity during a school day, occurs on the premises of the school that the minor attends and is reported to the legal parent or guardian of the minor and the school maintains a written record of the incident. The school will maintain a written record of the physical injury as part of the student's health file as required by Arizona State Library, Archives and Public Records (ASLAPR).

Failure to Report

A person who fails to report abuse as provided in A.R.S. [13-3620](#) is guilty of a ~~class~~-Class 1 misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a ~~class~~-Class 6 felony.

Any certificated person or Governing Board³⁰¹ member who reasonably suspects or receives a reasonable allegation that a person certificated by the Department of Education has engaged in

conduct involving minors that would be subject to the reporting requirements of A.R.S. [13-3620](#) shall report or cause reports to be made to the Department of Education in writing as soon as is reasonably practicable but not later than three (3) business days after the person first suspects or receives an allegation of the conduct.

Any person who is employed as the immediate or next higher-level supervisor to or administrator of a person who is statutorily required to report is not required to report if the supervisor or administrator reasonably believes that the report has been made by the person who is required to report.

Any school employee who has orally reported to DCS or a peace officer a reasonable belief of an offense to a minor must provide written notification to the principal of the oral report not later than the next workday following the making of the report.

Posting Requirements

Each school that is operated by a school district and each charter school shall post in a clearly visible location in a public area of the school that is readily accessible to students a sign that contains all of the following:

- A. In boldfaced type, the telephone number of the centralized intake hotline concerning suspected abuse and neglect of children that is established pursuant to A.R.S. [8-455](#).
- B. Instructions to call 911 for emergencies.
- C. Directions for accessing the website of the Department of Child Safety for more information on reporting child abuse, child neglect ~~and the~~ and the exploitation of children.

Definitions

School Safety Officer: a peace officer who is working in an off-duty capacity at a school. [A.R.S. [15-514](#)]

School Resource Officer: A peace officer or a full-authority reserve peace officer who is certified by the Arizona Peace Officer Standards and Training Board (AZPOST). [A.R.S. [15-154](#)]

Peace Officer: "Peace officers" means sheriffs of counties, constables, marshals, policemen of cities and towns, commissioned personnel of the department of public safety, personnel who are employed by the state department of corrections and the department of juvenile corrections and who have received a certificate from the Arizona Peace Officer Standards and Training Board (AZPOST). [A.R.S. [1-215](#)]

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[1-215](#)

[8-201](#)

[13-1404](#) *et seq.*

[13-1410](#)

[13-3019](#)

[13-3212](#)

[13-3506](#)
[13-3506.01](#)
[13-3552](#)
[13-3553](#)
[13-3608](#)
[13-3619](#)
[13-3620](#)
[13-3623](#)
[15-154](#)

[15-160.01](#)
[15-514](#)
[46-451](#)
[46-454](#)

CROSS REF.:

[GBEB](#) - Staff Conduct

[GBEBB](#) - Staff Conduct With Students

[JKA](#) - Corporal Punishment

Compare Policy Advisory "JLIF © SEX OFFENDER

first

NOTIFICATION" to Policy in Manual

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

JLIF © SEX OFFENDER NOTIFICATION

(Sex Offender and Dangerous Juvenile Offender Notification and Protective Measures)

Arizona statutes require law enforcement agencies to provide notification to the District regarding certain registered sex offenders and require courts to notify the District regarding juveniles adjudicated delinquent for "dangerous offenses" or certain sex offenses.

- ~~Arizona A.~~ Arizona Revised Statutes (A.R.S.) ~~13-3825 and~~ and ~~13-3826 require~~ require the local law enforcement agency to ~~notify the~~ notify the community, including area schools, of the presence of a registered sex offender in the community ~~when the~~ when the offender has been determined by the agency to be a "level one" offender who has been convicted of a dangerous crime against children as defined in Section 13-705, a "level two" offender (medium risk) or a "level three" (high risk) offender. The child's school must be notified if the offender has legal custody of a child.
- ~~AB.~~ A.R.S. ~~8-350 directs~~ directs the court to notify the District when a student attending a school in the District has ~~been adjudicated~~ been adjudicated delinquent for or convicted of and placed on probation for a dangerous offense or sexual ~~conduct with~~ conduct with a minor, sexual assault, molestation of a child, or continual sexual abuse of a child.— ~~Dangerous offense is~~ is defined ~~in in~~ in ~~8-350 as~~ as "an offense involving the discharge, use or threatening exhibition of a deadly ~~weapon or~~ weapon or dangerous instrument or the intentional or knowing infliction of serious physical injury on another person."
- ~~AC.~~ A.R.S. ~~13-3821 permits~~ permits a juvenile court to require a juvenile who has been adjudicated delinquent for ~~certain sex~~ certain sex offenses to register as a sex offender until the person reaches the age of twenty-five (25), and A.R.S. ~~13-3825 permits~~ permits a juvenile court to further require such juvenile registered sex offender to be subject to ~~the State~~ the state's community notification requirements.

It is the Governing Board's desire to create and maintain a safe environment for the District's students and staff members. Therefore, the Superintendent is directed to develop procedures to disseminate the information received from the local law enforcement agency regarding adult and juvenile registered sex offenders present in the District and to provide teachers, parents, guardians, or custodians, upon request, information received from a court pursuant to A.R.S. [8-350](#) concerning a juvenile who has been adjudicated for or convicted of a dangerous offense or a specified sex offense.

District Procedures

Procedures within the District shall encompass, but not necessarily be limited to:

● ~~Measures A.~~ **Measures** to disseminate information received from the local law enforcement agency to staff members, ~~parents~~ **parents**, guardians, or custodians when the District has been notified that a registered offender has ~~moved into~~ **moved into** the community. When in the judgment of the Superintendent it is determined to be appropriate, ~~the measures~~ **the measures** will include disseminating the information to students.

● ~~Measures B.~~ **Measures** to provide to teachers, parents, guardians, or custodians, upon request, information received ~~by the District~~ **by the District** under A.R.S. [8-350](#), regarding juveniles adjudicated delinquent of "dangerous offenses" or ~~sex offenses~~.

~~Adopted: date of Manual adoption~~

sex offenses.



Optional language: The following elements are available for inclusion at the District's discretion.

- C. District restrictions on and requirements of registered sex offenders.
- D. Assessment, enrollment, placement, and oversight of students about whom an A.R.S. [8-350](#) notification has been received.
- E. Student instruction in protective measures.
- F. Prohibitions against harassment of individuals or acts of vigilantism based upon information received by the District.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:-

A.R.S.-

[8-208](#)

[8-321](#)

[8-350](#)

[8-371](#)

[13-1405](#)

[13-1406](#)

[13-1410](#)

[13-1417](#)

[13-3821](#)

[13-3825](#)

[13-3826](#)

20 U.S.C. 1232g(b)(7)

42 U.S.C. 14071(d)

CROSS REF.:-

[DJE](#) - Bidding/Purchasing Procedures

[EB](#) - Environmental and Safety Program

[GCF](#) - Professional Staff Hiring

[GDF](#) - Support Staff Hiring

[IJNDB](#) - Use of Technology Resources in Instruction

[JA](#) - Student Policies Goals/Priority Objectives

[JF](#) - Student Admissions
[JLI](#) - Student Safety
[JLF](#) - Reporting Child Abuse/Child Protection
[JR](#) - Student Records

Compare Policy Advisory "JR © STUDENT RECORDS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

JR © STUDENT RECORDS

Required student records (regular and special education) will be prepared in a manner consistent with state and federal laws, the requirements of the Arizona Uniform System of Financial Records (USFR) and those of the Arizona Department of Libraries, Archives and Public Records. Retention periods and disposition of records shall be as specified in the USFR, the Arizona Department of Library Archives and Public Records and relevant federal statutes and regulations.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA), the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT), and the Every Student Succeeds Act of 2015 (ESSA) in the establishment, maintenance, correction, and disposition of student records.

The Board directs the Superintendent to establish procedures for such compliance, including informing parents, students, and the public of the contents. The Superintendent will implement procedures as required by law and will establish procedures for dealing with violations.

If a parent or eligible student believes that the District is violating the FERPA, that person has a right to file a complaint with the U.S. Department of Education. The address is:

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
Telephone number: (202) 260-3887

In adopting this policy it is the intent of the Board that the policy and related procedures be implemented immediately. Copies of the policy and procedures will be available for parent and eligible student review in the District office.

Confidentiality

The right to inspect and review education records and the release of or access to such records, other information, or instructional materials will be consistent with federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, sections 1232g and 1232h, the USA PATRIOT ACT, ESSA and with federal regulations issued pursuant to such act.

Annual Notification

Within the first three (3) weeks of each school year, the District will publish in a District communication a notice to parents and eligible students of their rights under the FERPA and this procedure. This notice will also be provided to each parent of new students enrolling after school begins [34 C.F.R. 99.7]. The District will arrange to provide translation of the notice to

non-English-speaking parents in their native language or mode of communication [34 C.F.R. 300.9]. The notice shall inform the parents of:

- A. The right of the parent or an eligible student to inspect and review the student's education records.
- B. The intent of the District to limit the disclosure of personally identifiable information contained in a student's education records, including disciplinary records, except by the prior written consent of the parent or eligible student or under certain limited circumstances as permitted by the FERPA, the USA PATRIOT Act or the ESSA.
- C. The right of the parent or eligible student to seek to correct parts of the school education records that the student or the parent believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the District decides not to alter it according to the parent's or eligible student's request.
- D. The right of the parent or eligible student to file a complaint with the U.S. Department of Education if they believe the District has violated the FERPA.

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act (FERPA) and this procedure [34 C.F.R. 99.7 and 300.613]. The notice shall also include:

- A. The procedure for exercising the right to inspect and review education records.
- B. The procedure for requesting amendments of education records that the parent or eligible student believe to be inaccurate, misleading or otherwise a violation of the student's privacy rights.
- C. The conditions when prior consent is not required, the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

Directory Information:

- A. Except as provided in subsection B of A.R.S. [15-142](#), a school may *only* disclose directory information relating to students, in accordance with state and federal law, if the school first notifies the parent or eligible student of all of the following:
 - 1. The types of information that the school has designated as directory information.
 - 2. The right of the parent or eligible student to refuse the school's designation of any or all of the types of information about the student as directory information.
 - 3. The period of time within which a parent or eligible student must notify the school in writing that the parent or eligible student does not want any or all of the types of information about the student designated as directory information.
- B. Except as required by state or federal law, a school may not disclose the address, telephone number or e-mail address of a student unless either:
 - 1. The parent or eligible student has affirmatively consented in writing to the disclosure; or
 - 2. The parent or eligible student ³⁰⁸has not opted out of the disclosure pursuant to subsection A of A.R.S. [15-142](#) and the disclosure is either:

- a. To one (1) or more students who are enrolled in the school and for educational purposes; or
- b. To school employees and for school business purposes.

If the School District ~~permits~~ allows the release of directory information relating to ~~pupils~~, students, subject to subsections A and B of A.R.S. [15-142](#), the information shall be released on or before October 31 of each year.-

The Superintendent shall develop procedures to communicate to students and their parents ~~in a timely manner~~ information relating to access to the Arizona Department of Education form which is designed to allow ~~pupils~~ parents and eligible students to request that directory information not be released pursuant to the Elementary and Secondary Education Act (ESEA) as reauthorized by the Every Student Succeeds Act of 2015 (ESSA).

~~Adopted: May 9, 2017~~

Definition

For the purposes of this section, "eligible student" means a student who is at least eighteen (18) years of age or is emancipated.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-141](#)

[15-142](#)

[15-828](#)

[15-829](#)

[25-403.06](#)

[44-1373](#)

10 U.S.C. 503

20 U.S.C. 1232

20 U.S.C. 1400 *et seq.*, Individuals with Disabilities Education Act

20 U.S.C. 6301 *et seq.*, Every Student Succeeds Act of 2015

20 U.S.C. 7908

34 C.F.R. 300

CROSS REF.:

[IHB](#) - Special Instructional Programs

[JF](#) - Student Admissions

[JFAB](#) - Admission of Nonresident Students

[JLH](#) - Missing Students

[JRCA](#) - Request for Transfer of Records

Compare Policy Advisory "JR-R ©" to Policy in Manual

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

JR-R ©

REGULATION

STUDENT RECORDS

This ~~procedure~~-regulation is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities in Education Act (IDEA). All personnel in the District are expected to fulfill the requirements of policy and the following procedures in order to protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages [34 C.F.R. 300.612].

The Superintendent has the responsibility for ensuring the confidentiality of any personally identifiable information [34 C.F.R. 300.612].

All rights and protections given parents under the FERPA and this ~~procedure~~-regulation transfer to the student upon reaching age eighteen (18) except where the student continues as a dependent under specified circumstances, or enrolling in a postsecondary school. The student then becomes an "eligible student" [34 C.F.R. 99.5 and 300.625].

Definitions

For the purpose of ~~the procedure~~this regulation, the District has used the following definitions of terms:

- A. *Student* - Any person who attends or has attended a program of instruction sponsored by the District and for whom the District maintains education records.
- B. *Eligible student* - A student who ~~has reached age~~ is at least eighteen (18) years of age or is ~~attending a postsecondary school~~ emancipated.
- C. *Parent* - Either the natural parent of a student, unless the parent's rights under the FERPA have been removed by a court order, statute, or other legal document, or a guardian, or an individual acting as a parent or guardian in the absence of the student's parent or guardian. The District may presume that the parent has the authority to inspect and review education records relating to his or her child unless the District has been advised that the parent does not have authority under applicable law.
- D. *Education records* - Any information directly related to a student recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm or microfiche, that is maintained by the District, an employee of the District, or any agent of the District except:

1. Personal records kept by an employee of the District that meets the following tests:

- a. It is used only as a personal memory aid.

- b. It is kept in the personal possession of the individual who made it.
 - c. It is not accessible and has never been revealed to any other person except the employee's temporary substitute.
2. Medical treatment records maintained for "eligible students."
 3. Records collected and maintained by a law enforcement unit of the school.
 4. Records containing only information about a person after that individual is no longer a student in the District.
 5. An employment record that is used only in relation to a student's employment by the District. (*Employment for this purpose does not include activities for which a student receives a grade or credit in a course.*)
 6. Related alumni records after the student no longer attends classes provided by the District, and the records do not relate to the person as a student.

E. *Personally identifiable information* - Any data or information that makes the subject of a record known. This includes the student's name, the name(s) of the student's parent(s) or other family member(s), the student's address, the student's Social Security number, a student number, a list of personal characteristics, or other information that would make the student's identity easily traceable.

F. *Signed and dated written consent* - May include a record and signature in electronic form that:

1. Identifies and authenticates a particular person as the source of the electronic consent.
2. Indicates such person's approval of the information contained in the electronic consent.

Locations of Education Records

A list of types and locations of education records collected, maintained, or used will be provided to the parents on request [34 C.F.R. 300.616]. See Exhibit JR-EA.

Procedure to Inspect Education Records

Parents of a student, the designated representative of the parents, and an eligible student may inspect and review the student's education records that are collected, maintained, or used by the District [34 C.F.R. 300.501]. In some circumstances it may be mutually more convenient for the record custodian to provide copies of records. Charges for the copies of records will be costs of copying unless the fee would effectively prevent the parent from exercising rights to inspect and review those records [34 C.F.R. 300.613 and 300.617].

Since a student's records may be maintained in several locations, the school principal will offer to collect copies of records or the records themselves from locations other than a student's school so they may be inspected at one (1) site. However, if parents and eligible students wish to inspect records where they are maintained, the school's principal will make every effort to accommodate their wishes.

Parents, the designated representative of the parents, or the eligible student should submit to the student's school principal a signed and dated written request that identifies as precisely as possible the record or records wanted for inspection. The District will respond to any request without unnecessary delay before any meeting regarding any individual education program or hearing relating to the identification, evaluation, placement of a student, or the provision of a free appropriate public education, and in no case more than forty-five (45) days after the request has been made [34 C.F.R. 300.613 and 99.10]. See Exhibit JR-ED.

The principal, or other education records custodian, will contact the parent of the student or the eligible student to discuss how access will be best arranged (e.g., copies, at the exact location, or records brought to a single site).

Parents have the right, upon reasonable request, for explanations and interpretations of the information contained in the records and a right to request copies of the records containing the information, if not in violation of stated policy of FERPA. Parents have the right to have a representative of the parent to inspect and review the records [34 C.F.R. 300.613 and 99.10].

The principal, or other education records custodian, will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in forty-five (45) days or less after receipt of the request for access [34 C.F.R. 300.613].

If for any valid reason, such as working hours, distance between record location sites, or health, the parent or eligible student cannot personally inspect and review a student's education records, the District will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records [34 C.F.R. 300.613 and 99.10].

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students [34 C.F.R. 300.615, 99.5 and 99.12].

Fees for Copies of Records

All records subject to disclosure under this procedure shall be available for inspection free of charge. If copies are desired, they shall be furnished by the District to the parent or eligible student on request and free of charge. Additional copies may be sent to other schools or agencies without charge. However, the District reserves the right to charge up to thirty-five cents (35¢) per page for multiple or excessive requests. Copies of available records shall be produced as promptly as possible upon receipt of the request. No fee will be charged for search and retrieval of records [34 C.F.R. 300.617 and 99.11].

The District will provide copies of records:

- A. When the refusal to provide copies effectively denies access to the records by the parent or eligible student [34 C.F.R. 300.617].
- B. At the request of the parent or eligible student, when the District has provided the records to third parties by the prior consent of the parent or eligible student.
- C. At the request of the parent or eligible student when the District has forwarded the records to another school where the student seeks or intends to enroll.

Directory Information

Personally Identifiable

Information

The District designates the following personally identifiable information contained in a student's education records as "directory information" and may disclose that information without prior written consent [20 U.S.C. 1232g(a)(5)(A)]:

- A. The student's name.
- B. The student's address.
- C. The student's telephone listing.
- D. The student's date and place of birth.
- E. The student's electronic mail address.
- F. The student's photograph.
- G. The student's grade level.
- H. The student's major field of study.
- I. ~~The~~ The student's dates of attendance.
- J. ~~The~~ The student's enrollment status (e.g., part time or full time).
- K. The student's participation in officially recognized activities and sports.
- L. The student's weight and height if a member of an athletic team.
- M. The student's honors and awards received.
- N. The student's most recently attended educational agency or institution.

Within the first three (3) weeks of each school year the District will publish in a District communication or send home with each student the above list, or a revised list, of the items of directory information designated as directory information. For a student who enrolls after the notice is published, the list will be given to the parent or eligible student at the time and place of enrollment. See Exhibit JR-EB.

After the parents or eligible student have been notified, they will have two (2) weeks to advise the District in writing (a letter to the Superintendent's office) of any or all of the items they refuse to permit the District to designate as directory information about that student.

According to state and federal law if the Governing Board permits the release of directory information relating to students to persons or organizations who inform students of educational or occupational opportunities, then the Governing Board shall provide access to directory information on the same basis to military official recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them.-

Refusal to Release Personally

Identifiable Information

Directory information shall be released on or before October 31 of each year unless the parent or eligible student requests in writing to the District (a letter to the Superintendent's office within two [2] weeks after notification) not to release directory information to any person or organization without prior signed and dated written consent. The District shall distribute a form, separate from any other form, designed and provided to districts by the Arizona Department of Education allowing ~~pupils~~-students to request that directory information not be released. If the District distributes materials to ~~pupils~~-students through electronic communication or on an internet website, the form may be distributed in the same manner.-

A person who is wrongfully denied access to directory information or access to school buildings, school grounds or other property may notify the Department of Education, which shall report the alleged violation to the United States Department of Education. If the parent or eligible student refuses to allow the release of directory information without prior signed and dated written consent, then the District will not provide military recruiters, upon request, directory information containing the student's name, addresses and telephone listings.

Permission to Release Personally

Identifiable Information

At the end of the two (2)-week period, if the parent or eligible student has not returned the form indicating refusal to allow the release of directory information, the District will assume it has their permission to release the above-mentioned information.— **The Governing Board shall provide the student with a transcript release form that allows the student to designate in separate check boxes whether the transcript is to be released to postsecondary institutions, the militia of this state or the armed services of the United States, or to any combination of these entities.**

This designation will remain in effect until it is modified by the prior signed and dated written direction of the parent or eligible student. The student's records will be appropriately marked by the records custodian to ensure compliance with the parents' or eligible student's request.

Use of Student Education Records

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The District will use the following criteria to determine who are school officials [34 C.F.R. 99.31]:

- A. A person duly elected to the Board (under limited circumstances).
- B. A person certificated by the state and appointed by the Board to an administrative or supervisory position.
- C. A person certificated by the state and under contract to the Board as an instructor.
- D. A person employed by the Board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of such performance as a substitute.
- E. A person employed by or under contract to the Board to perform a special task, such as a secretary, a clerk, the Board attorney, or auditor, for the period of such performance as an employee or contractor.

District officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so [34 C.F.R. 99.32]. A "legitimate educational

interest" is the person's need to know in order to:

- A. Perform an administrative task required in the school employee's position description approved by the Board.
- B. Perform a supervisory or instructional task directly related to the student's education.
- C. Perform a service or benefit for the student or the student's family, such as health care, counseling, student job placement, or student financial aid.

Records of students placed in special educational programs will be under the direct supervision of the program administration. All persons collecting or using personally identifiable information in records of students determined to be a student with a disability will receive training or instruction regarding Arizona's policies and procedures for the protection of these records at the collection, storage, disclosure, and destruction stages in accordance with FERPA and IDEA [34 C.F.R. 300.623].

The District will maintain for public inspection a current listing of the names and positions of employees who have access to personally identifiable information maintained on students placed in special education [34 C.F.R. 300.623]. When the information maintained in these records is no longer needed to provide educational services to the student, the District will notify the parents of their right to have the personally identifiable information destroyed [34 C.F.R. 300.624]. However, a permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed will be maintained [34 C.F.R. 300.624]. Destruction of records will be accomplished in accordance with the requirements of Arizona law and regulations of the Department of Library, Archives, and Public Records [34 C.F.R. 300.623].

The District will release information from or permit access to a student's education records only with a parent's or eligible student's prior signed and dated written consent, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure [34 C.F.R. 99.30, 99.31, 99.34, and 99.37]:

- A. When a student seeks or intends to enroll in another school district or a postsecondary school the District will not further notify parents or eligible students prior to such a transfer of records. Parents and student have a right to obtain copies of records transferred under this provision. See Exhibit JR-EC.
- B. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the District.
- C. To parties who provide or may provide financial aid to a student to:
 - 1. Establish the student's eligibility for the aid.
 - 2. Determine the amount of financial aid.
 - 3. Establish the conditions for the receipt of the financial aid.
 - 4. Enforce the agreement between the provider and the receiver of financial aid.
- D. If a state law adopted before November 19, 1974, required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials.

E. If a state law adopted before November 19, 1974, required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials of the juvenile justice system and the officials certify in writing that the information will not be disclosed to any other party, except as provided under state law, without prior signed and dated written consent of the parent or the eligible student.

F. When the District has entered into a written agreement or contract for an organization to conduct studies on the District's behalf to develop tests, administer student aid, or improve instruction.

G. To accrediting organizations to carry out their accrediting functions.

H. To parents of an eligible student if the parents claim the student as a dependent as defined by the Internal Revenue Code of 1954.

I. ~~To~~ To comply with a judicial order or lawfully issued subpoena. The District will make a reasonable effort to notify the parent or the eligible student before making a disclosure under this provision unless directed otherwise by a court of competent jurisdiction.

J. ~~To~~ To comply with an *ex parte* order from a court of competent jurisdiction requiring the District to permit the U.S. Attorney General or U.S. Attorney General's designee to collect education records in the possession of the District that are relevant to an authorized investigation or prosecution of an offense listed in 18 U.S.C. 2332b(g)(5)(B) for an act of domestic or international terrorism as defined in 18 U.S.C. 2331. An *ex parte* order is an order issued by a court of competent jurisdiction without notice to the adverse party. A disclosure pursuant to an *ex parte* order will not be recorded as a disclosure of information from a student's education records by the District.

K. If the District initiates legal action against a parent or student, the District may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the District to proceed with the legal action.

L. If a parent or eligible student initiates legal action against the District, the District may, without a court order or subpoena, disclose the student's education records that are relevant for the District to defend itself.

M. To comply with the request of authorized law enforcement officials conducting an investigation of acts of terrorism.

N. The disclosure is in connection with a health or safety emergency. Time is an important and limiting factor in determining whether the disclosure is in connection with a health or safety emergency. The District will permit any school official to make the needed disclosure from student education records in a health or safety emergency if:

1. The official deems the disclosure is warranted by the seriousness of the threat to the health or safety of the student or other persons.
2. The information is necessary and needed to address the emergency.
3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency.

O. The District may release student attendance, disciplinary, and other education records to a law enforcement agency and county attorney pursuant to an intergovernmental agreement between the District, the law enforcement agency, the county attorney, and

other state, local, or tribal government agencies to create a local or tribal juvenile justice network for the purpose of:

1. providing appropriate programs and services to intervene with juveniles currently involved in the juvenile justice system.
2. providing appropriate programs and services designed to deter at-risk juveniles from dropping out of school or other delinquent behavior.
3. increasing the safety and security of the community and its children by reducing juvenile crime.

P. Education records provided pursuant to an intergovernmental agreement entered into in accord with the above provisions shall be used solely for the purposes of the agreement and shall not be disclosed to any other party, except as provided by law.

A District school official may release information from a student's education records, other than directory information, to a third party if the parent or the eligible student gives prior signed and dated written consent for the disclosure and the third party agrees that the information will not be disclosed to any other party without the prior consent of the parent or eligible student. The signed and dated written consent must include at least:

- A. A specification of the records to be released.
- B. The reasons for the disclosure.
- C. The person or the organization or the class of persons or organizations to whom the disclosure is to be made.
- D. The signature of the parent or eligible student.
- E. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The parent or the eligible student may obtain a copy of any records disclosed under this provision, unless otherwise provided.

Records of Requests for Access and Disclosures Made from Education Records

The District will maintain an accurate record of all requests for it to disclose information from or to permit access to a student's education records, and of information it discloses and access it permits, with some exceptions as listed below. This record will be kept with, but will not be a part of, each student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, or local officials for the purpose of auditing or enforcing federally supported educational programs [34 C.F.R. 99.32]. See Exhibit JR-EE.

The record will include at least:

- A. The name of the person, organization or agency that made the request.
- B. The interest the person, organization or agency had in the information.
- C. The date the person, organization or agency made the request.

D. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The District will maintain this record as long as it maintains the student's education records. The record will not include requests for access or access granted to:

- A. the parent or eligible student,
- B. authorized law enforcement officials conducting an investigation of acts of terrorism,
- C. school officials who have a legitimate educational interest in the student,
- D. requests for or disclosures of information contained in the student's education records if the request is accompanied by or authorized by the prior signed and dated written consent of the parent or eligible student, or
- E. for requests for or disclosures of directory information designated for that student.

**Procedures to Seek to Correct
Education Records
[34 C.F.R. 99.20 and 99.21]**

Parents of students and eligible students have a right to seek to change any part of the student's record they believe is inaccurate, misleading, or in violation of student rights [34 C.F.R. 300.618 and 99.20]. (*Note:* Under the FERPA, the District may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term *incorrect* will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term *correct* will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term *requester* will be used to describe the parent of a student or the eligible student who is asking the District to correct a record.

To establish an orderly process to review and correct education records for a requester, the District may make a decision to comply with the request for change at several levels in the procedure [34 C.F.R. 300.618 and 99.20].

First-level decision. A parent of a student or an eligible student who finds an item in the student's education records that appears to be inaccurate, misleading, or in violation of student rights should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the record to the requester's satisfaction or the record does not appear to be obviously incorrect, the custodian will:

- A. Provide the requester a copy of the questioned record at no cost.
- B. Ask the requester to initiate a written request for the change.
- C. Follow the procedure for a second-level decision.

Second-level decision. The written request³¹⁸ to correct a student's education records through the procedure at this level should specify the correction the requester wishes the District to

make. It should at least identify the item thought to be incorrect and state whether the requester believes the item:

- A. Is inaccurate and why,
- B. Is misleading and why, or
- C. Violates student rights and why.

The request will be dated and signed by the requester.

Within two (2) weeks after receiving a written request, the record custodian will study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the District's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, a decision is reached that the record should be corrected, the record custodian will affect the change and notify the requester, in writing, of that action. Each such notice will include an invitation for the requester to inspect and review the student's education records to make certain the record is in order and the correction is satisfactory.

If a decision is reached that the record is correct, the custodian will make a written summary of any discussions with other officials and of the findings in the matter. This summary and a copy of the written request will be transmitted to the Superintendent.

Third-level decision. The Superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney or the Board (in executive session unless otherwise requested by parent[s]). The Superintendent will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two (2) weeks. If it will take longer, the Superintendent will notify the requester in writing of the reasons for the delay and a date when the decision will be made.

If the Superintendent decides the record is incorrect and should be changed, the record custodian will be advised to make the changes. The record custodian will advise the requester of the change.

If the Superintendent decides the record is correct, a letter to the requester will be prepared that will include [34 C.F.R. 300.619 and 99.20]:

- A. The District's decision that the record is correct and the basis for the decision.
- B. A notice to the requester explaining the requester's right to ask for a hearing to present evidence that the record is incorrect and that the District will grant such a hearing.
- C. Instructions for the requester to contact the Superintendent to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing. (The District will not be bound by the requester's positions on these items but will, as far as possible, arrange the hearing as the requester wishes.)
- D. Advice that the requester may be represented or assisted in the hearing by other parties, including an attorney, at the requester's expense.

Fourth-level decision. After the requester has submitted (orally or in writing) any wishes concerning the hearing officer and the time and place for the hearing, the Superintendent will, within one (1) week, notify the requester when and where the District will hold the hearing and whom it has designated as the hearing officer [34 C.F.R. 300.621, 99.21, 99.22, and 99.34].

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education records is incorrect as shown in the requester's written request for a change in the record (second level).

Within one (1) week after the hearing, the hearing officer will submit to the Superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit recommendations, based solely on the evidence presented at the hearing, that the record should be changed or should remain unchanged.

The Superintendent will prepare the District's decision within two (2) weeks after the hearing. That decision will be based on the summary of the evidence presented at the hearing and on the hearing officer's recommendation. However, the District's decision will be based solely on the evidence presented at the hearing. Therefore, the Superintendent may overrule the hearing officer if the hearing officer's recommendation is deemed inconsistent with the evidence presented. As a result of the District's decision, the Superintendent will take one (1) of the following actions:

A. If the decision is that the District will change the record, the Superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester ~~as~~ at the second-level decision [34 C.F.R. 300.620 and 99.21].

B. If the decision is that the District will not change the record, the Superintendent will prepare a written notice to the requester that will include [34 C.F.R. 300.620 and 99.21]:

1. The District's decision that the record is correct and will not be changed.
2. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the District's decision.
3. Advice to the requester that an explanatory statement may be placed in the student's education records stating the reasons for disagreement with the District's decision and/or the reasons for believing the record to be incorrect.

Final administrative step in the procedure. When the District receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education records as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record and whenever the questioned part of the record is disclosed the explanatory statement will also be disclosed [34 C.F.R. 300.620 and 99.21].

Annual Notification to Parents Regarding Confidentiality of Student Education Records [34 C.F.R. 300.612]

Dear Parent:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

The Governing Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;

Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT);

Every Student Succeeds Act of 2015 (ESSA);

The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and

Arizona Revised Statutes, Title 15, sections 141 and 142.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students' records maintained by the District may include - but are not necessarily limited to, identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained in the office of the District under the supervision of the school administrator and are available only to the teachers and staff members working with the student. Upon request, the District discloses education records, including disciplinary records, without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior signed and dated written consent of the parent [34 C.F.R. 99.7]. The signed and dated written consent may be in electronic form under certain conditions [34 C.F.R. 99.30].

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two (2) years after the date your child was last enrolled in this school district.

You have the right to inspect and review any and all records related to your child within forty-five (45) days of the day of receiving a request for access, including a listing of persons or organizations who have reviewed or have received copies of the information [34 C.F.R. 99.7]. Parents who wish to review their children's records should contact the principal for an appointment or submit to the principal a written request that identifies the record(s) you wish to inspect. District personnel will make arrangements for access and notify you of the time and place where the records may be inspected. District personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be costs of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

You have the right to request that an amendment be made to the student's education records and to add comments of your own if you believe information in the record file is inaccurate or

misleading [34 C.F.R. 99.7(a)(1)]. You should write the principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by you, the District will notify you of the decision and advise you of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.

You have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Copies of the District student education records confidentiality policies and procedures may be reviewed in the assigned office in each school [34 C.F.R. 99.7]. You have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the District to comply with the requirements of FERPA [34 C.F.R. 99.7]. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

HR

TEACHER ~~EMPLOYEE~~ ADVISORY GROUP DELIBERATIONS

Introduction

The Governing Board recognizes that improving the educational welfare of the students of the District is the District's chief goal.

The Governing Board further recognizes that the character of the education offered the students of the District depends to a large degree upon the quality and morale of ~~the teaching staff~~ District employees.

The Governing Board further recognizes that teaching is a profession, that members of this profession have specialized educational qualifications, and that their participation in policy development on matters relative to the professional services of teachers is important to the success of school programs. Similarly the Governing Board recognizes that non-teaching employees have specialized qualifications and skills that contribute to the success of school programs, and as such, the participation of these employees in relevant policy development is valued.

The Governing Board is charged by law with the authority to manage and direct the operation of the District.

The Governing Board recognizes the benefit to ~~teachers~~ employees and students of deliberating in good faith with ~~teachers~~ employees to reach mutually satisfactory agreements when possible, about matters of mutual concern.

The Governing Board recognizes ~~and that~~ with certain legal limitations, ~~that~~, it may recognize an organization to provide representation for ~~any group or category of~~ employees. Deliberations must include a fair and equitable representation of ~~teachers~~ employees if requested or willed by the employees.

Therefore, the Governing Board establishes the following policy:

Definitions

Unless otherwise indicated, the following terms have the following meanings:

District means the Flowing Wells Unified School District.

Board means the Governing Board of the District.

Certificated Teacher(s) means all full-time regularly employed certificated teachers of the District as defined by A.R.S. 15-501(2).

Commission means the ~~Teacher~~ Employee Advisory Group established by this instrument.

Good Faith means that the parties will confer with each other openly and fairly with proper authority for deliberation and agreement in the meet-and-confer process, and will sincerely endeavor to reach agreement.

District Representatives include the Superintendent or his officially designated representative(s) who are members of the Commission.

Teacher Employee Representatives include the members of the Commission appointed or selected by the teachers employees.

Matters of Mutual Concern

Matters of mutual concern in deliberations by the ~~Teacher~~ Employee Advisory Group shall be limited to the following:

- Salary or wage rates or other forms of direct monetary compensation;
- Sick leave, vacation leave, sabbatical leave, and other paid or unpaid leaves of absence;
- Insurance benefits for employees;
- Communication regarding hiring, staffing, and other employee working conditions;
- Discussing representative recognition clauses;
- The method used to classify employees into a bargaining unit;
- Deduction of dues for a recognized employee organization;
- Protection of employees from discrimination because of their participation in recognized employee organizations;
- General savings clauses, including credit union;
- Duration of meet-and-confer process; and
- Safety.

Status of the Board

Governing Body

The Board, under the law of Arizona, is the governing body of the District.

Final Responsibility

The Board has the final responsibility of establishing policies, rules, and regulations for the District.

No Impairment of Rights

Notwithstanding any other provision in this policy, none of the lawful rights, powers, authority, and duties of the Board shall be impaired, reduced, destroyed, or affected in any way by this policy.

The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself without limitation all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Arizona, and of the United States, including, but without limiting the generality of the foregoing, the right:

- To the executive management and administrative control of the District and its properties and facilities, and the employment activities of ~~teachers~~ **employees**.
- To hire all employees and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion, and to promote, reassign, and transfer all such employees as deemed necessary in the best interest of the Board and the District.

Formation of Commission (~~Teacher~~ **Employee Advisory Group)**

Deliberation on matters of mutual concern as defined above shall be by means of a Commission, formed pursuant to this policy and entitled "~~Teacher~~ **Employee** Advisory Group." Up to five (5) members, each of whom must be a ~~full-time certificated teacher employed by the Board~~ **a current employee of the District**, may be selected by ~~teachers~~ **employees** to represent ~~the teachers~~ **employees**, and the Superintendent shall appoint up to five (5) members to represent the District on the Commission.

Selection of Exclusive ~~Teacher~~ **Employee Representative Organization**

Representation or recognition of an organization selected by and for ~~teacher~~ **employees** shall be permitted in accordance with this policy.

The Board shall accept and recognize the Flowing Wells Education Association (FWEA) as the sole organizational representative of ~~teachers~~ **employees.**

If employees desire to select a different organization to be recognized by the Board, ~~the~~ Board shall accept and recognize as the sole organizational representative of ~~teachers~~ **employees** the professional organization which obtains a plurality of the votes cast at an election duly called and held in accordance with procedures provided in this policy, provided that the entire cost of the election will be borne equally by the challenging organization or organizations. A security deposit shall be paid in advance by all organizations on the ballot sufficient to cover the cost of the election. Procedures for selection of the representing organizations shall be as follows:

- If more than one (1) ~~teachers~~ employee organization exists and the organizations reach an agreement on the composition of the ~~teacher~~ **employee** representatives to the ~~Teacher~~ **Employee** Advisory Group, the Board may recognize the representatives for that purpose. One (1) membership on the Commission shall be provided for each twenty percent (20%) of the ~~teachers~~ **employees** requesting representation by an organization.
- Upon written request by at least one-third (1/3) of the District's ~~teachers~~ employees, the Board will arrange for an election to determine which organization, association, or group may represent the ~~teachers~~ **employees** on the ~~Teacher~~ **Employee** Advisory Group. Results of such an election must be by secret ballot and must be validated and reported to the Board not later than May 15 of any year. The association or organization receiving the most votes shall be recognized as indicated above and authorized by the Board for representation. The representation shall be for a period of not less than two (2) years, after which, upon written request as specified above, another election may be held.
- Any organization may be placed on the ballot upon presentation of a written request and signatures of ten percent (10%) of the District ~~teachers~~ **employees**. A neutral third party as mutually agreed upon by the District administration and current ~~Teacher~~ **Employee** Advisory Group shall manage and direct the election process. The Board and administrators shall not participate nor interfere with the election except to facilitate its implementation. Electioneering and campaigning shall not interfere with or impede normal school operations.

Composition and Operations of the Commission (~~Teacher~~ **Employee Advisory Group)**

Formation

The Commission previously defined in this instrument, consisting of District and ~~teacher~~ **employee** representatives, shall be formed and reestablished every ~~two~~ **year** as required.

Each ~~teacher/District~~ group being represented on the Commission shall ~~may~~ appoint ~~one~~ **(1)** an alternate who may attend only those meetings where a regular member of the Commission is unable to be in attendance. **Upon mutual agreement, each group may invite special representatives to a meeting in cases in which the special representative would provide meaningful insights to the work of the Commission.**

Teacher **Employee** Representation

The ~~teacher~~ **employee** members of the Commission shall be selected as indicated above and appointed by the executive committee of the organization entitled to representation. Any representative so appointed shall hold office at

the pleasure of the organization and until a successor has been duly appointed. Not more than five (5) ~~teacher~~ **employee** representatives shall serve on the Commission.

District Representatives

The District representatives of the Commission shall be appointed by the Superintendent. Any representative so appointed shall hold office at the pleasure of the Superintendent and until a successor has been duly appointed. Not more than five (5) District representatives shall serve on the Commission.

Authority

The Commission shall have authority:

- To consider, study, and discuss all matters placed upon its agenda;
- To procure competent professional and lay representatives to assist in considering matters placed upon its agenda, and utilize the services of education consultants;
- To discuss and endeavor to reach agreement on matters placed on the agenda;
- When agreement has been reached, to reduce it to writing for recommendation to the Board; and
- To do such other things as may be reasonable, necessary, or incidental to the full exercise of this authority.

Costs

If deemed necessary by both parties, any ~~Teacher~~ **Employee** Advisory Group costs shall be shared equally by the ~~teacher~~ **employee** representatives and the District.

Meet - and - Confer Procedure

Meetings and Agenda

The meetings covering matters of mutual concern shall be held ~~between January 15 and May 1~~ **throughout the year on a schedule established by mutual agreement of a majority of the members of the Commission.** ~~Extension of the discussion period beyond May 1 may be made only by approval of the Board. No contracts shall be issued when the Commission is meeting within the dates herein specified.~~

Other meetings of the Commission may be called at the request of the Superintendent **or other members of the commission**, who shall state the

reasons for the request. The time and place of each meeting of the Commission shall be set by mutual agreement of a majority of the members of the Commission provided that no intervention in the normal working day occurs unless previously approved by the Superintendent. To the extent permitted by law, unless individuals are invited by the Commission, meetings will be closed meetings with only members of the Commission in attendance. The agenda will be mutually set by the District and ~~teacher~~ **employee** representatives, and action may proceed only if a majority is present.

Meeting Summarization

A summary of progress may be made at the conclusion of each meeting and shall be agreed upon by both parties. A copy shall be furnished **available** to each member of the Commission.

No news releases on Commission progress or deliberations will be given to news media or others without approval by the Commission, and then given out only in a manner prescribed by the Commission. This shall not preclude or limit by rights of communication or expression by any parties represented on the Commission.

Meet-and-Confer in Good Faith

The Commission shall promptly and diligently consider, study, and discuss every matter appearing on its agenda; shall discuss and confer in good faith on each matter; and shall make reasonable efforts to reach agreement on each matter.

Information

The Commission shall have all available information as will assist the Commission upon request.

Consensus

A consensus may be reached only in the following manner:

- It must be approved by a majority vote of the ~~teacher~~ **employee** members of the Commission.
- It must be approved by a majority vote of all District representatives.
- It shall then be reduced to writing and submitted to all members of the Commission.

Upon arrival by both the District and the ~~teacher~~ **employee** representatives, it shall be submitted to the Board for consideration. If approved by the Board, such action shall be publicly announced and shall be put into effect by the Superintendent.

Rules

The Commission is authorized to recommend adoption and amendments of rules of procedure consistent with the provisions of this instrument. All proceedings shall be conducted in an informal manner without the use of strict rules of evidence or other technicalities, and with the main objective of fulfilling the intent of this policy.

Released Time

~~Certificated teachers~~ **Employees** may be released at reasonable times, from all school duties without loss of pay when regular meet-and-confer sessions are scheduled during the school day, if their attendance at such meetings is reasonably necessary, and if approved by the Superintendent.

Amendment

If the Commission desires to change any provision of this policy, it shall notify the Board and shall specify in writing the changes desired. Upon such notice, the Board shall consider modification. Modifications are final when approved by the Board.

Nothing in this policy shall deny or restrict any employee's right to represent himself before the Board, or utilize traditional methods of communication with the Board (e.g., call to audience, letters to Board members) to express the employee's point of view on any matter, including wage and fringe benefit issues. Nothing contained herein shall be construed to deny or restrict any employee in the rights he may have under any law or regulations. This policy shall not be used to discriminate on the basis of race, creed, sex, marital status, grade level, or subject field toward any ~~teacher~~ **employee**.

Adopted: ~~date of Manual adoption~~ **(new date of adoption)**

Regulation HR-R

EMPLOYEE REPRESENTATIVE ORGANIZATION RIGHTS AND RESPONSIBILITIES

As described in Policy HR, the Governing Board may recognize an employee representative organization whose members serve on an Employee Advisory Group for the purpose of discussing matters of mutual concern with representatives of the District as part of the meet-and-confer process. The Board recognizes the Flowing Wells Education Association (FWEA) as this employee representative organization.

As the employee representative organization recognized by the Board, FWEA may utilize District resources for the purposes outlined in Policy HR and for the purpose of representing employees' interests and rights in the implementation of Board policies.

Examples of acceptable communication and representation activities by FWEA are provided below. These examples are provided for reference and are not an exhaustive list. So far as communication does not interfere with employees' established work responsibilities and is not political in nature, employees may utilize district resources and engage in these communication activities during their regular hours of employment. Employees shall not engage in activities and communication that are political in nature during their regular work day, nor shall district resources be used to engage in these activities; examples include but are not limited to the following: activities to influence the outcome of an election; advocating for or against a candidate for elected office or a current elected official; advocating for or against legislation under consideration for adoption or revocation by an elected body.

- Meetings: FWEA may use District facilities upon approval of the building administrator. Meetings shall occur outside regular work hours and shall not interfere with employees' work duties or other District activities. Meetings may occur during an employee's planning time or lunch time.
- Mail Boxes and In-District Mail Services: FWEA members may place materials in employee mailboxes upon notification of the building administrator. Materials provided to all staff at a site shall also be provided to the building administrator. In-District mail services may be used to distribute materials to other sites within the District. FWEA shall pay the cost of any out-of-District mailings related to its activities.
- Bulletin Boards: Upon request to a site administrator, FWEA shall be provided bulletin board space in the site employee lounge or comparable area, as determined by the site administrator, for the purpose of posting FWEA materials and information by authorized FWEA representatives.
- Email: FWEA may utilize District email services. FWEA communications emailed to all staff at a site shall be copied to the site administrator.

- Requests for Information: Upon request to a site or District administrator, FWEA shall receive access to relevant information that already exists or is easily assembled, such as the following: lists of employee data including names, positions, sites, and email addresses; anonymous and/or average compensation data; anonymous and/or average climate survey results.
- Employee Representation: Employees may request that a witness or representative be included in meetings with their supervisors regarding discipline, performance, or compensation. The role of the representative is as an observer, although the representative may ask clarifying questions or provide relevant information to the discussion. A representative may serve this role during regular work hours without the use of personal leave as long as the representative collaborates with the site administrator to ensure coverage of essential work responsibilities during this time. Employees are entitled to representation, and neither the employee nor the employee representative shall be cited for insubordination for matters associated with the routine request for and/or scheduling of representation during meetings with administrators.

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

G-4 Agenda Item Number	July 22, 2025 Board Meeting Date
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Item: Information and Discussion of Federal Funding Freeze

Submitted By: Dr. Kevin Stoltzfus Date: July 21, 2025

Will Be Presented By: Dr. Kevin Stoltzfus

District administration presents for review information related to the June 30, 2025, announcement by the federal government of freezes to several grants from the United States Department of Education (USED) that total \$6.8 billion nationally. In Flowing Wells, this federal action translates to a freeze on approximately \$935,000 in funding across four different grants. On July 18, the federal government announced the release of a portion of these grant funds specific to Title IV-B for 21st Century Community Learning Centers (21CCLC), known in Flowing Wells as our "Skills" programs. Our 21CCLC grants total \$570,000 for Fiscal Year 2025-2026. With the release of these funds, the District is able to commence with plans to launch our after-school Skills programs in grades K through 8 the week of August 18, 2025. We are continuing to advocate for the release of the remaining funding in Title II, Title IV-A, and Title III.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: _____ Superintendent: Kevin Stoltzfus

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

FLOWING WELLS SCHOOL DISTRICT
District Administration Center

MEMORANDUM

TO: Governing Board Members
FROM: Dr. Kevin Stoltzfus, Superintendent
RE: Federal Funding Freezes and the Impact to Flowing Wells
DATE: July 21, 2025

District administration presents for review information related to the June 30, 2025, announcement by the federal government of freezes to several grants from the United States Department of Education (USED) that total \$6.8 billion nationally. I am pleased to share that over the weekend, a portion of these grant funds were released—specifically, Title IV-B 21CCLC funds that support our after-school Skills programming in grades K-8. This is a win for our Flowing Wells students, families, and employees! We are excited to launch Skills at all elementary schools and FWJH the week of August 18. These programs provide safe, engaging, and enriching experiences that are transformational for our students—a result of the time and energy invested by so many FW colleagues.

The District had pursued these competitive 21CCLC grant funds last spring and received notice that we would be awarded \$570,000 for the 2025-2026 Fiscal Year. The funding for these programs had been approved by Congress and signed by the President in March of 2025, and once we received notice of our award, we began planning for the continuation of our excellent Skills programs. The loss of this funding would have been devastating to these programs. By design, these Title IV-B grants are “use it or lose it,” meaning funds are not allowed to be reserved for a rainy day or carried forward for use in future years. Consequently, no back-up opportunity exists to sustain Skills programming across the District. The federal funding freeze was announced on June 30—literally the day before the launch of the new fiscal year when the funds would have become available. With this announcement, Flowing Wells and thousands of other districts around the country were left scrambling to understand the impact, advocate for funding, and develop plans to communicate with employees and families. We engaged in advocacy efforts with lawmakers and through the media to tell our story and encourage the release of funds. I am grateful for the collective work of so many educators who helped portray an authentic picture of the meaningful impact of Title IV-B funding.

The remaining \$365,000 in grant funding that Flowing Wells will lose if these federal actions remain in effect derives from Title II, Title IV-A, and Title III. Title II grant funds are earmarked for professional development and would yield approximately \$188,000 for the District in FY2026. Title IV-A funds are earmarked for student support and academic enrichment and would yield an estimated \$115,000 in FY2026. In Flowing Wells, these grant dollars support our professional development initiatives, helping to pay employee salaries and benefits and covering the cost of substitute teachers while employees are engaged in professional learning activities. The funds also help to support our intervention programs for students who are below grade level academically. The fourth grant, Title III, is specific to programs that support students who are English language learners and would yield approximately \$62,000 in funding for Flowing Wells students in FY2026. These funds must be used as a supplemental resource to help our EL students achieve proficiency in English.

Funding from Title II, Title IV-A, and Title III historically have contributed to the salaries and benefits of employees whose work is specific to these grant-aligned areas. However, for FY2026, the District intends to utilize funds that we reserved in the FY2025 grants and carried forward into FY2026 to maintain critical programs and staffing.

District administration is continuing to advocate for the release of all federal education funds through communication with Arizona elected officials, writing to the White House, and communicating with policy groups and the media about the impact.

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

G-5
Agenda Item Number

July 22, 2025
Board Meeting Date

Item: Recommend Approval of Memorandum of Understanding (MOU) with
J. David Lowell Foundation

Submitted By: Dr. Kevin Stoltzfus Date: July 16, 2025

Will Be Presented By: Dr. Kevin Stoltzfus

District administration recommends approval to renew the MOU with the J. David Lowell Foundation for the continuation of the Lowell Math Scholars program, which provides eligible Flowing Wells students in accelerated mathematics courses with the opportunity to earn financial awards and scholarships.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: _____ Superintendent: Kevin Stoltzfus

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“Agreement”) is entered into this 31st day of July, 2025, between Flowing Wells Unified School District (the “District”) and the J. David Lowell Foundation (“Foundation”).

ACKNOWLEDGMENTS

A. The District is an Arizona public school district operating pursuant to Title 15 of the Arizona Revised Statutes.

B. Foundation is a private non-profit foundation that desires to offer students up to \$100 each for successful participation in accelerated math courses and up to a \$2500 scholarship each for successful participation in AP Calculus with corresponding post-secondary plans (collectively “Award”).

C. The District believes that Foundation’s Awards will benefit the District’s students by encouraging students to participate in and succeed in accelerated math courses.

D. The District and Foundation desire to enter this Agreement to permit Foundation to provide Awards to qualifying students with parental consent at no cost to the District.

THE PARTIES AGREE AS FOLLOWS:

1. Award Decision-Making. Foundation is solely responsible for deciding how to allocate Awards to students including how many Awards are given and for deciding which students will receive Awards. The District will work with the Foundation to help establish the criteria required for Students to qualify for Awards and to track participating Student achievement in the accelerated math courses. District personnel who identify students who may be qualified to receive Awards shall provide Foundation with information as to how to directly contact each identified student and their parent/guardian.

2. Parental Consent. The District is responsible for obtaining written parental consent before providing Foundation with student identifying information.

3. Cost. The District shall not be responsible for payment of any cost associated with the provision of the Awards.

4. Privacy. The District and Foundation shall abide by the requirements of the Family Educational Rights and Privacy Act (“FERPA”) in maintaining the confidentiality of student records and personally identifiable student information. The Parties agree that any disclosure and/or re-disclosure of student records shall be in compliance with the requirements of FERPA.

6. Term. This Agreement shall be deemed to have commenced on July 31, 2025, and shall terminate on June 30, 2026. Either Party may, upon thirty (30) days prior written notice to

the other party, elect to terminate this Agreement for any reason or no reason. This Agreement may also be terminated by either Party in the event of a conflict of interest pursuant to A.R.S. § 38-511, the provisions of which are deemed incorporated herein. This Agreement may be renewed upon written agreement of the Parties.

Flowing Wells Unified School District:

J. David Lowell Foundation:

By _____
Its Governing Board President

By _____
Its _____

Date July 23, 2025

Date _____

Approved at a Governing Board meeting held
on July 31, 2025.

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

G-6 Agenda Item Number	July 22, 2025 Board Meeting Date
Item: Discussion and Selection of a District Delegate for the Arizona School Boards Association's Delegate Assembly	
Submitted By: Dr. Kevin Stoltzfus	Date: July 17, 2025
Will Be Presented By: Dr. Kevin Stoltzfus	

Governing Board Members will discuss and select a delegate and possibly an alternate delegate to represent Flowing Wells as the District Delegate to the ASBA Delegate Assembly on September 6, 2025. The delegate would represent the Board's position regarding ASBA's proposed Political Agenda for 2025-2026 at the Delegate Assembly.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: _____ Superintendent: Kevin Stoltzfus

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

G-7 Agenda Item Number	July 22, 2025 Board Meeting Date
Item: Discussion and Possible Approval of Arizona School Boards Association's Proposed Political Agenda for 2025-2026	
Submitted By: Dr. Kevin Stoltzfus	Date: July 17, 2025
Will Be Presented By: Dr. Kevin Stoltzfus	

Arizona School Boards Association's Draft Political Agenda for 2025-2026 is presented for Governing Board discussion and possible approval. This agenda is a marked-up version of the prior year's agenda, with changes marked in red. The Board may consider action to approve in whole or in part the Draft Political Agenda.

Estimated Cost \$ _____ See Additional Information Attached

Recommended Action:

Approve Disapprove Table No Action Required

Division Head: _____ Superintendent: Kevin Stoltzfus

Board Action: M: _____ S: _____ A: _____ N: _____ C: _____



MEMORANDUM

MEMO TO: GOVERNING BOARD MEMBERS AND SUPERINTENDENTS

FROM: LUPE CASTRO, Governmental Relations Associate

DATE: July 10, 2025

SUBJECT: PROPOSED 2026 POLITICAL AGENDA AND DELEGATE ASSEMBLY PROCESS

Thank you for lending your voice to every public-school student in Arizona. Enclosed you will find ASBA's Vision, Mission, and Core Beliefs; and the proposed 2026 Political Agenda.

The Legislative Committee reviewed and discussed every submitted proposal at its meeting in June. Most boards indicated support for items included in the 2025 Political Agenda, and the committee appreciates your overwhelming support of ASBA's agenda to advance public education statewide.

This year, as was the case last year, we have presented the proposed Political Agenda as a marked-up version of the prior year's agenda. During the Delegate Assembly, rather than discussing every item, Delegates will be able to focus on just the changes, additions, and deletions to streamline the process. Amendments and new items can still be proposed during the Delegate Assembly.

The Delegate Assembly determines the positions of the Arizona School Boards Association. Registration for Delegate Assembly is now open. You may register via the [registration page](#). **We look forward to seeing you at the Delegate Assembly on September 6th.**

The Delegate Assembly will be held at the JW Marriot Scottsdale Camelback Inn immediately following the ASBA Law Conference. Like last year, **we are offering delegates the chance to participate remotely**. We encourage districts to send an in-person delegate but wish to offer all district delegates the opportunity to participate in this important process regardless of travel ability.

Please copy and distribute this ENTIRE packet to all board members and place the proposed 2026 Political Agenda on your next board agenda for discussion and to provide any instruction to your district delegate as to your board's position on proposed agenda items. A sample board agenda item has been included for your reference. While all board members and superintendents are welcome to attend the Delegate Assembly, each member district has only one official delegate.

Delegate registration can be completed [online at this link](#).

Please see model agenda items for consideration on the next page if necessary.

The following model agenda items may be used if desired:

Model agenda item for selection of district delegate (may be consent if no discussion required)

Consideration and possible action to appoint [NAME] to represent [DISTRICT NAME] as the district delegate to the Arizona School Boards Association delegate assembly to be held on September 6, 2025.

Model agenda item for board consideration of the draft political agenda in general session

Governing Board to discuss and may consider action to approve in whole or in part the draft 2026 Political Agenda of the Arizona School Boards Association (ASBA) and direct the District's delegate to the ASBA delegate assembly to represent the Board's determined position.

As a reminder, while your board reviews the draft 2026 Political Agenda, you may also consider working with your designated delegate to develop any amendment proposals for the 2025 Delegate Assembly.



Core Purpose (Mission):

We cultivate excellence in locally-governed school districts.

Core Beliefs:

- The basic life needs of children must be met for them to succeed.
- Meeting the unique educational needs of all students must be the foundation of our school systems.
- The governance of publicly-funded schools must lie with locally-elected and publicly-accountable governing boards.
- The responsibility for student success is shared by students, parents, governing board, district staff and the community.
- Public education funding must be broad-based, stable and at a level that assures all students are successful.
- Knowledgeable and professionally trained governing board members are fundamental for ensuring student success.
- Closing the opportunity and achievement gap is a moral and economic imperative that must be addressed to ensure all Arizona's students are successful.

2026 Draft Political Agenda

Approved by 2025 Legislative Committee

Presented for consideration at the 2025 Delegate Assembly

- I) Adequately and Equitably Fund District Schools to the National Median per Pupil Funding
1. Maximize state funding to:
 - a. Provide competitive salaries to attract, recruit, and retain talented teachers and staff;
 - b. increase the pipeline of certified teachers;
 - c. increase the diversity of the teaching workforce, and fill difficult positions, including CTED instructors
 2. Provide consistent, dedicated sources of base funding **BASED ON MOST RECENT STATEWIDE COST STUDY** that equips all Arizona public schools with adequate support to address the academic, social and emotional needs of its students including:
 - a. Up to date curriculum, technology, and classroom support to enrich academic success and engagement.
 - b. Student support staff dedicated to enhancing safe and effective learning environments;
 - c. Exceptional student services, gifted students, and early intervention programs;
 - d. Before and after school programs;
 - e. Fine arts education;
 - f. Career and technical education;
 - g. Transportation, **INCLUDING MAINTENANCE AND INCREASED COSTS FOR CTEDS AND RURAL SCHOOLS;**
 - h. Ensure the formula addresses the unique financial needs of schools serving students in poverty and in rural and remote schools;
 - i. Fund distance learning at 100%;
 - j. JROTC.
 3. Repeal the constitutional aggregate expenditure limit via legislative referral to the voters.
 4. Fully fund full-day kindergarten and include kindergarten students in the override calculations.
 5. Preserve and protect the voters' original intent for Propositions 123 and 301. Protect voters' intent in funding K-12 education and oppose legislation that attempts to supplant or divert additional voter-approved funding streams.
 6. Index district additional assistance (DAA) funding for inflation.

7. Provide funding for new space before existing schools become overcrowded; advocate for the SFOB to set a standard for replacement of buildings that have exceeded their useful life; advocate for the SFOB to use a professional demographer firm in determining school construction; advocate for capacity standards that reflect the design of instructional space; **INCLUDE FUNDING FOR CAPITAL REPAIRS.**
8. Provide consistent, dedicated and flexible sources of ongoing state capital funding to Arizona public schools to fully maintain and renew physical assets that were built with either local or state taxpayer dollars.
9. Eliminate unfunded mandates and administrative burdens.
10. Protect desegregation funding and return it to a primary tax levy.
- ~~11. Increase funding for exceptional student services based on the cost study, including for rural or remote areas, gifted students, and early intervention programs.~~
- ~~12. Fully fund the cost of student transportation for school bus services and maintenance supporting for CTEDs and rural schools.~~
13. Fully fund preschool programs in the K-12 funding formula for districts that offer preschool.
14. Replace current year funding with a transparent, reliable system that provides districts stable annual budgeting ability and technical reliability.
15. Prorate funding over the entire school year among all schools that a student has attended during the year.
16. Give districts the authority to provide affordable housing options to faculty and staff **BASED ON THE LOCAL HOUSING MARKET.**

II) Preserve, Respect, and Strengthen Local Control

1. Ensure local control and flexibility in managing funds and programs, within the Arizona constitutional requirements of a general and uniform public school system.
2. Change “override/budget increase” language to better reflect what voters are being asked to support. Update requirements associated with school district voter-approved bonds and overrides to improve efficiency and permit more accurate presentations of estimated property tax rates.
3. Allow school districts full flexibility in the divestiture or use of taxpayer-funded assets.
4. Oppose legislative intrusion on school site budgeting decisions.
5. Maintain exclusive local authority over any measure that would propose to consolidate, unify, or restructure school districts.
6. Support local board authority **REGARDING for student suspensions and open enrollment policies based on capacity.**
7. Amend current statute to allow school board members to use the e-equal system in addition to in-person signatures to appear on the ballot.

8. Oppose any legislation that intends to lessen or curtail the legal authority of locally elected school boards, including their authority to approve curriculum.
9. Oppose legislative efforts to ban educational and supplemental materials that provide an inclusive and historically accurate, well-rounded education.
10. Oppose any legislation that seeks to make school board elections partisan.
11. Modify the number of signatures required for CTED board candidates to align with similar school board candidates.

III) Improve Opportunities and Outcomes for All Students

1. Increase the compulsory attendance age from 16 to 18 years or the attainment of a high school diploma or GED before the age of 18.
2. Repeal and replace Prop. 203 with research-based bilingual education. Reform English Language Learner models of instruction to increase integration of English Learners and give schools flexibility and resources to administer them.
3. Fully restore 9th and 12th grade CTED funding and allow them to serve students through age 21 regardless of graduation status to expand the window of opportunity students have to complete industry-recognized CTE programs.
4. Support policy that recognizes, respects, and promotes teaching as a profession.
5. Defend against efforts to limit the free speech rights of school employees.
6. Oppose regulations, policies, and restrictions that overburden or unreasonably penalize educators and support staff as they educate and care for students.
7. Redefine the role and purpose of standardized testing and develop meaningful assessments and other measurable outcomes.
8. Support policy that protects school district employees and students from **ALL TYPES OF** discrimination ~~including on the basis of sexual orientation and gender identity.~~
9. Support legislation and access to funding that would allow school districts to offer school meals to all students free of charge.

IV) Require Public Accountability And Transparency for Taxpayer Dollars Spent on Education

1. Establish financial and academic transparency for all institutions and individuals who accept public funds. Enforce financial audit requirements and seek recovery of improperly received and/or expended funds by individuals, charter and public schools, private schools, and organizations.
2. Repeal any program that gives funds for private schools, vouchers (Empowerment Scholarship Accounts) and private school subsidies (School Tuition Organizations) and prevent any future expansion.

3. Require comparative classroom spending audits for school districts and all other institutions that accept public funds and define “classroom spending” as both instructional spending and student support spending.

~~4. Support policy that encourages all eligible voters to exercise their right to participate in elections.~~

5. INCREASE PUBLIC SCHOOL TAX CREDIT DONATION LIMITS TO MATCH THOSE ALLOWED FOR PRIVATE SCHOOLS.

V) Arizona’s Rural and Remote Schools

1. Ensure that students in Arizona’s small, rural and remote schools are considered by policymakers alongside students in large metropolitan schools.
2. Equitably invest in technology modernization, reliable internet broadband access, technology support capability and professional development.
3. Protect rural and remote school districts from inequitable impact due to formula adjustments, including transportation.

VI) School Safety and Security

1. Provide funding to individual districts to implement locally directed research-based school safety programs and mental health and wellbeing initiatives.
2. Support policy that promotes social-emotional wellness as a critical component of improving social climate, safety and learning for all students and staff.
3. Arizona's school boards call upon all state, federal, tribal and local officials to address the causes and impact of increased self-harm and violence **at K-12 schools IN OUR SCHOOL COMMUNITIES.**
4. ~~Arizona's school boards call upon all state, federal, tribal and local officials to address the causes and impact of increased gun violence directed at K-12 schools.~~
5. Fund programming to engage and support families and caregivers in culturally relevant and appropriate ways.
6. Develop a more comprehensive harassment/bullying definition and system to better enhance the clarity of understanding and the protection of our youth.

VII) Federal Advocacy

1. Advocate for maintenance and improvement of bus routes on tribal and federal land.
2. Fully fund Individuals with Disabilities Education Act (IDEA).
3. ~~Oppose efforts that would reduce or interrupt~~ PROTECT Impact Aid funding and the Secure Rural Schools Program for Arizona school districts that receive it.