

**Flowing Wells Schools
Study Session Agenda**

6:00 PM

July 28, 2026

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, July 28, 2026. 8
 - 2. Approval of Minutes of Governing Board Meetings
 - a. The following Governing Board meeting minutes are presented for Governing Board approval: June 23, 2026 (Public Hearing and Open Session Minutes) and July 7, 2026 (Public Hearing and Open Session Minutes). 13
 - 3. Approval of District Expense and Payroll Vouchers
 - 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 #1714-26, #7176-26-7179-26 and 7200-27 and Payroll vouchers #2727-2732 and 2729 Rev.
 - 4. Approval of Requests for Use of District Facilities
 - a. District facilities use requests are submitted for approval. 35
 - 5. Approval of Requests for Open Enrollment Students
 - a. Requests for open enrollment students are submitted for approval. 37
 - 6. Approval of Requests for Student Trips
 - a. Student trip requests are submitted for approval.

7.	Approval of Requests for Staff Travel	
a.	Staff travel requests are submitted for approval.	57
8.	Approval of Personnel Actions	
a.	Personnel Actions are submitted for approval.	59
9.	Acceptance of Gifts and Donations	
a.	Recommend acceptance of gifts and donations in the amount of \$752.00 for the period of June 1-June 30, 2026.	79
10.	Review of District Financial Statements	
a.	Review of Student Activity Balance Sheets and Auxiliary Operations Year-to-Date budget reports as of June 30, 2026.	81
11.	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 21, 2026.	95
E.	New Business	
1.	Discussion of New YES Building at Hendricks Elementary	
a.	District administration presents for discussion a draft of the location, design, and cost of a new YES building at Hendricks Elementary. The existing structure, located near the west exit from the parking lot, would be replaced with a new building located inside the fenced-in playground area, just north of the parking lot. The draft plans have been developed in collaboration with ESB Design+Build.	99
2.	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. Policy DJE reflects an increase from the \$10,000 threshold for competitive bidding procedures to the new threshold of \$15,000 per updated guidance from the Uniform System for Financial Reporting.	111
3.	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.	239
4.	Recommend Approval of Qualified Evaluators for FY2026-2027	
a.	District administration recommends approval of Qualified Evaluators for Fiscal Year 2026-2027. Approval authorizes the identified administrators to complete teacher evaluations.	242
F.	Unfinished Business	
1.	Recommend Approval to Adopt Elementary Gifted Program Curriculum	
a.	District administration recommends approval to adopt the <i>Travel Agents</i> curriculum, the second of four curriculum units for implementation in the	244

elementary CATS gifted program. This curriculum was piloted throughout the 2025-2026 year and yielded interesting project-based learning outcomes from students. The curriculum overview has been tabled for public review and comment since May 12, 2026, with no concerns received during this time frame.

G. Business and Finance

1. Recommend Approval to Purchase Chromebooks from CDWG
 - a. District administration recommends approval to purchase Chromebooks from CDWG utilizing Arizona State Contract MOHAVE 25E-CDWG-1004. FY2026 Title I Funds would be used, which are allowed to be spent through September 30, 2026. The total cost is anticipated to be \$192,588.95 for 417 Chromebooks. 246
2. Recommend Approval to Contract for School Psychologists through Elevation Healthcare, LLC for Fiscal Year 2026-2027
 - a. District administration recommends approval to contract for ESS employees including two School Psychologists through Elevation Healthcare, LLC. The District has been unable to hire psychologists due to the lack of qualified applicants. Ms. Camacho has reached out to several staffing companies and was able to find qualified psychologists through Elevation Healthcare. The District would utilize pricing through the Deer Valley RFP 25-5201-003-5. The estimated total cost for services is \$332,280. The funding source is Maintenance and Operations. 249
3. Recommend Approval to Contract for a Certified Occupational Therapist through Amergis Healthcare Staffing, Inc. for fiscal year 2026-2027
 - a. District administration recommends approval to contract for ESS employees for occupational therapists through Amergis Healthcare Staffing, Inc. The District has been unable to hire occupational therapists due to the lack of qualified applicants. Ms. Camacho has reached out to several staffing companies and was able to find qualified occupational therapists through Amergis. The District would utilize pricing through the Deer Valley RFP #25-5201-003-5. The estimated total cost for services is \$110,121.00. The funding source is Maintenance and Operations. 250
4. Recommend Approval to Contract with Norcon Industries, Inc. to Purchase and Repair flooring for Fiscal Year 2026-2027
 - a. District administration recommends approval to contract with Norcon Industries, Inc. to purchase flooring/carpet for district buildings. Norcon Industries, Inc. will also be used to repair district athletic equipment and purchase related supplies. The purchase would utilize pricing through the 1GPA and Mohave contracts (see below). The cost of the flooring/carpet, repairs and supplies is estimated to not exceed \$250,000. The funding sources for the expenditure are Maintenance & Operations, Unrestricted Capital, and Auxiliary funds. 251
 - 1GPA IFB 23-06P-02-ES EXP 09/04/26 GYM/ATHLETIC EQUIP
 - 1GPA IFB23-08PV-05 EXP 12/06/26 FLOOR COVERING PRODUCTS & SERVICES
 - 1GPA 24-01DV-051 EXP 03/19/27 PERFORMING ARTS STAGING PRODUCTS AND SERVICES
 - 1GPA: 25-05P-03 10/15/26 SCOREBOARDS, SIGNS AND RELATED PRODUCTS

- MOHAVE: IFB 22B-NORC5-0526 EXP 05/25/27 SCOREBOARDS, INSTALL & SERVICE
 - MOHAVE: IFB 21P-NSTA-0415 04/15/27 STAGE EQUIP, RIGGING, CURTAINS, LIGHTING, RISERS & ACOUSTICAL SYSTEMS
 - MOHAVE: 24E-NOR1-1016 10/15/26 TELESCOPIC BLEACHER SEATING, TELESCOPIC PLATFORM SEATING, FIXED SPECTATOR SEATING SYSTEMS & REPAIR
5. Recommend Approval of Additional Sole Source Listing for FY 2026-2027
- a. In accordance with School District Procurement Rule A.A.C. R7-2-1053A, "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 source for the required material, service, or construction item. The school district may require the submission of cost or pricing data in connection with an award under this section. 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 school district."
- District administration recommends Governing Board approval of the additional vendor below added to the Sole Source Vendor List for FY 2026-2027. The list is attached for your review.
- Arizona School Boards Association
 - Wilson Language Training Company
6. Recommend Approval of Revisions to Special Activities Compensation (SAC) Schedule for FY2026-2027
- a. District administration recommends revisions to the SAC Schedule for FY2026-2027. Revisions include adding a Teacher of Record position at the amount of \$550 for the year for supervision of online general elective courses completed during breaks in the school calendar; and adding the position of Social Media Coordinator at Emily Meschter Early Learning Center and at Sentinel Peak High School and Flowing Wells Digital Campus, with each position compensated at the amount of \$489 for the year. 257
7. Recommend Approval to Contract with Arizona Furnishings to Purchase Furniture for Fiscal Year 2026-2027
- a. District administration recommends approval to contract with Arizona Furnishings to purchase furniture for district classrooms and offices. The purchase would utilize pricing through the Mohave, State and 1GPA contracts (see below). The cost of the furniture is estimated to not exceed \$250,000. The funding sources for the expenditure are Maintenance and Operations, Unrestricted Capital and Auxiliary funds, and Gifts and Donations. 266
- MOHAVE: 23G-AZF-0131 EXP 01/30/27 Facility Furnishings
 - STATE: CTR067398 EXP 08/31/2026 Statewide Furniture, Products and Related Services
 - 1GPA: 23-16PV-01 EXP 07/01/26 Furniture, Products and Service

H. Adjourn

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>B-1</u>	<u>July 28, 2026</u>
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 22, 2026</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

<u>C</u> Agenda Item Number	<u>July 28, 2026</u> Board Meeting Date
Item: <u>Public Comments</u>	
Submitted By: <u>Dr. Kevin Stoltzfus</u>	Date: <u>July 22, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus</u>	

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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

<u>D</u>	<u>July 28, 2026</u>
Agenda Item Number	Board Meeting Date
Item: <u>Consent Agenda for this Meeting</u>	
Submitted By: <u>Dr. Kevin Stoltzfus</u>	Date: <u>July 22, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus</u>	

Information for the Public:

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

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

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Submitted By: <u>Dr. Kevin Stoltzfus</u>	Date: <u>July 22, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus</u>	

Request approval for adoption of the agenda for this meeting, July 28, 2026.

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
Regular Agenda**

6:00 PM

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 - STATE: CTR067398 EXP 08/31/2026 Statewide Furniture, Products and Related Services
 - 1GPA: 23-16PV-01 EXP 07/01/26 Furniture, Products and Service

H. Adjourn

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>D-2</u>	<u>July 28, 2026</u>
Agenda Item Number	Board Meeting Date
Item: <u>Approval of Minutes of Governing Board Meetings</u>	
Submitted By: <u>Dr. Kevin Stoltzfus</u>	Date: <u>July 22, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus</u>	

The following Governing Board meeting minutes are presented for Governing Board approval: June 23, 2026 (Public Hearing and Open Session Minutes) and July 7, 2026 (Public Hearing and Open Session 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 23, 2026

District Administration Center
1556 West Prince Road
Tucson, Arizona 85705

Attendance

Governing Board Members:

Kevin Daily, President
Wendy Effing, Clerk
Brianna Hamilton
Stephanie Miller
Arlene Ochoa

Administrative Personnel:

Dr. Kevin Stoltzfus, Superintendent
Dr. Tabetha Finchum, Assoc. Superintendent - Absent
Dr. Tamára McAllister, Assist. Superintendent
Ms. Monique Mata, Chief Financial Officer

1 additional guest was in attendance.

A. Opening of Meeting

- A-1. Governing Board President Kevin Daily called the meeting to order at 6:00 p.m.
- A-2. The Pledge of Allegiance was observed.
- A-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 2026-2027. A second public hearing and a recommendation to adopt the proposed budget will occur on July 7, 2026.

B. Adjourn

Public Hearing was adjourned at 6:02 p.m.

Motion by Effing; second by Ochoa; 5 ayes; motion carried.

Signatures:

Kevin Daily, President

Wendy Effing, Clerk

Brianna Hamilton

Stephanie Miller

Arlene Ochoa

Flowing Wells Unified School District Governing Board Meeting Minutes

6:03 p.m.

June 23, 2026

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

Attendance

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

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

1 additional guest was in attendance.

A. Opening of Meeting

- A-1. Governing Board President Kevin Daily called the meeting to order at 6:03 p.m.
- A-2. Recommend Approval of Proposed Budget for Fiscal Year 2026-2027
Approved as recommended the proposed District budget for Fiscal Year 2026-2027.
Motion by Effing; second by Ochoa; 5 ayes; motion carried.
Superintendent Dr. Kevin Stoltzfus acknowledged the great work done by CFO Monique Mata under a tight time frame and thanked her for her efforts.

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:
- There will be a special meeting at 7:15 AM on July 7, 2026, including a public hearing and Board Meeting to approve the 2026-2027 budget;
 - Elementary and jr. high summer programs are wrapping up this week;
 - High School summer school will continue for two more weeks.

C. Public Comments

There were no public comments.

D. Consent Agenda

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

Motion by Effing; second by Hamilton; 5 ayes; motion carried.

- D-1. Approval of Agenda for this Meeting
Approved June 23, 2026 meeting agenda.
- D-2. Approval of Minutes of Governing Board Meeting
Approved minutes of the Governing Board meeting: May 26, 2026 (Study Session Minutes) and June 9, 2026 (Open Session Minutes).
- D-3. Approval of District Expense and Payroll Vouchers
Approved as recommended Expense vouchers #7171-26 - 7173-26 and 7175-26 and Payroll vouchers #2733-2735.
- D-4. Approval of Requests for Use of District Facilities
Approved as recommended facilities use requests.
- D-5. Approval of Requests for Open Enrollment
Approved as recommended student open enrollment requests.
- D-6. Approval of Requests for Student Trips
There were no requests for this meeting.
- D-7. Approval of Requests for Staff Travel
There were no requests for this meeting.
- 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. New Business

- E-1. Recommend Approval of Revisions to Position Description for Campus Security Officer
Approved as recommended revisions to the Campus Security Officer position description.
Motion by Ochoa; second by Miller; 5 ayes; motion carried.
In response to questions from Members Miller and Ochoa, Superintendent Dr. Kevin Stoltzfus stated the security officer would be assigned to Flowing Wells High School and would be assigned specific duties to delineate responsibilities from the contracted security guards.
- E-2. Recommend Approval of Revision to FY2026-2027 Support Salary Schedule
Approved as recommended the revisions to the FY2026-2027 Support Salary Schedule to include the new campus security officer position.
Motion by Effing; second by Ochoa; 5 ayes; motion carried.

E-3. Recommend Approval of Revision to Classified Calendar by Group for FY2026-2027

Approved as recommended the revisions to the FY2026-2027 Classified Calendar by Group in include the new campus security officer position.

Motion by Miller; second by Hamilton; 5 ayes; motion carried.

F. Business and Finance

F-1. Recommend Approval of Authorized Check Signers

Approved as recommended the authorized check signers for the District's Wells Fargo Bank Accounts effective July 1, 2026.

Motion by Ochoa; second by Miller; 5 ayes; motion carried.

F-2. Recommend Approval of Facility Use Fees

Approved as recommended the facility use fees for FY2026-2027, with no changes for the coming year.

Motion by Effing; second by Ochoa; 5 ayes; motion carried.

F-3. Recommend Approval of the Food Program Permanent Service Agreement Officials and Signers

Approved as recommended the Arizona Department of Educations Food Program Permanent Service Agreement officials/signers for FY2026-2027 as listed below.

- Authorized Official - Mr. Kevin Daily, Governing Board President
- Designated Official - Mrs. Wendy Effing, Governing Board Clerk
- Authorized Signer - Dr. Kevin Stoltzfus, Superintendent
- Authorized Signer - Dr. Tabettha Finchum, Associate Superintendent
- Authorized Signer - Ms. Monique Mata, Chief Financial Officer

Motion by Hamilton; second by Effing; 5 ayes; motion carried.

F-4. Recommend Approval of Student Activities Treasurer and Assistant Treasurer

Approved as recommended to appointment Monique Mata, Chief Financial Officer, as the Student Activities Treasurer, and Dr. Kevin Stoltzfus, Superintendent, and Francisca Bond, Accounting Services Manager, as Assistant Treasurers for the 2026-2027 school year.

Motion by Effing; second by Miller; 5 ayes; motion carried.

F-5. Recommend Approval to Renew General Liability Insurance with The Trust and Workers' Compensation Insurance with The Alliance for Fiscal Year 2026-2027

Approved as recommended to renew general liability insurance with The Trust and to renew workers' compensation insurance with The Alliance for fiscal year 2026-2027.

Motion by Effing; second by Ochoa; 5 ayes; motion carried.

- F-6. Recommend Approval of Student Club Fundraising Activities for Fiscal Year 2026-2027
Approved as recommended for student clubs to participate in fundraising activities for the 2026-2027 school year.
Motion by Miller; second by Hamilton; 5 ayes; motion carried.
- F-7. Recommend Approval to Contract with CarMax to Purchase Six Vans
Approved as recommended contract with CarMax to purchase six vans for student transportation to be funded using Spring 2026 bond sale proceeds.
Motion by Effing; second by Ochoa; 5 ayes; motion carried.
- F-8. Recommend Approval to Renew Direct Service Agreement with Vail Unified School District for AZEDS Outreach Program for Fiscal Year 2026-2027
Approved as recommended the Vail USD Direct Service Agreement for the AZEDS Outreach Program for FY2026-2027.
Motion by Effing; second by Hamilton; 5 ayes; motion carried.
- F-9. Recommend Approval of IGA with Marana Unified School District for Participation in Flowing Wells JROTC Program
Approved as recommended to renew FWHS JROTC program IGA with Marana USD for FY2026-2031.
Motion by Hamilton; second by Miller; 5 ayes; motion carried.
- F-10. Recommend Approval to Contract with ASPIN/Mohave Food Services Cooperative, Shamrock Foods and Shamrock Farms for Fiscal Year 2026-2027 Food Service Purchases
Approved as recommended 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 for FY2026-2027.
Motion by Effing; second by Ochoa; 5 ayes; motion carried.
- F-11. Recommend Approval of Additional Sole Source Listing for FY 2026-2027
Approved as recommended the addition of Cybersoft Technologies and Amplify Education, Inc. to the Sole Source Vendor List for FY2026-2027.
Motion by Hamilton; second by Miller; 5 ayes; motion carried.
- F-12. Recommend Approval to Contract with Bluum for the Purchase and Installation of Flat Panel Touchscreen Displays
Approved as recommended to contract with Bluum for the purchase and installation of 33 flat panel touchscreen displays under MOHAVE Contract 25E-Bluum-1004 using FY2026-2027 District Additional Assistance funds.
Motion by Hamilton; second by Miller; 5 ayes; motion carried.

G. Unfinished Business

G-1. Recommend Approval to Adopt Boystown Behavior Curriculum and SMARTS Executive Function curriculum

Approved as recommended the adoption of Boystown Behavior Curriculum and SMARTS Executive Function curriculum for use in the elementary SEAS classroom. Both curriculums have been on public display for 60 days with no comments or concerns received.

Motion by Miller; second by Hamilton; 5 ayes; motion carried.

H. Adjourn

Meeting was adjourned at 6:38 p.m.

Motion by Effing; second by Hamilton; 5 ayes; motion carried.

Signatures:

Kevin Daily, President

Wendy Effing, Clerk

Brianna Hamilton

Stephanie Miller

Arlene Ochoa

Flowing Wells Unified School District Governing Board Public Hearing Minutes

7:15 a.m.

July 7, 2026

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
Arlene Ochoa

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

No additional guests were in attendance.

A. Opening of Meeting

- A-1. Governing Board 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 is being called pursuant to ARS 15-905 for the purpose of presenting the District's Proposed Budget for Fiscal Year 2026-2027.

B. Adjourn

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

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

Signatures:

Kevin Daily, President

Wendy Effing, Clerk

Brianna Hamilton

Stephanie Miller

Arlene Ochoa

Flowing Wells Unified School District Governing Board Meeting Minutes

7:18 a.m.

July 7, 2026

**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

Arlene Ochoa

Administrative Personnel:

Dr. Kevin Stoltzfus, Superintendent

Dr. Tabetha Finchum, Assoc. Superintendent

Dr. Tamára McAllister, Assist. Superintendent -Absent

Ms. Monique Mata, Chief Financial Officer

No additional guests were in attendance.

A. Opening of Meeting

A-1. Governing Board President Kevin Daily called the meeting to order at 7:18 a.m.

A-2. Recommend Approval of Proposed Budget for Fiscal Year 2026-2027

Approved as recommended the proposed District budget for Fiscal Year 2026-2027.

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

Superintendent Dr. Kevin Stoltzfus acknowledged the great work done by CFO Monique Mata and thanked her for her efforts.

B. Adjourn

Meeting was adjourned at 7:19 a.m.

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

Signatures:

Kevin Daily, President

Wendy Effing, Clerk

Brianna Hamilton

Stephanie Miller

Arlene Ochoa

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>D-3</u> Agenda Item Number	<u>July 28, 2026</u> Board Meeting Date
Item: <u>Approval of District Expense and Payroll Vouchers</u>	
Submitted By: <u>Patricia Forgach/Monique Mata</u>	Date: <u>July 22, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus/ Monique Mata</u>	

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

Expense and Payroll Vouchers None for this meeting.

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

Expense Voucher 7174-26	\$ 336,102.18
Expense Voucher 7176-26	\$ 270,338.90
Expense Voucher 7177-26	\$ 354,437.06
Expense Voucher 7178-26	\$ 824,764.62
Expense Voucher 7179-26	\$ 95,378.88
Expense Voucher 7200-27	\$ 391,239.61

Payroll Voucher 2727	\$741,850.13
Payroll Voucher 2728	\$741,850.13
Payroll Voucher 2729	\$741,850.13
Payroll Voucher 2729 REV	\$733,127.38
Payroll Voucher 2731	\$865,542.66
Payroll Voucher 2732	\$217,746.64

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: _____

6/29/2026

VOUCHER #7174-26

THREE HUNDRED THIRTY-SIX THOUSAND ONE HUNDRED TWO DOLLARS & 18/100

\$336,102.18

0010

\$738.66

FEDERAL AND STATE PROJECTS

OTHER

5100 FOOD SERVICE

\$328,995.33

5300 GIFTS AND DONATIONS

\$6,368.19

6/23/2026

VOUCHER #7176-26

TWO HUNDRED SEVENTY THOUSAND THREE HUNDRED THIRTY EIGHT DOLLARS & 90/100

\$270,338.90

0010

\$121,303.49

FEDERAL AND STATE PROJECTS

1126 2026 TITLE I

\$918.00

1656 2026 21ST CENT YR1 LAG/JH

\$11.53

3740 E RATE

\$11,273.41

OTHER

5960 CTED

\$4,704.46

6100 UNRESTRICTED CAPITALY OUTLAY

\$15,935.81

6910 BUILDING RENEWAL GRANTS

\$116,192.20

7/6/2026

VOUCHER #7177-26

THREE HUNDRED FIFTY FOUR THOUSAND FOUR HUNDRED THIRTY SEVEN DOLLARS & 06/100

\$354,437.06

0010 \$117,765.67

FEDERAL AND STATE PROJECTS

1656 2026 21ST CENT YR1 LAG/JH \$70,247.37

1666 2026 21ST CNET Y2 CENT/DAVIS \$34,214.40

3556 2026 FIRST THINGS FIRST \$484.66

OTHER

5960 CTED \$16,884.47

6100 UNRESTRICTED CAPITAL OUTLAY \$68,567.20

6350 BOND PROCEEDS 2025 \$44,470.44

7010 DEBT SERVICE 2009 \$300.00

9500 WAREHOUSE \$1,502.85

13
7/6/2026

VOUCHER #7178-26

EIGHT HUNDRED TWENTY FOUR THOUSAND SEVEN HUNDRED SIXTY FOUR DOLLARS & 62/100

\$824,764.62

0010 \$594,745.03

FEDERAL AND STATE PROJECTS

0506 UNITED WAY CRADLE TO CAREER \$1,194.00

1656 2026 21ST CENT YR 1 LAG/JH \$72.26

2910 MEDICAID PUBLIC SCHOOL DSC \$759.62

3740 E RATE \$445.04

OTHER

5650 LITIGATION RECOVERY \$28,628.00

5700 INDIRECT COSTS \$100,000.00

5960 CTED \$445.00

6100 UNRESTRICTED CAPITAL OUTLAY \$11,695.88

6910 BUILDING RENEWAL GRANTS \$86,661.91

9500 WAREHOUSE \$117.88

7/13/2026

VOUCHER #7179-26

NINETY-FIVE THOUSAND THREE HUNDRED SEVENTY-EIGHT DOLLARS & 88/100

\$95,378.88

0010

\$5,805.15

FEDERAL AND STATE PROJECTS

1656 2026 21ST CENT YR1 LAG/JH \$1,067.08

1666 2026 21ST CENT Y2 CENT/DAVIS \$906.20

1686 2026 21ST CENTURY Y4 DOUGLAS \$2,437.59

4570 RESULTS-BASED FUNDING \$245.97

OTHER

5100 FOOD SERVICE \$60,129.84

5150 CIVIC CENTER \$1,139.50

5200 COMMUNITY SERVICE-STAFF DEV \$5,252.00

5300 GIFTS AND DONATIONS \$136.23

5960 CTED \$18,595.07

6100 UNRESTRICTED CAPITAL OUTLAY -\$335.75

13
7/6/2026

VOUCHER # 7200-27

THREE HUNDRED NINETY ONE THOUSAND TWO HUNDRED THIRTY NINE DOLLARS 61/100

\$391,239.61

0010

\$130,164.58

FEDERAL AND STATE PROJECTS

2910

MEDICAID PUBLIC SCHOOL DSC

\$14,346.10

OTHER

5100

FOOD SERVICE

\$20,361.11

6100

UNRESTRICTED CAPITAL OUTLAY

\$125,333.18

6350

BOND PROCEEDS 2025

\$101,034.64

6/22/2026

Seven Hundred Forty One Thousand Eight Hundred Fifty Dollars and Thirteen Cents

741,850.13

5/1/2026

5/31/2026

00100	Regular Ed Programs	530,524.96
	301 FUNDS	
01100	301 Base Pay	105,699.21
01200	301 Performance Pay	
01300	Prop 301 Menu	7,322.54
	FEDERAL AND STATE PROJECTS	
02000	Prop 202	5,032.70
07100	SEI Structured English ELD	4,025.38
1125	2025 Title I	
1126	2026 Title I	25,484.09
1655	Regular Education	
1656	Regular Education	
1666	21st Century Cont	
1686	21st Century Cont	
1916	TITLE III- Bilingual Education	1,653.39
2226	Special Education	21,405.07
2246	Special Education	
2626	JTED	-
2826	Education for Homeless Children & Youth	2,415.47
29000	Medicaid Reimbursement	12,950.85
29100	Medicaid Special Education Admin	
31000	JROTC Instruction	1,364.38
3416	Special Education	4,121.87
3506	Social Work Services	
3556	Community Services	2,696.58
38420	Pima Early Education Program	8,714.94
45600	Dual Enrolment	
4570	Bilingual Education	592.80
4626	FTF Pre-K Scholarship	2,728.50
	OTHER	
51000	Food Service	
5200	Civic Center	2,518.48
52000	Community Services	
53000	G&D PDG FY20	
53100	Family Resource District	29
57000	Indirect Cost	
59600	JTED	2,598.92

6/22/2026

Seven Hundred Forty One Thousand Eight Hundred Fifty Dollars and Thirteen Cents

741,850.13

5/1/2026

5/31/2026

00100	Regular Ed Programs	530,524.96
	301 FUNDS	
01100	301 Base Pay	105,699.21
01200	301 Performance Pay	
01300	Prop 301 Menu	7,322.54
	FEDERAL AND STATE PROJECTS	
02000	Prop 202	5,032.70
07100	SEI Structured English ELD	4,025.38
1125	2025 Title I	
1126	2026 Title I	25,484.09
1655	Regular Education	
1656	Regular Education	
1666	21st Century Cont	
1686	21st Century Cont	
1916	TITLE III- Bilingual Education	1,653.39
2226	Special Education	21,405.07
2246	Special Education	
2626	JTED	-
2826	Education for Homeless Children & Youth	2,415.47
29000	Medicaid Reimbursement	12,950.85
29100	Medicaid Special Education Admin	
31000	JROTC Instruction	1,364.38
3416	Special Education	4,121.87
3506	Social Work Services	
3556	Community Services	2,696.58
38420	Pima Early Education Program	8,714.94
45600	Dual Enrolment	
4570	Bilingual Education	592.80
4626	FTF Pre-K Scholarship	2,728.50
	OTHER	
51000	Food Service	
5200	Civic Center	2,518.48
52000	Community Services	
53000	G&D PDG FY20	
53100	Family Resource District	30
57000	Indirect Cost	
59600	JTED	2,598.92

6/22/2026

Seven Hundred Forty One Thousand Eight Hundred Fifty Dollars and Thirteen Cents

741,850.13

5/1/2026

5/31/2026

00100	Regular Ed Programs	530,524.96
	301 FUNDS	
01100	301 Base Pay	105,699.21
01200	301 Performance Pay	
01300	Prop 301 Menu	7,322.54
	FEDERAL AND STATE PROJECTS	
02000	Prop 202	5,032.70
07100	SEI Structured English ELD	4,025.38
1125	2025 Title I	
1126	2026 Title I	25,484.09
1655	Regular Education	
1656	Regular Education	
1666	21st Century Cont	
1686	21st Century Cont	
1916	TITLE III- Bilingual Education	1,653.39
2226	Special Education	21,405.07
2246	Special Education	
2626	JTED	-
2826	Education for Homeless Children & Youth	2,415.47
29000	Medicaid Reimbursement	12,950.85
29100	Medicaid Special Education Admin	
31000	JROTC Instruction	1,364.38
3416	Special Education	4,121.87
3506	Social Work Services	
3556	Community Services	2,696.58
38420	Pima Early Education Program	8,714.94
45600	Dual Enrolment	
4570	Bilingual Education	592.80
4626	FTF Pre-K Scholarship	2,728.50
	OTHER	
51000	Food Service	
5200	Civic Center	2,518.48
52000	Community Services	
53000	G&D PDG FY20	
53100	Family Resource District	31
57000	Indirect Cost	
59600	JTED	2,598.92

6/30/2026

2729

recorrection

Seven Hundred Thirty Three Thousand One Hundred Twenty Seven Dollars and Thirty Eight Cents

733,127.38

5/1/2026

5/31/2026

00100	Regular Ed Programs	524,486.50
	301 FUNDS	
01100	301 Base Pay	104,379.30
01200	301 Performance Pay	
01300	Prop 301 Menu	7,322.54
	FEDERAL AND STATE PROJECTS	
02000	Prop 202	5,032.70
07100	SEI Structured English ELD	4,025.38
1125	2025 Title I	
1126	2026 Title I	25,484.09
1655	Regular Education	
1656	Regular Education	
1666	21st Century Cont	
1686	21st Century Cont	
1916	TITLE III- Bilingual Education	1,653.39
2226	Special Education	21,405.07
2246	Special Education	
2626	JTED	
2826	Education for Homeless Children & Youth	2,415.47
29000	Medicaid Reimbursement	12,950.85
29100	Medicaid Special Education Admin	
31000	JROTC Instruction	
3416	Special Education	4,121.87
3506	Social Work Services	
3556	Community Services	2,696.58
38420	Pima Early Education Program	8,714.94
45600	Dual Enrolment	
4570	Bilingual Education	592.80
4626	FTF Pre-K Scholarship	2,728.50
	OTHER	
51000	Food Service	
5200	Civic Center	2,518.48
52000	Community Services	
53000	G&D PDG FY20	
53100	Family Resource District	32
57000	Indirect Cost	
59600	JTED	2,598.92

6/25/2026

Eight Hundred Sixty Five Thousand Five Hundred Forty Two Dollars and Sixty Six Cents

865,542.66

6/7/2026

6/20/2026

00100	Regular Ed Programs	654,688.70
	301 FUNDS	
01100	301 Base Pay	3,176.91
01200	301 Performance Pay	-
01300	Prop 301 Menu	
	FEDERAL AND STATE PROJECTS	
02000	Prop 202	
07100	SEI Structured English ELD	
1125	2025 Title I	
1126	2026 Title I	14,535.85
1655	Regular Education	
1656	Regular Education	29,738.09
1666	21st Century Cont	20,402.57
1686	21st Century Cont	9,844.15
1916	TITLE III- Bilingual Education	2,165.67
2226	Special Education	
2246	Special Education	
2626	JTED	6,794.23
2826	Education for Homeless Children & Youth	
29000	Medicaid Reimbursement	2,677.66
29100	Medicaid Special Education Admin	512.89
31000	JROTC Instruction	3,403.01
3416	Special Education	4,496.83
3506	Social Work Services	
3556	Community Services	
38420	Pima Early Education Program	
45600	Dual Enrolment	
4570	Bilingual Education	14,290.07
4626	FTF Pre-K Scholarship	
	OTHER	
51000	Food Service	1,991.57
5200	Civic Center	2,294.38
52000	Community Services	56,861.79
53000	G&D PDG FY20	729.02
53100	Family Resource District	2,056.61
57000	Indirect Cost	22,159.01
59600	JTED	12,723.65

6/30/2026

Two Hundred Seventeen Thousand Seven Hundred Forty Six Dollars and Sixty Four Cents

217,746.64

6/21/2026

6/30/2026

00100	Regular Ed Programs		151,928.11
	301 FUNDS		
01100	301 Base Pay		
01200	301 Performance Pay		
01300	Prop 301 Menu		
	FEDERAL AND STATE PROJECTS		
02000	Prop 202		
07100	SEI Structured English ELD		
1125	2025 Title I		
1126	2026 Title I		814.34
1655	Regular Education		
1656	Regular Education		13,715.25
1666	21st Century Cont		9,784.61
1686	21st Century Cont		4,925.76
1916	TITLE III- Bilingual Education		956.61
2226	Special Education		345.21
2246	Special Education		
2626	JTED		2,629.44
2826	Education for Homeless Children & Youth		
29000	Medicaid Reimbursement		
29100	Medicaid Special Education Admin		306.34
31000	JROTC Instruction		
3416	Special Education		2,247.50
3506	Social Work Services		
3556	Community Services		
38420	Pima Early Education Program		1,148.87
45600	Dual Enrolment		
4570	Bilingual Education		7,305.65
4626	FTF Pre-K Scholarship		
	OTHER		
51000	Food Service		1,392.13
5200	Civic Center		-
52000	Community Services		9,925.11
53000	G&D PDG FY20		571.87
53100	Family Resource District	34	1,530.29
57000	Indirect Cost		7,021.53
59600	JTED		1,198.02

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>D-4</u> Agenda Item Number	<u>July 28, 2026</u> Board Meeting Date
Item: <u>Approval of Requests for Use of District Facilities</u>	
Submitted By: <u>Teressa Austin/Monique Mata</u>	Date: <u>July 22, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus/Monique Mata</u>	

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 28, 2026

Organization/Contact	Facility	Dates/Times
Desert Woodcrafters	FWHS AutoShop/Parking Lot Area	7/4/26, 8/1/26, 9/5/26, 10/3/26, 11/7/26, 12/5/26 9am - noon each date
Desert Woodcrafters	FWHS AutoShop/Parking Lot Area	1/2/27, 2/6/27, 3/6/27, 4/3/27, 5/1/27, 6/5/27 9am - noon each date
Southern Arizona Woodturners	FWHS AutoShop/Parking Lot Area	7/11/26, 8/8/26, 9/12/26, 10/10/26, 11/14/26 9am - noon each date
Southern Arizona Woodturners	FWHS AutoShop/Parking Lot Area	1/9/27, 2/13/27, 3/13/27, 4/10/27, 5/8/27, 6/12/27 9am- noon each date
Elite Theater Academy	FWHS Auditorium	12/5/26 7pm-9pm, 12/6/26 10:30am-1:30pm & 5pm-9pm
BA Studios	FWHS Auditorium	6/1/27 2-7pm, 6/2/27 4-10pm, 6/3/27 4-10pm, 6/4/27 4-10pm, 6/5/27 4-11pm
Elite Theater Academy	FWHS Auditorium	6/6/27 9:30am-12:30pm, 6/10/27 5-8pm, 6/11/27 5-8pm & 4:30-6:30pm 6/12/27 9:30am-12:30pm
Tucson Repertory Orchestra	FWHS Band Room	08/17/26, 09/21/26, 10/12/26, 11/23/26, 02/13/27, 03/13/27, 04/13/27 8:30-9pm each date
Arizona Music Educators Assoc	FWHS Auditorium & Band Room	02/06/27, 02/13/27 8am-6pm each date
Vail Youth Symphony	FWHS Auditorium	12/05/26 and 05/01/27 2pm-6pm each date
Vail Youth Symphony	FWHS Band Room/FWHS Orchestra Room	09/12/26 9am-4pm

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

D-5
Agenda Item Number

July 28, 2026
Board Meeting Date

Item: Approval of Requests for Open Enrollment

Submitted By: Danielle Rubio/Dr. Tamára McAllister Date: July 22, 2026

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 28, 2026

Recommend approval for the following requests:

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

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>D-6</u>	<u>July 28, 2026</u>
Agenda Item Number	Board Meeting Date
Item: <u>Approval of Request for Student Trips</u>	
Submitted By: <u>Karen Gusk/Monique Mata</u>	Date: <u>July 22, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus/Monique Mata</u>	

Student trip 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

OVERNIGHT/OUT OF STATE TRIP REQUEST FORM

This form is designed to provide the basis for Board consideration and should be submitted **AT LEAST 30 DAYS PRIOR TO THE PROPOSED DEPARTURE DATE**. Additional information regarding this trip should be submitted to your building principal according to established procedures. A representative shall be present at the Board meeting where this matter is considered in order to answer questions and provide any subsequent information. Upon arrival of the request, please submit a Pupil Transportation Request Form if applicable.

SCHOOL: Flowing Wells Junior High DATE OF REQUEST: 6/24/2026

NAME OF GROUP: Cantos Bellos Theatre Productions SPONSOR: J. Hill/P. Clark

PURPOSE OF TRIP: Fine Arts Holiday Tour

OF STUDENTS PARTICIPATING: 35 DESTINATION(S): La Jolla/Anaheim, CA

DEPARTURE DATE & TIME: 12/10/2026 @ 4:00 am ESTIMATED TIME OF ARRIVAL: 11:30 am PST
MST

RETURN DEPARTURE DATE & TIME: 12/12/2026 @ 10:45 pm ESTIMATED TIME OF RETURN: 12/13/2026 @ 7:30 am

PRELIMINARY ROOM ASSIGNMENTS FOR STUDENTS, COACHES, AND CHAPERONES:
(Attach a list if necessary)

TB provided before departure

Attach all trip protocols including dining & bed check, curfew times, and other pertinent supervisory procedures.

TOTAL NUMBER OF SCHOOL EMPLOYEES SERVING AS CHAPERONE AND LIST THEIR NAMES:
(Attach a list if necessary) 4

Josh Hill; Erin Kearney; Debbie Stiltner; Phyllis Clark;

NAMES OF NON-SCHOOL PEOPLE SERVING AS CHAPERONE:
(Attach a list if necessary)

COST PAID BY EACH STUDENT: \$680.00 OTHER SOURCE: Cantos Bellos Fees

TRANSPORTATION: (please check)

☐ District Bus

☐ Private Vehicle

☐ District Van

☒ Other (explain) Charter

☐ District Car

Cantos Bellos Tax Credit
Cantos Bellos St. Acct.
Cantos Bellos G&D

PROCUREMENT COMPLIANCE: Prior approval by Director of Business and Finance is required for procurement compliance. **Please attach itemized expenditure list by type and/or vendor including total cost and quotations obtained.** Please note that expenditures over \$50,000 per vendor require a formal bid/RFP, which could take up to 2 months.

EMERGENCY CONTACTS:

(List telephone numbers & lodging locations, as well as cell phone numbers if available)

1. Phyllis Clark (cell) 520 - 349 - 3613
2. Joshua Hill (cell) 520 - 425 - 1265
3. Erin Kearney (cell) 520 - 240 - 8695

Attach trip itinerary to include departure times and schedule of events for each day of the activity. Be specific about lodging and the location of meals. It is recognized that some details of the itinerary may change and that those changes will be submitted in writing for approval prior to departure. **THE FINAL ITINERARY MUST BE STRICTLY ADHERED TO**

Joshua Hill Phyllis Clark
Signature of Person Making Request

6/24/2026
Date

Erin Kearney
Signature of Principal (approval)

6/24/2026
Date

Monique Matis
Signature of Director of Business and Finance (approval)

6/26/26
Date

BOARD ACTION:

APPROVED: _____ DISAPPROVED: _____ DATE: _____

Signature of Transportation Director

Date

FWJH FINE ARTS HOLIDAY TOUR – 2026

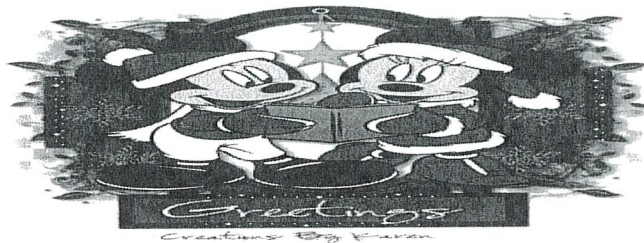
Tentative Itinerary – December 10 – 12, 2026

Thursday, December 10, 2026

4:00 AM – MST	Students arrive at FWJHS – Check in at Front Office - Turn in \$\$ envelope
4:30	Depart for California - Rest stops as needed.
7:45	Breakfast – Yuma McDonalds – (YOU BUY)
9:00 MST	Depart Yuma for La Jolla Shores – rest stops as needed
11:30 PST	Lunch - La Jolla Shores Beach - (YOU BRING SACK LUNCH)
12:30	Depart La Jolla Shores for Anaheim
2:30	Visit the Grammy Museum at LA Live
5:00	Check into Stovall's Inn
5:30	Walk to Downtown Disney for dinner (YOU BUY)
7:45	Return to Stovall's Inn – prepare for next day
9:45 PM	Bedtime – Lights Out – SLEEP!!!

Friday, December 11, 2026

6:00 AM PST	Wake Up - Prepare for Day
6:45	Breakfast at hotel (PROVIDED)
7:30	Depart hotel to College of the Canyons
9:30	Vocal Workshop
11:30	Lunch – (YOU BUY)
12:45	Depart lunch for hotel
2:00	In rooms preparing for dinner & theatre
3:45	Depart hotel to dinner & show
5:30	Dinner at Shake Shack (YOU BUY)
7:00	Enter Pantages Theatre to watch “ELF – The Musical”
10:00	Depart Pantages Theatre to hotel.
11:00	Back in rooms getting ready for workshops & fun at Disney California Adventure
11:30 PM	Bedtime – Lights Out – Real Sleep – Quiet – DISNEY DREAMS - SLEEP !!!



Saturday, December 12, 2026

5:45 AM PST	Wake Up – Prepare for Day with Disney – pack everything – suitcases by door
6:30	Breakfast at hotel – (PROVIDED)
7:15 AM	Check out of hotel – load luggage on bus – Walk to Disney California Adventure
8:00	Enter Disney California Adventure
10:00 AM	Group #1 – Meet at Stage 12 Red Food Truck for Disney Broadway Magic Workshop
11:30	Group #2 - Lunch (YOU BUY)
12:15 NOON	Group #1 – Lunch (YOU BUY)
12:30	Group #2 - Meet at Stage 12 Red Food Truck for Disney Vocal Workshop
3:00	EVERYONE meets at the Front Gate – Distribute \$ Envelopes
5:00	Dinner - (YOU BUY - \$20.00 ENVELOPE) – MORE DISNEY FUN!
10:00	EVERYONE Meets at Front Gate – Depart California Adventure
10:45 PM PST	Depart Anaheim for Tucson – Rest Stops as needed.

SUNDAY, December 13, 2026

7:30 AM MST	Arrive at front of FWJH in Tucson – Get Picked Up
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SEE YOU MONDAY AT SCHOOL!!!

Overnight Tentative Field Trip Budget

Purpose of Trip: Fine Arts Holiday Tour
Dates: December 10 – 12, 2026
Number of students: 35
Number of adults: 5
Cost per person: \$680.00 per student
Total Cost of Trip: \$25,600.00

VENDORS:	TOTAL	PROCUREMENT	COPIES
Transportation	\$5,500.00	TBD	
Anaheim Hotel (2 night)	\$4,000.00	TBD	
Night Group Activity	\$3,300.00	TBD	
Disneyland	\$8,000.00	Sole Source	
Teacher Sub (1 x 2 days)	\$ 300.00		
Sweatshirts/Scarves	\$1,500.00		
Group Dinner	\$1,500.00		
Misc. Trip Expenses	\$1,500.00		
(bus driver tip/snacks/binders/sponsor meals)			
TOTAL	\$25,600.00		

FUNDING: Coro de los Cantos Bellos Tax Credit Account
Coro de los Cantos Bellos Fees Account
Coro de los Cantos Bellos Student Account 8049-17
Coro de los Cantos Bellos Gifts & Donation

FLOWING WELLS SCHOOL DISTRICT

OVERNIGHT/OUT OF STATE TRIP REQUEST FORM

This form is designed to provide the basis for Board consideration and should be submitted **AT LEAST 30 DAYS PRIOR TO THE PROPOSED DEPARTURE DATE**. Additional information regarding this trip should be submitted to your building principal according to established procedures. A representative shall be present at the Board meeting where this matter is considered in order to answer questions and provide any subsequent information. Upon arrival of the request, please submit a Pupil Transportation Request Form if applicable.

SCHOOL: Flowing Wells Junior High DATE OF REQUEST: 6/24/2026

NAME OF GROUP: 7th Grade Science SPONSOR: C. Gaper / P. Clark

PURPOSE OF TRIP: Project Whales 2027

OF STUDENTS PARTICIPATING: 44 DESTINATION(S): Phx, AZ / Long Beach, CA
San Diego, CA

DEPARTURE DATE & TIME: 1/26/2027 @ 6:00 Am ESTIMATED TIME OF ARRIVAL: 9:00 Am

RETURN DEPARTURE DATE & TIME: 1/29/2027 @ 6:30 pm ESTIMATED TIME OF RETURN: 1/30/2027 @ 2:30 Am

PRELIMINARY ROOM ASSIGNMENTS FOR STUDENTS, COACHES, AND CHAPERONES:
(Attach a list if necessary)

to be provided before trip

Attach all trip protocols including dining & bed check, curfew times, and other pertinent supervisory procedures.

TOTAL NUMBER OF SCHOOL EMPLOYEES SERVING AS CHAPERONE AND LIST THEIR NAMES:
(Attach a list if necessary) 6

to be provided before trip

NAMES OF NON-SCHOOL PEOPLE SERVING AS CHAPERONE:
(Attach a list if necessary) 0

COST PAID BY EACH STUDENT: \$800.00 OTHER SOURCE: Project Oceans Fees

TRANSPORTATION: (please check)

☐ District Bus

☐ Private Vehicle

☐ District Van

☒ Other (explain) Charter

☐ District Car

PROCUREMENT COMPLIANCE: Prior approval by Director of Business and Finance is required for procurement compliance. **Please attach itemized expenditure list by type and/or vendor including total cost and quotations obtained.** Please note that expenditures over \$50,000 per vendor require a formal bid/RFP, which could take up to 2 months.

OVERNIGHT/OUT OF STATE TRIP REQUEST FORM – page 2

EMERGENCY CONTACTS:

(List telephone numbers & lodging locations, as well as cell phone numbers if available)

1. Phyllis Clark (cell) 520-349-3613
2. Carolyn Goper (cell) 520-780-8607
3. SeaWorld Overnight 619-666-5476

Attach trip itinerary to include departure times and schedule of events for each day of the activity. Be specific about lodging and the location of meals. It is recognized that some details of the itinerary may change and that those changes will be submitted in writing for approval prior to departure. **THE FINAL ITINERARY MUST BE STRICTLY ADHERED TO.**

Phyllis Clark / Carolyn Goper
Signature of Person Making Request

6/24/2026
Date

Erin Kearney
Signature of Principal (approval)

6/24/2026
Date

Monique Natta
Signature of Director of Business and Finance (approval)

6/26/26
Date

BOARD ACTION:

APPROVED: _____ DISAPPROVED: _____ DATE: _____

Signature of Transportation Director

Date

FWJH PROJECT WHALES – 2027

Tentative Itinerary – January 26 – 29, 2027

Tuesday, January 26, 2027

6:00 am – MST	Students arrive at FWJHS – <u>eat breakfast at home</u>
6:30	Depart for Phoenix – Rest stops as needed.
8:45	Arrive at Arizona Science Center
9:00	Enter Arizona Science Center
11:15	Lunch at Heritage Park <u>(YOU BRING SACK LUNCH)</u>
12:00	Depart Phoenix for Anaheim – Rest stops as needed.
6:00 pm - PST	Check into Stovall's Inn, Anaheim, CA
6:30	Depart hotel for dinner at Dennys – <u>(YOU BUY)</u>
7:45	In hotel room preparing for next day.
9:00 pm	Light Out – Sleep!

Wednesday, January 27, 2027

6:00 am	Wake Up – Pack Up
7:00	Breakfast <u>(Provided)</u>
7:40	Check out of hotel – load luggage on bus.
7:50	Depart for Long Beach
8:30	Arrive at Aquarium of the Pacific
9:00	Self-Guided Tour of Aquarium of the Pacific
11:30	Education Program – “Mysteries of the Deep”
12:30	Depart aquarium – travel to CA Science Center
1:00	Lunch at CA Science Center <u>(YOU BUY)</u>
1:40	“Game On” Experience and tour CA Science Center Exhibits
3:15	Meet for I-Max
3:30	I-Max Showing – “Antarctica 3D”
4:30	Depart CA Science Center
5:30	Dinner at Irvine Spectrum – <u>(YOU BUY)</u>
7:30	Check in at Capistrano Inn
9:30 pm	Lights Out – Sleep!

Thursday, January 28, 2027

6:00 am	Wake Up – Pack Up
7:00	Breakfast – <u>(Provided)</u>
8:30	Check Out – Depart for the Ocean Institute
9:00	Arrive at the Ocean Institute – Line Up
9:30	Living Systems Lab
11:30	Lunch <u>(Provided)</u>
1:00	Line up for Afternoon Program
1:30	Board Spirit of Dana Point for Whale Watching
4:00	Depart for San Diego
5:45	Enter Sea World for Overnight Experience
7:00	Dinner in Sea World <u>(Provided)</u>
9:45 pm	Lights Out – Sleep with The Fishes!!!!

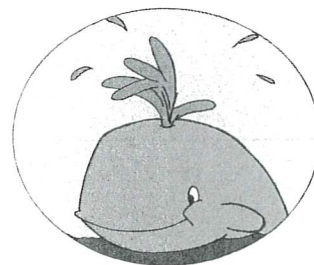
Friday, January 29, 2027

6:30 am	Wake Up – Pack Up Gear & take to bus
7:00	Breakfast <u>(Provided)</u>
8:00	Morning at Sea World
11:00 noon	Lunch at Sea World – <u>(YOU BUY)</u>
3:45	Meet at Shamu Stadium
4:30	Dinner – <u>(Provided)</u>
6:00	Depart SeaWorld
6:30 PM PST	Depart for Tucson

Saturday, January 30, 2027

2:30 AM MST Arrive at FWJHS – ⁴⁶Get Picked Up – Home for Real Sleep!

SEE YOU MONDAY AT SCHOOL!!!!!!



Tentative Overnight Field Trip Budget

Purpose of Trip: Project Whales
Dates: January 26 – 29, 2027
Number of students: 44
Number of adults: 6
Cost paid/student: \$800.00
Total Cost of Trip: \$31,495.00

VENDORS:	TOTAL	PROCUREMENT	COPIES
Subs for teachers	\$ 3,000.00		
Transportation	\$ 8,070.00	TBD	
Trip sweatshirts/bags	\$ 1,500.00	Buddy's	
AZ Science Center	\$ 275.00	Sole Source	
Anaheim Hotel	\$ 3,000.00	TBD	
Aquarium of the Pacific	\$ 550.00	Sole Source	
California Science Center	\$ 300.00	Sole Source	
Dana Point Hotel	\$ 2,000.00	TBD	
Ocean Institute	\$ 2,000.00	Sole Source	
Sea World Sleepovers	\$ 8,000.00	Sole Source	
Last night meal	\$ 1,300.00	TBD	
On trip expenses	\$ 1,500.00	Sponsor meals; BD tip, emergency\$)	
Total	\$31,495.00		

FUNDING: Student Account #864-170
Project Oceans Tax Credit
Project Oceans Fees Account
Project Oceans Gifts & Donations

FLOWING WELLS SCHOOL DISTRICT

OVERNIGHT/OUT OF STATE TRIP REQUEST FORM

This form is designed to provide the basis for Board consideration and should be submitted **AT LEAST 30 DAYS PRIOR TO THE PROPOSED DEPARTURE DATE**. Additional information regarding this trip should be submitted to your building principal according to established procedures. A representative shall be present at the Board meeting where this matter is considered in order to answer questions and provide any subsequent information. Upon arrival of the request, please submit a Pupil Transportation Request Form if applicable.

SCHOOL: Flowing Wells Junior High DATE OF REQUEST: 6/24/2026

NAME OF GROUP: 7th Grade Science SPONSOR: M. Trausch / P. Clark

PURPOSE OF TRIP: Project Catalina 2027

OF STUDENTS PARTICIPATING: 44 DESTINATION(S): Long Beach / Catalina Island, CA

DEPARTURE DATE & TIME: 3/16/2027 @ 4:00 AM MST ESTIMATED TIME OF ARRIVAL: 11:30 AM PST

RETURN DEPARTURE DATE & TIME: 3/19/2027 @ 7:45 PM PST ESTIMATED TIME OF RETURN: 3/20/2027 @ 4:00 AM MST

PRELIMINARY ROOM ASSIGNMENTS FOR STUDENTS, COACHES, AND CHAPERONES:
(Attach a list if necessary)

to be provided before trip

Attach all trip protocols including dining & bed check, curfew times, and other pertinent supervisory procedures.

TOTAL NUMBER OF SCHOOL EMPLOYEES SERVING AS CHAPERONE AND LIST THEIR NAMES:
(Attach a list if necessary) 6

to be provided before trip

NAMES OF NON-SCHOOL PEOPLE SERVING AS CHAPERONE:
(Attach a list if necessary) 0

COST PAID BY EACH STUDENT: \$800.00 OTHER SOURCE: Project Oceans Fees

TRANSPORTATION: (please check)

☐ District Bus

☐ Private Vehicle

☐ District Van

☒ Other (explain) Charter

☐ District Car

Project Oceans Tax Credit
Project Oceans St. Account
Project Oceans G & D

PROCUREMENT COMPLIANCE: Prior approval by Director of Business and Finance is required for procurement compliance. **Please attach itemized expenditure list by type and/or vendor including total cost and quotations obtained.** Please note that expenditures over \$50,000 per vendor require a formal bid/RFP, which could take up to 2 months.

EMERGENCY CONTACTS:

(List telephone numbers & lodging locations as well as cell phone numbers if available)

1. Phyllis Clark (cell) 520-349-3613
2. Matt Trausch (cell) 520-465-5610
3. Cimi Toyon Bay 310-510-1622

Attach trip itinerary to include departure times and schedule of events for each day of the activity. Be specific about lodging and the location of meals. It is recognized that some details of the itinerary may change and that those changes will be submitted in writing for approval prior to departure. **THE FINAL ITINERARY MUST BE STRICTLY ADHERED TO.**

Phyllis Clark / Matt Trausch
Signature of Person Making Request

6/24/2026
Date

Elin Hauvey
Signature of Principal (approval)

6/24/2026
Date

Monique Maltz
Signature of Director of Business and Finance (approval)

6/26/24
Date

BOARD ACTION:

APPROVED: _____ DISAPPROVED: _____ DATE: _____

Signature of Transportation Director

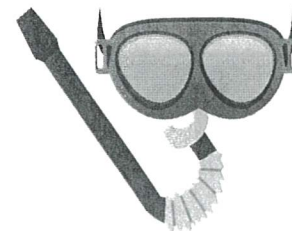
Date

FWJH PROJECT CATALINA – 2027

Tentative Itinerary – March 16 – 29, 2027

Tuesday, March 16, 2027

4:00 AM MST	Students arrive at FWJHS
4:30	Depart for California – Rest stops as needed
8:00	Breakfast in Yuma – (YOU BUY)
9:00	Depart for La Jolla, CA – Rest stops as needed
11:30 PST	Lunch at La Jolla Beach - (YOU BRING SACK LUNCH)
1:00	Wetsuit Appreciation Swim
4:00	Depart Beach for Irvine Spectrum Mall – Dinner - (YOU BUY)
6:30	Depart Irvine Spectrum
7:30	Check into hotel – The Queen Mary, Long Beach, CA
8:00	In hotel room preparing for next day
9:30 pm	Bedtime - Lights Out – Sleep!



Wednesday, March 17, 2027

6:15 am	Wake Up – Pack – Prepare for day.
7:00	Check Out – Load bus -Breakfast
8:00 am	Depart for boat terminal
8:15	Arrive at boat terminal - Unload gear
9:30	Depart for Catalina Island via Catalina Classics
11:30	Arrive at Catalina Island Marine Institute
12:00	Orientation – Lunch – All meals on Catalina Island are provided
2:00	Afternoon Program
5:30	Dinner followed by recreation
7:00	Evening Program
9:30	Bedtime - Lights Out – Sleep!



Thursday, March 18, 2027

7:00 am	Wake Up!!!
7:30	Breakfast followed by clean-up-recreation
9:00	Morning Program
12:30	Lunch followed by recreation
2:00	Afternoon Program
5:30	Dinner followed by recreation
7:00	Evening Program
9:30 pm	Bedtime - Lights Out - Sleep!!



Friday, March 19, 2027

7:00 am	Wake Up
7:30	Breakfast/packing/clean-up
8:00	Morning Program
12:00	Depart CIMI for Long Beach
1:00	Lunch on boat
3:00	Arrive at boat terminal – Long Beach
3:45	Special Ceremony – Depart for dinner
6:30	Dinner – (PROVIDED)
7:45 PM - PST	Depart for Tucson, AZ

Saturday, March 20, 2027

4:00 AM MST	Arrive at FWJHS – Get Picked Up – Home for Real Sleep!
-------------	--

SEE YOU MONDAY AT SCHOOL!!!

Tentative Overnight Field Trip Budget

Purpose of Trip:	Project Catalina
Dates:	March 16 – 19, 2027
Number of students:	44
Number of adults:	6
Cost per student:	\$800.00
Total Cost of Trip:	\$33,862.50

VENDORS:	TOTAL	PROCUREMENT	COPIES
Transportation	\$ 8,000.00	TBD	
Subs for teachers	\$ 3,000.00		
Sweatshirt & bags	\$ 1,500.00		
Long Beach Hotel	\$ 3,000.00	TBD	
Catalina Island Marine Institute	\$16,862.50		Sole Source
On trip expenses	\$1,500.00		
Total	\$33,862.50		

FUNDING: Student Account #864-170

Project Oceans Tax Credit

Project Oceans Fees Account

Project Oceans Gifts & Donations

FLOWING WELLS SCHOOL DISTRICT

OVERNIGHT/OUT OF STATE TRIP REQUEST FORM

This form is designed to provide the basis for Board consideration and should be submitted **AT LEAST 30 DAYS PRIOR TO THE PROPOSED DEPARTURE DATE**. Additional information regarding this trip should be submitted to your building principal according to established procedures. A representative shall be present at the Board meeting where this matter is considered in order to answer questions and provide any subsequent information. Upon arrival of the request, please submit a Pupil Transportation Request Form if applicable.

SCHOOL: Flowing Wells Junior High DATE OF REQUEST: 6/24/2026

NAME OF GROUP: 8th Grade Science SPONSOR: S. August / P. Clark

PURPOSE OF TRIP: Project Oceans Gold i Blue 2027

OF STUDENTS PARTICIPATING: 80 DESTINATION(S): Southern CA

DEPARTURE DATE & TIME: 5/4/2027 @ 3:30 AM ESTIMATED TIME OF ARRIVAL: 12:15 PM

RETURN DEPARTURE DATE & TIME: 5/7/2027 @ 7:30 PM ESTIMATED TIME OF RETURN: 5/8/2027 @ 2:30 AM

PRELIMINARY ROOM ASSIGNMENTS FOR STUDENTS, COACHES, AND CHAPERONES:
(Attach a list if necessary)

to be provided before trip

Attach all trip protocols including dining & bed check, curfew times, and other pertinent supervisory procedures.

TOTAL NUMBER OF SCHOOL EMPLOYEES SERVING AS CHAPERONE AND LIST THEIR NAMES:
(Attach a list if necessary) 6

to be provided before trip

NAMES OF NON-SCHOOL PEOPLE SERVING AS CHAPERONE:
(Attach a list if necessary) 0

COST PAID BY EACH STUDENT: \$800.00 OTHER SOURCE: Project Oceans Fees

TRANSPORTATION: (please check)

☐ District Bus

☐ Private Vehicle

☐ District Van

☒ Other (explain) Charter

☐ District Car

Project Oceans Tax Credit
Project Oceans St. Account
Project Oceans G & D

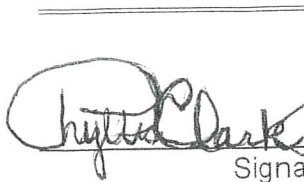
PROCUREMENT COMPLIANCE: Prior approval by Director of Business and Finance is required for procurement compliance. **Please attach itemized expenditure list by type and/or vendor including total cost and quotations obtained.** Please note that expenditures over \$50,000 per vendor require a formal bid/RFP, which could take up to 2 months.

EMERGENCY CONTACTS:

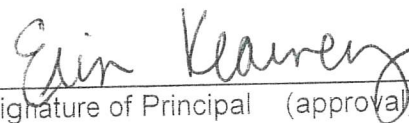
(List telephone numbers & lodging locations, as well as cell phone numbers if available)

1. Phyllis Clark (cell) 520-349-3613
2. Stu August (cell) ⁵²⁰247-247-1255
3. Ocean Institute 949-496-2274

Attach trip itinerary to include departure times and schedule of events for each day of the activity. Be specific about lodging and the location of meals. It is recognized that some details of the itinerary may change and that those changes will be submitted in writing for approval prior to departure. **THE FINAL ITINERARY MUST BE STRICTLY ADHERED TO.**


Signature of Person Making Request

6/24/2026
Date


Signature of Principal (approval)

6/24/2026
Date


Signature of Director of Business and Finance (approval)

6/24/2026
Date

BOARD ACTION:

APPROVED: _____ DISAPPROVED: _____ DATE: _____

Signature of Transportation Director

Date

FWJH PROJECT OCEANS GOLD – 2027

Tentative Itinerary - May 4 – 7, 2027

Tuesday, May 4, 2027

3:30 AM	Students arrive at FWJHS - check in at FWJH Office
4:00	Depart for California - Rest stops as needed
7:30 am	Breakfast in Yuma – (YOU BUY – Taco Bell/Jack in Box/McDonalds)
8:45	Depart for La Jolla – Rest stops as needed
12:15	Lunch at La Jolla Beach– (YOU BRING SACK LUNCH)
1:15	Beach Science and fun at La Jolla Beach
3:30	Depart La Jolla for Dana Point
5:15 pm	Arrive at Ocean Institute – Unload Bus – Dinner - Night Program
9:30 pm	Bedtime – Lights Out – Sleep!!!

Wednesday, May 5, 2027

6:00 am	Wake Up/Stretch – Clean Up - Breakfast (PROVIDED)
7:00	Marine Mammal Cruise on the RV Sea Explorer
9:30	Break
10:00	Sea Floor Lab Rotations #1
12:00 noon	Lunch (PROVIDED)
1:00	Sea Floor Lab Rotations #2
3:00	Lab Rotation #3
5:00	Depart Ocean Institute
5:30	Dinner at Irvine Spectrum (YOU BUY)
6:45	Depart Irvine Spectrum for Anaheim, CA
7:30	Check in at Stovall's Inn – Anaheim, CA
10:00 pm	Bedtime – Lights Out – Real Sleep!!!

Thursday, May 6, 2027

6:00 am	Wake Up – Prepare for Day
6:30/7:00	Breakfast – (PROVIDED)
8:15	Depart for Disney's California Adventure
9:00	Enter Disney's California Adventure
10:00	Oceans Gold – Disney Physics/Properties of Motion Education Program Oceans Blue – Explore California Adventure Park
1:30	EVERYONE - Lunch in California Adventure – (YOU BUY/Your Choice) Oceans Gold – Explore California Adventure Park
2:30	Oceans Blue – Disney Physics/Properties of Motion Education Program
6:15	EVERYONE Meets inside CA Adventure Front Gate/Check-In. & Dinner (YOU BUY)
9:00 pm	EVERYONE Meets inside CA Adventure Front Gate – Depart with Research Groups
9:45	In rooms – Pack – Journal - Prepare for next day.
10:30	Lights Out – Quiet – Sleep!!!

Friday, May 7, 2027

6:00 am	Wake Up – Prepare for Day – Suitcase by door for check out.
7:00	Breakfast (PROVIDED)
7:50	Check Out – Depart for San Diego
10:00	Enter World Famous San Diego Zoo
12:30	Lunch at Zoo – (YOU BUY/YOUR CHOICE)
4:30	Meet at Front of Zoo
5:00	Special Event
6:15 pm	Dinner (PROVIDED)
7:30	Depart for Tucson (rest stops as needed)

SATURDAY - May 8, 2027

2:30 AM

Arrive at FWJHS – Get Picked Up – Home for Real Sleep!

SEE YOU MONDAY AT SCHOOL!!!!!!

FWJH PROJECT OCEANS BLUE – 2027

Tentative Itinerary – May 4 – 7, 2027

Tuesday, May 4, 2027

3:30 AM	Students arrive at FWJHS – check in at FWJH Office
4:00	Depart for California - Rest stops as needed.
7:30 am	Breakfast in Yuma – (YOU BUY – Taco Bell/Jack in Box/McDonalds)
8:45	Depart Yuma for La Jolla – Rest stops as needed.
12:15	Lunch – La Jolla Beach (YOU BRING SACK LUNCH)
1:15	Beach Science and fun at La Jolla Beach
3:30	Depart La Jolla for Dana Point
5:15	Arrive at Ocean Institute – unload bus – Dinner Provided - Night Program
9:30 pm	Bedtime – Lights Out – Sleep!!!

Wednesday, May 5, 2027

6:00 am	Wake Up – Stretch – pack – Breakfast (PROVIDED)
7:00	Snorkel Fitting
7:30	Travel to Shaw's Cove in Laguna Beach
8:00	Snorkeling at Shaw's Cove
10:30	Depart Shaw's Cove for Ocean Institute
11:00	Lunch – (PROVIDED)
12:00	Fishing/Marine Mammal Cruise on RV Sea Explorer
5:00	Depart Ocean Institute
5:30	Dinner at Irvine Spectrum (YOU BUY)
6:45	Depart Irvine Spectrum for Anaheim, CA
7:30	Check in at Stovall's Inn – Anaheim, CA
10:00 pm	Bedtime – Lights Out – Real Sleep!!!

Thursday, May 6, 2027

6:00 am	Wake Up – Prepare for Day
6:30/7:00	Breakfast – (PROVIDED)
8:15	Depart for Disney's California Adventure
9:00	Enter Disney's California Adventure
10:00	Oceans Gold – Disney Physics/Properties of Motion Education Program Oceans Blue – Explore California Adventure Park
1:30	EVERYONE - Lunch in California Adventure – (YOU BUY/Your Choice) Oceans Gold – Explore California Adventure Park
2:30	Oceans Blue – Disney Physics/Properties of Motion Education Program
6:15	EVERYONE Meets inside CA Adventure Front Gate/Check-In. & Dinner (YOU BUY)
9:00 pm	EVERYONE Meets inside CA Adventure Front Gate – Depart with Research Groups
9:45	In rooms – Pack – Journal - Prepare for next day.
10:30	Lights Out – Quiet – Sleep!!!

Friday, May 7, 2027

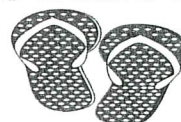
6:00 am	Wake Up – Prepare for Day – Suitcase by door for check out.
7:00	Breakfast (PROVIDED)
7:50	Check Out – Depart for San Diego
10:00	Enter World Famous San Diego Zoo
12:30	Lunch at Zoo – (YOU BUY/Your Choice)
4:30	Meet at Front of Zoo
5:00	Special Event
6:15 pm	Dinner (PROVIDED)
7:30	Depart for Tucson (rest stops as needed)

SATURDAY - May 8, 2027

2:30 AM

Arrive at FWJHS – Get Picked Up – Home for Real Sleep!

SEE YOU MONDAY AT SCHOOL!!!!!!



Tentative Overnight Field Trip Budget

Purpose of Trip: Project Oceans Blue & Gold

Dates: May 1- 7, 2027

Number of students: 80

Number of buses: 2

Number of adults: 9

Cost per person: \$800.00 per student

Total Cost of Trip: \$72,450.00

VENDORS:	TOTAL	PROCUREMENT
Transportation	\$14,500.00	TBD
Teacher Subs	\$ 4,800.00	
Trip shirts & bags	\$ 1,400.00	Buddys
Ocean Institute	\$15,000.00	Sole Source
Anaheim Hotel	\$ 13,000.00	TBD
Disney Physics Workshop	\$14,500.00	Sole Source
Birch Aquarium	\$ 1,000.00	Sole Source
San Diego Zoo	\$ 3,000.00	Sole Source
Reuben H. Fleet Science Ctr.	\$ 1,000.00	Sole Source
Last night group dinner	\$ 2,250.00	TBD
Expenses on trip	\$ 2,000.00 (busdriver tips/day room/sponsor meals)	
Total	\$72,450.00	

FUNDING: Student Account #864-170
Project Oceans Tax Credit
Project Oceans Fees Account
Project Oceans Gifts & Donations

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>D-7</u> Agenda Item Number	<u>July 28, 2026</u> Board Meeting Date
Item: <u>Approval of Requests for Staff Travel</u>	
Submitted By: <u>Teressa Austin/Monique Mata</u>	Date: <u>July 22, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus/ Monique Mata</u>	

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**Request To Travel****Recommend approval of the following travel requests:****July 28 2026**

Name Last, First	School / Dept	Request for Travel / What	Travel to:	Dates
Blanco, Luis	FWJH Asst Principal	2026 AIAAA Conference	Prescott, AZ	09/13/26 -09/15/26
DeFilippis, Jennifer	Professional Development	Move On When Reading Seminar	Phoenix, AZ	8/12/2026
Nistas, Joshua	FWHS CTE Film/Photo	Skills USA Advisor Leadership Conference	Tucson, AZ	8/25/26-8/26/26
Amezquita, Dania	FWHS IEP Coordinator	IDEA Conference	Scottsdale, AZ	08/17/26 - 08/19/26
McAllister, Tamára	Human Resources	Investigative Training Series	Tucson, AZ	9/22/2026

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>D-8</u> Agenda Item Number	<u>July 28, 2026</u> Board Meeting Date
Item: <u>Approval of District Personnel Actions</u>	
Submitted By: <u>Stacie Stuart/KaraLynn Miller</u>	Date: <u>July 22, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus/Dr. Tamara McAllister</u>	

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 28, 2026

Name	Location	Action to Approve	Pay	FTE/ hrs	Contract Days	Effective Date	Additional Comments
Abeytia, Jule	Davis	Head Teacher	\$698.00	N/A	N/A	2026-2027	Split with Keith Martin
Acker, Elizabeth	Laguna	Resign - 2nd Grade Teacher	N/A	N/A	N/A	7/2/2026	
Adams, Laura	Laguna	Student Council	\$612.00	N/A	N/A	2026-2027	Split with Emily Northrup
Adelston, Toni	FWJH	Lunch Duty	\$18.46/hr	NTE 5.50 hrs/week	N/A	2026-2027	
Adelston, Toni	FWJH	Department Chair - PE	\$1,098.00	N/A	N/A	2026-2027	
Almodoba, Ammie	Richardson	School Improvement Team Co-chairs	\$1,642.00	N/A	N/A	2026-2027	
Almodoba, Ammie	Richardson	Head Teacher	\$698.00	N/A	N/A	2026-2027	Split with Kristin Cooke
Almodoba, Ammie	Richardson	TAT Coordinator (up to 25 meetings)	\$407.00	N/A	N/A	2026-2027	Split with Amanda Jones
Almodoba, Ammie	Richardson	Grade Level Chair - 2nd Grade	\$815.00	N/A	N/A	2026-2027	
Amarillas, Rosa	Laguna	Grand Canyon Trip Coordinator	\$1,351.00	N/A	N/A	2026-2027	
Amezquita, Dania	FWHS	Facilitate CPI Certification Trainings - 2 Days	\$500.00	N/A	N/A	07/21/2026 & 07/22/2026	
Antista, Tracey	Douglas	School Improvement Team Co-chairs	\$1,642.00	N/A	N/A	2026-2027	
Antista, Tracey	Douglas	Special Education Benchmark Assessment Coordinator	\$1,000.00	N/A	N/A	2026-2027	
Ascarate, Jennifer	FWJH	Secondary Core Content (7-12) Teaching Resource Sections	\$400.00/section	4 sections	N/A	2026-2027	
August, Stuart	FWJH	Lunch Duty	\$18.46/hr	NTE 5.50 hrs/week	N/A	2026-2027	
Autenreith, Todd	Davis	Certification/Mandatory Training Crisis Prevention Institute	\$20.00/hr	NTE 6.0 hrs	N/A	7/21/2026	
Autenreith, Todd	Davis	Transfer from Computer Lab Technician and STEAM Instructional Assistant to Special Education Resource Teacher	\$59,467.00	1.0 FTE	209	8/3/2026	YOE Granted: 8 years Highest Degree Earned: Masters
Autenreith, Todd	Davis	Additional Compensation	\$2,000.00	N/A	N/A	2026-2027	SR-1: Resource Addendum 60
Autenreith, Todd	Davis	Additional Compensation	\$3,910.00	N/A	N/A	2026-2027	Performance Pay Eligibility
Beag, Hyeon Ji	SPHS	New Hire - Math Teacher	\$57,717.00	1.0 FTE	213	7/27/2026	YOE Granted: 3 years Highest Degree Earned: Masters
Beag, Hyeon Ji	SPHS	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 10 hrs	N/A	07/20/2026 - 08/02/2026	Summer Curriculum
Beag, Hyeon Ji	SPHS	Additional Compensation	\$2,000.00	N/A	N/A	2026-2027	HTF-1: Math - High School
Beag, Hyeon Ji	SPHS	Additional Compensation	\$3,910.00	N/A	N/A	2026-2027	Performance Pay Eligibility
Bennett, Koni	Laguna	School Improvement Team Co-chairs	\$1,642.00	N/A	N/A	2026-2027	
Bennett, Koni	Laguna	Love of Reading Coordinator	\$300.00	N/A	N/A	2026-2027	Split with Brandi DeVries
Bertrand-Goldsmith, Diane	FWHS	New Hire - Theatre/Stagecraft Teacher	\$55,521.00	1.0 FTE	213	7/27/2026	YOE Granted: 3 years Highest Degree Earned: Bachelors
Bertrand-Goldsmith, Diane	FWHS	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 10 hrs	N/A	07/20/2026 - 08/02/2026	Summer Curriculum
Bertrand-Goldsmith, Diane	FWHS	Additional Compensation	\$3,910.00	N/A	N/A	2026-2027	Performance Pay Eligibility
Bertrand-Goldsmith, Diane	FWHS	Career and Technical Student Organization (CTSO)	NTE \$3,900.00	N/A	N/A	2026-2027	Stage Craft
Boeck, Jessica	Laguna	Transfer from Hourly SKILLS to 3rd Grade Teacher	\$54,471.00	1.0 FTE	213	7/27/2026	YOE Granted: 0 Highest Degree Earned: Bachelors
Brenton, Jesse	FWHS	Career and Technical Student Organization (CTSO)	NTE \$3,900.00	N/A	N/A	2026-2027	Auto Tech
Brenton, Jesse	FWHS	JTED Auto	\$5,000.00	N/A	N/A	2026-2027	
Brenton, Jesse	FWHS	ASE Auto Certification	\$2,000.00	N/A	N/A	2026-2027	
Brown, Derek	Richardson	Grade Level Chair - 4th Grade	\$815.00	N/A	N/A	2026-2027	
Brown, Jason	FWHS	Secondary Core Content (7-12) Teaching Resource Sections	\$400.00/section	4 sections	N/A	2026-2027	
Brown, Peyton	FWJH	Certification/Mandatory Training Crisis Prevention Institute	\$20.00/hr	NTE 6.0 hrs	N/A	7/22/2026	
Buckley, Nicole	Laguna	Head Teacher	\$1,396.00	N/A	N/A	2026-2027	
Buckley, Nicole	Laguna	School Improvement Team Co-chairs	\$1,642.00	N/A	N/A	2026-2027	
Burch, Ethan	FWHS	Ambassadors Trip Coordinator	\$1,100.67	N/A	N/A	2026-2027	

Flowing Wells School District

Personnel Action Summary

Certified Staff

July 28, 2026

Caballero-Welchert, Jessica	FWHS	New Hire - Special Education Intensive Resource Teacher	\$56,667.00	1.0 FTE	213	7/27/2026	YOE Granted - 0 years Highest Degree Earned: Masters
Caballero-Welchert, Jessica	FWHS	Additional Compensation	\$3,910.00	N/A	N/A	2026-2027	Performance Pay Eligibility
Caballero-Welchert, Jessica	FWHS	Additional Compensation	\$3,500.00	N/A	N/A	2026-2027	IR-1: Intensive Resource Addendum
Campbell, Caitlin	Richardson	Student Council	\$612.00	N/A	N/A	2026-2027	Split with Ashley Cass
Campman, Jennifer	FWHS	Choral Music	\$3,752.00	N/A	N/A	2026-2027	
Campman, Jennifer	FWHS	Department Chair (31-40 classes) - Fine Arts	\$979.50	N/A	N/A	2026-2027	Split with Carrie Hester
Carswell, Mary	FWHS	Additional Hours - Counselor Expectations - In Person Registration; Schedules; Alt Ed Clean Up	Hrly Rate	NTE 28 hrs	N/A	07/19/2026 - 07/2/2026	
Cass, Ashley	Richardson	Logistics and Planning with Elementary SEAS Team	\$20.00/hr	NTE 4.0 hrs	N/A	7/2/2026	
Cass, Ashley	Richardson	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 2.0 hrs	N/A	7/16/2026	Smarts Connect Curriculum
Cass, Ashley	Richardson	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 24 hrs	N/A	07/06/2026 - 07/09/2026	Boystown Curriculum
Cass, Ashley	Richardson	Student Council	\$612.00	N/A	N/A	2026-2027	Split with Caitlin Campbell
Chavez, Astin	Laguna	Elementary Coach - Boys Flag Football	\$500.00	N/A	N/A	2026-2027	Split with Jud Lee
Chavez, Astin	Laguna	Elementary Coach - Boys Basketball	\$500.00	N/A	N/A	2026-2027	Split with Jud Lee
Chavez, Astin	Laguna	Grade Level Chair - 1st Grade	\$815.00	N/A	N/A	2026-2027	
Coakley, Lanaiya	FWJH	Special Olympics - Assistant	\$739.00	N/A	N/A	2026-2027	
Cochiolo, Rebecca	ESS	Resign - Occupational Therapist	N/A	N/A	N/A	6/22/2026	
Cooke, Kristen	Richardson	Grade Level Chair - 5th Grade	\$815.00	N/A	N/A	2026-2027	61
Cooke, Kristen	Richardson	Head Teacher	\$1,396.00	N/A	N/A	2026-2027	
Courtney, Benjamin	FWJH	Instrumental Music/Band	\$3,086.00	N/A	N/A	2026-2027	
Courtney, Benjamin	FWJH	Orchestra	\$2,794.00	N/A	N/A	2026-2027	
Dakos, Raymond	FWHS	Raiders Coach JV	\$2,505.00	N/A	N/A	2026-2027	
Dakos, Raymond	FWHS	Drill Team/Honor Guard	\$3,752.00	N/A	N/A	2026-2027	
D'Arpino, Amy	Richardson	Additional Hours - Meet with SEAS Team	\$165/day	0.5 day	N/A	7/2/2026	Long term sub; less than 3 hrs
Davis, Kimberley	FWHS	Substitute for Summer School Absence	\$140.00/day	3 days	N/A	06/23/2026 - 06/25/2026	
Denogean, Aaron	FWHS	Secondary Core Content (7-12) Teaching Resource Sections	\$400.00/section	3 sections	N/A	2026-2027	
DeVries, Brandi	Laguna	Social Media Coordinator	\$489.00	N/A	N/A	2026-2027	
Dietrich, Jessica	FWHS	Career and Technical Student Organization (CTSO)	NTE \$3,900.00	N/A	N/A	2026-2027	Biotech
Donaldson, Angus	FWHS	Career and Technical Student Organization (CTSO)	NTE \$3,900.00	N/A	N/A	2026-2027	Agriscience
Duran, Mayra	FWHS	Teacher of Record for FW Online and CTE Courses - Spanish	NTE \$1,100.00	N/A	N/A	06/22/2026- 07/09/2026	Summer School Session II Teacher of Record compensation based on number of students
Duran, Mayra	FWHS	Professional Growth Increase	\$250.00	N/A	N/A	2026-2027	
Easter, Lillian	FWHS	Ambassadors Trip Coordinator	\$1,100.66	N/A	N/A	2026-2027	
Edwards, Bobby	FWHS	Department Chair (5-10 Classes) - JROTC	\$1,629.00	N/A	N/A	2026-2027	
Ferrell, Caitlyn	FWHS	Secondary Core Content (7-12) Teaching Resource Sections	\$400.00/section	4 sections	N/A	2026-2027	
Ferrell, Caitlyn	FWHS	Challenge Testing Coordinator - English	\$122.00	N/A	N/A	2026-2027	
Ferrell, Caitlyn	FWHS	National Board Certified Teacher	\$2,500.00	N/A	N/A	2026-2027	
Ferrell, Caitlyn	FWHS	Department Chair (51 or More Classes) - English	\$2,571.00	N/A	N/A	2026-2027	
Finger, Daniel	ESS	Recertification/Mandatory Training Crisis Prevention Institute	\$20.00/hr	NTE 4.0 hrs	N/A	7/22/2026	
Fowler, Parker	FWHS	Student Council and Grad Night Coordinator	\$4,250.00	N/A	N/A	2026-2027	
Fukutomi, Maya	Richardson	Additional Hours - Review IEP's, Meet SEAS Team, Boystown and Smarts Training for SEAS Classroom	\$20.00/hr	NTE 35 hrs	N/A	07/01/2026 - 07/16/2026	
Fyffe, Madeline	ESS	Additional Hours - Attend Back to School Meeting	\$165.00/day	1 day	N/A	7/31/2026	

Flowing Wells School District

Personnel Action Summary

Certified Staff

July 28, 2026

Garcia, Lia	Laguna	New Hire - 3rd Grade Teacher	\$54,821.00	1.0 FTE	213	7/27/2026	YOE Granted: 1 year Highest Degree Earned: Bachelors
Garcia, Lia	Laguna	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 10 hrs	N/A	07/20/2026 - 08/02/2026	Summer Curriculum
Garcia, Lia	Laguna	Additional Compensation	\$3,910.00	N/A	N/A	2026-2027	Performance Pay Eligibility
Gildea, Ashton	FWHS	Ambassadors Trip Coordinator	\$1,100.66	N/A	N/A	2026-2027	
Gleeson, David	FWHS	Teacher of Record for FW Online and CTE Courses - Physics	NTE \$1,100.00	N/A	N/A	06/22/2026- 07/09/2026	Summer School Session II Teacher of Record compensation based on number of students
Gleeson, David	FWHS	MESA	\$2,079.00	N/A	N/A	2026-2027	
Godlove, Emily	FWJH	Spelling Bee Coordinator	\$693.00	N/A	N/A	2026-2027	
Godlove, Emily	FWJH	School Improvement Team Co-chairs	\$1,642.00	N/A	N/A	2026-2027	
Godlove, Emily	FWJH	Department Chair - English	\$1,098.00	N/A	N/A	2026-2027	
Gomez Mondragon, Leilan	FWHS	Transfer from SAC Hourly Employee to Dance Teacher	\$54,471.00	1.0 FTE	213	7/27/2026	YOE Granted: 0 Years Highest Degree Earned: Bachelors
Gomez Mondragon, Leilan	FWHS	Additional Compensation	\$3,910.00	N/A	N/A	2026-2027	Performance Pay Eligibility
Gomez Mondragon, Leilan	FWHS	Pom Line	\$2,250.00	N/A	N/A	2026-2027	
Gomez Mondragon, Leilan	FWHS	Dance Sponsor	\$3,752.00	N/A	N/A	2026-2027	
Grijalva, Stacey	FWHS	College 101	\$2,079.00	N/A	N/A	2026-2027	
Grijalva, Stacey	FWHS	Scholarship Coordinator	\$1,635.00	N/A	N/A	2026-2027	
Gutierrez, Alex	FWHS	National Board Certified Teacher	\$2,500.00	N/A	N/A	2026-2027	
Gutierrez, Kristi	Laguna	Facilitate Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/15/2026	62
Gutierrez, Kristi	Laguna	TAT Coordinator (up to 25 meetings)	\$410.50	N/A	N/A	2026-2027	Split with Melanie Hurst
Gutierrez, Kristi	Laguna	Yearbook	\$407.50	N/A	N/A	2026-2027	Split with Melanie Hurst
Harden, Kimberley	FWHS	Department Chair (11-20 Classes) - Modern Language	\$2,571.00	N/A	N/A	2026-2027	
Hartung, Kristina	FWHS	Teacher of Record for FW Online and CTE Courses - Earth/Space Science B	NTE \$1,100.00	N/A	N/A	06/22/2026- 07/09/2026	Summer School Session II Teacher of Record compensation based on number of students
Hartung, Kristina	FWHS	School Improvement Team Co-chairs	\$1,642.00	N/A	N/A	2026-2027	
Hatch, Courtney	FWHS	Career and Technical Student Organization (CTSO)	NTE \$3,900.00	N/A	N/A	2026-2027	Fashion
Hauger, Emily	FWHS	Secondary Core Content (7-12) Teaching Resource Sections	\$400.00/section	3 sections	N/A	2026-2027	
Hayes, Ashley-Marie	FWHS	Challenge Testing Coordinator - Science	\$122.00	N/A	N/A	2026-2027	
Hayes, Ashley-Marie	FWHS	Career and Technical Student Organization (CTSO)	NTE \$3,900.00	N/A	N/A	2026-2027	Biotech
Haynes, Talia	FWHS	LEA Representative Stipend for IEP Coordinator	\$250.00	N/A	N/A	2026-2027	
Hester, Carrie	FWHS	Department Chair (31-40 classes) - Fine Arts	\$979.50	N/A	N/A	2026-2027	Split with Jennifer Campman
Hester, Carrie	FWHS	Instrumental Music/Band	\$5,000.00	N/A	N/A	2026-2027	
Hill, Joshua	FWJH	Theatre	\$2,313.00	N/A	N/A	2026-2027	
Hill, Joshua	FWJH	Musical Theater Director	\$1,605.00	N/A	N/A	2026-2027	
Hill, Joshua	FWJH	Choral Music	\$2,267.00	N/A	N/A	2026-2027	
Hillman, Tina	Laguna	Facilitate Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/15/2026	
Hook, Brian	FWHS	Summer Weight Room Instructor	\$1,875.00	N/A	N/A	07/01/2026 - 07/30/2026	
Hook, Brian	FWHS	Department Chair (21-30 Classes) - PE	\$1,849.00	N/A	N/A	2026-2027	
Hurst, Melanie	Laguna	Facilitate Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/15/2026	
Hurst, Melanie	Laguna	Yearbook	\$407.50	N/A	N/A	2026-2027	Split with Kristi Gutierrez
Hurst, Melanie	Laguna	Grade Level Chair - Kindergarten	\$815.00	N/A	N/A	2026-2027	
Hurst, Melanie	Laguna	TAT Coordinator (up to 25 meetings)	\$410.50	N/A	N/A	2026-2027	Split with Kristi Gutierrez
Jacobson, Kristyn	Richardson	Grade Level Chair - SPED	\$815.00	N/A	N/A	2026-2027	

Flowing Wells School District

Personnel Action Summary

Certified Staff

July 28, 2026

Jeffers, Marva	FWJH	Cadet Teacher Driver Blue	\$649.00	N/A	N/A	08/06/2026 - 12/04/2026	Split with Jazmin Quintana
Jeffers, Marva	FWJH	Cadet Teacher Driver Blue	\$649.00	N/A	N/A	12/07/2026 - 05/26/2027	Split with Jazmin Quintana
Jewett, Justin	FWJH	Cadet Teacher Driver Gold	\$649.00	N/A	N/A	08/06/2026 - 12/04/2026	
Jewett, Justin	FWJH	Cadet Teacher Driver Gold	\$649.00	N/A	N/A	12/07/2026 - 05/26/2027	
Jewett, Justin	FWJH	Lunch Duty	\$18.46/hr	NTE 5.50 hrs/week	N/A	2026-2027	
Jones, Adam	FWHS	Orchestra	\$3,752.00	N/A	N/A	2026-2027	
Jones, Amanda	Richardson	Grade Level Chair - 1st Grade	\$815.00	N/A	N/A	2026-2027	
Jones, Amanda	Richardson	TAT Coordinator (up to 25 meetings)	\$407.00	N/A	N/A	2026-2027	Split with Ammie Almodoba
Kilijanczyk, Nicole	ESS	Additional Hours for Evaluations and Document Writing at EMELC	Hrly Rate	NTE 24 hrs	N/A	07/01/2026 - 07/03/2026	
Kilijanczyk, Nicole	ESS	Additional Hours - Evaluations and Meetings	Hrly Rate	NTE 24 hrs	N/A	07/27/2026 - 07/30/2026	
Kirchoff, Amy	Richardson	District Instrumental Music Coordinator	\$2,794.00	N/A	N/A	2026-2027	
Kirchoff, Amy	Richardson	Orchestra	\$886.00	N/A	N/A	2026-2027	
Kiyama, Arturo	ESS	Additional Hours - Boystown and Smarts Training for SEAS Classroom	\$20.00/hr	NTE 26 hrs	N/A	07/06/2026 - 07/09/2026 & 07/16/2026	
Koellisch, Gabrielle	Laguna	New Hire - Special Education Intensive Resource Teacher	\$59,467.00	1.0 FTE	213	7/27/2026	YOE Granted: 8 years 63
Koellisch, Gabrielle	Laguna	Additional Compensation	\$3,910.00	N/A	N/A	2026-2027	Highest Degree Earned: Masters
Koellisch, Gabrielle	Laguna	Additional Compensation	\$3,500.00	N/A	N/A	2026-2027	Performance Pay Eligibility
Koellisch, Gabrielle	Laguna	Additional Compensation	\$3,500.00	N/A	N/A	2026-2027	IR-1: Intensive Resource Addendum
Laguna, Teri	FWHS	Department Chair (51 or More Classes) - Math	\$2,571.00	N/A	N/A	2026-2027	
Laguna, Teri	FWHS	Challenge Testing Coordinator - Math	\$122.00	N/A	N/A	2026-2027	
Lee, Judson	Laguna	Elementary Coach - Girls Basketball	\$500.00	N/A	N/A	2026-2027	Split with Emily Northrup
Lee, Judson	Laguna	Elementary Intramural Coordinator - Semester 1	\$837.00	N/A	N/A	2026-2027	
Lee, Judson	Laguna	Elementary Coach - Boys Flag Football	\$500.00	N/A	N/A	2026-2027	Split with Astin Chavez
Lee, Judson	Laguna	Elementary Coach - Girls Volleyball	\$1,000.00	N/A	N/A	2026-2027	
Lee, Judson	Laguna	District Elementary Sport Coordinator - Girls Volleyball	\$336.00	N/A	N/A	2026-2027	
Lee, Judson	Laguna	Elementary Intramural Coordinator - Semester 2	\$837.00	N/A	N/A	2026-2027	
Lee, Judson	Laguna	Elementary Coach - Cross Country	\$1,000.00	N/A	N/A	2026-2027	
Lee, Judson	Laguna	Elementary Coach - Boys Basketball	\$500.00	N/A	N/A	2026-2027	Split with Astin Chavez
Lee, Kristina	FWJH	Department Chair - Special Education	\$1,098.00	N/A	N/A	2026-2027	
Lee, Kristina	FWJH	IEPPro Coordinator	\$1,500.00	N/A	N/A	2026-2027	
Legarra, Amee	Richardson	National Board Certified Teacher	\$2,500.00	N/A	N/A	2026-2027	
Legarra, Amee	Richardson	Grand Canyon Trip Coordinator	\$1,351.00	N/A	N/A	2026-2027	
Legarra, Amee	Richardson	Elementary Coach - Girls Basketball	\$1,000.00	N/A	N/A	2026-2027	
Legarra, Amee	Richardson	Elementary Coach - Girls Volleyball	\$1,000.00	N/A	N/A	2026-2027	
Leigh, John	FWJH	Secondary Core Content (7-12) Teaching Resource Sections	\$400.00/section	4 sections	N/A	2026-2027	
Lewis, Justin	FWJH	Lunch Duty	\$18.46/hr	NTE 5.50 hrs/week	N/A	2026-2027	
Lewis, Justin	FWJH	Senators Trip Coordinator	\$1,798.00	N/A	N/A	2026-2027	
Lieder, Sydney	FWHS	Summer School Teacher - Geometry B	\$2,250.00	N/A	N/A	06/22/2026 - 07/09/2026	Session II
Lodge, Rachel	FWHS	Ambassadors Trip Coordinator	\$1,100.67	N/A	N/A	2026-2027	
Lodge, Rachel	FWHS	Department Chair (41-50 Classes) - Social Studies	\$2,461.00	N/A	N/A	2026-2027	

Flowing Wells School District

Personnel Action Summary

Certified Staff

July 28, 2026

Lodge, Rachel	FWHS	Challenge Testing Coordinator - Social Studies	\$122.00	N/A	N/A	2026-2027	
Macias, Oziris	Douglas	School Improvement Team Co-chairs	\$1,642.00	N/A	N/A	2026-2027	
Mann, Jeffrey	FWHS	Ambassadors Trip Coordinator	\$1,100.67	N/A	N/A	2026-2027	
Martin, Keith	Davis	Head Teacher	\$698.00	N/A	N/A	2026-2027	Split with Jule Abeytia
Masterson, Raychel	Laguna	Transfer from Substitute to Special Education Intensive Resource Teacher	\$54,471.00	1.0 FTE	213	7/27/2026	YOE Granted: 0 Years Highest Degree Earned: Bachelors
Masterson, Raychel	Laguna	Additional Compensation	\$3,910.00	N/A	N/A	2026-2027	Performance Pay Eligibility
Masterson, Raychel	Laguna	Additional Compensation	\$3,500.00	N/A	N/A	2026-2027	IR-1: Intensive Resource Addendum
Maynes, Nannette	FWJH	Teacher of Record for FW Online and CTE Courses	NTE \$350/quarter	4 quarters	N/A	2026-2027	Teacher of Record compensation based on number of students
McCann, Emily	FWJH	Honor Society	\$802.50	N/A	N/A	2026-2027	Split with Katie Rheinheimer
McCann, Emily	FWJH	Department Chair - Social Studies	\$1,098.00	N/A	N/A	2026-2027	
McCreery, Brienne	ESS	Additional Hours for Evaluations and Document Writing at EMELC	Hrly Rate	NTE 24 hrs	N/A	07/01/2026 - 07/03/2026	
McCreery, Brienne	ESS	Additional Hours - Evaluations and Meetings	Hrly Rate	NTE 24 hrs	N/A	07/27/2026 - 07/30/2026	
McGlamery, Shauna	FWJH	Yearbook	\$1,672.00	N/A	N/A	2026-2027	
McGlamery, Shauna	FWJH	Department Chair - Fine Arts	\$1,098.00	N/A	N/A	2026-2027	
McIntyre, Chelsea	FWJH	Lunch Duty	\$18.46/hr	NTE 5.50 hrs/week	N/A	2026-2027	
Montoya, Bridget	FWHS	High School Math Sections	\$400.00/section	3 sections	N/A	2026-2027	
Montoya, Bridget	FWHS	Career and Technical Student Organization (CTSO)	NTE \$3,900.00	N/A	N/A	2026-2027	Ed Professions 64
Murray, Caitlin	Laguna	Grade Level Chair - 3rd Grade	\$815.00	N/A	N/A	2026-2027	
Nistas, Joshua	FWHS	Career and Technical Student Organization (CTSO)	NTE \$3,900.00	N/A	N/A	2026-2027	Film and Photography
Nogami, Wendy	FWJH	National Board Certified Teacher	\$2,500.00	N/A	N/A	2026-2027	
Northrup, Emily	Laguna	Band	\$886.00	N/A	N/A	2026-2027	
Northrup, Emily	Laguna	Grade Level Chair - Specials	\$815.00	N/A	N/A	2026-2027	
Northrup, Emily	Laguna	Elementary Coach - Girls Basketball	\$500.00	N/A	N/A	2026-2027	Split with Jud Lee
Northrup, Emily	Laguna	Choir	\$1,224.00	N/A	N/A	2026-2027	
Northrup, Emily	Laguna	Student Council	\$612.00	N/A	N/A	2026-2027	Split with Laura Adams
Northrup, Emily	Laguna	Orchestra	\$866.00	N/A	N/A	2026-2027	
Northrup, Emily	Laguna	Elementary Coach - Boys Volleyball	\$1,000.00	N/A	N/A	2026-2027	
Northrup, Emily	Laguna	Elementary Coach - Cross Country	\$1,000.00	N/A	N/A	2026-2027	
Nuñez, Lauren	Richardson	Certification/Mandatory Training Crisis Prevention Institute	\$20.00/hr	NTE 6.0 hrs	N/A	7/21/2026	
Nuñez, Lauren	Richardson	Additional Hours - Review IEP's, Meet SEAS Team, Boystown and Smarts Training for SEAS Classroom	\$20.00/hr	NTE 35 hrs	N/A	07/01/2026 - 07/16/2026	
Nuñez, Lauren	Richardson	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 10 hrs	N/A	07/20/2026 - 08/02/2026	Summer Curriculum
Olin, Isabella	FWHS	Transfer from Substitute to Physics Teacher	\$57,667.00	1.0 FTE	213	7/27/2026	YOE Granted: 0 Highest Degree Earned: Masters
Oquendo, Jennifer	EMELC	Additional Hours for Evaluations and Document Writing at EMELC	Hrly Rate	NTE 24 hrs	N/A	07/01/2026 - 07/03/2026	
Oquendo, Jennifer	EMELC	Conduct Summer IEP Meetings	Hrly Rate	NTE 40	N/A	07/27/2026 - 07/31/2026	
Oquendo, Kaitlyn	Laguna	Special Olympics - Coach I Coordinator at one site	\$1,224.00	N/A	N/A	2026-2027	
Oquendo, Kaitlyn	Laguna	Grade Level Chair - SPED	\$815.00	N/A	N/A	2026-2027	
Pakka, Robin	FWHS	Ambassadors Trip Coordinator	\$1,100.67	N/A	N/A	2026-2027	
Pepe, Michael	Richardson	Grade Level Chair - 3rd Grade	\$815.00	N/A	N/A	2026-2027	

Flowing Wells School District

Personnel Action Summary

Certified Staff

July 28, 2026

Pierson, Amy	FWHS	Department Chair (5-10 Classes) - Counseling	\$1,629.00	N/A	N/A	2026-2027	
Pike, Dache	FWHS	Career and Technical Student Organization (CTSO)	NTE \$3,900.00	N/A	N/A	2026-2027	Culinary Arts
Pina, Mario	FWHS	Summer Weight Room Instructor	\$1,875.00	N/A	N/A	07/01/2026 - 07/30/2026	
Pina, Mario	FWHS	Intramural Director (Annual)	\$2,505.00	N/A	N/A	2026-2027	
Priest, John	FWHS	New Hire - Social Studies Teacher	\$59,467.00	1.0 FTE	213	7/27/2026	YOE Granted: 8 years Highest Degree Earned: Masters
Priest, John	FWHS	Additional Compensation	\$3,910.00	N/A	N/A	2026-2027	Performance Pay Eligibility
Pundt, Destiny	Richardson	Facilitate Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/29/2026	
Quintana, Jazmin	FWJH	Facilitate In person Registration	Hrly Rate	NTE 14 hrs	N/A	07/21/2026 & 07/22/2026	
Quintana, Jazmin	FWJH	Cadet Teacher Driver Blue	\$649.00	N/A	N/A	08/06/2026 - 12/04/2026	Split with Marva Jeffers
Quintana, Jazmin	FWJH	Cadet Teacher Driver Blue	\$649.00	N/A	N/A	12/07/2026 - 05/26/2027	Split with Marva Jeffers
Quintana, Jazmin	FWJH	Lunch Duty	\$18.46/hr	NTE 5.50 hrs/week	N/A	2026-2027	
Quintana, Jazmin	FWJH	Cadet Teacher Coordinator	\$487.00	N/A	N/A	2026-2027	Split with Marva Jeffers
Raboza Davis, Schreen	Douglas	Certification/Mandatory Training Crisis Prevention Institute	\$20.00/hr	NTE 6.0 hrs	N/A	7/21/2026	
Ramos, Brooke	Hendricks	Facilitate Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/1/2026	
Reynolds, Caitlin	FWHS	Career and Technical Student Organization (CTSO)	NTE \$3,900.00	N/A	N/A	2026-2027	Agriscience
Rheinheimer, Katie	FWJH	Honor Society	\$802.50	N/A	N/A	2026-2027	Split with Emily McCann
Rheinheimer, Katie	FWJH	MESA	\$2,079.00	N/A	N/A	2026-2027	65
Rhodes, Jacquelyn	FWJH	Secondary Core Content (7-12) Teaching Resource Sections	\$400.00/section	4 sections	N/A	2026-2027	
Robles, Damion	FWHS	Secondary Core Content (7-12) Teaching Resource Sections	\$400.00/section	3 sections	N/A	2026-2027	
Rodriguez, Ginger	Hendricks	Facilitate Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/1/2026	
Romero, Jason	ESS	New Hire - School Psychologist	\$76,826.00	1.0 FTE	213	7/31/2026	YOE Granted - 7 years Highest Degree Earned: Masters
Romero, Jason	ESS	Additional Compensation	\$1,100.00	N/A	N/A	2026-2027	A-SP-1: Auto
Romero, Jason	ESS	Additional Compensation	\$1,250.00	N/A	N/A	2026-2027	LEA-1: LEA - School Psychologist
Romero, Jason	ESS	Additional Compensation	\$3,500.00	N/A	N/A	2026-2027	BE-1: Bilingual Evaluation
Ruiz, Mario	FWJH	Lunch Duty	\$18.46/hr	NTE 5.50 hrs/week	N/A	2026-2027	
Ruiz, Mario	FWJH	Support In person Registration	\$25.00/hr	NTE 14 hrs	N/A	07/21/2026 & 07/22/2026	
Ruiz, Mario	FWJH	Media Arts	\$1,299.00	N/A	N/A	2026-2027	
Ruiz, Mario	FWJH	Leadership Retreat Coordinator	\$675.50	N/A	N/A	2026-2027	Split with Ellyvana Spiece
Ruiz, Mario	FWJH	Student Council	\$2,200.00	N/A	N/A	2026-2027	
Runyon, Katherine	FWHS	New Hire - Summer School Teacher - Algebra 1B	\$2,250.00	N/A	N/A	06/22/2026 - 07/09/2026	Session II
Salazar, Isabela	Davis	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 10 hrs	N/A	07/20/2026 - 08/02/2026	Summer Curriculum
Santini, Kathrine	FWHS	Teacher of Record for FW Online and CTE Courses - Economics	NTE \$1,100.00	N/A	N/A	06/22/2026- 07/09/2026	Summer School Session II Teacher of Record compensation based on number of students
Schiess, Vanessa	Hendricks	Facilitate Kindergarten Orientation	\$20.00/HR	NTE 16 hrs	N/A	7/1/2026	
Schladweiler, Katherine	Richardson	Science Fair Coordinator	\$300.00	N/A	N/A	2026-2027	Split with Emily Clardy
Schladweiler, Katherine	Richardson	Grade Level Chair - 6th Grade	\$815.00	N/A	N/A	2026-2027	
Schladweiler, Katherine	Richardson	School Improvement Team Co-chairs	\$1,642.00	N/A	N/A	2026-2027	

Flowing Wells School District

Personnel Action Summary

Certified Staff

July 28, 2026

						06/15/2026 - 06/17/2026 & 07/09/2026 - 07/10/2026	
Schmidt, Alan	Laguna	Military Leave	N/A	N/A	N/A		
Shepard, Crystal	FWJH	Recertification/Mandatory Training Crisis Prevention Institute	\$20.00/hr	NTE 4.0 hrs	N/A	7/22/2026	
Shepard, Crystal	FWJH	Special Olympics - Coach I Coordinator at one site	\$1,224.00	N/A	N/A	2026-2027	
Skiles, Jean	ESS	Additional Hours for Evaluations and Document Writing at EMELC	Hrly Rate	NTE 24 hrs	N/A	07/01/2026 - 07/03/2026	
Skiles, Jean	ESS	Additional Hours - Evaluations and Meetings	Hrly Rate	NTE 24 hrs	N/A	07/27/2026 - 07/30/2026	
Smith, Marian	FWHS	Honor Society	\$2,079.00	N/A	N/A	2026-2027	
Smith, Marian	FWHS	National Board Certified Teacher	\$2,500.00	N/A	N/A	2026-2027	
Stimans, Jorge	FWHS	Summer School Teacher - Algebra 2B	\$2,250.00	N/A	N/A	06/22/2026- 07/09/2026	Session II
Stimans, Jorge	FWHS	Secondary Core Content (7-12) Teaching Resource Sections	\$400.00/section	4 sections	N/A	2026-2027	
Stretton, Jennifer	Richardson	Facilitate Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/29/2026	
Stretton, Jennifer	Richardson	Yearbook	\$815.00	N/A	N/A	2026-2027	
Stretton, Jennifer	Richardson	Grade Level Chair - Kindergarten	\$815.00	N/A	N/A	2026-2027	
Surratt, Sarah	Laguna	Transfer from SPED Resource Teacher at Davis to 6th Grade Teacher at Laguna	Contract Rate	1.0 FTE	209	2026-2027	
Thomas, Emanuel	Laguna	Grade Level Chair - 2nd Grade	\$815.00	N/A	N/A	2026-2027	
						06/22/2026- 07/09/2026	Summer School Session II 66 Teacher of Record compensation based on number of students
Thompson, Adam	FWHS	Teacher of Record for FW Online and CTE Courses - English 1B, 2B, 3B	NTE \$1,100.00	N/A	N/A		
Tracy, Tara	FWJH	School Improvement Team Co-chairs	\$1,642.00	N/A	N/A	2026-2027	
Tracy, Tara	FWJH	Department Chair - Math	\$1,098.00	N/A	N/A	2026-2027	
							YOE Granted: 8 years Highest Degree Earned: Masters Degree
Urquidez, Alberto	FWHS	Rehire - Spanish Teacher	\$23,786.80 (P)	0.4 FTE	209	8/3/2026	
Urquidez, Alberto	FWHS	Additional Compensation	\$200.00 (P)	N/A	N/A	2026-2027	BE-2: Bilingual Endorsement
Urquidez, Alberto	FWHS	Additional Compensation	\$3,910.00	N/A	N/A	2026-2027	Performance Pay Eligibility
Urquidez, Alberto	FWHS	Challenge Testing Coordinator - Spanish Only	\$1,182.00	N/A	N/A	2026-2027	
Van Derlaske, Danielle	Davis	Teaching Apprentice Mentor - Semester 2B	\$500.00	N/A	N/A	2026-2027	
Verdiguél Gillet, Anna	FWHS	Chemical Hygiene Officer	\$1,000.00	N/A	N/A	2026-2027	
Verdiguél Gillet, Anna	FWHS	Career and Technical Student Organization (CTSO)	NTE \$3,900.00	N/A	N/A	2026-2027	Biotech
						06/22/2026- 07/09/2026	Summer School Session II Teacher of Record compensation based on number of students
Walker, Kent	FWHS	Teacher of Record for FW Online and CTE Courses - World and US History B	NTE \$1,100.00	N/A	N/A		
Warner, Laura	FWJH	TAT Coordinator (up to 25 meetings)	\$814.00	N/A	N/A	2026-2027	
Wingate, Jeanette	FWHS	Academic Decathlon	\$3,086.00	N/A	N/A	2026-2027	
Winkenwerder, Jennifer	FWHS	New Hire - Chemistry Teacher	\$57,667.00	1.0 FTE	213	7/27/2026	YOE Granted: 0 Highest Degree Earned: Ph.D.
Winkenwerder, Jennifer	FWHS	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 10 hrs	N/A	07/20/2026 - 08/02/2026	Summer Curriculum
Winkenwerder, Jennifer	FWHS	Additional Compensation	\$2,000.00	N/A	N/A	2026-2027	HTF-2: Science - High School
Winkenwerder, Jennifer	FWHS	Additional Compensation	\$3,910.00	N/A	N/A	2026-2027	Performance Pay Eligibility
						06/22/2026- 07/09/2026	
Youmans, Julie	FWHS	Summer School Teacher	\$2,250.00	N/A	N/A		Session II

Flowing Wells School District
Personnel Action Summary
Certified Staff
July 28, 2026

Yslas, David	Richardson	Certification/Mandatory Training Crisis Prevention Institute	\$20.00/hr	NTE 6.0 hrs	N/A	7/21/2026	
Yslas, David	Richardson	Additional Hours - Review IEP's, Meet SEAS Team, Boystown and Smarts Training for SEAS Classroom	\$20.00/hr	NTE 35 hrs	N/A	07/01/2026 - 07/16/2026	
Yslas, David	Richardson	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 10 hrs	N/A	07/20/2026 - 08/02/2026	Summer Curriculum

LEGEND Walk:
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

Support Staff

July 28, 2026

Name	Location	Action to Approve	Pay	FTE/ hrs	Contract Days	Effective Date	Additional Comments
Abril, Ysela	EMELC	New Hire - Special Education Early Childhood Teaching Assistant	\$16.92/hr	5.6 hrs/day	196	8/4/2026	
Agraan, Phyllis	Hendricks	Bilingual Translator	\$500.00	N/A	N/A	2026-2027	
Aguirre, Cesar	Transportation	Additional Hours - Attend Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2026 - 07/30/2026	
Alegria, Daniela	EMELC	Transfer from Substitute Bus Monitor to Special Education Early Childhood Teaching Assistant	\$16.92/hr	6.40 hrs/day	196	8/4/2026	
Allison, Madelyn	Laguna	New Hire - Reading Instructional Assistant	\$17.07/hr	6.0 hrs/day	195	8/5/2026	YOE Granted: 2 years
Alvarez Munoz, Isabel	Transportation	Additional Hours - Attend Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2026 - 07/30/2026	
Angeles, Ana	Transportation	Additional Hours - Attend Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2026 - 07/30/2026	
Bond, Francisca	District	Bilingual Translator	\$333.33	N/A	N/A	2026-2027	Split with Erica Pacheco & Esteban Jimenez
Cabanas, Marisela	Centennial	Additional Hours - Discretionary Summer Administrative Tasks	Hrly Rate	NTE 20 hrs	N/A	07/01/2026 - 07/22/2026	
Cass, Ashley	Richardson	Professional Development Existing 2 Day Workshop	\$500.00	N/A	N/A	07/21/2026 & 07/22/2026	CPI Training
Clark, Phyllis	FWJH	Additional Hours - Coordinating and Sponsoring Holiday Fine Arts Tour	Hrly Rate	As Needed	N/A	12/10/2026 - 12/13/2026	
Clark, Phyllis	FWJH	Science Travel Coordinator	\$3,284.00	N/A	N/A	2026-2027	
Cooley, Denise	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Cooley, Denise	Laguna	Crossing Guard Duty	\$15.80/hr	NTE 1.0 hr/day	N/A	2026-2027	
Desgagne, Martina	Hendricks	Support Staff - Translating	Hrly Rate	As Needed	N/A	2026-2027	
Dunn, Amy	Community Schools	Additional Hours - School Year Set Up and Staff Meeting	Hrly Rate	NTE 3.0 hrs	N/A	8/5/2026	
Dunn, Amy	Community Schools	Additional Hours - Absence Coverage	Hrly Rate	NTE 0.5 hrs/day	N/A	06/22/2026 - 06/26/2026	
Eldred, Jessica	Community Schools	Additional Hours - School Year Set Up and Staff Meeting	Hrly Rate	NTE 3.0 hrs	N/A	8/5/2026	
Espino, Mario	Transportation	Transfer from Automotive Mechanic to Automotive Lead Mechanic	\$22.71/hr	8.00 hrs/day	261 (P)	9/14/2026	Differential increase of \$0.53/hr
Espino, Mario	Transportation	Additional Compensation	\$200.00	N/A	N/A	2026-2027	SA-2: Shoe Allowance
Espino, Mario	Transportation	Additional Compensation	\$450.00	N/A	N/A	2026-2027	TA-1: Tool Allowance (Mechanics)
Espinoza Monroy, Alicia	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Estevane, Selva	Centennial	Additional Hours - AZELLA Training	Hrly Rate	NTE 12 hrs	N/A	07/01/2026 - 07/20/2026	
Estevane, Selva	Centennial	Additional Hours - AZELLA Testing	\$17.00/hr	NTE 15 hrs	N/A	07/20/2026 - 07/31/2026	
Estrada, Yadira	FWHS	Bilingual Translator	\$500.00	N/A	N/A	2026-2027	
Faulkner, Brian	Laguna	New Hire - Special Education Teaching Assistant II	\$19.12/hr	6.5 hrs/day	196	8/4/2026	YOE Granted: 8 years Highest Degree Earned: Masters
Fitzgerald, Amy	Community Schools	Additional Hours - School Year Set Up and Staff Meeting	Hrly Rate	NTE 3.0 hrs	N/A	8/5/2026	
Gallardo, Marcus	Transportation	Additional Hours - Attend Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2026 - 07/30/2026	
Garcia, Lizbeth	FWJH	Support In person Registration	\$17.00/hr	NTE 14 hrs	N/A	07/21/2026 & 07/22/2026	
Graham, Amber	SPHS	New Hire - Program Assistant - Specialized Programs	\$16.82/hr	7.0 hrs/day	195	8/5/2026	Highest Degree Earned: Associates
Harrison, Lilyan	Transportation	Additional Hours - Driver for Freshman Orientation	Hrly Rate	NTE 6.0 hrs	N/A	7/31/2026	
Harrison, Lilyan	Transportation	Additional Hours - Driver for Summer SKILLS	Hrly Rate	NTE 4.0 hrs/day	N/A	07/01/2026 - 07/09/2026	
Hillman, Cassandra	Richardson	New Hire - Special Education Teaching Assistant II	\$17.12/hr	7.0 hrs/day	196	8/4/2026	YOE Granted: 1 year
Hillman, Cassandra	Richardson	Additional Hours - Meet with SEAS Team and Plan	Hrly Rate	NTE 4.0 hrs	N/A	7/2/2026	
Hillman, Cassandra	Richardson	Certification/Mandatory Training Crisis Prevention Institute	\$17.00/hr	NTE 6.0 hrs	N/A	7/21/2026	
Hillman, Tina	Laguna	Recertification/Mandatory Training Crisis Prevention Institute	\$17.00/hr	NTE 4.0 hrs	N/A	7/22/2026	
Hinton, Melanie	Laguna	Recertification/Mandatory Training Crisis Prevention Institute	\$17.00/hr	NTE 4.0 hrs	N/A	7/22/2026	
Hinton, Melanie	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Hinton, Olivia	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Hume-Mathern, Ryan	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Jimenez, Esteban	District	Bilingual Translator	\$333.33	N/A	N/A	2026-2027	Split with Fran Bond & Erica Pacheco
Kehoe, Rosa	FWHS	Bilingual Translator	\$500.00	N/A	N/A	2026-2027	
Kellum, Hayley	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Kellum, Hayley	Laguna	Crossing Guard Duty	\$15.80/hr	NTE 1.0 hr/day	N/A	2026-2027	
Kerstetter, Shannon	FWJH	New Hire - Secondary Library Technician	\$17.29/hr	8.0 hrs/day	215	7/22/2026	YOE Granted: 8 years Highest Degree Earned: Bachelors
Kimbler, Elaine	FWHS	Additional Hours - Training for CTE Coordinator	Hrly Rate	NTE 10 hrs	N/A	06/01/2026 - 06/30/2026	
Ledesma, Maria	FWHS	Bilingual Translator	\$500.00	N/A	N/A	2026-2027	

Flowing Wells School District
Personnel Action Summary
Support Staff
July 28, 2026

Lee, Danielle	Centennial	Transfer from Substitute to Instructional Assistant	\$18.11/hr	6.5 hrs/day	195	8/5/2026	YOE Granted: 8 years Highest Degree Earned: Bachelors
Leistman, Christopher	Transportation	Military Leave	N/A	N/A	N/A	06/22/2026 - 12/31/2026	
Leon Pesqueira, Jennifer	Community Schools	Additional Hours - School Year Set Up and Staff Meeting	Hrly Rate	NTE 3.0 hrs	N/A	8/5/2026	
Long, Karen	FWHS	Additional Hours - In Person HS Registration	Hrly Rate	NTE 8.0 hrs	N/A	7/21/2026	
Lopez, Zoe	FWHS	Prom Advisor	\$1,682.00	N/A	N/A	2026-2027	
Luna De Flores, Nancy	Hendricks	Support Staff - Translating	Hrly Rate	As Needed	N/A	2026-2027	
Madrid-Sharff, Danielle	FWHS	Social Media Coordinator	\$1,672.00	N/A	N/A	2026-2027	
Martinez, Isabella	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
						07/23/2026; 07/29/2026- 07/31/2026: 08/03/2026 - 08/05/2026	
Martinez, Roxanne	Richardson	Substitute for Registrar Absence	Minimum Wage	As Needed	N/A		
Martinez, Yasmine	Richardson	Crossing Guard Duty	\$15.80/hr	NTE 0.5 hrs/day	N/A	2026-2027	
Mathern, Tyler	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Mathern, Tyler	Laguna	Crossing Guard Duty	\$15.80/hr	NTE 1.0 hr/day	N/A	2026-2027	
McDonald, Tanner	Douglas	Additional Hours - Discretionary Summer Administrative Tasks	Hrly Rate	NTE 5 hrs	N/A	7/7/2026	
McGovern, Holly	Transportation	Transfer from School Bus Driver to School Bus Driver (Special Needs)	\$22.25/hr	6.0 hrs/day	193	8/5/2026	Differential increase of \$0.53/hr
McGovern, Holly	Transportation	Additional Hours - Attend Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2026 - 07/30/2026	
Medina, Susan	Richardson	New Hire - Health Office Assistant	\$17.90/hr	7.5 hrs/day	207	7/23/2026	YOE Granted: 2 years
Michaelson, Joanne	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Mirlocca-Carson, Robin	FWJH	Social Media Coordinator	\$501.50	N/A	N/A	2026-2027	Split with Debora Stiltner
Olvera, Blanca	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Pacheco, Erica	District	Bilingual Translator	\$333.33	N/A	N/A	2026-2027	Split with Fran Bond & Esteban Jimenez
Parga, Jose	Transportation	Additional Hours - Attend Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2026 - 07/30/2026	
Parks, Tara	Transportation	Additional Hours - Assist Mechanic Shop with Various Duties	Hrly Rate	NTE 12 hrs	N/A	06/29/2026 & 06/30/2026	
Parks, Tara	Transportation	Additional Hours - Assist Mechanic Shop with Various Duties	Hrly Rate	NTE 12 hrs	N/A	07/01/2026 & 07/02/2026	
Parks, Tara	Transportation	Additional Hours - Attend Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2026 - 07/30/2026	
Peralta, Ines-Marie	Transportation	Resign - School Bus Driver (Special Needs)	N/A	N/A	N/A	7/14/2026	
Placko, Stephenie	Community Schools	Adding 1 Hour per Day to SPAR for YES Program	Hrly Rate	5.5 hrs/day	261	7/1/2026	
Placko, Stephenie	Community Schools	Additional Hours - School Year Set Up and Staff Meeting	Hrly Rate	NTE 3.0 hrs	N/A	8/5/2026	
Ponce, Kathy	FWJH	Crossing Guard Duty	\$15.80/hr	NTE 6.0 hrs/week	N/A	2026-2027	
Ramirez, Teresa	Transportation	Resign - Transportation Training and Safety Director	N/A	N/A	N/A	7/16/2026	
Rappeport, Michael	Community Schools	Additional Hours - School Year Set Up and Staff Meeting	Hrly Rate	NTE 3.0 hrs	N/A	8/5/2026	
Salazar Rubio, Marycarmen	Richardson	Grant Funded Tutoring - Classified Instruction with Students	\$17.00/hr	NTE 4.5 hrs/day	N/A	06/01/2026 - 06/25/2026	SKILLS Substitute
Salazar Rubio, Marycarmen	Davis	Teaching Apprentice - Semester 2B	\$1,250.00	N/A	N/A	2026-2027	
Sanchez, Maria	Transportation	Resign - School Bus Driver	N/A	N/A	N/A	7/7/2026	
		Rescind Transfer PAR to Centennial Reading Instructional Assistant for the 26/27 SY	N/A	N/A	N/A	6/25/2026	
Singer, Caitlin	Davis		N/A	N/A	N/A	6/25/2026	
		Transfer from Reading Instructional Assistant to Computer Lab Technician and STEAM Instructional Assistant	\$18.09/hr	6.50 hrs/day	198	8/3/2026	Differential increase of \$1.25/hr
Singer, Caitlin	Davis		\$18.09/hr	6.50 hrs/day	198	8/3/2026	Differential increase of \$1.25/hr
Stiltner, Debora	FWJH	Social Media Coordinator	\$501.50	N/A	N/A	2026-2027	Split with Robin Mirlocca Carson
Terrones, James	Centennial	Additional Hours - Discretionary Summer Administrative Tasks	Hrly Rate	NTE 15 hrs	N/A	07/01/2026 - 07/22/2026	
Tipton, Joey	Transportation	Additional Hours - Attend Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2026 - 07/30/2026	
Thompson, Desiray	Community Schools	Additional Hours - School Year Set Up and Staff Meeting	Hrly Rate	NTE 3.0 hrs	N/A	8/5/2026	
Torres Estrada, Scarlett	Community Schools	Additional Hours - School Year Set Up and Staff Meeting	Hrly Rate	NTE 3.0 hrs	N/A	8/5/2026	
Trudeau, Alexandra	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Trudeau, Alexandra	Laguna	Special Olympics - Assistant	\$739.00	N/A	N/A	2026-2027	
Trudeau, Alexandra	Laguna	Crossing Guard Duty	\$15.80/hr	NTE 1.0 hr/day	N/A	2026-2027	
Urquidez, Antonio	FWJH	New Hire - Instructional Assistant (PE)	\$16.51/hr	7.5 hrs/day	195	8/4/2026	Highest Degree Earned: Bachelors
Velderrain, Freedom	Richardson	Additional Hours - Logistics and Planning with Elementary SEAS Team	Hrly Rate	NTE 4.0 hrs	N/A	7/2/2026	
		Additional Hours - Certification for Mandatory Crisis Prevention Institute (CPI) Training					
Velderrain, Freedom	Richardson		\$17.00/hr	NTE 6.0 hrs	N/A	7/21/2026	

Flowing Wells School District
Personnel Action Summary
Support Staff
July 28, 2026

Velderrain, Freedom	Richardson	Crossing Guard Duty	\$15.80/hr	NTE 1.0 hr/day	N/A	2026-2027	
Villalobos, Alissa	Transportation	Additional Hours - Driver for Freshman Orientation	Hrly Rate	NTE 6.0 hrs	N/A	7/31/2026	
Villandry, Debbie	Community Schools	Additional Hours - School Year Set Up and Staff Meeting	Hrly Rate	NTE 3.0 hrs	N/A	8/5/2026	
Ward, Shandra	Hendricks	Resign - Crossing Guard	N/A	N/A	N/A	6/18/2026	
West, Jennifer	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Williams, Mecayla	Transportation	Additional Hours - Attend Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2026 - 07/30/2026	
Worcester, Twyla	Community Schools	Additional Hours - School Year Set Up and Staff Meeting	Hrly Rate	NTE 3.0 hrs	N/A	8/5/2026	
Xicotencatl, Uncas Arturo	Transportation	Additional Hours - Driver for Summer SKILLS	Hrly Rate	NTE 4.0 hrs/day	N/A	07/01/2026 - 07/09/2026	
Yang, Ivan	FWHS	Choral Music Accompanist	\$2,338.00	N/A	N/A	2026-2027	
Yang, Ivan	FWHS	Seal of Fine Arts Coordinator	\$2,079.00	N/A	N/A	2026-2027	
Zepeda, Maria	Transportation	Additional Hours - Attend Inservice	Hrly Rate	NTE 6.0 hrs/day	N/A	07/28/2026 - 07/30/2026	

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
Professional Development
July 28, 2026

Name	Location	Workshop	Pay	Hrs	Date
Abeytia, Jule	Davis	Crisis Prevention Institute (CPI) Training	\$20.00/hr	6.0 hrs	7/21/2026
Autenreith, Todd	Davis	Crisis Prevention Institute (CPI) Training	\$20.00/hr	6.0 hrs	7/21/2026
Blair, Evan	FWHS	Crisis Prevention Institute (CPI) Training	\$20.00/hr	6.0 hrs	7/21/2026
Blanco, Luis	FWJH	Crisis Prevention Institute (CPI) Training	\$20.00/hr	6.0 hrs	7/21/2026
Brown, Ariana	FWHS	Crisis Prevention Institute (CPI) Training	\$20.00/hr	6.0 hrs	7/21/2026
Brown, Peyton	FWJH	Crisis Prevention Institute (CPI) Training	\$20.00/hr	6.0 hrs	7/21/2026
Caballero-Welchert, Jessica	FWHS	Crisis Prevention Institute (CPI) Training	\$20.00/hr	6.0 hrs	7/21/2026
Dalton, Emily	Douglas	Crisis Prevention Institute (CPI) Training	\$20.00/hr	6.0 hrs	7/21/2026
Embacher, Allison	FWHS	Crisis Prevention Institute (CPI) Training	\$20.00/hr	6.0 hrs	7/21/2026
Finley, Michael	SPHS	Crisis Prevention Institute (CPI) Training	\$20.00/hr	6.0 hrs	7/21/2026
Gonsalves, Theresa	Douglas	Crisis Prevention Institute (CPI) Training	\$20.00/hr	6.0 hrs	7/21/2026
Hillman, Cassandra	Richardson	Crisis Prevention Institute (CPI) Training	\$20.00/hr	6.0 hrs	7/21/2026
Hitchings, Christopher	Centennial	Crisis Prevention Institute (CPI) Training	\$20.00/hr	6.0 hrs	7/21/2026
Howell, Jessica	Hendricks	Crisis Prevention Institute (CPI) Training	\$20.00/hr	6.0 hrs	7/21/2026
Kearney, Erin	FWJH	Crisis Prevention Institute (CPI) Training	\$20.00/hr	6.0 hrs	7/21/2026
Koch, Sherry	FWHS	Crisis Prevention Institute (CPI) Training	\$20.00/hr	6.0 hrs	7/21/2026
Martin, Keith	Davis	Crisis Prevention Institute (CPI) Training	\$20.00/hr	6.0 hrs	7/21/2026
Meyer, Roisin	SPHS	Crisis Prevention Institute (CPI) Training	\$20.00/hr	6.0 hrs	7/21/2026
Núñez, Lauren	Richardson	Crisis Prevention Institute (CPI) Training	\$20.00/hr	6.0 hrs	7/21/2026
Pelayo Bazan, Zoila	FWHS	Crisis Prevention Institute (CPI) Training	\$20.00/hr	6.0 hrs	7/21/2026
Raboza Davis, Schreen	Douglas	Crisis Prevention Institute (CPI) Training	\$20.00/hr	6.0 hrs	7/21/2026
Roll, Sonja	FWHS	Crisis Prevention Institute (CPI) Training	\$20.00/hr	6.0 hrs	7/21/2026
Schmidt, Alan	Laguna	Crisis Prevention Institute (CPI) Training	\$20.00/hr	6.0 hrs	7/21/2026
Thomas, Austin	FWHS	Crisis Prevention Institute (CPI) Training	\$20.00/hr	6.0 hrs	7/21/2026
Velderrain, Freedom	Richardson	Crisis Prevention Institute (CPI) Training	\$20.00/hr	6.0 hrs	7/21/2026
Yslas, David	Richardson	Crisis Prevention Institute (CPI) Training	\$20.00/hr	6.0 hrs	7/21/2026
Akins, Joel	FWHS	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Alcaraz, Thomas	FWJH	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Antista, Tracey	Douglas	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Bratka, Twila	Hendricks	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Brown, Deilyn	FWHS	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Coakley, Lanaiya	FWJH	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Cordero, Briana	FWHS	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Davey, Demetria	Hendricks	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Finger, Daniel	Hendricks	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Fukutomi, Maya	Richardson	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026

Flowing Wells School District
Personnel Action Summary
Professional Development
July 28, 2026

Garcia, Adriana	Douglas	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Gutiérrez, Tricia	EMELC	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Hatfield, Tess	Centennial	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Hillman, Tina	Laguna	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Hinton, Melanie	Laguna	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Hinton, Olivia	Laguna	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Holder, Tanya	Laguna	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Hume-Mathern, Ryan	Laguna	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Jacobson, Kristyn	Richardson	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Joyner, Holli	FWHS	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Kellum, Hayley	Laguna	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Kishbaugh, Rosalva	EMELC	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Kiyama, Arturo	ESS	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Lee, Kristina	FWJH	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Linker, Henry	Richardson	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Lopez, Stephanie	Douglas	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Lujan, Fernanda	Laguna	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Marcial Morales, Brenda	Laguna	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Morales, Maritza	FWHS	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Nogami, Christopher	Davis	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Oquendo, Jennifer	EMELC	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Oquendo, Kaitlyn	Laguna	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Russell, Jennifer	EMELC	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Sanchez, Ana	FWHS	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Shepard, Crystal	FWJH	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Surratt, Sarah	Davis	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Toney, Emily	Davis	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Valdez, Monica	Hendricks	Crisis Prevention Institute (CPI) Refresher	\$20.00/hr	4.0 hrs	7/22/2026
Badger, Amber	FWHS	HS Math Summer Curriculum Launch	\$20.00/hr	3.0 hrs	7/23/2026
Beag, Hyeon Ji	FWHS	HS Math Summer Curriculum Launch	\$20.00/hr	3.0 hrs	7/23/2026
Brown, Jason	FWHS	HS Math Summer Curriculum Launch	\$20.00/hr	3.0 hrs	7/23/2026
Denogean, Aaron	FWHS	HS Math Summer Curriculum Launch	\$20.00/hr	3.0 hrs	7/23/2026
Duffy, Carmen	FWHS	HS Math Summer Curriculum Launch	\$20.00/hr	3.0 hrs	7/23/2026
Garcia, Bernadette	FWHS	HS Math Summer Curriculum Launch	\$20.00/hr	3.0 hrs	7/23/2026
Hardy, Andrew	FWHS	HS Math Summer Curriculum Launch	\$20.00/hr	3.0 hrs	7/23/2026
Laguna, Teri	FWHS	HS Math Summer Curriculum Launch	\$20.00/hr	3.0 hrs	7/23/2026
Leider, Sydney	FWHS	HS Math Summer Curriculum Launch	\$20.00/hr	3.0 hrs	7/23/2026

Flowing Wells School District
Personnel Action Summary
Professional Development
July 28, 2026

Littlefield, Tracy	FWHS	HS Math Summer Curriculum Launch	\$20.00/hr	3.0 hrs	7/23/2026
McInnis, Heather	FWHS	HS Math Summer Curriculum Launch	\$20.00/hr	3.0 hrs	7/23/2026
Montoya, Bridget	FWHS	HS Math Summer Curriculum Launch	\$20.00/hr	3.0 hrs	7/23/2026
Stimans, Jorge	FWHS	HS Math Summer Curriculum Launch	\$20.00/hr	3.0 hrs	7/23/2026
Thompson, Jennifer	FWHS	HS Math Summer Curriculum Launch	\$20.00/hr	3.0 hrs	7/23/2026
Ayon, Elsa	Douglas	Classroom Management and Culture (CMC) - Day 1	\$20.00/hr	6.0 hrs	7/31/2026
Brodersen, Olivia	FWJH	Classroom Management and Culture (CMC) - Day 1	\$20.00/hr	6.0 hrs	7/31/2026
Coakley, Lanaiya	FWJH	Classroom Management and Culture (CMC) - Day 1	\$20.00/hr	6.0 hrs	7/31/2026
DeLuca, Alissandra	Laguna	Classroom Management and Culture (CMC) - Day 1	\$20.00/hr	6.0 hrs	7/31/2026
Denogean, Aaron	FWHS	Classroom Management and Culture (CMC) - Day 1	\$20.00/hr	6.0 hrs	7/31/2026
Edgington, Matthew	Hendricks	Classroom Management and Culture (CMC) - Day 1	\$20.00/hr	6.0 hrs	7/31/2026
Estudillo Martinez, Itzelt	EMELC	Classroom Management and Culture (CMC) - Day 1	\$20.00/hr	6.0 hrs	7/31/2026
Fink, Jillian	Centennial	Classroom Management and Culture (CMC) - Day 1	\$20.00/hr	6.0 hrs	7/31/2026
Fowler, Parker	FWHS	Classroom Management and Culture (CMC) - Day 1	\$20.00/hr	6.0 hrs	7/31/2026
Hatfield, Tess	Centennial	Classroom Management and Culture (CMC) - Day 1	\$20.00/hr	6.0 hrs	7/31/2026
Hauger, Emily	FWHS	Classroom Management and Culture (CMC) - Day 1	\$20.00/hr	6.0 hrs	7/31/2026
Jatczak, Samantha	Davis	Classroom Management and Culture (CMC) - Day 1	\$20.00/hr	6.0 hrs	7/31/2026
Jimenez, Elisa	EMELC	Classroom Management and Culture (CMC) - Day 1	\$20.00/hr	6.0 hrs	7/31/2026
McDowell, Madison	FWJH	Classroom Management and Culture (CMC) - Day 1	\$20.00/hr	6.0 hrs	7/31/2026
Merrill, Marla	Centennial	Classroom Management and Culture (CMC) - Day 1	\$20.00/hr	6.0 hrs	7/31/2026
Owens, Jeffery	FWHS	Classroom Management and Culture (CMC) - Day 1	\$20.00/hr	6.0 hrs	7/31/2026
Pearson, Livvi	Douglas	Classroom Management and Culture (CMC) - Day 1	\$20.00/hr	6.0 hrs	7/31/2026
Pike, Dache	FWHS	Classroom Management and Culture (CMC) - Day 1	\$20.00/hr	6.0 hrs	7/31/2026
Rockow, James	Centennial	Classroom Management and Culture (CMC) - Day 1	\$20.00/hr	6.0 hrs	7/31/2026
Rodriguez, Isabella	FWJH	Classroom Management and Culture (CMC) - Day 1	\$20.00/hr	6.0 hrs	7/31/2026
Shreves, Samantha	Laguna	Classroom Management and Culture (CMC) - Day 1	\$20.00/hr	6.0 hrs	7/31/2026
Valencia, Alycia	Douglas	Classroom Management and Culture (CMC) - Day 1	\$20.00/hr	6.0 hrs	7/31/2026
Whelan, Tara	Centennial	Classroom Management and Culture (CMC) - Day 1	\$20.00/hr	6.0 hrs	7/31/2026
White, Emily	Richardson	Classroom Management and Culture (CMC) - Day 1	\$20.00/hr	6.0 hrs	7/31/2026
Amjad, Ammara	Laguna	EEL - New Teacher Induction	Contract Day	6.0 hrs/day	07/27/2026 - 07/29/2026
Beag, Hyeon Ji	SPHS	EEL - New Teacher Induction	Contract Day	6.0 hrs/day	07/27/2026 - 07/29/2026
Bertrand-Goldsmith, Diane	FWHS	EEL - New Teacher Induction	Contract Day	6.0 hrs/day	07/27/2026 - 07/29/2026
Boeck, Jessica	Laguna	EEL - New Teacher Induction	Contract Day	6.0 hrs/day	07/27/2026 - 07/29/2026
Brown, Peyton	FWJH	EEL - New Teacher Induction	Contract Day	6.0 hrs/day	07/27/2026 - 07/29/2026
Caballero-Welchert, Jessica	FWHS	EEL - New Teacher Induction	Contract Day	6.0 hrs/day	07/27/2026 - 07/29/2026
Garcia, Lia	Laguna	EEL - New Teacher Induction	Contract Day	6.0 hrs/day	07/27/2026 - 07/29/2026
Gomez Mondragon, Leilani	FWHS	EEL - New Teacher Induction	Contract Day	6.0 hrs/day	07/27/2026 - 07/29/2026

Flowing Wells School District
Personnel Action Summary
Professional Development
July 28, 2026

Howell, Sydney	Laguna	EEI - New Teacher Induction	Contract Day	6.0 hrs/day	07/27/2026 - 07/29/2026
Koellisch, Gabrielle	Laguna	EEI - New Teacher Induction	Contract Day	6.0 hrs/day	07/27/2026 - 07/29/2026
Masterson, Raychel	Laguna	EEI - New Teacher Induction	Contract Day	6.0 hrs/day	07/27/2026 - 07/29/2026
McInnis, Heather	FWHS	EEI - New Teacher Induction	Contract Day	6.0 hrs/day	07/27/2026 - 07/29/2026
Miguel, Karla	Hendricks	EEI - New Teacher Induction	Contract Day	6.0 hrs/day	07/27/2026 - 07/29/2026
Nuñez, Lauren	Richardson	EEI - New Teacher Induction	Contract Day	6.0 hrs/day	07/27/2026 - 07/29/2026
Olin, Isabella	FWHS	EEI - New Teacher Induction	Contract Day	6.0 hrs/day	07/27/2026 - 07/29/2026
Priest, John	FWHS	EEI - New Teacher Induction	Contract Day	6.0 hrs/day	07/27/2026 - 07/29/2026
Roll, Sonja	FWHS	EEI - New Teacher Induction	Contract Day	6.0 hrs/day	07/27/2026 - 07/29/2026
Saraga, Sydney	Centennial	EEI - New Teacher Induction	Contract Day	6.0 hrs/day	07/27/2026 - 07/29/2026
Winkenwerder, Jennifer	FWHS	EEI - New Teacher Induction	Contract Day	6.0 hrs/day	07/27/2026 - 07/29/2026
Yslas, David	Richardson	EEI - New Teacher Induction	Contract Day	6.0 hrs/day	07/27/2026 - 07/29/2026

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
Substitutes
July 28, 2026

<u>Name</u>	<u>Hire Date</u>	<u>Certified/Support Staff</u>	<u>Rehire</u>	<u>Resignation</u>	<u>Comments</u>
Price, Jaren		Certified		7/3/2026	
Kane, Erin		Certified		7/3/2026	
Brousseau, Julia		Certified		7/3/2026	
Devore, Elise		Certified		7/3/2026	
Burgesser, Delaney		Certified		7/3/2026	
Sanchez, Karina		Certified		7/3/2026	
Sisson, Alyssa		Certified		7/3/2026	
Gonzalez, Ruben		Certified		7/3/2026	
Sheppard, George		Certified		7/3/2026	
Evans, Madison		Certified		7/3/2026	
Than, Kara		Certified		7/3/2026	
Martinez, Yvonne		Certified		7/3/2026	
Stevenson, Abigail		Certified		7/3/2026	
Kintzle, Star		Certified		7/3/2026	
Aragon-Escalante, Leslye	8/6/2026	Certified			
Pachon, Eliana	8/6/2026	Certified			
Hartley, Amy	8/6/2026	Certified			
Wisdom, Rachel		Certified	8/6/2026		
Coleman, Ashley		Certified		7/16/2026	
Rim, Reuben		Certified		7/23/2026	
Meller, Emma		Certified	8/6/2026		
Abrams, Ari	8/6/2026	Support			
Miranda, Lesley	8/6/2026	Support			
Alexander, Emily	8/6/2026	Certified			
Lopez, Jasmine	8/6/2026	Certified			

Flowing Wells School District
Personnel Action Summary
Volunteers
July 28, 2026

[illegible]

Flowing Wells School District
Personnel Action Summary
Long-Term Substitutes
July 28, 2026

[illegible]

Flowing Wells School District
Personnel Action Summary
Professional Development for Substitutes
July 28, 2026

[illegible]

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>D-9</u>	<u>July 28, 2026</u>
Agenda Item Number	Board Meeting Date
Item: <u>Acceptance of Gifts and Donations</u>	
Submitted By: <u>Esteban Jimenez/Monique Mata</u>	Date: <u>July 22, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus/Monique Mata</u>	

Recommend acceptance of gifts and donations in the amount of \$752.00
for the period of June 1-June 30, 2026.

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: _____

RE: ACCEPTANCE OF GIFTS AND DONATIONS

80

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>D-10</u> Agenda Item Number	<u>July 28, 2026</u> Board Meeting Date
Item: <u>Review of District Financial Statements</u>	
Submitted By: <u>Esteban Jimenez/Monique Mata</u>	Date: <u>July 22, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus/Monique Mata</u>	

Review of Student Activity Balance Sheets and Auxiliary Operations Year-to-Date budget reports as of June 30, 2026.

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 2026 12								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
8500 STUDENT ACTIVITIES								
020 SENTINEL PEAK								
8155 STUDENT COUNCIL	770.92	3,514.59	4,285.51	3,089.50	.00	1,196.01	72.1%	
8394 CRICUT CLUB	.00	54.00	54.00	.00	.00	54.00	.0%	
TOTAL SENTINEL PEAK	770.92	3,568.59	4,339.51	3,089.50	.00	1,250.01	71.2%	
110 CENTENNIAL ELEMENTARY								
8131 PEACE PATROL/MILERS CLUB	155.75	-155.75	.00	.00	.00	.00	.0%	
8155 STUDENT COUNCIL	5,837.80	478.71	6,316.51	3,041.69	.00	3,274.82	48.2%	
8157 STUDENT STORE	1,705.67	1,185.00	2,890.67	361.97	.00	2,528.70	12.5%	
8185 YEARBOOK	-906.94	3,107.42	2,200.48	1,445.80	.00	754.68	65.7%	
8397 TRACK CLUB	.00	632.29	632.29	572.61	.00	59.68	90.6%	
TOTAL CENTENNIAL ELEMENTARY	6,792.28	5,247.67	12,039.95	5,422.07	.00	6,617.88	45.0%	82
120 HOMER DAVIS ELEMENTARY								
8006 SIXTH GRADE	1,779.27	.00	1,779.27	.00	.00	1,779.27	.0%	
8155 STUDENT COUNCIL	5,810.90	433.67	6,244.57	222.68	.00	6,021.89	3.6%	
8185 YEARBOOK	2,397.80	1,000.00	3,397.80	-507.70	.00	3,905.50	-14.9%	
TOTAL HOMER DAVIS ELEMENTARY	9,987.97	1,433.67	11,421.64	-285.02	.00	11,706.66	-2.5%	
130 DOUGLAS ELEMENTARY								
8002 SECOND GRADE	472.38	.00	472.38	.00	.00	472.38	.0%	
8077 ENVIRONMENTAL DAYS	290.06	.00	290.06	.00	.00	290.06	.0%	
8155 STUDENT COUNCIL	2,291.03	686.20	2,977.23	783.11	.00	2,194.12	26.3%	
8185 YEARBOOK	1,694.15	1,680.00	3,374.15	1,860.45	.00	1,513.70	55.1%	
TOTAL DOUGLAS ELEMENTARY	4,747.62	2,366.20	7,113.82	2,643.56	.00	4,470.26	37.2%	
140 J. ROBERT HENDRICKS ELEMENTARY								

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8

YEAR-TO-DATE BUDGET REPORT

FOR 2026 12							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
8056 CHOIR	540.60	.00	540.60	.00	.00	540.60	.0%
8155 STUDENT COUNCIL	42.40	60.00	102.40	.00	.00	102.40	.0%
8185 YEARBOOK	841.40	.00	841.40	14.42	.00	826.98	1.7%
8264 GRAND CANYON TRIP	229.93	.00	229.93	164.47	.00	65.46	71.5%
TOTAL J. ROBERT HENDRICKS ELEM	1,654.33	60.00	1,714.33	178.89	.00	1,535.44	10.4%
150 LAGUNA ELEMENTARY							
8155 STUDENT COUNCIL	1,872.62	.00	1,872.62	670.54	.00	1,202.08	35.8%
8185 YEARBOOK	3,211.20	1,651.00	4,862.20	1,450.00	.00	3,412.20	29.8%
8265 SIXTH GRADE TRIP	356.53	.00	356.53	.00	.00	356.53	.0%
TOTAL LAGUNA ELEMENTARY	5,440.35	1,651.00	7,091.35	2,120.54	.00	4,970.81	29.9%
160 ROBERT RICHARDSON ELEMENTARY							
8155 STUDENT COUNCIL	2,574.42	293.56	2,867.98	1,552.20	.00	1,315.78	54.1%
8185 YEARBOOK	6,343.41	3,528.40	9,871.81	2,496.50	.00	7,375.31	25.3%
TOTAL ROBERT RICHARDSON ELEMEN	8,917.83	3,821.96	12,739.79	4,048.70	.00	8,691.09	31.8%
170 JUNIOR HIGH							
8030 AZ SENATORS	5,911.04	557.00	6,468.04	5,947.08	.00	520.96	91.9%
8032 BAND	232.94	.00	232.94	150.00	.00	82.94	64.4%
8049 CANTOS BELLOS	2,316.75	8,740.46	11,057.21	5,516.59	.00	5,540.62	49.9%
8085 FOOTBALL	.00	250.00	250.00	.00	.00	250.00	.0%
8112 LIBRARY	229.66	.00	229.66	.00	.00	229.66	.0%
8119 MESA	2,421.83	267.70	2,689.53	700.00	.00	1,989.53	26.0%
8123 THEATER PRODUCTION	6,422.66	1,720.00	8,142.66	1,707.13	.00	6,435.53	21.0%
8124 NATIONAL HONOR SOCIETY	763.75	475.25	1,239.00	763.75	.00	475.25	61.6%
8135 PROJECT OCEANS	9,336.55	23,901.34	33,237.89	9,924.21	.00	23,313.68	29.9%
8155 STUDENT COUNCIL	6,914.49	8,296.00	15,210.49	9,913.18	.00	5,297.31	65.2%
8156 STUDENT LEAD RETREAT	392.28	.00	392.28	.00	.00	392.28	.0%
8157 STUDENT STORE	17,042.30	9,583.50	26,625.80	5,087.98	.00	21,537.82	19.1%
8165 TRACK & FIELD	4.92	.00	4.92	.00	.00	4.92	.0%

83

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8

YEAR-TO-DATE BUDGET REPORT

FOR 2026 12							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
8174 VOLLEYBALL BOYS	.00	376.40	376.40	.00	.00	376.40	.0%
8182 WRESTLING	2,342.51	.00	2,342.51	.00	.00	2,342.51	.0%
8185 YEARBOOK	16,302.98	9,330.00	25,632.98	8,676.47	.00	16,956.51	33.8%
8303 BASKETBALL	661.89	.00	661.89	278.30	.00	383.59	42.0%
8366 MUSTANG ATHLETIC CLUB	5,427.93	804.17	6,232.10	.00	.00	6,232.10	.0%
8396 BUDDIES INCLUSION CLUB	.00	132.00	132.00	75.64	.00	56.36	57.3%
TOTAL JUNIOR HIGH	76,724.48	64,433.82	141,158.30	48,740.33	.00	92,417.97	34.5%
210 HIGH SCHOOL							
8014 ACADEMIC DECATHALON	151.83	.00	151.83	.00	.00	151.83	.0%
8022 ART	254.70	57.00	311.70	.00	.00	311.70	.0%
8032 BAND	8,988.67	7,876.83	16,865.50	14,024.29	.00	2,841.21	83.2%
8034 BAND TOUR	276.00	.00	276.00	.00	.00	276.00	.0%
8035 BASEBALL BOYS	3,137.72	8,900.11	12,037.83	4,751.20	400.00	6,886.63	42.8%
8037 BASKETBALL BOYS	6,256.76	7,550.00	13,806.76	6,461.22	.00	7,345.54	46.8%
8038 BASKETBALL GIRLS	7,935.77	14,206.70	22,142.47	9,975.38	1,275.00	10,892.09	50.8%
8053 CHEERLEADING VARSITY	6,235.83	21,768.71	28,004.54	13,161.52	.00	14,843.02	47.0%
8055 CHESS CLUB	793.58	.00	793.58	.00	.00	793.58	.0%
8058 CHOIRALAIRES	10,586.21	5,868.29	16,454.50	9,685.87	.00	6,768.63	58.9%
8065 CROSS COUNTRY BOYS	492.81	2,628.40	3,121.21	1,323.52	.00	1,797.69	42.4%
8067 CULINARY ARTS	15,493.95	2,197.06	17,691.01	1,537.12	.00	16,153.89	8.7%
8068 DANCE	38,230.49	26,298.31	64,528.80	24,836.32	.00	39,692.48	38.5%
8073 DRAMA/THESPIAN	13,135.69	191.00	13,326.69	2,080.87	.00	11,245.82	15.6%
8082 FCCLA- FASHION	6,900.91	1,117.75	8,018.66	332.18	.00	7,686.48	4.1%
8085 FOOTBALL	15,319.69	14,141.24	29,460.93	19,025.98	.00	10,434.95	64.6%
8088 FUTURE FARMERS AMERICA	4,599.39	5,149.94	9,749.33	5,849.27	.00	3,900.06	60.0%
8091 GOLF BOYS	564.64	.00	564.64	.00	.00	564.64	.0%
8092 GOLF GIRLS	2,610.62	.00	2,610.62	882.62	.00	1,728.00	33.8%
8101 ILS	1,348.66	5,500.00	6,848.66	2,377.36	.00	4,471.30	34.7%
8105 INTERACT CLUB	393.30	.00	393.30	.00	.00	393.30	.0%
8107 JROTC	4,967.83	200.00	5,167.83	4,929.41	.00	238.42	95.4%
8111 LEADERSHIP	145.63	.00	145.63	.00	.00	145.63	.0%
8112 LIBRARY	1,672.64	.00	1,672.64	.00	.00	1,672.64	.0%
8119 MESA	244.43	108.00	352.43	.00	.00	352.43	.0%
8120 MILITARY BALL	.00	660.00	660.00	660.00	.00	.00	100.0%
8122 MUSICAL PRODUCTIONS	2,395.55	13,608.53	16,004.08	11,661.03	.00	4,343.05	72.9%
8124 NATIONAL HONOR SOCIETY	2.87	27.94	30.81	.00	.00	30.81	.0%
8126 ORCHESTRA	1,712.26	.00	1,712.26	277.74	.00	1,434.52	16.2%
8132 PHOTOGRAPHY	728.18	4,361.81	5,089.99	4,043.78	.00	1,046.21	79.4%
8134 DUNGEONS AND DRAGONS	8.00	.00	8.00	.00	.00	8.00	.0%

84

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8

YEAR-TO-DATE BUDGET REPORT

FOR 2026 12							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
8136 PROM	39,969.43	32,710.00	72,679.43	32,161.33	.00	40,518.10	44.3%
8147 SOCCER BOYS	185.64	.00	185.64	.00	.00	185.64	.0%
8148 SOCCER GIRLS	7,754.72	5,043.56	12,798.28	5,732.64	.00	7,065.64	44.8%
8149 SOFTBALL	5,671.68	4,848.89	10,520.57	3,430.97	.00	7,089.60	32.6%
8153 SPORTS MEDICINE	512.28	.00	512.28	.00	.00	512.28	.0%
8155 STUDENT COUNCIL	4,247.45	12,141.03	16,388.48	11,088.72	.00	5,299.76	67.7%
8159 SWIMMING	302.96	270.00	572.96	325.88	.00	247.08	56.9%
8161 TENNIS BOYS	540.49	.00	540.49	.00	.00	540.49	.0%
8162 TENNIS GIRLS	1,427.33	.00	1,427.33	1,048.20	.00	379.13	73.4%
8165 TRACK & FIELD	4,330.78	7,432.58	11,763.36	7,143.75	.00	4,619.61	60.7%
8166 TRACK GIRLS	473.85	.00	473.85	.00	.00	473.85	.0%
8174 VOLLEYBALL BOYS	205.80	722.00	927.80	565.48	.00	362.32	60.9%
8175 VOLLEYBALL GIRLS	5,227.78	2,416.00	7,643.78	4,621.10	.00	3,022.68	60.5%
8176 VOLLEYBALL GIRLS FRESHMAN	128.94	.00	128.94	.00	.00	128.94	.0%
8182 WRESTLING	6,155.52	13,877.80	20,033.32	10,257.39	.00	9,775.93	51.2%
8183 WRITERS CLUB	452.52	222.00	674.52	47.23	.00	627.29	7.0%
8185 YEARBOOK	20,166.88	37,505.00	57,671.88	40,679.87	.00	16,992.01	70.5%
8191 GRAD NIGHT	11,824.20	8,985.15	20,809.35	11,194.27	.00	9,615.08	53.8%
8194 DANCE PULSE	3,269.73	7,000.00	10,269.73	8,656.13	.00	1,613.60	84.3%
8203 CAR CLUB	1,807.15	.00	1,807.15	.00	.00	1,807.15	.0%
8205 THEATRE TECH	1,040.77	.00	1,040.77	.00	.00	1,040.77	.0%
8207 SKILLS AUTO	210.82	342.00	552.82	440.39	.00	112.43	79.7%
8218 GRAPHIC DESIGN	70.06	16.13	86.19	.00	.00	86.19	.0%
8238 DANCE MOMENTUM	5,432.94	8,593.00	14,025.94	9,832.01	.00	4,193.93	70.1%
8239 EDUCATORS RISING	4,389.31	7,461.21	11,850.52	8,248.47	1,369.80	2,232.25	81.2%
8245 HOSA	751.57	324.99	1,076.56	304.64	.00	771.92	28.3%
8257 SPIRIT LINE (POM LINE)	2,938.67	110.00	3,048.67	1,903.52	.00	1,145.15	62.4%
8258 YOUTH DANCE CLASS	14,725.94	15,395.00	30,120.94	5,172.13	.00	24,948.81	17.2%
8267 FIDM FASHION CLUB	264.39	193.00	457.39	.00	.00	457.39	.0%
8293 FW AMBASSADORS	15,160.75	17,940.73	33,101.48	20,727.97	.00	12,373.51	62.6%
8296 LINK CREW	877.42	6,824.27	7,701.69	4,482.40	.00	3,219.29	58.2%
8297 SKILLS USA FILM	543.46	207.21	750.67	253.71	.00	496.96	33.8%
8299 FRIENDS PIMA CO LIBRARY	29.25	.00	29.25	.00	.00	29.25	.0%
8300 CAFELLERO	4,915.88	2,244.51	7,160.39	1,479.35	.00	5,681.04	20.7%
8312 YEARBOOK CLUB HS	2,314.91	.00	2,314.91	.00	.00	2,314.91	.0%
8371 COFFEE CLUB	134.90	.00	134.90	.00	.00	134.90	.0%
8385 MODEL UNITED NATIONS	211.41	230.18	441.59	153.17	.00	288.42	34.7%
8390 ESPORTS	.00	1,061.58	1,061.58	.00	.00	1,061.58	.0%
8392 FLAG FOOTBALL	.00	1,863.71	1,863.71	.00	.00	1,863.71	.0%
8393 CABS FOR CHRIST	.00	170.00	170.00	.00	.00	170.00	.0%
8395 CABALLERO NEWS	.00	78.19	78.19	.00	.00	78.19	.0%
TOTAL HIGH SCHOOL	324,252.19	338,647.34	662,899.53	327,827.40	3,044.80	332,027.33	49.9%
TOTAL STUDENT ACTIVITIES	439,287.97	421,230.25	860,518.22	393,785.97	3,044.80	463,687.45	46.1%
GRAND TOTAL	439,287.97	421,230.25	860,518.22	393,785.97	3,044.80	463,687.45	46.1%

85

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8 YEAR-TO-DATE BUDGET REPORT



FOR 2026 12								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	

** END OF REPORT - Generated by Esteban Jimenez II **

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8

YEAR-TO-DATE BUDGET REPORT

FOR 2026 12								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
5250 AUXILIARY OPERATIONS								
020 SENTINEL PEAK								
8000 GENERAL	3,000.83	1,540.00	4,540.83	277.50	.00	4,263.33	6.1%	
8230 VENDING SALES	1,357.67	.00	1,357.67	.00	.00	1,357.67	.0%	
8348 GRADUATION	2,713.10	1,490.00	4,203.10	1,516.17	.00	2,686.93	36.1%	
8383 CHROMEBOOK REPAIR FEES	.00	205.00	205.00	.00	.00	205.00	.0%	
TOTAL SENTINEL PEAK	7,071.60	3,235.00	10,306.60	1,793.67	.00	8,512.93	17.4%	
110 CENTENNIAL ELEMENTARY								
8000 GENERAL	22,070.65	4,034.00	26,104.65	2,086.85	.00	24,017.80	8.0%	
8001 FIRST GRADE	25.70	1,200.00	1,225.70	348.30	.00	877.40	28.4%	
8002 SECOND GRADE	397.70	200.00	597.70	450.53	.00	147.17	75.4%	
8003 THIRD GRADE	57.32	.00	57.32	51.82	.00	5.50	90.4%	
8004 FOURTH GRADE	.25	.00	.25	.00	.00	.25	.0%	
8005 FIFTH GRADE	689.20	.00	689.20	390.00	.00	299.20	56.6%	
8006 SIXTH GRADE	183.30	400.00	583.30	.00	.00	583.30	.0%	
8013 KINDERGARTEN	2,780.00	870.00	3,650.00	842.80	.00	2,807.20	23.1%	
8032 BAND	525.83	938.00	1,463.83	.00	.00	1,463.83	.0%	
8048 CAMPOUT SIXTH GRADE	927.61	.00	927.61	.00	.00	927.61	.0%	
8084 FIELD TRIP	6,802.08	4,902.00	11,704.08	4,639.66	.00	7,064.42	39.6%	
8115 LOVE OF READING	175.22	400.00	575.22	.00	.00	575.22	.0%	
8126 ORCHESTRA	1,403.26	917.00	2,320.26	20.00	.00	2,300.26	.9%	
8188 MUSIC	1,255.51	.00	1,255.51	.00	.00	1,255.51	.0%	
8230 VENDING SALES	909.50	223.99	1,133.49	.00	.00	1,133.49	.0%	
8252 LOST LIBRARY BOOKS	.00	73.95	73.95	.00	.00	73.95	.0%	
8397 TRACK CLUB	.00	419.60	419.60	.00	.00	419.60	.0%	
TOTAL CENTENNIAL ELEMENTARY	38,203.13	14,578.54	52,781.67	8,829.96	.00	43,951.71	16.7%	
120 HOMER DAVIS ELEMENTARY								
0575 COMPUTER DAMAGES STUDENTS	310.99	.00	310.99	.00	.00	310.99	.0%	
8000 GENERAL	39,232.41	10,376.00	49,608.41	11,754.48	.00	37,853.93	23.7%	

87

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8

YEAR-TO-DATE BUDGET REPORT

FOR 2026 12							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
8013 KINDERGARTEN	145.91	.00	145.91	.00	.00	145.91	.0%
8032 BAND	2,000.41	690.00	2,690.41	149.32	.00	2,541.09	5.6%
8084 FIELD TRIP	21,159.71	1,451.00	22,610.71	.00	.00	22,610.71	.0%
8126 ORCHESTRA	1,304.82	663.00	1,967.82	374.96	.00	1,592.86	19.1%
8188 MUSIC	352.34	419.00	771.34	149.89	.00	621.45	19.4%
8242 BOOK FAIRS	76.20	3,475.67	3,551.87	3,475.67	.00	76.20	97.9%
8246 NUTRITIONAL SNACK PROGRAM	1,610.87	7,800.00	9,410.87	117.62	.00	9,293.25	1.2%
8252 LOST LIBRARY BOOKS	.00	177.08	177.08	.00	.00	177.08	.0%
8264 GRAND CANYON TRIP	14,004.83	8,592.00	22,596.83	16,375.58	.00	6,221.25	72.5%
TOTAL HOMER DAVIS ELEMENTARY	80,198.49	33,643.75	113,842.24	32,397.52	.00	81,444.72	28.5%
130 DOUGLAS ELEMENTARY							
8000 GENERAL	60,101.79	5,042.00	65,143.79	14,472.00	.00	50,671.79	22.2%
8001 FIRST GRADE	240.27	.00	240.27	75.00	.00	165.27	31.2%
8002 SECOND GRADE	951.38	.00	951.38	630.00	284.00	37.38	96.1%
8003 THIRD GRADE	42.96	.00	42.96	.00	.00	42.96	.0%
8004 FOURTH GRADE	.00	100.00	100.00	.00	.00	100.00	.0%
8005 FIFTH GRADE	66.46	.00	66.46	.00	.00	66.46	.0%
8006 SIXTH GRADE	859.19	.00	859.19	630.00	.00	229.19	73.3%
8013 KINDERGARTEN	1,581.01	.00	1,581.01	404.00	.00	1,177.01	25.6%
8032 BAND	1,892.53	1,080.00	2,972.53	.00	.00	2,972.53	.0%
8041 BOOKSTORE	.00	5.00	5.00	.00	.00	5.00	.0%
8084 FIELD TRIP	10,105.63	891.00	10,996.63	502.50	.00	10,494.13	4.6%
8110 K-KIDS	4,022.69	200.00	4,222.69	.00	.00	4,222.69	.0%
8126 ORCHESTRA	588.39	920.00	1,508.39	.00	.00	1,508.39	.0%
8188 MUSIC	2,931.85	.00	2,931.85	.00	.00	2,931.85	.0%
8189 SCIENCE	1,909.47	108.00	2,017.47	.00	.00	2,017.47	.0%
8193 LOST TEXTBOOKS	.00	320.90	320.90	.00	.00	320.90	.0%
8242 BOOK FAIRS	976.26	3,652.18	4,628.44	3,652.18	.00	976.26	78.9%
8248 FIT KIDS	650.72	.00	650.72	.00	.00	650.72	.0%
8252 LOST LIBRARY BOOKS	.00	200.98	200.98	.00	.00	200.98	.0%
8264 GRAND CANYON TRIP	2,756.58	100.00	2,856.58	.00	.00	2,856.58	.0%
8282 SPECIAL EDUCATION GENERAL	.00	400.00	400.00	.00	.00	400.00	.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	.01	.01	.00	.00	.01	.0%
TOTAL DOUGLAS ELEMENTARY	92,277.83	13,020.07	105,297.90	20,365.68	284.00	84,648.22	19.6%
140 J. ROBERT HENDRICKS ELEMENTARY							

88

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8

YEAR-TO-DATE BUDGET REPORT

FOR 2026 12								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
8000 GENERAL	7,284.49	4,070.00	11,354.49	6,279.05	.00	5,075.44	55.3%	
8001 FIRST GRADE	.20	400.00	400.20	399.09	.00	1.11	99.7%	
8002 SECOND GRADE	21.19	.00	21.19	22.96	.00	-1.77	108.4%	
8004 FOURTH GRADE	1,966.60	150.00	2,116.60	1,145.50	.00	971.10	54.1%	
8006 SIXTH GRADE	.00	400.00	400.00	400.00	.00	.00	100.0%	
8013 KINDERGARTEN	52.50	.00	52.50	38.60	.00	13.90	73.5%	
8032 BAND	2,114.68	500.00	2,614.68	220.37	.00	2,394.31	8.4%	
8055 CHESS CLUB	1,215.00	.00	1,215.00	161.29	.00	1,053.71	13.3%	
8056 CHOIR	78.95	.00	78.95	.00	.00	78.95	.0%	
8084 FIELD TRIP	267.31	3,564.00	3,831.31	3,053.42	.00	777.89	79.7%	
8101 ILS	345.00	.00	345.00	318.81	.00	26.19	92.4%	
8115 LOVE OF READING	400.00	.00	400.00	400.00	.00	.00	100.0%	
8126 ORCHESTRA	983.95	460.00	1,443.95	.00	.00	1,443.95	.0%	
8188 MUSIC	7,478.97	1,881.00	9,359.97	2,773.96	.00	6,586.01	29.6%	
8252 LOST LIBRARY BOOKS	.00	139.22	139.22	.00	.00	139.22	.0%	
8253 CATS PROGRAM	7,706.24	200.00	7,906.24	1,023.00	.00	6,883.24	12.9%	
8264 GRAND CANYON TRIP	1,811.83	9,449.00	11,260.83	10,147.44	.00	1,113.39	90.1%	
TOTAL J. ROBERT HENDRICKS ELEM	31,726.91	21,213.22	52,940.13	26,383.49	.00	26,556.64	49.8%	

150 LAGUNA ELEMENTARY

0303 T.R.O.T	1,200.00	.00	1,200.00	.00	.00	1,200.00	.0%	
8000 GENERAL	69,417.48	10,835.00	80,252.48	17,953.62	.00	62,298.86	22.4%	
8001 FIRST GRADE	1,600.00	.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	2,296.00	400.00	2,696.00	.00	.00	2,696.00	.0%	
8032 BAND	3,834.01	630.00	4,464.01	815.37	.00	3,648.64	18.3%	
8084 FIELD TRIP	5,348.92	6,292.00	11,640.92	6,404.05	.00	5,236.87	55.0%	
8126 ORCHESTRA	2,693.66	380.00	3,073.66	842.60	.00	2,231.06	27.4%	
8155 STUDENT COUNCIL	1,250.00	.00	1,250.00	.00	.00	1,250.00	.0%	
8188 MUSIC	2,700.00	450.00	3,150.00	268.00	.00	2,882.00	8.5%	
8242 BOOK FAIRS	43.51	2,762.19	2,805.70	2,762.19	.00	43.51	98.4%	
8265 SIXTH GRADE TRIP	13,575.85	400.00	13,975.85	1,125.00	.00	12,850.85	8.0%	
8278 INTENSIVE RESOURCE COMM OU	18,033.58	900.00	18,933.58	.00	.00	18,933.58	.0%	
8305 READING LAB	2,000.00	.00	2,000.00	.00	.00	2,000.00	.0%	
TOTAL LAGUNA ELEMENTARY	127,305.85	23,049.19	150,355.04	30,170.83	.00	120,184.21	20.1%	

160 ROBERT RICHARDSON ELEMENTARY

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8

YEAR-TO-DATE BUDGET REPORT

FOR 2026 12								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
8000 GENERAL	9,336.38	5,276.00	14,612.38	5,270.20	.00	9,342.18	36.1%	
8001 FIRST GRADE	1,107.89	400.00	1,507.89	.00	.00	1,507.89	.0%	
8002 SECOND GRADE	1,625.00	.00	1,625.00	188.00	.00	1,437.00	11.6%	
8003 THIRD GRADE	1,200.00	.00	1,200.00	.00	.00	1,200.00	.0%	
8004 FOURTH GRADE	2,800.00	400.00	3,200.00	.00	.00	3,200.00	.0%	
8005 FIFTH GRADE	5,799.00	200.00	5,999.00	356.54	.00	5,642.46	5.9%	
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	4,033.09	720.00	4,753.09	.00	.00	4,753.09	.0%	
8045 CAMP COOPER	4,660.11	3,315.00	7,975.11	3,585.44	.00	4,389.67	45.0%	
8084 FIELD TRIP	23,543.87	1,708.00	25,251.87	2,476.00	.00	22,775.87	9.8%	
8115 LOVE OF READING	1,127.21	.00	1,127.21	834.29	.00	292.92	74.0%	
8126 ORCHESTRA	2,233.33	520.00	2,753.33	155.83	.00	2,597.50	5.7%	
8188 MUSIC	140.19	489.00	629.19	.00	.00	629.19	.0%	
8189 SCIENCE	1,525.00	.00	1,525.00	.00	.00	1,525.00	.0%	
8242 BOOK FAIRS	204.42	.00	204.42	65.05	.00	139.37	31.8%	
8252 LOST LIBRARY BOOKS	.00	108.75	108.75	.00	.00	108.75	.0%	
8264 GRAND CANYON TRIP	17,039.25	13,900.00	30,939.25	15,206.65	.00	15,732.60	49.2%	
8999 CASH OVER/SHORT	.00	35.88	35.88	.00	.00	35.88	.0%	
TOTAL ROBERT RICHARDSON ELEMEN	77,561.74	27,072.63	104,634.37	28,138.00	.00	76,496.37	26.9%	
170 JUNIOR HIGH								
0302 ROBOTICS	736.26	.00	736.26	.00	.00	736.26	.0%	
8000 GENERAL	18,805.74	8,471.94	27,277.68	7,350.17	.00	19,927.51	26.9%	
8022 ART	1,434.40	.00	1,434.40	896.87	.00	537.53	62.5%	
8025 ATHLETICS	28,436.39	20,782.05	49,218.44	11,023.72	.00	38,194.72	22.4%	
8027 ATHLETIC FEE	16,332.32	3,233.00	19,565.32	.00	.00	19,565.32	.0%	
8030 AZ SENATORS	60,603.26	78,293.97	138,897.23	104,678.33	.00	34,218.90	75.4%	
8032 BAND	9,665.65	3,895.00	13,560.65	479.77	.00	13,080.88	3.5%	
8035 BASEBALL BOYS	134.81	.00	134.81	.00	.00	134.81	.0%	
8037 BASKETBALL BOYS	803.11	200.00	1,003.11	90.00	.00	913.11	9.0%	
8038 BASKETBALL GIRLS	400.00	.00	400.00	.00	.00	400.00	.0%	
8041 BOOKSTORE	683.73	.00	683.73	.00	.00	683.73	.0%	
8049 CANTOS BELLOS	5,061.09	23,820.73	28,881.82	21,813.93	.00	7,067.89	75.5%	
8051 CERAMICS	3,098.01	.00	3,098.01	418.46	.00	2,679.55	13.5%	
8085 FOOTBALL	10.00	400.00	410.00	.00	.00	410.00	.0%	
8101 ILS	5,034.56	1,000.00	6,034.56	2,002.00	.00	4,032.56	33.2%	
8111 LEADERSHIP	5,881.99	450.00	6,331.99	.00	.00	6,331.99	.0%	
8119 MESA	.00	8.00	8.00	.00	.00	8.00	.0%	

90

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8

YEAR-TO-DATE BUDGET REPORT

FOR 2026 12								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
8123 THEATER PRODUCTION	6,341.22	827.00	7,168.22	1,483.71	.00	5,684.51	20.7%	
8126 ORCHESTRA	11,670.19	3,110.00	14,780.19	761.28	.00	14,018.91	5.2%	
8130 PE UNIFORM FEES	376.18	11.00	387.18	.00	.00	387.18	.0%	
8135 PROJECT OCEANS	21,995.92	129,949.00	151,944.92	124,530.79	.00	27,414.13	82.0%	
8138 REPLACEMENT ID CARDS	155.84	15.00	170.84	.00	.00	170.84	.0%	
8142 SCHOOL LOCK FEES	67.91	45.00	112.91	.00	.00	112.91	.0%	
8149 SOFTBALL	500.00	.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	400.00	600.00	.00	.00	600.00	.0%	
8182 WRESTLING	250.00	.00	250.00	.00	.00	250.00	.0%	
8192 SPECIAL OLYMPICS	4,038.37	.00	4,038.37	213.00	.00	3,825.37	5.3%	
8193 LOST TEXTBOOKS	.00	67.90	67.90	.00	.00	67.90	.0%	
8224 DISCIPLINE	214.69	.00	214.69	.00	.00	214.69	.0%	
8242 BOOK FAIRS	39.81	.00	39.81	.00	.00	39.81	.0%	
8251 MEDIA ARTS	4,120.65	.00	4,120.65	92.56	.00	4,028.09	2.2%	
8252 LOST LIBRARY BOOKS	.00	280.00	280.00	.00	.00	280.00	.0%	
8309 CROSS COUNTRY	200.00	.00	200.00	.00	.00	200.00	.0%	
8310 SOCCER	768.05	.00	768.05	.00	.00	768.05	.0%	
8366 MUSTANG ATHLETIC CLUB	1,000.00	.00	1,000.00	.00	.00	1,000.00	.0%	
8383 CHROMEBOOK REPAIR FEES	3,675.34	3,055.00	6,730.34	3,258.84	.00	3,471.50	48.4%	
8388 MATH COUNTS	1,200.00	400.00	1,600.00	.00	.00	1,600.00	.0%	
8999 CASH OVER/SHORT	.00	-2.05	-2.05	.00	.00	-2.05	.0%	
TOTAL JUNIOR HIGH	216,268.23	278,712.54	494,980.77	279,093.43	.00	215,887.34	56.4%	
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	111,177.38	13,993.99	125,171.37	24,011.37	.00	101,160.00	19.2%	
8014 ACADEMIC DECATHALON	503.02	400.00	903.02	307.50	.00	595.52	34.1%	
8015 ACT/SAT FEES	722.18	.00	722.18	.00	.00	722.18	.0%	
8016 ACTIVITY PASS	1,028.60	970.00	1,998.60	1,000.00	.00	998.60	50.0%	
8019 ANNUAL (HS YR BOOK)	1,526.00	.00	1,526.00	.00	.00	1,526.00	.0%	
8020 AP EXAM FEES	18,675.95	21,804.00	40,479.95	30,282.00	.00	10,197.95	74.8%	
8022 ART	1,779.34	400.00	2,179.34	.00	.00	2,179.34	.0%	
8023 ART 1-8 FEES	5,674.15	3,820.00	9,494.15	4,170.61	.00	5,323.54	43.9%	
8025 ATHLETICS	11,077.46	88,838.05	99,915.51	85,097.77	2,267.03	12,550.71	87.4%	
8027 ATHLETIC FEE	5,114.48	3,520.00	8,634.48	5,369.98	.00	3,264.50	62.2%	
8032 BAND	7,095.60	29,845.20	36,940.80	32,019.87	.00	4,920.93	86.7%	
8035 BASEBALL BOYS	3,746.44	480.00	4,226.44	298.50	.00	3,927.94	7.1%	

91

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8

YEAR-TO-DATE BUDGET REPORT

FOR 2026 12								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
8037 BASKETBALL BOYS	1,566.83	600.00	2,166.83	60.00	.00	2,106.83	2.8%	
8038 BASKETBALL GIRLS	1,483.95	1,700.00	3,183.95	336.00	.00	2,847.95	10.6%	
8041 BOOKSTORE	19,667.74	3,465.00	23,132.74	4,298.26	.00	18,834.48	18.6%	
8042 ATHLETICS BOOKSTORE	320.00	125.00	445.00	.00	.00	445.00	.0%	
8053 CHEERLEADING VARSITY	2,292.85	15,675.26	17,968.11	14,964.18	.00	3,003.93	83.3%	
8055 CHESS CLUB	1,071.00	.00	1,071.00	822.00	.00	249.00	76.8%	
8057 CHOIR FEES	8,321.13	6,313.90	14,635.03	7,347.00	.00	7,288.03	50.2%	
8058 CHOIRALAIRES	303.41	4,862.00	5,165.41	4,380.90	.00	784.51	84.8%	
8063 COLLEGE EXPLORATION	1,204.89	2,870.00	4,074.89	2,467.25	.00	1,607.64	60.5%	
8065 CROSS COUNTRY BOYS	263.37	.00	263.37	459.50	.00	-196.13	174.5%	
8066 CROSS COUNTRY GIRLS	135.40	.00	135.40	.00	.00	135.40	.0%	
8067 CULINARY ARTS	9,975.92	450.00	10,425.92	.00	.00	10,425.92	.0%	
8068 DANCE	78,933.63	19,076.00	98,009.63	16,521.81	.00	81,487.82	16.9%	
8073 DRAMA/THESPIAN	11,330.67	1,147.50	12,478.17	1,043.52	.00	11,434.65	8.4%	
8082 FCCLA- FASHION	4,037.30	475.00	4,512.30	.00	.00	4,512.30	.0%	
8085 FOOTBALL	4,889.16	910.00	5,799.16	4,397.00	.00	1,402.16	75.8%	
8088 FUTURE FARMERS AMERICA	18,314.78	29,277.00	47,591.78	26,360.29	857.83	20,373.66	57.2%	
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	9,520.83	200.00	9,720.83	1,516.51	.00	8,204.32	15.6%	
8107 JROTC	5,370.35	2,900.00	8,270.35	2,046.00	.00	6,224.35	24.7%	
8112 LIBRARY	826.10	.00	826.10	.00	.00	826.10	.0%	
8114 LOST EQUIPMENT	490.36	235.00	725.36	.00	.00	725.36	.0%	
8119 MESA	146.88	200.00	346.88	211.50	.00	135.38	61.0%	
8124 NATIONAL HONOR SOCIETY	500.00	.00	500.00	.00	.00	500.00	.0%	
8126 ORCHESTRA	2,402.83	1,757.00	4,159.83	1,558.50	.00	2,601.33	37.5%	
8128 PARKING PERMITS	9,374.82	2,955.00	12,329.82	546.77	.00	11,783.05	4.4%	
8129 PE LOCK FEES	7,149.07	21.00	7,170.07	.00	.00	7,170.07	.0%	
8130 PE UNIFORM FEES	16,771.63	1,309.00	18,080.63	2,793.48	.00	15,287.15	15.5%	
8132 PHOTOGRAPHY	2,200.34	.00	2,200.34	.00	.00	2,200.34	.0%	
8137 PSAT	1,073.55	634.00	1,707.55	430.92	.00	1,276.63	25.2%	
8138 REPLACEMENT ID CARDS	325.34	140.00	465.34	.00	.00	465.34	.0%	
8147 SOCCER BOYS	340.81	.00	340.81	33.33	.00	307.48	9.8%	
8148 SOCCER GIRLS	173.65	600.00	773.65	76.50	.00	697.15	9.9%	
8149 SOFTBALL	602.48	400.00	1,002.48	162.00	.00	840.48	16.2%	
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%	
8159 SWIMMING	3,006.05	100.00	3,106.05	120.00	.00	2,986.05	3.9%	
8161 TENNIS BOYS	838.39	.00	838.39	.00	.00	838.39	.0%	
8162 TENNIS GIRLS	2,900.36	400.00	3,300.36	.00	.00	3,300.36	.0%	
8164 TOURNAMENTS	4,354.60	22,408.00	26,762.60	26,167.27	.00	595.33	97.8%	
8165 TRACK & FIELD	217.67	700.00	917.67	.00	.00	917.67	.0%	
8174 VOLLEYBALL BOYS	43.46	400.00	443.46	300.00	.00	143.46	67.6%	
8175 VOLLEYBALL GIRLS	.00	200.00	200.00	.00	.00	200.00	.0%	

92

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8

YEAR-TO-DATE BUDGET REPORT

FOR 2026 12							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
8182 WRESTLING	376.10	500.00	876.10	.00	.00	876.10	.0%
8185 YEARBOOK	326.00	40.00	366.00	.00	.00	366.00	.0%
8189 SCIENCE	6,258.01	200.00	6,458.01	.00	.00	6,458.01	.0%
8193 LOST TEXTBOOKS	.00	355.00	355.00	.00	.00	355.00	.0%
8194 DANCE PULSE	6,838.79	3,275.00	10,113.79	3,570.85	.00	6,542.94	35.3%
8195 FUTURE FILM MAKERS	794.34	.00	794.34	.00	.00	794.34	.0%
8197 FINE ARTS	12,743.60	6,279.00	19,022.60	11,454.00	.00	7,568.60	60.2%
8198 SATURDAY SCHOOL	5,098.66	310.00	5,408.66	.00	.00	5,408.66	.0%
8199 SEVENTH HOUR	15,431.95	.00	15,431.95	.00	.00	15,431.95	.0%
8205 THEATRE TECH	4,629.00	600.00	5,229.00	.00	.00	5,229.00	.0%
8207 SKILLS AUTO	46,996.68	2,235.00	49,231.68	.00	.00	49,231.68	.0%
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	4,135.75	9,998.05	14,133.80	4,670.07	.00	9,463.73	33.0%
8236 NATIONAL HISTORY DAY	1,350.00	.00	1,350.00	.00	.00	1,350.00	.0%
8238 DANCE MOMENTUM	11,220.96	1,877.00	13,097.96	1,041.19	.00	12,056.77	7.9%
8239 EDUCATORS RISING	1,497.58	400.00	1,897.58	.00	192.22	1,705.36	10.1%
8241 SPORTS HALL OF FAME	2,038.00	790.00	2,828.00	1,471.93	.00	1,356.07	52.0%
8244 GUITAR	4.57	.00	4.57	.00	.00	4.57	.0%
8245 HOSA	6,720.85	6,739.00	13,459.85	6,283.53	.00	7,176.32	46.7%
8250 CHOIR TRIP	1,142.00	.00	1,142.00	.00	.00	1,142.00	.0%
8252 LOST LIBRARY BOOKS	.00	98.71	98.71	.00	.00	98.71	.0%
8257 SPIRIT LINE (POM LINE)	1,387.57	480.00	1,867.57	.00	.00	1,867.57	.0%
8261 ANIMAL FACILITY	930.44	400.00	1,330.44	.00	.00	1,330.44	.0%
8277 MT LEMMON SCIENCE CAMP(SKY	20,938.58	4,420.00	25,358.58	4,799.16	.00	20,559.42	18.9%
8293 FW AMBASSADORS	120,929.28	180,738.50	301,667.78	250,238.51	.00	51,429.27	83.0%
8309 CROSS COUNTRY	200.00	200.00	400.00	.00	.00	400.00	.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	225.18	1,425.00	1,650.18	1,462.00	.00	188.18	88.6%
8363 BAND UNIFORMS	611.00	.00	611.00	.00	.00	611.00	.0%
8370 CREDIT RECOVERY	15,540.00	30,915.00	46,455.00	.00	.00	46,455.00	.0%
8382 WRESTLING TOURNAMENT	22,370.61	43,807.00	66,177.61	45,028.91	.00	21,148.70	68.0%
8383 CHROMEBOOK REPAIR FEES	11,129.18	9,691.00	20,820.18	4,963.60	.00	15,856.58	23.8%
8385 MODEL UNITED NATIONS	79.00	15.00	94.00	46.50	.00	47.50	49.5%
8390 ESPORTS	130.00	.00	130.00	.00	.00	130.00	.0%
8999 CASH OVER/SHORT	.00	234.51	234.51	.00	.00	234.51	.0%
TOTAL HIGH SCHOOL	742,598.09	592,599.67	1,335,197.76	637,008.34	3,317.08	694,872.34	48.0%

93

500 DISTRICT WIDE

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8

YEAR-TO-DATE BUDGET REPORT

FOR 2026 12							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0000 UNDETERMINED	7,032.11	5,793.20	12,825.31	.00	.00	12,825.31	.0%
8000 GENERAL	-9,643.84	.00	-9,643.84	-5,999.13	.00	-3,644.71	62.2%
TOTAL DISTRICT WIDE	-2,611.73	5,793.20	3,181.47	-5,999.13	.00	9,180.60	-188.6%
TOTAL AUXILIARY OPERATIONS	1,410,600.14	1,012,917.81	2,423,517.95	1,058,181.79	3,601.08	1,361,735.08	43.8%
GRAND TOTAL	1,410,600.14	1,012,917.81	2,423,517.95	1,058,181.79	3,601.08	1,361,735.08	43.8%
** END OF REPORT - Generated by Esteban Jimenez II **							

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>D-11</u>	<u>July 28, 2026</u>
Agenda Item Number	Board Meeting Date
Item: <u>Approval of Asset Retirement and Disposals</u>	
Submitted By: <u>Francisca Bond/Monique Mata</u>	Date: <u>July 22, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus/Monique Mata</u>	

Approval is requested for the retirement and disposal of assets no longer used by the district as of July 21, 2026.

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: _____

Board Agenda 07/28/26

ASSET	DESCRIPTION	SERIAL/PARCEL	SITE	ACQUIRE	ACQ COST	CODE	PURCHASING ACCT 1	Auction Lot	Listing date
N/A	Teacher desk		530A			B		N/A	N/A
N/A	Floor bench		530A			B		N/A	N/A
N/A	White board		530A			B		N/A	N/A
N/A	Grey plastic small folding table		530A			B		N/A	N/A
N/A	File cabinet		530A			B		N/A	N/A
1008737	HP CHROMEBOOK SB 11 G7 302824	5CD9386MKG	130A	01/07/20	227.39	S	5300.100.1000.6737.130.8367.000.	N/A	N/A
1008925	HP CHROMEBOOK 11 G7 302475	5CD924D9TB	130A	02/07/20	212.51	S	4680.100.1000.6737.130.0000.000.	N/A	N/A
1009266	HP CHROMEBOOK 11G8 304425	5CD015CGDY	110A	06/01/20	239.08	S	3260.100.1000.6737.110.0000.000.	N/A	N/A
1009727	HP CHROMEBOOK 11G8 304425	5CD015CD08	140A	06/01/20	239.08	S	3260.100.1000.6737.140.0000.000.	N/A	N/A
1009915	HP CHROMEBOOK 11G8 304425	5CD015G1MZ	150A	06/01/20	239.08	S	3260.100.1000.6737.150.0000.000.	N/A	N/A
1011372	HP CHROMEBOOKS 11A G8 310499	5CD047NWRX	140A	01/07/21	265.62	S	3260.100.1000.6737.140.0000.000.	N/A	N/A
1011631	HP CHROMEBOOKS 11A G8 310499	5CD047P7J4	110A	01/07/21	265.62	S	3260.100.1000.6737.110.0000.000.	N/A	N/A
1011690	HP CHROMEBOOKS 11A G8 310499	5CD047NRY9	130A	01/07/21	265.62	S	3260.100.1000.6737.130.0000.000.	N/A	N/A
1014200	HP CHROMEBOOK G8	5CD1097152	140A	10/07/21	265.64	S	3360.100.1000.6737.210.0000.000.	N/A	N/A
1014909	HP CHROMEBOOK 11MK G9 EDUCATION ED 11.6"	5CD1220GMY	120A	05/23/22	247.84	S	3460.100.1000.6737.120.0000.000.	N/A	N/A
1015899	HP CHROMEBOOK 11MK G9	5CD237634V	130A	03/28/23	223.58	S	3360.100.1000.6737.130.0000.000.	N/A	N/A
N/A	Portable engine Hoist		540A			Y		N/A	N/A
N/A	Edgenuity E2SON		575A			5		4050279	07/29/26
N/A	VCR/DVD combo		575A			5		4050279	07/29/26
N/A	Intel mini PC		575A			5		4050279	07/29/26
N/A	2602 Access point		575A			5		4050279	07/29/26
N/A	1142 Access point		575A			5		4050279	07/29/26
N/A	1702 Access point		575A			5		4050279	07/29/26
N/A	Aironet bridge 1310G		575A			5		4050279	07/29/26
N/A	Cisco 7940 phone		575A			5		4050279	07/29/26
N/A	Cisco 7811 phone		575A			5		4050279	07/29/26
N/A	Acess monitor		575A			5		4050279	07/29/26
1005685	DELL OPTIPLEX 3020 SM FORM 363915	HHN8GB2	210A	05/26/16	549.06	5	6100.100.5000.6832.575.0000.000.	4050279	07/29/26
1008102	DELL LATITUDE 3301 LAPTOP 300306	72T6JT2	595A	07/11/19	765.05	5	6100.213.2150.6737.140.0000.000.	4050279	07/29/26
N/A	Cisco Nexus 5548UP		575A			5		4050279	07/29/26
N/A	Cisco 5520 Wireless		575A			5		4050279	07/29/26
1004820	LATITUDE 14 5000 SERIES 210-ABCM 251693	2R9GM12	130A	10/20/14	915.36	5	1695.100.1000.6737.130.0000.000.	4050279	07/29/26
1005806	INSPIRON 13 7000 LAPTOP TSW 371060	1B2QNC2	210A	09/20/16	850.57	5	3417.100.1000.6737.210.0000.000.	4050279	07/29/26
1008092	DELL LATITUDE 3301 LAPTOP 300306	9BT6JT2	140A	07/11/19	709.22	5	6100.100.2410.6737.140.0000.000.	4050279	07/29/26

1008101	DELL LATITUDE 3301 LAPTOP 300306	60T6JT2	595A	07/11/19	753.69	5	6100.200.2140.6737.210.0000.000.	4050279	07/29/26
1008108	DELL LATITUDE 3301 LAPTOP 300306	B9T6JT2	595A	07/11/19	765.04	5	6100.213.2150.6737.150.0000.000.	4050279	07/29/26
1008111	DELL LATITUDE 3301 LAPTOP 300306	41T6JT2	595A	07/11/19	763.41	5	6100.200.2160.6737.595.0000.000.	4050279	07/29/26
1008116	DELL LATITUDE 3301 LAPTOP 300306	J0T6JT2	140A	07/11/19	709.22	5	6100.100.2110.6737.140.0000.000.	4050279	07/29/26
1019382	DELL LATITUDE	C9TBH53	575A	04/15/25	205.00	5		4050279	07/29/26
1019393	DELL LATITUDE	9G0XF13	575A	04/15/25	205.00	5		4050279	07/29/26
1005636	DELL OPTIPLEX 3020 SM FORM 363915	6JDJGB2	550A	05/26/16	549.06	5	6100.100.5000.6832.575.0000.000.	4050279	07/29/26
1005663	DELL OPTIPLEX 3020 SM FORM 363915	HHW5GB2	210A	05/26/16	549.06	5	6100.100.5000.6832.575.0000.000.	4050279	07/29/26
1005665	DELL OPTIPLEX 3020 SM FORM 363915	HHW7GB2	550A	05/26/16	549.06	5	6100.100.5000.6832.575.0000.000.	4050279	07/29/26
1005674	DELL OPTIPLEX 3020 SM FORM 363915	HHX6GB2	210A	05/26/16	549.06	5	6100.100.5000.6832.575.0000.000.	4050279	07/29/26
1006935	OPTIPLEX 3050 DESKTOP 383390	72DZSM2	550A	03/18/18	627.56	5	6100.100.2600.6737.550.0000.000.	4050279	07/29/26
1006993	OPTIPLEX 3050 SFF 384394	C2TWCP2	210A	05/21/18	557.22	5	5100.100.3100.6737.560.0000.000.	4050279	07/29/26
1009130	DELL XPS 13 7390 LAPTOP 304347	2SF2M33	510A	05/20/20	993.03	5	1120.100.2100.6737.500.0000.000.	4050279	07/29/26
N/A	Monitors (3)					5		4050279	07/29/26
1002398	E-INSTR RADIO FRQ RESPON SYS 292247	UNTAGABLE	150A	10/21/08	2,116.70	5	6250.100.1000.6737.170.0000.000.	4050279	07/29/26
1003357	E-INSTRUCTION 32 PAD PULSE SYS - GRANT	UNTAGABLE	150A	03/28/11	1,972.36	5		4050279	07/29/26
1001192	DELL POWEREDGE 2850 SERVER	1W9ZN71	170A	07/01/05	3,458.19	5		4050279	07/29/26
N/A	Switch rack		575A			5		4050279	07/29/26
N/A	Triplet power supplies (2)		575A			5		4050279	07/29/26
N/A	Cisco 2000		575A			5		4050279	07/29/26
1002593	IMAC, 24"-", 3.06 GHZ w/SOFTWARE 200904	QP934089259	210A	10/01/09	2,600.80	5	5960.270.1000.6737.210.8195.000.	4050279	07/29/26
1003205	IMAC W/MS OFFICE & FINAL CUT 210390	QP0290KE5RU	210A	08/17/10	2,544.28	5	5960.270.1000.6737.210.8195.000.	4050279	07/29/26
1010913	TABLET FOR SWIVL 312789	R52N617A6EL	210A	08/17/20	239.37	5	5960.311.1000.6737.210.8172.000.	4050279	07/29/26
N/A	Netger night hawk (6)	4MR16775A058D	210A			5		4050279	07/29/26
N/A	Netger night hawk (6)	4CJ159MA03AA	210A			5		4050279	07/29/26
N/A	View sonic TV		210A			5		4050279	07/29/26
1005280	ROUND MARINER BLUE TBL 361239		210A	10/20/15	1,151.93	5	5100.100.3100.6731.210.0000.000.	4050300	07/29/26
1005292	ROUND MARINER BLUE TBL 361239		210A	10/20/15	1,151.93	5	5100.100.3100.6731.210.0000.000.	4050300	07/29/26
1005810	46" ROUND CAFETERIA TABLE 370012	NA	210A	09/30/16	1,075.48	5	5100.100.3100.6731.210.0000.000.	4050300	07/29/26
1005813	46" ROUND CAFETERIA TABLE 370012	NA	210A	09/30/16	1,075.48	5	5100.100.3100.6731.210.0000.000.	4050300	07/29/26
1005814	46" ROUND CAFETERIA TABLE 370012	NA	210A	09/30/16	1,075.48	B	5100.100.3100.6731.210.0000.000.	N/A	N/A
1005818	46" ROUND CAFETERIA TABLE 370012	NA	210A	09/30/16	1,075.48	B	5100.100.3100.6731.210.0000.000.	N/A	N/A
1005819	46" ROUND CAFETERIA TABLE 370012	NA	210A	09/30/16	1,075.48	B	5100.100.3100.6731.210.0000.000.	N/A	N/A
1005826	46" ROUND CAFETERIA TABLE 370012	NA	210A	09/30/16	1,075.48	B	5100.100.3100.6731.210.0000.000.	N/A	N/A
N/A	46" ROUND CAFETERIA TABLE 370012		210A			B		N/A	N/A
N/A	46" ROUND CAFETERIA TABLE 370012		210A			B		N/A	N/A
N/A	46" ROUND CAFETERIA TABLE 370012		210A			B		N/A	N/A
N/A	Yellow Picnic tables (22)		210A			5		4050300	07/29/26

N/A	Single pole switches (5)		540A			5		4050322	07/29/26
N/A	Amber turn lens		540A			5		4050322	07/29/26
N/A	Napa HL65554 headlamp switch		540A			5		4050322	07/29/26
N/A	Cummins 3800705 fuel solenoid kit		540A			5		4050322	07/29/26
N/A	Turn switch harness (2)		540A			5		4050322	07/29/26
N/A	I.D. light lens (2)		540A			5		4050322	07/29/26
N/A	Light lens		540A			5		4050322	07/29/26
N/A	205 Alarmastat (3)		540A			5		4050322	07/29/26
N/A	150 Alarmastat		540A			5		4050322	07/29/26
N/A	215 Fan switch		540A			5		4050322	07/29/26
N/A	205 Fan switch		540A			5		4050322	07/29/26
N/A	R/H Bvdd wheel nuts		540A			5		4050322	07/29/26
N/A	L/H wheel nuts		540A			5		4050322	07/29/26
N/A	Blue Bird bus fuel sending unit		540A			5		4050322	07/29/26

Disposal	DESCRIPTION	Disposal	DESCRIPTION
5	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

<u>E-1</u> Agenda Item Number	<u>July 28, 2026</u> Board Meeting Date
Item: <u>Discussion of New YES Building at Hendricks Elementary</u>	
Submitted By: <u>Dr. Kevin Stoltzfus</u>	Date: <u>July 22, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus</u>	

District administration presents for discussion a draft of the location, design, and cost of a new YES building at Hendricks Elementary. The existing structure, located near the west exit from the parking lot, would be replaced with a new building located inside the fenced-in playground area, just north of the parking lot. The draft plans have been developed in collaboration with ESB Design+Build.

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: _____

Hendricks Elementary

07/17/2026

To: FWUSD
Attn: Dr. Kevin Stoltzfus

Dear Dr. Stoltzfus:

Thank you for considering ESB Design+Build for this project. As per your request, we hereby submit our **BUDGET** price for an approximately 2,576 SF (28' x 92') Classroom Building located at **Hendricks Elementary**. This budget is based upon the attached floor plan as detailed in the attached specifications and scope of work. Please note this is a preliminary budget price as the final design has not been approved, and we expect the final price will be close.

Please review the proposal and let us know if both this budget and scope of work meets your needs and you would like to proceed.

We look forward to the prospect of working with you on this project.

Sincerely,



Erica Misuraca
CEO

Hendricks Elementary – Scope of Work

2,576 SF Classroom Building \$ 843,080.00

Provide (1) 2,576 SF modular classroom building. Price includes building per the attached floor plan and specifications. This price is a budget number but we expect it will be very close to the final number.

Design & Engineering \$ 46,670.00

Budget to design, draft, and engineer your building design

Fire Alarm (allowance) \$ 19,000.00

Civil Engineering (allowance) \$ 15,000.00

This includes the Site Plan, Utility Plan, and Grading & Drainage Plan

*Allowances are in addition to the above Classroom Building Budget. Amounts shown include profit and overhead but do not include taxes and bonds. See calculations below.

Contingency Funds \$ 65,000.00

ESB recommends carrying a 5-10% contingency to have funds available for unexpected conditions/costs. If it is not used, it will not be charged.

Site Work & General Conditions \$ 229,125.00

Per attached drawing and breakdown

- ✚ Site Demolition
- ✚ Site Grading & Drainage
- ✚ Building Pad Construction
- ✚ Sewer
- ✚ Domestic Water
- ✚ IT/Fire Alarm/Security
- ✚ Electric Service
- ✚ Concrete
- ✚ Surveying/Staking
- ✚ General Conditions
- ✚ Additional Items

Building Total	\$ 843,030.00
Building Design & Engineering	\$ 46,670.00
Fire Alarm (Allowance)	\$ 19,000.00
Civil Engineering (Allowance)	\$ 15,000.00
Contingency Funds	\$ 65,000.00
Site Work & General Conditions	\$ 229,125.00
Subtotal	\$1,217,825.00
Pima County Tax (6.1%)	\$ 48,286.76
Marana Tax (2.0%)	\$ 24,356.50
Bond (1.8%)	\$ 23,228.43
TOTAL	\$1,313,696.69

Included Items

Building plans & engineering
Complete building per floor plan and specifications
Civil engineering per this proposal
Site work per this proposal

Allowances

Fire Alarm (\$19,000.00)

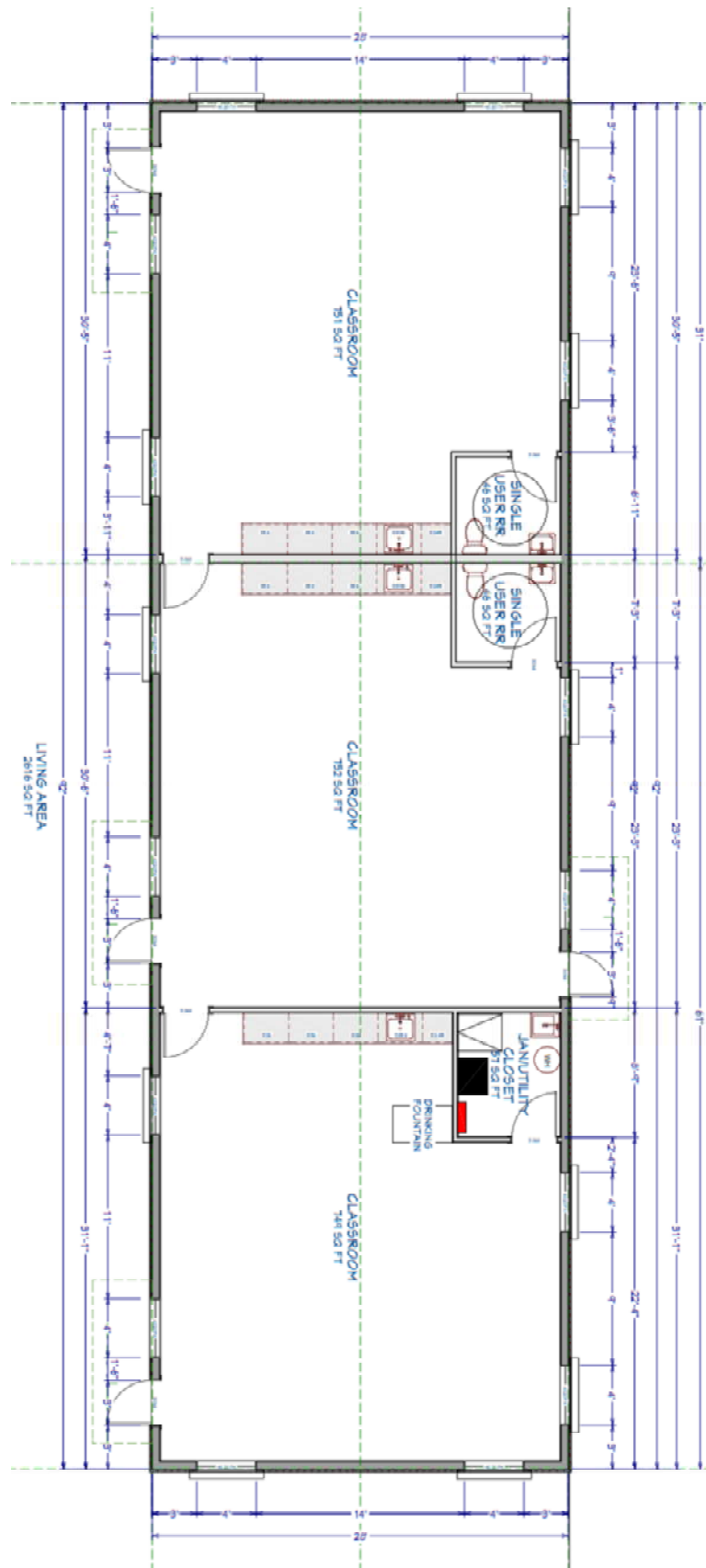
Options Not Included

Fire Water + Fire Sprinklers (add \$76,000 allowance)
Increase to 30' x 92' building size (add \$57,000)
These additional option prices are before tax and bond

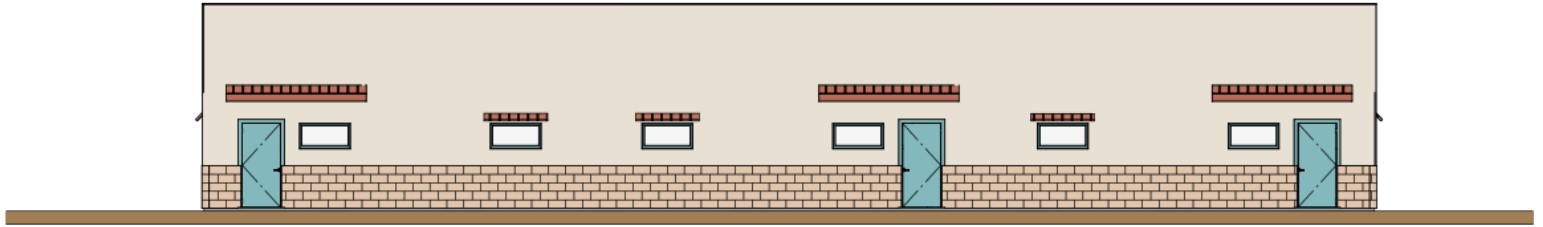
*** IMPORTANT NOTICE ***

The price on this proposal is based on prices as of 7/17/2026. Due to the severe volatility of the world material markets, if material prices increase after this date regardless of cause or fault, pricing will be adjusted to reflect material costs at the time of purchase. All materials affected by world markets are dependent upon availability and pricing at the time of purchase.

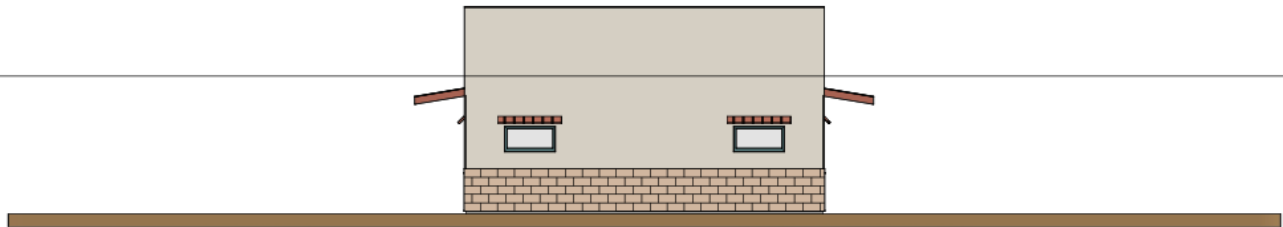
FLOOR PLAN – Hendricks (Approx 2,576 SF)



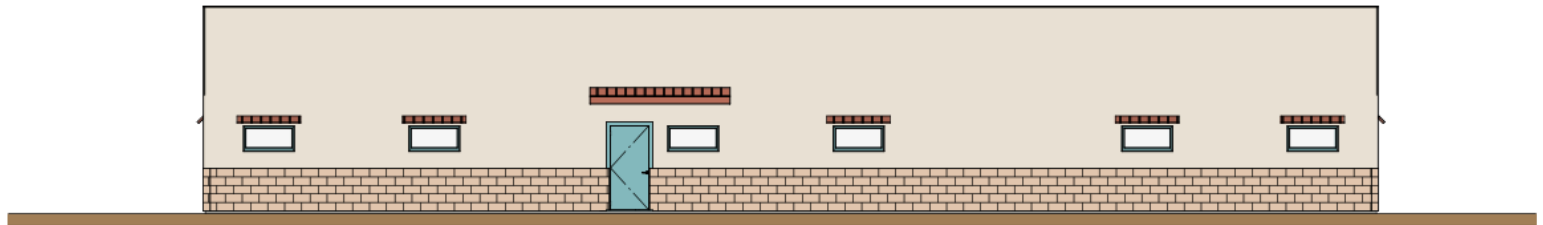
ELEVATIONS – Hendricks (Approx 2,576 SF)



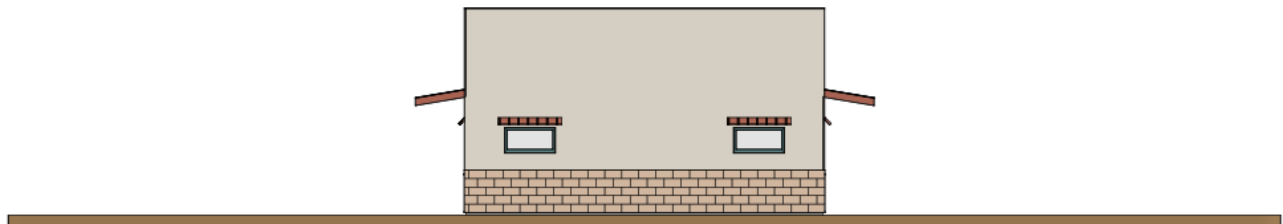
Elevation 1



Elevation 2



Elevation 3



Elevation 4

SITE DRAWING – Hendricks



Site Work Breakdown

Site Demo:

CHAIN-LINK FENCING REMOVAL- Removal of chain-link fencing store on site till it can be replaced.	lf	31
SAW CUT- Lineal footage of asphalt and concrete to be cut for site demolition	lf	40
ASPHALT REMOVAL- Square footage of existing asphalt to be removed from the site	sq ft	60
IRRIGATION- Rework irrigation lines after cuts and fills for parking lot	hours	2
GRUBBING- Hand labor for the removal of existing grasses and vegetation from site	sq ft	2861
DUMP TRUCK- Estimated dump truck hours to load and haul debris from site	hours	5
BACKHOE- Estimated backhoe hour to complete the above items of demolition	hours	6
DUMP FEES- Tonnage of debris to be hauled to dump from the site in dump trucks	ton	24

Building Pad Construction:

Assumes scarify & recompact to 8" below FF. Need Geotech report and civil plan to finalize quantities

BUILDING PAD IMPORT- Tons of import required for building pad and	ton	478.5
RE-COMPACTION- Tons of on-site soils to be reinstalled and compacted (add 25% for swell)		478.5
LABOR- Hand labor to shoot grades and do fine work equipment has no access to	hours	40
EQUIPMENT RENTAL- Actual cost of rental equipment (operator and profit incl. in units)	per week	1
SCARIFY AND RE-COMPACT- Square foot cost to scarify 8", add moisture and re-compact	sq ft	3876
IMPORT FOR SCARIFY AND RE-COMPACT- Cost for additional import to bring back to existing grade. Approximately 25% for swell	ton	38.3

Site Grading & Drainage:

Need Geotech report and civil plan to finalize quantities

Import- Tons of import for cuts and fills	ton	100
RE-COMPACTION- Tons of import to be installed and compacted (add 25% for swell)	ton	100
FINIAL RAKEOUT- Rakeout of disturbed areas of job site to prepare for finial groung cover	sq ft	7312
DECORTIVE GRAVEL	sq ft	4766
SCARIFY AND RE-COMPACT- Square foot cost to scarify 8", add moisture and re-compact for new walking path.	sq ft	2546
DECORTIVE GRAVEL- Install new gravel in walking path.	sq ft	2546
ROOF DRAINS- Install 6" SDR with 4" turnups at building for collection of roof water per plan	lf	125

Concrete:

4" FLATWORK- Total square footage of 4" concrete flatwork to include a 4" ABC base	sq ft	601.71
THICKENED EDGE- Total lineal footage of thickened edge for installed concrete flatwork	lf	168
BASE MATERIAL- Total tons of ABC base material to be imported for concrete items	ton	42.6
SPREAD AND COMPACT BASE MATERIALS FOR CONCRETE ITEMS- Tons of import to spread and compact	ton	42.6
VAPOR BARRIER- Total square footage of vapor barrier to be installed for buildings	sq ft	2576
SCUPPERS- Material and labor for the installation of sidewalk scuppers per the plan	ea	1
PATCHES- Total square footage of all asphalt patch back after utility installation	sq ft	250
CONCRETE SPLASH BLOCKS- Splash blocks at each downspout	ea	3

Domestic Water:

Depends on locating line serving YES building and assumes it is adequately sized to add service to this new building

TRENCH- Lineal footage of trench dug for the installation of domestic water line	LF	170
TRENCH BACKFILL- Lineal footage of trench to backfill and compact after line installation	LF	170
TRENCH GRADE- Lineal footage of trench hand graded for installation of water line	LF	170
BEDDING MATERIAL- Tons of sand required to bed and shade pipe to 6" above pipe	TON	20.1
BEDDING EQUIPMENT- Tons of sand to be installed to bed and shade pipe (equipment)	TON	20.1
BEDDING LABOR- Hand labor to bed, shade and compact bedding material	lf	170
PARTS- Vendor quote for the parts to completely install the water	Quote	1
INSTALLATION- Plumber labor hours to install and test the water line to building	hours	32
INSTALLATION- Plumbers helper hours to install and test the water line to building	hours	32
WATER TAP- Cost to tap into existing water main and install valve (lump sum cost)	ea	1
SHUT OFF VALVE- Installation of service SOV in concrete box with steel lid (lump sum)	ea	1

Sewer:

Ties into existing 8" line to the west near the property line

TRENCH- Lineal footage of trench dug on slope to provide gravity flow of sewer line	lf	160
TRENCH BACKFILL- Lineal footage of trench to be backfilled and compacted after install	lf	160
TRENCH GRADE- Lineal footage of trench to be hand graded for pipe installation	lf	160
BEDDING MATERIAL- Tons of sand required to bed and shade pipe to 6" above pipe	ton	19.0
BEDDING EQUIPMENT- Tons of sand to be installed to bed and shade pipe (equipment)	ton	19.0
BEDDING LABOR- Hand labor to bed, shade and compact bedding material	lf	160
SHORING- Lineal feet of trench that requires shoring to install the sewer line (rental)	lf	20
SEWER TAP- Cost to tap into existing sewer or man hole (lump sum cost)	tap	1
INSTALLATION- Plumber labor hours to install and test the sewer line to building	hours	40
INSTALLATION- Plumbers helper hours to install and test the sewer line to building	hours	40
PARTS- Vendor quote for the parts to completely install the sewer	quote	1
CLEANOUT- Castiron valve box with 18" concrete pad	qty	5

IT/Fire Alarm/Security:

TRENCH- Lineal footage of trench dug for the installation of IT line	lf	80
TRENCH BACKFILL- Lineal footage of trench to backfill and compact after line installation	lf	80
TRENCH GRADE- Lineal footage of trench hand graded for installation of IT conduit	lf	80
PARTS- Vendor quote for the parts to completely install the water	Quote	1
INSTALLATION- Electrician helper hours to install and pull strings to building	hours	16

Site Work Breakdown (continued)

Electrical Service:

Pending engineering, this takes power from the current YES building and assumes reuse of SES wire and raceway

TRENCH- Lineal footage of trench dug for the installation of electrical conduit	If	55
TRENCH BACKFILL- Lineal footage of trench to backfill and compact after line installation	If	55
TRENCH GRADE- Lineal footage of trench hand graded for installation of electrical conduit	If	55
BEDDING LABOR- Hand labor to bed, shade and compact bedding material	If	55
PARTS- Vendor quote for the parts to completely install the conduit runs	Quote	1
WIRE- Vendor quote for all feeder, for the electric service	Quote	1
EQUIPMENT- Vendor quote for all service equipment required for building on site	Quote	1
GROUNDING- Wire, U-fers, clamps, ground rods, and misc. parts to ground service equip.	ea	1
INSTALLATION- Electrician hours to install and test the site electric service	hours	40
INSTALLATION- Electrician' helper hours to install and test the site electric service	hours	40
INSTALLATION- Labors to assist with instulation of wire.	hours	8

General Conditions:

PORTABLE TOILET- Delivery / pick-up and monthly rental of (2) portable toilets for site work	per month	7
SITE WATER- Fire hydrant meter rental, installation, removal & water charges for site water	ea	1
ROLL-OFF DUMPSTER- Delivery/pick-up & monthly rental for roll-off dumpster for site trash	per month	7
DUMP FEES- Dump fees for trash placed in dumpster at \$61.00 per ton	ton	70
Fencing- Delivery and pickup	ea	2
FENCING- Installation, removal and monthly rental fees for temporary fencing	If	200
SECURITY CAN- Delivery, pick-up to site	ea	2
SECURITY CAN- Delivery, pick-up and monthly rental of security container for the site	per month	7
MOBILIZATION- Truck, driver and fuel to mobilize equipment to site and back to ESB yard	ea pcs	6
TRAVEL- Travel hours for all employees to and from ESB yard paid at \$45.00 per hour	hours	175
FUEL- Cost of fuel per truck going to and from the site for employee transportation	gallon	280

Surveying/Staking:

SEWER- Layout line and grade of new sewer line to be installed on site	ea	1
WATER- Layout the line of new domestic water service line to be installed on site	ea	1
ELECTRIC- Layout the line of the new electric service to be installed on site	ea	1
BUILDING LAYOUT- Layout buildings and establish finished floor elevations	ea	1
UTILITY EASEMENTS- Layout utility easements and write easement for recording	ea	1
GRADING / DRAINAGE- Stake cuts and fills for the site grading and drainage requirements	ea	1

Additional Items:

CHAIN-LINK FENCING- Installation of new chain-link fencing.	If	30
LOCATING SERVICE- Private locating service to locate onsite items not marked by Blue Stake	ea	1

ESB Building Specifications

Building Codes

2018 IBC 2018 IPC 2018 IMC 2017 NEC as adopted by the State of Arizona Dept. of Housing

Floor

System: 4" reinforced concrete slab over 4" compacted ABC.
Finishes: Base - Roppe 4" Rubber in 4' strips (Color TBD by owner)
Carpet – Carpet Tile in Classrooms (Color TBD by owner)
Polished Concrete in Restrooms
Sealed Concrete in Janitors/Utility Closet

Walls – Interior

Framing 3 1/2" x 20ga Metal plates and studs.
Insulation R-11 Fiberglass batts between vertical studs.
Paint Dunn Edwards, custom mixed to owner's color selection.
Finish 5/8" gypsum wall board (tape/texture/paint).
Texture Hawk & Trowel - hand texture.
Wainscot Ceramic wall tile in Restrooms (4.5' high)

Walls – Exterior

Framing 6 x 20ga Metal plates and studs on CMU wall per plans
Sheathing 1/2" OSB continuous around building and screwed to exterior studs.
Insulation R-19 Fiberglass batts between vertical studs.
Paint Dunn Edwards Paint, custom mixed to owner's color selection.
Finish Western 1-Kote Stucco.

Roof

Type Parapet with Complex roof w/crickets
Beams Structural steel I-beams with intermediate steel columns.
Framing 2"x wood rafters (16" O.C.).
Sheathing 1/2" OSB screwed to roof rafters.
Ceiling 2x4 Suspended acoustic
Insulation R-38 netted between joists.
Roofing 3-ply Hot Mop

Exterior Doors

Type 18ga, HM doors & frames per plan.
Hardware Cal-Royal locksets, closers, panic devices, and HD ball bearing hinges with non-removable pins and Pemko thresholds, weather-stripping, and door sweeps. UPGRADED

Interior Doors

Type 1 3/4" th. Solid core wood doors on HM frames per plan.
Hardware Cal-Royal locksets, closers, HD ball bearing hinges and commercial grade door stops. UPGRADED

Windows

Frames Bronze finish aluminum per plans
Glazing Dual pane, insulated, low-e.

ESB Building Specifications (continued)

Electrical

Service	Per plans
Int Lights	2x4 lay-in LED light fixtures in T-grid locations 2x2 LED Surface mount in Open areas
Exit Signs	LED exit signs with emergency light & battery back-up
Ext Lights	Per Plans
Outlets	20 amp receptacles.
Switches	Single and 3-way switching for interior lighting.
Raceways	MC cable & Conduit per code
IT	Data/phone J-boxes provided with conduit run up into the concealed ceiling cavity.

Plumbing

Toilets	American Standard ADA Tank Type
Lavs	American Standard ADA wall mounted and Concrete gang sink in gang restrooms
Water Heater	A.O. Smith electric water heater per plan
Sinks	Moen Stainless Steel (or equal)
Faucets	Delta Faucets (or equal)
Mirrors	Bobrick (or equal)
Grab Bars	Moen Creative Specialties – SS (or equal)
Supply	Copper – Type L
Sewer	ABS – Schedule 40 Waste and Vent

HVAC

Units	American Standard or Trane Roof Mount Heat Pumps
Ductwork	24ga galvanized insulated ductwork with flex to registers
Registers	US Aire 2x2 ceiling registers with adjustable dampers
T-Stats	Honeywell TB8220 commercial Vision PRO wall mounted programmable thermostats
Drains	Copper condensate drain lines

Millwork

Cabinets	Aristokraft "Builders Grade" – 42 LF total lowers / 36 LF total uppers
Countertops	Plastic laminate countertops – 42 LF total
Markerboards	By Others
Tackboards	By Others

Foundation

Pad	4" concrete over compacted 4" ABC
Pretreat	Pre-treat building slab for termites prior to pouring
Delivery	Delivery of modular units to site
Set-Up	Crane into place and weld building to steel imbedded weld plates

Fire Sprinklers

Excluded – Optional Addition of Fire Water and Sprinklers for \$76,000 Allowance

Fire Alarm System

Included - \$19,000 Allowance

NOTES AND CLARIFICATIONS

- We have not included any work other than that listed in the attached scope of work.
- A clear and unobstructed path to site to be provided by the Owner.
- Voice or Data systems are not included.
- Furnishings, workstations, televisions, or other office equipment are not included.
- ESB will be responsible for OMH plan review fees. Local permits and fees required by the local jurisdiction are the responsibility of the Owner including, but not limited to; wastewater, electrical or domestic water fees, site preparation permits, and permits to erect any structures that are not modular.
- Budget pricing is provided in advance of receiving a geotechnical report. ESB assumes the location will be suitable for installation. Upon receipt of geotechnical report, ESB will notify you if additional work is needed and provide a cost to prepare the site. ESB will provide the excavation of the prepared pad required for the foundation. Any leftover dirt is to be spread or stored on site. We have not included the removal of large rocks or caliche; however, should this condition occur, ESB will provide a cost prior to performing any work.
- ESB assumes that existing utilities will be used. If the approved site plan makes changes to the existing utilities, ESB will provide a cost to make these changes.
- ESB has not included costs for additional survey work. If additional surveying is required, we will provide those costs once they are known.
- ESB has not included costs for additional civil engineering. If a SWPPP, drainage study, or hydrology report are required, we will provide those costs once they are known.
- ESB has not included any rework of irrigation or control wiring
- ESB has not included fire water service or fire sprinklers. We determined a \$76,000 allowance if fire water/sprinklers are desired or required
- ESB has provided an option to increase building width from 28' to 30', increasing classroom size from ~750SF to ~810SF. Add \$57,000 plus tax/bond to the grand total to elect this option.

*** IMPORTANT NOTICE ***

The price on this proposal is based on prices as of 07/17/2026. Due to the severe volatility of the world material markets, if material prices increase after this date regardless of cause for fault, pricing will be adjusted to reflect material costs at the time of purchase. All materials affected by world markets are dependent upon availability and pricing at the time of purchase.

FLOWING WELLS SCHOOL DISTRICT

Board Agenda Item

<u>E-2</u>	<u>July 28, 2026</u>
Agenda Item Number	Board Meeting Date
Item: <u>Information and Discussion regarding Proposed Policy Revisions</u>	
Submitted By: <u>Dr. Kevin Stoltzfus</u>	Date: <u>July 22, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus</u>	

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. Policy DJE reflects an increase from the \$10,000 threshold for competitive bidding procedures to the new threshold of \$15,000 per updated guidance from the Uniform System for Financial Reporting.

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	Master Policy	Adopt	Delete	Decline	Notes
	EA © SUPPORT SERVICES GOALS / PRIORITY OBJECTIVES	x			Policy EA — Support Services Goals / Priority ObjectivesIn Policy EA, original language in “A.” and “C.” was updated, and original language in “B.” regarding transportation was removed as student services, which includes transportation, is noted in the revised “B.”
EB-R ©	EB-R ©	x			Regulation EB-R — Environmental and Safety ProgramThe title of Regulation EB-R was revised to align with the related policy, Safety Program. Headings within the regulation were updated, and the following language was added under the subheading Students: A. Avoid behaviors that jeopardize the safety of self or others including but not limited to.
EBAA © REPORTING OF HAZARDS / WARNING SYSTEMS	EBAA © REPORTING OF HAZARDS / WARNING SYSTEMS		x		DELETED Policy EBAA — Reporting Hazards / Warning Systems DELETED Reporting Hazards / Warning Systems Language in Policy EBAA and Regulation EBAA-R — Reporting Hazards/Warning Systems was moved to newly created Policy EBAB and Regulation EBAB-R — Hazardous Materials to better align with content; therefore, Policy EBAA and Regulation EBAA-R were removed from the model manual.
EBAA-R ©	EBAA-R ©		x		DELETED Regulation EBAA-R —Reporting Hazards / Warning Systems Language in Policy EBAA and Regulation EBAA-R — Reporting Hazards/Warning Systems was moved to newly created Policy EBAB and Regulation EBAB-R — Hazardous Materials to better align with content; therefore, Policy EBAA and Regulation EBAA-R were removed from the model manual.
	EBAB © HAZARDOUS MATERIALS	x			NEW Policy EBAB — Hazardous MaterialsPolicy EBAA and Regulation EBAA-R were recodified as Policy EBAB and Regulation EBAB-R (the subtitle remained the same). Headings were added, content was reorganized, and language was updated to enhance clarity. The Posting of Notice portion in the regulation was removed as this information pertained specifically to emergency pesticide applications and the requirements for the certified applicator, not the District. Information regarding where to locate certified applicator requirements and exemptions for non-residual pesticide and emergency applications was added to the end of the regulation.
	EBAB-R ©	x			Regulation EBAA-R —Reporting Hazards / Warning Systems Language in Policy EBAA and Regulation EBAA-R — Reporting Hazards/Warning Systems was moved to newly created Policy EBAB and Regulation EBAB-R — Hazardous Materials to better align with content; therefore, Policy EBAA and Regulation EBAA-R were removed from the model manual.
EBBB © ACCIDENT REPORTS	EBBB © ACCIDENT REPORTS	x			Policy EBBB — Accident ReportsIn Policy EBBB, headings were added, content was reorganized, and language was updated to enhance clarity. For example, information regarding employee reporting in paragraph three was moved to the regulation under the heading Employees, and District reporting requirements per A.R.S. 23-908 and the Industrial Commission of Arizona were updated under the heading District Responsibilities.

		x			Regulation EBBB-R — Accident ReportsIn Regulation EBBB-R, the subtitle Student Accidents was removed as the revised content pertains to employees and students, headings were added, and the following phrase, “report the matter to their supervisor immediately” was added regarding employee reporting to enhance clarity.
	EBBB-R ©				
		x			Policy EBC — EmergenciesPolicy EBC was revised to include “Response Plans and School Closings” in the title as language in Policy EBCD — Weather-related and Emergency Closings was moved to this policy under the heading Emergency School Closings. Therefore, Policy EBCD was removed from the model manual. Headings and subheadings were also added, and content was reorganized to enhance clarity.
	EBC © EMERGENCIES: RESPONSE PLANS AND SCHOOL CLOSINGS				
		x			NEW Regulation EBC-R – Emergencies: Response Plans and School Closings - Newly created Regulation EBC-R contains information formerly in Regulation EBCD-R; therefore, Regulation EBCD-R was removed from the model manual. Content regarding Delayed Opening and School Closing was combined into one paragraph in the revised regulation, and language relating to information dissemination was updated to enhance clarity.
	EBC-R ©				
			x		DELETED Policy EBCD — Weather – Related and Emergency ClosingsLanguage in Policy EBCD was moved to Policy EBC under the heading Emergency School Closings; therefore, Policy EBCD was removed from the model manual.
	EBCD © WEATHER - RELATED AND EMERGENCY CLOSINGS				
			x		DELETED Regulation EBCD-R — Weather – Related and Emergency ClosingsLanguage in Policy EBCD was moved to Policy EBC under the heading Emergency School Closings; therefore, Policy EBCD was removed from the model manual. Language in Regulation EBCD-R was moved to newly created Regulation EBC-R; therefore, Regulation EBCD-R was removed from the model manual.
EBCD-R ©	EBCD-R ©				
		x			Policy ECA — Security - Language in Policy ECA was expanded to include additional security-related content (e.g., preventing unauthorized visitors, fingerprinting volunteers, complying with workplace occupational safety and health standards, and complying with sex offender notification requirements).
ECA © SECURITY	ECA © SECURITY				
		x			Regulation ECA-R — Security - In Regulation ECA-R, the subtitle Access and Keys was added, as well as headings to enhance clarity.
ECA-R © SECURITY	ECA-R © SECURITY				
		x			Policy ECB — Building and Grounds MaintenanceMinor edits were made to Policy ECB, including the additions of “Oversight” to School Facilities Board and Legal Reference A.R.S. 41-5731.
	ECB © BUILDING AND GROUNDS MAINTENANCE				
				x	DELETED Policy ED — Materials and Equipment ManagementPolicy ED was removed from the model manual as a District warehouse is not statutorily required. Districts may retain this policy if the information is applicable.
	ED © MATERIALS AND EQUIPMENT MANAGEMENT				

	EDB © MAINTENANCE AND CONTROL OF MATERIALS AND EQUIPMENT, AND INSTRUCTIONAL MATERIALS	x			Policy EDB — Maintenance and Control of Materials and EquipmentPolicy EDB was revised to include “and Instructional Materials” in the title as language in Policy EDBA — Maintenance and Control of Instructional Materials was moved to this policy under the heading Instructional Materials. Therefore, Policy EDBA was removed from the model manual. Additional updates include headings, and the replacement of “furniture” with “materials” in paragraph two and “second” with “replacement” in paragraph six.
	EDB-R ©	x			Regulation EDB-R — Maintenance and Control of Materials and EquipmentRegulation EDB-R was also updated to align the title with the revised Policy EDB. Information regarding Donation of Surplus was added to Regulation EDB-R to enhance clarity, and the following terminology changes were made: “unit” was replaced with “district site” in paragraph one and “business manager” was replaced with “Superintendent” in paragraphs one and three.
	EDBA © MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS		x		DELETED Policy EDBA — Maintenance and Control of Instructional MaterialsLanguage in Policy EDBA was moved to Policy EDB; therefore, Policy EDBA was removed from the model manual.
EDC © AUTHORIZED USE OF SCHOOL - OWNED MATERIALS AND EQUIPMENT	EDC © AUTHORIZED USE OF SCHOOL - OWNED MATERIALS AND EQUIPMENT	x			Policy EDC — Authorized Use of School - Owned Materials and EquipmentMinor edits to Policy EDC include the addition of “materials” in the opening sentence and the removal of information regarding competition with local business firms; however, Districts may retain this portion if preferred.
EE © TRANSPORTATION SERVICES	EE © TRANSPORTATION SERVICES	x			Policy EE — Transportation ServicesThe final paragraphs regarding student transportation in Policy EE were moved to newly created Policy EEA — Student Transportation under the subheading Students with Disabilities (information regarding statutory requirement) and heading Responsibility (information pertaining to operation and safety). Legal References were also updated.
	EEA © STUDENT TRANSPORTATION	x			NEW Policy EEA — Student Transportation Newly created Policy EEA — Student Transportation incorporates language from EEAA — Walkers and Riders, EE – Transportation Services, EEAF — Special Use of Buses, and EEAG — Student Transportation in Private Vehicles as these policies relate specifically to student transportation (therefore, Policies EEAA, EEAF, EEAG were removed from the model manual). The list of eligible student categories who qualify for transportation services was also updated, and information regarding transportation and student detention was added under the heading Extenuating Circumstances.
	EEA-R ©	x			NEW Policy EEA-R — Student TransportationNewly created Regulation EEA-R contains language from the former Regulation EEAG-R.
EEAA © WALKERS AND RIDERS	EEAA © WALKERS AND RIDERS		x		DELETED Policy EEAA — Walkers and RidersLanguage in Policy EEAA was moved to newly created Policy EEA under the heading School Bus Transportation; therefore, Policy EEAA was removed from the model manual.

	EEAE © BUS SAFETY AND STUDENT CONDUCT	x			Policy EEAE — Bus Safety Program Policy EEAE was revised to include “and Student Conduct” in the title as language in Policy EEAE — Student Conduct on School Buses was moved to this policy under the heading Student Conduct. Therefore, Policy EEAE was removed from the model manual. Arizona Administrative Code was also updated, headings were added, and content was reorganized to enhance clarity.
EEAE-R ©	EEAE-R ©	x			Regulation EEAE-R The title was revised to align with the policy (Bus Safety and Student Conduct), and a reference to Exhibit EEAE-EA was added to the end of the regulation.
EEAE-EA ©	EEAE-EA ©	x			Exhibit EEAE-EA — Bus Safety Program The titles for Exhibits EEAE-EA and EEAE-EB were revised to align with the policy (Bus Safety and Student Conduct), and Exhibit EEAE-EA updated “C.” under the heading Prohibited items to include the service animal exception.
EEAE-EB ©	EEAE-EB ©	x			Exhibit EEAE-EB — Bus Safety Program The titles for Exhibits EEAE-EA and EEAE-EB were revised to align with the policy (Bus Safety and Student Conduct), and Exhibit EEAE-EA updated “C.” under the heading Prohibited items to include the service animal exception.
	EEAEA © BUS DRIVER REQUIREMENTS, TRAINING, AND RESPONSIBILITIES	x			Policy EEAEA — Bus Driver Requirements, Training and Responsibilities Statutory language regarding Certification and Training was added to Policy EEAEA, and language in Policy EEAEA was moved to Policy EEAEA. Therefore, Policy EEAEA was removed from the model manual. Headings and subheadings were also added, and information was reorganized to enhance clarity.
	EEAEA-R ©	x			NEW Regulation EEAEA-R - Bus Driver Requirements, Training and Responsibilities Newly created Regulation EEAEA-R contains language from Regulation EEAEA-R; therefore, Regulation EEAEA-R was removed from the model manual.
	EEAEAA © DRUG AND ALCOHOL TESTING OF TRANSPORTATION EMPLOYEES		x		DELETED Policy EEAEAA — Drug and Alcohol Testing of Transportation Employees Language in Policy EEAEAA was moved to Policy EEAEA under the heading Transportation Employees: Prohibitions and Alcohol and Controlled Substances Testing; therefore, Policy EEAEAA was removed from the model manual.
EEAEAA-R ©	EEAEAA-R ©		x		DELETED Regulation EEAEAA-R — Drug and Alcohol Testing of Transportation Employees Regulation EEAEAA-R was recodified as Regulation EEAEA-R; therefore, Regulation EEAEAA-R was removed from the model manual.
EEAEAA-E ©	EEAEAA-E ©		x		DELETED Exhibit EEAEAA-E — Drug and Alcohol Testing of Transportation Employees Exhibit EEAEAA-E regarding records retention was removed from the model manual and general language pertaining to Transportation Employees Retention Requirements for Alcohol and Controlled Substances Testing was added to Regulation EHB-R — Data/Records Retention.

EEAEB © BUS PURCHASING AND MAINTENANCE	EEAEB © BUS INSPECTION AND MAINTENANCE	x			Policy EEAEB — Bus Purchasing and Maintenance Language in Policy EEAEB was expanded to include Bus Inspection and Maintenance information contained in statute and Arizona Administrative Code; the policy title was revised to align with the updated content: “Bus Inspection and Maintenance.”
EEAEC © STUDENT CONDUCT ON SCHOOL BUSES	EEAEC © STUDENT CONDUCT ON SCHOOL BUSES		x		DELETED Policy EEAEC — Student Conduct on School Buses Language in Policy EEAEC was moved to Policy EEAE under the heading Student Conduct; therefore, Policy EEAEC was removed from the model manual.
EEAF © SPECIAL USE OF BUSES	EEAF © SPECIAL USE OF BUSES		x		DELETED Policy EEAF — Special Use of Buses Language in Policy EEAF was moved to newly created Policy EEA under the heading Special Use; therefore, Policy EEAF was removed from the model manual.
EEAF-R SPECIAL USE OF BUSES	EEAF-R SPECIAL USE OF BUSES		x		DELETED Regulation EEAF-R — Special Use of Buses
	EEAG © STUDENT TRANSPORTATION IN PRIVATE VEHICLES		x		DELETED Policy EEAG — Student Transportation in Private Vehicles Language in Policy EEAG regarding student transportation (paragraphs 1, 2, and 4) was moved to newly created Policy EEA under the heading Private Vehicle Transportation (language in Policy EEAG regarding District employees and Governing Board members (paragraph 3) was already included in Policy EEB under the heading Use of Private Vehicle). Therefore, Policy EEAG was removed from the model manual.
EEAG-R ©	EEAG-R ©		x		DELETED Regulation EEAG-R — Student Transportation in Private Vehicles Regulation EEAG-R was recodified as newly created Regulation EEA-R; therefore, Regulation EEAG-R was removed from the model manual.
	EEB © BUSINESS AND PERSONNEL TRANSPORTATION SERVICES AND RECORDS AND REPORTS	x			Policy EEB — Business and Personnel Transportation Services Language in Policy EEBD was moved to Policy EEB; therefore, Policy EEBD was removed from the model manual. To reflect the expanded scope, the phrase “and Records and Reports” was added to the policy’s title.
EEBD © BUSINESS TRANSPORTATION RECORDS AND REPORTS	EEBD © BUSINESS TRANSPORTATION RECORDS AND REPORTS		x		DELETED Policy EEBD — Business Transportation Records and Reports Language in Policy EEBD was moved to Policy EEB under the heading Transportation Records and Reports; therefore, Policy EEBD was removed from the model manual.
EF © FOOD SERVICES	EF © FOOD SERVICES	x			Policy EF — Food Services Language in Policy EFC — Free and Reduced-Price Food Services and Policy EFE — Competitive Food Sales/Vending Machines was moved to Policy EF; therefore, Policies EFC and EFE were removed from the model manual. The following subtitle was added to Policy EF to align with the updated policy content: Free and Reduced Price, Competitive Food Sales, Vending Machines. In addition, minor language updates were made under the heading Competitive Food Sales to align with the Arizona Healthy Schools Act, and headings were added to enhance clarity.
	EF-RA ©	x			Regulation EF-RA — Food Services Regulation EF-R was updated to EF-RA due to newly created Regulation EF-RB.

	EF-RB ©	x			NEW Regulation EF-RB — Food Services Language from Regulation EFC-R was moved to newly created Regulation EF-RB; therefore, Regulation EFC-R was removed from the model manual.
	EFC © FREE AND REDUCED - PRICE FOOD SERVICES		x		DELETED Policy EFC — Free and Reduced — Price Food Services Language in Policy EFC was moved to Policy EF under the heading Free and Reduced Price; therefore, Policy EFC was removed from the model manual.
EFC-R ©	EFC-R ©		x		DELETED Regulation EFC-R — Free and Reduced — Price Food Services Regulation EFC-R was recodified as Regulation EF-RB; therefore, Regulation EFC-R was removed from the model manual.
	EFD © PRICING OF AND PAYMENT FOR FOOD SERVICES	x			NEW Policy EFD — Pricing of and Payment for Food Services Newly created Policy EFD contains language from Policy EFDA which was recodified, reorganized, and updated for compliance and enhanced clarity in Policy EFD. Therefore, Policy EFDA was removed from the model manual.
EFDA © COLLECTION OF MONEY / FOOD TICKETS	EFDA © COLLECTION OF MONEY / FOOD TICKETS		x		DELETED Policy EFDA — Collection of Money / Food Tickets Information from Policy EFDA was moved to newly created Policy EFD; therefore, Policy EFDA was removed from the model manual.
	EFE © COMPETITIVE FOOD SALES / VENDING MACHINES		x		DELETED Policy EFE — Competitive Food Sales / Vending Machines Language from Policy EFE was moved to Policy EF under the headings Competitive Food Sales and Vending Machines; therefore, Policy EFE was removed from the model manual.
	EG © OFFICE SERVICES			?	DELETED Policy EG — Office Services Policy EG was removed from the model manual as office hours may differ throughout the District. The legal reference pertains to hours of labor, not hours of operation.
EGAD © COPYRIGHT COMPLIANCE	EGAD © COPYRIGHT COMPLIANCE	x			Policy EGAD — Copyright Compliance Policy EGAD revisions include simplified language while retaining the Fair Use Guidelines.
EGAE © MAIL AND DELIVERY SERVICES	EGAE © MAIL AND DELIVERY SERVICES	x			Policy EGAE — Mail and Delivery Services Policy EGAE contains minor updates (e.g., replaced “shall” with “may”) as a mail and delivery service is not required by statute.
EGAEA © ELECTRONIC MAIL	EGAEA © ELECTRONIC MAIL	x			Policy EGAEA — Electronic Mail Headings were added to Policy EGAEA to enhance clarity, and guidelines were moved to newly created Regulation EGAEA-R.
	EGAEA-R ©	x			NEW Regulation EGAEA-R - Electronic Mail Headings were added to Policy EGAEA to enhance clarity, and guidelines were moved to newly created Regulation EGAEA-R.
EGD © USE OF TECHNOLOGY IN OFFICE SERVICES	EGD © USE OF TECHNOLOGY IN OFFICE SERVICES	x			Policy EGD — Use of Technology in Office Services In Policy EGD, headings were added and language regarding Records Retention was moved to Policy EHB — Data/Records Retention. Additional revisions include minor updates to language, and the inclusion of additional Open Meeting Law information (e.g., Governing Board OML review requirement per A.R.S. 38-431.01, reiterated in Policy BBA — Board Powers and Responsibilities, as well as recommended email notification provided by the Arizona Attorney General).

EHB © DATA / RECORDS RETENTION	EHB © DATA / RECORDS RETENTION	x			Policy EHB — Data / Records Retention Language under the heading Records Retention in Policy EGD was moved to Policy EHB under the heading Governing Board and Staff; in addition, headings were added, and content was reorganized to enhance clarity.
EHB-R ©	EHB-R ©	x			Regulation EHB-R — Data / Records Retention Regulation EHB-R added general information regarding Transportation Employees Retention Requirements for Alcohol and Controlled Substances Testing, originally addressed in deleted Exhibit EEAEEA-E.
FA © FACILITIES DEVELOPMENT GOALS / PRIORITY OBJECTIVES	FA © FACILITIES DEVELOPMENT GOALS / PRIORITY OBJECTIVES	x			Policy FA — Facilities Development Goals / Priority Objectives Legal references have been revised to reflect current law: repealed statutes A.R.S. 15-2002 and 15-2031 were removed, while A.R.S. 41-5711 (Minimum School Facility Adequacy Requirements) and 15 U.S.C. 2643 (Asbestos Hazard Emergency Response) were added. No changes were made to the policy content.
FCB © RETIREMENT OF FACILITIES	FCB © CLOSING A SCHOOL FACILITY: PROCESS, SALE, LEASE	x			Policy FCB — Retirement of Facilities Policy FCB was reorganized to enhance clarity, with updated legal references and added headings. The section outlining the process for closing a school facility now includes more specific, statutorily required information to better guide districts. Additionally, the policy title was revised to more accurately reflect its content, and a new section addressing boundary changes resulting from a school closure was added.
FEA © EDUCATIONAL SPECIFICATIONS FOR CONSTRUCTION	FEA © EDUCATIONAL SPECIFICATIONS FOR CONSTRUCTION	x			Policy FEA — Educational Specifications for Construction Headings were added to Policy FEA and legal references were updated to enhance clarity; the original language in B., D., and E. was removed to better align with statutory requirements.
	FF © NAMING FACILITIES			x	Policy FF — Naming Facilities The following sentence was added to Policy FF: "The District may consider community feedback in this process."
	DJE © BIDDING / PURCHASING PROCEDURES	x			DJE – Bidding / Purchasing ProceduresPolicy language previously duplicated in both the Bidding and Purchases Not Requiring Bidding sections has been consolidated for clarity. The statutory exceptions to competitive bidding have been retained in the Bidding section and removed from Purchases Not Requiring Bidding. This change streamlines the policy without altering its intent or requirements. Changes also reflect an increase from the \$10,000 threshold for competitive bidding procedures to the new threshold of \$15,000 per updated guidance from the Uniform System for Financial Reporting.
DIE © AUDITS / FINANCIAL MONITORING	DIE © AUDITS / FINANCIAL MONITORING	x			Policy DIE removes the "June 2016" reference to the Office of Management and Budget (OMB) Compliance Supplement to ensure the policy points to the current version used for audit and compliance purposes.

DIE-R ©	DIE-R ©	x		Regulation DIE-R was updated to align the District's audit and financial monitoring terms with current federal and state requirements. The most significant change reflects the Office of Management and Budget's revisions to Uniform Guidance, which increased the Single Audit threshold from \$750,000 to \$1,000,000 in federal grants expended during a fiscal year (2 C.F.R. 200.501). This updated threshold applies beginning with FY 2026 audits, as noted in the regulation.
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**EA ©
SUPPORT SERVICES GOALS /
PRIORITY OBJECTIVES**

In order to provide services that are supportive of the educational program, the Board establishes these broad goals:

- A. To provide a ~~physical~~ safe and enriching environment ~~for~~ conducive to teaching and learning ~~that is safe and pleasant~~ for students, staff members, and the public.
- B. ~~To provide safe transportation for students who ride the school bus to and from school.~~
- C. To provide student services, resources, and assistance responsive to the needs of the educational programs.

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

EB-R ©

REGULATION

**ENVIRONMENTAL AND
SAFETY PROGRAM**

Responsibilities

~~Responsibilities of the m~~Maintenance sSupervisor:

- A. Maintain an overall safety program in maintenance and operation of buildings and grounds.
- B. Provide specialized assistance as requested by school principal.
- C. Comply with HVAC requirements listed in A.R.S. 41-5832 and A.A.C. R7-6-215.
- D. Document District responses to the biennial information on improving and maintaining the indoor air quality (IAQ) in school buildings, which is required by A.R.S. 41-5702(A)(9) to be distributed to school districts by the School Facilities Oversight Board.

~~Responsibilities of the school p~~Principals:

- A. Schedule regular inspections.
- B. Post required state and federal safety regulations and maintain appropriate safety records.
- C. Arrange for the correction of defects reported to them by employees in the building by requesting assistance from the maintenance department.
- D. Cooperate in the correction of defects reported by the maintenance department or other school administrators.
- E. Implement procedures to monitor and maintain safe indoor air quality.

~~Responsibilities of the t~~Transportation sSupervisor:

- A. Maintain standards for certification of school bus drivers.
- B. Maintain standards for periodic inspection and maintenance of school buses.
- C. Maintain standards for school bus operation and idling procedures for gasoline, diesel, and alternative fuel engines which minimize air pollution by buses.

~~EBAA ©
REPORTING OF HAZARDS /
WARNING SYSTEMS~~

~~(Pesticide Application Notice)~~

~~The intent of this policy is to ensure that students, employees, and parents/guardians receive adequate notice prior to pesticide application.~~

~~In accord with A.R.S. 15-152, the District shall:~~

~~A. Provide notice of pesticide application during a regular school session to students, employees, and parents/guardians, given in a form reasonably calculated to provide a warning at least forty-eight (48) hours prior to such application.~~

~~B. Provide for oral notification to pupils and employees during the regular school session.~~

~~C. Provide written, electronic or telephonic notification to parents or guardians at least forty-eight (48) hours prior to the application of pesticides.~~

~~Pest control applicator(s) employed by the District shall provide the school contact person with notice at least seventy-two (72) hours prior to the date and time the application of pesticides is to occur, including in such notice:~~

~~A. The brand name of the pesticide(s) to be applied.~~

~~B. The location and area or areas where the pesticide is to be applied.~~

~~C. The date and time the application is to occur.~~

~~D. The name, address, phone number and contact person of the certified applicator.~~

~~E. A statement that further information, such as the product label or safety data sheet, is available by contacting the certified applicator.~~

~~In case of pesticide applications performed for or by public health agencies or emergency applications because of immediate threat to the public health, the licensed applicator shall give the school office oral and, if possible, written notice, with posting of the area to be treated in accord with A.R.S. 3-3606.~~

~~The Superintendent may require the pest control applicator to fill out and make all required postings in accord with statute and with District policy and regulation. The name and telephone number of the applicator shall be attached to any posting.~~

~~Only a certified applicator may apply pesticides at a school.~~

~~The Superintendent shall prepare regulations for the implementation of this policy.~~

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~3-3606~~

~~15-152~~

~~CROSS REF.:~~

~~IKEA - Make Up Opportunities~~

~~EBAA-R ©~~

REGULATION

**~~REPORTING OF HAZARDS /
WARNING SYSTEMS~~**

~~(Pesticide Application Notice)~~

~~The school administrator shall be the contact person for providing information regarding pesticide application activities at the school, including but not limited to giving oral and written notification, supervising the posting of notifications as required, and maintaining records of pesticide application notifications.~~

~~Oral and Written Notice~~

~~All oral and written notification shall contain, at a minimum, the date, time, general areas to be treated, and brand name of the pesticide to be applied. During the regular school session, and not less than forty eight (48) hours prior to pesticide application, notification shall be provided in the manner indicated below.~~

~~A. Oral notification to all students and school employees shall be provided by means of:~~

- ~~1. School public address systems; or~~
- ~~2. Assembly communications; or~~
- ~~3. Staff meeting announcements; or~~
- ~~4. Any similar means reasonably calculated to provide sufficient notice in advance of pesticide application.~~

~~B. Written notification to the parents or guardians of enrolled students shall be provided by means of:~~

- ~~1. Weekly school lunch menus; or~~
- ~~2. Special communications; or~~
- ~~3. Newsletters; or~~
- ~~4. Any similar means reasonably calculated to provide sufficient notice in advance of pesticide application.~~

~~Posting of Notice~~

~~No less than forty-eight (48) hours prior to pesticide application, signs measuring at least eight and one half inches by eleven inches (8 1/2" x 11") shall be posted to identify pesticide application areas. The signs shall display:~~

- ~~A. The words "warning pesticides."~~
- ~~B. The registration number issued by the United States Environmental Protection Agency.~~
- ~~C. The date and time of the application.~~
- ~~D. A phone number for the school contact person and one (1) for the licensed pesticide applicator.~~

~~The signs shall be placed at:~~

- ~~A. The main entrance to all buildings where pesticide is to be applied.~~
- ~~B. Playing fields where pesticide is to be applied.~~

~~The signs may be removed no less than forty-eight (48) hours after the pesticide is applied.~~

CROSS REF.:

~~IKEA—Make Up Opportunities~~

EBAB ©
HAZARDOUS MATERIALS

(Pesticide Application Notice)

The intent of this policy is to ensure that students, employees, and parents/guardians receive adequate notice prior to pesticide application.

Notice Requirements

In accord with A.R.S. 15-152, the District shall:

A. Provide notice of pesticide application during a regular school session to students, employees, and parents/guardians, given in a form reasonably calculated to provide a warning at least forty-eight (48) hours prior to such application.

B. Provide for oral notification to pupils and employees during the regular school session.

C. Provide written, electronic or telephonic notification to parents or guardians at least forty-eight (48) hours prior to the application of pesticides during a regular school session.

Pesticide Application Requirements

Only a certified applicator may apply pesticides at a school.

Pest-control applicator(s) employed by the District shall provide the school contact person with notice at least seventy-two (72) hours prior to the date and time the application of pesticides is to occur, including in such notice:

A. The brand name of the pesticide(s) to be applied.

B. The location and area or areas where the pesticide is to be applied.

C. The date and time the application is to occur.

D. The name, address, phone number and contact person of the certified applicator.

E. A statement that further information, such as the product label or safety data sheet, is available by contacting the certified applicator.

In case of pesticide applications performed for or by public health agencies or emergency applications because of immediate threat to the public health, the certified applicator shall give the school office oral and, if possible, written notice, with posting of the area to be treated in accord with A.R.S. 3-3606.

The Superintendent may require the pest-control applicator to fill out and make all required postings in accord with statute and with District policy and regulation. The name and telephone number of the applicator shall be attached to any posting.

Regulations

The Superintendent shall prepare regulations for the implementation of this policy.

Adopted: _____

LEGAL REF.:

A.R.S.

3-3606

15-152

CROSS REF.:

IKEA - Make Up Opportunities

EBAB-R ©

REGULATION

HAZARDOUS MATERIALS

(Pesticide Application Notice)

The principal shall be the contact person for providing information regarding pesticide application activities at the school, including but not limited to giving oral and written, electronic or telephonic notification, supervising the posting of notifications as required, and maintaining records of pesticide-application notifications.

Notice

The certified applicator shall provide the school contact person with at least a seventy-two (72)-hour notification prior to application, the following information pursuant to A.R.S. 3-3606: date, time, general areas to be treated; brand name of the pesticide(s) to be applied; name, address, phone number and contact person of the certified applicator providing the service; and a statement that further information, the product label or the safety data sheet is available by contacting the certified applicator.

During the regular school session, and not less than forty-eight (48) hours prior to pesticide application, notification shall be provided in the manner indicated below.

A. Oral notification to all students and school employees shall be provided by means of:

1. School public address systems; or
2. Assembly communications; or
3. Staff meeting announcements, to be then shared with students; or
4. Any similar means reasonably calculated to provide sufficient notice in advance of pesticide application.

B. Written, electronic or telephonic notification to the parents or guardians of enrolled students shall be provided by means of:

1. Weekly school lunch menus; or
2. Special communications; or
3. Newsletters; or
4. Any similar means reasonably calculated to provide sufficient notice in advance of pesticide application.

For further information regarding certified applicator requirements and exemptions for non-residual pesticide and emergency applications, see A.R.S. 3-3606(C).

CROSS REF.:

IKEA - Make Up Opportunities

EBBB © ACCIDENT REPORTS

Adequate and prompt accident reporting is essential if similar accidents are to be prevented. If there are injuries ~~or property damage~~, prompt reports are also vital in assuring the District of insurance coverage.

Procedures

The Superintendent shall establish procedures for filing employee and student accident reports and shall make sure reports include details that 1) might be helpful in preventing similar accidents in the future, 2) are needed for filing insurance claims, and 3) might be important in case of litigation.

District Reporting Responsibilities

The District shall report to the Arizona Division of Occupational Safety and Health (ADOSH) all workplace accidents as follows: all work-related fatalities within eight (8) hours following the incident; all work-related inpatient hospitalizations, all amputations, and all losses of an eye within twenty-four (24) hours.

The District shall report other injuries or accidents as required by state or federal regulation. Within ten (10) days after receiving notice of an accident, the District shall inform the insurance carrier and the Industrial Commission of Arizona.

Reports will be filed on accidents that take place on school property or that involve school vehicles, students, or staff members on school-sponsored trips, including staff members on authorized school business trips. Such reports are required whether or not there are any immediately evident injuries ~~or damage to property~~.

~~Any employee of the District who suffers a job-related injury/accident must file a report with the District business office within five (5) days after the date of occurrence. Should circumstances render the individual unable to submit such a report within five (5) days, the time limit may be extended.~~

~~Injury accidents should be promptly reported to the District's liability carrier determined by the conditions established with the carrier.~~

~~The administration shall establish procedures for filing accident reports, and shall make sure reports include details that 1) might be helpful in preventing similar accidents in the future, 2) are needed for filing insurance claims, and 3) might be important in case of litigation.~~

Adopted: _____

LEGAL REF.:
A.R.S.

23-427

23-904

23-908

CROSS REF.:

GBGC - Employee Assistance

GBGD - Workers' Compensation

EBBB-R ©

REGULATION

ACCIDENT REPORTS

~~(Student Accidents)~~

Employees

Any employee of the District who suffers a job-related injury/accident must report the matter to their supervisor immediately and file a report with the District business office within five (5) business days after the date of occurrence. Should circumstances render the individual unable to submit such a report within five (5) business days, the time limit may be extended.

Students

Employees are to report to the nurse or office any accident involving a student who is at school.

For any student who is injured on school grounds, in a school building, or in connection with a school-related or approved activity, an accident report form is to be completed by an employee who is at the scene of the accident, within twenty-four (24) hours of the accident.

~~A student who is ill should be sent to the nurse or the office, with an appropriate pass. If a student is sent home (only with parent knowledge), the teacher will be notified. Students are discharged to go home only from the office.~~

~~Any special health concern should be reported to the nurse.~~

A written report of an accident shall be made by the school principal to the Superintendent not later than noon of the school day following the incident. The insurance carrier shall be notified as appropriate.

After reviewing each accident report, the Superintendent will forward the report to the school nurse, who will maintain a file of accident reports.

A student who is ill should be sent to the nurse's office or the school office, with an appropriate pass. If a student is sent home (only with parent knowledge), the teacher will be notified. Only the office can discharge students to go home.

Any special health concern should be reported to the nurse.

EBC ©
EMERGENCIES: RESPONSE PLANS AND
SCHOOL CLOSINGS

Emergency Response Plans

Development

The Governing Board will develop District emergency response plans with the Superintendent for each school, department, and other facilities in the District and will coordinate such plans with the local law enforcement, fire, medical and hospital authorities ("local emergency responders") as necessary. The Arizona Department of Education may provide technical assistance to the District, upon request. Training components for staff and students shall be included in the District's emergency response plans.

~~Emergency response plans are confidential and exempt from public disclosure. The District shall not release emergency response plans to the public as part of a public records request. [A.R.S. 41-1803(G)]~~

Internal regulations will be developed and maintained by the Superintendent.

Requirements

The plans will be in accordance with minimum standards developed jointly by the Department of Education and the Division of Emergency Management within the Department of Emergency and Military Affairs. The plans will designate specific emergency drills to be conducted. Local emergency responders shall periodically be invited to review the plan(s).

Students With Disabilities

Emergency response plans developed by the Governing Board are required to address how the school and emergency responders will communicate with and provide assistance to students with disabilities.

~~Internal regulations will be developed and maintained by the Superintendent.~~

Confidentiality

Emergency response plans are confidential and exempt from public disclosure. The District shall not release emergency response plans to the public as part of a public records request. [A.R.S. 41-1803(G)]

Emergency School Closings

The decision to delay opening of school or to dismiss school early will be made by the Superintendent.

If possible, the Board President will be informed of such decision and will be notified when all students have departed from school.

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

41-1803

Arizona Minimum Requirements for School Emergency Operations Plan

(AZ Dept. of Ed.; AZ Dept. of Emergency and Military Affairs)

Implementation Guidance: Arizona Minimum Requirements for School

Emergency Operations Plans (AZ Dept. of Ed.)

EBC-R ©

REGULATION

**EMERGENCIES: RESPONSE PLANS AND
SCHOOL CLOSINGS**

(Emergency Closings)

**Delayed Opening and
School Closing**

If the Superintendent decides to delay the opening of school or cancel classes for the day, information will be disseminated through official District communication platforms or systems (e.g., automated notification systems, the District website). The District may also notify local law enforcement agencies and the broadcast media to assist in communicating the information.

All staff members will report as directed to their assigned schools to assist in the supervision of students.

Early Dismissal

If the Superintendent decides to dismiss school early, the procedure shown below will be followed for early dismissal of students:

A. Students will be released from school only after the principal has confirmed that appropriate notice has been given to parents or guardians. Staff members may be released by the principal when they are no longer needed to supervise students.

B. The principal will remain at the school until all students have departed.

~~EBCD ©~~
~~WEATHER RELATED AND~~
~~EMERGENCY CLOSINGS~~

~~The decision to delay opening of school or to dismiss school early will be made by the Superintendent.~~

~~If possible, the Board President will be informed of such decision and will be notified when all students have departed from school.~~

~~Adopted: _____~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-341~~

~~EBCD-R ©~~

REGULATION

**~~WEATHER-RELATED AND
EMERGENCY CLOSINGS~~**

~~Delayed Opening~~

~~If the Superintendent decides to delay the opening of school, the police and the local broadcast media will be notified, requesting that they assist in disseminating the information.~~

~~All staff members will report to their assigned schools to assist in the supervision of students.~~

~~School Closing~~

~~If the Superintendent decides to cancel classes for the day, the police and local broadcast media will be notified and asked to assist in disseminating the information.~~

~~Early Dismissal~~

~~If the Superintendent decides to dismiss school early, the procedure shown below will be followed for early dismissal of students:~~

~~A. Students will be released from school only after the principal has ascertained that appropriate notice has been given to parents or guardians. Staff members may be released by the principal when they are no longer needed to supervise students.~~

~~B. The principal will remain at the school until all students have departed.~~

**ECA ©
SECURITY**

The Superintendent will develop security plans and procedures that to provide for the safety for anyone on District property or at a District event. The security plan(s) will:

- A. Enhance the security of District property.
- B. Minimize fire hazards.
- C. Provide for the keeping of records and funds in a safe place.
- D. Prevent unauthorized visitors to District facilities.
- E. Protect against vandalism and burglary and ~~P~~provide for the prosecution of vandals.
- F. Provide for and encourage employee responsibility for furniture, textbooks, reference material, and other District materials, equipment, and supplies assigned to the employee's care.
- G. Require volunteers to be fingerprinted, per A.R.S. 15-512.
- H. Require contractors, subcontractors or vendor or any employee of a contractor, subcontractor or vendor to obtain valid fingerprint card, per A.R.S. 15-512.
- I. Comply with workplace occupational safety and health standards.
- J. Comply with required notification requirements as they apply to adjudicated-as-dangerous sex offenders and juveniles. If a registered sex offender has legal custody of an enrolled student, they shall comply with the requirements for registration and notification per A.R.S. 13-3821 and A.R.S. 13-3822.

Adopted: _____

LEGAL REF.:

A.R.S.

13-3715

13-3716

13-3821

13-3822

15-512

CROSS REF.:

JLIF - Sex Offender Notification

ECA-R ©

REGULATION

SECURITY

(Access and Keys)

Access

Access to school buildings and grounds will be established by the Superintendent in accordance with the following:

- A. *Unlimited access* - the Superintendent, assistant superintendent, business manager, and maintenance supervisor.
- B. *Limited access* - school principals, assistant principals, teachers, custodians to their assigned buildings, and extracurricular sponsors, counselors, and supervisors for their respective areas or activities.

Keys

Possession of keys shall be in accordance with the following principles:

- A. A log of key assignments shall be maintained by the office of the Superintendent or other designated office.
- B. Unassigned duplicate keys shall be maintained in a safe or a secured box.
- C. Individuals assigned keys may not duplicate or loan them.
- D. All keys must be surrendered when no longer needed or upon request by the Superintendent.
- E. The loss of a key must be reported to the Superintendent upon discovery of the loss, and the employee may be required to pay for rekeying or replacing all affected locks.
- F. Use of keys for unauthorized purposes will be cause for surrender of keys. Employees will be subject to discipline and/or dismissal for unauthorized use of keys.
- G. A set of master keys and/or duplicates of keys shall be kept in the custody of the Superintendent.
- H. The employee will sign a receipt for keys assigned. The receipt will list the applicable rules.

**ECB ©
BUILDING AND GROUNDS
MAINTENANCE**

Adequate maintenance of buildings, grounds and property is essential to efficient management of the District.

The Board directs a continuous program of inspection and maintenance of school buildings and equipment. Wherever possible, maintenance shall be preventive and will focus on providing an on-going healthy learning environment for both students and school personnel.

The Superintendent shall appoint a maintenance supervisor who will develop and implement inspection, maintenance, repair, use, and disposal schedules as applicable for buildings, HVAC systems, new construction and renovations, chemicals and other materials.

Routine preventative maintenance means services that are performed on a regular schedule at intervals ranging from four (4) times a year to once every three (3) years, or on the schedule of services recommended by the manufacturer of the specific building system or equipment.

The Superintendent shall oversee the development and implementation of routine preventative maintenance guidelines covering the District's:

- A. plumbing systems,
- B. electrical systems,
- C. heating, ventilation and air conditioning systems,
- D. special equipment and other systems, and
- E. roofing systems, including visual inspections performed by District personnel to search for signs of structural stress and weakness.

A roofing inspection is required to be:

- A. Accomplished prior to any repair or replacement of roof elements or roof mounted equipment performed in accordance with the requirements of the local building official requiring a permit.
- B. Conducted by a registered structural engineer or other professional with appropriate skills, training and certification.

District preventive facilities maintenance guidelines shall be submitted to the School Facilities Oversight Board for review and approval.

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

15-342.01

41-5702

41-5731

41-5832

A.A.C.

R7-6-215

CROSS REF.:

EB - ~~Environmental and~~ Safety Program

JLIF - ~~Sex Offender Notification~~

~~ED ©~~
**MATERIALS AND EQUIPMENT
MANAGEMENT**

~~The District shall provide for the central purchasing, receiving, warehousing, and distribution of supplies, equipment, and materials common to the requirements of all schools.~~

~~A District warehouse shall be operated as an adjunct of the business office to store and distribute supplies as requisitioned by staff members.~~

~~All materials needed for instruction, business, and custodial operations of the individual schools shall be ordered from the warehouse when available from that source.~~

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-213~~

EDB ©
MAINTENANCE AND CONTROL OF
MATERIALS AND EQUIPMENT,
AND INSTRUCTIONAL MATERIALS

Employees are responsible for the proper care of all District facilities, equipment, and property in their custody or control.

Materials and Equipment

Control of District property shall be through, but not limited to, an accurate inventory of all District ~~furniture~~ materials and equipment that exceeds one thousand dollars (\$1,000) in value.

The Superintendent may establish procedures for transferring surplus or other materials and equipment.

Preventive Maintenance

The Superintendent shall establish a preventive-maintenance program that will extend the useful life for District equipment.

The Superintendent is authorized to use the services of specialists for such maintenance, and provision(s) shall be made in the annual budget for such services.

Instructional Materials

Students using District-provided textbooks, subject-matter materials, supplementary books, and/or instructional computer software are responsible for loss of or any damage to these items. A student who needs a replacement copy of a textbook shall be required to pay for it.

Monies collected for these items shall be used in addition to budgeted monies for purchase of new textbooks, subject-matter materials, supplementary books, or instructional computer software.

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

15-342

15-721 *et seq.*

15-727

15-729

A.A.C.

R7-2-1131

Uniform System of Financial Records: ~~III-G-2~~ VI-E

2 CFR 200.313

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

CROSS REF.:

DID - Inventories

DN - School Properties Disposition

JQ - Student Fees, Fines, and Charges

EDB-R ©

REGULATION

**MAINTENANCE AND CONTROL OF
MATERIALS AND EQUIPMENT,
AND INSTRUCTIONAL MATERIALS**

Surplus Equipment

Property that is surplus at any ~~unit~~ District site shall be transferred to the ~~business manager~~ Superintendent for reassignment to other District locations where a need may exist for the equipment.

Donation

See Policy DN – School Properties Disposition for information on the donation of surplus.

Transfer of Equipment

All transfer of property within a school or other District location must first have the approval of the principal or department head. Transfers of equipment from one school to another must be approved by the ~~business manager~~ Superintendent, whether the transfer is temporary or permanent.

~~EDBA ©
MAINTENANCE AND CONTROL
OF INSTRUCTIONAL MATERIALS~~

~~Students using District provided textbooks, subject matter materials, supplementary books, or instructional computer software are responsible for loss of or any damage to these items. A student who needs a second copy of a textbook shall be required to pay for it.~~

~~Monies collected for these items shall be used in addition to budgeted monies for purchase of new textbooks, subject matter materials, supplementary books, or instructional computer software.~~

~~Adopted: _____~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-727~~

~~15-729~~

~~CROSS REF.:~~

~~JQ Student Fees, Fines, and Charges~~

**EDC ©
AUTHORIZED USE OF SCHOOL - OWNED
MATERIALS AND EQUIPMENT**

District materials or equipment may be used by school or non-school agencies and individuals for purposes that are not in conflict with any Arizona Revised Statute(s), federal or state rules or regulations, or Board policies, subject to the following:

A. The District shall not incur any expense due to the use of materials or equipment.

B. The Superintendent shall establish procedures for approval of the use of materials or equipment, or shall submit requests to the Governing Board for review and action.

~~C. The District shall not be in competition with any local business firm that could provide like equipment.~~

~~D.~~ Rental or lease fees will be charged or waived, as appropriate, by the District. Income from charges will be deposited to the civic center fund or the school plant fund, as appropriate.

~~E.~~ D. Any person or agency using such materials or equipment that is lost or damaged during such period of use shall be required to reimburse the District for repair or replacement.

Adopted: _____

LEGAL REF.:

A.R.S.

15-1102

15-1105

CROSS REF.:

KF - Community Use of School Facilities

**EE ©
TRANSPORTATION SERVICES**

Allowable Vehicles

In the budgeting process, the Governing Board may grant appropriations for vehicles and other transportation services. This may include contracts for electric vehicles as stated in A.R.S. §15-923.

~~Allowable Vehicles~~

A school district or charter school in Arizona or a privately owned and operated entity that is contracted for compensation with a school district or charter school in Arizona may use a motor vehicle that is designed to carry at least eleven (11) and not more than fifteen (15) passengers or a motor vehicle that is designed as a type A school bus or type B school bus as defined by the Department of Public Safety to carry at least eleven (11) and up to fifteen (15) passengers to transport students to or from home or school on a regularly scheduled basis in accordance with the safety rules adopted by the Department of Public Safety pursuant to sections ~~§~~ A.R.S. 28-900 and §28-3228.

~~Transportation of students is a privilege extended to students in the District, and is not a statutory requirement except for necessary transportation of students with disabilities as indicated in their respective individual education programs.~~

~~The responsibility for the operation of student transportation shall be vested in the Superintendent. Reasonable efforts shall be made to eliminate any particular hazards that might adversely affect the safety and welfare of any student.~~

Adopted: _____

LEGAL REF.:

A.R.S.

~~15-342~~

~~15-764~~

~~15-921~~

~~15-922~~

15-923

15-925

~~15-945~~

~~15-946~~

~~28-900~~

~~28-901~~

~~28-3053~~

EEA ©
STUDENT TRANSPORTATION

School Bus Transportation

The Board authorizes the administration to provide regular school bus transportation to and from school for the following categories:

A. K-8 Students:

1. who reside within the District boundaries and live more than one (1) mile from their school of attendance, or
2. who are admitted under A.R.S. 15-816.01, reside outside the District boundaries, qualify for free or reduced-price lunch under the National School Lunch and Child Nutrition Acts (42 U.S.C. 1751-1793), and live more than one mile from the school of attendance.

B. High School Students:

1. who reside within the District boundaries and live more than one and one-half (1.5) miles from their school of attendance, or
2. who are admitted under A.R.S. 15-816.01, reside outside the District boundaries, qualify for free or reduced-price lunch under the National School Lunch and Child Nutrition Acts (42 U.S.C. 1751-1793), and live more than one and one-half (1.5) miles from the school of attendance.

C. Open Enrollment Students:

Students admitted via open enrollment policies who may be eligible for transportation under state or federal law.

D. Students with Disabilities:

Students with disabilities, as defined by A.R.S. 15-761, whose Individual Education Plans include transportation as a related service provided under the Individuals with Disabilities in Education Act.

E. Homeless Students:

Homeless students who are entitled to transportation under the McKinney-Vento Act.

F. Foster Students:

Foster students as required pursuant to A.R.S. 8-530.04(C).

G. Eligible Nonresident Students:

Transportation for pupils who do not reside within an established school attendance area, limited to no more than thirty (30) miles each way to and from the school of attendance or to and from a pickup point on a regular transportation route or for the total miles traveled each day to an adjacent school for eligible nonresident pupils who meet the economic eligibility requirements established under the National School Lunch and Child Nutrition Acts (42 U.S.C. 1751 through 1793) for free or reduced-price lunches.

Responsibility

The responsibility for the operation of student transportation shall be vested in the Superintendent. Reasonable efforts shall be made to eliminate any particular hazards that might adversely affect the safety and welfare of any student.

Special Use

School buses may be used for the transportation of students participating in school-sponsored activities.

Private Vehicle Transportation

The Superintendent may develop regulations to govern the use of private vehicles for transporting students.

Guidelines

During school or school-sponsored functions, students may be transported only in school-approved vehicles operated by District-authorized personnel unless specific approval by the Superintendent has been obtained. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent.

Extenuating Circumstances:

- A. If a student is detained after school because of reasonable detention, appropriate consideration must be given to student transportation needs.
- B. Transportation privileges may be lost due to student discipline or unacceptable behavior.

Adopted: _____

LEGALREF.:

A.R.S.

8-530.04

15-342

15-764

15-816.01

15-901

15-921

15-922

15-923

15-925

15-945

15-946

28-900

28-901

28-3053

A.G.O.

I80-025

42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001,
as amended by the Every Student Succeeds Act (ESSA) of 2015

CROSS REF:

EEB - Business and Personnel Transportation Services and
Records and Reports

GBEFA - Staff Use of Digital Wireless Communications or
Electronic Devices While Operating a Motor Vehicle

JFABD - Admission of Homeless Students

EEA-R ©

STUDENT TRANSPORTATION

Private Vehicles

The use of a private vehicle for transporting students requires written permission from the Superintendent.

- A. This permission may be in the form of a standing permit for employees who use their own vehicles regularly for school purposes. The permit will state the particular purpose, and whether it includes transportation of students.
- B. For each special trip involving students, including field trips, a special permit must be obtained in advance for the specific trip.
- C. Each employee or Governing Board member authorized to use a private vehicle for school business purposes will be required to present proof of insurance to the District.
- D. No student will be sent on school errands with the student's own vehicle, an employee's vehicle, a Governing Board member's vehicle, or a District-owned vehicle.

~~EEAA ©~~
~~WALKERS AND RIDERS~~

~~The Board authorizes the administration to provide regular school bus transportation to and from school for the following categories:~~

- ~~A. Students with disabilities who require transportation, as indicated in their respective individual education programs.~~
- ~~B. Students living within a one (1) mile radius of the school where hazardous or difficult routes exist and where other arrangements cannot be provided.~~
- ~~C. Students who are residents within a school attendance area and:~~
 - ~~1. If common school students, live more than one (1) mile from the school.~~
 - ~~2. If high school students, live more than a mile and a half (1 1/2) from the school.~~
- ~~D. Transportation for pupils who do not reside within an established school attendance area, limited to no more than thirty (30) miles each way to and from the school of attendance or to and from a pickup point on a regular transportation route or for the total miles traveled each day to an adjacent school for eligible nonresident pupils who meet the economic eligibility requirements established under the National School Lunch and Child Nutrition Acts (42 United States Code sections 1751 through 1793) for free or reduced price lunches.~~
- ~~E. Transportation for homeless students to their school of enrollment, if it is the school of origin, will be arranged as needed by the school liaison for homeless students.~~

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-342~~

~~15-764~~

~~15-816.01~~

~~15-901~~

~~15-922~~

~~28-797~~

~~28-900~~

~~28-901~~

~~A.G.O.~~

~~180-025~~

~~42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001,
—as amended by the Every Student Succeeds Act (ESSA) of 2015~~

~~CROSS REF.:~~

~~JFABD—Admission of Homeless Students~~

EEAE ©
BUS SAFETY PROGRAM AND
STUDENT CONDUCT

The safety and welfare of student riders is to be the first consideration in all matters pertaining to transportation. Toward that end, all District transportation department personnel, bus operators, and bus passengers shall comply with the rules adopted pursuant to A.R.S. 28-900 and the Minimum Standards for School Buses and Certification of School Bus Drivers promulgated by the Arizona Department of Administration and adopted as Chapter ~~Nine~~ Thirteen of A.A.C. Title ~~17~~3, and shall immediately report to the Superintendent any violation of rules or state statutes that threatens the health, safety, or welfare of a passenger.

~~Bus evacuation drills shall be conducted at least twice every school year at the school and shall include every passenger who rides a school bus and is in school on the day of the evacuation drill. Each bus driver shall participate in at least two (2) evacuation drills during each school year. The bus evacuation drill shall be conducted in compliance with the requirements set out by the Arizona Department of Public Safety for such a drill.~~

Bus Driver Requirements

Each driver of a District-owned or District-contracted school bus, as defined by and covered by the Federal Motor Carrier Safety Administration (FMCSA) and the Commercial Motor Vehicle Safety Act of 1986 and A.A.C. Title 13, Chapter 13, will conform to all requirements of the Act and such state statutes, rules and regulations governing the operation of the vehicle.

Maintenance and Operation

All vehicles used to transport students shall be maintained in such condition as to provide safe and efficient transportation service with a minimum of delays and disruption of such service due to mechanical or equipment failure. Buses shall be replaced at such intervals as will provide good equipment at all times.

~~Students shall not be put off the bus until reaching their destination.~~

In addition to the regular state inspections, each school bus shall be inspected by the driver daily, before each use, to ascertain that it is in safe condition and equipped as required by all provisions of law, and that all equipment is in good working order.

School Buses

Each school bus owned by, or contracted to, the District will conform to all applicable federal and state requirements as provided by the Commercial Motor Vehicle Safety Act of 1986 and A.A.C. Title ~~17~~13, Chapter ~~9~~ 13.

~~Each driver of a District-owned or District-contracted school bus, as defined by and covered by the Commercial Motor Vehicle Safety Act of 1986 and A.A.C. Title 17, Chapter 9, will conform to all requirements of the Act and such state statutes, rules and regulations governing the operation of the vehicle.~~

Student Transport

Students shall not be put off the bus until they reach their destination.

Student Conduct

Students are required to conduct themselves in the bus, prior to boarding the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior.

When a student fails to practice proper conduct, the bus driver will inform the principal of the misconduct, which may then be brought to the attention of the parents.

Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely.

Students riding on special-activity buses are under the direct supervision of the bus driver in cooperation with sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding on special-activity buses.

Evacuation Drills

Bus evacuation drills shall be conducted at least twice every school year at the school and shall include every passenger who rides a school bus and is in school on the day of the evacuation drill.

Each bus driver shall participate in at least two (2) evacuation drills during each school year. The bus evacuation drill shall be conducted in compliance with the requirements set out by the Arizona Department of Public Safety for such a drill.

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

15-843

15-922

28-101

28-900

28-984

28-3228

A.A.C.

~~R17-9-102~~

~~R17-9-104~~

~~R17-9-106~~

~~R17-9-108~~

Title 13, Chapter 13

Commercial Motor Vehicle Safety Act of 1986

49 U.S.C. 30101 (Standards and Compliance - School Buses and
School Bus Equipment)

CROSS REF.:

GBEFA - Staff Use of Digital Wireless Communications or
Electronic Devices While Operating a Motor Vehicle

EEAE-R ©

REGULATION

**BUS SAFETY ~~PROGRAM~~ AND
STUDENT CONDUCT**

A.A.C. 13-13-104~~(D)~~(4) states, with respect to the authority of bus drivers:

"Any person boarding or attempting to board a school bus, whether or not a passenger, shall comply with all instructions given by a school bus driver. If a passenger or non-passenger boards or attempts to board a school bus and refuses to comply with the school bus driver's instructions, the school bus driver may seek emergency assistance to remove the passenger or non-passenger from the school bus, or prevent the passenger or non-passenger from boarding."

Student behavior on a school bus should be the same as that in a well-ordered classroom with the exception that students are free to talk, ~~but~~ quietly with no ~~screaming or shouting~~ disruptive behavior.

See EEAE-EA for Bus Safety and Student Conduct Checklist.

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EEAE-EA ©

EXHIBIT

**BUS SAFETY PROGRAM AND
STUDENT CONDUCT**

This checklist may be used by District officials as a guide for transportation documents or transportation handbooks.

Arriving at pickup point:

- A. Be on time. Leave home in good time so that you will arrive at the pickup point before the school bus.
- B. If you have to walk along the road to reach the bus stop, walk on the left side facing oncoming traffic.
- C. Walk on the shoulder of the road where possible, and not on the traveled portion.
- D. If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.

Board the bus:

- A. Line up in single file parallel to the roadway, with younger students in front, so they can board first.
- B. Wait until the bus comes to a complete stop before attempting to get on board.
- C. Board the bus quickly but without crowding or pushing.
- D. Never run on the bus, as the steps or floor may be slippery, especially in wintertime. Place your foot squarely on the step, not on the edge, and use the handrail.
- E. Be particularly careful if you are carrying books or parcels, as it is difficult to see the steps and to hold the handrail.
- F. Go directly to your seat and sit straight, well to the back of the seat, and face the front of the bus.

Conduct on the bus:

- A. The bus will not move until all passengers are seated.
- B. Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.

- C. Keep your books and parcels on your lap or put them under the seat or on the luggage rack.
- D. Keep the aisle clear.
- E. Do not talk to the driver except in case of emergency.
- F. Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling.
- G. Never stick hands, arms, head, or feet out of the windows of the bus.
- H. Do not open windows without the driver's permission.
- I. Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.
- J. Do not touch the emergency door or exit controls or any of the bus safety equipment.
- K. Do not discard refuse in the bus.
- L. Eat at home or school, but not on the bus.
- M. Obey promptly the directions and instructions of the school bus driver.

Prohibited items:

- A. Tobacco is not allowed in a school bus.
- B. Alcoholic beverages shall not be carried in a school bus.
- C. Insects, reptiles, or other animals shall not be transported in a school bus, with the exception of service animals as defined by A.R.S. 11-1024 to assist passengers with disabilities. [A.A.C. R17 ~~13-9~~ 13-104]
- D. No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.

Exit from the bus:

- A. Remain seated until the bus has reached its destination and comes to a complete stop.
- B. Do not push or crowd when leaving the bus.

Crossing the highway:

- A. If you must cross the road, walk to a point about ten (10) feet in front of bus but do not cross until you can see that the driver has indicated that it is safe to do so.

- B. As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
- C. Cross at right angles. Never cross the highway diagonally.
- D. Walk briskly across the road, but do not run.
- E. Never cross the road behind the bus.

Accident or other emergency:

- A. In case of an accident or emergency, older students should help the driver to maintain order and assist younger students.
- B. Stay in the bus unless otherwise directed by the driver.
- C. If you have to leave the bus, stay in a group and obey the driver's instructions.
- D. Do not expose yourself or others to needless hazard.

Procedures followed upon student misbehavior on school bus:

- A. When a student misbehaves on a bus for the first time, the driver will explain to the offender the necessity for good behavior.
- B. If, after talks and warning, the rider continues to violate the rules, the driver will inform the student that the rule violation will be reported to the principal. This report will include the use of a written form that lists the offense and the action taken by the principal.
- C. Upon receiving the complaint and discussing it with the driver, the principal will then call the student to the office and warn the student that the parents must be notified that the student will be put off the bus if misbehavior reoccurs.
- D. If poor conduct continues, the driver will again report the incident to the principal. After discussion it will be decided whether to take the bus-riding privilege away from the student, and, if so, for how long.
- E. When a student is not allowed transportation by school bus, the principal will inform the parents of the penalty, the reason for it, and how long the penalty will last. In such cases, the parents become responsible for seeing that their child gets to and from school safely.
- F. A student who is put off one (1) bus will be refused transportation by all drivers for the specified period of time.

(This section on student misbehavior shall be made available to parents and students in copy form.)

EEAE-EB ©

EXHIBIT

BUS SAFETY PROGRAM AND
STUDENT CONDUCT

SCHOOL BUS INCIDENT REPORT

Bus No.

Driver's Name

Date

Type of Incident

Student's Name

Incident:

- | | |
|--|---|
| ☐ Failure to remain seated | ☐ Throwing objects on bus |
| ☐ Refusing to obey driver | ☐ Hanging out of window |
| ☐ Fighting | ☐ Spitting |
| ☐ Profanity | ☐ Disobeying bus monitor |
| ☐ Lighting matches | ☐ Bothering others (see comment) |
| ☐ Smoking on bus | ☐ Vandalism |
| ☐ Throwing objects out of bus | ☐ Other (see comment) |

Comments:

Signature: _____

Action taken by school: _____

Signature of School Official

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**EEAEA ©
BUS DRIVER REQUIREMENTS, TRAINING,
AND RESPONSIBILITIES**

Bus drivers employed by the District or employed by contractors who provide transportation services to the District shall comply with applicable provisions of the Commercial Motor Vehicle Safety Act of 1986 and all applicable requirements of the state of Arizona.

Requirements:

A. Bus drivers shall submit an Identity Verified Fingerprint Card as described in A.R.S. 15-106 that the Department of Public Safety shall use to process the fingerprint clearance card as outlined in A.R.S. 15-106. A person who is issued a school bus driver certificate shall maintain a valid Identity Verified Fingerprint Clearance Card for the duration of any school bus driver certification period.

B. Bus driver applicants are required to possess a commercial driver license issued by the Department of Public Safety except that the applicant may possess a commercial driver license issued by another state if the applicant will be driving a school bus for a school district that is adjacent to that state.

C. Bus drivers are required to possess a bus endorsement that is issued by the Department of Transportation and a school bus certificate that is issued by the Department of Public Safety.

Licenses for ~~§15-925~~ Vehicles Described in A.R.S. 15-925

A person shall not operate a vehicle described in ~~section §~~ A.R.S. 15-925 to transport school children unless the person possesses the appropriate license class for the size of the vehicle being operated, a school bus driver certificate that is issued by the Department of Public Safety and a valid fingerprint clearance card.

Certification and Training

**For vehicles designed for sixteen
or more passengers:**

A. Meet and maintain the minimum standards prescribed by A.R.S. 28-3228 and rules adopted by the Department of Public Safety in consultation with the Student Transportation Advisory Council established by A.R.S. 28-3053.

B. Complete an initial instructional course on school bus driver safety and training, including behind-the-wheel training and complete any trainings as required by federal law.

C. Complete school transportation safety and training courses as required by the Department of Public Safety.

**Drivers of Other Vehicles as
Described in A.R.S. 15-925:**

A. Meet and maintain the minimum standards prescribed by A.R.S. 28-3228 and rules adopted by the Department of Public Safety in consultation with the Student Transportation Advisory Council established by A.R.S. 28-3053.

B. Complete school Transportation safety and training courses as required by the Department of Public Safety.

Costs

The District will assume the cost of required physical examinations for all drivers, and the drivers will assume the cost of obtaining valid commercial driver's licenses as required by law.

**Transportation Employees:
Prohibitions and Alcohol and
Controlled Substances Testing**

The District is committed to the establishment of an alcohol and controlled substances misuse prevention program that meets or exceeds all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991 (Omnibus Act). All statements in this document will be interpreted so as to conform to the Department of Transportation (DOT) rules.

Prohibitions:

Each employee of the District who is required to have a commercial driver's license (CDL) for performance of job functions shall be prohibited from:

1. Reporting for duty or remaining on duty to perform safety-sensitive functions as defined in 49 CFR 382.107 while having an alcohol concentration of 0.04 or greater. [49 CFR 382.201]
2. Being on duty or operating a commercial motor vehicle (school bus) while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packaging seal is unbroken. [49 CFR 382.204]
3. Using alcohol while performing safety-sensitive functions. [49 CFR 382.205]
4. Performing safety-sensitive functions within eight (8) hours after using alcohol. [49 CFR 382.207 and R13-13-104]

5. Using alcohol within eight (8) hours following an accident or prior to undergoing a post-accident alcohol test, whichever comes first. [49 CFR 382.299]
6. Refusing to submit to an alcohol or controlled substance test as required under post-accident, random, reasonable suspicion or follow-up testing requirements in DOT rules. [49 CFR 382.211]
7. Reporting for duty or remaining on duty, requiring the performance of safety-sensitive functions, when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. [49 CFR 382.213]
8. Reporting for duty, remaining on duty, or performing a safety-sensitive function if the driver tests positive for controlled substances. [49 CFR 382.215]

Results of Engagement in Prohibited Conduct

Each driver who engages in the conduct prohibited herein shall:

- A. Be advised of resources available to the driver in evaluating and resolving problems associated with alcohol or controlled substances use, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.
- B. Be evaluated by a substance abuse professional, who shall determine what assistance, if any, the employee needs to resolve alcohol or controlled substance problems.
- C. Before returning to duty in a safety-sensitive position, undergo a return-to-duty alcohol test with a result indicating less than 0.02 or a substance test with a verified negative result.
- D. If identified as needing assistance by a substance abuse professional, be evaluated by a substance abuse professional to determine if that driver has properly followed any rehabilitation program prescribed and be subject to unannounced follow-up tests following return to duty in accord with federal regulations. [49 CFR 382.605]

Costs

The District shall assume the cost for the initial evaluation by a substance abuse professional to determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances use.

Evaluation and rehabilitation of the employee, if the employee is allowed to return to work in any position, shall be in accordance with 49 CFR 382.605 and by a substance abuse professional paid by the employee.

The School District shall assume the costs of the alcohol and controlled substances testing of a transportation employee. If the results of the test are positive, the School District may charge the costs of the test to the tested employee. The cost charged to the employee is limited to the actual costs incurred as a result of testing. If the results of a test are negative, the School District shall not charge the costs of testing to the tested employee. [A.R.S. 15-513]

Alcohol and Controlled Substances Testing

A driver will inform the supervising administrator of any therapeutic controlled substances use. [49 CFR 382.213]

Controlled Substances as used in this policy refers to controlled substances as covered by the Omnibus Act and to drugs circumscribed by the Arizona Revised Statutes, Title 13, Chapter 34.

All drivers shall be subject to preemployment/preduty alcohol and controlled substances testing, including reasonable suspicion, random, and post-accident testing in accord with the regulations of the Omnibus Act. If applicable, return to duty and follow up testing shall be required in accord with regulations of the Omnibus Act. [49 CFR 382.301 et seq.]

All offers of employment with the District for drivers will be made contingent upon preemployment test results. An applicant testing positive for alcohol or controlled substances will not be employed. [49 CFR 382.505]

A transportation employee who refuses to submit to alcohol and controlled substance testing or whose test results are positive may be disciplined in accordance with District policy up to and including being terminated from employment. [A.R.S. 15-513]

Responsibility

The Superintendent is responsible for supervision of the District alcohol and controlled substances misuse prevention program. The Superintendent will develop procedures for the implementation of the program in compliance with the applicable provisions and regulations of the Omnibus Transportation Employee Testing Act of 1991 and Arizona Revised Statutes.

Adopted: _____

LEGAL REF.:

A.R.S.

13-3401

15-106

15-513

15-925

28-3228

A.A.C.

~~R17-4-508 et seq.~~

Title 13, Chapter 13

49 U.S.C. 31306, (Omnibus Transportation Employee Testing Act of 1991)

49 CFR Part 40

CROSS REF.:

EEAEB - Bus ~~Purchasing~~ Inspection and Maintenance

GBEC - Drug-Free Workplace

GBECA - Nonmedical Use or Abuse of Drugs or Alcohol

GBEFA - Staff Use of Digital Wireless Communications or
Electronic Devices While Operating a Motor Vehicle

GDFA - Support Staff Qualifications and Requirements
(fingerprinting requirements)

EEAEA-R ©

REGULATION

**BUS DRIVER REQUIREMENTS, TRAINING,
AND RESPONSIBILITIES**

**Circumstances Under Which Alcohol
and Controlled Substance Tests
for Drivers Are to Be Given**

All information subject to 49 CFR 382.401 and 382.405 obtained in the course of testing of drivers shall be protected as confidential medical information and shall not be released except expressly authorized or required in 49 CFR 382.401 and 382.405, or as otherwise required and authorized by law.

Random:

A. A minimum of fifty percent (50%) of drivers shall be tested annually for controlled substances and twenty-five percent (25%) of drivers shall be tested annually for alcohol, subject to the Federal Highway Administration's administrator raising or lowering the annual percentage rate in accordance with regulations. [49 CFR 382.305] Random testing selection shall be as follows:

1. Employees are to be placed in and remain in a pool for random selection.
2. A scientifically valid random selection method will be used.
3. Tests will be given at least once each quarter.
4. Dates of testing will not be announced.

B. Random controlled substances and alcohol testing may be combined, however the District must ensure that all drivers have an equal chance of being tested for controlled substances and alcohol.

Postaccident

The District shall require each driver to review this Regulation prior to such driver operating any District commercial motor vehicle(s).

A. Drivers are required to submit to controlled substances and alcohol testing as soon as possible following a "Department of Transportation (DOT) accident" as defined in Subsection B below. [49 CFR 382.303]

B. A DOT accident is defined as an occurrence involving a commercial motor vehicle operating on a public road that results in:

1. A fatality; or

2. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or

3. One (1) or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle. [49 CFR 390.5]

C. If a driver is seriously injured and cannot submit to testing at the time of the accident, the driver shall provide the necessary authorization for obtaining hospital reports and other documents that may indicate whether there were any controlled substances or alcohol used by the driver prior to the accident. [49 CFR 382.303]

D. A driver who is subject to postaccident testing shall remain readily available for such testing or may be deemed by the District to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical treatment or to prohibit the driver from leaving the scene of an accident for a period necessary to obtain assistance in responding to the accident, or to obtain necessary medical care. [49 CFR 382.303]

E. No driver required to take a postaccident alcohol test shall use alcohol for eight (8) hours following the accident, or until the driver undergoes a postaccident alcohol test, whichever occurs first. [49 CFR 382.303]

F. The following actions are to be taken in a postaccident testing situation:

1. Treat injuries.

2. Work with law enforcement officials.

3. Explain the need for testing.

4. Obtain the driver's permission for testing, if possible.

5. Work with the medical facility to obtain the necessary documents and test information.

6. Collect specimens promptly.

7. Document events.

The results of a breath or blood test for the use of alcohol or a urine test for the use of controlled substances conducted by federal, state, or local officials having independent authority for the test shall be considered to meet the requirements for postaccident testing if the results are obtained by the District. [49 CFR 382.305]

Reasonable suspicion:

A. Reasonable suspicion is defined to mean that the District believes the behavior, speech, body odor, or appearance of a driver while on duty are indicative of the use of alcohol and/or controlled substances. The conduct must be witnessed by a supervisor or District official trained in the detection of probable alcohol and drug use by observing indicators in a person's appearance, behavior, speech, and performance, in accordance with 49 CFR 382.603. If it is at all possible, the witness should not conduct the alcohol test, in order to prevent the introduction of bias to the testing procedure.

B. Alcohol testing is authorized only if the observations are made during, just before performing, or just after performing a safety-sensitive function. A written record shall be made of the observations leading to an alcohol and/or controlled substance test. This record is to be signed by the supervisor who made the observations.

C. If a reasonable suspicion alcohol test is not administered within two (2) hours following the observations, the witness shall prepare and maintain on file a record stating the reasons the alcohol test was not administered promptly. In addition, if not administered within eight (8) hours, all attempts to administer the test shall cease. A record shall be prepared and maintained stating why the alcohol test was not administered. [49 CFR 382.307]

D. Reasonable suspicion testing should include the following considerations:

1. Focus on safety.
2. Verify reasonable suspicion if possible.
3. Observe the employee's appearance, behavior, speech, and performance.
4. Inform the employee in private of any suspicion.
5. Inquire in private about any observations or suspicions.
6. Review the findings.
7. Upon concluding that reasonable suspicion exists, transport the employee to a testing site.
8. Document events.

Return-to-duty testing:

Return-to-Duty testing must be performed in accordance with 49 CFR Part 40, Subpart O (comprising 49 CFR 40.281 - 40.313). 49 CFR 382.309. Likewise, any Follow-Up testing must also be performed in accordance with 49 CFR Part 40, Subpart O. 49 CFR 382.311.

Referral:

Each driver who engages in conduct prohibited by 49 CFR 382.201 et seq., shall be evaluated by a Substance Abuse Professional ("SAP") as required by 49 CFR 40.285. The SAP shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substance use. [49 CFR 382.605 and 40.281 - 40.313]

Driver Training

A copy of materials explaining the requirements of the Omnibus Act and the District's policies and procedures with respect to meeting such requirements will be distributed to each driver prior to the start of alcohol and controlled substance testing and to each driver hired or subsequently transferred into a driving position. The District shall provide written notice to representatives of employee organizations of the availability of this information. [49 CFR 382.601]

These materials shall include detailed discussions of at least the following:

- A. The identity of the person designated to answer employee questions about the materials.
- B. The categories of employees subject to this part of the regulation.
- C. Sufficient information about safety-sensitive functions performed by such drivers to make clear what part of the workday a driver must be in compliance with the Omnibus Act regulations.
- D. Specific information concerning driver conduct that is prohibited by the Omnibus Act regulations.
- E. The circumstances under which a driver will be tested for alcohol and/or controlled substances by the Omnibus Act regulations.
- F. The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the driver and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that the results are attributed to the correct driver; including post-accident information, procedures and instructions required by 49 CFR 382.303.

G. The requirement that the employee submit to alcohol and controlled substance tests administered in accord with the Omnibus Act regulations.

H. An explanation of what constitutes a refusal to submit to an alcohol or controlled substance test and the attendant consequences.

I. The consequences for drivers found to have violated the Omnibus Act regulations, including requirements for removal from safety-sensitive functions and the procedures under 49 CFR 40.281 *et seq.*

J. Consequences for a driver having an alcohol concentration of 0.02 but less than 0.04.

K. Information concerning the effects of alcohol and controlled substance use on an individual's health, work, and personal life; signs and symptoms of an alcohol or controlled substance problem (the driver or a co-worker); and available methods of intervention, including confrontation and referral. [49 CFR 382.601]

Policies, regulations, and consequences based on the District's independent authority outside of the Omnibus Act shall be presented and clearly and obviously described as being based on independent authority [49 CFR 382.601]. All such references shall be placed in bold within the document and shall contain applicable statutory citations.

Each driver must provide a signed receipt for the materials. [49 CFR 382.401(c)(5)(ii)]. Written notice of the availability of this information shall be provided to representatives of employee organizations. [49 CFR 382.601(a)(2)]

Supervisor Training

Persons designated to determine whether reasonable suspicion exists to require a driver to undergo reasonable-suspicion testing shall receive at least sixty (60) minutes of training on alcohol misuse and at least an additional sixty (60) minutes of training on controlled substance use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances. [49 CFR 382.603]

~~EEAEAA ©~~
**DRUG AND ALCOHOL TESTING OF
TRANSPORTATION EMPLOYEES**

~~The District is committed to the establishment of a drug and alcohol misuse prevention program that meets or exceeds all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991 (Omnibus Act). All statements in this document will be interpreted so as to conform to the Department of Transportation (DOT) rules.~~

~~Each employee of the District who is required to have a commercial driver's license (CDL) for performance of job functions shall be prohibited from:~~

~~A. Reporting for duty or remaining on duty to perform safety-sensitive functions as defined in 49 CFR 382.107 while having an alcohol concentration of 0.04 or greater. [49 CFR 382.201]~~

~~B. Being on duty or operating a commercial motor vehicle (school bus) while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over the counter), unless the packaging seal is unbroken. [49 CFR 382.204]~~

~~C. Using alcohol while performing safety-sensitive functions. [49 CFR 382.205]~~

~~D. Performing safety-sensitive functions within eight (8) hours after using alcohol. [49 CFR 382.207 and R17-9-102]~~

~~E. Using alcohol within eight (8) hours following an accident or prior to undergoing a postaccident alcohol test, whichever comes first. [49 CFR 382.299]~~

~~F. Refusing to submit to an alcohol or controlled substance test as required under postaccident, random, reasonable suspicion or follow-up testing requirements in DOT rules. [49 CFR 382.211]~~

~~G. Reporting for duty or remaining on duty, requiring the performance of safety-sensitive functions, when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. [49 CFR 382.213]~~

~~H. Reporting for duty, remaining on duty, or performing a safety-sensitive function if the driver tests positive for controlled substances. [49 CFR 382.215]~~

~~A driver will inform the supervising administrator of any therapeutic drug use. [49 CFR 382.213]~~

~~Drugs as used in this policy refers to controlled substances as covered by the Omnibus Act and to drugs circumscribed by the Arizona Revised Statutes, Title 13, Chapter 34.~~

~~All drivers shall be subject to preemployment/preduty drug and alcohol testing, including reasonable suspicion, random, and postaccident testing in accord with the regulations of the Omnibus Act. If applicable, return to duty and follow up testing shall be required in accord with regulations of the Omnibus Act. [49 CFR 382.301 et seq.]~~

~~All offers of employment with the District for drivers will be made contingent upon preemployment test results. An applicant testing positive for alcohol or controlled substances will not be employed. [49 CFR 382.505]~~

~~A transportation employee who refuses to submit to drug and alcohol testing or whose test results are positive may be disciplined in accordance with District policy up to and including being terminated from employment. [A.R.S. 15-513]~~

~~Each driver who engages in the conduct prohibited herein shall:~~

~~A. Be advised of resources available to the driver in evaluating and resolving problems associated with drug or alcohol use, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.~~

~~B. Be evaluated by a substance abuse professional, who shall determine what assistance, if any, the employee needs to resolve drug or alcohol problems.~~

~~C. Before return to duty in a safety sensitive position, undergo a return to duty alcohol test with a result indicating less than 0.02 or a substance test with a verified negative result.~~

~~D. If identified as needing assistance by a substance abuse professional, be evaluated by a substance abuse professional to determine if that driver has properly followed any rehabilitation program prescribed, and be subject to unannounced follow-up tests following return to duty in accord with federal regulations. [49 CFR 382.605]~~

~~The District shall assume the cost for the initial evaluation by a substance abuse professional to determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances~~

~~use. Evaluation and rehabilitation of the employee, if the employee is allowed to return to work in any position, shall be in accordance with 49 CFR 382.605 and by a substance abuse professional paid by the employee.~~

~~The School District shall assume the costs of the drug and alcohol testing of a transportation employee. If the results of the test are positive, the School District may charge the costs of the test to the tested employee. The cost charged to the employee is limited to the actual costs incurred as a result of testing. If the results of a test are negative, the School District shall not charge the costs of testing to the tested employee. [A.R.S. 15-513]~~

~~The Superintendent is responsible for supervision of the District drug and alcohol misuse prevention program. The Superintendent will develop procedures for the implementation of the program in compliance with the applicable provisions and regulations of the Omnibus Transportation Employee Testing Act of 1991 and Arizona Revised Statutes.~~

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-513~~

~~13-3402~~

~~49 U.S.C. 31306, (Omnibus Transportation Employee Testing Act of 1991)~~

~~49 C.F.R. Part 40~~

~~49 C.F.R. Part 382~~

~~49 C.F.R. Part 395~~

~~CROSS REF.:~~

~~GBEC – Drug-Free Workplace~~

~~GBECA – Nonmedical Use or Abuse of Drugs or Alcohol~~

~~EEAEAA-R ©~~

~~REGULATION~~

~~DRUG AND ALCOHOL TESTING OF TRANSPORTATION EMPLOYEES~~

~~Circumstances Under Which Tests for Drivers Are to Be Given~~

All information obtained in the course of testing of drivers shall be protected as confidential medical information. Except as required by law or expressly authorized or required in 49 CFR 382.405, no information that is to be maintained pursuant to 49 CFR 382.401 shall be released.

Random:

~~A. A minimum of fifty percent (50%) of drivers shall be tested annually for drugs and twenty five percent (25%) of drivers shall be tested annually for alcohol, subject to the Federal Highway Administration's administrator raising or lowering the annual percentage rate in accordance with regulations. [49 CFR 382.305] Random testing selection shall be as follows:~~

- ~~1. Employees are to be placed in and remain in a pool for random selection.~~
- ~~2. A valid random selection procedure will be used.~~
- ~~3. Tests will be given at least once each quarter.~~
- ~~4. Dates of testing will not be announced.~~

~~B. Random drug and alcohol testing may be combined. For example, when testing at fifty percent (50%) drug random rate and twenty five percent (25%) alcohol random rate, half of the randomly selected drivers chosen for testing could be tested for both drugs and alcohol, while the rest could be tested only for drugs.~~

Postaccident:

~~A. Drivers are required to submit to drug and alcohol testing as soon as possible following a "Department of Transportation (DOT) accident" that involves the loss of human life or for which the driver receives a citation under state or local law for a moving traffic violation arising from the accident. [49 CFR 382.303]~~

~~B. A DOT accident is defined as an occurrence involving a commercial motor vehicle operating on a public road that results in:~~

- ~~1. A fatality; or~~
- ~~2. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or~~
- ~~3. One (1) or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle. [49 CFR 390.5]~~

~~C. If a driver is seriously injured and cannot submit to testing at the time of the accident, the driver shall provide the necessary authorization for obtaining hospital reports and other documents that may indicate whether there were any drugs or alcohol used by the driver prior to the accident. [49 CFR 382.303]~~

~~D. A driver who is subject to postaccident testing shall remain readily available for such testing or may be deemed by the District to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical treatment or to prohibit the driver from leaving the scene of an accident for a period necessary to obtain assistance in responding to the accident, or to obtain necessary medical care. [49 CFR 382.303]~~

~~E. No driver required to take a postaccident alcohol test shall use alcohol for eight (8) hours following the accident, or until the driver undergoes a postaccident alcohol test, whichever occurs first. [49 CFR 382.303]~~

~~F. The following actions are to be taken in a postaccident testing situation:~~

- ~~1. Treat injuries.~~
- ~~2. Work with law enforcement officials.~~
- ~~3. Explain the need for testing.~~
- ~~4. Obtain the driver's permission for testing, if possible.~~
- ~~5. Work with the medical facility to obtain the necessary documents and test information.~~
- ~~6. Collect specimens promptly.~~
- ~~7. Document events.~~

~~The results of a breath or blood test for the use of alcohol or a urine test for the use of drugs conducted by federal, state, or local officials having independent authority for the test shall be considered to meet the requirements for postaccident testing if the results are obtained by the School District. [49 CFR 382.305]~~

Reasonable suspicion:

~~A. Reasonable suspicion is defined to mean that the District believes the behavior, speech, body odor, or appearance of a driver while on duty are indicative of the use of alcohol and/or controlled substances. The conduct must be witnessed by a supervisor or District official trained in the detection of probable alcohol and drug use by observing indicators in a person's appearance, behavior, speech, and performance, in accordance with 49 CFR 382.603. If it is at all possible, the witness should not conduct the alcohol test, in order to prevent the introduction of bias to the testing procedure.~~

~~B. Alcohol testing is authorized only if the observations are made during, just before performing, or just after performing a safety sensitive function. A written record shall be made of the observations leading to an alcohol and/or controlled substance test. This record is to be signed by the supervisor who made the observations.~~

~~C. If a reasonable suspicion alcohol test is not administered within two (2) hours following the observations, the witness shall prepare and maintain on file a record stating the reasons the alcohol test was not administered promptly. In addition, if not administered within eight (8) hours, all attempts to administer the test shall cease. A record shall be prepared and maintained stating why the alcohol test was not administered. [49 CFR 382.307]~~

~~D. Reasonable suspicion testing should include the following considerations:~~

- ~~1. Focus on safety.~~
- ~~2. Verify reasonable suspicion if possible.~~
- ~~3. Observe the employee's appearance, behavior, speech, and performance.~~
- ~~4. Inform the employee in private of any suspicion.~~
- ~~5. Inquire in private about any observations or suspicions.~~
- ~~6. Review the findings.~~
- ~~7. Upon concluding that reasonable suspicion exists, transport the employee to a testing site.~~
- ~~8. Document events.~~

~~Return-to-duty testing:~~

~~A. A driver who has been prohibited from performing a safety-sensitive function after engaging in conduct regarding alcohol misuse or controlled substance use prohibited by U.S. Department of Transportation regulations, and before returning to duty, shall undergo a return-to-duty test, which must indicate a concentration of less than 0.02 for breath alcohol and/or a negative result for controlled substances. [49 CFR 382.309 and 382.605(C)]~~

~~B. When a driver has been determined to be in need of assistance in resolving problems associated with alcohol misuse and/or controlled substance use, the driver will be subject to unannounced follow-up alcohol and/or controlled substance testing. The driver will be subject to a minimum of six (6) follow-up tests in the first twelve (12) months. The follow-up testing period shall not exceed sixty (60) months. Follow-up testing for alcohol shall be administered only when the driver is performing, just before performing, or just after performing a safety-sensitive function. [49 CFR 382.311 and 382.605(C)]~~

~~Referral:~~

~~Each driver who engages in conduct prohibited by 49 CFR 382.201 et seq., shall be evaluated by a substance abuse professional, who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substance use. [49 CFR 382.605]~~

~~Driver Training~~

~~A copy of materials explaining the requirements of the Omnibus Act and the District's policies and procedures with respect to meeting such requirements will be distributed to each driver prior to the start of alcohol and controlled substance testing and to each driver hired or subsequently transferred into a driving position. The District shall provide written notice to representatives of employee organizations of the availability of this information. [49 CFR 382.601]~~

~~These materials shall include detailed discussions of at least the following:~~

- ~~A. The identity of the person designated to answer employee questions about the materials.~~
- ~~B. The categories of employees subject to this part of the regulation.~~
- ~~C. Sufficient information about safety-sensitive functions performed by such drivers to make clear what part of the work day a driver must be in compliance with the rule.~~

~~D. Specific information concerning driver conduct that is prohibited by the rule.~~

~~E. The circumstances under which a driver will be tested for alcohol and/or controlled substances by rule.~~

~~F. The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the driver and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that the results are attributed to the correct driver.~~

~~G. The requirement that the employee submit to alcohol and controlled substance tests administered in accord with Omnibus Act regulations.~~

~~H. An explanation of what constitutes a refusal to submit to an alcohol or controlled substance test and the attendant consequences.~~

~~I. The consequences for drivers found to have violated the rule, including requirements for removal from duty.~~

~~J. Consequences for a driver having a concentration of 0.02 but less than 0.04 in a breath alcohol test.~~

~~K. Information concerning the effects of alcohol and controlled substance use on an individual's health, work, and personal life; signs and symptoms of an alcohol or controlled substance problem (the driver or a co-worker); and available methods of intervention, including confrontation and referral. [49 CFR 382.601]~~

~~Policies, regulations, and consequences based on the District's independent authority outside of the Omnibus Act shall be presented and clearly and obviously described as being based on independent authority [49 CFR 382.601]. All such references shall be placed in bold within the document and shall contain applicable statutory citations.~~

~~Each driver must provide a signed receipt for the materials. [49 CFR 382.401(e)(5)(iii)]. Written notice of the availability of this information shall be provided to representatives of employee organizations. [49 CFR 382.601(a)(2)]~~

~~Supervisor Training~~

~~Persons designated to determine whether reasonable suspicion exists to require a driver to undergo reasonable suspicion testing shall receive at least sixty (60) minutes of training on alcohol misuse and at least an additional sixty (60) minutes of training on controlled substance use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances. [49 CFR 382.603]~~

~~EEAEAA-E ©~~

~~EXHIBIT~~

~~DRUG AND ALCOHOL TESTING OF
TRANSPORTATION EMPLOYEES
RECORDS RETENTION~~

~~The District shall maintain records of its alcohol misuse and prevention program in a secure location with controlled access. The records are to be kept as indicated below.~~

~~***How long is the employer required to keep records? [49 CFR 382.401(c)(1)]***~~

~~A. *Five years:*~~

- ~~1. Records of alcohol test results showing concentrations of 0.02 or more.~~
- ~~2. Records of driver-verified positive controlled substance tests.~~
- ~~3. Documentation of refusals to take required tests.~~
- ~~4. Calibration documentation.~~
- ~~5. Driver evaluation and referrals.~~
- ~~6. A copy of each annual calendar year summary.~~

~~B. *Two years:*~~

~~Records related to the alcohol and controlled substance collection process and training.~~

~~C. *One year:*~~

~~Records of negative and canceled drug test results and alcohol test results with concentrations of less than 0.02.~~

~~What types of records must be kept?~~

~~A. *Records relating to the collection process, as follows [49 CFR 302.401(c)(1)]:*~~

- ~~1. Collection logbook, if used.~~
- ~~2. Documents relating to the random selection process.~~

- ~~3. Calibration documents for evidential breath testing devices.~~
- ~~4. Documentation of breath alcohol technician training.~~
- ~~5. Documents regarding decisions to administer reasonable suspicion tests.~~
- ~~6. Documents regarding decisions of postaccident tests.~~
- ~~7. Documents verifying existence of a medical explanation of the inability of a driver to provide an adequate breath or urine specimen for testing.~~
- ~~8. Consolidated annual calendar year summaries as required by 49 CFR 382.403.~~

~~B. Records relating to driver's test results [49 CFR 382.401(c)(2)]:~~

- ~~1. Employer's copy of alcohol test forms, including the results of the test.~~
- ~~2. Employer's copy of drug test chain of custody and control form.~~
- ~~3. Documents sent by the medical review officer (MRO) to the employer, including those required by 49 CFR 382.407(a).~~
- ~~4. Documents related to refusal by any driver to submit to a drug or alcohol test required by the rules.~~
- ~~5. Documents presented by a driver to dispute the results of an alcohol or substance abuse test required by the rules.~~

~~C. Records related to other violations.~~

~~D. Records related to evaluations:~~

- ~~1. Records pertaining to a determination by a substance abuse professional (SAP) concerning a driver's need for assistance.~~
- ~~2. Records concerning a driver's compliance with recommendations of the SAP.~~

~~E. Records relating to education and training:~~

- ~~1. Materials on alcohol misuse and drug use awareness, including a copy of the employer's policy on both.~~
- ~~2. Documentation of compliance with the requirements of 49 CFR 382.601, including the driver's signed receipt for materials.~~

~~3. Documentation of training provided to supervisors for determining the need for reasonable suspicion testing for alcohol misuse or use of controlled substances.~~

~~4. Certification that any training that has been conducted complies with the requirements for such training.~~

~~F. *Records relating to drug testing:*~~

~~1. Agreements with the collection site facilities, laboratories, medical review officers, and consortia.~~

~~2. Names and positions of officials and their roles in the employer's alcohol and controlled substance testing program.~~

~~3. Monthly laboratory statistical summaries of urinalysis required by 49 CFR 40.29(g)(6).~~

~~4. The employer's drug and alcohol testing policy and procedures.~~

How must these records be reported?

~~All records must be kept in prescribed form and be supplied to Department of Transportation (DOT) when requested. The District will be notified whether to submit the records. [49 CFR 382.403(b)]~~

~~What happens if records are not kept properly?~~

~~Penalties can be severe; for example, just an error in paperwork can mean a fine of up to five hundred dollars (\$500) for each violation. Other violations can be penalized as high as ten thousand dollars (\$10,000) per occurrence and loss of federal funding. [49 U.S.C. 521(b)]~~

Where are records to be located?

~~All records required shall be maintained as required by 49 CFR 390.31 and shall be made available for inspection at the employer's principal place of business within two (2) business days after a request by an authorized representative of the Federal Highway Administration. [49 CFR 382.401(d)]~~

What summary records are required?

~~A. The District must prepare by March 15th of each year, and maintain, an annual calendar year summary of the results of all controlled substance and alcohol testing performed during the previous calendar year.~~

~~B. Each summary that contains verified positive controlled substance test results and alcohol screening tests with concentrations of .02 or greater or any other violations or alcohol misuse must include the following elements:~~

~~1. The number of drivers subject to 49 CFR 382.~~

- ~~2. The number of drivers subject to testing under the alcohol misuse or drug use rules of more than one (1) DOT Agency—identified by each Agency.~~
- ~~3. The number of urine specimens collected, by type of test (e.g., random, reasonable suspicion, et cetera).~~
- ~~4. The number of positives verified by an MRO for type of test and type of drug.~~
- ~~5. The number of negative drug tests verified by an MRO, by type of test.~~
- ~~6. The number of persons denied a position as drivers following preemployment verified positive drug testing and/or alcohol testing with concentrations of 0.04 or greater.~~
- ~~7. The number of drivers with MRO verified positive tests for multiple controlled substances.~~
- ~~8. The number of drivers who refused to submit to alcohol or drug tests required by 49 CFR 382.~~
- ~~9. The number of supervisors who have received required alcohol training during the reporting period.~~
- ~~10. The number of supervisors who have received required controlled substances training during the reporting period.~~
- ~~11. The number of screening alcohol tests, by type of test.~~
- ~~12. The number of confirmation alcohol tests, by type of test.~~
- ~~13. The number of confirmation alcohol tests with concentrations of 0.02 or greater but less than 0.04, by type of test.~~
- ~~14. The number of confirmation alcohol tests with concentrations of 0.04 or greater, by type of test.~~
- ~~15. The number of drivers returned to duty, after complying with a SAP's recommendation in this reporting period, who had previously had verified positive drug test results or engaged in prohibited alcohol misuse.~~
- ~~16. The number of drivers who were administered drug and alcohol tests at the same time with both verified positive drug test results and alcohol test results with concentrations greater than 0.04.~~

~~17. The number of drivers who were found to have violated any nontesting prohibition of 49 CFR 382.403(b) and any action taken in response to the violation.~~

~~C. Each employer with an annual calendar year summary that contains only negative drug test results, alcohol screening test results of less than 0.02, and no other violations may prepare and submit either a standard summary form with information as listed above or an "EZ" report form. The abbreviated "EZ" form requires selected information from the list above. [49 CFR 382.403]~~

~~Who may have access to the records?~~

~~A. The covered employee, to the employee's records, upon written request.~~

~~B. The employer.~~

~~C. The Secretary of Transportation, upon request.~~

~~D. Any DOT agency, upon request.~~

~~E. Any state or local official with regulatory authority over the employee, upon request.~~

~~F. Any person or employer, upon the employee's written request.~~

~~G. National Transportation Safety Board may review postaccident test information upon request and as a part of an accident investigation. [49 CFR 382.405]~~

~~Are the records relating to the drug and alcohol testing program confidential?~~

~~Yes; therefore, they are not subject to disclosure under the Inspection of Public Records, A.R.S. 39-121 *et seq.*, with the possible exception of the Annual Calendar Year Summary once released to the DOT. [49 CFR 382.405]~~

EEAEB ©
BUS PURCHASING INSPECTION AND MAINTENANCE

The District and all contractors who provide transportation services to the District shall comply with applicable provisions of the Commercial Motor Vehicle Safety Act of 1986 and all applicable requirements of the state of Arizona that pertain to vehicle standards, periodic inspection, and maintenance of school buses.

Inspection

A. At least annually:

1. Each school bus registered in this state shall be inspected according to rules adopted pursuant to A.R.S. 28-900.
2. An official certificate of inspection and approval shall be obtained from the Department of Public Safety for each school bus registered in this state.

B. The inspections shall be made and the certificates shall be obtained as prescribed by law and by rules adopted pursuant to A.R.S. 28-900.

C. Inspection of a school bus shall be made when the bus is initially registered in this state. The Superintendent of the School District shall have all school buses that are registered by the District inspected pursuant to A.R.S. 28-984. If a school bus is privately owned, the owner of the school bus shall have the bus inspected pursuant to A.R.S. 28-984.

Maintenance

A school bus owner shall systematically inspect, repair, and maintain, or cause to be systematically inspected, repaired, and maintained, all parts of a school bus chassis and body and any other parts and accessories that may affect safe operation of the school bus, pursuant to Sections R13-13-106, R13-13-107, and R13-13-108 of the Arizona Administrative Code. The school bus owner shall ensure that the maintenance of a school bus and repair of major defects is done by:

- A. An Automotive Service Excellence (ASE)-certified technician;
- B. An individual working under the supervision of an ASE-certified master school bus technician;
- C. An individual with at least one (1) year of participation in a school bus manufacturer-sponsored or commercial vehicle maintenance training program; or
- D. An individual with at least one (1) year of experience as a school bus mechanic.

Adopted: _____

LEGAL REF.:

A.R.S.

28-900

28-984

A.A.C.

~~R17-9-105 et seq.~~

Title 13, Chapter 13

~~EEAEC ©~~
~~STUDENT CONDUCT ON~~
~~SCHOOL BUSES~~

~~Students are required to conduct themselves in the bus, prior to boarding the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior.~~

~~When a student fails to practice proper conduct, the bus driver will inform the principal of the misconduct, which may then be brought to the attention of the parents.~~

~~Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely.~~

~~Students riding on special activity buses are under the direct supervision of the bus driver in cooperation with sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding on special activity buses.~~

~~Adopted: _____~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-341~~

~~CROSS REF.:~~

~~EEAE – Bus Safety Program~~

~~JIC – Student Conduct~~

~~JK – Student Discipline~~

~~EEAF ©~~
SPECIAL USE OF BUSES

~~School buses may be used for the transportation of students participating in school-sponsored activities under the following conditions:~~

~~A. Bus usage for educational field trips or educationally related activities by student organizations may be considered an extension of classroom activities.~~

~~B. The Board delegates to the administration authority concerning requests for noncurricular usage. In such cases, the student organization or group making the trip will be required to reimburse the District for all or a portion of the cost of the transportation.~~

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-1105~~

~~EEAG ©~~
~~STUDENT TRANSPORTATION~~
~~IN PRIVATE VEHICLES~~

~~During school or school-sponsored functions, students may be transported only in school-approved vehicles operated by District authorized personnel unless specific approval by the Superintendent has been obtained.~~

~~The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent.~~

~~Each District employee or Governing Board member authorized to use a private vehicle for District purposes shall be notified in writing that the employee's or Governing Board member's automobile insurance is the primary coverage and District insurance coverage is secondary.~~

~~The Superintendent may develop regulations to govern the use of private vehicles for transporting students.~~

~~Adopted: _____~~

~~LEGAL REF.:
A.R.S.
15-341~~

~~CROSS REF.:
EEB—Business and Personnel Transportation Services
GBEFA—Staff Use of Digital Wireless Communications or
Electronic Devices While Operating a Motor Vehicle~~

~~EEAG-R ©~~

~~REGULATION~~

~~STUDENT TRANSPORTATION
IN PRIVATE VEHICLES~~

~~The use of a private vehicle for transporting students requires written permission from the Superintendent.~~

~~A. This permission may be in the form of a standing permit for employees who use their own vehicles regularly for school purposes. The permit will state the particular purpose, and whether it includes transportation of students.~~

~~B. For each special trip involving students, including field trips, a special permit must be obtained in advance for the specific trip.~~

~~C. Each employee or Governing Board member authorized to use a private vehicle for school business purposes will be required to present proof of insurance to the District.~~

~~D. No student will be sent on school errands with the student's own vehicle, an employee's vehicle, a Governing Board member's vehicle, or a District-owned vehicle.~~

EEB ©
BUSINESS AND PERSONNEL TRANSPORTATION
SERVICES AND RECORDS AND REPORTS

**(District Travel Policy -
Employees and Governing Board Members)**

Transportation Services

Administrative Requirements

Administrators shall be responsible for making certain that the use of school vehicles is not abused inside or outside the District, and it is the responsibility of such administrative personnel to assure that all travel has final approval from the District administration office. Use of private vehicles for school purposes must be approved by the Superintendent.

Use of School Vehicles

No school vehicle shall be used for personal business, unless the personal business is incidental to a school-related trip. On a space-available basis, an employee's or Governing Board member's family may be included on an out-of-town trip if approval is granted by the Superintendent. Only Governing Board members or District employees may drive the vehicle. A school vehicle shall not be taken to an employee's or Governing Board member's home at night unless the employee or Governing Board member has permission from the Superintendent.

Use of Private Vehicle

Only when authorized by the Superintendent, a private vehicle may be used at the mileage rate set by the District, and reimbursement for mileage will be given to the owner of the private vehicle. Credit for mileage outside the District will be given for school business only. An employee or Governing Board member using a private vehicle for a school trip shall not claim mileage for any purely personal use of the vehicle during said trip.

Each District employee or Governing Board member authorized to use a private vehicle for District purposes shall be notified in writing that the employee's or Governing Board member's automobile insurance is the primary coverage and District insurance coverage is secondary.

Each employee or Governing Board member authorized to use a private vehicle for school business purposes will be required to present proof of insurance to the District.

Accident Report

Any accident (no matter how minor) in a school vehicle or in any private vehicle while on school business is to be reported immediately to the District transportation office, or to an administrator if the accident occurs after school hours. The business office shall immediately report the accident to the District's insurance company.

Transportation Records and Reports

Records and reports will be maintained as mandated by law or rules and as may be necessary to carry out transportation goals and objectives. The records shall be available for inspection by the Superintendent and other authorized officials.

Adopted: _____

LEGAL REF.:

A.R.S.

15-321

15-341

15-901

15-903

38-538

A.A.C.

R13-13-108

USFR: VI-I.

CROSS REF.:

DKC - Expense Authorization/Reimbursement

EEAG - Student Transportation ~~in Private Vehicles~~

GBEFA - Staff Use of Digital Wireless Communications or
Electronic Devices While Operating a Motor Vehicle

~~EEBD ©~~
~~BUSINESS TRANSPORTATION~~
~~RECORDS AND REPORTS~~

~~Records and reports will be maintained as mandated by law or rules and as may be necessary to carry out transportation goals and objectives. The records shall be available for inspection by the Superintendent and other authorized officials.~~

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

~~15-901~~

~~15-903~~

~~A.A.C.~~

~~R17-4-612~~

**EF ©
FOOD SERVICES**

**(Free and Reduced Price, Competitive
Food Sales, Vending Machines)**

Food Services

~~The District food service program shall strive to provide well-balanced meals that are nourishing, available at moderate prices, and served in a pleasant surrounding.~~

The Board shall establish prices to be paid by students for school meals and the price charged to adults who purchase meals.

The Superintendent shall develop procedures to implement this policy and shall formulate a plan to provide free or reduced-price meals for all eligible students.

Free and Reduced Price

Upon Board approval, the District shall enter into an agreement with the Arizona Department of Education to participate in the National School Lunch Program and School Breakfast Program and to receive commodities donated by the United States Department of Agriculture.

The Superintendent shall develop procedures with respect to determining eligibility of children for free and reduced-price meals which follow federal regulations and state guidelines.

Competitive Food Sales

Competitive food sales and marketing shall align with nutrition education and health promotion, in accordance with 7 CFR 210.11(2) and the Arizona Healthy Schools Act. Pursuant to A.R.S. 15-242.01, beginning in the 2026-2027 school year, any school that participates in a federally funded or assisted meal program shall not serve, sell or allow a third party to sell ultra-processed food on the school campus during the normal school day. This does not prevent a student's parent or guardian from providing ultra-processed food to the student during the normal school day. Accordingly, schools will limit food and beverage marketing to items that meet established nutrition standards for meals or for individual sale. The marketing of ultra-processed foods on school grounds is prohibited. Schools are encouraged to promote healthy, minimally processed food options, including fruits, vegetables, whole grains, and low-fat dairy products.

Allowable marketing activities that promote healthful behaviors include vending machine covers promoting water; pricing structures that promote healthy options in á la carte lines or vending machines; sales of fruit for fund-raisers; and coupons for discount health and fitness memberships.

Vending Machines

Vending machines may be located on school campuses.

Vending machines will only dispense foods that meet nutrition standard guidelines as set forth by the Arizona Department of Education Child Nutrition Programs and the U.S. Department of Agriculture requirements for foods and beverages that are sold individually. Vending machines shall not compete with the District food service program.

Adopted: _____

LEGAL REF.:

A.R.S.

15-239

15-242

15-242.01 Arizona Healthy Schools Act (HB 2164)

15-341

15-342

15-1151

15-1152

15-1153

15-1154

15-1155

15-1157

15-1158

15-1251

A.A.C.

R9-8-701 et seq.

42 U.S.C. 17751 et seq.

42 U.S.C. 1771 et seq.

7 CFR Part 210

7 CFR Part 215

7 CFR Part 220

7 CFR Part 245

Public Law 111-296, Healthy, Hunger-Free Kids Act of 2010 Sec. 205 -

Equity in School Lunch Pricing

USFR, Section X, Appendix F Food Service Fund

Richard B Russell National School Lunch Act 42 U. S. C. 1751 et seq.

Child Nutrition Act of 1966 42 U.S.C. 1771 et seq.

CROSS REF.:

GDN - Supervision of Support Staff Members

JL - Student Wellness

EF-RA ©

REGULATION

FOOD SERVICES

District and school administrators will work together to provide a safe, accessible and compliant food service program and shall observe the following directives in operating the food services programs.

Meals in Sschools.

Each school shall:

- A. Provide meals at a reasonable price and accordingly shall use state allocated food services funds to supplement federal funds as a means of keeping prices within reach of paying students.
- B. Encourage students to participate in each school's meal program while still allowing meals to be brought from home.
- C. Provide modified meals, upon a ~~physician's written~~ request, for students with food allergies or other special food dietary needs. ~~(The allergies would be of a life threatening or severe reaction nature.)~~
- D. Provide any student with a 504 Plan accommodations for food allergies or other special dietary needs based on Section 504 of the Rehabilitation Act.

Menu.

Each school that includes grades kindergarten (K) through eight (8) shall:

Ensure that nutritious foods are available as an affordable option whenever food is sold or served and that Foods of Minimal Nutritional Value (FMNV) as defined by United States Department of Agriculture (USDA) and the Arizona Department of Education (ADE) are prohibited. This includes all food and beverages sold and/or served to students at school during the normal school day exclusive of school parties.

Each school that includes grades nine (9) through twelve (12) are:

Prohibited from the sale of FMNV in the dining, serving, and kitchens areas during breakfast and lunch periods.

Each school, (kindergarten [K] through twelve [12]) shall inform families, upon request, about the ingredients and nutritional value of the foods served.

Competitive ~~F~~foods–

Competitive foods mean any foods sold in competition with the National School Breakfast and Lunch Program to students during the meal periods. The principal may approve the sale of competitive foods if:

- A. All income from the sale of such foods accrue to the benefit of:
 - 1. The nonprofit school food service; or
 - 2. The school or student organizations approved by the District.
- B. They are sold in locations other than the dining, serving, and kitchen areas.
- C. The school promotes an overall school environment that encourages students to make healthy food choices.
- D. The competitive foods meet the state nutrition standards.

Pricing, ~~P~~osting, and ~~E~~xpenses–

The school meal program must be nonprofit. Pricing for student meals shall be established considering market share, creation and loss of revenue and shall be reviewed and adjusted periodically as necessary. The District in compliance with Section 205 of the Healthy, Hunger-Free Kids Act of 2010, shall provide the same level of support for lunches served to students who are not eligible for free or reduced-price lunches as they are for lunches served to students eligible for free lunches. Revenue generation should not take precedence over the nutritional needs of students. Prices for adult meals and catering shall be reviewed periodically and shall reflect direct cost of operations. Revenues received are to be used only for the operation or improvement of the program.

Schools shall ensure that:

- A. The sale price of any food items sold including a reimbursable meal shall be posted in the dining area.
- B. School meal program facilities used by outside organizations or individuals must have approval from the school principal or food service supervisor.
- C. If outside organizations or individuals use the food service facilities, a qualified staff member must be on duty.
- D. All food items and/or consumable supplies purchased through the food service program and all labor used for a special meal function must be reported. The sponsoring agency must be billed for the food, labor and other costs of the special function. All special meal functions must operate on a self-sustaining basis.

E. Each person who eats a school meal must pay the regular price for the meal with two (2) exceptions:

1. Students who have an approved free or reduced-price income application on file for the current school year.
2. Food service employees who are paid from school lunch funds.

F. No person is permitted to take food or garbage from the food service program for personal use.

Training

The school meal program director/supervisor will develop ongoing in-service and staff development training opportunities for staff in the area of food safety, nutrition, and customer service.

Eligibility

Principals will ensure that families are aware of need-based programs for free or reduced-price meals and encourage eligible families to apply. The confidentiality of students and families applying for or receiving free or reduced-priced meals shall be maintained.

Dining Environment

Principals shall ensure that students and staff have adequate space to eat meals in pleasant surroundings and shall have adequate time to eat, relax, and socialize. Safe drinking water and convenient access to facilities for hand washing and oral hygiene shall be available.

Student Workers

Students shall be allowed to assist with meal preparation and service if mutually agreeable between the parent, teacher, and food service staff. Student workers must receive documented food safety and sanitation training.

Denial of Meals as Disciplinary Action

School personnel shall not withhold food from students as punishment. Disciplinary action, which indirectly results in the loss of meals, is allowable (such as suspension from school). Any student attending school, who is not allowed to eat in the cafeteria for disciplinary reasons, shall have a reimbursable meal made available to them.

Feeding Senior Citizens–

The District may enter into an agreement to provide meals for persons sixty (60) years of age or older and their spouses, or any group of such persons.

Student, Parent, Teacher and Community Involvement–

The District shall promote activities to involve student and parents in the food/nutrition program. Activities may include menu planning, enhancement of the eating environment, program promotion and related student-community support activities. Schools are encouraged to use the school meal program to teach students about good nutrition practices. School faculties and the general community should be involved in activities to improve the overall acceptability of the food service program. Each school should welcome and encourage parents to eat with students.

Recordkeeping–

The District must keep complete and accurate records of the school meal program to serve as a basis for claims for reimbursement and for audit and review purposes. All records and tickets must be kept in accordance with the National School Lunch Program and School Breakfast Program State Guidance Manual.

Safety Inspections–

The District is required to obtain a minimum of two (2) food safety inspections each school year.

Other Food Sales–

Food sales by student or adult entities or organizations shall be permitted provided these sales ensure optimum student participation in the school meals program and are in compliance with state and federal regulations.

When meals or snacks are offered to students in organized after-school education or enrichment programs, they should be provided by the food services program.

EF-RB ©

REGULATION

FOOD SERVICES

Free and reduced-price meals will be provided to all eligible students. The District shall have an approved free and reduced-price policy statement on file at the Arizona Department of Education.

The supervisor of the school meal program is designated to determine which individual children are eligible for free or reduced-price meals and to ensure compliance with all policies, rules and regulations of the United States Department of Agriculture and the Arizona Department of Education.

In providing free and reduced-price meals, the District shall:

Provide for public announcements. Near the beginning of the school year, an announcement must be made to notify the public of the availability of the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the School Milk Program (SMP), and the Food Commodity Program (FCP). The notice must include the eligibility criteria for reduced-price meals and/or milk. The public news release will be provided to the local news media. The District shall submit a public/press release to local employment offices and major employers contemplating layoffs in the attendance area of the school. Copies of the public release shall be made available upon request to any interested party.

Send notices to households (Parent Letter). A letter or notice informing households about the availability of the school meal program is to be distributed at the beginning of each school year.

The letter must state the option of free and reduced-price benefits. An application form must be distributed to all households of children in attendance at the school who were not determined eligible through Direct Certification match results or from the migrant/homeless/runaway list. The application should not be distributed earlier than July 1, or no more than thirty (30) calendar days prior to the beginning of the school year, whichever is later. New students enrolling in school after the school year begins must be provided a letter/notice and application form when they enroll.

Applications for free or reduced-price meals programs shall be available to students at all times during the regular school day.

Provide for Foreign Language Translations. In schools where a significant number or proportion of the population eligible to be served needs information in a language other than English, the District must make reasonable efforts, considering the size and concentration of such population, to send appropriate non-English language household letters/notices and application forms to such households. Schools will provide households with assistance in completing applications through the use of foreign language personnel.

Enforce Confidentiality/Disclosure of Eligibility. All procedures shall ensure that names of children eligible to receive free or reduced-price meals shall not be published, posted, or announced in any manner. Information such as family size, income and social security numbers shall remain confidential and shall not be disclosed for any unauthorized purpose. No individual indicators of participation shall be maintained in the permanent record of any student not otherwise allowed by law.

Disclosure may be made of aggregate information, such as the number of children eligible for free or reduced-price meals, to any program or individual. Aggregate information shall not identify children.

Ensure Nondiscrimination Practice. There shall be no overt identification of any eligible children by use of special tickets, special tokens, serving lines, separate entrances, separate dining areas, or by any other means. When more than one (1) lunch, breakfast or type of milk is offered, the children shall have the same choice of meals that is available to those children who pay the full price. Children shall not work for their meal unless other children are required to do so as part of their educational training.

No child shall be discriminated against because of race, color, national origin, religion, age, sex or disability.

Parents/guardians who appeal the challenge of decisions on applications and school officials' challenges to the correctness of information contained in an application or of continued eligibility of any students for free or reduced-price meals shall have a fair hearing. During an appeal and hearing, the student will continue to receive free or reduced-price meals.

~~EFC ©~~
~~FREE AND REDUCED PRICE~~
~~FOOD SERVICES~~

~~Upon Board approval, the District shall enter into an agreement with the Arizona Department of Education to participate in the National School Lunch Program and School Breakfast Program and to receive commodities donated by the United States Department of Agriculture.~~

~~The Superintendent shall develop procedures with respect to determining eligibility of children for free and reduced price meals which follow federal regulations and state guidelines.~~

Adopted: _____

LEGAL REF.:

A.R.S.

~~15-242~~

~~15-1151~~

~~15-1152~~

~~15-1153~~

~~15-1154~~

~~15-1155~~

~~15-1157~~

~~15-1158~~

~~15-1251~~

~~Arizona Department of Education: The Arizona Nutrition Standards
Administrative Regulations, USFR, Section VI, Food Services
Richard B Russell National School Lunch Act 42 U. S. C. 1751 *et seq.*
Child Nutrition Act of 1966 42 U.S.C. 1771 *et seq.*~~

CROSS REF.:

~~GDN—Supervision of Support Staff Members~~

~~JL—Student Wellness~~

~~EFC-R©~~

REGULATION

~~FREE AND REDUCED PRICE
FOOD SERVICES~~

~~Free and reduced price meals will be provided to all students who are eligible. The District shall have an approved free and reduced price policy statement on file at the Arizona Department of Education.~~

~~The supervisor of the school meal program is designated to determine which individual children are eligible for free or reduced price meals and to ensure compliance with all policies, rules and regulations of the United States Department of Agriculture and the Arizona Department of Education.~~

~~In providing free and reduced price meals, the District shall:~~

~~**Provide for public announcements.** Near the beginning of the school year, an announcement must be made to notify the public of the availability of the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the School Milk Program (SMP), and the Food Commodity Program (FCP). The notice must include the eligibility criteria for reduced price meals and/or milk. The public news release will be provided to the local news media. The District shall submit a public/press release to local employment offices and major employers contemplating layoffs in the attendance area of the school. Copies of the public release shall be made available upon request to any interested party.~~

~~**Send notices to households (Parent Letter).** A letter or notice informing households about the availability of the school meal program is to be distributed at the beginning of each school year.~~

~~The letter must state the option of free and reduced price benefits. An application form must be distributed to all households of children in attendance at the school who were not determined eligible through Direct Certification match results or from the migrant/homeless/runaway list. The application should not be distributed earlier than July 1, or no more than thirty (30) days prior to the beginning of the school year, whichever is later. New students enrolling in school after the school year begins must be provided a letter/notice and application form when they enroll.~~

~~Applications for free or reduced price meals programs shall be available to students at all times during the regular school day.~~

~~**Provide for Foreign Language Translations.** In schools where a significant number or proportion of the population eligible to be served needs information in a language other than English, the District must make reasonable efforts, considering the size and concentration of such population, to send appropriate non-English language household letters/notices and application forms to such households. Schools will provide households with assistance in completing applications through the use of foreign language personnel.~~

~~**Enforce Confidentiality/Disclosure of Eligibility.** All procedures shall insure that names of children eligible to receive free or reduced price meals shall not be published, posted, or announced in any manner. Information such as family size, income and social security numbers shall remain confidential and shall not be shared for any purpose. No individual indicators of participation shall be maintained in the permanent record of any pupil not otherwise allowed by law.~~

~~Disclosure may be made of aggregate information, such as the number of children eligible for free or reduced price meals, to any program or individual. Aggregate information shall not identify children.~~

~~**Ensure Nondiscrimination Practice.** There shall be no overt identification of any eligible children by use of special tickets, special tokens, serving lines, separate entrances, separate dining areas, or by any other means. When more than one (1) lunch, breakfast or type of milk is offered, the children shall have the same choice of meals that is available to those children who pay the full price. Children shall not work for their meal unless other children are required to do so as part of their educational training.~~

~~No child shall be discriminated against because of race, color, national origin, religion, age, sex or handicap.~~

~~Parents/guardians who appeal the challenge of decisions on applications and school officials' challenges to the correctness of information contained in an application or of continued eligibility of any students for free or reduced price meals shall have a fair hearing. During an appeal and hearing, the student will continue to receive free or reduced price meals.~~

EFD ©
PRICING OF AND PAYMENT
FOR FOOD SERVICES

Meal Charges

The District shall maintain a meal charge program that minimizes identification of children with insufficient funds to pay for school meals and maintains the financial integrity of the District food service fund account. Further, the District shall abide by program regulation 7 CFR 245.5 by providing parents and guardians of all children who attend the school in the District information regarding the availability of reimbursable school meals and must be provided, in writing, information about applying for free or reduced-price meals.

Unpaid Meal Charges

The District shall make a reasonable effort to collect unpaid meal charges classified as delinquent debt. The District shall ensure that efforts to collect delinquent debt do not have a negative impact on the student involved. Such efforts shall focus primarily on the parents or guardians responsible for providing for the students' funds for meals. When the District determines that collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt" as defined in the National School Lunch Program.

Notification

The District will promote activities to involve students and parents or guardians in the school meal programs and inform families about the availability of all District meal programs. The District shall include students, families, and the school community in establishing and developing a communication plan for the District's meal charge policy that complements the public announcement of meal eligibility requirements in 7 CFR 245.5 and is consistent with the involvement required in 7 CFR 210.12.

Adopted: _____

LEGAL REF.:

A.R.S.

15-116

15-1153

15-1154

The Child Nutrition Act (42 U.S.C. 1771 *et seq.*)

CROSS REF.:

JL - Student Wellness

~~EFDA ©
COLLECTION OF MONEY /
FOOD TICKETS~~

~~Meal Charges~~

~~To ensure students receive the nutrition they need to stay focused during the school day the District shall maintain a meal charge program that minimizes identification of children with insufficient funds to pay for school meals and maintain the financial integrity of the District food service fund account. Further, the District shall abide by program regulation 7 CFR 245.5 by providing parents and guardians of all children who attend the school in the District information regarding the availability of reimbursable school meals and must be provided, in writing, information about applying for free or reduced price meals. The District will promote activities to involve students and parents or guardians in the school meal programs and inform families about the availability of all District meal programs. The District shall include students, families, and the school community in establishing and developing a communication plan for the District's meal charge policy that complements the public announcement of meal eligibility requirements in 7 CFR 245.5 and is consistent with the involvement required in 7 CFR 210.12.~~

~~**(NOTE (To be removed with adoption of Policy):** ASBA offers the following language. However the guidance presented by the USDA provides for local districts to establish direction related to meal charges within the parameters of language found in USDA Memo Code SP 46-2016, SP 47-2016, and SP23-2017 Districts may approve and implement the following language or establish local language the meets conditions presented by USDA)~~

~~The District provides the following regarding meal charges:~~

- ~~A. For all types of reimbursable meals, students in grades up to and including eighth (8th) grade are allowed to charge up to three (3) meals.~~
- ~~B. A student in grades up to and including eighth (8th) grade who has reached the limit of three (3) charged meals will be provided an alternative meal.~~
- ~~C. Students in grades nine (9) through twelve (12) may not charge meals.~~
- ~~D. No lunch charges will be allowed under any circumstances during the last ten (10) days of the school year.~~

~~At least one (1) advance written warning communication shall be given to the student and parent/guardian prior to providing additional meals beyond the conditions established by the District. The written communication shall explain the procedure should the student not have sufficient funds to pay for a meal.~~

~~The District shall make a reasonable effort to collect unpaid meal charges classified as delinquent debt. The District shall ensure that efforts to collect delinquent debt do not have a negative impact on the student involved. Such efforts shall focus primarily on the parents or guardians responsible for providing for the student's funds for meals. When the District determines that collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt" as defined in 2 CFR 200. 426. Bad debt must be written off as operating loss. However, "bad debt" must be restored using non-federal funds. Delinquent meal charges that are converted to "bad debt" must be recorded and maintained in accordance with record retention requirements in 7 CFR 210.9(b)(17) and 7 CFR 210.15(b).~~

Adopted: _____

~~LEGAL REF.:~~

~~The Child Nutrition Act (42 U.S.C. 1771 *et seq.*)~~

~~CROSS REF.:~~

~~JL Student Wellness~~

~~EFF ©~~
~~COMPETITIVE FOOD SALES /~~
~~VENDING MACHINES~~

~~Vending Machines~~

~~Vending machines may be located on school campuses.~~

~~Vending machines will only dispense foods that meet nutrition standard guidelines as set forth by the Arizona Department of Education Child Nutrition Programs and the U.S. Department of Agriculture requirements for foods and beverages that are sold individually. Vending machines shall not compete with the District food service program.~~

~~Competitive Food Sales~~

~~Competitive food sales and marketing will be consistent with nutrition education and health promotion. As such, schools will limit food and beverage marketing to the promotion of foods and beverages that meet nutrition standards for meals or for foods and beverages sold individually. School-based marketing of Foods of Minimal Nutritional Value (FMNV) is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.~~

~~Allowable marketing activities that promote healthful behaviors include vending machine covers promoting water; pricing structures that promote healthy options in à la carte lines or vending machines; sales of fruit for fund-raisers; and coupons for discount health and fitness memberships.~~

~~Adopted: _____~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-242 Nutrition Standards~~

~~The National School Lunch Act (42 U. S. C. 1751 *et seq.*)~~

~~—and the Child Nutrition Act (42 U.S.C. 1771 *et seq.*), as amended.~~

~~CROSS REF.:~~

~~JL Student Wellness~~

~~LC Relations with Education Research Agencies~~

~~EG ©~~
OFFICE SERVICES

~~All offices in the District shall be open during the school year from 8:00 a.m. until 5:00 p.m., Monday through Friday, except during holidays and as otherwise stipulated by the Superintendent. Hours of the working day shall be assigned by supervisors.~~

Adopted: _____

~~LEGAL REF.:~~

~~Arizona Constitution, Article 18, Section 1~~

**EGAD ©
COPYRIGHT COMPLIANCE**

~~School equipment and personnel cannot be used for any printing work for Parent Teacher Association (P.T.A.) or for professional, charitable, or character building organizations. The only exception to this policy is when an individual school duplicates notices of the parent group meetings directly connected with a specific activity in the school.~~

~~The District does not condone violations of the United States copyright law. Subject to certain specific exceptions, the owner of a copyright has the exclusive rights to reproduce, distribute, perform, or display the copyrighted work, or to authorize such reproduction, distribution, performance, or display by others.~~

~~An exception to the exclusive rights enjoyed by copyright owners is the doctrine of fair use. The fair use of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. All of the following factors shall be considered in determining fair use:~~

Copyrighted materials shall be used solely for educational purposes and in accordance with applicable laws and recognized fair use guidelines.

To determine whether the use of a work constitutes fair use, the following factors shall be considered:

- A. ~~t~~The purpose and character of the use, including whether ~~the~~ such use is of a commercial nature or for nonprofit educational purposes.;
- B. ~~t~~The nature of the copyrighted work.;
- C. ~~t~~The amount and ~~importance~~ substantiality of the portion used in relation to the copyrighted work as a whole.;
- and
- D. ~~t~~The effect of the use upon the potential market for or value of the copyrighted work.

~~A further exception shall be performance or display of a work by instructors or students in the course of face-to-face teaching activities in a classroom or other similar place devoted to instruction.~~

Adopted: _____

LEGAL REF.:

17 U.S.C. 101 *et seq.*

**EGAE ©
MAIL AND DELIVERY SERVICES**

A mail service system ~~shall~~ may be maintained within the District so that in-District communications and communications from outside sources may be delivered to the intended recipients in the most practicable way.

The use of District mail facilities and personnel for the distribution of materials and communications ~~shall~~ may be restricted to materials and communications that further the official school business and the educational purposes of the District.

The District ~~shall~~ is not ~~be~~ liable for items lost or opened, nor for any damage or injury incurred by any individual as a result of the use of this mail service.

The Superintendent may establish procedures for implementation of this policy.

Adopted: _____

**EGAEA ©
ELECTRONIC MAIL**

Appropriate Use

Electronic communications (including records made with other software and sent in e-mail) which are sent or received by the Board or District employees pertaining to the business of the school may be subject to public disclosure and inspection as public records and discovery in litigation as evidence in support of a claim. Use of electronic mail should conform to the same standards of judgment, propriety, and ethics as other forms of school business-related communications.

Board members, officers and employees may create electronic records subject to public disclosure through the use of e-mail on their private computers or borrowed computers when communicating about school business-related issues. All business-related electronic communications by Board members, officers and employees are to be turned over to the school records office to be sorted and have their value as a record determined.

Record Keeping System

For ~~these~~ the reasons stated above, a record keeping system for electronic communications shall be established in which those types of electronic communications:

- A. shall be categorized in the same manner as is required for paper records;
- B. shall be stored in a way permitting ease of record retrieval; and
- C. ~~and~~ shall contain explicit sender and receiver identification.

~~The following guidelines shall be adhered to in order to establish a record keeping procedure for such communications.~~

- ~~A. A repository for electronic communications shall be established at the direction of the Superintendent.~~
- ~~B. All school business related communications, including communications from private computers used by School Board members, officers and employees shall be segregated to a file folder and then to a location designated by the District so that these records may be maintained and inspected by any person upon request, unless the materials are otherwise made confidential by law.~~
- ~~C. The determination of record status shall be on the same basis as is used for paper records.~~

~~D. Once the communication is transferred to the records maintenance location and into the recordkeeping system the original electronic version may be deleted. The version maintained in the proper recordkeeping system is the official copy and must be retained for the same period as required for other forms of the same record series.~~

~~E. A retrieval system for electronic mail and data transmitted with mail shall be established that will permit reasonable access to the records with a minimum of effort, identifying the recipient and the sender.~~

Adopted: _____

LEGAL REF.:

A.R.S.

15-141

15-142

15-186

15-241

15-350

15-537

15-551

15-828

15-843

15-1041 et seq.

~~38-431-01 et seq.~~

39-101

39-121 et seq.

41-151 et seq.

~~41-1343~~

A.G.O.

I05-004

~~General Retention Schedule for All State Agencies and Political Subdivisions
— for Records Received via E-mail~~

ASLAPR General Retention Schedule for School Districts and
Charter Schools

20 U.S.C. 1232g Family Educational Rights and Privacy Act

CROSS REF.:

~~BDF - Advisory Committees~~

BEDH - Public Participation and News Media Services at Board Meetings

BHC - Board Communications

~~BHD - Board Communications with the Public~~

CFD - School-Based Management (School Councils)

EGD - Use of Technology in Office Services

EHB - Data/Records Retention (Records Management)

EGAEA-R ©

REGULATION

ELECTRONIC MAIL

Guidelines

The following guidelines shall be adhered to in order to establish a record-keeping procedure for such communications.

A. A repository for electronic communications shall be established at the direction of the Superintendent.

B. All school business-related communications, including communications from private devices and accounts used by School Board members, officers and employees, shall be segregated to a file folder and then to a location designated by the District, for public record administration.

C. The determination of record status shall be on the same basis as is used for paper records.

D. Once the communication is transferred to the records maintenance location and into the recordkeeping system the original electronic version may be deleted. However, the District should ensure the preservation of the record's original metadata insofar as possible. The version maintained in the proper recordkeeping system is the official copy and must be retained for the same period as required for other forms of the same record series.

E. A retrieval system for electronic mail and data transmitted with mail shall be established that will permit reasonable access to the records identifying the recipient and the sender.

**EGD ©
USE OF TECHNOLOGY IN
OFFICE SERVICES**

**Electronic Information Systems
(EIS)**

Electronic information systems ~~communications~~ (including communications and records made with other software and sent in e-mail) which are sent or received by the Board or District employees pertaining to the business of the school may be subject to public disclosure and inspection as public records and discovery in litigation as evidence ~~in support of a claim~~.

Open Meeting Law

~~All~~ A Governing Board member shall review the Open Meeting Law materials at least one (1) day before the day he/she takes office. It is recommended that Board members and selected staff are encouraged to participate in Open Meeting Law (OML) and Public Records Law training within the first thirty (30) days after becoming a member of the Board or the date of employment, as is applicable.

~~In order to encourage the Board, individual Board members, staff communicating with or on behalf of the Board and members of councils/committees of the Board~~ To comply with the requirements of the OML and Public Records Law, the following guidelines shall be followed:

Guidelines:

- A. E-mail or any other electronic messaging service shall not be used as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.
- B. E-mail or any other electronic messaging service may be used to disseminate factual information, such as agenda packet, suggestions for public agenda items and reminders regarding committee meeting times, dates and places.
- C. Confidential information about employees, students or other Board members shall not be included in e-mail communications due to the risk of improper disclosure.
- D. Should electronic devices be utilized for participation or attendance at public meetings, the public in attendance including media representatives shall have the same access to the electronic input as the Governing Board members.
- E. The Arizona Attorney General recommends including the following statements shall notice be used on all Board member and staff electronic communications advising Board members of potential OML consequences:

Superintendent and Staff: "To ensure compliance with the Open Meeting Law, [Board member] recipients of this message should not forward it to other Board members of the public body. ~~nor should Board members~~ Members of the public body may reply to this message, but they should not send a copy of the reply to other members."

Board Members: "To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other board members and board members should not reply to this message."

Although the OML does not require this notice, such notification may serve as a helpful reminder to board members that they should not discuss or deliberate through e-mail.

F. Board members shall ~~communicate~~ use electronic communications with staff members and the public by following procedures established in policy.

~~Records Retention:~~

~~Each Board member or staff member computer user shall segregate or store electronic communications pertaining to the business of the District to or from members of the Board or staff to a file folder and then to a location designated by the District so that these records may be maintained and inspected by any person upon request, unless otherwise made confidential by law.~~

Compliance

In the event a Board member(s) fails to comply with the guidance of Board policy, the matter shall be referred to the Board President, who will meet with and/or discuss the matter and the Board policy with the Board member(s). The Board President may request that the Board's legal counsel participate in the meeting and/or discussion.

In the event an employee fails to comply with the guidance of Board policy, that employee may be subject to disciplinary action, up to and including possible termination.

The Superintendent may develop procedures to assist in compliance with the Open Meeting Law and the Public Records Law.

Adopted: _____

LEGAL REF.:

A.R.S.

38-431.01 *et seq.*

39-101

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

39-121 *et seq.*

41-151.11

~~41-1343~~

A.G.O.

I05-004

ASLAPR General Retention Schedule for School Districts and
Charter Schools

~~General Retention Schedule for School Districts and Charter Schools—
Electronic Communications and Social Networking Records~~

20 U.S.C. 1232g Family Educational Rights and Privacy Act

CROSS REF.:

~~BDF—Advisory Committees~~

BEDH - Public Participation and News Media Services at Board Meetings

BHC - Board Communications ~~with Staff Members~~

~~BHD—Board Communications with the Public~~

CFD - School-Based Management (School Councils)

EGAEA - Electronic Mail

EHB - Data/Records Retention (Records Management)

EHB-R - Data/Records Retention (Records Management Program)

**EHB ©
DATA / RECORDS RETENTION**

(Records Management)

Management

The Arizona State Library, Archives and Public Records (ASLAPR) has adopted records management standards for the maintenance and storage of school District's public records, which standards provide for the maintenance and storage of records either on paper or in an electronic format, or a combination of paper and electronic format.

All required records and any other records that are deemed necessary or helpful will be prepared in a manner consistent with law and the requirements of the Uniform System of Financial Records (USFR). An administrative records management program approved by the Governing Board shall be established and maintained, and copies of retention schedules shall be submitted to the ASLAPR. ~~Records management standards adopted by the ASLAPR for the maintenance and storage of the District's public records provides for the maintenance and storage of records either on paper or in an electronic format, or a combination of paper and electronic format.~~

Governing Board and Staff

The Governing Board is the custodian of the official copies of all records, required or optional, and the Superintendent shall be responsible for protecting such records on behalf of the Board. As a part of the records management program, the Superintendent may assign management responsibilities to other employees by naming the employee positions and a general description of the records assigned to their ~~jurisdiction~~ supervision.

Each Board member or staff member computer user shall segregate or store electronic communications pertaining to the business of the District to or from members of the Board or staff to a file folder and then to a location designated by the District so that these records may be administered as public records.

Adopted: _____

LEGAL REF.:

A.R.S.

15-271

15-272

15-341

23-721

23-926

23-962

38-421

38-423

38-424

39-101

39-103

39-121

~~41-1346~~ *et seq.*

44-1373

A.A.C.

R7-2-803

USFR

ASLAPR General Retention Schedule for School Districts
and Charter Schools

EHB-R ©

REGULATION

DATA / RECORDS RETENTION

(Records Management Program)

Records shall be prepared and managed as outlined below.

Business and Financial Records

Management of the following records is the responsibility of the ~~business manager~~ Superintendent:

- A. Annual District budget.
- B. Audit reports.
- C. Financial statements.
- D. Capital levy plan.
- E. Bids.
- F. Contracts (except employment).
- G. Deeds.
- H. Leases/lease purchases.
- I. Inventory (history records of general fixed assets).
- J. Records identified in the Uniform System of Financial Records.

Other District Records

The current year's records will be kept in the District administration office. When it is practical to do so, but no later than during the second immediate past year, all paper records will be grouped, bundled together, and labeled, with the disposal date noted on the label. Records created and/or maintained in an electronic format will be preserved in a manner approved by the Records Management Division of the Arizona State Library, Archives and Public Records (ASLAPR). Retention periods noted will refer to the number of years after the end of the fiscal year in which the records were made or superseded, as specified in the General Retention Schedules for School Districts and Charter Schools.

Retention Requirements

All records shall be managed in compliance with the requirements of the Records Management Division of the Arizona State Library, Archives, and Public Records (ASLAPR). Due to the ongoing process by the ASLAPR to revise existing and add new retention schedules for school districts and charter schools, the current point-in-time status of records retention requirements must be confirmed prior to determining disposition of the subject records by accessing the General Retention Schedule for School Districts and the Standards and Guidelines for Electronic Records available on the ASLAPR website at: [Retention Schedules, Forms, Standards, Guidance and FAQs | Arizona State Library \(azlibrary.gov\)](https://azlibrary.gov/RetentionSchedulesFormsStandardsGuidanceFAQs) and [frequently asked questions schools 10-19-2015.pdf \(azlibrary.gov\)](https://azlibrary.gov/frequently-asked-questions-schools-10-19-2015.pdf)

Transportation Employees Retention Requirements for Alcohol and Controlled Substances Testing

The District shall maintain Transportation employee records of alcohol and controlled substances misuse and prevention programs in a secure location with controlled access. Specific requirements regarding these records should be implemented according to all applicable state and federal law.

**FA ©
FACILITIES DEVELOPMENT GOALS /
PRIORITY OBJECTIVES**

Priority in the development of facilities shall be based on identified educational needs and on programs developed to meet those needs.

The Board establishes these broad goals for development:

- A. To integrate facilities planning with other aspects of planning in a comprehensive educational program.
- B. To base educational specifications for school buildings on identifiable learner needs.
- C. To design for sufficient flexibility to permit program modification or the installation of new programs.
- D. To design school buildings as economically as feasible, providing that learner needs are effectively and adequately met by the design.
- E. To involve the community, school staff members, available experts, and the latest in related current development and research in building plans and specifications.
- F. To analyze life-cycle costs as they compare with capital expenditures versus a maintenance and operations expense projection.
- G. To analyze the core facility as it relates to future expansion.
- H. To design school buildings for community use when feasible.

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

15-342

~~15-2002 et seq.~~

~~15-2031~~

41-5711

15 U.S.C. 2643

FCB ©
**RETIREMENT OF FACILITIES
CLOSING A SCHOOL FACILITY:
PROCESS, SALE, LEASE**

~~(Closing a School Facility)~~

~~If it is determined the Board needs to consider closing a school facility the Board may consult with the Arizona School Facilities Board (SFB) for technical assistance and for information on the impact of closing a school. The information provided from the SFB shall not require the Board to take or not take any action.~~

The Board recognizes the impact closing a school has on the community, the students who attend the school being considered, the projected impact on other schools in the District, and the District. ~~In response the Board shall discuss and consider a proposed school closing at a scheduled Board meeting. The Superintendent shall present at a Board meeting demographic data related to present and future school facility needs along with information related to a school closing.~~

Process:

A. Provide written notice to the parents or guardians of all students enrolled in the School District at least ten (10) days before a public meeting to discuss closing a school within the School District. The notice shall include the reasons for the proposed closure and the time and place of the meeting.

B. The Governing Board shall fix a time for a public meeting on the proposed closure not less than ten (10) days before voting in a public meeting to close the school. The School District Governing Board shall give notice of the time and place of the meeting.

C. At the time and place designated in the notice, the School District Governing Board shall hear reasons for or against closing the school.

The above process is required unless the Governing Board determines that a school shall be closed because it poses a danger to the health or safety of the students or employees of the school.

If it is determined the Board needs to consider closing a school facility, the Board may consult with the Department of Administration – Division of School Facilities for technical assistance and for information on the impact of closing a school. The information provided by the Division of School Facilities within the Department of Administration shall not require the Board to take or not take any action.

Decision to Sell or Lease

Following a decision to sell or lease a vacant ~~and unused~~ building or a ~~vacant and unused portion of a~~ partially used building, the District may not prohibit a charter school or private school from negotiating to buy or lease the property in the same manner as other potential buyers or lessees. The District shall attempt to obtain the highest possible value under current market conditions for the sale or lease of the vacant ~~and unused~~ building or the ~~vacant and unused portion of a~~ partially used building and may not accept an offer from a potential buyer or lessee that is less than an offer from a charter school or private school. This does not require the owner of a building to sell or lease the building or a portion of the building to a charter school, to any other school or to any other prospective buyer or tenant, except that the owner of a building may not withdraw the property from sale or lease solely because a charter school or private school is the highest bidder.

~~Community members shall be provided an opportunity to address the consideration at the Board meeting.~~

Definitions

Except as otherwise provided under A.R.S. 15-119(D), "partially used building" means a building with at least four thousand five hundred square feet (4,500 sq. ft.) of contiguous, unused space.

"Vacant building" means a building that has been vacant and unused for at least two (2) years.

Boundary Changes

The District shall follow policy and statutory requirements regarding possible boundary changes as a result of a school closure.

Adopted: _____

LEGAL REF.:

A.R.S.

15-119

~~15-189~~

15-341

38-431.01

CROSS REF.:

DN - School Properties Disposition

JC - School Attendance Areas

**FEA ©
EDUCATIONAL SPECIFICATIONS
FOR CONSTRUCTION**

New School Facilities

The Governing Board may delegate authority in writing to the Superintendent to submit plans for new school facilities to the School Facilities Oversight Board for the purpose of certifying that the plans meet the minimum school facility adequacy guidelines prescribed in A.R.S. ~~15-2011~~ 41-5711.

**New or Remodeled
School Facilities**

In the construction of new or remodeled educational facilities, the Board may requires the Superintendent to develop a set of comprehensive educational specifications. In conferences with the architect, the following specifications ~~and statutory references shall~~ may be discussed for design inclusion:

- A. Information concerning the plan of school organization and estimated enrollment in the proposed building.
- B. ~~A description of the proposed curriculum and the teaching methods and techniques to be employed.~~
- C. A schedule of space requirements, including an indication of relative locations of various spaces.
- D. ~~A desired layout of special areas and the equipment needed for such areas.~~
- E. ~~An outline of mechanical features and special finishes desired.~~
- C. F. Standards established by the School Facilities Oversight Board.

Adopted: _____

LEGAL REF.:

A.R.S.

15-213

15-341

~~15-2001 et seq.~~

~~15-2011~~

34-461

41-1492 et seq.

41-5711

41-5741

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

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

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

**FF ©
NAMING FACILITIES**

In naming facilities, the District will consider names derived from significant geographic locations, historical events, or events of community significance, as well as worthy deceased individuals who:

- A. Have made unique contributions to the District; and
- B. Have been deceased for at least ten (10) years.

The District may consider community feedback in this process.

In this policy, the word *facility* refers to any school building, administration building, gymnasium, stadium, athletic field, or playground.

Adopted: _____

**GBEB ©
STAFF CONDUCT**

All employees of the District are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and District property. No employee shall, by action or inaction, interfere with or disrupt any District activity or encourage any such disruption. No employee, other than one who has obtained authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds. All employees shall at all times attempt to maintain order, abide by the policies, rules, and regulations of the District, and carry out all applicable orders issued by the Superintendent.

Potential consequences to employees of the District who violate these rules may include, but are not limited to:

- A. Removal from school grounds.
- B. Both civil and criminal sanctions, which may include, but are not limited to, criminal proceedings under Title 13, Chapter 29, Arizona Revised Statutes.
- C. Warning.
- D. Reprimand.
- E. Suspension.
- F. Dismissal.
- G. Having consideration given to any such violations in the determination of or establishment of any pay or salary in later contracts or employment, if any.

**~~Reporting Suspected
Crimes or Incidents~~**

~~Staff members are to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury and any conduct that poses a threat of death or serious physical injury to employees, students or others on school property. All such reports shall be documented and communicated to the Superintendent who shall be responsible for reporting to local law enforcement. Conduct that is considered to be bullying, harassment or intimidation shall be addressed according to Policy JICK as required in A.R.S. 15-341(A)(36).~~

~~The school district or charter school is to notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described above, subject to the requirements of federal law.~~

~~On or before January 1, 2020, the District shall post the policies and procedures pertaining to "Reporting Suspected Crimes or Incidents" on its website as the Department of Education shall develop a process to verify that each school district has adopted the required policies and procedures by this date.~~

~~If the District maintains an online Manual of policies and procedures, the District may post a link to that manual with a reference to the appropriate policies and procedures.~~

~~A person who violates the reporting requirements may be disciplined for violating the policies of the School District Governing Board pursuant to A.R.S. 15-341 and notwithstanding A.R.S. 15-341, may be subject to dismissal. Each school district governing board shall prescribe and enforce policies and procedures that require the School District to maintain a record on any person who is disciplined pursuant to this policy and, on request, shall make that record available to any public school, school district governing board or charter school governing body that is considering hiring that person.~~

~~A person who is employed by the School District or is an applicant for employment with the School District, who is arrested for or charged with any nonappealable offense listed in section 41-1758.03, subsection B and who does not immediately report the arrest or charge to the person's supervisor or potential employer is guilty of unprofessional conduct and the person shall be immediately dismissed from employment with the School District or immediately excluded from potential employment with the School District. A person dismissed from employment for failure to report being arrested for or charged with a nonappealable offense has no right to appeal under the provisions of A.R.S. 15-539, subsection F. Prior to an action to terminate for failure to report, an employee will be given the opportunity to provide a written explanation of circumstances or events which they believe mitigate the failure to report.~~

Use of Physical Force by Supervisory Personnel

Any administrator, teacher, or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order. Similar physical force will be appropriate in self-defense, in the defense of other students and school personnel, and to prevent or terminate the commission of theft or criminal damage to the property of the District or the property of persons lawfully on the premises of the District.

The threat or use of physical force is not justified as a response to verbal provocation alone, nor when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

Adopted: _____

LEGAL REF.:

A.R.S.

~~13-2911~~

13-3102

13-3111

13-3411

~~15-153~~

~~15-341~~

~~15-342~~

15-507

15-509

15-511

15-512

15-514

15-539

15-550

38-531

38-532

~~41-770~~

41-1758.03

A.A.C.

R7-2-205

CROSS REF.:

GCF - Professional Staff Hiring

GCMF - Professional Staff Duties and Responsibilities

GCO - Evaluation of Professional Staff Members

JIC - Student Conduct

JK - Student Discipline

KFA - Public Conduct on School Property

**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 purchases shall also be in accordance with 2 C.F.R. 200 (Code of Federal Regulations Title 2).

The Superintendent shall ensure that all aspects of bidding and purchasing procedures conform to federal and state laws, rules and regulations, including A.R.S. 38-503(C). The Superintendent shall establish administrative regulations to ensure the District is in full compliance, including contracting with small and minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms. (2 C.F.R. 200.321).

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. 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. 15-382.

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) fifteen thousand dollars (\$15,000) 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) fifteen thousand dollars (\$15,000) and less than one hundred thousand (\$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 dollars (\$10,000) fifteen thousand dollars (\$15,000) 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.

~~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~~

<i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.	Page 3 of 5
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~~participate in insurance programs authorized by A.R.S. 15-382.~~

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.

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. 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 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 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.

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 A.R.S. 13-3821, will perform work on District premises or equipment at any time when District students are, or are reasonably expected to be, present. The vendor further agrees by acceptance of this order that a violation of this condition shall be considered a material breach and may result in a cancellation of the order at the District's

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

discretion.

Adopted: _____

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.

I83-136

I87-035

I06-002

Uniform System of Financial Records: VI-G-8 *et seq.*

2 C.F.R. 200

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

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**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. Contingent upon prescribed qualifying criteria, such requirements may include, but are not limited to, procedural reviews by the Office of the Arizona Auditor General and the federal Single Audit Act Amendments and the current U.S. 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. 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. After a report has been presented to the Board, it will become a matter of public record, and its distribution will not be limited. 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: _____

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.:

DB - Annual Budget: Schedule, Preparation/Planning, Format,
and Posting/Submission

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. 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 expends less than one million dollars (\$1,000,000) in expenditure of federal grants in a fiscal year (starting with Fiscal Year 2026 audits; financial assistance is less than seven hundred fifty thousand dollars [\$7500,000] for earlier during a fiscal years), the District shall be subject to a procedural review conducted by the Office 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 (\$2,000,000) or more shall contract with an independent certified public accountant to conduct an annual financial statement audit in accordance with United States (U.S.) generally accepted governmental auditing standards, Government Auditing Standards issued by the U.S. Comptroller General, and Uniform Guidance (2 CFR Part 200, Subpart F), as applicable.
2. Districts that have adopted a Maintenance and Operations Fund (M&O) budget between seven hundred thousand dollars (\$700,000) and two million dollars (\$2,000,000) shall contract with an independent certified public accountant to conduct a biennial financial statement audit in accordance with United States (U.S.) generally accepted governmental auditing standards, Government Auditing Standards issued by the U.S. Comptroller General, and Uniform Guidance (2 CFR Part 200, Subpart F), as applicable.

B. Whenever the District's expends one million dollars (\$1,000,000) or more in combined expenditure from all sources of federal financial assistance is grants in a fiscal year (starting with Fiscal Year 2026 audits; previously seven hundred and fifty thousand dollars [\$750,000]) or more during a fiscal year, the District shall contract with an ~~approved~~ independent auditor certified public accountant to conduct an annual financial and compliance (Single) audit. The audit shall be performed in accordance with generally accepted auditing standards, Government Auditing Standards issued by the U.S. Comptroller General, and Uniform Guidance (2 CFR Part 200, Subpart F), as applicable 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 convert to a biennial audit schedule when the previous annual audit contained no significant negative findings, defined as the District having received a letter of noncompliance issued by the ~~a~~Auditor ~~g~~General;
- B. shall convert back to an annual audit whenever an audit produces significant negative findings;
- C. may convert back to a biennial audit schedule when the two (2) previous audits have not contained any significant negative findings.

The Superintendent shall be promptly informed of any material deficiency that is discovered during a monitoring or auditing process.

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>E-3</u> Agenda Item Number	<u>July 28, 2026</u> Board Meeting Date
Item: <u>Recommend Approval of Memorandum of Understanding (MOU) with J. David Lowell Foundation</u>	
Submitted By: <u>Dr. Kevin Stoltzfus</u>	Date: <u>July 22, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus</u>	

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 28th day of July, 2026, 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 28, 2026, and shall terminate on June 30, 2027. 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 _____

Date _____

Approved at a Governing Board meeting held
on July 28, 2026.

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>E-4</u> Agenda Item Number	<u>July 28, 2026</u> Board Meeting Date
Item: <u>Recommend Approval of Qualified Evaluators for FY2026-2027</u>	
Submitted By: <u>Dr. Kevin Stoltzfus/Monique Mata</u>	Date: <u>July 22, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus/Monique Mata</u>	

District administration recommends approval of Qualified Evaluators for Fiscal Year 2026-2027. Approval authorizes the identified administrators to complete teacher evaluations.

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
Memorandum

TO: Governing Board
Dr. Kevin Stoltzfus, Superintendent

FROM: Dr. Tamára McAllister, Assistant Superintendent

RE: **Recommended Qualified Evaluators for FY2027**

DATE: July 27, 2026

I recommend the Board designate the following individuals as Qualified Evaluators for FY2027:

Dr. Kevin Stoltzfus
Dr. Tabetha Finchum
Dr. Tamára McAllister
Patricia Gutierrez
Chris Hitchings
Christopher Nogami
Theresa Gonsalves
Jessica Howell
Alan Schmidt
Henry Linker
Erin Kearney
Thomas Alcaraz
Luis Blanco
Austin "Frank" Thomas
Allison Embacher
Ariana Brown
Ana Sanchez
Adriana Garcia
Jacqueline Camacho

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

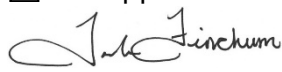
F-1 _____ Agenda Item Number	July 28, 2026 _____ Board Meeting Date
Item: <u>Recommend Approval to Adopt Elementary Gifted Program Curriculum</u>	
Submitted By: <u>Dr. Kevin Stoltzfus/Tabetha Finchum</u> Date: <u>July 22, 2026</u>	
Will Be Presented By: <u>Dr. Kevin Stoltzfus/Tabetha Finchum</u>	

District administration recommends approval to adopt the *Travel Agents* curriculum, the second of four curriculum units for implementation in the elementary CATS gifted program. This curriculum was piloted throughout the 2025-2026 year and yielded interesting project-based learning outcomes from students. The curriculum overview has been tabled for public review and comment since May 12, 2026, with no concerns received during this time frame.

Estimated Cost \$ _____ ☒ See Additional Information Attached

Recommended Action:

☒ Approve ☐ Disapprove ☐ Table ☐ No Action Required

Division Head:  Superintendent: 

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. Tabettha Finchum, Associate Superintendent

RE: Elementary CATS Program Curriculum – Request to Adopt

DATE: July 28, 2026

District administration recommends adoption of the second of four curricular units, *Travel Agents*, to be implemented in the Center for Academically Talented Students (CATS) program for gifted students in grades three through six. The curriculum 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 using the curriculum on a rotating basis in the CATS program.

Travel Agents, which was piloted this year at all six elementary schools, was built by applying the core elements of the Project Based Learning (PBL) curriculum development framework. Specifically, each Project must meet the following criteria: begin with a challenging problem or questions; provide opportunity for and sustain authentic inquiry; include ample student voice and choice; require student reflection, critique and revision throughout; and culminate with a final public product.

With *Travel Agents*, students explore the question, “How can travel help us understand the world and the people in it?” Through a student-driven inquiry approach, students develop an in-depth travel itinerary for a trip to a new country. They identify themes and topics related to personal budget, geographical exploration, and components of travel to create a website that would prepare travelers to visit this destination.

This curricular unit was developed and implemented by District Gifted Specialist, Ms. Tiffany Camarena.

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

Attachment: Travel Agents Project Overview

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>G-1</u> Agenda Item Number	<u>July 28, 2026</u> Board Meeting Date
Item: <u>Recommend Approval to Purchase Chromebooks from CDWG</u>	
Submitted By: <u>Dr. Kevin Stoltzfus</u>	Date: <u>July 22, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus</u>	

District administration recommends approval to purchase Chromebooks from CDWG utilizing Arizona State Contract MOHAVE 25E-CDWG-1004. FY2026 Title I Funds would be used, which are allowed to be spent through September 30, 2026. The total cost is anticipated to be \$192,588.95 for 417 Chromebooks.

Estimated Cost \$ 192,588.95 ☒ See Additional Information Attached

Recommended Action:

☒ Approve ☐ Disapprove ☐ Table ☐ No Action Required

Division Head: _____ Superintendent: Kevin Stoltzfus

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



Thank you for choosing CDW. We have received your quote.

Hardware

Software

Services

IT Solutions

Brands

Research Hub

QUOTE CONFIRMATION

Pricing and Availability Notice

Due to ongoing supply chain challenges, some hardware manufacturers cannot guarantee product availability or pricing until the product is shipped. While we make every effort to honor quoted pricing, if a hardware manufacturer increases its price to CDW after a quote is issued or order is accepted, we may need to update your quoted price to reflect that change irrespective of any timeframes or validity periods set forth in the quote, including up to the date of shipment. In the event of a price adjustment, we will notify you prior to shipment. Any price adjustment would only occur if the hardware manufacturer increases its pricing to CDW.

KATHY AVILES,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PXTR542	7/15/2026	HP CHROME INTEL PROC	0838924	\$192,588.95

IMPORTANT - PLEASE READ

Special Instructions: Contract: MOHAVE 25E-CDWG-1004 (25E-CDWG-1004)

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
HP Fortis G1i 11" Chromebook - Intel N150 - 4 GB - 32 GB Flash Memory - Eng Mfg. Part#: B69P5UT#ABA Contract: MOHAVE 25E-CDWG-1004 (25E-CDWG-1004)	417	8230748	\$380.00	\$158,460.00
Google Chrome Education Upgrade Mfg. Part#: CROS-SW-DIS-EDU-NEW Electronic distribution - NO MEDIA Contract: MARKET	417	5988499	\$32.00	\$13,344.00
NEW CONFIG SERVICE PART# PLACEHOLDER Mfg. Part#: CFG PLACEHOLDER White Glove Service o Basic - Enrolling Chromebooks into 1 OU Asset Tagging Consolidated/multipack packaging Green Delivery up to 6 locations Asset Data Reporting Project Management Contract: MARKET	417	4852591	\$14.00	\$5,838.00

SUBTOTAL	\$177,642.00
SHIPPING	\$0.00
SALES TAX	\$14,946.95
GRAND TOTAL	\$192,588.95

PURCHASER BILLING INFO	DELIVER TO
Billing Address: FLOWING WELLS SCHOOL DISTRICT ACCOUNTS PAYABL 1556 W PRINCE RD TUCSON, AZ 85705-3087 Phone: (520) 696-8800 Payment Terms: NET 30 Days-Govt/Ed	Shipping Address: FLOWING WELLS SCHOOL DISTRICT KATHY AVILES 1556 W PRINCE RD TUCSON, AZ 85705-3087 Phone: (520) 696-8800 Shipping Method: DROP SHIP-GROUND
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Nick Kelliher | (877) 663-8394 | nickkel@cdw.com

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FLOWING WELLS SCHOOL DISTRICT

Board Agenda Item

G-2
Agenda Item Number

July 28, 2026
Board Meeting Date

Item: Recommend Approval to Contract for School Psychologists through Elevation Healthcare, LLC to for Fiscal Year 2026-2027

Submitted By: Dr. Kevin Stoltzfus/Monique Mata Date: July 22, 2026

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

District administration recommends approval to contract for ESS employees including two School Psychologists through Elevation Healthcare, LLC. The District has been unable to hire psychologists due to the lack of qualified applicants. Ms. Camacho has reached out to several staffing companies and was able to find qualified psychologists through Elevation Healthcare.

The District would utilize pricing through the Deer Valley RFP 25-5201-003-5. The estimated total cost for services is \$332,280. The funding source is Maintenance and Operations.

Estimated Cost \$ 332,280.00 ☐ 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

G-3
Agenda Item Number

July 28, 2026
Board Meeting Date

Item: Recommend Approval to Contract for a Certified Occupational Therapist through Amergis Healthcare Staffing, Inc. for fiscal year 2026-2027

Submitted By: Dr. Kevin Stoltzfus/Monique Mata Date: July 22, 2026

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

District administration recommends approval to contract for ESS employees for occupational therapists through Amergis Healthcare Staffing, Inc. The District has been unable to hire occupational therapists due to the lack of qualified applicants. Ms. Camacho has reached out to several staffing companies and was able to find qualified occupational therapists through Amergis.

The District would utilize pricing through the Deer Valley RFP #25-5201-003-5. The estimated total cost for services is \$110,121.00. The funding source is Maintenance and Operations.

Estimated Cost \$ 110,121.00 ☐ 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

G-4
Agenda Item Number

July 28, 2026
Board Meeting Date

Item: Recommend Approval to Contract with Norcon Industries, Inc. to Purchase and Repair flooring for Fiscal Year 2026-2027

Submitted By: Dr. Kevin Stoltzfus/Monique Mata Date: July 23, 2026

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

District administration recommends approval to contract with Norcon Industries, Inc. to purchase flooring/carpet for district buildings. Norcon Industries, Inc. will also be used to repair district athletic equipment and purchase related supplies. The purchase would utilize pricing through the 1GPA and Mohave contracts (see below). The cost of the flooring/carpet, repairs and supplies is estimated to not exceed \$250,000. The funding sources for the expenditure are Maintenance & Operations, Unrestricted Capital, and Auxiliary funds.

- 1GPA IFB 23-06P-02-ES EXP 09/04/26 GYM/ATHLETIC EQUIP
- 1GPA IFB23-08PV-05 EXP 12/06/26 FLOOR COVERING PRODUCTS & SERVICES
- 1GPA 24-01DV-051 EXP 03/19/27 PERFORMING ARTS STAGING PRODUCTS AND SERVICES
- 1GPA: 25-05P-03 10/15/26 SCOREBOARDS, SIGNS AND RELATED PRODUCTS
- MOHAVE: IFB 22B-NORC5-0526 EXP 05/25/27 SCOREBOARDS, INSTALL & SERVICE
- MOHAVE: IFB 21P-NSTA-0415 04/15/27 STAGE EQUIP, RIGGING, CURTAINS, LIGHTING, RISERS & ACOUSTICAL SYSTEMS
- MOHAVE: 24E-NOR1-1016 10/15/26 TELESCOPIC BLEACHER SEATING, TELESCOPIC PLATFORM SEATING, FIXED SPECTATOR SEATING SYSTEMS & REPAIR

Estimated Cost \$ 250,000 ☐ 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

<u>G-5</u>	<u>July 28, 2026</u>
Agenda Item Number	Board Meeting Date
Item: <u>Recommend Approval of Additional Sole Source Listing for FY 2026-2027</u>	
Submitted By: <u>Dr. Kevin Stoltzfus/Monique Mata</u>	Date: <u>July 23, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus/Monique Mata</u>	

In accordance with School District Procurement Rule A.A.C. R7-2-1053A, "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 source for the required material, service, or construction item. The school district may require the submission of cost or pricing data in connection with an award under this section. 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 school district."

District administration recommends Governing Board approval of the additional vendor below added to the Sole Source Vendor List for FY 2026-2027. The list is attached for your review.

- Arizona School Boards Association
- Wilson Language Training Company

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
Sole Source Listing
FY 2026-2027

Vendor #	Vendor	Product/Service and Reason for Sole Source	Duration	Anticipated Spend	Price Fair and Reasonable	Description of the efforts made to seek other sources
10144	University of Arizona	Professional training/college tuition payments- Selected institution provides specific program offerings and local accessibility; limited comparable alternatives meeting district needs.	26-27 FY	\$ 22,000.00	Pricing reviewed against historical expenditures and vendor quotes; determined fair and reasonable.	Conducted market research and reviewed available vendors; requirements for compatibility, service continuity, or regulatory compliance limited alternative sources.
10203	Arizona Sonora Desert Museum	Unique Educational Program (Field Trips)- Program offers unique educational experiences tied to specific location or provider; no comparable alternatives identified.	26-27 FY	\$ 15,000.00	Pricing reviewed against historical trip costs; determined reasonable for specialized student experiences.	Evaluated comparable educational programs and locations; no other providers offered the same unique educational experience or learning objectives.
10775	Renaissance Learning	District Curriculum (software)- Vendor provides proprietary system currently implemented district-wide; switching would cause significant disruption and additional cost, limiting viable alternatives.	26-27 FY	\$ 49,000.00	Pricing based on existing licensing agreements, prior year renewals, and vendor-published rates for proprietary software; determined fair and consistent with market.	Reviewed alternative software vendors and cooperative purchasing contracts; compatibility with existing district systems and data migration constraints limited viable options.
11451	Houghton Mifflin Harcourt	District Curriculum- Materials are publisher-specific and aligned with adopted curriculum; no equivalent substitutes meet district standards.	26-27 FY	\$ 100,000.00	Pricing evaluated against prior adoptions and cooperative purchasing contracts; determined fair for publisher-provided instructional materials.	Reviewed other curriculum publishers and state-adopted lists; alternatives did not align with adopted standards or existing instructional programs.
11937	TNI Partners/AZ Daily Star	Human Resouce Advertising print and online- Only print publication of general circulation.Market research conducted; vendor determined to be sole source or best fit due to compatibility, standards, or regulatory requirements.	26-27 FY	\$ 10,000.00	Pricing reviewed against historical expenditures and vendor quotes; determined fair and reasonable.	Conducted market research and reviewed available vendors; requirements for compatibility, service continuity, or regulatory compliance limited alternative sources.
12129	US Postal Service/Neopost	Mail Service Postage/Mail Sorter & Inserter- USPS postage is a regulated service and Quadiant equipment is already in use; alternative sources are not practical due to compatibility and operational continuity requirements.	26-27 FY	\$ 45,000.00	Pricing is based on USPS regulated postage rates and existing contract pricing for mailing equipment, which are standardized and widely accepted.	Conducted market research and reviewed available vendors; requirements for compatibility, service continuity, or regulatory compliance limited alternative sources.
12188	Tyler Technologies	Munis financial software maintenance Agreements- Vendor provides proprietary system currently implemented district-wide; switching would cause significant disruption and additional cost, limiting viable alternatives.	26-27 FY	\$ 189,000.00	Pricing based on existing licensing agreements, prior year renewals, and vendor-published rates for proprietary software; determined fair and consistent with market.	Reviewed alternative software vendors and cooperative purchasing contracts; compatibility with existing district systems and data migration constraints limited viable options.
12258	Arizona Interscholastic Association (AIA)	Membership dues and fees for athletic teams through state organization. Referee pay for competitive sports.- Membership required to participate in state-sanctioned athletics; only governing body recognized statewide.	26-27 FY	\$ 67,000.00	Pricing reviewed against historical expenditures and vendor quotes; determined fair and reasonable.	Confirmed with governing organization and reviewed comparable associations; no alternate organizations provide equivalent sanctioned services or participation eligibility.
12808	Medianet Solutions, Inc.	IEP Pro software- Vendor provides proprietary system currently implemented district-wide; switching would cause significant disruption and additional cost, limiting viable alternatives.	26-27 FY	\$ 22,000.00	Pricing based on existing licensing agreements, prior year renewals, and vendor-published rates for proprietary software; determined fair and consistent with market.	Reviewed alternative software vendors and cooperative purchasing contracts; compatibility with existing district systems and data migration constraints limited viable options.
12842	Pearson Assessments	District Curriculum-Materials are publisher-specific and aligned with adopted curriculum; no equivalent substitutes meet district standards.	26-27 FY	\$ 12,000.00	Pricing evaluated against prior adoptions and cooperative purchasing contracts; determined fair for publisher-provided instructional materials.	Reviewed other curriculum publishers and state-adopted lists; alternatives did not align with adopted standards or existing instructional programs.
12878	College Board	Advance Placement (AP) Exams- Market research conducted; vendor determined to be sole source or best fit due to compatability, standards, or regulatory requirements.	26-27 FY	\$ 10,000.00	Pricing reviewed against historical expenditures and vendor quotes; determined fair and reasonable.	Conducted market research and reviewed available vendors; requirements for compatibility, service continuity, or regulatory compliance limited alternative sources.
13615	Pima County Division of Elections	Election Related Services- Services must be performed by the county elections office with legal jurisdiction; no alternate providers available.	26-27 FY	\$ 36,000.00	Fees established by government entity; pricing is regulated and non-negotiable.	Confirmed statutory requirements and jurisdictional authority; no other entities are authorized to provide these services.
14070	Arizona Association FFA	Membership/conference fees- The Arizona Association FFA is the official organization providing these memberships and conferences; no equivalent alternative sources are available.	26-27 FY	\$ 15,000.00	Fees are established by the Arizona Association FFA and are consistent with standard membership and conference costs for similar organizations.	Confirmed with governing organization and reviewed comparable associations; no alternate organizations provide equivalent sanctioned services or participation eligibility.
14304	Disneyland	Educational programs (Field Trip)- Program offers unique educational experiences tied to specific location or provider; no comparable alternatives identified.	26-27 FY	\$ 15,000.00	Pricing reviewed against similar educational programs and historical trip costs; determined reasonable for specialized student experiences.	Evaluated comparable educational programs and locations; no other providers offered the same unique educational experience or learning objectives.



Flowing Wells Unified School District # 8
Sole Source Listing
FY 2026-2027

Vendor #	Vendor	Product/Service and Reason for Sole Source	Duration	Anticipated Spend	Price Fair and Reasonable	Description of the efforts made to seek other sources
14412	Sea World San Diego	Educational programs (Field Trip)- Program offers unique educational experiences tied to specific location or provider; no comparable alternatives identified.	26-27 FY	\$ 10,000.00	Pricing reviewed against similar educational programs and historical trip costs; determined reasonable for specialized student experiences.	Evaluated comparable educational programs and locations; no other providers offered the same unique educational experience or learning objectives.
14615	Guided Discoveries	Educational Programs (Field Trip Ocean science, history & literature educational program)- Program offers unique educational experiences tied to specific location or provider; no comparable alternatives identified.	26-27 FY	\$ 25,000.00	Pricing reviewed against similar educational programs and historical trip costs; determined reasonable for specialized student experiences.	Evaluated comparable educational programs and locations; no other providers offered the same unique educational experience or learning objectives.
14695	Ocean Institute	Educational Programs (Field Trip Ocean science, history & literature educational program)- Program offers unique educational experiences tied to specific location or provider; no comparable alternatives identified.	26-27 FY	\$ 20,000.00	Pricing reviewed against similar educational programs and historical trip costs; determined reasonable for specialized student experiences.	Evaluated comparable educational programs and locations; no other providers offered the same unique educational experience or learning objectives.
14735	Cengage Learning	Curriculum Big Ideas Math, National Geographic American Government, World History- Materials are publisher-specific and aligned with adopted curriculum; no equivalent substitutes meet district standards.	26-27 FY	\$ 100,000.00	Pricing evaluated against prior adoptions and cooperative purchasing contracts; determined fair for publisher-provided instructional materials.	Reviewed other curriculum publishers and state-adopted lists; alternatives did not align with adopted standards or existing instructional programs.
14735	National Geographic Learning	Curriculum Big Ideas Math- Materials are publisher-specific and aligned with adopted curriculum; no equivalent substitutes meet district standards.	26-27 FY	\$ 30,000.00	Pricing evaluated against prior adoptions and cooperative purchasing contracts; determined fair for publisher-provided instructional materials.	Reviewed other curriculum publishers and state-adopted lists; alternatives did not align with adopted standards or existing instructional programs.
14960	Rosetta Stone	District Curriculum (software)- Vendor provides proprietary system currently implemented district-wide; switching would cause significant disruption and additional cost, limiting viable alternatives.	26-27 FY	\$ 10,000.00	Pricing based on existing licensing agreements, prior year renewals, and vendor-published rates for proprietary software; determined fair and consistent with market.	Reviewed alternative software vendors and cooperative purchasing contracts; compatibility with existing district systems and data migration constraints limited viable options.
16377	McGraw Hill Contemporary Education	Curriculum and PD for Illustrative Math- Materials are publisher-specific and aligned with adopted curriculum; no equivalent substitutes meet district standards.	26-27 FY	\$ 60,000.00	Pricing evaluated against prior adoptions and cooperative purchasing contracts; determined fair for publisher-provided instructional materials.	Reviewed other curriculum publishers and state-adopted lists; alternatives did not align with adopted standards or existing instructional programs.
16917	Follett Destiny & Follett Digital Content	Library, textbook management software and integrated e-content- Vendor provides proprietary system currently implemented district-wide; switching would cause significant disruption and additional cost, limiting viable alternatives.	26-27 FY	\$ 15,000.00	Pricing based on existing licensing agreements, prior year renewals, and vendor-published rates for proprietary software; determined fair and consistent with market.	Reviewed alternative software vendors and cooperative purchasing contracts; compatibility with existing district systems and data migration constraints limited viable options.
16947	Integrated Register Systems, DBA InTouch	Point of Sale (POS) system in schools software- Vendor provides proprietary system currently implemented district-wide; switching would cause significant disruption and additional cost, limiting viable alternatives.	26-27 FY	\$ 12,000.00	Pricing based on existing licensing agreements, prior year renewals, and vendor-published rates for proprietary software; determined fair and consistent with market.	Reviewed alternative software vendors and cooperative purchasing contracts; compatibility with existing district systems and data migration constraints limited viable options.
17436	Trebron Company Inc	Lightspeed web filter software- Vendor provides proprietary system currently implemented district-wide; switching would cause significant disruption and additional cost, limiting viable alternatives.	26-27 FY	\$ 35,000.00	Pricing based on existing licensing agreements, prior year renewals, and vendor-published rates for proprietary software; determined fair and consistent with market.	Reviewed alternative software vendors and cooperative purchasing contracts; compatibility with existing district systems and data migration constraints limited viable options.
17481	Severin Intermediate Holdings dba PowerSchool Group	Student information system and registration software- Vendor provides proprietary system currently implemented district-wide; switching would cause significant disruption and additional cost, limiting viable alternatives.	26-27 FY	\$ 43,000.00	Pricing based on existing licensing agreements, prior year renewals, and vendor-published rates for proprietary software; determined fair and consistent with market.	Reviewed alternative software vendors and cooperative purchasing contracts; compatibility with existing district systems and data migration constraints limited viable options.
17481	Severin Intermediate Holdings dba PowerSchool Group	PowerSchool attendance software- Vendor provides proprietary system currently implemented district-wide; switching would cause significant disruption and additional cost, limiting viable alternatives.	26-27 FY	\$ 45,000.00	Pricing based on existing licensing agreements, prior year renewals, and vendor-published rates for proprietary software; determined fair and consistent with market.	Reviewed alternative software vendors and cooperative purchasing contracts; compatibility with existing district systems and data migration constraints limited viable options.
17633	Avvid Consulting LLC	Technical Services with sensitive network access network security- Market research conducted; vendor determined to be sole source or best fit due to compatibility, standards, or regulatory requirements.	26-27 FY	\$ 10,000.00	Pricing reviewed against historical expenditures and vendor quotes; determined fair and reasonable.	Conducted market research and reviewed available vendors; requirements for compatibility, service continuity, or regulatory compliance limited alternative sources.
18111	UMB Bank	District P-Cards- Market research conducted; vendor determined to be sole source or best fit due to compatibility, standards, or regulatory requirements.	26-27 FY	\$ 700,000.00	Pricing reviewed against historical expenditures and vendor quotes; determined fair and reasonable.	Conducted market research and reviewed available vendors; requirements for compatibility, service continuity, or regulatory compliance limited alternative sources.



Flowing Wells Unified School District # 8
Sole Source Listing
FY 2026-2027

Vendor #	Vendor	Product/Service and Reason for Sole Source	Duration	Anticipated Spend	Price Fair and Reasonable	Description of the efforts made to seek other sources
18111	TeamTailor (UMB Card Purchase)	Applicant Tracking Management software- Vendor provides proprietary system currently implemented district-wide; switching would cause significant disruption and additional cost, limiting viable alternatives.	26-27 FY	\$ 15,000.00	Pricing based on existing licensing agreements and vendor-published rates for proprietary software; determined fair and consistent with market.	Reviewed alternative software vendors and cooperative purchasing contracts; compatibility with existing district systems and data migration constraints limited viable options.
18235	Lexia Voyager Sopris	Acadience data management and reporting curriculum- Materials are publisher-specific and aligned with adopted curriculum; no equivalent substitutes meet district standards.	26-27 FY	\$ 18,000.00	Pricing evaluated against prior adoptions and cooperative purchasing contracts; determined fair for publisher-provided instructional materials.	Reviewed other curriculum publishers and state-adopted lists; alternatives did not align with adopted standards or existing instructional programs.
18361	Off Duty Management, Inc.	Off-duty TPD Officers in our jurisdiction- TPD is the only department with jurisdiction at employed locations. Vendor determined to be sole source or best fit due to compatibility, standards, or regulatory requirements.	26-27 FY	\$ 40,000.00	Pricing reviewed against historical expenditures and vendor quotes; determined fair and reasonable.	Conducted market research and reviewed available vendors; requirements for compatibility, service continuity, or regulatory compliance limited alternative sources.
18379	Quadient Finance	Mail Service Postage/Mail Sorter & Inserter- USPS postage is a regulated service and Quadient equipment is already in use; alternative sources are not practical due to compatibility and operational continuity requirements.	26-27 FY	\$ 45,000.00	Pricing is based on USPS regulated postage rates and existing contract pricing for mailing equipment, which are standardized and widely accepted.	Conducted market research and reviewed available vendors; requirements for compatibility, service continuity, or regulatory compliance limited alternative sources.
18496	Amplify Education, Inc.	A non-competitive contract award is required because Amplify Education, Inc. holds exclusive intellectual property and proprietary distribution rights to the Amplify Desmos Math high school program. No other educational publisher can legally provide or replicate the technical ecosystem inherent to this platform. Proprietary Software Engine & IP: The program uniquely embeds Desmos Classroom technology into a structured, full-year core curriculum. The specific Responsive Feedback engine-which provides automated, item-level digital adaptivity while visually revealing mathematical thinking to the teacher-is protected by strict copyrights and patents held exclusively by Amplify. System Continuity & Technical Interoperability: High school classrooms natively require the specific graphing calculators, interactive sliders, and coordinate geometry tools built directly into the Desmos workspace. The digital curriculum interacts natively with our single sign-on (SSO) frameworks and learning management pipelines; importing standalone components or alternative publisher assets would break this core telemetry. Instructional Efficiency & Risk Management: Sourcing disparate modules from multiple vendors to patch together Algebra I, Geometry, and Algebra II workflows introduces administrative instability. The specific, unified, and research-backed high school progression within Amplify Desmos Math is validated by external research and cannot be legally distributed by third-party re-sellers	26-27	\$ 322,000.00	The total expenditure of \$323,000.00 represents a fair, reasonable, and highly cost-effective market price for a district-wide secondary curriculum adoption. Securing a 6-year multi-year agreement protects the District from annual subscription price increases, platform inflation, and unpredictable recurring budgeting shifts over more than half a decade. This comprehensive cost covers all multi-year student digital licenses, physical textbooks, foundational teacher materials, and integrated diagnostic assessment systems. By bundling Algebra I, Geometry, and Algebra II into a unified procurement from a single publisher, the District avoids the significant, unrecoverable technical integration costs and redundant staff professional development expenses that would arise from purchasing distinct, fragmented platforms from multiple vendors.	The adoption committee evaluated alternative secondary core math options packages from Open Up Resources and Illustrative Mathematics. While these alternative options satisfy broad state math standards and offer problem-based curricula, they were deemed technically unacceptable for this specific deployment due to the following critical deficiencies: 255 •Absence of Real-Time Facilitation Tools: Neither Open Up Resources nor Illustrative Mathematics features the integrated Desmos Classroom dashboard functionality required to capture, display, and instantly adjust high school instruction based on live, student-generated graphing and modeling inputs. •Fragmented Remediation Assets: The evaluated alternative high school programs rely on separate, non-integrated remediation applications or supplementary materials. They lack the embedded mCLASS® assessments and automated Power-ups necessary to provide immediate, targeted intervention directly synchronized with daily secondary algebra and geometry lessons.
18523	Gateway Education Holding dba Savvas Learning Company (Replaces Pearson)	District Curriculum- Materials are publisher-specific and aligned with adopted curriculum; no equivalent substitutes meet district standards.	26-27 FY	\$ 20,000.00	Pricing evaluated against prior adoptions and cooperative purchasing contracts; determined fair for publisher-provided instructional materials.	Reviewed other curriculum publishers and state-adopted lists; alternatives did not align with adopted standards or existing instructional programs.
18544	Lexia Learning Systems LLC	District Curriculum software- Vendor provides proprietary system currently implemented district-wide; switching would cause significant disruption and additional cost, limiting viable alternatives.	26-27 FY	\$ 25,000.00	Pricing based on existing licensing agreements, prior year renewals, and vendor-published rates for proprietary software; determined fair and consistent with market.	Reviewed alternative software vendors and cooperative purchasing contracts; compatibility with existing district systems and data migration constraints limited viable options.
18645	HASA, Inc.	Authorized dealer of pool chemicals for use in leased tanks Equipment maintenance & supplies- Market research conducted; vendor determined to be sole source or best fit due to compatibility, standards, or regulatory requirements.	26-27 FY	\$ 20,000.00	Pricing reviewed against historical expenditures and vendor quotes; determined fair and reasonable.	Conducted market research and reviewed available vendors; requirements for compatibility, service continuity, or regulatory compliance limited alternative sources.
18719	Time Clock Plus	Employee timekeeping system Software- Vendor provides proprietary system currently implemented district-wide; switching would cause significant disruption and additional cost, limiting viable alternatives.	26-27 FY	\$ 38,000.00	Pricing based on existing licensing agreements, prior year renewals, and vendor-published rates for proprietary software; determined fair and consistent with market.	Reviewed alternative software vendors and cooperative purchasing contracts; compatibility with existing district systems and data migration constraints limited viable options.
18747	Imagine Learning (Edgenuity)	Digital curriculum- Materials are publisher-specific and aligned with adopted curriculum; no equivalent substitutes meet district standards.	26-27 FY	\$ 85,000.00	Pricing evaluated against prior adoptions and cooperative purchasing contracts; determined fair for publisher-provided instructional materials.	Reviewed other curriculum publishers and state-adopted lists; alternatives did not align with adopted standards or existing instructional programs.



Flowing Wells Unified School District # 8
Sole Source Listing
FY 2026-2027

Vendor #	Vendor	Product/Service and Reason for Sole Source	Duration	Anticipated Spend	Price Fair and Reasonable	Description of the efforts made to seek other sources
18942	Cybersoft Technologies	Flowing Wells Unified School District requires a K-12 Nutrition Point of Sale (POS) software system to manage student meal transactions, application processing, parent account access, cashier operations, manager reporting, and state nutrition program claims. Cybersoft Technologies Inc. was selected following a formal competitive evaluation process conducted by a committee of district end users, including nutrition services staff across all role levels (cashier, manager, director), and IT personnel. Three vendors were evaluated: Titan, Heartland, and Cybersoft Technologies Inc. The committee scored each vendor across eight weighted criteria totaling 250 points. Cybersoft received an average composite score of 220.6 out of 250, significantly outperforming Titan (150.8) and Heartland (177.4). Cybersoft was the unanimous top-rated system for its stability, intuitive user interface, and ease of use across all user groups. It received near-perfect scores in cashier experience, parent experience, application processing, and IT infrastructure compatibility. While other vendors exist in the K-12 POS market, obtaining competitive quotes or transitioning to an alternate system would require a full system migration, retraining of all staff, data conversion, and reconfiguration of state reporting integrations. The operational disruption, data integrity risks, and transition costs of switching systems make it impractical to seek alternative quotes on an annual basis. Sole source procurement is therefore appropriate to maintain continuity of operations and compliance with federal nutrition program requirements.	26-27 FY	\$ 10,340.00	The proposed contract amount of \$10,337.25 for FY2027 is considered fair and reasonable based on the following: 1. technologies Inc. was selected through a formal multi-vendor evaluation process. At the time of selection, all three competing vendors submitted pricing. Cybersoft's annual pricing received the highest score (90 out of 90 points) in the cost category, demonstrating it offered the most competitive annual pricing among evaluated vendors. 2. Scope of Services: The contract price covers software licensing, system maintenance, technical support, and ongoing updates for a comprehensive K-12 Nutrition Point of Sale platform serving the District's nutrition program operations across all school sites. 3. Consistency with Prior Year Pricing: The proposed FY2027 cost is consistent with prior year contractual amounts and reflects normal, reasonable renewal pricing without significant escalation. 4. Market Comparison: The annual software cost is within the expected range for K-12 nutrition POS systems of comparable scope and functionality. The pricing reflects the value of a purpose-built platform that meets USDA and state nutrition program compliance requirements. 5. No Hidden or Unexpected Fees: The vendor has maintained transparent billing practices. The contract amount is inclusive of all anticipated costs for the fiscal year with no unexpected additional charges.	The District conducted the following efforts to seek alternative sources prior to this initial selection of Cybersoft Technologies Inc.: 1. Formal Multi-Vendor Evaluation: The District convened a selection committee of end users representing all stakeholder groups nutrition services cashiers, kitchen managers, the nutrition director, and IT personnel to evaluate competing K-12 POS systems. Three vendors were formally evaluated: Titan School Solutions, Heartland School Solutions, and Cybersoft Technologies Inc. 2. Structured Scoring Process: Each committee member independently scored all three systems across eight criteria: annual cost, startup cost, application processing, parent experience, cashier experience, manager experience, director experience, and IT interface compatibility. Composite scores were: - Titan: 150.8 / 250, - Heartland: 171.4 / 250, - Cybersoft Technologies Inc.: 220.6 / 250 3. Cybersoft Selection: Cybersoft was selected by consensus as the superior system based on its highest scores in usability, interface design, parent and cashier experience, and IT infrastructure compatibility. For the current renewal, soliciting new competitive quotes is not practicable without undertaking a full system change. Transitioning to a new vendor would require complex data migration, staff retraining, reconfiguration of state reporting integrations, and significant operational disruption during the active school year. The original competitive process satisfied the requirement to seek alternative sources, and continued use of Cybersoft represents the most operationally responsible procurement approach for FY2027.
19110	Optimizor	Annual Management support for copiers, hardware service software printers Management Exclusive Capability- Vendor provides proprietary system currently implemented district-wide; switching would cause significant disruption and additional cost, limiting viable alternatives.	26-27 FY	\$ 18,000.00	Pricing based on existing licensing agreements, prior year renewals, and vendor-published rates for proprietary software; determined fair and consistent with market.	Reviewed alternative software vendors and cooperatives; purchasing contracts; compatibility with existing district systems and data migration constraints limited viable options.
19159	Shamrock Foods	Freight for commodities (bid by ADE)- Vendor selected by ADE bid for all Districts in Arizona.	26-27 FY	\$ 45,000.00	Pricing reviewed against historical expenditures and vendor quotes; determined fair and reasonable.	Conducted market research and reviewed available vendors; requirements for compatibility, service continuity, or regulatory compliance limited alternative sources.
19325	Raptor Technologies, LLC	Employee Online Safety and Compliance Training program- Program offers unique educational experiences tied to specific location or provider; no comparable alternatives identified.	26-27 FY	\$ 25,000.00	Pricing reviewed against similar educational programs and historical trip costs; determined reasonable for specialized student experiences.	Evaluated comparable educational programs and locations; no other providers offered the same unique educational experience or learning objectives.
11931	Arizona School Boards Association	Membership/conference fees - The Arizona School Boards Association is the official organization providing these memberships and conferences; no equivalent alternative sources are available.	26-27 FY	\$ 50,000.00	Fees are established by the Arizona School Boards Association and are consistent with standard membership and conference costs for similar organizations.	Confirmed with governing organization and reviewed comparable associations; no alternate organizations provide equivalent sanctioned services or participation eligibility.

FLOWING WELLS SCHOOL DISTRICT

Board Agenda Item

G-6
Agenda Item Number

July 28, 2026
Board Meeting Date

Item: Recommend Approval of Revisions to Special Activities Compensation (SAC) Schedule for FY2026-2027

Submitted By: Dr. Kevin Stoltzfus/Dr. Tamara McAllister Date: July 23, 2026

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

District administration recommends revisions to the SAC Schedule for FY2026-2027. Revisions include adding a Teacher of Record position at the amount of \$550 for the year for supervision of online general elective courses completed during breaks in the school calendar; and adding the position of Social Media Coordinator at Emily Meschter Early Learning Center and at Sentinel Peak High School and Flowing Wells Digital Campus, with each position compensated at the amount of \$489 for the year.

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: _____

FWSD SPECIAL ACTIVITY COMPENSATION LEVELS

2026-2027

ATHLETIC	
ACTIVITY	SY 26-27
FLOWING WELLS HIGH SCHOOL	
Athletic Supervisor (3 positions)	\$ 2,428
Baseball Assistant Varsity	\$ 3,700
Baseball Head Freshmen	\$ 3,634
Baseball Head JV	\$ 3,634
Baseball Head Varsity	\$ 4,900
Basketball Assistant Varsity Boys	\$ 3,744
Basketball Assistant Varsity Girls	\$ 3,744
Basketball Head Freshmen Boys	\$ 3,651
Basketball Head Freshmen Girls	\$ 3,651
Basketball Head JV Boys	\$ 3,651
Basketball Head JV Girls	\$ 3,651
Basketball Head Varsity Boys	\$ 5,077
Basketball Head Varsity Girls	\$ 5,077
Chess Head Varsity	\$ 3,744
Cross Country Head Varsity Boys	\$ 4,074
Cross Country Head Varsity Girls	\$ 4,074
Esports Head Varsity (2 stipends: One per semester)	\$ 1,872
Flag Football Assistant Coach Girls	\$ 3,744
Flag Football Head Coach Girls	\$ 3,986
Football Assistant Frosh/Soph (3)	\$ 3,744
Football Assistant Varsity (4)	\$ 4,019
Football Head Frosh/Soph	\$ 3,986
Football Head Varsity	\$ 5,506
Golf Head Varsity Boys	\$ 3,744
Golf Head Varsity Girls	\$ 3,744
Intramural Director (Annual)	\$ 2,505
Raiders Coach	\$ 3,579
Raiders Coach JV	\$ 2,505
Rifle Team High School (Annual)	\$ 4,047
Soccer Head Freshmen Boys	\$ 3,634
Soccer Head Freshmen Girls	\$ 3,634
Soccer Head JV Boys	\$ 3,634
Soccer Head JV Girls	\$ 3,634
Soccer Head Varsity Boys	\$ 4,515
Soccer Head Varsity Girls	\$ 4,515
Soccer Varsity Assistant Boys	\$ 3,700
Soccer Varsity Assistant Girls	\$ 3,700
Softball Assistant Varsity	\$ 3,700
Softball Head JV	\$ 3,634
Softball Head Varsity	\$ 4,900
Spirit Line Assistant Varsity Fall/Winter	\$ 2,323
Spirit Line Head Varsity Fall/Winter	\$ 3,094
Spirit Line Junior Varsity Fall/Winter	\$ 1,547
Summer Weight Training Instructor (2 in June)	\$ 1,875
Summer Weight Training Instructor (2 in July)	\$ 1,875
Swimming Head Varsity Boys	\$ 4,531
Swimming Head Varsity Girls	\$ 4,531
Tennis Head Varsity Boys	\$ 4,174
Tennis Head Varsity Girls	\$ 4,174
Track Assistant Boys (2)	\$ 3,579
Track Assistant Girls (2)	\$ 3,579
Track Head Varsity Boys	\$ 4,790

Track Head Varsity Girls	\$	4,790
Varsity Summer Programs (8 in June)	\$	307
Varsity Summer Programs (8 in July)	\$	307
Volleyball Head Freshmen Boys	\$	3,634
Volleyball Head Freshmen Girls	\$	3,634
Volleyball Head JV Boys	\$	3,634
Volleyball Head JV Girls	\$	3,634
Volleyball Head Varsity Boys	\$	4,790
Volleyball Head Varsity Girls	\$	4,790
Volleyball Varsity Assistant Boys	\$	3,700
Volleyball Varsity Assistant Girls	\$	3,700
Weight Training Instructor After School (2 stipends: One per semester)	\$	1,476
Wrestling Head Freshmen	\$	3,634
Wrestling Head JV	\$	3,634
Wrestling Head Varsity Boys	\$	4,955
Wrestling Head Varsity Girls	\$	4,955
Wrestling Varsity Assistant	\$	3,744
FLOWING WELLS JUNIOR HIGH SCHOOL		
Athletic Prep (4 seasons)	\$	506
Baseball Assistant (3)	\$	2,312
Baseball Head Coach	\$	2,736
Basketball Assistant Boys (3)	\$	2,312
Basketball Assistant Girls (3)	\$	2,312
Basketball Head Coach Boys	\$	2,736
Basketball Head Coach Girls	\$	2,736
Cross Country Head Coach Boys	\$	2,736
Cross Country Head Coach Girls	\$	2,736
Flag Football Head Coach	\$	2,736
Football Assistant (Up to 6, unassigned assistants can be moved to softball assistants)	\$	2,571
Golf Head Coach (Co-Ed)	\$	2,736
Soccer Assistant Boys (2)	\$	2,312
Soccer Assistant Girls (2)	\$	2,312
Soccer Assistant Girls or Boys, flexible (1)	\$	2,312
Soccer Head Coach Boys	\$	2,736
Soccer Head Coach Girls	\$	2,736
Softball Assistant (2 + additional not assigned as Football Assistant)	\$	2,312
Softball Head Coach	\$	2,736
Tackle Football Head Coach	\$	3,248
Tennis Head Coach Boys	\$	2,736
Tennis Head Coach Girls	\$	2,736
Track Assistant (3)	\$	2,312
Track Head Coach	\$	2,986
Volleyball Assistant Boys	\$	2,312
Volleyball Assistant Girls (3)	\$	2,312
Volleyball Head Coach Boys	\$	2,736
Volleyball Head Coach Girls	\$	2,736
Wrestling Assistant (2)	\$	2,571
Wrestling Head Coach	\$	3,248
ELEMENTARY SCHOOL ATHLETICS		
Elementary Athletic Special Event Director	\$	193
Elementary Coach (each of 6 sports)	\$	1,000
Elementary Intramural Coordinator (Before school sports) (1 per site per semester)	\$	837
Intensive Resource Sports Program Head Coach (2)	\$	1,224
Intensive Resource Sports Program Assistant Coach (2)	\$	739

DISTRICT ATHLETIC POSITIONS	
District 7 -12 Athletic Coordinator (Football, Boys and Girls Basketball, Wrestling, Baseball, Softball, Volleyball, Soccer)	\$ 674
District Elementary Sport Coordinator (One position for each of 6 sports)	\$ 336

NOTES:

Varsity Summer Programs include: Football, Baseball, Wrestling, Cross Country, Basketball (B and G), and Volleyball (B and G).

For Elementary and Flowing Wells Junior High: If more than 60 athletes, add a second coach for the season.

All athletic compensation is for the season unless noted as Annual.

Coaches who serve as head coach for separate boys and girls sports will earn the regular stipend times 1.5.

For example: Head Coach for both high school girls and boys track: Stipend for one sport = \$4790 x 1.5 = \$7185 for both sports.

THE FOLLOWING MUST BE SUBMITTED ON A PAR:

10 years of coaching experience in FW in same assignment: 11% of stipend amount.

Coaching Stipend for State Playoffs (varsity teams only): 5% of stipend amount after team qualifies.

Head Coach - Football Spring Practice: 5% of stipend amount.

FWSD SPECIAL ACTIVITY COMPENSATION LEVELS	
FLOWING WELLS ATHLETIC DEPARTMENT COMPENSATION RATES	
<i>*Position stipend must be reimbursed to the District for any District employee who receives the stipend from student, auxiliary or gifts and donations accounts.</i>	
FLOWING WELLS HIGH SCHOOL	Amount
Announcer Baseball/Softball	Minimum Wage
Announcer Basketball*	Minimum Wage
Announcer Football	Minimum Wage
Basketball Scorekeeper* (up to 3 games a night)	Minimum Wage
Basketball Shot Clock Operator* (up to 3 games a night)	Minimum Wage
Cross Country Invitational Tournament Director*	\$ 150
Cross Country Meet Director (number of meets vary per year)	\$ 150
Flowing Wells Shootout Tournament Director*	\$ 250
Football Chain Gang	Minimum Wage
Football Timer	Minimum Wage
Lifeguard	Minimum Wage
Soccer Timer (up to 2 games a night)	Minimum Wage
Statistician Football	Minimum Wage
Throwers Invitational Tournament Director*	\$ 150
Ticket Taker*	Minimum Wage
Tournament of Champions Boys Golf Tournament Director*	\$ 250
Tournament of Champions Girls Golf Tournament Director*	\$ 250
Track Meet Director (number of meets vary per year)	\$ 150
Track Worker	Minimum Wage
Videographer Football	Minimum Wage
Visiting Team Host Football	Minimum Wage
Volleyball Invitational Tournament Director*	\$ 250
Volleyball Scorekeeper* (up to 2 games a night)	Minimum Wage
Wrestling Meet Timer/Scorer*	Minimum Wage
Wrestling Tournament Announcer Boys*	\$ 400
Wrestling Tournament Announcer Girls*	\$ 400
Wrestling Tournament Athletic Trainer*	Contract Rate
Wrestling Tournament Bracket Writer*	\$ 300
Wrestling Tournament Computer Operator*	\$ 600
Wrestling Tournament Co-Director Boys* (2)	\$ 700
Wrestling Tournament Director Girls*	\$ 700
Wrestling Tournament Hospitality Room Supervisor* (2)	\$200 per day
Wrestling Tournament Table Worker*	\$150 per day
FLOWING WELLS JUNIOR HIGH SCHOOL	
Football Chain Gang	Minimum Wage
Scorekeeper	Minimum Wage
Ticket Taker	Minimum Wage
Track Athletic Trainer	Contract Rate
Track Invitational Tournament Director*	\$ 325
Track Starter	\$75.00 per day
Wrestling Tournament Announcer*	\$ 250
Wrestling Tournament Athletic Trainer*	Contract Rate
Wrestling Tournament Custodians*	Hourly Rate
Wrestling Tournament Director*	\$ 600
Wrestling Tournament Hospitality Room Supervisor*	\$ 200
Wrestling Tournament Mat Director*	\$ 150
Wrestling Tournament Off-Duty Deputy*	Contract Rate
Wrestling Tournament Score Tables Director*	\$ 250

NOTE: If no hourly rate is listed, Support Staff are paid minimum wage with overtime based on a weighted average. Certified staff are paid minimum wage for per hour jobs. For all flat rate jobs, support staff must submit a volunteer agreement form.

FWSD SPECIAL ACTIVITY COMPENSATION LEVELS

2026-2027

CO-CURRICULAR	
<i>*Position stipend must be reimbursed to the District for any District employee who receives the stipend from student, auxiliary or gifts and donations accounts.</i>	
ACTIVITY	SY 26-27
FLOWING WELLS HIGH SCHOOL	
504 Coordinator	
Up to 25 504 students	\$ 821
Per student over 25	\$ 30
Academic Decathlon	\$ 3,086
Ambassadors Trip Coordinators (4 stipends)	\$ 1,351
Ambassadors Trip Chaperone (Up to 4 stipends)	\$ 300
AP/Honors Coordinator	\$ 2,204
Biliteracy Testing Coordinator	\$ 1,182
Challenge Testing Coordinators (one stipend each: english, math, science and social studies)	\$ 122
Challenge Testing Coordinator - Spanish Only	\$ 1,182
Chemical Hygiene Officer	\$ 1,000
College 101	\$ 2,079
Dance Sponsor (2)	\$ 3,752
Department Chair:	
5-10 Classes	\$ 1,629
11-20 Classes	\$ 1,735
21-30 Classes	\$ 1,849
31-40 Classes	\$ 1,959
41-50 Classes	\$ 2,461
51 or More Classes	\$ 2,571
Theatre	\$ 3,752
Drill Team/Honor Guard	\$ 3,752
Color Guard and Winter Guard	\$ 3,700
Color Guard and Winter Guard Assistant	\$ 2,250
Instrumental Music/Band	\$5,000
Interact Club Advisor	\$ 2,794
Link Crew Advisor	\$ 2,220
Marching Band Assistant Director (2 positions)	\$ 2,250
Marching Band Drill Writer	\$ 510
MESA	\$ 2,079
Musical at Flowing Wells High School (Biennial)*:	
Musical Stipend - Producer*	\$ 850
Musical Stipend - Conductor*	\$ 850
Musical Stipend - Costume Design*	\$ 850
Musical Stipend - Set Design*	\$ 850
Musical Stipend - Vocal Music*	\$ 850
Musical Stipend - Drama Director*	\$ 850
Musical Stipend - Dance* (2)	\$ 850
Musical Stipend - Musician* (2)	\$ 350
National Honor Society	\$ 2,079
Orchestra	\$ 3,752
Percussion Assistant (Entire School Year)	\$ 2,250
Pom Line (Entire School Year)	\$ 2,250
Seal of Fine Arts Coordinator	\$2,079
Prom Advisor	\$ 3,364
Scholarship Coordinator	\$ 1,635
Sky School Trip Coordinator	\$ 1,798
Social Media Coordinator	\$ 1,672
Special Olympics - Assistant	\$ 739

Special Olympics - Coach I Coordinator at one site	\$	1,224
Special Olympics - Coach II Coordinator at two sites	\$	1,731
Student Council Advisor	\$	2,262
Student Council Advisor and Grad Night Coordinator	\$	4,250
Student Council (Sentinel Peak)	\$	1,224
Teacher Assistance Team (TAT)		
Up to 25 TAT meetings	\$	821
Per TAT meeting over 25	\$	30
Choral Music	\$	3,752
Choral Music Accompanist	\$	2,338
Winter Pep Band		\$2,500
Yearbook	\$	2,794
SPHS/DC		
Social Media Coordinator	\$	489
FLOWING WELLS JUNIOR HIGH SCHOOL		
Cadet Teacher Coordinator	\$	974
Cadet Teacher Driver (Per Semester) 1 Gold /1 Blue	\$	649
Department Chair	\$	1,098
Theatre	\$	2,313
Honor Society	\$	1,605
Instrumental Music/Band	\$	3,086
Leadership Retreat Coordinator	\$	1,351
MathCounts Competition Coach	\$	2,736
Media Arts	\$	1,299
MESA	\$	2,079
Musical Theater Director	\$	1,605
Orchestra	\$	2,794
Science Travel Coordinator (1 stipend for all 3 trips)	\$	3,284
Science Trip Coordinator (3 stipends/1 per trip)	\$	1,798
Senators Trip Coordinator	\$	1,798
Social Media Coordinator	\$	1,003
Special Olympics - Assistant	\$	739
Special Olympics - Coach I Coordinator at one site	\$	1,224
Special Olympics - Coach II Coordinator at two sites	\$	1,731
Spelling Bee Coordinator	\$	693
Student Council	\$	2,220
TAT Coordinator (up to 25 meetings)	\$	821
Per TAT meeting over 25	\$	30
Choral Music	\$	2,267
Choral Music Accompanist	\$	1,434
Yearbook	\$	1,672
ELEMENTARY		
Band (all hires on or before 7/1/15 see #NOTE)	\$	886
Choir	\$	1,224
Grade Level Chair (K-6, Resource, Intensive Resource)	\$	815
Grand Canyon Trip Coordinator	\$	1,351
Head Teacher includes LEA Rep (K-6)	\$	1,396
Orchestra (all hires on or after 7/1/15 see #NOTE)	\$	886
Love of Reading Week Coordinator	\$	600
Science Fair Coordinator	\$	600
Social Media Coordinator	\$	489
Special Olympics - Assistant	\$	739
Special Olympics - Coach I Coordinator at one site	\$	1,224
Special Olympics - Coach II Coordinator at two sites	\$	1,731
Student Council	\$	1,224
TAT Coordinator up to 25 meetings	\$	814
Per TAT meeting above 25	\$	30
Yearbook	\$	815

PRESCHOOL		
Head Teacher (2 stipends)	\$	2,500
Love of Reading Coordinator	\$	600
Science Fair Coordinator	\$	600
Social Media Coordinator	\$	489
DISTRICT CO-CURRICULAR POSITIONS		
A+/National Award Writer	\$	1,642
District CPR Instructor	\$	1,500
District Choir Coordinator	\$	1,346
District Instrumental Music Coordinator	\$	2,794
School Improvement Team Co-chairs	\$	1,642
#NOTE: For hires before July 1, 2015, see Addendum List		
HOURLY RATES		
Crossing Guard Duty	\$	15.80
Grant Funded Tutoring - Certified Instruction with Students	\$	25.00
Grant Funded Tutoring - Classified Instruction with Students	\$	17.00
Grant Funded Program Site Supervision	\$	27.50
Certified* Instruction with Students or Parents (including translating)	\$	25.00
Certified Support of Long-Term Substitute assigned for more than 1 week		\$20.00 (NTE 8 total hours)
Curriculum Work Certified - Professional Development	\$	20.00
Support Staff - Professional Development		Hourly Rate
ESY - Certified instruction with students	\$	30.00
ESY - Classified instruction with students	\$	17.00
File Monitoring	\$	40.00
Homebound - After School Certified Instruction with Students	\$	25.00
Homebound - Classified Instruction with Students	\$	17.00
Homebound - During Planning Period	\$	25.00
IEP Writing	\$	50.00
Lunch Duty	\$	18.46
Professional Development Presenter/Trainer	\$	30.00
Support Staff Additional Duty with Students or Parents	\$	17.00
Support Staff - Translating (Use this or hourly rate, whichever is greater)	\$	17.00
Tutoring - Certified Instruction with students	\$	25.00
Tutoring - Classified Instruction with students	\$	17.00
*Counselors and Student Support Specialists are paid at the Certified Rate		

TRANSPORTATION SAC DIFFERENTIAL PAY	
Assistant to the Director of Transportation	Additional \$4.00/hour
Afterschool Route	Additional \$2.00/hour
Field Trips	Additional \$1.25/hour
Special Education Rate (Non-Sped Drivers)	Additional \$0.45/hour
Trainer	Additional \$1.50/hour

NOTE: A meal allowance is allowed for overnight trips paid through travel reimbursement.

ADDENDUMS LIST (MUST SUBMIT PAR)	
A+ Award Principal	\$ 1,610.00
Accreditation Completion	\$ 500.00
American Board of School Neuropsychology Certification	\$ 2,000.00
Best Interest Determination (BID) Meeting Coordinator	\$ 3,000.00
Elementary Band (all hires before July 1, 2015)	\$ 2,237.00
Elementary Orchestra (all hires before July 1, 2015)	\$ 2,237.00
High School Math Section	\$400/section up to \$2,000
High School Science Section	\$400/section up to \$2,000
IEPPro Coordinator	\$ 1,500.00
Instructional Coach	\$45/contact
Lead Psychologist	\$ 3,000.00
Lead Speech Pathologist	\$ 3,000.00
LEA Representative Stipend for IEP Coordinator	\$ 250.00
Mentor Teacher	\$ 500.00
National Board Certified Teacher	\$ 2,500.00
National Board Candidate Support Provider (2)	\$ 1,600.00
National Certified School Nurse	\$ 2,500.00
New Principal Mentor	\$ 1,200.00
Probationary Teacher Instructional Coaching Stipend Year 2	\$ 500.00
Probationary Teacher Instructional Coaching Stipend Year 3	\$ 350.00
Professional Development New 1 Day Workshop or Online Facilitator	\$ 500.00
Professional Development Existing 1 Day Workshop or Online Facilitator	\$ 250.00
Professional Development New 2 Day Workshop or Online Facilitator	\$ 750.00
Professional Development Existing 2 Day Workshop or Online Facilitator	\$ 500.00
Psychology Intern Supervisor	\$ 1,500.00
Psychology Mentor	\$ 1,000.00
Secondary Core Content (7-12) Teaching Resource Sections	\$400/Section
Special Education Benchmark Assessment Coordinator	\$ 1,000.00
Special Education Mentor Teacher	\$ 1,000.00
Speech-Language Pathology Assistant Supervisor	\$500 per SLP supervising a SLPA
Speech-Language Pathologist CFY Year Supervisor	\$200 per SLP-CFY
Student Teacher Intern Certificate Supervising Practitioner	\$ 1,500.00
Summer School Administrator (FWHS)	\$6050 (\$3025 per session)
Summer School Teacher (FWHS)	\$4500 (\$2250 per session)
Teaching Additional Section High School (1/5th)	Base+Override+Experience + 5
Teaching Additional Section Junior High (1/8th)	Base+Override+Experience + 8
Teaching Apprentice	Semester 1A \$950
	Semester 1B \$1,050
	Semester 2A \$1,150
	Semester 2B \$1,250
	Semester 3A \$1,350
Teaching Apprentice Mentor	Semester 1A \$400
	Semester 1B \$400
	Semester 2A \$500
	Semester 2B \$500
	Semester 3A \$600
	Semester 3B \$750
SETTA Mentor Stipend	\$400/Semester
Teacher of Record for FW Online and CTE Courses	1-10 students: \$250/quarter
	11-20 students: \$350/quarter
	21-30 students: \$450/quarter
	31+ students: \$550/quarter

FLOWING WELLS SCHOOL DISTRICT

Board Agenda Item

G-7
Agenda Item Number

July 28, 2026
Board Meeting Date

Item: Recommend Approval to Contract with Arizona Furnishings to Purchase Furniture for Fiscal Year 2026-2027

Submitted By: Dr. Kevin Stoltzfus/Monique Mata Date: July 23, 2026

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

District administration recommends approval to contract with Arizona Furnishings to purchase furniture for district classrooms and offices. The purchase would utilize pricing through the Mohave, State and 1GPA contracts (see below). The cost of the furniture is estimated to not exceed \$250,000. The funding sources for the expenditure are Maintenance & Operations, Unrestricted Capital and Auxiliary funds, Gifts and Donations.

- MOHAVE: 23G-AZF-0131 EXP 01/30/27 Facility Furnishings
- STATE: CTR067398 EXP 08/31/26 Statewide Furniture, Products and Related Services
- 1GPA: 23-16PV-01 EXP 07/01/26 Furniture, Products and Service

Estimated Cost \$ 250,000 ☐ 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: _____