



Regular Board Meeting Agenda

Tuesday, October 13, 2026 | 6:00 PM | District Office Board Room, 8176 N. Westover, Joseph City, AZ 86032

Items on the regular meeting agenda may be discussed in executive session related to employment matters, for the purpose of obtaining legal advice thereon or other matters pursuant to A.R.S. 38-431.03(A). The Governing Board may change the order of agenda items, pursuant to Governing Board Policy BEDB. The meeting room will be open to the public fifteen minutes prior to the beginning of the meeting.

1. OPENING ITEMS

- 1.A. **Call to Order**
- 1.B. **Roll Call**
- 1.C. **Pledge of Allegiance**
- 1.D. **Invocation**

2. APPROVE AGENDA

3. APPROVE MINUTES

August 11, 2026 Regular Board Meeting
August 25, 2026 Special Board Meeting
September 15, 2026 Regular Board Meeting
September 18, 2026 Policy Work Session



**Minutes of Regular Board Meeting of the Governing Board
Joseph City Unified School District
District Office Board Room, 8176 N. Westover, Joseph City, AZ 86032
Tuesday, August 11, 2026**

Members present

Eldon Larsen, President; Dayton Flake, Clerk; Karsten Flake, Lexi Nelson

Administrators present

Shannon Harvilla, Superintendent; Caleb Layden, Business Manager; Eric Miller, JH/HS Principal; Pamela Dean, Elementary Principal

Others present

17 Community members

1. OPENING ITEMS

1.A. Call to Order

Motion by Eldon Larsen to call the regular meeting to order.

Time: 6:02 p.m.

1.B. Roll Call

1.C. Pledge of Allegiance

1.D. Invocation

2. APPROVE AGENDA

Motion by Eldon Larsen to approve the agenda with the following changes to agenda item 8A: 8A 1, Dominik Flake, Volunteer, and 8A2, Sharon Spurlock, JH Assistant Softball Coach; second by Dayton Flake

Final Resolution: Motion passed.

Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Lexi Nelson

3. APPROVE MINUTES

July 14, 2026 Regular Board Meeting

July 22, 2026 Special Board Meeting

July 24, 2026 Special Board Meeting

Motion to approve minutes from July 14, 2026 Regular Board Meeting, July 22, 2026 Special Board Meeting, July 24, 2026 Special Board Meeting; second by Lexi Nelson

Final Resolution: Motion passed.

Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Lexi Nelson

4. SUPERINTENDENT'S REPORT

5. REQUESTS TO SPEAK TO THE GOVERNING BOARD

Kelly Metzger, Box Tops for Education

Adriane Bushman, Appreciation for School Safety procedures

6. CONSENT AGENDA

Motion by Eldon Larsen to approve the Consent Agenda, Items 6A – 6F; second by Dayton Flake
Final Resolution: Motion passed.

Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Lexi Nelson

6.A. Approve Expense Vouchers

Action to ratify district vouchers for the period 7/01/2026 through 7/31/2026.

General and Special Funds: #24 \$160,005.54; #25 \$164,668.16; #26 \$373,621.43; #7 \$83,473.19; #1039 \$44,623.15; #1040 \$21,880.74; #1041 \$78,183.17; #1042 \$76,291.74

Auxiliary Operations Funds: #1078 \$3,761.81; #1082 \$240.00; #1083 \$442.00; #1088 \$2,901.81

Student Activities Fund: #1080 \$300.00; #1084 \$7,432.25; #1085 \$300.00; #1087 \$500.51

6.B. Student Activities Fund Report

Revenues, expenditures and charges in the Student Activities Fund Report; period of 7/1/2026 through 7/31/2026.

6.C. Student Fundraisers

Organization	Description	Action
HS Football	Football Camp	Ratify
HS Cheerleaders	Selling Ads	Ratify

6.D. Gifts & Donations

Donor	Item	School/Program	Purpose	Amount
GoPowerSports	6 98cc engines	Auto Program	Hands on Experience	\$1320.00
Harbor Freight	\$100	Auto Program	Supplies	\$100
Blattner Energy	School Supplies	School-wide	Class Supplies	approx. \$500

6.E. Approve Qualified Evaluators for Certified Staff

6.F. Disposal of Surplus Property

Approve the disposal of unused surplus furniture, equipment, books, vehicles and other items in compliance with Arizona statutes and administrative code via our online auction web service.

7. POSSIBLE EXECUTIVE SESSION (*)

None

8. ACTION ITEMS

8.A. Personnel Requests (*)

Name	Assignment	Action
Bowler, Laurie	Chess Club Sponsor	Renewal
Bowler, Laurie	Class Sponsor	Renewal
Bowler, Laurie	NCA Chairperson	Renewal
Bowler, Laurie	National Honor Society Sponsor	Renewal
Brawley, Gianna	Student Worker	Renewal
Brawley, Micah	Class Sponsor	Renewal
Brawley, Micah	Skills USA	Renewal
Bushman, Brayden	Student Worker	Renewal
Bushman, Dan	Graduation Coordinator	Renewal
Bushman, Dan	CTE Director	Renewal

Bushman, Jess	Class Sponsor	Renewal
Deets, Trenton	Student Worker	Renewal
Delgado, Christian	Student Worker	Renewal
Edwards, Jeri	Class Sponsor	Renewal
Edwards, Jeri	JH Student Council Advisor	Appointment
Fischer, Brad	Class Sponsor	Renewal
Fischer, Rosemary	Student Worker	Renewal
Gayer, Michael	Chess Club Sponsor	Renewal
Gayer, Michael	Class Sponsor	Renewal
Gardner, Justin	Student Worker	Renewal
Hansen, Kylie	Student Worker	Renewal
Hansen, MariJoe	Class Sponsor	Renewal
Hutchens, Dan	Class Sponsor	Renewal
Hutchens, Daniel III	Auditorium Coordinator	Assignment
Isaacson, Taura	Class Sponsor	Renewal
Johnstun, Aaron	Class Sponsor	Renewal
Larsen, Trina	Class Sponsor	Renewal
Larsen, Trina	FFA Assistant Sponsor	Renewal
Miller, Kylie	Class Sponsor	Renewal
Miller, Paxton	Student Worker	Renewal
Mosier, Darrel	Volunteer	Acceptance
Neal, Lillian	Class Sponsor	Renewal
Nez, Kalebrinta	Student Worker	Renewal
Pedersen, Jordan	Auditorium Worker	Renewal
Petersen, Wylie	Student Worker	Renewal
Peterson, Amy	Class Sponsor	Renewal
Peterson, Amy	Concession Stand Supervisor	Assignment
Peterson, Amy	FBLA Sponsor	Assignment
Peterson, Amy	Red Ribbon Coordinator	Renewal
Rael, Dimitrios	Student Worker	Renewal
Rael, Synali	Student Worker	Renewal
Rush, Kay	Class Sponsor	Renewal
Sander, JJ	Student Worker	Renewal
Smith, Tyson	Class Sponsor	Renewal
Smith, Tyson	Hot Rod Club Advisor	Renewal
Smith, Tyson	Skills USA	Renewal
Sorgen, Ed	Concession Stand Supervisor	Renewal
Spurlock, Gina	Substitute Bus Driver	Appointment
Varney, Jean	JH/HS Volunteer	Acceptance
Westover, Jennifer	HS Student Council Advisor	Renewal

Whetten, Jason	Drama Coach	Renewal

Motion by Eldon Larsen to approve 8.A. personnel as presented; second by Lexi Nelson

Final Resolution: Motion approved.

Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Lexi Nelson

8.A.1

Flake, Dominik	Volunteer	Acceptance
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Motion by Eldon Larsen to approve 8.A.1. personnel as presented; second by Lexi Nelson

Final Resolution: Motion approved.

Yes: Eldon Larsen, Karsten Flake, Lexi Nelson

Abstained: Dayton Flake

8.A.2

Spurlock, Sharon	JH Assistant Softball Coach	Ratify
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Motion by Karsten Flake to approve 8.A.2. personnel as presented; second by Lexi Nelson

Final Resolution: Motion approved.

Yes: Dayton Flake, Karsten Flake, Lexi Nelson

Abstained: Eldon Larsen

8.B. Appoint a Delegate to represent the JCUSD Governing Board at the ASBA Delegate Assembly.

Consideration and possible action to appoint a delegate and alternate to represent JCUSD as the district delegate to the Arizona School Board's Association delegate assembly to be held on September 12, 2026.

Motion by Eldon Larsen to nominate Lexi Nelson as delegate to represent JCUSD at the ASBA Assembly with Eldon Larsen as alternate; second by Dayton Flake

Final Resolution: Motion passed.

Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Lexi Nelson

8.C. A Resolution of the Governing Board of Joseph City Unified School District No.2 Authorizing and Requesting an Advance of Basic State Aid from the Arizona Department of Education pursuant to A.R.S. § 15-973(C)

A Resolution of the Governing Board of Joseph City Unified School District No.2 Discussion and possible action to approve Resolution No. 2026-50 Authorizing a Request for an Advance of Basic State Aid from the Arizona Department of Education pursuant to A.R.S. § 15-973(C)

Motion by Eldon Larsen to approve Resolution No. 2026-50 Authorizing a Request for an Advance of Basic State Aid from the Arizona Department of Education pursuant to A.R.S. § 15-973(C); second by Karsten Flake

Final Resolution: Motion passed

Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Lexi Nelson

8.D. A Resolution Authorizing and Requesting a Revolving Line of Credit through the Navajo County Treasurer. Effective beginning Fiscal Year 2026-2027

Discussion and Possible Action to Authorize and Request a Revolving Line of Credit through the Navajo County Treasurer for Fiscal Year 2026-27 in an Amount not to Exceed \$2,600,000., Pursuant to A.R.S. §11-604.01.

Motion by Eldon Larsen to Authorize and Request a Revolving Line of Credit through the Navajo County Treasurer for Fiscal Year 2026-27 in an Amount not to Exceed \$2,600,000., Pursuant to A.R.S. §11-604.01.; second by Karsten Flake

Final Resolution: Motion passed

Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Lexi Nelson

9. INFORMATION ITEMS

None

9.A. Review of Possible Policy Changes to be Considered for Adoption at a Future Meeting PA 1047-1064

See the attached Policy Advisory for policy changes to be considered. See the Link section of this agenda item to view the current policy manual. No policy changes will be adopted at this meeting. Policies affected BEBD, CBA, DJ, DJE, IHA, IHB-R, IKE-RB, IKF, JF-R, JFAA-R, JFAB-R, JFABC-R, JFABD-RB, JFABDA-RB, New Regulation JFB_RB, JJAB, Regulation JR-R, KFA.

9.B. Requests for Future Agenda Items

9.C. Upcoming Meetings and Events Calendar

- Next Regular Board Meeting - September 15, 2026
- ASBA Law Conference - September 9-11, 2026

10. ADJOURNMENT

Motion to adjourn by Eldon Larsen; second by Karsten Flake

Final Resolution: Motion passed

Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Lexi Nelson

Time: 6:29 p.m.

APPROVED:

Board Clerk or President



**Minutes of Special Board Meeting of the Governing Board
Joseph City Unified School District
District Office Board Room, 8176 N. Westover, Joseph City, AZ 86032
Tuesday, August 25, 2026**

Members present

Eldon Larsen, President; Dayton Flake, Clerk; Karsten Flake, Cat Hansen, Lexi Nelson

Administrators present

Shannon Harvilla, Superintendent; Eric Miller, JH/HS Principal; Pamela Dean, Elementary Principal

Others present

One community member

1. OPENING ITEMS

1.A. Call to Order

Motion by Eldon Larsen to call the meeting to order.

Time: 6:00 p.m.

1.B. Roll Call

1.C. Pledge of Allegiance

1.D. Invocation

1.E. Adoption of Agenda

Motion by Eldon Larsen to adopt the agenda as presented; second by Cat Hansen

Final Resolution: Motion passed.

Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

2. EXECUTIVE SESSION (*)

None

3. PERSONNEL REQUESTS (*)

None

4. ACTION ITEMS

4.A. Request to Change JCUSD Academic Calendar 2026-27 - Spring Break Dates

Request to change the 2026-27 JCUSD Academic Calendar spring break dates from March 8-11, 2027 to March 15-18, 2027.

Note: this will also change the previously scheduled Parent Teacher conferences from March 18, 2027 to March 11, 2027.

Motion by Eldon Larsen to make the changes to the FY 2027, as requested; second by Lexi Nelson

Final Resolution: Motion passed.

Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

5. DISCUSSION ITEMS

5.A. Schedule possible future dates for Policy Workshop.

Suggested that the Governing Board meet monthly on the third Fridays at 1:00 pm for Policy Workshops.
Beginning with September 18, 2026 at 1:00 p.m.

6. INFORMATION ITEMS

7. ADJOURNMENT

Motion to adjourn by Eldon Larsen; second by Lexi Nelson

Final Resolution: Motion passed

Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

Time: 6:05 p.m.

APPROVED:

Board Clerk or President



**Minutes of Regular Board Meeting of the Governing Board
Joseph City Unified School District
District Office Board Room, 8176 N. Westover, Joseph City, AZ 86032
Tuesday, September 15, 2026**

Members present

Karsten Flake, Lexi Nelson, Cat Hansen

Administrators present

Shannon Harvilla, Superintendent; Caleb Layden, Business Manager; Eric Miller, JH/HS Principal

Others present

14 Community members

1. OPENING ITEMS

1.A. Call to Order

Motion by Lexi Nelson to call the regular meeting to order.

Time: 6:00 p.m.

1.B. Roll Call

1.C. Pledge of Allegiance

1.D. Invocation

2. APPROVE AGENDA

Motion by Lexi Nelson to approve the agenda with the following changes: Separate 6.A. from Consent Agenda and add it to the Action Items as Item 8.H; second by Karsten Flake

Final Resolution: Motion passed.

Yes: Lexi Nelson, Karsten Flake, Cat Hansen

3. APPROVE MINUTES

August 11, 2026 Regular Board Meeting

August 25, 2026 Special Board Meeting

Not Acted upon

4. SUPERINTENDENT'S REPORT

4.A. Wildcat Way Students of the Month

Students of the Month for August 2026

Ryslyn Fischer

Grace Birk

Charles Gardner

Kylie Hansen

5. REQUESTS TO SPEAK TO THE GOVERNING BOARD

None

6. CONSENT AGENDA

Motion by Lexi Nelson to approve the Consent Agenda, Items 6A – 6E; second by Cat Hansen

Final Resolution: Motion passed.

Yes: Lexi Nelson, Karsten Flake, Cat Hansen

6.A. Approve Expense Vouchers

Action to ratify district vouchers for the period August 1, 2026 through August 31, 2026.

General and Special Funds: #1003, #1004, #1005, #1006 — \$217,973.05

Auxiliary Operations Funds: Pending August payroll and External Accounts reconciliation.

Student Activities Fund: Pending August payroll and External Accounts reconciliation.

6.B. Student Activities Fund Report

Revenues, expenditures and charges in the Student Activities Fund Report; period of August 1, 2026 through August 31, 2026.

6.C. Student Fundraisers

Organization	Description	Action
Class of 2027	Snowcone Sales	Ratify
Class of 2030	Cotton Candy Sales	Ratify
HS Boys Basketball	School Fundr Online donations	Approve
Student Council	Homecoming Dance	Ratify

6.D. Gifts & Donations

Donor	Item	School/Program	Purpose	Amount
1 GPA	check	District wide Student Accounts	Bringing All outstanding Lunch Accounts to Date	\$12,088.96
Arizona Diamondbacks Foundation	check	Youth Sports	To support Sports in the schools	\$1000

7. POSSIBLE EXECUTIVE SESSION (*)

None

8. ACTION ITEMS

8.A. Personnel Requests (*)

Name	Assignment	Action
Bowler, Laurie	JH/HS Tutor	Assignment
Brown, Kevin	Volunteer, Athletic	Acceptance
Bushman, Adriane	Preschool Aide	Appointment
Bushman, Adriane	Elementary Yearbook Coordinator	Assignment
Bushman, Jess	Science Fair Coordinator	Assignment
DeShazor, Steven	Custodial Coordinator	Resignation
Edwards, Sydnee	JH Softball Volunteer	Acceptance
Fish, Kari	JH Softball Volunteer	Acceptance
Hansen, Ruth	Title I Coordinator - ESI contracted Employee	Resignation

		Effective 10/1/26
Hutchens, Daniel III	Custodial Coordinator	Appointment
Johnstun, Aaron	JH/HS Tutor	Assignment
Metzger, Kelly	Red Ribbon Week Coordinator	Assignment
Miller, Ava	Substitute Teacher*	Appointment
Moss, Benson	Auditorium Tech	Appointment
Smith, Jim	Event worker	Renewal

Motion by Lexi Nelson to approve Personnel Requests as presented; second by Cat Hansen

Final Resolution: Motion passed.

Yes: Lexi Nelson, Karsten Flake, Cat Hansen

8.A.(i) Personnel Requests (*)

Name	Assignment	Action
Spurlock, Sharon	Substitute Teacher	Appointment

Motion by Lexi Nelson to approve Personnel Request as presented; second by Karsten Flake

Final Resolution: Motion passed.

Yes: Lexi Nelson, Karsten Flake, Cat Hansen

8.B. Resolution: 2027 Preventative Maintenance Guideline and Plan

Motion by Lexi Nelson to approve Resolution 2027-1 Preventative Maintenance Guideline and Plan as presented; second by Karsten Flake

Final Resolution: Motion passed.

Yes: Lexi Nelson, Karsten Flake, Cat Hansen

8.C. Resolution: FY 2027 Capital Plan

Motion by Lexi Nelson to approve Resolution 27-2 Capital Plan as presented; second by Karsten Flake

Final Resolution: Motion passed.

Yes: Lexi Nelson, Karsten Flake, Cat Hansen

8.D. Resolution : 2027-3 Building Inventory

Motion by Lexi Nelson to approve Resolution 27-2 Capital Plan as presented; second by Karsten Flake

Final Resolution: Motion passed.

Yes: Lexi Nelson, Karsten Flake, Cat Hansen

8.E. PUBLIC HEARING and Approval of 2026-27 Performance Pay Plans for Teachers and Certified Specialists and Classroom Site Fund Allocation.

Motion to by Lexi Nelson to open the public hearing at 6:16 p.m.

No comments

Public Hearing closed at 6:18 p.m.

Motion to approve 2026-27 Performance Pay Plans for Teachers and Certified Specialists and Classroom Site Fund Allocation by Lexi Nelson; second by Cat Hansen

Final Resolution: Motion passed.

Yes: Lexi Nelson, Karsten Flake, Cat Hansen

8.F. Adoption of High School Environmental Science textbook and curriculum materials.

Textbooks, supplementary materials and online resources proposed for adoption are High School Environmental Science PDF version of Environmental Science Copyright© by Holt, Rinehart and Winston Text that students would use for their textbook assignments is the PDF version of Environmental Science Copyright© by Holt, Rinehart and Winston

<https://anyflip.com/qjhij/xqst/basic>

<https://drive.google.com/open?id=1HVZpKA9EgPs5H03uhNIJ0qc0Bm-HnTK5>

Motion to approve and adopt the High School Environmental Science textbook and curriculum materials
Final Resolution: Motion passed.
Yes: Lexi Nelson, Karsten Flake, Cat Hansen

8.G. Discussion and Approval of Changes to Governing Board Policies reviewed August 11, 2026: BEDB, CBA, DJ, DJE, IHA, IHB-R, IKE-RB, IKF, JF-R, JFAA-R, JFAB-R, JFABC-R, JFABD-RB, JFABDA-RB, new Regulation JFB-RB, JJAB, Regulation JR-R, KFA

Motion by Lexi Nelson to adopt the above 17 board policies, omitting Policy DJ, which will be presented at a future board meeting; second by Karsten Flake
Final Resolution: Motion passed.
Yes: Lexi Nelson, Karsten Flake, Cat Hansen

8.H. Approve FY 2026-27 Fee Schedules

FY 2026-27 Fee Schedules: Community Use of Facilities Fees, JH/HS activity Fees, Elementary / Preschool Tuition and Fees.
Motion to approve FY 2026-27 Fee Schedule by Lexi Nelson; second by Karsten Flake
Final Resolution: Motion passed.
Yes: Lexi Nelson, Karsten Flake, Cat Hansen

9. INFORMATION ITEMS

9.A. Requests for Future Agenda Items

Policy D.J. for discussion and possible approval
Upcoming out of state travel for Pamela Dean, Shannon Harvilla.

9.B. Upcoming Meetings and Events Calendar

- Policy Work Session - September 18, 2026 at 1:00 p.m.
- Next Regular Board Meeting - October 13, 2026 at 6:00 p.m.

9.C. Review of Possible Policy Changes to be Considered for Adoption at a Future Meeting

See the attached Policy Advisory for policy changes to be considered. Policies affected: New regulation DJ-R Purchasing Ethics; Policy BCB - Board Member Conflict of Interest and its accompanying Exhibit BCB-E, and Policy GBEAA - Conflict of Interest and its accompanying Exhibit GBEAA-E.

10. ADJOURNMENT

Motion to adjourn by Lexi Nelson; second by Cat Hansen
Final Resolution: Motion passed
Yes: Lexi Nelson, Cat Hansen, Karsten Flake
Time: 6:26 p.m.

APPROVED:

Board Clerk or President



**Minutes of Policy Work Session of the Governing Board
Joseph City Unified School District
District Office Board Room, 8176 N. Westover, Joseph City, AZ 86032
Friday, September 18, 2026**

Members present

Dayton Flake, Karsten Flake, Cat Hansen Lexi Nelson

Administrators present

Shannon Harvilla, Superintendent; Caleb Layden, Business Manager; Pamela Dean, Elementary Principal

Others present

One Community member

1. OPENING ITEMS

1.A. Call to Order

Motion by Lexi Nelson, acting as President, to call the policy work session to order.

Time: 1:00 p.m.

1.B. ITEMS FOR DISCUSSION AND REVIEW

The Governing Board will not vote on Discussion or Review Items and any action taken as a result of this discussion will be limited to directing staff to study the matter or scheduling the matter for a future agenda.

1.C. Policy review plan for 2026-2027

Monthly workshop schedule, section order, and review method. Discussion only.

1.D. Policy BCB, Board Member Conflict of Interest, and Exhibit BCB-E (ASBA Policy Advisory 1067); Policy GBEAA, Conflict of Interest, and Exhibit GBEAA-E (ASBA Policy Advisory 1068).

Discussion only.

1.E. Policy DJ, Purchasing Ethics, and new Regulation DJ-R. ASBA Policy Advisory 1066.

Discussion only.

1.F. Policy DGD, Credit Cards, Regulation DGD-R, and Exhibit DGD-E. ASBA Policy Advisory 1065

Review of current practice against policy. Discussion only.

1.G. Exhibit DFA-E (Policy Advisory 1032), Policy GCCB (Policy Advisory 994), Policy GCL

(Policy Advisory 1012), Policy GCMC (Policy Advisory 1013), and Regulation GCO-RB (Policy Advisory 1015).

Documents the Arizona School Boards Association has directed be removed from the policy manual: Exhibit DFA-E (Policy Advisory 1032), Policy GCCB (Policy Advisory 994), Policy GCL (Policy Advisory 1012), Policy GCMC (Policy Advisory 1013), and Regulation GCO-RB (Policy Advisory 1015). Discussion only.

1.H. Policies JF-R, JFAA-R, JFAB-R, JFABC-R, JFABD-RB, JFABDA-RB, and JFB-RB

Admissions and residency regulations adopted September 15, 2026: JF-R, JFAA-R, JFAB-R, JFABC-R, JFABD-RB, JFABDA-RB, and JFB-RB. Implementation and forms. Discussion only.

1.I. Policy JLDB, Exhibits JLDB-EA, JLDB-EB, JLDB-EC, and JLDB-ED.

Policy JLDB, Restraint and Seclusion, and Exhibits JLDB-EA, JLDB-EB, JLDB-EC, and JLDB-ED. Status of legal review and staff training. Discussion only.

1.J. Policy ACAA, Title IX Sex Discrimination, and Regulation ACAA-R. Title IX Coordinator designation.

Discussion only.

1.K. Items for the October 16, 2026 policy work session: Sections A, B, and C of the policy manual.

Discussion only.

2. Adjournment

Motion to adjourn by Lexi Nelson;

Time: 2:20 pm

APPROVED:

Board Clerk or President

4. SUPERINTENDENT'S REPORT

5. REQUESTS TO SPEAK TO THE GOVERNING BOARD

The procedure for addressing the Board in a public meeting may be viewed here: <https://josephcityaz.sites.thrillshare.com/page/public-comments>

6. CONSENT AGENDA

Vote on Consent Agenda. All items listed will be considered as a group and will be approved with one motion unless a Board Member requests an item be removed from the consent agenda and considered as a separate item.

6.A. Approve Expense Vouchers

Action to ratify district vouchers for the period ____ through ____.

General and Special Funds: # 1007,1008

Auxiliary Operations Funds: #

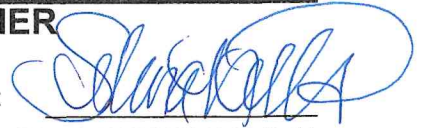
Student Activities Fund: #

JOSEPH CITY UNIFIED SCHOOL DISTRICT VOUCHER

Voucher No: 1007

Voucher Date: 09/09/2026

Prepared By:



Printed: 09/10/2026 09:56:43 AM

THE COUNTY SCHOOL SUPERINTENDENT OF NAVAJO COUNTY is hereby authorized to draw warrants against JOSEPH CITY UNIFIED SCHOOL DISTRICT funds for the sum of \$89,444.23 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2026 to June 30, 2027 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Caleb Layden

Eldon Larsen

President

Dayton Flake

Clerk

Karsten Flake

Member

Cat Hansen

Member

Lexi Nelson

Member

JOSEPH CITY UNIFIED SCHOOL DISTRICT

Fund		Amount
001	Maintenance and Operation Fund	\$37,998.70
010	Classroom Site	\$136.68
400	Voc-Ed CTE Priority	\$680.00
510	Food Service	\$49,549.15
610	Capital Outlay	\$1,079.70
		\$89,444.23

Joseph City Unified School District

Voucher Detail Listing

Voucher Batch Number: 1007 09/09/2026

Fiscal Year: 2026-2027

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
APS	K00486					
Check Group:						
Open Purchase Order for Electricity for FY26-27. Not to Exceed \$198,000.00. Valid thorough 6/30/2027.		0.41	270128	V55482964	001.100.2600.6622.101.000	\$55.22
				9/4/2026	Undesignated	
Open Purchase Order for Electricity for FY26-27. Not to Exceed \$198,000.00. Valid thorough 6/30/2027.		0.24	270128	V55482964	001.100.2600.6622.102.000	\$32.33
				9/4/2026	Undesignated	
Open Purchase Order for Electricity for FY26-27. Not to Exceed \$198,000.00. Valid thorough 6/30/2027.		0.35	270128	V55482964	001.100.2600.6622.203.000	\$47.15
				9/4/2026	Undesignated	
Check #: 0						
PO/InvoiceTotal:						\$134.70
Vendor Total:						\$134.70
AQUATIC ENVIRONMENTAL SYSTEMS	2490					
Check Group:						
Impeller, IHP, Pulsar Booster Pump (79214)		1	270217	320475	001.900.3300.6610.500.515	\$143.94
				9/4/2026	Supplies DIST Swimming Pool M&O	
Cord Ring for Seal Plate (79214)		1	270217	320475	001.900.3300.6610.500.515	\$20.76
				9/4/2026	Supplies DIST Swimming Pool M&O	
Shaft Seal, PS201, (79214)		1	270217	320475	001.900.3300.6610.500.515	\$12.23
				9/4/2026	Supplies DIST Swimming Pool M&O	
Diffuser, 1.5 HP - 2.5 HP		1	270217	320475	001.900.3300.6610.500.515	\$50.74
				9/4/2026	Supplies DIST Swimming Pool M&O	
MAX E-PRO / DYNA-PRO DIFFUSER O-RING		1	270217	320475	001.900.3300.6610.500.515	\$13.01
				9/4/2026	Supplies DIST Swimming Pool M&O	
Check #: 0						
PO/InvoiceTotal:						\$240.68
Vendor Total:						\$240.68
Arizona Association FFA						
Check Group:						

Joseph City Unified School District

Voucher Detail Listing

Voucher Batch Number: 1007

09/09/2026

Fiscal Year: 2026-2027

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Please check the accounting code. FFA State Leadership Conference for students.		1	270237	V31367326 9/4/2026	400.300.2190.6890.203.000 Student Travel HS CTE Student Sup CTE-PRIORITY Check #: 0	\$680.00
						PO/InvoiceTotal: \$680.00
						Vendor Total: \$680.00
Arizona Department of Education						
Check Group:						
Register Pamela Dean and Jori Mosier for IDEA Conference.		2	270064	V79379502 9/4/2026	001.200.2213.6360.500.000 Staff Training DIST SpEd Instructional M&O Check #: 0	\$850.00
						PO/InvoiceTotal: \$850.00
						Vendor Total: \$850.00
Arizona Hardwood Floor Supply						
Check Group:						
Work on the gym floor		1	270180	0053106 9/4/2026	001.100.1000.6610.203.106 Supplies Check #: 0	\$2,512.81
						PO/InvoiceTotal: \$2,512.81
						Vendor Total: \$2,512.81
Calvin Paulsell						
Check Group:						
Pool pump repair - labor		1	270218	V41343002 9/4/2026	001.100.2600.6221.500.515 Swimming Pool Check #: 0	\$210.00
						PO/InvoiceTotal: \$210.00
						Vendor Total: \$210.00
Capital Financial PLC						
Check Group:						

Joseph City Unified School District

Voucher Detail Listing

Voucher Batch Number: 1007 09/09/2026

Fiscal Year: 2026-2027

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Annual Fee for Broker Services Insurance Benefits FY 2026-2027		1	270160	CM 1469 9/4/2026	001.100.2510.6810.500.000 Dues and Fees	\$666.66
				Check #: 0		
					PO/InvoiceTotal:	\$666.66
					Vendor Total:	\$666.66
DEPARTMENT OF ECONOMIC SEC.	1562					
Check Group:						
QUARTER 2 TAX LATE FILING FEE 2026		1	270240	2047440-8 9/4/2026	001.100.2310.6250.500.000 Unemployment Insurance	\$200.00
				Check #: 0		
					PO/InvoiceTotal:	\$200.00
					Vendor Total:	\$200.00
Ericka Hunt						
Check Group:						
Mileage Reimbursement		204	270243	V94099526 9/4/2026	010.100.2213.6580.101.524 Staff Travel EL Instr Support CSF	\$136.68
				Check #: 0		
					PO/InvoiceTotal:	\$136.68
					Vendor Total:	\$136.68
GoTo Communications, Inc.						
Check Group:						
Connect Bundle Jive - District Wide Phone Service		0.8	270051	IN7105634882 9/4/2026	001.100.2230.6531.500.000 Undesignated	\$1,511.59
Connect Bundle Jive - District Wide Phone Service		0.2	270051	IN7105634882 9/4/2026	001.100.2600.6531.500.000 Undesignated	\$377.90
				Check #: 0		
					PO/InvoiceTotal:	\$1,889.49
					Vendor Total:	\$1,889.49
Hopi Athletics						

Joseph City Unified School District

Voucher Detail Listing

Voucher Batch Number: 1007

09/09/2026

Fiscal Year: 2026-2027

Vendor Remit Name
Description

Vendor #

QTY

PO No.

Invoice
Invoice Date

Account

Amount

Check Group:

Boys and Girls Entry Fee w/a discount for a small girls fee

1 270236

2026 Baker XC
Invite
9/4/2026

001.620.1000.6810.203.000

Dues & Fees | HS Athletics | M&O

\$280.00

Check #: 0

PO/InvoiceTotal: \$280.00

Vendor Total: \$280.00

Intelligent Marking USA Inc

Check Group:

Turf Tank Two Triple Gridiron 3 years subscription Paint
Type 1

1 270233

INV00025864
9/4/2026

001.620.2600.6440.500.000

Rentals

\$9,046.55

Check #: 0

PO/InvoiceTotal: \$9,046.55

Vendor Total: \$9,046.55

Jr's Shop

Check Group:

Open Purchase Order for Bus Repair FY 26-27

1 270013

11314
9/4/2026

001.400.2700.6431.500.000

Repairs & Maint | DIST Transportation | M&O

\$340.16

Check #: 0

PO/InvoiceTotal: \$340.16

Vendor Total: \$340.16

Martinez Plumbing

1807

Check Group:

Wax Ring Replacement

2 270248

142246
9/9/2026

001.100.2600.6431.203.000

Repairs & Maintenance | HS Facility Maint | M&O

\$369.71

Commercial Service Call

9 270248

142246
9/9/2026

001.100.2600.6431.203.000

Repairs & Maintenance | HS Facility Maint | M&O

\$1,093.28

Sewer Material

11 270248

142246
9/9/2026

001.100.2600.6431.203.000

Repairs & Maintenance | HS Facility Maint | M&O

\$2,785.17

Joseph City Unified School District

Voucher Detail Listing

Voucher Batch Number: 1007

09/09/2026

Fiscal Year: 2026-2027

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Back Toilet ring		11	270248	142246 9/9/2026	001.100.2600.6431.203.000 Repairs & Maintenance HS Facility Maint M&O Check #: 0	\$416.20
						PO/InvoiceTotal: \$4,664.36
						Vendor Total: \$4,664.36
NASSA						
Check Group:						
NASSA Annual Dues for 2026-27 School Year		1	270239	2704 9/4/2026	001.200.2100.6810.101.000 Dues & Fees EL SpEd Student Support M&O Check #: 0	\$50.00
						PO/InvoiceTotal: \$50.00
						Vendor Total: \$50.00
RWC International, LTD						
Check Group:						
Open Purchase Order for Bus Repair and Maintenance FY 26-27		1	270022	XA109030240:01 9/4/2026	001.400.2700.6431.500.000 Repairs & Maint DIST Transportation M&O Check #: 0	\$560.06
						PO/InvoiceTotal: \$560.06
						Vendor Total: \$560.06
SAFEWAY STORES INC.	K03272					
Check Group:						
Food Supplies		1	270187	2770864 9/9/2026	001.100.1000.6610.203.000 Supplies HS Instructional M&O Check #: 0	\$61.88
						PO/InvoiceTotal: \$61.88
						Vendor Total: \$61.88
Southwest Foodservice Excellence, LLC						
Check Group:						

Joseph City Unified School District

Voucher Batch Number: 1007

09/09/2026

Voucher Detail Listing

Fiscal Year: 2026-2027

Vendor Remit Name
Description

Vendor #

QTY

PO No.

Invoice
Invoice Date

Account

Amount

Food Costs	1	270229	260710090	510.100.3100.6574.500.000	\$27,903.53
			9/8/2026	Undesignated	
Management Fee	1	270229	260710090	510.100.3100.6575.500.000	\$701.69
			9/8/2026	Undesignated	
POS Computer Software Costs	1	270229	260710090	510.100.3100.6576.500.000	\$504.53
			9/8/2026	Undesignated	
Chemical Cost	1	270229	260710090	510.100.3100.6573.500.000	\$793.52
			9/8/2026	Undesignated	
Insurance	1	270229	260710090	510.100.3100.6576.500.000	\$259.61
			9/8/2026	Undesignated	
Paper Costs	1	270229	260710090	510.100.3100.6573.500.000	\$1,206.62
			9/8/2026	Undesignated	
Labor Costs	1	270229	260710090	510.100.3100.6571.500.000	\$12,340.58
			9/8/2026	Undesignated	
Payroll Tax Benefits & other costs	1	270229	260710090	510.100.3100.6572.500.000	\$3,911.50
			9/8/2026	Undesignated	
Administrative Fee	1	270229	260710090	510.100.3100.6576.500.000	\$1,927.57
			9/8/2026	Undesignated	

Check #: 0

PO/InvoiceTotal: \$49,549.15

Vendor Total: \$49,549.15

Tech to School

Check Group:

Google Chrome Management Console, Education
Perpetual

30 270155

TTS12288

610.100.2580.6737.500.000

\$1,079.70

9/8/2026

Technology Equip UNDER \$5k | DIST Admin Sup | CAP

Check #: 0

PO/InvoiceTotal: \$1,079.70

Vendor Total: \$1,079.70

TRANE

0

Check Group:

Joseph City Unified School District

Voucher Detail Listing

Voucher Batch Number: 1007

09/09/2026

Fiscal Year: 2026-2027

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
HS Annual Service Agreement for RTAC		1	270177	990670594 9/4/2026	001.100.2600.6431.203.000 Repairs & Maintenance HS Facility Maint M&O	\$6,736.00
Check #: 0						
PO/InvoiceTotal:						\$6,736.00
Vendor Total:						\$6,736.00
UNS Gas Inc	K03612					
Check Group:						
Open Purchase for Natural Gas for FY 26-27 Not to Exceed \$90,000.00. Valid through 6/30/2027.		0.41	270061	V12799290 9/9/2026	001.100.2600.6621.101.000 Undesignated	\$808.99
Open Purchase for Natural Gas for FY 26-27 Not to Exceed \$90,000.00. Valid through 6/30/2027.		0.24	270061	V12799290 9/9/2026	001.100.2600.6621.102.000 Undesignated	\$473.55
Open Purchase for Natural Gas for FY 26-27 Not to Exceed \$90,000.00. Valid through 6/30/2027.		0.35	270061	V12799290 9/9/2026	001.100.2600.6621.203.000 Undesignated	\$690.60
Check #: 0						
PO/InvoiceTotal:						\$1,973.14
Vendor Total:						\$1,973.14
WALT'S HARDWARE	2441					
Check Group:						
Walt's Hardware Open PO - not to exceed \$10,000		1	270042	A269427 9/8/2026	001.100.2600.6610.500.000 Supplies DIST Facility Maintenance M&O	\$13.09
Walt's Hardware Open PO - not to exceed \$10,000		1	270042	A269634 9/8/2026	001.100.2600.6610.500.000 Supplies DIST Facility Maintenance M&O	\$61.55
Walt's Hardware Open PO - not to exceed \$10,000		1	270042	A269650 9/8/2026	001.100.2600.6610.500.000 Supplies DIST Facility Maintenance M&O	\$41.11
Walt's Hardware Open PO - not to exceed \$10,000		1	270042	A269703 9/8/2026	001.100.2600.6610.500.000 Supplies DIST Facility Maintenance M&O	\$29.48
Walt's Hardware Open PO - not to exceed \$10,000		1	270042	B260427 9/8/2026	001.100.2600.6610.500.000 Supplies DIST Facility Maintenance M&O	\$44.59
Check #: 0						

Joseph City Unified School District

Voucher Detail Listing

Voucher Batch Number: 1007

09/09/2026

Fiscal Year: 2026-2027

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$189.82
						Vendor Total: \$189.82
WEX Bank	0					
Check Group:						
Open Purchase Order for FY 26-27. for Fuel. Not to Exceed \$10,000.00. Valid through 6/30/2027.		1	270170	114870866	001.400.2700.6626.500.000	\$1,947.47
				9/4/2026	Gasoline DIST Transportation M&O	
Open Purchase Order for Diesel fule for FY 26-27. Not to Exceed \$65,000.00. Valid through 6/30/2027.		1	270170	114870866	001.400.2700.6627.500.000	\$5,444.92
				9/4/2026	Diesel Fuel DIST Transportation M&O	
Check #: 0						
						PO/InvoiceTotal: \$7,392.39
						Vendor Total: \$7,392.39
						Grand Total: \$89,444.23

End of Report

Joseph City Unified School District

Warrant Vouchers

BMO Bank N.A.
P O Box 5732
.
Carol Stream, IL 60197-5732

Account	PO No.	Invoice	Description	Amount
001.100.2320.6580.500.000	270220	V57512542	Dinner - not to exceed \$20 - Superintendent Travel 8/19/26, 8/20/26, 8/21/26	\$145.38
001.100.2320.6580.500.000	270220	V57512542	Lunch - not to exceed \$14 - Superintendent Travel 8/21/26 and 8/22/26	\$0.00
			InvoiceTotal:	\$145.38
001.100.2320.6810.500.000	270225	V82086827	Arizona Rural Schools Association Dues ADM 300-499	\$450.00
			InvoiceTotal:	\$450.00
001.100.2570.6580.500.000	270261	V67776175	Hotel for Superintendent Shannon Harvilla to attend SOPA 8/19-22/2026, Phoenix, AZ	\$621.97
			InvoiceTotal:	\$621.97
		Warrant #: 5800622439	Warrant Date: 9/15/2026	Warrant Total: \$1,217.35

Total for BMO Bank N.A.

\$1,217.35

Amount Allowed

This claim has been legally examined, allowed and ordered paid by the Joseph City Unified School District Board of Commissioners.

Clerk

Dayton Flake

Chairman

Joseph City Unified School District

Warrant Vouchers

BMO Bank N.A. - Payment -
P.O. Box 5732
Carol Stream, IL 60197

Account	PO No.	Invoice	Description	Amount
530.620.1000.6610.203.193	270179	V40208847	Game Volleyball	\$682.00
530.620.1000.6610.203.193	270179	V40208847	Scorebook	\$17.28
InvoiceTotal:				\$699.28
001.100.2200.6610.101.000	270184	V70755740	GBC Thermal Laminating Film, Rolls, Ultima 65 EZ Load, Nap I, 3 mil, 25" x 250', 2-Pack	\$121.93
InvoiceTotal:				\$121.93
001.200.2213.6360.500.000	270123	V45514449	The MTSS (Multi-Tiered System of Supports) Operating Manual: An Implementation Workbook with Essential Tools for District and School Leadership Teams. For Pamela Dean and SpEd Department.	\$42.56
InvoiceTotal:				\$42.56
001.100.1000.6610.203.106	270173	V29065589	Canon Camera	\$499.16
InvoiceTotal:				\$499.16
520.212.1000.6610.101.000	270206	V53572205	Member's Mark Ultra Dessert/Snack Paper Plates 6.875", 330 ct.	\$17.57
520.212.1000.6610.101.000	270206	V53572205	Member's Mark Printed Paper Bath Cold Cup 3 fl. oz., 600 ct.	\$11.36
520.212.1000.6610.101.000	270206	V53572205	Member's Mark Heavyweight White Plastic Spoons, 600 ct.	\$16.53
520.212.2100.6610.101.000	270206	V53572205	Honey Maid Honey Graham Crackers, 14.4 oz., 4 pk.	\$9.29
520.212.2100.6610.101.000	270206	V53572205	Crunchmaster 5 Seed Multi-Grain Cracker, 10 oz., 2 pk.	\$9.19
520.212.2100.6610.101.000	270206	V53572205	Wheat Thins Original Whole Grain Wheat Crackers, 10 oz., 2 pk.	\$9.80
InvoiceTotal:				\$73.74
001.100.1000.6610.203.106	270182	V25961073	Adapter Cable	\$47.11
001.100.1000.6610.203.106	270182	V25961073	Turnaround adapter cable	\$6.99
530.620.1000.6610.203.193	270182	V25961073	Fox 40 Sonik Blast Whistle	\$114.00
530.620.1000.6610.203.193	270182	V25961073	Yellow Penalty flag with ball	\$77.70
InvoiceTotal:				\$245.80
001.100.2100.6610.101.000	270175	V12254618	100 Pack - 6 Inch Premium Plastic Luggage Tag Holders - Plastic Strap Loops by Specialist ID	\$19.14
InvoiceTotal:				\$19.14
001.100.1000.6610.203.106	270174	V79799096	12th Honors English Book	\$133.52
InvoiceTotal:				\$133.52
Warrant Total:				\$1,835.13

Warrant #: 5800622440

Warrant Date: 9/15/2026

Joseph City Unified School District

Warrant Vouchers

Total for BMO Bank N.A.- Payment -

\$1,835.13

Amount Allowed

This claim has been legally examined, allowed and ordered paid by the Joseph City Unified School District Board of Commissioners.

Clerk

Dayton Flake

Chairman

Joseph City Unified School District

Warrant Vouchers

Canyon State Bus
5600 West Claremont Street
Glendale, AZ 85301

Account	PO No.	Invoice	Description	Amount
001.400.2700.6431.500.000	270029	01P107249	Open Purchase Order for Bus repairs/maintenance and supplies for FY 26-27	\$70.08
InvoiceTotal:				\$70.08
Warrant #: 5800622441 Warrant Date: 9/15/2026 Warrant Total:				\$70.08

Total for Canyon State Bus

\$70.08

Amount Allowed

This claim has been legally examined, allowed and ordered paid by the Joseph City Unified School District Board of Commissioners.

Clerk

Dayton Flake

Chairman

Joseph City Unified School District

Warrant Vouchers

CASEY'S
219 E. 4TH STREET
WINSLOW, AZ 86047

Account	PO No.	Invoice	Description	Amount
001.100.2600.6431.203.000	270036	718045	Open PO (not to exceed)	\$197.01
InvoiceTotal:				\$197.01
Warrant #: 5800622442 Warrant Date: 9/15/2026 Warrant Total:				\$197.01

Total for CASEY'S

\$197.01

Amount Allowed

This claim has been legally examined, allowed
and ordered paid by the Joseph City Unified
School District Board of Commissioners.

Clerk

Dayton Flake

Chairman

Joseph City Unified School District

Warrant Vouchers

Desert Twilight
P O Box 2022
Queen Creek, AZ 85142

Account	PO No.	Invoice	Description	Amount
001.620.1000.6810.203.444	270256	V74803125	boys XCountry Fee	\$250.00
InvoiceTotal:				\$250.00
Warrant #: 5800622443 Warrant Date: 9/15/2026 Warrant Total:				\$250.00

Total for Desert Twilight \$250.00

Amount Allowed _____

This claim has been legally examined, allowed
and ordered paid by the Joseph City Unified
School District Board of Commissioners.

Clerk Dayton Flake

Chairman

Joseph City Unified School District

Warrant Vouchers

EDUCATIONAL SERVICES INC.
14614 N. Kierland Blvd
Suite N230
Scottsdale, AZ 85254

Account	PO No.	Invoice	Description	Amount
010.100.1000.6110.203.521	270095	057486	ESI Employee Cost Agreement FY 26-27 Ruth Hansen	\$0.00
010.100.1000.6131.101.526	270095	057486	ESI Employee Cost Agreement FY 26-27 Ruth Hansen	\$0.00
010.100.1000.6115.101.523	270095	057486	ESI Employee Cost Agreement FY 26-27 Ruth Hansen	\$0.00
001.100.2510.6810.500.000	270095	057486	ESI Employee Cost Agreement FY 26-27 Ruth Hansen	\$565.10
001.100.2510.6810.500.000	270095	057486	ESI Employee Cost Agreement FY 26-27 Ruth Hansen	\$0.00
001.100.2510.6810.500.000	270095	057486	ESI Employee Cost Agreement FY 26-27 Ruth Hansen	\$0.00
001.100.2510.6150.500.000	270095	057486	ESI Employee Cost Agreement FY 26-27 Stephanie Farr	\$0.00
001.100.2510.6810.500.000	270095	057486	ESI Employee Cost Agreement FY 26-27 Stephanie Farr	\$0.00
100.100.1000.6110.101.000	270095	057486	ESI Employee Cost Agreement FY 26-27 Ruth Hansen	\$3,054.60
010.100.1000.6110.101.521	270095	057486	ESI Employee Cost Agreement FY 26-27 Ruth Hansen	\$0.00
100.100.1000.6110.102.000	270095	057486	ESI Employee Cost Agreement FY 26-27 Ruth Hansen	\$0.00

InvoiceTotal: \$3,619.70

Warrant #: 5800622444

Warrant Date: 9/15/2026

Warrant Total: \$3,619.70

Total for EDUCATIONAL SERVICES INC.

\$3,619.70

Amount Allowed _____

This claim has been legally examined, allowed
and ordered paid by the Joseph City Unified
School District Board of Commissioners.

Clerk

Dayton Flake

Chairman

Joseph City Unified School District

Warrant Vouchers

Epic Tournaments
1951 N Alma School Road
Chandler, AZ 85224

Account	PO No.	Invoice	Description	Amount
001.620.1000.6810.203.444	270257	V47920705	Boys & Girls XCountry	\$450.00
InvoiceTotal:				\$450.00
Warrant #: 5800622445		Warrant Date: 9/15/2026		Warrant Total: \$450.00

Total for Epic Tournaments \$450.00

Amount Allowed

This claim has been legally examined, allowed and ordered paid by the Joseph City Unified School District Board of Commissioners.

Clerk Dayton Flake

Chairman

Joseph City Unified School District

Warrant Vouchers

HOLBROOK HIGH SCHOOL
455 NTH 8TH AVE
P.O. BOX 640
HOLBROOK, AZ 86025

Account	PO No.	Invoice	Description	Amount
001.620.1000.6810.203.444	270258	V9203482	Boys XCountry Fee	\$250.00
001.620.1000.6810.203.444	270258	V9203482	Girls XCountry Fee	\$100.00
InvoiceTotal:				\$350.00
Warrant #: 5800622446 Warrant Date: 9/15/2026				Warrant Total: \$350.00

Total for HOLBROOK HIGH SCHOOL \$350.00

Amount Allowed _____

This claim has been legally examined, allowed
and ordered paid by the Joseph City Unified
School District Board of Commissioners.

Clerk Dayton Flake

Chairman

Joseph City Unified School District

Warrant Vouchers

Holbrook Truck and Auto
201 East Hopi Drive
Holbrook, AZ 86025

Account	PO No.	Invoice	Description	Amount
001.400.2700.6431.500.000	270031	713076	Open Purchase Order for fleet parts and equipment	\$7.38
			InvoiceTotal:	\$7.38
001.400.2700.6431.500.000	270031	712974	Open Purchase Order for fleet parts and equipment	\$43.29
			InvoiceTotal:	\$43.29
001.400.2700.6431.500.000	270031	712878	Open Purchase Order for fleet parts and equipment	\$31.45
			InvoiceTotal:	\$31.45
001.400.2700.6431.500.000	270031	712142-Credit	Open Purchase Order for fleet parts and equipment	(\$179.21)
			InvoiceTotal:	(\$179.21)
001.400.2700.6431.500.000	270031	712794	Open Purchase Order for fleet parts and equipment	\$42.39
			InvoiceTotal:	\$42.39
001.400.2700.6431.500.000	270031	712744	Open Purchase Order for fleet parts and equipment	\$26.24
			InvoiceTotal:	\$26.24
001.400.2700.6431.500.000	270031	712745	Open Purchase Order for fleet parts and equipment	\$8.95
			InvoiceTotal:	\$8.95
001.400.2700.6431.500.000	270031	712740	Open Purchase Order for fleet parts and equipment	\$111.26
			InvoiceTotal:	\$111.26
Warrant #: 5800622447			Warrant Date: 9/15/2026	Warrant Total: \$91.75

Joseph City Unified School District

Warrant Vouchers

Total for Holbrook Truck and Auto

\$91.75

Amount Allowed

This claim has been legally examined, allowed
and ordered paid by the Joseph City Unified
School District Board of Commissioners.

Clerk

Dayton Flake

Chairman

Joseph City Unified School District

Warrant Vouchers

Joseph City USD #2
Payroll Clearing Account
P O Box 8
Joseph City, AZ 86032

Account	PO No.	Invoice	Description	Amount
001.100.1000.6235.102.000	270185	00002627-0730	Rush, Kay	\$0.00
010.100.1000.6235.102.523	270185	00002627-0730	Rush, Kay	\$0.00
001.100.1000.6235.101.000	270185	00002627-0730	Young, Claire- Elem Sub	\$0.00
001.100.1900.6235.101.000	270185	00002627-0730	Young, Claire- Elem Sub	\$0.00
010.100.1000.6235.101.526	270185	00002627-0730	Young, Claire- Elem Sub	\$0.00
001.400.2700.6235.500.000	270185	00002627-0730	Johnstun, Samuel	\$0.00
InvoiceTotal:				\$0.00
001.200.1900.6235.102.000	270185	00002627-0828	Combs, Darcy	\$65.97
001.200.1900.6235.203.000	270185	00002627-0828	Combs, Darcy	\$79.86
001.212.1000.6235.101.000	270185	00002627-0828	Dewitt, Darolyn	\$221.90
010.212.1000.6235.101.523	270185	00002627-0828	Dewitt, Darolyn	\$19.30
001.100.2510.6300.500.000	270185	00002627-0828	Farr, Stephanie	\$0.00
100.100.1000.6320.101.000	270185	00002627-0828	Hansen, Ruth	\$222.22
010.100.1000.6320.101.000	270185	00002627-0828	Hansen, Ruth	\$23.38
100.100.1000.6320.102.000	270185	00002627-0828	Hansen, Ruth	\$2.79
100.100.1000.6320.203.000	270185	00002627-0828	Hansen, Ruth	\$27.78
010.100.1000.6320.101.526	270185	00002627-0828	Hansen, Ruth	\$12.49
001.100.1000.6235.101.000	270185	00002627-0828	Hutchens, Daniel	\$162.41
001.100.1000.6235.102.000	270185	00002627-0828	Hutchens, Daniel	\$9.83
001.100.1000.6235.203.000	270185	00002627-0828	Hutchens, Daniel	\$3.41
010.100.1000.6235.101.526	270185	00002627-0828	Hutchens, Daniel	\$17.09
001.610.1000.6235.102.000	270185	00002627-0828	Hutchens, Daniel	\$5.94
001.610.1000.6235.203.000	270185	00002627-0828	Hutchens, Daniel	\$7.26
001.620.1000.6235.203.000	270185	00002627-0828	Hutchens, Daniel	\$18.00
001.400.2700.6235.500.000	270185	00002627-0828	Hutchens, Daniel	\$12.67
010.100.1000.6235.102.523	270185	00002627-0828	Hutchens, Daniel	\$3.69
010.100.1000.6235.203.523	270185	00002627-0828	Hutchens, Daniel	\$4.51
010.620.1000.6235.102.000	270185	00002627-0828	Hutchens, Daniel	\$3.28
001.200.2600.6235.500.517	270185	00002627-0828	Hutchens, Daniel	\$1.31
001.200.2600.6235.203.000	270185	00002627-0828	Hutchens, Daniel	\$0.66

Joseph City Unified School District

Warrant Vouchers

Joseph City USD #2
Payroll Clearing Account
P O Box 8
Joseph City, AZ 86032

Account	PO No.	Invoice	Description	Amount
001.200.2600.6235.102.000	270185	00002627-0828	Hutchens, Daniel	\$0.66
001.100.1000.6235.102.000	270185	00002627-0828	Rush, Kay	\$221.39
010.100.1000.6235.102.523	270185	00002627-0828	Rush, Kay	\$19.25
001.100.1000.6235.101.000	270185	00002627-0828	Young, Claire- Elem Sub	\$133.86
001.100.1900.6235.101.000	270185	00002627-0828	Young, Claire- Elem Sub	\$1.40
010.100.1000.6235.101.526	270185	00002627-0828	Young, Claire- Elem Sub	\$1.68
001.400.2700.6235.500.000	270185	00002627-0828	Johnstun, Samuel	\$26.46
InvoiceTotal:				\$1,330.45
001.200.1900.6235.102.000	270185	00002627-0730	Combs, Darcy	\$0.00
001.200.1900.6235.203.000	270185	00002627-0730	Combs, Darcy	\$0.00
001.212.1000.6235.101.000	270185	00002627-0730	Dewitt, Darolyn	\$0.00
010.212.1000.6235.101.523	270185	00002627-0730	Dewitt, Darolyn	\$0.00
001.100.2510.6300.500.000	270185	00002627-0730	Farr, Stephanie	\$0.00
100.100.1000.6320.101.000	270185	00002627-0730	Hansen, Ruth	\$0.00
010.100.1000.6320.101.000	270185	00002627-0730	Hansen, Ruth	\$0.00
100.100.1000.6320.102.000	270185	00002627-0730	Hansen, Ruth	\$0.00
100.100.1000.6320.203.000	270185	00002627-0730	Hansen, Ruth	\$0.00
010.100.1000.6320.101.526	270185	00002627-0730	Hansen, Ruth	\$0.00
001.100.1000.6235.101.000	270185	00002627-0730	Hutchens, Daniel	\$19.96
001.100.1000.6235.102.000	270185	00002627-0730	Hutchens, Daniel	\$1.21
001.100.1000.6235.203.000	270185	00002627-0730	Hutchens, Daniel	\$0.42
010.100.1000.6235.101.526	270185	00002627-0730	Hutchens, Daniel	\$2.10
001.610.1000.6235.102.000	270185	00002627-0730	Hutchens, Daniel	\$0.73
001.610.1000.6235.203.000	270185	00002627-0730	Hutchens, Daniel	\$0.89
001.620.1000.6235.203.000	270185	00002627-0730	Hutchens, Daniel	\$2.21
001.400.2700.6235.500.000	270185	00002627-0730	Hutchens, Daniel	\$1.56
010.100.1000.6235.102.523	270185	00002627-0730	Hutchens, Daniel	\$0.45
010.100.1000.6235.203.523	270185	00002627-0730	Hutchens, Daniel	\$0.55
010.620.1000.6235.102.000	270185	00002627-0730	Hutchens, Daniel	\$0.40
001.200.2600.6235.500.517	270185	00002627-0730	Hutchens, Daniel	\$0.16

Joseph City Unified School District

Warrant Vouchers

Joseph City USD #2
Payroll Clearing Account
P O Box 8
Joseph City, AZ 86032

Account	PO No.	Invoice	Description	Amount
001.200.2600.6235.203.000	270185	00002627-0730	Hutchens, Daniel	\$0.08
001.200.2600.6235.102.000	270185	00002627-0730	Hutchens, Daniel	\$0.08
InvoiceTotal:				\$30.80
Warrant #: 5800622448				Warrant Date: 9/15/2026
Warrant Total:				\$1,361.25

Total for Joseph City USD #2

\$1,361.25

Amount Allowed

This claim has been legally examined, allowed
and ordered paid by the Joseph City Unified
School District Board of Commissioners.

Clerk

Dayton Flake

Chairman

Joseph City Unified School District

Warrant Vouchers

Jr's Shop
P O Box 95
Joseph City, AZ 86032

Account	PO No.	Invoice	Description	Amount
001.400.2700.6431.500.000	270013	11435	Open Purchase Order for Bus Repair FY 26-27	\$74.14
InvoiceTotal:				\$74.14
Warrant #: 5800622449 Warrant Date: 9/15/2026 Warrant Total:				\$74.14

Total for Jr's Shop

\$74.14

Amount Allowed _____

This claim has been legally examined, allowed
and ordered paid by the Joseph City Unified
School District Board of Commissioners.

Clerk Dayton Flake

Chairman

Joseph City Unified School District

Warrant Vouchers

Laurena Claw
P.O. Box 346
Joseph City, AZ 86032

Account	PO No.	Invoice	Description	Amount
001.400.2700.6519.500.000	270192	V42222362	Open Purchase for FY 26-27. Not to Exceed \$5000.00 for Student Mileage Transportation. Valid through 6/30/2027.	\$383.51
InvoiceTotal:				\$383.51
Warrant #: 5800622450 Warrant Date: 9/15/2026 Warrant Total:				\$383.51

Total for Laurena Claw

\$383.51

Amount Allowed

This claim has been legally examined, allowed and ordered paid by the Joseph City Unified School District Board of Commissioners.

Clerk

Dayton Flake

Chairman

Joseph City Unified School District

Warrant Vouchers

Nellace Morris
P O Box 399
Joseph City, AZ 86032

Account	PO No.	Invoice	Description	Amount
001.400.2700.6519.500.000	270191	V29871482	Open Purchase Order for FY 26-27 for Student Transportation Services. Not to Exceed \$5000.00. Valid through 6/30/2027.	\$351.35
InvoiceTotal:				\$351.35
Warrant #: 5800622451 Warrant Date: 9/15/2026 Warrant Total:				\$351.35

Total for Nellace Morris

\$351.35

Amount Allowed

This claim has been legally examined, allowed and ordered paid by the Joseph City Unified School District Board of Commissioners.

Clerk

Dayton Flake

Chairman

Joseph City Unified School District

Warrant Vouchers

OCCUPATIONAL SAFETY SERVICES
PO BOX 189
HEBER, AZ 85928

Account	PO No.	Invoice	Description	Amount
001.400.2700.6340.500.000	270024	14699	Open Purchase Order for CDL Drug and Alcohol screening and Randoms FY 26-27	\$694.00
InvoiceTotal:				\$694.00
Warrant #: 5800622452 Warrant Date: 9/15/2026 Warrant Total:				\$694.00

Total for OCCUPATIONAL SAFETY SERVICES

\$694.00

Amount Allowed

This claim has been legally examined, allowed
and ordered paid by the Joseph City Unified
School District Board of Commissioners.

Clerk

Dayton Flake

Chairman

Joseph City Unified School District

Warrant Vouchers

Payson High School Athletics
P O Box 919
Payson, AZ 85547

Account	PO No.	Invoice	Description	Amount
001.620.1000.6810.203.444	270255	V73322920	Boys XCountry Entry Fee	\$175.00
001.620.1000.6810.203.444	270255	V73322920	Girls XCountry Entry Fee	\$40.00
InvoiceTotal:				\$215.00
Warrant #: 5800622453 Warrant Date: 9/15/2026 Warrant Total:				\$215.00

Total for Payson High School Athletics

\$215.00

Amount Allowed

This claim has been legally examined, allowed
and ordered paid by the Joseph City Unified
School District Board of Commissioners.

Clerk

Dayton Flake

Chairman

Joseph City Unified School District

Warrant Vouchers

SAFEWAY STORES INC.
FILE NO 72905
PO BOX 742918
Los Angeles, CA 90074-2918

Account	PO No.	Invoice	Description	Amount
001.100.1000.6610.203.000	270187	2770871	Food Supplies	\$47.06
001.100.1000.6610.203.000	270187	2770871	Food Supplies	\$0.00
InvoiceTotal:				\$47.06
520.212.2100.6610.101.000	270143	2770873	Open PO for preschool snacks/supplies FY 27. Not to exceed \$500. Valid through 6-30-27	\$64.01
InvoiceTotal:				\$64.01
Warrant #: 5800622454 Warrant Date: 9/15/2026 Warrant Total:				\$111.07

Total for SAFEWAY STORES INC.

\$111.07

Amount Allowed

This claim has been legally examined, allowed and ordered paid by the Joseph City Unified School District Board of Commissioners.

Clerk

Dayton Flake

Chairman

Warrant Vouchers

Account	PO No.	Invoice	Description	Amount
001.620.1000.6810.203.444	270259	V75952129	Boys & Girls XCountry Fee	\$150.00
			InvoiceTotal:	\$150.00
		Warrant #: 5800622455	Warrant Date: 9/15/2026	Warrant Total: \$150.00

Total for	SHOW LOW HIGH SCHOOL	\$150.00
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Amount Allowed

This claim has been legally examined, allowed and ordered paid by the Joseph City Unified School District Board of Commissioners.

Clerk Dayton Flake

Chairman

Joseph City Unified School District

Warrant Vouchers

Tractor Supply Credit Plan
Dept 30-1203663842
P O Box 60724
City of Industry, CA 91716-0724

Account	PO No.	Invoice	Description	Amount
001.100.2600.6610.500.000	270037	V37985970	Open PO (not to exceed)	\$308.52
			InvoiceTotal:	\$308.52
001.100.2600.6610.500.000	270037	V37387821	Open PO (not to exceed)	\$552.55
			InvoiceTotal:	\$552.55
001.400.2700.6610.500.000	270020	V64470849	Open Purchase Order for shop and Fleet supplies and equipment.	\$9.83
			InvoiceTotal:	\$9.83
		Warrant #: 5800622456	Warrant Date: 9/15/2026	Warrant Total: \$870.90

Total for Tractor Supply Credit Plan

\$870.90

Amount Allowed

This claim has been legally examined, allowed and ordered paid by the Joseph City Unified School District Board of Commissioners.

Clerk

Dayton Flake

Chairman

Joseph City Unified School District

Warrant Vouchers

VERIZON WIRELESS
P.O. BOX 660108
Dallas, TX 75266-0108

Account	PO No.	Invoice	Description	Amount
001.100.2600.6531.500.000	270198	6151421290	10 Hotspots for District use monthly billing	\$337.78
				InvoiceTotal: \$337.78
Warrant #: 5800622457 Warrant Date: 9/15/2026				Warrant Total: \$337.78

Total for VERIZON WIRELESS

\$337.78

Amount Allowed

This claim has been legally examined, allowed
and ordered paid by the Joseph City Unified
School District Board of Commissioners.

Clerk

Dayton Flake

Chairman

Joseph City Unified School District

Warrant Vouchers

Winslow High School Athletics
600 E Cherry St
Winslow, AZ 86047

Account	PO No.	Invoice	Description	Amount
001.620.1000.6810.203.444	270254	V42047620	Boys XCountry Fee	\$200.00
001.620.1000.6810.203.444	270254	V42047620	Girls XCountry Fee	\$160.00
InvoiceTotal:				\$360.00
Warrant #: 5800622458 Warrant Date: 9/15/2026 Warrant Total:				\$360.00

Total for Winslow High School Athletics

\$360.00

Amount Allowed

This claim has been legally examined, allowed
and ordered paid by the Joseph City Unified
School District Board of Commissioners.

Clerk

Dayton Flake

Chairman

Joseph City Unified School District

Warrant Vouchers

WM Corporate Services, Inc
As Payment Agent
P O Box 7400
Pasadena, CA 91109-7400

Account	PO No.	Invoice	Description	Amount
001.100.2610.6421.500.000	270060	0065057-1571-1	Joseph City Elementary trash pick up twice a week	\$686.20
001.100.2610.6421.500.000	270060	0065057-1571-1	Joseph City High School trash twice a week pick up	\$757.42
InvoiceTotal:				\$1,443.62
Warrant #: 5800622459 Warrant Date: 9/15/2026 Warrant Total:				\$1,443.62

Total for WM Corporate Services, Inc

\$1,443.62

Amount Allowed

This claim has been legally examined, allowed
and ordered paid by the Joseph City Unified
School District Board of Commissioners.

Clerk

Dayton Flake

Chairman

Joseph City Unified School District

Warrant Vouchers

Grand Total: \$14,433.64

End of Report

6.B. Student Activities Fund Report

Revenues, expenditures and charges in the Student Activities Fund Report; period of 9/1/26 through 9/30/26.

JOSEPH CITY USD EXTERNAL FUNDS

Student Activities Summary Report

Fiscal Year: 2026 - 2027

From Date: 9/1/2026

To Date: 9/30/2026

☐ Print Detail

☐ Page Break by Activity

☐ Subtotal By Journal

☐ Exclude Encumbrances

☒ Reverse Sign

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrance	Available Balance
000000 Undesignated DO NOT USE	\$16,074.00	\$0.00	\$0.00	\$16,074.00	\$0.00	\$16,074.00
000000 Undesignated DO NOT USE	(\$300.00)	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00
000000 Undesignated DO NOT USE	\$10,036.16	(\$559.66)	(\$571.68)	\$8,904.82	\$0.00	\$8,904.82
000000 Undesignated DO NOT USE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000000 Undesignated DO NOT USE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101300 Joseph City Elementary School UNDESIGNATED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101304 Joseph City Elementary School Bookstore	\$0.00	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00
101318 Joseph City Elementary School Reading is Fundamental (RIF)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101319 Joseph City Elementary School Chess Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101320 Joseph City Elementary School Library	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101324 Joseph City Elementary School Performing Arts Admission	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101325 Joseph City Elementary School Yearbook	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101331 Joseph City Elementary School Kindergarten Graduation Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101338 Joseph City Elementary School Band Class Fees	\$0.00	\$6.00	\$0.00	\$6.00	\$0.00	\$6.00
101341 Joseph City Elementary School Basketball - Elementary	\$140.00	\$0.00	\$0.00	\$140.00	\$0.00	\$140.00
101342 Joseph City Elementary School Baseball - Elementary	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
101343 Joseph City Elementary School Music Instrument Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101345 Joseph City Elementary School Soccer - Elementary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101346 Joseph City Elementary School Student Activity	\$80.00	\$0.00	\$0.00	\$80.00	\$0.00	\$80.00
101400 Joseph City Elementary School UNDESIGNATED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101401 Joseph City Elementary School Character Counts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101402 Joseph City Elementary School Chess Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101420 Joseph City Elementary School Assembly	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101421 Joseph City Elementary School Enrichment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101421 Joseph City Elementary School Enrichment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101430 Joseph City Elementary School Field Trip	\$0.00	\$0.00	\$0.00	\$0.00	(\$100.32)	(\$100.32)
101445 Joseph City Elementary School Schoolwide	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102300 Joseph City Jr High School UNDESIGNATED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102301 Joseph City Jr High School Activity Cards	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102302 Joseph City Jr High School Art Class Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102304 Joseph City Jr High School Bookstore	\$1,650.00	(\$110.00)	\$0.00	\$1,540.00	\$1,305.08	\$2,845.08
102305 Joseph City Jr High School Entry Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102306 Joseph City Jr High School FACS Class Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102308 Joseph City Jr High School Clearance Cards	\$710.00	\$0.00	(\$31.77)	\$678.23	\$0.00	\$678.23
102309 Joseph City Jr High School Concessions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102310 Joseph City Jr High School Woods Class Fees	\$0.00	\$0.00	(\$91.73)	(\$91.73)	(\$1,167.02)	(\$1,258.75)
102315 Joseph City Jr High School Card and Game	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102316 Joseph City Jr High School Track	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102320 Joseph City Jr High School Library	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102321 Joseph City Jr High School Science Class Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102323 Joseph City Jr High School Testing Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102325 Joseph City Jr High School Yearbook	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102326 Joseph City Jr High School Fitness Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

JOSEPH CITY USD EXTERNAL FUNDS

Student Activities Summary Report

Fiscal Year: 2026 - 2027

From Date: 9/1/2026

To Date: 9/30/2026

☐ Print Detail

☐ Page Break by Activity

☐ Subtotal By Journal

☐ Exclude Encumbrances

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	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrance	Available Balance
102327 Joseph City Jr High School Class Clubs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102328 Joseph City Jr High School Athletic Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102330 Joseph City Jr High School Ski Trip Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102334 Joseph City Jr High School Drama Class Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102338 Joseph City Jr High School Band Class Fees	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00
102340 Joseph City Jr High School Choir Class Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102344 Joseph City Jr High School Class Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102400 Joseph City Jr High School UNDESIGNATED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102401 Joseph City Jr High School Character Counts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102403 Joseph City Jr High School Fitness Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102406 Joseph City Jr High School Service Learning Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102408 Joseph City Jr High School Boys Basketball	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102409 Joseph City Jr High School Art	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102412 Joseph City Jr High School Robotics Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102413 Joseph City Jr High School Band	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102414 Joseph City Jr High School Softball	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102417 Joseph City Jr High School Happy Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102418 Joseph City Jr High School Volleyball	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102419 Joseph City Jr High School Woods	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102420 Joseph City Jr High School Assembly	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102421 Joseph City Jr High School Enrichment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102422 Joseph City Jr High School Yearbook	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102424 Joseph City Jr High School Drama	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102425 Joseph City Jr High School Girls Basketball	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102427 Joseph City Jr High School Choir	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102428 Joseph City Jr High School Wrestling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102430 Joseph City Jr High School Field Trip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102431 Joseph City Jr High School Track	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102432 Joseph City Jr High School Student Council	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102432 Joseph City Jr High School Student Council	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102434 Joseph City Jr High School FACS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102435 Joseph City Jr High School Football	\$0.00	\$0.00	(\$435.87)	(\$435.87)	\$0.00	(\$435.87)
102438 Joseph City Jr High School Future Business Leaders Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102443 Joseph City Jr High School Hotrod Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102444 Joseph City Jr High School Cross Country	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102445 Joseph City Jr High School Schoolwide	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102447 Joseph City Jr High School Technology TC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102610 Joseph City Jr High School Student Council	\$0.00	\$0.00	(\$75.00)	(\$75.00)	\$0.00	(\$75.00)
102612 Joseph City Jr High School Softball	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102619 Joseph City Jr High School Volleyball	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102629 Joseph City Jr High School Track	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102637 Joseph City Jr High School Class of 2024	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102638 Joseph City Jr High School Class of 2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

JOSEPH CITY USD EXTERNAL FUNDS

Student Activities Summary Report

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To Date: 9/30/2026

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☐ Subtotal By Journal

☐ Exclude Encumbrances

☒ Reverse Sign

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrance	Available Balance
102639 Joseph City Jr High School Class of 2026	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102640 Joseph City Jr High School Class of 2027	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102641 Joseph City Jr High School Class of 2028	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102642 Joseph City Jr High School Class of 2029	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102643 Joseph City Jr High School Class of 2030	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102644 Joseph City Jr High School Class of 2031	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102645 Joseph City Jr High School Class of 2032	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102646 Joseph City Jr High School Class of 2033	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203300 Joseph City High School UNDESIGNATED	\$0.00	\$0.00	\$0.00	\$0.00	(\$29.56)	(\$29.56)
203301 Joseph City High School Activity Cards	\$500.00	\$500.00	\$0.00	\$550.00	\$0.00	\$550.00
203302 Joseph City High School Art Class Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203303 Joseph City High School Autos Class Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203304 Joseph City High School Bookstore	\$967.50	\$5.00	(\$1,787.99)	(\$815.49)	\$1,675.86	\$860.37
203305 Joseph City High School Entry Fees	(\$50.00)	\$0.00	\$0.00	(\$50.00)	\$0.00	(\$50.00)
203306 Joseph City High School FACS Class Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203307 Joseph City High School Gate Receipts	\$0.01	\$0.00	\$0.00	\$0.01	\$0.00	\$0.01
203308 Joseph City High School Clearance Cards	\$3,521.54	\$610.00	(\$240.00)	\$3,891.54	(\$2.80)	\$3,888.74
203309 Joseph City High School Concessions	\$4,796.90	(\$457.10)	(\$1,670.40)	\$2,669.40	\$1,458.65	\$4,128.05
203310 Joseph City High School Woods Class Fees	\$0.00	\$0.00	(\$91.73)	(\$91.73)	(\$1,167.02)	(\$1,258.75)
203311 Joseph City High School Welding Class Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203312 Joseph City High School Drivers Ed Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203313 Joseph City High School Bookstore - Printing Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203315 Joseph City High School Card and Game	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203316 Joseph City High School Track	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203320 Joseph City High School Library	(\$53.00)	\$0.00	\$0.00	(\$53.00)	\$0.00	(\$53.00)
203321 Joseph City High School Science Class Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203323 Joseph City High School Testing Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203324 Joseph City High School Performing Arts Admission	\$0.00	\$0.00	\$0.00	\$0.00	(\$439.35)	(\$439.35)
203325 Joseph City High School Yearbook	(\$654.20)	\$180.00	(\$4,911.96)	(\$5,386.16)	\$0.00	(\$5,386.16)
203326 Joseph City High School Fitness Club	\$240.00	\$0.00	\$0.00	\$240.00	\$0.00	\$240.00
203327 Joseph City High School Class Clubs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203328 Joseph City High School Athletic Advertising	\$139.53	\$0.00	(\$550.00)	(\$410.47)	(\$373.45)	(\$783.92)
203330 Joseph City High School Ski Trip Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203332 Joseph City High School Wildcat Marketing Store	\$0.00	\$0.00	\$0.00	\$0.00	(\$397.15)	(\$397.15)
203333 Joseph City High School Football Camp	\$12,800.00	\$12,549.00	\$0.00	\$25,349.00	\$0.00	\$25,349.00
203334 Joseph City High School Drama Class Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203335 Joseph City High School Wrestling/Weight Room Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203338 Joseph City High School Band Class Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203339 Joseph City High School National Honor Society Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203340 Joseph City High School Choir Class Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203344 Joseph City High School Class Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203346 Joseph City High School Student Activity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203360 Joseph City High School Tournaments - Baseball	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

JOSEPH CITY USD EXTERNAL FUNDS

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☒ Reverse Sign

		Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrance	Available Balance
203361	Joseph City High School Tournaments - Softball	\$650.00	\$0.00	\$0.00	\$650.00	\$0.00	\$650.00
203362	Joseph City High School Tournaments - Volleyball	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203363	Joseph City High School Tournaments - Wrestling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203364	Joseph City High School Tournaments - Cross Country	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203400	Joseph City High School UNDESIGNATED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203401	Joseph City High School Character Counts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203402	Joseph City High School Chess Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203403	Joseph City High School Fitness Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203404	Joseph City High School FFA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203405	Joseph City High School LACH Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203406	Joseph City High School Service Learning Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203407	Joseph City High School Disc Golf Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203408	Joseph City High School Boys Basketball	\$200.00	\$0.00	(\$67.48)	\$132.52	(\$25.74)	\$106.78
203409	Joseph City High School Art	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203412	Joseph City High School Robotics Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203413	Joseph City High School Band	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203414	Joseph City High School Softball	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203414	Joseph City High School Softball	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203415	Joseph City High School National Honor Society	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203416	Joseph City High School Welding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203417	Joseph City High School Happy Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203418	Joseph City High School Volleyball	\$0.00	\$0.00	\$0.00	\$0.00	(\$167.99)	(\$167.99)
203419	Joseph City High School Woods	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203420	Joseph City High School Assembly	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203421	Joseph City High School Enrichment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203422	Joseph City High School Yearbook	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
203423	Joseph City High School Baseball	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203424	Joseph City High School Drama	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203425	Joseph City High School Girls Basketball	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203426	Joseph City High School Cheer	\$100.00	\$0.00	(\$232.58)	(\$132.58)	\$224.68	\$92.10
203427	Joseph City High School Choir	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203428	Joseph City High School Wrestling	\$0.00	\$0.00	(\$242.62)	(\$242.62)	\$240.73	(\$1.89)
203430	Joseph City High School Field Trip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203431	Joseph City High School Track	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203432	Joseph City High School Student Council	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203434	Joseph City High School FACS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203435	Joseph City High School Football	\$0.00	\$0.00	(\$800.00)	(\$800.00)	\$0.00	(\$800.00)
203436	Joseph City High School Class of 2013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203438	Joseph City High School Future Business Leaders Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203443	Joseph City High School Hotrod Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203444	Joseph City High School Cross Country	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203445	Joseph City High School Schoolwide	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203447	Joseph City High School Technology TC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrance	Available Balance
203601 Joseph City High School Band	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203602 Joseph City High School Baseball	\$20.00	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00
203603 Joseph City High School Art	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203604 Joseph City High School Disc Golf Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203605 Joseph City High School Chess Club	\$135.00	\$45.00	\$0.00	\$180.00	\$0.00	\$180.00
203606 Joseph City High School Card and Game Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203607 Joseph City High School Drama	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203608 Joseph City High School Future Business Leaders of America	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203609 Joseph City High School Girls Basketball	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203610 Joseph City High School Student Council	\$0.00	\$290.00	(\$20.00)	\$270.00	\$0.00	\$270.00
203611 Joseph City High School National Honor Society	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203612 Joseph City High School Softball	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203613 Joseph City High School Momentum Club/Audition Choir	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203614 Joseph City High School Wrestling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203615 Joseph City High School Cheerleaders	\$945.00	\$720.00	(\$2,038.00)	(\$373.00)	\$591.36	\$218.36
203616 Joseph City High School Welding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203617 Joseph City High School Woods	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203618 Joseph City High School Boys Basketball	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203619 Joseph City High School Volleyball	\$0.00	\$0.00	(\$462.97)	(\$462.97)	\$459.37	(\$3.60)
203620 Joseph City High School FACS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203621 Joseph City High School Hotrod Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203622 Joseph City High School LACH Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203624 Joseph City High School Basketball Cheerleaders	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203625 Joseph City High School FFA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203626 Joseph City High School Happy Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203627 Joseph City High School Robotics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203628 Joseph City High School Cross Country	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203629 Joseph City High School Track	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203630 Joseph City High School Football	\$790.00	\$520.00	\$0.00	\$1,310.00	\$0.00	\$1,310.00
203631 Joseph City High School Technology Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203632 Joseph City High School Class of 2019	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203633 Joseph City High School Class of 2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203634 Joseph City High School Class of 2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203635 Joseph City High School Class of 2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203636 Joseph City High School Class of 2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203637 Joseph City High School Class of 2024	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203638 Joseph City High School Class of 2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203639 Joseph City High School Class of 2026	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203640 Joseph City High School Class of 2027	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203641 Joseph City High School Class of 2028	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203642 Joseph City High School Class of 2029	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
500300 Districtwide UNDESIGNATED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
500300 Districtwide UNDESIGNATED	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00

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500300 Districtwide UNDESIGNATED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
500320 Districtwide Library	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
500343 Districtwide Music Instrument Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
500350 Districtwide Water Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
500352 Districtwide Native Am Taco Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
500353 Districtwide Equipment Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
500600 Districtwide UNDESIGNATED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total:	\$53,589.44	\$15,158.24	(\$14,321.78)	\$54,425.90	\$2,085.33	\$56,511.23

End of Report

6.C. Student Travel - Chess Team, State Qualifier

High school chess team travel to the state individual qualifier, October 30-31, 2026, Rincon High School, Tucson, AZ, and to the state chess championship tournament in Yuma, AZ (date to be announced). Chaperones: Laurie Bowler and Michael Gayer, with up to seven students, within the one adult per ten students ratio in Regulation IJOA-R.

6.D. Out of State Travel

Pamela Dean, 2027 ACT Regional Conference, Las Vegas, NV; February 5, 2027

Shannon Harvilla, National Superintendents' Conference in Atlanta, GA; February 25-27, 2027 - paid by scholarship.

7. POSSIBLE EXECUTIVE SESSION (*)

For any agenda item indicated with an asterisk (*), the Board may vote to convene in Executive Session pursuant to A.R.S. 38-431.03 (A) (1) for personnel matters when notified; (2) discussion or consideration of records exempt by law from public inspection; (3) for consultation with attorney; (4) for consultation with attorney when in pending or contemplated litigation. Discussion or consideration of personnel matters may include employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee.

8. ACTION ITEMS

8.A. Personnel Requests (*)

Name	Assignment	Action
Alvarado-Rogers, Maria	Substitute Teacher	Appointment
Brawley, Brichelle	Student Worker	Appointment
Dean, Pamela	District Director of Special Services	Reclassification
Downing, Marie	Substitute Teacher	Appointment
Gardner, Crystal	Long-term Substitute Teacher	Assignment
Gardner, Kathleen	Student Worker	Renewal
Iverson, Kimberly	Student Worker	Appointment
Hunt, Ericka	Title I Reading Specialist Math Specialist	Reassignment
King, Grayson	Student Worker	Appointment
Miller, Jareon	Volunteer Coach	Acceptance
Mosier, Darrel	Substitute Teacher	Ratification
Mosier, Jori	Special Education Services Coordinator	Title Change
Robinson, King	Student Worker	Appointment
Smith, Tyson	JH Wrestling Head Coach	Appointment
Strong, Jason (Alex)	Spanish Interpreter	Assignment

8.B. Discussion and Possible Action Regarding the Superintendent's Performance Pay (*)

Set the Superintendent's FY 2026-27 performance pay goals. The Board may convene in executive session under A.R.S. 38-431.03(A)(1) to discuss this item before voting in open session.

Joseph City Unified School District No. 2

FY 2026-27 Superintendent Performance Pay Goals

Presented to the Governing Board, October 13, 2026, for discussion and possible approval

Under section 3.2 and Exhibit A of the Superintendent's Employment Agreement and A.R.S. 15-341, performance pay of up to 3% of annual base salary is paid in addition to base salary. Nothing is withheld from salary. It is divided into three goals worth 1% each. The Board decides by majority vote whether each goal was met, and each goal is paid on its own. Exhibit A calls for goals to be set by September 1. These are presented now to meet that requirement for FY 2026-27.

Goal 1, worth 1% of base salary: Fiscal Responsibility

- Spending through May 31, 2027 stays within the adopted budget, shown on the budget-to-actual report presented June 8, 2027.
- A budget-to-actual report is presented at every regular Board meeting.
- A revised Support Staff pay schedule is adopted before the January 1, 2027 minimum wage increase.

Goal 2, worth 1% of base salary: Review every Board policy with the Board

- Every section of the policy manual is reviewed in a Board workshop by May 14, 2027.
- Every section is brought to the Board for adoption by June 8, 2027.

Goal 3, worth 1% of base salary: Keep the Board informed

- A written update is sent to all Board members each week school is in session, by the end of the last school day of that week. Weeks of Thanksgiving, winter and spring break, and weeks in which the Superintendent is on approved leave, are excluded.
- A written 100-day plan report is presented to the Board by January 12, 2027.
- A mid-year progress report on all three goals is presented to the Board in January 2027.

Evaluation and payout

- The Board decides whether each goal was met at the June 8, 2027 regular meeting.
- Each goal met pays 1% of base salary, which is \$1,150 at the FY27 base of \$115,000. The most that can be earned is 3%, or \$3,450.
- Payment is made in the next regular pay period after the Board's vote, and no later than June 30, 2027, as required by Exhibit A.

Approved by the Governing Board on _____, 2026.

_____ President

_____ Superintendent

8.C. Discussion and Possible Approval of Changes to Governing Board Policies

These policies and possible changes were presented for public and board review at the previous regular board meeting and on the District website. See the attached Policy Advisory for policy changes to be considered. See the Link section of this agenda item to view the current policy manual. Policies affected: DJ, DJ-R, BCB, BCB-E, GBEAA, GBEAA-E. Each is voted on separately in items 8.C.(i) through 8.C.(iii), followed by the delegation resolution in 8.C.(iv).

POLICY SERVICES

ADVISORY

Volume 38, Number 4

August 2026

Policy Advisory No. 1065.....Policy DGD — Credit Cards
Regulation DGD-R — Credit Cards
Exhibit DGD-E — Credit Cards

Summary

Policy Advisory Discussion

Policy Advisory No. 1065 **Policy DGD — Credit Cards**
Regulation DGD-R — Credit Cards
Exhibit DGD-E — Credit Cards

This revision reflects the requirements of the Uniform System of Financial Records (USFR) Compliance Questionnaire relating to District credit/procurement cards. Policy DGD now provides for defined dollar limits based on the card or transaction type, maintenance of a complete list or log of card users, prohibition of cash withdrawals and personal expenditures, retention of signed card-user agreements, and documented annual training for applicable employees.

Regulation DGD-R has been revised to provide corresponding implementation requirements, including tracking card possession and personnel subject to training, retaining signed card-user agreements, establishing card and transaction limits, providing annual training to card users and employees who process card transactions, and maintaining dated documentation of training participation.

Exhibit DGD-E has been revised to align the card-user agreement with the updated policy and regulation. The agreement addresses authorized card use, prohibited cash withdrawals and personal expenditures, applicable purchasing and documentation requirements, possible personal liability and wage withholding to the extent permitted by law, and disciplinary consequences for misuse.

If you have any questions, please call Policy Services at (602) 254-1100. Ask for Dr. Charlotte Patterson, Policy Analyst; Lynne Bondi, Policy Analyst; or Renae Watson, Policy Technician. Our e-mail addresses are, respectively, [cpatterson@azsba.org], [lbondi@azsba.org] and [rwatson@azsba.org].

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

ADVISORY 1065

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**DGD ©
CREDIT CARDS**

(Credit Cards and/or Procurement Cards)

**Definition of Credit/
Procurement Card**

The District defines "credit card" and "procurement card" as a form of payment in lieu of cash, purchase order, or check. The credit/procurement card must bear the company logo.

**Use of Credit Cards/
Procurement Cards**

The Governing Board acknowledges that instances may occur when ready payment for goods or services is in the District's best interest. The Superintendent is responsible for the implementation of all aspects of the District credit/procurement card program. The Board authorizes the Superintendent to secure and assign ~~controlled-limit~~ credit/procurement cards (with defined dollar limits based on the card or transaction type) to designated personnel.

The District will maintain a complete list or log of card users to track card possession and identify personnel for annual training.

District-assigned credit/procurement cards may not be used for cash withdrawals or personal expenditures.

All card users will be required to sign an agreement outlining the District's policies and procedures governing card use, including possible disciplinary action for misuse. The District will retain all signed card-user agreements.

The use of credit/procurement cards is to be closely monitored and payment of statements for authorized purchases is to be made as promptly as possible to avoid fees and charges for the use of such cards.

The District will provide annual training to authorized card users and employees who make credit/procurement card purchases or process credit/procurement card transactions. The District will maintain dated documentation of each applicable employee's participation in the annual training.

The Superintendent is directed to develop regulations for the use of District-assigned credit/procurement cards. Such regulations are subject to Board review and approval.

The Board reserves the right to revise or rescind this policy at its sole discretion.

Adopted: _____

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

LEGAL REF.:

A.R.S.

15-342

38-621

38-622

38-623

38-624

38-625

Uniform System of Financial Records

CROSS REF.:

DKC - Expense Authorization/Reimbursement

DGD-R ©

REGULATION

CREDIT CARDS

(Credit Cards and/or Procurement Cards)

Purposes, Conditions, and Limits

The issuance and use of a credit/procurement card is to provide an alternative purchasing mechanism when traditional payment/procurement methods are not feasible. Cards shall be issued in the District's name and if applicable, the user's name. The employee issuing cards shall maintain a complete list of designated card users or log of card users to track card possession and identify personnel for annual training. Physical security of cards shall be maintained at all times. The District shall cancel or inactivate cards, or recover the cards, if possible, upon loss, theft, or misuse; when a card is no longer needed; and upon the card holder's separation from the District's employment when the card is in the user's name. For cards issued in the District's name, a specific employee shall be designated by the Superintendent to track who has the cards and account for all card transactions.

A credit/procurement card may be used to facilitate the payment of travel expenses such as hotels, meals and registrations for training and education while conducting District business, including fuel for District-owned vehicles.

~~Purchasing control limits shall be based on single transaction limits and monthly purchase limits for each card holder. Purchase limits shall be established based on the types of transactions for which the card is being used. Personnel issued credit/procurement cards shall be determined by the Superintendent to have a legitimate need and whose~~ Credit/procurement cards shall have defined dollar limits based on the card or transaction type. The Superintendent shall issue credit/procurement cards only to personnel who have a legitimate need and for whom use of the card is necessary for effective purchasing. Personnel designated to use credit/procurement cards shall be advised by the Superintendent of their purchasing control limits.

Authorized Card Holders

Persons designated as authorized credit/procurement card holders must agree to abide by the procedures described in this regulation.

~~The holders will be held liable for any u~~Unauthorized use of a District-assigned credit/procurement card, ~~which may result in disciplinary action up to and including the loss~~ termination of employment and any other actions provided permitted by law.

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All card users, including users of cards issued only in the District's name, shall sign a user agreement acknowledging ~~receipt and understanding of that they have received and understand~~ the District's policies and regulations ~~for the governing cards' use~~. The District shall retain all signed card-user agreements. The agreement shall authorize the District to withhold wages for the amount of any improper purchase; ~~pursuant to the Fair Labor Standards Act~~ extent permitted by law. To the extent permitted by law, card users shall be held personally liable for card transactions that are contrary to laws, rules, policies and regulations, including applicable penalties and interest. The user agreement shall contain a statement expressing possible disciplinary actions for the misuse of a District credit/procurement card.

Except for business department personnel performing authorized office duties, no person other than a designated holder is to have access to or use of a District-assigned credit/procurement card.

~~Authorized card holders shall receive training on the use of the card that addresses purchase limitations, advanced purchasing approval, necessary purchase documentation, and the District's payment process regimen~~ users and employees who make credit/procurement card purchases or process credit/procurement card transactions shall receive annual training on the District's policies and procedures governing card use. The training shall address purchase limitations, advance purchasing approval, required purchase documentation, and the District's payment process regimen. The District shall maintain dated employee sign-in sheets or other documentation supporting each applicable employee's participation in the annual training.

Scope

The credit/procurement card is to be used only when the items and/or services to be purchased are for the official use of the District. ~~No personal use of a credit/procurement card is allowed~~ District-assigned credit/procurement cards may not be used for cash withdrawals or personal expenditures.

District-assigned credit/procurement cards may be used only when one (1) of the following conditions exists:

- A. When a vendor will not accept a purchase order or offer billing terms.
- B. When the purchase must be made during an "emergency." For the purpose of this regulation, *emergency* means payment for a purchase must be made before the next accounts payable check run. A memo bearing the Superintendent's signature of approval must be presented explaining the circumstances and nature of the emergency.
- C. When certain purchases could be made more efficiently and cost effectively.
- D. When a revolving fund check cannot be used.

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Credit/Procurement Card Purchasing Limitations

District-established credit/procurement card purchasing limitations shall be established by the Superintendent. The Superintendent shall establish ~~card user and single transaction limits and monthly purchase limits for each card.~~ Such limits shall be established based on the type of transactions for which the card is to be used defined dollar limits based on the card or transaction type, including single-transaction limits and monthly purchase limits for each card user.

A purchase made using a District-assigned credit/procurement card may not violate any District purchasing policy or regulation. All purchases must be appropriate and in the best interest of the District. Violation may result in termination of the employee's credit/procurement card privileges.

Credit/Procurement Card Transaction Requirements for Physical, Verbal, and Internet Orders

When a District-assigned credit/procurement card is required for a physical, verbal, or internet purchase, the following steps must be taken:

A. Prior to use of the credit/procurement card, the card holder is to submit a purchase order requisition form to the District business office accompanied by the following:

1. A detailed description of the items and/or services to be purchased using the credit/procurement card.
2. The date the purchase will be made.
3. The actual amount of the purchase. If the actual amount is not known an estimate may be stated, *but the amount of the purchase cannot exceed the stated amount.*
4. Proper account coding information.
5. Signatures of the requester and the approving authority.

B. The holder must verify that a purchase order has been created and approved before a credit/procurement card transaction occurs.

C. When a credit/procurement card is used the card holder must promptly submit all receipts and other related documentation to the business office. The documentation should clearly indicate the employee making the purchase and the specific school purpose for the expenditure. Receipts for fuel or vehicle repairs are to include the vehicle license number.

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Supporting Purchase Documentation

Employees using cards shall submit all supporting documentation to the District monthly. Supporting documentation shall include:

- A. Purchasing requisition, purchase order, invoice, packing slip, receiving report, and transaction receipt, as applicable. If original receipts are not available because they are lost or illegible, the card user shall request a copy of the receipt from the vendor or complete an affidavit detailing the purchase date, vendor, product, cost, tax and other charges, and reason the receipt is not available.
- B. A description of the item(s) purchased and the specific District purpose for the expenditure.
- C. The card user's signature and date the document was submitted to the District.
- D. Documentation of the purchase of fuel or vehicle repair, the license number of the vehicle, and odometer reading of the vehicle.
- E. Transactions, such as ~~I~~internet, phone, and fax transactions may result in card charges before goods or services are received. Such transactions allow purchases that are normally prepaid in order to procure the item or to receive a discounted price. In such instances the District shall ensure that all relevant aspects of Uniform System of Financial Records (USFR) VI-G are adhered to for each purchase.

Credit/procurement card statements must be addressed directly to the business office and not to the card holder. All purchase transaction receipts must be reconciled to the monthly credit/procurement card statements prior to entry on an expense voucher. As credit/procurement card companies may charge fees and interest, payments must be made in a timely manner to avoid finance charges.

Use of a Credit/Procurement Card for Travel

Reservations must be made through the purchasing office. A completed professional leave form must be submitted along with the necessary information. The business office will provide the credit/procurement card information to the selected vendor.

Payment Process Regimen

The Superintendent shall ensure that approval, verification, and payment duties are separated among different employees. A copy of the billing statement shall be sent directly to the District. Electronic statements may be accepted if provided to card users by the financial institution or the District. Upon receipt of the billing statement, the card user ~~should~~ shall complete the transaction log and submit the log, billing statement, and all other supporting documentation for review and approval. The reviewer shall:

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- A. Confirm that all supporting documentation is complete and was submitted in a timely manner.
- B. Verify that each purchase transaction appearing on the card user's billing statement is an appropriate, legitimate District purchase that was approved, and within the individual's authorized purchase limits.
- C. For travel expenses, verify the expenses do not exceed allowable reimbursement amounts as prescribed by the USFR and are supported by a properly approved travel claim.
- D. Initial and date the reconciliation document for review.
- E. Submit reconciled statements and supporting documentation.

All receipts shall be reconciled and reviewed monthly and, if possible, prior to payment of the monthly bill. Payments shall be made in a timely manner to avoid late fees and finance charges. Card balances shall be paid in full each billing cycle. Should the reconciliation or review identify any ~~items~~ transactions that were not a valid purchases, ~~it~~ the transactions shall be reported to the Superintendent and disputed.

Periodic Review

The District shall periodically compare budget and actual expenditures to ensure purchases remain within budget limits, or available cash balance, as applicable, and shall monitor the types of purchases and vendor usage to ensure compliance with District procurement policies and regulations, and USFR purchasing guidelines.

The review process shall include strategies that are employed to detect improper or fraudulent transactions.

Rebates and Incentives

Credit cards or procurement cards may contain provisions for the District to receive cash rebates or incentives in the form of rebates. Should this occur, the District shall treat rebates as miscellaneous revenue or as a deduction of expenditures.

Should a rebate be received in the same fiscal year as the original expenditure, including the encumbrance period, the rebate may be recorded as a reduction of the original expenditure. Otherwise, the District shall record the rebate as miscellaneous revenue in the original expenditure or in the Auxiliary Operations Fund.

DGD-E ©

EXHIBIT

CREDIT CARDS

DISTRICT-ASSIGNED CREDIT/PROCUREMENT
CARD ~~HOLDER~~ USER AGREEMENT

By my signature I ~~hereby~~ acknowledge that I have read and understand the _____ School District's credit/procurement card policy and regulations, and that I have been provided sufficient opportunity to ask questions ~~related to the District's~~ regarding the requirements governing card use.

I agree to use the credit/procurement card policy and regulation. Furthermore, I affirm that I only for authorized District purposes and will not use the credit/procurement card for cash withdrawals or personal reasons and expenditures. I acknowledge that I have been advised of the purchase limitations associated with the use of the card. I understand that a violation of this agreement may result in disciplinary action up to and including termination, and possible legal action, advance purchasing approval requirements, required purchase documentation, and payment process.

I authorize the District to withhold wages for the amount of any improper purchase to the extent permitted by law. I understand that, to the extent permitted by law, I may be held personally liable for card transactions that are contrary to applicable laws, rules, or the District's credit/procurement card policy or regulation, including applicable penalties and interest.

I understand that misuse of a District credit/procurement card may result in the loss of card privileges, discipline up to and including termination of employment, and other action permitted by law.

Signature

Position

Printed name

Date signed

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POLICY SERVICES

ADVISORY

Volume 38, Number 6

August 2026

Policy Advisory No. 1067Policy BCB — Board Member Conflict
of Interest
Exhibit BCB-E — Board Member Conflict
of Interest

Policy Advisory No. 1068 Policy GBEAA — Conflict of Interest
Exhibit GBEAA-E — Conflict of Interest

Summary

The following policy advisories reflect updated requirements for Conflict of Interest (COI) in the 2027 Uniform System of Financial Systems (USFR) updates. Impacts include specific training requirements, disclosures, and maintenance of records.

Policy Advisory Discussion

Policy Advisory No. 1067 **Policy BCB — Board Member Conflict
of Interest**
**Exhibit BCB-E — Board Member Conflict
of Interest**

Policy BCB updates include board member requirements for annual training, filing Disclosure Forms, investigations, and maintenance of records.

BCB-E updates align the Disclosure Form with USFR guidance.

Policy Advisory No. 1068 **Policy GBEAA — Conflict of Interest**
Exhibit GBEAA-E — Conflict of Interest

Policy GBEAA updates include employee requirements for annual training, filing Disclosure Forms, investigations and remediation, and maintenance of records.

GBEAA-E updates align the Disclosure Form with USFR guidance.

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If you have any questions, call Policy Services at (602) 254-1100. Ask for Dr. Charlotte Patterson, Policy Analyst; Lynne Bondi, Policy Analyst; or Renae Watson, Policy Technician. Our e-mail addresses are, respectively, [cpatterson@azsba.org], [lbondi@azsba.org] and [rwatson@azsba.org]. You may also fax information to (602) 254-1177.

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ADVISORY 1067

**BCB ©
BOARD MEMBER CONFLICT
OF INTEREST**

**Board Member Voting
Restrictions**

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

Employment Limitations

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

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

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

Conflicts of Interest

The District shall annually provide conflict of interest training to all Board members. The training shall include information regarding the District's policies regarding conflicts of interest, what constitutes a substantial and remote interest under the applicable statute, the definition of relative pursuant to A.R.S. 38-502(9), how and when to complete the District's annual Conflict-of-Interest Disclosure Form, the requirements to refrain from discussion or voting on a matter in which they or a relative has a substantial interest, and the penalties for violating the applicable statutes.

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

Each Board member shall annually complete and sign the District's Conflict-of-Interest Disclosure Form (BCB-E) and within fifteen (15) days of any change in circumstance. Board members shall complete and sign the Conflict-of-Interest Disclosure Form every January of their term and, if they are a new Board member, within five (5) days of starting their term. Evidence of the guidance provided and signed Disclosure Forms shall be maintained by the District in compliance with the Uniform System of Financial Records (USFR), and all disclosures shall be kept on file for public inspection as required by A.R.S. 38-509.

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

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

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

Investigations

The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation in a Governing Board meeting or other discussions when a substantial interest may exist.

Purchases from Governing Board Members

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

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

***Purchases from Governing Board
Members for Districts with
3,000 or More Students:***

- A. Purchases for supplies, materials, and equipment are limited to three hundred dollars (\$300) per transaction.
- B. Total purchases within any twelve (12) month period are limited to one thousand dollars (\$1,000).
- C. The Board has, by majority vote, adopted or reconfirmed a policy authorizing such purchases within the preceding twelve (12) month period.

***Purchases from Governing Board
Members for Districts with
Fewer than 3,000 Students:***

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

Filing of Disclosures

The District shall maintain in the District's official records and for public inspection in a special file all Board Member Conflict of Interest Disclosure Forms and all other documents necessary to memorialize all disclosures of substantial interest made known pursuant to the statutory conflict-of-interest provisions. [A.R.S. 38-509]

Adopted: _____

LEGAL REF.:

A.R.S.

15-213

15-323

15-421

15-502

38-481

38-503

38-509

43-1001

A.G.O.

I84-012

I87-035

I88-013

I06-002

Attorney General Arizona Agency Handbook, Chapter 8
Uniform System of Financial Records

CROSS REF.:

BBBA - Board Member Qualifications

DJE - Bidding/Purchasing Procedures

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

BCB-E ©

EXHIBIT

**BOARD MEMBER CONFLICT
OF INTEREST**

DISCLOSURE FORM

Governing Board members must file a Conflict of Interest Disclosure within five (5) calendar days after assuming office and at least annually thereafter, either identifying any substantial interest the board member or the board member's relative has or stating that neither the board member nor the board member's relative has any substantial interest requiring disclosure.

All Conflict of Interest Disclosure Forms shall be filed with _____ [name District location/department] and maintained in the District's official records in accordance with law.

It is the board member's responsibility to update and submit a revised Disclosure Form to the location/department noted above within fifteen (15) calendar days after any new substantial interest arises following the date of the most recent disclosure.

I, _____, do hereby indicate that:

1. That I am presently an officer/employee District Governing Board Member of the _____ School District, and that;

A. I understand my responsibility for disclosing conflicts of interest as required by Arizona law and Policy BCB;

B. I understand the statutory consequences for noncompliance with conflict of interest in A.R.S. 38-510 and any additional consequences imposed in accordance with Policy BCB;

C. I agree to comply with all conditions and restrictions the District imposes regarding my involvement for which I or my relative have a conflict of interest;

D. I agree to submit an updated Disclosure Form for any changes to circumstances within fifteen (15) days.

Date

Signature

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STATEMENT OF NO CONFLICT

**To be completed only if you do not or your relative does not
have a conflict of interest.**

I, _____, do hereby indicate that I do not have, and none of my relatives has, a substantial interest in any contract, sale, purchase, service, decision, investigation, or other matter of the _____ School District.

Date _____ Signature _____

STATEMENT OF CONFLICT

**To be completed only if you or your relative
has a conflict of interest.**

~~2. That~~ I (or my relative[s]: _____) have a substantial interest in the contract, sale, purchase, decision, investigation, or other matter by the _____ Governing Board as described below.

Identify the contract, sale, purchase, service, decision, investigation, or other matter in which you or your relative may have a "substantial interest" under A.R.S. §§ 38-501 to 511. (Use as much space as necessary.)

Describe the "substantial interest" referred to above. (Use as much space as necessary.)

**STATEMENT OF DISQUALIFICATION FROM PARTICIPATING
IN A GOVERNING BOARD MATTER**

**To be completed if you have a conflict as identified above
with an item on a Governing Board Meeting Agenda.**

To avoid any possible conflict of interest under A.R.S. §§ 38-501 to 511, I will refrain from participating in any manner in the matter identified above on Item _____ on the _____ (date) Governing Board Agenda because I or my relative has a conflict of interest in the matter. If I have not previously disclosed this conflict of interest, I will prepare and submit an updated Board Member Conflict of Interest Disclosure Form that provides the necessary information regarding my conflict.

I understand that I should also orally indicate my conflict with the Agenda Item at the meeting, if I am in attendance, and then refrain from participating in any matter.

This Statement of Disqualification will be maintained with the minutes of the Governing Board meeting at which I have declared my conflict.

Date

Signature

~~The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation when a substantial interest may exist.~~

ADVISORY 1068

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**GBEAA ©
CONFLICT OF INTEREST**

Employment of Close Relatives

The Superintendent, Principals, or other administrators with hiring authority may not participate in the hiring of any person related to them within the third degree of consanguinity, affinity, or by law, and no District employee shall be placed in a position where they directly supervise or are directly supervised by such a relative.

No dependent, as defined in A.R.S. 43-1001 (see also Internal Revenue Code 26 U.S.C. 152), of a Governing Board member may be employed in the District, except by consent of the Board in accordance with A.R.S. 15-502. Small school Districts, as defined by A.R.S. 15-901, are granted an exception regarding employment of substitute teachers. A.R.S. 15-421(E).

This policy will apply for summer or part-time work as well as for full-time employment.

Business Relations

Any Governing Board member, administrator, or employee who has, or whose relative has, a substantial interest in any contract, sale, purchase, or service to the District shall make known that interest in the official records of the District, and shall refrain from participating in any manner as an employee in such contract, sale, or purchase, as provided in A.R.S. 38-501, 38-502 and 38-503.

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

Vendor Relations

No employee of the District will accept a gift or benefit from any person, group, or entity doing, or desiring to do, business with the District as described in Policy DJ, Purchasing Ethics.

District Purchases from Employees

The District must comply with competitive purchasing rules for any acquisition of goods or services from District employees regardless of the dollar amount. The District may only acquire equipment, material, supplies, or services from its employees under an award or contract after public competitive bidding (A.R.S. 38-503; A.G.O. I06-002). The requirement 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, when a District employee acts as the vendor.

Employee Guidance and Acknowledgement of Understanding

The District shall annually provide ~~written guidance~~ conflict of interest training to all employees. ~~regarding~~ The training shall include information regarding the District's policies regarding conflicts of interest, what constitutes a substantial and remote interest and under the applicable statute, the definition of relative pursuant to A.R.S. 38-502(9), how and when to complete the District's annual Conflict-of-Interest Disclosure Form, the requirement to refrain from participating in a matter in which they or a relative has a substantial interest, and the penalties for violating the applicable statutes.

Each employee shall annually complete and sign the District's Conflict-of-Interest Disclosure Form (GBEAA-E) and within fifteen (15) days of any change in circumstance. Employees shall complete and sign the Conflict-of-Interest Disclosure Form every January of their employment and, if they are a new employees, within five (5) days of starting their employment with the District. Evidence of the guidance provided and signed disclosure forms shall be maintained by the District in compliance with the Uniform System of Financial Records (USFR), and all disclosures shall be kept on file for public inspection as required by A.R.S. 38-509.

Investigations and Remediation

The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation when a substantial interest may exist.

When an employee has disclosed a substantial interest or when the District otherwise determines that an employee has a substantial interest, the Superintendent and other administrators as appropriate and necessary will determine what steps should be taken to remediate or eliminate the potential for the employee's improper influence on a District decision implicated by the substantial interest. The administration will document the remediation steps taken.

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Filing of Disclosures

The District shall maintain in the District's official records and for public inspection in a special file all Employee Conflict of Interest Disclosure Forms and all other documents necessary to memorialize all disclosures of substantial interest made known pursuant to the statutory conflict-of-interest provisions. [A.R.S. 38-509]

Adopted: _____

LEGAL REF.:

A.R.S.

15-213

15-323

15-421

15-502

38-481

38-501 - 38-511 (Title 38, Chapter 3, Article 8)

43-1001

A.G.O.

I82-004

I83-093

I83-111

I00-013

I03-005

I06-002

Attorney General Arizona Agency Handbook, Chapter 8, ~~Appendix 8.1,~~

~~Conflict of Interest Disclosure Memorandum~~

Uniform System of Financial Records

26 U.S.C. 152

CROSS REF.:

BCB - Board Member Conflict of Interest

DJ - Purchasing Ethics

DJE - Bidding/Purchasing Procedures

GBP – Reprisals

GBEAA-E ©

EXHIBIT

CONFLICT OF INTEREST

**CONFLICT OF INTEREST DISCLOSURE
PURSUANT TO A.R.S. 38-501 to 38-511**

(Instructions)

1. Employees must file a Conflict of Interest Disclosure Form within five (5) calendar days after commencing work and at least annually thereafter, either identifying any substantial interest the employee or the employee's relative has or stating that neither the employee nor the employee's relative has any substantial interest requiring disclosure.
2. All Conflict of Interest Disclosures Forms shall be filed with _____ [*name District location/department*] and maintained in the District's official records in accordance with law.
3. It is the employee's responsibility to update and submit a revised Disclosure Form to the location/department noted above within fifteen (15) calendar days after any new substantial interest arises following the date of the most recent Disclosure. The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation when a substantial interest may exist.

STATEMENT OF NO CONFLICT

***To be completed only if neither you nor your relative
has a substantial interest requiring disclosure.***

I, _____, do hereby indicate that I do not have, and none of my relatives has, a substantial interest in any contract, sale, purchase, service, decision, investigation, or other matter of the _____ School District.

Date

Signature

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

STATEMENT OF CONFLICT

I, _____, do hereby indicate:

~~1.~~ That I am presently an employee of the _____ School District;

~~2.~~ That I (or my relative[s]: _____) have a substantial interest in the contract, sale, purchase, decision, investigation, or other matter by the _____ Governing Board as described below.

Identify the contract, sale, purchase, service, decision, investigation, or other matter in which you or your relative may have a "substantial interest" under A.R.S. 38-501 to 38-511. (Use as much space as necessary)

Describe the "substantial interest" referred to above. (Use as much space as necessary)

To avoid any possible conflict of interest under A.R.S. 38-501 to 38-511, I will refrain from participating in any manner in the matter identified above.

Date	Signature
------	-----------

~~STATEMENT OF DISQUALIFICATION~~

~~*To be completed if you have a conflict as identified above.*~~

~~To avoid any possible conflict of interest under A.R.S. 38-501 to 38-511, I will refrain from participating in any manner in the matter identified above.~~

Date	Signature
------	-----------

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

~~STATEMENT OF NO CONFLICT~~

**~~To be completed only if neither you nor your relative
has a substantial interest requiring disclosure.~~**

I, _____, do hereby indicate that I do not have, and
none of my relatives has, a substantial interest in any contract, sale, purchase,
service, _____ decision, _____ investigation, _____ or _____ other _____ matter _____ of _____ the
_____ School District.

_____ Date _____ Signature _____

8.C.(i) Policy DJ, Purchasing Ethics

Adopt Policy DJ, Purchasing Ethics, First Read August 11, 2026; held September 15, 2026.

POLICY SERVICES *ADVISORY*

Volume 38, Number 3

July 2026

Policy Advisory No. 1047	Policy BEDB — Agenda
Policy Advisory No. 1048	Policy CBA — Qualifications and Duties of The Superintendent
Policy Advisory No. 1049	Policy DJ — Purchasing Ethics
Policy Advisory No. 1050	Policy DJE — Bidding / Purchasing Procedures
Policy Advisory No. 1051	Policy IHA — Basic Instructional Program
Policy Advisory No. 1052	Regulation IHB-R — Special Instructional Programs
Policy Advisory No. 1053	Regulation IKE-RB — Promotion and Retention of Students
Policy Advisory No. 1054	Policy IKF — Graduation Requirements
Policy Advisory No. 1055	NEW Regulation JF-R — Student Admissions
Policy Advisory No. 1056	NEW Regulation JFAA-R — Admission of Resident Students
Policy Advisory No. 1057	NEW Regulation JFAB-R — Tuition / Admission of Nonresident Students
Policy Advisory No. 1058	NEW Regulation JFABC-R — Admission of Transfer Students
Policy Advisory No. 1059	NEW Regulation JFABD-RB — Admission of Homeless Students
Policy Advisory No. 1060	NEW Regulation JFABDA-RB — Admission of Students in Foster Care

Policy Advisory No. 1061	NEW Regulation JFB-RB — Open Enrollment
Policy Advisory No. 1062	Policy JJAB — Limited Open / Closed Forum
Policy Advisory No. 1063	Regulation JR-R — Student Records
Policy Advisory No. 1064	Policy KFA — Public Conduct on School Property

POLICY ADVISORY DISCUSSION

Summary

The following Policy Advisories reflect legislation enacted during the Fifty-seventh Legislature, Second Regular Session, which convened in January 2026 and adjourned sine die on June 13, 2026. The general effective date for these bills is September 12, 2026, unless otherwise specified.

Policy Advisory Discussion

Policy Advisory No. 1047

Policy BEDB — Agenda

This revision reflects the requirements of Chapter 62, HB 2876, amending Arizona's Open Meeting Law. The legislation prohibits a public body from placing a proposal to impose or increase a tax rate, assessment, or fee on a consent agenda. It also provides that any matter discussed in executive session that requires a final vote or decision by the Governing Board must be placed on the regular agenda and may not be included on the consent agenda. These changes reinforce the Open Meeting Law requirement that significant matters requiring Board action be considered as individual agenda items rather than as part of a consent agenda.

Policy Advisory No. 1048

Policy CBA — Qualifications and Duties of The Superintendent

This revision reflects the requirements of Chapter 58, HB 2370, amending A.R.S. 15-341. The policy now provides that if the District has a weapons detection system at a school operated by the District, the Governing Board may authorize the Superintendent to modify the system without prior Governing Board approval. The policy also incorporates the statutory requirements that the Superintendent report each modification to the Governing Board within twenty-four (24) hours and that no other person may be authorized to modify the system without prior Governing Board approval.

Policy Advisory No. 1049

Policy DJ — Purchasing Ethics

This revision incorporates the guidance in the Arizona Auditor General's Uniform System of Financial Records (USFR) regarding the approval and documentation of food and beverage purchases made with public monies.

Although A.R.S. 15-342(39) authorizes Governing Boards to provide food and beverages at District events, including official school functions and trainings, the updated USFR provides guidance indicating that Governing Boards are responsible for approving such purchases in advance or, alternatively, adopting a sufficiently detailed policy or resolution delegating approval authority. The added language incorporates the USFR's recommended process for advance Governing Board approval of individual food and beverage purchases, including documentation of the approved expenditure, funding source, public purpose, District benefit, and compliance with applicable law and funding restrictions.

Districts choosing to authorize food and beverage purchases through a standing policy or resolution rather than individual Governing Board approval should ensure their local policy or resolution includes the specific parameters outlined in the USFR.

Policy Advisory No. 1050 Policy DJE — Bidding / Purchasing Procedures

This revision reflects the 2027 Uniform System of Financial Records (USFR) update increasing the threshold for written price quotations from ten thousand dollars (\$10,000) to fifteen thousand dollars (\$15,000). The policy now provides that purchases of at least fifteen thousand dollars (\$15,000) and less than one hundred thousand dollars (\$100,000) require written price quotations from at least three (3) vendors.

Policy Advisory No. 1051

Policy IHA — Basic Instructional Program

This revision reflects the requirements of Chapter 92, HB 2423, amending A.R.S. 15-708. If an advanced mathematics course is available, the policy now provides for the automatic enrollment of qualifying students entering grades six (6), seven (7), or eight (8) in the next advanced mathematics course, unless the student's parent objects. The policy also incorporates the statutory requirement that the District notify the student's parent of the purpose and goals of the automatic enrollment and provide instructions for objecting to the placement.

Policy Advisory No. 1052 Regulation IHB-R — Special Instructional Programs

ASBA previously notified districts of this statutory change in a 2025 Policy Alert following the enactment of Chapter 196 (HB 2170). This revision incorporates that requirement into the model regulation by providing that when a pupil is determined to need special education and related services because of a specific learning disability, the pupil's Individualized

ADVISORY 1049

DJ © PURCHASING ETHICS

Governing Board

The District's Governing Board members and employees shall not use their offices or positions to receive any valuable things or benefits that would not ordinarily accrue to them in the performance of duties if the things or benefits are of such value or character as to manifest a substantial and improper influence upon the performance of their duties.

Food and Beverages

The Governing Board may provide food and beverages at School District events, including official school functions and trainings, as allowed by the Arizona Constitution, laws pertaining to travel and subsistence, gifts, grants (including federal grants), or devises, and policies of the Department of Education.

Food and beverage purchases shall be approved in advance by the Governing Board. For each purchase, the Governing Board will approve the total amount to be spent or an allowable per-person cost and identify the District fund to be used. The District will document how the purchase benefits the District and serves a public purpose and will determine that the purchase complies with applicable state law, the Arizona Constitution's Gift Clause, and the allowable uses of the identified funding source.

Personal Gift or Benefit

A person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or a person who supervises or participates in the planning, recommending, selecting or contracting for materials, services, goods, construction, or construction services of a school district or school purchasing cooperative is guilty of a Class 6 felony if the person solicits, accepts or agrees to accept any personal gift or benefit with a value of three hundred dollars (\$300) or more from a person or vendor that has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with the school district or school purchasing cooperative. Soliciting, accepting or agreeing to accept any personal gift or benefit with a value of less than three hundred dollars (\$300) is a Class 1 misdemeanor.

Any person or vendor who has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with a school district or school purchasing cooperative that offers, confers or agrees to confer any personal gift or benefit with a value of three hundred dollars (\$300) or more on a person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or on a person who supervises or participates in planning,

recommending, selecting or contracting for materials, services, goods, construction or construction services of a school district or school purchasing cooperative, is guilty of a Class 6 felony. Offering, conferring or agreeing to confer any personal gift or benefit with a value of less than three hundred dollars (\$300) is a Class 1 misdemeanor.

Definitions

For the purpose of this policy, a *gift* or *benefit* means a payment, distribution, expenditure, advance, deposit or donation of monies, any intangible personal property or any kind of tangible personal or real property. A *gift* or *benefit* does not include an item of nominal value such as a greeting card, t-shirt, mug or pen. A *gift* or *benefit* does not include food or beverage, or expenses or sponsorships relating to a special event or function to which individuals involved in procurement and purchasing are invited.

Reprisals

A District employee who has control over personnel actions may not take reprisal against a District employee or that employee's disclosure of information that is a matter of public concern, including a violation of District policy or laws/regulations governing the District.

Adopted: _____

LEGAL REF.:

A.R.S.

15-213

15-323

15-341

15-342

38-501 to 38-511

A.A.C.

R7-2-1001 to R7-2-1003

R7-2-1308

Uniform System of Financial Records (USFR)

Article IX, section 7, Constitution of Arizona

Policies adopted by the Department of Education

CROSS REF.:

DJE - Bidding/Purchasing Procedures

GBEAA - Conflict of Interest

DJ — PURCHASING ETHICS

Code: DJ **Section:** D — Fiscal Management **District:** Joseph City Unified School District No. 2 **Adopted:** Tuesday, July 8, 2025 **Source:** ASBA PolicyBridge — <https://policies.sparqdata.com/asba/browse/josephcity/josephcity/DJ> **Captured:** 2026-08-13

Governing Board

The District's Governing Board members and employees shall not use their offices or positions to receive any valuable things or benefits that would not ordinarily accrue to them in the performance of duties if the things or benefits are of such value or character as to manifest a substantial and improper influence upon the performance of their duties.

The Governing Board may provide food and beverages at School District events, including official school functions and trainings, as allowed by the Arizona Constitution, laws pertaining to travel and subsistence, gifts, grants (including federal grants), or devises, and policies of the Department of Education.

Personal Gift or Benefit

A person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or a person who supervises or participates in the planning, recommending, selecting or contracting for materials, services, goods, construction, or construction services of a school district or school purchasing cooperative is guilty of a Class 6 felony if the person solicits, accepts or agrees to accept any personal gift or benefit with a value of three hundred dollars (\$300) or more from a person or vendor that has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with the school district or school purchasing cooperative. Soliciting, accepting or agreeing to accept any personal gift or benefit with a value of less than three hundred dollars (\$300) is a Class 1 misdemeanor.

Any person or vendor who has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with a school district or school purchasing cooperative that offers, confers or agrees to confer any personal gift or benefit with a value of three hundred dollars (\$300) or more on a person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or on a person who supervises or participates in planning, recommending, selecting or contracting for materials, services, goods, construction or construction services of a school district or school purchasing cooperative, is guilty of a Class 6 felony. Offering, conferring or agreeing to confer any personal gift or benefit with a value of less than three hundred dollars (\$300) is a Class 1 misdemeanor.

Definitions

For the purpose of this policy, a *gift or benefit* means a payment, distribution, expenditure, advance, deposit or donation of monies, any intangible personal property or any kind of tangible personal or real property. A *gift or benefit* does not include an item of nominal value such as a greeting card, t-shirt, mug or pen. A *gift or benefit* does not include food or beverage, or expenses or sponsorships relating to a special event or function to which individuals involved in procurement and purchasing are invited.

Reprisals

A District employee who has control over personnel actions may not take reprisal against a District employee or that employee's disclosure of information that is a matter of public concern, including a violation of District policy or laws/regulations governing the District.

Adopted: Tuesday, July 8, 2025

LEGAL REF.: A.R.S. 15-213 15-323 15-341 15-342 38-501 to 38-511 A.A.C. R7-2-1001 to R7-2-1003 R7-2-1308 Article IX, section 7, Constitution of Arizona Policies adopted by the Department of Education

CROSS REF.: DJE - Bidding/Purchasing Procedures GBEAA - Staff Conflict of Interest

8.C.(ii) Regulation DJ-R, Purchasing Ethics, Food and Beverage

Adopt Regulation DJ-R, Purchasing Ethics, Food and Beverage First read September 15, 2026, item 9.C.

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2

DJ-R PURCHASING ETHICS, Regulation

Presented for adoption, October 13, 2026 (first read September 15, 2026).

(Events and Expense Limits of Food and Beverage Purchases for Board Members, Staff, Students, and Community)

District food and beverage purchases shall comply with Governing Board Policy DJ and shall be authorized in advance, in writing, by the Superintendent or a designee named in writing by the Superintendent, for the events and within the expense limits set out in this regulation. The Governing Board has delegated this approval to the Superintendent by resolution adopted with Policy DJ, so that food and beverage purchases made under this regulation do not require separate advance action by the Board. Governing Board approval is required in advance for any food or beverage purchase outside these parameters.

Events

- A. Governing Board meetings, workshops, and retreats, regardless of how titled.
- B. Emergency operations that require employees to remain on duty after hours.
- C. District leadership meetings.
- D. New employee training and orientation.
- E. District-sponsored employee training and professional development.
- F. Employee recruitment activities and student recruitment fairs.
- G. Beginning and end of year events.
- H. Parent-Teacher Conferences.
- I. Student activities approved by the Superintendent or designee.
- J. District-hosted community events approved by the Superintendent, such as the Family History Festival and the Christmas program.

Expense Limitations

Food and beverages shall not exceed the per-person and per-meal limits set forth in the State of Arizona Accounting Manual (SAAM), Topic 50, Section 95, as published by the Arizona Department of Administration, General Accounting Office, and as amended. When the SAAM limits change, the new limits apply from their effective date without further action by the Governing Board.

For events held within the District, the District applies the SAAM standard rate for locations not separately listed. For events held at a location that the SAAM lists separately, the rate for that location applies.

Under the SAAM issued January 27, 2025, the standard rate is fifty-eight dollars (\$58) per person per day, allocated twelve dollars (\$12) for breakfast, fourteen dollars (\$14) for lunch, and thirty-two dollars (\$32) for dinner. The Business Office shall confirm the current SAAM figures at the beginning of each fiscal year and whenever the SAAM is reissued, and shall publish them in the District Travel Expense Guide.

Advance Authorization

Before any purchase under this regulation, the requesting administrator shall submit the District Public Purpose Determination and Pre-Authorization Form to the Superintendent or designee, stating the event, the date, the number of persons, the District fund to be charged, the estimated cost, and the public purpose served. The written approval of the Superintendent or designee on that form is the advance authorization required by Policy DJ. After the event, the itemized receipt shall be attached to the form, and the form shall be retained with the payment record.

Reporting to the Governing Board

Each food and beverage purchase approved under this regulation shall appear on the expense vouchers presented to the Governing Board for ratification at its next regular meeting and shall be identifiable on those vouchers as a food and beverage purchase.

Other Limitations

Prior to each food and/or beverage purchase authorized by this regulation, the District fund or funds from which the purchase will be paid shall be identified in writing on the pre-authorization form. No such purchase shall be paid from a District fund unless the expenditure of that fund for food and beverages is authorized by law.

To demonstrate compliance with the Arizona Constitution, applicable state law, the Uniform System of Financial Records (USFR), and Governing Board policy, the District shall prepare and maintain documentation for each food and/or beverage purchase authorized by this regulation and shall retain it in accordance with the records retention schedules.

No District funds shall be expended for alcoholic beverages.

Delegation

Pursuant to A.R.S. 15-341(F), the Governing Board delegates to the Superintendent the authority to prescribe any administrative procedures necessary to implement this regulation.

LEGAL REF.: A.R.S. 15-213, 15-341(F), 15-342(39); Arizona Constitution, Article IX, Section 7; Uniform System of Financial Records (USFR); State of Arizona Accounting Manual, Topic 50, Section 95

CROSS REF.: DJ, Purchasing Ethics; DJE, Bidding/Purchasing Procedures; DKC, Expense Authorization/Reimbursement; DKC-R, Expense Authorization/Reimbursement Regulation

POLICY SERVICES

ADVISORY

Volume 38, Number 5

August 2026

Policy Advisory No. 1066.....*NEW* Regulation DJ-R — Purchasing Ethics

Summary

Policy Advisory Discussion

Policy Advisory No. 1066

Regulation DJ-R — Purchasing Ethics

Regulation DJ-R has been created to provide corresponding implementation requirements which incorporates new Uniform System of Financial Records (USFR) guidance, including procedures for authorized events, establishing expense limitations, and documenting authorized food and beverage purchases.

=====

If you have any questions, please call Policy Services at (602) 254-1100. Ask for Dr. Charlotte Patterson, Policy Analyst; Lynne Bondi, Policy Analyst; or Renae Watson, Policy Technician. Our e-mail addresses are, respectively, [cpatterson@azsba.org], [lbondi@azsba.org] and [rwatson@azsba.org].

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

ADVISORY 1066

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

DJ-R ©

REGULATION

PURCHASING ETHICS

**(Events and Expense Limits of Food and Beverage Purchases
for Board Members, Staff, Students, and Community)**

District food and beverage purchases shall comply with Governing Board Policy DJ and advanced authorization by the Superintendent for the following events and expense limitations. Governing Board approval is required in advance of purchases outside of these parameters.

Events:

- A. Governing Board meetings, workshops, and retreats, regardless of how titled.
- B. Emergency operations that require employees to remain on duty after hours.
- C. District leadership meetings.
- D. New employee training and orientation.
- E. District-sponsored employee training and professional development.
- F. Employee recruitment activities and student recruitment fairs.
- G. Beginning and end of year events.
- H. Parent-Teacher Conferences.
- I. Student activities approved by the Superintendent or designee.

Expense Limitations

Districts choose option 1 or option 2.

Option 1:

Food and beverages shall not exceed the limits set forth in the State of Arizona Accounting Manual (SAAM) for per-person and per-meal.

OR

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

Option 2:

The following per-person dollar limits shall not be exceeded for food and beverages, including taxes, gratuities and/or delivery costs. (District enters amounts)

Breakfast \$ _____

Lunch \$ _____

Dinner \$ _____

Snacks and refreshments \$ _____

Other Limitations

Prior to each food and/or beverage purchase authorized by this regulation, the District fund or funds from which the purchase will be paid shall be identified in writing. No such purchase shall be paid from a District fund unless the expenditure of that fund for food and beverages is authorized by law.

To demonstrate compliance with the Arizona Constitution, applicable state law, the Uniform System of Financial Records, and Governing Board policy, the District shall prepare and maintain documentation for each food and/or beverage purchase authorized by this regulation and retained in accordance with the records retention schedules.

No District funds shall be expended for alcoholic beverages.

Delegation

Pursuant to Arizona Revised Statutes §15-341(F), the Governing Board delegates to the Superintendent the authority to prescribe any administrative procedures necessary to implement this regulation.

ARIZONA STATE MEAL AND TRAVEL RATES, IN PLAIN ENGLISH

Source: State of Arizona Accounting Manual, Topic 50 Travel, Section 95, issued January 27, 2025

Pulled from the state's own PDF on September 15, 2026. This is the version in force today.

1. The whole system in four sentences

The state does not publish one meal limit. It publishes a **full day limit** for each location, and then splits that day into a breakfast, lunch and dinner amount. There are only **five tiers** in the entire country, from \$58 to \$82 a day, and every city in America falls into one of them. The tier for a location is set by the state's own table, which is the federal rate for that city minus ten dollars. These are **limits on what the state will reimburse for money actually spent**, not an allowance somebody gets to pocket.

2. The five tiers, with the meal breakdown

	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
Full day	\$58	\$64	\$70	\$76	\$82
Breakfast	\$12	\$13	\$14	\$15	\$16
Lunch	\$14	\$16	\$18	\$19	\$21
Dinner	\$32	\$35	\$38	\$42	\$45
Travel day (75%)	\$43.50	\$48.00	\$52.50	\$57.00	\$61.50

The three meals add exactly to the full day figure. On a full day of travel the traveler may use the whole amount without splitting it by meal. When a meal is provided free, that meal's amount comes off the day.

3. Which tier applies where in Arizona

Where	County	Full day	Breakfast	Lunch	Dinner
Kayenta, county listed as Navajo	Navajo	\$64	\$13	\$16	\$35
Grand Canyon and Flagstaff	Cocoonino and Yavapai, except Sedona	\$70	\$14	\$18	\$38
Tucson	Pima	\$70	\$14	\$18	\$38

Phoenix and Scottsdale	Mari copa	\$76	\$15	\$19	\$42
Sedona	Sedo na city limits	\$82	\$16	\$21	\$45
Everywhere else in the country		\$58	\$12	\$14	\$32

4. The Joseph City question, and it matters

The state's rule, printed at the top of every page of the location table, reads: *"If a city is listed, then the city's rate applies. If a city not listed is located in a county whose rate is listed, then the county's rate applies. Otherwise... the rates to the immediate right apply,"* meaning the \$58 standard.

Joseph City is not listed. But Joseph City is in **Navajo County**, and Navajo County is listed, in the Kayenta row. Read literally, that puts Joseph City, Holbrook, Winslow and Show Low at the **\$64 tier**, not the \$58 standard.

The other reading is that the Kayenta row covers only Kayenta. The difference is small, three dollars on dinner, but pick one on purpose and write it down rather than leave it to whoever fills out the form. **Recommendation: use \$64 and the Navajo County row, because that is what the rule literally says and it is the reading an auditor cannot argue with.** Have Selena confirm, and note it in the regulation.

5. What this means for the food and beverage regulation, DJ-R

If the Board takes **Option 1**, the SAAM limits, then a district event in Joseph City is capped at roughly:

- **Breakfast \$13 a person**
- **Lunch \$16 a person**
- **Dinner \$35 a person**

and Phoenix events at \$15, \$19 and \$42. A board workshop lunch for seven people is capped at about \$112. Those are the numbers a member will react to, so have them ready.

Two honest caveats. SAAM is written for an **employee in travel status**, not for catering a meeting at the district office, so Option 1 borrows a travel rule for a different purpose. And the SAAM table is **not refreshed automatically** when the federal rates change every October; the current version has been in force since January 27, 2025. That is an argument in Option 1's favor if you want stability, and against it if you want the numbers to track the market.

Option 2 is the Board writing its own breakfast, lunch, dinner and snack dollar amounts. Simpler to explain at a district event, but it requires the Board to revisit the numbers whenever prices move.

6. Other numbers from the same section you will use

- **Mileage, personal vehicle: 67 cents a mile.** This is the number for travel claims.
- Privately owned aircraft: 99.5 cents a mile.
- **Day trip with no overnight stay, over 6 hours and under 12: \$17 total for the day.**
- **Day trip with no overnight stay, 12 hours or more: \$32 total for the day.** Both are taxable to the traveler.
- Departure and return days on an overnight trip: 75 percent of the full day rate for the place you slept.
- Lodging is a separate limit by location and season. Phoenix runs \$113 in the summer to \$229 in February and March. Flagstaff is \$110 to \$144. Kayenta is \$145 year round. The standard everywhere else is \$110. Taxes are reimbursed on top.
- Long assignments: after the first seven days in one place, meals drop to 50 percent of the full day rate.

7. Where this came from

The PDF is saved beside this file as

`SAAM\_5095\_Reimbursement\_Rates\_250127.pdf`, 29 pages. The state posts it at gao.az.gov under the State of Arizona Accounting Manual, Topic 50, Section 95. The version-specific link will change when the state reissues it; the stable page is <https://gao.az.gov/state-arizona-accounting-manual-saam>. Questions go to gaotravel@azdoa.gov.

8.C.(iii) Policy BCB, Exhibit BCB-E, Policy GBEAA, Exhibit GBEAA-E

Approve Policy BCB and Exhibit BCB-E and Policy GBEAA and Exhibit GBEAA-E. First read September 15, item 9.C.

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2

BCB-E BOARD MEMBER CONFLICT OF INTEREST DISCLOSURE FORM, Exhibit

Status: Presented for adoption, October 13, 2026 (first read September 15, 2026).

EXHIBIT

BOARD MEMBER CONFLICT OF INTEREST

DISCLOSURE FORM

Governing Board members must file a Conflict of Interest Disclosure within five (5) calendar days after assuming office and at least annually thereafter, either identifying any substantial interest the board member or the board member's relative has or stating that neither the board member nor the board member's relative has any substantial interest requiring disclosure.

All Conflict of Interest Disclosure Forms shall be filed with the Administrative Assistant to the Superintendent, Joseph City Unified School District No. 2 District Office, 8176 Westover Avenue, Joseph City, Arizona 86032, and maintained in the District's official records in accordance with law.

It is the board member's responsibility to update and submit a revised Disclosure Form to the location/department noted above within fifteen (15) calendar days after any new substantial interest arises following the date of the most recent disclosure.

I, _____, do hereby indicate that:

I am presently a District Governing Board Member of the Joseph City Unified School District No. 2, and that;

A. I understand my responsibility for disclosing conflicts of interest as required by Arizona law and Policy BCB;

B. I understand the statutory consequences for noncompliance with conflict of interest in A.R.S. 38-510 and any additional consequences imposed in accordance with Policy BCB;

C. I agree to comply with all conditions and restrictions the District imposes regarding my involvement for which I or my relative have a conflict of interest;

D. I agree to submit an updated Disclosure Form for any changes to circumstances within fifteen (15) days.

Date Signature

STATEMENT OF NO CONFLICT

To be completed only if you do not or your relative does not have a conflict of interest.

I, _____, do hereby indicate that I do not have, and none of my relatives has, a substantial interest in any contract, sale, purchase, service, decision, investigation, or other matter of the Joseph City Unified School District No. 2.

Date Signature

STATEMENT OF CONFLICT

To be completed only if you or your relative has a conflict of interest.

I (or my relative[s]: _____) have a substantial interest in the contract, sale, purchase, decision, investigation, or other matter by the Joseph City Unified School District No. 2 Governing Board as described below.

Identify the contract, sale, purchase, service, decision, investigation, or other matter in which you or your relative may have a “substantial interest” under A.R.S. §§ 38-501 to 511. (Use as much space as necessary.)

Describe the “substantial interest” referred to above. (Use as much space as necessary.)

STATEMENT OF DISQUALIFICATION FROM PARTICIPATING IN A GOVERNING BOARD MATTER

To be completed if you have a conflict as identified above with an item on a Governing Board Meeting Agenda.

To avoid any possible conflict of interest under A.R.S. §§ 38-501 to 511, I will refrain from participating in any manner on Item ____ on the _____ (date) Governing Board Agenda because I or my relative has a conflict of interest in the matter. If I have not previously disclosed this conflict of interest, I will prepare and submit an updated Board Member Conflict of Interest Disclosure Form that provides the necessary information regarding my conflict.

I understand that I should also orally indicate my conflict with the Agenda Item at the meeting, if I am in attendance, and then refrain from participating in any matter.

This Statement of Disqualification will be maintained with the minutes of the Governing Board meeting at which I have declared my conflict.

Date Signature

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2

GBEAA-E CONFLICT OF INTEREST DISCLOSURE FORM, Exhibit

Status: Presented for adoption, October 13, 2026 (first read September 15, 2026).

EXHIBIT

CONFLICT OF INTEREST

**CONFLICT OF INTEREST DISCLOSURE
PURSUANT TO A.R.S. 38-501 to 38-511**

(Instructions)

Employees must file a Conflict of Interest Disclosure Form within five (5) calendar days after commencing work and at least annually thereafter, either identifying any substantial interest the employee or the employee's relative has or stating that neither the employee nor the employee's relative has any substantial interest requiring disclosure.

All Conflict of Interest Disclosure Forms shall be filed with the Administrative Assistant to the Superintendent, Joseph City Unified School District No. 2 District Office, 8176 Westover Avenue, Joseph City, Arizona 86032, and maintained in the District's official records in accordance with law.

It is the employee's responsibility to update and submit a revised Disclosure Form to the location/department noted above within fifteen (15) calendar days after any new substantial interest arises following the date of the most recent Disclosure. The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation when a substantial interest may exist.

STATEMENT OF NO CONFLICT

To be completed only if neither you nor your relative has a substantial interest requiring disclosure.

I, _____, do hereby indicate that I do not have, and none of my relatives has, a substantial interest in any contract, sale, purchase, service, decision, investigation, or other matter of the Joseph City Unified School District No. 2.

Date Signature

STATEMENT OF CONFLICT

I, _____, do hereby indicate:

That I am presently an employee of the Joseph City Unified School District No. 2;

That I (or my relative[s]: _____) have a substantial interest in the contract, sale, purchase, decision, investigation, or other matter by the Joseph City Unified School District No. 2 Governing Board as described below.

Identify the contract, sale, purchase, service, decision, investigation, or other matter in which you or your relative may have a “substantial interest” under A.R.S. 38-501 to 38-511. (Use as much space as necessary)

Describe the “substantial interest” referred to above. (Use as much space as necessary)

To avoid any possible conflict of interest under A.R.S. 38-501 to 38-511, I will refrain from participating in any manner in the matter identified above.

Date Signature

BCB — BOARD MEMBER CONFLICT OF INTEREST

Code: BCB **Section:** B — School Board Governance and Operations **District:** Joseph City Unified School District No. 2 **Adopted:** Tuesday, May 13, 2025 **Source:** ASBA PolicyBridge — <https://policies.sparqdata.com/asba/browse/josephcity/josephcity/BCB> **Captured:** 2026-08-13

Board Member Voting Restrictions

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

Employment Limitations

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

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

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

Conflicts of Interest

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

Any Board member or employee who has, or whose relative has, a substantial interest in any decision of the District shall make known such interest in the official records of the

District and shall refrain from participating in any manner as a Board member or employee in such a decision. [A.R.S. 38-503]

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

Purchases from Governing Board Members

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

A. Purchases less than one hundred thousand dollars (\$100,000) comply with the Uniform System of Financial Records (USFR) guidelines and written quotations.

B. Purchases of one hundred thousand dollars (\$100,000) and above comply with the school district procurement rules for public competitive bidding.

Purchases from Governing Board Members for Districts with Fewer than 3,000 Students:

A. Each purchase is approved by the Governing Board;

B. Although there is no limit on the amount of the purchase, the amount of the purchase is included in the Board’s meeting minutes.

Filing of Disclosures

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

Adopted: Tuesday, May 13, 2025

LEGAL REF.: A.R.S. 15-213 15-323 15-421 15-502 38-481 38-503 38-509 43-1001 A.G.O. I84-012 I87-035 I88-013 I06-002

CROSS REF.: BBBA - Board Member Qualifications DJE - Bidding/Purchasing Procedures

GBEAA — CONFLICT OF INTEREST

Code: GBEAA **Section:** G — Personnel **District:** Joseph City Unified School District No. 2
Adopted: Tuesday, May 12, 2026 **Source:** ASBA PolicyBridge —
<https://policies.sparqdata.com/asba/browse/josephcity/josephcity/GBEAA> **Captured:**
2026-08-13

Employment of Close Relatives

The Superintendent, Principals, or other administrators with hiring authority may not participate in the hiring of any person related to them within the third degree of consanguinity, affinity, or by law, and no District employee shall be placed in a position where they directly supervise or are directly supervised by such a relative.

No dependent, as defined in A.R.S. 43-1001 (see also Internal Revenue Code 26 U.S.C. 152), of a Governing Board member may be employed in the District, except by consent of the Board in accordance with A.R.S. 15-502. Small school Districts, as defined by A.R.S. 15-901, are granted an exception regarding employment of substitute teachers. A.R.S. 15-421(E).

This policy will apply for summer or part-time work as well as for full-time employment.

Business Relations

Any Governing Board member, administrator, or employee who has, or whose relative has, a substantial interest in any contract, sale, purchase, or service to the District shall make known that interest in the official records of the District, and shall refrain from participating in any manner as an employee in such contract, sale, or purchase, as provided in A.R.S. 38-501, 38-502 and 38-503.

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

Vendor Relations

No employee of the District will accept a gift or benefit from any person, group, or entity doing, or desiring to do, business with the District as described in Policy DJ, Purchasing Ethics.

District Purchases from Employees

The District must comply with competitive purchasing rules for any acquisition of goods or services from District employees regardless of the dollar amount. The District may only

acquire equipment, material, supplies, or services from its employees under an award or contract after public competitive bidding (A.R.S. 38-503; A.G.O. I06-002). The requirement 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, when a District employee acts as the vendor.

Employee Guidance and Acknowledgement of Understanding

The District shall annually provide written guidance to all employees regarding what constitutes a substantial interest, and each employee shall annually complete and sign the District's conflict-of-interest disclosure form (GBEAA-E). Evidence of the guidance provided and signed disclosure forms shall be maintained by the District in compliance with the Uniform System of Financial Records (USFR), and all disclosures shall be kept on file for public inspection as required by A.R.S. 38-509.

Investigations

The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation when a substantial interest may exist.

Adopted: Tuesday, May 12, 2026

LEGAL REF.: A.R.S. 15-213 15-323 15-421 15-502 38-481 38-501 - 38-511 (Title 38, Chapter 3, Article 8) 43-1001 A.G.O. I82-004 I83-093 I83-111 I00-013 I03-005 I06-002 Attorney General Arizona Agency Handbook, Chapter 8, Appendix 8.1, Conflict of Interest Disclosure Memorandum Uniform System of Financial Records 26 U.S.C. 152

CROSS REF.: BCB - Board Member Conflict of Interest DJ - Purchasing Ethics DJE - Bidding/Purchasing Procedures GBP - Reprisals

8.C.(iv) Resolution 2026-27-___, Delegating Purchasing Approval to the Superintendent

Adopt a resolution authorizing the Superintendent, or a designee named in writing, to approve purchases within the adopted budget and under \$100,000 in compliance with Policy DJE, Regulation DJE-R and the School District Procurement Rules, and to approve food and beverages within Regulation DJ-R.

On September 15, 2026 the Board held Policy DJ because, as written, every food and beverage purchase would need advance Board approval. On September 18 the Board directed that approval rest with the Superintendent inside written limits. To be considered immediately after Policy DJ and Regulation DJ-R.

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2 GOVERNING BOARD

RESOLUTION NO. 2026-27-__ DELEGATING PURCHASING APPROVAL TO THE SUPERINTENDENT

WHEREAS, the Governing Board is adopting Policy DJ, Purchasing Ethics, and Regulation DJ-R, which sets out when the District may provide food and beverages and at what rates; and

WHEREAS, on September 15, 2026 the Board held Policy DJ out of concern that, as written, every District food and beverage purchase would need Board approval in advance, and on September 18, 2026 directed that approval rest with the Superintendent inside written limits; and

WHEREAS, Policy DJE, Bidding and Purchasing Procedures, adopted September 15, 2026, places purchases under \$15,000 at the Superintendent's discretion, requires three written quotations from \$15,000 to under \$100,000, and requires sealed bids with Board action above \$100,000; and

WHEREAS, A.R.S. 15-321 and 15-341 permit the Board to delegate administrative authority to the Superintendent while the Board keeps final responsibility;

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of Joseph City Unified School District No. 2:

1. Authorizes the Superintendent, or a designee named in writing, to approve on the Board's behalf any purchase that is (a) within the adopted budget, (b) less than \$100,000, and (c) made in compliance with Policy DJE, Regulation DJE-R, and the School District Procurement Rules.
2. Authorizes the Superintendent, or a designee named in writing, to approve food and beverages at District events, official school functions, and trainings described in Regulation DJ-R, at the State of Arizona Accounting Manual (SAAM) rates DJ-R adopts, without advance Board action on each event.
3. Keeps with the Board: any purchase of \$100,000 or more requiring sealed bids or proposals; any purchase from a Governing Board member, which under A.R.S. 38-503 and Policy DJE requires Board approval recorded in the minutes; any contract longer than five years; and any expenditure outside the adopted budget.
4. Directs that every purchase approved under this resolution appear on the expense vouchers presented to the Board for ratification at the next regular meeting, and that food and beverage purchases under paragraph 2 be identifiable on those vouchers.
5. This delegation takes effect on adoption and continues until amended or rescinded by the Board. The Board shall review it each July with the budget.

ADOPTED this 13th day of October, 2026, by the Governing Board of Joseph City Unified School District No. 2.

President Clerk

8.D. Approve the Joseph City Schools Annual Financial Report for 2025-26

8.E. USDA Grant

Resolution 2026-27-4 accepting USDA Distance Learning and Telemedicine Grant AZ0735-A16 and authorizing the Superintendent to execute the grant agreement.

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2 GOVERNING BOARD

RESOLUTION NO. 2026-27-__ ACCEPTING USDA DISTANCE LEARNING AND
TELEMEDICINE GRANT AZ0735-A16 AND AUTHORIZING THE SUPERINTENDENT
TO EXECUTE THE GRANT AGREEMENT

WHEREAS, in June 2026 the District submitted application DLT-2026-137 (Grants.gov GRANT14691290) to the United States Department of Agriculture, Rural Utilities Service, under the Distance Learning and Telemedicine Grant Program, for distance learning and telemedicine equipment at Joseph City Elementary School and Joseph City Junior/Senior High School, including two telehealth rooms; and

WHEREAS, by letter dated September 28, 2026 the USDA Loan Origination and Approval Division notified the District that it has been selected for a grant of \$394,365 toward a total project cost of \$453,605, with a District cash match of \$59,240 (15.02 percent), over a three year performance period; and

WHEREAS, Policy DD, Budget Funding Sources, provides that grant proposals are to be approved by the Board before submission, timelines permitting, and that the Governing Board may accept gifts, grants, or devises of money; the Board did not act on this application before it was submitted, and this resolution supplies that approval; and

WHEREAS, the District has confirmed its legal name and designated the Superintendent as its authorized representative with USDA, and USDA requires evidence of the Board's authority before the grant agreement is executed; and

WHEREAS, A.R.S. 15-341 vests the general powers of the District in the Governing Board, including authority to accept funds and to delegate administrative execution to the Superintendent;

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of Joseph City Unified School District No. 2:

1. Ratifies the submission of application DLT-2026-137 and accepts USDA Distance Learning and Telemedicine Grant AZ0735-A16 in the amount of \$394,365.
2. Authorizes the Superintendent, Shannon Harvilla, as the District's authorized representative, to execute the grant agreement, the Letter of Conditions, and all certifications, assurances, budget documents, amendments, and reports required by USDA for this award, and to administer the award in accordance with its terms.

2a. Designates the Superintendent, and in the Superintendent's absence the Business Manager, as the officers authorized to execute and submit Requests for Advance or Reimbursement (Standard Form 270) and the certification of authority required by the grant agreement, and authorizes the Business Manager to enroll the District in the Automated Clearing House payment system for this award using a District account.

3. Commits the District's required cash match of \$59,240 from the Unrestricted Capital Outlay Fund (Fund 610), to be budgeted and expended over the three year performance period in the proportion USDA requires with each request for advance, and directs the Business Manager to account for the award and the match separately in accordance with the Uniform System of Financial Records.
4. Directs that no project funds be obligated or expended, and no equipment be ordered, until the grant agreement is fully executed and USDA has released the funds.
5. Acknowledges that approximately \$95,300 of the project consists of three year prepaid warranties and software licensing, and directs the Superintendent to report to the Board, before adoption of the Fiscal Year 2030 budget, the annual cost of the warranties and licenses that end with the three year prepaid term and a plan to carry them.
6. Directs the Superintendent to report to the Board on the status of this award at the first regular meeting after the agreement is executed, and annually thereafter during the performance period.

ADOPTED this 13th day of October, 2026, by the Governing Board of Joseph City Unified School District No. 2.

President Clerk



Rural Development

September 28, 2026

RUS Telecommunications
Program

1400 Independence Ave, SW
Room 4121 - Stop 1590
Washington, DC 20250

Voice 202.720.0800

Mr. Steven Mills
Business Manager
Joseph City Unified School District 02
8176 Westover Street
Joseph City, Arizona 86032-2500

Re: Grants.gov Application # GRANT14691290

Dear Mr. Mills:

I am pleased to congratulate you on your organization's selection for \$394,365 grant under the FY 2026 Distance Learning and Telemedicine (DLT) Grant Program administered by the Rural Utilities Service (RUS). The RUS designation for your grant is AZ0735-A16.

Although we are very glad to be making this grant to Joseph City Unified School District 02, we would appreciate if you did not announce this grant offer until USDA makes a formal announcement.

In the near future, you will receive legal documents for your execution. This will formalize the agreement and enable you to request funds. If you wish to view the grant document, you will find a blank copy on our DLT website under the To Apply tab at:

https://www.rd.usda.gov/sites/default/files/dlt_grant_agreement.pdf.

To generate the legal documents, we request that you send an email to dltinfo@usda.gov, confirming that (1) Joseph City Unified School District 02 is the correct legal name of the entity, and (2) Mr. Steven Mills can sign on behalf of Joseph City Unified School District 02 and should receive all correspondence regarding the AZ0735-A16 grant.

If the entity's legal name is incorrect, please send an email to dltinfo@usda.gov specifying the correct legal name along with acceptable evidence of legal existence. Further, if Mr. Steven Mills is not the representative who can sign on behalf of Joseph City Unified School District 02, please provide the name, title, phone number and email address of the correct representative.

Please provide your email response to dltinfo@usda.gov by October 5, 2026.

A copy of your final budget is enclosed. Revisions, if any, are explained in detail at the bottom of the budget. **Although the budget has been reviewed, each line item is still subject to meet program requirements for eligibility. Please work with your General Field Representative (GFR) if you have any questions or concerns about line-item eligibility.**

We look forward to working with you to bring the benefits of advanced telecommunications services to rural America.

Sincerely,

A handwritten signature in cursive script that reads "Shekinah D. Pepper".

SHEKINAH PEPPER, Deputy Assistant Administrator
Loan Origination and Approval Division
Telecommunications Program

Enclosure

cc: Lori Urban, State Director, Arizona
Matthew Suchodolski, General Field Representative, Arizona
Application Number: DLT-2026-137

The Rural Utilities Service Distance and Learning Telemedicine Program <i>Governed by the Code of Federal Regulations 7 CFR 1734</i>						
Joseph City Unified School District 02 (AZ0735-A16)						
Application Number: DLT-2026-137						
Line Item Budget : Approved As-Is						
Notwithstanding prior approval by RUS of the budget for the grant project, if the additional documentation accompanying a request for advance of grant funds demonstrates that the advance is to fund a non-approved purpose for grants in accordance with 7 CFR 1734.23, that advance will not be made. Please review the following for more detail regarding approved and non-approved grant purposes: https://www.ecfr.gov/current/title-7/subtitle-B/chapter-XVII/part-1734/subpart-B						
Items being funded by Grant and Cash Match						
Line Item #	Site Number	Site Name	Description of Equipment	Unit Cost	# of Units	Extended Costs
1	1	Joseph City Elementary School	Elementary School Mental Health Telehealth Room			\$ -
2	1	Joseph City Elementary School	Cisco Room Bar Pro All-in-One Video Bar	\$ 15,197	1	\$ 15,197
3	1	Joseph City Elementary School	3-Year Hardware Warranty for Cisco Bar Pro	\$ 4,736	1	\$ 4,736
4	1	Joseph City Elementary School	Viewsonic 75-Inch Display	\$ 4,809	1	\$ 4,809
5	1	Joseph City Elementary School	Professional Installation	\$ 8,128	1	\$ 8,128
6						
7						
8	1	Joseph City Elementary School	Extra Large Groups - Districtwide Distance Learning Room for Student Career Pathway events and Teacher PD			
9	1	Joseph City Elementary School	Cisco Room Kit EQ with Quad Cam Videoconferencing System	\$ 29,209	1	\$ 29,209
10	1	Joseph City Elementary School	3-Year Hardware Warranty for Video Conferencing System	\$ 8,330	1	\$ 8,330
11	1	Joseph City Elementary School	Codec Equipment Rack	\$ 117	1	\$ 117
12	1	Joseph City Elementary School	VPTZ Pan-Tilt-Zoom Camera (Two-Way Visual) for full room coverage	\$ 9,872	3	\$ 29,615
13	1	Joseph City Elementary School	3-Year Hardware Warranty for Pan-Tilt-Zoom Camera	\$ 3,843	3	\$ 11,529
14	1	Joseph City Elementary School	VPTZ Camera Mounts	\$ 340	3	\$ 1,019
15	1	Joseph City Elementary School	Cisco Ceiling Microphones	\$ 7,228	6	\$ 43,367
16	1	Joseph City Elementary School	3-Year Hardware Warranty for Ceiling Microphones	\$ 2,814	6	\$ 16,884
17	1	Joseph City Elementary School	Cisco Ceiling Mic Mounts	\$ 347	6	\$ 2,082
18	1	Joseph City Elementary School	Cisco POE Switch	\$ 264	1	\$ 264
19	1	Joseph City Elementary School	3-Year Hardware Warranty for Cisco POE Network Power Switch	\$ 152	1	\$ 152
20	1	Joseph City Elementary School	Ceiling Speakers (Audio Output for whole room)	\$ 4,263	1	\$ 4,263
21	1	Joseph City Elementary School	Audio Amplifier for full room sound	\$ 1,421	1	\$ 1,421
22	1	Joseph City Elementary School	Viewsonice 98-Inch Display	\$ 12,788	1	\$ 12,788
23	1	Joseph City Elementary School	Viewsonic 75-Inch Display	\$ 11,367	2	\$ 22,734
24	1	Joseph City Elementary School	Professional Installation	\$ 34,193	1	\$ 34,193
25						
26	1	Joseph City Elementary School	Shipping			
27	1	Joseph City Elementary School	Shipping for Items at Site 1	\$ 1,832	1	\$ 1,832
28						
29						\$ -
30	1	Joseph City Elementary School	Licensing			\$ -
31	1	Joseph City Elementary School	Cisco Collaboration Flex Licenses for video conferencing 3 year prepaid 1 per endpoint	\$ 1,692	2	\$ 3,384
32	1	Joseph City Elementary School	Synergy SKY CONNECT licensing enables SIP or H.323 endpoint connections 3 year prepaid	\$ 6,120	2	\$ 12,240
33	1	Joseph City Elementary School	Synergy SKY CONNECT 3 year support	\$ 648	2	\$ 1,296
34						\$ -
35	2	Joseph City Jr./Sr. High School	Highschool Mental Health Telehealth Room			\$ -
36	2	Joseph City Jr./Sr. High School	Cisco Room Bar Pro All-in-One Video Bar	\$ 15,197	1	\$ 15,197
37	2	Joseph City Jr./Sr. High School	3-Year Hardware Warranty for Cisco Bar Pro	\$ 4,736	1	\$ 4,736
38	2	Joseph City Jr./Sr. High School	Viewsonice 65-Inch Display	\$ 4,263	1	\$ 4,263
39	2	Joseph City Jr./Sr. High School	Professional Installation	\$ 8,099	1	\$ 8,099
40						
41	2	Joseph City Jr./Sr. High School	Large Groups - Highschool Flex Distance Learning Room - Student Learning and Teacher PD			\$ -
42	2	Joseph City Jr./Sr. High School	Cisco Room Kit EQ with Quad Cam Videoconferencing System	\$ 29,209	1	\$ 29,209
43	2	Joseph City Jr./Sr. High School	3-Year Hardware Warranty for Video Conferencing System	\$ 8,330	1	\$ 8,330
44	2	Joseph City Jr./Sr. High School	Cisco Ceiling Mic Pro Ceiling Microphone (Two-Way Audio Input)	\$ 7,228	2	\$ 14,456
45	2	Joseph City Jr./Sr. High School	3-Year Hardware Warranty for ceiling mics	\$ 2,814	2	\$ 5,628
46	2	Joseph City Jr./Sr. High School	Ceiling Mic Pro Mount	\$ 347	2	\$ 694
47	2	Joseph City Jr./Sr. High School	Viewsonic 98-Inch Display	\$ 12,788	1	\$ 12,788
48	2	Joseph City Jr./Sr. High School	Codec Equipment Rack	\$ 117	1	\$ 117
49	2	Joseph City Jr./Sr. High School	Professional Installation	\$ 21,491	1	\$ 21,491
50						
51	2	Joseph City Jr./Sr. High School	Small Groups - Highschool Distance Learning A/V Cart			\$ -
52	2	Joseph City Jr./Sr. High School	Cisco Board Pro 75" Video Board (Both Two-Way Audio & Visual)	\$ 15,197	1	\$ 15,197
53	2	Joseph City Jr./Sr. High School	3-Year Hardware Warranty for 75 Inch Interactive Video Board	\$ 4,736	1	\$ 4,736
54	2	Joseph City Jr./Sr. High School	Salamander Mobile Equipment Cart	\$ 7,105	1	\$ 7,105
55	2	Joseph City Jr./Sr. High School	Professional Installation for whole A/V Cart Solution	\$ 5,512	1	\$ 5,512
56						
57	2	Joseph City Jr./Sr. High School	Licensing			\$ -
58	2	Joseph City Jr./Sr. High School	Cisco Collaboration Flex Licenses for video conferencing (3 year prepaid) - 1 per endpoint	\$ 1,692	3	\$ 5,076
59	2	Joseph City Jr./Sr. High School	Synergy SKY CONNECT licensing enables SIP or H.323 endpoint connections 3 year prepaid	\$ 6,120	3	\$ 18,360
60	2	Joseph City Jr./Sr. High School	Synergy SKY CONNECT 3 year support	\$ 648	3	\$ 1,944
61						
62	2	Joseph City Jr./Sr. High School	Shipping			
63	2	Joseph City Jr./Sr. High School	Shipping for Items at Site 2	\$ 1,082	1	\$ 1,082
64						
65						
66						
67	3	Northland Pioneer College	HUB/ No equipment requested at this site			
68	4	Arizona State University	HUB/ No equipment requested at this site			
69						\$ -
Total Grant and Cash Match						\$ 453,605
Items being Funded by In-Kind						
Line Item #	Site Number	Site Name	Description of Equipment	Unit Cost	# of Units	Extended Costs
1						\$ -
Total In-Kind Match						\$ -
A		Overall DLT Project Budget (Sum of Total Grant & Cash Match and Total In-Kind Match)				\$ 453,605
B		Less Proposed Cash Match (As documented on Match Calculation Worksheet)				\$ 59,240
C		Less In-Kind Match				\$ -
D		DLT Grant Request (A-B-C)				\$ 394,365
					Grant to Match % (minimum of 15% required)	15.02%

C. Executive Summary

USDA Distance Learning and Telemedicine Grant 2026



APPLICANT NAME: Joseph City Unified School District 02

1. Description of Project Need

Joseph City Unified School District (JCUSD) faces acute challenges exacerbated by geographic isolation and the decommissioning of the Cholla Power Plant, which has led to declining enrollment, causing economic and educational strain. The district's needs are categorized as follows:

1. Limited Educational and Career Access: Students suffer from a lack of educational opportunities, particularly in specialized STEM, advanced mathematics, and Dual Enrollment coursework. With only 9% of residents attaining a bachelor's degree (roughly 4x worse than state/national levels) the district must provide access to college-ready curricula and virtual career pathways to bridge this achievement gap.
2. Inconsistent or Unavailable Mental Health Resources: The community faces a severe shortage of localized mental health support. Navajo County has a ratio of 940:1 mental health providers, over 3x the national average. Without local infrastructure, families must travel up to 90 miles (3 hours round-trip) for basic care, causing lost instructional time and financial strain for our population, 30% of whom live below the poverty line.
3. Limited Opportunities for Staff Specialized Training: Geographic isolation prevents educators from attending external training without significant time and cost. The lack of robust remote professional development infrastructure leaves staff feeling isolated and hinders the implementation of modern curriculum, which is vital given the difficulty of recruiting specialized teachers locally.

2. Addressing Needs and Financial Assistance

JCUSD will address these critical gaps by deploying a fixed robust distance learning and telehealth infrastructure. This project enables students to access specialized coursework and private mental health counseling on-site. The project addresses the identified needs as follows:

Please note, all requested equipment is to be installed across Sites 1 and 2

- Addressing Need 1 (Educational Access): By installing multiple large-room conferencing systems and interactive displays, the district will provide consistent, live access to STEM labs, Dual Enrollment partners (e.g., ASU Digital Prep), and virtual career exploration, directly overcoming local staffing shortages.

- Addressing Need 2 (Mental Health): The implementation of private, dedicated Telehealth rooms with secure AV equipment enables reliable, confidential access to the Cartwheel program, directly reducing student absenteeism and providing life-saving support without the burden of long-distance travel.
- Addressing Need 3 (Staff Development): The upgraded audiovisual hardware allows staff to participate in virtual conferences and expert-led Professional Development sessions, eliminating the need for costly travel and substitute coverage, thereby improving teacher retention and instructional quality.

Financial assistance is required because the district's capital and operating reserve funds have experienced downward pressure from the closing of the Cholla Power Plant. The district has experienced declining enrollment and associated reductions in state funding as families increasingly utilize Arizona's expanded educational choice options, including homeschooling and other alternative educational settings. We also have had emergency HVAC and other deferred maintenance repairs north of \$100,000 over the last couple of years. This, along with a lack of state funding sources, leaves us with no local capital to fund this necessary equipment.

3. Applicant Description and Eligibility

The applicant is the Joseph City Unified School District (JCUSD), a public educational institution serving the rural community of Joseph City, Arizona. We are legally established by Arizona State Statute and are fully eligible for the Distance Learning and Telemedicine grant.

4. Total Project Cost and Financial Assistance

The total project budget for the DLT program is \$453,605. To support this, the district is providing a cash match of \$59,240 from its unrestricted cash reserves, leaving a total federal grant request of \$394,365.

5. Project Classification

This project is a fixed-site Distance Learning and Telemedicine project. The predominant use of the system and the primary equipment request is for distance learning, as the core objective is to expand student access to specialized curricula (STEM, Dual Enrollment) and staff professional development. Telemedicine services will still be a critical focus to ensure student well-being and consistent school attendance. Equipment will be used for approved DLT purposes 100% of the time.

6. General Overview of the Telecommunications System

JCUSD's project is a fixed site project where all equipment will be installed at the end-user sites (Site 1 and Site 2) The system comprises integrated audiovisual hardware designed to bridge physical isolation, including:

Site 1 - Joseph City Elementary School

- Elementary School Mental Health Telehealth Room
 - Use Cases: Telehealth, small group distance learning, IEP skills coaching.
 - Equipment: Small room video conferencing setup: cameras, microphones, speakers, displays, video bars.
- Districtwide Distance Learning Room (Extra Large Groups)
 - Use Cases: Large group events, classroom-size distance learning, digital field trips, career pathway events (all grades), staff professional development.
 - Equipment: Large room conferencing setup: cameras, microphones, ceiling speakers, displays, video bars, switches, networking equipment.

Site 2 - Joseph City Jr./Sr. High School\

- Highschool Mental Health Telehealth Room
 - Use Cases: Dedicated mental health/telehealth, private consultation room.
 - Equipment: Private room video setup: display connected to A/V device.
- Highschool Flex Distance Learning Room (Large Groups)
 - Use Cases: Large group distance learning, dual enrollment programs, ASU and partner programs, career exploration (junior/senior high).
 - Equipment: Large classroom conferencing setup: cameras, microphones, ceiling speakers, displays, video bars, switches, networking equipment.
- Highschool Distance Learning A/V Cart (Small Groups)
 - Use Cases: Flexible small group setup, small group learning.
 - Equipment: Small room video conferencing setup: camera, microphone, speakers, display, mobile cart.

7. Hub and End-User Sites

Site Number	Site Name	Site Designation	Street Address	Town	County	State	5 Digit ZIP	Congressional District	# Rural Residents Served at each Site
1	Joseph City Elementary School	End-User	8176 Westover Avenue	Joseph City	Navajo	AZ	86032	AZ-002	204
2	Joseph City Jr./Sr. High School	End-User	4629 East 2nd North Avenue	Joseph City	Navajo	AZ	86032	AZ-002	253
3	Northland Pioneer College	Hub	2251 E. Navajo Blvd	Holbrook	Navajo	AZ	86025	AZ-002	N/A - This is a hub site
4	Arizona State University	Hub	1151 S. Forest Ave.	Tempe	Maricopa	AZ	85281	AZ-004	N/A - This is a hub site

The project utilizes the JCUSD schools (Site 1 and Site 2) as the end-user sites for educational and health service delivery. **415 students and 42 teachers will receive benefits from this project and that will result in a total of 457 rural residents benefiting if our project is funded. These numbers are from enrollment numbers and teacher count.** Please see below for a breakdown of which partners will deliver which services to make these benefits a reality:

Site 1 - Joseph City Elementary School: End-User

At Joseph City Elementary School, content and services received through the proposed project focus on both student well-being and foundational learning. The Cartwheel program provides dedicated telehealth counseling and family support services directly to our campus. Additionally, the districtwide distance learning infrastructure facilitates broader educational opportunities, including small-group distance learning, digital field trips, and career pathway events accessible to elementary students.

Site 2 - Joseph City Jr./Sr. High School: End-User

At Joseph City Jr./Sr. High School, we will specialize our services received to meet secondary education and college-readiness needs. We will receive mental health services through private, dedicated consultations with Cartwheel mental health providers. We will also receive academic and career-focused content from several partners: Arizona State University (ASU Digital Prep) will provide rigorous STEM coursework, advanced mathematics, and Dual Enrollment

programs, while Northland Pioneer College (NPC) will offer foreign language instruction, such as Spanish. We will collaborate with various industry and career partners to receive virtual career exploration pathways, guest speaker events, and digital field trips to support our students' post-secondary readiness.

Site 3 - Northland Pioneer College: Hub

This site is not receiving project equipment. As a hub, it will contribute foreign language instruction, such as Spanish, to the high school curriculum. This will be done via live instruction.

Site 4 - Arizona State University: Hub

This site is not receiving project equipment. As a hub, it will contribute rigorous STEM coursework, advanced mathematics programs to the high school curriculum. This will be done via live instruction.

8. Certification of Non-Duplication

Joseph City Unified School District certifies that the requested equipment does not duplicate any existing, adequate, established telemedicine or distance learning services. Were not a part of any other 2026 DLT applications. There is no other federal or non-federal funding currently supporting these specific activities, and the district currently lacks any functional infrastructure to support these programs.

9. Location of Sites

Site Number	Site Name	Site Designation	Street Address	Town	County	State	5 Digit ZIP	Congressional District	# Rural Residents Served at each Site
1	Joseph City Elementary School	End-User	8176 Westover Avenue	Joseph City	Navajo	AZ	86032	AZ-002	204
2	Joseph City Jr./Sr. High School	End-User	4629 East 2nd North Avenue	Joseph City	Navajo	AZ	86032	AZ-002	253

Upon installation at Site 1 (Joseph City Elementary School) and Site 2 (Joseph City Jr./Sr. High School), the requested technology will enable 415 students to engage in live educational programs from our two hub sites and receive virtual mental health support through Cartwheel. The project will also facilitate the delivery of professional development to 42 staff members at these end-user locations via the new infrastructure. This equals a total of 457 rural residents served. These numbers are based on student enrollment numbers and staff count.

Publicly Releasable Project Description

Through our Joseph City Unified School District Distance Learning and Telemedicine (DLT) Initiative, we will transform our Joseph City Elementary and High School campuses into end-user sites for service delivery. This fixed site project will leverage advanced audiovisual telecommunications hardware, which will enable us to provide students with consistent, live access to specialized core curricula, including STEM, advanced mathematics, and dual-enrollment coursework, alongside secure, private remote mental health counseling and robust professional development for our staff. By deploying this infrastructure to bridge critical gaps in academic access and student support, we will directly benefit approximately 415 students and 42 staff, for a total of 457 rural residents.

F. Scope of Work

USDA Distance Learning and Telemedicine Grant 2026



APPLICANT NAME: Joseph City Unified School District 02

F. Scope of Work

Project and Technology Overview

The Joseph City Unified School District (JCUSD) Distance Learning Project is an initiative focused on installing Videoconferencing equipment at both the Jr./Sr. High School and Elementary campuses. This is a fixed site project. By utilizing modern technology, the project connects the district's staff and students to vital academic resources and professional services.

Needs

- *Educational Access:* By installing video conferencing systems and interactive displays, the district will bridge instructional gaps in specialized core curricula, such as STEM and advanced mathematics, and expand access to Dual Enrollment and career pathway programs.
- *Mental Health Services:* The project establishes dedicated telehealth rooms to facilitate reliable, private access to remote mental health counseling (via the Cartwheel program), aiming to reduce student absenteeism and improve family well-being.³⁴
- *Professional Development:* Upgraded audiovisual infrastructure will allow staff to participate in remote training, conferences, and expert-led workshops, eliminating the need for costly and time-consuming travel

Solutions Proposed

Room	Site	Primary Use Cases	Equipment Type	Needs Met
Elementary School Mental Health Telehealth Room	Site 1 - Elementary	● Telehealth ● Small group distance learning ● IEP skills coaching	Small room video conferencing setup: cameras, microphones, speakers, displays, video bars	Mental Health Services, Educational Access
Boardroom (Extra Large Groups)	Site 1 - Elementary	● Large group events ● Classroom-size distance learning ● Digital field trips	Large room conferencing setup: cameras, microphones, ceiling speakers, displays, video bars, switches,	Educational Access, Professional Development

		• Career pathway events • Staff professional development	networking equipment	
Highschool Mental Health Telehealth Room	Site 2 - High School	• Dedicated mental health / telehealth • Private consultation room	Private room video setup: Display connected to A/V device.	Mental Health Services
Large Groups - Highschool Flex Distance Learning Room	Site 2 - High School	• Large group distance learning • Dual enrollment programs • ASU and partner programs • Career exploration	Large classroom conferencing setup: cameras, microphones, ceiling speakers, displays, video bars, switches, networking equipment	Educational Access, Professional Development
Small Groups - Highschool Distance Learning A/V Cart	Site 2 - High School	• Flexible small group setup • Small group learning	Small room video conferencing setup: camera, microphone, speakers, display, Mobile Cart	Educational Access

Activities, Responsible Parties and Timelines for proposed Distance Learning Project

Activity	Responsible Parties	Timeframe
Accept Grant Award and Execute Legal Agreement and associated documentation	Superintendent, business manager	Months 1

Activity	Responsible Parties	Timeframe
Complete Contract Awards and Regulatory Compliance	Superintendent, business manager	Months 1-3
Acquire Necessary Hardware and Software Solutions	Technology Director, Business Manager	Months 1-4
Coordinate and Schedule Installation Logistics	Technology Director, Vendor Installers, School Administrators	Months 4-6
Execute Phase 1 Equipment Setup (Spring Break)	Technology Director, Vendor Installers	Month 7 (Spring Break)
Test and Calibrate New Systems	Technology Director, IT Team	Months 7-8
Complete Phase 2 Equipment Setup and Finalize Installations	Technology Director, Vendor Installers	Months 10-11 (Summer Break)
Provide Staff Professional Development	IT Director	Months 8-12
Initiate Telehealth Service Provision	School Counselors, Cartwheel	Immediately after installation (Ongoing)
Begin Distance Learning Initiatives	Teachers, Instructors, ASU Digital Prep, Northland Pioneer College.	Immediately after installation (Ongoing)
File Initial Federal Progress and Compliance Reports	Superintendent, business manager	Month 12

Year 2 Activities

Activity	Responsible Parties	Timeframe
Quarterly Monitoring & Evaluation of Telehealth & Distance Learning Services	Superintendent, Business Manager, IT Director	Every 3 Months Ongoing

Activity	Responsible Parties	Timeframe
Expansion of Telehealth Services	School Counselors, Cartwheel	Ongoing
Enhancement & Scaling of Distance Learning Programs	Instructors, ASU Digital Prep, Northland Pioneer College	Ongoing
Spring Break Equipment Maintenance	Technology Director, Vendor Installers	Month 19 (Spring Break)
Continued Training for Teachers & Staff	IT Director	Bi-Annual
Mid-Term Program Impact Assessment & Adjustments	Evaluation Team	Month 18
Summer Break Equipment Maintenance (if needed)	Technology Director, Vendor Installers	Months 22-23 (Summer Break)
Federal Progress Report Submission	Superintendent, business manager	Month 24

Year 3 Activities

Activity	Responsible Parties	Timeframes
Quarterly Monitoring & Evaluation of Telehealth & Distance Learning Services	Superintendent	Every 3 Months
Grant Closeout & Final Report Submission	Superintendent, Financial Team	Months 34-36

BUDGET

Before reviewing our budget it should be noted that none of our costs exceed the limits. The total cost for video conferencing licenses in our proposed project budget is \$8,460.00. This is less than 10% of our federal request and the licenses requested are one to one per hardware end-point. We have no broadband facilities in our project therefore they will not exceed 20%. We also have no training in our budget, so it cannot exceed 10%

Line-Item Budget Worksheet						
Joseph City Unified School District 02						
(Insert additional rows as needed)						
Items being funded by Grant and Cash Match						
Line Item #	Site Number	Site Name	Description of Equipment	Unit Cost	# of Units	Extended Costs
\$ 1	\$ 1	Joseph City Elementary School	Elementary School Mental Health Telehealth Room			\$ -
\$ 2	\$ 1	Joseph City Elementary School	Cisco Room Bar Pro All-in-One Video Bar	\$ 15,197	\$ 1	\$ 15,197
\$ 3	\$ 1	Joseph City Elementary School	3-Year Hardware Warranty for Cisco Bar Pro	\$ 4,736	\$ 1	\$ 4,736
\$ 4	\$ 1	Joseph City Elementary School	Viewsonic 75-Inch Display	\$ 4,809	\$ 1	\$ 4,809
\$ 5	\$ 1	Joseph City Elementary School	Professional Installation	\$ 8,128	\$ 1	\$ 8,128
\$ 6						
\$ 7						
\$ 8	\$ 1	Joseph City Elementary School	Extra Large Groups - Districtwide Distance Learning Room for Student Career Pathway events and Teacher PD			
\$ 9	\$ 1	Joseph City Elementary School	Cisco Room Kit EQ with Quad Cam Videoconferencing System	\$ 29,209	\$ 1	\$ 29,209
\$ 10	\$ 1	Joseph City Elementary School	3-Year Hardware Warranty for Video Conferencing System	\$ 8,330	\$ 1	\$ 8,330
\$ 11	\$ 1	Joseph City Elementary School	Codec Equipment Rack	\$ 117	\$ 1	\$ 117
\$ 12	\$ 1	Joseph City Elementary School	VPTZ Pan-Tilt-Zoom Camera (Two-Way Visual) for full room coverage	\$ 9,872	\$ 3	\$ 29,615
\$ 13	\$ 1	Joseph City Elementary School	3-Year Hardware Warranty for Pan-Tilt-Zoom Camera	\$ 3,843	\$ 3	\$ 11,529
\$ 14	\$ 1	Joseph City Elementary School	VPTZ Camera Mounts	\$ 340	\$ 3	\$ 1,019
\$ 15	\$ 1	Joseph City Elementary School	Cisco Ceiling Microphones	\$ 7,228	\$ 6	\$ 43,367
\$ 16	\$ 1	Joseph City Elementary School	3-Year Hardware Warranty for Ceiling Microphones	\$ 2,814	\$ 6	\$ 16,884
\$ 17	\$ 1	Joseph City Elementary School	Cisco Ceiling Mic Mounts	\$ 347	\$ 6	\$ 2,082
\$ 18	\$ 1	Joseph City Elementary School	Cisco POE Switch	\$ 264	\$ 1	\$ 264
\$ 19	\$ 1	Joseph City Elementary School	3-Year Hardware Warranty for Cisco POE Network Power Switch	\$ 152	\$ 1	\$ 152
\$ 20	\$ 1	Joseph City Elementary School	Ceiling Speakers (Audio Output for whole room)	\$ 4,263	\$ 1	\$ 4,263
\$ 21	\$ 1	Joseph City Elementary School	Audio Amplifier for full room sound	\$ 1,421	\$ 1	\$ 1,421
\$ 22	\$ 1	Joseph City Elementary School	Viewsonice 98-Inch Display	\$ 12,788	\$ 1	\$ 12,788
\$ 23	\$ 1	Joseph City Elementary School	Viewsonic 75-Inch Display	\$ 11,367	\$ 2	\$ 22,734
\$ 24	\$ 1	Joseph City Elementary School	Professional Installation	\$ 34,193	\$ 1	\$ 34,193
\$ 25						
\$ 26	\$ 1	Joseph City Elementary School	Shipping			
\$ 27	\$ 1	Joseph City Elementary School	Shipping for Items at Site 1	\$ 1,832	\$ 1	\$ 1,832
\$ 28						
\$ 29						\$ -
\$ 30	\$ 1	Joseph City Elementary School	Licensing			\$ -
\$ 31	\$ 1	Joseph City Elementary School	Cisco Collaboration Flex Licenses for video conferencing 3 year prepaid 1 per endpoint	\$ 1,692	\$ 2	\$ 3,384
\$ 32	\$ 1	Joseph City Elementary School	Synergy SKY CONNECT licensing enables SIP or H.323 endpoint connections 3 year prepaid	\$ 6,120	\$ 2	\$ 12,240
\$ 33	\$ 1	Joseph City Elementary School	Synergy SKY CONNECT 3 year support	\$ 648	\$ 2	\$ 1,296
\$ 34						\$ -
\$ 35	\$ 2	Joseph City Jr./Sr. High School	Highschool Mental Health Telehalth Room			\$ -
\$ 36	\$ 2	Joseph City Jr./Sr. High School	Cisco Room Bar Pro All-in-One Video Bar	\$ 15,197	\$ 1	\$ 15,197
\$ 37	\$ 2	Joseph City Jr./Sr. High School	3-Year Hardware Warranty for Cisco Bar Pro	\$ 4,736	\$ 1	\$ 4,736
\$ 38	\$ 2	Joseph City Jr./Sr. High School	Viewsonice 65-Inch Display	\$ 4,263	\$ 1	\$ 4,263
\$ 39	\$ 2	Joseph City Jr./Sr. High School	Professional Installation	\$ 8,099	\$ 1	\$ 8,099
\$ 40						
\$ 41	\$ 2	Joseph City Jr./Sr. High School	Large Groups - Highschool Flex Distance Learning Room - Student Learning and Teacher PD			\$ -
\$ 42	\$ 2	Joseph City Jr./Sr. High School	Cisco Room Kit EQ with Quad Cam Videoconferencing System	\$ 29,209	\$ 1	\$ 29,209
\$ 43	\$ 2	Joseph City Jr./Sr. High School	3-Year Hardware Warranty for Video Conferencing System	\$ 8,330	\$ 1	\$ 8,330
\$ 44	\$ 2	Joseph City Jr./Sr. High School	Cisco Ceiling Mic Pro Ceiling Microphone (Two-Way Audio Input)	\$ 7,228	\$ 2	\$ 14,456
\$ 45	\$ 2	Joseph City Jr./Sr. High School	3-Year Hardware Warranty for ceiling mics	\$ 2,814	\$ 2	\$ 5,628
\$ 46	\$ 2	Joseph City Jr./Sr. High School	Ceiling Mic Pro Mount	\$ 347	\$ 2	\$ 694
\$ 47	\$ 2	Joseph City Jr./Sr. High School	Viewsonic 98-Inch Display	\$ 12,788	\$ 1	\$ 12,788
\$ 48	\$ 2	Joseph City Jr./Sr. High School	Codec Equipment Rack	\$ 117	\$ 1	\$ 117
\$ 49	\$ 2	Joseph City Jr./Sr. High School	Professional Installation	\$ 21,491	\$ 1	\$ 21,491
\$ 50						
\$ 51	\$ 2	Joseph City Jr./Sr. High School	Small Groups - Highschool Distance Learning A/V Cart			\$ -
\$ 52	\$ 2	Joseph City Jr./Sr. High School	Cisco Board Pro 75" Video Board (Both Two-Way Audio & Visual)	\$ 15,197	\$ 1	\$ 15,197
\$ 53	\$ 2	Joseph City Jr./Sr. High School	3-Year Hardware Warranty for 75 Inch Interactive Video Board	\$ 4,736	\$ 1	\$ 4,736
\$ 54	\$ 2	Joseph City Jr./Sr. High School	Salamander Mobile Equipment Cart	\$ 7,105	\$ 1	\$ 7,105
\$ 55	\$ 2	Joseph City Jr./Sr. High School	Professional Installation for whole A/V Cart Solution	\$ 5,512	\$ 1	\$ 5,512
\$ 56						
\$ 57	\$ 2	Joseph City Jr./Sr. High School	Licensing			\$ -
\$ 58	\$ 2	Joseph City Jr./Sr. High School	Cisco Collaboration Flex Licenses for video conferencing (3 year prepaid) -	\$ 1,692	\$ 3	\$ 5,076
\$ 59	\$ 2	Joseph City Jr./Sr. High School	Synergy SKY CONNECT licensing enables SIP or H.323 endpoint	\$ 6,120	\$ 3	\$ 18,360
\$ 60	\$ 2	Joseph City Jr./Sr. High School	Synergy SKY CONNECT 3 year support	\$ 648	\$ 3	\$ 1,944
\$ 61						
\$ 62	\$ 2	Joseph City Jr./Sr. High School	Shipping			
\$ 63	\$ 2	Joseph City Jr./Sr. High School	Shipping for Items at Site 2	\$ 1,082	\$ 1	\$ 1,082
\$ 64						
\$ 65						
\$ 66						
\$ 67	\$ 3	Northland Pioneer College	HUB/ No equipment requested at this site			
\$ 68	\$ 4	Arizona State University	HUB/ No equipment requested at this site			
\$ 69						\$ -
Total Grant and Cash Match						\$ 453,605
Items being Funded by In-Kind						
Line	Site Number	Site Name	Description of Equipment	Unit Cost	# of Units	Extended Costs
\$ 1						\$ -
Total In-Kind Match						\$ -
A		Overall DLT Project Budget (Sum of Total Grant & Cash Match and Total In-Kind Match)				\$ 453,605.00
B		Less Proposed Cash Match (As documented on Match Calculation Worksheet)				\$ 59,240.00
C		Less In-Kind Match				\$ -
D		DLT Grant Request (A-B-C)				\$ 394,365.00
					Grant to Match % (minimum of 15% required)	15.02%

E. Matching Requirements

USDA Distance Learning and Telemedicine Grant 2026



APPLICANT NAME: Joseph City Unified School District 02

Match Calculation Worksheet			
Joseph City Unified School District 02			
Name of Entity Providing Donor (Documentation Letter from each donor must be provided)	Amount of Proposed Cash (\$)	Amount of Proposed In-Kind (\$)	
Joseph City Unified School District 02	\$ 59,240.00		
1. Total Proposed Matching Contribution (must equal Line B + Line C in the Budget Worksheet)	\$ 59,240.00	\$ -	\$ 59,240.00
2. Total DLT Grant Request (Must equal Line D in the Budget Worksheet)			\$ 394,365.00
Match Percent (Line 1 ÷ Line 2), must be at least 15% of Grant Request			15.02%



June 22, 2026

To Whom It May Concern:

As Business Manager of Joseph City Unified School District 02, I am pleased to commit \$59,240 of cash match towards the proposed 2026 Distance Learning & Telemedicine Grant Application.

Please accept this pledge of matching funds as a demonstration of our commitment to this project. We look forward to the many benefits that this project will bring to the participating rural communities and residents.

If you need any further information, please feel free to contact me at stevenm@jcusd.org

Sincerely,

Steven Mills

Business Manager

Joseph City Unified School District 2

B. Description of Project Sites

USDA Distance Learning and Telemedicine Grant 2026



APPLICANT NAME: Joseph City Unified School District 02

Description of Project Sites Worksheet									
Joseph City Unified School District 02									
Site Number	Site Name	Site Designation (Hub; End-User; Hub/End-User) (select from drop-down)	Street Address	Town	County	State	5 Digit ZIP	Congressional District	# Rural Residents Served at each Hub/End-User or End-User Site
1	Joseph City Elementary School	End-User	8176 Westover Avenue	Joseph City	Navajo	Arizona	86032	AZ-002	204
2	Joseph City Jr./Sr. High School	End-User	4629 East 2nd North Avenue	Joseph City	Navajo	Arizona	86032	AZ-002	253
3	Northland Pioneer College	Hub	2251 E. Navajo Blvd	Holbrook	Navajo	Arizona	86025	AZ-002	N/A - This is a hub site
4	Arizona State University	Hub	1151 S. Forest Ave.	Tempe	Maricopa	Arizona	85281	AZ-004	N/A - This is a hub site

9. INFORMATION ITEMS

9.A. Requests for Future Agenda Items

This agenda item is for the Governing Board to have a running record of potential items to be placed on future agendas. There will be no discussion on the substance, merits, or issues relating to the proposed agenda item.

9.B. Upcoming Meetings and Events Calendar

Policy Work Session (rescheduled from October 9 for lack of a quorum), Sections A, B and C - October 23, 2026 at 1:00 p.m.

Next Regular Board Meeting - November 10, 2026 at 6:00 p.m.

Policy Work Session, Sections D, E and F - November 20, 2026 at 1:00 p.m.

9.C. First Reading of Proposed Policies, Regulations and Exhibits, and Retirement of Policies, for Adoption November 10, 2026

First reading only. No action will be taken. These items were studied at the September 18, 2026 policy work session and come back for adoption at the November 10, 2026 regular meeting.

- **DGD** Credit Cards, **DGD-R** regulation and **DGD-E** card holder agreement (ASBA Policy Advisory 1065)
- **ACAA** Title IX (no text change) and **ACAA-R** Title IX regulation, naming positions rather than individuals
- **GCO-R** Evaluations and Contracts, new regulation combining and replacing GCO-RA and GCO-RB (ASBA Policy Advisory 1015)
- **GCFC-R** Fingerprinting Requirements, new regulation
- **JLDB** Restraint and Seclusion, with **JLDB-R** and exhibits **JLDB-EA**, **JLDB-EB**, **JLDB-EC**, **JLDB-ED** (A.R.S. 15-105)
- **KI** Visitors to Schools (ASBA Policy Advisory 1069)
- Retirement of **GCCB**, **GCL**, **GCMC**, **DFA-E**, **GCO-RA** and **GCO-RB** (ASBA removal advisories 994, 1004, 1012, 1013, 1015, 1032)

POLICY SERVICES

ADVISORY

Volume 38, Number 4

August 2026

Policy Advisory No. 1065.....Policy DGD — Credit Cards
Regulation DGD-R — Credit Cards
Exhibit DGD-E — Credit Cards

Summary

Policy Advisory Discussion

Policy Advisory No. 1065 **Policy DGD — Credit Cards**
Regulation DGD-R — Credit Cards
Exhibit DGD-E — Credit Cards

This revision reflects the requirements of the Uniform System of Financial Records (USFR) Compliance Questionnaire relating to District credit/procurement cards. Policy DGD now provides for defined dollar limits based on the card or transaction type, maintenance of a complete list or log of card users, prohibition of cash withdrawals and personal expenditures, retention of signed card-user agreements, and documented annual training for applicable employees.

Regulation DGD-R has been revised to provide corresponding implementation requirements, including tracking card possession and personnel subject to training, retaining signed card-user agreements, establishing card and transaction limits, providing annual training to card users and employees who process card transactions, and maintaining dated documentation of training participation.

Exhibit DGD-E has been revised to align the card-user agreement with the updated policy and regulation. The agreement addresses authorized card use, prohibited cash withdrawals and personal expenditures, applicable purchasing and documentation requirements, possible personal liability and wage withholding to the extent permitted by law, and disciplinary consequences for misuse.

If you have any questions, please call Policy Services at (602) 254-1100. Ask for Dr. Charlotte Patterson, Policy Analyst; Lynne Bondi, Policy Analyst; or Renae Watson, Policy Technician. Our e-mail addresses are, respectively, [cpatterson@azsba.org], [lbondi@azsba.org] and [rwatson@azsba.org].

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

ADVISORY 1065

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

**DGD ©
CREDIT CARDS**

(Credit Cards and/or Procurement Cards)

**Definition of Credit/
Procurement Card**

The District defines "credit card" and "procurement card" as a form of payment in lieu of cash, purchase order, or check. The credit/procurement card must bear the company logo.

**Use of Credit Cards/
Procurement Cards**

The Governing Board acknowledges that instances may occur when ready payment for goods or services is in the District's best interest. The Superintendent is responsible for the implementation of all aspects of the District credit/procurement card program. The Board authorizes the Superintendent to secure and assign ~~controlled-limit~~ credit/procurement cards (with defined dollar limits based on the card or transaction type) to designated personnel.

The District will maintain a complete list or log of card users to track card possession and identify personnel for annual training.

District-assigned credit/procurement cards may not be used for cash withdrawals or personal expenditures.

All card users will be required to sign an agreement outlining the District's policies and procedures governing card use, including possible disciplinary action for misuse. The District will retain all signed card-user agreements.

The use of credit/procurement cards is to be closely monitored and payment of statements for authorized purchases is to be made as promptly as possible to avoid fees and charges for the use of such cards.

The District will provide annual training to authorized card users and employees who make credit/procurement card purchases or process credit/procurement card transactions. The District will maintain dated documentation of each applicable employee's participation in the annual training.

The Superintendent is directed to develop regulations for the use of District-assigned credit/procurement cards. Such regulations are subject to Board review and approval.

The Board reserves the right to revise or rescind this policy at its sole discretion.

Adopted: _____

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

LEGAL REF.:

A.R.S.

15-342

38-621

38-622

38-623

38-624

38-625

Uniform System of Financial Records

CROSS REF.:

DKC - Expense Authorization/Reimbursement

DGD-R ©

REGULATION

CREDIT CARDS

(Credit Cards and/or Procurement Cards)

Purposes, Conditions, and Limits

The issuance and use of a credit/procurement card is to provide an alternative purchasing mechanism when traditional payment/procurement methods are not feasible. Cards shall be issued in the District's name and if applicable, the user's name. The employee issuing cards shall maintain a complete list of designated card users or log of card users to track card possession and identify personnel for annual training. Physical security of cards shall be maintained at all times. The District shall cancel or inactivate cards, or recover the cards, if possible, upon loss, theft, or misuse; when a card is no longer needed; and upon the card holder's separation from the District's employment when the card is in the user's name. For cards issued in the District's name, a specific employee shall be designated by the Superintendent to track who has the cards and account for all card transactions.

A credit/procurement card may be used to facilitate the payment of travel expenses such as hotels, meals and registrations for training and education while conducting District business, including fuel for District-owned vehicles.

~~Purchasing control limits shall be based on single transaction limits and monthly purchase limits for each card holder. Purchase limits shall be established based on the types of transactions for which the card is being used. Personnel issued credit/procurement cards shall be determined by the Superintendent to have a legitimate need and whose~~ Credit/procurement cards shall have defined dollar limits based on the card or transaction type. The Superintendent shall issue credit/procurement cards only to personnel who have a legitimate need and for whom use of the card is necessary for effective purchasing. Personnel designated to use credit/procurement cards shall be advised by the Superintendent of their purchasing control limits.

Authorized Card Holders

Persons designated as authorized credit/procurement card holders must agree to abide by the procedures described in this regulation.

~~The holders will be held liable for any u~~Unauthorized use of a District-assigned credit/procurement card, ~~which may result in disciplinary action up to and including the loss~~ termination of employment and any other actions provided permitted by law.

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

All card users, including users of cards issued only in the District's name, shall sign a user agreement acknowledging ~~receipt and understanding of that they have received and understand~~ the District's policies and regulations ~~for the governing cards' use~~. The District shall retain all signed card-user agreements. The agreement shall authorize the District to withhold wages for the amount of any improper purchase; ~~pursuant to the Fair Labor Standards Act~~ extent permitted by law. To the extent permitted by law, card users shall be held personally liable for card transactions that are contrary to laws, rules, policies and regulations, including applicable penalties and interest. The user agreement shall contain a statement expressing possible disciplinary actions for the misuse of a District credit/procurement card.

Except for business department personnel performing authorized office duties, no person other than a designated holder is to have access to or use of a District-assigned credit/procurement card.

~~Authorized card holders shall receive training on the use of the card that addresses purchase limitations, advanced purchasing approval, necessary purchase documentation, and the District's payment process regimen~~ users and employees who make credit/procurement card purchases or process credit/procurement card transactions shall receive annual training on the District's policies and procedures governing card use. The training shall address purchase limitations, advance purchasing approval, required purchase documentation, and the District's payment process regimen. The District shall maintain dated employee sign-in sheets or other documentation supporting each applicable employee's participation in the annual training.

Scope

The credit/procurement card is to be used only when the items and/or services to be purchased are for the official use of the District. ~~No personal use of a credit/procurement card is allowed~~ District-assigned credit/procurement cards may not be used for cash withdrawals or personal expenditures.

District-assigned credit/procurement cards may be used only when one (1) of the following conditions exists:

- A. When a vendor will not accept a purchase order or offer billing terms.
- B. When the purchase must be made during an "emergency." For the purpose of this regulation, *emergency* means payment for a purchase must be made before the next accounts payable check run. A memo bearing the Superintendent's signature of approval must be presented explaining the circumstances and nature of the emergency.
- C. When certain purchases could be made more efficiently and cost effectively.
- D. When a revolving fund check cannot be used.

<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.

Credit/Procurement Card Purchasing Limitations

District-established credit/procurement card purchasing limitations shall be established by the Superintendent. The Superintendent shall establish ~~card user and single transaction limits and monthly purchase limits for each card. Such limits shall be established based on the type of transactions for which the card is to be used~~ defined dollar limits based on the card or transaction type, including single-transaction limits and monthly purchase limits for each card user.

A purchase made using a District-assigned credit/procurement card may not violate any District purchasing policy or regulation. All purchases must be appropriate and in the best interest of the District. Violation may result in termination of the employee's credit/procurement card privileges.

Credit/Procurement Card Transaction Requirements for Physical, Verbal, and Internet Orders

When a District-assigned credit/procurement card is required for a physical, verbal, or internet purchase, the following steps must be taken:

A. Prior to use of the credit/procurement card, the card holder is to submit a purchase order requisition form to the District business office accompanied by the following:

1. A detailed description of the items and/or services to be purchased using the credit/procurement card.
2. The date the purchase will be made.
3. The actual amount of the purchase. If the actual amount is not known an estimate may be stated, *but the amount of the purchase cannot exceed the stated amount.*
4. Proper account coding information.
5. Signatures of the requester and the approving authority.

B. The holder must verify that a purchase order has been created and approved before a credit/procurement card transaction occurs.

C. When a credit/procurement card is used the card holder must promptly submit all receipts and other related documentation to the business office. The documentation should clearly indicate the employee making the purchase and the specific school purpose for the expenditure. Receipts for fuel or vehicle repairs are to include the vehicle license number.

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

Supporting Purchase Documentation

Employees using cards shall submit all supporting documentation to the District monthly. Supporting documentation shall include:

- A. Purchasing requisition, purchase order, invoice, packing slip, receiving report, and transaction receipt, as applicable. If original receipts are not available because they are lost or illegible, the card user shall request a copy of the receipt from the vendor or complete an affidavit detailing the purchase date, vendor, product, cost, tax and other charges, and reason the receipt is not available.
- B. A description of the item(s) purchased and the specific District purpose for the expenditure.
- C. The card user's signature and date the document was submitted to the District.
- D. Documentation of the purchase of fuel or vehicle repair, the license number of the vehicle, and odometer reading of the vehicle.
- E. Transactions, such as Internet, phone, and fax transactions may result in card charges before goods or services are received. Such transactions allow purchases that are normally prepaid in order to procure the item or to receive a discounted price. In such instances the District shall ensure that all relevant aspects of Uniform System of Financial Records (USFR) VI-G are adhered to for each purchase.

Credit/procurement card statements must be addressed directly to the business office and not to the card holder. All purchase transaction receipts must be reconciled to the monthly credit/procurement card statements prior to entry on an expense voucher. As credit/procurement card companies may charge fees and interest, payments must be made in a timely manner to avoid finance charges.

Use of a Credit/Procurement Card for Travel

Reservations must be made through the purchasing office. A completed professional leave form must be submitted along with the necessary information. The business office will provide the credit/procurement card information to the selected vendor.

Payment Process Regimen

The Superintendent shall ensure that approval, verification, and payment duties are separated among different employees. A copy of the billing statement shall be sent directly to the District. Electronic statements may be accepted if provided to card users by the financial institution or the District. Upon receipt of the billing statement, the card user ~~should~~ shall complete the transaction log and submit the log, billing statement, and all other supporting documentation for review and approval. The reviewer shall:

<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.

- A. Confirm that all supporting documentation is complete and was submitted in a timely manner.
- B. Verify that each purchase transaction appearing on the card user's billing statement is an appropriate, legitimate District purchase that was approved, and within the individual's authorized purchase limits.
- C. For travel expenses, verify the expenses do not exceed allowable reimbursement amounts as prescribed by the USFR and are supported by a properly approved travel claim.
- D. Initial and date the reconciliation document for review.
- E. Submit reconciled statements and supporting documentation.

All receipts shall be reconciled and reviewed monthly and, if possible, prior to payment of the monthly bill. Payments shall be made in a timely manner to avoid late fees and finance charges. Card balances shall be paid in full each billing cycle. Should the reconciliation or review identify any ~~items~~ transactions that were not a valid purchases, ~~it~~ the transactions shall be reported to the Superintendent and disputed.

Periodic Review

The District shall periodically compare budget and actual expenditures to ensure purchases remain within budget limits, or available cash balance, as applicable, and shall monitor the types of purchases and vendor usage to ensure compliance with District procurement policies and regulations, and USFR purchasing guidelines.

The review process shall include strategies that are employed to detect improper or fraudulent transactions.

Rebates and Incentives

Credit cards or procurement cards may contain provisions for the District to receive cash rebates or incentives in the form of rebates. Should this occur, the District shall treat rebates as miscellaneous revenue or as a deduction of expenditures.

Should a rebate be received in the same fiscal year as the original expenditure, including the encumbrance period, the rebate may be recorded as a reduction of the original expenditure. Otherwise, the District shall record the rebate as miscellaneous revenue in the original expenditure or in the Auxiliary Operations Fund.

DGD-E ©

EXHIBIT

CREDIT CARDS

DISTRICT-ASSIGNED CREDIT/PROCUREMENT
CARD ~~HOLDER~~ USER AGREEMENT

By my signature I ~~hereby~~ acknowledge that I have read and understand the _____ School District's credit/procurement card policy and regulations, and that I have been provided sufficient opportunity to ask questions ~~related to the District's~~ regarding the requirements governing card use.

I agree to use the credit/procurement card policy and regulation. Furthermore, I affirm that I only for authorized District purposes and will not use the credit/procurement card for cash withdrawals or personal reasons and expenditures. I acknowledge that I have been advised of the purchase limitations associated with the use of the card. I understand that a violation of this agreement may result in disciplinary action up to and including termination, and possible legal action, advance purchasing approval requirements, required purchase documentation, and payment process.

I authorize the District to withhold wages for the amount of any improper purchase to the extent permitted by law. I understand that, to the extent permitted by law, I may be held personally liable for card transactions that are contrary to applicable laws, rules, or the District's credit/procurement card policy or regulation, including applicable penalties and interest.

I understand that misuse of a District credit/procurement card may result in the loss of card privileges, discipline up to and including termination of employment, and other action permitted by law.

Signature

Position

Printed name

Date signed

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

(Credit Cards and/or Procurement Cards)

Purposes, Conditions, and Limits

The issuance and use of a credit/procurement card is to provide an alternative purchasing mechanism when traditional payment/procurement methods are not feasible. Cards shall be issued in the District's name and, if applicable, the user's name. Physical security of cards shall be maintained at all times. The District shall cancel or inactivate cards, or recover the cards if possible, upon loss, theft, or misuse; when a card is no longer needed; and upon the card holder's separation from District employment when the card is in the user's name. For cards issued in the District's name, a specific employee shall be designated by the Superintendent to track who has the cards and account for all card transactions.

A credit/procurement card may be used to facilitate the payment of travel expenses such as hotels, meals, and registrations for training and education while conducting District business, including fuel for District-owned vehicles.

The Superintendent shall issue credit/procurement cards only to personnel who have a legitimate need and for whom use of the card is necessary for effective purchasing. Each card shall have defined dollar limits based on the card or transaction type, including a single transaction limit and a monthly purchase limit, as set out in this regulation. Personnel designated to use credit/procurement cards shall be advised in writing by the Superintendent of their purchasing control limits.

Card User Log

The employee issuing cards shall maintain a complete log of designated card users to track card possession and to identify personnel for annual training. The log shall record, for each card: the card holder or, for a card issued only in the District's name, the employee designated to track it; the last four digits of the card number; the card type; the date issued; the monthly and single transaction limits; the date of the signed Card Holder User Agreement (Exhibit DGD-E); the date of the card holder's most recent annual training; and the date the card was returned, cancelled, or inactivated. The log shall be updated when a card is issued, returned, cancelled, or inactivated and whenever a limit changes, and shall be available to the auditors on request.

Authorized Card Holders

Persons designated as authorized credit/procurement card holders must agree to abide by the procedures described in this regulation.

Unauthorized use of a District-assigned credit/procurement card may result in disciplinary action up to and including termination of employment and any other action permitted by law.

All card users, including users of cards issued only in the District's name, shall sign a user agreement (Exhibit DGD-E) acknowledging that they have received and understand the District's policies and regulations governing card use. The agreement shall be signed before the card is first used and again each year at the annual training. The District shall retain all signed card-user agreements. The agreement shall authorize the District to withhold wages for the amount of any improper purchase to the extent permitted by law. To the extent permitted by law, card users shall be held personally liable for card transactions that are contrary to laws, rules, policies, and regulations, including applicable penalties and interest. The user agreement shall contain a statement of the possible disciplinary actions for misuse of a District credit/procurement card.

Except for Business Office personnel performing authorized office duties, no person other than a designated holder is to have access to or use of a District-assigned credit/procurement card.

Annual Training

Card users and employees who make credit/procurement card purchases or process credit/procurement card transactions shall receive annual training on the District's policies and procedures governing card use. The training shall address purchase limitations, advance purchasing approval, required purchase documentation, and the District's payment process regimen. No card shall be issued to a new card user until the user has completed the training. The District shall maintain dated employee sign-in sheets or other documentation supporting each applicable employee's participation in the annual training.

Scope

The credit/procurement card is to be used only when the items and/or services to be purchased are for the official use of the District. District-assigned credit/procurement cards may not be used for cash withdrawals, cash advances, or personal expenditures of any kind.

District-assigned credit/procurement cards may be used only when one (1) of the following conditions exists:

- A. When a vendor will not accept a purchase order or offer billing terms.
- B. When the purchase must be made during an emergency. For the purpose of this regulation, emergency means that payment for a purchase must be made before the next accounts payable check run. A memo bearing the Superintendent's signature of approval must be presented explaining the circumstances and nature of the emergency.
- C. When certain purchases can be made more efficiently and cost effectively by card.
- D. When a revolving fund check cannot be used.

Credit/Procurement Card Purchasing Limitations

The Superintendent establishes the following limits, which apply until revised in writing and reported to the Governing Board:

- A. Business Office card: ten thousand dollars (\$10,000) per month.
- B. Travel card: two thousand five hundred dollars (\$2,500) per month for each card.

C. Single transaction on any card: two thousand five hundred dollars (\$2,500).

D. Technology purchases, including hardware and software, of any amount shall be made by purchase order and not by card.

E. Any purchase above the single transaction limit shall be made by purchase order and not by card. A purchase shall not be divided into smaller transactions to stay within a card limit.

F. No cash withdrawals or cash advances are permitted on any District card.

The limits set on each card with the issuing financial institution shall not exceed the limits stated in this regulation.

A purchase made using a District-assigned credit/procurement card may not violate any District purchasing policy or regulation. All purchases must be appropriate and in the best interest of the District. Violation may result in termination of the employee's credit/procurement card privileges and in the other actions described in this regulation.

Credit/Procurement Card Transaction Requirements for Physical, Verbal, and Internet Orders

When a District-assigned credit/procurement card is required for a physical, verbal, or internet purchase, the following steps must be taken:

A. Prior to use of the credit/procurement card, the card holder is to submit a purchase order requisition form to the Business Office accompanied by the following:

1. A detailed description of the items and/or services to be purchased using the credit/procurement card.
2. The date the purchase will be made.
3. The actual amount of the purchase. If the actual amount is not known, an estimate may be stated, but the amount of the purchase cannot exceed the stated amount.
4. Proper account coding information.
5. Signatures of the requester and the approving authority.

B. The holder must verify that a purchase order has been created and approved before a credit/procurement card transaction occurs.

C. When a credit/procurement card is used, the card holder must promptly submit all receipts and other related documentation to the Business Office. The documentation should clearly indicate the employee making the purchase and the specific school purpose for the expenditure. Receipts for fuel or vehicle repairs are to include the vehicle license number.

Supporting Purchase Documentation

Employees using cards shall submit all supporting documentation to the District monthly. Supporting documentation shall include:

A. Purchase requisition, purchase order, invoice, packing slip, receiving report, and transaction receipt, as applicable. If original receipts are not available because they are lost or illegible, the card user shall request a copy of the receipt from the vendor or complete an affidavit detailing the purchase date, vendor, product, cost, tax and other charges, and the reason the receipt is not available.

B. A description of the item(s) purchased and the specific District purpose for the expenditure.

C. The card user's signature and the date the documentation was submitted to the District.

D. For the purchase of fuel or vehicle repair, the license number of the vehicle and the odometer reading of the vehicle.

E. Transactions such as internet, phone, and fax transactions may result in card charges before goods or services are received. Such transactions allow purchases that are normally prepaid in order to procure the item or to receive a discounted price. In such instances the District shall ensure that all relevant requirements of the Uniform System of Financial Records (USFR) for purchasing are met for each purchase.

Credit/procurement card statements must be addressed directly to the Business Office and not to the card holder. All purchase transaction receipts must be reconciled to the monthly credit/procurement card statements prior to entry on an expense voucher.

Use of a Credit/Procurement Card for Travel

Reservations must be made through the Business Office. A completed professional leave form must be submitted along with the necessary information. The Business Office will provide the credit/procurement card information to the selected vendor. Meals and lodging charged to a card are subject to the same limits that apply to travel reimbursement under Policy DKC and Regulation DKC-R.

Payment Process Regimen

The Superintendent shall ensure that approval, verification, and payment duties are separated among different employees. A copy of the billing statement shall be sent directly to the District. Electronic statements may be accepted if provided to card users by the financial institution or the District. Upon receipt of the billing statement, the card user shall complete the transaction log and submit the log, billing statement, and all other supporting documentation for review and approval. The reviewer shall:

A. Confirm that all supporting documentation is complete and was submitted in a timely manner.

B. Verify that each purchase transaction appearing on the card user's billing statement is an appropriate, legitimate District purchase that was approved and is within the individual's authorized purchase limits.

C. For travel expenses, verify that the expenses do not exceed allowable reimbursement amounts as prescribed by the USFR and are supported by a properly approved travel claim.

D. Initial and date the reconciliation document to show the review.

E. Submit the reconciled statements and supporting documentation for payment.

All receipts shall be reconciled and reviewed monthly and, if possible, prior to payment of the monthly bill. Card balances shall be paid in full within each billing cycle, by the payment due date, so that the

District incurs no interest, late fees, or finance charges. Should the reconciliation or review identify any transactions that were not valid purchases, the transactions shall be reported to the Superintendent and disputed.

Periodic Review

The District shall periodically compare budget and actual expenditures to ensure purchases remain within budget limits or available cash balance, as applicable, and shall monitor the types of purchases and vendor usage to ensure compliance with District procurement policies and regulations and USFR purchasing guidelines.

The review process shall include strategies to detect improper or fraudulent transactions.

Rebates and Incentives

Credit/procurement card agreements may contain provisions for the District to receive cash rebates or other incentives. Should this occur, the District shall treat rebates as miscellaneous revenue or as a reduction of expenditures.

Should a rebate be received in the same fiscal year as the original expenditure, including the encumbrance period, the rebate may be recorded as a reduction of the original expenditure. Otherwise, the District shall record the rebate as miscellaneous revenue in the fund of the original expenditure or in the Auxiliary Operations Fund.

LEGAL REF.: A.R.S. 15-213, 15-342, 38-621 through 38-625; Uniform System of Financial Records (USFR)

CROSS REF.: DGD, Credit Cards; DGD-E, Credit Cards Exhibit (Card Holder User Agreement); DJE, Bidding/Purchasing Procedures; DKC, Expense Authorization/Reimbursement; DKC-R, Expense Authorization/Reimbursement Regulation

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2

DGD-E CREDIT CARDS, Exhibit

First read, October 13, 2026. For adoption November 10, 2026.

DISTRICT-ASSIGNED CREDIT/PROCUREMENT CARD HOLDER USER AGREEMENT

Each card user signs this agreement before first using a District card and again each year at the annual card training. The Business Office retains every signed agreement in the card file and records its date in the card user log.

By my signature I acknowledge that I have read and understand Joseph City Unified School District No. 2 Policy DGD, Credit Cards, and Regulation DGD-R, and that I have been given sufficient opportunity to ask questions about the requirements governing card use.

I agree to use the District credit/procurement card only for authorized District purposes. I will not use the card for cash withdrawals, cash advances, or personal purchases or expenditures of any kind.

I acknowledge that I have been advised of the purchase limits that apply to the card issued to me:

Card type (check one): ☐ Business Office card ☐ Travel card ☐ Other: _____

Monthly limit: \$_____ Single transaction limit: \$_____

Under Regulation DGD-R, the Business Office card is limited to \$10,000 per month, a travel card to \$2,500 per month, and any single transaction on any card to \$2,500. I understand that technology purchases of any amount, and any purchase above the single transaction limit, must be made by purchase order and not by card, and that I may not divide a purchase into smaller transactions to stay within a limit.

I acknowledge the advance purchasing approval requirements, the purchase documentation required for every transaction, and the District's payment process, as explained in the training I completed on _____ (date). I will submit receipts and supporting documentation to the Business Office as Regulation DGD-R requires.

I authorize the District to withhold from my wages the amount of any improper purchase, to the extent permitted by law. I understand that, to the extent permitted by law, I may be held personally liable for card transactions that are contrary to applicable laws, rules, or District policy or regulation, including any applicable penalties and interest.

I understand that misuse of a District credit/procurement card may result in the loss of card privileges, discipline up to and including termination of employment, and other action permitted by law.

I will keep the card physically secure, will report its loss or theft to the Business Office immediately, and will return the card to the Business Office immediately on request, on separation from employment, or on a change in my assignment that ends my need for the card.

Signature: _____ Position: _____

Printed name: _____ Date signed: _____

For Business Office use

Card, last four digits: _____ Issued by: _____ Date:

Entered in card user log on: _____ Initials: _____

ACAA — TITLE IX SEX DISCRIMINATION

Code: ACAA **Section:** A — Foundations and Basic Commitments **District:** Joseph City Unified School District No. 2 **Adopted:** Wednesday, November 12, 2025 **Source:** ASBA PolicyBridge — <https://policies.sparqdata.com/asba/browse/josephcity/josephcity/ACAA> **Captured:** 2026-08-13

Purpose

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

Definitions

Sexual Harassment

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

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

Complainant

A complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent

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

Title IX Coordinator

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

Reporting

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

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

District Response Process

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

Confidentiality

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

Mandatory Reporting

Title IX sex discrimination complaints, including sexual harassment complaints, may include violations covered by Arizona’s mandatory reporting statute, A.R.S. §13-3620. Any

abuses classified by statute as “reportable offenses” must be reported as such to the authorities because not reporting a reportable offense is classified as a Class 6 Felony.

Retaliation Prohibited

Neither the District nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has in good faith made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Adopted: Wednesday, November 12, 2025

LEGAL REF.: A.R.S. 13-3620 20 U.S.C. 1092 20 U.S.C. 1681, Education Amendments of 1972, Title IX 34 U.S.C. 12291

CROSS REF.: AC - Nondiscrimination/Equal Opportunity JB - Equal Educational Opportunities

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2

ACAA-R TITLE IX SEX DISCRIMINATION, Regulation

First read, October 13, 2026. For adoption November 10, 2026.

Scope

This regulation sets out the grievance process the District follows under Policy ACAA and the Title IX regulations, 34 C.F.R. Part 106, as amended effective August 14, 2020. It applies to sexual harassment as defined in Policy ACAA. A complaint of sex discrimination that does not allege sexual harassment as defined in Policy ACAA is handled under Regulation AC-R. In this regulation, “days” means calendar days unless school days are stated.

Title IX Coordinator

The Superintendent is designated as the District’s Title IX Coordinator.

Title IX Coordinator:

Title: Superintendent, Joseph City Unified School District No. 2

Address: P.O. Box 8, 8176 Westover Avenue, Joseph City, Arizona 86032

E-mail: sharvilla@jcusd.org

Telephone: 928-288-3307

If the Superintendent is the respondent, or has a conflict of interest or bias in a particular matter, the report or formal complaint shall be filed with the President of the Governing Board at the District office address above. The President shall assign an outside Title IX Coordinator for that matter, who shall have the authority and duties of the Title IX Coordinator under this regulation for that matter.

Persons Who Carry Out the Grievance Process

For each formal complaint:

A. Title IX Coordinator. The Superintendent, or the outside coordinator assigned by the Governing Board President as described above.

B. Investigator. Assigned by the Title IX Coordinator for each formal complaint. The investigator shall be either a trained District administrator who has had no involvement in the matter and who will not serve as decision-maker or appeal decision-maker, or an outside investigator engaged by the District.

C. Decision-maker. The principal of the District campus that is not involved in the complaint. If both campuses are involved, or if that principal is a party or witness, has had any other involvement in the matter, or has a conflict of interest or bias, the Title IX

Coordinator shall arrange an outside decision-maker through the Arizona School Risk Retention Trust, District counsel, or another qualified person outside the District, or, if none is available, assign a trained District employee who meets the same requirements.

D. Appeal decision-maker. An outside decision-maker arranged through the Arizona School Risk Retention Trust, District counsel, or another qualified person outside the District. If no outside decision-maker is available, the Superintendent shall assign a trained District employee who has had no involvement in the matter, has no conflict of interest or bias, and is not the Title IX Coordinator, investigator or decision-maker for that complaint.

E. Informal resolution facilitator. A trained person designated by the Title IX Coordinator who is not the investigator, decision-maker, or appeal decision-maker for the same matter.

The Title IX Coordinator, investigator, decision-maker, and appeal decision-maker for a formal complaint shall be four (4) different people. No person may serve in any of these roles, or as an informal resolution facilitator, if that person has a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A party who believes that an assigned person has a conflict of interest or bias may raise the concern in writing with the Title IX Coordinator, or with the Governing Board President if the concern is about the Title IX Coordinator. The concern shall be decided, and a replacement assigned if needed, before the process continues.

Training

Every person who serves as Title IX Coordinator, investigator, decision-maker, appeal decision-maker, or informal resolution facilitator shall be trained on:

- A. The definition of sexual harassment in Policy ACAA;
- B. The scope of the District's education program or activity;
- C. How to conduct an investigation and grievance process, including appeals and informal resolution processes; and
- D. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Decision-makers and appeal decision-makers shall also be trained on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators shall also be trained on issues of relevance so they can create an investigative report that fairly summarizes relevant evidence. Training materials shall not rely on sex stereotypes and shall promote impartial investigations and adjudications of formal complaints. When an outside person serves in any of these roles, the District shall obtain confirmation of that person's training and a copy of the training materials used. The District shall post all training materials on its website.

Notice

The District shall notify applicants for admission and employment, students, parents and legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District of the title, office address, e-mail address, and telephone number of the Title IX Coordinator, of the District's policy of nondiscrimination on the basis of sex, and of this grievance process, including how to report or file a formal complaint of sexual harassment and how the District will respond. The District shall post this information on its website and in each handbook it makes available to these persons (34 C.F.R. 106.8).

Response to Sexual Harassment

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

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

B. An "education program or activity" includes locations, events, or circumstances over which the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the District.

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

Nothing in this regulation delays or replaces a report required by A.R.S. 13-3620 or any other law.

Supportive Measures

The District's response shall treat complainants and respondents equitably by offering supportive measures to the complainant, and by following the grievance process in this regulation before imposing any disciplinary sanction or other action that is not a supportive measure against a respondent. Supportive measures may also be offered to a respondent.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. They are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or to deter sexual harassment.

The range of supportive measures available includes counseling; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; changes in

seating, class, bus, or work assignments; mutual restrictions on contact between the parties; increased monitoring or supervision of certain areas; escorts; leaves of absence; and other similar measures.

The District shall keep confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining confidentiality does not impair the District's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

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

- A. Contact the complainant to discuss the availability of supportive measures;
- B. Consider the complainant's wishes with respect to supportive measures;
- C. Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- D. Explain to the complainant the process for filing a formal complaint.

Emergency Removal and Administrative Leave

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

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

Formal Complaint

"Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the District. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, using the contact information listed above, or by any additional method designated by the District that results in the Title IX Coordinator receiving the complaint. When the Title IX Coordinator signs a formal complaint, the Coordinator is not a complainant or otherwise a party.

A parent or legal guardian who has a legal right to act on behalf of a complainant, respondent, or other individual may do so under this regulation, including by filing a formal complaint (34 C.F.R. 106.6(g)).

The District may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, by more than one complainant against one or more respondents, or by one party against the other party, where the allegations arise out of the same facts or circumstances.

Basic Requirements of the Grievance Process

In addressing a formal complaint of sexual harassment, the District shall:

A. Provide written notice to the parties whose identities are known, within the timeframe set out below, that includes:

1. Notice of this grievance process, including the informal resolution process;
2. Notice of the allegations, with sufficient details to allow the respondent to prepare a response, including the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
4. Notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, and that the parties may inspect and review evidence; and
5. Notice of any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

B. If, during the investigation, the District decides to investigate allegations that were not included in the original notice, provide notice of the additional allegations to the parties whose identities are known.

C. Treat complainants and respondents equitably, providing remedies to a complainant where the respondent is found responsible and following this grievance process before imposing any disciplinary sanction on a respondent.

D. Require an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and not base credibility determinations on a person's status as a complainant, respondent, or witness.

E. Require that the Title IX Coordinator, investigator, decision-maker, appeal decision-maker, and any informal resolution facilitator be trained as described in this regulation and have no conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

F. Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

G. Follow the timeframes set out in this regulation.

H. Use the preponderance of the evidence standard to determine responsibility. The District applies the same standard to formal complaints against students and formal complaints against employees.

I. Apply the sanctions, remedies, and appeal procedures set out in this regulation.

J. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding the privilege has waived it.

Timeframes

The District shall conclude the grievance process within the following reasonably prompt timeframes:

A. Written notice of the allegations shall be sent to the parties within five (5) school days after the Title IX Coordinator receives or signs a formal complaint.

B. The parties shall have at least ten (10) days to submit a written response to the evidence sent to them before the investigative report is completed.

C. The investigative report shall be sent to the parties at least ten (10) days before a determination regarding responsibility is made.

D. A party may submit written questions to the decision-maker within five (5) days after receiving the investigative report. The decision-maker shall provide the answers to each party and allow limited follow-up questions, which shall be submitted within three (3) days after the answers are received.

E. The written determination regarding responsibility shall ordinarily be issued within sixty (60) days after the Title IX Coordinator receives or signs the formal complaint.

F. An appeal shall be filed in writing with the Title IX Coordinator within ten (10) days after the written determination or notice of dismissal is sent. Each party may submit a written statement within ten (10) days after being notified of the appeal. The appeal decision-maker shall issue a written decision within thirty (30) days after the written statements are due.

G. An informal resolution process shall be concluded within thirty (30) days after both parties give written consent to it. If it is not concluded in that time, the grievance process resumes unless both parties agree in writing to extend it.

The Title IX Coordinator may allow a temporary delay of the grievance process, or a limited extension of any of these timeframes, for good cause, with written notice to the complainant and the respondent of the delay or extension and the reasons for it. Good

cause may include the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; the need for language assistance or accommodation of disabilities; and periods when school is not in session.

The determination regarding responsibility becomes final on the date the District provides the parties with the written decision on appeal, or, if no appeal is filed, on the date an appeal would no longer be timely.

Investigation

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

- A. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not on the parties. The District shall not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional in connection with treatment of the party, unless the District obtains that party's voluntary, written consent, or the written consent of a parent or legal guardian if the party is not an eligible student;
- B. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- C. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- D. Provide the parties with the same opportunities to have others present during any meeting or grievance proceeding, including the opportunity to be accompanied by the advisor of their choice. The District may set restrictions on the extent to which an advisor may participate, provided the restrictions apply equally to both parties;
- E. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of any investigative interview or other meeting, with sufficient time for the party to prepare to participate;
- F. Provide both parties an equal opportunity to inspect and review any evidence obtained during the investigation that is directly related to the allegations, including evidence the District does not intend to rely on, so that each party can meaningfully respond to the evidence before the investigation concludes. Before the investigative report is completed, the investigator shall send each party and the party's advisor, if any, the evidence in an electronic format or hard copy, and the parties shall have at least ten (10) days to submit a written response, which the investigator shall consider before completing the report; and
- G. Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) days before a determination regarding responsibility, send it to each party and the party's advisor, if any, in an electronic format or hard copy, for their review and written response.

Determination Regarding Responsibility

The District does not hold live hearings. After the investigative report has been sent to the parties and before a determination regarding responsibility is made, the decision-maker shall give each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker shall explain to the party proposing a question any decision to exclude the question as not relevant. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless they are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or they concern specific incidents of the complainant's prior sexual behavior with the respondent and are offered to prove consent.

The decision-maker shall apply the preponderance of the evidence standard and shall issue a written determination regarding responsibility that includes:

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

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

Disciplinary Sanctions and Remedies

If a respondent is found responsible, the District may impose disciplinary sanctions consistent with Board policy and law.

- A. For a student respondent, sanctions may include a warning, parent conference, loss of privileges, removal from extracurricular activities, detention, in-school suspension, short-term suspension, long-term suspension, or expulsion, under the Board's student discipline policies.

B. For an employee respondent, sanctions may include required training, a verbal or written reprimand, reassignment, suspension, nonrenewal, or dismissal, under the Board's employee discipline policies, and any report to the Arizona Department of Education or other agency required by law.

Remedies for a complainant are designed to restore or preserve equal access to the District's education program or activity. Remedies may include any of the supportive measures listed in this regulation and need not be non-disciplinary or non-punitive, and need not avoid burdening the respondent.

Dismissal of a Formal Complaint

The District shall dismiss a formal complaint, or any allegation in it, for purposes of Title IX if the conduct alleged would not constitute sexual harassment as defined in Policy ACAA even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States. The District may still address the allegations under other Board policies.

The District may dismiss a formal complaint, or any allegation in it, if at any time during the investigation:

- A. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegation in it;
- B. The respondent is no longer enrolled in or employed by the District; or
- C. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations in it.

Upon dismissal, the District shall promptly send written notice of the dismissal and the reasons for it simultaneously to the parties. A dismissal may be appealed as provided below.

Appeals

Either party may appeal a determination regarding responsibility or a dismissal of a formal complaint or any allegation in it, on the following bases:

- A. Procedural irregularity that affected the outcome of the matter;
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
- C. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

As to all appeals, the District shall:

- A. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- B. Ensure that the appeal decision-maker is not the same person as the decision-maker who reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
- C. Ensure that the appeal decision-maker has been trained as described in this regulation and has no conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent;
- D. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- E. Issue a written decision describing the result of the appeal and the rationale for the result; and
- F. Provide the written decision simultaneously to both parties.

Informal Resolution

The District may not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint has been filed. At any time before a determination regarding responsibility is reached, the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the District:

- A. Provides the parties a written notice disclosing:
 - 1. The allegations;
 - 2. The requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, and that at any time before agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
 - 3. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- B. Obtains the parties' voluntary, written consent to the informal resolution process; and
- C. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

No Waiver

The District may not require, as a condition of enrollment or continuing enrollment, employment or continuing employment, or enjoyment of any other right, a waiver of the right to an investigation and adjudication of a formal complaint of sexual harassment.

Records

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

- A. Each sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
- B. Any appeal and the result;
- C. Any informal resolution and the result; and
- D. All materials used to train the Title IX Coordinator, investigators, decision-makers, appeal decision-makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website.

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

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2

GCO-R EVALUATIONS AND CONTRACTS, Regulation

First read, October 13, 2026. For adoption November 10, 2026.

On adoption, Regulations GCO-RA and GCO-RB are retired.

Performance Classifications

Teachers shall be evaluated using the four (4) performance classifications: Highly Effective, Effective, Developing, and Ineffective. The teacher performance evaluation system shall be designed to improve teacher performance and improve student achievement. The instrument shall include the use of quantitative data on the academic progress for all students, and that data shall account for between twenty (20) percent and thirty-three (33) percent of the evaluation outcomes. The objectives of the evaluation system are to improve instruction and maintain instructional strengths.

In accordance with A.R.S. 15-537, the Governing Board shall adopt teacher evaluation policies in a public meeting, following opportunities for public discussion.

Teacher Participation

The Governing Board shall involve certificated teachers in the development and periodic evaluation of the teacher performance evaluation system.

Evaluation Process

Certificated Teachers

The District's teacher evaluation system shall:

A. Provide at least one (1) annual evaluation of each certificated teacher by a qualified evaluator, unless the teacher is participating in an alternative cycle as provided in A.R.S. 15-537(B).

B. Incorporate quantitative data on the academic progress of all students, accounting for between twenty (20) percent and thirty-three (33) percent of evaluation outcomes. The District shall implement a plan for the appropriate use of quantitative data of student academic progress in evaluations of all certificated teachers. The plan may make distinctions between certificated teachers who provide direct instruction to students and certificated teachers who do not provide direct instruction to students. The plan may include data for multiple school years and may limit the use of data for certificated teachers who have taught for less than two (2) complete years.

C. Include at least two (2) actual classroom observations of a complete and uninterrupted lesson by a qualified evaluator, with at least sixty (60) calendar days between the first and last observations.

1. The last observation may follow the issuance of a preliminary notice of inadequacy of classroom performance and be used to determine whether the teacher has corrected inadequacies and has demonstrated adequate classroom performance.
2. An observation shall not be conducted within two (2) instructional days of any scheduled period in which school is not in session for one (1) week or more.
3. Each evaluation shall include recommendations as to areas of improvement in the performance of a certificated teacher if performance warrants improvement. After transmittal of an evaluation, the qualified evaluator or other Board designee shall confer with the teacher to make specific recommendations as to areas of improvement in the teacher's performance. The qualified evaluator or other Board designee shall provide professional development opportunities for the certificated teacher to improve performance and follow up after a reasonable period of time for the purpose of ascertaining that the teacher is demonstrating adequate performance.
4. The requirement of a second classroom observation may be waived for a continuing teacher whose teaching performance based on the first classroom observation places the teacher in one (1) of the two (2) highest performance classifications for the current school year, unless the teacher requests a second observation.

D. Require that written feedback be provided to the teacher within ten (10) business days after each observation.

E. Require that the results of an annual evaluation be in writing or electronic format and a copy provided to the teacher within five (5) days after completion.

F. Permit the teacher to submit a written reaction or response to the evaluation.

G. Maintain the confidentiality of evaluation reports and performance classifications, releasing them only as authorized by law. Copies of the evaluation report and performance classifications of a certificated teacher retained by the Governing Board and the Department of Education are confidential, do not constitute a public record and shall not be released or shown to any person except: 1) to the certificated teacher; 2) to authorized District officers and employees for personnel matters; 3) to school districts and charter schools that inquire about the performance of the teacher for prospective employment purposes (and any district or charter school receiving the information shall use it solely for employment purposes and shall not release it or allow access to it by any other person or entity); and 4) for introduction in evidence or discovery in a court action as provided by law.

H. If the evaluation is used as criteria for establishing compensation, permit the teacher to appeal the evaluation pursuant to appeal procedures adopted by the Governing Board.

I. Include specific and reasonable plans for the improvement of teacher performance.

J. Include training requirements for qualified evaluators, as prescribed by the Governing Board.

Alternative Performance Evaluation Cycle

The District may permit an alternative performance evaluation cycle subject to the following:

A. Expedited reviews shall be conducted in years when a formal evaluation is not required and may include factors such as teamwork and support for lower-performing teachers.

B. Teacher performance may be classified in categories that include teamwork and support for lower-performing teachers.

C. Only teachers who have been evaluated and designated in the highest performance classification for at least three (3) consecutive years by the same school district may participate.

D. A teacher who does not maintain the highest performance classification shall return to the regular evaluation cycle.

Preliminary Notice of Inadequacy

A. A teacher whose performance is found inadequate shall be issued a preliminary notice of inadequacy of classroom performance if dismissal or nonrenewal is being considered. The notice shall specify the deficiencies and provide at least forty-five (45) instructional days to correct them.

B. A preliminary notice may be issued by the Superintendent or another authorized employee of the Governing Board, and its issuance shall be reported to the Governing Board within ten (10) school days.

C. Each notice shall be accompanied by a performance improvement plan.

D. The Governing Board shall adopt a definition of inadequacy of classroom performance aligned with the performance classifications.

Nonrenewal and Dismissal

A. The Governing Board shall issue notices of dismissal or nonrenewal as required by law.

B. Notices shall include a copy of relevant evaluations and state the reasons for dismissal or nonrenewal.

C. Notices shall be delivered personally or sent by registered or certified mail to the teacher's address of record.

D. No notice of dismissal or nonrenewal based on inadequacy shall be issued until the statutory observation and performance plan process has been completed.

Contracts

A. The Governing Board shall offer contracts to certificated teachers as provided in statute, except where proper notice of dismissal or nonrenewal has been given.

B. Teachers must accept contracts within fifteen (15) business days after receipt, or the offer is revoked. Receipt is deemed to occur when the contract is personally delivered, placed in the school-provided mailbox (including e-mail), or two (2) days after being placed in the U.S. mail. Acceptance occurs by signing and returning the contract or by delivering a written instrument accepting its terms.

C. A continuing teacher designated in the lowest performance classification for the current school year shall become a probationary teacher for the subsequent school year and shall remain probationary until designated in one (1) of the top two (2) performance classifications.

Principals, Administrators, and Certificated School Psychologists

A. The evaluation system for certificated school psychologists shall include all components required by A.R.S. 15-503.

B. On or before May 15, the Governing Board shall offer a contract for the next school year to each certified administrator and certificated school psychologist who is in the last year of their contract, unless notice of nonrenewal is given on or before April 15.

C. Notice of nonrenewal shall be delivered personally or sent by certified mail, postmarked on or before the statutory deadline.

D. The administrator's or certificated school psychologist's acceptance of the contract shall be indicated within thirty (30) days after the date of the written contract or the offer is revoked. The administrator or certificated school psychologist accepts the contract by signing and returning the contract to the Governing Board or by making a written instrument that accepts the terms of the contract and delivering it to the Governing Board.

Appeal of Evaluation

When an evaluation is used as the criterion for establishing a teacher's compensation, the teacher will be so informed at the conference where the evaluation is discussed.

A teacher whose evaluation is used as a criterion for establishing compensation and who disagrees with the evaluation may make a written appeal to the Superintendent no later than ten (10) school days after the conference where the disputed evaluation is discussed.

The appeal to the Superintendent shall be limited to the sole issue of how the evaluation procedure used is at variance from the Board-adopted procedure. The burden of proof is on the teacher and the appeal may consist of a paper review. The decision of the Superintendent shall be final and not subject to further appeal or review.

A certificated school psychologist who disagrees with an evaluation that is used as a criterion for establishing compensation or dismissal may appeal the evaluation using the same procedure set out in this section for teachers (A.R.S. 15-503).

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2

GCFC-R FINGERPRINTING REQUIREMENTS, Regulation

Status: First read, October 13, 2026. For adoption November 10, 2026.

REGULATION

FINGERPRINTING REQUIREMENTS

This regulation implements Policy GCFC and A.R.S. 15-106, 15-505, 15-509, 15-512, 15-534, 41-1750, 41-1758.03, and 41-1758.07.

A. System of record

The District's ERP system, Human Resources, Certificates module, is the single system of record for fingerprint clearance status. For every covered person it shall record: card type (IVP or standard), card number, IVP number where applicable, issue date, expiration date, and current status. No other system and no paper file substitutes for an entry here.

The Human Resources designee shall enroll the District in the card status notification service that the Department of Public Safety (DPS) makes available to employers, so that the District is notified whenever the status of a card associated with a District authorization changes. That enrollment shall be verified each August.

B. Who is covered, and which card

1. **Certificated employees.** Certificated personnel are fingerprinted as a condition of employment, except those who as a condition of certification must hold a valid fingerprint clearance card. A certificated person shall maintain a valid fingerprint clearance card during the valid period of the person's certificate (A.R.S. 15-534(B)). A person applying for a new or renewed teaching certificate, and a person participating in field experience or student teaching, must submit identity verified fingerprints and hold an **Identity Verified Prints (IVP)** card under A.R.S. 15-106.
2. **Noncertificated employees.** All newly hired noncertificated personnel are fingerprinted as a condition of employment under A.R.S. 15-512(A). As A.R.S. 15-512(A) permits, the District requires every noncertificated employee to obtain a fingerprint clearance card as a condition of employment, and, because the person is required to be fingerprinted under A.R.S. 15-512, the fingerprints must be identity verified (**IVP**) under A.R.S. 15-106. This includes every extra duty, stipend, seasonal, part-time, substitute, and student-facing support position, whether or not it appears on a salary schedule.
3. **Unpaid personnel, including volunteers.** A person who is not a paid employee must be fingerprinted unless **both** of the following are true, and the determination is recorded in writing before the person begins:

- a. the person is the parent or guardian of a pupil who attends school in this District, **and**
- b. the person provides direct services to pupils only while supervised, meaning under the direction of and, except for brief periods of time during a school day or school activity, within sight of a certificated employee (A.R.S. 15-512(A)).

The principal or activity supervisor makes this determination on the volunteer intake form and signs it. If either condition is not met, a card is required. When in doubt, require the card. The District shall not charge an unpaid person for the card or the check (A.R.S. 15-512(C)).

4. **Contractors, subcontractors, and vendors.** A contractor, subcontractor, or vendor, or any employee of a contractor, subcontractor, or vendor, who is contracted to provide services on a regular basis at an individual school shall obtain a valid fingerprint clearance card (A.R.S. 15-512(H) and Policy DJG). The Superintendent, or a principal with the Superintendent's approval, may exempt a person whose normal job duties are not likely to result in independent access to or unsupervised contact with pupils. **Every exemption shall be in writing on the District exemption form, signed, dated, and filed in the District office,** as Policy DJG requires. An unwritten exemption is not an exemption. The criteria are: the person's duties, whether the work occurs during school hours, whether the person is escorted, and whether the work area is accessible to students.
5. **Tutors.** A person contracted by the State, this District, or a charter school to provide tutoring services must obtain a fingerprint clearance card and submit identity verified fingerprints (A.R.S. 15-106 and 15-534(G)).
6. **Other persons.** The District may fingerprint or require a card of any other employee, paid or not, or any other applicant not otherwise required by law, and shall not charge that person for the check or card (A.R.S. 15-512(G)).

C. Before work begins

1. No person begins work, paid or unpaid, in a covered position until the Human Resources designee has documented in the system of record either a valid card or, for noncertificated personnel using the twenty day period in A.R.S. 15-512(A), submission of fingerprints and the form GCFC-E, with the twenty day deadline entered as a tracking date.
2. Before employing any certificated or noncertificated person, the District shall search the educator information system maintained by the Department of Education (A.R.S. 15-505(C) and 15-512(F)). The District shall not employ, in a position that requires a valid fingerprint clearance card, a certificated person whose certificate has been suspended, surrendered, or revoked unless the State Board of Education has reinstated it, or a noncertificated person the State Board of Education has prohibited from employment (A.R.S. 15-505(D)).

3. The Human Resources designee collects the card copy or DPS application receipt, the notarized form GCFC-E, and the criminal conviction disclosure required by A.R.S. 15-509 with the new hire paperwork, files them, and enters the dates in the system of record before the first payroll.
4. An applicant presenting an **expired** card may begin only on the signed affidavit described in Policy GCFC, which requires that a completed renewal application was submitted to DPS within ninety days before expiration and that the person is not awaiting trial on and has not been convicted of a disqualifying criminal offense. This option is **not available** where a card has been denied, suspended, or revoked, or where the person has requested a good cause exception hearing.
5. **Provisional placement.** A noncertificated person who is required or allowed unsupervised contact with pupils may be placed into service before the fingerprint check is completed or the card is issued only if the District does all of the following, as A.R.S. 15-512(L) requires:
 - a. documents in the applicant's file the necessity for hiring and placing the applicant before a fingerprint check could be completed or a card could be issued;
 - b. ensures that DPS completes a statewide criminal history information check on the applicant **every one hundred twenty days** until the fingerprint check is completed or the card is issued or denied, with each recheck date entered in the system of record;
 - c. obtains references from the applicant's current employer and two most recent previous employers, except for an applicant who has been employed at least five years by the most recent employer;
 - d. provides general supervision of the applicant until the fingerprint check is completed or the card is issued or denied.

Certificated applicants placed before a card is issued are governed by the conditional certification requirements of A.R.S. 15-534(E) and Policy GCF.

D. Monthly monitoring

1. On the first school day of each month the Human Resources designee exports the certificate report and reviews it against the active roster, including substitutes, seasonal, part-time, extra duty, stipend, and unpaid covered personnel.
2. **Expiring within ninety days.** Written notice to the person to submit a DPS renewal immediately, with a reminder that renewing before expiration is what preserves the affidavit option. Second notice at thirty days.
3. **Expired.** Reported to the Superintendent the same day. The person may continue only on a qualifying affidavit. Absent one, the person is released from duties involving students until a valid card is documented.

4. **No record on file.** Reported to the Superintendent the same day, status verified with DPS, and fingerprinting initiated at once. The person works only under supervision as defined in Policy GCFC, or not at all, until the record is complete.
5. The monthly export is retained three years as the audit record of monitoring.

E. Denial, suspension, or revocation

This section applies when DPS notifies the District that a card has been denied, suspended, or revoked, or that DPS is not authorized to issue a card (A.R.S. 41-1750 and 41-1758.03(M)).

1. **Same day.** The Human Resources designee notifies the Superintendent the same day. The notice is shared only with persons authorized under section F and is not forwarded, copied, printed for circulation, or discussed.
2. **Immediate protective step.** The Superintendent removes the person from all duties involving students, by reassignment or leave consistent with law, Board policy, and any applicable contract. This is a protective step pending review, not discipline, and shall be documented as such.
3. **No provisional bridge.** The provisional placement provisions of section C.5 and A.R.S. 15-512(L) apply only until a card is issued **or denied**. Once a card is denied they may not be used. A person who holds a written interim approval to continue working issued by the Board of Fingerprinting under A.R.S. 41-619.55(I) may be considered for continued work only after the Human Resources designee has verified the approval and recorded it in the system of record.
4. **Determine the basis.** The Superintendent obtains the DPS notice and, with District counsel, determines whether the preclusion arises under A.R.S. 41-1758.03(B), or 41-1758.07(B) for a level I card, which list offenses that preclude a card, or under A.R.S. 41-1758.03(C) or 41-1758.07(C), for which the person may petition the Board of Fingerprinting for a good cause exception under A.R.S. 41-619.55, or whether DPS could not determine a disposition under A.R.S. 41-1758.03(L) or 41-1758.07(L), in which case the person may also request a good cause exception.
5. **Legal review and lawful process before any employment action.** The Superintendent consults District counsel before taking any employment action beyond the protective step in E.2. No employee is terminated except through the process the law and Board policy require for that employee's position and for the ground on which the action rests, including:
 - a. **Offenses listed in A.R.S. 15-512(D).** The District may refuse to hire, or may review or terminate, personnel who have been convicted of or admitted committing an offense listed in A.R.S. 15-512(D) or a similar offense in another jurisdiction. A school district considering terminating an employee on this ground shall hold a hearing to determine whether the employee shall be terminated (A.R.S. 15-512(E)). In conducting a review, the Governing Board

shall use the guidelines, including the list of offenses that are not subject to review, prescribed by the State Board of Education pursuant to A.R.S. 15-534(C), and in considering whether to hire or terminate the person shall take into account the following factors: the nature of the crime and the potential for crimes against children; offenses committed as a minor for which proceedings were held under the jurisdiction of a juvenile or an adult court; offenses that have been expunged by a court of competent jurisdiction, if the person has been pardoned or if the person's sentence has been commuted; the employment record of the person since the commission of the crime, if the crime was committed more than ten years before the Governing Board's consideration; and the reliability of the evidence of an admission of a crime unless made under oath in a court of competent jurisdiction.

- b. **Certificated employees.** A certificated person must maintain a valid fingerprint clearance card during the valid period of the person's certificate (A.R.S. 15-534(B)). Any dismissal, suspension, or nonrenewal of a certificated employee follows the notice and hearing procedures that apply under Arizona law and Board policy for certificated employees.
- c. **Inconsistent affidavit.** Where the District may terminate an employee because the information on the form GCFC-E is inconsistent with the fingerprint check or card results (A.R.S. 15-512(A) and (L)), the action follows the process that applies to that employee under law and Board policy.

Nothing in this regulation creates a right to continued employment in a position that requires a valid card, and nothing in it authorizes an employment action without the notice, hearing, or other process the law requires.

- 6. **What the District tells the person.** That the card is not valid, that the District cannot retain a person in a position that requires a valid card without one, and that DPS is the source for the specifics and for any appeal rights. The District does not interpret the person's criminal history record and does not advise on the good cause exception. The District may provide the public contact information for DPS and the Board of Fingerprinting.
- 7. **Good cause exception.** The petition is the person's to file, not the District's, within the time limits the Board of Fingerprinting prescribes. The District makes no promise that the position will be available if an exception is granted. The District does not furnish a reference letter in support of a good cause exception application except on the Superintendent's written decision.
- 8. **Affidavit inconsistency and false statements.** Where information on the form GCFC-E is inconsistent with the information received from the fingerprint check or the card application, the District may terminate employment as A.R.S. 15-512(A) and (L) permit, following the process in E.5. Under Policy GCF, an employee's misstatement of fact that is material to qualifications for employment constitutes grounds for dismissal. A person who makes a false statement, representation, or certification in

any application for employment with the District is guilty of a class 3 misdemeanor (A.R.S. 15-512(N)).

9. **Board action.** Where Board action is required, it may be discussed in executive session under A.R.S. 38-431.03(A)(1), (2), and (3). The employee receives written notice not less than twenty-four hours in advance and may demand that the discussion or consideration occur at a public meeting (A.R.S. 38-431.03(A)(1)). Any final vote or decision is taken in public, on the regular agenda and not the consent agenda (A.R.S. 38-431.03(D)).

F. Handling criminal history record information

Criminal history information received from DPS or the FBI is subject to the dissemination restrictions of A.R.S. 41-1750 and Public Law 92-544. Policy GCF provides that any person who permits unauthorized access to criminal history record information, releases it, or procures the release of or uses it other than in accord with A.R.S. 41-1750 is guilty of a **class 6 felony**.

1. Access is limited to the Superintendent, the Human Resources designee, and District counsel.
2. Such documents are stored separately from the general personnel file, in a locked or access-restricted location, with their existence noted in the file inventory and without duplication.
3. They are never attached to a Board packet, emailed outside the District, or discussed in open session.
4. Persons present at an executive session involving such records are instructed on confidentiality as A.R.S. 38-431.03(C) requires.

G. Required reports

1. **June 30 and December 31 each year**, the District reports to the Superintendent of Public Instruction the number of applicants hired before completion of a fingerprint check or issuance of a card, and the number for whom fingerprint checks were not received or cards were not issued after one hundred twenty days and after one hundred seventy-five days of hire (A.R.S. 15-512(L)(5) and Policy GCF). The Human Resources designee prepares the report, the Superintendent signs it, and a copy is retained.
2. The District annually submits to the Department of Education a list of certificated and noncertificated persons employed by the District (A.R.S. 15-505(E) and Policy GCF).

H. Annual reconciliation

Each August, before the first day of school, the Human Resources designee reconciles the full certificate report against the complete active roster, including every position on the Board approved personnel list, substitutes, seasonal, part-time, extra duty, stipend, unpaid

covered personnel, and regular contractors and vendors, and reports the results in writing to the Superintendent. The report identifies every person missing a card, holding an expired card, holding a standard card where an IVP card is required, missing a GCFC-E affidavit, or working under an unwritten vendor exemption.

I. Costs and fees

The District assumes the cost of fingerprint checks and clearance cards and may charge the actual cost to paid employees required to be fingerprinted, as Policy GCFC and A.R.S. 15-512(C) permit. Unpaid personnel, and persons fingerprinted only because the District elects to require it under A.R.S. 15-512(G), are not charged. Fees collected are deposited with the County Treasurer and credited to the District fingerprint fund, as A.R.S. 15-512(C) requires.

J. Responsibilities

The **Human Resources designee** carries out sections A through D and F through I. The **principal or activity supervisor** makes and signs the volunteer supervision determination in section B.3. The **Business Manager** maintains the system of record and the fee deposits. The **Superintendent** receives same day notice of every expired card, missing record, denial, suspension, and revocation, approves every contractor or vendor exemption, decides every removal from duty, and is the only District spokesperson on a clearance matter.

JLDB — RESTRAINT AND SECLUSION

Code: JLDB **Section:** J — Students **District:** Joseph City Unified School District No. 2
Adopted: June 21, 2016 **Source:** ASBA PolicyBridge —
<https://policies.sparqdata.com/asba/browse/josephcity/josephcity/JLDB> **Captured:**
2026-08-13

Restraint and seclusion are not to be used as disciplinary consequences.

A school may permit the use of restraint or seclusion techniques on any pupil if both of the following apply:

- A. The pupil's behavior presents an imminent danger of bodily harm to the pupil or others.
- B. Less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm.

If a restraint or seclusion technique is used on a pupil:

- A. School personnel shall maintain continuous visual observation and monitoring of the pupil while the restraint or seclusion technique is in use.
- B. The restraint or seclusion technique shall end when the pupil's behavior no longer presents an imminent danger to the pupil or others.
- C. The restraint or seclusion technique shall be used only by school personnel who are trained in the safe and effective use of restraint and seclusion techniques unless an emergency situation does not allow sufficient time to summon trained personnel.
- D. The restraint technique employed may not impede the pupil's ability to breathe.
- E. The restraint technique may not be out of proportion to the pupil's age or physical condition.

Schools may establish policies and procedures for the use of restraint or seclusion techniques in a school safety or crisis intervention plan if the plan is not specific to any individual pupil.

Schools shall establish reporting and documentation procedures to be followed when a restraint or seclusion technique has been used on a pupil. The procedures shall include the following requirements:

- A. School personnel shall provide the pupil's parent or guardian with written or oral notice on the same day that the incident occurred, unless circumstances prevent same-day notification. If the notice is not provided on the same day of the incident, notice shall be given within twenty-four (24) hours after the incident.

B. Within a reasonable time following the incident, school personnel shall provide the pupil's parent or guardian with written documentation that includes information about any persons, locations or activities that may have triggered the behavior, if known, and specific information about the behavior and its precursors, the type of restraint or seclusion technique used and the duration of its use.

C. Schools shall review strategies used to address a pupil's dangerous behavior if there has been repeated use of restraint or seclusion techniques for the pupil during a school year. The review shall include a review of the incidents in which restraint or seclusion technique were used and an analysis of how future incidents may be avoided, including whether the pupil requires a functional behavioral assessment.

If a school district or charter school summons law enforcement instead of using a restraint or seclusion technique on a pupil, the school shall comply with the reporting, documentation and review procedures established under the paragraph above. School resource officers are authorized to respond to situations that present the imminent danger of bodily harm according to protocols established by their law enforcement agency.

Schools are not prohibited from adopting policies which include procedures for the reasonable use of physical force by certificated or support staff personnel in self-defense, defense of others and defense of property (A.R.S. 15-843, subsection b, paragraph 3.)

The District authorizes the use of these definitions which are included in A.R.S. 15-105:

A. "Restraint" means any method or device that immobilizes or reduces the ability of a pupil to move the pupil's torso, arms, legs or head freely, including physical force or mechanical devices. Restraint does not include any of the following:

1. Methods or devices implemented by trained school personnel or used by a pupil for the specific and approved therapeutic or safety purposes for which the method or device is designed and, if applicable, prescribed.
2. The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a pupil to comply with a reasonable request or to go to a safe location.
3. The brief holding of a pupil by one adult for the purpose of calming or comforting the pupil.
4. Physical force used to take a weapon away from a pupil or to separate and remove a pupil from another person when the pupil is engaged in a physical assault on another person.

B. "School" means a school district, a charter school, a public or private special education school that provides services to pupils placed by a public school, the Arizona State Schools for the Deaf and the Blind and a private school.

C. "Seclusion" means the involuntary confinement of a pupil alone in a room from which egress is prevented. Seclusion does not include the use of a voluntary behavior

management technique, including a timeout location, as part of a pupil's education plan, individual safety plan, behavioral plan or individualized education program that involves the pupil's separation from a larger group for purposes of calming.

Adopted: June 21, 2016

LEGAL REF.: A.R.S. 13-403 et seq. 13-2911 15-105 15-341 15-342 15-841 15-842 15-843 15-844

CROSS REF.: GBEB - Staff Conduct JIC - Student Conduct JK - Student Discipline JKA - Corporal Punishment JKD - Student Suspension JKE - Expulsion of Students

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2

JLDB-R RESTRAINT AND SECLUSION, Regulation

First read, October 13, 2026. For adoption November 10, 2026.

Purpose

This regulation implements Policy JLDB, Restraint and Seclusion, and A.R.S. 15-105. It states when restraint may be used in Joseph City schools, who may use it, what is prohibited, how every incident is documented, reported and reviewed, and how staff are trained. Where this regulation sets a rule stricter than state law, the stricter rule governs. Nothing in this regulation permits any practice that A.R.S. 15-105 or Policy JLDB does not permit.

Restraint is never a disciplinary consequence, a punishment, a convenience for staff, or a substitute for instruction, supervision or de-escalation. It is an emergency safety response of last resort.

District Standards Stricter Than State Law

State law permits both restraint and seclusion under stated conditions. In this District:

1. Seclusion is not used, in any school, for any student.
2. Prone (face down) and supine (face up) floor holds are prohibited.
3. Mechanical restraint is prohibited.
4. Chemical restraint is prohibited.
5. Untrained staff may restrain a student only in an emergency, to prevent imminent physical harm, when there is not time to summon trained staff.
6. The incident form is completed by the staff involved before they leave campus that day, and the principal reviews and signs it the same day.
7. A copy of the form reaches the Superintendent within one school day.
8. Written documentation reaches the parent or guardian within three school days.
9. A second restraint of the same student in a school year triggers a review within ten school days.
10. The Superintendent reports restraint data to the Governing Board each year.

Definitions

Restraint means any method or device that immobilizes or reduces the ability of a student to move the student's torso, arms, legs or head freely, including physical force or mechanical devices. As provided in A.R.S. 15-105, restraint does not include:

1. Methods or devices implemented by trained school personnel or used by a student for the specific and approved therapeutic or safety purposes for which the method or device is designed and, if applicable, prescribed (for example, a prescribed positioning device or a bus or wheelchair safety belt used as designed).
2. The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student to comply with a reasonable request or to go to a safe location.
3. The brief holding of a student by one adult for the purpose of calming or comforting the student.
4. Physical force used to take a weapon away from a student or to separate and remove a student from another person when the student is engaged in a physical assault on another person.

Seclusion means the involuntary confinement of a student alone in a room from which egress is prevented. Seclusion does not include the use of a voluntary behavior management technique, including a timeout location, as part of a student's education plan, individual safety plan, behavioral plan or individualized education program that involves the student's separation from a larger group for purposes of calming.

Prone floor hold means any hold in which a student is held face down on the floor or another surface. Supine floor hold means any hold in which a student is held face up on the floor or another surface.

Mechanical restraint means the use of any device or object, such as tape, straps, ties, cuffs or restraining furniture, to limit a student's movement. A device used as described in exclusion 1 above is not mechanical restraint.

Chemical restraint means any drug or medication used to control a student's behavior or restrict freedom of movement that is not prescribed for the student's medical or psychiatric condition and administered as prescribed.

Trained staff means a District employee who holds a current certification, including a passed test-out, in the crisis prevention and intervention program adopted by the District under the Training section of this regulation.

School day means a day on which students are in attendance at the student's school.

Parent means the student's parent or legal guardian, or a student who is eighteen or older and holds the rights of a parent.

Seclusion

The District does not use seclusion. No student shall be confined alone in a room or area that the student is prevented from leaving, whether by a locked or held door, by furniture, by a staff member blocking the exit, or by any other means.

Rooms formerly used for that purpose at the elementary school have been repurposed and shall never be returned to that use. No room in any District building shall be designated, equipped or used for seclusion.

A calming space or break area that a student may leave at any time, used as part of the student's plan, is permitted. The door shall not be locked or held, and an adult shall be able to see the student.

No IEP, Section 504 plan, behavior intervention plan or individual safety plan shall call for seclusion. Every existing IEP and Section 504 plan that refers to seclusion shall be amended through the student's team to remove that reference by the end of the 2026-2027 school year. The District Director of Special Services shall confirm to the Superintendent in writing when every plan has been reviewed.

If seclusion nonetheless occurs, it shall be documented on Exhibit JLDB-EB, and the parent notification, Superintendent copy and review requirements of this regulation apply. The principal shall report it to the Superintendent the same day as a violation of District policy.

When Restraint May Be Used

Restraint may be used only when both of the following apply:

1. The student's behavior presents an imminent danger of bodily harm to the student or others; and
2. Less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm.

Staff shall use de-escalation and less restrictive interventions first, including verbal redirection, offering choices, removing other students from the area, offering a walk or a break space, and calling for help, unless the danger is so immediate that there is no time to try them.

When restraint is used:

1. Staff shall maintain continuous visual observation and monitoring of the student for the entire time the restraint is in use.
2. The restraint shall end as soon as the student's behavior no longer presents an imminent danger to the student or others.
3. The restraint shall not impede the student's ability to breathe or speak, and no pressure shall be placed on the student's neck, chest, back or abdomen.

4. The restraint shall not be out of proportion to the student's age, size or physical condition.
5. After the restraint ends, the student shall be checked for injury and, where needed, seen by the health office.

Prohibited Techniques

As a local standard stricter than A.R.S. 15-105, which permits them, no District employee shall use:

1. A prone (face down) floor hold;
2. A supine (face up) floor hold;
3. Mechanical restraint of any kind; or
4. Chemical restraint of any kind.

No District employee shall use any technique that restricts breathing, at any time and in any position.

Who May Use Restraint

Restraint may be used only by trained staff.

A staff member who is not trained may restrain a student only in an emergency, to prevent imminent physical harm to the student or others, when there is not sufficient time to summon trained staff. That staff member shall call for trained staff immediately, shall follow every other rule in this regulation, including the prohibited techniques, and shall release the student to trained staff or end the restraint as soon as possible. The incident is documented in the same way as any other restraint.

Each principal shall keep a current roster of trained staff on that campus, updated each August and after each training, and shall make sure staff know how to summon trained staff quickly.

Documentation and Notification

Every restraint, every use of seclusion, and every call to law enforcement made instead of a restraint shall be documented and reported as follows.

A. Incident form. The staff involved shall complete Exhibit JLDB-EB, Restraint Incident Documentation, before they leave campus on the day of the incident.

B. Principal review. The principal shall review and sign the completed form the same day. When the principal is absent, the administrator designated by the Superintendent shall do so.

C. Parent notice. The principal or designee shall give the parent oral or written notice of the incident on the same day it occurred. If circumstances prevent same-day notice, the principal or designee shall make a good faith effort to reach the parent and notice shall be given within twenty-four hours after the incident. If the parent cannot be reached by telephone or in person, written notice shall be sent by email, text or letter within the twenty-four hours. Each attempt and the notice given are recorded on Exhibit JLDB-EC.

D. Superintendent copy. A copy of the completed and signed Exhibit JLDB-EB shall be delivered to the Superintendent within one school day after the incident.

E. Written documentation to the parent. Within three school days after the incident, the principal or designee shall provide the parent with written documentation that includes information about any persons, locations or activities that may have triggered the behavior, if known; specific information about the behavior and its precursors; the type of restraint used; and the duration of its use. A copy of the completed Exhibit JLDB-EB meets this requirement. Three school days is the reasonable time set by the District under A.R.S. 15-105.

F. Records. The completed forms shall be placed in the student's education record. For a student with an IEP or Section 504 plan, the District Director of Special Services and the student's IEP or 504 case manager shall be notified the same day.

Review of Repeated Use

A second restraint of the same student within a school year triggers a review within ten school days after the second incident, documented on Exhibit JLDB-ED. Any later restraint of that student in the same school year triggers a further review within ten school days.

The review shall examine each incident in which restraint was used and the strategies used to address the student's behavior, and shall analyze how future incidents may be avoided, including whether the student requires a functional behavioral assessment and whether a behavior intervention plan should be developed or revised.

For a student with an IEP, the review is conducted as an IEP team meeting. For a student with a Section 504 plan, the review is conducted by the student's 504 team. The parent shall be invited to every review.

Law Enforcement in Lieu of Restraint

If a school summons law enforcement to respond to a student's behavior instead of using restraint, the same documentation, notification and review requirements of this regulation apply, using the same exhibits. As provided in A.R.S. 15-105, a school resource officer may respond to a situation presenting imminent danger of bodily harm according to the protocols of the officer's law enforcement agency.

Training

- A. The District's crisis prevention and intervention training shall be provided through a nationally recognized training program, currently Handle With Care. The District trainer holds a current trainer certification in that program.
- B. Staff training shall be held in October 2026, beginning with the elementary school, and shall include a test-out component. A staff member is trained staff only after passing the test-out. Certification shall be renewed on the cycle the program requires.
- C. The District trainer shall train staff on each campus so that trained staff can be summoned quickly from every part of each building.
- D. Training shall emphasize prevention and de-escalation, and restraint as a last resort. All staff shall be informed of this regulation, including the prohibition on seclusion and the prohibited techniques, at the start of each school year.
- E. Certificates and test-out results shall be kept in personnel files.

Annual Report

Each year the Superintendent shall report to the Governing Board, in aggregate and without student identifiers, the number of restraint incidents, the number of students restrained, the number of law enforcement calls made instead of a restraint, the number of reviews held, any seclusion that occurred, and the number of trained staff on each campus. The District also reports restraint and seclusion data to the federal Civil Rights Data Collection when required.

Special Education Manual

This regulation and Exhibits JLDB-EA through JLDB-ED shall be incorporated into the District Special Education Manual.

LEGAL REF.: A.R.S. 15-105, 15-341, 15-843; 20 U.S.C. 1400 et seq. (IDEA); 29 U.S.C. 794 (Section 504)

CROSS REF.: JLDB - Restraint and Seclusion; JLDB-EA, JLDB-EB, JLDB-EC, JLDB-ED; GBEB - Staff Conduct; JIC - Student Conduct; JK - Student Discipline; JKA - Corporal Punishment

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2

JLDB-EA RESTRAINT DOCUMENTATION: DEFINITIONS AND CHECKLIST, Exhibit

First read, October 13, 2026. For adoption November 10, 2026.

Seclusion is prohibited in this district. If seclusion nonetheless occurs, it is documented on this form and on Exhibit JLDB-EB, and reported to the Superintendent as a policy violation.

This cover sheet is completed with Exhibit JLDB-EB whenever school personnel have used restraint on a student, and whenever law enforcement has been summoned instead of using restraint. It is kept with Exhibits JLDB-EB and JLDB-EC in the student's education record.

Student: _____ Student ID: _____

School: _____ Date of incident: ____/____/____

Law enforcement in lieu of restraint. If law enforcement was summoned instead of using restraint, the same documentation, notification and review requirements apply (A.R.S. 15-105 and Regulation JLDB-R).

☐ Restraint was used.

☐ Law enforcement was summoned instead of using restraint.

☐ Seclusion occurred (policy violation; principal reports to the Superintendent the same day).

Definitions

Restraint means any method or device that immobilizes or reduces the ability of a student to move the student's torso, arms, legs or head freely, including physical force or mechanical devices.

Restraint does **not** include any of the following:

1. Methods or devices implemented by trained school personnel or used by a student for the specific and approved therapeutic or safety purposes for which the method or device is designed and, if applicable, prescribed.
2. The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student to comply with a reasonable request or to go to a safe location.
3. The brief holding of a student by one adult for the purpose of calming or comforting the student.

4. Physical force used to take a weapon away from a student or to separate and remove a student from another person when the student is engaged in a physical assault on another person.

Seclusion means the involuntary confinement of a student alone in a room from which egress is prevented. Seclusion does not include the use of a voluntary behavior management technique, including a timeout location, as part of a student's education plan, individual safety plan, behavioral plan or individualized education program (IEP) that involves the student's separation from a larger group for purposes of calming. A calming space the student may leave at any time is not seclusion.

Prohibited in This District

Prone (face down) floor holds, supine (face up) floor holds, mechanical restraint of any kind, chemical restraint of any kind, any technique that restricts breathing, and seclusion. These are prohibited even where state law would allow them.

Required Steps (check each when complete)

☐ Exhibit JLDB-EB completed by the staff involved before leaving campus on the day of the incident.

☐ Principal (or designee) reviewed and signed Exhibit JLDB-EB the same day.

Date signed: ____/____/____ Principal: _____

☐ Parent/guardian given oral or written notice the same day the incident occurred; **or**

☐ Circumstances prevented same-day notice. A good faith effort was made and notice was given within twenty-four (24) hours after the incident. Recorded on Exhibit JLDB-EC.

☐ Copy of Exhibit JLDB-EB delivered to the Superintendent within one school day.

Date delivered: ____/____/____

☐ Written documentation provided to the parent/guardian within three school days. Recorded on Exhibit JLDB-EC.

Date provided: ____/____/____

☐ For a student with an IEP or Section 504 plan, the District Director of Special Services and the case manager notified the same day.

☐ Copies placed in the student's education record.

☐ This is the second or later restraint of this student this school year. Review under Exhibit JLDB-ED to be held within ten school days, by: ____/____/____

Completed by: _____ Date: ____/____/____

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2

JLDB-EB RESTRAINT INCIDENT DOCUMENTATION, Exhibit

First read, October 13, 2026. For adoption November 10, 2026.

Seclusion is prohibited in this district. If seclusion nonetheless occurs, it is documented on this form and reported to the Superintendent as a policy violation.

This form is completed by the staff involved **before they leave campus on the day of the incident**, and reviewed and signed by the principal **the same day**. A copy goes to the Superintendent within one school day. A copy of this completed form is the written documentation provided to the parent/guardian within three school days.

Student and Incident

Student: _____ Student ID: _____

Grade: _____ Age: _____ DOB: ____/____/____ School: _____

Parent/Guardian: _____

Phone: (home) _____ (cell) _____ (work) _____

Email: _____

Student has: ☐ IEP ☐ Section 504 plan ☐ Behavior intervention plan ☐ None

Date of incident: ____/____/____ Location: _____

Time restraint began: ____ : ____ a.m./p.m. Time restraint ended: ____ : ____ a.m./p.m.

Total duration: _____ minutes

This incident was (check one):

☐ Restraint

☐ Law enforcement summoned instead of restraint. Agency and officer:

☐ Seclusion (policy violation; principal reports to the Superintendent the same day)

Conditions for Use (both must be checked)

☐ The student's behavior presented an imminent danger of bodily harm to the student or others.

☐ Less restrictive interventions appeared insufficient to mitigate the imminent danger of bodily harm.

Describe the student's behavior that presented an imminent danger of bodily harm to the student or others:

Describe the less restrictive interventions tried first (de-escalation, redirection, removing other students, offering a break, calling for help), and why they appeared insufficient:

Required Safeguards

Check True or Not True for each item. If any item is Not True, explain below.

1. Staff maintained continuous visual observation and monitoring of the student for the entire time restraint was used. ☐ True ☐ Not True

Staff who observed and monitored the student: _____

2. The restraint ended when the student's behavior no longer presented an imminent danger to the student or others. ☐ True ☐ Not True
3. The restraint did not impede the student's ability to breathe, and no pressure was placed on the student's neck, chest, back or abdomen. ☐ True ☐ Not True
4. The restraint was not out of proportion to the student's age, size or physical condition. ☐ True ☐ Not True
5. No prone (face down) floor hold, no supine (face up) floor hold, no mechanical restraint, and no chemical restraint was used. ☐ True ☐ Not True
6. Restraint was used only by trained staff. ☐ True ☐ Not True
7. If untrained staff restrained the student, it was an emergency to prevent imminent physical harm and there was not sufficient time to summon trained staff. ☐ True ☐ Not True ☐ Does not apply

Describe the emergency and when trained staff arrived:

Explanation of any item marked Not True:

Required Information for the Parent/Guardian

Persons, locations or activities that may have triggered the behavior (if known):

Specific information about the behavior and its precursors (what happened before and leading up to it):

Type of restraint used (name the hold):

Duration of use: _____ minutes

After the Incident

☐ Student checked for injury. ☐ No injury ☐ Injury (describe): _____

☐ Student seen by the health office. Time: _____ : _____ a.m./p.m.

☐ Staff injury (describe): _____

Student returned to: ☐ Class ☐ Office ☐ Released to parent ☐ Other: _____

Staff Involved

Name: _____ Position: _____ Trained: ☐ Yes ☐ No

Name: _____ Position: _____ Trained: ☐ Yes ☐ No

Name: _____ Position: _____ Trained: ☐ Yes ☐ No

Name: _____ Position: _____ Trained: ☐ Yes ☐ No

Repeated Use

This is the student's ☐ first ☐ second ☐ _____ restraint this school year.

If second or later: review under Exhibit JLDB-ED to be held within ten school days, by:
____/____/____

Signatures

Completed by (staff involved), before leaving campus:

Signature: _____ Date: ____/____/____ Time: ____

Signature: _____ Date: ____/____/____ Time: ____

Reviewed by principal (or designee), same day:

Signature: _____ Date: ____/____/____ Time: ____

Copy delivered to the Superintendent (within one school day): Date: ____/____/____ By:

Copy provided to parent/guardian (within three school days): Date: ____/____/____ By:

Received by the Superintendent: _____ Date: ____/____/____

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2

JLDB-EC RESTRAINT DOCUMENTATION: NOTIFICATION TO PARENT/GUARDIAN, Exhibit

First read, October 13, 2026. For adoption November 10, 2026.

Seclusion is prohibited in this district. If seclusion nonetheless occurs, it is documented on this form and reported to the Superintendent as a policy violation.

This form records (1) the same-day oral or written notice to the parent/guardian, or notice within twenty-four (24) hours if circumstances prevented same-day notice, and (2) delivery of written documentation to the parent/guardian within three school days. It is kept with Exhibit JLDB-EB.

Student: _____ Student ID: _____

School: _____ Date of incident: ____/____/____ Time: ____ a.m./p.m.

Part 1. Same-Day Notice (Oral or Written)

Notice is given the same day the incident occurred. If circumstances prevent same-day notice, a good faith effort continues and notice is given within twenty-four (24) hours after the incident. If the parent cannot be reached by telephone or in person, written notice is sent by email, text or letter within the twenty-four hours.

Attempts to reach the parent/guardian:

Attempt 1: Date ____/____/____ Time ____ a.m./p.m. Method: ☐ Phone ☐ In person ☐
Email ☐ Text Result: _____

Attempt 2: Date ____/____/____ Time ____ a.m./p.m. Method: ☐ Phone ☐ In person ☐
Email ☐ Text Result: _____

Attempt 3: Date ____/____/____ Time ____ a.m./p.m. Method: ☐ Phone ☐ In person ☐
Email ☐ Text Result: _____

Notice given:

Date: ____/____/____ Time: ____ a.m./p.m.

☐ Given the same day as the incident

☐ Circumstances prevented same-day notice; given within twenty-four (24) hours. Reason:

Method: ☐ Oral, by phone ☐ Oral, in person ☐ Written, email to: _____ ☐
Written, text to: _____ ☐ Written, letter

Name of parent/guardian receiving notice: _____

Person providing notice: _____ Position: _____

Part 2. Written Documentation (Within Three School Days)

A copy of the completed Exhibit JLDB-EB is provided to the parent/guardian. It includes any persons, locations or activities that may have triggered the behavior, if known; specific information about the behavior and its precursors; the type of restraint used; and the duration of its use.

Date provided: ____/____/____ (no later than the third school day after the incident)

Method of delivery:

☐ Hand delivered. Parent/guardian signature: _____

☐ Mailed: ☐ First class mail with certificate of mailing ☐ Certified mail, return receipt requested

☐ Emailed to: _____ (keep proof of electronic delivery)

Name of parent/guardian receiving documentation: _____

Person providing documentation: _____ Position: _____

Principal Confirmation

☐ Same-day or twenty-four (24) hour notice completed and recorded above.

☐ Written documentation delivered within three school days.

Principal (or designee): _____ Date: ____/____/____

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2

JLDB-ED RESTRAINT DOCUMENTATION: REVIEW OF REPEATED USE OF RESTRAINT,
Exhibit

First read, October 13, 2026. For adoption November 10, 2026.

Seclusion is prohibited in this district. If seclusion nonetheless occurs, it is documented on this form and reported to the Superintendent as a policy violation.

A second restraint of the same student within a school year triggers this review within ten (10) school days after the second incident. Any later restraint of the student in the same school year triggers a further review within ten school days. For a student with an IEP, the review is conducted as an IEP team meeting. For a student with a Section 504 plan, the review is conducted by the 504 team. The parent/guardian is invited to every review. (A.R.S. 15-105; Regulation JLDB-R)

Student: _____ Student ID: _____

Grade: ____ Age: ____ DOB: ____/____/____ School: _____

Parent/Guardian: _____

Phone: _____ Email: _____

Student has: ☐ IEP (review held as an IEP team meeting) ☐ Section 504 plan ☐ Behavior intervention plan ☐ None

Incidents This School Year

Incident 1: Date ____/____/____ Type of restraint: _____ Duration: ____ min.

Incident 2: Date ____/____/____ Type of restraint: _____ Duration: ____ min.

Incident 3: Date ____/____/____ Type of restraint: _____ Duration: ____ min.

Incident 4: Date ____/____/____ Type of restraint: _____ Duration: ____ min.

Law enforcement summoned instead of restraint: Dates _____

Date of the incident that triggered this review: ____/____/____

Review due by (ten school days later): ____/____/____ Review held on: ____/____/____

☐ Review held within ten school days. If not, explain: _____

Review

Review of each incident in which restraint was used (triggers, precursors, location, time of day, staff involved, patterns):

Strategies used to address the student's dangerous behavior, and how well they worked:

Analysis of how future incidents may be avoided (changes to supports, environment, schedule, staffing, de-escalation, communication with home):

Decisions

The team recommends a functional behavioral assessment (FBA): ☐ Yes ☐ No ☐ FBA already current, dated ____/____/____

A behavior intervention plan (BIP) will be: ☐ Developed ☐ Revised ☐ Continued without change ☐ Not needed

The student's IEP or 504 plan will be: ☐ Amended ☐ Not amended ☐ Does not apply

☐ The student's IEP or 504 plan contains no reference to seclusion (any reference is removed at this meeting).

Follow-up actions, person responsible, and date:

Participants

Name: _____ Role: _____ Signature: _____ Date: _____

Name: _____ Role: _____ Signature: _____ Date: _____

Name: _____ Role: _____ Signature: _____ Date: _____

Name: _____ Role: _____ Signature: _____ Date: _____

Name: _____ Role: _____ Signature: _____ Date: _____

Parent/guardian attended: ☐ Yes ☐ No

If the parent/guardian did not attend, describe the other methods used to ensure parent participation and, where appropriate, student participation (for example, conference call, videoconference, home visit):

Copy to: ☐ Parent/guardian ☐ Superintendent ☐ District Director of Special Services ☐
Student education record

Principal (or designee): _____ Date: ____/____/____

Policy Advisory No. 994

***DELETED* Policy GCCB — Professional /
Support Staff Personal / Emergency /
Religious Leave**

Policy GCCB was incorporated into Policy GCCA under the heading *Personal Leave*; accordingly, Policy GCCB was removed from the model manual.

Policy Advisory No. 995

***DELETED* Policy GCCC — Professional /
Support Staff Leaves of Absence without Pay
DELETED Exhibit GCCC-EA — Professional / Support Staff
Leaves of Absence without Pay
DELETED Exhibit GCCC-EB — Professional / Support Staff
Leaves of Absence without Pay
DELETED Exhibit GCCC-EC — Professional / Support Staff
Leaves of Absence without Pay
DELETED Exhibit GCCC-ED — Professional / Support Staff
Leaves of Absence without Pay
DELETED Exhibit GCCC-EE — Professional / Support Staff
Leaves of Absence without Pay**

Policy GCCC has been incorporated into Policy GCCA under the headings *Family and Medical Leave*, *Leaves of Absence Without Pay*, *Requests for Leave, Approval*, and *Preservation of Rights for Continuing Certificated Teachers* and Regulation GCCA-RB; accordingly, Policy GCCC has been removed from the model manual. Forms provided in Exhibits GCCC-EA, GCCC-EB, GCCC-EC, GCCC-ED, and GCCC-EE may now be accessed via the link provided in GCCA-RB under the heading *Regulations, Process and Forms*, accordingly, Exhibits GCCC-EA through GCCC-EE have been removed from the model manual.

**Policy Advisory No. 996 *DELETED* Policy GCCC — Professional / Support
Staff Leaves of Absence without Pay
(Fewer than 50 Employees)**

Content from Policy GCCC (applicable to districts with fewer than fifty employees) has been incorporated into Policy GCCA and Regulation GCCA-RB; accordingly, GCCC has been removed from the model manual.

**Policy Advisory No. 997 *DELETED* Policy GCCD — Professional / Support
Staff Military / Legal Leave
DELETED Exhibit GCCD-E — Professional / Support Staff
Military / Legal Leave**

Policy GCCD has been incorporated into Policy GCCA under the headings *Victim Leave*, *Jury Duty Leave*, and *Military Leave*; accordingly, Policy GCCD has been removed from the model manual. Exhibit GCCD-E has been recodified as GCCA-E; accordingly, GCCD-E has been removed from the model manual.

**Policy Advisory No. 998 *DELETED* Policy GCCE — Professional / Support
Staff Conferences / Visitations / Workshops**

Policy GCCE has been incorporated into Policy GCCA under the heading *Professional Development Leave* and Regulation GCCA-RC; accordingly, GCCE has been removed from the model manual.

Policy Advisory No. 999 *DELETED* Policy GCCF — Sabbatical Leave

Policy GCCF has been incorporated into Policy GCCA under the heading *Sabbatical Leave*; accordingly, GCCF has been removed from the model manual.

**Policy Advisory No. 1000 *DELETED* Policy GCCG — Professional Staff
Voluntary Transfer of Accrued Sick Leave
DELETED Regulation GCCG-RA — Professional Staff Voluntary
Transfer of Accrued Sick Leave
DELETED Regulation GCCG-RB — Professional Staff Voluntary
Transfer of Accrued Sick Leave**

Policy GCCG has been removed from the model manual as its detailed, operational provisions are more appropriately addressed in District HR procedures or in a regulation. To preserve local flexibility, Policy GCCA now includes a concise sentence authorizing districts to offer a voluntary transfer of accrued sick leave (banked sick leave) at their option. This approach avoids prescriptive program details in policy and allows districts to tailor any sick-leave bank through a regulation and/or HR procedure. Districts that use a sick-leave bank may incorporate the prior elements in a GCCA regulation or retain GCCG locally if preferred. Accordingly, GCCG-RA and GCCG-RB have been removed from the model manual; districts that maintain a sick-leave bank may retain these regulations locally.

**Policy Advisory No. 1001 *DELETED* Policy GCCH — Professional / Support
Staff Bereavement Leave**

Policy GCCH is referenced in Policy GCCA under the heading *Personal Leave*; accordingly, GCCH has been removed from the model manual.

**Policy Advisory No. 1002 *DELETED* Policy GCD — Professional Staff
Vacations and Holidays**

Policy GCD was incorporated into Policy GCCA under the headings *Holiday Leave* and *Vacation Leave*; accordingly, GCD was removed from the model manual.

Policy Advisory No. 1003

Policy GCF — Professional Staff Hiring
Regulation GCF-R — Professional Staff Hiring
Exhibit GCF-EA — Professional Staff Hiring
Exhibit GCF-EB — Professional Staff Hiring
Exhibit GCF-EC — Professional Staff Hiring
Exhibit GCF-ED — Professional Staff Hiring
NEW Exhibit GCF-EE — Hiring
NEW Exhibit GCF-EF — Hiring

Policies GCFE and GDF have been incorporated into Policy GCF; accordingly, Policies GCFE and GDF have been removed from the model manual. The title of the policy, along with the titles of its accompanying regulation and exhibits, has been updated to *Hiring* to reflect that these documents address both certificated and noncertificated employees. Headings were also added, and language was refined for clarity. Regulation GDF-R was incorporated into GCF-R; accordingly, GDF-R was removed from the model manual. Exhibit GDF-EC was revised and incorporated into GCF-EA; accordingly, GDF-EC was removed from the model manual. Exhibit GDF-ED was revised and incorporated into GCF-EB; accordingly, GDF-ED was removed from the model manual. Exhibit GDF-EE was revised and incorporated into GCF-ED; accordingly, GDF-EE was removed from the model manual. Exhibit GCFE-E was recodified as GCF-EE, accordingly, GCFE-E was removed from the model manual. Exhibits GDF-EA and GDF-EB were revised and combined as GCF-EF.

Policy Advisory No. 1004

Policy GCFC — Professional Staff
Certification and Credentialing Requirements
Exhibit GCFC-E — Professional Staff Certification
and Credentialing Requirements

Policy GDFA was incorporated into Policy GCFC; accordingly, GDFA was removed from the model manual. The policy and exhibit titles were updated to *Fingerprint Requirements* as both documents address certificated and noncertificated employees. Exhibit GDFA-E was incorporated into GCFC-E; accordingly, GDFA-E was removed from the model manual.

Policy Advisory No. 1005 ~~DELETED~~ Policy GCFE — Professional / Support
Staff Hiring – Oath of Office
~~DELETED~~ Exhibit GCFE-E — Professional / Support Staff
Hiring – Oath of Office

Policy GCFE was incorporated into Policy GCF under the heading *Oath of Office*; accordingly, GCFE was removed from the model manual. Exhibit GCFE-E was recodified as GCF-EE; accordingly, GCFE-E was removed from the model manual.

Policy Advisory No. 1006

GCG — Time and Substitute Professional
Staff Employment

Policy GDG was incorporated into Policy GCG, accordingly, GDG was removed from the model manual.

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

**Policy Advisory No. 1007 *DELETED* Policy GCGB — Arrangements for
Substitute Staff Members
DELETED Regulation GCGB-R — Arrangements for Substitute
Staff Members**

Policy GCGB was incorporated into GCMF, accordingly, GCGB was removed from the model manual. Regulation GCGB-R was recodified as GCMF-RB, accordingly, GCGB-R was removed from the model manual.

**Policy Advisory No. 1008 Policy GCH — Professional / Support Staff
Orientation and Training**

Policy GCH was updated with minor wording changes only. “Salary and fringe-benefit plans” was streamlined to “salary and benefit plans,” and “self-improvement opportunities” was updated to “professional development opportunities.”

**Policy Advisory No. 1009 *DELETED* Policy GCI — Professional Staff
Development**

Policy GCI has been removed from the model manual as professional development (PD) expectations and processes are already addressed across existing policies and regulations (e.g., educator obligations in GBEA; the District’s PD commitment in GB; orientation/PD for new hires in GCH; leave/approvals for PD in GCCA; and procedural criteria for release time and travel in GCCA-RC). Removing GCI avoids prescriptive provisions (e.g., credit-for-salary-advancement language) that are generally managed through local HR procedures and/or regulations. Districts that require additional detail (such as credit-eligible PD frameworks) may place it in a GCCA regulation and/or local HR guidance.

**Policy Advisory No. 1010 *DELETED* Policy GCJ — Professional Staff
Probationary and Continuing Status**

Policy GCJ has been incorporated into Policy GCO under the heading *Definitions*; accordingly, GCJ has been removed from the model manual.

**Policy Advisory No. 1011 Policy GCK — Professional Staff Assignments
and Transfers**

Policy GDJ has been incorporated into Policy GCK; accordingly, GDJ has been removed from the model manual. This update consolidates provisions applicable to certificated and noncertificated employees into a single policy so that all expectations regarding assignment, transfer, and prohibited transfer/re-assignment basis appear in one comprehensive policy.

**Policy Advisory No. 1012 *DELETED* Policy GCL — Professional Staff
Schedules and Calendars**

Policy GCL was incorporated into Policy GCMF under the heading *Certificated Employees – Schedules*; accordingly, GCL was removed from the model manual.

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

Policy Advisory No. 1013

***DELETED* Policy GCMC — Professional Staff Meetings**

Policy GCMC was incorporated into Policy GCMF under the heading *All Employees – Meetings*; accordingly, GCMC was removed from the model manual.

Policy Advisory No. 1014

**Policy GCMF — Professional Staff Duties and Responsibilities
NEW Regulation GCMF-RA – Duties and Responsibilities
NEW Regulation GCMF-RB – Duties and Responsibilities**

To improve clarity, reduce redundancy, and centralize statutory references in one place, policies GCGB, GCL, GCMC, GDK, GDL, and GDLB were consolidated into a single, comprehensive policy (GCMF – Duties and Responsibilities). The A.–F. list originally in GCMF was removed because its content is addressed more generally in Policy GBEA and Regulation IKE-RA (regarding retention/promotion); taking and maintaining daily classroom attendance was retained in Policy GCMF. In addition, the information regarding sectarian instruction was moved to Policy IHAL – Teaching About Religion. Regulation GDL-R has been revised and recodified as GCMF-RA. For clarity and compliance, the updated regulation includes a direct link to 29 U.S.C. 207(o), which provides the controlling compensatory-time requirements. Regulation GCGB-R was recodified as GCMF-RB, accordingly, GCGB-R was removed from the model manual.

Policy Advisory No. 1015

**Policy GCO — Evaluation of Professional Staff Members
Regulation GCO-RA — Evaluation of Professional Staff Members
DELETED Regulation GCO-RB — Evaluation of Professional Staff Members
NEW Exhibit GCO-E – Evaluations and Contracts**

Policy GDO (Support Staff Evaluations) was incorporated into Policy GCO, consolidating all employee evaluation requirements into one policy and eliminating duplication; accordingly, GDO was removed from the model manual. The Definitions section was expanded and standardized by adding continuing teacher and probationary teacher, originally in Policy GCJ, and by using certificated and noncertificated consistently. Procedural provisions formerly included in the policy were moved to Regulation GCO-R. Regulations GCO-RA and GCO-RB were combined, revised, and recodified as GCO-R, with content reorganized into clear sections and key timelines clarified. Exhibits GDO-EA and GDO-EB were combined, revised, and recodified as GCO-E; accordingly, GDO-EA and GDO-EB were removed from the model manual.

Policy Advisory No. 1016

***DELETED* Policy GCP — Professional Staff Promotions**

Policy GCP was removed as its brief directive on filling positions of increased responsibility duplicated guidance now covered by Policies GCF and GCK; accordingly, GCP was removed from the model manual.

Policy Advisory No. 1017

Policy GCQA — Professional Staff Reduction in Force

Policy GDQA was incorporated into Policy GCQA under the heading *Noncertificated Employees*; accordingly, GDQA was removed from the model manual.

Policy Advisory No. 1018

Policy GCQC — Resignation of Professional Staff Members

Policy GDQB (Support Staff Resignations) and GCQC were consolidated into a single policy, GCQC, to centralize resignation procedures, eliminate duplication, and distinguish requirements for certificated and noncertificated employees; accordingly, GDQB was removed from the model manual. The GDQB clause on vacation payout was not retained as this practice is discretionary; however, districts may preserve language if applicable.

Policy Advisory No. 1019

***DELETED* Policy GCQE — Retirement of Professional / Support Staff Members**

Policy GCQE was removed from the model manual as its retirement-incentive and sick-leave payout provisions are highly district-specific and fiscally variable. The Retirement Incentive Program portion was removed due to current retention priorities, and the Sick Leave Payment upon Retirement portion is already addressed generally in Regulation GCCA-RA (noting no statutory requirement to pay out accrued earned paid sick time). Districts that wish to offer sick-leave payouts upon separation may do so locally through GCCA-RA and/or HR procedures.

Policy Advisory No. 1020

Policy GCQF — Discipline, Suspension, and Dismissal of Professional Staff Members

***NEW* Regulation GCQF-RA – Discipline, Suspension, and Dismissal**

***NEW* Regulation GCQF-RB – Discipline, Suspension, and Dismissal**

Policy GCQF now incorporates the “Required” and “Not Allowed” provisions drawn directly from A.A.C. R7-2-1308 (Unprofessional and Immoral Conduct), grounding the listed categories of misconduct in the same rule framework used by the State Board of Education. This revision establishes a unified expectation for all employees (certificated and noncertificated) by applying the same standards of professional conduct across the District. Newly created Regulation GCQF-RA now contains the procedural information for certificated employees that previously appeared in the policy text. Newly created Regulation GCQF-RB consolidates the procedural information for noncertificated employees that was originally contained in Policy GDQD; accordingly, Policy GDQD has been removed from the model manual.

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

Policy Advisory No. 1021

Policy GCR — Nonschool Employment by Professional Staff Members

Policy language was streamlined for consistency and tone without changing the original intent, and the title was updated to reflect that the policy now applies to both certificated and noncertificated employees.

Policy Advisory No. 1022

Policy GCRD — Tutoring for Pay

Legal references were expanded to include A.R.S. 15-341, 15-512, and 15-1105 to more fully reflect the statutory authority underlying this policy. A.R.S. 15-341 authorizes the Governing Board to prescribe and enforce policies governing employee conduct and use of District facilities. A.R.S. 15-512 addresses fingerprinting and related requirements for noncertificated individuals providing services to students, complementing the existing reference to A.R.S. 15-534 for certificated personnel. A.R.S. 15-1105 governs the lease and rental of school property, supporting the policy's requirement that private tutoring for pay on school premises occur only pursuant to an appropriate facility-use or rental agreement.

Policy Advisory No. 1023

Policy GCS — Professional Research and Publishing

Policy GCS adds the heading "Proprietary Rights."

Policy Advisory No. 1024 *DELETED* Policy GDA — Support Staff Positions

Policy GDA has been removed from the model manual as its provisions are primarily operational and generally covered by HR procedures. Districts may retain the policy locally if it aligns with and supports their internal processes (if retaining Policy GCA, these two policies may be combined to include both certificated and noncertificated employees).

Policy Advisory No. 1025 *DELETED* Policy GDB — Support Staff Contracts and Compensation

Policy GDB was incorporated into Policy GCB under the headings *Compensation* and *Employment Status (Noncertificated)*; accordingly, GDB was removed from the model manual.

Policy Advisory No. 1026 *DELETED* Policy GDBA — Support Staff Salary

Policy GDBA was incorporated into Policy GCBA under the heading *Noncertificated – Wages*; accordingly, Policy GDBA was removed from the model manual.

Policy Advisory No. 1027

***DELETED* Policy GDBC — Support Staff Supplementary Pay / Overtime**

Policy GDBC was incorporated into Policy GCBA under the heading *Noncertificated – Supplementary Pay / Overtime*; accordingly, Policy GDBC was removed from the model manual.

Policy Advisory No. 1028 *DELETED* Policy GDBD — Support Staff Fringe Benefits

Policy GDBD was incorporated into Policy GCB under the subheading *Salaries and Benefits*; accordingly, Policy GDBD was removed from the model manual.

**Policy Advisory No. 1029 *DELETED* Policy GDCG — Support Staff Voluntary of Accrued Sick Leave
DELETED Regulation GDCG-R — Support Staff Voluntary of Accrued Sick Leave**

Policy GDCG has been removed from the model manual as its detailed, operational provisions are more appropriately addressed in District HR procedures or in a regulation. To preserve local flexibility, Policy GCCA now includes a concise sentence authorizing districts to offer a voluntary transfer of accrued sick leave (banked sick leave) at their option. This approach avoids prescriptive program details in policy and allows districts to tailor any sick-leave bank through a regulation and/or HR procedure. Districts that use a sick-leave bank may incorporate the prior elements in a GCCA regulation or retain GDCG locally if preferred. Accordingly, GDCG-R has been removed from the model manual; districts that maintain a sick-leave bank may retain this regulation locally.

Policy Advisory No. 1030 *DELETED* Policy GDD — Support Staff Vacations and Holidays

Policy GDD was incorporated into Policy GCCA under the headings *Holiday Leave* and *Vacation Leave*; accordingly, GDD was removed from the model manual.

**Policy Advisory No. 1031 *DELETED* Policy GDF — Support Staff Hiring
DELETED Regulation GDF-R — Support Staff Hiring
DELETED Exhibit GDF-EA — Support Staff Hiring
DELETED Exhibit GDF-EB — Support Staff Hiring
DELETED Exhibit GDF-EC — Support Staff Hiring
DELETED Exhibit GDF-ED — Support Staff Hiring
DELETED Exhibit GDF-EE — Support Staff Hiring**

Policy GDF was incorporated into Policy GCF and GDF was removed from the model manual. Regulation GDF-R was incorporated into GCF-R and GDF-R was removed from the model manual. Exhibit GDF-EC was incorporated into GCF-EA; accordingly, GDF-EC as removed from the model manual. Exhibit GDF-ED was incorporated into GCF-EB; accordingly, GDF-ED was removed from the model manual. Exhibit GDF-EE was revised and incorporated into GCF-ED; accordingly, GDF-EE was removed from the model manual. Exhibits GDF-EA and GDF-EB were combined and recodified as GCF-EF; accordingly, GDF-EA and GDF-EB were removed from the model manual.

Policy Advisory No. 1032

***DELETED* Policy GDFA — Support Staff
Qualifications and Requirements
DELETED Exhibit GDFA-E — Support Staff Qualifications
and Requirements**

Policy GDFA was incorporated into Policy GCFC; accordingly, GDFA was removed from the model manual. Exhibit GDFA-E was incorporated into GCFC-E; accordingly, GDFA-E was removed from the model manual.

Policy Advisory No. 1033

***DELETED* Policy GDG — Part-Time and
Substitute Support Staff Employment**

Policy GDG was incorporated into Policy GCG under the heading *Part-Time Employees*; accordingly, GDG was removed from the model manual.

Policy Advisory No. 1034

***DELETED* Policy GDJ — Support Staff
Assignments and Transfers**

Policy GDJ has been incorporated into Policy GCK; accordingly, GDJ has been removed from the model manual. This update consolidates provisions applicable to certificated and noncertificated employees into a single policy so that all expectations regarding assignment, transfer, and prohibited transfer/re-assignment basis appear in one comprehensive policy.

**Policy Advisory No. 1035 *DELETED* Policy GDK — Support Staff Schedules
and Calendars**

Policy GDK was incorporated into Policy GCMF under the heading *Noncertificated Employees – Schedules*; accordingly, GDK was removed from the model manual.

**Policy Advisory No. 1036 *DELETED* Policy GDL — Support Staff Workload
DELETED Regulation GDL-R — Support Staff Workload**

Policy GDL has been incorporated into Policy GCMF under the headings *Noncertificated Employees—Schedules* and *Overtime*; accordingly, GDL has been removed from the model manual. Regulation GDL-R has been revised and recodified as GCMF-RA. For clarity and compliance, the updated regulation includes a direct link to 29 U.S.C. 207(o), which provides the controlling compensatory-time requirements.

Policy Advisory No. 1037 *DELETED* Policy GDLB — Support Staff Meetings

Policy GDLB was incorporated into Policy GCMF under the heading *All Employees – Meetings*; accordingly, GDLB was removed from the model manual.

**Policy Advisory No. 1038 *DELETED* Policy GDN — Supervision of Support
Staff Members**

Policy GDN was removed from the manual as information regarding a District-wide orientation program for all new employees is provided in Policy GCH. Supervisor and evaluation information for noncertificated employees is addressed in Policy GCO.

POLICY SERVICES

ADVISORY

Volume 38, Number 7

September 2026

Policy Advisory No. 1069.....Policy KI — Visitors to Schools
DELETE Regulation KI-R — Visitors to Schools
Exhibit KI-E — Visitors to Schools

Policy Advisory Discussion

Policy Advisory No. 1069 **Policy KI — Visitors to Schools**
***DELETE* Regulation KI-R — Visitors to Schools**
Exhibit KI-E — Visitors to Schools

Policy KI has been revised to incorporate relevant provisions of Regulation KI-R and consolidate visitor requirements in one policy. The revised policy clarifies school and classroom visit procedures, including principal approval, advance arrangements for classroom visits, and the requirement that visitors report to the school office upon arrival. The policy also identifies restrictions applicable to visitors, including prohibitions involving alcohol, weapons, drugs, and tobacco or tobacco products on District property, and clarifies consequences for failure to comply with District requirements or lawful directions.

Regulation KI-R has been incorporated into Policy KI under the headings *Visitor Procedures* and *Compliance*. Accordingly, Regulation KI-R has been removed from the model manual.

Exhibit KI-E has been revised to provide a more complete request and approval form for school and classroom visits, tours, and observations. The exhibit adds visitor contact and scheduling information, identifies the type of request, and incorporates acknowledgment of principal approval, school office check-in, and compliance with District visitor requirements.

=====

If you have any questions, please call Policy Services at (602) 254-1100. Ask for Dr. Charlotte Patterson, Policy Analyst; Lynne Bondi, Policy Analyst; or Renae Watson, Policy Technician. Our e-mail addresses are, respectively, [cpatterson@azsba.org], [lbondi@azsba.org] and [rwatson@azsba.org].

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

ADVISORY 1069

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

KI © VISITORS TO SCHOOLS

The Superintendent ~~shall~~ will establish school-visit procedures for the control of persons other than current school personnel or students who enter District premises. ~~Such~~ These procedures ~~shall permit full use of all legal means to ensure that students, employees, and District property are properly safeguarded. No person, other than one who is a peace officer or one who has obtained specific authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds~~ may include sign-in protocols, name tags, limits on the number of visitors, and/or allowable visiting dates and times.

Visitors must follow all legal and District requirements including, but not limited to, restrictions against bringing alcohol, weapons, or drugs onto District property or using tobacco or tobacco products on District property.

~~No visit, tour or observation shall be permitted if it threatens the health and safety of the pupils and staff.~~

~~Parent and Prospective Parent Visitors~~

~~The Superintendent shall develop procedures to allow for visits, tours and observations of all classrooms by parents of enrolled pupils and parents who wish to enroll their children in the School District. See Regulation KI-R.~~

Visitor Procedures

The Superintendent shall develop procedures to allow for visits, tours and observations of all classrooms by parents of enrolled students and parents who wish to enroll their children in the School District, unless a visit, tour or observation threatens the physical, intellectual, social or emotional health and/or safety of students and staff.

Approval by the principal is required for all school or classroom visits.

For those who wish to visit a classroom during the school day, the visitor must contact the principal in advance to arrange a day and time for such visit.

All visitors to any school must report to the school office upon arrival.

Parent and prospective parent visit, tour and observation policies ~~shall~~ and procedures must be easily accessible from the home page of each school's website.

Mask or Face Coverings not Required

The District does not require masks or face coverings anywhere on the District's premises except where long-standing workplace safety and infection control measures that are unrelated to COVID-19 may be required.

<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.

Compliance

Anyone who is not a current student or staff member of the District schools and who violates this policy or applicable visitor procedures may be asked to leave District property; may be prohibited from future campus visits or subject to other limitations on future campus visits; and/or may be subject to other consequences as appropriate. Failure to comply with the lawful directions of District officials, District security officers, or law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District policy. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

Adopted: _____

LEGAL REF.:

A.R.S.

13-1302

13-2905

13-2911

13-3102

15-184

15-341

15-342.05

15-507

36-681

A.G.O.

I84-054

CROSS REF.:

A - District Mission and Belief Statement

~~AD - Educational Philosophy/School District Mission~~

BBA - Board Powers and Responsibilities

KFA - Public Conduct on School Property

~~K1-R~~©

REGULATION

~~VISITORS TO SCHOOLS~~

~~Parents of enrolled pupils and parents who wish to enroll their children in the School District may visit, tour and observe the schools and classrooms. Visitors, including parents and parents of prospective pupils, must follow the school's procedures for scheduling visits, tours or observations. The District may discontinue visits, tours, and observations if such events threaten the health and safety of the pupils and staff.~~

~~The District may not impose any requirement to wear a mask or face covering anywhere on the governmental entity's premises, except where long-standing workplace safety and infection control measures unrelated to COVID-19 may be required.~~

~~All visitors to any school must report to the school office upon arrival.~~

~~For those who wish to visit a classroom during the school day, the visitor must contact the principal in advance to arrange a day and time for such visit. Conflicts with the school schedule shall be avoided.~~

~~In visiting a classroom, the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.~~

~~No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the principal.~~

~~Anyone who is not a student or staff member of the District schools, and is in violation of this regulation, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.~~

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

KI-E ©

EXHIBIT

VISITORS TO SCHOOLS

Parents/guardians of enrolled ~~pupils~~ students and parents/guardians who wish to enroll their children in the School District must ~~fill out~~ complete this form to request a visit, tour, or ~~observe~~ observation of a classroom.

Date: _____

Name of Parent/Guardian: _____

Phone: _____ Email: _____

Name of ~~Pupil~~ Student or Prospective ~~Pupil~~ Student: _____

Name of Classroom Parent seeks to visit, tour or observe:

~~Please describe the reason for your visit, tour or observation so that the District may best satisfy your request:~~

School: _____ Grade: _____

Classroom/Teacher Requested, if known: _____

Type of Request:

☐ Visit

☐ Tour

☐ Observation

Requested Date: _____ Requested Time: _____

Alternate Date/Time, if applicable: _____

Please provide any information that will assist the District in scheduling and accommodating the requested visit, tour, or observation:

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

I understand that approval by the principal is required for all school or classroom visits. I also understand that all visitors must report to the school office upon arrival and comply with District policy and applicable visitor procedures.

Parent/Guardian Signature: _____ Date: _____

School Use Only

- ☐ Approved
- ☐ Approved with alternate date/time: _____
- ☐ Denied because the visit, tour, or observation would threaten the health and safety of students or staff.

Principal/Designee Signature: _____ Date: _____

Comments/Conditions, if any:

DFA-E — EXHIBIT: SUPPORT STAFF QUALIFICATIONS AND REQUIREMENTS

Code: DFA-E (exhibit to Policy DFA) **Section:** D — Fiscal Management **District:** Joseph City Unified School District No. 2 **Adopted:** not shown on page **Source:** ASBA PolicyBridge — <https://policies.sparqdata.com/asba/browse/josephcity/josephcity/DFA-E> **Captured:** 2026-08-13

EXHIBIT

SUPPORT STAFF QUALIFICATIONS AND REQUIREMENTS

Remove per PA 1032 - April 2026 (Merged with Exhibit GCFC-E.)

GCCB — PROFESSIONAL / SUPPORT STAFF PERSONAL / EMERGENCY / RELIGIOUS LEAVE

Code: GCCB **Section:** G — Personnel **District:** Joseph City Unified School District No. 2
Adopted: not shown on page **Source:** ASBA PolicyBridge —
<https://policies.sparqdata.com/asba/browse/josephcity/josephcity/GCCB> **Captured:**
2026-08-13

Remove per PA 994 - April 2026 (Merged with Policy GCCA.)

GCL — PROFESSIONAL STAFF SCHEDULES AND CALENDARS

Code: GCL **Section:** G — Personnel **District:** Joseph City Unified School District No. 2

Adopted: not shown on page **Source:** ASBA PolicyBridge —

<https://policies.sparqdata.com/asba/browse/josephcity/josephcity/GCL> **Captured:** 2026-08-13

Remove per PA 1012 - April 2026 (Merged with Policy GCMF.)

GCMC — PROFESSIONAL STAFF MEETINGS

Code: GCMC **Section:** G — Personnel **District:** Joseph City Unified School District No. 2
Adopted: not shown on page **Source:** ASBA PolicyBridge —
<https://policies.sparqdata.com/asba/browse/josephcity/josephcity/GCMC> **Captured:**
2026-08-13

Remove per PA 1013 - April 2026 (Merged with Policy GCMF.)

GCO-RA — REGULATION: EVALUATIONS AND CONTRACTS

Code: GCO-RA (regulation to Policy GCO) **Section:** G — Personnel **District:** Joseph City Unified School District No. 2 **Adopted:** not shown on page **Source:** ASBA PolicyBridge — <https://policies.sparqdata.com/asba/browse/josephcity/josephcity/GCO-RA> **Captured:** 2026-08-13

REGULATION

EVALUATIONS AND CONTRACTS

Performance Classifications

Teachers shall be evaluated using the following four (4) performance classifications: Highly Effective, Effective, Developing, and Ineffective. The teacher performance evaluation system shall be designed to improve teacher performance and improve student achievement. The instrument shall include the use of quantitative data on the academic progress for all students, and that data shall account for between twenty (20) percent and thirty-three (33) percent of the evaluation outcomes. The objectives of the evaluation system are to improve instruction and maintain instructional strengths.

In accordance with A.R.S. 15-537, the Governing Board shall adopt teacher evaluation policies in a public meeting, following opportunities for public discussion.

Teacher Participation

The Governing Board shall involve certificated teachers in the development and periodic evaluation of the teacher performance evaluation system.

Evaluation Process

Certificated Teachers

The District's teacher evaluation system shall:

A. Provide at least one (1) annual evaluation of each certificated teacher by a qualified evaluator, unless the teacher is participating in an alternative cycle as provided in A.R.S. 15-537(B).

B. Incorporate quantitative data on the academic progress of all students, accounting for between twenty (20) percent and thirty-three (33) percent of evaluation outcomes. The District shall implement a plan for the appropriate use of quantitative data of student academic progress in evaluations of all certificated teachers. The plan may make distinctions between certificated teachers who provide direct instruction to students and certificated teachers who do not provide direct instruction to students. The plan may

include data for multiple school years and may limit the use of data for certificated teachers who have taught for less than two (2) complete years.

C. Include at least two (2) actual classroom observations of a complete and uninterrupted lesson by a qualified evaluator, with at least sixty (60) calendar days between the first and last observations.

1. The last observation may follow the issuance of a preliminary notice of inadequacy of classroom performance and be used to determine whether the teacher has corrected inadequacies and has demonstrated adequate classroom performance.
2. An observation shall not be conducted within two (2) instructional days of any scheduled period in which school is not in session for one (1) week or more.
3. Each evaluation shall include recommendations as to areas of improvement in the performance of a certificated teacher if performance warrants improvement. After transmittal of an evaluation, the qualified evaluator or other Board designee shall confer with the teacher to make specific recommendations as to areas of improvement in the teacher's performance. The qualified evaluator or other Board designee shall provide professional development opportunities for the certificated teacher to improve performance and follow up after a reasonable period of time for the purpose of ascertaining that the teacher is demonstrating adequate performance.
4. The requirement of a second classroom observation may be waived for a continuing teacher whose teaching performance based on the first classroom observation places the teacher in one (1) of the two (2) highest performance classifications for the current school year, unless the teacher requests a second observation.

D. Require that written feedback be provided to the teacher within ten (10) business days after each observation.

E. Require that the results of an annual evaluation be in writing or electronic format and a copy provided to the teacher within five (5) days after completion.

F. Permit the teacher to submit a written reaction or response to the evaluation.

G. Maintain the confidentiality of evaluation reports and performance classifications, releasing them only as authorized by law. Copies of the evaluation report and performance classifications of a certificated teacher retained by the Governing Board and the Department of Education are confidential, do not constitute a public record and shall not be released or shown to any person except: 1) to the certificated teacher; 2) to authorized District officers and employees for personnel matters; 3) to school districts and charter schools that inquire about the performance of the teacher for prospective employment purposes (and any district or charter school receiving the information shall use it solely for employment purposes and shall not release it or allow access to it by any other person or entity); and 4) for introduction in evidence or discovery in a court action as provided by law.

H. If the evaluation is used as criteria for establishing compensation, permit the teacher to appeal the evaluation pursuant to appeal procedures adopted by the Governing Board.

I. Include specific and reasonable plans for the improvement of teacher performance.

J. Include training requirements for qualified evaluators, as prescribed by the Governing Board.

The District may permit an alternative performance evaluation cycle subject to the following:

A. Expedited reviews shall be conducted in years when a formal evaluation is not required and may include factors such as teamwork and support for lower-performing teachers.

B. Teacher performance may be classified in categories that include teamwork and support for lower-performing teachers.

C. Only teachers who have been evaluated and designated in the highest performance classification for at least three (3) consecutive years by the same school district may participate.

D. A teacher who does not maintain the highest performance classification shall return to the regular evaluation cycle.

Preliminary Notice of Inadequacy:

A. A teacher whose performance is found inadequate shall be issued a preliminary notice of inadequacy of classroom performance if dismissal or nonrenewal is being considered. The notice shall specify the deficiencies and provide at least forty-five (45) instructional days to correct them.

B. A preliminary notice may be issued by the Superintendent or another authorized employee of the Governing Board, and its issuance shall be reported to the Governing Board within ten (10) school days.

C. Each notice shall be accompanied by a performance improvement plan.

D. The Governing Board shall adopt a definition of inadequacy of classroom performance aligned with the performance classifications.

Nonrenewal/Dismissal:

A. The Governing Board shall issue notices of dismissal or nonrenewal as required by law.

B. Notices shall include a copy of relevant evaluations and state the reasons for dismissal or nonrenewal.

C. Notices shall be delivered personally or sent by registered or certified mail to the teacher's address of record.

D. No notice of dismissal or nonrenewal based on inadequacy shall be issued until the statutory observation and performance plan process has been completed.

Contracts:

A. The Governing Board shall offer contracts to certificated teachers as provided in statute, except where proper notice of dismissal or nonrenewal has been given.

B. Teachers must accept contracts within fifteen (15) business days after receipt, or the offer is revoked. Receipt is deemed to occur when the contract is personally delivered, placed in the school-provided mailbox (including e-mail), or two (2) days after being placed in the U.S. mail. Acceptance occurs by signing and returning the contract or by delivering a written instrument accepting its terms.

C. A continuing teacher designated in the lowest performance classification for the current school year shall become a probationary teacher for the subsequent school year and shall remain probationary until designated in one (1) of the top two (2) performance classifications.

Principals, Administrators, and Psychologists:

A. The evaluation system for certificated school psychologists shall include all components required by A.R.S. 15-503.

B. On or before May 15, the Governing Board shall offer a contract for the next school year to each certified administrator and certificated school psychologist who is in the last year of their contract, unless notice of nonrenewal is given on or before April 15.

C. Notice of nonrenewal shall be delivered personally or sent by certified mail, postmarked on or before the statutory deadline.

D. The administrator's or certificated school psychologist's acceptance of the contract shall be indicated within thirty (30) days after the date of the written contract or the offer is revoked. The administrator or certificated school psychologist accepts the contract by signing and returning the contract to the Governing Board or by making a written instrument that accepts the terms of the contract and delivering it to the Governing Board.

GCO-RB — REGULATION: EVALUATION OF PROFESSIONAL STAFF MEMBERS

Code: GCO-RB (regulation to Policy GCO) **Section:** G — Personnel **District:** Joseph City Unified School District No. 2 **Adopted:** not shown on page **Source:** ASBA PolicyBridge — <https://policies.sparqdata.com/asba/browse/josephcity/josephcity/GCO-RB> **Captured:** 2026-08-13

REGULATION

EVALUATION OF PROFESSIONAL STAFF MEMBERS

(Procedures for Appeal of Evaluation)

Remove per PA 1015 - April 2026 (Combined with Regulation GCO-R.)

9.D. Arizona Minimum Wage Increase, January 1, 2027

Information only. Under A.R.S. 23-363(B), the Arizona minimum wage rises from \$15.15 to \$15.65 per hour on January 1, 2027. The attached summary shows the effect on the Support Staff pay schedule approved April 8, 2025. A revised Support Staff schedule will come to the Board for action on November 10, 2026.

Minimum wage increase, January 1, 2027 (information)

Under A.R.S. 23-363(B), Arizona's minimum wage rises from \$15.15 to \$15.65 on January 1, 2027 (Industrial Commission of Arizona notice, September 25, 2026).

What it does to the Support Staff pay schedule approved April 8, 2025: - Levels 1 through 5 (\$15.15) carry a footnote that raises them automatically to the state minimum. That footnote still reads "effective 1/1/2026" and needs to be corrected to track the statute rather than a date. - Level 6 (\$15.25) has no footnote. On January 1 it would fall 40 cents below the legal minimum. Level 6 includes Custodian, Campus Monitor, Instructional Aide I, Library Aide I, Office Aide, Technology Aide, Lead Cashier, Receiving Clerk, Event Worker Lead, and Lifeguard Instructor (WSI). - If Levels 1 through 6 all land at \$15.65, six levels collapse into one number, and Level 7 (\$15.75) sits 10 cents above them.

Next step: a revised Support Staff schedule comes to the Board for action November 10, 2026, before the January 1 effective date. The business office is costing the options.

Precedent: the Board took action to adjust pay schedules for the minimum wage in October 2021, and received minimum wage information in October 2023 and October 2024.

9.E. Report and Public Comment on the Use of Maintenance and Operations Override Monies for 2025-26

Report on how the District used maintenance and operations override monies in fiscal year 2025-26, with an opportunity for public comment, as required by A.R.S. 15-481 by October 31. Presented by Caleb Layden, Business Manager. No action will be taken.

9.F. Enrollment Report

Enrollment report from Julie Mills, Student Data and Technology Specialist, as promised to the Board on September 15, 2026, including the current student count and the projected 100th day average daily membership. No action will be taken.

Enrollment Report

Joseph City Unified School District No. 2. Regular Governing Board Meeting, October 13, 2026.
Prepared from data provided by Julie Mills, Student Data and Technology Specialist, October 8, 2026.

Projected 100th day, fundable students

Measure	Student count	ADM
Regular (all fundable students)	358	339.5175
Special education	65	61.6600
Free and reduced price lunch eligible	185	151.6650
English language learners	3	2.6600

Special education, free and reduced price lunch, and English language learner students are included within the 358 regular count. They are shown separately because they carry additional state funding weights.

Students by grade, projected 100th day

Grade	Students
Preschool	7
Kindergarten	19
1	27
2	18
3	22
4	26
5	25
6	30
7	32
8	30
9	31
10	25
11	39
12	27
Total	358

How to read these numbers

- These are projections to the 100th day of school, which is the count that sets most state funding. They are not a single day head count.
- The September 9 working count was 389 students enrolled, 361 of them fundable. Non-fundable students are ESA and tuition students. The adopted budget was built on 360.6 fundable students.

- The audited October 1 figures and their effect on the budget will be reported when the business office completes its review.
- A preschool special education funding category is under review and may change the preschool special education count.

10. ADJOURNMENT