

**NOTICE OF REGULAR BOARD MEETING
KINGMAN UNIFIED SCHOOL DISTRICT #20 GOVERNING BOARD**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Governing Board of Kingman Unified School District #20 and to the general public that the Governing Board of Kingman Unified School District #20 will hold a meeting open to the public at **4:30 PM, Tuesday, February 11, 2025**. The meeting will be held in the **Kingman Unified School District Office, 3033 MacDonald Avenue, Kingman, AZ 86401**. Agenda is subject to revision 24 hours prior to meeting. A copy of the agenda background material provided to KUSD Board members (with exception of material relating to possible executive sessions) is available for public inspection 24 hours before the meeting at our district office, 3033 MacDonald Avenue, Kingman, AZ. When necessary, the Board may vote to go into Executive Session, which will not be open to the public, for discussion and consultation for legal advice regarding any of the agenda items (A.R.S. § 38-431.03 (A)(3)), to discuss personnel matters (A.R.S. § 38-431.03 (A)(1)), records exempt by law from public inspection (A.R.S. § 38-431.03 (A)(2)), or for legal advice and consultation regarding pending or contemplated litigation (A.R.S. § 38-431.03 (A)(4)). The agenda for the meeting, posted on February 6, 2024, is as follows.

Agenda of the Governing Board; Dr. Gretchen Dorner, Superintendent

Members of the Kingman School District Governing Board will attend in person, by telephone, video or internet conferencing. Agenda is subject to revision 24 hours prior to meeting.

To watch the School Board meeting via computer or a smartphone with a data plan:

<https://www.youtube.com/c/KUSD20>

Regular Board Meeting

Tuesday, February 11, 2025

4:30 PM

Kingman Unified School District Office, 3033 MacDonald Avenue, Kingman, AZ 86401

1. Call to Order
Agenda Item Type: Procedural
2. Pledge of Allegiance
Agenda Item Type: Procedural
3. Roll Call
Agenda Item Type: Procedural
4. Call to the Audience (The Board will listen to any comment from the public but will not respond except as permitted by A.R.S. § 38-431.01 (G). The Board may refer the item to the administration or request to have it placed on a future agenda.)
Agenda Item Type: Procedural
5. Reports:

Superintendent: High School Early College and KHS Band

Board Reports:
Agenda Item Type: Informational
6. Consent Agenda
Approval of Routine Orders of Business. Documentation concerning the matters on the Consent Agenda may be reviewed at the Kingman Unified District Office, 3033 MacDonald Ave. Any Board member may request an item be pulled off the agenda for further discussion.
Agenda Item Type: Discussion/Action
 - A. Approve Minutes:

- B. Approve Vouchers:
 - 1. Payroll Vouchers: 22-23, 1023-1025
 - 2. KUSD Vouchers: 2037-2042
 - C. Approve Personnel Hire Ratification List:
 - D. Approve Personnel Term/Leave Ratification List
 - E. Approve or ratify the requests for employee contract/work agreement adjustments for changes in position
 - F. Approve January 2025 Financials
 - G. Approve School Fundraisers
 - H. Approve out of state travel for Mount Tipton students (PreK-2nd grade) that includes 110 students and 30 staff/chaperones to take a field trip to Discovery Children’s Museum in Las Vegas, Nevada on April 16, 2025
 - I. Approve out of state travel for LWHS class of 2025 Senior Grad Trip with 110 students and 12 staff/chaperones to Universal City, California and Anaheim, California from May 16-19, 2025
 - J. Approve out of state travel for KHS HSU Club which includes 7 students and 1 staff member to take a field trip to the Flamingo Wild Habitat and Fantasy Lab in Las Vegas, Nevada on February 20, 2025
7. Approve proposed MOU for Work Based Learning (WBL) experiences for students enrolled in KUSD CTE Programs
Agenda Item Type: Discussion/Action
8. Approve IGA between Mohave Community College and Kingman Unified School District outlining the Early College Program beginning FY26 for qualifying high school students
Agenda Item Type: Discussion/Action
 Dr. Gretchen Dorner
9. Approve New Course for High School Level Athletic Leadership and Success
- Instructional Program: Electives
 - Course Credit: 0.5 credit
 - Target Grade Level(s): 9th & 10th, Other: 1st year (2025-26), would like to include all 4 grade levels. 2026-27 would be mostly freshman and sophomores, with possible advanced class.
 - Prerequisites: Coach Recommendation
- 10. Course Description:** Course will be one semester long (0.5 credit). Class would be capped at 20-25 students per semester to begin. This course will focus on leadership and sportsmanship, and how they relate to athletics. While some effort will be specific to athletes, the course will indeed provide a student with the necessary skills to lead in their community, workplace and program as an end result. Another main point of focus will be placed in developing and maintaining a positive mindset. Students will gain knowledge into study habits that are unique to athletes, the necessary skills in maintaining good grades during seasonal events, and the importance of a well-rounded, successful student in the college application process. The class will involve an online Leadership course from the National Collegiate Athletics Association (NCAA), and will incorporate discussions with college recruiters and coaches designed to guide students in their college endeavors.
Agenda Item Type: Discussion/Action
 Liz Albin
11. Approve proposed name change to existing CTE course:
- Change the title of Early Childhood Professions to Early Childhood Education
- Description of Change:** Early Childhood Education aligns with the ADE CTE program title
Agenda Item Type: Discussion/Action
 Liz Albin
12. Book to be displayed for the required sixty (60) days starting February 11, 2025
- This novel will be used at the Elementary, 5th Grade Level
- Title: I Survived the American Revolution, 1776: The Graphic Novel

Book published by Graphix , An Imprint of Scholastic Inc.

ISBN# 978-1338825183

Agenda Item Type: Informational

Liz Albin

13. Approve TCP Software (formerly TimeClock Plus) to continue as a Sole Source vendor for time tracking software and support
Agenda Item Type: Action/Discussion
Donette Piccinetti
14. Approve recommendation to acquire the services of Allo for district wide area network fiber connectivity and construction, excluding Mt. Tipton Elementary School
Agenda Item Type: Discussion/Action
Tim Gardner
15. Approve recommendation to continue through FY2025 with Allo as the district's internet service provider
Agenda Item Type: Discussion/Action
Tim Gardner
16. Approve recommendation to acquire the services of Sentinel to provide network equipment for the district
Agenda Item Type: Discussion/Action
Tim Gardner
17. Approve recommendation to continue on a month-to-month basis with Optimum services for wide area network fiber connectivity specifically for Black Mountain School
Agenda Item Type: Discussion/Action
Tim Gardner
18. Approve Listed Donations
Agenda Item Type: Discussion/Action
19. Possible action to approve the language of employment contracts and at-will notices for the 2025-2026 school year
Agenda Item Type: Discussion/Action
Angela Moreschi
20. Possible action to engage the services of Peggy Starkey as a 1st Grade Teacher at Cerbat Elementary School, as a leased employee through Educational Services, Inc. (ESI) for the 2025-26 school year
Agenda Item Type: Discussion/Action
Angela Moreschi
21. Possible action to engage the services of Deborah Talk as an English Teacher at Lee Williams High School, as a leased employee through Educational Services, Inc. (ESI) for the 2025-26 school year
Agenda Item Type: Discussion/Action
Angela Moreschi
22. Possible motion to move into Executive Session per A.R.S. §38-431.03(A)(1) to discuss requests to be released from employment contract by Richard Foutch and Michelle Looby
Agenda Item Type: Discussion/Action
Angela Moreschi
23. Possible motion to reconvene into Regular Session for any actions resulting from Executive Session
Agenda Item Type: Discussion/Action
24. Possible action on a request by Richard Foutch, Teacher, to be released from his FY 2024-25 employment contract, effective February 20, 2025
Agenda Item Type: Discussion/Action
25. Possible action on a request by Michelle Looby, Teacher, to be released from her FY 2024-25 employment contract, effective March 6, 2025
Agenda Item Type: Discussion/Action

26. Possible motion to move into Executive Session per A.R.S. 38-431.03(A)(1) to discuss proposed non-renewal of Karmel Roe
Agenda Item Type: Discussion/Action
Angela Moreschi
27. Possible motion to reconvene into Regular Session for any action resulting from Executive Session
Agenda Item Type: Discussion/Action
28. Possible action on a recommendation to non-renew the employment of Karmel Roe for the 2025-26 school year for reasons to be stated in a letter to the teacher
Agenda Item Type: Discussion/Action
29. Board Comments
Agenda Item Type: Discussion
30. Adjourn
Agenda Item Type: Action

Pursuant to the Americans with Disabilities Act (ADA), Kingman Unified School District #20 endeavors to ensure the accessibility of all its programs, facilities and services to all persons with disabilities. If you need an accommodation for this meeting, please contact the Kingman Unified School District Office at (928) 753-5678 or email vportillo@kUSD.org.

Requests should be made as early as possible to allow time to arrange accommodation.

C. Approve Personnel Hire Ratification list:

LAST NAME	FIRST NAME	SITE	POSITION	DATE
Benvie	Samantha	Little Explorers	CDC Caregiver	01/21/2025
Catalina	Victor	District Office	Substitute Teacher	01/15/2025
Christy	Bethany	District Office	Substitute Teacher	02/03/2025
Donoho	Kaitlyn	Little Explorers	CDC Caregiver	01/16/2025
Hagadorn	Jeffrey	Transportation	Bus Driver	01/07/2025
Montes	Angelica	Lee Williams High School	Student Accounts/Bookstore	01/21/2025
Stewart	William	Transportation	Bus Driver	01/22/2025
Stout	Samantha	Transportation	Bus Driver	01/29/2025
Symons	Ian	White Cliffs Middle School	SPED Teacher	01/27/2025
Torres	Alea	Cerbat	Paraeducator II	01/21/2025
Viesca	Marcos	Transportation	Bus Monitor	01/23/2025
Watterson	Michelle	Cerbat	Paraeducator IV/V	01/21/2025
Woodruff	Kristen	Manzanita	Teacher	01/27/2025
Young	Victoria	District Office	Coordinator Classified	01/21/2025

D. Approve Personnel Term/Leave Ratification List:

LAST NAME	FIRST NAME	SITE	POSITION	DATE
Aguirre	Elizabeth	Little Explorers	Paraeducator IV/V	01/14/2025
Arrington	Sarah	White Cliffs Middle School	Teacher	05/21/2025
Blanton	Gary	Lee Williams High School	Assistant Principal	06/30/2025
Erdahl	Patricia	Transportation	Bus Driver	01/22/2025
Gonzalez	Danny	Kingman High School	Teacher	02/02/2025
Horton	Carolyn	District Office	Substitute Nurse	02/06/2025
Little	Benjamin	Transportation	Mechanic	01/22/2025
Parker	Savanah	Cerbat	Paraeducator II	01/08/2025
Ponce	Sarai	Little Explorers	Paraeducator IV/V	02/13/2025
Quintana	Amber	Little Explorers	CDC Caregiver	01/24/2025
Rios	Lillian	Little Explorers	CDC Caregiver	01/17/2025
Scott	Jerry	Hualapai	Health Aide	01/23/2025
Smith	Elizabeth	Little Explorers	CDC Caregiver	01/17/2025
Snay	Kellie	Manzanita	Paraeducator I	01/30/2025
Starr	Linda	Black Mountain	Coordinator Classified	03/06/2025
Symons	Ian	District Office	Substitute Teacher	01/23/2025
Venenga	Judith	Kingman High School	School Counselor	06/12/2025
Wagner	Matthew	Hualapai	Teacher on Assignment	05/21/2025
Walker	Rhonda	Hualapai	Paraeducator I	05/21/2025
Westerkamp	Marilyn	District Office	Substitute Teacher	01/14/2025
Woodruff	Kristen	District Office	Substitute Teacher	01/23/2025
Wright	LaVonte	Lee Williams High School	Teacher	05/21/2025
Wright	Timothy	Information Technology	Apprentice	01/10/2025

E. Approve or ratify the requests for employee contract/work agreement adjustments for changes in position:

LAST NAME	FIRST NAME	SITE FROM	POSITION FROM	SITE TO	POSITION TO	DATE
Barnes McKowan	Michaela	White Cliffs Middle School	Health Attendant	White Cliffs Middle School	Attendance Clerk	02/03/2025
Gordon	Samantha	Kingman High School White Cliffs	Student Accounts/Bookstore	Kingman High School White Cliffs	Registrar	01/27/2025
Grzanich	Michaela	Middle School	Paraeducator IV/V	Middle School	Paraeducator	01/29/2025
Mazon	Mauricio	District Office White Cliffs	Coordinator Classified	Little Explorers White Cliffs	Paraeducator IV/V	02/10/2025
Presnal	Samantha	Middle School	Paraeducator II	Middle School	Paraeducator IV/V	01/29/2025

School Fundraisers

School Name: La Senita/Little Explorers

For Board Agenda Month: February 2025

Group Name
*NO acronyms only-
Spell Out name of group!*

Fundraiser Type:

Date(s)
of Fundraiser

Location
of Fundraiser

Purpose of fundraiser

La Senita/Little Explorers

Scholastic Book Fair

3/26/2025-4/3/2025

La Senita/Little Explorers

Raise funds to support the school

School Fundraisers

School Name: Lee Williams High School

For Board Agenda Month: February 2025

Group Name <i>NO acronyms</i> <i>only-</i> <i>Spell Out name of</i> <i>group!</i>	Fundraiser Type:	Date(s) of Fundraiser	Location of Fundraiser	Purpose of fundraiser
Lee Williams Softball	Victory Fundraising	2/18/25-3/4/25	Online & LWHS	We will purchase new equipment and help with travel costs along with new attire for the girls including uniforms.
LWHS Auxiliary Scholarship	Firefighters vs Police Officers Charity Basketball Game	2/26/25	LWHS & Community	All proceeds will be deposited into the LWHS Auxiliary Scholarship account, which is for the LWHS Faculty Scholarships which will be given out to LWHS Seniors.
LWHS StuCo Cohort 2027	Bake Sale	March 3 - March 6, 2025	LWHS	Cohort 2027 is raising funds for their senior legacy gift
LWHS Student Council	LWHS Charity Bowling Tournament (Special Olympics)	Spring 2025	Cerbat Lanes	All proceeds made will be donated to the local chapter of Special Olympics
LWHS StuCo Cohort 2027	Pie a Teacher	Thursdays during lunch during state testing - 3/27, 4/3, 4/10, 4/17, 2025	Outside on the basketball court	Cohort 2027 would like to raise funds for their senior legacy gift
LWHS Senior Cohort	Senior Yard Signs	Spring 2025	Online, Community, & LWHS	Raise money for LWHS Senior Class
LWHS STUCO & Drama Club	LWHS Talent Show	March 6th, 2025	LWHS Auditorium	We would like to host a talent show to provide an opportunity for our student body to showcase various talents. STUCO will donate the money earned to the Special Olympics.

School Fundraisers

School Name: Cerbat Elementary

For Board Agenda Month: February 2025

Group Name <i>NO acronyms only- Spell Out name of group!</i>	Fundraiser Type:	Date(s) of Fundraiser	Location of Fundraiser	Purpose of fundraiser
Student Council	V-Day Items	2/13/2025	Cerbat Gym	Students will sell various items for V-day. Money will go towards Ram buck events.
Student Council	Read a thon	March 2025	Cerbat	Students will pay to read in various parts of the school to raise money for improving the Cerbat school grounds.
Student Council	Graduation Items	Month of May 2025	Cerbat	Kinder and 5 th will be able to purchase photos and graduation items. 1 st -4 th will be able to purchase signature plush. Money will go to items needs for next year.
Student Council	End of the year Dance	May 2025	Cerbat Gym	Dance with items to purchase for the whole school. Money will go to items needs for next year.
Reading for Education	% of sales	March 1-31, 2025	Online	To raise funds for the school

School Fundraisers

2024 - 2025

School Name: Kingman High School

For Board Agenda Month: February 2025

Group Name <i>NO acronyms only</i>	Fundraiser Type:	Date(s) of Fundraiser	Location of Fundraiser	Purpose of fundraiser
Chef's Club	Winter Warm Up – sales of Warm drinks, warm food	Feb, 14, 17, 20, 24, 27, 2025	KHS	Raise money for club functions
Student Council	Valentine's Grams	Feb. 12 -14, 2025	KHS	Raise funds for trips and activities.
Student Council	Bake Sale	March 3-6, 2025	KHS	Raise funds for trips and activities.
Band	World's Finest Chocolate	March-May, 2025	KHS	Raise funds for the music program.
Chef's Club & Future Business Leaders of America	Valentine's Dance/Dinner	Feb. 21, 2025	KHS	Raise funds and allow students to bond.
Drama Club	Talent Show	Feb. 20, 2025	KHS	Raise money for Drama.
Bulldog Auto Club & Chef's Club	Car Show	April 12, 2025	KHS	Raise funds to purchase equipment.



School Fundraisers

School Name: White Cliffs Middle School

For Board Agenda Month: February 2025

Group Name
*NO acronyms only-
Spell Out name of group!*

Fundraiser Type:

Date(s)
of Fundraiser

Location
of Fundraiser

Purpose of fundraiser

Athletic Club

Student/Staff Basketball Game

Feb. 13th, 2025

WCMS

Raise funds for Athletics

Student Council

V-Day Dance

Feb. 20th, 2025

WCMS

**Raise funds for Student
Council**

Student Council

**Cupid's Helpers-Sale
Crush Soda**

2/12/25-2/19/25

WCMS

**Raise funds for Student
Council**



Non-Urgent Contacts

WorldStrides Office
916-939-6805

WorldStrides 24/7 Emergency Line

800-999-4542

Charter Bus Company

Arrow Stage Lines
402-731-1900

Friday, May 16, 2025

- | | | |
|----------|--------|--|
| 2:30 AM | Meet | <p>LEE WILLIAMS HIGH SCHOOL
400 Grandview Ave, Kingman, AZ</p> |
| 3:00 AM | Depart | <p>LEE WILLIAMS HIGH SCHOOL</p> <p>Your group will travel aboard a charter coach with reclining seats, climate control and entertainment system. Each charter coach and driver are fully insured and regularly inspected by the highway patrol. Driver gratuity is not included and is up to the discretion of the group. There will be rest stops along the way.</p> |
| 10:00 AM | Arrive | <p>Universal Studios Hollywood
100 Universal Parkway, Universal City CA</p> |
| 8:15 PM | Depart | <p>Universal Studios</p> <p>(Park Closes at 7:00pm but the group would like to walk around Universal City Walk for about an hour prior to departing)</p> |
| 9:15 PM | Arrive | <p>SunCoast Park Hotel – Anaheim
1640 South Clementine St, Anaheim, CA 92802
(714) 598-0600</p> |

Saturday, May 17, 2025

- | | | |
|----------|--------|--|
| 9:30 AM | Depart | <p>SunCoast Park Hotel – Anaheim</p> |
| 10:00 AM | Arrive | <p>Knott’s Berry Farm
8039 Beach Blvd, Buena Park, CA 90620</p> |
| 8:00 PM | Depart | <p>Knott’s Berry Farm</p> |
| 8:30 PM | Arrive | <p>Downtown Disney – walk back to hotel</p> |

Sunday, May 18, 2025

- | | | |
|---------|--------|--|
| 8:30 AM | Depart | <p>SunCoast Park Hotel – Anaheim via MotorCoach</p> |
| 9:00 AM | Arrive | <p>Disneyland Resort – Grad Nite Entry Point</p> |

A special entry point is created for the guests attending Disney Grad Nite 2025. After being dropped off, students and chaperones will go through an enhanced security screening and will enter directly into Disney California Adventure. Guests may park hop during the day upon entry.

Enjoy Disneyland Park and Disney California Adventure! Admission includes unlimited use of rides and attractions in Disneyland Park and Disney's California Adventure Park.

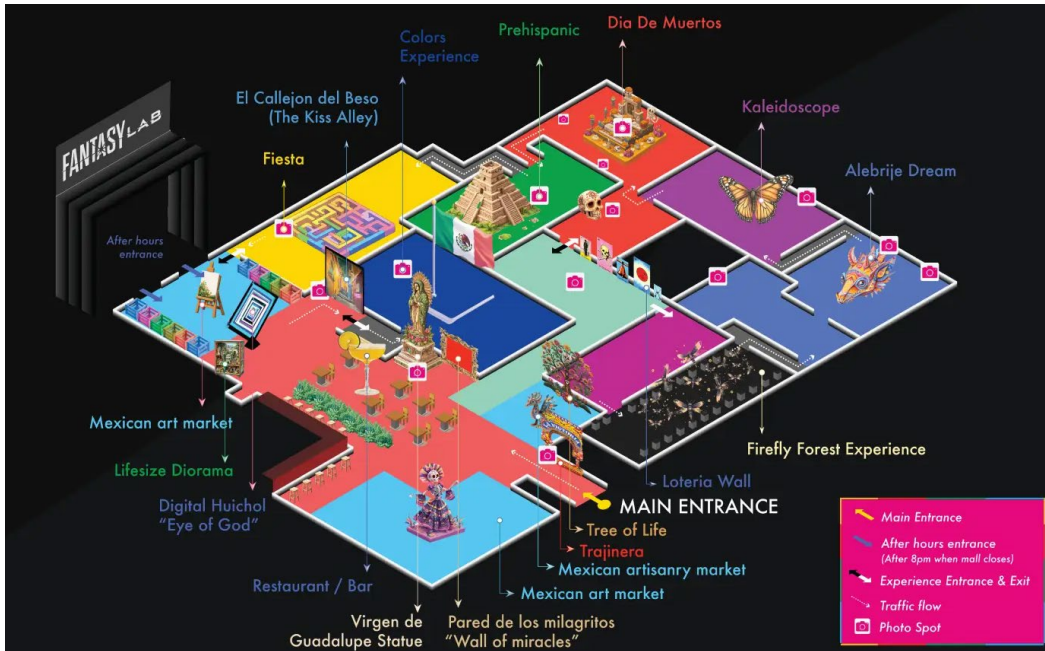
Monday, May 19, 2025

2:00 AM	Depart	Disneyland Resort
9:30 AM	Arrive	LEE WILLIAMS HIGH SCHOOL

*Please note that travel times are subject to traffic conditions.

KHS Hispanic Student Union Field Trip

- A. Academic, Social, and Emotional Goals:
 - a. KHS HSU was created to
 - i. enhance leadership skills among its members,
 - ii. make its membership more aware of the Hispanic Culture, and their environment, their communities,
 - iii. celebrate academic and social success,
 - iv. and promote and support their emotional well-being.
 - b. Based on these goals, KHS HSU membership decided to take a field trip so they can experience the Hispanic Culture, and achieve the above academic, social, and emotional goals.
- B. Description of the trip:
 - a. Students will travel to Las Vegas to visit the following sites:
 - i. Flamingo Wild Habitat
 - 1. <https://www.vegas.com/attractions/on-the-strip/flamingo-wildlife-habitat/>
 - ii. Fantasy Lab - our main destination – please see photo below.
 - 1. https://www.tripadvisor.com/Attraction_Review-g45963-d23812270-Reviews-Fantasy_Lab_Colors_Of_Mexico-Las_Vegas_Nevada.html
 - iii. Boulevard Mall – Hispanic food patio
 - 1. <https://boulevardmall.com/>
- C. Date: Thursday 02/20/2025
- D. Location: All sites are in Las Vegas, NV.
- E. Students:
 - a. Elizabeth Rodas
 - b. Serenity Paredes
 - c. William Van Oosting
 - d. Leo Cardenas
 - e. Pamela Perez
 - f. Rhythm Bombino
 - g. Natalya Potter
- F. Chaperon / Driver
 - a. Marco Corrales KHS HSU sponsor, and teacher
- G. Please visit the websites above
- H. Plan of our main destination:





Kingman Unified School District #20

3033 MacDonald Ave., Kingman, AZ 86401

Phone: (928) 753-5678 Fax (928) 753-6910

NON-MEDICAL TRAINING AGENCY & KUSD #20 MEMORANDUM OF UNDERSTANDING

This Affiliation Agreement shall be effective XX-XX-XXXX. The parties to this Agreement are Kingman Unified School District #20, and (_____).

Facility:

Address:

This Agreement becomes effective when signed by both parties.

A. The parties agree:

- I. KUSD #20 desires to provide WBL experiences for students enrolled in a KUSD CTE Program, under the supervision of a Work-Based Learning Coordinator/Site Monitor.
- II. The training agency has the facilities and personnel to provide opportunities with hands-on-training giving them some experience.
- III. The parties agree to promote quality education and to seek to render the best service possible to the public.
- IV. This agreement, its validity, performance, and all other questions, arising hereunder shall be governed and determined by the respective Governing Boards and the laws of the state that the KUSD #20, the educational institution, and the Facility in which the work-based learning experience is being conducted are located.
- V. Each party shall pay all of the costs associated with its participation in the WBL experience programs. During the WBL experience, no monetary compensation shall be exchanged under this agreement and there shall be no charge for use of the Facility or participation by personnel under this agreement.
- VI. The parties mutually agree that the relationship between KUSD and the Facility is not a joint venture but is an independent contract relationship and that neither shall be the agent of the other. The parties agree to promote quality education and to seek to render the best service possible to the public. Shared performance between training agency professional staff and students shall be encouraged as available during the WBL experience. Publication of any materials, resulting from participation of any of the students under this Agreement, shall require written mutual consent or approval from both parties to this Agreement.
- VII. The parties will comply with all applicable federal or state statutes or regulations about the confidentiality of student, employee, and volunteer records and other private information. No party shall use or disclose any information about any student intern for any purpose other than the performance of this Agreement without the prior consent of the student intern or his/her representative.
- VIII. This Agreement will be interpreted and governed by the law of the state of Arizona.



B. District Name's rights and responsibilities:

- I. KUSD #20 has the right to select learning experiences for student participants with input from the Facility.
- II. KUSD #20 has the right, with the training agency's approval, to assign and transfer a student participant from one department to another to provide the student with a better or more meaningful experience.
- III. The number of students that KUSD #20 assigns will not exceed the Facility's capacity.
- IV. KUSD #20 hereby expressly agrees to comply with, and require that all Participants comply with any training agency's rules, regulations, and policies implementing Health Insurance Portability and Accountability Act of 1996, Pub.L.No-191 ("HIPAA") requirements whether now or hereafter existing.
- V. The welfare, control, discipline, and activities of all student participants shall be the sole responsibility of KUSD #20. To that end, KUSD #20 shall make and enforce uniform and adequate provisions per its policies. Provisions for transportation shall be the responsibility of the student participants in conformity with KUSD policies.
- VI. KUSD #20 shall be responsible for advising the student participants of their obligations under this Agreement, which shall include but not be limited to:
 - a. Complying with the administrative policies, standards, practices, parking rules, and all other regulations in effect at the training agency that student interns receive notification of during orientation;
 - b. Wearing clothing that is clean and appropriate to the industry and the training agency's dress code, if there is one;
 - c. Reporting to the training agency on time;
 - d. Conforming to the standards and practices established by KUSD #20 while training at the Facility, to the extent that those standards and practices do not conflict with those of the training agency;
 - e. Carrying photo ID with them at all times and presenting it to training agency personnel upon request.
- VII. KUSD #20 agrees to indemnify and save the harmless training agency against any loss or expense, including attorney's fees and court costs, incurred because of claims made against the training agency because of bodily injury, death, or property damage arising out of or in consequence of the performance of the terms of this agreement, providing such claims arise solely out of the negligence or other conduct on the part of, KUSD #20 its employees, students, or agents.
- VIII. Under A.R.S. § 38-511, KUSD #20, a political subdivision of the state, may cancel this Agreement within three years after its execution without penalty or further obligation if any person significantly negotiating, securing, drafting or creating the Agreement on behalf of the Institution is or becomes an employee or agent of the training agency in any capacity.



Kingman Unified School District #20

3033 MacDonald Ave., Kingman, AZ 86401

Phone: (928) 753-5678 Fax (928) 753-6910

C. Facility's rights and responsibilities:

- I. The training agency will provide observations/training opportunities for students assigned by KUSD #20.
- II. The training agency will coordinate with KUSD #20 instructors to arrange the experience schedules. KUSD #20 will have the first right of refusal concerning available dates and times.
- III. Facility will at all times provide adequate, competent staff to be responsible for services and they will not be performed by students except as they relate to the internship experience.
- IV. To the fullest extent permitted by law, the training agency agrees to indemnify and save the harmless KUSD #20 against any loss or expense, including attorney's fees and court costs, incurred because of claims made against KUSD #20 because of bodily injury, death, or property damage arising out of or in consequence of the performance of the terms of this agreement, providing such claims arise solely out of the negligence or other conduct on the part of the Facility, its employees or agents.
- V. The training agency shall procure and maintain, during the terms of this Agreement, a commercial general liability policy with limits of at least \$2,000,000 in the aggregate.

D. Contract Maintenance

- I. Each party shall be responsible for maintaining its accreditation, licensing, and credentials, and those of its respective personnel and students and to provide evidence of such to the other party upon written request. Each party shall be responsible for notifying the other of any loss or reduction in its accreditation, licensing, or credentials.
- II. The term of the Agreement is one year and shall renew automatically annually unless a party objects to such renewal in writing at least sixty (60) days before the end of the initial term. Either party may terminate this Agreement, with or without cause, by giving the other party at least sixty (60) days' written notice of termination before the commencement of the next succeeding semester of the school term.
- III. A certificate of insurance shall be furnished to KUSD #20 upon request, which states that the above coverage is in force, and will continue in force throughout the term of the agreement.

(Kingman Unified School District #20)

(_____)

Contact Name (Superintendent)

Contact Name

Signature

Date signed

Signature

Date signed

Title

Title

Email

Email

To: KUSD Governing Board

From: Gretchen Dorner, Superintendent

AGENDA

Approve IGA between Mohave Community College and Kingman Unified School District outlining the Early College Program beginning FY26 for qualifying high school students.

PACKET

Kingman Unified School District welcomes all students on a learning pathway to informed and engaged citizenship. In order to ensure high school students are on a personally relevant, informative and engaging pathways, the reimagine high school committee, in collaboration with Mohave Community College has developed an **Early College Pathway**. This pathway will allow KUSD to retain membership and revenue for participating students while allowing them the opportunity to spend their senior year of high school on the college campus.

Background information

KUSD College Pathways Options

- I. *If approved **Early College**:* KUSD and MCC collaborate to provide a KUSD staff member office space on the MCC campus to meet with a cohort of high school students daily in one high school level course. The cohort then follows their personal MCC course schedule on a declared pathway that earns high school and college credit at the same time. Expected cohort size for year one is thirty.

*Process: Application with KUSD, enrollment with MCC, enrolled in EC high school course, monitored by KUSD cohort leader. *At this time our Accelerated Learning Coordinator will be assigned to the first cohort.*

Funding: KUSD funds the program using revenue generated by the students' full-time membership status. No cost to the student.

- II. **Dual credit live classes:** KHS and LWHS staff qualify as adjunct faculty members and teach live, MCC college credit classes on the high school campus.

Process: Register for classes during high school registration, vetted by high school and MCC counselor, enrolled by MCC recruiter. Grades submitted by DC instructor for high school and college credit.

Funding: No cost to KUSD. KUSD provides instructor, MCC does not charge for credits.

- III. **Dual credit on-line lab classes:** KHS, LWHS and KOLA students take MCC on-line classes in labs on campus that are not already taught in a traditional, DC class.

Process: Register for classes during high school registration, vetted by high school / college counselor, enrolled by MCC recruiter. Grades submitted by college instructor. Credits transferred to high school transcript.

- IV. **High School Opportunity Pathway (HOP):** Qualifying high school students take classes through MCC as part of their regular high school schedule using the *Instructional Time Model (ITM)* This means the student receives high school attendance and course credit by completing the course and submitting required work.

Process: Register for classes during high school registration, meet with high school counselor to review qualification and approve request, enrolled by MCC recruiter. Grades submitted by college instructor. Student submits transcript to the guidance office. Credits transferred to high school transcript. Attendance tracked by KUSD employee who checks for submitted work and completion of course.

Funding: No cost to KUSD. MCC Early Start program.

- V. **Concurrent:** High school students take MCC classes outside of the student's KUSD schedule using the Early Start program and subsequently transfer credit to their high school transcript.

Process: Students work directly with MCC.

Funding: No cost to KUSD.

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
MOHAVE COMMUNITY COLLEGE AND
KINGMAN UNIFIED SCHOOL DISTRICT #20**

This Intergovernmental Agreement (“**Agreement**”) is entered into as of the date of last signature below (“**Effective Date**”), by and between Mohave Community College (“**College**”) and Kingman Unified School District #20 (“**School District**”). College and School District may be referred to individually as Party (“**Party**”) and collectively as Parties (“**Parties**”). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes (**A.R.S.**) §§ 11-951.

BACKGROUND

- A. College is a political subdivision of the State of Arizona and is authorized to enter into this Agreement pursuant to A.R.S. §§ 11-952 and 15-1444.
- B. School District is a public school and is authorized to enter into the Agreement pursuant to A.R.S. §§ 15-342(13), 15-701.01(F) and 15-901.07. The School District operates an Early College program within its district to provide high school students in its district with options to gain college credit and experience (“**Early College**”).
- C. The Parties have determined that it is desirable to offer college level courses to School District students, such courses may be counted toward both high school and college graduation requirements.
- D. The Parties desire to collaborate and offer a Concurrent Enrollment Program (“**Program**”) to qualified high school students of the School District (“**Students**” or “**Program Students**”) who would like to have an early college experience. The Program shall take place at College's Detroit Avenue Center Campus or Neal Campus Kingman.

AGREEMENT

In consideration of the mutual promises contained herein, the Parties agree as follows:

1. PURPOSE

The purpose of this Agreement is to set forth the understanding of the Parties as to their respective responsibilities and rights in providing the Program to eligible Students.

2. TERM

The term of this Agreement shall begin on July 1, 2025, and remain in effect through June 30, 2027 (“**Term**”).

3. CONCURRENT ENROLLMENT PROGRAM

- A. Program Description.** Concurrent enrollment classes made available to Program Students shall:
 - (i) be conducted face-to-face, in person. when at all possible; (ii) be taught at a higher level than a course taught at School District in grades nine through twelve; (iii) entitle Student to receive School District credit towards graduation and at least three semester hours of College credit; and (iv) be part of a College academic degree or certificate program that is transferable to a university under the jurisdiction of the Arizona Board of Regents, or be part of a College occupational degree or certificate program that may be transferable to a university under the

jurisdiction of the Arizona Board of Regents.

- B. **Program Location.** The Program will take place at the College's Detroit Avenue Center or Neal Campus Kingman.
- C. **Program Format.** College shall fill open seats in the Neal Campus Kingman and/or Detroit Avenue Center courses that are described in Section 3(A) above and that take place with Program Students, allowing such Students to be integrated with regular college-level students.

4. USE OF COLLEGE FACILITIES; IT RESOURCES

- A. **Office Space.** In connection with the School District's participation in the concurrent enrollment collaboration under this Agreement, College shall provide access and use of the classroom/office space to School District staff who provide instruction to Program Students. The College may, with advance notice to the School District, modify the location (room number) of the classroom/office space provided under this paragraph. Any such modification shall be done in good faith, to accommodate the needs of the College, and will not require an amendment to this Agreement.
- B. **Classroom Space.** College shall provide classroom/office space reasonably necessary for School District to offer high school classes that are not concurrent enrollment classes to Program Students, as referenced in subsection 6(E) below ("Non-concurrent Courses"). Classroom assignments and class scheduling for any such Non-concurrent Course shall comply with applicable College policies.
- C. **Access to Office and Classroom Space.** College shall provide School District Program staff with access to Office/Classroom space through Badge or Key Access for the School District's staff members assigned to the Program.
- D. **IT Resources for Staff and Faculty.** For School District's staff and faculty under this Agreement, and for their respective use of College Facilities, College shall provide equipment, network access and support described in Attachment B which is attached to and made part of this Agreement.
- E. **Resources for Students.** Program Students shall be considered the College students and as such will have full access to all resources available to other College students.
- F. **Data Access.** College shall provide the School District staff with Mohave Community College Reports access.

5. COLLEGE RESPONSIBILITIES

- A. College shall assign appropriate Early College Coordinators and/or advisors to Students enrolled in the Program.
- B. College will provide School District staff with concentrated College operations training prior to

the start of classes. Training of School District staff will commence when needed and be an ongoing activity as they interface with College personnel. College shall provide participating School District staff with training on relevant College policies and procedures.

- C. The College will flag Program Students in Colleague for reporting purposes.
- D. College shall provide access and training to the School District's designated staff to determine appropriate placement criteria for students, based on college policy.
- E. College shall provide data collection that will include enrollment data, completion data at specified times during the semester to be determined by the Parties.

6. SCHOOL DISTRICT RESPONSIBILITIES

- A. School District shall provide College with an approved list of Students who will participate in the Program.
- B. School District will verify that each Program Student satisfies the prerequisites and other requirements for placement in each concurrent enrollment course into which the Student seeks to enroll, as such prerequisites and requirements are specified in College catalogs and policies.
- C. School District shall provide marketing material masters to College and printing of such materials shall alternate between College and School District.
- D. School District shall assign at least one (1) School District staff member to work in the Program. The locations of office(s), work area(s), classroom(s) and other spaces used by the School District staff member(s) shall be at the discretion of College. School District staff member(s) assigned to the Program shall comply with all applicable College policies and procedures.
- E. School District shall require Program Students to enroll in a minimum of one (1) School District course that are not concurrent enrollment courses. Such courses will be taught by a School District teacher during regular College hours. School District will be responsible for providing a substitute instructor when a regularly assigned School District instructor is not available to teach courses under this paragraph.
- F. School District Non-concurrent Classes shall be taught by instructors employed by School District and concurrent enrollment courses included in the Program shall be taught by instructors employed by the College.
- G. School District will ensure that each Student participating in the Program:
 - 1. Has completed the necessary registration forms;
 - 2. Must meet College's placement criteria
 - 3. Is aware the Student is subject to both School District policies and procedures and College policies and procedures, and
 - 4. Is aware the Student will be participating in a college level coursework.
- H. Students enrolled in the Program will participate in the College's Early College Orientation.

- I. School District will provide College access to the educational records of Students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record. Pursuant to FERPA and applicable regulations, School District and College may disclose educational records of Students to each other as “officials of another school system” where the student is enrolled.

7. FINANCIAL CONSIDERATIONS

- A. During the Term of this Agreement, for each Student participating in the program School District will pay College tuition and fees at the official College rate, according to residency guidelines, in effect during the fiscal year in which the Student is enrolled, for concurrent enrollment courses that meet the requirements set out in subsections 3(A) above.
- B. The College will invoice the School District for such tuition within 30 days after the “Add/Drop” period is over at the beginning of the semester. School District shall make the payments due within thirty (30) days of receiving the invoice from the College.
- C. The School District or Student shall be responsible for providing Students with required textbooks and supplies, that are available for purchase through the College’s contracted bookstore representative, for concurrent enrollment courses covered by this Agreement. The College will provide the name of the contracted bookstore representative to the School District.

8. MUTUAL RESPONSIBILITIES

- A. The Parties agree that each Student enrolled in the Program shall remain a student of School District and shall follow the schedule and calendar of classes as established by School District for the Program and coordinated with College.
- B. Each Party retains the right to refuse to allow a Student to enroll in the Program and to discipline and/or remove any Student from the Program in accordance with each Party's policies.
- C. The Parties shall ensure that each Program Student and all personnel of School District and College involved in the Program are provided with Program guidelines, and that such persons agree to review and comply with them.
- D. The Parties agree that college-level courses are rigorous and demanding courses, and the standards and criteria of college-level courses in the Program shall meet statutory and College criteria, and such criteria shall not be diminished for the purpose of the Program.

9. TERMINATION

- A. **Termination for Convenience.** Either Party may terminate this Agreement for any reason following written notice to the other Party of intent to terminate delivered not less than ninety (90) days prior to the intended date of termination. If termination occurs prior to the end of an academic semester, Students enrolled in the Program shall be allowed to complete the then current academic semester.
- B. **Termination for Cause.** If either Party has reason to suspect that any activities undertaken pursuant to this Agreement present a risk to the health or safety of students or is contrary to the Party's mission or operations, that Party may request that a meeting between the Parties be convened within forty-eight (48) hours and promptly confirm the meeting in writing. In such circumstances, the Parties to this Agreement will attempt to reconcile differences within five (5) working days of such meeting. If reconciliation is not achieved within the five-day period, this Agreement will automatically terminate.
- C. **Effect of Termination.** Termination shall not relieve either Party from its obligation to pay for services provided prior to termination and those for any Student already admitted and enrolled in the Program at the time of termination or notice thereof. Parties do not contemplate joint acquisition of any property pursuant to this Agreement. Upon termination of this Agreement, equipment furnished or purchased by College for the Program shall be retained by College, and equipment furnished or purchased by School District for the Program shall be retained by School District.

10. MISCELLANEOUS PROVISIONS

- A. **Educational Records; FERPA.** In performing its respective obligations under this Agreement and the activities contemplated hereby, each Party and its respective officers, directors, employees, agents, subcontractors and independent contractors shall fully comply with all applicable Federal, State and local laws, rules and regulations, including compliance with Family Educational Rights and Privacy Act (**FERPA**) rules and guidelines for any Student information it may receive as part of this Agreement.
- B. **ADA; Accommodations.** Each Party shall each comply with all applicable provisions of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, as amended, and the Individuals with Disabilities Education Act. College shall work with School District in determining appropriate accommodations and/or special education services to be provided to Program Students. Each Party shall have the primary financial and administrative responsibility of providing and implementing any necessary accommodation for that Party's employees.
- C. **Title IX.** In the event that either Party receives complaints related to Title IX or other laws related to prohibited discrimination, harassment, or retaliation, the party, through its Title IX Coordinators or other designees, shall discuss the allegations to determine the response obligations of each party. The Parties shall cooperate with other parties to the extent permitted by law as reasonably necessary for compliance with laws, regulations, and policies.
- D. **Records and Reporting.** The Parties will maintain all applicable data and reporting as required

by applicable Arizona Revised Statutes.

- E. **Compliance.** The Parties shall each comply with all applicable State, Federal and local laws regulations and guidelines.
- F. **Employees.** Each Party agrees to be responsible for the conduct of its operations and performance of contract obligations and the actions of its own personnel while performing services under this Agreement, and each Party shall be solely responsible for supervision, daily direction, and control of payment of salary (including withholding for payment of taxes and social security), workers' compensation and disability benefits. Further, employees of the parties performing services pursuant to this Agreement may be deemed to be employees of both parties for purposes of the Arizona workers' compensation. Both parties shall post the notices required by A.R.S. 23-1022(E).
- G. **Indemnification.** Each Party, to the greatest extent legally permissible, shall indemnify, defend, and hold harmless the other Party from any liability resulting from the negligence, intentionally tortious, or willful misconduct of the indemnifying Party's employees, officers, students and/or agents.
- H. **Conflict of Interest.** Either party may cancel this Agreement pursuant to A.R.S. § 38-511, the pertinent provisions of which are fully incorporated herein by reference.
- I. **Non-assignment.** Neither Party may assign any right or delegate a duty or responsibility under this Agreement without the prior written consent of the other Party.
- J. **No Third-party Beneficiaries.** The terms of this Agreement are intended only to define the respective rights and obligations of the Parties. Nothing expressed herein shall create any rights or duties in favor of any potential third-party beneficiary or other person, agency or organization.
- K. **Entire Agreement; Amendments.** This Agreement constitutes the entire agreement between the Parties and all prior or contemporaneous oral or written agreements are superseded by this Agreement. There are no representations or other provisions other than those contained herein, and any amendment or modification of this Agreement shall be made in writing and signed by the Parties to this Agreement.
- L. **Severability.** If any part of this Agreement is held to be illegal, invalid or void by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect with those offending portions omitted.
- M. **Governing Law.** This Agreement shall be construed under the laws of the State of Arizona and shall incorporate by reference all laws governing intergovernmental agreements and mandatory contract provisions of state agencies required by statute or executive order.
- N. **Notices.** All notices, requests for payment, or other correspondence between the Parties regarding this Agreement shall be mailed United States postage prepaid or delivered personally to the respective parties at the following addresses:

If to College:

With Copy to:

If to School District:

With Copy to:

[signature page continues]

IN WITNESS WHEREOF, the parties' duly authorized representatives have executed this Agreement on the dates below:.

For **COLLEGE**

For **SCHOOL DISTRICT**

By: _____

By: _____

Print Name:

Print Name:

Title:

Title:

Date: _____

Date: _____

REVIEWED AND APPROVED AS TO FORM

Pursuant to A.R.S. §§ 11-952(D), the attorney for each party has determined that this Agreement is in proper form and is within the powers and authority granted to each respective party under the laws of the State of Arizona.

COLLEGE Legal Counsel

SCHOOL DISTRICT Legal Counsel

Print Name:

Print Name:

Date: _____

Date: _____

ATTACHMENTS:

Attachment A - Use of College Facilities

Attachment A-1 – Schedule of Facilities Use

Attachment B - College IT Resource Usage

**ATTACHMENT A
TO INTERGOVERNMENTAL AGREEMENT**

USE OF COLLEGE FACILITIES

- 1 FACILITIES.** Subject to the conditions set forth of the Agreement and this Attachment and for limited purpose of performing the School District’s responsibilities under the Agreement, College grants School District limited, temporary and non-exclusive license to access and use the following facilities owned by College: One (1) dedicated office/classrooms assigned by College and based on availability (collectively “**Facilities**”) located at the College’s Neal Campus Kingman, with an address at 1971 Jagerson Ave, Kingman, Arizona.
- 2 SCHEDULE.** School District may use the Facilities on the dates and during hours specified in Attachment A-1.
- 3 EQUIPMENT.** As part of the Facilities Use under this Agreement, School District will have access to use the equipment and furniture that is part of the room infrastructure for each respective Facility. Information Technology equipment and support will be provided per the details described in Attachment B.
- 4 FEES.**

 - 4.1 Facilities Use Fee.** No Fees will be charged and due from School District for its use of Facilities covered by Section 1 of this Attachment.
 - 4.2 Conference Rooms.** The School District’s use of any College “conference/ community room” outside of the date and time stated in Attachment A-1 shall be based upon the room’s availability as determined by the College, and School District may be charged a fee in accordance with the College’s rental fee schedule which can be found at <https://www.mohave.edu/about/facility-use-and-rentals/>.
 - 4.3 Equipment.** Other than the existing equipment included in the Facilities and specified in Attachment B, this Agreement does not cover any other costs associated with the School District’s use of the Facilities, including but not limited to, the use of the College-Owned media and audio equipment. Any additional equipment may be available to School District for a fee in accordance with College’s rental fee schedule which can be found at <https://www.mohave.edu/about/facility-use-and-rentals/>.
 - 4.4 Other Charges.** School District shall be responsible for the payment of all additional charges resulting from School District’s use of the Facilities, including damages or alterations to Facilities, or failure to leave the Facilities upon expiration of the Term. College will assess charges for late departures in accordance with College’s facilities Rental Fee Schedule. All other charges will be assessed based on College’s actual costs. School District shall submit all payments for additional charges within thirty (30) days of receiving an invoice from College. For any payment received after the date, College shall charge School District a late fee of ten (10%) percent.
- 5 TERMS OF USE.** School District shall comply with the College’s Terms of Use of Facilities:

 - 5.1 College Policies.** Licensee shall at all times comply with College policies and procedures while at the Facilities and anywhere on College property. Current list of College policies can be found at <https://www.mohave.edu/about/administration/policy-and-administrative-procedures/>
 - 5.2 No Unlawful Purpose.** Licensee shall not use the Facilities for any unlawful purpose.
 - 5.3 No Interference.** Licensee shall not interfere with the normal operation and activities of College.
 - 5.4 Smoking.** College is a smoke-free and tobacco-free institution. Smoking and tobacco use is prohibited, in accordance with College Board Policy BP-11.04.

- 5.5 **Firearms.** Firearms are prohibited at all times while in the Facilities and at any other location on College property, except by specially designated persons, in accordance with College Board Policy BP-11.05.
- 5.6 **Third-party Vendors.** Licensee may not use the services of third-party vendors (“**Vendors**”) during the Term, unless approved in advance by the College facilities department, and, if approved, provided that Licensee will be responsible for ensuring Vendor's compliance with the terms of this Agreement.
- 5.7 **Control and Access to Facilities.** The Facilities shall at all times be under the **control of College. College's authorized personnel may access the Facilities at any** time for any business purpose of College and in the event of emergency.
- 5.8 **Manner of Use.** Licensee shall use the Facilities in safe manner and shall comply with all applicable state, federal, and local laws and regulations applicable to the intended use of the Facilities.
- 5.9 **Hazardous Substances.** Licensee will not permit any hazardous substance to be used, stored, generated or disposed of on, in or about, or transported to or from, the Facilities, by Licensee, Licensee's employees, students, agents, and invitees.
- 5.10 **Fixtures; Alterations.** Licensee shall not displace, move, or remove any College tangible property or fixtures from the Facilities without prior written authorization from College’s designated Facilities representative.
- 5.11 **Abandoned Property.** Any property left at the Facilities shall, after thirty (30) days from the expiration, termination, or cancellation of this Agreement, be deemed abandoned and shall become property of College to be disposed of or utilized at the College's sole discretion.

6 MAINTENANCE AND SUPPORT. For all questions regarding the maintenance, cleaning of facilities, storage, security, keys and other facility-related inquiries, School District shall contact College Facilities

ATTACHMENT A-1

SCHEDULE OF FACILITIES USE

1. **REGULAR USE.** Each year during the Term of this Agreement, School District will have access to and use of Facilities, Monday through Friday during each week for the hours described in Section 1.1 below, and on Saturday through Sunday with the hours described in Section 1.2 below:
 - 1.1. **Weekday Hours.** During each weekday of the Facilities use, School District shall have access to and use of the Facilities from 7 a.m. to 7 p.m.
 - 1.2. **Holidays & Recess.** The College holiday and recess schedule is developed around a Monday through Friday work week. School District use of Facilities will be restricted during the following holidays except as stated in Section 2.
 - a. Martin Luther King, Jr.
 - b. President's Day
 - c. Memorial Day
 - d. Independence Day
 - e. Juneteenth Day
 - f. Labor Day
 - g. Veterans Day
 - h. Spring Break (five days)
 - i. Thanksgiving Holiday (two days)
 - j. Winter Break (seven days)
2. **Additional Use.** On occasions when the College is not in operation and School District needs to occupy the Facilities, security arrangements will be made by College upon advance notification by School District for the period of time required. School District will be responsible for payment of security charges for these occurrences, charged to School District at a rate in effect at the time the security arrangements are requested.

**ATTACHMENT B
TO INTERGOVERNMENTAL AGREEMENT**

COLLEGE IT RESOURCE USAGE

1. **Network.** The College will provide the School District staff with a physical network connection in the classroom/office space assigned. This will provide hardwired Internet access for the instructional computer and Wi-Fi connection for the College managed laptop. The designated printer in the building where the staff member resides will be added to the College managed laptop via the network print server. If a printer is not available in the building, the production printer in the 200 building will be added to the College managed laptop. Wireless network access outside of the dedicated classroom/office space will be through the Guest network for non College managed devices. If Guest wireless connectivity is not sufficient, the College will issue College-owned, and managed, devices to the School District staff.
2. **Telephones.** The College shall provide telephones for all occupied classroom/office space identified in this Agreement. Classroom telephones will provide local and nationwide calling, no international calling will be allowed. No analog phone lines (for faxing) will be provided.
3. **School-Provided IT Equipment.** The School District staff will use School District-provided laptops in their classroom/office spaces. The School District will also provide a printer and a TV. The College may provide the School District staff with a managed laptop.
4. **College-Provided IT/AV Equipment.** The College will provide an instructional computer, whiteboards, TVs, and/or projectors in each classroom.
5. **College-Provided IT Support Service.** The College will provide support for college-owned computers, AV equipment, wireless/wired network, and telephone. The college will not provide support for the School District- provided computers or software. The School District will provide all other IT support for School District employees, volunteers, and guests.
6. **Access to other College IT Resources.**
 - a. **Faculty.** School District faculty delivering Non-concurrent Classes to the School District's students will receive College accounts so they will be able to log into the College's classroom computers.

To: KUSD Governing Board

From: Donette Piccinetti, Finance Manager

RE: Request to Continue Sole Source Declaration of TCP Software (formerly TimeClock Plus)

FOR AGENDA

Approve TCP Software (formerly TimeClock Plus) to continue as a Sole Source vendor for time tracking software and support.

FOR PACKET

The district requests the board to approve TCP Software (formerly TimeClock Plus) as a sole source vendor providing time tracking software and support.

Employees utilize the TCP software to clock in/out daily, request time off and monitor hours worked. Missed punches can be requested by the employee, or adjusted by the administrative assistant before weekly approval by the principal. TCP is integrated with Visions to run payroll for the district.

Kingman Unified started using TimeClock Plus back in 2015. Customer support is included in annual renewal. Payroll likes the TCP software, and would like to continue with this option.

Annually the district spends \$25,400 for TCP Software.

To: KUSD Governing Board
From: Timothy Gardner, KUSD Director of Technology
RE: ERATE Wide Area Network project with Allo

FOR AGENDA

Approve recommendation to acquire the services of Allo for district wide area network fiber connectivity and construction, excluding Mt. Tipton Elementary School.

FOR PACKET

We are seeking to migrate our fiber network from Optimum to Allo. Allo would provide lit fiber service for each of the district's locations to have internet connectivity. This is not the same as them being an internet service provider. The fiber connections we would lease from Allo will all come back to the district's main IT hub and from there will then go out through Allo as the internet service provider. There is a construction cost of \$740,000 that would be covered through ERATE and a state match program, effectively coming at no cost to the district.

The decision to acquire the services of Allo fell under the following criteria:

- Submitted quotes included costs for all equipment and labor
- Companies provided at minimum three references, preferably from Arizona school districts
- All submitted quotes were reviewed and graded using past experience, cost of eligible services, and ability to complete the project
- Topology layout provides increased resiliency and reliability comparatively

To: KUSD Governing Board
From: Timothy Gardner, KUSD Director of Technology
RE: ERATE Internet Service with Allo

FOR AGENDA

Approve recommendation to continue through FY2025 with Allo as the district's internet service provider.

FOR PACKET

Allo provides internet service for all of Kingman Unified School District. This is not the same as providing fiber connections between each location. Service through Allo has been consistent and uninterrupted since the service was enabled. This is considered a renewal through ERATE, with this being the first of four renewals available before we have to go out for bid once again.

The decision to acquire the services of Logicalis fell under the following criteria:

- Submitted quotes included costs for all equipment and labor
- Companies provided at minimum three references, preferably from Arizona school districts
- All submitted quotes were reviewed and graded using past experience, cost of eligible services, and ability to complete the project

To: KUSD Governing Board
From: Timothy Gardner, KUSD Director of Technology
RE: ERATE Network Equipment with Sentinel

FOR AGENDA

Approve recommendation to acquire services of Sentinel to provide network equipment for the district.

FOR PACKET

Sentinel has been selected to provide network equipment at all district locations. This equipment will replace existing infrastructure that is at or near end of life, including network switches, core network equipment, and a district firewall. This will amount to (1) firewall, (79) PoE switches, (8) fiber switches, and (8) network modules.

The decision to acquire the services of Logicalis fell under the following criteria:

- Submitted quotes included costs for all equipment and labor
- Companies provided at minimum three references, preferably from Arizona school districts
- All submitted quotes were reviewed and graded using past experience, cost of eligible services, and ability to complete the project

To: KUSD Governing Board
From: Timothy Gardner, KUSD Director of Technology
RE: ERATE Black Mountain School WAN project with Optimum

FOR AGENDA

Approve recommendation to continue on a month-to-month basis with Optimum services for wide area network fiber connectivity specifically for Black Mountain School.

FOR PACKET

As part of the transition to Allo for all lit fiber services, there is a build out period for Black Mountain School. During this period, we would continue with Optimum on a month-to-month basis until this construction is complete. This is not the same as them being an internet service provider. The fiber connection we lease from Optimum comes back to the district's main IT hub and from there will then go out through Allo as the internet service provider.

The decision to continue using the services of Optimum fell under the following criteria:

- Submitted quotes included costs for all equipment and labor
- Companies provided at minimum three references, preferably from Arizona school districts
- All submitted quotes were reviewed and graded using past experience, cost of eligible services, and ability to complete the project

Approve Listed Donations:

Desert Willow Elementary School:

- Mohave Community Federal Credit Union donated \$5000 to the school

Kingman High School:

- Preston Investments donated \$20,000 to the KHS Marching Band
- AZ Works donated \$500 for library books
- A-1 Tractor donated \$250 to Student Council Renaissance
- Honest Auto donated \$250 to Student Council Renaissance
- Jim St. Pierre donated a hydraulic pipe bender, drill and jig saw to the Auto Club
- Mohave Community College donated: a vertical chop saw estimated value of \$1500, a multi disk sander estimated value of \$1200, a Hypertherm Plasma Torch estimated value of \$5000, a Lincoln MIG welder estimated value of \$3000, and a new Phoenix Air 220v rod oven with stand estimated value of \$4500

Mount Tipton Elementary School:

- Kingman Church of Nazarene donated basketballs and school supplies
- Jeanine Reece donated a desktop computer
- Meadview Quail and Morning Glory Homemakers Club Mead donated \$100 towards student activities

Hualapai Elementary School:

- Nancy Shepherd donated 10 books of holiday window clings and glue sticks

Memorandum

To: KUSD Governing Board
Dr. Gretchen Dorner, Superintendent

From: Angela Moreschi, Executive Director of Human Resources

RE: Employment Contracts and At-Will Notices for 2025-2026

FOR AGENDA

- Possible action to approve the language of employment contracts and at-will notices for the 2025-2026 school year

FOR PACKET

District staff worked in collaboration with the law firm of Gust Rosenfeld to review and modify the District's employment contracts and notices for the 2025-2026 school year. The contract forms are: Certified Administrator Employment Contract, Certified Employment Contract, Term Contract for Exempt 12-Month Employee, At-Will Notice for Classified Employee, Notice of Reasonable Assurance for Substitute Employee, and Coach/Advisor With Stipend.

Changes to the contracts and notices, as proposed by Gust Rosenfeld, can be seen in the attached drafts.

District staff recommend the Governing Board approve the District's 2025-2026 contract forms, with the changes suggested by Gust Rosenfeld, as presented in Board members' packets.



KINGMAN UNIFIED SCHOOL DISTRICT No. 20
CERTIFIED ADMINISTRATOR EMPLOYMENT CONTRACT
SCHOOL YEAR 2025-2026

Employment Contract (“Contract”) by and between Kingman Unified School District No. 20 of Mohave County, Arizona and **NAME** (“Employee”).

1. **Duties** – Employee agrees to fulfill the requirements of the position of **POSITION** as defined by the job description, policies and procedures of the District, now in effect or as amended by applicable law. Employee agrees to perform such duties as assigned by the Board or any supervisor, and acknowledges that Employee may be reassigned to any position for which he or she is qualified which may include classroom teacher, as the best interest of the District may require.
2. **Term** – This contract shall be for a term of **#DAYS** days, beginning **DATE** through **DATE**.
3. **Compensation** – In consideration for these services satisfactorily performed, the District agrees to pay Employee a salary of **\$SALARY** for the 2025-2026 school year. If there is a discrepancy between the initial salary stated in this contract and the salary for which Employee is eligible under the compensation program, the program shall govern. If Employee receives more money than Employee is entitled for work under this contract, the Employee shall, at the District’s option, (a) immediately repay any amount erroneously paid to the Employee or (b) allow the District to reduce future payments to the Employee for repayment of the overpayment. This remedy shall be in addition to any other remedy to which the District is entitled under policy or law.
4. **Funding and Possible Reductions** – The parties acknowledge that at the date of the execution of this Contract, the Governing Board has not adopted its 2025-2026 budget nor has the Arizona legislature concluded its review of school finance laws. The Governing Board, in its discretion, may increase or decrease Employee’s base salary stated above and/or total compensation paid to Employee prior to the start date of the Contract term. Any additional increase in compensation or benefits are expressly conditioned upon receipt of additional funding from the Arizona legislature or other education funding sources for the fiscal year 2025-2026 and upon the Governing Board’s discretion in allocating those funds. Additionally, Employee acknowledges that future funding cuts at the state or federal level, delays, or other occurrences beyond the District’s control may cause reduced funding and may result in one or more of the following:
 - A. *Salary reduction notice:* Employee’s salary may be reduced as permitted by law in order to effectuate economies or to improve the efficient conduct and administration of the District. A reduction in salary, if any, shall not exceed 10% of the salary due under section 3 of this contract.
 - B. *Reduction in Force:* Employee is hereby given notice that the Governing Board may determine that the District will eliminate certified administrator positions through a reduction in force.
5. **Benefits** – Employee shall be entitled to those additional direct economic benefits pertaining to the position as may be annually approved by the Board. “Direct economic fringe benefits” means only leave and insurance benefits. The Governing Board reserves the right to modify, repeal or enact Governing Board policies during the term of this contract that do not affect the Teacher’s direct economic fringe

benefits, except that the Governing Board expressly reserves the right to modify the health insurance plan(s) offered to employees during the term of this contract, including but not limited to changing the insurer, required co-payments and/or deductibles, benefits covered, and other terms of the insurance policy coverage. To the extent appropriate for the occasion, the District may provide, as a *de minimis* fringe benefit, incidental food and beverages at mandatory staff meetings, including in-services and staff development activities/trainings, in order to foster good working relations and encourage and reward staff participation.

6. **Conditional Contract** – This contract is contingent upon Employee furnishing and maintaining all required documentation and certification for the position as required by law and District policy, including but not limited to the following: 1) valid Arizona certificate for the position; 2) valid IVP fingerprint clearance card; 3) verification of previous employment, if applicable; and 4) if applicable based on subject area assigned, Employee must meet requirements to be considered an appropriately certified teacher. If Employee's certification or other documentation will expire during the term of this contract, Employee shall file a timely application for renewal and provide proof of application for renewal to the District. Failure of Employee to maintain required documentation during the entire term of this contract shall be grounds for dismissal. Employee expressly agrees that the District may place Employee on an unpaid leave of absence during any time that Employee does not hold a valid certificate or IVP fingerprint clearance card.
7. **Background/ Fingerprint Check/ Reporting of Arrest** – This contract is also conditioned upon satisfactory results of a background investigation. The District may refuse to hire or may terminate this contract if results of the investigation are not satisfactory or if statements made on the application or any other documentation is false. Employee agrees to immediately notify the Superintendent of an arrest for, or a charge with, any non-appealable offense listed in A.R.S. § 41-1758.03, Section B, or which may or does result in the revocation of Employee's driving privileges. Employee further warrants that Employee has not pled guilty, pled no contest, been convicted of or is awaiting trial for any crime, including but not limited to the crimes listed in A.R.S. § 15-509, A.R.S. § 15-512, and/or A.R.S. § 41-1758.03(B). Employee agrees to immediately notify the Superintendent of any arrest or criminal charge that occurs during employment. Failure to do so may result in dismissal.
8. **Employee Resignation** – Any request to resign or be released from this contract must be approved by the Board ~~in advance~~. If Employee resigns or terminates employment without the ~~advance~~ approval of the Board, this is an unprofessional act. Employee may be reported to the State Board for disciplinary action. The amount of damages to the District will be difficult to determine. If Employee leaves employment without ~~advance~~ approval, Employee shall pay the District the sum of \$2,500.00 in liquidated damages and not as a penalty, as and for a reasonable recruitment fee. Employee authorizes this amount to be taken out of his/her final paycheck or any other amount owed to Employee by District on termination. The Board may, in its sole discretion, waive this fee if resignation is based upon circumstances beyond the control of the Employee, is a resignation in lieu of dismissal, or based on other circumstances in the Board's discretion.
9. **Governing Law** – This contract shall be governed by the laws of the United States and the State of Arizona, ~~together with District policies, rules, and regulations now in force or as they may be modified~~. Employee agrees that the Arizona State and federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.

- 10. **Severability** – Should any part of this agreement be rendered or declared invalid by a court of competent jurisdiction, the remaining portions of the contract shall remain in full force and effect.
- 11. **Conflict of Interest** – This contract is subject to cancellation for conflict of interest pursuant to A.R.S. § 38-511.

THE SIGNED CONTRACT MUST BE RECEIVED BY THE HUMAN RESOURCES DEPARTMENT, UNALTERED, WITHIN THIRTY (30) CALENDAR DAYS OR THIS OFFER WILL BE REVOKED.

GOVERNING BOARD PRESIDENT

EMPLOYEE

DATE

DATE

GOVERNING BOARD OF KINGMAN UNIFIED SCHOOL DISTRICT No. 20

BY) Ms. Tonya “Toni” Henry, President
 BY) Ms. Lori Grant, Vice President
 BY) Ms. Susan Collins, Member

BY) Dr. Roger Cox, Member
 BY) Mr. Boyd Hardy, Member

Please choose one of the following payment options (ref. A.R.S. § 23-351(C)(2), Policy DKA, Exhibit DKA-E). I understand that changes to this election must be made prior to the first duty day of the fiscal year.

- 1. ___ Bi-weekly installments paid during actual months worked.
- 2. ___ Bi-weekly prorated installments paid during actual months worked, with remaining payments paid in lump sum at the conclusion of the school attendance year.
- 3. ___ Bi-weekly prorated installments paid during the 12-month calendar year, with remaining payments paid in lump sum at the conclusion of the fiscal year.



KINGMAN UNIFIED SCHOOL DISTRICT No. 20
CERTIFIED EMPLOYMENT CONTRACT
SCHOOL YEAR 2025-26

Employment Contract (“Contract”) by and between Kingman Unified School District No. 20 of Mohave County, Arizona (“District”) and **NAME** (“Employee”).

1. **Duties** – Employee agrees to fulfill the requirements of the position of **POSITION** as defined by the job description, policies and procedures of the District, now in effect or as amended by applicable law. Employee agrees to perform such duties as assigned by the Board or any supervisor, and acknowledges that the Employee may be reassigned to any position for which he or she is qualified as the best interest of the District may require.
2. **Term** – Employee agrees to work a minimum of **DAYS** contract days as designated by the school calendar, beginning on **DATE**, and ending on **DATE**, which may include in-service or training days. In the event it becomes necessary to close the schools because of an emergency condition, the designated days of the school calendar may be changed. The number of contract days will remain the same, unless adjusted pursuant to Section 4 below.
3. **Compensation** – In consideration for these services satisfactorily performed, the District agrees to pay the Employee a salary of **\$SALARY** for the 2025-2026 school year. If there is a discrepancy between the initial salary stated in this contract and the salary for which Employee is eligible under the compensation program, the program shall govern. If Employee receives more money than Employee is entitled for work under this contract, the Employee shall, at the District’s option, (a) immediately repay any amount erroneously paid to the Employee or (b) allow the District to reduce future payments to the Employee for repayment of the overpayment. This remedy shall be in addition to any other remedy to which the District is entitled under policy or law.
4. **Funding and Possible Reductions** – The parties acknowledge that at the date of the execution of this Contract, the Governing Board has not adopted its 2025-2026 budget nor has the Arizona legislature concluded its review of school finance laws. The Governing Board, in its discretion, may increase or decrease Employee’s base salary stated above and/or total compensation paid to Employee prior to the start date of the Contract term. Any additional increase in compensation or benefits are expressly conditioned upon receipt of additional funding from the Arizona legislature or other education funding sources for the fiscal year 2025-2026 and upon the Governing Board’s discretion in allocating those funds. Additionally, Employee acknowledges that future funding cuts at the state or federal level, delays, or other occurrences beyond the District’s control may cause reduced funding and may result in one or more of the following:
 - A. *Salary reduction notice:* Employee’s salary may be reduced as permitted by law in order to effectuate economies or to improve the efficient conduct and administration of the District. A reduction in salary, if any, shall not exceed 10% of the salary due under section 3 of this contract.
 - B. *Reduction in Force:* Employee is hereby given notice that the Governing Board may determine that the District will eliminate teachers through a reduction in force.

5. **Benefits** – Employee shall be entitled to those additional direct economic benefits pertaining to the position as may be annually approved by the Board. “Direct economic fringe benefits” means only leave and insurance benefits. The Governing Board reserves the right to modify, repeal or enact Governing Board policies during the term of this contract that do not affect the Teacher’s direct economic fringe benefits, except that the Governing Board expressly reserves the right to modify the health insurance plan(s) offered to employees during the term of this contract, including but not limited to changing the insurer, required co-payments and/or deductibles, benefits covered, and other terms of the insurance policy coverage. To the extent appropriate for the occasion, the District may provide, as a *de minimis* fringe benefit, incidental food and beverages at mandatory staff meetings, including in-services and staff development activities/trainings, in order to foster good working relations and encourage and reward staff participation.
6. **Classroom Site Fund** – Pursuant to A.R.S. § 15-977 and provisions for the “Classroom Site Fund,” the District may or may not receive funds to support supplements to teacher base salary or which will entitle Employee to performance pay if the Employee qualifies under the District’s performance pay plan. Employee expressly acknowledges that total pay will depend upon allocation of the site funds, amount of site funds received, if any, and Employee eligibility. Payments associated with the classroom site fund may be paid only if the balance in the applicable site fund account is sufficient to support those payments.
7. **Conditional Contract** – This contract is contingent upon Employee furnishing and maintaining all required documentation and certification for the position as required by law and District policy, including but not limited to the following: 1) valid Arizona certificate for the position; 2) valid IVP fingerprint clearance card; 3) a Provisional or full Structured English Immersion (SEI) endorsement, or an English as a Second Language or Bilingual endorsement (K-12 teachers); 4) verification of previous teaching employment, if applicable; and 5) appropriate certification and endorsements in all assigned core academic subjects or as otherwise required by law. If Employee’s certification or other documentation will expire during the term of this contract, Employee shall file a timely application for renewal and provide proof of application for renewal to the District. Failure of Employee to maintain required documentation during the entire term of this contract shall be grounds for dismissal. Employee expressly agrees that the District may place the Employee on an unpaid leave of absence during any time that the Employee does not hold a valid certificate or IVP fingerprint clearance card.
8. **Background/ Fingerprint Check/ Reporting of Arrest** – This contract is also conditioned upon satisfactory results of a background investigation. The District may refuse to hire or may terminate this contract if results of the investigation are not satisfactory or if statements made on the application or any other documentation is false. Employee agrees to immediately notify the Superintendent of an arrest for, or a charge with any non-appealable offense listed in A.R.S. § 41-1758.03, Section B, or which may or does result in the revocation of Employee’s driving privileges. Employee further warrants that Employee has not pled guilty, pled no contest, been convicted of or is awaiting trial for any crime, including but not limited to the crimes listed in A.R.S. § 15-509, A.R.S. § 15-512, and/or A.R.S. § 41-1758.03(B). Employee agrees to immediately notify the Superintendent of any arrest or criminal charge that occurs during employment. Failure to do so may result in dismissal.
9. **Teachers Employed with Short-Term Certificates, Dismissal** – Pursuant to A.R.S. § 15-538.02, any teacher holding a teaching intern certificate, an emergency teaching certificate, or another type of non-standard certificate that is valid for one year or less may be dismissed effective ten (10) days after

delivery of notice of their dismissal as approved by the Governing Board. No evaluation, preliminary notice, or hearing is required. Teachers employed on short-term certificates acknowledge that this agreement is for a maximum of one year only and this provision constitutes notice that this teaching contract will not be renewed for the following school year.

10. **Retired Teachers** – If Employee is a teacher who has returned to work after retirement and is currently receiving benefits from the Arizona State Retirement System, teacher acknowledges that employment is not subject to renewal, teacher is not entitled to a hearing or other protections under A.R.S. § 15-538 through 15-543 and specifically agrees to the terms of A.R.S. § 38-766.01, incorporated herein by reference.
11. **Employee Resignation** – Any request to resign or be released from this contract must be approved by the Board ~~in advance~~. If Employee resigns or terminates employment without the ~~advance~~ approval of the Board, this is an unprofessional act as provided by law at A.R.S. § 15-545. Employee may be reported to the State Board for disciplinary action. The amount of damages to the District will be difficult to determine. If Employee leaves employment without ~~advance~~ approval, Employee shall pay the District the sum of \$2,500.00 in liquidated damages and not as a penalty, as and for a reasonable recruitment fee. Employee authorizes this amount to be taken out of his/her final paycheck or any other amount owed to Employee by District on termination. The Board may, in its sole discretion, waive this fee if resignation is based upon circumstances beyond the control of the Employee, is a resignation in lieu of dismissal, or based on other circumstances in the Board's discretion.
12. **Governing Law** – This contract shall be governed by the laws of the United States and the State of Arizona, ~~together with District policies, rules, and regulations now in force or as they may be modified~~. Employee agrees that the Arizona State and federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.
13. **Severability** – Should any part of this agreement be rendered or declared invalid by a court of competent jurisdiction, the remaining portions of the contract shall remain in full force and effect.
14. **Arizona Standards** – Employee acknowledges that the State requires curriculum and instruction to be aligned with the Arizona academic standards. If employed as a teacher, Employee agrees to integrate the standards as appropriate to subject and grade level and to utilize effective research-based strategies in instruction.
15. **Conflict of Interest** – This contract is subject to cancellation for conflict of interest pursuant to A.R.S. § 38-511.

THE SIGNED CONTRACT MUST BE RECEIVED BY THE HUMAN RESOURCES DEPARTMENT, UNALTERED, WITHIN FIFTEEN (15) BUSINESS DAYS OR THIS OFFER WILL BE REVOKED.

GOVERNING BOARD PRESIDENT

EMPLOYEE

DATE

DATE

GOVERNING BOARD OF KINGMAN UNIFIED SCHOOL DISTRICT No. 20

BY) Ms. Tonya "Toni" Henry, President

BY) Dr. Roger Cox, Member

BY) Ms. Lori Grant, Vice President

BY) Mr. Boyd Hardy, Member

BY) Ms. Susan Collins, Member

Please choose one of the following payment options (ref. A.R.S. § 23-351(C)(2), Policy DKA, Exhibit DKA-E). I understand that changes to this election must be made prior to the first duty day of the fiscal year.

1. Bi-weekly installments paid during actual months worked.
2. Bi-weekly prorated installments paid during actual months worked, with remaining payments paid in lump sum at the conclusion of the school attendance year.
3. Bi-weekly prorated installments paid during the 12-month calendar year, with remaining payments paid in lump sum at the conclusion of the fiscal year.



KINGMAN UNIFIED SCHOOL DISTRICT No. 20
TERM CONTRACT FOR EXEMPT 12-MONTH EMPLOYEE
SCHOOL YEAR 2025-2026

THIS CONTRACT for employment made between the Kingman Unified School District No. 20 (“District”) and **NAME** (“Employee”).

1. **General** – Employee, in accepting this agreement, agrees to fulfill the requirements of the position of **POSITION** as defined by the job description, policy and procedures of the District now in effect or as amended. Employee is hired for the period designated. The designated days of the school calendar may be changed due to unforeseen circumstances requiring closure. The number of contract days will remain the same unless adjusted pursuant to Section 3 below. This contract is subject to cancellation for conflict of interest pursuant to A.R.S. § 38-511.

Beginning date: **DATE**

Ending date: **DATE**

Number of days: **XXX***

**The number of days stated in this contract may be adjusted depending on the needs of the District.*

2. **Compensation** – In consideration of said services satisfactorily performed, the District agrees to pay Employee a salary of **\$\$SALARY** for the 2025-2026 school year. If Employee receives more money than Employee is entitled for work under this contract, the Employee shall, at the District’s option, (a) immediately repay any amount erroneously paid to the Employee or (b) allow the District to reduce future payments to the Employee for repayment of the overpayment. This remedy shall be in addition to any other remedy to which the District is entitled under policy or law
3. **Funding and Possible Reductions** – The parties acknowledge that at the date of the execution of this contract, the Governing Board has not adopted its 2025-2026 budget nor has the Arizona legislature concluded its review of school finance laws. The Governing Board, in its discretion, may increase or decrease Employee’s base salary stated above and/or total compensation paid to Employee prior to the start date of the contract term. Any additional increase in compensation or benefits are expressly conditioned upon receipt of additional funding from the Arizona legislature or other education funding sources for the fiscal year 2025-2026 and upon the Governing Board’s discretion in allocating those funds. Additionally, Employee acknowledges that future funding cuts at the state or federal level, delays, or other occurrences beyond the District’s control may cause reduced funding and may result in one or more of the following:
 - A. A reduction in the number of staff.
 - B. A reduction in salary or wages not to exceed 10 percent (but not below minimum wage).
 - C. A reduction in assigned work calendar not to exceed 10 percent.

4. **Benefits** – Employee shall be entitled to those additional direct economic benefits pertaining to the position as may be annually approved by the Board. “Direct economic fringe benefits” means only leave and insurance benefits. The Governing Board reserves the right to modify, repeal or enact Governing Board policies during the term of this contract that do not affect the Teacher’s direct economic fringe benefits, except that the Governing Board expressly reserves the right to modify the health insurance plan(s) offered to employees during the term of this contract, including but not limited to changing the insurer, required co-payments and/or deductibles, benefits covered, and other terms of the insurance policy coverage. To the extent appropriate for the occasion, the District may provide, as a *de minimis* fringe benefit, incidental food and beverages at mandatory staff meetings, including in-services and staff development activities/trainings, in order to foster good working relations and encourage and reward staff participation.
5. **Governing Law** – This contract shall be governed exclusively by the laws of the United States and the State of Arizona, ~~and District policies, rules and regulations now in force or as they may be modified.~~ Employee agrees that the Arizona State and federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.
6. **Duties** – The duties and responsibilities of an Employee of the District shall include, but not be limited to, all those duties set forth in the job description, this contract, the District’s policy manual and those obligations imposed by the law of the State of Arizona upon the Employee. Employee agrees to perform such duties as assigned by the Board or any supervisor, and acknowledges that the Employee may be reassigned to any position for which he or she is qualified, as the best interest of the District may require.
7. **Documentation** – This contract is contingent upon Employee furnishing and maintaining all required documentation and certification for the position as required by law and District policy, including a valid IVP fingerprint clearance card. If Employee’s certification or other documentation will expire during the term of this contract, Employee shall file a timely application for renewal and provide proof of application for renewal to the District. Failure of Employee to maintain required documentation during the entire term of this contract shall be grounds for dismissal. An expired, suspended, or revoked license, certification, or IVP fingerprint clearance card shall be grounds for dismissal. Employee expressly agrees that the District may place Employee on an unpaid leave of absence during any time that Employee does not hold and maintain a valid certification or IVP fingerprint clearance card.
8. **Background/Fingerprint Check** – This contract is conditioned upon satisfactory results of the background investigation required by A.R.S. § 15-512. The cost of a fingerprinting check will be charged to Employee. The District may refuse to hire or may terminate this contract if results of the investigation are not satisfactory or if statements made on the application or any other documentation are false. Employee agrees to immediately notify the Superintendent of an arrest for or a charge with any non-appealable offense listed in A.R.S. § 41-1758.03, Section B, or which may or does result in the revocation of Employee’s driving privileges. Employee further warrants that Employee has not pled guilty, pled no contest, been convicted of or is awaiting trial for any crime, including but not limited to the crimes listed in A.R.S. § 15-509, A.R.S. § 15-512, and/or A.R.S. § 41-1758.03(B). Employee agrees to immediately notify the Superintendent of any arrest or criminal charge that occurs during employment. Failure to do so may result in dismissal.

THE SIGNED CONTRACT MUST BE RECEIVED BY THE HUMAN RESOURCES DEPARTMENT, UNALTERED, WITHIN FIFTEEN (15) DAYS FROM DATE OF ISSUANCE OR THE OFFER WILL BE REVOKED.

GOVERNING BOARD PRESIDENT

EMPLOYEE

DATE

DATE

GOVERNING BOARD OF KINGMAN UNIFIED SCHOOL DISTRICT No. 20

BY) Ms. Tonya "Toni" Henry, President

BY) Dr. Roger Cox, Member

BY) Ms. Lori Grant, Vice President

BY) Mr. Boyd Hardy, Member

BY) Ms. Susan Collins, Member

Please choose one of the following payment options (ref. A.R.S. § 23-351(C)(2), Policy DKA, Exhibit DKA-E). I understand that changes to this election must be made prior to the first duty day of the fiscal year.

1. ___ Bi-weekly installments paid during actual months worked.
2. ___ Bi-weekly pro-rated installments paid during actual months worked, with remaining payments paid in lump sum at the conclusion of the school attendance year.
3. ___ Bi-weekly pro-rated installments paid during the 12-month calendar year, with remaining payments paid in lump sum at the conclusion of the fiscal year.



KINGMAN UNIFIED SCHOOL DISTRICT No. 20
AT-WILL NOTICE FOR CLASSIFIED EMPLOYEE
SCHOOL YEAR 2025-2026

You, **NAME** ("Employee"), are hereby notified that pursuant to action taken at a meeting of the Kingman Unified School District No. 20 ("District"), you have been employed for the position(s) and rate of pay stated herein.

You have been employed for the position of **POSITION** commencing on **DATE** at the rate of **\$RATE** per hour. You agree to do such duties as assigned and acknowledge that you may be reassigned to any position for which you are qualified. You will receive fringe benefits, if any, as approved annually by the Board pursuant to District policy. To the extent appropriate for the occasion, the District may provide, as a *de minimis* fringe benefit, incidental food and beverages at mandatory staff meetings, including in-services and staff development activities/trainings, in order to foster good working relations and encourage and reward staff participation. No guarantee of a particular schedule of work, or a minimum number of days or hours, is provided by this Notice of Employment. A projected calendar for the position is posted on the District's website, and includes information on holidays and non-work days. Neither the calendar nor this Notice guarantees a particular schedule of work or a minimum number of days or hours.

Your employment is contingent upon fingerprint clearance and a satisfactory background check. This agreement is also contingent upon Employee furnishing and maintaining any documentation required by law or District policy for the position, which may include a driver's license or certification for the position described. You agree to immediately notify the Superintendent of an arrest for, or a charge with any non-appealable offense listed in A.R.S. § 41-1758.03, Section B, or which may or does result in the revocation of your driving privileges. You further warrant that You have not pled guilty, pled no contest, been convicted of or are awaiting trial for any crime, including but not limited to the crimes listed in A.R.S. § 15-509, A.R.S. § 15-512, and/or A.R.S. § 41-1758.03(B). You agree to immediately notify the Superintendent of any arrest or criminal charge that occurs during employment. Failure to do so may result in dismissal.

Funding and Possible Reductions – The parties acknowledge that at the date of the execution of this employment notice, the Governing Board has not adopted its 2025-2026 budget nor has the Arizona legislature concluded its review of school finance laws. The Governing Board, in its discretion, may increase or decrease Employee's rate of pay stated above and/or total compensation paid to Employee prior to the start date of the term of the notice of employment. Any additional increase in compensation or benefits are expressly conditioned upon receipt of additional funding from the Arizona legislature or other education funding sources for the fiscal year 2025-2026 and upon the Governing Board's discretion in allocating those funds. Additionally, Employee acknowledges that future funding cuts at the state or federal level, delays, or other occurrences beyond the District's control may cause reduced funding and may result in one or more of the following:

- A. A reduction in the number of staff.
- B. A reduction in salary or wages not to exceed 10 percent (but not below minimum wage).
- C. A reduction in assigned work calendar not to exceed 10 percent.

Your employment may be terminated by the District or by you, with or without cause. No legitimate expectation of continued employment is created by this employment notice, understandings with the Board or its agents, or interpretations of Board policies. This Notice may be canceled for conflict of interest under A.R.S. § 38-511. **You are expected to comply with the requirements of the job description and Board policies while employed by the District.**

This ~~contract~~notice shall be governed by the laws of the United States and the State of Arizona, ~~together with District policies, rules, and regulations now in force or as they may be modified.~~ You agree that the Arizona State and Federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this notice of employment.

PLEASE ACKNOWLEDGE RECEIPT OF THIS NOTICE OF EMPLOYMENT BY SIGNING BELOW AND RETURNING TO THE HUMAN RESOURCES DEPARTMENT, UNALTERED, WITHIN (15) FIFTEEN DAYS FROM DATE OF ISSUANCE OR THE OFFER WILL BE REVOKED.

GOVERNING BOARD PRESIDENT

EMPLOYEE

DATE

DATE

GOVERNING BOARD OF KINGMAN UNIFIED SCHOOL DISTRICT No. 20

BY) Ms. Tonya "Toni" Henry, President
BY) Ms. Lori Grant, Vice President
BY) Ms. Susan Collins, Member

BY) Dr. Roger Cox, Member
BY) Mr. Boyd Hardy, Member

Please choose one of the following payment options (ref. A.R.S. § 23-351(C)(2), Policy DKA, Exhibit DKA-E). I understand that changes to this election must be made prior to the first duty day of the fiscal year.

1. Bi-weekly installments paid during actual months worked.
2. Bi-weekly prorated installments paid during actual months worked, with remaining payments paid in lump sum at the conclusion of the school attendance year.
3. Bi-weekly prorated installments paid during the 12-month calendar year, with remaining payments paid in lump sum at the conclusion of the fiscal year.



KINGMAN UNIFIED SCHOOL DISTRICT No. 20 NOTICE OF REASONABLE ASSURANCE FOR SUBSTITUTE EMPLOYEES

This letter serves to provide notice of reasonable assurance of continued employment with the Kingman Unified School District No. 20 ("District"). By virtue of this Notice, please understand that you may not be eligible for unemployment compensation benefits drawn on District wages during any scheduled school breaks, including, but not limited to, summer break, fall break, Thanksgiving break, winter break and spring break.

This reasonable assurance is contingent upon continued school operations and will not apply in the event of any disruption that is beyond the control of the District (i.e., lack of school funding, delays, or other occurrences).

Nothing contained herein construes an employment contract. Your continued employment is on an at-will basis. Your employment may be terminated by the District or by you, for any reason or for no reason, except for legally impermissible reasons.

Please note that substitute work by nature is sporadic and uncertain, and has no particular schedule of work, school campus, or guaranteed minimum number of days or hours. The District's need for substitutes varies from week to week. In some weeks, you may not receive any assignments. Similarly, the District understands that some weeks you may not be able to accept assignments due to illness or other personal reasons.

As a substitute employee, you are expected to comply with the requirements of the job description and Board policies while employed by the District. The District may designate you as "inactive" on the substitute roster and unable to accept assignments for poor performance or misconduct. In addition, you may be designated as inactive on the substitute roster if:

- You repeatedly turn down assignments, are repeatedly unavailable for calls, or frequently cancel assignments.
- You do not accept at least one to three assignments per month.

You will receive fringe benefits, if any, as approved annually by the Board pursuant to District policy. To the extent appropriate for the occasion, the District may provide, as a *de minimis* fringe benefit, incidental food and beverages at mandatory meetings, including in-services and staff development activities/trainings, in order to foster good working relations and encourage and reward staff participation.

Your employment is contingent upon fingerprint clearance and a satisfactory background check. This agreement is also contingent upon employee furnishing and maintaining any documentation required by law or District policy, which may include a driver's license and certification through

Arizona Department of Education. You agree to immediately notify the Superintendent of an arrest for, or a charge with any non-appealable offense listed in A.R.S. § 41-1758.03, Section B, or which may or does result in the revocation of your driving privileges. You further warrant that You have not pled guilty, pled no contest, been convicted of or are awaiting trial for any crime, including but not limited to the crimes listed in A.R.S. § 15-509, A.R.S. § 15-512, and/or A.R.S. § 41-1758.03(B). You agree to immediately notify the Superintendent of any arrest or criminal charge that occurs during employment. Failure to do so may result in dismissal.

This notice may be canceled for conflict of interest pursuant to ARS § 38-511. This notice shall be governed by the laws of the United States and the State of Arizona, together with District policies, rules, and regulations now in force or as they may be modified. You agree that the Arizona State and federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.

An academic calendar of school days is posted on the District’s website. Below are the scheduled breaks during the 2025-2026 school year. Following each of these breaks, you have reasonable assurance of returning as a substitute classified employee for KUSD.

- Summer Break – May 22-July 15, 2025
- Fall Break – September 29-October 9, 2025
- Thanksgiving Break – November 24-27, 2025
- Winter Break – December 22, 2025-January 1, 2026
- Spring Break – March 9-19, 2026

Please acknowledge receipt of this notice of reasonable assurance by signing below and returning it to the Human Resources Department, unaltered, within (15) fifteen days from date of issuance or the offer is revoked. **BY SIGNING AND RETURNING THIS LETTER, YOU ARE VERIFYING THAT YOU WILL BE RETURNING FOR THE 2025-2026 SCHOOL YEAR.**

GOVERNING BOARD PRESIDENT

SUBSTITUTE EMPLOYEE NAME (PRINTED)

DATE

SUBSTITUTE EMPLOYEE SIGNATURE

DATE

GOVERNING BOARD OF KINGMAN UNIFIED SCHOOL DISTRICT No. 20

BY) Ms. Tonya “Toni” Henry, President
BY) Ms. Lori Grant, Vice President
BY) Ms. Susan Collins, Member

BY) Dr. Roger Cox, Member
BY) Mr. Boyd Hardy, Member

KINGMAN UNIFIED SCHOOL DISTRICT No. 20
SCHOOL YEAR 2025-2026
COACH/ADVISOR WITH STIPEND

NAME: NAME

Position:	REGULAR POSITION	Total Amount:	\$
Location:	LOCATION OF REGULAR POSITION	Start Date:	START OF COACH/ADVISOR
Date Issued:	DATE AGREEMENT GENERATED	End Date:	END OF COACH/ADVISOR

This Agreement (“Agreement”) is made between the Kingman Unified School District No. 20, hereinafter referred to as the “District” and **NAME**, hereinafter referred to as the “Coach/Advisor.” The Parties agree to the following:

1. Coach/Advisor is currently employed in a separate capacity by the Governing Board as a **POSITION**.
2. In addition to the duties required by the position described in Item 1 above, Coach/Advisor agrees to perform services as **DESCRIPTION**. Coach/Advisor understands that participation in this additional activity is voluntary and not required. Coach/Advisor agrees to volunteer time and services in this additional capacity in exchange for the stipend in Item 3.
3. In recognition of satisfactory performance of the duties set forth in Item 2, above, the District agrees to provide the Coach/Advisor the nominal stipend of **\$AMOUNT**.
4. Coach/Advisor understands and acknowledges that this at-will Agreement may be terminated at any time for any reason. If not terminated sooner, this Agreement shall terminate at the end of the 2025-2026 school year with no further action. Coach/Advisor has no legitimate expectation that any Coach/Advisor Agreement will be offered in the future.
5. Coach/Advisor agrees to perform the requirements as set forth in this Agreement in accordance with Arizona law, Governing Board policies, A.I.A. regulations (if applicable) and the directives of the District administration.
6. While this Agreement is in effect, duties shall include all practices, meetings, scheduled contests, etc. If the activity is canceled and/or the Coach/Advisor does not serve for the full duration of the activity, the stipend set forth above in Item 3 will be provided on a pro-rata basis.
7. This Agreement is conditioned on Coach/Advisor continuing to be employed by the District in the separate capacity as a **POSITION** for the entire term of this Agreement. If Coach/Advisor’s employment with the District as described in Item 1 ends before the end of the activity as set forth in this Agreement, this Agreement shall be void as of the last day of Coach/Advisor’s employment as a **POSITION**.
8. This Agreement is subject to cancellation pursuant to A.R.S. § 38-511.

Date: _____

Coach/Advisor

Date: _____

Governing Board President
Kingman Unified School District No. 20

GOVERNING BOARD OF KINGMAN UNIFIED SCHOOL DISTRICT No. 20

BY) Ms. Tonya "Toni" Henry, President

BY) Dr. Roger Cox, Member

BY) Ms. Lori Grant, Vice President

BY) Mr. Boyd Hardy, Member

BY) Ms. Susan Collins, Member

Memorandum

To: KUSD Governing Board
Dr. Gretchen Dorner, Superintendent

From: Angela Moreschi, Executive Director of Human Resources

RE: Leasing Employee Through ESI for the 2025-2026 School Year

FOR AGENDA

- Possible action to engage the services of Peggy Starkey, 1st Grade Teacher at Cerbat Elementary School, as a leased employee through Educational Services, Inc. (ESI) for the 2025-26 school year

FOR PACKET

Peggy Starkey, who began her career with KUSD in March of 2001, has expressed a desire to retire from ASRS at the end of the school year and then continue working as a 1st Grade Teacher at Cerbat Elementary School, for the 2025-26 school year as a leased employee through ESI.

Ms. Starkey's request is specific to the District's optional benefit for current employees who are eligible for normal retirement through the Arizona State Retirement System (ASRS). This benefit is offered through the District's partnership with Educational Services, Inc. (ESI), and their RetireRehire program, which is a return-to-work service for ASRS members around the state of Arizona. This benefit provides a pathway for KUSD employees to retire and begin collecting their full ASRS pension, while continuing to work at Kingman Unified School District.

Under ASRS rules, one of the ways in which a retiree can return to work without it affecting their pension is to work for a non-ASRS employer. ESI is a non-ASRS employer. As such, District employees who leave the employment of the District and retire with ASRS can become an employee of ESI and be leased back to the District.

This partnership has proven to be an effective retention strategy for KUSD and a means through which retiring employees can maximize their earnings during the latter stages of their careers.

Staff recommend the Governing Board approve the request of Peggy Starkey to continue serving as a 1st Grade Teacher at Cerbat Elementary School for the 2025-26 school year, as a leased employee through Educational Services, Inc.

Memorandum

To: KUSD Governing Board
Dr. Gretchen Dorner, Superintendent

From: Angela Moreschi, Executive Director of Human Resources

RE: Leasing Employee Through ESI for the 2025-2026 School Year

FOR AGENDA

- Possible action to engage the services of Deborah Talk, English Teacher at Lee Williams High School, as a leased employee through Educational Services, Inc. (ESI) for the 2025-26 school year

FOR PACKET

Deborah Talk, who began her career with KUSD in August of 1999, has expressed a desire to retire from ASRS at the end of the school year and then continue working as an English Teacher at Lee Williams High School, for the 2025-26 school year as a leased employee through ESI.

Ms. Talk's request is specific to the District's optional benefit for current employees who are eligible for normal retirement through the Arizona State Retirement System (ASRS). This benefit is offered through the District's partnership with Educational Services, Inc. (ESI), and their RetireRehire program, which is a return-to-work service for ASRS members around the state of Arizona. This benefit provides a pathway for KUSD employees to retire and begin collecting their full ASRS pension, while continuing to work at Kingman Unified School District.

Under ASRS rules, one of the ways in which a retiree can return to work without it affecting their pension is to work for a non-ASRS employer. ESI is a non-ASRS employer. As such, District employees who leave the employment of the District and retire with ASRS can become an employee of ESI and be leased back to the District.

This partnership has proven to be an effective retention strategy for KUSD and a means through which retiring employees can maximize their earnings during the latter stages of their careers.

Staff recommend the Governing Board approve the request of Deborah Talk to continue serving as an English Teacher at Lee Williams High School for the 2025-26 school year, as a leased employee through Educational Services, Inc.