

**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, October 14, 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 October 9, 2025, 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, October 14, 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: Annual Mandatory Training and WCMS Wolfpack Celebrations/KMS B.R.A.V.E. Days  
  
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:  
September 9, 2025 - Regular Board Meeting

- B. Approve Vouchers:
  - 1. Payroll Vouchers: 10-13, 1008-1011
  - 2. KUSD Vouchers: 2012-2017
- 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 September 2025 Financials
- G. Approve School Fundraisers
- H. Approve the 2025-26 CTE Quality and Compliance Stipends
- I. Approve Jennifer Burggraf as a qualified evaluator for the 2025-2026 school year
- 7. To approve ASBA’s proposed bylaw changes and to designate Valerie Portillo to submit the vote to ASBA in the manner the board has approved  
**Agenda Item Type:** Discussion/Action
- 8. Discussion of policy GCQF - Discipline, Suspension, and Dismissal of Professional Staff Members  
**Agenda Item Type:** Discussion
- 9. First reading of changes in policy as recommended by ASBA:

- Policy Advisory No. 917 .....Policy EA — Support Services Goals / Priority Objectives
- Policy Advisory No. 918 .....Regulation EB-R — Environmental and Safety Program
- Policy Advisory No. 919 .....DELETED Policy EBAA — Reporting Hazards / Warning Systems  
 DELETED Regulation EBAA-R — Reporting Hazards / Warning Systems
- Policy Advisory No. 920 .....NEW Policy EBAB — Hazardous Materials  
 NEW Regulation EBAB-R — Hazardous Materials
- Policy Advisory No. 921 .....Policy EBBB — Accident Reports  
 Regulation EBBB-R — Accident Reports
- Policy Advisory No. 922 .....Policy EBC — Emergencies  
 NEW Regulation EBC-R — Emergencies: Response Plans and School Closings
- Policy Advisory No. 923 .....DELETED Policy EBCD — Weather – Related and Emergency Closings  
 DELETED Regulation EBCD-R — Weather – Related and Emergency Closings
- Policy Advisory No. 924 .....Policy ECA — Security Regulation  
 ECA-R — Security
- Policy Advisory No. 925 .....Policy ECAC — Vandalism Regulation  
 ECAC-R — Vandalism
- Policy Advisory No. 926 .....Policy ECB — Building and Grounds Maintenance
- Policy Advisory No. 927 .....DELETED Policy ED — Materials and Equipment Management
- Policy Advisory No. 928 .....Policy EDB — Maintenance and Control of Materials and Equipment  
 Regulation EDB-R — Maintenance and Control of Materials and Equipment Policy
- Advisory No. 929.....DELETED Policy EDBA — Maintenance and Control of Instructional Materials
- Policy Advisory No. 930 .....Policy EDC — Authorized Use of School - Owned Materials and Equipment Policy
- Advisory No. 931 .....Policy EE — Transportation Services
- Policy Advisory No. 932 .....NEW Policy EEA — Student Transportation  
 NEW Regulation EEA-R — Student Transportation
- Policy Advisory No. 933 .....DELETED Policy EEAA — Walkers and Riders
- Policy Advisory No. 934 .....Policy EEAE — Bus Safety Program  
 Regulation EEAE-R — Bus Safety Program  
 Exhibit EEAE-EA — Bus Safety Program  
 Exhibit EEAE-EB — Bus Safety Program
- Policy Advisory No. 935 .....Policy EEAEA — Bus Driver Requirements, Training and Responsibilities  
 NEW Regulation EEAEA-R – Bus Driver Requirements, Training and Responsibilities
- Policy Advisory No. 936 .....DELETED Policy EEAEAA — Drug and Alcohol Testing of Transportation

- Employees
- DELETED Regulation EEAEAA-R — Drug and Alcohol Testing of Transportation Employees
- DELETED Exhibit EEAEAA-E — Drug and Alcohol Testing of Transportation Employees
- Policy Advisory No. 937.....Policy EEAEB — Bus Purchasing and Maintenance
- Policy Advisory No. 938 .....DELETED Policy EEAEAC — Student Conduct on School Buses
- Policy Advisory No. 939 .....DELETED Policy EEAEAF — Special Use of Buses
- Policy Advisory No. 940.....DELETED Policy EEAEAG — Student Transportation in Private Vehicles
- DELETED Regulation EEAEAG-R — Student Transportation in Private Vehicles
- Policy Advisory No. 941 .....Policy EEAEB — Business and Personnel Transportation Services
- Policy Advisory No. 942 .....DELETED Policy EEAEBD — Business Transportation Records and Reports Policy
- Advisory No. 943 .....Policy EF — Food Services
- Regulation EF-RA — Food Services
- NEW Regulation EF-RB — Food Services
- Policy Advisory No. 944 .....DELETED Policy EFC — Free and Reduced - Price Food Services
- DELETED Regulation EFC-R — Free and Reduced - Price Food Services Policy
- Advisory No. 945 .....NEW Policy EFD — Pricing of and Payment for Food Services
- Policy Advisory No. 946 .....DELETED Policy EFDA — Collection of Money / Food Tickets
- Policy Advisory No. 947 .....DELETED Policy EFE — Competitive Food Sales / Vending Machines Policy Advisory
- No. 948 .....DELETED Policy EG — Office Services
- Policy Advisory No. 949 .....Policy EGAD — Copyright Compliance
- Policy Advisory No. 950 .....Policy EGAE — Mail and Delivery Services
- Policy Advisory No. 951 .....Policy EGAEA — Electronic Mail
- NEW Regulation EGAEA-R – Electronic Mail
- Policy Advisory No. 952 .....Policy EGD — Use of Technology in Office Services
- Policy Advisory No. 953 .....Policy EHB — Data / Records Retention
- Regulation EHB-R — Data / Records Retention
- Policy Advisory No. 954 .....Policy FA — Facilities Development Goals / Priority Objectives
- Policy Advisory No. 955.....Policy FCB — Retirement of Facilities
- Policy Advisory No. 956.....Policy FEA — Educational Specifications for Construction
- Policy Advisory No. 957 .....Policy FF — Naming Facilities
- Policy Advisory No. 958 .....Policy GBEB — Staff Conduct
- Policy Advisory No. 959.....Policy DJE — Bidding / Purchasing Procedures

**Agenda Item Type:** Discussion

10. Second reading of changes in policy as recommended by ASBA:

- Policy Advisory No. 915 ..... Policy GDFA — Support Staff Qualifications and Requirements
- Policy Advisory No. 916 .....Policy IKF — Graduation Requirements (Additional language for Accommodation Schools Only)

**Agenda Item Type:** Discussion/Action

11. Approve District Representatives who will participate in Special Education Individual Education Plans for the 2025-2026 school year:

**Agenda Item Type:** Discussion/Action

12. Jennifer Burggraff	13. Stephanie Quattlebaum	14. Ruth Apayor	15. Shelly Reed
16. Jayzel Pilonis	17. Robert Brantingham	18. Rachel Labrum	19. Holly Dedmon

20. Possible action to approve MOA between WACOG Head Start and Kingman Unified School District regarding the provision of pre-school special education services to eligible children  
**Agenda Item Type:** Discussion/Action
21. Information related to the transfer of contract RFP 25-02-30 from CWDL Certified Public Accountants to Advisent Assurance, LLP. for audit services. New Contract number assigned is RFP 25-02-30(26)  
**Agenda Item Type:** Informational
22. Approve Kingman Unified School District's FY25 Annual Financial Report package  
**Agenda Item Type:** Discussion/Action  
Margot Jones
23. Approve Listed Donations:  
**Agenda Item Type:** Discussion/Action
24. Possible action on a request by Sarah Herrero to be released from her employment contract, effective December 31, 2025, and to employ her in her same teaching position beginning January 5th, 2026 as a leased employee through ESI  
**Agenda Item Type:** Discussion/Action  
Dr. Wendy Reisinger
25. Possible motion to move into Executive Session per A.R.S. §38-431.03(A)(1) to discuss a request to be released from employment contract by Kimberly Marroquin, Vicki Free, Blake Paul, Shannon Stowe and Michelle White  
**Agenda Item Type:** Discussion/Action  
Dr. Wendy Reisinger
26. Possible motion to reconvene into Regular Session for any actions resulting from Executive Session  
**Agenda Item Type:** Discussion/Action
27. Possible action on a request by Kimberly Marroquin, Teacher, to be released from her FY 2025-26 employment contract, effective September 16, 2025  
**Agenda Item Type:** Discussion/Action
28. Possible action on a request by Vicki Free, Teacher, to be released from her FY 2025-26 employment contract, effective September 25, 2025  
**Agenda Item Type:** Discussion/Action
29. Possible action on a request by Blake Paul, Teacher, to be released from his FY 2025-26 employment contract, effective September 25, 2025  
**Agenda Item Type:** Discussion/Action
30. Possible action on a request by Shannon Stowe, Teacher, to be released from her FY 2025-26 employment contract, effective September 25, 2025  
**Agenda Item Type:** Discussion/Action
31. Possible action on a request by Michelle White, Instructional Coach, to be released from her FY 2025-26 employment contract, effective September 25, 2025  
**Agenda Item Type:** Discussion/Action
32. Motion to move into Executive Session to discuss School/Board-Self Evaluation  
**Agenda Item Type:** Discussion/Action
33. Motion to reconvene into Regular Session for any possible action with regards to School/Board Self-Evaluation  
**Agenda Item Type:** Discussion/Action
34. Board Comments:  
**Agenda Item Type:** Discussion
35. 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](mailto:vportillo@kusd.org).**

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

C. Approve Personnel Hire Ratification list:

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>SITE</b>	<b>POSITION</b>	<b>DATE</b>
Agasan	Ma Rhodora	Black Mountain	Teacher	09/08/2025
Alayon	Angelie	Kingman High School	Teacher	09/15/2025
Blevins	Margaret	District Office	Substitute Teacher	09/16/2025
Burggraf	Jennifer	Hualapai	Assistant Principal	09/02/2025
Butts	Corie	White Cliffs Middle School	Paraeducator II	10/13/2025
Calderon	Fernidad	Manzanita	Paraeducator Specialist	09/22/2025
Callison	Robert	Transportation	Bus Driver	09/25/2025
Canez Juarez	Arhianna	White Cliffs Middle School	Paraeducator IV/V	09/02/2025
Cunningham	Kristen	District Office	Substitute Teacher	10/13/2025
Dube	Sandra	Transportation	Bus Driver	09/04/2025
Emerson	Julia	Kingman High School	Secretary	09/23/2025
Fields	Deidre	Desert Willow	SPED Teacher	09/02/2025
Free	Vicki	Lee Williams High School	Teacher	08/11/2025
Gordon	Patricia	District Office	Substitute Teacher	10/13/2025
Hupf	Douglas	Transportation	Bus Driver	09/23/2025
Jordison	Cadence	Manzanita	Paraeducator I	09/11/2025
Kirchner	Madison	Little Explorers	CDC Caregiver	09/23/2025
Knight	Christian	District Office	Substitute Teacher	10/13/2025
LaBonte	Amber	Kingman Middle School	Opportunity Room Intervener	09/24/2025
Lucero	April	Manzanita	Teacher	07/09/2025
Parker	Chloe	Lee Williams High School	Paraeducator II	10/13/2025
Peters	Karen	Transportation	Bus Driver	09/25/2025
Porter	Clay	Kingman High School	Paraeducator IV/V	09/02/2025
Prince	Katrena	Little Explorers	Paraeducator IV/V	09/02/2025
Quinn	Shannon	District Office	Substitute Teacher	10/13/2025
Rivera Moreno	Paola	District Office	Substitute Teacher	09/10/2025
Robinson	Kenda	Black Mountain	Coordinator – Program Site	09/22/2025
Sangcap	Carol	Kingman Middle School	SPED Teacher	09/09/2025
Sansonetti	Robin	District Office	Substitute Teacher	09/02/2025
Savage	Tawnee	District Office	Substitute Teacher	10/13/2025
Segovia	Edwin	Manzanita	Teacher	09/08/2025
Sligar	Whitney	District Office	Nurse	10/13/2025
White	Haven	Desert Willow	Paraeducator Specialist	09/09/2025
Wilson	Joanna	Kingman Middle School	Paraeducator IV/V	09/22/2025
Zeitler	Brandy	Hualapai	Nurse	09/15/2025

Approve Personnel Term/Leave Ratification List:

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>SITE</b>	<b>POSITION</b>	<b>DATE</b>
Andres	Autumn	Transportation	Bus Monitor	09/24/2025
Arana	Ramon	Little Explorers	Paraeducator IV/V	09/25/2025
Benvie	Samantha	Little Explorers	CDC Caregiver	09/05/2025
Childers	Cindy	Desert Willow	Paraeducator IV/V	09/23/2025
Comstock	Jennifer	Kingman High School	Paraeducator Specialist	09/11/2025
Cortes	Magda	Little Explorers	Paraeducator IV/V	09/24/2025
Cross	John	Transportation	Bus Driver	09/26/2025
Dudley	Dallas	Lee Williams High School	Paraeducator II	09/15/2025
Hedges	Debra	Kingman High School	Paraeducator IV/V	09/16/2025
Henson	Cynthia	Little Explorers	Paraeducator IV/V	09/18/2025
Hobson	Christine	Cerbat	Clerk	09/25/2025
Hynson	Rochelle	Little Explorers	Paraeducator IV/V	09/22/2025
Jordison	Cadence	Manzanita	Paraeducator I	09/16/2025
Montes	Angelica	Lee Williams High School	Student Accounts/Bookstore	09/25/2025
Paul	Kristina	Little Explorers	Paraeducator IV/V	09/18/2025
Sansonetti	Robin	District Office	Substitute Teacher	09/25/2025
Shepard	Debra	Little Explorers	Paraeducator IV/V	09/25/2025
Sligar	Whitney	District Office	Substitute Teacher	09/25/2025
Watson	Jacqueline	Kingman Middle School	Paraeducator IV/V	09/18/2025
Witmer	Mary	District Office	Nurse	10/09/2025

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

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>SITE FROM</b>	<b>POSITION FROM</b>	<b>SITE TO</b>	<b>POSITION TO</b>	<b>DATE</b>
Branco	Patsy	Kingman High School	Paraeducator IV/V	Kingman High School	Paraeducator II	08/25/2025
Carasa	Wendy	White Cliffs Middle School	Clerk	KOLA/PASS	Registrar	09/08/2025
Presnal	Samantha	White Cliffs Middle School	Speech Paraeducator	White Cliffs Middle School	Clerk	09/22/2025
Sipe	Jasmine	Kingman High School	Speech Paraeducator	Kingman High School	Paraeducator IV/V	08/25/2025
Williams	Shyla	Little Explorers	Paraeducator IV/V	Black Mountain	Paraeducator Specialist	09/15/2025
Wisely	Jennifer	Black Mountain	Teacher	Black Mountain	Instructional Coach	10/13/2025



# School Fundraisers

School Name: Black Mountain School

For Board Agenda Month: October 2025

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

Fundraiser Type:

Date(s)  
of Fundraiser

Location  
of Fundraiser

Purpose of fundraiser

**Student Council**

**Volleyball Serve-a-thon**

**Oct. 15, 2025 – Dec.2025**

**BMS Gym**

**Raise money for referees,  
banquet event and volleyball  
supplies**



# School Fundraisers

School Name: Desert Willow Elementary

For Board Agenda Month: October 2025

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

Fundraiser Type:

Date(s)  
of Fundraiser

Location  
of Fundraiser

Purpose of fundraiser

Student Council

Sell Candy Grams

December 2025

Desert Willow

Raise money for school materials and field trips

Student Council

Sell Valentine Grams

February 2026

Desert Willow

Raise money for school materials and field trips

Student Council

Sell Hot Cocoa

January 2026

Desert Willow

Raise money for school materials and field trips

Student Council

Sell Lemonade

April 2026

Desert Willow

Raise money for school materials and field trips

Student Council

Sell Popsicles

May 2026

Desert Willow

Raise money for school materials and field trips



# School Fundraisers

2025 - 2026

School Name: Kingman High School

For Board Agenda Month: October

Group Name <i>NO acronyms only</i>	Fundraiser Type:	Date(s) of Fundraiser	Location of Fundraiser	Purpose of fundraiser
<b>Sci-fi Horror</b>	Talent Show	April 23, 2026	KHS	To be able to go on trips.
<b>National Honor Society</b>	Root beer Floats	Oct. 15 – 17, 2025	KHS	Raise money for community service.
<b>Family Career &amp; Community Leaders of America</b>	Soda Sale	Oct. 20 – 23, 2025	KHS	Raise funds for state competition
<b>Family Career &amp; Community Leaders of America</b>	Candy cane grams	Dec. 8 – 11, 2025	KHS	Raise funds for state competition.
<b>Family Career &amp; Community Leaders of America</b>	Candy boxes	Feb. 2 – 28, 2026	KHS	Raise funds for state competition.
<b>Chef's Club</b>	Candy Crawl	Oct. 25, 2025	KHS	Provide a safe environment for Halloween selling food items.
<b>Chef's Club</b>	October Fest	Oct. 15-21, 2025	KHS	Raise funds for club, competition events and food experience.
<b>Chef's Club</b>	Smoothie Sales	Oct. 15 – 20, 2025	KHS	Raise money for competitions and events.

# School Fundraisers

School Name: Lee Williams High School

For Board Agenda Month: October 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
LWHS Clubs, Activities, Sports, and Auxillary	Solicitation of Donations	Oct. 15, 2025 – July 2026	LWHS, Online, and Community	To collect donations for LWHS Clubs, Activities, Sports, and Auxiliary
LWHS Baseball	Schoolfundr	Oct. 15 2025 – February 2026	Online	Raise money for (tournaments and club costs.
LWHS S- Club	Neon Dance	10/18/25 or 11/14/25	LWHS Cafeteria	To support S-Club
LWHS S-Club	Winter Formal	2/27/25	LWHS Cafeteria or Aux Gym	To support S-Club
LWHS Marshall Brennan Club	Holiday Dance	12/4/25	LWHS Cafeteria	To support Marshall Brennan Club
LWHS Marshall Brennan Club ar S-Club	KRMC Pie Sales	Oct. 15, 2025 – January 2026	LWHS and Community	To raise funds for S-Club and Marshall Brennan Club
Lee Williams Girls Basketball	Team Calendar	November 2025	LWHS & Community	For uniforms and equipment
LWHS Freshmen Cohort	Face Painting	10/29/25-Varsity Volleyball 10/17/25-Varsity Football	LWHS	We are raising for the Lee Williams Freshman Student Council for our cohort and future events where funds may be needed.

# School Fundraisers

School Name: Mt. Tipton Elementary School

For Board Agenda Month: October 2025

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

Fundraiser Type:

Date(s)  
of Fundraiser

Location  
of Fundraiser

Purpose of fundraiser

**Student Council**

**Fall Carnival**

**October 30, 2025**

**Mt. Tipton Elementary**

**Raise funds for student council.**

**Student Council**

**Boo Grams**

**10/15 – 10/31/25**

**Mt. Tipton Elementary**

**Raise funds for student council.**

**Student Council**

**Pop Corn Sales**

**December 2025**

**Mt. Tipton Elementary**

**Raise funds for student council.**

# **Quality and Compliance Stipend 2025-2026**

<b>CTE Teacher Annual Expectations</b>			
1a	Curriculum Map	Compliance Indicator	Completed Curriculum Map in district approved format must be submitted on a yearly basis showing evidence of the CTE technical standards, professional skills, work-based learning, CTSO integration and academic integration.
1b	Lab Schedule/Calendar	Compliance Indicator	Schedule or calendar in district approved format showing the application of technical skills meeting the 51% lab requirement
1d	Sample Assessments	Quality Indicator	Supply two assessment samples where students are demonstrating the application of their technical standard knowledge and skills. Examples include: rubrics, 3 <sup>rd</sup> party credential attainment, project/work samples.
2a	CTE Certified Teacher	Compliance Indicator	Submit a copy of a valid CTE teacher certification.
1b	Professional Development Log	Quality Indicator	Maintain and submit a log of professional development attending over a period of time.
1b	Professional Development Plan	Quality Indicator	Submit a yearly professional development plan of what you intend to participate in.
4a	Inventory	Compliance Indicator	Complete an accurate inventory list which is updated and submitted on a yearly basis reflecting items bought during the current year as well as those disposed of or transferred during the current year. Inventory should reflect current workplace standards and support the instruction of program standards
7a	CTSO	Compliance Indicator	<b>Please Note:</b> To be compliant, all CTE programs are required to register annually with their approved CTSO by completing the Annual CTSO Chapter Submission Form. This includes submitting: Membership Roster, Officer List, Chapter By-Laws/Constitution and Program of Work. You must also have a CTE Certified Teacher serve as the advisor. These items are included in greater detail in the CTSO stipend section.

**Business and Community Partnerships - Total: \$200 (\$100 per meeting/paid fall and spring)**

5a, b-e	Fall Advisory Meeting	Compliance and Quality Indicator	<p>Each program must hold two advisory meetings per year. Advisory members should include: business/industry partners, parents/students, and other education stakeholders (i.e.: economic development, chambers, administration, college partners, counselors). The meetings must be held outside normal school hours.</p> <p>Artifacts to turn in:</p> <ul style="list-style-type: none"> <li>● Meeting Minutes</li> <li>● Picture of Sign In Sheet</li> <li>● 3 Program Goals - Goals should identify responsible parties, timeline and status updates as requested.</li> <li>● Contact List - Name, Title, Business/Organization, Phone and Email.</li> </ul> <p><b>Fall Meeting Items Due: November 21<sup>st</sup></b>  <b>Spring Meeting Items Due: April 17<sup>th</sup></b></p>
	Spring Advisory Meeting		
	5 - Year Plan		<p>Using information gathered from advisory meetings, CTE department meetings, ADE site visits, etc., develop and update a 5-year plan for the program that addresses: program goals, equipment/facility needs, technology, etc. Utilize a district approved format to articulate such things as: rationale, action steps, measurable outcomes, barriers, timelines, cost and personnel responsible.</p>

**Career and Technical Student Organization (CTSO)**  
**Total: \$1400 (Fall \$600, Spring \$600, State Conference \$200)**

*\*Excludes FFA/Agriculture Programs*

7a, b	CTSO	Compliance and Quality Indicator	<p><b>Fall Items Due:</b></p> <ul style="list-style-type: none"> <li>● Completion of Annual ADE CTSO Chapter Submission Form (Membership Roster, Officer List, Chapter By-Laws/Constitution and Program of Work)</li> <li>● Chapter Officer Training: _____</li> <li>● CTSO Sponsored Leadership Development Conference/Event #1: _____</li> <li>● Program of Work Activity #1: _____</li> <li>● Program of Work Activity #2: _____</li> </ul> <p><b>Spring Items Due:</b></p> <ul style="list-style-type: none"> <li>● CTSO Sponsored Competition (i.e.: regionals, local event): _____</li> <li>● Program of Work Activity #3: _____</li> <li>● Program of Work Activity #4: _____</li> <li>● End of Year CTSO Awards Recognition Event: _____</li> </ul> <p><b>State CTSO Competition</b> <i>*Per district guidelines for participation/funding.</i></p> <p>Program of Work Activities: Each organization should conduct at least two chapter events per semester that occur outside of class-time and exclude regular chapter meetings/competitions. These events should foster student leadership, chapter development/recruitment, outreach and interaction with business/industry/community organization and community service. Fundraising is also an integral part of chapter management. <i>*Chapter advisors should be present at activities with students!</i></p> <p>All CTSOs do not have the same events offered. Advisors will need to work with their CTE Administrator to come up with appropriate, equitable substitutes.</p> <p><i>*Back up must be submitted to your local CTE Administrator.</i></p>
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## Data Indicators - Total \$300 (\$150 TSA/\$150 Industry Credential Performance Measures)

9c	Technical Skills Assessment (TSA)	Quality Indicator	<p><i>*All eligible students must be tested to qualify for funding.</i></p> <p>Ways to qualify:</p> <ul style="list-style-type: none"> <li>CTE program has a 75% pass rate or higher on the TSA for the current school year.</li> <li>Programs in “needs improvement status”: CTE program has increased their TSA pass rate by 10% from prior year.</li> </ul>
9c	Industry Certifications	Quality Indicator	<p>CTE program must offer an industry recognized credential from the ADE approved list to be eligible.</p> <p>Ways to qualify:</p> <ul style="list-style-type: none"> <li>Returning program teachers: CTE program meets/exceeds 90% of SALP on Industry Recognized Credential Performance Measure (5S1) from prior year.</li> <li>CTE program has 75% of eligible students earning at least one industry recognized credential listed on the ADE approved list for the current school year.</li> <li>Programs in “needs improvement status”: CTE program has increased their Industry Recognized Credential pass rate by 10% from prior year.</li> </ul>

## Other

2c	Program Specific Externship	Quality Indicator	<p>WAVE CTED will pay \$800 per 40 hour approved externship not to exceed \$1600 and 80 hours per year.</p> <p><b><i>*Please Note:</i></b> Quality points can also be obtained by having industry employment or certification within the last 5 years as well as advanced degrees or being a National Board Certified Teacher. Time restrictions may apply.</p>
7b	CTSO National Leadership Conference Advisor Stipend	Quality Indicator	<p>WAVE CTED will pay up to \$599 (\$100/day) to advisors chaperoning students to the National Leadership Conference. CTE Admin will provide advisors with requirements for student participation and funding parameters. Stipend form to be completed and returned to WAVE.</p>



## MEMORANDUM

**To:** ASBA District Member Governing Board Members, Superintendents and Superintendent/Governing Board Secretaries

**From:** Ellen White, Executive Director

**Date:** September 16, 2025

**Re:** Proposed Changes to ASBA Bylaw and Voting Instructions

With the unanimous endorsement of the ASBA Board of Directors, the following recommended amendment to the ASBA Bylaws is being put forth to the membership for a vote.

Article VIII Section 1(b) of the ASBA Bylaws states:

*Amendments may be submitted by action of a member board, the Board of Directors of this Association, or any committee appointed by it, and shall be transmitted to the executive director not later than September 15. Such amendments shall be forwarded to the membership at least thirty (30) days prior to the opening of electronic voting as approved by the ASBA Board of Directors.*

As Executive Director, I hereby certify that I have received the following proposed changes to the ASBA Bylaws. In accordance with ASBA Bylaws, official notice is given of these proposed amendments.

Last year, many of you and your boards expressed that the volume of bylaw changes presented at once felt overwhelming. We heard your concerns. In response, the Governance Committee, chaired by Chris King of the Vail Unified School District and Pima County Director, revisited the proposals, refined them, and is now presenting updated recommendations for member consideration and approval. To ensure broader representation, the ASBA Board of Directors also expanded the Governance Committee to include members from every county.

While many of the proposed amendments are intended to improve clarity and consistency, several include substantive revisions. Highlights of the changes include:

- **Eligibility for Office** – Clarifies who is eligible to hold elected office within ASBA.
- **Meeting Protocols** – Defines who may address the assembly with the permission of the chair.
- **Representation** – Updates rules for county co-directors based on census data and clarifies the process for national appointments.
- **Executive Oversight** – Requires full board ratification of the Executive Director's contract within a designated timeframe.
- **Committees & Leadership** – Establishes standing committees, defines their duties and leadership, and outlines appointment authority.

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**Executive Director** Ellen White

**Treasurer** Wendy Effing, Flowing Wells USD

**President** Tadeo De La Hoya, Gadsden ESD

**Secretary** Armando Montero, Tempe UHSD

**President Elect** Mitra Khazai, Madison ESD

**Immediate Past President** Desiree Fowler, Page USD



- **Emergency & Vacancy Procedures** – Details procedures for responding to emergencies, as well as filling vacancies and removals.
- **Voting & Quorum** – Authorizes electronic voting, increases quorum requirements, and sets timeframes for board action.
- **Caucus Alignment** – Requires caucus bylaws to align with those of the ASBA.

We appreciate your thoughtful review of these proposals and your continued commitment to strengthening ASBA governance.

The proposed change will be voted on by the membership as dictated in the ASBA Bylaws via the electronic voting process:

**Section 1.** *These Bylaws may be amended or repealed, or new ones adopted as follows:*

- a. *By a vote of two-thirds of the member boards using an electronic vote of the membership using a procedure adopted by the Board of Directors.*

The voting link is being sent to each member district board. **Electronic voting opens September 18, 2025, and will close at 5 p.m. on December 16, 2025.** Please review the enclosure detailing the procedure and timeline for electronic voting and put consideration of this change on your board’s agenda at your regularly scheduled board meeting during this timeframe (now through Dec. 16, 2025). A model agenda item for this action is enclosed. This information, additional resources and the link for voting can be found on our website at: [2025 ASBA Bylaw Changes - Arizona School Boards Association](#)

All ASBA district member boards are strongly encouraged to exercise their ASBA membership rights and participate in voting. Your ASBA Board of Directors recommends a YES vote. A change to the bylaws requires an affirmative (YES) vote of two-thirds of all ASBA member district boards, making your board’s participation incredibly important.

If you have any questions regarding the proposed changes or the electronic voting process, please contact me either by email ([ewhite@azsba.org](mailto:ewhite@azsba.org)) or by phone at 602 254-1100 or 800 238-4701 (toll free).

Encls.

ELW/kks

📞 602.254.1100 | 📠 602.254.1177

2100 NORTH CENTRAL AVENUE, SUITE 200 | PHOENIX, ARIZONA 85004 | [azsba.org](http://azsba.org)

**Executive Director** Ellen White

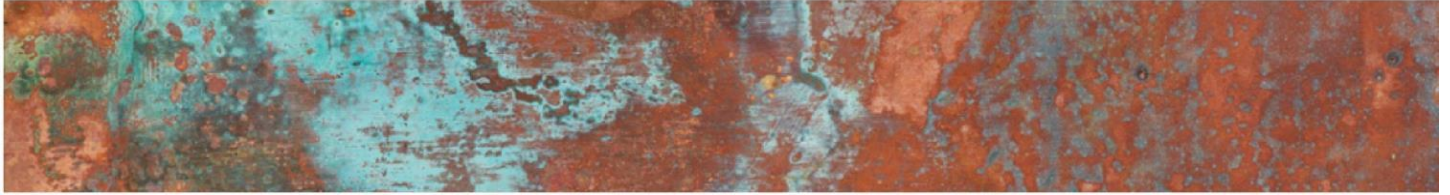
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**Secretary** Armando Montero, Tempe UHSD

**President Elect** Mitra Khazai, Madison ESD

**Immediate Past President** Desiree Fowler, Page USD



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# ASBA Bylaws



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## Introduction

ASBA is a membership driven organization as described in these Bylaws. As a Private Nonprofit, ASBA is committed to compliance with the Articles of Incorporation, these Bylaws, and the Internal Policy Manual, in all aspects of our work. A review and understanding of these Bylaws facilitate smooth interaction between and among members. Your membership and participation are appreciated.

# **BYLAWS ARIZONA SCHOOL BOARDS ASSOCIATION, INC.**

## ***Article I - Name of the Association***

The Association shall be called the ARIZONA SCHOOL BOARDS ASSOCIATION, INC.

## ***Article II - Purpose of the Association***

The Purpose of the Association shall be:

*Section 1.* To promote the general advancement of public education in the State of Arizona and the United States of America and its Territories.

*Section 2.* To promote lay control of public education.

*Section 3.* To coordinate educational policies and procedures and promote uniform application of school laws of the state.

*Section 4.* To coordinate the activities and interest of school boards and accommodation schools within the State of Arizona.

*Section 5.* To present reports, recommendations and information concerning education to the Legislature, State Board of Education, and other governmental officials and agencies.

*Section 6.* To provide leadership to the local school boards.

- (a) By exchanging information and ideas pertaining to all aspects of education.
- (b) By encouraging effective communication with students, parents, community, school personnel, legislators and appropriate agencies.
- (c) By encouraging the most desirable and effective communication between school boards and school personnel, the legislature, and the general public.

*Section 7.* To cooperate with other organizations for the benefit of the children in the public schools of the state and nation.

### **Article III - Policies of the Association**

The adoption of the beliefs of the Arizona School Boards Association, changes thereto, or additions thereto, shall require a majority vote in favor of such adoption by the delegates of member boards. Changes to bylaws and core beliefs may occur by an electronic vote of the membership using a procedure adopted by the Board of Directors.

### **Article IV - Membership**

#### **Section 1. Classes of Membership**

(a) **Active Member -**

Any governing board of a school district of the State of Arizona is eligible to be an active member of the Association, and membership shall be classified under the name of the district thus represented **may hold elected offices within the organization.**

(b) **Honorary Member-**

Each past president of the Association, **subject to remaining in good standing,** shall automatically become ~~and remain~~ an honorary life member. The Board of Directors of the Association may elect **or remove** ~~additional~~ honorary life members.

(c) **Associate Member-**

Accommodation schools within the state of Arizona; the Arizona State School for the Deaf and the Blind; the State Juvenile Education System Board; agency school boards, or local school boards, as established by the Bureau of Indian Affairs of the United States Department of the Interior; tribal school boards, charter school governing bodies; and accredited community colleges shall be eligible for Associate Membership. Any former member of a public school governing board shall be eligible for Associate Membership upon written application to the executive director and upon the payment of dues as established by the Association. Membership privileges of the Associate Members shall be determined by the Board of Directors. **May not hold elected offices within the organization.**

(d) **Organization Affiliate -**

Any commercial or professional service firm that wishes to participate in the programs and activities of the Association shall be eligible for Organization Affiliate Membership upon written application to the executive director and approval by the Board of Directors. **May not hold elected offices within the organization.**

#### **Section 2. Voting Powers of the Membership**

(a) **Active Members -**

A governing board that is an active member of the Association shall be deemed present at a membership meeting if one or more members of such governing boards are in attendance. On each matter presented to the membership for vote, each governing board that is an active member shall be entitled to one vote, provided such governing board has paid dues as established and assessed in section 3(a) hereafter. The right to the floor for the purpose of discussion shall,

however, be open to any and all members of a governing board who is an active member.

- (b) **Honorary Members** -  
Honorary members shall also have the right to the floor for **discussion purposes if permitted by the chair** ~~the purpose of discussion~~ but shall not be entitled to vote.
- (c) **Associate Members** -  
Associate members shall have the right to the floor for discussion purposes **if permitted by the chair** but shall not be entitled to vote.
- (d) **Organization Affiliate** -  
Organization affiliate members **shall not have the right to the floor for discussion purposes and** shall not be entitled to vote.

### **Section 3. Dues of the Membership**

- (a) **Active Members** -  
The dues of each active member shall be established by the Association at an annual membership meeting or as established by law.
- (b) **Honorary Members** -  
Honorary members shall not pay any dues.
- (c) **Associate Members** -  
The dues of associate members shall be as established by the ~~Association by an electronic vote of the membership using a procedure adopted by the~~ Board of Directors.
- (d) **Organization Affiliates Members** -  
The dues of organization affiliate members shall be as established ~~by the Association by an electronic vote of the membership using a procedure adopted~~ by the Board of Directors.

### **Section 4. Resignation**

Any member of any classification may submit a resignation in writing to the executive director and such resignation shall be effective ten (10) days after receipt.

### **Section 5. Suspension and Expulsion**

Failure to pay dues shall be grounds for suspension or expulsion from the Association. The Board of Directors may also terminate the membership of a member for actions of the member contrary to ASBA's bylaws, under procedures adopted by the Board of Directors. Suspension or expulsion shall automatically constitute a termination (in case of suspension, however, only for the period of suspension) of all member's rights and privileges in the Association.

## **Article V - Officers and Board of Directors and Executive Committee**

### **Section 1. Officers and Terms of Office**

- 1.1** The officers of the Association shall be president, president-elect, treasurer, secretary, and immediate past president, each of whom shall serve a term of one (1) year or until the selection and/or qualification of his/her successor.
- 1.2** Upon election as the *president-elect*, he/she shall accede automatically to the presidency at such time as he/she is duly qualified. No two offices may be held by the same person.

## **Section 2. Board of Directors**

**2.1** The governing body of the Association shall be a Board of Directors consisting of the officers, one representative from each of the counties of the state, except ~~Maricopa and Pima counties which are allotted two (2) representatives.~~ **counties with populations over 500 thousand shall be entitled to one (1) additional representative on the Board of Directors.**

**2.2** **When a county crosses the population threshold granting an additional director position, at the county meeting, districts will select co-directors who will alternate terms of office to offset the current representation for the county.**

**2.3** County representatives shall serve for a period of two (2) years with no member serving more than three (3) consecutive two (2) year terms. ~~However, at the first meeting of the Board of Directors after the adoption of the bylaws, county representatives shall determine by lot the one half of their number who will serve for one (1) year and the one half who will serve for two (2) years.~~

**2.4** Thereafter, members of the Board of Directors shall be elected by member boards of their counties at their annual County Workshop meetings.

**2.5** Ex-officio members of the Arizona School Boards Association Board of Directors shall be:

- (a) Any ~~person~~ **active school board member** residing in Arizona who is either an officer or director of ~~the any national association~~ during his/her term of office in the national body, and
- (b) Any member of an ASBA active member Governing Board serving as President of the Hispanic ~~Caucus~~ Native American **Indian** Caucus and Black Caucus during his/her term of office in such caucus or any successor caucus by another name.

## **Section 3. Qualifications**

Each officer and director, with the exception of the immediate past president, shall be a member of a governing board which is a member of the Association. No more than one (1) elected officer shall be elected from any ~~one~~ member board and no two (2) board of directors' positions may be held by the same person.

## **Section 4. Authority**

The Board of Directors shall manage the affairs of the Association and shall have the power to adopt such rules as are consistent with the bylaws.

## **Section 5. Nominations and Elections**

**5.1** A nominating committee shall be constituted and selected as follows: the immediate past president of the Association shall serve as chairman of the committee and the remaining members shall be appointed by the president in consultation with the directors from those counties in which a county representative to the Board of Directors is elected for a two-year term.

**5.2** No two (2) members of the nominating committee shall be from the same county, and no more than three (3) members, in addition to the past president, shall be members of the Board of Directors.

**5.3** The committee shall submit a slate of ~~candidates~~ **officers** consisting of one or more nominees for each office to the general membership at an annual membership meeting. Additional nominations may be made from the floor provided the consent of the nominee has been obtained.

**5.4** The election of officers of the Association shall take place at the annual membership meeting. ~~The election shall be by written ballot~~ When there is more than one nominee for any office, **an election will be held**, and only designated delegates shall be allowed to vote.

**5.5** The officers, county representatives, and ex-officio members of the Board of Directors shall take office at the close of the annual membership meeting.

**5.6** County representatives to the Board of Directors shall be nominated and elected by the official delegates of the governing boards of school districts at the county workshop of each county.

#### **Section 6. Selection of Executive Director**

**6.1** The Executive Director (**ED**) shall be appointed by the Board of Directors, with a contract not to exceed four (4) years.

**6.2** He/she shall receive such salary and expenses as the Board of Directors shall determine or as may be consistent with the laws of the State of Arizona providing, therefore.

**6.3** **The contract for the Executive Director shall be reviewed and ratified by the entire Board of Directors only after a thorough vetting process determined by the ASBA Board of Directors has been completed.**

#### **Section 7. Duties of Officers, Board of Directors and Executive Committee**

**7.1** The president shall:

(a) Have such power and duties as are usually exercised by such an officer.

(b) ~~He/she~~ Preside over meetings of the Association, the Board of Directors and of the Executive Committee.

(c) Unless otherwise provided for herein, he/she shall appoint all standing and special committees.

(d) ~~The president shall~~ Be an ex-officio member of all committees, except the nominating committee, with voting power.

**7.2** The president-elect shall:

(a) In the absence or disability of the president, shall have the authority and perform the duties of the president.

(b) **Serve as the Chair of the Legislative Committee.**

**7.3** The treasurer ~~and secretary~~ shall:

(a) ~~h~~Have such powers and duties as are usually exercised by such officers.

~~The treasurer shall collect dues and receipt therefor; shall receive and cause to be deposited all monies belonging to the Association, shall disburse the funds of the Association in accordance with the dictates of the Board.~~

(b) **Serve as the Chair of the Budget and Financial Oversight Committee.**

(c) ~~He/she shall~~ Report regularly to the board, **delegates, and membership** ~~prepare a budget report to be presented to delegates and membership~~ and shall perform such other duties as are delegated to him/her by the president or by the Board of Directors.

**7.4** The secretary shall:

(a) **Record and submit** ~~keep~~ the minutes of all ~~meetings of the Association, the Board, and the Executive Committee;~~ **shall Executive Session meetings of the Board of Directors.**

(b) ~~keep a membership roster up to date at all times; shall preserve the records and the files of the Association; shall give all notices required.~~ **Ensure minutes from all other Board of Director meetings are properly recorded and filed.**

**7.5.** The immediate past-president shall:

(a) **Serve as the chair of the Nominating Committee.**

(b) **Serve in other capacities as determined by the Board of Directors.**

#### **Section 8. Executive Committee**

The Executive Committee shall be composed of the officers of the Association.

Duties:

(a) The Executive Committee shall have the authority of the Board of Directors to act on

- any emergency when the president deems it impracticable to call a meeting of the entire board.
- (b) It may review plans and programs to be presented to the Board of Directors at their regular meetings.
  - (c) It shall have authority to give direction or delegate that such direction be given on legislative action to come before the State Legislature on which there is no formal Association position.
  - (d) All actions of the Executive Committee shall be subject to ratification by the Board of Directors.
  - (e) **Any action taken upon declaration of emergency shall be ratified by the Board of Directors within ten (10) business days.**

### **Section 9. Vacancies and removal from office.**

**9.1.** A vacancy in any **Executive Committee** office or on the Board of Directors occurring between annual membership meetings shall be filled by a vote of the Board of Directors **upon submission of a recommendation by the Executive Committee**. Such a person shall hold office until the next annual membership meeting of the Association.

**9.2.** Any officer or director who *misses more than one meeting out of any four (4) consecutive meetings, unless he/she is excused* by the Board of Directors for a valid reason, may have his/her office vacated by action of the board.

**9.3. Any officer or director may be removed by a two-thirds vote of the Board of Directors in consultation with the county's school board members for actions deemed contrary to the code of conduct in the ASBA's bylaws or conduct deemed detrimental to the Association, after a hearing and due process.**

## **Article VI - Meetings and Voting**

### **Section 1. Membership Meetings**

- 1.1** The Association shall hold an annual membership meeting and ~~in addition~~ an annual Delegate Assembly. ~~at a time and place designated by the preceding annual membership meeting, by a vote of the membership, or by subsequent determination by the Board of Directors.~~ Notice of the time and place shall be given by written notice to all members at least sixty (60) days but not more than ninety (90) days prior to the meeting.
- 1.2** Special meetings of the membership may be called at any time by the Board of Directors or by the president; ~~and-~~
- (a) the president shall call a special meeting **of the membership promptly within ten (10) business days** upon receipt by him/her of a petition ~~stating the purpose of the meeting~~ signed by no less than ~~ten (10)~~ **twenty (20)** active members **and stating the purpose of the meeting.**
  - (b) Notice of the time and place of a special meeting shall be given to members at least ~~fifteen (15)~~ **ten (10) business** days prior to the meeting date, and such notice shall specify the business to be transacted.
  - (c) The presence of representatives of no less than ~~twenty-five (25)~~ **fifty (50)** active members **in person or electronically** shall be necessary to constitute a quorum at any meeting of the membership.

### **Section 2. Meetings of the Board of Directors and Executive Committee**

**2.1** The Board of Directors shall meet at least once each quarter of each calendar year.

**2.2 The president shall call a special meeting of the Board of Directors or Executive Committee upon receipt of a petition presented to ASBA staff stating the purpose of the meeting signed by no less than twenty (20) active member districts.**

**2.3** Special meetings shall be ~~upon the call of the president, be and such meetings shall~~ called upon written request of five (5) members of the Board of Directors.

**2.4. Special meetings may be called by the president of the Association provided a ten (10) business day notice is given.**

**2.5** All members should be given notice of time and place of special meetings at least ~~five (5)~~ **ten (10)** days prior to the meeting date.

**2.6** The Executive Committee shall meet from time to time as it deems necessary or upon call of the president.

**2.7 Emergency meetings may be called to handle issues with no less than 48 hours notice.**

**(a) All actions approved in an emergency meeting must be ratified by the entire Board of Directors within ten (10) business days.**

**(b) Emergency meetings may be called by the president or no less than five (5) members of the Board of Directors.**

### **Section 3. Annual Delegate Assembly**

**3.1** The annual Delegate Assembly shall be held to establish the political agenda items which support the beliefs of the association in the legislative process and in the priorities of the Association. Action agenda items may be submitted to the annual Delegate Assembly of the Association by the action of member boards, the Board of Directors of this Association, or any committee appointed by it, and shall be transmitted to the executive director not later than sixty (60) days before the opening date of the annual Delegate Assembly. All action items so submitted shall be forwarded immediately to the legislative committee for consideration.

**3.2** The legislative committee is charged with creating a draft political agenda and shall consider the district action agenda items submitted. The draft legislative agenda shall be sent to members at least twenty (20) days prior to the annual Delegate Assembly by the legislative committee.

**3.3** Other action agenda items submitted to the chairman of the legislative committee during the annual Delegate Assembly and prior to the last business session shall be considered by the membership at said meeting, provided that such action agenda items are in proper written form and signed by registered delegates from at least ten (10) active members.

**3.4** The ~~reporting member~~ **Chair or designee** of the legislative committee shall be authorized, on behalf of the committee, to move for floor action on action agenda items and beliefs.

**3.5** All action agenda items reported out of the legislative committee shall be ~~distributed~~ **distributed** as soon as possible and made available to the delegates.

**3.6** Action agenda items passed at the annual Delegate Assembly will constitute the Political Agenda and shall be considered the position of the Association until the next Delegate Assembly. The presence of representatives of no less than **20% of member districts or ~~twenty five (25) fifty (50)~~** active members shall be necessary to constitute a quorum at the Delegate Assembly, **whichever is fewer.**

## **Article VII - Committees & Caucuses**

### **Section 1. Standing Committees**

Standing Committees of the Association shall be ~~a~~ Nominating Committee and a Legislative Committee.

### **1.1. Nominating Committee**

(a) The nominating committee shall be so constituted and have such powers as previously provided herein.

(b) **The immediate past-president or designee shall serve as the chair of the committee.**

### **1.2. Legislative Committee**

(a) The legislative committee, consisting of as many members as deemed advisable by the president and the Board of Directors, shall meet upon the call of the president to consider legislative matters, and the effect thereof on governing boards.

(b) **The president-elect or designee shall serve as the chair of the committee.**

### **1.3. Budget and Financial Oversight Committee**

(a) **The Budget and Financial Oversight Committee shall be established as a standing committee and shall have such powers as deemed necessary to ensure the financial health of the Association.**

(b) **The treasurer or designee shall serve as the Chair of the committee.**

### **1.4. Governance Committee**

(a) **The Governance Committee shall be established as a standing committee and have responsibilities commensurate with the purpose of the committee.**

(b) **The Chair of the Governance Committee shall be appointed by the president.**

## **Section 2. Caucuses**

Caucuses shall exist to enhance the work of the association by addressing the unique needs of member districts. Caucuses of ASBA are considered to be affiliated with ASBA as a program provider with responsibility for the caucuses. Each caucus ~~shall is-expected to~~ adopt its own bylaws for operating, programming, and governing within the context of the relationship with ASBA described herein. **All caucus bylaws shall conform to applicable statutes, ASBA Bylaws, and ASBA Internal Policies.**

With the adoption of this section, the Black Caucus of ASBA and the Hispanic/Native American Indian Caucus of ASBA are hereby established.

Caucuses shall be added or eliminated to this provision through the amendment process described in article VIII of this document.

## **Article VIII - Amendment of Bylaws ~~and Core Beliefs~~**

**Section 1.** These Bylaws ~~or the Core Beliefs~~ may be amended or repealed, or new ones adopted as follows:

- (a) By a vote of two-thirds of the member boards using an electronic vote of the membership using a procedure adopted by the Board of Directors.
- (b) Amendments may be submitted by action of a member board, the Board of Directors of this Association, or any committee appointed by it, and shall be transmitted to the executive director not later than September 15. Such amendments shall be forwarded to the membership at least thirty (30) days prior to the opening of electronic voting as approved by the ASBA Board of Directors.

## **Article IX - Parliamentary Authority**

**Section 1.** The rules contained in the current edition of Robert's Rules of Order newly revised shall govern the proceedings of the ASBA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order that ASBA may adopt.

Adopted by the ASBA Delegate Assembly, April 6, 1974.

Amended:

September 12, 1975  
June 12, 1976  
December 8, 1976  
November 30, 1977  
November 29, 1978  
December 12, 1979  
December 2, 1981  
June 25, 1983  
December 5, 1985  
December 12, 1986  
December 13, 1990  
December 12, 1991  
December 15, 1994  
December 14, 1995  
December 12, 1996  
December 11, 1997  
December 10, 1998  
December 13, 2001  
December 16, 2004  
December 14, 2006  
December 11, 2008  
December 16, 2010  
December 15, 2011  
December 13, 2012  
December 11, 2014  
December 16, 2021



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September 8, 2025

Dear ASBA Members,

Over the past year, ASBA's Governance Committee made up of governing board members from across Arizona has taken a comprehensive look at our association's bylaws. Their work has been guided by one goal: ***to ensure ASBA's governance remains strong, transparent, and aligned with the needs of our member districts.***

Last year, many of you and your boards shared feedback that the volume of proposed changes presented at once was overwhelming. We heard you. In response, the Governance Committee, chaired by Chris King of Vail Unified School District and Pima Co-County Director, returned to the work, refined the proposals, and is now bringing forward updated recommendations for member approval.

While many of the proposed changes improve clarity and consistency, several substantive revisions are on the ballot, including:

- **Eligibility for Office** – Clarifying who may hold elected office within ASBA.
- **Meeting Protocols** – Defining who may address the body with permission of the chair.
- **Representation** – Updating rules for county co-directors based on census data and clarifying national appointments.
- **Executive Oversight** – Requiring full board ratification of the Executive Director's contract within a set timeframe.
- **Committees & Leadership** – Defining standing committees, chairs, duties and appointment authority.
- **Emergency & Vacancy Procedures** – Outlining actions during emergencies and procedures for vacancies and removals.
- **Voting & Quorum** – Authorizing electronic voting, increasing quorum requirements, and establishing timeframes for board actions.
- **Caucus Alignment** – Requiring caucus bylaws to align with ASBA bylaws.

📞 602.254.1100 | 📠 602.254.1177

2100 NORTH CENTRAL AVENUE, SUITE 200 | PHOENIX, ARIZONA 85004 | [azsba.org](https://www.azsba.org)

**Executive Director** Ellen White

**President** Tadeo De La Hoya, Gadsden ESD

**President Elect** Mitra Khazai, Madison ESD

**Treasurer** Wendy Effing, Flowing Wells USD

**Secretary** Armando Montero, Tempe UHSD

**Immediate Past President** Desiree Fowler, Page USD



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These proposed changes strengthen ASBA’s governance, protect the interests of our members, and ensure that our processes reflect best practices. They will bring greater clarity to decision-making, consistency across committees and caucuses, and stronger accountability in executive and board actions.

**Voting will run September 18 – December 16, 2025.** When the information reaches your school board, we encourage you to review the proposed changes together and prepare to cast your vote.

On behalf of the ASBA Board of Directors, we urge every member district to participate in this important process, and we strongly encourage you to vote **YES**. Your support is critical to ensuring that ASBA remains a transparent, fair, and member-driven organization.

Thank you for your commitment to ASBA and to the students and families you serve. Together, let’s continue to strengthen our association for the future.

Sincerely,

**Your ASBA Board of Directors**

*Tadeo De La Hoya President (Gadsden ESD)*

*Mitra Khazai, President Elect (Madison ESD)*

*Wendy Effing, Treasurer (Flowing Wells USD)*

*Armando Montero, Secretary (Tempe UHSD)*

*Desiree Fowler, Immediate Past President (Page USD)*

*Daisy Slim, Apache County Director (Sanders USD)*

*Nelson Daley, Cochise County Director (St. David USD)*

*Jimelia Talasyousiea, Coconino County Director (Grand Canyon USD)*

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2100 NORTH CENTRAL AVENUE, SUITE 200 | PHOENIX, ARIZONA 85004 | [azsba.org](http://azsba.org)

**Executive Director** Ellen White

**President** Tadeo De La Hoya, Gadsden ESD

**President Elect** Mitra Khazai, Madison ESD

**Treasurer** Wendy Effing, Flowing Wells USD

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*Chris King, Pima County Co-Director (Vail USD)*

*John Sparks, Pima County Co-Director (Sahuarita USD)*

*Roger Biede, Pinal County Director (Florence USD)*

*Robert Rojas, Santa Cruz County Director (Nogales USD)*

*Andy Fraher, Yavapai County (Prescott USD)*

*Juan Castillo, Yuma County Director (Somerton ESD)*

*Cesar Lopez, President, Hispanic-Native American Indian Caucus (Nogales USD)*

*Marcarlo Roanhorse, Vice-President, Hispanic-Native American Indian Caucus (Ganado USD)*

*Rachel Barnett, President, Black Alliance (Littleton ESD)*

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soon to be updated policy

GCQF ©  
DISCIPLINE, SUSPENSION, AND  
DISMISSAL OF  
PROFESSIONAL STAFF MEMBERS

**Categories of Misconduct**

Certificated staff members may be disciplined for infractions that include, but are not limited to, the following categories:

- A. Engaging in unprofessional conduct.
- B. Committing fraud in securing appointment.
- C. Exhibiting incompetency in their work.
- D. Exhibiting inefficiency in their work.
- E. Exhibiting improper attitudes.
- F. Neglecting their duties.
- G. Engaging in acts of insubordination.
- H. Engaging in acts of child abuse or child molestation.
- I. Engaging in acts of dishonesty.
- J. Being under the influence of alcohol while on duty.
- K. Engaging in the illicit use of narcotics or habit-forming drugs.
- L. Being absent without authorized leave.
- M. Engaging in discourteous treatment of the public.
- N. Engaging in improper political activity.
- O. Engaging in willful disobedience.
- P. Being involved in misuse or unauthorized use of school property.
- Q. Being involved in excessive absenteeism.
- R. Carrying or possessing a weapon on school grounds unless they are peace officers or have obtained specific authorization from the appropriate school administrator.

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

## Statutory Requirements

Certificated staff members disciplined under A.R.S. 15-341, A.R.S. 15-539, or other applicable statutes:

- A. May not be suspended with or without pay for a period exceeding ten (10) school days under A.R.S. 15-341.
- B. May be suspended without pay for a period of time greater than ten (10) school days or dismissed under A.R.S. 15-539.
- C. Shall be disciplined under procedures that provide for notice, hearing, and appeal, subject to the requirements of A.R.S. 15-341 or A.R.S. 15-539, whichever is appropriate.
- D. Shall, if disciplined under A.R.S. 15-539 or other applicable statutes, excluding A.R.S. 15-341, receive notice in writing served upon the certificated staff member personally or by United States registered or certified mail addressed to the employee's last-known address. A copy of charges specifying instances of behavior and the acts of omissions constituting the charge(s), together with a copy of all applicable statutes, shall be attached to the notice.
- E. Shall have the right to a hearing in accordance with the following:
  - 1. *Suspension under A.R.S. 15-341.* The supervising administrator will schedule a meeting not less than two (2) days nor more than ten (10) days after the date the certificated staff member receives the notice.
  - 2. *Dismissal or dismissal with suspension included under A.R.S. 15-539.* A certificated staff member's written request for a hearing shall be filed with the Board within ten (10) days after service of notice. The filing of a timely request shall suspend the imposition of a suspension without pay or a dismissal pending completion of the hearing.

## General Provisions for Discipline Under A.R.S. 15-341

General provisions for discipline are as follows:

- A. *Informal consultation.* Nothing contained herein will limit a supervising administrator's prerogative to engage in informal consultation with a certificated employee to discuss matters of concern related to the employee's performance, conduct, et cetera; however, when it is apparent that disciplinary action toward a certificated employee is likely to become a part of the certificated staff member's personnel record as permitted by A.R.S. 15-341, the procedures outlined herein shall be followed.

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

B. *Persons authorized to impose discipline.* Any supervising administrator who is the immediate or primary supervisor of a certificated staff member is authorized to impose a penalty or penalties, short of dismissal. Only the Board may dismiss a certificated staff member.

C. *Notice.* Any person who is required by this policy to give written notice to any other person affected by this policy may do so by any means reasonably calculated to give the recipient actual knowledge of the notice within a reasonable amount of time. When time is calculated from the date a notice is received, the notice is deemed to be received on the date it is hand delivered or three (3) calendar days after it is placed in the mail.

D. *Administrative discretion.* In adopting these policies and procedures, it is the intention of the District that they be interpreted and applied in a reasonable fashion. The policies and regulations are not intended to restrict or eliminate the discretion traditionally afforded to supervising administrators to determine whether discipline is appropriate. Supervising administrators are therefore directed to continue to use reasonable discretion in determining whether a particular alleged violation merits discipline.

E. *Right not to impose discipline.* The District reserves the right not to discipline a certificated staff member for conduct that violates this policy.

F. *Definition of work days.* For the purposes of this policy, a *work day* is any day that the District's central administrative office is open for business.

G. *Additional reasons for discipline.* A certificated staff member may be disciplined for conduct that has occurred but that, at or near the time of misconduct, was not the subject of or identified as a reason for a specific proceeding under this policy.

### **Procedure for Discipline Under A.R.S. 15-341**

The following procedures will be used to impose any discipline that 1) shall become a part of the certificated staff member's personnel record and 2) is permitted under A.R.S. 15-341:

#### ***Step 1 - Notice:***

A. Upon the supervising administrator's determination of the existence of cause to impose discipline, the supervising administrator shall notify the certificated staff member of intent to impose discipline. The notice shall be in writing and shall be delivered in person or by first-class mail. The notice shall include the following:

1. The conduct or omission on the part of the certificated staff member that constitutes the reason for discipline.

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

2. A scheduled meeting time between the supervising administrator and the certificated staff member. Such meeting shall be scheduled not more than ten (10) working days after the date the certificated staff member receives the notice.
3. A statement of the disciplinary action the supervising administrator intends to impose, including, if applicable, the number of days of suspension with or without pay.
4. Copies of any available relevant documentation, at the discretion of the supervising administrator.

***Step 2 - Discipline Hearing:***

- A. At the hearing, the supervising administrator shall discuss with the certificated staff member the conduct that warrants disciplinary action and shall provide the certificated staff member with any appropriate evidence and a copy of relevant documentation if not previously provided.
- B. The supervising administrator shall conduct the hearing in an informal manner, without adherence to the rules of evidence and procedure required in judicial proceedings.

***Step 3 - Decision (in writing):***

At the hearing, or within ten (10) working days following the hearing, the supervising administrator shall, in writing, inform the certificated staff member of the decision. If the decision is to impose discipline, written notice of the discipline shall be enclosed. The written notice of the decision shall state that a copy of the notice, decision, and a record of the disciplinary action shall be placed in the certificated staff member's personnel file and shall specify the date the discipline shall be imposed unless the certificated staff member files a written request for appeal within five (5) working days after the decision is delivered to the certificated staff member. If the certificated staff member requests an appeal of the decision, the imposition of any discipline shall be suspended pending the outcome of the appeal.

***Step 4 - Appeal:***

Discipline imposed may be appealed at the next organizational level, in writing, to the appropriate assistant superintendent or the Superintendent. Only when the discipline is determined by the Superintendent shall the appeal be to the Board, which, at its discretion, may appoint a hearing officer. The appeal shall contain a brief statement of the reasons why the certificated staff member believes the administrator's decision is incorrect. Appeal is limited to one (1) organizational level above the level of the supervising administrator who imposed the discipline.

The appeal shall specifically describe the part of the determination with which the certificated staff member disagrees:

- A. Determination was founded upon error of construction or application of any pertinent regulations or policies.
- B. Determination was unsupported by any evidence as disclosed by the entire record.
- C. Determination was materially affected by unlawful procedure.
- D. Determination was based on violation of any statutory or constitutional right.
- E. Determination was arbitrary and capricious.
- F. The penalty was excessive.

The supervising administrator, the Superintendent, or, when appropriate, the Board or the Board-appointed hearing officer may, at the conclusion of the appeal, uphold the discipline, modify the decision, or refer the matter back to the level from which it was appealed for rehearing and additional information. Such decision, along with specific direction as to the effective date of any discipline, shall be communicated to the certificated staff member within a reasonable amount of time following the appeal, not to exceed seven (7) working days.

The assigned hearing officer shall, by use of a mechanical device, make a record of the appeal hearing.

This policy, under A.R.S. 15-341, does not apply to dismissal of a certificated staff member except to the extent that the Board may find, subsequent to dismissal proceedings, that a lesser form of discipline as set forth in this policy should be imposed.

Not all administrative actions regarding a certificated staff member are considered "discipline," even though they may involve alleged or possible violations by the certificated staff member. This policy addresses only discipline and has no application to any of the following:

- A. The certificated staff member evaluation procedure or the resulting evaluations as they pertain to the adequacy of the certificated staff member's classroom performance.
- B. Letters or memorandums directed to a certificated staff member containing directives or instructions for future conduct.
- C. Counseling of a certificated staff member concerning expectations of future conduct.

D. Nonrenewal of a contract of a certificated staff member employed by the District for less than the major portion of three (3) consecutive school years (noncontinuing certificated staff member).

**General Provisions for Suspension  
Without Pay or Dismissal Under  
A.R.S. 15-539**

***Step 1 - Notice:***

A. The Governing Board, except as otherwise provided by A.R.S. 15-539, shall upon receipt of a written statement of charges from the Superintendent that cause exists for the suspension of a certificated teacher without pay for a period longer than ten (10) school days or dismissal, shall give notice to the teacher of the Board's intention to suspend without pay or dismiss the teacher at the expiration of ten (10) days from the date of service of the notice.

1. If charges presented to the Board for dismissal of a certificated person allege immoral conduct, the charge or a resignation involving such charges shall be reported to the Department of Education.

2. Whenever the statement of charges by the Superintendent allege immoral or unprofessional conduct as the cause for dismissal, the Board may adopt a resolution to file a complaint with the State Department of Education. Pending disciplinary action by the State Board, the certificated teacher may be reassigned by the Superintendent or the Governing Board may place the teacher on administrative leave and give notice to the teacher of the administrative leave of absence pursuant to A.R.S. 15-540.

3. As used in this policy, immoral conduct means any conduct that is contrary to the moral standards of the community and that reflects an unfitness to perform the duties assigned to the certificated staff member.

B. The Governing Board, upon adoption of a written statement charging a certificated teacher with cause for suspension without pay or dismissal, may immediately place the teacher on administrative leave of absence and give the teacher notice of the administrative leave of absence.

C. Written notice of the administrative leave of absence shall be served on the teacher personally or by United States registered mail addressed to the teacher at the teacher's last known address.

**Step 2 – Hearing for Suspension Without Pay or Dismissal:**

A. The Governing Board shall decide whether to hold a hearing on the dismissal or suspension of a certificated teacher without pay for a period of time longer than ten (10) days as provided in A.R.S. 15-541.

**PLEASE CHOOSE OPTION** - The Governing Board may provide, (A) *by policy* or (B) *vote* at its annual organizational meeting, that all hearings conducted pursuant to ~~this section~~ A.R.S. 15-541 shall be conducted before a hearing officer.

B. If the Governing Board decides not to hold a hearing, the Board shall designate a hearing officer to:

1. hold the hearing,
2. hear the evidence,
3. prepare a record of the hearing, and
4. issue a recommendation to the Board for action.

C. If the parties cannot mutually agree on a hearing officer, a hearing officer shall be selected by the Governing Board from a list provided by the State Department of Education or the American Arbitration Association.

D. A hearing held pursuant to A.R.S. 15-541 may not be conducted by any hearing officer having a personal interest which would conflict with the hearing officer's objectivity in the hearing.

E. The hearing shall be held:

1. not less than fifteen (15) days, nor
2. not more than thirty (30) days.
3. after the request is filed, unless all parties to the hearing mutually agree to a different hearing date.

F. Notice of the time and place of the hearing shall be given to the teacher not less than three (3) days before the date of the hearing.

G. The teacher may request that the hearing be conducted in public or private.

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

I. At the hearing the teacher may appear in person and by counsel, if desired, and may present any testimony, evidence or statements, either oral or in writing, in the teacher's behalf.

J. An official record of the hearing, including all testimony recorded manually or by mechanical device, and exhibits shall be prepared by the Governing Board or the hearing officer.

K. The teacher who is the subject of the hearing may not request that the testimony be transcribed unless the teacher agrees in writing to pay the actual cost of the transcription.

L. Within ten (10) days after a hearing conducted by the Governing Board the Board shall:

1. determine whether there existed good and just cause for the notice of dismissal or suspension, and
2. affirm or withdraw the notice of dismissal or suspension.

M. Within ten (10) days after a hearing conducted by a hearing officer, the hearing officer shall:

deliver a written recommendation to the Governing Board that includes findings of fact and conclusions.

N. Parties to the hearing have the right to object to the findings of the hearing officer and present oral and written arguments to the Governing Board.

O. The Governing Board has an additional ten (10) days to determine whether good and just cause existed for the notice of dismissal or suspension and shall render its decision accordingly, either affirming or withdrawing the notice of suspension or dismissal.

Good and just cause does not include religious or political beliefs or affiliations unless they are in violation of the oath of the teacher.

### **Additional Provisions and Conditions**

During the pendency of a hearing, neither the certificated staff member nor the supervising administrator shall contact the Superintendent or a Board member to discuss the merits of the supervising administrator's recommendation or charges and proposed discipline except as provided by this policy. No attempt shall be made during such period to discuss the merits of the charges with the person designated to act as hearing officer.

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

The Governing Board shall keep confidential the name of a student involved in a hearing for dismissal, discipline, or action on a teacher's certificate, with exceptions as noted in A.R.S. 15-551.

### **State Board of Education**

The highest ranking official of a school or school district (that employs the person or to whom the person has applied for employment) may request from the State Board of Education information relating to allegations that a certificated or noncertificated person engaged in conduct that, if true, constitutes grounds for disciplinary action if the certificated or noncertificated person resigned or otherwise separated from employment with a school before the State Board of Education either investigates the allegations or determines whether to take disciplinary action against the person.

The State Board of Education, after verifying the official's identity, shall provide the requested information, if available, to the official or designee. If providing the requested information might impede the State Board of Education's investigation of the allegations, the State Board of Education may deny the official's request or provide the information to the official or administrator after the State Board of Education completes the investigation.

*Amendments.* The District reserves the right to amend this policy in any way at any time. Any amendment shall have prospective application only.

*Severability.* If any provision of this policy is held to be invalid for any reason, such action shall not invalidate the remainder of this policy. If any provision of this policy conflicts with any provisions in any other policies adopted by the District, the provisions of this policy shall prevail.

### **Teachers Working Under a Short-Term Certification**

A teacher who holds a teaching intern certificate, an emergency teaching certificate or another type of nonstandard certificate, that is valid for one (1) year or less, may be dismissed by the Board effective ten (10) days after delivery of the notice of dismissal to the teacher without complying with the requirements of A.R.S. conditions found in 15-537, 15-538, or 15-541. Notice of the Board's authority to dismiss pursuant to this shall be included in each teacher's contract.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

13-2911

15-153

15-203

15-341

15-342

15-350

15-503

15-507

15-508

15-514

15-536

15-538

15-538.01

15-538.02

15-539

15-540

15-541

15-542

15-543

15-549

15-551

41-770

CROSS REF.:

DKA - Payroll Procedures/Schedules

GCJ - Professional Staff Noncontinuing and Continuing Status

GCO - Evaluation of Professional Staff Members

# current policy

## GCQF © DISCIPLINE, SUSPENSION, AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS

### Categories of Misconduct

Certificated staff members may be disciplined for infractions that include, but are not limited to, the following categories:

- A. Engaging in unprofessional conduct.
- B. Committing fraud in securing appointment.
- C. Exhibiting incompetency in their work.
- D. Exhibiting inefficiency in their work.
- E. Exhibiting improper attitudes.
- F. Neglecting their duties.
- G. Engaging in acts of insubordination.
- H. Engaging in acts of child abuse or child molestation.
- I. Engaging in acts of dishonesty.
- J. Being under the influence of alcohol while on duty.
- K. Engaging in the illicit use of narcotics or habit-forming drugs.
- L. Being absent without authorized leave.
- M. Engaging in discourteous treatment of the public.
- N. Engaging in improper political activity.
- O. Engaging in willful disobedience.
- P. Being involved in misuse or unauthorized use of school property.
- Q. Being involved in excessive absenteeism.
- R. Carrying or possessing a weapon on school grounds unless they are peace officers or have obtained specific authorization from the appropriate school administrator.

## **Statutory Requirements**

Certificated staff members disciplined under A.R.S. 15-341, A.R.S. 15-539, or other applicable statutes:

- A. May not be suspended with or without pay for a period exceeding ten (10) school days under A.R.S. 15-341.
- B. May be suspended without pay for a period of time greater than ten (10) school days or dismissed under A.R.S. 15-539.
- C. Shall be disciplined under procedures that provide for notice, hearing, and appeal, subject to the requirements of A.R.S. 15-341 or A.R.S. 15-539, whichever is appropriate.
- D. Shall, if disciplined under A.R.S. 15-539 or other applicable statutes, excluding A.R.S. 15-341, receive notice in writing served upon the certificated staff member personally or by United States registered or certified mail addressed to the employee's last-known address. A copy of charges specifying instances of behavior and the acts of omissions constituting the charge(s), together with a copy of all applicable statutes, shall be attached to the notice.
- E. Shall have the right to a hearing in accordance with the following:
  - 1. *Suspension under A.R.S. 15-341*. The supervising administrator will schedule a meeting not less than two (2) days nor more than ten (10) days after the date the certificated staff member receives the notice.
  - 2. *Dismissal or dismissal with suspension included under A.R.S. 15-539*. A certificated staff member's written request for a hearing shall be filed with the Board within ten (10) days after service of notice. The filing of a timely request shall suspend the imposition of a suspension without pay or a dismissal pending completion of the hearing.

## **General Provisions for Discipline Under A.R.S. 15-341**

General provisions for discipline are as follows:

- A. *Informal consultation*. Nothing contained herein will limit a supervising administrator's prerogative to engage in informal consultation with a certificated employee to discuss matters of concern related to the employee's performance, conduct, et cetera; however, when it is apparent that disciplinary action toward a certificated employee is likely to become a part of the certificated staff member's personnel record as permitted by A.R.S. 15-341, the procedures outlined herein shall be followed.

B. *Persons authorized to impose discipline.* Any supervising administrator who is the immediate or primary supervisor of a certificated staff member is authorized to impose a penalty or penalties, short of dismissal. Only the Board may dismiss a certificated staff member.

C. *Notice.* Any person who is required by this policy to give written notice to any other person affected by this policy may do so by any means reasonably calculated to give the recipient actual knowledge of the notice within a reasonable amount of time. When time is calculated from the date a notice is received, the notice is deemed to be received on the date it is hand delivered or three (3) calendar days after it is placed in the mail.

D. *Administrative discretion.* In adopting these policies and procedures, it is the intention of the District that they be interpreted and applied in a reasonable fashion. The policies and regulations are not intended to restrict or eliminate the discretion traditionally afforded to supervising administrators to determine whether discipline is appropriate. Supervising administrators are therefore directed to continue to use reasonable discretion in determining whether a particular alleged violation merits discipline.

E. *Right not to impose discipline.* The District reserves the right not to discipline a certificated staff member for conduct that violates this policy.

F. *Definition of work days.* For the purposes of this policy, a *work day* is any day that the District's central administrative office is open for business.

G. *Additional reasons for discipline.* A certificated staff member may be disciplined for conduct that has occurred but that, at or near the time of misconduct, was not the subject of or identified as a reason for a specific proceeding under this policy.

#### **Procedure for Discipline Under A.R.S. 15-341**

The following procedures will be used to impose any discipline that 1) shall become a part of the certificated staff member's personnel record and 2) is permitted under A.R.S. 15-341:

##### ***Step 1 - Notice:***

A. Upon the supervising administrator's determination of the existence of cause to impose discipline, the supervising administrator shall notify the certificated staff member of intent to impose discipline. The notice shall be in writing and shall be delivered in person or by first-class mail. The notice shall include the following:

1. The conduct or omission on the part of the certificated staff member that constitutes the reason for discipline.
2. A scheduled meeting time between the supervising administrator and the certificated staff member. Such meeting shall be scheduled not more than ten (10) working days after the date the certificated staff member receives the notice.
3. A statement of the disciplinary action the supervising administrator intends to impose, including, if applicable, the number of days of suspension with or without pay.
4. Copies of any available relevant documentation, at the discretion of the supervising administrator.

***Step 2 - Discipline Hearing:***

A. At the hearing, the supervising administrator shall discuss with the certificated staff member the conduct that warrants disciplinary action and shall provide the certificated staff member with any appropriate evidence and a copy of relevant documentation if not previously provided.

B. The supervising administrator shall conduct the hearing in an informal manner, without adherence to the rules of evidence and procedure required in judicial proceedings.

***Step 3 - Decision (in writing):***

At the hearing, or within ten (10) working days following the hearing, the supervising administrator shall, in writing, inform the certificated staff member of the decision. If the decision is to impose discipline, written notice of the discipline shall be enclosed. The written notice of the decision shall state that a copy of the notice, decision, and a record of the disciplinary action shall be placed in the certificated staff member's personnel file and shall specify the date the discipline shall be imposed unless the certificated staff member files a written request for appeal within five (5) working days after the decision is delivered to the certificated staff member. If the certificated staff member requests an appeal of the decision, the imposition of any discipline shall be suspended pending the outcome of the appeal.

***Step 4 - Appeal:***

Discipline imposed may be appealed at the next organizational level, in writing, to the appropriate assistant superintendent or the Superintendent. Only when the discipline is determined by the Superintendent shall the appeal be to the Board, which, at its discretion, may appoint a hearing officer. The appeal shall contain a brief statement of the reasons why the certificated staff member believes the

administrator's decision is incorrect. Appeal is limited to one (1) organizational level above the level of the supervising administrator who imposed the discipline.

The appeal shall specifically describe the part of the determination with which the certificated staff member disagrees:

- A. Determination was founded upon error of construction or application of any pertinent regulations or policies.
- B. Determination was unsupported by any evidence as disclosed by the entire record.
- C. Determination was materially affected by unlawful procedure.
- D. Determination was based on violation of any statutory or constitutional right.
- E. Determination was arbitrary and capricious.
- F. The penalty was excessive.

The supervising administrator, the Superintendent, or, when appropriate, the Board or the Board-appointed hearing officer may, at the conclusion of the appeal, uphold the discipline, modify the decision, or refer the matter back to the level from which it was appealed for rehearing and additional information. Such decision, along with specific direction as to the effective date of any discipline, shall be communicated to the certificated staff member within a reasonable amount of time following the appeal, not to exceed seven (7) working days.

The assigned hearing officer shall, by use of a mechanical device, make a record of the appeal hearing.

This policy, under A.R.S. 15-341, does not apply to dismissal of a certificated staff member except to the extent that the Board may find, subsequent to dismissal proceedings, that a lesser form of discipline as set forth in this policy should be imposed.

Not all administrative actions regarding a certificated staff member are considered "discipline," even though they may involve alleged or possible violations by the certificated staff member. This policy addresses only discipline and has no application to any of the following:

- A. The certificated staff member evaluation procedure or the resulting evaluations as they pertain to the adequacy of the certificated staff member's classroom performance.
- B. Letters or memorandums directed to a certificated staff member containing directives or instructions for future conduct.

C. Counseling of a certificated staff member concerning expectations of future conduct.

D. Nonrenewal of a contract of a certificated staff member employed by the District for less than the major portion of three (3) consecutive school years (noncontinuing certificated staff member).

**General Provisions for Suspension  
Without Pay or Dismissal Under  
A.R.S. 15-539**

***Step 1 - Notice:***

A. The Governing Board, except as otherwise provided by A.R.S. 15-539, shall upon receipt of a written statement of charges from the Superintendent that cause exists for the suspension of a certificated teacher without pay for a period longer than ten (10) school days or dismissal, shall give notice to the teacher of the Board's intention to suspend without pay or dismiss the teacher at the expiration of ten (10) days from the date of service of the notice.

1. If charges presented to the Board for dismissal of a certificated person allege immoral conduct, the charge or a resignation involving such charges shall be reported to the Department of Education.

2. Whenever the statement of charges by the Superintendent allege immoral or unprofessional conduct as the cause for dismissal, the Board may adopt a resolution to file a complaint with the State Department of Education. Pending disciplinary action by the State Board, the certificated teacher may be reassigned by the Superintendent or the Governing Board may place the teacher on administrative leave and give notice to the teacher of the administrative leave of absence pursuant to A.R.S. 15-540.

3. As used in this policy, immoral conduct means any conduct that is contrary to the moral standards of the community and that reflects an unfitness to perform the duties assigned to the certificated staff member.

B. The Governing Board, upon adoption of a written statement charging a certificated teacher with cause for suspension without pay or dismissal, may immediately place the teacher on administrative leave of absence and give the teacher notice of the administrative leave of absence.

C. Written notice of the administrative leave of absence shall be served on the teacher personally or by United States registered mail addressed to the teacher at the teacher's last known address.

**Step 2 – Hearing for Suspension Without Pay or Dismissal:**

A. The Governing Board shall decide whether to hold a hearing on the dismissal or suspension of a certificated teacher without pay for a period of time longer than ten (10) days as provided in A.R.S. 15-541.

The Governing Board provides, *by policy*, that all hearings conducted pursuant to this section shall be conducted before a hearing officer.

B. The Board shall designate a hearing officer to:

1. hold the hearing,
2. hear the evidence,
3. prepare a record of the hearing, and
4. issue a recommendation to the Board for action.

C. If the parties cannot mutually agree on a hearing officer, a hearing officer shall be selected by the Governing Board from a list provided by the State Department of Education or the American Arbitration Association.

D. A hearing held pursuant to A.R.S. 15-541 may not be conducted by any hearing officer having a personal interest which would conflict with the hearing officer's objectivity in the hearing.

E. The hearing shall be held:

1. not less than fifteen (15) days, nor
2. not more than thirty (30) days.
3. after the request is filed, unless all parties to the hearing mutually agree to a different hearing date.

F. Notice of the time and place of the hearing shall be given to the teacher not less than three (3) days before the date of the hearing.

G. The teacher may request that the hearing be conducted in public or private.

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

I. At the hearing the teacher may appear in person and by counsel, if desired, and may present any testimony, evidence or statements, either oral or in writing, in the teacher's behalf.

J. An official record of the hearing, including all testimony recorded manually or by mechanical device, and exhibits shall be prepared by the Governing Board or the hearing officer.

K. The teacher who is the subject of the hearing may not request that the testimony be transcribed unless the teacher agrees in writing to pay the actual cost of the transcription.

L. Within ten (10) days after a hearing conducted by a hearing officer, the hearing officer shall deliver a written recommendation to the Governing Board that includes findings of fact and conclusions.

M. Parties to the hearing have the right to object to the findings of the hearing officer and present oral and written arguments to the Governing Board.

N. The Governing Board has an additional ten (10) days to determine whether good and just cause existed for the notice of dismissal or suspension and shall render its decision accordingly, either affirming or withdrawing the notice of suspension or dismissal.

Good and just cause does not include religious or political beliefs or affiliations unless they are in violation of the oath of the teacher.

### **Additional Provisions and Conditions**

During the pendency of a hearing, neither the certificated staff member nor the supervising administrator shall contact the Superintendent or a Board member to discuss the merits of the supervising administrator's recommendation or charges and proposed discipline except as provided by this policy. No attempt shall be made during such period to discuss the merits of the charges with the person designated to act as hearing officer.

The Governing Board shall keep confidential the name of a student involved in a hearing for dismissal, discipline, or action on a teacher's certificate, with exceptions as noted in A.R.S. 15-551.

*Amendments.* The District reserves the right to amend this policy in any way at any time. Any amendment shall have prospective application only.

*Severability.* If any provision of this policy is held to be invalid for any reason, such action shall not invalidate the remainder of this policy. If any provision of this policy conflicts with any provisions in any other policies adopted by the District, the provisions of this policy shall prevail.

## **Teachers Working Under a Short-Term Certification**

A teacher who holds a teaching intern certificate, an emergency teaching certificate or another type of nonstandard certificate, that is valid for one (1) year or less, may be dismissed by the Board effective ten (10) days after delivery of the notice of dismissal to the teacher without complying with the requirements of A.R.S. conditions found in 15-537, 15-538, or 15-541. Notice of the Board's authority to dismiss pursuant to this shall be included in each teacher's contract.

Adopted: October 10, 2017

### LEGAL REF.:

A.R.S.

13-2911

15-153

15-203

15-341

15-342

15-350

15-503

15-507

15-508

15-514

15-536

15-538

15-538.01

15-538.02

15-539

15-540

15-541

15-542

15-543

15-549

15-551

41-770

### CROSS REF.:

DKA - Payroll Procedures/Schedules

GCJ - Professional Staff Noncontinuing and Continuing Status

GCO - Evaluation of Professional Staff Members

# POLICY SERVICES ADVISORY

Volume 37, Number 9

September 2025

Policy Advisory No. 917 .....	Policy EA — Support Services Goals / Priority Objectives
Policy Advisory No. 918 .....	Regulation EB-R — Environmental and Safety Program
Policy Advisory No. 919 .....	<b>DELETED</b> Policy EBAA — Reporting Hazards / Warning Systems <b>DELETED</b> Regulation EBAA-R — Reporting Hazards / Warning Systems
Policy Advisory No. 920 .....	<b>NEW</b> Policy EBAB — Hazardous Materials <b>NEW</b> Regulation EBAB-R — Hazardous Materials
Policy Advisory No. 921 .....	Policy EBBB — Accident Reports Regulation EBBB-R — Accident Reports
Policy Advisory No. 922 .....	Policy EBC — Emergencies <b>NEW</b> Regulation EBC-R — Emergencies: Response Plans and School Closings
Policy Advisory No. 923 .....	<b>DELETED</b> Policy EBCD — Weather – Related and Emergency Closings <b>DELETED</b> Regulation EBCD-R — Weather – Related and Emergency Closings
Policy Advisory No. 924 .....	Policy ECA — Security Regulation ECA-R — Security
Policy Advisory No. 925 .....	Policy ECAC — Vandalism Regulation ECAC-R — Vandalism
Policy Advisory No. 926 .....	Policy ECB — Building and Grounds Maintenance
Policy Advisory No. 927 .....	<b>DELETED</b> Policy ED — Materials and Equipment Management

- Policy Advisory No. 928 ..... Policy EDB — Maintenance and Control of  
Materials and Equipment  
Regulation EDB-R — Maintenance and Control of  
Materials and Equipment
- Policy Advisory No. 929 **DELETED** Policy EDDBA — Maintenance and Control of  
Instructional Materials
- Policy Advisory No. 930 ..... Policy EDC — Authorized Use of School - Owned  
Materials and Equipment
- Policy Advisory No. 931 ..... Policy EE — Transportation Services
- Policy Advisory No. 932 ..... **NEW** Policy EEA — Student Transportation  
**NEW** Regulation EEA-R — Student Transportation
- Policy Advisory No. 933 ..... **DELETED** Policy EEAA — Walkers and Riders
- Policy Advisory No. 934 ..... Policy EEAE — Bus Safety Program  
Regulation EEAE-R — Bus Safety Program  
Exhibit EEAE-EA — Bus Safety Program  
Exhibit EEAE-EB — Bus Safety Program
- Policy Advisory No. 935 ..... Policy EEAEA — Bus Driver Requirements,  
Training and Responsibilities  
**NEW** Regulation EEAEA-R – Bus Driver Requirements,  
Training and Responsibilities
- Policy Advisory No. 936 ..... **DELETED** Policy EEAEAA — Drug and Alcohol  
Testing of Transportation Employees  
**DELETED** Regulation EEAEAA-R — Drug and Alcohol  
Testing of Transportation Employees  
**DELETED** Exhibit EEAEAA-E — Drug and Alcohol  
Testing of Transportation Employees
- Policy Advisory No. 937 ..... Policy EEAEAB — Bus Purchasing and Maintenance
- Policy Advisory No. 938 ..... **DELETED** Policy EEAEAC — Student Conduct on  
School Buses
- Policy Advisory No. 939 ..... **DELETED** Policy EEAEAF — Special Use of Buses
- Policy Advisory No. 940 ... **DELETED** Policy EEAG — Student Transportation in  
Private Vehicles  
**DELETED** Regulation EEAG-R — Student Transportation  
in Private Vehicles
- Policy Advisory No. 941 ..... Policy EEB — Business and Personnel  
Transportation Services

- Policy Advisory No. 942 .....**DELETED** Policy EEBD — Business Transportation  
Records and Reports
- Policy Advisory No. 943 ..... Policy EF — Food Services  
Regulation EF-RA — Food Services  
**NEW** Regulation EF-RB — Food Services
- Policy Advisory No. 944 ..... **DELETED** Policy EFC — Free and Reduced - Price  
Food Services  
**DELETED** Regulation EFC-R — Free and Reduced - Price  
Food Services
- Policy Advisory No. 945 ..... **NEW** Policy EFD — Pricing of and Payment  
for Food Services
- Policy Advisory No. 946 ..... **DELETED** Policy EFDA — Collection of Money /  
Food Tickets
- Policy Advisory No. 947 .....**DELETED** Policy EFE — Competitive Food Sales /  
Vending Machines
- Policy Advisory No. 948 ..... **DELETED** Policy EG — Office Services
- Policy Advisory No. 949 ..... Policy EGAD — Copyright Compliance
- Policy Advisory No. 950 ..... Policy EGAE — Mail and Delivery Services
- Policy Advisory No. 951 .....Policy EGAEA — Electronic Mail  
**NEW** Regulation EGAEA-R – Electronic Mail
- Policy Advisory No. 952 .....Policy EGD — Use of Technology in  
Office Services
- Policy Advisory No. 953 .....Policy EHB — Data / Records Retention  
Regulation EHB-R — Data / Records Retention
- Policy Advisory No. 954 .....Policy FA — Facilities Development Goals /  
Priority Objectives
- Policy Advisory No. 955 .....Policy FCB — Retirement of Facilities
- Policy Advisory No. 956 .....Policy FEA — Educational Specifications  
for Construction
- Policy Advisory No. 957 ..... Policy FF — Naming Facilities
- Policy Advisory No. 958 ..... Policy GBEB — Staff Conduct

## POLICY ADVISORY DISCUSSION

### Summary

### *Sections E and F Revisions*

#### Section E:

Section E revisions are due to a reorganization that aligns similar policy content and maintains comprehensive information for effective Board governance and District operations. The policy documents listed above have either been removed, added due to recodification, merged with policy documents containing similar topics, or revised (see Discussions below for specific information regarding each document). Documents not listed in this comparison document from Section E did not change. The clean copy document linked on the Policy Advisory communication provides the revised Section E in its entirety.

#### Section F:

Section F includes minor revisions; see Discussions below for specific information regarding each document.

#### Policy Advisory No. 917

#### Policy EA — Support Services Goals / Priority Objectives

In **Policy EA**, original language in “A.” and “C.” was updated, and original language in “B.” regarding transportation was removed as student services, which includes transportation, is noted in the revised “B.”

#### Policy Advisory No. 918

#### Regulation EB-R — Environmental and Safety Program

The title of **Regulation EB-R** was revised to align with the related policy, *Safety Program*. Headings within the regulation were updated, and the following language was added under the subheading *Students: A. Avoid behaviors **that jeopardize the safety of self or others including but not limited to.***

#### Policy Advisory No. 919 *DELETED* Policy EBAA — Reporting Hazards / Warning Systems

#### *DELETED* Regulation EBAA-R — Reporting Hazards / Warning Systems

Language in **Policy EBAA** and **Regulation EBAA-R — Reporting Hazards/Warning Systems** was moved to newly created **Policy EBAB** and **Regulation EBAB-R — Hazardous Materials** to better align with content; therefore, **Policy EBAA** and **Regulation EBAA-R** were removed from the model manual.

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

**Policy Advisory No. 920**                      **NEW Policy EBAB — Hazardous Materials**  
**NEW Regulation EBAB-R — Hazardous Materials**

**Policy EBAA** and **Regulation EBAA-R** were recodified as **Policy EBAB** and **Regulation EBAB-R** (the subtitle remained the same). Headings were added, content was reorganized, and language was updated to enhance clarity. The *Posting of Notice* portion in the regulation was removed as this information pertained specifically to emergency pesticide applications and the requirements for the certified applicator, not the District. Information regarding where to locate certified applicator requirements and exemptions for non-residual pesticide and emergency applications was added to the end of the regulation.

**Policy Advisory No. 921**                      **Policy EBBB — Accident Reports**  
**Regulation EBBB-R — Accident Reports**

In **Policy EBBB**, headings were added, content was reorganized, and language was updated to enhance clarity. For example, information regarding employee reporting in paragraph three was moved to the regulation under the heading *Employees*, and District reporting requirements per A.R.S. 23-908 and the Industrial Commission of Arizona were updated under the heading *District Responsibilities*. In **Regulation EBBB-R**, the subtitle *Student Accidents* was removed as the revised content pertains to employees and students, headings were added, and the following phrase, “report the matter to their supervisor immediately” was added regarding employee reporting to enhance clarity.

**Policy Advisory No. 922**                      **Policy EBC — Emergencies**  
**NEW Regulation EBC-R – Emergencies:**  
**Response Plans and School Closings**

**Policy EBC** was revised to include “Response Plans and School Closings” in the title as language in **Policy EBCD — Weather-related and Emergency Closings** was moved to this policy under the heading *Emergency School Closings*. Therefore, **Policy EBCD** was removed from the model manual. Headings and subheadings were also added, and content was reorganized to enhance clarity. Newly created **Regulation EBC-R** contains information formerly in **Regulation EBCD-R**; therefore, **Regulation EBCD-R** was removed from the model manual. Content regarding *Delayed Opening* and *School Closing* was combined into one paragraph in the revised regulation, and language relating to information dissemination was updated to enhance clarity.

**Policy Advisory No. 923**                      **DELETED Policy EBCD — Weather – Related**  
**and Emergency Closings**  
**DELETED Regulation EBCD-R — Weather – Related**  
**and Emergency Closings**

Language in **Policy EBCD** was moved to **Policy EBC** under the heading *Emergency School Closings*; therefore, **Policy EBCD** was removed from the model manual. Language in **Regulation EBCD-R** was moved to newly created **Regulation EBC-R**; therefore, **Regulation EBCD-R** was removed from the model manual.

**Policy Advisory No. 924**

**Policy ECA — Security  
Regulation ECA-R — Security**

Language in **Policy ECA** was expanded to include additional security-related content (e.g., preventing unauthorized visitors, fingerprinting volunteers, complying with workplace occupational safety and health standards, and complying with sex offender notification requirements). In **Regulation ECA-R**, the subtitle *Access and Keys* was added, as well as headings to enhance clarity.

**Policy Advisory No. 925**

**Policy ECAC - Vandalism  
Regulation ECAC-R — Vandalism**

Information on *Reporting Suspected Crimes or Incidents* previously found in **Policy GBEB – Staff Conduct** has been relocated to Policy ECAC. The policy and regulation titles were updated to *Vandalism and Reporting Suspected Crimes* to better reflect the revised scope and content. Additionally, the heading *Reporting* was added to Regulation ECAC-R for clarity; the regulation’s content remains unchanged.

**Policy Advisory No. 926**

**Policy ECB — Building and Grounds  
Maintenance**

Minor edits were made to **Policy ECB**, including the additions of “Oversight” to School Facilities Board and Legal Reference A.R.S. 41-5731.

**Policy Advisory No. 927**

**~~Policy ED — Materials and  
Equipment Management~~**

**Policy ED** was removed from the model manual as a District warehouse is not statutorily required. Districts may retain this policy if the information is applicable.

**Policy Advisory No. 928**

**Policy EDB — Maintenance and Control of  
Materials and Equipment  
Regulation EDB-R — Maintenance and Control of  
Materials and Equipment**

**Policy EDB** was revised to include “and Instructional Materials” in the title as language in **Policy EDDBA — Maintenance and Control of Instructional Materials** was moved to this policy under the heading *Instructional Materials*. Therefore, **Policy EDDBA** was removed from the model manual. Additional updates include headings, and the replacement of “furniture” with “materials” in paragraph two and “second” with “replacement” in paragraph six. **Regulation EDB-R** was also updated to align the title with the revised **Policy EDB**. Information regarding *Donation of Surplus* was added to **Regulation EDB-R** to enhance clarity, and the following terminology changes were made: “unit” was replaced with “district site” in paragraph one and “business manager” was replaced with “Superintendent” in paragraphs one and three.

**Policy Advisory No. 929**      ***DELETED* Policy EDDB — Maintenance and Control of Instructional Materials**

Language in **Policy EDDB** was moved to **Policy EDB**; therefore, **Policy EDDB** was removed from the model manual.

**Policy Advisory No. 930**      **Policy EDC — Authorized Use of School - Owned Materials and Equipment**

Minor edits to **Policy EDC** include the addition of “materials” in the opening sentence and the removal of information regarding competition with local business firms; however, Districts may retain this portion if preferred.

**Policy Advisory No. 931**      **Policy EE — Transportation Services**

The final paragraphs regarding student transportation in **Policy EE** were moved to newly created **Policy EEA — Student Transportation** under the subheading *Students with Disabilities* (information regarding statutory requirement) and heading *Responsibility* (information pertaining to operation and safety). Legal References were also updated.

**Policy Advisory No. 932**      ***NEW* Policy EEA — Student Transportation  
*NEW* Regulation EEA-R — Student Transportation**

Newly created **Policy EEA — Student Transportation** incorporates language from **EEAA — Walkers and Riders**, **EE – Transportation Services**, **EEAF — Special Use of Buses**, and **EEAG — Student Transportation in Private Vehicles** as these policies relate specifically to student transportation (therefore, **Policies EEAA, EEAF, EEAG** were removed from the model manual). The list of eligible student categories who qualify for transportation services was also updated, and information regarding transportation and student detention was added under the heading *Extenuating Circumstances*. Newly created **Regulation EEA-R** contains language from the former Regulation **EEAG-R**.

**Policy Advisory No. 933**      ***DELETED* Policy EEAA — Walkers and Riders**

Language in **Policy EEAA** was moved to newly created **Policy EEA** under the heading *School Bus Transportation*; therefore, **Policy EEAA** was removed from the model manual.

**Policy Advisory No. 934**      **Policy EEAE — Bus Safety Program  
Regulation EEAE-R — Bus Safety Program  
Exhibit EEAE-EA — Bus Safety Program  
Exhibit EEAE-EB — Bus Safety Program**

**Policy EEAE** was revised to include “and Student Conduct” in the title as language in **Policy EEAE — Student Conduct on School Buses** was moved to this policy under the heading *Student Conduct*. Therefore, **Policy EEAE** was removed from the model manual. Arizona Administrative Code was also updated,

headings were added, and content was reorganized to enhance clarity. The title for **Regulation EEAE-R** was revised to align with the policy (Bus Safety and Student Conduct), and a reference to **Exhibit EEAE-EA** was added to the end of the regulation. The titles for **Exhibits EEAE-EA** and **EEAE-EB** were revised to align with the policy (Bus Safety and Student Conduct), and Exhibit EEAE-EA updated “C.” under the heading *Prohibited items* to include the service animal exception.

**Policy Advisory No. 935**                      **Policy EEAEA — Bus Driver Requirements, Training and Responsibilities**  
**NEW Regulation EEAEA-R - Bus Driver Requirements, Training and Responsibilities**

Statutory language regarding *Certification and Training* was added to **Policy EEAEA**, and language in **Policy EEAEA** was moved to **Policy EEAEA**. Therefore, **Policy EEAEA** was removed from the model manual. Headings and subheadings were also added, and information was reorganized to enhance clarity. Newly created **Regulation EEAEA-R** contains language from **Regulation EEAEA-R**; therefore, **Regulation EEAEA-R** was removed from the model manual.

**Policy Advisory No. 936**                      **DELETED Policy EEAEA — Drug and Alcohol Testing of Transportation Employees**  
**DELETED Regulation EEAEA-R — Drug and Alcohol Testing of Transportation Employees**  
**DELETED Exhibit EEAEA-E — Drug and Alcohol Testing of Transportation Employees**

Language in **Policy EEAEA** was moved to **Policy EEAEA** under the heading *Transportation Employees: Prohibitions and Alcohol and Controlled Substances Testing*; therefore, **Policy EEAEA** was removed from the model manual. **Regulation EEAEA-R** was recodified as **Regulation EEAEA-R**; therefore, **Regulation EEAEA-R** was removed from the model manual. **Exhibit EEAEA-E** regarding records retention was removed from the model manual and general language pertaining to *Transportation Employees Retention Requirements for Alcohol and Controlled Substances Testing* was added to **Regulation EHB-R — Data/Records Retention**.

**Policy Advisory No. 937**                      **Policy EEAEB — Bus Purchasing and Maintenance**

Language in **Policy EEAEB** was expanded to include *Bus Inspection and Maintenance* information contained in statute and Arizona Administrative Code; the policy title was revised to align with the updated content: “Bus Inspection and Maintenance.”

**Policy Advisory No. 938**                      **DELETED Policy EEAE — Student Conduct on School Buses**

Language in **Policy EEAE** was moved to **Policy EEAE** under the heading *Student Conduct*; therefore, **Policy EEAE** was removed from the model manual.

**Policy Advisory No. 939** *DELETED* **Policy EAAF — Special Use of Buses**

Language in **Policy EAAF** was moved to newly created **Policy EEA** under the heading *Special Use*; therefore, **Policy EAAF** was removed from the model manual.

**Policy Advisory No. 940** *DELETED* **Policy EEAG — Student Transportation in Private Vehicles**  
*DELETED* **Regulation EEAG-R — Student Transportation in Private Vehicles**

Language in **Policy EEAG** regarding student transportation (paragraphs 1, 2, and 4) was moved to newly created **Policy EEA** under the heading *Private Vehicle Transportation* (language in **Policy EEAG** regarding District employees and Governing Board members (paragraph 3) was already included in **Policy EEB** under the heading *Use of Private Vehicle*). Therefore, **Policy EEAG** was removed from the model manual. **Regulation EEAG-R** was recodified as newly created **Regulation EEA-R**; therefore, **Regulation EEAG-R** was removed from the model manual.

**Policy Advisory No. 941** **Policy EEB — Business and Personnel Transportation Services**

Language in **Policy EEBD** was moved to **Policy EEB**; therefore, **Policy EEBD** was removed from the model manual. To reflect the expanded scope, the phrase “and Records and Reports” was added to the policy’s title.

**Policy Advisory No. 942** *DELETED* **Policy EEBD — Business Transportation Records and Reports**

Language in **Policy EEBD** was moved to **Policy EEB** under the heading *Transportation Records and Reports*; therefore, **Policy EEBD** was removed from the model manual.

**Policy Advisory No. 943** **Policy EF — Food Services**  
**Regulation EF-RA — Food Services**  
*NEW* **Regulation EF-RB – Food Services**

Language in **Policy EFC — Free and Reduced-Price Food Services** and **Policy EFE — Competitive Food Sales/Vending Machines** was moved to **Policy EF**; therefore, **Policies EFC** and **EFE** were removed from the model manual. The following subtitle was added to **Policy EF** to align with the updated policy content: *Free and Reduced Price, Competitive Food Sales, Vending Machines*. In addition, minor language updates were made under the heading *Competitive Food Sales* to align with the Arizona Healthy Schools Act, and headings were added to enhance clarity. **Regulation EF-R** was updated to **EF-RA** due to newly created **Regulation EF-RB**. Language from **Regulation EFC-R** was moved to newly created **Regulation EF-RB**; therefore, **Regulation EFC-R** was removed from the model manual.

**Policy Advisory No. 944**

***DELETED* Policy EFC — Free and  
Reduced – Price Food Services  
*DELETED* Regulation EFC-R — Free and  
Reduced – Price Food Services**

Language in **Policy EFC** was moved to **Policy EF** under the heading *Free and Reduced Price*; therefore, **Policy EFC** was removed from the model manual. **Regulation EFC-R** was recodified as **Regulation EF-RB**; therefore, **Regulation EFC-R** was removed from the model manual.

**Policy Advisory No. 945**

***NEW* Policy EFD — Pricing of and  
Payment for Food Services**

Newly created **Policy EFD** contains language from **Policy EFDA** which was recodified, reorganized, and updated for compliance and enhanced clarity in **Policy EFD**. Therefore, **Policy EFDA** was removed from the model manual.

**Policy Advisory No. 946**

***DELETED* Policy EFDA — Collection of  
Money / Food Tickets**

Information from **Policy EFDA** was moved to newly created **Policy EFD**; therefore, **Policy EFDA** was removed from the model manual.

**Policy Advisory No. 947**

***DELETED* Policy EFE — Competitive Food  
Sales / Vending Machines**

Language from **Policy EFE** was moved to **Policy EF** under the headings *Competitive Food Sales* and *Vending Machines*; therefore, **Policy EFE** was removed from the model manual.

**Policy Advisory No. 948**

***DELETED* Policy EG — Office Services**

**Policy EG** was removed from the model manual as office hours may differ throughout the District. The legal reference pertains to hours of labor, not hours of operation.

**Policy Advisory No. 949**

**Policy EGAD — Copyright Compliance**

**Policy EGAD** revisions include simplified language while retaining the *Fair Use Guidelines*.

**Policy Advisory No. 950**

**Policy EGAE — Mail and  
Delivery Services**

**Policy EGAE** contains minor updates (e.g., replaced “shall” with “may”) as a mail and delivery service is not required by statute.

**Policy Advisory No. 951**

**Policy EGAEA — Electronic Mail  
NEW Regulation EGAEA-R - Electronic Mail**

Headings were added to **Policy EGAEA** to enhance clarity, and guidelines were moved to newly created **Regulation EGAEA-R**.

**Policy Advisory No. 952**

**Policy EGD — Use of Technology in  
Office Services**

In **Policy EGD**, headings were added and language regarding *Records Retention* was moved to **Policy EHB — Data/Records Retention**. Additional revisions include minor updates to language, and the inclusion of additional Open Meeting Law information (e.g., Governing Board OML review requirement per A.R.S. 38-431.01, reiterated in **Policy BBA — Board Powers and Responsibilities**, as well as recommended email notification provided by the Arizona Attorney General).

**Policy Advisory No. 953**

**Policy EHB — Data / Records Retention  
Regulation EHB-R — Data / Records Retention**

Language under the heading *Records Retention* in **Policy EGD** was moved to **Policy EHB** under the heading *Governing Board and Staff*; in addition, headings were added, and content was reorganized to enhance clarity. **Regulation EHB-R** added general information regarding *Transportation Employees Retention Requirements for Alcohol and Controlled Substances Testing*, originally addressed in deleted **Exhibit EEAEAA-E**.

**Policy Advisory No. 954**

**Policy FA — Facilities Development Goals /  
Priority Objectives**

Legal references have been revised to reflect current law: repealed statutes A.R.S. 15-2002 and 15-2031 were removed, while A.R.S. 41-5711 (Minimum School Facility Adequacy Requirements) and 15 U.S.C. 2643 (Asbestos Hazard Emergency Response) were added. No changes were made to the policy content.

**Policy Advisory No. 955**

**Policy FCB — Retirement of Facilities**

Policy FCB was reorganized to enhance clarity, with updated legal references and added headings. The section outlining the process for closing a school facility now includes more specific, statutorily required information to better guide districts. Additionally, the policy title was revised to more accurately reflect its content, and a new section addressing boundary changes resulting from a school closure was added.

**Policy Advisory No. 956**

**Policy FEA — Educational Specifications for  
Construction**

Headings were added to Policy FEA and legal references were updated to enhance clarity; the original language in B., D., and E. was removed to better align with statutory requirements.

**Policy Advisory No. 957**

**Policy FF — Naming Facilities**

The following sentence was added to Policy FF: “The District may consider community feedback in this process.”

**Policy Advisory No. 958**

**Policy GBEB — Staff Conduct**

Information pertaining to *Reporting Suspected Crimes or Incidents* was moved to **Policy ECAC – Vandalism and Reporting Suspected Crimes**, and legal references were updated to reflect this change.



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

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

# ADVISORY 917

**EA ©  
SUPPORT SERVICES GOALS /  
PRIORITY OBJECTIVES**

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

A. To provide a ~~physical~~ safe and enriching environment ~~for~~ conducive to teaching and learning ~~that is safe and pleasant~~ for students, staff members, and the public.

B. ~~To provide safe transportation for students who ride the school bus to and from school.~~

C. To provide student services, resources, and assistance responsive to the needs of the educational programs.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-341

# ADVISORY 918

EB-R ©

REGULATION

**~~ENVIRONMENTAL AND~~  
SAFETY PROGRAM**

**Responsibilities**

***~~Responsibilities of the m~~Maintenance ~~s~~Supervisor:***

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

***~~Responsibilities of the school p~~Principals:***

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

***~~Responsibilities of the t~~Transportation ~~s~~Supervisor:***

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

***~~Responsibilities of o~~Other ~~e~~Employees:***

- A. Report promptly to the principal of the school or immediate supervisor any events or situations which may cause increased air pollution within the school or on the campus and any defects in buildings, grounds, or equipment that might prove injurious to the safety, health, or comfort of students, employees, or other persons.
- B. Take reasonable precaution for the safe use of buildings, grounds, and equipment by students.

***~~Responsibilities of s~~Students:***

- A. Avoid ~~the following~~ behaviors that jeopardize the safety of self or others including but not limited to:
  - 1. Setting off a false fire alarm.
  - 2. Misusing the fire alarm system, fire extinguishers, or other fire protection and safety equipment.
  - 3. Setting a fire in the building or on the school grounds.
  - 4. Taking any action or creating any situation which either directly or indirectly affects indoor air quality in an adverse manner.
- B. Report promptly to the principal of the school or other appropriate school employee any defects in buildings, grounds, indoor air quality, or equipment that might prove injurious to the safety, health, or comfort of employees, students, or other persons.

***~~Responsibilities of o~~Other ~~i~~Individuals  
~~u~~Utilizing ~~s~~School ~~b~~Buildings:***

- A. Refrain from abusing safety equipment, such as fire extinguishers, alarm systems, et cetera.
- B. Report promptly to the ~~Superintendent~~ principal or another school employee any defects in buildings, grounds, indoor air quality, or equipment that might prove injurious to the safety, health, or comfort of students, employees, or other persons.

# ADVISORY 919

~~EBAAC  
REPORTING OF HAZARDS/  
WARNING SYSTEMS~~

~~(Pesticide Application Notice)~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~3-3606~~

~~15-152~~

~~CROSS REF.:~~

~~IKEA - Make Up Opportunities~~

**~~EBAA-R ©~~**

**REGULATION**

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

**~~(Pesticide Application Notice)~~**

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

**~~Oral and Written Notice~~**

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

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

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

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

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

## ~~Posting of Notice~~

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

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

~~The signs shall be placed at:~~

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

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

~~CROSS REF.:~~

~~IKEA - Make Up Opportunities~~

# ADVISORY 920

**EBAB ©**  
**HAZARDOUS MATERIALS**  
**(Pesticide Application Notice)**

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

**Notice Requirements**

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

- A. Provide notice of pesticide application during a regular school session to students, employees, and parents/guardians, given in a form reasonably calculated to provide a warning at least forty-eight (48) hours prior to such application.
- B. Provide for oral notification to pupils and employees during the regular school session.
- C. Provide written, electronic or telephonic notification to parents or guardians at least forty-eight (48) hours prior to the application of pesticides during a regular school session.

**Pesticide Application Requirements**

Only a certified applicator may apply pesticides at a school.

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

- A. The brand name of the pesticide(s) to be applied.
- B. The location and area or areas where the pesticide is to be applied.
- C. The date and time the application is to occur.
- D. The name, address, phone number and contact person of the certified applicator.
- E. A statement that further information, such as the product label or safety data sheet, is available by contacting the certified applicator.

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

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

**Regulations**

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

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

3-3606

15-152

CROSS REF.:

IKEA - Make Up Opportunities

EBAB-R ©

REGULATION

HAZARDOUS MATERIALS

(Pesticide Application Notice)

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

Notice

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

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

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

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

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

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

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

CROSS REF.:  
IKEA - Make Up Opportunities

# ADVISORY 921

**EBBB ©  
ACCIDENT REPORTS**

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

**Procedures**

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

**District Reporting  
Responsibilities**

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

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

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

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

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

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

Adopted: \_\_\_\_\_

LEGAL REF.:  
A.R.S.

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

23-427

23-904

23-908

CROSS REF.:

GBGC - Employee Assistance

GBGD - Workers' Compensation

**EBBB-R ©**

REGULATION

**ACCIDENT REPORTS**

**~~(Student Accidents)~~**

**Employees**

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

**Students**

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

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

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

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

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

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

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

Any special health concern should be reported to the nurse.

# ADVISORY 922

**EBC ©**  
**EMERGENCIES: RESPONSE PLANS AND**  
**SCHOOL CLOSINGS**

**Emergency Response Plans**

**Development**

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

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

Internal regulations will be developed and maintained by the Superintendent.

**Requirements**

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

**Students With Disabilities**

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

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

**Confidentiality**

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

**Emergency School Closings**

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

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

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-341

41-1803

Arizona Minimum Requirements for School Emergency Operations Plan

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

Implementation Guidance: Arizona Minimum Requirements for School

Emergency Operations Plans (AZ Dept. of Ed.)

**EBC-R ©**

**REGULATION**

**EMERGENCIES: RESPONSE PLANS AND  
SCHOOL CLOSINGS**

**(Emergency Closings)**

**Delayed Opening and  
School Closing**

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

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

**Early Dismissal**

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

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

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

# ADVISORY 923

~~EBCD ©  
WEATHER RELATED AND  
EMERGENCY CLOSINGS~~

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

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

~~Adopted: \_\_\_\_\_~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-341~~

**~~EBCD-R©~~**

**REGULATION**

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

**~~Delayed Opening~~**

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

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

**~~School Closing~~**

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

**~~Early Dismissal~~**

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

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

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

# ADVISORY 924

**ECA ©  
SECURITY**

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

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

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

13-3715

13-3716

13-3821

13-3822

15-512

CROSS REF.:

JLIF - Sex Offender Notification

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

ECA-R ©

REGULATION

SECURITY

(Access and Keys)

Access

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

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

Keys

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

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

# ADVISORY 925

**ECAC ©**  
**VANDALISM AND REPORTING**  
**SUSPECTED CRIMES**

**Vandalism**

The Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property.

Students who destroy school property through vandalism or arson, or who create a hazard to the safety of other people on school property, may be referred to law enforcement authorities. Such students who are caught vandalizing school property shall be subject to disciplinary action, including but not limited to suspension and expulsion. A conference with the student's parents will be required.

Parents and students shall be made aware that the law provides that parents are liable for the willful destruction of property by a minor in their custody or control.

The District may file suit to recover the cost of vandalism from the student and/or parent(s).

**Reporting Suspected Crimes or Incidents**

Staff members are to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury and any conduct that poses a threat of death or serious physical injury to employees, students or others on school property. All such reports shall be documented and communicated to the Superintendent who shall be responsible for reporting to local law enforcement. "Serious offense" is defined in A.R.S. 13-706; "deadly weapon," "dangerous instrument," and "serious physical injury" are defined in A.R.S. 13-105. Conduct that is considered to be bullying, harassment or intimidation shall be addressed according to Policy JICK as required in A.R.S. 15-341(A)(36).

Subject to the conditions provided under A.R.S. 8-303, the school district or charter school is to notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described above, subject to the requirements of federal law.

The District shall post the policies and procedures pertaining to "Reporting Suspected Crimes or Incidents," as developed by the Department of Education, on the District's website to verify that the District has adopted the required policies and procedures.

If the District maintains an online Manual of policies and procedures, the District may post a link to that manual with a reference to the appropriate policies and procedures.

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

A person who violates the reporting requirements may be disciplined for violating the policies of the School District Governing Board pursuant to A.R.S. 15-341 and notwithstanding A.R.S. 15-341, may be subject to dismissal. Each school district governing board shall prescribe and enforce policies and procedures that require the School District to maintain a record on any person who is disciplined pursuant to this policy and, on request, shall make that record available to any public school, school district governing board or charter school governing body that is considering hiring that person.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

8-303

12-661

13-105

13-706

15-341

15-842

**ECAC-R ©**

REGULATION

**VANDALISM AND REPORTING**  
**SUSPECTED CRIMES**

**Reporting**

The principal will establish a system through which students and members of the school community can report any instance of vandalism or suspected vandalism. Each employee of the District shall report to the principal or other administrator every perceived incident of vandalism and, if known, the names of those responsible.

# ADVISORY 926

**ECB ©  
BUILDING AND GROUNDS  
MAINTENANCE**

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

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

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

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

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

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

A roofing inspection is required to be:

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

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

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-341

15-342.01

41-5702

41-5731

41-5832

A.A.C.

R7-6-215

CROSS REF.:

EB - ~~Environmental and Safety Program~~

JLIF - ~~Sex Offender Notification~~

# ADVISORY 927

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

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

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

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

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-213~~

# ADVISORY 928

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

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

**Materials and Equipment**

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

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

**Preventive Maintenance**

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

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

**Instructional Materials**

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

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

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-341

15-342

15-721 *et seq.*

15-727

15-729

A.A.C.

R7-2-1131

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

2 CFR 200.313

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

CROSS REF.:

DID - Inventories

DN - School Properties Disposition

JQ - Student Fees, Fines, and Charges

**EDB-R ©**

REGULATION

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

**Surplus Equipment**

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

**Donation**

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

**Transfer of Equipment**

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

# ADVISORY 929

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

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

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

Adopted: \_\_\_\_\_

LEGAL REF.:

~~A.R.S.~~

~~15-727~~

~~15-729~~

CROSS REF.:

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

# ADVISORY 930

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

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

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

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

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

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

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

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-1102

15-1105

CROSS REF.:

KF - Community Use of School Facilities

# ADVISORY 931

**EE ©  
TRANSPORTATION SERVICES**

**Allowable Vehicles**

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

**~~Allowable Vehicles~~**

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

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

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

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

~~15-342~~

~~15-764~~

~~15-921~~

~~15-922~~

15-923

15-925

~~15-945~~

~~15-946~~

~~28-900~~

~~28-901~~

~~28-3053~~

# ADVISORY 932

EEA ©  
STUDENT TRANSPORTATION

School Bus Transportation

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

A. K-8 Students:

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

B. High School Students:

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

C. Open Enrollment Students:

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

D. Students with Disabilities:

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

E. Homeless Students:

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

F. Foster Students:

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

G. Eligible Nonresident Students:

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

**Responsibility**

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

**Special Use**

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

**Private Vehicle Transportation**

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

**Guidelines**

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

**Extenuating Circumstances:**

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

Adopted: \_\_\_\_\_

LEGALREF.:

A.R.S.

8-530.04

15-342

15-764

15-816.01

15-901

15-921

15-922

15-923

15-925

15-945

15-946

28-900

28-901

28-3053

A.G.O.

I80-025

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

CROSS REF.:

EEB - Business and Personnel Transportation Services and  
Records and Reports

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

JFABD - Admission of Homeless Students

EEA-R ©

STUDENT TRANSPORTATION

Private Vehicles

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

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

# ADVISORY 933

~~EEAA ©  
WALKERS AND RIDERS~~

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

~~A. Students with disabilities who require transportation, as indicated in their respective individual education programs.~~

~~B. Students living within a one (1) mile radius of the school where hazardous or difficult routes exist and where other arrangements cannot be provided.~~

~~C. Students who are residents within a school attendance area and:~~

~~1. If common school students, live more than one (1) mile from the school.~~

~~2. If high school students, live more than a mile and a half (1 1/2) from the school.~~

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

~~E. Transportation for homeless students to their school of enrollment, if it is the school of origin, will be arranged as needed by the school liaison for homeless students.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-342~~

~~15-764~~

~~15-816.01~~

~~15-901~~

~~15-922~~

~~28-797~~

~~28-900~~

~~28-901~~

~~A.G.O.~~

~~180-025~~

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

~~CROSS REF.:~~

~~JFABD—Admission of Homeless Students~~

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

# ADVISORY 934

**EEAE ©**  
**BUS SAFETY PROGRAM AND**  
**STUDENT CONDUCT**

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

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

**Bus Driver Requirements**

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

**Maintenance and Operation**

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

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

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

**School Buses**

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

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

### **Student Transport**

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

### **Student Conduct**

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

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

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

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

### **Evacuation Drills**

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

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

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-341

15-843

15-922

28-101

28-900

28-984

28-3228

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

A.A.C.

~~R17-9-102~~

~~R17-9-104~~

~~R17-9-106~~

~~R17-9-108~~

Title 13, Chapter 13

Commercial Motor Vehicle Safety Act of 1986

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

CROSS REF.:

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

**EEAE-R ©**

REGULATION

**BUS SAFETY PROGRAM AND  
STUDENT CONDUCT**

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

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

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

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

**EEAE-EA ©**

**EXHIBIT**

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

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

***Arriving at pickup point:***

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

***Board the bus:***

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

***Conduct on the bus:***

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

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

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

***Prohibited items:***

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

***Exit from the bus:***

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

***Crossing the highway:***

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

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

***Accident or other emergency:***

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

***Procedures followed upon student misbehavior on school bus:***

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

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

**EEAE-EB ©**

EXHIBIT

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

**SCHOOL BUS INCIDENT REPORT**

---

Bus No. Driver's Name Date

---

Type of Incident

---

Student's Name

*Incident:*

- |  |   |
|--|---|
| <input type="checkbox"/> Failure to remain seated    | <input type="checkbox"/> Throwing objects on bus        |
| <input type="checkbox"/> Refusing to obey driver     | <input type="checkbox"/> Hanging out of window          |
| <input type="checkbox"/> Fighting                    | <input type="checkbox"/> Spitting                       |
| <input type="checkbox"/> Profanity                   | <input type="checkbox"/> Disobeying bus monitor         |
| <input type="checkbox"/> Lighting matches            | <input type="checkbox"/> Bothering others (see comment) |
| <input type="checkbox"/> Smoking on bus              | <input type="checkbox"/> Vandalism                      |
| <input type="checkbox"/> Throwing objects out of bus | <input type="checkbox"/> Other (see comment)            |

Comments:

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Signature: \_\_\_\_\_

Action taken by school: \_\_\_\_\_

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Signature of School Official

# ADVISORY 935

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

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

**Requirements:**

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

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

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

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

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

**Certification and Training**

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

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

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

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

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

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

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

**Costs**

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

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

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

**Prohibitions:**

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

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

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

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

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

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

### **Results of Engagement in Prohibited Conduct**

Each driver who engages in the conduct prohibited herein shall:

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

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

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

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

### **Costs**

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

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

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

### **Alcohol and Controlled Substances Testing**

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

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

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

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

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

### **Responsibility**

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

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

13-3401

15-106

15-513

15-925

28-3228

A.A.C.

R17-4-508 et seq.

Title 13, Chapter 13

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

49 CFR Part 40

CROSS REF.:

EAEAB - Bus ~~Purchasing~~ Inspection and Maintenance

GBEC - Drug-Free Workplace

GBECA - Nonmedical Use or Abuse of Drugs or Alcohol

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

GDFA - Support Staff Qualifications and Requirements  
(fingerprinting requirements)

EEAEA-R ©

REGULATION

BUS DRIVER REQUIREMENTS, TRAINING,  
AND RESPONSIBILITIES

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

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

***Random:***

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

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

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

***Postaccident***

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

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

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

1. A fatality; or

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

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

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

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

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

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

1. Treat injuries.

2. Work with law enforcement officials.

3. Explain the need for testing.

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

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

6. Collect specimens promptly.

7. Document events.

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

**Reasonable suspicion:**

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

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

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

D. Reasonable suspicion testing should include the following considerations:

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

**Return-to-duty testing:**

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

**Referral:**

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

**Driver Training**

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

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

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

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

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

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

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

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

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

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

### **Supervisor Training**

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

# ADVISORY 936

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-513~~

~~13-3402~~

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

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

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

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

~~CROSS REF.:~~

~~GBEC Drug Free Workplace~~

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

~~EEAEAA-R ©~~

REGULATION

~~DRUG AND ALCOHOL TESTING OF  
TRANSPORTATION EMPLOYEES~~

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

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

***Random:***

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

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

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

***Postaccident:***

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

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

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

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

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

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

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

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

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

***Reasonable suspicion:***

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

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

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

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

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

***Return-to-duty testing:***

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

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

***Referral:***

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

***Driver Training***

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

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

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

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

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

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

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

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

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

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

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

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

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

### ~~Supervisor Training~~

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

~~EEAEA E ©~~

~~EXHIBIT~~

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

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

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

~~A. *Five years:*~~

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

~~B. *Two years:*~~

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

~~C. *One year:*~~

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

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

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

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

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

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

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

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

~~D. Records related to evaluations:~~

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

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

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

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

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

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

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

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

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

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

***How must these records be reported?***

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

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

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

***Where are records to be located?***

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

***What summary records are required?***

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

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

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

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

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

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

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

- ~~A. The covered employee, to the employee's records, upon written request.~~
- ~~B. The employer.~~
- ~~C. The Secretary of Transportation, upon request.~~
- ~~D. Any DOT agency, upon request.~~
- ~~E. Any state or local official with regulatory authority over the employee, upon request.~~
- ~~F. Any person or employer, upon the employee's written request.~~
- ~~G. National Transportation Safety Board may review postaccident test information upon request and as a part of an accident investigation. [49 CFR 382.405]~~

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

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

# ADVISORY 937

**EEAEB ©**  
**BUS PURCHASING INSPECTION AND MAINTENANCE**

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

**Inspection**

A. At least annually:

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

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

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

**Maintenance**

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

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

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

28-900

28-984

A.A.C.

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

Title 13, Chapter 13

# ADVISORY 938

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

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

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

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

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

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-341~~

~~CROSS REF.:~~

~~EEAE – Bus Safety Program~~

~~JIC – Student Conduct~~

~~JK – Student Discipline~~

# ADVISORY 939

~~EEAF ©~~  
~~SPECIAL USE OF BUSES~~

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

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

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

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-1105~~

# ADVISORY 940

~~EEAG ©  
STUDENT TRANSPORTATION  
IN PRIVATE VEHICLES~~

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

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

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

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

~~Adopted: \_\_\_\_\_~~

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

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

~~EEAG-R~~ ©

REGULATION

~~STUDENT TRANSPORTATION  
IN PRIVATE VEHICLES~~

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

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

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

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

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

# ADVISORY 941

**EEB ©**  
**BUSINESS AND PERSONNEL TRANSPORTATION**  
**SERVICES AND RECORDS AND REPORTS**

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

**Transportation Services**

***Administrative Requirements***

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

***Use of School Vehicles***

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

***Use of Private Vehicle***

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

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

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

### ***Accident Report***

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

### **Transportation Records and Reports**

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

Adopted: \_\_\_\_\_

#### LEGAL REF.:

A.R.S.

15-321

15-341

15-901

15-903

38-538

A.A.C.

R13-13-108

USFR: VI-I.

#### CROSS REF.:

DKC - Expense Authorization/Reimbursement

EEAG - Student Transportation ~~in Private Vehicles~~

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

# ADVISORY 942

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

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

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

~~15-901~~

~~15-903~~

~~A.A.C.~~

~~R17-4-612~~

# ADVISORY 943

**EF ©  
FOOD SERVICES**

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

**Food Services**

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

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

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

**Free and Reduced Price**

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

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

**Competitive Food Sales**

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

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

### **Vending Machines**

Vending machines may be located on school campuses.

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

Adopted: \_\_\_\_\_

#### LEGAL REF.:

A.R.S.

15-239

15-242

15-242.01 Arizona Healthy Schools Act (HB 2164)

15-341

15-342

15-1151

15-1152

15-1153

15-1154

15-1155

15-1157

15-1158

15-1251

A.A.C.

R9-8-701 et seq.

42 U.S.C. 17751 et seq.

42 U.S.C. 1771 et seq.

7 CFR Part 210

7 CFR Part 215

7 CFR Part 220

7 CFR Part 245

Public Law 111-296, Healthy, Hunger-Free Kids Act of 2010 Sec. 205 -  
Equity in School Lunch Pricing

USFR, Section X, Appendix F Food Service Fund

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

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

#### CROSS REF.:

GDN - Supervision of Support Staff Members

JL - Student Wellness

**EF-RA ©**

**REGULATION**

**FOOD SERVICES**

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

***Meals in Schools-***

Each school shall:

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

***Menu-***

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

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

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

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

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

***Competitive ~~F~~foods-***

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

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

***Pricing, ~~P~~osting, and ~~E~~xpenses-***

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

Schools shall ensure that:

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

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

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

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

***Training.***

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

***Eligibility.***

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

***Dining Environment.***

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

***Student Workers.***

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

***Denial of Meals as Disciplinary Action.***

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

***Feeding Senior Citizens-***

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

***Student, Parent, Teacher and Community Involvement-***

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

***Recordkeeping-***

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

***Safety Inspections-***

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

***Other Food Sales-***

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

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

**EF-RB ©**

**REGULATION**

**FOOD SERVICES**

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

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

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

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

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

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

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

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

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

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

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

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

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

# ADVISORY 944

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

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

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

~~Adopted: \_\_\_\_\_~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-242~~

~~15-1151~~

~~15-1152~~

~~15-1153~~

~~15-1154~~

~~15-1155~~

~~15-1157~~

~~15-1158~~

~~15-1251~~

~~Arizona Department of Education: The Arizona Nutrition Standards  
Administrative Regulations, USFR, Section VI, Food Services~~

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

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

~~CROSS REF.:~~

~~GDN—Supervision of Support Staff Members~~

~~JL—Student Wellness~~

~~EFC-R ©~~

REGULATION

~~FREE AND REDUCED PRICE  
FOOD SERVICES~~

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

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

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

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

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

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

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

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

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

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

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

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

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

# ADVISORY 945

**EFD ©**  
**PRICING OF AND PAYMENT**  
**FOR FOOD SERVICES**

**Meal Charges**

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

**Unpaid Meal Charges**

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

**Notification**

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

Adopted: \_\_\_\_\_

**LEGAL REF.:**

A.R.S.

15-116

15-1153

15-1154

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

**CROSS REF.:**

JL - Student Wellness

# ADVISORY 946

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

~~Meal Charges~~

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

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

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

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

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

~~The District shall make a reasonable effort to collect unpaid meal charges classified as delinquent debt. The District shall ensure that efforts to collect delinquent debt do not have a negative impact on the student involved. Such efforts shall focus primarily on the parents or guardians responsible for providing for the student's funds for meals. When the District determines that collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt" as defined in 2 CFR 200.426. Bad debt must be written off as operating loss. However, "bad debt" must be restored using non-federal funds. Delinquent meal charges that are converted to "bad debt" must be recorded and maintained in accordance with record retention requirements in 7 CFR 210.9(b)(17) and 7 CFR 210.15(b).~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

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

~~CROSS REF.:~~

~~JL - Student Wellness~~

# ADVISORY 947

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

~~Vending Machines~~

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

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

~~Competitive Food Sales~~

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

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

~~Adopted: \_\_\_\_\_~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-242 Nutrition Standards~~

~~The National School Lunch Act (42 U. S. C. 1751 *et seq.*)~~

~~— and the Child Nutrition Act (42 U.S.C. 1771 *et seq.*), as amended.~~

~~CROSS REF.:~~

~~JL Student Wellness~~

~~LC Relations with Education Research Agencies~~

# ADVISORY 948

~~EG ©~~  
~~OFFICE SERVICES~~

~~All offices in the District shall be open during the school year from 8:00 a.m. until 5:00 p.m., Monday through Friday, except during holidays and as otherwise stipulated by the Superintendent. Hours of the working day shall be assigned by supervisors.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~Arizona Constitution, Article 18, Section 1~~

# ADVISORY 949

**EGAD ©  
COPYRIGHT COMPLIANCE**

~~School equipment and personnel cannot be used for any printing work for Parent-Teacher Association (P.T.A.) or for professional, charitable, or character building organizations. The only exception to this policy is when an individual school duplicates notices of the parent group meetings directly connected with a specific activity in the school.~~

~~The District does not condone violations of the United States copyright law. Subject to certain specific exceptions, the owner of a copyright has the exclusive rights to reproduce, distribute, perform, or display the copyrighted work, or to authorize such reproduction, distribution, performance, or display by others.~~

~~An exception to the exclusive rights enjoyed by copyright owners is the doctrine of fair use. The fair use of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. All of the following factors shall be considered in determining fair use:~~

Copyrighted materials shall be used solely for educational purposes and in accordance with applicable laws and recognized fair use guidelines.

To determine whether the use of a work constitutes fair use, the following factors shall be considered:

- A. ~~t~~The purpose and character of the use, including whether ~~the~~ such use is of a commercial nature or for nonprofit educational purposes.;
- B. ~~t~~The nature of the copyrighted work.;
- C. ~~t~~The amount and ~~importance~~ substantiality of the portion used in relation to the copyrighted work as a whole.;
- D. ~~t~~The effect of the use upon the potential market for or value of the copyrighted work.

~~A further exception shall be performance or display of a work by instructors or students in the course of face-to-face teaching activities in a classroom or other similar place devoted to instruction.~~

Adopted: \_\_\_\_\_

LEGAL REF.:  
17 U.S.C. 101 *et seq.*

# ADVISORY 950

**EGAE ©  
MAIL AND DELIVERY SERVICES**

A mail service system ~~shall~~ may be maintained within the District so that in-District communications and communications from outside sources may be delivered to the intended recipients in the most practicable way.

The use of District mail facilities and personnel for the distribution of materials and communications ~~shall~~ may be restricted to materials and communications that further the official school business and the educational purposes of the District.

The District ~~shall~~ is not ~~be~~ liable for items lost or opened, nor for any damage or injury incurred by any individual as a result of the use of this mail service.

The Superintendent may establish procedures for implementation of this policy.

Adopted: \_\_\_\_\_

# ADVISORY 951

**EGAEA ©  
ELECTRONIC MAIL**

**Appropriate Use**

Electronic communications (including records made with other software and sent in e-mail) which are sent or received by the Board or District employees pertaining to the business of the school may be subject to public disclosure and inspection as public records and discovery in litigation as evidence in support of a claim. Use of electronic mail should conform to the same standards of judgment, propriety, and ethics as other forms of school business-related communications.

Board members, officers and employees may create electronic records subject to public disclosure through the use of e-mail on their private computers or borrowed computers when communicating about school business-related issues. All business-related electronic communications by Board members, officers and employees are to be turned over to the school records office to be sorted and have their value as a record determined.

**Record Keeping System**

For ~~these~~ the reasons stated above, a record keeping system for electronic communications shall be established in which those types of electronic communications:

- A. shall be categorized in the same manner as is required for paper records;
- B. shall be stored in a way permitting ease of record retrieval; and
- C. ~~and~~ shall contain explicit sender and receiver identification.

~~The following guidelines shall be adhered to in order to establish a record keeping procedure for such communications.~~

- ~~A. A repository for electronic communications shall be established at the direction of the Superintendent.~~
- ~~B. All school business related communications, including communications from private computers used by School Board members, officers and employees shall be segregated to a file folder and then to a location designated by the District so that these records may be maintained and inspected by any person upon request, unless the materials are otherwise made confidential by law.~~
- ~~C. The determination of record status shall be on the same basis as is used for paper records.~~

~~D. Once the communication is transferred to the records maintenance location and into the recordkeeping system the original electronic version may be deleted. The version maintained in the proper recordkeeping system is the official copy and must be retained for the same period as required for other forms of the same record series.~~

~~E. A retrieval system for electronic mail and data transmitted with mail shall be established that will permit reasonable access to the records with a minimum of effort, identifying the recipient and the sender.~~

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-141

15-142

15-186

15-241

15-350

15-537

15-551

15-828

15-843

15-1041 et seq.

~~38-431-01 et seq.~~

39-101

39-121 et seq.

41-151 et seq.

~~41-1343~~

A.G.O.

I05-004

~~General Retention Schedule for All State Agencies and Political Subdivisions  
— for Records Received via E-mail~~

ASLAPR General Retention Schedule for School Districts and  
Charter Schools

20 U.S.C. 1232g Family Educational Rights and Privacy Act

CROSS REF.:

~~BDF - Advisory Committees~~

BEDH - Public Participation and News Media Services at Board Meetings

BHC - Board Communications

~~BHD - Board Communications with the Public~~

CFD - School-Based Management (School Councils)

EGD - Use of Technology in Office Services

EHB - Data/Records Retention (Records Management)

**EGAEA-R ©**

**REGULATION**

**ELECTRONIC MAIL**

***Guidelines***

The following guidelines shall be adhered to in order to establish a record-keeping procedure for such communications.

A. A repository for electronic communications shall be established at the direction of the Superintendent.

B. All school business-related communications, including communications from private devices and accounts used by School Board members, officers and employees, shall be segregated to a file folder and then to a location designated by the District, for public record administration.

C. The determination of record status shall be on the same basis as is used for paper records.

D. Once the communication is transferred to the records maintenance location and into the recordkeeping system the original electronic version may be deleted. However, the District should ensure the preservation of the record's original metadata insofar as possible. The version maintained in the proper recordkeeping system is the official copy and must be retained for the same period as required for other forms of the same record series.

E. A retrieval system for electronic mail and data transmitted with mail shall be established that will permit reasonable access to the records identifying the recipient and the sender.

# ADVISORY 952

**EGD ©  
USE OF TECHNOLOGY IN  
OFFICE SERVICES**

**Electronic Information Systems  
(EIS)**

Electronic information systems ~~communications~~ (including communications and records made with other software and sent in e-mail) which are sent or received by the Board or District employees pertaining to the business of the school may be subject to public disclosure and inspection as public records and discovery in litigation as evidence ~~in support of a claim~~.

**Open Meeting Law**

~~All~~ A Governing Board member shall review the Open Meeting Law materials at least one (1) day before the day he/she takes office. It is recommended that Board members and selected staff are encouraged to participate in Open Meeting Law (OML) and Public Records Law training within the first thirty (30) days after becoming a member of the Board or the date of employment, as is applicable.

~~In order to encourage the Board, individual Board members, staff communicating with or on behalf of the Board and members of councils/committees of the Board~~ To comply with the requirements of the OML and Public Records Law, the following guidelines shall be followed:

***Guidelines:***

- A. E-mail or any other electronic messaging service shall not be used as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.
- B. E-mail or any other electronic messaging service may be used to disseminate factual information, such as agenda packet, suggestions for public agenda items and reminders regarding committee meeting times, dates and places.
- C. Confidential information about employees, students or other Board members shall not be included in e-mail communications due to the risk of improper disclosure.
- D. Should electronic devices be utilized for participation or attendance at public meetings, the public in attendance including media representatives shall have the same access to the electronic input as the Governing Board members.
- E. The Arizona Attorney General recommends including the following statements shall notice be used on all Board member and staff electronic communications advising Board members of potential OML consequences:

Superintendent and Staff: "To ensure compliance with the Open Meeting Law, [Board member] recipients of this message should not forward it to other Board members of the public body. ~~nor should Board members~~ Members of the public body may reply to this message, but they should not send a copy of the reply to other members."

Board Members: "To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other board members and board members should not reply to this message."

Although the OML does not require this notice, such notification may serve as a helpful reminder to board members that they should not discuss or deliberate through e-mail.

F. Board members shall ~~communicate~~ use electronic communications with staff members and the public by following procedures established in policy.

### **~~Records Retention:~~**

~~Each Board member or staff member computer user shall segregate or store electronic communications pertaining to the business of the District to or from members of the Board or staff to a file folder and then to a location designated by the District so that these records may be maintained and inspected by any person upon request, unless otherwise made confidential by law.~~

### **Compliance**

In the event a Board member(s) fails to comply with the guidance of Board policy, the matter shall be referred to the Board President, who will meet with and/or discuss the matter and the Board policy with the Board member(s). The Board President may request that the Board's legal counsel participate in the meeting and/or discussion.

In the event an employee fails to comply with the guidance of Board policy, that employee may be subject to disciplinary action, up to and including possible termination.

The Superintendent may develop procedures to assist in compliance with the Open Meeting Law and the Public Records Law.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

38-431.01 *et seq.*

39-101

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

39-121 *et seq.*

41-151.11

~~41-1343~~

A.G.O.

I05-004

ASLAPR General Retention Schedule for School Districts and  
Charter Schools

~~General Retention Schedule for School Districts and Charter Schools—  
Electronic Communications and Social Networking Records~~

20 U.S.C. 1232g Family Educational Rights and Privacy Act

CROSS REF.:

~~BDF—Advisory Committees~~

BEDH - Public Participation and News Media Services at Board Meetings

BHC - Board Communications ~~with Staff Members~~

~~BHD—Board Communications with the Public~~

CFD - School-Based Management (School Councils)

EGAEA - Electronic Mail

EHB - Data/Records Retention (Records Management)

EHB-R - Data/Records Retention (Records Management Program)

# ADVISORY 953

**EHB ©  
DATA / RECORDS RETENTION**

**(Records Management)**

**Management**

The Arizona State Library, Archives and Public Records (ASLAPR) has adopted records management standards for the maintenance and storage of school District's public records, which standards provide for the maintenance and storage of records either on paper or in an electronic format, or a combination of paper and electronic format.

All required records and any other records that are deemed necessary or helpful will be prepared in a manner consistent with law and the requirements of the Uniform System of Financial Records (USFR). An administrative records management program approved by the Governing Board shall be established and maintained, and copies of retention schedules shall be submitted to the ASLAPR. ~~Records management standards adopted by the ASLAPR for the maintenance and storage of the District's public records provides for the maintenance and storage of records either on paper or in an electronic format, or a combination of paper and electronic format.~~

**Governing Board and Staff**

The Governing Board is the custodian of the official copies of all records, required or optional, and the Superintendent shall be responsible for protecting such records on behalf of the Board. As a part of the records management program, the Superintendent may assign management responsibilities to other employees by naming the employee positions and a general description of the records assigned to their ~~jurisdiction~~ supervision.

Each Board member or staff member computer user shall segregate or store electronic communications pertaining to the business of the District to or from members of the Board or staff to a file folder and then to a location designated by the District so that these records may be administered as public records.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-271

15-272

15-341

23-721

23-926

23-962

38-421

38-423

38-424

39-101

39-103

39-121

~~41-1346 et seq.~~

44-1373

A.A.C.

R7-2-803

USFR

ASLAPR General Retention Schedule for School Districts  
and Charter Schools

**EHB-R ©**

**REGULATION**

**DATA / RECORDS RETENTION**

**(Records Management Program)**

Records shall be prepared and managed as outlined below.

**Business and Financial Records**

Management of the following records is the responsibility of the ~~business manager~~ Superintendent:

- A. Annual District budget.
- B. Audit reports.
- C. Financial statements.
- D. Capital levy plan.
- E. Bids.
- F. Contracts (except employment).
- G. Deeds.
- H. Leases/lease purchases.
- I. Inventory (history records of general fixed assets).
- J. Records identified in the Uniform System of Financial Records.

**Other District Records**

The current year's records will be kept in the District administration office. When it is practical to do so, but no later than during the second immediate past year, all paper records will be grouped, bundled together, and labeled, with the disposal date noted on the label. Records created and/or maintained in an electronic format will be preserved in a manner approved by the Records Management Division of the Arizona State Library, Archives and Public Records (ASLAPR). Retention periods noted will refer to the number of years after the end of the fiscal year in which the records were made or superseded, as specified in the General Retention Schedules for School Districts and Charter Schools.

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

### **Retention Requirements**

All records shall be managed in compliance with the requirements of the Records Management Division of the Arizona State Library, Archives, and Public Records (ASLAPR). Due to the ongoing process by the ASLAPR to revise existing and add new retention schedules for school districts and charter schools, the current point-in-time status of records retention requirements must be confirmed prior to determining disposition of the subject records by accessing the General Retention Schedule for School Districts and the Standards and Guidelines for Electronic Records available on the ASLAPR website at: [Retention Schedules, Forms, Standards, Guidance and FAQs | Arizona State Library \(azlibrary.gov\)](#) and [frequently asked questions schools 10-19-2015.pdf \(azlibrary.gov\)](#)

### **Transportation Employees Retention Requirements for Alcohol and Controlled Substances Testing**

The District shall maintain Transportation employee records of alcohol and controlled substances misuse and prevention programs in a secure location with controlled access. Specific requirements regarding these records should be implemented according to all applicable state and federal law.

# ADVISORY 954

**FA ©  
FACILITIES DEVELOPMENT GOALS /  
PRIORITY OBJECTIVES**

Priority in the development of facilities shall be based on identified educational needs and on programs developed to meet those needs.

The Board establishes these broad goals for development:

- A. To integrate facilities planning with other aspects of planning in a comprehensive educational program.
- B. To base educational specifications for school buildings on identifiable learner needs.
- C. To design for sufficient flexibility to permit program modification or the installation of new programs.
- D. To design school buildings as economically as feasible, providing that learner needs are effectively and adequately met by the design.
- E. To involve the community, school staff members, available experts, and the latest in related current development and research in building plans and specifications.
- F. To analyze life-cycle costs as they compare with capital expenditures versus a maintenance and operations expense projection.
- G. To analyze the core facility as it relates to future expansion.
- H. To design school buildings for community use when feasible.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-341

15-342

~~15-2002 et seq.~~

~~15-2031~~

41-5711

15 U.S.C. 2643

# ADVISORY 955

**FCB ©**  
**~~RETIREMENT OF FACILITIES~~**  
**CLOSING A SCHOOL FACILITY:**  
**PROCESS, SALE, LEASE**

**~~(Closing a School Facility)~~**

~~If it is determined the Board needs to consider closing a school facility the Board may consult with the Arizona School Facilities Board (SFB) for technical assistance and for information on the impact of closing a school. The information provided from the SFB shall not require the Board to take or not take any action.~~

The Board recognizes the impact closing a school has on the community, the students who attend the school being considered, the projected impact on other schools in the District, and the District. ~~In response the Board shall discuss and consider a proposed school closing at a scheduled Board meeting. The Superintendent shall present at a Board meeting demographic data related to present and future school facility needs along with information related to a school closing.~~

**Process:**

A. Provide written notice to the parents or guardians of all students enrolled in the School District at least ten (10) days before a public meeting to discuss closing a school within the School District. The notice shall include the reasons for the proposed closure and the time and place of the meeting.

B. The Governing Board shall fix a time for a public meeting on the proposed closure not less than ten (10) days before voting in a public meeting to close the school. The School District Governing Board shall give notice of the time and place of the meeting.

C. At the time and place designated in the notice, the School District Governing Board shall hear reasons for or against closing the school.

The above process is required unless the Governing Board determines that a school shall be closed because it poses a danger to the health or safety of the students or employees of the school.

If it is determined the Board needs to consider closing a school facility, the Board may consult with the Department of Administration – Division of School Facilities for technical assistance and for information on the impact of closing a school. The information provided by the Division of School Facilities within the Department of Administration shall not require the Board to take or not take any action.

## **Decision to Sell or Lease**

Following a decision to sell or lease a vacant ~~and unused~~ building or a ~~vacant and unused portion of a~~ partially used building, the District may not prohibit a charter school or private school from negotiating to buy or lease the property in the same manner as other potential buyers or lessees. The District shall attempt to obtain the highest possible value under current market conditions for the sale or lease of the vacant ~~and unused~~ building or ~~the vacant and unused portion of a~~ partially used building and may not accept an offer from a potential buyer or lessee that is less than an offer from a charter school or private school. This does not require the owner of a building to sell or lease the building or a portion of the building to a charter school, to any other school or to any other prospective buyer or tenant, except that the owner of a building may not withdraw the property from sale or lease solely because a charter school or private school is the highest bidder.

~~Community members shall be provided an opportunity to address the consideration at the Board meeting.~~

## **Definitions**

Except as otherwise provided under A.R.S. 15-119(D), "partially used building" means a building with at least four thousand five hundred square feet (4,500 sq. ft.) of contiguous, unused space.

"Vacant building" means a building that has been vacant and unused for at least two (2) years.

## **Boundary Changes**

The District shall follow policy and statutory requirements regarding possible boundary changes as a result of a school closure.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-119

~~15-189~~

15-341

38-431.01

CROSS REF.:

DN - School Properties Disposition

JC - School Attendance Areas

# ADVISORY 956

**FEA ©  
EDUCATIONAL SPECIFICATIONS  
FOR CONSTRUCTION**

**New School Facilities**

The Governing Board may delegate authority in writing to the Superintendent to submit plans for new school facilities to the School Facilities Oversight Board for the purpose of certifying that the plans meet the minimum school facility adequacy guidelines prescribed in A.R.S. ~~15-2011~~ 41-5711.

**New or Remodeled  
School Facilities**

In the construction of new or remodeled educational facilities, the Board may requires the Superintendent to develop a set of comprehensive educational specifications. In conferences with the architect, the following specifications ~~and statutory references shall~~ may be discussed for design inclusion:

- A. Information concerning the plan of school organization and estimated enrollment in the proposed building.
- B. ~~A description of the proposed curriculum and the teaching methods and techniques to be employed.~~
- C. A schedule of space requirements, including an indication of relative locations of various spaces.
- D. ~~A desired layout of special areas and the equipment needed for such areas.~~
- E. ~~An outline of mechanical features and special finishes desired.~~
- C. F. Standards established by the School Facilities Oversight Board.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-213

15-341

~~15-2001 et seq.~~

~~15-2011~~

34-461

41-1492 et seq.

41-5711

41-5741

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

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

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

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

# ADVISORY 957

**FF ©  
NAMING FACILITIES**

In naming facilities, the District will consider names derived from significant geographic locations, historical events, or events of community significance, as well as worthy deceased individuals who:

- A. Have made unique contributions to the District; and
- B. Have been deceased for at least ten (10) years.

The District may consider community feedback in this process.

In this policy, the word *facility* refers to any school building, administration building, gymnasium, stadium, athletic field, or playground.

Adopted: \_\_\_\_\_

# ADVISORY 958

**GBEB ©  
STAFF CONDUCT**

All employees of the District are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and District property. No employee shall, by action or inaction, interfere with or disrupt any District activity or encourage any such disruption. No employee, other than one who has obtained authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds. All employees shall at all times attempt to maintain order, abide by the policies, rules, and regulations of the District, and carry out all applicable orders issued by the Superintendent.

Potential consequences to employees of the District who violate these rules may include, but are not limited to:

- A. Removal from school grounds.
- B. Both civil and criminal sanctions, which may include, but are not limited to, criminal proceedings under Title 13, Chapter 29, Arizona Revised Statutes.
- C. Warning.
- D. Reprimand.
- E. Suspension.
- F. Dismissal.
- G. Having consideration given to any such violations in the determination of or establishment of any pay or salary in later contracts or employment, if any.

**~~Reporting Suspected  
Crimes or Incidents~~**

~~Staff members are to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury and any conduct that poses a threat of death or serious physical injury to employees, students or others on school property. All such reports shall be documented and communicated to the Superintendent who shall be responsible for reporting to local law enforcement. Conduct that is considered to be bullying, harassment or intimidation shall be addressed according to Policy JICK as required in A.R.S. 15-341(A)(36).~~

~~The school district or charter school is to notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described above, subject to the requirements of federal law.~~

~~On or before January 1, 2020, the District shall post the policies and procedures pertaining to "Reporting Suspected Crimes or Incidents" on its website as the Department of Education shall develop a process to verify that each school district has adopted the required policies and procedures by this date.~~

~~If the District maintains an online Manual of policies and procedures, the District may post a link to that manual with a reference to the appropriate policies and procedures.~~

~~A person who violates the reporting requirements may be disciplined for violating the policies of the School District Governing Board pursuant to A.R.S. 15-341 and notwithstanding A.R.S. 15-341, may be subject to dismissal. Each school district governing board shall prescribe and enforce policies and procedures that require the School District to maintain a record on any person who is disciplined pursuant to this policy and, on request, shall make that record available to any public school, school district governing board or charter school governing body that is considering hiring that person.~~

~~A person who is employed by the School District or is an applicant for employment with the School District, who is arrested for or charged with any nonappealable offense listed in section 41-1758.03, subsection B and who does not immediately report the arrest or charge to the person's supervisor or potential employer is guilty of unprofessional conduct and the person shall be immediately dismissed from employment with the School District or immediately excluded from potential employment with the School District. A person dismissed from employment for failure to report being arrested for or charged with a nonappealable offense has no right to appeal under the provisions of A.R.S. 15-539, subsection F. Prior to an action to terminate for failure to report, an employee will be given the opportunity to provide a written explanation of circumstances or events which they believe mitigate the failure to report.~~

### **Use of Physical Force by Supervisory Personnel**

Any administrator, teacher, or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order. Similar physical force will be appropriate in self-defense, in the defense of other students and school personnel, and to prevent or terminate the commission of theft or criminal damage to the property of the District or the property of persons lawfully on the premises of the District.

The threat or use of physical force is not justified as a response to verbal provocation alone, nor when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

~~13-2911~~

13-3102

13-3111

13-3411

~~15-153~~

~~15-341~~

~~15-342~~

15-507

15-509

15-511

15-512

15-514

15-539

15-550

38-531

38-532

~~41-770~~

41-1758.03

A.A.C.

R7-2-205

CROSS REF.:

GCF - Professional Staff Hiring

GCMF - Professional Staff Duties and Responsibilities

GCO - Evaluation of Professional Staff Members

JIC - Student Conduct

JK - Student Discipline

KFA - Public Conduct on School Property

# POLICY SERVICES

## ADVISORY

Volume 34, Number 10

October 2025

Policy Advisory No. 959..... DJE — Bidding / Purchasing Procedures

### POLICY ADVISORY DISCUSSION

**Policy Advisory No. 959**

**DJE – Bidding / Purchasing Procedures**

Policy language previously duplicated in both the *Bidding* and *Purchases Not Requiring Bidding* sections has been consolidated. The statutory exceptions to competitive bidding have been retained in the *Bidding* section and removed from *Purchases Not Requiring Bidding*. This change streamlines the policy without altering its intent or requirements.



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

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

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

**DJE ©**  
**BIDDING / PURCHASING PROCEDURES**

The Superintendent shall be responsible for all purchasing, contracting, competitive bidding, and receiving and processing of all bid protests, in accordance with the Arizona school district procurement rules, including A.A.C. R7-2-1141 *et seq.* A contract shall not be awarded to an entity that does not verify employment eligibility of each employee through the E-verify program in compliance with A.R.S. 23-214 subsection A. Each contract shall contain the warranties required by A.R.S. 41-4401 relative to the E-verify requirements. District purchases shall also be in accordance with 2 C.F.R. 200 (Code of Federal Regulations Title 2).

The Superintendent shall ensure that all aspects of bidding and purchasing procedures conform to federal and state laws, rules and regulations, including A.R.S. 38-503(C). The Superintendent shall establish administrative regulations to ensure the District is in full compliance, including contracting with small and minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms. (2 C.F.R. 200.321).

**Bidding**

The District is not required to engage in competitive bidding in order to place a student in a private school that provides special education services if such placement is prescribed in the student's individualized education program and the private school has been approved by the Department of Education Division of Special Education pursuant to A.R.S. 15-765. The placement is not subject to rules adopted by the State Board of Education before November 24, 2009 pursuant to A.R.S. 15-213.

The District may, without competitive bidding, purchase or contract for any products, materials and services directly from Arizona Industries for the Blind, certified nonprofit agencies that serve individuals with disabilities and Arizona Correctional Industries if the delivery and quality of the goods, materials or services meet the District's reasonable requirements.

Intergovernmental agreements and contracts between school districts or between the District and other governing bodies as provided in A.R.S. 11-952 are exempt from competitive bidding under the procurement rules adopted by the State Board of Education pursuant to A.R.S. 15-213.

The District is not required to engage in competitive bidding to make a decision to participate in insurance programs authorized by A.R.S. 15-382.

The District is not required to obtain bid security for the construction-manager-at-risk method of project delivery.

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>
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## ***Online Bidding***

Until such time as the State Board of Education adopts rules for the procurement of goods and information services by school districts and charter schools using electronic, online bidding, the District may procure goods and information services pursuant to A.R.S. 41-2671 through 2673 using the rules adopted by the Department of Administration in implementing 41-2671 through 2673.

Except as otherwise provided below, only purchases of ten thousand dollars (\$10,000) or more are subject to competitive bidding requirements.

## **Purchasing**

### ***Purchases from District Employees***

Districts are required to follow the School District Procurement Rules for all purchases of goods or services from District employees regardless of dollar amount. A.R.S. 38-503(C) prohibits public employees from providing their employers with any equipment, material, supplies, or services unless provided under an award or contract let after public competitive bidding. Districts must follow the School District Procurement Rules, regardless of the expenditure amount, when purchasing goods or services from District employees. This applies to any purchase using District monies, including extracurricular activities fees tax credit contributions and monies held in trust by the District, such as student activities monies. Although the School District Procurement Rules exempt expenditures of student activities monies from the Rules, that exemption does not apply to purchases in which a District employee acts as a vendor.

### ***Purchases from District Board Members***

Districts are required to follow the School District Procurement Rules for all purchases of services from District Board members regardless of dollar amount. A.R.S. 38-503(C) prohibits governing board members from providing their district with any services, unless provided under an award or contract let after public competitive bidding. However, for purchases of supplies, materials, and equipment from district board members, districts are required to follow the School District Procurement Rules only if the purchase exceeds one hundred thousand dollars (\$100,000). Purchases below the one hundred thousand dollar (\$100,000) threshold must comply with the guidelines for written quotes. For districts with three thousand (3,000) or more students, statutes limit purchases of supplies, materials, and equipment from board members to three hundred dollars (\$300) per transaction and one thousand dollars (\$1,000) total within any twelve (12)-month period and require that the governing board adopt a policy authorizing such purchases within the preceding twelve (12) months. Districts with fewer than three thousand (3,000) students may purchase supplies, materials, and equipment from governing board members in any amount, provided each purchase is approved by the governing board and the amount of the purchase is included in the board's meeting minutes.

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

### ***Purchases Requiring Bidding***

For transactions of at least ten thousand (\$10,000) dollars and less than one hundred thousand (\$100,000) dollars, written price quotations will be requested from at least three (3) vendors. If three (3) written price quotations cannot be obtained, documentation showing the vendors contacted that did not offer written price quotations, or explaining why written price quotations were not obtained, shall be maintained on file in the District office.

For transactions to purchase construction, materials, or services costing more than one hundred thousand (\$100,000) dollars, sealed bids and proposals shall be requested.

All transactions must comply with the applicable requirements of the Arizona Revised Statutes, the Arizona Administrative Code and the Uniform System of Financial Records.

### ***Purchases Not Requiring Bidding***

Except as otherwise provided above, purchases of less than ten thousand (\$10,000) dollars may be made at the discretion of the Superintendent. Such procurements are not subject to competitive purchasing requirements; however, reasonable judgment should be used to ensure the purchases are advantageous to the District.

~~The District is not required to engage in competitive bidding in order to place a student in a private school that provides special education services if such placement is prescribed in the student's individualized education program and the private school has been approved by the Department of Education Division of Special Education pursuant to A.R.S. 15-765. The placement is not subject to rules adopted by the State Board of Education before November 24, 2009 pursuant to A.R.S. 15-213.~~

~~The District may, without competitive bidding, purchase or contract for any products, materials and services directly from Arizona Industries for the Blind, certified nonprofit agencies that serve individuals with disabilities and Arizona Correctional Industries if the delivery and quality of the goods, materials or services meet the District's reasonable requirements.~~

~~Intergovernmental agreements and contracts between school districts or between the District and other governing bodies as provided in A.R.S. 11-952 are exempt from competitive bidding under the procurement rules adopted by the State Board of Education pursuant to A.R.S. 15-213 (A.A.C. R7-2-1002(C)(2)).~~

~~The District is not required to engage in competitive bidding to make a decision to participate in insurance programs authorized by A.R.S. 15-382.~~

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

## **Contract Requirements**

### ***Contract Duration***

Unless otherwise provided by law, contracts for materials or services and contracts for job-order-contracting construction services may be entered into if the duration of the contract and the conditions of renewal or extension, if any, are included in the invitation for bids or the request for proposals and if monies are available for the first fiscal period at the time the contract is executed. The duration of contracts for materials or services and contracts for job-order-contracting construction services shall be limited to no more than five (5) years unless the Board determines that a contract of longer duration would be advantageous to the District. Once determined, the decision should be memorialized in meeting minutes and in the contract/bid file. Payment and performance obligations for succeeding fiscal periods are subject to the availability and appropriation of monies. The maximum dollar amount of an individual job order for a job-order-contracting construction service shall be one million dollars (\$1,000,000) or as determined by the Board.

### ***Public Inspection and Rationale for Awarding a Contract***

The Governing Board shall make available, for public inspection, all information, all bids, proposals and qualifications submitted, and all findings and other information considered in determining whose bid conforms to the District's invitation for bids. The documentation provided will include information regarding the most advantageous, with respect to price, conformity to the specifications, and other factors, or whose proposal for qualifications are to be used to select and award the bid. Included in this information will be the rationale for awarding a contract for any specified professional services, construction, construction service or materials to an entity selected from a qualified select bidders list or through a school purchasing cooperative. The invitation for bids, request for proposals or request for qualifications shall include a notice that all information and bids, proposals and qualifications submitted will be made available for public inspection.

### **Requirement: Registered Sex Offender Prohibition**

All purchase orders, agreements to purchase, and contracts for services to be provided by personnel other than District employees must include the following statement on the document:

***Registered Sex Offender Restriction.*** Pursuant to this order, the named vendor agrees by acceptance of this order that no employee or subcontractor of the vendor, who is required to register as a sex offender, pursuant to A.R.S. 13-3821, will perform work on District premises or equipment at any time when District students are, or are reasonably expected to be, present. The vendor further agrees by acceptance of this order that a violation of this condition shall be considered a material breach and may result in a cancellation of the order at the District's discretion.

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

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

11-952

15-213

15-213.01

15-213.02

15-239

15-323

15-342

15-382

15-765

15-910.02

23-214

34-101 *et seq.*

35-391 *et seq.*

35-393 *et seq.*

38-503

38-511

39-121

41-2632

41-2636

41-4401

A.A.C.

R7-2-1001 *et seq.*

R7-2-1023

R7-2-1029

A.G.O.

I83-136

I87-035

I06-002

Uniform System of Financial Records: VI-G-8 *et seq.*

2 C.F.R. 200

2 C.F.R. 200.321

CROSS REF.:

BCB - Board Member Conflict of Interest

DJ - Purchasing Ethics

DJG - Vendor/Contractor Relations and Sales Calls Requirements

GBEAA - Staff Conflict of Interest

JLIF - Sex Offender Notification

# ***POLICY SERVICES ADVISORY***

**Volume 37, Number 8**

**August 2025**

Policy Advisory No. 915 ..... Policy GDFA — Support Staff Qualifications  
and Requirements

Policy Advisory No. 916 ..... Policy IKF — Graduation Requirements  
*(Additional language for Accommodation Schools Only)*

## **Summary**

Policy GDFA was revised to specify individuals required to obtain Identity Verified Prints (IVP) Fingerprint Clearance Cards, along with applicable exceptions. Policy IKF was updated to incorporate requirements for accommodation schools providing high school equivalency preparation instruction, as outlined in SB 1744.

Policy Advisory Discussion

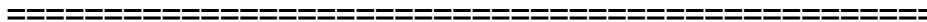
## **Policy Advisory No. 915      Policy GDFA — Support Staff Qualifications and Requirements**

Revisions to Policy GDFA incorporate clarifying language regarding individuals required to obtain an Identity Verified Prints (IVP) Fingerprint Clearance Card. Headings were added to improve clarity and organization, and provisions related to school bus drivers were removed, as such requirements are addressed in Policy EEAEA – *Bus Driver Requirements, Training, and Responsibilities*.

## **Policy Advisory No. 916      Policy IKF — Graduation Requirements *(Additional language for Accommodation Schools Only)***

**Policy Advisory 911** updated Policy IKF in response to HB 2540, which amended A.R.S. 15-741 to include requirements regarding high school assessments administered by an external source and to allow for the use of a written assessment. **Policy Advisory 916** introduces new information outlining requirements for accommodation schools that offer high school equivalency preparation instruction. This update aligns with SB 1744, which amended A.R.S. Title 15, Chapter 3, Article 1 by adding A.R.S. 15-305.

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



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

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

# ADVISORY 915

**G DFA ©**  
**SUPPORT STAFF QUALIFICATIONS**  
**AND REQUIREMENTS**

**(Fingerprinting Requirements)**

All newly hired noncertificated District personnel - and personnel who are not paid employees of the District and who are not either the parents or the guardians of students who attend school in the District but who are required or allowed to provide services directly to students without the supervision of a certificated employee - shall be fingerprinted as a condition of employment, except for the following:

- A. Personnel who are required as a condition of licensing to be fingerprinted if the license is required for employment.
- B. Personnel who were previously employed by the District and who reestablished employment with the District within one (1) year after the date that the employee terminated employment with the District.

The School District may require noncertificated personnel and personnel who are not paid employees of the School District and who are not either the parent or the guardian of a pupil who attends school in the School District but who are required or allowed to provide services directly to pupils without the supervision of a certificated employee to obtain a fingerprint clearance card as a condition of employment.

For the purposes of this policy, *supervision* means under the direction of and, except for brief periods of time during a school day or a school activity, within sight of a certificated employee when providing direct services to students.

If the School District does not require a fingerprint clearance card as a condition of employment, noncertificated personnel and personnel who are not paid employees of the School District and who are not either the parent or the guardian of a pupil who attends school in the School District but who are required or allowed to provide services directly to pupils without the supervision of a certificated employee may apply for a fingerprint clearance card. A school district may release the results of a background check or communicate whether the person has been issued or denied a fingerprint clearance card to another school district for employment purposes.

The District may fingerprint or require any other employee of the District to obtain a fingerprint clearance card, whether paid or not, or any other applicant for employment with the School District not otherwise required by law. The District may not charge the costs of the fingerprint check or fingerprint clearance card to the fingerprinted applicant or nonpaid employee.

The candidate's fingerprints shall be submitted, along with the form prescribed in GDFA-E, within twenty (20) days after being selected. The form shall be considered a part of the application for employment. The District may terminate an employee if the information on the affidavit required by A.R.S. 15-512 is inconsistent with information received from the fingerprint check or the information received in connection with a fingerprint clearance card application.

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

The District will assume the cost of fingerprint checks or fingerprint clearance card applications but will assess the employee for charges incurred. Personnel who are not paid employees will not be charged for fingerprint costs.

Individuals shall certify on the prescribed notarized forms whether they are awaiting trial on or have ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the following criminal offenses in Arizona or similar offenses in any other jurisdiction, including a charge or conviction that has been vacated, set aside or expunged:

- A. Sexual abuse of a minor.
- B. Incest.
- C. First- or second-degree murder.
- D. Kidnapping.
- E. Arson.
- F. Sexual assault.
- G. Sexual exploitation of a minor.
- H. Felony offenses involving contributing to the delinquency of a minor.
- I. Commercial sexual exploitation of a minor.
- J. Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs.

- K. Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs.
- L. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.
- M. Burglary in the first degree.
- N. Burglary in the second or third degree.
- O. Aggravated or armed robbery.
- P. Robbery.
- Q. A dangerous crime against children as defined in A.R.S. 13-705.
- R. Child abuse.
- S. Sexual conduct with a minor.
- T. Molestation of a child.
- U. Manslaughter.
- V. Aggravated assault.
- W. Assault.
- X. Exploitation of minors involving drug offenses.
- Y. Sexual abuse under A.R.S. 13-1404 or sexual assault under 13-1406 in which the victim was a minor.
- Z. An act committed in another state or territory that if committed in this state would have been subject to disclosure under Q and Y above.
- AA. Any crime that requires the person to register as a sex offender pursuant to A.R.S. 13-3821.
- AB. A preparatory offense as prescribed in A.R.S. 13-1001 of any offense that is subject to disclosure under Q, S, Y, Z, or AA above.

A person who makes a false statement, representation, or certification in any application for employment with the School District is guilty of a Class 3 misdemeanor.

The District may refuse to hire or may review or terminate personnel who have been convicted of or admitted committing any of the criminal offenses above or a similar offense in another jurisdiction. In conducting a review, the Governing Board shall utilize the guidelines, including the list of offenses that are not subject to review, as prescribed by the State Board of Education pursuant to A.R.S. 15-534. In considering whether to hire or terminate the employment of a person, the Governing Board shall take into account the factors listed in A.R.S. 15-512.

When considering termination of an employee pursuant to A.R.S. 15-512, a hearing shall be held to determine whether a person already employed shall be terminated.

### **Identity Verified Prints (IVP) Fingerprint Clearance Card Requirements**

Persons who are required to have an IVP Fingerprint Clearance Card include:

- A. An applicant who applies for a new teaching certificate in order to teach in a school district.
- B. A participant in field experience or student teaching in this state.
- C. An applicant who applies for a renewal of an existing teaching certificate in order to continue teaching in a school district.
- D. An applicant who is required for the first time to be fingerprinted in order to teach in a charter school and an applicant who is required to renew fingerprints in order to continue teaching in a charter school pursuant to A.R.S. 15-183.
- E. An applicant who is required to be fingerprinted pursuant to A.R.S. 15-512 and
- F. Any person who is contracted by this state, by a school district or by a charter school to provide tutoring services.

### **Exceptions:**

- A. A person who participates in a teacher preparation program that is approved by the state board of education and who does not participate in field experience or student teaching in this state shall not be required to obtain a fingerprint clearance card pursuant to A.R.S. 15-106.
- B. A person who has a set of identity verified fingerprints on file with the department of public safety pursuant to A.R.S. 15-106 shall not be required to submit a new set of fingerprints to the department of public safety to renew the person's fingerprint clearance card.

**Required Employment Process**

The Superintendent shall develop and implement procedures that include the following in the employment process:

- A. Provide for fingerprinting of employees covered under this policy and A.R.S. 15-512.
- B. Provide for fingerprint checks pursuant to A.R.S. 41-1750.
- C. Provide for properly assessing employees for fingerprint checks and depositing said funds with the county treasurer.

Adopted: \_\_\_\_\_

**LEGAL REF.:**

- A.R.S.
- 13-705
- 15-106
- 15-509
- 15-512
- 15-534
- 23-1361
- 41-1750

**CROSS REF.:**

- EEAEA - Bus Driver Requirements, Training, and Responsibilities
- GDF - Support Staff Hiring
- GDG - Part-Time and Substitute Support Staff Employment
- JLIA - Supervision of Students

# ADVISORY 916

**IKF ©  
GRADUATION REQUIREMENTS**

**Regular Education**

A minimum number of units of credit are required for graduation by the Arizona State Board of Education. Listed below are the units that must be completed before a student may receive a high school diploma.

Graduation requirements may be met as follows:

- A. By successful completion of subject area course requirements.
- B. By mastery of the standards adopted by the State Board of Education and other competency requirements for the subject as determined by the Governing Board in accord with A.A.C. R7-2-302 and rules established by the Superintendent.
- C. By earning credits through correspondence courses (limited to one [1] in each of the four [4] major subject areas) and/or by passing appropriate courses at the college or university level if the courses are determined to meet standards and criteria established by the Board and in accord with A.R.S. 15-701.01.
- D. By the transfer of credits as described in Policy JFABC.
- E. An out-of-state transfer student is not required to pass the competency test to graduate if the student has successfully passed a statewide assessment test on state adopted standards that are substantially equivalent to the State Board Adopted Academic Standards.

Graduation requirements as determined by the Arizona State Board of Education (A.A.C. R7-2-302) and the District Governing Board are as follows:

English	4.0 units
Math	4.0 units*
Science	3.0 units**
Social Studies	3.0 units***
American Government and Arizona Government	0.5 unit
American History - including Arizona History	1.0 unit
World History and Geography – including instruction on the Holocaust and other genocides for at least three (3) class periods, or the equivalent, on at least two (2) separate occasions during any of grades seven through twelve (7-12).	1.0 unit
Economics	0.5 unit****
Fine Arts or Career, Technical and Vocational Education	1.0 unit
Electives	<u>7.0 units</u>
Total	22.0 units

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

\* In lieu of one (1) credit of Algebra II or its equivalent course content a student may request a personal curriculum in mathematics following A.A.C. R7-2-302.03.

\* Math courses shall consist of Algebra I, Geometry, Algebra II, (or its equivalent) and an additional course with significant math content as determined by the Governing Board (Governing Body).

Pursuant to A.R.S. 15-710, a total of one (1) year instruction in state and federal constitutions, American institutions and ideals and in the history of Arizona, including the history of Native Americans in Arizona is required during grades nine (9) through twelve (12).

Pursuant to the prescribed graduation requirements adopted by the State Board of Education, the Governing Board may approve a rigorous computer science course that would fulfill a mathematics course required for graduation from high school. The Governing Board may only approve a rigorous computer science course if the rigorous computer science course includes significant mathematics content and the Governing Board determines the high school where the rigorous computer science course is offered has sufficient capacity, infrastructure and qualified staff, including competent teachers of computer science.

\*\* Three (3) credits of science in preparation for proficiency at the high school level on a state required test.

\*\*\* Through the graduating class of 2025, the competency requirements for social studies shall include a requirement that, in order to graduate from high school or obtain a high school equivalency diploma, a student must correctly answer at least sixty (60) of the one hundred (100) questions listed on a test that is identical to the civics portion of the naturalization test used by the United States Citizenship And Immigration Services.

Beginning with the graduating class of 2026, the competency requirements for social studies shall include a requirement that, in order to graduate from high school or obtain a high school equivalency diploma, a student must correctly answer at least seventy (70) of the one hundred (100) questions listed on a test that is identical to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services. The District school shall document on the student's transcript only a pass or fail designation that the student has passed or failed the test.

A student in grade seven (7) or eight (8) may take the test described in this paragraph, and if the student correctly answers at least seventy (70) of the one hundred (100) questions on the test:

- a) The district school or charter school shall document on the student's transcript only a pass or fail designation that the student has passed or failed the test required by this paragraph.

b) The student is not required to take the test required by this paragraph again in high school.

\*\*\*\* The State Board requirement for economics is at least one-half (.5) of a course credit, which shall include financial literacy and personal financial management.

The Governing Board may determine the method and manner in which to administer a test that is identical to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services. A student who does not obtain a passing score on the test that is identical to the civics portion of the naturalization test may retake the test until the student obtains a passing score.

Each school district and charter school shall report to the department of education all of the following aggregate data, organized by grade level, relating to the test that is identical to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services required by subsection A, paragraph 3 of A.R.S. 15-701.01:

1. The median score.
2. The percentage of students who passed by correctly answering the minimum number of questions required to pass the test pursuant to subsection A, paragraph 3 of A.R.S. 15-701.01.
3. The percentage of students who failed by correctly answering fewer than the minimum number of questions required to pass the test pursuant to subsection A, paragraph 3 of A.R.S. 15-701.01.
4. Any other data required by the department relating to the test.

A school district or charter school may not include the personally identifiable information of any student in the data reported to the department of education under subsection L of A.R.S. 15-701.01.

### **Assessments**

If a high school student who is enrolled in a school district or charter school participates in a nationally recognized assessment that is both adopted by the state board of education and administered by a person other than the school district or charter school, the student or student's parent or guardian may submit the student's official score report for the assessment to the school district or charter school. On receiving an official score report, the school district or charter school shall do all of the following:

1. record the score in the student's file.

2. report the score to the state board of education and the department of education.

3. If the student or student's parent or guardian submits an official score report to the school district or charter school before the date on which the school administers the tests, allow the student to opt out of participation in the assessment that is administered by the school district or charter school. If a student opts out of an assessment, the school district or charter school shall use the data from the student's official score report for the student's achievement test data. "Nationally recognized" has the same meaning as provided in A.R.S. 15-741.02.

A school district or charter school is not required to allow a student to opt out of the collection of non-test indicator data or other information that is collected about students who participate in the assessment that is administered by the school district or charter school.

### ***Written Assessment***

A school district or charter school may administer the statewide assessment in the form of a written test if any of the following applies:

1. a written test is required pursuant to an individualized education program or a section 504 plan.
2. to accommodate special circumstances.
3. for religious purposes.
4. on request by a student's parent or guardian.

### **Special Education**

Listed above, under "Regular Education," are the requirements that must be completed before a student may receive a high school diploma. Completion of graduation requirements for special education students who do not meet the required units of credit shall be determined on a case-by-case basis in accordance with the special education course of study and the individualized education program of the student. Graduation requirements established by the Governing Board may be met by a student as defined in A.R.S. 15-701.01 and A.A.C. R7-2-302.

Students who receive special education shall not be required to achieve passing scores on the test that is identical to the civics portion of the naturalization test under A.R.S. 15-701.01 in order to graduate from high school unless the student is learning at a level appropriate for the student's grade level in a specific academic area and unless a passing score on the

test that is identical to the civics portion of the naturalization test under section 15-701.01 is specifically required in a specific academic area by the student's individualized education program as mutually agreed on by the student's parents and the student's individualized education program team or the student, if the student is at least eighteen (18) years of age.

***Competency requirements.*** Any student who is placed in special education classes, grades nine (9) through twelve (12), is eligible to receive a high school diploma without meeting state competency requirements.

***Accommodation Schools — High School  
Equivalency Preparation:***

A. A county school superintendent may offer high school equivalency preparation instruction through an accommodation school to students who are enrolled in the accommodation school in grade twelve (12), subject to the following requirements, pursuant to A.R.S. 15-305:

1. Before providing high school equivalency preparation instruction, the county school superintendent shall obtain written consent from the student's parent or, if emancipated, the student.

2. Each student who participates in high school equivalency preparation instruction must also be enrolled in a career and technical education course or program that leads to a certification, license or credential.

B. For the purposes of A.R.S. 15-305, "High school equivalency preparation instruction" means instruction that prepares students to pass the equivalency test adopted by the State Board of Education pursuant to A.R.S. 15-702.

***State Seal of Biliteracy.*** The School District may voluntarily participate in the state seal of biliteracy program by notifying the Superintendent of Public Instruction of such intention. Schools will then identify the students who have met the requirements to be awarded the state seal of biliteracy, which shall be affixed to the diploma and noted on the transcript of each student who has met the requirements.

***CPR Instruction and Training.*** School districts and charter schools shall provide public school students with one (1) or more training sessions in cardiopulmonary resuscitation, through the use of psychomotor skills in an age-appropriate manner, during high school.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-203

15-341

15-701.01

15-710

15-741

15-763

A.A.C.

R7-2-302

R7-2-302.03

CROSS REF.:

IGD - Curriculum Adoption

IGE - Curriculum Guides and Course Outlines

IHAMC - Instruction and Training in Cardiopulmonary Resuscitation

IHAMD - Instruction and Training in Suicide Prevention

IIE - Student Schedules and Course Loads

IKA - Grading/Assessment Systems

JFABC - Admission of Transfer Students

**MEMORANDUM OF AGREEMENT  
BETWEEN  
KINGMAN UNIFIED SCHOOL DISTRICT #20  
AND  
WACOG HEAD START**

This Agreement is between Kingman Unified School District #20 and WACOG Head Start for the period of October 15, 2025 through June 30, 2027.

**PURPOSE STATEMENT**

The purpose of this Agreement is to establish working procedures between Kingman Unified School District #20 and WACOG Head Start in the provision of services to pre-school age children eligible for special education services in compliance with Federal and Arizona State laws and regulations.

It is the intent of this Agreement to:

Define which service(s) will be provided by each Agency.

Ensure that children eligible for pre-school special education services receive free and appropriate public education, as required by law, in the least restrictive environment.

Ensure that each Agency cooperatively maintains communication and shares leadership responsibilities at the local level to ensure available resources are utilized in the most effective manner.

Ensure that cooperative arrangements between Kingman Unified School District #20 and WACOG Head Start are developed, implemented and preserved.

Ensure that appropriate services are provide to eligible pre-school children with disabilities in need of special education services.

This Agreement applies only to Head Start pre-school age children three (3) years old to Kindergarten age who are determined eligible for pre-school special education services.

**PROGRAM MANDATES**

**Responsibility of Kingman Unified School District #20**

1. Provide services to pre-school children with disabilities as mandated in PL 105-17 & PL 108-446 (Individuals with Disabilities Improvement Act, Part B) December 2004.
2. Provide pre-school children with disabilities a free and appropriate public education (FAPE) including the development and implementation of an Individual Education Plan (IEP) which includes all of the components of an IEP, procedural safeguards and the provision of related services.

3. Place pre-school children with disabilities in the least restrictive, appropriate environment with an opportunity to interact with non-disabled peers as appropriate.
4. Work with community agencies to provide services to pre-school children with disabilities.

#### Responsibility of WACOG Head Start

1. Recruit, enroll and serve eligible 3 and 4-year-old children. No less than 10 percent of the total number of enrolled Head Start children must be children with disabilities who are eligible to participate in the program. (PL 92-424 & Head Start Re-Authorization December 2007)
2. Screen all enrolled children for potential problems in the areas of early development and health.
3. Refer children found to be at risk to appropriate professionals for diagnostic evaluation through the Kingman Unified School District #20.
4. Work with other community agencies in order to provide services to children with disabilities.
5. Head Start teachers will e-mail student observations to district teachers as part of ongoing progress monitoring for students with disabilities.

#### **PROGRAM DESCRIPTION**

Kingman Unified School District #20 provides screening, assessment and/or evaluation services to pre-school age children with disabilities who reside in Kingman Unified School District #20. The District's pre-school special education programs are located at:

Little Explorers Early Learning Center  
3175 Gordon Drive  
Kingman, Az 86409

WACOG Head Start operates a Head Start program in Kingman Unified School District #20. The program provides an inclusive early childhood environment and other services for 3 and 4 year old children with documented special needs. The Head Start centers are located at:

Cerbat Elementary School  
2689 Jagerson Avenue  
Kingman, Az 86401

Black Mountain Elementary School  
3404 Santa Maria Road  
Golden Valley, Az 86413

Kingman North (MCC Campus)

1971 Jagerson Avenue  
Kingman, Az 86401

Brian Myer-Davis  
601 Van Buren  
Kingman, Az 86401

## **SERVICE IMPLEMENTATION**

### **CHILD FIND/SCREENING**

Kingman Unified School District #20 shall:

1. Notify WACOG Head Start of dates, places and times determined for screening pre-school age children in the community.
2. Advise WACOG Head Start staff when screenings are available.

WACOG Head Start shall:

1. Refer all preschool students with suspected delays to KUSD for screening for developmental disabilities.
2. Refer children identified as "at risk" as the result of screening to the Kingman Unified School District #20 appropriate personnel for evaluation and determination of eligibility for special education services. Relevant screening information concerning the child(ren) shall be shared with appropriate personnel.

## **REFERRAL FOR EVALUATION**

Kingman Unified School District #20 shall:

1. Notify WACOG Head Start should district personnel identify pre-school children who may be eligible for special education services and are currently enrolled in Head Start.

WACOG Head Start will:

2. Provide with parental consent, appropriate personnel with copies of children's health and developmental histories, including screening results and anecdotal information to Kingman Unified School District #20 for the purpose of evaluation.
3. Provide parents with information concerning their rights.
4. Forward a copy of the Head Start referral to the Principal of Little Explorers or appropriate district special education designee.

## **COMPREHENSIVE EVALUATION**

Kingman Unified School District #20 shall:

1. Arrange for or conduct appropriate evaluation(s) as a result of an IEP team's decision with qualified diagnostician(s), in the child's primary language at the request of Head Start with parent permission and determine the child's eligibility for categorical identification as specified in amended ARS 15-761.
2. Confirm the meeting time, date and place with the child's parents to discuss results of the evaluation(s). Once the meeting date is confirmed, for the convenience of the parent(s) notification will be sent to all multidisciplinary team members (MET) involved members as soon as possible. The MET consists of child's parents, evaluator(s), District Special Education Director or designee, appropriate district pre-school special education staff, Head Start Area Manager or Center Manager, Head Start teachers and other appropriate Head Start staff as agreed on by parents.
3. Provide the Head Start Program Manager, Area Manager or Center Manager with a copy of the evaluation(s) signed by the appropriate diagnostician(s), with written parental consent.

WACOG Head Start will:

1. Center Manager/Family Development Advocates will confirm the meeting time, date and place with the child's parents to discuss results of the evaluation(s). Once the meeting date is confirmed, notification will be sent to involved WACOG team members ten (10) days in advance.
2. Attend the multi-disciplinary team conference meetings.

## **INDIVIDUAL EDUCATION PLAN DEVELOPMENT**

Kingman Unified School District #20 shall:

1. Head Start staff will be invited to IEP meetings with parental consent.
2. Provide IEP forms with the appropriate areas of information completed, record the agreements reached during the meetings, obtain signatures of team members in attendance and distribute copies of the IEP.
3. Provide proposed goals, objectives, child's current level of functioning ability, strategies, timelines and required related support services. All IEP team members will discuss proposed information and reach consensus on established goals, objectives, strategies, timelines, placement and related support services.
4. Ensure IEP meetings are conducted in the primary language of the child's family and if necessary, provide a person fluent in the primary language of the family who is capable of accurately translating all information relevant to comprehensive IEP development.

WACOG Head Start will:

1. Provide input and recommendation regarding the child's strengths, needs and potential goals, objectives, strategies, timelines and placement options for consideration by the IEP TEAM
2. Collaborate with IEP team member to review and discuss proposed goals, objectives, strategies, timelines, placement options, and related services, providing input to support the development of an appropriate and effective IEP for the child.
3. Assist and support families to ensure IEP meetings are conducted in the child's family's primary language, and if necessary provide or help secure a qualified interpreter fluent in that language to accurately convey all information relevant to the IEP process.

**PLACEMENT SERVICES**

Kingman Unified School District #20 shall:

1. With parental input, determine the most appropriate, least restrictive environment (LRE) and placement for each child in accordance with IDEA and state law.
2. Placement decisions will be made solely by the District's IEP team and will **not include Head Start centers as a placement option**, nor will special education services be delivered at Head Start or through co-programming.
3. Coordinate with Head Start, as appropriate, to support the child's attendance and participation in the District's program, share relevant information with parental consent, and facilitate a smooth transition between settings.

WACOG Head Start shall:

1. Provide input and relevant information about the child's strengths, needs, and attendance patterns to the District to support the IEP team's placement decisions.
2. Coordinate with KUSD staff, as appropriate, to support the child's participation in the District's program, with parental consent.
3. Understand that KUSD **does not consider Head Start as a placement for special education services** and will not deliver IEP services at Head Start or through co-programming. KUSD will coordinate with head start for students to be able to attend programming at Head start and placement at the location determined by the IEP team.

## **SPECIFIC PROGRAM SERVICE DELIVERY**

### **Kingman Unified School District #20 (KUSD) shall:**

1. Be responsible for providing all special education services to identified preschool-age children as outlined in each child's IEP, including direct, consultative, and related services.
2. Maintain regular communication with appropriate Head Start staff regarding children's progress and IEP implementation, including sharing copies of IEP progress notes, with parental consent as required.
3. Provide training to Head Start staff on working with children with disabilities and supporting IEP implementation.
4. Offer additional training to Head Start staff as mutually agreed upon.
5. Provide Head Start staff with quarterly updates (Fall, Winter, and Spring) that include developmental and learning reports, progress toward IEP goals, and family conference information, with parental permission.

### **WACOG Head Start shall:**

1. Provide children with a developmentally appropriate, integrated environment during the Head Start day.
2. Implement accommodations and modifications as outlined in each child's IEP, **with parental permission**.
3. Document progress made toward IEP goals during Head Start activities.
4. Participate in training provided by KUSD staff.
5. Maintain ongoing communication with KUSD staff and parents through telephone, email, and face-to-face meetings to discuss student needs and strategies, **with parental permission**.

## **PROCEDURES FOR REVIEW & ONGOING MONITORING OF CHILDREN'S PROGRESS**

### **Kingman Unified School District #20 (KUSD) shall:**

1. Collaborate with Head Start staff to develop and implement strategies that support children's progress.
2. Provide copies of observations and progress reports regarding children with diagnosed disabilities in the Head Start classroom, only with parental consent.
3. Provide quarterly progress reports on each child's development and progress toward IEP goals, with parental permission.
4. Offer opportunities for Head Start staff to attend trainings relevant to children's developmental and educational needs.
5. Maintain all required documentation in compliance with State and Federal regulations, including IDEA and FERPA.

### **WACOG Head Start shall:**

1. Provide a developmentally appropriate, integrated learning environment during the Head Start day.
2. Meet with KUSD preschool special education staff or other qualified providers to review feedback and plan daily activities that support each child's IEP goals.
3. Coordinate and participate in IEP review meetings with parental consent, in accordance with applicable regulations.
4. Maintain required documentation in compliance with Head Start Performance Standards, as well as State and Federal requirements, including IDEA and FERPA.

### **CONFIDENTIALITY**

Kingman Unified School District #20 and the WACOG Head Start program shall obtain written parent/legal guardian consent, pursuant to the Family Education Rights and Privacy act, before releasing/disclosing any identifiable information from children's education/family records to outside parties not entitled to receive children's records without parental consent. The written consent must be in the primary language of the parent/legal guardian and must be signed and dated. Kingman Unified School District #20 and WACOG Head Start both agree to comply with the Family Education Rights and Privacy Act (FERPA). The consent shall include the following:

- Specific nature of the records to be released/discharged.
- The purpose for release/disclosure.
- The name(s) of the party(ies) to whom records may be released/disclosed.

### **TRAINING & TECHNICAL ASSISTANCE**

Kingman Unified School District #20 and WACOG Head Start may coordinate training and technical assistance by:

- Developing a system for identifying staff training needs.
- Coordinating training calendars, planning joint training topics/activities and sharing information relevant to special interest topics.
- Exchanging program philosophy and regulations mandated for Kingman School District #20 and WACOG Head Start.

### **PARENT INVOLVEMENT ACTIVITIES**

- Kingman Unified School District #20 and WACOG Head Start may coordinate training and technical assistance by:
- Developing a system for identifying parent training needs.
- Coordinating training calendars, planning joint training topics/activities and sharing information relevant to special interest topics.

- Encouraging parents/legal guardians to serve on District, Head
  - Start or community task forces/committees pertaining to pre-school special education issues and concerns.
- Involving parents/legal guardians in developing training and
  - specific interest activities.

### **COUNTING & REPORTING CHILDREN WITH DISABILITIES**

Kingman Unified School District #20 shall:

- Submit the annual Pre-School Special Education Census Report to the Arizona Department of Education.

WACOG Head Start will:

- Maintain and report attendance of Head Start children meeting State eligibility criteria for special education services to the District Special Education Director by a mutually agreed upon date.
- Provide Kingman Unified School District #20 with updated information such as address/telephone changes and other relevant information that may be required by the District in support of coordination of care with parent's consent. Provide information to the special education secretary at Lasenita.

### **TRANSITION**

Kingman Unified School District #20 and WACOG Head Start shall:

- Coordinate joint transition activities for eligible children receiving special education and/or related services from Kingman Unified School District #20.
- Schedule Head Start staff observation activities in the district's pre-school special education program for pre-school children transitioning into the Head Start program, when appropriate.
- Head Start will be invited to participate in the transition to kindergarten meeting held at KUSD.
- Schedule a time for Head Start children and their parents to visit the receiving Kindergarten classroom(s) and meet teaching staff.

### **DISPUTE RESOLUTION**

Should misunderstanding or difference of opinion arise with regard to the policies and procedures necessary to accomplish the objectives and activities set forth in this Memorandum of Agreement; appropriate administrative staff from the Kingman Unified

School District #20 and WACOG Head Start will meet at an agreed upon time to resolve the issue(s). In the event resolution cannot be attained by this method, Kingman Unified School District #20 and WACOG Head Start agree to employ arbitration to the extent required by ARS 12-518.

**FINANCE**

The funds provided for services by Kingman Unified School District #20 and WACOG Head Start under this agreement are separate, regular and special funding from Federal, State or local sources for each agency.

**AGREEMENT REVIEW/TERMINATION**

This Memorandum of Agreement must be reviewed annually by Kingman Unified School District #20 and WACOG Head Start, and be revised as necessary in order to comply with policies and mandates of Kingman Unified School District #20 and WACOG Head Start regarding the provision of pre-school special education services to eligible children.

Either party may terminate this agreement by providing the other party with thirty (30) days written notice and/or upon the termination or suspension of WACOG Head Start federal funding. This agreement may be cancelled for conflict of interest pursuant to ARS 38-511.

Notice of termination will be sent to the Superintendent of Kingman Unified School District #20, the WACOG Head Start Director and the WACOG Executive Director.

Neither party anticipates having to purchase or dispose of any property upon the implementation or termination of this agreement. However, to the extent such disposition is necessary; property shall be returned to its original owner.

\_\_\_\_\_  
Brian H. Babiars, Executive Director  
WACOG

\_\_\_\_\_  
Gretchen Dorner, Superintendent  
Kingman Unified School District #20

\_\_\_\_\_  
Deb Schlamann, Director  
WACOG Head Start

\_\_\_\_\_  
Vicki Trujillo, Special Education Director  
Kingman Unified School District #20

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



To: KUSD Governing Board

From: Donette Piccinetti, Finance Manager

RE: Audit Services – Amendment to Contract

**FOR AGENDA (Information ONLY)**

Information related to the transfer of contract RFP 25-02-30 from CWDL Certified Public Accountants to Advisent Assurance, LLP. for audit services. New Contract number assigned is RFP 25-02-30(26).

**FOR PACKET**

CWDL Certified Public Accountants was awarded RFP 25-02-30 in June 2024. CWDL's Mortgage, Arizona Government, and Tax teams are now part of the Crete Professionals Alliance, one of the nation's fastest-growing networks of accounting firms. The group decided to rebrand the practice under a new name: Advisent. The companies merged on August 21, 2025.

The awarded contract will remain the same, with only the awarded vendor changing.

Refer to attachment.



# Contract Amendment

## RFP #25-02-30

Amendment No.: One (1)

**Kingman Unified School District**  
3033 MacDonald Ave.  
Kingman, AZ 86401  
928.753.5678

### CONTRACTOR

Advisent Assurance, LLP  
30 S Alma School Rd.  
Suite A224  
Mesa, AZ 85210

**CONTACT:** Dennis Maschke  
**PHONE:** 858-665-3617  
**EMAIL:** dmaschke@advisent.com

### Kingman Unified School District

3033 MacDonald Ave.  
Kingman, AZ 86401

**CONTACT:** Donette Piccinetti  
**PHONE:** 928.753.5678  
**EMAIL:** dpiccinetti@kusd.org

### Audit Services

Pursuant to Uniform Terms and Conditions, Paragraph 5, Contract Changes, C. Assignment and Delegation, the above referenced Contract shall be amended as follows:

1. In accordance with the Consent to Assignment form (attached), Contract 25-02-30 with CWDL Certified Public Accountants shall now be assigned to Contract 25-02-30(26) with Advisent Assurance, LLP..
2. All other terms, conditions and provisions remain unchanged.

This Contract Amendment is not binding against the District unless signed by an authorized representative of the Contractor and then accepted in writing by an authorized representative of the District.

Contractor hereby acknowledges receipt and understanding of the above amendment.

The above referenced contract amendment is hereby executed this date by the District.

 10/7/2025

 10/8/2025

Signature / Date

Signature / Date

Dennis V Maschke, Partner

Donette Piccinetti

Printed/Typed Name and Title

Finance Manager

Printed/Typed Name and Title



# Consent to Assignment

Description: **Audit Services**

**CWDL Certified Public Accountants** hereinafter referred to as the "ASSIGNOR," hereby represents and warrants that the ASSIGNOR desires to assign **Contract No. RFP #25-02-30** for **Audit Services** hereinafter the "CONTRACT" to **Advisent Assurance, LLP** hereinafter referred to as the "ASSIGNEE"

ASSIGNOR warrants and represents ASSIGNOR has full right and authority to transfer the CONTRACT and the contract rights upon execution of this document.

THEREFORE, essential to the DISTRICT consenting to the assignment of the Contract from ASSIGNOR to ASSIGNEE, ASSIGNOR and ASSIGNEE represent, warrant, and agree with the DISTRICT to the following statements: 1. ASSIGNEE represents and warrants that:

- (a) it has read and understands the terms and conditions of the Contract;
- (b) it has thorough knowledge of all work performed by ASSIGNOR under the Contract; and
- (c) any remaining work under the Contract can and shall be performed in a timely and satisfactory manner for the remaining Term of the Contract.

2. ASSIGNOR warrants and represents that the CONTRACT is in full force and effect and is fully assignable. 3. ASSIGNOR and ASSIGNEE hereby acknowledge and agree with the DISTRICT that upon the date of signatures that neither ASSIGNOR nor ASSIGNEE have basis for filing any claim against the DISTRICT in connection with the CONTRACT; and that no event has occurred which itself constitutes or would in the future constitute a default under the terms of the CONTRACT. 4. ASSIGNEE understands and agrees that it shall assume and be responsible for all obligations of ASSIGNOR under the CONTRACT, including but not limited to those pertaining to the quality and workmanship of all work performed by ASSIGNOR, and shall fully warrant such work in accordance with the requirements of the CONTRACT. 5. ASSIGNOR hereby releases and discharges the DISTRICT from any and all claims and liabilities relating to or arising out of the CONTRACT. Further, ASSIGNOR understands and agrees that this consent shall not relieve ASSIGNOR of any of the obligations to be observed and performed by ASSIGNOR under the CONTRACT and that this consent shall not be construed as a waiver or limitation of any right the DISTRICT has or may have against ASSIGNOR, and all rights of the DISTRICT under the CONTRACT and/or under the law are expressly reserved.

As witnessed below the ASSIGNOR and ASSIGNEE have executed this Agreement.

**ASSIGNOR: CWDL Certified Public Accountants**

**ASSIGNEE: Advisent Assurance, LLP**


TIN: **#90-0916070**

Taxpayer Identification Number as it appears on IRS Form W-9

TIN: **#33-4442853**

Taxpayer Identification Number as it appears on IRS Form W-9

By:   
 Authorized Representative Signature Date

By:   
 Authorized Representative Signature Date

**Dennis V Maschke, Partner**  
 Printed Name / Title

**Dennis V Maschke, Partner**  
 Printed Name / Title

Contract No. **IFB #25-02-30** is without modification and remains on the terms contained and shall hereinafter be assigned

Contract No. **IFB #25-02-30(20)**.

The DISTRICT hereby consents to this Assignment, effective as of this 8 day of October, 20 25.

## KINGMAN UNIFIED SCHOOL DISTRICT

By:  Date: 10/8/2025

Title Finance Manager

District name: Kingman Unified School District  
 CTDS number: 080220000  
 County: Mohave

As required by Law 2017, Ch. 211, §4, based on amounts reported in columns HU through IU for the special education only portion of Group A Revenue, and Programs 200, 512, 514, and 515 spending:  
 The District's programs 200, 512, 514, and 515 special education spending was less than base, weighted, IDEA, and other special education funding.

Columns G through GX (other than FT through GM) present expenditures from funds 0-799 (excluding 575).

School #	School name	CTDS	Primary unit code	Unweighted attending student count	Payments to other AZ districts tuition 651 other services 691 CTED 6870, 6880	Programs 100-630										From federal funds - Programs 100-630			Programs 700-900			Programs 100-630			
						Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400, 6500 (excluding tuition)	Supplies 6600	Property 6700 (excluding 6740 and 6750)	Dues and fees 6810	Charges for district services & miscellaneous 6885 and 6890	Salaries	Employee benefits	All other	All 6000 object codes (excluding tuition, 6740, 6750 and 6900)	Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400, 6500 (excluding tuition)	Supplies 6600	Programs 100-630				
																					6100	6200	6300, 6400, 6500 (excluding tuition)	6600	6700 (excluding 6740 and 6750)
	Total for all schools			313,418	0	23,869,367	8,427,417	507,983	2,041,604	407,943	100,550	48,588	1,913,449	755,539	218,032	218,032	(788,754)	4,012,761	1,611,975	1,764,513	334,048				
	District total			313,418	0	23,869,367	8,427,417	507,982	2,041,604	407,943	100,550	48,588	1,913,449	755,539	218,032	218,032	(788,754)	4,012,761	1,611,975	1,764,512	334,048				
	Private schools		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	CTED (member districts)	080220000		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	Districtwide	080220000	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 1	080220116	116	454,435	1,955,865	713,507	27,239	172,697	41,640	450	294	163,258	48,031	23,216	0	340,965	141,162	125,473	26,543						
	School 2	080220203	203	991,711	2,718,208	944,090	114,757	371,827	181,125	55,730	15,393	85,220	14,926	76,808	0	340,965	141,162	125,473	26,543						
	School 3	080220117	117	154,123	776,404	264,685	7,508	65,554	15,555	535	49	147,114	46,994	4,941	0	117,786	33,528	43,005	18,253						
	School 4	080220118	118	583,991	1,783,640	653,416	51,155	149,491	23,818	1,259	385	111,893	52,542	7,801	0	326,717	106,639	161,273	27,852						
	School 5	080220119	119	722,837	2,860,736	828,644	29,640	200,146	4,504	699	358	180,534	68,292	31,694	0	356,241	146,392	199,468	36,485						
	School 6	080220114	114	722,835	2,238,222	827,431	42,204	225,970	26,780	151	419	250,201	101,586	20,352	0	345,800	139,929	199,858	26,524						
	School 7	080220202	202	831,205	3,245,065	1,085,875	137,756	354,599	83,552	41,023	29,584	250,807	100,768	16,728	0	747,243	330,666	230,099	60,837						
	School 8	080220111	111	100,185	1,485,743	627,470	12,493	45,262	6,294	0	2	230,690	115,450	5,652	12,674	119,358	62,776	27,862	7,509						
	School 9	080220115	115	641,694	2,334,424	769,094	28,559	169,238	8,423	699	393	184,311	77,863	8,576	0	379,383	133,917	177,177	30,462						
	School 10	080220119	119	435,893	1,664,331	562,046	21,316	109,398	8,139	0	138	105,513	41,187	5,827	0	283,531	109,652	120,969	16,441						
	School 11	080220205	205	0	13,121	13,704	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 12	080220207	207	274,4877	361,462	129,265	0	6,001	2,445	0	1,500	100,747	33,868	0	0	61,729	29,588	0	0	0	0				
	School 13	080220206	206	38,9261	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 14	080220110	110	737,008	2,681,648	1,008,193	35,355	180,321	5,671	185	233	138,819	54,042	16,543	0	303,150	127,352	203,493	24,342						
	School 15	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 16	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 17	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 18	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 19	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 20	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 21	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 22	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 23	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 24	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 25	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 26	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 27	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 28	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 29	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 30	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 31	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 32	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 33	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 34	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 35	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 36	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 37	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 38	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 39	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 40	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 41	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 42	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 43	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 44	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 45	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 46	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 47	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 48	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 49	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 50	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 51	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 52	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 53	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 54	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 55	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 56	0	0	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	School 57	0	0																						























<b>District name</b>	Kingman Unified School District
<b>CTDS number</b>	080220000
<b>County</b>	Mohave

Copy columns A through G from the School listing tab of the AFR file and paste into cell A1 on this tab.  
When pasting data, from the ribbon select "Paste Values:" and choose "Paste Values & Number Formatting (A)". See Data Uploading Instructions document for details.

School #	School name	School CTDS	Unweighted attending student count	Unit code(s)	Primary unit code	Comments
Districtwide		080220000	6375.107		500	
Private schools				1		1
CTED (member districts)						
School 1	Black Mountain	080220116	454.435	116	116	
School 2	Lee Williams	080220203	991.711	203	203	
School 3	Mt Tipton	080220117	154.123	117	117	
School 4	White Cliffs	080220118	583.591	118	118	
School 5	Manzanita	080220112	722.427	112	112	
School 6	Kingman Middle	080220114	722.835	114	114	
School 7	Kingman High	080220202	831.205	202	202	
School 8	La Senita	080220111	100.185	111	111	
School 9	Cerbat	080220115	641.694	115	115	
School 10	Desert Willow	080220119	435.893	119	119	
School 11	KOLA Elem	080220205	0	205	205	
School 12	KOLA HS	080220207	274.488	207	207	
School 13	KOLA MS	080220206	38.926	206	206	
School 14	Hualapai	080220110	737.008	110	110	
School 15						
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School #	School name	School CTDS	Unweighted attending student count	Unit code(s)	Primary unit code	Comments
School 59						
School 60						
School 61						
School 62						
School 63						
School 64						
School 65						
School 66						
School 67						
School 68						
School 69						
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Fiscal Year	Report Print Date	LEA ID	LEA Name	School ID	School Name	School CTDS	Grade Range	ADM/Group B	FTF Status Factor	ADM Source	FY25 SRC(Completed)				June				May				
											Unweighted ADM	Support Level Weight	Weighted ADM	Weighted ADM Change From CM-1 to CM	Unweighted ADM	Support Level Weight	Weighted ADM	Weighted ADM Change From CM-2 to CM-1	ADM Source	Unweighted ADM	Support Level Weight	Weighted ADM	
2025	10/2/2025	79598	Kingman Unified School District	5571	Hualapai Elementary	08022010	Elementary	Regular	1	Membership	720.3822	1.1580	834.2028	-0.0516	Membership	720.4268	1.1580	834.2542	0.0108	Membership	720.4175	1.1580	834.2435
2025	10/2/2025	79598	Kingman Unified School District	5571	Hualapai Elementary	08022010		SPED(MO/D)	1	Membership	1.0000	4.4210	4.4210	0.0000	Membership	1.0000	4.4210	4.4210	0.0000	Membership	1.0000	4.4210	4.4210
2025	10/2/2025	79598	Kingman Unified School District	5571	Hualapai Elementary	08022010		SPED(V/I)	1	Membership	1.0000	4.8060	4.8060	0.0000	Membership	1.0000	4.8060	4.8060	0.0000	Membership	1.0000	4.8060	4.8060
2025	10/2/2025	79598	Kingman Unified School District	5571	Hualapai Elementary	08022010		SPED(MD-SC-A-SC-SID-SC)	1	Membership	2.0650	5.9880	12.3652	0.0000	Membership	2.0650	5.9880	12.3652	0.0000	Membership	2.0650	5.9880	12.3652
2025	10/2/2025	79598	Kingman Unified School District	5571	Hualapai Elementary	08022010		SPED(MD-R-A-R-SID-R)	1	Membership	17.0700	6.0240	102.8297	0.0000	Membership	17.0700	6.0240	102.8297	0.0000	Membership	17.0700	6.0240	102.8297
2025	10/2/2025	79598	Kingman Unified School District	5571	Hualapai Elementary	08022010		SPED(OI-SC)	1	Membership	1.0000	6.7730	6.7730	0.0000	Membership	1.0000	6.7730	6.7730	0.0000	Membership	1.0000	6.7730	6.7730
2025	10/2/2025	79598	Kingman Unified School District	5571	Hualapai Elementary	08022010		SPED(DD-ED-MI-D-SLD-SL(OH))	1	Membership	113.5937	0.2920	33.1694	-0.0031	Membership	113.6042	0.2920	33.1724	-0.0054	Membership	113.6228	0.2920	33.1779
2025	10/2/2025	79598	Kingman Unified School District	5571	Hualapai Elementary	08022010		ELL	1	Membership	6.0200	0.1150	0.6923	0.0000	Membership	6.0200	0.1150	0.6923	0.0000	Membership	6.0200	0.1150	0.6923
2025	10/2/2025	79598	Kingman Unified School District	5571	Hualapai Elementary	08022010		OtherPrograms(K-3 (Reading))	1	Membership	469.2562	0.0400	18.7702	-0.0014	Membership	469.2903	0.0400	18.7716	0.0011	Membership	469.2624	0.0400	18.7705
2025	10/2/2025	79598	Kingman Unified School District	5571	Hualapai Elementary	08022010		OtherPrograms(K-3)	1	Membership	469.2562	0.0600	28.1554	-0.0020	Membership	469.2903	0.0600	28.1574	0.0017	Membership	469.2624	0.0600	28.1557
2025	10/2/2025	79598	Kingman Unified School District	5571	Hualapai Elementary	08022010		FRPL	1	Membership	677.1592	0.0220	14.8975	-0.0009	Membership	677.2012	0.0220	14.8984	0.0002	Membership	677.1925	0.0220	14.8982
2025	10/2/2025	79598	Kingman Unified School District	5571	Hualapai Elementary	08022010		G	1	Membership	14.9200	0.0070	0.1044	0.0000	Membership	14.9200	0.0070	0.1044	0.0000	Membership	14.9200	0.0070	0.1044
2025	10/2/2025	79598	Kingman Unified School District	5572	La Senita Elementary	08022011	Elementary	Regular	1	Membership	101.8999	1.1580	118.0001	-0.0153	Membership	101.9131	1.1580	118.0154	-0.0149	Membership	101.9260	1.1580	118.0303
2025	10/2/2025	79598	Kingman Unified School District	5572	La Senita Elementary	08022011	Preschool	Regular	1	Membership	43.4100	1.4500	62.9445	0.1233	Membership	43.3250	1.4500	62.8213	0.0000	Membership	43.3250	1.4500	62.8213
2025	10/2/2025	79598	Kingman Unified School District	5572	La Senita Elementary	08022011		SPED(I-SD)	1	Membership	11.5550	3.5950	41.5402	0.0000	Membership	11.5550	3.5950	41.5402	0.0000	Membership	11.5550	3.5950	41.5402
2025	10/2/2025	79598	Kingman Unified School District	5572	La Senita Elementary	08022011		SPED(MO/D)	1	Membership	6.0000	4.4210	35.3680	0.0000	Membership	6.0000	4.4210	35.3680	0.0000	Membership	6.0000	4.4210	35.3680
2025	10/2/2025	79598	Kingman Unified School District	5572	La Senita Elementary	08022011		SPED(H)	1	Membership	1.6650	4.7710	7.9437	0.0000	Membership	1.6650	4.7710	7.9437	0.0000	Membership	1.6650	4.7710	7.9437
2025	10/2/2025	79598	Kingman Unified School District	5572	La Senita Elementary	08022011		SPED(MD-SC-A-SC-SID-SC)	1	Membership	70.0650	5.9880	419.5482	2.1557	Membership	69.7050	5.9880	417.3935	0.0000	Membership	69.7050	5.9880	417.3935
2025	10/2/2025	79598	Kingman Unified School District	5572	La Senita Elementary	08022011		SPED(MD-R-A-R-SID-R)	1	Membership	7.984	6.0240	46.9776	-0.0325	Membership	7.8038	6.0240	47.0101	0.0042	Membership	7.8031	6.0240	47.0059
2025	10/2/2025	79598	Kingman Unified School District	5572	La Senita Elementary	08022011		SPED(MD-SS)	1	Membership	2.0000	7.9470	15.8940	0.0000	Membership	2.0000	7.9470	15.8940	0.0000	Membership	2.0000	7.9470	15.8940
2025	10/2/2025	79598	Kingman Unified School District	5572	La Senita Elementary	08022011		SPED(DD-ED-MI-D-SLD-SL(OH))	1	Membership	8.5550	0.2920	2.4981	0.0000	Membership	8.5550	0.2920	2.4981	0.0000	Membership	8.5550	0.2920	2.4981
2025	10/2/2025	79598	Kingman Unified School District	5572	La Senita Elementary	08022011		ELL	1	Membership	0.3300	0.1150	0.0380	0.0000	Membership	0.3300	0.1150	0.0380	0.0000	Membership	0.3300	0.1150	0.0380
2025	10/2/2025	79598	Kingman Unified School District	5572	La Senita Elementary	08022011		OtherPrograms(K-3 (Reading))	1	Membership	46.4399	0.0400	1.8576	-0.0005	Membership	46.4531	0.0400	1.8581	-0.0005	Membership	46.4660	0.0400	1.8588
2025	10/2/2025	79598	Kingman Unified School District	5572	La Senita Elementary	08022011		OtherPrograms(K-3)	1	Membership	46.4399	0.0600	2.7864	-0.0008	Membership	46.4531	0.0600	2.7872	-0.0008	Membership	46.4660	0.0600	2.7880
2025	10/2/2025	79598	Kingman Unified School District	5572	La Senita Elementary	08022011		FRPL	1	Membership	145.3099	0.0220	3.1968	0.0016	Membership	145.2381	0.0220	3.1952	-0.0003	Membership	145.2510	0.0220	3.1955
2025	10/2/2025	79598	Kingman Unified School District	5573	Manzanita Elementary	08022012	Elementary	Regular	1	Membership	694.8583	1.1580	804.6459	-0.0359	Membership	694.8963	1.1580	804.6818	-0.0249	Membership	694.9108	1.1580	804.7067
2025	10/2/2025	79598	Kingman Unified School District	5573	Manzanita Elementary	08022012		SPED(MO/D)	1	Membership	0.1900	4.4210	0.8400	0.0000	Membership	0.1900	4.4210	0.8400	0.0000	Membership	0.1900	4.4210	0.8400
2025	10/2/2025	79598	Kingman Unified School District	5573	Manzanita Elementary	08022012		SPED(H)	1	Membership	5.0000	4.7710	23.8550	0.0000	Membership	5.0000	4.7710	23.8550	0.0000	Membership	5.0000	4.7710	23.8550
2025	10/2/2025	79598	Kingman Unified School District	5573	Manzanita Elementary	08022012		SPED(MD-SC-A-SC-SID-SC)	1	Membership	0.2600	5.9880	1.5569	0.0000	Membership	0.2600	5.9880	1.5569	0.0000	Membership	0.2600	5.9880	1.5569
2025	10/2/2025	79598	Kingman Unified School District	5573	Manzanita Elementary	08022012		SPED(MD-R-A-R-SID-R)	1	Membership	5.6900	6.0240	34.2766	0.0000	Membership	5.6900	6.0240	34.2766	0.0000	Membership	5.6900	6.0240	34.2766
2025	10/2/2025	79598	Kingman Unified School District	5573	Manzanita Elementary	08022012		SPED(MD-SS)	1	Membership	1.5100	7.9470	12.0000	0.0000	Membership	1.5100	7.9470	12.0000	0.0000	Membership	1.5100	7.9470	12.0000
2025	10/2/2025	79598	Kingman Unified School District	5573	Manzanita Elementary	08022012		SPED(DD-ED-MI-D-SLD-SL(OH))	1	Membership	132.1081	0.2920	38.5756	-0.0952	Membership	132.4341	0.2920	38.6708	-0.0989	Membership	132.7727	0.2920	38.7696
2025	10/2/2025	79598	Kingman Unified School District	5573	Manzanita Elementary	08022012		ELL	1	Membership	14.3450	0.1150	1.6497	0.0000	Membership	14.3450	0.1150	1.6497	0.0000	Membership	14.3450	0.1150	1.6497
2025	10/2/2025	79598	Kingman Unified School District	5573	Manzanita Elementary	08022012		OtherPrograms(K-3 (Reading))	1	Membership	444.9642	0.0400	17.7986	-0.0006	Membership	444.9803	0.0400	17.7992	-0.0004	Membership	444.9894	0.0400	17.7996
2025	10/2/2025	79598	Kingman Unified School District	5573	Manzanita Elementary	08022012		OtherPrograms(K-3)	1	Membership	444.9642	0.0600	26.6979	-0.0010	Membership	444.9803	0.0600	26.6988	-0.0005	Membership	444.9894	0.0600	26.6994
2025	10/2/2025	79598	Kingman Unified School District	5573	Manzanita Elementary	08022012		FRPL	1	Membership	694.8583	0.0220	15.2898	-0.0007	Membership	694.8963	0.0220	15.2876	-0.0005	Membership	694.9108	0.0220	15.2880
2025	10/2/2025	79598	Kingman Unified School District	5573	Manzanita Elementary	08022012		G	1	Membership	12.0000	0.0070	0.0840	0.0000	Membership	12.0000	0.0070	0.0840	0.0000	Membership	12.0000	0.0070	0.0840
2025	10/2/2025	79598	Kingman Unified School District	5575	Kingman Middle School	08022014	Elementary	Regular	1	Membership	650.7059	1.1580	753.5174	0.0191	Membership	650.6894	1.1580	753.4983	1.2127	Membership	649.6422	1.1580	752.2857
2025	10/2/2025	79598	Kingman Unified School District	5575	Kingman Middle School	08022014		SPED(MO/D)	1	Membership	4.5100	4.4210	19.9387	0.0000	Membership	4.5100	4.4210	19.9387	3.4926	Membership	5.3000	4.4210	23.4313
2025	10/2/2025	79598	Kingman Unified School District	5575	Kingman Middle School	08022014		SPED(H)	1	Membership	1.1200	4.7710	5.3435	0.0000	Membership	1.1200	4.7710	5.3435	0.0000	Membership	1.1200	4.7710	5.3435
2025	10/2/2025	79598	Kingman Unified School District	5575	Kingman Middle School	08022014		SPED(V/I)	1	Membership	1.7500	4.8060	8.4105	0.0000	Membership	1.7500	4.8060	8.4105	0.0000	Membership	1.7500	4.8060	8.4105
2025	10/2/2025	79598	Kingman Unified School District	5575	Kingman Middle School	08022014		SPED(MD-SC-A-SC-SID-SC)	1	Membership	10.4300	5.9880	62.4548	0.0000	Membership	10.4300	5.9880	62.4548	0.0000	Membership	10.4300	5.9880	62.4548
2025	10/2/2025	79598	Kingman Unified School District	5575	Kingman Middle School	08022014		SPED(MD-R-A-R-SID-R)	1	Membership	10.1500	6.0240	61.1436	0.0000	Membership	10.1500	6.0240	61.1436	0.0000	Membership	10.1500	6.0240	61.1436
2025	10/2/2025	79598	Kingman Unified School District	5575	Kingman Middle School	08022014		SPED(DD-ED-MI-D-SLD-SL(OH))	1	Membership	140.1195	0.2920	40.9149	0.2614	Membership	139.1559	0.2920	40.6335	-0.0860	Membership	139.3820	0.2920	40.69

2025	10/2/2025	75988	Kingman Unified School District	5576	Cerbat Elementary	080220115	OtherPrograms(K-3)	1	Membership	404.1140	0.0600	24.2468	-0.0037	Membership	404.1750	0.0600	24.2505	-0.0029	Membership	404.2230	0.0600	24.2534
2025	10/2/2025	75988	Kingman Unified School District	5576	Cerbat Elementary	080220115	FRPL	1	Membership	622.1872	0.0220	13.6881	-0.0003	Membership	622.2021	0.0220	13.6884	-0.0018	Membership	622.2851	0.0220	13.6903
2025	10/2/2025	75988	Kingman Unified School District	5576	Cerbat Elementary	080220115	G	1	Membership	3.0000	0.0070	0.0210	0.0000	Membership	3.0000	0.0070	0.0210	0.0000	Membership	3.0000	0.0070	0.0210
2025	10/2/2025	75988	Kingman Unified School District	5577	Black Mountain Elementary School	080220116	Elementary	1	Membership	451.3159	1.1580	522.6238	-0.0743	Membership	451.3801	1.1580	522.6882	2.2140	Membership	449.4682	1.1580	520.4842
2025	10/2/2025	75988	Kingman Unified School District	5577	Black Mountain Elementary School	080220116	SPED(OI-R)	1	Membership	0.7300	3.1580	2.3053	0.0000	Membership	0.7300	3.1580	2.3053	0.0000	Membership	0.7300	3.1580	2.3053
2025	10/2/2025	75988	Kingman Unified School District	5577	Black Mountain Elementary School	080220116	SPED(HI-R)	1	Membership	1.0000	4.7710	4.7710	0.0000	Membership	1.0000	4.7710	4.7710	0.0000	Membership	1.0000	4.7710	4.7710
2025	10/2/2025	75988	Kingman Unified School District	5577	Black Mountain Elementary School	080220116	SPED(MD-R-A-R-SID-R)	1	Membership	4.6900	6.0240	28.2526	2.2891	Membership	4.3100	6.0240	25.9634	0.0000	Membership	4.3100	6.0240	25.9634
2025	10/2/2025	75988	Kingman Unified School District	5577	Black Mountain Elementary School	080220116	SPED(OI-ED,MI-D,SID,SLI(OH))	1	Membership	79.1607	0.2920	23.1149	0.1635	Membership	78.6007	0.2920	22.9514	0.0000	Membership	78.6007	0.2920	22.9514
2025	10/2/2025	75988	Kingman Unified School District	5577	Black Mountain Elementary School	080220116	ELL	1	Membership	24.1825	0.1150	2.7810	0.0000	Membership	24.1825	0.1150	2.7810	0.0869	Membership	23.4286	0.1150	2.6941
2025	10/2/2025	75988	Kingman Unified School District	5577	Black Mountain Elementary School	080220116	OtherPrograms(K-3 (Reading))	1	Membership	151.5297	0.0400	6.0612	0.0000	Membership	151.5297	0.0400	6.0612	-0.0005	Membership	151.5428	0.0400	6.0617
2025	10/2/2025	75988	Kingman Unified School District	5577	Black Mountain Elementary School	080220116	OtherPrograms(K-3)	1	Membership	151.5297	0.0600	9.0918	0.0000	Membership	151.5297	0.0600	9.0918	-0.0008	Membership	151.5428	0.0600	9.0926
2025	10/2/2025	75988	Kingman Unified School District	5577	Black Mountain Elementary School	080220116	FRPL	1	Membership	451.3159	0.0220	9.9289	-0.0014	Membership	451.3801	0.0220	9.9304	0.0421	Membership	449.4682	0.0220	9.8883
2025	10/2/2025	75988	Kingman Unified School District	5580	MT Tipton Elementary School	080220117	Elementary	1	Membership	166.4575	1.1580	192.7578	-0.0117	Membership	166.4676	1.1580	192.7695	-0.0193	Membership	166.4843	1.1580	192.7888
2025	10/2/2025	75988	Kingman Unified School District	5580	MT Tipton Elementary School	080220117	Preschool	1	Membership	1.0850	1.4500	1.5878	0.1613	Membership	0.9700	1.4500	1.4065	0.0000	Membership	0.9700	1.4500	1.4065
2025	10/2/2025	75988	Kingman Unified School District	5580	MT Tipton Elementary School	080220117	SPED(IP-SD)	1	Membership	0.3100	3.5950	1.1145	0.4494	Membership	0.1850	3.5950	0.6651	0.0000	Membership	0.1850	3.5950	0.6651
2025	10/2/2025	75988	Kingman Unified School District	5580	MT Tipton Elementary School	080220117	SPED(MO/ID)	1	Membership	1.0000	4.4210	4.4210	0.0000	Membership	1.0000	4.4210	4.4210	0.0000	Membership	1.0000	4.4210	4.4210
2025	10/2/2025	75988	Kingman Unified School District	5580	MT Tipton Elementary School	080220117	SPED(MD-SC-A-SC-SID-SC)	1	Membership	0.5700	5.9880	3.4132	0.0000	Membership	0.5700	5.9880	3.4132	0.0000	Membership	0.5700	5.9880	3.4132
2025	10/2/2025	75988	Kingman Unified School District	5580	MT Tipton Elementary School	080220117	SPED(MD-R-A-R-SID-R)	1	Membership	4.3900	6.0240	26.4454	0.0000	Membership	4.3900	6.0240	26.4454	0.0000	Membership	4.3900	6.0240	26.4454
2025	10/2/2025	75988	Kingman Unified School District	5580	MT Tipton Elementary School	080220117	SPED(OI-ED,MI-D,SID,SLI(OH))	1	Membership	25.8600	0.2920	7.5511	0.1431	Membership	25.3700	0.2920	7.4080	0.0000	Membership	25.3700	0.2920	7.4080
2025	10/2/2025	75988	Kingman Unified School District	5580	MT Tipton Elementary School	080220117	ELL	1	Membership	24.8700	0.1150	2.8601	0.0000	Membership	24.8700	0.1150	2.8601	0.0000	Membership	24.8700	0.1150	2.8601
2025	10/2/2025	75988	Kingman Unified School District	5580	MT Tipton Elementary School	080220117	OtherPrograms(K-3 (Reading))	1	Membership	79.9814	0.0400	3.1993	-0.0000	Membership	79.9815	0.0400	3.1993	-0.0004	Membership	79.9814	0.0400	3.1997
2025	10/2/2025	75988	Kingman Unified School District	5580	MT Tipton Elementary School	080220117	OtherPrograms(K-3)	1	Membership	79.9814	0.0600	4.7989	-0.0000	Membership	79.9815	0.0600	4.7989	-0.0006	Membership	79.9814	0.0600	4.7995
2025	10/2/2025	75988	Kingman Unified School District	5580	MT Tipton Elementary School	080220117	FRPL	1	Membership	167.5525	0.0220	3.6862	0.0025	Membership	167.4376	0.0220	3.6836	-0.0004	Membership	167.4543	0.0220	3.6840
2025	10/2/2025	75988	Kingman Unified School District	5585	Kingman High School	080220202	High School	1	Membership	848.9322	1.2880	1,076.4460	0.2137	Membership	848.7637	1.2880	1,076.2324	12.3735	Membership	839.0054	1.2880	1,063.8588
2025	10/2/2025	75988	Kingman Unified School District	5585	Kingman High School	080220202	SPED(OI-R)	1	Membership	0.5500	3.1580	1.7369	0.0000	Membership	0.5500	3.1580	1.7369	0.0000	Membership	0.5500	3.1580	1.7369
2025	10/2/2025	75988	Kingman Unified School District	5585	Kingman High School	080220202	SPED(MO/ID)	1	Membership	9.8500	4.4210	43.5469	0.0000	Membership	9.8500	4.4210	43.5469	0.0000	Membership	9.8500	4.4210	43.5469
2025	10/2/2025	75988	Kingman Unified School District	5585	Kingman High School	080220202	SPED(HI)	1	Membership	1.4500	4.7710	6.9180	0.0000	Membership	1.4500	4.7710	6.9180	0.0000	Membership	1.4500	4.7710	6.9180
2025	10/2/2025	75988	Kingman Unified School District	5585	Kingman High School	080220202	SPED(VI)	1	Membership	1.0000	4.8060	4.8060	0.0000	Membership	1.0000	4.8060	4.8060	0.0000	Membership	1.0000	4.8060	4.8060
2025	10/2/2025	75988	Kingman Unified School District	5585	Kingman High School	080220202	SPED(IP-F)	1	Membership	5.8900	4.8220	28.4016	0.0000	Membership	5.8900	4.8220	28.4016	0.0000	Membership	5.8900	4.8220	28.4016
2025	10/2/2025	75988	Kingman Unified School District	5585	Kingman High School	080220202	SPED(MD-SC-A-SC-SID-SC)	1	Membership	36.4375	5.9880	218.1878	0.0000	Membership	36.4375	5.9880	218.1878	0.0000	Membership	36.4375	5.9880	218.1878
2025	10/2/2025	75988	Kingman Unified School District	5585	Kingman High School	080220202	SPED(MD-R-A-R-SID-R)	1	Membership	10.2925	6.0240	82.0020	0.0000	Membership	10.2925	6.0240	82.0020	0.0000	Membership	10.2925	6.0240	82.0020
2025	10/2/2025	75988	Kingman Unified School District	5585	Kingman High School	080220202	SPED(OI-SC)	1	Membership	2.0000	6.7730	13.5460	0.0000	Membership	2.0000	6.7730	13.5460	0.0000	Membership	2.0000	6.7730	13.5460
2025	10/2/2025	75988	Kingman Unified School District	5585	Kingman High School	080220202	SPED(MD-SS)	1	Membership	2.4700	7.9470	19.6291	0.0000	Membership	2.4700	7.9470	19.6291	0.0000	Membership	2.4700	7.9470	19.6291
2025	10/2/2025	75988	Kingman Unified School District	5585	Kingman High School	080220202	SPED(OI-ED,MI-D,SID,SLI(OH))	1	Membership	133.7410	0.2920	39.0224	-0.1324	Membership	134.1943	0.2920	39.1847	0.4147	Membership	132.7741	0.2920	38.7700
2025	10/2/2025	75988	Kingman Unified School District	5585	Kingman High School	080220202	ELL	1	Membership	28.5525	0.1150	5.2835	0.0000	Membership	28.5525	0.1150	5.2835	0.0000	Membership	28.5525	0.1150	5.2835
2025	10/2/2025	75988	Kingman Unified School District	5585	Kingman High School	080220202	FRPL	1	Membership	848.9322	0.0220	18.6795	0.0037	Membership	848.7637	0.0220	18.6728	0.2147	Membership	839.0054	0.0220	18.4581
2025	10/2/2025	75988	Kingman Unified School District	5585	Kingman High School	080220202	G	1	Membership	7.7067	0.0070	0.0539	0.0000	Membership	7.7067	0.0070	0.0539	0.0007	Membership	7.6075	0.0070	0.0533
2025	10/2/2025	75988	Kingman Unified School District	88409	White Cliffs Middle School	080220118	Elementary	1	Membership	589.9262	1.1580	683.1345	-0.0463	Membership	589.9662	1.1580	683.1809	1.5962	Membership	588.5878	1.1580	681.5847
2025	10/2/2025	75988	Kingman Unified School District	88409	White Cliffs Middle School	080220118	SPED(OI-R)	1	Membership	1.0000	3.1580	3.1580	0.0000	Membership	1.0000	3.1580	3.1580	0.0000	Membership	1.0000	3.1580	3.1580
2025	10/2/2025	75988	Kingman Unified School District	88409	White Cliffs Middle School	080220118	SPED(HI)	1	Membership	1.0000	4.7710	4.7710	0.0000	Membership	1.0000	4.7710	4.7710	0.0000	Membership	1.0000	4.7710	4.7710
2025	10/2/2025	75988	Kingman Unified School District	88409	White Cliffs Middle School	080220118	SPED(MD-SC-A-SC-SID-SC)	1	Membership	2.6400	5.9880	15.8083	-2.1557	Membership	3.0000	5.9880	17.9640	0.0000	Membership	3.0000	5.9880	17.9640
2025	10/2/2025	75988	Kingman Unified School District	88409	White Cliffs Middle School	080220118	SPED(MD-R-A-R-SID-R)	1	Membership	1.3300	6.0240	6.0119	0.0000	Membership	1.3300	6.0240	6.0119	0.0000	Membership	1.3300	6.0240	6.0119
2025	10/2/2025	75988	Kingman Unified School District	88409	White Cliffs Middle School	080220118	SPED(OI-ED,MI-D,SID,SLI(OH))	1	Membership	60.5903	0.2920	17.6924	0.0993	Membership	60.2501	0.2920	17.5930	0.1192	Membership	59.8420	0.2920	17.4739
2025	10/2/2025	75988	Kingman Unified School District	88409	White Cliffs Middle School	080220118	ELL	1	Membership	15.4000	0.1150	1.7710	0.0000	Membership	15.4000	0.1150	1.7710	0.0000	Membership	15.4000	0.1150	1.7710
2025	10/2/2025	75988	Kingman Unified School District	88409	White Cliffs Middle School	080220118	FRPL	1	Membership	454.2431	0.0220	9.9933	-0.0007	Membership	454.2740	0.0220	9.9940	0.0234	Membership	453.2126	0.0220	9.9707
2025	10/2/2025	75988	Kingman Unified School District	88409	White Cliffs Middle School	080220118	G	1	Membership	19.8900	0.0070	0.1392	0.0000	Membership	19.8900	0.0070	0.1392	0.0000	Membership	19.8900	0.0070	0.1392
2025	10/2/2025	75988	Kingman Unified School District	90667	Desert Willow Elementary School	080220119	Elementary	1	Membership	357.0836	1.1580	413.5028	-0.0291	Membership	357.1087	1.1580	413.5319	-0.0322	Membership	357.1365	1.1580	413.5641
2025	10/2/2025	75988	Kingman Unified School District	90667	Desert Willow Elementary School	080220119	SPED(OI-R)	1	Membership	1.0000	3.1580	3.1580	0.0000	Membership	1.0000	3.1580	3.1580	0.0000	Membership	1.0000	3.1580	3.1580
2025	10/2/2025	75988	Kingman Unified School District	90667	Desert Willow Elementary School	080220119	SPED(HI)	1	Membership	0.5800	4.7710	2.7672	0.0000	Membership	0.5800	4.7710	2.7672	0.0000	Membership	0.5800	4.7710	2.7672
2025	10/2/2025	75988	Kingman Unified School District	90667	Desert Willow Elementary School	080220119	SPED(VI)	1	Membership	1.0000	4.8060	4.8060	0.0000	Membership	1.0000	4.8060	4.8060	0.0000	Membership	1.0000	4.8060	4.8060
2025	10/2/2025	75988	Kingman Unified School District	90667	Desert Willow Elementary School	080220119	SPED(IP-F)	1	Membership	11.7721	4.8220	56.7651	0.0000	Membership	11.7721	4.8220	56.7651	0.0000	Membership	11.7721	4.8220	56.7651
2025	10/2/																					

2025	10/2/2025	75698	Kingman Unified School District	91772	Lee Williams High School	080220203	High School	Regular	1	Membership	896.6159	1.2680	1,187.6340	-0.2422	Membership	836.8109	1.2680	1,187.8762	18.2158	Membership	822.4451	1.2680	1,169.6604
2025	10/2/2025	75698	Kingman Unified School District	91772	Lee Williams High School	080220203		SPED(HI)	1	Membership	1.0000	4.7710	4.7710	0.0000	Membership	1.0000	4.7710	4.7710	0.0000	Membership	1.0000	4.7710	4.7710
2025	10/2/2025	75698	Kingman Unified School District	91772	Lee Williams High School	080220203		SPED(MD-R-A-R,SID-R)	1	Membership	3.2300	6.0240	19.4575	0.0000	Membership	3.2300	6.0240	19.4575	0.0000	Membership	3.2300	6.0240	19.4575
2025	10/2/2025	75698	Kingman Unified School District	91772	Lee Williams High School	080220203		SPED(DD,ED,MI D,SID,SL,OH)	1	Membership	74.4367	0.2920	21.7361	-0.0284	Membership	74.5361	0.2920	21.7645	0.0934	Membership	74.2162	0.2920	21.6711
2025	10/2/2025	75698	Kingman Unified School District	91772	Lee Williams High School	080220203		ELL	1	Membership	20.8637	0.1150	2.3993	0.0053	Membership	20.8179	0.1150	2.3941	0.0355	Membership	20.5089	0.1150	2.3585
2025	10/2/2025	75698	Kingman Unified School District	91772	Lee Williams High School	080220203		FRPL	1	Membership	646.2679	0.0220	14.2179	-0.0029	Membership	646.3996	0.0220	14.2208	0.2181	Membership	636.4871	0.0220	14.0027
2025	10/2/2025	75698	Kingman Unified School District	91772	Lee Williams High School	080220203		G	1	Membership	33.3245	0.0070	0.2333	0.0000	Membership	33.3245	0.0070	0.2333	0.0034	Membership	32.8411	0.0070	0.2299
2025	10/2/2025	75698	Kingman Unified School District	1001749	Kingman Online Learning Academy (KCLA) Middle	080220206	Elementary	Regular	0.95	Membership	38.9261	1.1580	45.0764	-1.9038	Membership	40.5701	1.1580	46.9802	-4.7075	Membership	44.6353	1.1580	51.6877
2025	10/2/2025	75698	Kingman Unified School District	1001749	Kingman Online Learning Academy (KCLA) Middle	080220206		SPED(V)	0.95	Membership	0.0854	4.8060	0.4104	0.0000	Membership	0.0854	4.8060	0.4104	0.0000	Membership	0.0854	4.8060	0.4104
2025	10/2/2025	75698	Kingman Unified School District	1001749	Kingman Online Learning Academy (KCLA) Middle	080220206		SPED(DD,ED,MI D,SID,SL,OH)	0.95	Membership	4.7047	0.2920	1.3738	-0.0796	Membership	4.9773	0.2920	1.4534	-0.0018	Membership	4.9836	0.2920	1.4552
2025	10/2/2025	75698	Kingman Unified School District	1001749	Kingman Online Learning Academy (KCLA) Middle	080220206		ELL	0.95	Membership	0.7466	0.1150	0.0859	0.0000	Membership	0.7466	0.1150	0.0859	-0.1051	Membership	1.6801	0.1150	0.1909
2025	10/2/2025	75698	Kingman Unified School District	1001749	Kingman Online Learning Academy (KCLA) Middle	080220206		FRPL	0.95	Membership	31.0112	0.0220	0.6822	-0.0251	Membership	32.1499	0.0220	0.7073	-0.0825	Membership	35.8995	0.0220	0.7898
2025	10/2/2025	75698	Kingman Unified School District	1001749	Kingman Online Learning Academy (KCLA) Middle	080220206		G	0.95	Membership	0.9787	0.0070	0.0069	-0.0001	Membership	1.0000	0.0070	0.0070	0.0000	Membership	1.0000	0.0070	0.0070
2025	10/2/2025	75698	Kingman Unified School District	1001750	Kingman Online Learning Academy (KCLA) High	080220207	High School	Regular	0.85	Membership	9.4622	1.2680	11.9981	-1.0119	Membership	10.2022	1.2680	13.0099	3.4114	Membership	7.5698	1.2680	9.9985
2025	10/2/2025	75698	Kingman Unified School District	1001750	Kingman Online Learning Academy (KCLA) High	080220207	High School	Regular	0.95	Membership	274.4877	1.2680	548.0504	-13.4645	Membership	285.1064	1.2680	361.5149	-30.3208	Membership	309.0187	1.2680	391.8357
2025	10/2/2025	75698	Kingman Unified School District	1001750	Kingman Online Learning Academy (KCLA) High	080220207		SPED(HI)	0.85	Membership	1.6211	4.7710	7.7343	-0.5487	Membership	1.7361	4.7710	8.2829	-0.0701	Membership	1.7508	4.7710	8.3531
2025	10/2/2025	75698	Kingman Unified School District	1001750	Kingman Online Learning Academy (KCLA) High	080220207		SPED(MD-R-A-R,SID-R)	0.85	Membership	1.6117	6.0240	9.7089	0.0000	Membership	1.6117	6.0240	9.7089	0.0036	Membership	1.6111	6.0240	9.7053
2025	10/2/2025	75698	Kingman Unified School District	1001750	Kingman Online Learning Academy (KCLA) High	080220207		SPED(DD,ED,MI D,SID,SL,OH)	0.85	Membership	0.6688	0.2920	0.1953	0.0000	Membership	0.6688	0.2920	0.1953	0.0243	Membership	0.5856	0.2920	0.1710
2025	10/2/2025	75698	Kingman Unified School District	1001750	Kingman Online Learning Academy (KCLA) High	080220207		SPED(DD,ED,MI D,SID,SL,OH)	0.85	Membership	20.9322	0.2920	6.1122	-0.1263	Membership	21.3646	0.2920	6.2385	-0.3134	Membership	22.4378	0.2920	6.6518
2025	10/2/2025	75698	Kingman Unified School District	1001750	Kingman Online Learning Academy (KCLA) High	080220207		ELL	0.95	Membership	7.5297	0.1150	0.8659	-0.0233	Membership	7.7319	0.1150	0.8892	-0.1049	Membership	8.6439	0.1150	0.9940
2025	10/2/2025	75698	Kingman Unified School District	1001750	Kingman Online Learning Academy (KCLA) High	080220207		FRPL	0.85	Membership	171.3383	0.0220	3.7694	-0.1439	Membership	177.8774	0.0220	3.9133	-0.3821	Membership	195.2478	0.0220	4.2855
2025	10/2/2025	75698	Kingman Unified School District	1001750	Kingman Online Learning Academy (KCLA) High	080220207		FRPL	0.85	Membership	4.6679	0.0220	0.1027	-0.0050	Membership	4.8942	0.0220	0.1077	0.0166	Membership	4.1380	0.0220	0.0910
2025	10/2/2025	75698	Kingman Unified School District	1001750	Kingman Online Learning Academy (KCLA) High	080220207		G	0.95	Membership	2.3838	0.0070	0.0168	-0.0010	Membership	2.5405	0.0070	0.0178	-0.0040	Membership	3.1183	0.0070	0.0218













Information on the use of this spreadsheet is available in the 'Notes' tab. This spreadsheet is for the use of the public and is not to be used for the purpose of providing a financial statement. It is not to be used for the purpose of providing a financial statement. It is not to be used for the purpose of providing a financial statement.

Account	2023-24		2024-25		2025-26		2026-27		2027-28		2028-29		2029-30		2030-31		2031-32		2032-33		2033-34		2034-35		2035-36		2036-37		2037-38		2038-39		2039-40		2040-41		2041-42		2042-43		2043-44		2044-45		2045-46		2046-47		2047-48		2048-49		2049-50		2050-51		2051-52		2052-53		2053-54		2054-55		2055-56		2056-57		2057-58		2058-59		2059-60		2060-61		2061-62		2062-63		2063-64		2064-65		2065-66		2066-67		2067-68		2068-69		2069-70		2070-71		2071-72		2072-73		2073-74		2074-75		2075-76		2076-77		2077-78		2078-79		2079-80		2080-81		2081-82		2082-83		2083-84		2084-85		2085-86		2086-87		2087-88		2088-89		2089-90		2090-91		2091-92		2092-93		2093-94		2094-95		2095-96		2096-97		2097-98		2098-99		2099-00		2100-01		2101-02		2102-03		2103-04		2104-05		2105-06		2106-07		2107-08		2108-09		2109-10		2110-11		2111-12		2112-13		2113-14		2114-15		2115-16		2116-17		2117-18		2118-19		2119-20		2120-21		2121-22		2122-23		2123-24		2124-25		2125-26		2126-27		2127-28		2128-29		2129-30		2130-31		2131-32		2132-33		2133-34		2134-35		2135-36		2136-37		2137-38		2138-39		2139-40		2140-41		2141-42		2142-43		2143-44		2144-45		2145-46		2146-47		2147-48		2148-49		2149-50		2150-51		2151-52		2152-53		2153-54		2154-55		2155-56		2156-57		2157-58		2158-59		2159-60		2160-61		2161-62		2162-63		2163-64		2164-65		2165-66		2166-67		2167-68		2168-69		2169-70		2170-71		2171-72		2172-73		2173-74		2174-75		2175-76		2176-77		2177-78		2178-79		2179-80		2180-81		2181-82		2182-83		2183-84		2184-85		2185-86		2186-87		2187-88		2188-89		2189-90		2190-91		2191-92		2192-93		2193-94		2194-95		2195-96		2196-97		2197-98		2198-99		2199-00		2200-01		2201-02		2202-03		2203-04		2204-05		2205-06		2206-07		2207-08		2208-09		2209-10		2210-11		2211-12		2212-13		2213-14		2214-15		2215-16		2216-17		2217-18		2218-19		2219-20		2220-21		2221-22		2222-23		2223-24		2224-25		2225-26		2226-27		2227-28		2228-29		2229-30		2230-31		2231-32		2232-33		2233-34		2234-35		2235-36		2236-37		2237-38		2238-39		2239-40		2240-41		2241-42		2242-43		2243-44		2244-45		2245-46		2246-47		2247-48		2248-49		2249-50		2250-51		2251-52		2252-53		2253-54		2254-55		2255-56		2256-57		2257-58		2258-59		2259-60		2260-61		2261-62		2262-63		2263-64		2264-65		2265-66		2266-67		2267-68		2268-69		2269-70		2270-71		2271-72		2272-73		2273-74		2274-75		2275-76		2276-77		2277-78		2278-79		2279-80		2280-81		2281-82		2282-83		2283-84		2284-85		2285-86		2286-87		2287-88		2288-89		2289-90		2290-91		2291-92		2292-93		2293-94		2294-95		2295-96		2296-97		2297-98		2298-99		2299-00		2300-01		2301-02		2302-03		2303-04		2304-05		2305-06		2306-07		2307-08		2308-09		2309-10		2310-11		2311-12		2312-13		2313-14		2314-15		2315-16		2316-17		2317-18		2318-19		2319-20		2320-21		2321-22		2322-23		2323-24		2324-25		2325-26		2326-27		2327-28		2328-29		2329-30		2330-31		2331-32		2332-33		2333-34		2334-35		2335-36		2336-37		2337-38		2338-39		2339-40		2340-41		2341-42		2342-43		2343-44		2344-45		2345-46		2346-47		2347-48		2348-49		2349-50		2350-51		2351-52		2352-53		2353-54		2354-55		2355-56		2356-57		2357-58		2358-59		2359-60		2360-61		2361-62		2362-63		2363-64		2364-65		2365-66		2366-67		2367-68		2368-69		2369-70		2370-71		2371-72		2372-73		2373-74		2374-75		2375-76		2376-77		2377-78		2378-79		2379-80		2380-81		2381-82		2382-83		2383-84		2384-85		2385-86		2386-87		2387-88		2388-89		2389-90		2390-91		2391-92		2392-93		2393-94		2394-95		2395-96		2396-97		2397-98		2398-99		2399-00		2400-01		2401-02		2402-03		2403-04		2404-05		2405-06		2406-07		2407-08		2408-09		2409-10		2410-11		2411-12		2412-13		2413-14		2414-15		2415-16		2416-17		2417-18		2418-19		2419-20		2420-21		2421-22		2422-23		2423-24		2424-25		2425-26		2426-27		2427-28		2428-29		2429-30		2430-31		2431-32		2432-33		2433-34		2434-35		2435-36		2436-37		2437-38		2438-39		2439-40		2440-41		2441-42		2442-43		2443-44		2444-45		2445-46		2446-47		2447-48		2448-49		2449-50		2450-51		2451-52		2452-53		2453-54		2454-55		2455-56		2456-57		2457-58		2458-59		2459-60		2460-61		2461-62		2462-63		2463-64		2464-65		2465-66		2466-67		2467-68		2468-69		2469-70		2470-71		2471-72		2472-73		2473-74		2474-75		2475-76		2476-77		2477-78		2478-79		2479-80		2480-81		2481-82		2482-83		2483-84		2484-85		2485-86		2486-87		2487-88		2488-89		2489-90		2490-91		2491-92		2492-93		2493-94		2494-95		2495-96		2496-97		2497-98		2498-99		2499-00		2500-01		2501-02		2502-03		2503-04		2504-05		2505-06		2506-07		2507-08		2508-09		2509-10		2510-11		2511-12		2512-13		2513-14		2514-15		2515-16		2516-17		2517-18		2518-19		2519-20		2520-21		2521-22		2522-23		2523-24		2524-25		2525-26		2526-27		2527-28		2528-29		2529-30		2530-31		2531-32		2532-33		2533-34		2534-35		2535-36		2536-37		2537-38		2538-39		2539-40		2540-41		2541-42		2542-43		2543-44		2544-45		2545-46		2546-47		2547-48		2548-49		2549-50		2550-51		2551-52		2552-53		2553-54		2554-55		2555-56		2556-57		2557-58		2558-59		2559-60		2560-61		2561-62		2562-63		2563-64		2564-65		2565-66		2566-67		2567-68		2568-69		2569-70		2570-71		2571-72		2572-73		2573-74		2574-75		2575-76		2576-77		2577-7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Use this tab to compare all expenditures, revenue and special education information for up to 5 schools. Use the boxes in Row 5 to select the schools.

		School Listing - School 14	School Listing - School 1	School Listing - School 3	School Listing - School 5	School Listing - School 5					
		Hubbard	Black Mountain	McTigue	Marionette	Cordell					
		000220116	000220116	000220117	000220117	000220117					
		118	118	117	112	116					
		737,808	454,435	154,122	722,427	641,694					
		Funds 0-799 (excluding 575)									
		Total	Amount per pupil	Total	Amount per pupil	Total	Amount per pupil	Total	Amount per pupil		
Payments to other AZ districts - Tuition (651), Other services (691)		0	0	0	0	0	0	0	0		
Programs 100-630	Function 1000 - Instruction	Salaries (6100)	2,081,628	3,639	1,955,865	4,364	776,494	5,038	2,561,236	5,545	2,384,424
		Employee benefits (6200)	1,038,191	1,868	713,507	1,750	266,661	1,717	826,661	1,417	769,694
		Purchased services (6300, 6400, 6500) (excluding tuition)	35,955	64	22,239	62	7,209	49	29,691	44	28,559
		Supplies (6600)	180,321	323	172,697	389	65,554	425	200,146	277	169,228
		Property (6700) (excluding 6740 and 6750)	5,673	10	43,640	92	15,853	101	4,528	6	8,427
		Deas and fees (6810)	185	0	430	1	535	1	609	1	609
Programs 700-900		Miscellaneous (6890)	210	0	206	0	206	0	206	0	
		AR 6000 object codes (excluding 6740, 6750 and 6900)	0	0	0	0	0	0	0	0	
Programs 100-630	Function 2100 - Support services - students	Salaries (6100)	303,150	411	340,965	750	117,766	764	356,241	463	370,313
		Employee benefits (6200)	123,525	173	144,162	314	35,528	238	146,293	203	153,817
		Purchased services (6300, 6400, 6500) (excluding tuition)	303,493	406	125,473	276	43,695	279	199,468	276	171,177
		Supplies (6600)	24,242	33	26,244	58	16,254	118	16,254	21	16,044
		Property (6700) (excluding 6740 and 6750)	13,239	18	8,536	19	2,698	17	11,212	15	10,928
		Deas and fees (6810)	15	0	9	0	3	0	15	0	13
Programs 700-900		Miscellaneous (6890)	392	5	371	1	1,124	7	684	1	
		AR 6000 object codes (excluding 6740, 6750 and 6900)	0	0	0	0	0	0	0	0	
Programs 100-630	Function 2200 - Support services - instructional staff	Salaries (6100)	379,769	513	405,935	873	111,968	726	329,261	497	399,096
		Employee benefits (6200)	149,954	203	113,566	266	49,291	308	142,291	197	159,423
		Purchased services (6300, 6400, 6500) (excluding tuition)	27,217	37	20,418	43	34,583	234	27,698	38	24,920
		Supplies (6600)	3,375	5	3,336	7	789	5	4,826	7	3,787
		Property (6700) (excluding 6740 and 6750)	1,078	1	664	1	254	1	1,056	1	938
		Deas and fees (6810)	679	1	362	1	159	1	697	1	539
Programs 700-900		Miscellaneous (6890)	0	0	0	0	0	0	0	0	
		AR 6000 object codes (excluding 6740, 6750 and 6900)	0	0	0	0	0	0	0	0	
Programs 100-630	Function 2300 - Support services - general administration	Salaries (6100)	24,877	34	17,895	39	4,079	30	28,398	38	25,142
		Employee benefits (6200)	11,216	15	6,916	15	3,346	15	10,995	15	9,746
		Purchased services (6300, 6400, 6500) (excluding tuition)	120,971	171	77,612	171	26,254	171	113,262	171	109,554
		Supplies (6600)	1,051	1	833	2	263	2	1,254	2	1,121
		Property (6700) (excluding 6740 and 6750)	712	1	439	1	499	1	698	1	620
		Deas and fees (6810)	2,729	4	1,492	3	428	3	2,233	3	1,981
Programs 700-900		Payments against a district (6820)	0	0	0	0	0	0	0	0	
		Miscellaneous (6890)	0	0	0	0	0	0	0	0	
		AR 6000 object codes (excluding 6740, 6750 and 6900)	0	0	0	0	0	0	0	0	
Programs 100-630	Function 2400 - Support services - school administration	Salaries (6100)	297,465	399	212,694	468	119,842	778	267,494	370	262,801
		Employee benefits (6200)	123,144	170	68,291	150	45,277	201	103,884	144	102,826
		Purchased services (6300, 6400, 6500) (excluding tuition)	99	0	37	0	12	0	38	0	20
		Supplies (6600)	4,971	7	3,114	7	1,261	8	8,736	11	8,167
		Property (6700) (excluding 6740 and 6750)	673	1	4,102	9	210	1	199	0	162
		Deas and fees (6810)	0	0	0	0	364	2	235	0	0
Programs 700-900		Miscellaneous (6890)	0	0	0	0	0	0	0	0	
		AR 6000 object codes (excluding 6740, 6750 and 6900)	256	0	138	0	54	0	251	0	221

		Salaries (6100)	106,248	147	88,026	194	22,644	147	106,143	147	94,260
		Employee benefits (6200)	41,806	67	28,966	76	8,262	57	40,679	57	36,699
		Purchased services (6300, 6400, 6500) (excluding tuition)	43,162	58	27,622	61	9,369	64	44,597	61	38,244
		Supplies (6600)	27,794	38	17,131	38	5,830	38	27,824	38	24,101
		Property (6700) (excluding 6740 and 6750)	139,571	172	80,530	177	27,369	177	137,969	177	113,685
		Disc and fees (6810)	348	0	215	0	213	0	341	0	301
		Interest (6850)	0	0	0	0	0	0	0	0	0
		Miscellaneous (6890)	0	0	0	0	0	0	0	0	0
		All 6000 object codes (excluding 6740, 6750 and 6900)	0	0	0	0	0	0	0	0	0
		Subtotal (6100)	17,945	23	10,487	23	3,566	23	16,668	23	14,862
		Employee benefits (6200)	6,497	0	4,003	0	1,338	0	6,364	0	5,663
		Purchased services (6300, 6400, 6500) (excluding tuition)	88,213	1,097	51,950	1,112	18,202	1,092	99,964	1,092	71,477
		Supplies (6600)	126,032	171	119,174	262	81,206	131	127,721	170	81,170
		Property (6700) (excluding 6740 and 6750)	28,862	30	17,796	39	6,036	39	28,201	39	24,120
		Disc and fees (6810)	235	0	1	1	231	1	232	0	360
		Miscellaneous (6890)	0	0	0	0	0	0	0	0	0
		All 6000 object codes (excluding 6740, 6750 and 6900)	0	0	0	0	0	0	0	0	0
		Subtotal (6100)	264,946	403	182,479	402	61,888	402	260,091	402	237,673
		Employee benefits (6200)	134,590	183	82,987	183	28,145	183	131,927	183	117,184
		Purchased services (6300, 6400, 6500) (excluding tuition)	23,260	32	14,951	33	4,864	32	22,800	32	20,252
		Supplies (6600)	69,426	94	42,807	94	14,818	94	68,052	94	60,427
		Property (6700) (excluding 6740 and 6750)	23,568	30	14,586	36	5,002	36	23,291	36	20,484
		Disc and fees (6810)	0	0	2,281	5	0	0	0	0	0
		Miscellaneous (6890)	0	0	4,109	9	1,393	9	4,521	9	5,862
		All 6000 object codes (excluding 6740, 6750 and 6900)	0	0	0	0	0	0	0	0	0
		Employee benefits (6200)	3,472	0	1,586	0	538	0	3,431	0	2,940
		Purchased services (6300, 6400, 6500) (excluding tuition)	20,018	26	10,877	26	3,687	26	19,261	26	17,474
		Supplies (6600)	15,552	21	11,612	26	3,782	21	15,244	21	13,540
		Property (6700) (excluding 6740 and 6750)	21,070	31	20,438	45	4,524	39	22,096	45	20,700
		Disc and fees (6810)	49	0	41	0	14	0	49	0	84
		Miscellaneous (6890)	753	1	464	1	187	1	738	1	655
		All 6000 object codes (excluding 6740, 6750 and 6900)	0	0	0	0	0	0	0	0	0
		Subtotal (6100)	0	0	0	0	0	0	0	0	0
		Employee benefits (6200)	0	0	0	0	0	0	0	0	0
		Purchased services (6300, 6400, 6500) (excluding tuition)	0	0	0	0	0	0	0	0	0
		Supplies (6600)	0	0	0	0	0	0	0	0	0
		Property (6700) (excluding 6740 and 6750)	0	0	0	0	0	0	0	0	0
		Disc and fees (6810)	0	0	0	0	0	0	0	0	0
		Miscellaneous (6890)	0	0	0	0	0	0	0	0	0
		All 6000 object codes (excluding 6740, 6750 and 6900)	0	0	0	0	0	0	0	0	0
		Subtotal (6100)	0	0	0	0	0	0	0	0	0
		Employee benefits (6200)	0	0	0	0	0	0	0	0	0
		Purchased services (6300, 6400, 6500) (excluding tuition)	0	0	0	0	0	0	0	0	0
		Supplies (6600)	0	0	0	0	0	0	0	0	0
		Property (6700) (excluding 6740 and 6750)	0	0	0	0	0	0	0	0	0
		Disc and fees (6810)	0	0	0	0	0	0	0	0	0
		Miscellaneous (6890)	0	0	0	0	0	0	0	0	0
		All 6000 object codes (excluding 6740, 6750 and 6900)	0	0	0	0	0	0	0	0	0
		Subtotal (6100)	0	0	0	0	0	0	0	0	0
		Employee benefits (6200)	0	0	0	0	0	0	0	0	0
		Purchased services (6300, 6400, 6500) (excluding tuition)	0	0	0	0	0	0	0	0	0
		Supplies (6600)	0	0	0	0	0	0	0	0	0
		Property (6700) (excluding 6740 and 6750)	0	0	0	0	0	0	0	0	0
		Disc and fees (6810)	0	0	0	0	0	0	0	0	0
		Miscellaneous (6890)	0	0	0	0	0	0	0	0	0
		All 6000 object codes (excluding 6740, 6750 and 6900)	0	0	0	0	0	0	0	0	0
		Subtotal (6100)	0	0	0	0	0	0	0	0	0
		Employee benefits (6200)	0	0	0	0	0	0	0	0	0
		Purchased services (6300, 6400, 6500) (excluding tuition)	0	0	0	0	0	0	0	0	0
		Supplies (6600)	0	0	0	0	0	0	0	0	0
		Property (6700) (excluding 6740 and 6750)	0	0	0	0	0	0	0	0	0
		Disc and fees (6810)	0	0	0	0	0	0	0	0	0
		Miscellaneous (6890)	0	0	0	0	0	0	0	0	0
		All 6000 object codes (excluding 6740, 6750 and 6900)	0	0	0	0	0	0	0	0	0
		Subtotal (6100)	0	0	0	0	0	0	0	0	0
		Employee benefits (6200)	0	0	0	0	0	0	0	0	0
		Purchased services (6300, 6400, 6500) (excluding tuition)	0	0	0	0	0	0	0	0	0
		Supplies (6600)	0	0	0	0	0	0	0	0	0
		Property (6700) (excluding 6740 and 6750)	0	0	0	0	0	0	0	0	0
		Disc and fees (6810)	0	0	0	0	0	0	0	0	0
		Miscellaneous (6890)	0	0	0	0	0	0	0	0	0
		All 6000 object codes (excluding 6740, 6750 and 6900)	0	0	0	0	0	0	0	0	0
		Subtotal (6100)	0	0	0	0	0	0	0	0	0
		Employee benefits (6200)	0	0	0	0	0	0	0	0	0
		Purchased services (6300, 6400, 6500) (excluding tuition)	0	0	0	0	0	0	0	0	0
		Supplies (6600)	0	0	0	0	0	0	0	0	0
		Property (6700) (excluding 6740 and 6750)	0	0	0	0	0	0	0	0	0
		Disc and fees (6810)	0	0	0	0	0	0	0	0	0
		Miscellaneous (6890)	0	0	0	0	0	0	0	0	0
		All 6000 object codes (excluding 6740, 6750 and 6900)	0	0	0	0	0	0	0	0	0
		Subtotal (6100)	0	0	0	0	0	0	0	0	0
		Employee benefits (6200)	0	0	0	0	0	0	0	0	0
		Purchased services (6300, 6400, 6500) (excluding tuition)	0	0	0	0	0	0	0	0	0
		Supplies (6600)	0	0	0	0	0	0	0	0	0
		Property (6700) (excluding 6740 and 6750)	0	0	0	0	0	0	0	0	0
		Disc and fees (6810)	0	0	0	0	0	0	0	0	0
		Miscellaneous (6890)	0	0	0	0	0	0	0	0	0
		All 6000 object codes (excluding 6740, 6750 and 6900)	0	0	0	0	0	0	0	0	0
		Subtotal (6100)	0	0	0	0	0	0	0	0	0
		Employee benefits (6200)	0	0	0	0	0	0	0	0	0
		Purchased services (6300, 6400, 6500) (excluding tuition)	0	0	0	0	0	0	0	0	0
		Supplies (6600)	0	0	0	0	0	0	0	0	0
		Property (6700) (excluding 6740 and 6750)	0	0	0	0	0	0	0	0	0
		Disc and fees (6810)	0	0	0	0	0	0	0	0	0
		Miscellaneous (6890)	0	0	0	0	0	0	0	0	0
		All 6000 object codes (excluding 6740, 6750 and 6900)	0	0	0	0	0	0	0	0	0
		Subtotal (6100)	0	0	0	0	0	0	0	0	0
		Employee benefits (6200)	0	0	0	0	0	0	0	0	0
		Purchased services (6300, 6400, 6500) (excluding tuition)	0	0	0	0	0	0	0	0	0
		Supplies (6600)	0	0	0	0	0	0	0	0	0
		Property (6700) (excluding 6740 and 6750)	0	0	0	0	0	0	0	0	0
		Disc and fees (6810)	0	0	0	0	0	0	0	0	0
		Miscellaneous (6890)	0	0	0	0	0	0	0	0	0
		All 6000 object codes (excluding 6740, 6750 and 6900)	0	0	0	0	0	0	0	0	0
		Subtotal (6100)	0	0	0	0	0	0	0	0	0
		Employee benefits (6200)	0	0	0	0	0	0	0	0	0
		Purchased services (6300, 6400, 6500) (excluding tuition)	0	0	0	0	0	0	0	0	0
		Supplies (6600)	0	0	0	0	0	0	0	0	0
		Property (6700) (excluding 6740 and 6750)	0	0	0	0	0	0	0	0	0
		Disc and fees (6810)	0	0	0	0	0	0	0	0	0
		Miscellaneous (6890)	0	0	0	0	0	0	0	0	0
		All 6000 object codes (excluding 6740, 6750 and 6900)	0	0	0	0	0	0	0	0	0
		Subtotal (6100)	0	0	0	0	0	0	0	0	0
		Employee benefits (6200)	0	0	0	0	0	0	0	0	0
		Purchased services (6300, 6400, 6500) (excluding tuition)	0	0	0	0	0	0	0	0	0
		Supplies (6600)	0	0	0	0	0	0	0	0	0
		Property (6700) (excluding 6740 and 6750)	0	0	0	0	0	0	0	0	0
		Disc and fees (6810)	0	0	0	0	0	0	0	0	0
		Miscellaneous (6890)	0	0							









# Memorandum

**To:** KUSD Governing Board

**From:** Margot Jones, Executive Director of Business and Finance

**RE:** Approve FY25 Annual Financial Report package

## **FOR AGENDA**

- Approve Kingman Unified School District's FY25 Annual Financial Report package

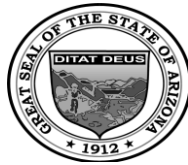
## **FOR PACKET**

The Annual Financial Report (AFR) includes FY25's revenues and expenditures by different funds, programs, and expense categories throughout the district. The AFR package has 2 reports this year, the district AFR has absorbed the Food Service AFR (which looks only at our food service operation) on a separate tab instead of a separate report, and the School-Level AFR, which breaks down our district spending by each school.

Minus our carryover, our budget capacity in FY25 between M&O and Capital was \$60,260,544. Our AFR shows our final expenditures in both funds was \$62,736,400. Our deficit to our revenues was \$2,475,856, which is about what we've been estimating, and reduces our carryover into FY26. While our FY26 budget shows we have a carryover between both funds of \$10,253,124, as part of our continuing reconciliation efforts, this may change as we look to revise previous years' budgets to ensure all budget capacity and expenditures have been properly accounted for.

We've discussed our student count or ADM at length the past couple of years, and the beginning of FY26 has seen a decline of enrollment from the end of FY25. The district continues discussions of retaining and attracting students, along side aligning expenditures and staffing with current enrollment.

Approval of the district's FY25 Annual Financial Report package will approve the AFR and School-Level AFR.



# Annual Financial Report

## Instructions

We, the Governing Board of the District, hereby certify the Annual Financial Report and School Level Reporting Form per A.R.S. §15-904 for the Fiscal Year **2025**

Signature/Date  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature/Date  
\_\_\_\_\_  
\_\_\_\_\_  
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District website link of posted AFR <https://www.kusd.org/page/business-and-finance>

The annual financial report file(s) for FY 2025 uploaded to the Arizona Department of Education's website on 10/15/2025 contain(s) the data for the annual financial report described above.  
Date

\_\_\_\_\_  
Superintendent signature  
  
Gretchen Dornier  
\_\_\_\_\_  
Superintendent (typed name)  
  
Valerie Portillo  
\_\_\_\_\_  
District contact employee

\_\_\_\_\_  
Business Manager signature  
  
Margot Jones  
\_\_\_\_\_  
Business Manager (typed name)  
  
9287535678  
\_\_\_\_\_  
Telephone number  
  
vportillo@kusd.org  
\_\_\_\_\_  
Email

Total expenditures by fund	
1. Maintenance & Operation (from page 2, line 32)	\$ <u>55,984,359</u>
2. Classroom Site Funds (from page 3, line 13)	\$ <u>4,003,521</u>
3. Unrestricted Capital Outlay (from page 4, UCO Fund line 10)	\$ <u>5,608,575</u>

**Instructions**

**Funds available**

Beginning fund balance (1)

**Revenues**

**1000 Local**

1110 Property taxes	
1140 Penalties and interest on taxes	
1280 Revenue in lieu of taxes	
1311 Tuition from individuals excluding summer school	
1312 Tuition from individuals for summer school	
1320 Tuition from other Arizona districts	
1330 Tuition from out-of-state districts	
1340 Tuition from other private sources (other than individuals)	
1350 Tuition from other government sources within Arizona	
1360 Tuition from other government sources outside Arizona	
1410 Transportation fees from individuals	
1420 Transportation fees from other Arizona districts	
1430 Transportation fees from out-of-state districts	
1440 Transportation fees from other private sources (other than individuals)	
1450 Transportation fees from other government sources within Arizona	
1460 Transportation fees from other government sources outside Arizona	
1500 Investment income	
1750 Revenue from enterprise and student activities	
1790 Extracurricular activities fees tax credit	
1800 Revenue from community services activities	
1910 Rentals	
1920 Contributions and donations from private sources	
1950 Miscellaneous revenues from other districts	
1960 Miscellaneous revenues from other local governmental units	
Other (specify) (2) <u>Miscellaneous</u>	

**Total Local Revenues (lines 2-26)**

**2000 County**

2110 County School Fund	
2210 Special County School Reserve Fund	
Other (specify) _____	

**Total County Revenues (lines 28-30)**

**3000 State**

3100 Unrestricted	
3110 State Equalization Assistance	
3120 Additional State Aid	
3200 Restricted	
Other (specify) <u>Miscellaneous</u>	

**Total State Revenues (lines 32-36)**

**4000 Federal**

4100 Unrestricted revenue received directly from the federal government	
4200 Unrestricted revenue received from the federal government through the state	
4300 Restricted revenue received directly from the federal government	
4500 Restricted revenue received from the federal government through the state	
4700 Revenue received from the federal government through other intermediate agencies	
4800 Revenue in lieu of taxes	
4900 Revenue for/on behalf of the district	
Other (specify) <u>MSTEPP</u>	

**Total Federal Revenues (lines 38-45)**

**Total fund revenue (lines 27, 31, 37, and 46)**

5100 Issuance of bonds	
5200 Fund transfers-in	
Other (specify) _____	

**Total funds available (lines 1 and 47 through 50)**

**Total expenditures**

6900 Other financing uses and other items including transfers-out	
---	--

**Total expenditures and other uses (lines 52 plus 53)**

**Ending fund balance (line 51 minus line 54) (3)**

Maintenance and Operation Fund 001	Unrestricted Capital Outlay Fund 610	Adjacent Ways Fund 620	Bond Building Fund 630	Debt Service Fund 700 (4)	All other funds
Actual	Actual	Actual	Actual	Actual	Actual
1. 8,313,963	9,650,238	0	0	1,142,766	
2. 17,106,672	2,241,407	0		6,684,092	0
3. 0					0
4. 70,379	0	0		0	0
5. 0	0			0	318,219
6. 0	0			0	0
7. 0	0			0	0
8. 0	0			0	0
9. 0	0			0	0
10. 11,515	0			0	0
11. 0	0			0	0
12. 0	0			0	0
13. 0	0			0	0
14. 0	0			0	0
15. 0	0			0	0
16. 0	0			0	0
17. 0	0			0	0
18. 0	729,169	0	0	164,165	877,542
19. 0	0			0	453,320
20. 0	0			0	76,842
21. 0	0			0	0
22. 0	0			0	0
23. 0	0			0	201,407
24. 0	0			0	1,086,234
25. 0	0			0	0
26. (30,582)	2,184	0	0	9,963	7,841,029
27. 17,157,984	2,972,760	0	0	6,858,220	10,854,593
28. 9,844	1,290				
29. 0	0				
30. 0	0				
31. 9,844	1,290				
32. 815,798	176,126				0
33. 35,342,081	4,669,863				0
34. 3,441,358	455,438				0
35. 0	0				10,678,817
36. 19,701	1			0	0
37. 39,618,938	5,301,428			0	10,678,817
38. 0					0
39. 0					0
40. 0					0
41. 0					14,999,418
42. 0					776,719
43. 0					0
44. 0					113,546
45. 11,250				0	(11,249)
46. 11,250				0	15,878,434
47. 56,798,016	8,275,478	0	0	6,858,220	
48. 0				0	
49. 1,225	0	0	0	20,430	
50. 0	0	0	0	0	
51. 65,113,204	17,925,716	0	0	8,021,416	
52. 55,984,359	5,608,575	0	0	6,902,900	
53. 1,143,466	0	0	0	0	
54. 57,127,825	5,608,575	0	0	6,902,900	
55. 7,985,379	12,317,141	0	0	1,118,516	

(1) The Maintenance and Operation fund beginning fund balance includes the revolving account cash balance of 2,820 at 7/1/24.

(2) The Government Property Lease Excise Tax revenue included on line 26 is 0

(3) The Maintenance and Operation fund ending fund balance includes the revolving account cash balance of 0 at 6/30/25.

(4) Debt Service fund, interest expenditures amount: 651,250

**Maintenance and Operation Fund (001)—Expenditures**

Expenditures		Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals			% Increase/ decrease in actual
							Budget	Actual	Prior year actual	
<b>100 Regular education</b>										
1000 Instruction	1.	12,905,397	4,947,599	89,216	207,992	2,308	25,042,364	18,152,512	17,811,453	1.9%
2000 Support services										
2100 Students	2.	2,278,471	1,051,146	1,615	36,630	431	3,311,622	3,368,293	2,669,811	26.2%
2200 Instructional staff	3.	1,671,730	643,149	56,313	1,370	16,062	2,670,911	2,388,624	2,282,699	4.6%
2300 General administration	4.	249,784	97,022	1,088,791	11,689	19,707	1,530,173	1,466,993	426,173	244.2%
2400 School administration	5.	2,986,696	1,078,402	8,305	14,011	6,184	3,838,985	4,093,598	3,551,597	15.3%
2500 Central services	6.	817,936	318,327	212,211	18,236	2,611	1,525,016	1,369,321	1,294,036	5.8%
2600 Operation & maintenance of plant	7.	120,153	46,442	7,343,511	1,574,908	2,600	8,842,047	9,087,614	8,324,293	9.2%
2900 Other	8.	0	0	0	0	0	0	0	0	0.0%
3000 Operation of noninstructional services	9.	47,290	24,861	56,365	0	405	115,354	128,921	149,127	-13.5%
610 School-sponsored cocurricular activities	10.	26,902	5,725	4,372	2,434	0	83,977	39,433	40,505	-2.6%
620 School-sponsored athletics	11.	299,139	42,578	110,255	41,820	97,262	730,352	591,054	465,680	26.9%
630 Other instructional programs	12.	0	0	0	0	0	0	0	0	0.0%
700, 800, 900 Other programs	13.	23,879	10,302	0	0	432	0	34,613	0	--
Subtotal (lines 1-13)	14.	21,427,377	8,265,553	8,970,954	1,909,090	148,002	47,690,801	40,720,976	37,015,374	10.0%
<b>200 and 300 Special education</b>										
1000 Instruction	15.	4,441,670	1,735,010	288	3,623	0	7,249,034	6,180,591	5,707,227	8.3%
2000 Support services										
2100 Students	16.	1,068,800	337,140	1,645,826	52	0	3,367,113	3,051,818	2,906,852	5.0%
2200 Instructional staff	17.	636,623	254,300	5,758	0	0	736,002	896,681	829,481	8.1%
2300 General administration	18.	0	0	0	0	0	0	0	0	0.0%
2400 School administration	19.	115,763	45,290	267	0	0	141,372	161,320	215,132	-25.0%
2500 Central services	20.	0	0	3,124	0	0	100	3,124	1,146	172.6%
2600 Operation & maintenance of plant	21.	0	0	0	140	0	0	140	0	--
2900 Other	22.	0	0	0	0	0	0	0	0	0.0%
3000 Operation of noninstructional services	23.	0	0	0	0	0	0	0	0	0.0%
Subtotal (lines 15-23)	24.	6,262,856	2,371,740	1,655,263	3,815	0	11,493,621	10,293,674	9,659,838	6.6%
<b>400 Pupil transportation</b>	25.	2,546,892	1,160,237	200,982	528,337	114,264	4,187,966	4,550,712	3,868,591	17.6%
<b>510 Desegregation</b> (from districtwide desegregation expenditures, page 2, line 44)	26.	0	0	0	0	0	0	0	0	0.0%
<b>530 Dropout prevention programs</b>										
1000 Instruction	27.	58,260	21,729	0	0	0		79,989	77,055	3.8%
2000-3000 Support serv. & oper. of noninstructional serv.	28.	0	0	0	0	0		0	0	0.0%
Subtotal (lines 27 and 28)	29.	58,260	21,729	0	0	0	62,000	79,989	77,055	3.8%
<b>540 Joint career and technical education and vocational education center</b>	30.	0	0	0	0	0	0	0	0	0.0%
<b>550 K-3 Reading program</b>	31.	248,319	90,689	0	0	0	383,883	339,008	314,972	7.6%
<b>Total expenditures (lines 14, 24-26, 29-31)</b>	32.	30,543,704	11,909,948	10,827,199	2,441,242	262,266	63,818,271	55,984,359	50,935,830	9.9%

**Instructions**

**Classroom Site Fund—Revenues, expenditures, and fund balances**

	Beginning fund balance	Actual revenues	Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400,6500	Supplies 6600	Property 6700	Debt service and miscellaneous 6800	Total expenditures			% Increase/ decrease in actual	Ending fund balance
									Budget	Actual	Prior year actual		
<b>Classroom Site Fund 010</b>													
Revenues													
CSF revenue	1.	6,545,627											
Interest income and other revenues	2.	372,048											
Total revenues (lines 1 and 2)	3.	6,917,675											
Expenditures													
1000 Instruction	4.		3,376,993	626,528	0	0	0	0	13,837,660	4,003,521	3,905,218	2.5%	
2100 Support services - students	5.		0	0	0	0	0	0	0	0	0	0.0%	
2200 Support services - instructional staff	6.		0	0	0	0	0	0	0	0	0	0.0%	
2300 Support services - general administration	7.				0				0	0	0	0.0%	
2500 Central services	8.							0	0	0	0	0.0%	
3300 Community services operations	9.		0	0	0				0	0	7,243	-100.0%	
4000 Facilities acquisition and construction	10.						0		0	0	0	0.0%	
5000 Debt service	11.							0	0	0	0	0.0%	
Total expenditures (lines 4-11)	12.		3,376,993	626,528	0	0	0	0	13,837,660	4,003,521	3,912,461	2.3%	
Total Classroom Site Fund	13.	7,292,033	6,917,675	3,376,993	626,528	0	0	0	13,837,660	4,003,521	3,912,461	2.3%	10,206,187

Total actual Fund 010 expenditures from accounting records (should agree to cell M21) 4,003,521

**Unrestricted Capital Outlay (610) Fund—Expenditures**

Instructions	Expenditures	Rentals 6440	Library books, textbooks, & instructional aids 6641-6643	Short-term noninstructional software subscription 6655	Property 6700	Redemption of principal 6831, 6832, 6833	Interest 6841, 6842, 6843, 6850	All other object codes (excluding 6900)	Totals			% Increase/ decrease in actual
									Budget	Actual	Prior year actual	
<b>Unrestricted Capital Outlay Override (1)</b>	1.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	0	0	0.0%
<b>Unrestricted Capital Outlay Fund 610 (2)</b>												
1000 Instruction	2.		1,475,485		166,307			236,020	5,561,473	1,877,813	1,922,244	-2.3%
2000 Support services												
2100, 2200 Students and instructional staff	3.	0	0	18,325	72,424			0	8,588	90,749	3,540	2463.5%
2300, 2400, 2500, 2900 Administration	4.	50,014		123,466	1,140,826		0	96,665	1,411,442	1,410,971	1,035,889	36.2%
2600 Operation & maintenance of plant	5.	57,412		6,259	155,792			93,709	144,769	313,172	82,106	281.4%
2700 Student transportation	6.	5,778		72,193	89,843			0	165,464	167,814	99,771	68.2%
3000 Operation of noninstructional services	7.	0		0	0			0	0	0	0	0.0%
4000 Facilities acquisition and construction	8.	0		0	84,847			956,705	954,950	1,041,552	55,967	1761.0%
5000 Debt service	9.					572,704	133,800		955,122	706,504	707,196	-0.1%
Total Unrestricted Capital Outlay Fund (lines 2-9)	10.	113,204	1,475,485	220,243	1,710,039	572,704	133,800	1,383,099	9,201,808	5,608,575	3,906,713	43.6%

Total actual Fund 610 expenditures from accounting records (should agree to cell L19) 5,608,575

(1) Amounts in the Unrestricted Capital Outlay Override, line 1 above, must also be included in the Unrestricted Capital Outlay Fund (610) individual line items.

(2) Expenditures, if any, in the Unrestricted Capital Outlay Fund on lines 2-9 for the K-3 reading program as described in A.R.S. §15-211:

Budget 0 Actual \$0

**Other funds—Required capital expenditure detail [A.R.S. §15-904(B)]**

Selected expenditures by object code	Unrestricted Capital Outlay Fund 610		Bond Building Fund 630		New School Facilities Fund 695		Adjacent Ways Fund 620		
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	
<b>Total fund expenditures</b>	1.	9,201,808	5,608,575	0	0	0	0	0	0
6150 Classified salaries	2.	0	0	0	0	0	0	0	0
6200 Employee benefits	3.	0	0	0	0	0	0	0	0
6450 Construction services	4.	750,000	934,704	0	0	0	0	0	0
6655 Short-term noninstructional software subscription	5.		220,243	0	0	0	0	0	0
6710 Land and improvements	6.	0	0	0	0	0	0	0	0
6720 Buildings and improvements	7.	0	0	0	0	0	0	0	0
673X Furniture and equipment	8.	388,102	553,407	0	0	0	0	0	0
673X Vehicles	9.	0	0	0	0	0	0	0	0
673X Technology-related hardware and software	10.	1,281,120	1,156,633	0	0	0	0	0	0
6831, 6832, 6833 Redemption of principal	11.	617,000	572,704	0	0	0	0	0	0
6841, 6842, 6843, 6850, 6860 Interest	12.	110,000	133,800	0	0	0	0	0	0
Total (lines 2-12)	13.	3,146,222	3,571,491	0	0	0	0	0	0
<b>Total amounts reported on lines 2 through 12 above for:</b>									
Renovation	14.	750,000	770,033	0	0	0	0	0	0
New construction	15.	0	0	0	0	0	0	0	0
Other	16.	2,396,222	2,801,458	0	0	0	0	0	0
Total (lines 14-16)	17.	3,146,222	3,571,491	0	0	0	0	0	0

**Funds 610, 630, 695, and 620**

1. New construction cost per square foot \$ 0  
 2. Land acquisition costs \$ 0

Capital assets as of June 30, 2025	
Land and improvements	9,718,989
Buildings and improvements	148,714,218
Furniture, equipment, vehicles, and technology	17,149,893
Construction in progress	8,975,183
<b>Total</b>	<b>184,558,283</b>

District name Kingman Unified School District

County Mohave

CTDS number 080220000

Federal and State Projects

**Instructions**

**Federal projects**

- 100-130 ESEA Title I - Helping Disadvantaged Children
- 140-150 ESEA Title II - Prof. Development and Technology
- 160 ESEA Title IV - 21st Century Schools
- 170-180 ESEA Title V - Promote Informed Parent Choice
- 190 ESEA Title III - Limited English & Immigrant Students
- 200 ESEA Title VII - Indian Education
- 210 ESEA Title VI - Flexibility and Accountability
- 220 IDEA Part B
- 230 Johnson-O'Malley
- 240 Workforce Investment Act
- 250 AEA - Adult Education
- 260-270 Vocational Education - Basic Grants
- 280 ESEA Title X - Homeless Education
- 290 Medicaid Reimbursement
- 349 National Forest Fees
- 353 Taylor Grazing Fees
- 374 E-Rate
- 378 Impact Aid
- 300-399 Other Federal Projects
- 699 Federal Impact Aid (Construction)
- Total federal project funds (lines 1-20)**

**Total COVID-19 federal relief funds included in lines above**

**State projects**

- 400 Vocational Education
- 410 Early Childhood Block Grant
- 420 Ext. School Yr. - Pupils with Disabilities
- 425 Adult Basic Education
- 430 Chemical Abuse Prevention Programs
- 435 Academic Contests
- 450 Gifted Education
- 456 College Credit Exam Incentives
- 460 Environmental Special Plate
- 465-499 Other State Projects
- Total State project funds (lines 23-32)**

**Total federal and State projects (lines 21 and 33)**

	Beginning fund balance	Revenues	Net other financing sources and uses including transfers (1)	Expenditures		Ending fund balance	Fund types
				Budget	Actual		
	Actual	Actual	Actual			Actual	
1.	425	2,438,917	(115,797)	2,572,059	2,515,551	(192,006)	Special revenue
2.	2,807	183,969	(8,681)	169,532	181,418	(3,323)	Special revenue
3.	(13,894)	223,875	(2,583)	338,856	214,295	(6,897)	Special revenue
4.	0	0	0	0	0	0	Special revenue
5.	14	2,629	(14)	28,490	2,628	1	Special revenue
6.	0	0	0	0	0	0	Special revenue
7.	0	0	0	0	0	0	Special revenue
8.	919	1,880,340	(87,838)	1,548,617	1,793,421	0	Special revenue
9.	0	0	0	0	0	0	Special revenue
10.	0	0	0	0	0	0	Special revenue
11.	0	0	0	0	0	0	Special revenue
12.	0	210,628	(7,360)	149,720	210,628	(7,360)	Special revenue
13.	(1,111)	16,160	0	17,075	15,049	0	Special revenue
14.	(36,151)	778,963	0	360,000	373,520	369,292	Special Revenue
15.	0	0	0	0	0	0	Special Revenue
16.	0	0	0	0	0	0	Special Revenue
17.	0	113,546	0	0	151,336	(37,790)	Special Revenue
18.	0	0	0	0	0	0	Special Revenue
19.	2,034	6,808,659	0	350,000	6,004,812	805,881	Special Revenue
20.	0	0	0	0	0	0	Special Revenue
21.	(44,957)	12,657,686	(222,273)	5,534,349	11,462,658	927,798	
22.	(803,847)	6,808,659	0		6,004,812	0	
23.	0	73,964	0	43,143	73,964	0	Special revenue
24.	(161,387)	98,338	0	371,361	142,102	(205,151)	Special revenue
25.	0	0	0	0	0	0	Special revenue
26.	0	0	0	0	0	0	Special revenue
27.	0	0	0	0	0	0	Special revenue
28.	0	0	0	0	0	0	Special revenue
29.	0	0	0	0	0	0	Special revenue
30.	0	0	0	0	0	0	Special revenue
31.	0	0	0	0	0	0	Special revenue
32.	155,703	302,446	0	346,182	209,334	248,815	Special revenue
33.	(5,684)	474,748	0	760,686	425,400	43,664	
34.	(50,641)	13,132,434	(222,273)	6,295,035	11,888,058	971,462	

	Other financing sources including transfers-in 5000 (1)	Other financing uses including transfers-out 6900 (1)
1.	0	115,797
2.	0	8,681
3.	0	2,583
4.	0	0
5.	0	14
6.	0	0
7.	0	0
8.	0	87,838
9.	0	0
10.	0	0
11.	0	0
12.	0	7,360
13.	0	0
14.	0	0
15.	0	0
16.	0	0
17.	0	0
18.	0	0
19.	0	0
20.	0	0
21.		
22.	0	0

	Other financing sources (2)	Other financing uses (2)
23.	0	0
24.	0	0
25.	0	0
26.	0	0
27.	0	0
28.	0	0
29.	0	0
30.	0	0
31.	0	0
32.	0	0

(1) In accordance with the USFR Chart of Accounts, the Impact Aid Fund may transfer monies (object code 6930) to the M&O and Teacherage Funds; the Impact Aid Fund may also receive transfers-in (object code 5200) from the Impact Aid Revenue Bond Building and Impact Aid Revenue Bond Debt Service Funds; all other Federal Projects Funds may not receive any transfers-in and may only make transfers-out to the Indirect Costs Fund based on an approved indirect cost rate (object code 6910) and for any interest on federal program monies the district is not required to revert and chooses to transfer to the Indirect Cost Fund (object code 6930).

(2) In accordance with the USFR Chart of Accounts, transfers of monies between funds should be made only when specifically authorized by statute or allowed by a federal grant. Generally, there are no allowable transfers to or from any state projects. However, the Arizona Ninth Grade Success Grant allows indirect costs transfers from the grant.

Instructions

Other funds

Main budget table with columns: Beginning fund balance, Revenues, Net other financing sources and uses including transfers, Expenditures, Ending fund balance. Rows include 020 Instructional Improvement, 050 County, City, and Town Grants, 071 English Language Learner (1), 072 Compensatory Instruction (1), 500 School Plant, 515 Civic Center, 520 Community School, 525 Auxiliary Operations, 526 Extracurricular Activities Fees Tax Credit, 530 Gifts and Donations, 535 Career & Technical Education Projects, 540 Fingerprint, 545 School Opening, 550 Insurance Proceeds, 555 Textbooks, 565 Litigation Recovery, 570 Indirect Costs, 575 Unemployment Insurance, 580 Teacherage, 585 Insurance Refund, 590 Grants and Gifts to Teachers, 595 Advertisement, 596 Career Technical Education, 597 Arizona Industry Credentials Incentive, 639 Impact Aid Revenue Bond Building, 650 Gifts and Donations—Capital, 660 Condemnation, 665 Energy and Water Savings, 686 Emergency Deficiencies Correction, 691 Building Renewal Grant, 695 New School Facilities, 720 Impact Aid Revenue Bond Debt service, 750 Permanent Funds, 800-849 Trust and Custodial Funds, 850 Student Activities, 855 Employee Insurance Program Withholdings, 865 State Income Tax Withholdings, 900-949 Enterprise Funds, Results Based Funding, Internal Service Funds 950-989, 9\_\_ Self Insurance, 955 Intergovernmental Agreements, 9\_\_ OPEB, 9\_\_.

Instructional Improvement Fund 020 summary table with columns: Budget, Actual. Rows include Expenditures, Teacher compensation increases, Class size reduction, Dropout prevention programs, Instructional improvement programs, Total expenditures (lines 1-4), Total expenditures from accounting data.

Check this box if your district did not have expenditures in the Instructional Improvement Fund

Arizona Industry Credentials Incentive Fund 597 summary table with columns: Budget, Actual. Rows include Expenditures, Teacher instructional costs and professional development, Student certification, credentialing, or licensure costs, Developmental costs, Instructional hardware, software, or supplies, Career exploration, Total expenditures (lines 1-5), Total expenditures from accounting data.

Summary table with columns: Other financing sources including transfers-in 5000, Other financing uses including transfers-out 6900. Rows 1-39.

(1) Actual revenues and actual expenditures should agree with supplement, fund 071—line 13 and fund 072—line 26.

District name Kingman Unified School District

County Mohave

CTDS number 080220000

**Instructions**

**A. Bonds and short-term debt**

1. Bonds outstanding, July 1, 2024	13,025,000	1.
2. Bonds issued during FY 2025	0	2.
3. Bonds retired during FY 2025	(6,250,000)	3.
4. Bonds outstanding, June 30, 2025	6,775,000	4.
5. Short-term debt outstanding, July 1, 2024	0	5.
6. Short-term debt outstanding, June 30, 2025	0	6.

**B. District assessed valuation and other district information**

1. FY 2025 Assessed valuations and tax rates			
a. Primary	607,095,124	Tax rate	3.6379
b. Secondary	607,095,124	Tax rate	1.0494
2. Number of schools	13		
3. Actual days in session	144		
4. Area of school district (square miles)	3,121		

(Report this WHETHER OR NOT district changed boundaries in FY 2025)

**C. County approved liabilities incurred in excess of district budget (A.R.S. §15-907)**

	M & O	Unrestricted Capital Outlay	
1. Destruction or damage	0	0	1.
2. Excessive/unexpected legal expenses	0	0	2.
3. Mitigation or removal of health or safety hazard	0	0	3.

**D. Current expenditures by category**

1. Classroom instruction excl. supplies (function 1000, except line 2 amount)	\$32,717,883
2. Classroom supplies (function 1000, object code 6600)	\$2,054,684
3. Administration (functions 2300, 2400, 2500, & 2900)	\$7,598,870
4. Support services—students (function 2100)	\$7,803,776
5. All other support services & operations (functions 2200, 2600, 2700, 3100, & 3400)	\$21,548,620
6. Total current expenditures	71,723,833
7. Total current expenditures from federal funds, excluding those funds intended to replace local tax revenues (e.g., impact aid funds)	\$5,285,244
8. Total current expenditures from state and local funds, including those funds intended to replace local tax revenues (e.g., impact aid funds)	66,438,589

**E. Other long-term debt**

1. Other principal (object 6832)	\$1,187,080
2. Other interest (object 6842)	\$621,259
3. Instructional software subscriptions (more than 12 months) principal (object 6833)	\$624
4. Instructional software subscriptions (more than 12 months) interest (object 6843)	\$0
5. Did the district enter into any new financed purchase agreements or more than 12-month lease agreements or software subscriptions during the fiscal year? (yes or no)	No

**F. Total salaries and benefits expenditures related to an agreement with Department of Labor to settle a decision based on the Fair Labor Standards Act**

0

**G. Rewards, discounts, incentives, and other financial consideration received from credit card companies (A.R.S. §35-391)**

0

**H. Cash and investments held at June 30, 2025**

1. Sinking funds	0
2. Bond funds	0
3. Other funds, except for any employee retirement funds	0

**I. Average teacher salary (A.R.S. §15-903.E)**

1. Average salary of all teachers employed in FY 2025	57,928
2. Average salary of all teachers employed in FY 2024	54,341
3. Increase in average teacher salary from prior year	3,587
4. Percentage increase	6.6%

Comments on average salary calculation (optional):

Check this box if your d

**J. Certified staff salaries and FTE (funds 001-799 excluding 575)**

	Salaries	FTE
1. Substitute teachers (functions 1000, 2213 & 3300, object codes 6105-6109)	\$911,116	
2. Classroom teacher base salaries (functions 1000 & 3300, object codes 6110-6114)	\$17,526,103	332.00
a. Classroom teachers in their first 3 years as defined by A.R.S. §15-941(E)	4,011,999	76.00
b. Classroom teachers in their 4th year or later as defined by A.R.S. §15-941(E)	13,514,104	256.00
3. Classroom teacher performance pay (functions 1000 & 3300, object codes 6115-6119)	1,224,549	
4. Classroom teacher payments not related to additional duties (function 1000 & 3300, object codes 6120-6129)	365,343	
5. Classroom teacher payments related to additional duties (all functions, object cods 6130-6139)	908,983	
6. Other certified staff (all functions, object codes 6140-6149)	6,330,208	

**7. In FY 2025, did the district pay any of its classroom teachers for prior classroom experience outside of the school district using either of the following two methods:**

a. Increasing base salary by granting years of experience on its salary schedule? (yes or no)	Yes
b. Making payments in addition to their base salary? (yes or no)	Yes

**8. Total certified salary payments from accounting data**

27,266,301

**Instructions**

**A. Enrollment of gifted pupils by grade (A.R.S. §15-779.02)**

Areas of identification [A.R.S. §15-203(A)(15)]

1. Quantitative reasoning
2. Verbal reasoning
3. Nonverbal reasoning
4. Total duplicated enrollment (lines 1-3)

	Grade													
	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
1.	0	1	2	3	7	4	4	2	3	2	3	6	7	44
2.	0	0	0	0	0	5	4	1	1	2	1	5	7	26
3.	0	1	2	6	4	6	6	7	7	3	4	5	10	61
4.	0	2	4	9	11	15	14	10	11	7	8	16	24	131

**B. M&O special education programs by type**

(A.R.S. § 15-761)

**1. Total all disability classifications**

2. Gifted education
3. Remedial education
4. ELL incremental costs
5. ELL compensatory instruction
6. Vocational and technological education (non-CTED)
7. Career education
8. Career technical education (CTED programs in 300 range)
9. Total (lines 1-8)

	Program 200 & 300 budget	Program 200 & 300 actual
1.	10,366,061	10,282,160
2.	226,143	174,160
3.	0	0
4.	53,592	58,588
5.	0	0
6.	0	0
7.	0	0
8.	847,825	801,267
9.	11,493,621	11,316,175

10. IEP required pupil transportation costs coded within program 400

500,000	\$0	10.
---------	-----	-----

**C. Maintenance and Operation expenditures for gifted pupils (elementary, secondary, and total)**

Actual expenditures for all gifted programs:

K-8	\$	174,160
9-12	\$	0
Total	\$	174,160

**D. Expenditures for audit services**

1. Nonfederal audit expenditures - M&O fund
2. Federal audit expenditures - all funds

	Budget	Actual
6350	37,000	\$37,000
6330	0	0

**E. Maintenance and Operation fund expenditures for performance pay (A.R.S. §15-920)**

Actual expenditures made in FY 2025

\$	0
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**F. Tuition**

1. Tuition to other Arizona districts (object 6561)
2. Tuition to out-of-state districts (object 6562)
3. Tuition to private schools (object 6563)
4. Tuition to ed services\coops\IGAs (object 6564)
5. Tuition other (object 6569) (1)
6. Total (lines 1-5)

Tuition expenditures
407,244
0
0
0
0
407,244

(1) Tuition paid to the State and other governmental organizations, such as the Arizona School for the Deaf and Blind, as reimbursement for providing specialized instructional services to students residing within the boundaries of the paying district.

**Instructions**

Additional information for National Public Education Financial Survey (NPEFS) reporting

	Programs 100-630										Programs 700-900	Total		
	Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400, 6500	Supplies 6600	Property 6700	Dues and fees 6810	Judgments against a district 6820	Redemption of principal 6831, 6832, 6833	Interest 6841, 6842, 6843, 6850	Miscellaneous and charges for district services 6885, 6890	All object codes (excluding 6900)			
1000 Instruction	1.	23,869,367	8,427,416	507,982	2,054,685	407,943	100,550				48,588	12,674	35,429,205	1.
2000 Support services														
2100 Students	2.	4,012,761	1,611,975	1,764,512	324,047	125,085	14,001				94,803	432	7,947,616	2.
2200 Instructional staff	3.	3,353,776	1,228,471	327,130	36,702	9,321	16,207				0	0	4,971,607	3.
2300 General administration	4.	249,784	97,022	1,088,791	11,689	6,157	19,707	0			0	0	1,473,150	4.
2400 School administration	5.	3,121,135	1,129,193	10,375	54,185	8,346	6,184				0	2,216	4,331,634	5.
2500, 2900 Central services, other	6.	979,424	378,050	390,200	246,786	1,129,667	3,011		0		0	0	3,127,138	6.
2600 Operation and maintenance of plant	7.	147,085	56,161	7,516,019	1,587,532	345,484	4,706				0	0	9,656,987	7.
2700 Student transportation	8.	2,559,932	1,164,202	207,286	600,530	624,248	0				114,456		5,270,654	8.
3000 Operation of noninstructional services														
3100 Food service operations	9.	57,638	22,250	2,582,317	136,545	254,078	576				6,510	0	3,059,914	9.
3200 Enterprise operations	10.	0	0	0	0	0	0				0	0	0	10.
3300 Community services operations	11.											583,173	583,173	11.
3400 Bookstore operations	12.	47,290	24,861	0	0	0	0				0	0	72,151	12.
Total (lines 1-12)	13.	38,398,192	14,139,601	14,394,612	5,052,701	2,910,329	164,942	0	0	264,357	598,495	598,495	75,923,229	13.
From federal funds	14.	3,389,364	1,207,485	2,973,240	452,983	377,865	964	0	9,794	46,417	8,458,112	46,417	8,458,112	14.
From state and local sources	15.	35,008,828	12,932,116	11,421,372	4,599,718	2,532,464	163,978	0	0	254,563	552,078	552,078	67,465,117	15.
4000 Facilities acquisition and construction	16.	0	0	10,317,179	0	120,581	0				0	0	10,437,760	16.
5000 Debt service	17.							7,437,704	1,272,509		0	0	8,710,213	17.

Impact Aid revenues received that were intended to replace local tax revenues

0

**Teacher salaries (funds 001-799 excluding 575, function 1000)**

	Certified teachers (objects 6110-6139)	Certified substitutes (objects 6105-6109)	Contract teachers (in object 6300)	Contract substitutes (in object 6300)	
1. Regular education (programs 100, 280, 511, and 550)	\$15,134,293	\$0	\$74,633	0	1.
2. Special education (programs 200-230, 250, 512, 514, and 515)	\$4,093,416	\$0	\$53,713	0	2.
3. Vocational ed. and CTED (programs 270, 300-399, and 540)	\$911,455	\$0	\$0	0	3.
4. Other (programs 240, 260, 265, 513, and 530)	\$192,990	\$0	\$0	0	4.
5. Cocurricular activities, athletics, and other (program 600-630)	\$147,775	\$0	\$108,626	0	5.

**Other items (funds 001-799, excluding 575)**

6. Textbooks used for instruction (function 1000, object 6640)	\$1,633,950	6.
7. Number of FTE-certified teachers	356	7.
8. Number of FTE-contract teachers	0	8.

**Utilities and energy detail (funds 001-799 excluding 575, only function 2600)**

1. 6410-6411 Utility services	515,713	1.
2. 6620-6629 Energy	1,412,252	2.

**CTED districts only (funds 001-799 excluding 575, all functions)**

1. 6591 Services purchased from other Arizona districts	0	1.
2. 6870 Pass-through payments	0	2.
3. 6880 Sub-awards	0	3.

**Revenue from selected federal sources**

1. ESEA Title IV - Student Support and Academic Enrichment Grants	46,656	1.
2. ESEA Title IV - 21st Century Community Learning Centers	177,219	2.
3. ESEA Title V - Rural Education - Rural and Low-Income School Program	136,253	3.
4. ESEA Title V - Rural Education - Small, Rural School Achievement Program	0	4.

**Programs 700-900 expenditure detail (funds 001-799, excluding 575)**

	Property 6700	All other (excluding 6900)	Total	
1. Program 700	0	0	0	1.
2. Program 800	0	0	0	2.
3. Program 900	898	597,597	598,495	3.
4. Function 3300-Community Service Operations (program 900)	0			4.

**Property detail for function 4000 (funds 001-799, excluding 575)**

1. 6710 Land and Improvements	0	1.
2. 6720 Buildings and Improvements	0	2.
3. 6731-39 Equipment	120,581	3.
4. Total (lines 1-3)	120,581	4.
5. 6450 Construction	9,895,149	5.

**Technology (funds 001-799 excluding 575, all functions)**

1. 6340 Technical services	143,656	1.
2. 6432 Technology-related repairs and maintenance	0	2.
3. 6443 Rental of computers and related equipment	0	3.
4. 6531 Telecommunications	358,690	4.
5. 6641-43 Software reported in library books, textbooks, or instructional aids	\$1,741,537	5.
6. 6650 and 6655 Supplies—technology-related and short-term noninstructional software subscriptions	425,950	6.
7. 6737-38 Technology-related hardware & software (less than \$5,000)	673,051	7.
8. Subtotal (lines 1-7)	3,342,884	8.
9. 6739 Technology-related hardware & software (\$5,000 or more)	736,884	9.
10. 6832 and 6842 Noninstructional software subscriptions (more than 12 months) principal and interest	\$1,808,339	10.
11. 6833 and 6843 Instructional software subscriptions (more than 12 months) principal and interest	624	11.

**Support services—instruction detail (funds 001-799 excluding 575, programs 100-630, excluding 400, objects 6300-6490, 6530-6550, 6580, 6600-6620, 6640-6650, 6730-6740, 6750, 6810 and 6890)**

1. Function 2210 Improvement of instruction	198,520	1.
2. Function 2220 Library/media services	0	2.

**Books, Periodicals, and Instructional Aids (funds 001-799, excluding 575, programs 100-630, excluding 400)**

1. Object 664X, functions 1000 and 2220	1,633,950	1.
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**Instructions**

**Additional information for National Public Education Financial Survey (NPEFS) reporting of COVID-19 federal relief funds**

		Programs 100-630										Programs 700-900	Total
		Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400, 6500	Supplies 6600	Property 6700	Dues and fees 6810	Judgments against a district 6820	Interest on short term debt 6850	Miscellaneous 6890	Other 6800	All object codes (excluding 6900)	
<b>Current expenditures from COVID-19 federal relief funds</b>													
1000 Instruction	1.	0	0	0	0	0	0			0	0	0	0
2100, 2200 Student support services	2.	0	0	0	0	2,785	0			0	0	0	2,785
2300, 2500, 2900 Other support services	3.	0	0	0	0	0	0	0	0	0	0	0	0
2400 School administration	4.	0	0	0	0	0	0			0	0	0	0
2600 Operation and maintenance of plant	5.	0	0	0	0	0	0			0	0	0	0
2700 Student transportation	6.	0	0	0	0	0	0			0	0	0	0
3100 Food service operations	7.	0	0	0	0	0	0			0	0	0	0
3200 Enterprise operations	8.	0	0	0	0	0	0			0	0	0	0
3300 Community services operations	9.	0	0	0	0	0	0			0	0	0	0
3400 Bookstore operations	10.	0	0	0	0	0	0			0	0	0	0
Other	11.	0	0	6,002,028	0	0	0	0	0	0	0	0	6,002,028
Total (lines 1-12)	12.	0	0	6,002,028	0	2,785	0	0	0	0	0	0	6,004,813

	Total spending detail	Classroom spending detail
<b>Technology related expenditures from COVID-19 federal relief funds</b>		
1. 6340 Technical services	0	0
2. 6432 Technology-related repairs and maintenance	0	0
3. 6443 Rental of computers and related equipment	0	0
4. 6531 Telecommunications	0	0
5. 6650 Supplies-technology-related	0	0
6. 6737-38 Technology-related hardware & software (less than \$5,000)	0	0
7. 6739 Technology-related hardware & software (\$5,000 or more)	0	0
8. 6641-43 Software reported in library books, textbooks, or instructional aids	0	0
9. 6832 and 6842 Noninstructional software subscriptions (more than 12 months) principal and interest	0	0
10. 6833 and 6843 Instructional software subscriptions (more than 12 months) principal and interest	0	0

<b>Other financing uses for federal relief funds</b>	
1. 6910 Indirect costs transfers-out	0

<b>Capital outlay expenditures detail for COVID-19 federal relief funds</b>	
1. Programs 100-630, function 4000, objects 6100-6700 and 6890	6,002,028
2. Programs 100-630, all functions, object 67XX	2,785

	Total award (all fiscal years)	FY 2020 through FY 2024 expenditures and other financing uses	FY 2025 expenditures and other financing uses	Amount remaining to spend
<b>COVID-19 federal relief funds</b>				
1. Elementary and secondary school emergency relief funds (ESSER I)	1,643,833	1,635,000		
2. Elementary and secondary school emergency relief funds (ESSER II)	6,767,033	6,767,033	0	0
3. Elementary and secondary school emergency relief funds (ESSER III)	15,317,307	9,312,494	6,004,813	0
4. Governor's emergency education relief funds (GEER) - includes acceleration academies program	882,955	882,955	0	0
5. Coronavirus relief fund (CRF)—enrollment stability grant (ESG) program	1,562,233	1,562,200		
6. Other COVID-19 federal relief funds	554,641	554,641	0	0
7. Total	26,728,002	20,714,323	6,004,813	0

Total FY 2025 expenditures + other financing uses **6,004,813**

### Food Service

#### Instructions

		Fund 510	
		Actual	
<b>Beginning fund balance (1)</b>	<b>1.</b>	1,854,043	1.
<b>Revenues</b>			
1500 Investment income	<b>2.</b>	84,854	2.
1600 Food service	<b>3.</b>	14,382	3.
Other local _____	<b>4.</b>	0	4.
4500 Restricted revenue rec. from fed. gov.	<b>5.</b>	2,997,479	5.
4900 Revenue for/on behalf of the district	<b>6.</b>	0	6.
<b>Total revenue</b> (lines 2-6)	<b>7.</b>	3,096,715	7.
5000 Other financing sources and fund transfers-in	<b>8.</b>	0	8.
<b>Total available</b> (lines 1, 7, and 8)	<b>9.</b>	4,950,758	9.

**A. Number of operating months** \_\_\_\_\_ 12

<b>B. Number of meals served</b>	<b>Breakfasts</b>	<b>Lunches/ Suppers</b>	<b>A la carte*</b>	<b>Snacks</b>
1. Served at district locations				
a. Reimbursable meals only	203,958	518,734	0	380
b. Program adults/adult workers	0	0	0	0
c. Other	0	0	2,681	0
2. Served at other locations				
a. Reimbursable meals only	0	3,651	0	1,019
b. Program adults/adult workers	0	0	0	0
c. Other	0	0	0	0

\* Divide all revenues from a la carte sales by the free lunch reimbursement rate received.

<b>C. Meal prices</b>	<b>P-6</b>	<b>7-8</b>	<b>9-12</b>	<b>Adult</b>
1. Reduced breakfast	0.00	0.00	0.00	
2. Reduced lunch	0.00	0.00	0.00	
3. Reduced snack	0.00	0.00	0.00	
4. Paid breakfast	1.00	1.00	1.00	2.75
5. Paid lunch	3.50	3.50	3.50	4.75
6. Paid snack	0.00	0.00	0.00	0.00

**D. Special milk program**

Charge to children per 1/2 pint milk unit \_\_\_\_\_ \$0.00

Number of 1/2 pint milk units served to children \_\_\_\_\_ 0

<b>For comparison only - prior year number of meals served</b>	<b>Breakfasts</b>	<b>Lunches/ Suppers</b>	<b>A la carte</b>	<b>Snacks</b>
1. Served at district locations				
a. Reimbursable meals only	184,116.00	493,523.00	0.00	1,127.00
b. Program adults/adult workers	0.00	0.00	0.00	0.00
c. Other	0.00	0.00	2,031.00	0.00
2. Served at other locations				
a. Reimbursable meals only	0.00	0.00	0.00	0.00
b. Program adults/adult workers	0.00	0.00	0.00	0.00
c. Other	0.00	0.00	0.00	0.00

#### Expenditures

6150 Classified salaries

6200 Employee benefits

6400 Purchased property services

6570 Food service management

6591 Services purchased from other AZ districts

6610 General supplies (nonfood items)

6620 Energy

6631 USDA Commodities (excluding freight)

6632 USDA Commodities (freight only)

6633 Other food

6634 Storage costs for USDA Commodities

6700 Property (excluding 6731-39)

6731-32, 6734-35, 6737-38 Furniture & equipment, vehicles, & tech. costing under \$5,000

6733, 6736, 6739 Furniture & equipment, vehicles, & tech. costing \$5,000 or more

6832 and 6842 Other principal and interest

Other expenditures \_\_\_\_\_

**Total expenditures** (lines 10-25) \_\_\_\_\_

6910 Indirect costs transfers-out

6900 Other financing uses and fund transfers-out (excluding indirect costs transfers-out)

**Total expenditures & other uses** (lines 26-28) \_\_\_\_\_

**Ending fund balance** (line 9 minus line 29) (1) \_\_\_\_\_

#### F. Services purchased from the M&O fund to repair and maintain food service property owned, rented, or used by the district (function 2600).

6400 Purchased property services \_\_\_\_\_ 0

(1) Includes food service fund revolving account cash balance of \$ \_\_\_\_\_ at 7/1/24 or \_\_\_\_\_ \$1,915 at 6/30/25, as applicable.

Food Service Fund 510		M&O expenditures Fund 001	Capital expenditures Fund 610
Budget	Actual	Actual	Actual
<b>10.</b>	57,638	0	\$0
<b>11.</b>	22,250	0	\$0
<b>12.</b>	161,784	56,365	\$0
<b>13.</b>	2,361,893	0	
<b>14.</b>	0	0	
<b>15.</b>	50,373	0	\$0
<b>16.</b>	52,188	0	
<b>17.</b>	0		
<b>18.</b>	14,742		
<b>19.</b>	1,935		
<b>20.</b>	0		
<b>21.</b>			\$0
<b>22.</b>	83,191		0
<b>23.</b>	170,887		0
<b>24.</b>	0		\$0
<b>25.</b>	24,239	405	0
26.	3,000,000	3,001,120	56,770
<b>27.</b>	0		
<b>28.</b>	0		
29.	3,001,120		
<b>30.</b>	1,949,638		

#### E. Detail of food service management company expenditures

Classified salaries \_\_\_\_\_

Employee benefits \_\_\_\_\_

Supplies and materials (nonfood) \_\_\_\_\_

Food \_\_\_\_\_

Management fee \_\_\_\_\_

Other \_\_\_\_\_

Total (must equal total of amounts on line 13 above) \_\_\_\_\_ 0

I certify that the Annual Financial Report of Kingman Unified School District, Mohave County, for fiscal year 2025 was approved by the Governing Board on October 14, 2025, and that the complete Annual Financial Report may be reviewed by contacting Valerie Portillo at the District Office, telephone 928-753-5678, during normal business hours.

		<b>CTDS number</b>		080220000	
		<b>Avg. Daily Membership</b>			
		2024		2025	
		Attending		6,507.7498	
		6,754.0088			
		2025 Tax Rates:			
		Primary		Secondary	
		3.6379		1.0494	

Instructions

Rev. 8/25 Arizona Department of Education and Auditor General

President of the Governing Board

Fund/program	Beginning fund balance	Revenues	Net other financing sources and uses including transfers	Budgeted expenditures	Actual expenditures	Ending fund balance	Fund types
Regular Education				47,690,801	40,720,976		
Special Education				11,493,621	10,293,674		
Pupil Transportation				4,187,966	4,550,712		
Desegregation				0	0		
Dropout Prevention Programs				62,000	79,989		
Joint Career & Tech. Ed. & Voc. Ed. Center				0	0		
K-3 Reading Program				383,883	339,008		
<b>Budget-controlled funds (A.R.S. §§15-304 and 15-977)</b>							
Maintenance and Operation total	8,313,963	56,798,016	(1,142,241)	63,818,271	55,984,359	7,985,379	General
Classroom Site Funds	7,292,033	6,917,675		13,837,660	4,003,521	10,206,187	Special revenue
Unrestricted Capital Outlay	9,650,238	8,275,478	0	9,201,808	5,608,575	12,317,141	General
Adjacent Ways	0	0	0	0	0	0	Capital projects
Federal projects	(44,957)	12,657,686	(222,273)	5,534,349	11,462,658	927,798	
State projects	(5,684)	474,748	0	760,686	425,400	43,664	
<b>Cash-controlled funds (A.R.S. §15-304)</b>							
Instructional Improvement	2,796,219	653,824		320,800	499,414	2,950,629	Special revenue
Bond Building	0	0	0	0	0	0	Capital projects
Condemnation	0	0	0	0	0	0	Special revenue
Energy and Water Savings	1,336,207	0	1,123,036	2,110,856	1,102,459	1,356,784	Special revenue
New School Facilities	0	0		0	0	0	Capital projects
County, City, and Town Grants	0	0	0	0	0	0	Special revenue
English Language Learner	0	0	0	0	0	0	Special revenue
Compensatory Instruction	0	0		0	0	0	Special revenue
School Plant Fund	953,057	40,964	21,875	0	625,744	390,152	Special revenue
Food Service	1,854,043	3,096,715	0	3,000,000	3,001,120	1,949,638	Special revenue
Civic Center	109,670	41,234	0	50,000	105,072	45,832	Special revenue
Community School	131,823	326,267	0	100,000	456,369	1,721	Special revenue
Auxiliary Operations	384,800	330,594	0	400,000	279,628	435,766	Special revenue
Extracurricular Activities Fees	303,575	88,720	0	100,000	70,226	322,069	Special revenue
Gifts and Donations	14,898	0	0	15,000	0	14,898	Special revenue
Gifts and Donations—Capital	0	0	0	0	0	0	Capital projects
Career & Technical Education Projects	55,472	32,142	0	40,000	33,139	54,475	Special revenue
Fingerprint	0	0	0	5,000	0	0	Special revenue
School Opening	0	0	0	0	0	0	General
Insurance Proceeds	112,562	5,246	8,624	0	7,575	118,857	Special revenue
Textbooks	10,123	1,409	0	5,000	0	11,532	Special revenue
Litigation Recovery	9,577	800	0	1,000	0	10,377	Special revenue
Indirect Costs	391,812	14,839	221,048	350,000	267,777	359,922	General
Unemployment Insurance	0	0	0	0	0	0	Special revenue
Teacherage	0	0	0	0	0	0	Special revenue
Insurance Refund	0	0	0	0	0	0	Special revenue
Grants and Gifts to Teachers	40,751	0	0	10,000	0	40,751	Special revenue
Advertisement	4,738	0	0	0	0	4,738	Special revenue
Career Technical Education	808,727	1,129,487	0	1,000,000	877,092	1,061,122	Special revenue
Arizona Industry Credentials Incentive	0	15,212	0	0	15,212	0	Special revenue
Impact Aid Revenue Bond Building	0	0	0	0	0	0	Capital projects
Debt Service	1,142,766	6,858,220	20,430	6,846,250	6,902,900	1,118,516	Debt service
Emergency Deficiencies Correction	0	0	0	0	0	0	Capital projects
Building Renewal Grant	0	3,339,823	0	2,000,000	3,339,823	0	Capital projects
Impact Aid Rev. Bond Debt Service	0	0	0	0	0	0	Debt service
Student Activities	529,648	543,322	0	250,000	453,102	619,868	Special revenue
Employee Insurance Program Withholdings	2,511,158	7,313,890	0	0	7,097,613	2,727,435	
State Income Tax Withholdings	0	0	0	0	0	0	
Other Funds	492,990	0	0	500,000	3,141	489,849	Special revenue
Permanent Fund	0	0	0	0	0	0	Permanent
Trust and Custodial Funds	(7,684)	0	0	0	0	(7,684)	
Enterprise Funds	616	0	0	0	0	616	Enterprise
Self-Insurance	0	0	0	0	0	0	Internal services
Intergovernmental Agreements	616	407,244	0	300,000	407,244	616	Internal services
OPEB	0	0	0	0	0	0	Internal services
Other Internal Service Fund	0	0	0	0	0	0	Internal services

**Additional fund balance reserve information**  
(See fund balance reserve tab for more detail)

- (1) The District does not have a process or policy to establish a targeted fund balance reserve for FY 2025.
- (2) The District's actual fund balance reserve for FY 2025 was:  
0



**Supplement to School District Annual Financial Report for districts that incurred expenditures for  
English Language Learners (A.R.S. §§15-756.04 and 15-756.11)**

Revenue object codes/expenditure function codes	Actual revenues	Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400, 6500	Supplies 6600	Property 6700	Other 6800	Total expenditures	
								Budget	Actual
<b>English Language Learner Fund 071</b>									
<b>Revenues</b>									
3200 Restricted revenue from state sources	1. 0								1. 0
Investment income and other revenues	2. 0								2. 0
Total revenues (lines 1 and 2)	3. 0								3. 0
<b>Expenditures</b>									
1000 Instruction	4.	0	0	0	0	0	0	0	4. 0
2000 Support services									
2100 Students	5.	0	0	0	0	0	0	0	5. 0
2200 Instructional staff	6.	0	0	0	0	0	0	0	6. 0
2300 General administration	7.	0	0	0	0	0	0	0	7. 0
2400 School administration	8.	0	0	0	0	0	0	0	8. 0
2500 Central services	9.	0	0	0	0	0	0	0	9. 0
2600 Operation & maintenance of plant	10.	0	0	0	0	0	0	0	10. 0
2700 Student transportation	11.	0	0	0	0	0	0	0	11. 0
2900 Other	12.	0	0	0	0	0	0	0	12. 0
<b>Total (must agree with the AFR page 6, line 3)</b>	13. 0	0	0	0	0	0	0	0	13. 0
<b>Compensatory Instruction Fund 072</b>									
<b>Revenues</b>									
3200 Restricted revenue from state sources	14. 0								14. 0
Investment income and other revenues	15. 0								15. 0
Total revenues (lines 14 and 15)	16. 0								16. 0
<b>Expenditures</b>									
1000 Instruction	17.	0	0	0	0	0	0	0	17. 0
2000 Support services									
2100 Students	18.	0	0	0	0	0	0	0	18. 0
2200 Instructional staff	19.	0	0	0	0	0	0	0	19. 0
2300 General administration	20.	0	0	0	0	0	0	0	20. 0
2400 School administration	21.	0	0	0	0	0	0	0	21. 0
2500 Central services	22.	0	0	0	0	0	0	0	22. 0
2600 Operation & maintenance of plant	23.	0	0	0	0	0	0	0	23. 0
2700 Student transportation	24.	0	0	0	0	0	0	0	24. 0
2900 Other	25.	0	0	0	0	0	0	0	25. 0
<b>Total (must agree with the AFR page 6, line 4)</b>	26. 0	0	0	0	0	0	0	0	26. 0

This page identifies coding errors noted in the district's accounting records. The formulas on pages 1 through 4 and 9 will not include these miscoded amounts. Miscodings are identified in column G and must be corrected, other than issues related to rounding error (i.e., amounts generally less than \$10), before submitting the AFR.

After corrections have been made in the accounting records, districts should upload the corrected version of their accounting records into the Accounting Data tab. Districts may use a new copy of the AFR file or should follow step 18 in the "Checking and copying your data to the AFR file" section of the Data Uploading Instructions (linked below).

[Data Uploading Instructions](#)

[USFR Chart of Accounts](#)

**Revenue object code corrections needed for accurate reporting on page 1**

Issue	Fund	Program	Function	Object	Identified miscoding amount
1. Federal revenues are not allowed in fund 610	610			4000-4999	\$0
2. County revenues are not allowed in fund 620	620			2000-2999	\$0
3. State revenues are not allowed in fund 620	620			3000-3999	\$0
4. Federal revenues are not allowed in fund 620	620			4000-4999	\$0
5. County revenues are not allowed in fund 630	630			2000-2999	\$0
6. State revenues are not allowed in fund 630	630			3000-3999	\$0
7. Federal revenues are not allowed in fund 630	630			4000-4999	\$0
8. County revenues are not allowed in fund 700	700			2000-2999	\$0

**Maintenance and Operations Fund corrections needed for accurate reporting on page 2**

Issue	Fund	Program	Function	Object	Identified miscoding amount
9. Do not use program codes 000-099	001	000-099		6100-6899	\$0
10. Expenditures in function 2700 not coded to programs 400, 513	001	100-399, 500-512, 514-999	2700-2799	6100-6899	\$0
11. Expenditures coded to unallowable 500 range programs	001	500-510, 520-529, 540-549, 560-599		6100-6899	\$0
12. Expenditures coded to unallowable 600 range programs	001	600-609, 640-699		6100-6899	\$0
13. Function 4000 not allowed in fund 001	001		4000-4999	6100-6899	\$0
14. Function 5000 not allowed in fund 001	001		5000-5999	6100-6899	\$0
15. Expenditures for object 6700 are not allowed in fund 001	001			6700-6799	\$0

**Classroom Site Fund corrections needed for accurate reporting on page 3**

Issue	Fund	Program	Function	Object	Identified miscoding amount
16. Unallowable revenues coded to fund 010	010			1000-1499, 1600-1979, 2000-2999, 4000-4999	\$0
17. Function 2300 should only be coded to object 652X	010		2300	6000-6519, 6530-6800	\$0
18. Object 6100 should not be coded to function codes 2300-3200 and 3400-5000	010		2300-3200, 3400-5000	6100	\$0
19. Object 6200 should not be coded to function codes 2300-3200 and 3400-5000	010		2300-3200, 3400-5000	6200	\$0
20. Object 6300,6400,6500 should not be coded to function codes 2400-3200 and 3400-5000	010		2400-3200, 3400-5000	6300, 6400, 6500	\$0
21. Object 6600 should not be coded to function codes 2300-5000	010		2300-5000	6600	\$0

22.	Object 6700 should not be coded to function codes 2200-3900 and 5000	010		2200-3900, 5000	6700	\$0	22.
23.	Object 6800 should not be coded to function codes 2300-2400 and 2600-4000	010		2300-2400, 2600-4000	6800	\$0	23.

**Unrestricted Capital Outlay Fund corrections needed for accurate reporting on Page 4**

Issue	Fund	Program	Function	Object	Identified miscoding amount
24. Object 6730 should be coded to 6731-6739	610			6730	\$0
25. Object 6730 should be coded to 6731-6739	620			6730	\$0
26. Object 6730 should be coded to 6731-6739	630			6730	\$0
27. Object 6730 should be coded to 6731-6739	695			6730	\$0

**National Public Education Financial Survey (NPEFS) reporting corrections needed for accurate reporting on page 9 (all funds 001-799, except 575)**

Issue	Fund	Program	Function	Object	Identified miscoding amount
28. Do not use program codes 700-900 for function 2700	001-799 (excl. 575)	700-999	2700-2799	6100-6899	\$0
29. Do not use function codes 0000-0999	001-799 (excl. 575)		0000-0999	6100-6899	\$0
30. Do not use function codes 2000-2099	001-799 (excl. 575)		2000-2099	6100-6899	\$0
31. Do not use function codes 2800-2899	001-799 (excl. 575)		2800-2899	6100-6899	\$0
32. Do not use function codes 3000-3099	001-799 (excl. 575)		3000-3099	6100-6899	\$0
33. Do not use function codes 3500-3599	001-799 (excl. 575)		3500-3599	6100-6899	\$0
34. Do not use function codes 3600-3699	001-799 (excl. 575)		3600-3699	6100-6899	\$0
35. Do not use function codes 3700-3799	001-799 (excl. 575)		3700-3799	6100-6899	\$0
36. Do not use function codes 3800-3899	001-799 (excl. 575)		3800-3899	6100-6899	\$0
37. Do not use function codes 3900-3999	001-799 (excl. 575)		3900-3999	6100-6899	\$0
38. Function 5000 should only be coded to object codes 683X, 684X, and 686X.	001-799 (excl. 575)		5000-5999	6100-6829, 6850-6859, 6870-6999	\$0
39. Function 6000 should only be coded to object codes 6900-6999.	001-799 (excl. 575)		6000-6999	6100-6899	\$0
40. Do not use function codes 7000-7999	001-799 (excl. 575)		7000-7999	6100-6899	\$0
41. Do not use function codes 8000-8999	001-799 (excl. 575)		8000-8999	6100-6899	\$0
42. Do not use function codes 9000-9999	001-799 (excl. 575)		9000-9999	6100-6899	\$0
43. Do not use object codes 0000-0099	001-799 (excl. 575)			0000-0099	\$0
44. Do not use object codes 6000-6099	001-799 (excl. 575)			6000-6099	\$0
45. Do not use object codes 6800-6809	001-799 (excl. 575)			6800-6809	\$0
46. Object 6820 should only be coded to function 2300	001-799 (excl. 575)		1000-2299, 2400-6999	6820-6829	\$0
47. Expenditures coded to 6830 and 6834-39 should be coded to 6831, 6832, or 6833	001-799 (excl. 575)			6830, 6834-39	\$0
48. Object 6831 should only be coded to function 5000	001-799 (excl. 575)		1000-4999, 6000-6999	6831	\$0
49. Object 6832 should only be coded to function 5000	001-799 (excl. 575)		1000-4999, 6000-6999	6832	\$0
50. Object 6833 should only be coded to function 5000	001-799 (excl. 575)		1000-4999, 6000-6999	6833	\$0
51. Expenditures coded to 6840 and 6844-49 should be coded to 6841, 6842, or 6843	001-799 (excl. 575)			6840, 6844-49	\$0
52. Object 6841 should only be coded to function 5000	001-799 (excl. 575)		1000-4999, 6000-6999	6841	\$0
53. Object 6842 should only be coded to function 5000	001-799 (excl. 575)		1000-4999, 6000-6999	6842	\$0
54. Object 6843 should only be coded to function 5000	001-799 (excl. 575)		1000-4999, 6000-6999	6843	\$0
55. Object 6850 should be coded to function 2500	001-799 (excl. 575)		1000-2499, 2600-6999	6850-6859	\$0
56. Do not use object codes 7000-7999	001-799 (excl. 575)			7000-7999	\$0
57. Do not use object codes 8000-8999	001-799 (excl. 575)			8000-8999	\$0
58. Do not use object codes 9000-9999	001-799 (excl. 575)			9000-9999	\$0

<b>District name</b>	Kingman Unified School District
<b>CTDS number</b>	080220000
<b>County</b>	Mohave

Districts must complete all required detail for each school site, including districts with only 1 school.

School #	School name	School CTDS	Unweighted attending student count	Unit code(s)	Primary unit code	Comments
Districtwide		080220000	6375.107		500	
Private schools				1		1
CTED (member districts)						
School 1	Black Mountain	080220116	454.435	116	116	
School 2	Lee Williams	080220203	991.711	203	203	
School 3	Mt Tipton	080220117	154.123	117	117	
School 4	White Cliffs	080220118	583.591	118	118	
School 5	Manzanita	080220112	722.427	112	112	
School 6	Kingman Middle	080220114	722.835	114	114	
School 7	Kingman High	080220202	831.205	202	202	
School 8	La Senita	080220111	100.185	111	111	
School 9	Cerbat	080220115	641.694	115	115	
School 10	Desert Willow	080220119	435.893	119	119	
School 11	KOLA Elem	080220205	0	205	205	
School 12	KOLA HS	080220207	274.488	207	207	
School 13	KOLA MS	080220206	38.261	206	206	
School 14	Hualapai	080220110	737.008	110	110	
School 15						
School 16						
School 17						
School 18						
School 19						
School 20						
School 21						
School 22						
School 23						
School 24						
School 25						
School 26						
School 27						
School 28						
School 29						
School 30						
School 31						
School 32						
School 33						
School 34						
School 35						
School 36						
School 37						
School 38						
School 39						
School 40						
School 41						
School 42						
School 43						
School 44						
School 45						
School 46						
School 47						
School 48						
School 49						
School 50						
School 51						
School 52						
School 53						
School 54						

School #	School name	School CTDS	Unweighted attending student count	Unit code(s)	Primary unit code	Comments
School 55						
School 56						
School 57						
School 58						
School 59						
School 60						
School 61						
School 62						
School 63						
School 64						
School 65						
School 66						
School 67						
School 68						
School 69						
School 70						
School 71						
School 72						
School 73						
School 74						
School 75						
School 76						
School 77						
School 78						
School 79						
School 80						
School 81						
School 82						
School 83						
School 84						
School 85						
School 86						
School 87						
School 88						
School 89						
School 90						

Account	Description	YTD transactions	Parse Account Field	Final fund	Rollup Fund	Fund	Program	Function	Object	Unit
001.000.0000.0103.000.0000	CASH ON DEP W/TREA	\$8,036,063.53		001	001	001	000	0000	0103	000
001.000.0000.0161.000.0000	SUPPLIES	(\$50,684.17)		001	001	001	000	0000	0161	000
001.000.0000.0330.000.0000	UNRESERVED FND BAL	(\$8,313,962.75)		001	001	001	000	0000	0330	000
001.000.0000.1110.000.0000	PROPERTY TAXES	(\$504,357.16)		001	001	001	000	0000	1110	000
001.000.0000.1115.000.0000	REAL PROP TAXES	(\$16,602,314.68)		001	001	001	000	0000	1115	000
001.000.0000.1280.000.0000	REV IN LIEU OF TAX - LC	(\$70,378.61)		001	001	001	000	0000	1280	000
001.000.0000.1980.000.0000	REF PRIOR YR EXP	\$32,134.54		001	001	001	000	0000	1980	000
001.000.0000.1990.000.0000	MISCELLANEOUS OTHEF	(\$1,553.34)		001	001	001	000	0000	1990	000
001.000.0000.2120.000.0000	CNTY EQUAL ASSIST	(\$9,844.32)		001	001	001	000	0000	2120	000
001.000.0000.3100.000.0000	PROP 123	(\$815,797.84)		001	001	001	000	0000	3100	000
001.000.0000.3110.000.0000	STATE EQUAL ASSIST	(\$35,342,081.14)		001	001	001	000	0000	3110	000
001.000.0000.3120.000.0000	ADDL STATE AID	(\$3,441,357.75)		001	001	001	000	0000	3120	000
001.000.0000.3900.000.0000	REV BEHALF OF DIST	(\$19,701.10)		001	001	001	000	0000	3900	000
001.000.0000.4500.000.0000	FR FED THRU STATE	(\$11,250.00)		001	001	001	000	0000	4500	000
001.000.0000.5200.000.0000	INTERFUND TRANS-IN	(\$1,224.52)		001	001	001	000	0000	5200	000
001.000.6000.6930.000.0000	INTERFUND TRAN-OUT	\$1,143,465.69		001	001	001	000	6000	6930	000



Element name	Element	Description
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AFR Instructions

Page	Reference	Instructions	Significant change
	General – Instructions	<p>These instructions are provided to help school districts prepare the annual financial report (AFR). Within the forms, blue font indicates that an instruction is linked to that specific line. An instructions button has also been provided that links to any general instructions or to the first instruction for a page. To return to the related forms after reviewing the instructions, simply click on the form's tab at the bottom of the Excel screen or press the Alt and back arrow keys.</p> <p>Districts should follow the General Instructions below <b>prior</b> to uploading records to the Accounting Data tab.</p> <p>Instructions for uploading accounting records are included in a separate document titled "Data Uploading Instructions". This file has also been included in the AFR packet.</p>	
	General – Reconciling	<p>All revenues, expenditures, and fund balances presented on the AFR must agree with the district's final accounting records for the year ended June 30, 2025. Before completing the AFR, districts must reconcile their accounting records to the County School Superintendent's (CSS) records after the CSS has reconciled to the County Treasurer. (Districts in the accounting responsibility program must reconcile to the County Treasurer before completing the AFR.) Accrued revenues and expenditures at June 30, 2025, not recorded by the CSS should be identified as reconciling items on the reconciliation and must be included in the revenues and expenditures reported in the AFR.</p>	
	General – Budget amounts	<p>Budget amounts should be taken from the district's most recently revised, adopted FY 2025 expenditure budget, which has been submitted to ADE.</p> <p>All budget and actual amounts reported throughout the AFR should be rounded to the nearest dollar.</p>	
	General – Beginning fund balances	<p>The beginning balance for each fund at July 1, 2024, automatically pulls from the fund's ending balance reported on the AFR for FY 2024. Column T on the Accounting Data tab pulls the districts reported fund balance from its accounting data for comparison. If an ending fund balance was reported incorrectly on the FY 2024 AFR for any fund, districts should compute the beginning balance for such funds as follows:</p> <p>Cash, prepaid, and inventory balances (object codes 0100, 0150, and 0160) at 6/30/24.                      Plus: Accrued revenues as of 6/30/24, received during the 60-day period following 6/30/24.                      Less: Payments made during the 60-day period following 6/30/24, for goods and services received on or before 6/30/24, but not paid for by that date.</p> <p>This calculated amount should be entered for the appropriate fund in the Calculated CY Beginning Fund Balance column (Column Q) on the Accounting Data tab. Lines that report amounts for multiple funds should enter a single amount for the calculated beginning fund balance for <b>all</b> funds reported on that line. For example, line 1 on page 5 reports amounts for Funds 100-139. The total calculated beginning fund balance for funds 100-139 should be entered on the line for Fund 100 on the Accounting Data tab. Similarly, districts reporting amounts on line 33 on page 6 would enter the total calculated beginning fund balance for all funds on the "Other" line on the Accounting Data tab.</p> <p>Districts should maintain documentation for the calculation of any amounts entered in the Calculated CY Beginning Fund Balance column.</p>	
	General – Reporting sub-funds	<p><b>Any district using funds for internal management purposes that are not included in the USFR Chart of Accounts should combine revenues and expenditures from those funds into the appropriate bold-level fund for proper reporting on the AFR.</b> For example, if the District uses a sub-fund such as 611 to account for its capital override, that sub-fund's activity should be included in the amounts reported for Fund 610—Unrestricted Capital Outlay.</p> <p>After the district's accounting records have been uploaded to the Accounting Data tab, all sub-funds and non-bolded fund codes (if any) will be identified by red shading in the Final Fund column. <b>Districts must identify the appropriate bolded fund number for reporting purposes for each sub-fund and non-bolded fund prior to submitting the AFR files to ADE and the district's CSS.</b> All bold fund numbers are listed on column O on the Accounting Data tab.</p>	
	General – Revenues	<p>Revenues must include cash receipts through June 30, 2025, and accrued revenues received during the 60-day encumbrance period following fiscal year-end. Examples of accrued revenues are:</p> <ol style="list-style-type: none"> <li>1) Federal reimbursements received for meals served in FY 2025.</li> <li>2) Property taxes collected for levies of prior fiscal years.</li> <li>3) Tuition received for students attending the district during FY 2025.</li> <li>4) FY 2025 CSF revenues received.</li> <li>5) FY 2025 state aid apportionment rollover payments made in the beginning of July 2025 (FY 2026), pursuant to Laws 2024, Ch. 209, §143.</li> </ol> <p>In addition, revenues must include any cash receipts of FY 2025 that relate to a prior fiscal year but were not received in the prior year's encumbrance period; such as, FY 2024 Statewide recalculation adjustments made in September 2024, as described in School Finance Memorandum 25-017.</p>	
	General – Expenditures	<p>Expenditures must include cash disbursements through June 30, 2025, and payments made after fiscal year-end, but prior to August 30, 2025, for goods and services received on or before June 30, 2025.</p>	
Cover	Name, county, CTDS number	<p>The district name, county, and CTDS number should be entered on the cover page of the AFR. The CTDS number should not contain any slashes, dashes, etc., and must be exactly nine digits. Zeros should be entered to fill the School portion of the number on the cover page. This information will be automatically transferred to other sheets in the file.</p>	

AFR Instructions

Page	Reference	Instructions	Significant change
Cover	Alert	An Alert will appear on the Cover of the AFR when commonly missed areas of the AFR are not completed. The Alert will disappear as the related areas of the AFR are completed. Districts should complete all areas of the AFR that apply to their district operations, whether or not an item is listed in the Alert. This Alert does not replace the need for a separate district employee to review the AFR for accuracy and completeness.	
Cover	District website link	In accordance with A.R.S. §15-904, districts that maintain a website must provide a link on their website to ADE's website where the district's AFR can be viewed. See the Submission and Publication Instructions for detailed steps to obtain the link from ADE's website after the completed file is submitted. District should paste a clickable link on the Cover tab to their <b>District web page</b> where the AFR link will be posted.  District's that choose to meet the A.R.S. §15-904(C) publication requirements using this method, must maintain documentation to support that the link to ADE's site is posted on the District's website by November 15.	Added space for districts to include a link to their website, where they will post a link to ADE's website where the District's AFR can be viewed. ADE no longer requires districts to send an email to School Finance with a clickable link to its website, if the link is provided in this space.
1	Footnotes 1 and 3	The beginning and ending fund balances for the M&O Fund should include the amount of the M&O Fund revolving account cash balance at July 1, 2024, and June 30, 2025, respectively. The revolving account balances should also be recorded in the spaces provided in footnotes (1) and (3).	
1	Footnote 4	Debt Service Fund expenditures reported on line 43 should include principal, interest, and related debt costs paid from the Debt Service Fund. Report the portion of Debt Service Fund total actual expenditures that were for interest costs in footnote (4).	
1	Lines 5-11 General tuition guidance	Districts charging tuition for full-day kindergarten or preschool programs should not record such revenues in the M&O or UCO funds. These tuition revenues should be recorded in the Community School Fund (520) on page 6 of the AFR.	
1	Line 16	Districts receiving transportation fees from other government sources within Arizona should report those revenues on this line. Districts should have increased their M&O budget capacity for these amounts on page 7, line 8i of the expenditure budget.	
1	Line 32	Include revenues received from the State that can be used for any legal purpose without restriction, such as the district's portion of the FY 2025 \$75,000,000 from 2016 Prop 123 additional funding.  <b>Do not include</b> state equalization or additional state aid amounts as they are reported on lines 33 and 34.	
1	Lines 33 and 34	The amounts reported on these lines should be compared to the total state equalization assistance and total additional state aid amounts through payment 13 as shown on the district's most recent BSA 64 report. Reconciling these amounts to the BSA report will help districts ensure that all appropriate revenues are included in the correct FY's accounting records.	
1	Line 38	<b>Do not include</b> Federal Impact Aid revenues received on this line. These revenues should be reported in Fund 378 on page 5. See line 49 for instructions for reporting transfers from the Impact Aid Fund.	
1	Line 49	This line should include Impact Aid monies transferred to the M&O or UCO Funds. Impact Aid revenues should be recorded in the Impact Aid Fund, but may be transferred to the M&O or UCO Funds to provide cash for the difference between the Transportation Revenue Control Limit and Transportation Support Level or to reduce or eliminate the amount levied as property taxes.	
1	Line 52	Total expenditures for the M&O and UCO Funds are pulled from page 2, line 32 and page 4, line 10, respectively.	
3	General	Expenditures coded to the Classroom Site Fund (CSF) (010) that would have caused the district to exceed the CSF Budget Limit should be reclassified to the M&O or other appropriate fund before the AFR is completed.	
3	Line 7	Report expenditures for teacher liability insurance premiums made from Fund 010.	
3	Line 9	Report <b>allowable</b> CSF amounts for Function 3300—Community Service Operations on these lines. For example, if a district included a community school program, such as preschool for children without disabilities, as a CSF-eligible program related to its educational mission, expenditures for certified teacher salaries and related expenses <b>allowable under CSF</b> would be reported here.	
4	UCO override Line 1	Enter the actual expenditure amounts from any Unrestricted Capital Outlay Override authorized by A.R.S. §15-481. Amounts included on line 1 must also be included on lines 2-9, as appropriate. If the district records its Unrestricted Capital Outlay Override expenditures in a fund other than Fund 610, the district should enter 610 in the Rollup Fund column on the Accounting Data tab for that fund.	
4	UCO fund expenditures Lines 2-9	<b>All</b> expenditures from the UCO Fund including Joint Career and Technical Education and Vocational Education Center, as reported on page 2, and Desegregation, as reported on the Desegregation Supplement-Districtwide, page 3, are included on these lines.	

AFR Instructions

Page	Reference	Instructions	Significant change
4	Other funds—required capital expenditure detail for funds 610, 630, 695, & 620	<p>In accordance with A.R.S. §15-904(B), detailed budgeted and actual expenditures for only the items listed in lines 2-12 must be reported from the UCO (610), Bond Building (630), New School Facilities (695), and Adjacent Ways (620) funds. <b>The amounts reported on lines 2-12 may not include all expenditures of these funds as shown on line 1.</b> Total expenditures for the UCO Fund are reported in the UCO Fund Expenditures table at the top of page 4. Total expenditures for the UCO, Bond Building, and Adjacent Ways funds are reported on page 1, line 43. Total expenditures in the New School Facilities Fund are reported on page 6, line 30.</p> <p>In addition, the detailed expenditures reported in lines 2-12 must be <b>separately</b> entered as new construction or renovation on lines 14-16. If the designation of new construction or renovation does not apply to a particular expenditure reported on lines 2-12, the amount should be entered as "Other." Therefore, the total budgeted and actual expenditures for each fund reported on line 13 must agree to the total amounts reported on line 17, by fund.</p>	
4	New construction cost per square foot	Enter the cost per square foot for new construction projects in progress or completed during the fiscal year for Funds 610, 630, 695, and 620. For projects still in progress at year-end, districts should calculate the cost per square foot by dividing the <u>anticipated</u> total cost of all projects upon completion by the <u>anticipated</u> total square footage of all projects upon completion. For projects that were completed during the fiscal year, districts should calculate the cost per square foot by dividing the total <u>actual</u> cost of all projects upon completion by the total <u>actual</u> square footage of all projects.	
4	Capital assets, lines 1-3	Enter the total costs (before depreciation), by asset classification, for all assets recorded on the capital assets list as of June 30, 2025. Assets with costs below \$5,000 should not be included on the capital assets list or in amounts reported here unless the district's governing board has established a capitalization threshold of less than \$5,000. Do not include stewardship list items in these amounts.	
4	Capital assets, Line 4	Enter the total cost of construction in progress as of June 30, 2025. This amount will not appear on the capital assets list as of June 30, 2025, as these amounts are not recorded on the list until the project(s) is completed.	
5	Federal projects, lines 1-20 and 22	<p>Formulas will pull amounts on these lines for all funds indicated for each line, up to the first fund indicated on the line below it. For example, line 1 will pull data from funds 100 through 139 for ESEA Title I—Helping Disadvantaged Children, line 2 will pull data from funds 140 through 159 for ESEA Title II—Professional Development and Technology, and line 3 will pull data from funds 160 through 169 for ESEA Title IV—ESEA Title IV—21st Century Schools, and so on.</p> <p>Districts using funds for internal management purposes numbered from 100 through 299 that are not related to the specific areas indicated on each line should identify the correct fund in the Rollup Fund column on the Accounting Data tab to ensure proper reporting on the AFR. If the fund does not relate to any of the areas identified on lines 1 through 18 and 20, it should be included on line 19 with Other Federal Projects. In this case, districts should enter a rollup fund in the 300 through 399 range (other than Funds 349, 353, 374 and 378).</p>	
		<p>All Federal COVID-19 relief grants recorded in the 300 through 399 fund range should be included on lines 19 and 22. Funds 227—ARP-IDEA Preschool and 228—ARP IDEA Basic should be included on lines 8 and 22.</p> <p><b>COVID fund rollup instructions:</b></p> <ol style="list-style-type: none"> <li>1. On the accounting data tab column G, select all Federal COVID-19 relief grants recorded in the 300 through 399 fund range including those with assigned fund numbers (Fund 336—ESSER II and Fund 346—ESSER III). In column F, select "COVID" from the bottom of the dropdown menu as the designated rollup fund.</li> <li>2. <b>DO NOT</b> select any rollup fund for Funds 227—ARP-IDEA Preschool and 228—ARP-IDEA Basic.</li> </ol> <p>For further assistance with this item please contact the Auditor General's Accountability Services Division at (602) 977-2796.</p>	
5	Net other financing sources and uses including transfers	<p>Amounts received from other financing sources and transfers-in (object codes in the 5000 range) are separately reported from amounts for other financing uses and transfers-out (object codes in the 6900 range) in the respective columns to the right of page 5. All amounts in both columns are shown as positive numbers. Amounts pulled into these columns will also pull into Net Other Financing Sources and Uses Including Transfers in column G.</p> <p>If total other financing uses and transfers-out are greater than total other financing sources and transfers-in, the net amount will display as a negative number in column G.</p> <p>In accordance with the USFR Chart of Accounts, transfers of monies between funds should be made only when specifically authorized by statute or allowed by a federal grant. Currently, there are no allowable transfers to or from any state projects.</p>	

AFR Instructions

Page	Reference	Instructions	Significant change
5	State projects, lines 23-32	<p>Any district using funds for internal management purposes that are not included in the USFR Chart of Accounts should combine revenues and expenditures from those funds into the appropriate bold-level fund for proper reporting on the AFR. Districts should identify the appropriate bold-level fund in the Rollup Fund column on the Accounting Data tab. For example, if the district uses a sub-fund such as 401 to account for a portion of its vocational education monies, that sub-fund's activity should be included in the amounts reported on line 20, Fund 400—Vocational Education. In this case, the district should select Fund 400 as the Rollup Fund for all amounts coded to fund 401 on the Accounting Data tab.</p> <p>For state projects, amounts will pull into each line for only the fund number indicated on that line. For example, line 23 will pull only amounts for Fund 400—Vocational Education, line 24 will only pull amounts for Fund 410—Early Childhood Block Grant, and so on. If the fund does not relate to any of the areas identified on lines 23 through 32, it should be included on line 33 with Other State Projects. In this case, districts should enter a rollup fund in the 465 through 499 range.</p>	
6	Net other financing sources and uses including transfers	<p>Amounts received from other financing sources and transfers-in (object codes in the 5000 range) are separately reported from amounts for other financing uses and transfers-out (object codes in the 6900 range) in the respective columns to the right of page 6. All amounts in both columns are shown as positive numbers. Amounts entered in these columns will also pull into Net Other Financing Sources and Uses Including Transfers in column F.</p> <p>If total other financing uses and transfers-out are greater than total other financing sources and transfers-in, the net amount will display as a negative number in column F.</p>	
6	Other funds—School Plant line 5	Actual expenditures made in the School Plant Fund (500) in accordance with A.R.S. §15-1102. Districts that established sub-funds for School Plant in funds 501-504, to account for monies received that were restricted for different purposes by statute, should enter 500 in the Rollup Fund column on the Accounting Data tab for these funds.	
6	Other funds—Indirect Costs line 17	Indirect Costs Fund revenues should only consist of interest earned on any existing balance in the fund. Interest earned on monies in federal funds that is not required to be reverted should be reported in the respective federal fund on page 5. If a district chooses to transfer interest to the Indirect Costs Fund, it should be coded as a Transfer-in (object 5200).	
6	Other funds—New School Facilities line 31	Actual expenditures for the New School Facilities (695) Fund includes all expenditures from this fund, which may exceed the detailed expenditures reported on page 4.	
6	Other funds—lines 33,34, and 36-39	Districts must manually enter budgeted expenditures for the following funds: 750—Permanent Funds, Trust and Custodial—800-849, Employee Insurance Program Withholding—855, State and Income Tax Withholding—865 and Enterprise Funds—900-949, and any funds identified as "Other" in the Rollup Fund column on the Accounting Data tab.	
6	Other line 39	Districts with any funds in their accounting records that are not properly included elsewhere in the AFR, (e.g., Fund 080—Student Success and 457—Results-based funding), should enter the word "other" (without quotation marks) in the Rollup Fund column of the Accounting Data tab to have the amounts for those funds also included on this line.	
6	Internal Service Funds 950-989, lines 1 through 4	Districts must manually enter amounts for beginning fund balance, revenues, actual expenditures, other financing sources including transfers-in, and other financing uses including transfers-out for these lines.	
6	Internal Service Funds—IGAs line 2	If fund numbers other than 955 are used for Intergovernmental Agreements, include activity from all intergovernmental agreement funds on this line.	
6	Instructional Improvement Fund 020 detailed expenditures	<p>Districts must manually enter detailed actual expenditure amounts for teacher compensation increases, class size reduction, dropout prevention programs, and/or instructional improvement programs in accordance with A.R.S. §15-979.</p> <p>Any district that did not have Instructional Improvement Fund expenditures during the fiscal year must indicate this by selecting the checkbox below the Instructional Improvement table.</p>	
6	Arizona Industry Credentials Incentive Fund 597 detailed expenditures	<p>Districts must manually enter the detailed actual expenditure amounts for the following costs in accordance with A.R.S. §15-249.15:</p> <ol style="list-style-type: none"> <li>1. Instructional costs and professional development for a career technical education program teacher to become a certifying professional for an approved certificate, credential, or license.</li> <li>2. To offset the students' cost of certification, credentialing, or licensure.</li> <li>3. Developmental costs related to creating, expanding or improving an approved site of a certificate, credential, or license career technical education program or course.</li> <li>4. Instructional hardware, software, or supplies required for the certification, credentialing, or licensure.</li> <li>5. Career exploration in any school grade and awareness activities for parents, students, and the community for the approved sectors.</li> </ol>	
7	General	Page 7 includes several sections that are independent from one another and serve separate purposes. Be sure to read any instructions available for each individual section, as some expenditures may be reported in more than one section.	

Page	Reference	Instructions	Significant change
7	Section A—Bonds and short-term debt	<p>This information is included in the AFR to assist with Form 33 reporting to the National Center for Education Statistics. For more information on Form 33, please refer to the Page 9 General instructions below.</p> <p><b>Bonds</b>—Report beginning and ending balances for all general obligation bonds, revenue bonds, refunding bonds, and certificates of participation. Report all such debt issued during the fiscal year on line 2. Report all principal payments made on such debt during the fiscal year on line 3. Any amount reported on line 3 <b>must</b> be entered as a negative number (with a minus sign).</p> <p><b>Short-term Debt</b>—Report beginning and ending balances for interest-bearing debt with a term of one year or less such as bank revolving lines of credit, tax anticipation notes, and other short-term debt. Districts with short-term debt activity during the fiscal year but no balances at the beginning or end of the fiscal year should report 0 on lines 5 and 6.</p> <p><b>DO NOT INCLUDE</b> lease agreements, financed purchase agreements, compensated absences, accounts payable, and other noninterest bearing obligations in amounts reported in this section.</p>	
7	Section C—Liabilities in excess of the budget	<p>If the actual expenditures incurred in excess of the budget were less than the amount approved by the county, include only the actual expenditures incurred in excess of the budget in this section, <b>not</b> the amount approved by the county.</p>	
7	Section D—Current expenditures by category	<p>A.R.S. §15-255 requires the Superintendent of Public Instruction’s Annual Report to include total current expenditures per pupil and separate per pupil amounts by type of district for (1) classroom instruction excluding classroom supplies, (2) classroom supplies, (3) district and school administration, (4) support services—students, and (5) all other support services and operations. ADE will calculate the “per pupil” amounts based on the total current expenditures reported on lines 1 through 5 in this section.</p> <p>The Every Student Succeeds Act (ESSA) requires the reporting of current expenditures from federal funds. On line 7, districts should report the portion of total current expenditures calculated on line 6 that were made from federal funds, excluding those intended to replace local tax revenues (funds 100 through 399, <b>excluding</b> applicable impact aid fund monies).</p> <p>Current expenditures include expenditures from all funds for elementary and secondary education (e.g., M&amp;O, CSF, Auxiliary Operations, Extracurricular Activities Tax Credit, most federal and state projects, etc., for PSD-12). Current expenditures do not include expenditures for tuition paid to other Arizona school districts, capital (land and improvements, buildings and improvements, furniture, equipment, technology, vehicles), Internal Service Fund operations, Community School Fund operations, debt retirement, student activities, and non-PSD-12 school programs appropriately recorded in Program Codes 700, 800, and 900 (e.g., adult/continuing education, community college education, community services, and day care centers).</p>	
7	Section E—Other long-term debt	<p>On lines 1 and 2, report principal and interest expenditures for financed purchase and lease agreements and more than 12-month noninstructional software subscriptions. On lines 3 and 4, report principal and interest expenditures for more than 12- month instructional software subscriptions.</p> <p>Answer yes or no on line 5 to indicate whether the district entered into any new financed purchase, lease, or more than 12-month software subscription agreements during the fiscal year.</p>	
7	Section G—Rewards, discounts, incentives, and other financial considerations received from credit card companies	<p>A.R.S. §35-391 requires districts to report the amount of any reward, discount, incentive or other financial consideration received as a result of making payments to vendors with a credit card. For this requirement, credit card is defined as:</p> <p>(a) Any instrument or device, whether known as a credit card, charge card, credit plate, courtesy card or identification card or by any other name, issued with or without a fee by an issuer for the use of the cardholder in obtaining money, goods, services or anything else of value, either on credit or in possession or in consideration of an undertaking or guaranty by the issuer of the payment of a check drawn by the cardholder, on a promise to pay in part or in full at a future time, whether or not all or any part of the indebtedness represented by this promise to make deferred payment is secured or unsecured.</p> <p>(b) Any debit card, electronic benefit transfer card or other access instrument or device, other than a check that is signed by the holder or other authorized signatory on the deposit account, that draws monies from a deposit account in order to obtain money, goods, services or anything else of value.</p> <p>(c) Any stored value card, smart card or other instrument or device that enables a person to obtain goods, services or anything else of value through the use of value stored on the instrument or device.</p> <p>(d) The number assigned to an instrument or device described in subdivision (a), (b) or (c) of this paragraph even if the physical instrument or device is not used or presented.</p>	
7	Section H—Cash and investments held at fiscal year end	<p>ADE will use this information to complete Form 33, issued by the National Center for Education Statistics (NCES). NCES’s instructions for these amounts indicate that districts should report ending balance amounts of cash and investments (at market value) for the following funds:</p> <p><b>Sinking funds</b> – funds containing reserves held specifically for redemption of long-term debt.</p> <p><b>Bond funds</b> – funds containing unexpended proceeds of bond issues that were being held pending their disbursement.</p> <p><b>Other funds</b> – all other funds, <b>exclude</b> any employee retirement funds.</p> <p>Include cash balances; cash on hand; certificates of deposit; federal securities; state and local government securities; mortgages; and corporate stocks, bonds, and notes. <b>Exclude</b> accounts receivable, value of real property, and all nonsecurity assets.</p> <p>For more information on Form 33, please refer to the Page 9 General instruction below.</p>	

Page	Reference	Instructions	Significant change
7	Section I—Average teacher salary	Enter the average teacher salary of all teachers employed in FY 2025. Each district should be consistent in the type of salary information included in this table and in the budget form table from year to year. An optional comment box is available to provide any additional detail regarding the average teacher salary calculation.	
7	Section J—Certified staff salaries and FTE—salaries lines 1-6	This table reports total salaries paid to certified staff from Funds 001-799 (excluding 575) for substitute teachers, classroom teachers (separated into different types of salary payment), and other certified staff. The table does not report amounts for staff contracted/leased through a third party. See the instructions below for more detailed information on the amounts reported on each line, including the information required in manual entry cells.  An error message will appear in cell O44 if the total amount entered on lines 1 through 6 for certified staff salaries does not agree to the total salaries coded to Objects 6100-6149 in Funds 001 through 799 (excluding 575).	Added formulas to Section J to pull amounts for required salary codes.
7	Line 1	Amounts paid to short- or long-term substitutes (object codes-Substitute Teachers— 6105-6109).	
7	Line 2	Amounts paid to classroom teachers for their primary teaching duties, including Classroom Site Fund base salary payments (object codes-Classroom Teacher Base Salaries— 6110-6114).	
7	Line 2 (a)	Manually enter amounts paid to classroom teachers for their primary teaching duties, including Classroom Site Fund base salary payments, in their first 3 years of classroom instruction experience as defined by A.R.S. §15-941(E).	
7	Line 2 (b)	Amounts paid to classroom teachers for their primary teaching duties, including Classroom Site Fund base salary payments, in their 4th year or later of classroom experience as defined by A.R.S. §15-941(E). Formulas on this line calculate the difference between amounts on line 2 and 2(a).	
7	Line 3	Amounts paid to classroom teachers based on the teacher’s performance ratings or defined goal’s achievement, including Classroom Site Fund performance payments (object codes -Classroom Teacher Performance Pay—6115-6119).	
7	Line 4	Amounts paid to classroom teachers, in addition to their base salary payments, that do not require the employee to perform additional duties (e.g., retention, hard-to-fill positions, class size, specific certification endorsements, and signing or other incentive stipends) (object codes- Classroom Teacher Payment Not Related to Additional Duties—6120-6129).	
7	Line 5	Amounts paid to classroom teachers, in addition to their base salary payments, that require additional duties to be performed (e.g., department/chair lead, tutoring, summer school, advisors, coaches, and teaching additional periods or classes beyond base contract requirements, such as teaching a class in place of the normal teacher preparation period) (object codes-Classroom Teacher Payment Related to Additional Duties—6130-6139).	
7	Line 6	Amounts paid to certified staff other than classroom teachers, such as administrators, counselors, and other certified staff. Functions can be used to differentiate between positions (object codes-Other Certified Staff—6140-6149).	
7	Line 8	Accounting records may have errors for amounts reported on lines 1-4 in Section J, as the function and/or object code(s) may be incorrect. Review accounting records for transactions coded to objects 6105-6129 that are not coded to function codes as described for those lines.  Districts should make journal entries in their accounting records for needed corrections. After correcting their accounting records, districts should upload the corrected records to the Accounting Data tab as described in the Data Uploading Instructions document.	
7	Section J—Certified staff salaries and FTE—FTE lines 2a-2b	Report classroom teacher full-time equivalent (FTE) staff for the staff whose salaries are included in the “Salaries” column. Do not include more than 1 FTE for a single staff member or a single position. Include partial FTE for any position that was only filled for part of the year (e.g., report .75 for a position that was vacant for .25 of the school year). Certified staff that teach in community service (e.g., daycare or preschool for students without IEPs) or adult education programs should be included. Substitute teachers and retirees returning to work as leased staff through a third party should <b>not</b> be included.	
8	Section B— M&O Fund special education programs by type	Report all M&O Fund monies spent for special education (Programs 200 and 300) operational expenditures in the Actual column. Documentation supporting the cost allocation method should be retained at the district and should include the reasoning behind the allocation, a list of the programs, the number of teachers and students by program, and all computation work sheets.  <b>Districts should report actual total expenditures in Program 200—Special Education for disability classifications defined in A.R.S. §15-761 on line 1, Total All Disability Classifications.</b> The amounts entered on line 1 and line 10 are used by ADE in the calculation of maintenance of effort. State statute also includes the programs listed on lines 2-8 in the M&O Fund Special Education Subsection for budgetary purposes. The total expenditures for all of these programs on line 9 must agree to the total M&O Fund, Programs 200 and 300 expenditures reported on page 2, line 24.	
8	Section D— Expenditures for audit services	Do not include the costs of non-audit services such as consulting and application fees paid for submission of district’s Annual Comprehensive Financial Report to ASBO and GFOA for certification or fees for preparation of the Meritorious Budget Award application to ASBO in the nonfederal or federal audit services actual expenditures in this section.  On Line D.1, enter the actual M&O Fund expenditures paid in FY 2025 related to nonfederal program and compliance audits.  On Line D.2, enter the total actual federal audit service expenditures paid in FY 2025 from all funds.	
8	Sections E—Performance pay	Do not report expenditures for the Performance Pay Component of the Classroom Site Fund or the Instructional Improvement Fund on this line.	

Page	Reference	Instructions	Significant change
8	Section F—Tuition	Districts should use this table to report expenditures for all tuition object codes, 6561 through 6569, based on <b>paid tuition invoices</b> .	
9	General	The information included on this page will be used by ADE to complete the National Public Education Financial Survey (NPEFS) and Form 33 issued by the National Center for Education Statistics. Data from NPEFS is used to calculate a state per pupil expenditure amount that is used in the formula for allocating a number of federal program funds to states and school districts, including: Title I, Impact Aid, and Indian Education. Other programs make use of state per pupil expenditure data indirectly because their allocation formulas are based, in whole, or in part, on state Title I allocations. The NPEFS and Form 33 data are also used by researchers and government policymakers to address important education policy and research issues.	
9	Additional information for NPEFS reporting	<b>All expenditures from funds 001 through 799 (excluding 575) are reported in this section.</b> The sum of total expenditures included on lines 13, 16, and 17 should be used as a check figure against the total expenditures for these funds in the districts' accounting records.  Expenditures from Funds 800 and above are not reported in this table as they are fiduciary (trust and agency) or proprietary (enterprise and internal service) funds and are not reported in this level of detail in the NPEFS.	
9	Programs 700-900 expenditure detail	The total expenditures reported in this table for programs 700-900 should agree to the total expenditures reported in the "Programs 700-900" column in the table above.	
9	Property detail for function 4000	The total expenditures reported in this table should agree to function 4000 expenditures reported on line 16 for the "Property" column in the table above.	
9	Technology detail	Do <b>not</b> include expenditures for nontechnology-related equipment such as machinery, vehicles, and furniture in this table.	
9	Teacher salaries lines 1-5	Report base salaries (including CSF Performance Pay), overtime, and additional compensation paid to certified teachers, certified substitute teachers, and retired and returned to work as contract/leased teachers from all funds for the specified programs. <b>Do not include salaries paid to instructional aides or assistants or any noncertified teachers.</b> If a teacher is paid from more than one program, allocate the salary based on the amount of time instructing in each program.	
9	Other items—textbooks line 6	Report expenditures for textbooks, periodicals, and other print medium used for classroom instruction. Do not include expenditures relating to on-line texts or tools.	
9	CTED districts only, lines 1 through 3	To assist ADE in collecting accurate information for the NPEFS, CTED districts should report all amounts recorded in object codes 6591—Services Purchased from Other Arizona Districts, 6870—Pass-through Payments, and 6880—Sub-awards from all funds and all functions on these lines.	
9	Revenue from selected federal sources, lines 1 through 4	To assist ADE in collecting accurate information for the NPEFS, districts should report revenues received from selected federal sources listed in lines 1 through 4:  1. Student Support and Academic Enrichment Grants (subgrants from States only) (ESEA IV-A-1, section 4105)  The purpose of the Title IV-A Student Support and Academic Enrichment (SSAE) grant is to improve students' academic achievement by increasing the capacity of States, local educational agencies, schools, and local communities to provide all students with access to a well-rounded education, improve school conditions for student learning, and improve the use of technology in order to improve the academic achievement and digital literacy of all students. Additional information is available at the following link:  <a href="https://www.azed.gov/titleiv-a/">https://www.azed.gov/titleiv-a/</a>  2. 21st Century Community Learning Centers (subgrants from States only—excludes awards under national activities) (ESEA IV-B)  21st Century Community Learning Centers (21st CCLC) Title IV-B program is funded by a federal grant from the U.S. Department of Education and administered by the Arizona Department of Education. Additional information is available at the following link:  <a href="https://www.azed.gov/21stcclc/federal-and-state-regulations/">https://www.azed.gov/21stcclc/federal-and-state-regulations/</a>  3. Rural education - Rural and Low-Income School program (RLIS) (ESEA V-B-2, section 5221)  Title V-B-2 is to provide for equity in cases where rural or low-income schools receive allocations insufficient for their needs and are at a competitive disadvantage for other grants. For additional information on completing this line, please contact ADE using the email address below:  <a href="mailto:RLISInbox@azed.gov">RLISInbox@azed.gov</a>	

Page	Reference	Instructions	Significant change
		<p>4. Rural education - Small, Rural School Achievement program (SRSA) (ESEA V-B-1, section 5211)</p> <p>The Small, Rural School Grant Program (SRSA), CFDA no. 84.358A, authorizes the U.S. Secretary of Education to award formula grants directly to eligible LEAs (i.e., those LEAs eligible under the alternative uses of funds program) to carry out activities authorized under other specified Federal programs. Additional information is available at the following link:</p> <p><a href="https://www.azed.gov/title/reap/">https://www.azed.gov/title/reap/</a></p> <p>For support assistance for Federal and State Grants, please contact the Arizona Department of Education's Grants Management Team:</p> <p><a href="https://www.azed.gov/grants-management/contact/">https://www.azed.gov/grants-management/contact/</a></p>	
9	Impact Aid revenues	<p>Districts that received Impact Aid revenues during the fiscal year that were intended to replace local tax revenues should enter that amount in this cell. Include only amounts used or transferred to M&amp;O or UCO Fund to reduce or eliminate taxes levied, not all Impact Aid received. The amount will be deducted from the amount reported for salaries paid from federal funds in cell B25.</p> <p>Districts that did <u>not</u> receive Impact Aid revenues that were intended to replace local tax revenues should enter a 0.</p>	
10	Current expenditures from COVID-19 federal relief funds, line 11	Current expenditures from COVID-19 federal relief projects table populates with function and object data from the Accounting data tab. Generally, line 11 should not show negative amounts. Any negative amounts displayed on line 11 will be highlighted with yellow shading. Districts must ensure that the Accounting Data tab was completed according to the instructions in cell C32 above to identify the appropriate funds as "COVID" in the rollup fund column for the formulas that populate the table to work correctly.	
10	Technology detail	This table reports technology-related expenditures from COVID-19 federal relief funds. Formulas will pull amounts from the Accounting Data tab for total technology spending and classroom technology (functions 1000, 2100, and 2200) spending on lines 1 through 10, as applicable. Lines 8 and 9 must be completed manually (see the instruction below).	
10	Technology detail, line 8	Enter the total amount for instructional software coded to objects 6641—Library Books, 6642—Textbooks, and 6643—Instructional Aids. These purchases should be coded to functions 1000 or 2200; therefore, the amount entered in the total spending column will pull to the classroom spending column on this line.	
10	Technology detail, line 9	Enter the total principal and interest expenditures for more than 12-month noninstructional software subscriptions coded to object codes 6832 and 6842, respectively. Do not include amounts paid for leases and financed purchases of nontechnology-related equipment.	
10	COVID-19 federal relief funds	<p>Districts must manually enter total award and spending information for the various COVID-19 grants listed in lines 1 through 6 of this table. Districts can refer to the Auditor General's COVID-19 Spending Special Report Followup, Dashboard B, for previously reported grant award and prior year spending information, when completing this table. Detailed instructions regarding the amounts that should be included in each row and column are included below.</p> <p><a href="https://www.azauditor.gov/District_charter_ADE_COVID-19_spending_special_report_FY_2022">https://www.azauditor.gov/District_charter_ADE_COVID-19_spending_special_report_FY_2022</a></p>	
10	COVID-19 federal relief funds, line 1	Report information for monies received from the district's Elementary and Secondary School Emergency Relief I Fund (ESSER I) award allocation, determined by ADE. Monies received from ADE as an ARP School and Community grantee should be reported on line 6.	
10	COVID-19 federal relief funds, line 2	Report information for monies received from the district's Elementary and Secondary School Emergency Relief II Fund (ESSER II) award allocation, determined by ADE. Monies received from ADE as an ARP School and Community grantee should be reported on line 6.	
10	COVID-19 federal relief funds, line 3	Report information for monies received from the district's Elementary and Secondary School Emergency Relief III Fund (ESSER III) award allocation, determined by ADE. Monies received from ADE as an ARP School and Community grantee should be reported on line 6.	
10	COVID-19 federal relief funds, line 4	<p>Report information for monies received from the Governor's Emergency Education Relief (GEER) Fund here. Examples of programs distributed from GEER include the Acceleration Academy Grant, Beat the Odds Leadership Academy Grant, and Teach for America Grant.</p> <p>Do not report Enrollment Stabilities Grant (ESG) information on this line. ESG should be reported on line 5, Coronavirus Relief Fund (CRF)—Enrollment Stability Grant (ESG) Program.</p>	
10	COVID-19 federal relief funds, line 5	Report information for monies received from the Coronavirus Relief Fund (CRF)—Enrollment Stability Grant (ESG) Program.	
10	COVID-19 federal relief funds, line 6	<p>Report all other information for COVID-related monies received that cannot be appropriately reported on lines 1 through 5 of this table. Include other grants identified by ADE, the Governor's Office, and other agencies for which the district has federal reporting responsibilities.</p> <p><b>DO NOT INCLUDE AMOUNTS RECEIVED AS A VENDOR OR BENEFICIARY.</b></p> <p>Examples of grants identified by ADE include:                      ARP-IDEA grants (USFR Chart of Accounts funds 227 and 228)                      ARP Homeless grants                      ARP school and community grants                      Food service awards</p>	

Page	Reference	Instructions	Significant change
		<p>Grants identified by the Governor's Office include:                      Expansion and Innovation Fund microgrants                      Project Momentum                      Civic Innovation                      Education Plus-Up                      100 Day In-Person Reimbursement                      AZ OnTrack Summer Camp</p> <p>Grants identified by other agencies include:                      Arizona Department of Emergency and Military Affairs (DEMA) FEMA Public Assistance Program                      Emergency Connectivity Fund                      Arizona Department of Economic Security (DES)</p> <p>See School District Chart of Accounts FAQ #21 for more information. A link to the FAQ page is included below.</p> <p><b>Chart of Accounts FAQ #21</b></p>	
10	COVID-19 federal relief funds, total award (all fiscal years)	<p>Enter all known awards to date, awarded both before and after June 30, 2025. If the specific fund/program is not listed, it should be reported on line 6, Other COVID-19 Federal Relief Funds.</p> <p>For further assistance with this item, please contact the Auditor General's Accountability Services Division at (602) 977-2796 or email asd@azauditor.gov.</p>	
10	COVID-19 federal relief funds, FY 2020 through FY 2024 expenditures and other financing uses	<p>Enter the combined FY 2020 through FY 2024 expenditures and indirect costs transfers-out amounts. If the amount should be zero, enter 0.</p> <p>If the specific fund/program is not listed, it should be reported on line 6, Other COVID-19 Federal Relief Funds.</p>	
10	COVID-19 federal relief funds, FY 2025 expenditures and other financing uses	<p>Enter FY 2025 expenditures and indirect costs transfers-out for each listed fund rounded to the nearest whole number (no decimals). If the amount is zero, enter 0.</p> <p>If the specific fund/program is not listed, it should be reported on line 6, Other COVID-19 Federal Relief Funds. Total expenses on line 7 should agree to the amount displayed in cell G47.</p>	
10	COVID-19 federal relief funds, amount remaining to spend/ conditional formatting	<p>The amounts in this column calculate automatically based on columns D, E, and F on each line. Any negative amounts, will be highlighted in yellow. To correct negative amounts in these cells, verify that spending reported in columns E through F does not exceed the total award reported in column D. All amounts entered into this form should be rounded to the nearest whole dollar. This column may also show negative amounts if cents are entered in the award or spending columns.</p> <p>For further assistance with this issue, please contact the Auditor General's Accountability Services Division at (602) 977-2796 or email asd@azauditor.gov.</p>	
Food service	Beginning fund balance line 1	<p><b>Districts that do not have a food service program to not need to complete the Food Service tab.</b></p> <p>Report the ending fund balance recorded on the 2024 AFR, if it was recorded correctly. Otherwise, the beginning fund balance can be computed as follows:</p> <p>--Cash, prepaid, and inventory balances (object codes 0100, 0150, and 0160) on June 30, 2023.                      --Plus: Accrued revenues as of June 30, 2024, received during the 60-day period following June 30, 2023.                      --Less: Payments made during the 60-day period following June 30, 2024, for goods and services received on or before June 30, 2024, but not paid for by that date.</p>	Consolidated the separate Food Service AFR into the AFR file.
Food service	Revenues 1500—Investment income line 2	Report the amount of interest earned in the Food Service Fund (510).	Consolidated the separate Food Service AFR into the AFR file.
Food service	Revenues 1600—Food service line 3	Report the revenue for dispensing food to students and adults, including the School Lunch, Regular and Severe Need Breakfast, Special Milk, Reimbursable After School Care Snack, Summer Food, and Child Care Food Programs. This line should include any revenue received for the Food Service Program that cannot be attributed to any other revenue line. <b>Do not include federal reimbursements here, include them on line 5.</b>	Consolidated the separate Food Service AFR into the AFR file.
Food service	Revenues other local line 4	Report revenue from local sources not accounted for elsewhere. If you report a revenue on this line, indicate the revenue object code on the blank provided.	Consolidated the separate Food Service AFR into the AFR file.
Food service	Revenues 4500—Restricted revenue received from the federal government through the state line 5	<p>Report the reimbursements received from Child Nutrition Programs (CNP) based on the claims for the reporting year (July 1, 2024 - June 30, 2025). Include all food service programs (School Lunch, Regular and Severe Need Breakfast, Special Milk, Reimbursable After School Care Snack, Summer Food, and Child Care Food Programs).</p> <p>Report revenues received for: Local Foods for Schools (Arizona's "Try it Local" Program), USDA Fresh Fruit and Vegetable Program, and the National School Lunch Program Equipment Grant for the reporting year (July 1, 2024 - June 30, 2025).</p>	Consolidated the separate Food Service AFR into the AFR file.

Page	Reference	Instructions	Significant change
Food service	Revenues 4900—Revenue for/on behalf of the district line 6	Report the value of United States Department of Agriculture (USDA) commodities received by the district on this line, using the value as set by ADE based on the November 15th USDA Commodity Pricing Report, <b>excluding freight</b> . Cash in Lieu of Commodities must also be reported by districts receiving cash funds from the USDA Food Distribution <b>instead</b> of commodities.  <b>HNS has provided additional guidance on where to obtain the revenue amounts to be reported for USDA Commodities at the link below:</b> <a href="https://www.azed.gov/sites/default/files/2022/09/How%20to%20Complete%20USDA%20Foods%20AFR%20Calculations.pdf">https://www.azed.gov/sites/default/files/2022/09/How%20to%20Complete%20USDA%20Foods%20AFR%20Calculations.pdf</a>	Consolidated the separate Food Service AFR into the AFR file.
Food service	Revenues 5000—Other financing sources including fund transfers-in line 8	Report amounts received from other financing sources and transfers-in (object codes in the 5000 range).  <b>NOTE: There are currently no authorized transfers to the Food Service Fund.</b>	Consolidated the separate Food Service AFR into the AFR file.
Food service	Expenditures General	In the M&O and Capital Expenditures columns, enter only the food service portion of expenditures that are included in the amounts reported for the M&O and Unrestricted Capital Outlay (UCO) Funds on AFR pages 2 and 4, respectively.  For M&O Expenditures, include M&O Fund expenditures for repair and maintenance of food service equipment recorded in function 2600 and all other M&O type expenditures recorded in function 3100.  For Capital Expenditures, include UCO Fund expenditures for equipment charged to function 3100, for the acquisition or construction of land, buildings, and related improvements for the food service program charged to function 4000, and leases, financed purchase agreement, and software subscriptions (more than 12-months) for the food service program charged to function 5000.	Consolidated the separate Food Service AFR into the AFR file.
Food service	Expenditures General	<b>It is imperative that all M&amp;O and UCO Fund expenditures for food services are reported. The expenditures reported in these columns are confirmation of the district's compliance with the State Matching requirement [Code of Federal Regulations Title 7, Part 210.17(a)].</b>	Consolidated the separate Food Service AFR into the AFR file.
Food service	Expenditures 6150—Classified salaries line 10	Report the salaries for all personnel whose job function is attributed to food service. <b>For employees performing more than one job function, report only the portion related to food service tasks.</b> Report amounts in the Capital Purchases column for salaries related to food service construction (coded to function 4000), if any.	Consolidated the separate Food Service AFR into the AFR file.
Food service	Expenditures 6200—Employee benefits line 11	Report the portion of employee benefit expenditures for personnel whose salaries have been reported on line 10, Classified Salaries. Report amounts in the Capital Purchases column for employee benefits related to food service construction (coded to function 4000), if any.	Consolidated the separate Food Service AFR into the AFR file.
Food service	Expenditures 6400—Purchased property services line 12	Report the cost of services purchased to rent property or equipment (function code 3100), or to operate (function code 3100), repair (function code 2600), and maintain (function code 2600) food service property owned, rented, or used by the district. Report amounts in the Capital Expenditures column for food service construction (function code 4000) or rental of equipment or buildings for food service, if any.	Consolidated the separate Food Service AFR into the AFR file.
Food service	Expenditures 6570—Food service management line 13	If the district contracted with a Food Service Management Company (FSMC), report the total amount charged by the FSMC on this line and <b>complete section E – Detail of FSMC Expenditures.</b>	Consolidated the separate Food Service AFR into the AFR file.
Food service	Expenditures 6591—Services purchased from other Arizona districts line 14	Report payments to another district within the state for services rendered related to the food service program.	Consolidated the separate Food Service AFR into the AFR file.
Food service	Expenditures 6610—General supplies (nonfood items) line 15	Report the cost of purchasing all supplies for the operation of the food service program including freight and tax. <b>Do not</b> report any food purchases on this line. Report amounts in the Capital Expenditures column for supplies related to food service construction (coded to function 4000), if any.	Consolidated the separate Food Service AFR into the AFR file.
Food service	Expenditures 6620—energy line 16	Report the cost for utilities (electric, gas, etc.) on this line <b>only</b> if there are separate utility meters for the food service area. If one meter serves the cafeteria and classrooms for instance, the utilities expenditure will be computed as an indirect cost. The HNS office uses each district's unrestricted indirect cost rate established by the Department of Education for FY 2024. <b>Do not report pro rated utility bills.</b>	Consolidated the separate Food Service AFR into the AFR file.
Food service	Expenditures 6631—USDA commodities (excluding freight) line 17	Report the value of donated USDA commodities, using the value as set by ADE based on the November 15th USDA Commodity Pricing Report, <b>excluding freight charges</b> . <b>Do not include storage and processing charges</b> in this amount. This amount should equal the value of USDA commodities included on revenue line 6, <b>4900 – Revenue for/on Behalf of the District less any cash payments received from USDA in place of commodities</b> .  <b>HNS has provided additional guidance on where to obtain the expenditure amounts to be reported for USDA Commodities at the link below:</b> <a href="https://www.azed.gov/sites/default/files/2022/09/How%20to%20Complete%20USDA%20Foods%20AFR%20Calculations.pdf">https://www.azed.gov/sites/default/files/2022/09/How%20to%20Complete%20USDA%20Foods%20AFR%20Calculations.pdf</a>	Consolidated the separate Food Service AFR into the AFR file.
Food service	Expenditures 6632—USDA commodities (freight only) line 18	Report the cost of freight for USDA commodities only. USDA commodities storage charges are reported on line 20.	Consolidated the separate Food Service AFR into the AFR file.
Food service	Expenditures 6633—Other food line 19	Report all expenditures for food <b>except</b> USDA commodities. Only processing charges for USDA commodities should be included here.	Consolidated the separate Food Service AFR into the AFR file.
Food service	Expenditures 6634—Storage costs for USDA commodities line 20	Report expenditures for the storage costs related to USDA Commodities.	Consolidated the separate Food Service AFR into the AFR file.

Page	Reference	Instructions	Significant change
Food service	Expenditures 6700—Property (excluding 6731-39) line 21	Report expenditures for acquiring land or existing buildings in the Capital Expenditures column. Expenditures for constructing buildings or land and building improvements that are used for food service should be reported on lines 10-12 and 15, as applicable. <b>Food Service Fund monies may not be used to buy land or buildings or to erect buildings.</b>	Consolidated the separate Food Service AFR into the AFR file.
Food service	Expenditures Furniture and Equipment, Vehicles, & Technology lines 22 and 23	Items reported here include, but are not limited to, chairs, tables, mixers, vehicles and equipment used to transport food, and computers and software used to manage food service operations.	Consolidated the separate Food Service AFR into the AFR file.
Food service	Expenditures 6731-32, 6734-35, 6737-38—Furniture and Equipment, Vehicles, & Technology costing less than \$5,000 Line 22	Report the cost of furniture, equipment, vehicles, or technology (examples above) purchased for the food services area <b>costing less than \$5,000.</b>	Consolidated the separate Food Service AFR into the AFR file.
Food service	Expenditures 6733, 6736, 6739—Furniture and Equipment, Vehicles, & Technology costing \$5,000 or more line 23	Report the cost of furniture, equipment, vehicles, or technology (examples above) purchased for the food services area <b>costing \$5,000 or more.</b>	Consolidated the separate Food Service AFR into the AFR file.
Food service	Expenditures 6832-6843 Other principal and interest line 24	Report principal and interest expenditures leases and financed purchase agreements or more than 12-month noninstructional software subscriptions related to the food service program.	Consolidated the separate Food Service AFR into the AFR file.
Food service	Expenditures other expenditures line 25	Report all other expenditures related to the food service program not recorded elsewhere, such as interest on bonds, capital leases, etc.	Consolidated the separate Food Service AFR into the AFR file.
Food service	Expenditures 6910—Indirect costs transfers-out line 27	Report all monies transferred to the Indirect Costs Fund (570) from the Food Service Fund (510) based on an approved indirect cost rate.	Consolidated the separate Food Service AFR into the AFR file.
Food service	Expenditures 6900—Other financing uses and fund transfers-out (excluding indirect costs transfers-out) line 28	Report all amounts from other financing uses and transfers-out (object codes in the 6900 range, excluding 6910). Transfers to the Indirect Costs Fund based on an approved indirect cost rate (object 6910) should be reported on line 26. <b>NOTE: Other than the indirect cost transfers reported on line 26, there are currently no authorized transfers from the Food Service Fund.</b>	Consolidated the separate Food Service AFR into the AFR file.
Food service	Section A - Number of operating months	Report the number of months the district's Food Service program was in operation.	Consolidated the separate Food Service AFR into the AFR file.
Food service	Section B - Number of meals served served at district locations/served at other locations lines 1 and 2	Meals served at the district should include all meals served on the district premises. Meals served at other locations should include meals served at nearby charter schools, private schools, or other school districts.	Consolidated the separate Food Service AFR into the AFR file.
Food service	Number of meals served reimbursable meals only lines 1a. and 2a.	Report the number of reimbursable meals served.	Consolidated the separate Food Service AFR into the AFR file.
Food service	Number of meals served program adults/adult workers lines 1b. and 2b.	Report the number of meals served to program adults and adult food service workers.	Consolidated the separate Food Service AFR into the AFR file.
Food service	Number of meals served other lines 1c. and 2c.	Report the number of all other meals served not eligible to be included on lines a or b, including non-program adults.	Consolidated the separate Food Service AFR into the AFR file.
Food service	Number of meals served breakfasts	Report breakfast meals served during an established breakfast period, typically for the purposes of an approved USDA School Breakfast Program in this column.	Consolidated the separate Food Service AFR into the AFR file.
Food service	Number of meals served lunches/suppers	Report lunch meals served during an established lunch period, typically for the purposes of an approved USDA National School Lunch Program in this column. Report supper meals served in the evening for the purposes of an approved USDA Summer Food Service Program if applicable in this column.	Consolidated the separate Food Service AFR into the AFR file.
Food service	Number of meals served a la carte	Any food items sold that are not appropriate to include in the breakfast, lunch/supper, or snack column should be reported in the a la carte column. Report these as equivalent meal counts by totaling the dollar amount of such sales, and dividing by the free lunch reimbursement rate.	Consolidated the separate Food Service AFR into the AFR file.
Food service	Number of meals served snacks	Report snack meals served after the school day has ended, typically for the purposes of an approved After School Care Snack Program in this column.	Consolidated the separate Food Service AFR into the AFR file.
Food service	Section C - Meal prices	Report the per meal/snack amount charged to children and adults as indicated. Please enter zero if no charge applies.	Consolidated the separate Food Service AFR into the AFR file.
Food service	Section D - Special milk program	Report the per half-pint carton charge to children and the number of half-pint units served to children.	Consolidated the separate Food Service AFR into the AFR file.
Food service	Section E - Detail of food service management company	Report the breakdown of expenditures related to the use of a food service management company. The total reported in this section must agree with the amount on line 13.	Consolidated the separate Food Service AFR into the AFR file.
Food service	Section F - Detail for services purchased from the M&O	Report services purchased from the M&O Fund to repair and maintain food service property owned, rented, or used by the district (function 2600, object 6400). This amount will be pulled into Expenditures line 12, in the M&O Fund column.	Consolidated the separate Food Service AFR into the AFR file.

Page	Reference	Instructions	Significant change
Food service	Prior year number of meals served	This section has been included for comparison purposes only. Districts should compare the amounts reported in Section B for reasonableness to the amounts reported for the prior fiscal year as pulled from the prior year Food Service AFR Page. This section is not included in the printable area.	Consolidated the separate Food Service AFR into the AFR file.
Summary	General	The Summary condenses the information in the AFR for publication. Most information in the Summary automatically pulls from the AFR, so the AFR should be completed before the Summary.	Reordered fund lines to separate budget-controlled funds from cash-controlled funds.
Summary	ADM	Obtain total Attending ADM for FY 2024 and FY 2025 from ADE's ADM30 reports, available on ADE's website.	
Summary	Fund types	Districts must identify a fund type in column K for all funds based on the funds resources, specific restriction, commitments and assignments. The fund type designation will allow the each funds' balance amounts to pull to the appropriate column on the Fund Balance Reserve tab. Column K is prefilled for certain funds that are typically identified as 1 particular type. However, districts have the option to select another fund type from the drop down list, if needed. District's may refer to USFR section V-Fund Accounting, for guidance on fund type designations.	
Summary	Federal projects	Total of Funds 100-399 as reported on AFR page 5, Federal Projects, line 21.	
Summary	State projects	Total of Funds 400-499 as reported on AFR page 5, State Projects, line 34.	
Summary	Other funds	Total Other Funds as reported on AFR page 6, line 39.	
Fund balance reserve	Section A General	Section A presents the prior year's and current year's ending fund balances by fund type and provides space for districts to report FY 2025 ending fund balance details that identify how districts plan to use those monies in future years. See the Summary tab, General Fund column, to identify which funds are included in the General Fund for financial statement reporting purposes.	
Fund balance reserve	Section A line 1	This line pulls in prior year ending fund balances from the Summary tab by fund type. Districts must complete the Summary tab, Fund Type column. If any ending fund balances were reported incorrectly on the prior year AFR, districts should enter the calculated beginning fund balance on the Accounting Data tab, column Q, as described in the instruction on row 5 above. This includes any errors or audit adjustments identified in the District's FY 2024 audit.	
Fund balance reserve	Section A line 2	This line pulls in current year ending fund balances from the Summary tab by fund type. Districts must complete the Summary tab, Fund Type column, to identify funds reported in the General, Capital Projects, Special Revenue and Debt Service funds for financial statement reporting purposes. See instructions on row C108 above for additional information.	
Fund balance reserve	Section A line 3	For all fund balances reported on line 2, districts must report the amount attributable to the specific purposes listed which identify how districts plan to use the monies in future years. Amounts reported on lines 3.a through 3.j must equal the total fund balance reported on line 2. Specific instructions for lines 3.a through 3.h, are included below. Two rows are provided to describe other fund balance purposes not already listed. Districts must specify the purpose for amounts included on the other lines in column B.	
Fund balance reserve	Section A line 3.a	For funds with a negative FY 2025 ending fund balance as shown on the Summary tab, enter the negative fund balance amount on this line in the applicable fund type column. These funds have deficit balances because expenditures exceeded available resources from current revenues and prior year fund balance and reduce the amount of resources available in future years.	
Fund balance reserve	Section A line 3.b	For budget-controlled funds only, report any positive cash balances the District has accumulated in excess of the applicable funds' related budget capacity. Districts should compare fund balances in the M&O, UCO, Adjacent Ways, Classroom Site, and State and federal grant funds to unexpended budget limits to determine the excess cash amounts that should be entered on this line. District's may need to consider whether fund balance is misallocated between the M&O and UCO Funds if one fund reports excess fund balance, while the other reports a fund balance deficit.	
Fund balance reserve	Section A line 3.c	Report amounts the District plans to spend to support FY 2026 budgeted spending after using all available FY 2026 revenues. Any nonspendable amounts included in fund balance such as prepaid assets and inventories should be included in this line if the District plans to use them up in FY 2026. Otherwise, such nonspendable assets should be included on the lines below based on the District's plan to use them to benefit a future year, as applicable.	
Fund balance reserve	Section A lines 3.d through j	Report accumulated fund balance amounts that will <u>not</u> be used to finance current budget year expenditures and their intended future purposes on lines 3.d through 3.j. Amounts needed to support current budget year expenditures should have been reported on line 3.c. See specific instructions for lines 3.d through 3.j below.	
Fund balance reserve	Section A lines 3.d	Report amounts set aside for future debt service principal and interest payments on long-term debt.	
Fund balance reserve	Section A lines 3.e	Report amounts set aside for the future purchase of land, buildings, building improvements, improvements other than buildings, equipment, or other acquisitions that will be capitalized. Additionally, this category may include funds set aside for long-term planned maintenance projects or future replacement of equipment.	
Fund balance reserve	Section A lines 3.f	Report restricted cash and investments held with ASRS or in an irrevocable 115 trust for future years' retirement contribution payments (i.e., the ASRS Contribution Prepayment Program). Amounts the District is holding with ASRS or in an irrevocable 115 trust and plans to amortize and apply to the current year's required pension contribution payments should be included on line 3.c.	
Fund balance reserve	Section A lines 3.g	Report amounts maintained in an established self-insurance or other post-employment benefit (OPEB) internal service fund for the financing of certain health benefits (comprehensive, major medical, dental) to eligible employees and their dependents.	
Fund balance reserve	Section A lines 3.h	Report amounts set aside to manage cash flows in future budget years to cover such things as revenue shortfalls, emergencies, and/or other unforeseen circumstances.	

Page	Reference	Instructions	Significant change
Fund balance reserve	Section A lines 4.a through e	Report ending USFR fund balances classified as (a) 0310—Nonspendable, (b) 0320—Restricted, (c) 0330—Committed, (d) 0340—Assigned, and (e) 0350—Unassigned.	Added fund balance classification to agree with FY 2025 budget forms.
Fund balance reserve	Section A line 4.a	Report FY 2025 nonspendable ending fund balances. These are amounts that cannot be spent because they are either not in spendable form, such as inventories, or are legally or contractually required to be maintained intact.	Added fund balance classification to agree with FY 2025 budget forms.
Fund balance reserve	Section A line 4.b	Report FY 2025 ending restricted fund balances. These are amounts that have externally imposed restrictions on their usage by creditors (such as through debt covenants), grantors, contributors, laws and regulations of other governments, or by law through constitutional provisions or enabling legislation.	Added fund balance classification to agree with FY 2025 budget forms.
Fund balance reserve	Section A line 4.c	Report FY 2025 ending committed fund balances. These are amounts that districts can only use for specific purposes pursuant to constraints imposed by the governing board's formal action. Districts cannot use these amounts for any other purpose unless the governing board removes or changes the specific purpose by taking the same kind of formal action previously used to commit these amounts. Adoption of the annual budget does not constitute a commitment as appropriations lapse at year-end without governing board action. Also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.	Added fund balance classification to agree with FY 2025 budget forms.
Fund balance reserve	Section A line 4.d	Report FY 2025 ending assigned fund balance. These are the amounts constrained by the District's intent to be used for specific purposes, but that are neither restricted nor committed. The intent should be expressed by the governing board or a body (i.e., budget or finance committee) or official to which the governing board has delegated the authority to assign amounts districts can use for specific purposes.	Added fund balance classification to agree with FY 2025 budget forms.
Fund balance reserve	Section A line 4.e	Report FY 2025 ending unassigned fund balance. For the general fund, spendable amounts that are not restricted, committed, or assigned. The general fund is the only fund that may report a positive unassigned fund balance amount. For governmental funds other than the general fund, negative fund balances are reported here if restricted, committed, or assigned amounts exceed total spendable fund balance.	Added fund balance classification to agree with FY 2025 budget forms.
Fund balance reserve	Section B General	Section B provides information about any process or policy the District uses to establish targeted (goal) fund balance reserve amounts.	
Fund balance reserve	Section B table 2	If the District answered question B.1 "Yes," complete this table to describe the District's specific FY 2025 targeted and actual fund balance reserve amounts and methods used to establish those targeted fund balance reserve amounts. Districts should display information in this table in a way that best reflects its process or policies. It may combine all or multiple funds on one line or use individual lines for specific funds if varying methods are used to establish target balance reserve levels for different funds. Methods used can also include a variety of information. For example, a District may establish project balance reserve levels based on a certain percentage of revenue, spending, or its RCL; minimum and maximum targeted balances may also be described. If the District establishes targeted fund balance reserve amounts based on the Government Finance Officers Association (GFOA) Fund Balance Guidelines or governmental reserve guidelines or best practices, that may also be described here.	
Fund balance reserve	Section B line 3	Districts should use this space to describe any planned actions related to its fund balance amounts going forward including increasing reserves that do not meet targeted levels or using excess amounts held in reserve beyond the adopted targeted reserve level. Also, describe any planned actions to change targeted reserve levels or formally adopt policies related to reserve levels, if not already in place. This space may also be used to describe why amounts are maintained for the purposes reported in section A, and more detailed information on the District's plans for using maintained fund balances in future years. If the District's ending balance is negative, describe actions planned to eliminate the deficits (negative amounts).	
School listing tab	Name, county, CTDS number	<p>Enter the District name, CTDS number, and County. The CTDS number should not contain any slashes, dashes, etc., and must be exactly nine digits. Zeros should be entered to fill the school portion of the number in the heading of this tab.</p> <p>Enter school-level information for each school within the District including school names, school CTDS numbers, and unweighted attending student counts. <b>All districts must enter the school-level information for each school site, including districts with only 1 school.</b> As school names are added to the tab, the primary unit code cell for that school will shade red until a primary unit code is entered, as described below. The CTDS numbers should not contain any slashes, dashes, etc., and must be exactly nine digits. 100th-day (or 200th-day) student counts should be used to report each school's unweighted attending student count. Districts can refer to AzEDS ADM-15 Report.</p> <p>Enter the applicable unit code(s) in column E used to code expenditures at the school level for each school, as well as the unit code(s) used to code expenditures to the District, Private Schools, and related to payments for or on behalf of member districts (for CTEDs only). If more than one unit code was used for a school, separate each unit code with a comma. For example (100, 101, 102).</p> <p>Assign a primary unit code for each school in column F. Each school listed on the school listing tab must have a 3-digit, primary unit code entered in column F. See the description of primary unit code below for more information.</p>	
School listing tab	Primary unit code	<p><b>Primary unit code</b></p> <p>Because the formulas in the School-Level Reporting form are set to assign only one unit code to each school and one unit code each to Districtwide, Private Schools, and CTED member districts, if applicable, districts must enter a Primary Unit Code in column F. If more than one unit code was used in column E, the Primary Unit Code must also be entered in the Accounting Data tab in column L for any line associated with a unit code not included in the list of Primary Unit codes.</p>	
Accounting Data		See the separate Data Uploading Instructions document for detailed instructions for completing this tab. Please read the instructions carefully, as they may change from year to year.	

Approve listed Donations:

**District Office:**

- Mohave Federal Credit Union donated over 100 pairs of shoes to the FIT store
- Kingman Area Chamber of Commerce donated backpacks and various school supplies to the district
- Patriot Environmental donated a trailer to the district
- Preston Investments donated \$4000 for KUSD counselors to attend a conference

**Manzanita Elementary School:**

- McKee Foods donated Little Debbie Snack
- An anonymous donor donated 12 gift baskets for staff at a value of \$500

**Hualapai Elementary School:**

- Double Good Popcorn donated 60 mini bags of popcorn to the staff

**Lee Williams High School:**

- Holden's Auto Service donated \$500 to Flag Football
- Katherine Pentz donated \$250 to Football
- High Desert Radiology donated \$500 to Flag Football
- Hill Family Investments donated \$500 to Boy's Golf
- A 2 Z Refrigeration donated \$350 to the athletics department
- RG Gas-N-Grub donated \$1,000 to the athletics department
- Krystal and Everett Burge donated \$250 to the S-Club
- K.L. Bourlier donated \$100 donated \$100 to the S-Club
- Deborah Liverence donated \$25 to the S-Club
- An anonymous donor donated homecoming dresses and suits for the students

**Kingman High School:**

- Cohler Care, Robert Cole, donated 150 safety goggles and earplugs to the KUSD CTE for the 2025 High School Manufacturing Day
- Honeywell Aerospace donated a large trailer of pallets for the Homecoming bonfire.
- Westlake Pipe and Fitting donated \$500 worth of parts to the Robotics team.
- In memory of Donald Lee Taylor a rolling tool box and various tools were donated to the KHS Welding & AG Mechanics.
- **Harley Dressler donated the following items to the Welding class:**
- #1 Lincoln weld pack 140 wire feed welder with argon gas bottle with miscellaneous tools. \$800.00
- #2 Rolling welding cart. \$60.00
- #3 Lincoln 220 Arc stick welder with miscellaneous welding rod. \$200.00
- #4 Full, M side, oxy acetylene cutting welding brazing set, 2 tanks gauges, hose 8 welding tips, and rolling cart. \$600.00
- #5 Rolling abrasive 12 inch metal cut off saw and stand. \$200.00
- #6 Bench drill press and disc sander mounted on rolling stand. \$300.00
- #7 Husky rolling tool box 2 drawer, 2 shelf 2 doors. \$200.00
- #8 Makita 4 inch electric abrasive hand grinder with extra grinding discs. \$150.00

**Black Mountain School:**

- Mrs. Shepherd donated pens, colored pencils, notebooks, folders and glue
- Kingman Elks donated 20 back packs filled with school supplies.
- Mr. Emborsky donated an Onn. Kid's tablet

**White Cliffs Middle School:**

- Cornerstone Baptist Church donated 6-student backpacks and 19 packs of 12 count colored pencils

**Little Explorers:**

- McKee Foods donated 3 boxes of snacks for staff appreciation

**BAA-E ©****EXHIBIT****EVALUATION OF SCHOOL BOARD /  
BOARD SELF-EVALUATION****ANNUAL SELF-APPRAISAL OF  
THE GOVERNING BOARD**

The following list of items pertaining to the operation of the Governing Board is the basis for an annual self-evaluation. This may be carried out in conjunction with the annual evaluation of the Superintendent.

Please check the appropriate box for each item (S = satisfactory, N = needs improvement, U = unsatisfactory).

**A. Board Relationship with the Superintendent:**

S N U

- (1) The Board imparts information on issues, needs, and complaints in a manner allowing the Superintendent the opportunity to solve related problems in a professional manner.

S N U

- (2) The Board clearly interprets its position on controversial matters pertaining to the District, thereby enabling the Superintendent to properly carry out the wishes of the Board.

S N U

- (3) The Board disregards personalities and considers the recommendations of the Superintendent in an unbiased and objective manner.

S N U

- (4) The Board communicates views of personnel effectiveness, including views related to the Superintendent, in a confidential and professional manner.

**B. Board Relationship with the Community:**

S N U

- (1) The Board recognizes that the citizens have entrusted them with the educational development of the children and youth of this community.

S N U

- (2) The Board recognizes that the community expects their first and greatest concern to be in the best interest of each and every one of the young people without distinction as to who they are or what their background may be.

S N U

- (3) The Board enacts policies supporting the efforts of the administration in helping the people of this community to have the facts about their schools, to the end that they will readily provide the finest possible school program, school staff, and school facilities.

### C. Board Relationships Between Members During Meetings:

S N U

- (1) Individual members of the Board treat other members of the Board and professional staff with respect during Board meetings.

S N U

- (2) Differences of opinion influencing Board member votes are based on the issues at hand and not on a personality basis.

S N U

- (3) All members of the Board conduct themselves in such a manner as to emphasize that individual Board members have authority only when convened in a legally conducted Board meeting with at least a quorum present.

### D. Board Relationships with Staff and Personnel:

S N U

- (1) The Board requires the Superintendent to recommend personnel for their consideration and consistently adheres to this procedure.

S N U

- (2) The Board members make every effort to become acquainted with the personnel of the District.

S N U

- (3) The Board members' personal friendships with District personnel are maintained without allowing them to affect overall Board decisions and/or policies.

### E. Board Relationship to the Instructional Program:

S N U

- (1) The Board makes an effort to keep informed about the instructional program by providing for periodic reports as deemed necessary and by periodic visitation in the schools.

S N U

- (2) The Board attempts to gain information from the community pertaining to instructional program needs.

S N U

(3) The Board maintains policies necessary to enable the educational staff to develop the educational program required to meet the needs of the community.

**F. Board Relationship to the Financial Management of the Schools:**

S N U

(1) The Board establishes the policies and provides the necessary resources to properly manage the finances of the District.

S N U

(2) The Board requires the proper accountability for the expenditure of funds in the District.

S N U

(3) The Board provides justified funding to maintain a high quality educational program in this District.

S N U

(4) The Board keeps the community informed about the financial needs of the District.

**G. General Statements:**

(1) List in order of priority four (4) challenges the Board faces:

- (a)
- (b)
- (c)
- (d)

(2) List any weaknesses you have observed in the operation of the school system:

(3) List any significant accomplishments made by the school system during the past year:

**BAA ©**  
**EVALUATION OF SCHOOL BOARD /**  
**BOARD SELF - EVALUATION**

The Board may meet for the purpose of evaluating its function and performance. The evaluation plan will be developed by the Board President, working with the Superintendent, and approved by the Board.

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

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

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

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

Adopted: May 13, 2025

CROSS REF.:  
[BDD](#) - Board-Superintendent Relationship