

Final Posting: Monday, August 12, 2024 at 4:00 pm

REGULAR PUBLIC MEETING OF THE AMPHITHEATER GOVERNING BOARD

**Leadership and Professional Development Center
701 W Wetmore Road
Tucson, AZ 85705**

Tuesday, August 13, 2024

6:00 PM

(Doors open 30 minutes prior to the start of the meeting)

AMPHITHEATER PUBLIC SCHOOLS

MISSION

To empower all students to become contributing members of society equipped with the skills, knowledge, and values necessary to meet the challenges of a changing world.

We Believe

- ❖ ***All students can learn and achieve.***
- ❖ ***Everyone has unique strengths, talents, and needs.***
- ❖ ***All students and staff should be responsible for and dedicated to educational excellence.***
- ❖ ***Education requires cooperation, honesty, and respect among the students, parents, staff, school, and community.***
- ❖ ***The school community deserves a safe and caring environment.***
- ❖ ***Our actions reflect our values and our dedication to meeting student needs fairly and equitably.***
- ❖ ***Ample resources are essential to accomplish the Mission.***

We Value

achievement, caring, creativity, curiosity, diligence, diversity, fairness, honesty, kindness, respectfulness, responsibility and service to the community.

AGENDA*

As permitted by the Arizona Open Meeting Laws, Board members may participate in this meeting by telephone, video or internet conference.

Persons present at the Board meeting may complete a form requesting to speak to the Board. Individuals who wish to address the Board in-person during Call to the Audience should fill out a public comment card and hand it to the Governing Board Secretary located in the main hallway of the Leadership and Professional Development Center. All comments are limited to 3 minutes to ensure an equitable opportunity to address the Board. In addition, to ensure adequate time is available for other Governing Board business, a maximum time limit for Public Comment will be observed. Those unable to speak within the specified time limits may also submit comments to the Board in writing.

* The Governing Board may meet in an executive session concerning any item on this agenda for purpose of consultation with legal counsel, pursuant to A.R.S. § 38-431.03(A)(3). Rules of Order that apply to Governing Board meetings may be suspended by a vote of the majority of the Board. One or more Governing Board members may attend by electronic means.

¹ Persons interested in addressing the Governing Board must complete and submit a form available in the lobby. Procedures for addressing the Board are outlined on the form.

² Information items are for discussion only; no action will be taken.

³ Details are available in the offices of the Associate Superintendents and Chief Financial Officer.

⁴ Study session items are for discussion only; no action will be taken.

1. <u>CALL TO ORDER AND SIGNING OF THE VISITOR'S REGISTER</u>	
Dr. Scott Baker, President	
2. <u>PLEDGE OF ALLEGIANCE</u>	
3. <u>ANNOUNCEMENT OF DATE AND TIME OF THE NEXT SPECIAL GOVERNING BOARD MEETING</u>	
Tuesday, August 27, 2024 at 5:30 p.m. at the Wetmore Center, 701 W. Wetmore Road, Tucson AZ, 85705, in the Leadership and Professional Development Center, SE Entrance and Parking.	
4. <u>INFORMATION²</u>	
A. Superintendent's Report	4
B. Status of Construction Projects	32
5. <u>PUBLIC COMMENT¹</u> (30 Minutes Maximum)	
6. <u>CONSENT AGENDA³</u>	
A. Approval of Appointment of Non-Administrative Personnel	50
B. Approval of Personnel Changes	55
C. Approval of Leave(s) of Absence	72
D. Approval of Separation(s) and Termination(s)	74
E. Approval of Stipend for Coaching Volunteers	77
F. Approval of Vouchers Totaling and Not Exceeding Approximately \$5,951,539.12	80
G. Acceptance of Gifts	81
H. Approval of Parent Support Organization(s) - 2024-2025	83
I. Approval of One-Time Increase to Job Order Contract Limit	87
J. Award of Contract for Automatic Vehicle Locator (AVL) / Global Tracking Systems (GPS)-Based Upon Responses to Request for Proposal (RFP) 2024017	88
K. Award of Contract for Student Tours & Group Travel Services - Based Upon Responses to Request for Proposal (RFP 2324019)	90
L. Approval of Fee Waivers for Facility Rentals 2024-2025 School Year	91
M. Approval of Site Fund-Raising Activities	94
N. Approval of Supplemental Texts and Materials	95
O. Approval of Revisions to the 2024-2025 Fee Schedule	97
P. Approval of Out of State Travel	100
7. <u>STUDY/ACTION</u>	
A. Study/Action of Proposed Addenda Recommendations	108
8. <u>ACTION</u>	
A. Adoption of New Policy System:	112
Chapter 1 – Governance;	
Chapter 2 – Administration; and	
Chapter 3 – Business	
B. Study and Approval of the Revised Expenditure Budget for Fiscal Year 2024-2025	473
9. <u>PUBLIC COMMENT¹</u> (30 Minutes Maximum)	
10. <u>BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS</u>	

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11. **ADJOURNMENT**

12. Approval of Fee Waivers for Facility Rentals 2024-2025 School Year

In addition to display at various locations, copies of each agenda are available 24 hours prior to the meeting at www.amphi.com, and at the Wetmore Center, 701 West Wetmore Road, Tucson, AZ 85705. The public and the press are also welcome to examine in the Records Department all non-confidential supporting materials for the agenda. Requests for copies, at cost, of any of these supporting materials will be honored as timely as possible. If you need special accommodations, please call the Superintendent's office: (520) 696-5205.

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**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: August 13, 2024

TITLE: Superintendent's Report

BACKGROUND:

The Superintendent will provide a brief review of recent and future activities in the District and community.

RECOMMENDATION:

This item is presented for the Board's information.

INITIATED BY:

Date: August 2, 2024

A handwritten signature in cursive script that reads "Todd A. Jaeger".

Todd A. Jaeger, J.D., Superintendent



August 13, 2024

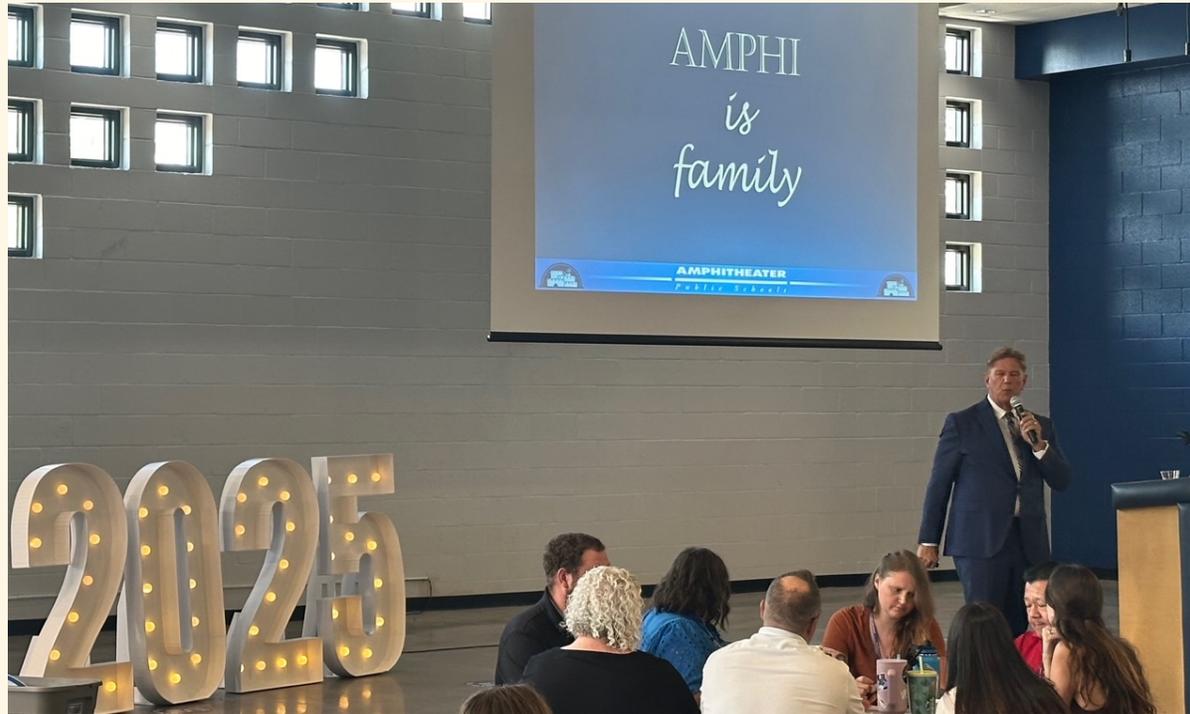
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Superintendent's Report





Effective Teacher Conference



We were happy to welcome about 100 teachers new to the Amphitheater District at the Effective Teacher Conference held this year at Ironwood Ridge High School. Thank you to all who helped plan and facilitate this wonderful opportunity to help our newest teachers learn about the District, get to know their principals and schools, and meet some new colleagues.



First Day of School





First Day of School





First Day of School



First Day of School



First Day of School





Transportation



Special shoutout to the Transportation team. With thousands of students routed throughout the District, everyone once again arrived at school and back home safely this year. Curtis Simpson, in particular, went the extra mile (pun intended) to¹² help our families with their routing information this year. Thank you, Curtis, for demonstrating so many of our Portrait of the Graduate characteristics this year: Critical Thinking, Problem Solving, Collaboration, Communication and Caring to name a few.



Congratulations!



Vanessa Hill has been selected by the National Association for Gifted Children as the recipient of the 2024 Gifted Coordinator Award. This prestigious honor takes into consideration award-winners' contributions in the development of:

- District Gifted Education Programming
- District Gifted Education Identification Processes
- Curriculum and Design
- Professional Development on Gifted Education and Students
- Leadership and Advocacy

Ms. Hill will be recognized at the NAGC's National Conference on Gifted Education in November. Board Members Ms. Day and Mr. Kopec, as well as Ms. Call and myself will be in attendance, as we build our commitment to gifted education in Amphitheater.



National Data – Kids Count[®]* Report for 2024

- Annual report regarding children and life conditions
- National and state level measures in various categories and criteria
- Sobering in many respects; encouraging in some
- Experiences and conditions for Arizona's children are among the worst in the nation in several respects

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*Annie E. Casey Foundation's KIDS COUNT[®] Data Book



National Data – Kids Count[®]* Report for 2024

- There were unprecedented drops in fourth grade reading and eighth grade math proficiency for U.S. students between 2019 and 2022 -- representing decades of lost progress (citing NAEP)
- Other nations have made robust gains, but U.S. scores in reading and math have barely budged in decades
- Research demonstrates the critical importance of fourth grade reading proficiency and eighth grade math proficiency to later success; both measures are therefore a focus of the report
- For example, mastery of reading by Fourth Grade becomes key to keeping up in every subject. Children who are not proficient readers by this time are less likely to finish high school, enroll in college or keep pace with the earnings of their peers.



How Did COVID-19 Affect Education?

Percentage of Fourth Graders at or Above Proficient in Reading and Eighth Graders at or Above Proficient in Math (2000, 2019 and 2022)

POPULATION	FOURTH GRADE READING			EIGHTH GRADE MATH		
	2000	2019	2022	2000	2019	2022
Race and Ethnicity						
TOTAL	28%	34%	32%	25%	33%	26%
American Indian or Alaska Native	S	20%	18%	13%	15%	11%
Asian American and Pacific Islander	39%	55%	55%	40%	61%	56%
Black	9%	18%	16%	5%	13%	9%
Latino	12%	23%	20%	8%	19%	14%
White	36%	44%	41%	33%	43%	34%
Two or More Races	N.A.	40%	37%	N.A.	36%	27%
Immigration Status Proxy						
English Language Learner	3%	9%	10%	2%	5%	4%
Family Income and Title I Schools						
Eligible for Free or Reduced-Price School Lunch	13%	21%	19%	10%	18%	13%
Attending Title I School	22%	28%	26%	18%	25%	19%
Gender						
Male	24%	31%	30%	26%	33%	27%
Female	32%	37%	34%	23%	33%	24%

Source: U.S. Department of Education, National Center for Education Statistics, National Assessment of Educational Progress, 2000, 2019 and 2022. S: Reporting standards not met. N.A.: Not available.



Post-Pandemic Test Scores in Context



- The overall averages in the preceding table mask wide and persistent disparities among different populations
- Fourth grade reading proficiency rates in 2022 were 16% for Black children, 18% for American Indian or Alaska Native kids and 20% for Latino students, all below the national average of 32%
- Only one in four fourth graders attending higher-poverty schools (26%), and one in five eligible for free or reduced-price school lunch (19%), were reading at or above proficient level
- Only one in 10 English-language learners in fourth grade (10%) read at or above proficient in 2022
- Just 4% of English-language learners in eighth grade were at or above proficient in math — about one student in a typical classroom



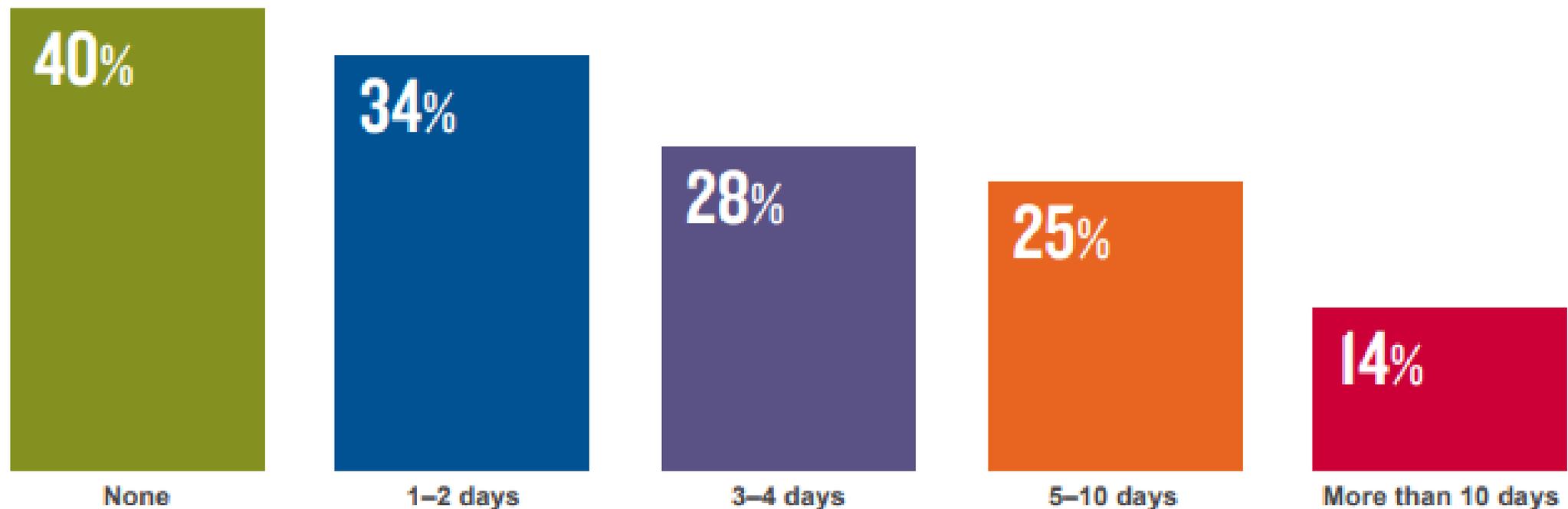
Student Absences a Key Factor in Declines

- FACT: Children cannot learn if they don't attend school
- In 2021–22, 30% of all students were *chronically absent* (missing 10% or more days in the academic year)
- Prior to the pandemic, in 2018–19, the chronic absence rate was 16%
- This more than 80% increase almost certainly contributed to the drop in NAEP scores, according to the U.S. Department of Education
- The negative effects of this challenge are far-reaching because two-thirds of all U.S. students attend schools plagued by chronic absence – resulting in a "spillover effect":
 - Students in high-absence classrooms are more likely to have lower test scores as their teachers are slowed by a perpetual cycle of catching chronically absent students up
- **46% of Arizona's children were chronically absent in 2021-2022 SY**



Student Absences a Key Factor in Declines

Percentage of Fourth Grade Students Scoring at or Above Proficient in Reading, by Days Absent From School in the Last Month (2022)



Source: U.S. Department of Education, National Center for Education Statistics, National Assessment of Educational Progress, 2022.



Student Absences a Key Factor in Declines



- Consequences of chronic absence go beyond academics
- A study tracking Rhode Island kindergartners through their next seven years found those who were chronically absent were twice as likely to repeat a grade and were *more than* twice as likely to be suspended
- Many underlying causes of chronic absence predate the pandemic
 - housing insecurity
 - poverty
 - unmet basic needs
 - health issues
 - student disengagement
- But research indicates the pandemic both exacerbated existing attendance challenges and introduced new ones, including rising anxiety and other mental health issues, as well as sensitivity among schools, parents and children about students going to school with symptoms of illness



OVERALL CHILD WELL-BEING

The report also provides a composite index of overall child well-being for each state by combining data across four domains:

1. Economic Well-Being
2. Education
3. Health; and
4. Family and Community

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These composite scores are translated into a state ranking for overall child well-being.



Key Indicators of Child Well-Being



ECONOMIC WELL-BEING			
Children in poverty us 11,583,000	17% 2019	16% 2022	↓ BETTER
Children whose parents lack secure employment us 18,635,000	26% 2019	26% 2022	= SAME
Children living in households with a high housing cost burden us 21,807,000	30% 2019	30% 2022	= SAME
Teens not in school and not working us 1,149,000	6% 2019	7% 2022	↑ WORSE

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Location	Children in poverty (2022)		Children whose parents lack secure employment (2022)		Children living in households with a high housing cost burden (2022)		Teens not in school and not working (2022)	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Arizona	247,000	16	396,000	25	457,000	29	31,000	8



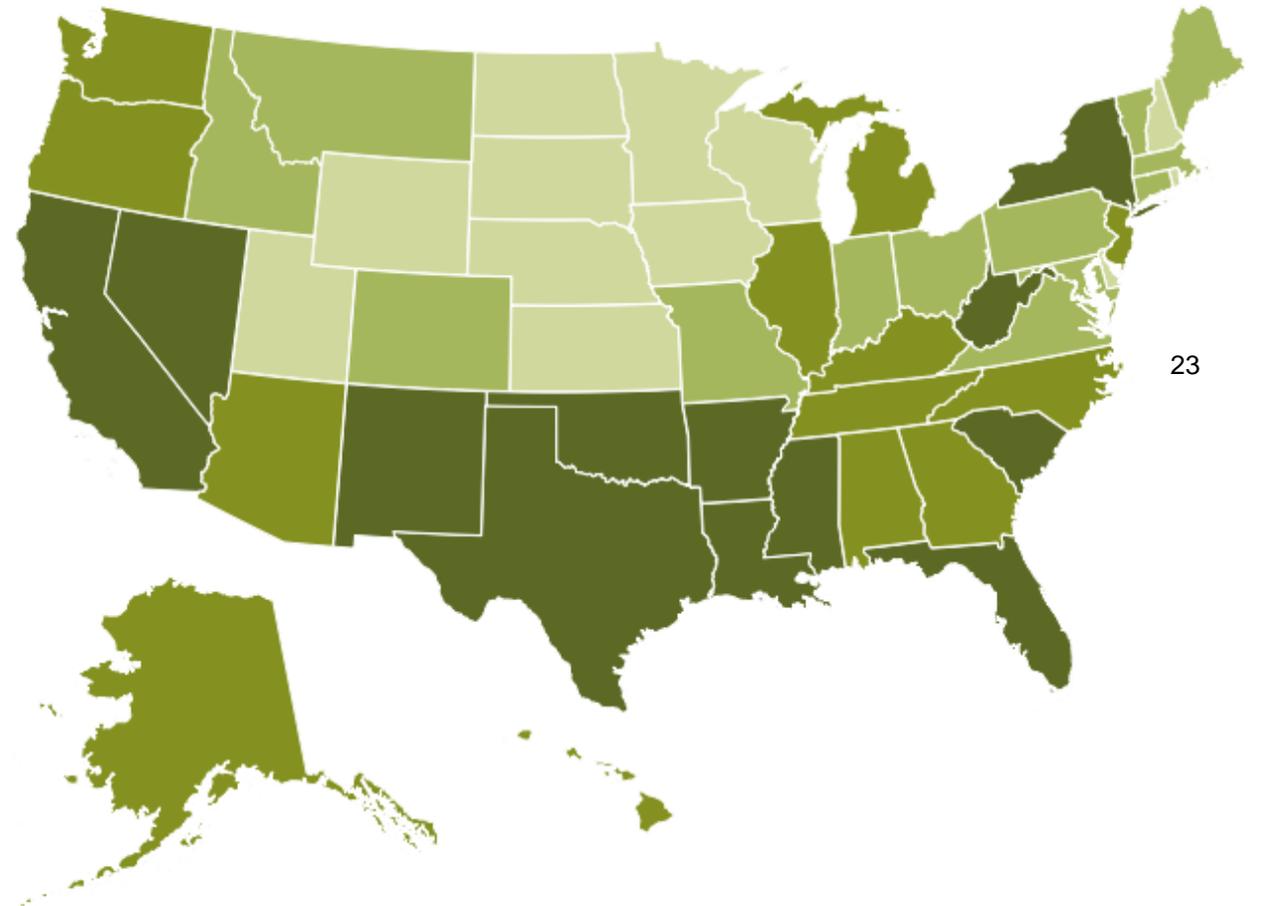
State-by-State Comparison



WORSE

- 26. New Jersey
- 27. North Carolina
- 28. Washington
- 29. Oregon
- 30. Illinois
- 31. Michigan
- 32. Georgia
- 33. Arizona
- 34. Tennessee
- 35. Alabama
- 36. Kentucky
- 37. Alaska
- 38. Hawaii

ECONOMIC WELL-BEING



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RANKINGS AND KEY





Key Indicators of Child Well-Being



HEALTH

Low birth-weight babies us 315,288	8.3% 2019	8.6% 2022	↑ WORSE
Children without health insurance us 3,932,000	6% 2019	5% 2022	↓ BETTER
Child and teen deaths per 100,000 us 23,140	25 2019	30 2022	↑ WORSE
Children and teens (ages 10 to 17) who are overweight or obese** us N.A.	N.A. N.A.	33% 2021-22	N.A.

Location	Low birth-weight babies (2022)		Children without health insurance (2022)		Child and teen deaths per 100,000 (2022)		Children and teens (ages 10 to 17) who are overweight or obese (2021-22)	
	Number	Percent	Number	Percent	Number	Rate	Number	Percent
Arizona	6,119	7.8	142,000	8	591	35	N.A.	31

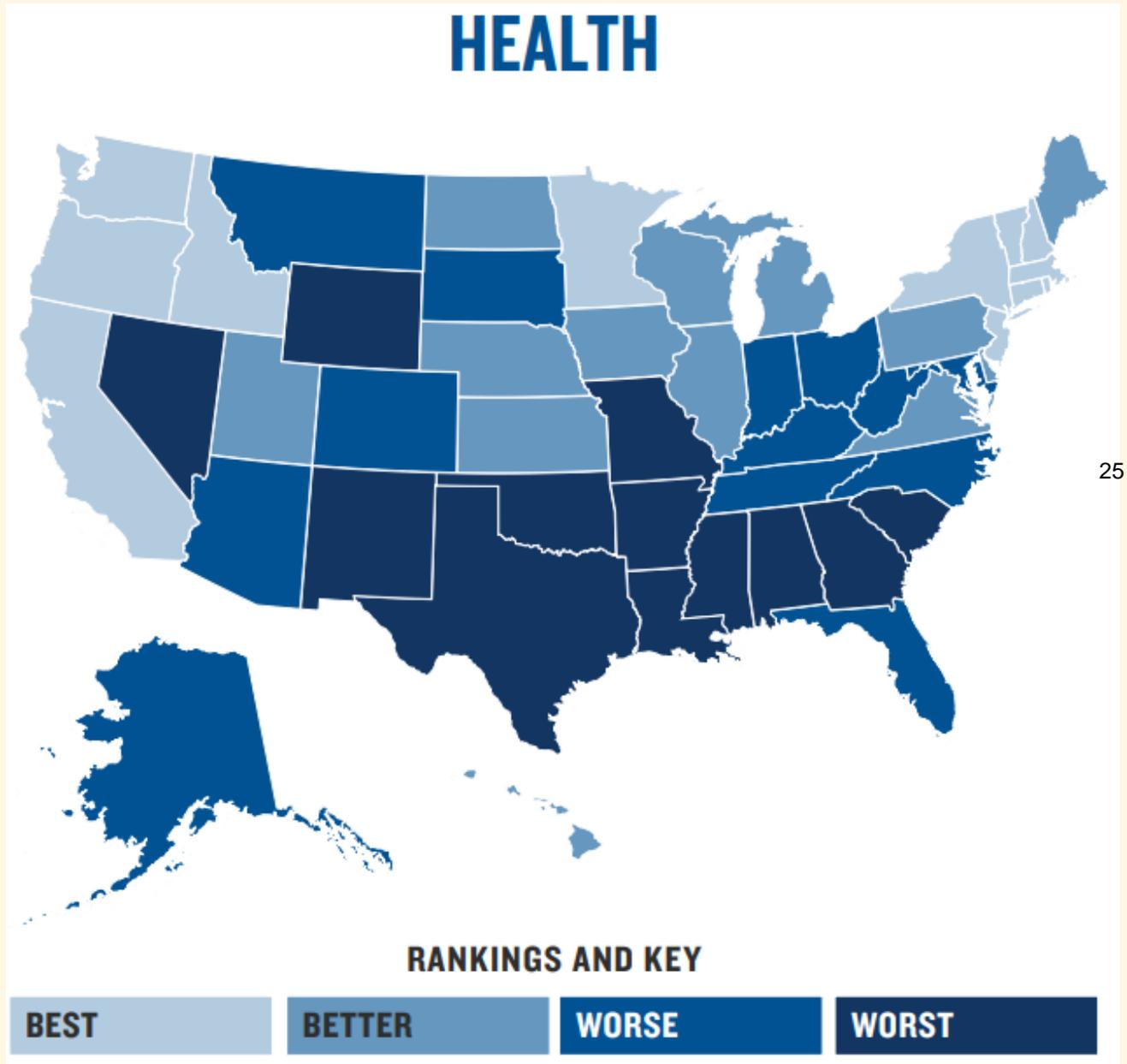


State-by-State Comparison



WORSE

- 26. South Dakota
- 27. Maryland
- 28. Colorado
- 29. Ohio
- 30. Montana
- 31. Florida
- 32. Indiana
- 33. North Carolina
- 34. Arizona
- 35. West Virginia
- 36. Kentucky
- 37. Alaska
- 38. Tennessee





Key Indicators of Child Well-Being



FAMILY AND COMMUNITY			
Children in single-parent families US 23,331,000	34% 2019	34% 2022	= SAME
Children in families where the household head lacks a high school diploma US 8,015,000	12% 2019	11% 2022	↓ BETTER
Children living in high-poverty areas US 5,682,000	12% 2013-17	8% 2018-22	↓ BETTER
Teen births per 1,000 US 143,789	17 2019	14 2022	↓ BETTER

Location	Children in single-parent families (2022)		Children in families where the household head lacks a high school diploma (2022)		Children living in high-poverty areas (2018-22)		Teen births per 1,000 (2022)	
	Number	Percent	Number	Percent	Number	Percent	Number	Rate
Arizona	557,000	37	217,000	14	133,000	8	3,558	15

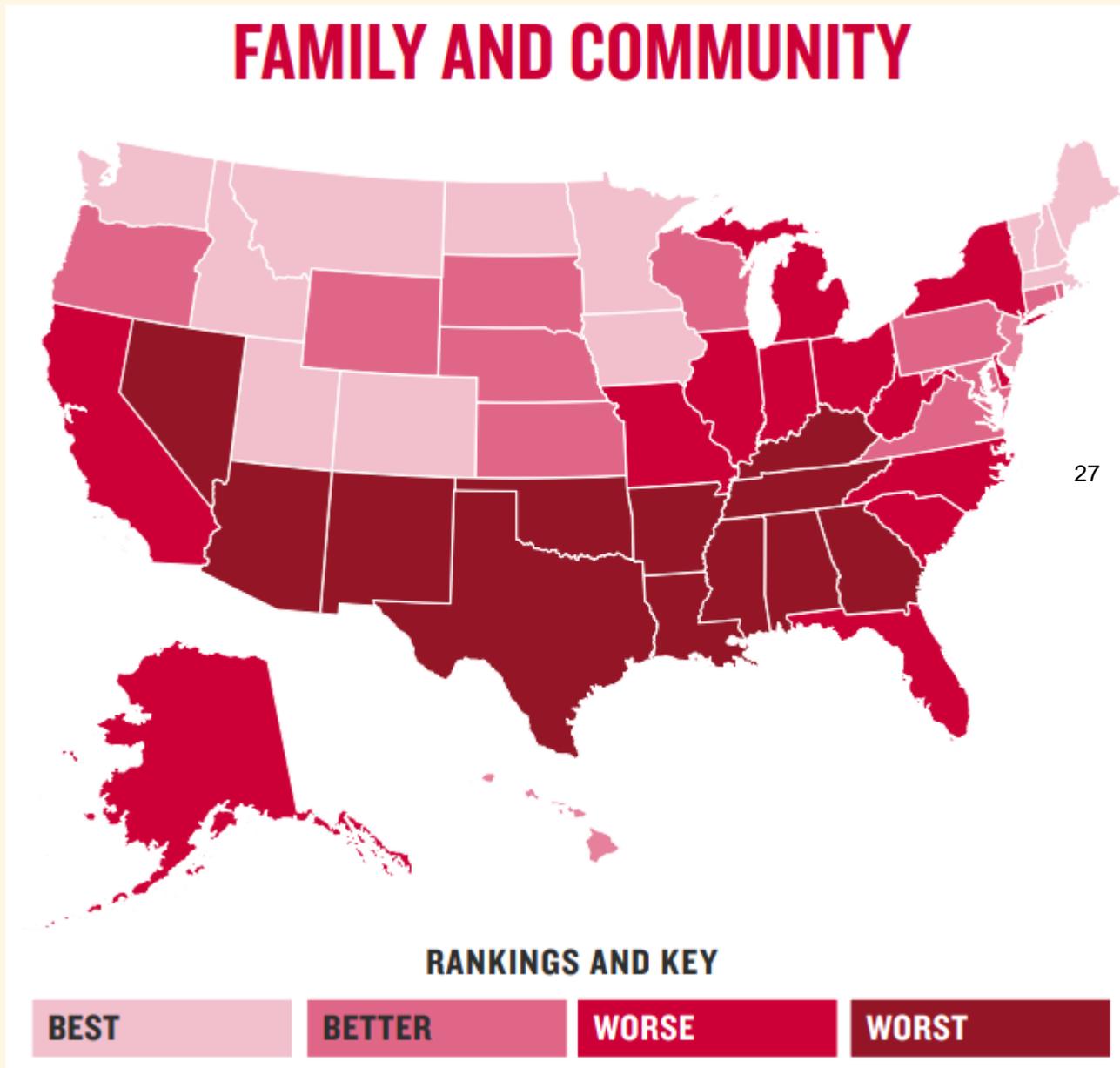


State-by-State Comparison



WORST

- 39. Tennessee
- 40. Oklahoma
- 41. Arizona
- 42. Georgia
- 43. Kentucky
- 44. Alabama
- 45. Nevada
- 46. Arkansas
- 47. Texas
- 48. Louisiana
- 49. New Mexico
- 50. Mississippi





Key Indicators of Child Well-Being



EDUCATION			
Young children (ages 3 and 4) not in school US 4,328,000	52% <small>2013-17</small>	54% <small>2018-22</small>	↑ WORSE
Fourth graders not proficient in reading US N.A.	66% <small>2019</small>	68% <small>2022</small>	↑ WORSE
Eighth graders not proficient in math US N.A.	67% <small>2019</small>	74% <small>2022</small>	↑ WORSE
High school students not graduating on time* US N.A.	14% <small>2018-19</small>	14% <small>2020-21</small>	= SAME

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Location	Young children (ages 3 and 4) not in school (2018-22)		Fourth graders not proficient in reading (2022)		Eighth graders not proficient in math (2022)		High school students not graduating on time (2020-21)	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Arizona	III,000	65	N.A.	69	N.A.	76	N.A.	24



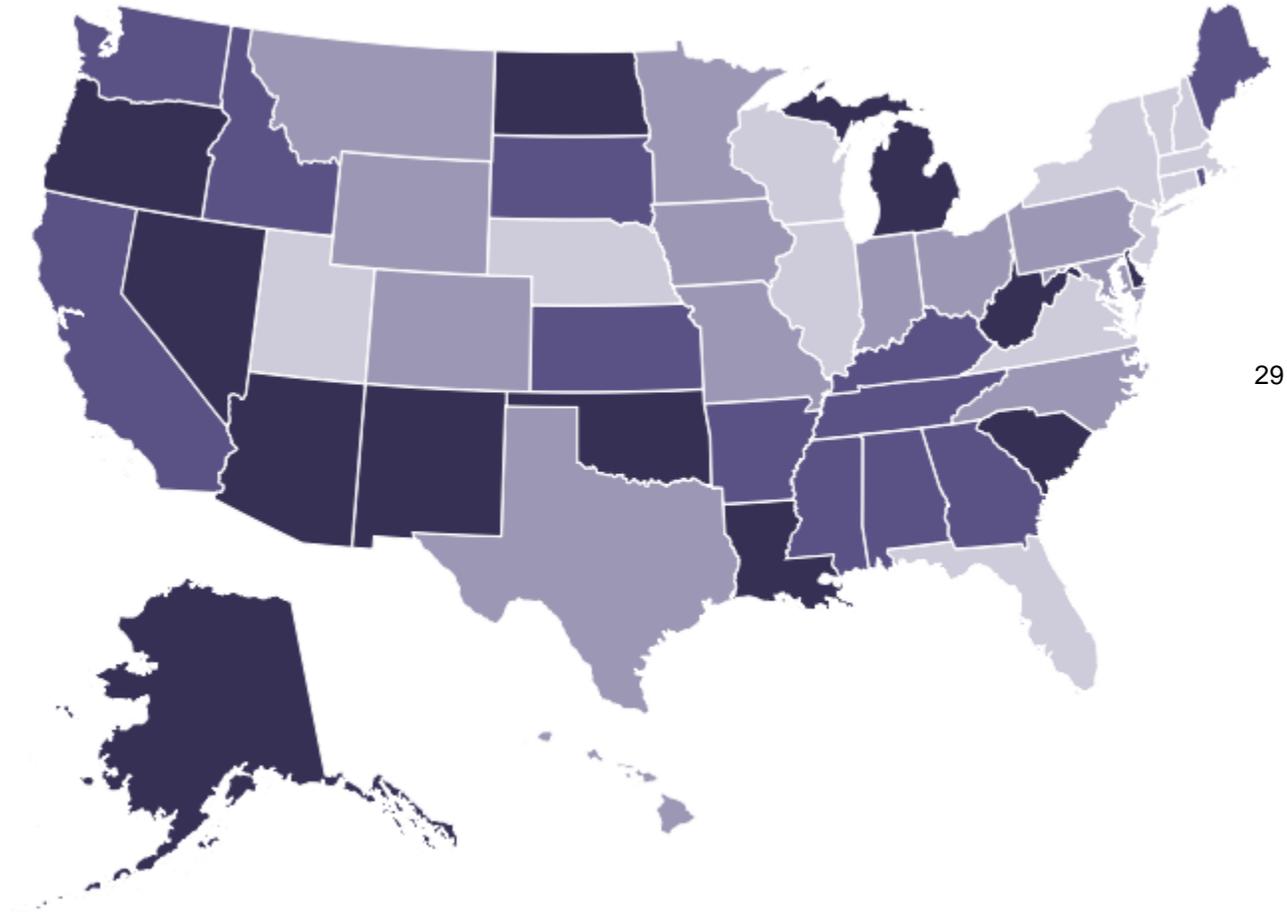
State-by-State Comparison



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- 39. South Carolina
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- 50. New Mexico

EDUCATION



RANKINGS AND KEY



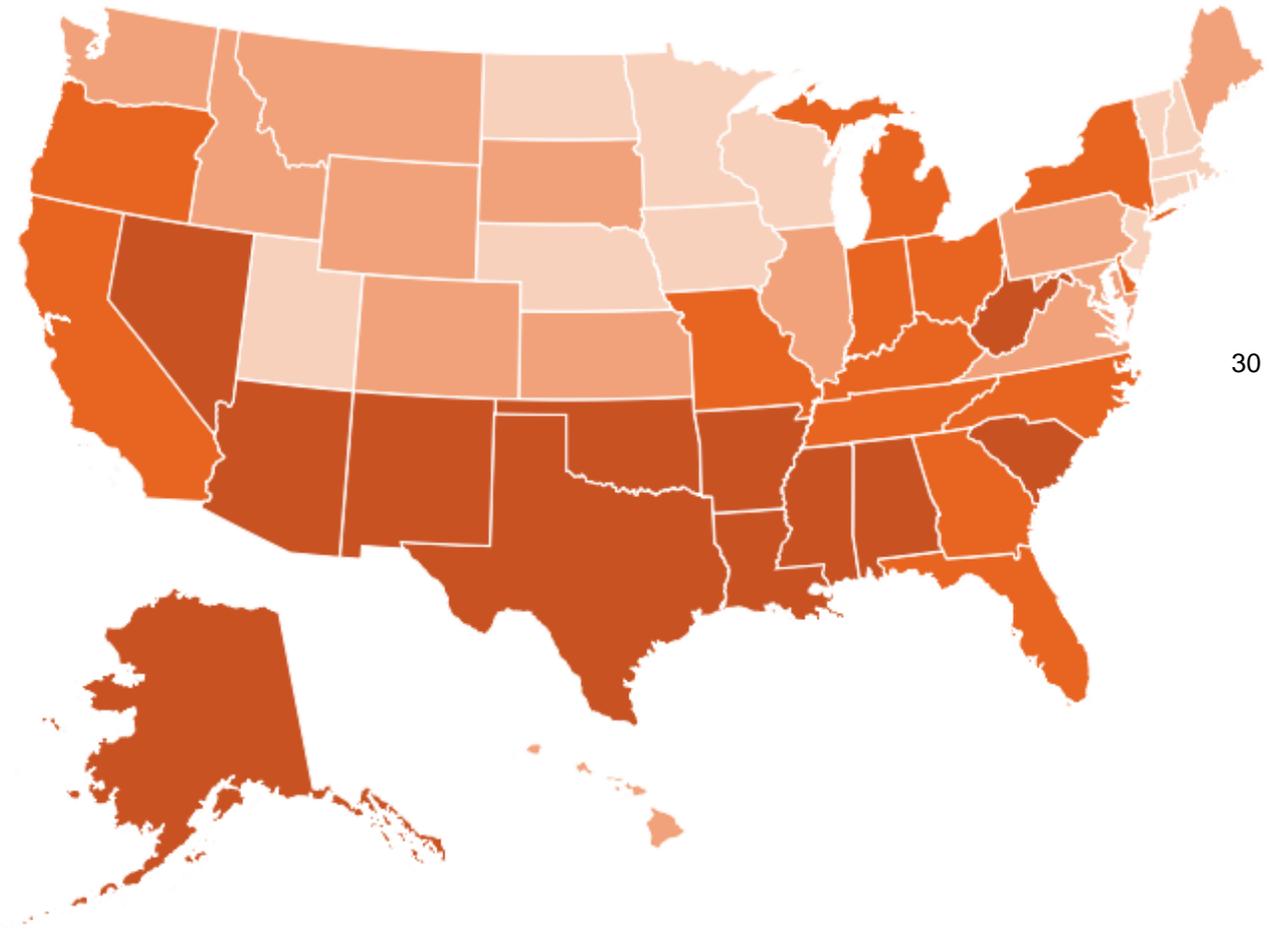


Overall State-by-State Comparisons

WORST

- 39. Alabama
- 40. South Carolina
- 41. Alaska
- 42. Arizona
- 43. Texas
- 44. West Virginia
- 45. Arkansas
- 46. Oklahoma
- 47. Nevada
- 48. Louisiana
- 49. Mississippi
- 50. New Mexico

OVERALL CHILD WELL-BEING



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RANKINGS AND KEY





The Good News: Amphi Outpaces Arizona

- Amphitheater District academic measures of proficiency continue to exceed statewide measures.
- This has been reality for years.
- In the near future, we will review Amphitheater's specific data.
- But, Arizona clearly has serious work to do. We all do. We do in Amphi as well.
- It's a new school year. Let's roll up our sleeves and get to it.



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: August 13, 2024

TITLE: Status of Construction Projects

BACKGROUND:

The administration will present the Governing Board with current information on the status of construction projects funded with State of Arizona School Facilities Division, ESSER and Bond Funding.

RECOMMENDATION:

For information and discussion only.

INITIATED BY:

Richard C. La Nasa, Executive Manager, Operational Support

Date: August 5, 2024

Todd A. Jaeger, J.D., Superintendent

Status of Construction Projects

8.13.24 Governing Board Meeting

President Baker, Vice President Zibrat, Board Members and Superintendent Jaeger, it is my pleasure to provide you with an update of the projects currently under construction with School Facility Division Building Renewal Grant (BRG), Bond and ESSER funding.

AHS:

Bond Projects

Back Up Generators for MDF Rooms – Spring '25 Project	\$235,511
Storm Water Drainage Improvements – Complete	\$16,476
Central Plant 1 & 2 Control Upgrades – 85 % Complete	\$140,112
Library Media Room & Locker Room Improvements - 85% Complete	\$81,999
Exterior Fence Painting – 50 % Complete	\$23,000
Computer Lab HVAC Controls & Panther Hall Boiler	\$55,821

BRG Projects

CP # 3 Hot Water Line Replacement Construction - Phase Grant Approved	\$229,666
Campus Roof Replacements	
PH I, East Campus – Design - Complete	\$71,940
PH II, West Campus – Design - Complete	\$70,120
CP # 2 Hot Water Line Replacement Construction - 20 % Complete	\$414,781
800 Building HVAC Conversion Construction - Phase Grant Funding Approved	\$361,251

South Gym HVAC Conversion Design – Complete \$24,915

CP # 3 Chiller Replacement Design – Complete \$24,095

CDO:

Bond Projects

Campus HVAC Control Upgrades – 85% Complete \$52,136

Building N Classroom Ceiling & Light Replacement \$46,295
- 95 % Complete

Wood Shop Heater Replacement – Complete \$22,355

BRG Projects

Campus Weatherization Design

- PH I, W Campus – Phase Grant Funding Requested \$8,130

- PH II, E Campus – Phase Grant Funding Requested \$7,860

North Gym Evaporative Cooler to A/C Conversion \$1,208,101
- 90% Complete

Fire Alarm Replacement \$1,996,169
- Phase Grant Funding Approved

Building D HVAC Condenser Replacement \$169,242
- Phase Grant Funding Approved

IRHS:

Bond Projects

Theater & Gym Bleacher Repairs/Replacement \$35,2312

AMS:

Bond Projects

Campus Building & Site Improvements—Complete \$101,638

BRG Projects

Library Roof Replacement Assessment \$3,650
– Phase Grant Funding Requested

Copper Creek:

Bond Projects

Campus Building & Site Improvements—85 % Complete \$140,828

BRG Projects

Kitchen Water Heater Replacement \$23,997
- Phase Grant Funding Approved

Cooling Tower Replacement \$525,081
- Phase Grant Funding Requested

Cross:

Bond Projects

Library Improvements – Complete \$146,291

Classroom 503 Sink Replacement \$5,473

BRG Projects

Campus Weatherization Assessment – Complete \$10,500
- Design Phase Grant Funding Requested

Donaldson:

Bond Projects

Campus PA Replacement – Complete \$86,860

Pod D Wall Demo - Complete \$3,610

Harelson:

BRG Projects

Campus Roof Assessment – Complete \$6,705
- Design Phase Grant Funding Requested

Holaway:

Bond Projects

Campus Site Improvements- Complete \$126,355

Innovation:

Bond Projects

Classroom Counter Backsplash Replacement \$72,929
- 95 % Complete

BRG Projects

Central Plant Chiller Replacement Construction \$1,099,133
- Chillers Ordered (\$605k BRG Funds/\$495k Bond Funds)

Keeling:

BRG Projects

MPR VCT Floor Replacement – Grant Awarded

La Cima:

Bond Projects

Central Plant Controls Upgrade – 25 % Complete \$44,829

ESSER Projects

Central Plant Chiller Replacement – 90 % Complete \$425,983

BRG Projects

Campus Weatherization Design – 75% Complete \$33,920

Campus Roof Replacement Design – Complete	\$48,900
Classroom Buildings Roof Leak Repair - Phase Grant Funding Requested	\$99,556

Land Lab:

BRG Projects

Fire Alarm Replacement Assessment – Complete	\$760
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Mesa Verde

BRG Projects

Campus Weatherization Assessment – Grant Awarded	
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Nash:

BRG Projects

Campus Roof Assessment – Complete - Design Phase Grant Funding Requested	\$7,705
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Building H Roof Leak Repairs - Phase Grant Funding Requested	\$4,150
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Painted Sky:

Bond Projects

Carpet Replacement & Painting – Complete	\$138,000
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BRG Projects

Boiler # 2 Replacement Design – PO Issued	\$19,315
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Campus Weatherization Assessment – Complete	\$9,405
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Campus Roof Replacement – Grant Application Approved - Assessment Phase Grant Funding Requested	
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Campus Roof Repairs – Grant Application Approved	\$18,597
- Construction Phase Grant Funding Requested	

Prince:

Bond Projects

Building C Ductwork, Flooring & Lighting – Complete	\$392,205
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BRG Projects

Campus Roof Replacement Assessment – Complete	\$7,105
- Design Phase Grant Funding Requested	

Campus Weatherization Assessment – Complete	\$9,095
- Design Phase Grant Funding Requested	

Rillito:

Bond Projects

Parking Lot R & R – Complete	\$94,102
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Rio Vista:

BRG Projects

Temporary Chiller	\$92,000
- Construction Phase Grant Funding Requested	

Wilson:

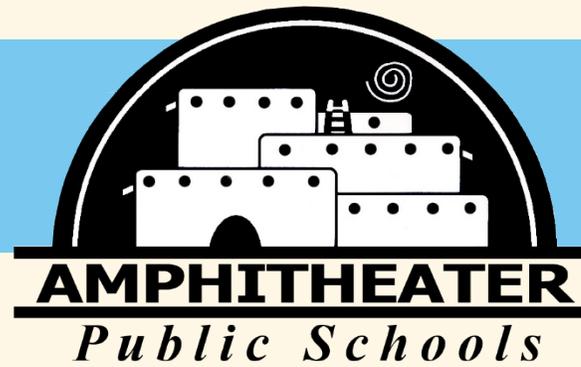
BRG Projects

MPR Stage HVAC Replacement Construction	\$246,820
- 75% Complete	

MPR Buildings Roof Replacement Design – Complete	\$26,820
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Building Hot Water Line Replacement Construction	\$1,537,638
- 80% Complete	

Campus Weatherization Assessment – Complete - Design Phase Grant Funding Requested	\$12,065
MPR Water Heater Replacement – Construction Phase Grant Funding Requested	\$26,257

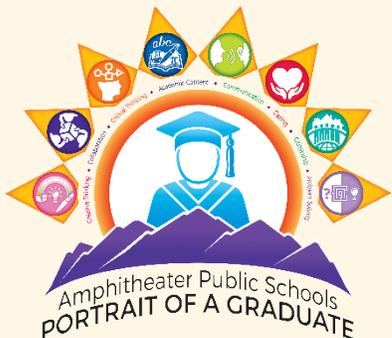


August 13, 2024

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Status of Construction Projects Highlights

BRG, ESSER & Bond Funds





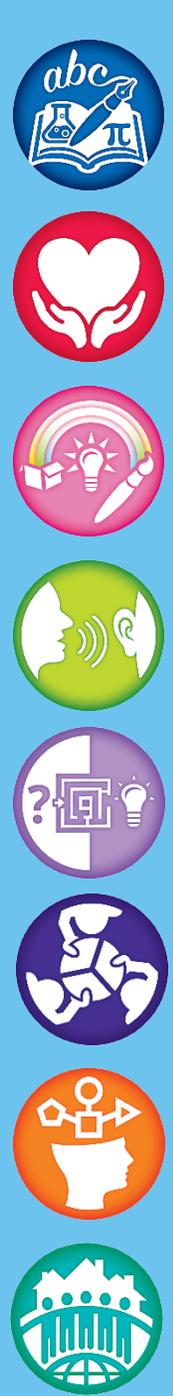
- Canyon Del Oro High School North Gym HVAC – BRG Funds





- Coronado K-8 Central Plant Pump Replacement – Bond Funds





- Cross Middle School Library Renovations – Bond Funds





- La Cima Middle School Chiller Replacement – ESSER Funds





- Painted Sky Elementary School MPR Painting – Bond Funds





- Rillito Center Parking Lot Replacement – Bond Funds





- Wilson K-8 School Building Hot Water Line Replacement Site Restoration - BRG Funds





- Wilson K-8 MPR Stage HVAC Replacement - BRG Funds





SFD BRG Phase Grant Funding Awards

AHS Central Plant 3 Hydronic Pipe Replacement	\$ 343,704
AHS Welding & Mechanic Classroom/Lab HVAC Conversion	\$ 372,926
CDO Fire Alarm System Replacement	\$1,996,169
CDO D Building HVAC Condenser Replacement	\$ 169,242
Wilson Kitchen Hot Water Heater Replacement	\$ 26,257
Copper Creek Hot Water Heater Replacement	\$ 23,977

July '24 Funding \$2,932,275

SY '24 – '25 New Grant Funding \$2,932,275



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: August 13, 2024

TITLE: Approval of Appointment of Non-Administrative Personnel

BACKGROUND:

Candidate(s) will be presented herein to fill vacancies created by leaves of absence, retirements, resignations, and new positions. Appointments are current as of August 5, 2024.

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RECOMMENDATION:

It is the recommendation of the Administration that the appointment(s) be approved as presented.

INITIATED BY:

John Hastings, Director of Human Resources

Date: August 5, 2024

Todd A. Jaeger, J.D., Superintendent

8/13/2024

**GOVERNING BOARD MEETING
APPOINTMENTS**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	LEVEL	EXPERIENCE CREDIT	ADD'L INFO	RECOMMENDED BY	COMMENT
Brightman	Damon	Teacher - ELL/SEI	CT	Amphi Middle School	CTT-BA	0 years	Replacement	Ms. Wichers	
Kilgore	Darin	Teacher - Cross Categorical Class	CT	CDO High School	CTT-MA	6 years	Replacement	Ms. Bulleigh	
Lyons	Emmalee	Teacher - Special Education Reso	CT	La Cima Middle School	CTT-BA	4 years	Replacement	Mr Humphreys	
Metcalf	Benjamin	Teacher - Biology	CT	Ironwood Ridge High	CTT-BA	0 years	Replacement	Dr. Jenkins	
Schneider	Sydney	Teacher - Cross Categorical Class	CT	Copper Creek Elementary	CTT-BA+	0 years	Replacement	Ms. Hillig	
Wallach	Ted	Teacher - P. E.	CT	Donaldson Elementary	CTT-MA	0 years	Replacement	Mr. Szczepaniak	
Wallach	Ted	Teacher - Band	CT	Donaldson Elementary	CTT-MA	0 years	Replacement	Mr. Szczepaniak	
Wallach	Ted	Teacher - Adaptive P.E.	CT	Donaldson Elementary	CTT-MA	0 years	Replacement	Mr. Szczepaniak	
Wallach	Ted	Teacher - Music	CT	Donaldson Elementary	CTT-MA	0 years	Replacement	Mr. Szczepaniak	
Young	Shelby	Teacher - Grade 4	CT	Holaway Elementary	CTT-BA	10 years	Replacement	Ms. Valentin	
Robles	Raymond	Electrician	CL-RET	Facilities Support	15	5+ years	Replacement	Mr. Gill	
D'Souza	Serena	Imagine Preschool Director	CL-PR	Wilson K-8 School	IPSD-BA	0 years	Replacement	Ms. Buccarelli	51
Kaneda	Yoko	Imagine Preschool Director	CL-PR	Donaldson Elementary	IPSD-MA	0 years	Replacement	Ms. Buccarelli-Fay	
Schagel	Erica	School Nurse	CL-PR	Rillito Center			Rehire		
Sibley	Meagan	Imagine Preschool Director	CL-PR	CDO High School	IPSD-BA	0 years	Replacement	Ms. Buccarelli-Fay	
Anthony	Aubrey	Special Education Teaching Assisi	CL	Rillito Center	3	5+ years	Replacement	Mr. Wolf	
Burns	Alex	Bus Driver Trainee	CL	Transportation	1	0 years	Replacement	Ms. Frye-George	
Chavez	Dina	Classroom Aide/Caregiver	CL	Nash Elementary	2	0 years	Replacement	Ms. Jarrett	
Coomer	Austin	Instructional Technology Specialis	CL	Nash Elementary	3	0 years	Replacement	Ms. Jarrett	
Coomer	Austin	Campus Monitor	CL	Nash Elementary	1	0 years	Replacement	Ms. Jarrett	
Cortez	Monique	Special Education Teaching Assisi	CL	Rio Vista Elementary			Rehire		
Cota-Gallardo	Karla	Preschool Aide/Caregiver	CL	Harelson Elementary	1	0 years	Replacement	Ms. Buccarelli-Fay	
Cox	Jennifer	Preschool Instructional Specialist	CL	Harelson Elementary	5	5+ years	Replacement	Ms. Buccarelli-Fay	

*	2023-2024 School Year	HSP High School Principal		ADCT	Addendum Certified
Addendum	Former employee or new hire receiving extra-curricular position	MSP Middle School Principal		ADCL	Addendum Classified
New	New hire filling a newly created position	ESP Elementary School Principal		ADACS	Addendum Amphi Community Schools
Rehire	Former employee returning to a position in the district	HSA High School Assistant Principal		ADDM	Addendum Only
Replacement	New hire filling a vacated position	MSA Assistant Middle School Principal		CT-AD	Certified Administrative
Rescind	Declined position after appointment	ESA Elementary Assistant Principal		CT	Certified
		SAS Support Administrator		CL-AD	Classified Administrative
				CL	Classified
				PR	Professional
				ASW	Student Worker

GOVERNING BOARD MEETING APPOINTMENTS

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	LEVEL	EXPERIENCE CREDIT	ADD'L INFO	RECOMMENDED BY	COMMENT
Crum	Tracy	Instructional Aide	CL	Rio Vista Elementary			Rehire		
Delisy	Manny	Bus Driver Trainee	CL	Transportation	1	0 years	Replacement	Ms. Frye-George	
Drum	Armando	Bus Driver Trainee	CL	Transportation	1	0 years	Replacement	Ms. Frye-George	
Egan	Mechelle	Special Education Teaching Assisi	CL	Rillito Center	3	5+ years	Replacement	Mr. Wolf	
Erb	Lily	Classroom Aide/Caregiver	CL	La Cima Middle School	2	0 years	New	Mr. Humphreys	
Gardoni	Antonio	Transportation Attendant	CL	Transportation	1	0 years	Replacement	Ms. Frye-George	
Garza	Michael	Bus Driver	CL	Transportation	13	0 years	Replacement	Ms. Frye-George	
Ghonem	Wael	Classroom Aide/Caregiver	CL	La Cima Middle School	2	0 years	Replacement	Mr. Humphreys	
Gonzalez	Siobhan	School Health Aide	CL	Ironwood Ridge High	4	5+ years	Replacement	Mr. Roscoe-Perkovac	
Harris	Brooke	Special Education Teaching Assisi	CL	Rillito Center	3	3 years	Replacement	Mr. Wolf	
Hindman	Michelle	Classroom Aide/Caregiver	CL	Cross Middle School	2	0 years	Replacement	Mr. Gutierrez	
Hung Simmons	Tsen Chan	Preschool Instructional Specialist	CL	Wilson K-8 School	5	5+ years	Replacement	Mr. Trimble	
Kalbach	Nikki	Classroom Aide/Caregiver	CL	Holaway Elementary	2	0 years	Replacement	Ms. Valentin	
Kitto	Joshua	Bus Driver Trainee	CL	Transportation	1	0 years	Replacement	Ms. Frye-George	52
Leunen	Lynn	Preschool Instructional Specialist	CL	Coronado K-8 School	5	5+ years	Replacement	Ms. Letts	
Lopez	Caitlyn	Classroom Aide/Caregiver	CL	Cross Middle School	2	0 years	Replacement	Mr. Gutierrez	
Mathis	Krysta	Classroom Aide/Caregiver	CL	Cross Middle School	2	0 years	Replacement	Mr. Gutierrez	
Mendoza	Maria	Food Service Attendant	CL	Rio Vista Elementary			Rehire		
Morrison	Alexandra	Preschool Aide/Caregiver	CL	Coronado K-8 School	1	0 years	Replacement	Ms. Letts	
Murillo	Raul	Campus Monitor	CL	CDO High School			Rehire		
Payne	John	Special Education Teaching Assisi	CL	Amphi High School			Rehire		
Perez	Connie	Transportation Attendant	CL	Transportation	1	0 years	Replacement	Ms. Frye-George	
Perez	Shaina	Classroom Aide/Caregiver	CL	Wilson K-8 School			Rehire		
Pivonka	Kathryn	Special Education Teaching Assisi	CL	Coronado K-8 School	3	5+ years	Replacement	Ms. Letts	
Portillo	Veronica	Library Assistant	CL	Nash Elementary	4	3 years	Replacement	Ms. Jarrett	

*	2023-2024 School Year	HSP High School Principal					ADCT	Addendum Certified	
Addendum	Former employee or new hire receiving extra-curricular position	MSP Middle School Principal					ADCL	Addendum Classified	
New	New hire filling a newly created position	ESP Elementary School Principal					ADACS	Addendum Amphi Community Schools	
Rehire	Former employee returning to a position in the district	HSA High School Assistant Principal					ADDM	Addendum Only	
Replacement	New hire filling a vacated position	MSA Assistant Middle School Principal					CT-AD	Certified Administrative	
Rescind	Declined position after appointment	ESA Elementary Assistant Principal					CT	Certified	
		SAS Support Administrator					CL-AD	Classified Administrative	
							CL	Classified	
							PR	Professional	
							ASW	Student Worker	

GOVERNING BOARD MEETING APPOINTMENTS

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	LEVEL	EXPERIENCE CREDIT	ADD'L INFO	RECOMMENDED BY	COMMENT
Quihuis-Fleming	Anthony	Custodian I	CL	Ironwood Ridge High	2	3 years	Replacement	Dr. Jenkins	
Rockey	Richard	Crossing Guard	CL	Nash Elementary	1	0 years	Replacement	Ms. Jarrett	
Rockey	Richard	Campus Monitor	CL	Nash Elementary	1	0 years	Replacement	Ms. Jarrett	
Rodriguez Figuera	Cruzvis	Custodian I	CL	Amphi High School	2	0 years	Replacement	Mr. Malis	
Romero	Czerenise	School Health Assistant	CL	Amphi Middle School	4	2 years	Replacement	Ms. Roscoe-Perkovac	
Solis	Angelica	Classroom Aide/Caregiver	CL	Prince Elementary	2	0 years	Replacement	Ms. Doyle	
Solis	Angelica	Special Education Teaching Assis	CL	Prince Elementary	3	0 years	Replacement	Ms. Doyle	
Sriram	Aditya	Bus Driver	CL	Transportation	13	0 years	Replacement	Ms. Frye-George	
Tapia	Diana	GEAR UP Assistant	CL	Amphi High School	4	5+ years	Replacement	Mr. Malis	
Thompson	Korie	Transportation Attendant	CL	Transportation	1	5+ years	Replacement	Ms. Frye-George	
Vincent	Shelley	Classroom Aide/Caregiver	CL	Donaldson Elementary	2	4 years	Replacement	Mr. Szczepaniak	
Bustamante	Elena	Student Worker	ASW	Donaldson Elementary			Rehire		\$14.35 per hour
Flores	Dianytza	Student Worker	ASW	Donaldson Elementary			Rehire		\$14.35 per hour
Huerta	Daniel	Student Worker	ASW	Ironwood Ridge High			Rehire		\$14.35 per hour
Tate	Chloe	Student Worker	ASW	Harelson Elementary			New	Dr. Frick	\$14.35 per hour
Tucker	Rebekah	Student Worker	ASW	Donaldson Elementary			New	Dr. Frick	\$14.35 per hour
Walling	Jacqueline	Student Worker	ASW	Ironwood Ridge High			New	Dr. Frick	\$14.35 per hour
Walling	Lindsey	Student Worker	ASW	Ironwood Ridge High			New	Dr. Frick	\$14.35 per hour
Woodall	Tenli	Student Worker	ASW	Innovation Academy			New	Dr. Frick	\$14.35 per hour

*	2023-2024 School Year	HSP High School Principal	ADCT	Addendum Certified
Addendum	Former employee or new hire receiving extra-curricular position	MSP Middle School Principal	ADCL	Addendum Classified
New	New hire filling a newly created position	ESP Elementary School Principal	ADACS	Addendum Amphi Community Schools
Rehire	Former employee returning to a position in the district	HSA High School Assistant Principal	ADDM	Addendum Only
Replacement	New hire filling a vacated position	MSA Assistant Middle School Principal	CT-AD	Certified Administrative
Rescind	Declined position after appointment	ESA Elementary Assistant Principal	CT	Certified
		SAS Support Administrator	CL-AD	Classified Administrative
			CL	Classified
			PR	Professional
			ASW	Student Worker

08/13/2024
 GOVERNING BOARD MEETING
 APPOINTMENTS

SUBSTITUTES

LAST NAME	FIRST NAME	TITLE	CT / CL	LOCATION	EFFECTIVE DATE	COMMENT
Canez	Amanda		CT		07/30/2024	
Collins	Rebecca		CT		07/16/2024	
Doe	Summer		CT		07/18/2024	
Gastelum	Jennifer		CT		07/17/2024	
Geske	Peter		CT		07/17/2024	
Lucas	Linda		CT		07/18/2024	
Maytorena	Yeniffer		CT		07/23/2024	
Penton	Timothy		CT		07/18/2024	
Pinder	Marie		CT		07/23/2024	
Tierney	Angela		CT		07/22/2024	
Vaswani	Sabina		CT		07/31/2024	
Walter	Jamie		CT		07/17/2024	
54						
Gottfredson	Sadie		CL		07/31/2024	
Lake	Colin		CL		07/18/2024	
Merrell	Shelley		CL		07/18/2024	
Miranda	Mara		CL		07/18/2024	

AD Administrative
 PR Professional
 CT Certified
 CL Classified



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: August 13, 2024

TITLE: Approval of Personnel Changes

BACKGROUND:

Changes in the employment status of employee(s) and/or job description(s) will be presented herein. Changes are current as of August 5, 2024.

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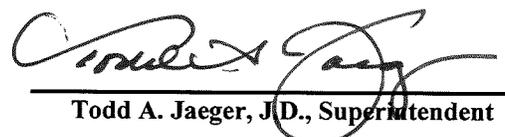
RECOMMENDATION:

It is the recommendation of the Administration that the personnel changes be approved as presented.

INITIATED BY:


John Hastings, Director of Human Resources

Date: August 5, 2024


Todd A. Jaeger, J.D., Superintendent

8/13/2024

**GOVERNING BOARD MEETING
PERSONNEL CHANGES**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Ortiz	Monica	Athletic Trainer	CT-PR	Amphi High School	Salary Adjustment	PRNT-MA	+\$9,003.65	
Alzner	David	Teacher - Yearbook	CT	CDO High School	Added Duty			\$11,840.83
Bosey	Bettina	Teacher - REACH	CT	Cross Middle School	Increase FTE			+0.1667 FTE
Bultman	Benjamin	Teacher - AVID	CT	Amphi High School	Increase FTE			+0.2 FTE
Bultman	Benjamin	Teacher - History	CT	Amphi High School	Decrease FTE			<0.2 FTE>
Burgin	Samantha	Special Education Facilitator	CT	Amphi Academy Online	Added Duty			\$11,356.61
Caldwell	Theresa	Teacher - Special Education Resourc	CT	Amphi High School	Added Duty			\$10,768.76
Carotenuto	Lisa	Librarian	CT	Coronado K-8 School	Salary Adjustment		+\$6,305.00	
Carter	Beth	Teacher - Special Education Resourc	CT	Cross Middle School	Added Duty			\$11,915.58
Celeya	Luis	Teacher - Adaptive P.E.	CT	Cross Middle School	Added Duty			\$12,035.91
Deeb	Tara	Teacher - Mathematics	CT	Cross Middle School	Increase FTE			+0.1667 FTE
Deniston	Courtenay	Teacher - Special Education Resourc	CT	Cross Middle School	Added Duty			\$11,260.53
Donahue	Brain	Teacher - P. E.	CT	La Cima Middle School	Added Duty			\$10,129.11
Evans	Bethany	Teacher - History	CT	Amphi High School	Decrease FTE			<0.4 FTE>
Evans	Bethany	Teacher - AVID	CT	Amphi High School	Increase FTE			+0.4 FTE
Felix	Jennifer	Teacher - Special Education Resourc	CT	CDO High School	Added Duty			\$10,279.84
Gabriel	Christopher	Teacher - Special Education Resourc	CT	CDO High School	Added Duty			\$11,587.10
Garcia	Monica	Teacher - Special Education Resourc	CT	Cross Middle School	Added Duty			\$9,976.53
Gerard	Michelle	Teacher - Adaptive P.E.	CT	CDO High School	Added Duty			\$11,697.76
Harding	Kevin	Teacher - Diesel Engine Repair	CT	Amphi High School	Added Duty			\$9,976.53
Haskins	Shannon	Teacher - Social Studies	CT	Cross Middle School	Added Duty			\$10,729.06
Hebert	Patricia	Teacher - Mathematics	CT	CDO High School	Added Duty			\$10,735.65

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*	2023-2024 School Year	ADCT	Addendum Certified
Addendum	Employee receiving extra-curricular position or stipend	ADCL	Addendum Classified
Added Duty	Employee working additional hours or days	ADACS	Addendum Amphi Community Schools
Additional Position	Employee working an additional position	CT-AD	Certified Administrative
Correction	Correction to contract	CT	Certified
Decrease FTE	Decrease in hours	CL-AD	Classified Administrative
Extension	End date being extended	CL	Classified
Increase FTE	Increase in hours/contract	PR	Professional
Promotion	Employee receiving a promotion to another position	EL	Elementary
Reassignment	Employee moving to another position at the direction of the administration	MS	Middle School
Status Change	Employee changing status (i.e. short term to career)	HS	High School
Temporary	Employee working for a limited period of time		
Transfer	Employee moving from one position to another		

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Hess	Charles	Teacher - P. E.	CT	Cross Middle School	Added Duty			\$11,221.05
Kipley	Kayla	Teacher - Student Government	CT	Amphi High School	Added Duty			\$10,339.12
Lackow	Seth	Teacher - Mathematics	CT	Cross Middle School	Increase FTE			+0.1667 FTE
Lebreton	Jennie	Teacher - Mathematics	CT	Ironwood Ridge High	Decrease FTE			<0.20 FTE>
Lefevre	Karen	Teacher - Language Arts	CT	Cross Middle School	Increase FTE			+0.4166 FTE
Lefevre	Karen	Teacher - Writing Lab	CT	Cross Middle School	Decrease FTE			<0.25 FTE>
Lise	Ronald	Teacher - Mathematics	CT	Amphi High School	Added Duty			\$10,928.92
McKee	Scott	Teacher - P. E.	CT	CDO High School	Decrease FTE			<0.2 FTE>
Morales	Maggie	Teacher - Special Education Resourc	CT	Rio Vista Elementary	Added Duty			\$10,383.29
Nenadovich	Heather	Teacher - Kindergarten	CT	Copper Creek Elementary	Salary Adjustment	CTT-MA	+\$2,000.25	
Nicholson	Julia	Teacher - Sports Medicine and Rehal	CT	CDO High School	Added Duty			\$9,360.88
Ortiz	Monica	Teacher - Sports Medicine and Rehal	CT	Amphi High School	Added Duty			\$29,306.78
Ousley	Wendi	Teacher - Psychology	CT	Amphi High School	Added Duty			\$12,914.76
Reardon	Patricia	Teacher - Mathematics	CT	Cross Middle School	Increase FTE			+0.25 FTE
Reardon	Patricia	Teacher - Math Lab	CT	Cross Middle School	Decrease FTE			<0.25 FTE>
Roberts	Coral	Teacher - Preschool Director	CT	Nash Elementary	Decrease FTE			<0.50 FTE>
Roseman	Ronny	Teacher - Software and App Design	CT	CDO High School	Added Duty			\$11,124.14
Rosson	Karen	Teacher - AVID	CT	Amphi High School	Added Duty			\$10,641.54
Slaton	Stephanie	Teacher - Special Education Resourc	CT	CDO High School	Transfer	CTT-BA	2 years	
Street	Lee	Teacher - Digital Photography	CT	CDO High School	Added Duty			\$11,082.10
Tarbet	Jeremy	Teacher - Automotive Technologies	CT	CDO High School	Added Duty			\$11,921.45
Vaughn	Alexandria	Teacher - Physical Science	CT	Cross Middle School	Added Duty			\$11,472.64
Velasquez	Jeanne	Teacher - Early Childhood Education	CT	Amphi High School	Added Duty			\$9,612.77
West	Tailor	Teacher - P. E.	CT	Holaway Elementary	Additional Position			\$9,317.33

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*	2023-2024 School Year	ADCT	Addendum Certified
Addendum	Employee receiving extra-curricular position or stipend	ADCL	Addendum Classified
Added Duty	Employee working additional hours or days	ADACS	Addendum Amphi Community Schools
Additional Position	Employee working an additional position	CT-AD	Certified Administrative
Correction	Correction to contract	CT	Certified
Decrease FTE	Decrease in hours	CL-AD	Classified Administrative
Extension	End date being extended	CL	Classified
Increase FTE	Increase in hours/contract	PR	Professional
Promotion	Employee receiving a promotion to another position	EL	Elementary
Reassignment	Employee moving to another position at the direction of the administration	MS	Middle School
Status Change	Employee changing status (i.e. short term to career)	HS	High School
Temporary	Employee working for a limited period of time		
Transfer	Employee moving from one position to another		

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Wilson	Sara	Teacher - Art	CT	Cross Middle School	Added Duty			\$10,452.98
Windes	Jenny	Teacher - Mathematics	CT	CDO High School	Added Duty			\$13,244.30
Wojdyla	Cheryl	Teacher - P. E.	CT	Cross Middle School	Added Duty			\$10,614.60
Wong	Lindsay	Teacher - Grade 5	CT	Harelson Elementary	Salary Adjustment	CTT-BA+	+\$666.75	
Yewell	Robyn	Teacher - REACH	CT	CDO High School	Added Duty			\$11,043.38
Zolo	Tatiana	Teacher - Mathematics	CT	Amphi High School	Additional Position			\$22,886.02
Arviso	Victoria	Imagine Preschool Director	CL-PR	Walker Elementary	Salary Adjustment	IPSD-BA+	+\$9,953.41	
Arviso	Victoria	Imagine Preschool Director	CL-PR	Walker Elementary	Salary Level Change	IPSD-MA	+\$1,333.50	
Ball	Kori	Imagine Preschool Director	CL-PR	Copper Creek Elementary	Salary Adjustment	IPSD-BA	+\$10,519.63	
Blayda	Meghan	Imagine Preschool Director	CL-PR	Copper Creek Elementary	Salary Adjustment	IPSD-BA	+\$10,339.12	
Bronson	Kelcy	Imagine Preschool Director	CL-PR	Prince Elementary	Salary Adjustment	IPSD-BA	+\$10,339.12	
Garcia	Tiffin	Imagine Preschool Director	CL-PR	CDO High School	Salary Adjustment	IPSD-MA	+\$11,921.45	
Lopez	Ilse	Imagine Preschool Director	CL-PR	Painted Sky Elementary	Salary Adjustment	IPSD-BA	+\$9,503.68	
Papajohn	Sarah	Imagine Preschool Director	CL-PR	Mesa Verde Elementary	Salary Adjustment	IPSD-BA+	+\$10,298.91	
Resio	Ashley	Imagine Preschool Director	CL-PR	Painted Sky Elementary	Salary Adjustment	IPSD-BA	+\$9,360.88	
Atondo-Ballester	Perla	Elementary School Health Aide	CL	Harelson Elementary	Decrease FTE			<0.20 FTE>
Gomez	Ignacio	Crossing Guard	CL	Mesa Verde Elementary	Additional Position			\$15.61 per hour
Gomez	Ignacio	Campus Monitor	CL	Mesa Verde Elementary	Additional Position			\$15.61 per hour
Harmon	Abbey	Classroom Aide/Caregiver	CL	Prince Elementary	Promotion		+\$0.69	
Leyva	Lerina	Classroom Aide/Caregiver	CL	Coronado K-8 School	Transfer	2	N/A	
Lowenstein	Lindsay	Classroom Aide/Caregiver	CL	Prince Elementary	Decrease FTE			<0.25 FTE>
Luna	Rosalie	Preschool Aide/Caregiver	CL	Wilson K-8 School	Additional Position	1	0 years	
Mahnk	Jacob	Custodian I	CL	Coronado K-8 School	Transfer	2	<\$0.55>	
Makovic	Lisa	Special Education Teaching Assistan	CL	Nash Elementary	Transfer	3	<\$0.15>	

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*	2023-2024 School Year	ADCT	Addendum Certified
Addendum	Employee receiving extra-curricular position or stipend	ADCL	Addendum Classified
Added Duty	Employee working additional hours or days	ADACS	Addendum Amphi Community Schools
Additional Position	Employee working an additional position	CT-AD	Certified Administrative
Correction	Correction to contract	CT	Certified
Decrease FTE	Decrease in hours	CL-AD	Classified Administrative
Extension	End date being extended	CL	Classified
Increase FTE	Increase in hours/contract	PR	Professional
Promotion	Employee receiving a promotion to another position	EL	Elementary
Reassignment	Employee moving to another position at the direction of the administration	MS	Middle School
Status Change	Employee changing status (i.e. short term to career)	HS	High School
Temporary	Employee working for a limited period of time		
Transfer	Employee moving from one position to another		

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Manes	Rorie	Preschool Aide/Caregiver	CL	CDO High School	Transfer	1	<\$0.15>	
Moreno Yocupicio	Jesus	Custodian I	CL	Prince Elementary	Increase FTE			+0.50 FTE
Muscarello	Chelsea	Special Education Teaching Assistan	CL	La Cima Middle School	Decrease FTE			<0.625 FTE>
Muscarello	Chelsea	Crossing Guard	CL	La Cima Middle School	Additional Position			\$15.30 per hour
Olivares Velarde	Sara	Special Education Teaching Assistan	CL	Prince Elementary	Promotion		+\$0.69	
Pye	Alexander	Special Education Teaching Assistan	CL	La Cima Middle School	Correction			Position
Pye	Alexander	Crossing Guard	CL	La Cima Middle School	Additional Position			\$15.30 per hour
Rose	Heather	Classroom Aide/Caregiver	CL	Mesa Verde Elementary	Transfer	2	N/A	
Rubio	Olga	Food Service Attendant	CL	Keeling Elementary	Increase FTE			+0.125 FTE
Ruiz	Tanyia	School Health Assistant	CL	Walker Elementary	301 Payment			*\$500.00
Sennett	Daniel	Instructional Aide	CL	Rio Vista Elementary	Transfer	2	N/A	
Shields	Donna	Preschool Instructional Specialist	CL	CDO High School	Transfer	5	N/A	
Stone	Jessica	Campus Monitor	CL	Prince Elementary	Additional Position			\$15.61 per hour
Yrigoyen	Dominic	Special Education Teaching Assistan	CL	CDO High School	Transfer	3	N/A	
Adams	Elizabeth	ADDN - CISS Stipend	ADCT	Wetmore Center	Addendum			\$6,400.00
Altemara-Arnold	Sara	ADDN - Curriculum Development	ADCT	CDO High School	Addendum			\$25.00 per hour
Altemara-Arnold	Sara	ADDN - Essential Recruit Stipend	ADCT	CDO High School	Addendum			\$2,000.00
Altemara-Arnold	Sara	ADDN - Essential Recruit Stipend	ADCT	CDO High School	Addendum			\$4,800.00
Alzner	David	ADDN - Yearbook HS	ADCT	CDO High School	Addendum			\$1,850.00
Anderson	Benjamin	ADDN - Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum			\$5,000.00
Arredondo	Mateo	ADDN - Essential Recruit Stipend	ADCT	Amphi High School	Addendum			\$5,000.00
Arthurs	Robbin	ADDN - CISS Stipend	ADCT	Keeling Elementary	Addendum			\$8,000.00
Aukee	Lisa	ADDN - Retention Stipend	ADCT	CDO High School	Addendum			*\$1,165.44
Avila	Paul	ADDN - ISA Stipend - District	ADCT	Amphi Middle School	Addendum			\$7,500.00

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*	2023-2024 School Year	ADCT	Addendum Certified
Addendum	Employee receiving extra-curricular position or stipend	ADCL	Addendum Classified
Added Duty	Employee working additional hours or days	ADACS	Addendum Amphi Community Schools
Additional Position	Employee working an additional position	CT-AD	Certified Administrative
Correction	Correction to contract	CT	Certified
Decrease FTE	Decrease in hours	CL-AD	Classified Administrative
Extension	End date being extended	CL	Classified
Increase FTE	Increase in hours/contract	PR	Professional
Promotion	Employee receiving a promotion to another position	EL	Elementary
Reassignment	Employee moving to another position at the direction of the administration	MS	Middle School
Status Change	Employee changing status (i.e. short term to career)	HS	High School
Temporary	Employee working for a limited period of time		
Transfer	Employee moving from one position to another		

**GOVERNING BOARD MEETING
PERSONNEL CHANGES**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Ayers	Nathan	ADDN - Essential Recruit Stipend	ADCT	Amphi Middle School	Addendum		\$4,000.00	
Baier	Tracy	ADDN - Essential Recruit Stipend	ADCT	Amphi High School	Addendum		\$4,000.00	
Baron	Craig	ADDN - Essential Recruit Stipend	ADCT	Cross Middle School	Addendum		\$4,000.00	
Basye	Jody	ADDN - Essential Recruit Stipend	ADCT	CDO High School	Addendum		\$4,000.00	
Berrigan	Morgan	ADDN - Curriculum Development	ADCT	Amphi High School	Addendum		\$25.00 per hour	
Bills	Patricia	ADDN - Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum		\$3,000.00	
Blanchard	Nicole	ADDN - Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum		\$5,000.00	
Boe	Bradley	ADDN - Curriculum Development	ADCT	Ironwood Ridge High	Addendum		\$25.00 per hour	
Bosey	Bettina	ADDN - Essential Recruit Stipend	ADCT	Cross Middle School	Addendum		\$2,666.80	
Bosey	Bettina	ADDN - Essential Recruit Stipend	ADCT	Cross Middle School	Addendum		\$666.80	
Boyer	Lisa	ADDN - Essential Recruit Stipend	ADCT	Wilson K-8 School	Addendum		\$4,000.00	
Brady	Lawrence	ADDN - Essential Recruit Stipend	ADCT	Amphi High School	Addendum		\$5,000.00	
Brungardt	Elizabeth	ADDN - Essential Recruit Stipend	ADCT	Keeling Elementary	Addendum		\$4,000.00	
Butler	William	ADDN - Yearbook HS	ADCT	Ironwood Ridge High	Addendum		\$1,850.00	
Caldwell	Theresa	ADDN - Essential Recruit Stipend	ADCT	Amphi High School	Addendum		\$4,000.00	
Caldwell	Theresa	ADDN - Interscholastic Activities Mgr	ADCT	Amphi High School	Addendum		\$1,425.00	
Callies	Heather	ADDN - CIISS Stipend	ADCT	Nash Elementary	Addendum		\$8,000.00	
Callies	Heather	ADDN - Technology Coach EL	ADCT	Nash Elementary	Addendum		\$1,550.00	
Campbell	Jennifer	ADDN - CIISS Stipend	ADCT	Prince Elementary	Addendum		\$8,000.00	
Carlson	Joanne	ADDN - CIISS Stipend	ADCT	Wilson K-8 School	Addendum		\$8,000.00	
Carter	Beth	ADDN - Interscholastic Supervisor	ADCT	Cross Middle School	Addendum		*\$500.00	
Carter	Beth	ADDN - Interscholastic Supervisor	ADCT	Cross Middle School	Addendum		*\$500.00	
Castro	Sylvestre	ADDN - Essential Recruit Stipend	ADCT	Amphi Middle School	Addendum		\$4,000.00	
Chavez	Justin	Coach - Football Assistant MS	ADCT	La Cima Middle School	Addendum		\$1,400.00	

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*	2023-2024 School Year	ADCT	Addendum Certified
Addendum	Employee receiving extra-curricular position or stipend	ADCL	Addendum Classified
Added Duty	Employee working additional hours or days	ADACS	Addendum Amphi Community Schools
Additional Position	Employee working an additional position	CT-AD	Certified Administrative
Correction	Correction to contract	CT	Certified
Decrease FTE	Decrease in hours	CL-AD	Classified Administrative
Extension	End date being extended	CL	Classified
Increase FTE	Increase in hours/contract	PR	Professional
Promotion	Employee receiving a promotion to another position	EL	Elementary
Reassignment	Employee moving to another position at the direction of the administration	MS	Middle School
Status Change	Employee changing status (i.e. short term to career)	HS	High School
Temporary	Employee working for a limited period of time		
Transfer	Employee moving from one position to another		

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Chen	Christopher	ADDN - Essential Recruit Stipend	ADCT	CDO High School	Addendum		\$8,000.00	
Cheney	Tara-Jayne	ADDN - Essential Recruit Stipend	ADCT	Wilson K-8 School	Addendum		\$4,000.00	
Christensen	Deborah	ADDN - Extra Hours	ADCT	Wetmore Center	Addendum		\$52.07 per hour	
Christman	Jill	ADDN - Essential Recruit Stipend	ADCT	CDO High School	Addendum		\$5,000.00	
Clause	Katherine	ADDN - Curriculum Development	ADCT	Amphi High School	Addendum		\$25.00 per hour	
Cliff	Mary	ADDN - CIISS Stipend	ADCT	Cross Middle School	Addendum		\$8,000.00	
Clinch	Tricia	ADDN - Essential Recruit Stipend	ADCT	Holaway Elementary	Addendum		\$4,000.00	
Cochiolo	Nancy	ADDN - Essential Recruit Stipend	ADCT	Mesa Verde Elementary	Addendum		\$4,000.00	
Colaianni	Nina	ADDN - Essential Recruit Stipend	ADCT	Painted Sky Elementary	Addendum		\$4,000.00	
Costelow	Gabrielle	ADDN - CIISS Stipend	ADCT	Copper Creek Elementary	Addendum		\$8,000.00	
Crist	Gary	ADDN - Curriculum Development	ADCT	Amphi High School	Addendum		\$25.00 per hour	
Cross	Karen	ADDN - Essential Recruit Stipend	ADCT	Harelson Elementary	Addendum		\$4,000.00	
Dadeppo	Lisa Marie	ADDN - Essential Recruit Stipend	ADCT	CDO High School	Addendum		\$4,000.00	
Daigle	Joyce	ADDN - 301 Payment	ADCT	Coronado K-8 School	Addendum		\$8,000.00	
Davis	Shelby	ADDN - Dyslexia Training Designee	ADCT	Rio Vista Elementary	Addendum		\$3,350.00	61
Deitering	Joseph	ADDN - Essential Recruit Stipend	ADCT	Rillito Center	Addendum		\$4,000.00	
Demetrious	Harriet	ADDN - Odyssey of the Mind	ADCT	Donaldson Elementary	Addendum		\$1,200.00	
Diaz	Richard	ADDN - Curriculum Development	ADCT	Amphi High School	Addendum		\$25.00 per hour	
Donahue	Brian	Coach - Tennis MS	ADCT	La Cima Middle School	Addendum		\$1,700.00	
Duran-Keppler	Monica	ADDN - School Support Team	ADCT	Amphi High School	Addendum		\$20.00 per hour	
Edmondson	Heidi	ADDN - CIPS Stipend	ADCT	Wetmore Center	Addendum		\$8,000.00	
Emans	Deborah	ADDN - CIISS Stipend	ADCT	Harelson Elementary	Addendum		\$8,000.00	
Engel	Katherine	DH - ESL HS	ADCT	Amphi High School	Addendum		\$3,350.00	
Engelhard	Erin	ADDN - Essential Recruit Stipend	ADCT	Rillito Center	Addendum		\$800.00	

*	2023-2024 School Year					ADCT	Addendum Certified	
Addendum	Employee receiving extra-curricular position or stipend					ADCL	Addendum Classified	
Added Duty	Employee working additional hours or days					ADACS	Addendum Amphi Community Schools	
Additional Position	Employee working an additional position					CT-AD	Certified Administrative	
Correction	Correction to contract					CT	Certified	
Decrease FTE	Decrease in hours					CL-AD	Classified Administrative	
Extension	End date being extended					CL	Classified	
Increase FTE	Increase in hours/contract					PR	Professional	
Promotion	Employee receiving a promotion to another position					EL	Elementary	
Reassignment	Employee moving to another position at the direction of the administration					MS	Middle School	
Status Change	Employee changing status (i.e. short term to career)					HS	High School	
Temporary	Employee working for a limited period of time							
Transfer	Employee moving from one position to another							

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Evans	Bethany	Coach - Cross Country HS	ADCT	Amphi High School	Addendum		\$2,600.00	
Finch	Richard	ADDN - Essential Recruit Stipend	ADCT	Wilson K-8 School	Addendum		\$4,000.00	
Fox	Erica	ADDN - CIISS Stipend	ADCT	CDO High School	Addendum		\$8,000.00	
Fox	Erica	ADDN - Essential Recruit Stipend	ADCT	CDO High School	Addendum		\$2,500.00	
Fox	Lilliana	ADDN - Essential Recruit Stipend	ADCT	Rillito Center	Addendum		\$4,000.00	
Frantziskonis	Karyn	ADDN - CIISS Stipend	ADCT	Amphi Middle School	Addendum		\$8,000.00	
Fritton	Teresa	ADDN - Essential Recruit Stipend	ADCT	Wilson K-8 School	Addendum		\$3,333.20	
Fritton	Teresa	ADDN - Essential Recruit Stipend	ADCT	Wilson K-8 School	Addendum		\$833.50	
Gadarian	Kristen	ADDN - Essential Recruit Stipend	ADCT	Amphi High School	Addendum		\$4,000.00	
Garcia	Carla	ADDN - School Support Team	ADCT	Federal/State Programs	Addendum		\$20.00 per hour	
Garcia	Monica	ADDN - Essential Recruit Stipend	ADCT	Cross Middle School	Addendum		\$4,000.00	
Gerard	Michelle	ADDN - Summer Weights	ADCT	CDO High School	Addendum		\$1,040.00	
Gibson	Elizabeth	ADDN - Extra Hours	ADCT	Wetmore Center	Addendum		\$45.30 per hour	
Graham	Genevieve	ADDN - Extra Hours	ADCT	Wetmore Center	Addendum		\$49.41 per hour	
Gran	Jennifer	ADDN - Essential Recruit Stipend	ADCT	Rillito Center	Addendum		\$4,000.00	
Green	Rebecca	ADDN - Dyslexia Training Designee	ADCT	Coronado K-8 School	Addendum		\$3,350.00	
Greene	Hannah	ADDN - Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum		\$5,000.00	
Guymon	Kate	ADDN - ISA Stipend - District	ADCT	Donaldson Elementary	Addendum		\$3,750.00	
Guymon	Kate	ADDN - Extra Days	ADCT	Wetmore Center	Addendum		\$246.24 per day	
Guymon	Kate	ADDN - ISA Stipend - District	ADCT	Amphi Academy Online	Addendum		\$3,750.00	
Harding	Kevin	DH - CTE HS	ADCT	Amphi High School	Addendum		\$3,350.00	
Harris	Noreen	ADDN - Essential Recruit Stipend	ADCT	CDO High School	Addendum		\$5,000.00	
Harvey	Nicholas	ADDN - Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum		\$5,000.00	
Haverty	Matthew	DH - Science HS	ADCT	Amphi High School	Addendum		\$3,350.00	

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*	2023-2024 School Year	ADCT	Addendum Certified
Addendum	Employee receiving extra-curricular position or stipend	ADCL	Addendum Classified
Added Duty	Employee working additional hours or days	ADACS	Addendum Amphi Community Schools
Additional Position	Employee working an additional position	CT-AD	Certified Administrative
Correction	Correction to contract	CT	Certified
Decrease FTE	Decrease in hours	CL-AD	Classified Administrative
Extension	End date being extended	CL	Classified
Increase FTE	Increase in hours/contract	PR	Professional
Promotion	Employee receiving a promotion to another position	EL	Elementary
Reassignment	Employee moving to another position at the direction of the administration	MS	Middle School
Status Change	Employee changing status (i.e. short term to career)	HS	High School
Temporary	Employee working for a limited period of time		
Transfer	Employee moving from one position to another		

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Hebert	Patricia	ADDN - 301 Payment	ADCT	CDO High School	Addendum		\$4,791.85	
Hebert	Patricia	ADDN - Essential Recruit Stipend	ADCT	CDO High School	Addendum		\$5,000.00	
Herron	Candace	DH - Student Services MS	ADCT	Wilson K-8 School	Addendum		\$1,950.00	
Hicks	Cassandra	ADDN - One-Time Signing Bonus	ADCT	Wetmore Center	Addendum		\$5,000.00	
Hillig	Kirsten	ADDN - Essential Recruit Stipend	ADCT	Copper Creek Elementary	Addendum		\$4,000.00	
Hitchye	Jordan	ADDN - Summer Weights	ADCT	CDO High School	Addendum		\$1,040.00	
Hjalmarson-Kittre	Mary	ADDN - Essential Recruit Stipend	ADCT	CDO High School	Addendum		\$3,000.00	
Hockins	Nathaniel	ADDN - Essential Recruit Stipend	ADCT	CDO High School	Addendum		\$5,000.00	
Holt	Nicolas	ADDN - Curriculum Development	ADCT	CDO High School	Addendum		\$25.00 per hour	
Holt	Nicolas	ADDN - 301 Payment	ADCT	CDO High School	Addendum		*\$4,711.49	
Hooton	Rose	ADDN - CIPS Stipend	ADCT	Wetmore Center	Addendum		\$8,000.00	
Huber	Brian	ADDN - Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum		\$8,000.00	
Humphreys	Anita	ADDN - Certified Staff Trainer	ADCT	Donaldson Elementary	Addendum		\$30.00 per hour	
Humphreys	Anita	ADDN - CIISS Stipend	ADCT	Donaldson Elementary	Addendum		\$8,000.00	
Hurley	Benjamin	DH - Physical Education HS	ADCT	Amphi High School	Addendum		\$3,350.00	
Hutchison	Mina	ADDN - Extra Hours	ADCT	Wetmore Center	Addendum		\$46.29 per hour	
Iadevaia	Jennifer	ADDN - School Support Team	ADCT	Donaldson Elementary	Addendum		\$20.00 per hour	
Impelluso	Sonya	DH - Fine Arts HS	ADCT	Amphi High School	Addendum		\$3,350.00	
Inglett	Lindsay	ADDN - CIISS Stipend	ADCT	Mesa Verde Elementary	Addendum		\$8,000.00	
Iribe	Sheryl	ADDN - 301 Payment	ADCT	CDO High School	Addendum		*\$457.50	
Jacobs	Jessica	ADDN - Essential Recruit Stipend	ADCT	Innovation Academy	Addendum		\$2,000.00	
Johnson	Brooke	ADDN - School Support Team	ADCT	Donaldson Elementary	Addendum		\$20.00 per hour	
Johnson	Brooke	ADDN - School Support Team	ADCT	Donaldson Elementary	Addendum		\$20.00 per hour	
Johnson	Marian	ADDN - Essential Recruit Stipend	ADCT	Amphi High School	Addendum		\$5,000.00	

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*	2023-2024 School Year	ADCT	Addendum Certified
Addendum	Employee receiving extra-curricular position or stipend	ADCL	Addendum Classified
Added Duty	Employee working additional hours or days	ADACS	Addendum Amphi Community Schools
Additional Position	Employee working an additional position	CT-AD	Certified Administrative
Correction	Correction to contract	CT	Certified
Decrease FTE	Decrease in hours	CL-AD	Classified Administrative
Extension	End date being extended	CL	Classified
Increase FTE	Increase in hours/contract	PR	Professional
Promotion	Employee receiving a promotion to another position	EL	Elementary
Reassignment	Employee moving to another position at the direction of the administration	MS	Middle School
Status Change	Employee changing status (i.e. short term to career)	HS	High School
Temporary	Employee working for a limited period of time		
Transfer	Employee moving from one position to another		

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Johnson	Neely	Coach - Softball Assistant MS	ADCT	La Cima Middle School	Addendum		\$1,400.00	
Johnson Bivens	Adria	ADDN - Essential Recruit Stipend	ADCT	Rillito Center	Addendum		\$4,000.00	
Jorgensen	Pamela	ADDN - Essential Recruit Stipend	ADCT	Rio Vista Elementary	Addendum		\$4,000.00	
Kasen	Jamie	ADDN - Essential Recruit Stipend	ADCT	Walker Elementary	Addendum		\$2,400.00	
Kautz	Douglas	ADDN - Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum		\$5,000.00	
Kechely	Leigh	ADDN - Essential Recruit Stipend	ADCT	Donaldson Elementary	Addendum		\$1,600.00	
Kechely	Leigh	ADDN - Essential Recruit Stipend	ADCT	Prince Elementary	Addendum		\$2,400.00	
Kevershan	Kimberly	ADDN - Essential Recruit Stipend	ADCT	CDO High School	Addendum		\$5,000.00	
Kimler	Courtney	ADDN - School Support Team	ADCT	Donaldson Elementary	Addendum		\$20.00 per hour	
King	Nicole	ADDN - Essential Recruit Stipend	ADCT	Amphi High School	Addendum		\$4,000.00	
Kipley	Kayla	Coach - Spiritleading Head Fall HS	ADCT	Amphi High School	Addendum		\$2,450.00	
Krater	Caroline	ADDN - Curriculum Development	ADCT	CDO High School	Addendum		\$25.00 per hour	
Kuhn	Brandon	ADDN - Essential Recruit Stipend	ADCT	Amphi High School	Addendum		\$5,000.00	
Laurie	Yetive	ADDN - Essential Recruit Stipend	ADCT	Cross Middle School	Addendum		\$4,000.00	
Lawrence	Mia	ADDN - Essential Recruit Stipend	ADCT	Painted Sky Elementary	Addendum		\$800.00	
Lawrence	Mia	ADDN - Essential Recruit Stipend	ADCT	Mesa Verde Elementary	Addendum		\$2,400.00	
Lebreton	Jennie	ADDN - Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum		\$4,000.00	
Lee	Auvie	ADDN - Essential Recruit Stipend	ADCT	Cross Middle School	Addendum		\$4,000.00	
Lepore	Andrew	ADDN - Curriculum Development	ADCT	Ironwood Ridge High	Addendum		\$25.00 per hour	
Lindner	Breanna	ADDN - Essential Recruit Stipend	ADCT	La Cima Middle School	Addendum		\$4,000.00	
Lipich	Brandi	ADDN - Essential Recruit Stipend	ADCT	Rillito Center	Addendum		\$4,000.00	
Lise	Ronald	ADDN - Essential Recruit Stipend	ADCT	Amphi High School	Addendum		\$5,000.00	
Lise	Ronald	DH - Mathematics HS	ADCT	Amphi High School	Addendum		\$3,350.00	
Loera	Adriana	ADDN - Essential Recruit Stipend	ADCT	Rio Vista Elementary	Addendum		\$4,000.00	

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*	2023-2024 School Year	ADCT	Addendum Certified
Addendum	Employee receiving extra-curricular position or stipend	ADCL	Addendum Classified
Added Duty	Employee working additional hours or days	ADACS	Addendum Amphi Community Schools
Additional Position	Employee working an additional position	CT-AD	Certified Administrative
Correction	Correction to contract	CT	Certified
Decrease FTE	Decrease in hours	CL-AD	Classified Administrative
Extension	End date being extended	CL	Classified
Increase FTE	Increase in hours/contract	PR	Professional
Promotion	Employee receiving a promotion to another position	EL	Elementary
Reassignment	Employee moving to another position at the direction of the administration	MS	Middle School
Status Change	Employee changing status (i.e. short term to career)	HS	High School
Temporary	Employee working for a limited period of time		
Transfer	Employee moving from one position to another		

**GOVERNING BOARD MEETING
PERSONNEL CHANGES**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Lopez	Lindsay	ADDN - Extra Days	ADCT	Cross Middle School	Added Duty			\$257.52 per day
Lopez	Lindsay	ADDN - ISA Stipend - District	ADCT	Cross Middle School	Addendum			\$7,500.00
Lopez	Stephanie	ADDN - CIISS Stipend	ADCT	Walker Elementary	Addendum			\$8,000.00
Maldonado	Elena	ADDN - Essential Recruit Stipend	ADCT	Nash Elementary	Addendum			\$4,000.00
Manno	Theodore	ADDN - Curriculum Development	ADCT	Ironwood Ridge High	Addendum			\$25.00 per hour
Mayhew	Constance	ADDN - Essential Recruit Stipend	ADCT	CDO High School	Addendum			\$5,000.00
Mcelhinney	Judith	ADDN - Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum			\$5,000.00
McMillan-Dale	Meredith	ADDN - Retention Stipend	ADCT	Mesa Verde Elementary	Addendum			*\$853.66
McMillan-Dale	Meredith	ADDN - 301 Payment	ADCT	Mesa Verde Elementary	Addendum			*\$3,762.99
McQuade	Lavina	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour
Meitner	Nickolas	ADDN - Curriculum Development	ADCT	CDO High School	Addendum			\$25.00 per hour
Mendivil	Jorge	ADDN - Essential Recruit Stipend	ADCT	Amphi High School	Addendum			\$4,000.00
Mendivil	Jorge	Coach - Football Head HS	ADCT	Amphi High School	Addendum			\$3,800.00
Merendo	Erin	ADDN - Curriculum Development	ADCT	Ironwood Ridge High	Addendum			\$25.00 per hour
Miller	Sally	ADDN - Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum			\$4,000.00
Miller	Zane	ADDN - Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum			\$5,000.00
Minson	Bryan	ADDN - Essential Recruit Stipend	ADCT	La Cima Middle School	Addendum			\$4,000.00
Miranda	Jennifer	ADDN - Curriculum Development	ADCT	Ironwood Ridge High	Addendum			\$25.00 per hour
Morabito	Rachel	ADDN - Essential Recruit Stipend	ADCT	Mesa Verde Elementary	Addendum			\$4,000.00
Northam	Susan	ADDN - Essential Recruit Stipend	ADCT	Keeling Elementary	Addendum			\$2,000.00
Northam	Susan	ADDN - Essential Recruit Stipend	ADCT	Nash Elementary	Addendum			\$2,000.00
Ochoa	Joy	ADDN - Essential Recruit Stipend	ADCT	Copper Creek Elementary	Addendum			\$2,400.00
Ochoa	Joy	ADDN - Essential Recruit Stipend	ADCT	Coronado K-8 School	Addendum			\$1,600.00
Okonya	Elizabeth	ADDN - Essential Recruit Stipend	ADCT	Rillito Center	Addendum			\$4,000.00

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*	2023-2024 School Year	ADCT	Addendum Certified
Addendum	Employee receiving extra-curricular position or stipend	ADCL	Addendum Classified
Added Duty	Employee working additional hours or days	ADACS	Addendum Amphi Community Schools
Additional Position	Employee working an additional position	CT-AD	Certified Administrative
Correction	Correction to contract	CT	Certified
Decrease FTE	Decrease in hours	CL-AD	Classified Administrative
Extension	End date being extended	CL	Classified
Increase FTE	Increase in hours/contract	PR	Professional
Promotion	Employee receiving a promotion to another position	EL	Elementary
Reassignment	Employee moving to another position at the direction of the administration	MS	Middle School
Status Change	Employee changing status (i.e. short term to career)	HS	High School
Temporary	Employee working for a limited period of time		
Transfer	Employee moving from one position to another		

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Oliver	Heather	ADDN - CIISS Stipend	ADCT	Painted Sky Elementary	Addendum		\$8,000.00	
Ortiz	Monica	ADDN - Curriculum Development	ADCT	Amphi High School	Addendum		\$25.00 per hour	
Perkins	Mason	ADDN - Essential Recruit Stipend	ADCT	Amphi Middle School	Addendum		\$1,666.50	
Piazza	Elizabeth	ADDN - Essential Recruit Stipend	ADCT	CDO High School	Addendum		\$5,000.00	
Pickard Vazquez	Emma	ADDN - 301 Payment	ADCT	Wilson K-8 School	Addendum		*\$4,610.34	
Powell	Matthew	ADDN - Essential Recruit Stipend	ADCT	CDO High School	Addendum		\$5,000.00	
Randall	Lesla	ADDN - Curriculum Development	ADCT	Amphi High School	Addendum		\$25.00 per hour	
Richards	Monet	ADDN - Essential Recruit Stipend	ADCT	La Cima Middle School	Addendum		\$4,000.00	
Roark	Landi	ADDN - Essential Recruit Stipend	ADCT	Innovation Academy	Addendum		\$4,000.00	
Roche	Christine	ADDN - Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum		\$4,000.00	
Rojewski	Jennifer	ADDN - 301 Payment	ADCT	Cross Middle School	Addendum		*\$457.50	
Rojewski	Jennifer	ADDN - Retention Stipend	ADCT	Cross Middle School	Addendum		*\$229.47	
Ronstadt	Joshua	ADDN - Essential Recruit Stipend	ADCT	CDO High School	Addendum		\$1,800.00	
Ronstadt	Joshua	ADDN - Essential Recruit Stipend	ADCT	CDO High School	Addendum		\$1,200.00	
Roop	Lee	ADDN - CIISS Stipend	ADCT	Holaway Elementary	Addendum		\$8,000.00	66
Roop-Rosales	Sarah	ADDN - Essential Recruit Stipend	ADCT	Amphi Middle School	Addendum		\$4,000.00	
Rose	Stileda	Coach - Cross Country HS	ADCT	Amphi High School	Addendum		\$2,600.00	
Rose	Stileda	ADDN - School Support Team	ADCT	Amphi High School	Addendum		\$20.00 per hour	
Rossi	Eric	ADDN - Summer Weights	ADCT	CDO High School	Addendum		\$1,040.00	
Rosson	Karen	ADDN - Essential Recruit Stipend	ADCT	Amphi High School	Addendum		\$5,000.00	
Ruboyianes	Amy	ADDN - Essential Recruit Stipend	ADCT	Rillito Center	Addendum		\$4,000.00	
Sadowl	Cyra	ADDN - CIISS Stipend	ADCT	La Cima Middle School	Addendum		\$8,000.00	
Scheel	Christopher	ADDN - Essential Recruit Stipend	ADCT	Amphi High School	Addendum		\$5,000.00	
Schmuker	Ranee	ADDN - Band Director HS	ADCT	CDO High School	Addendum		\$3,050.00	

*	2023-2024 School Year	ADCT	Addendum Certified
Addendum	Employee receiving extra-curricular position or stipend	ADCL	Addendum Classified
Added Duty	Employee working additional hours or days	ADACS	Addendum Amphi Community Schools
Additional Position	Employee working an additional position	CT-AD	Certified Administrative
Correction	Correction to contract	CT	Certified
Decrease FTE	Decrease in hours	CL-AD	Classified Administrative
Extension	End date being extended	CL	Classified
Increase FTE	Increase in hours/contract	PR	Professional
Promotion	Employee receiving a promotion to another position	EL	Elementary
Reassignment	Employee moving to another position at the direction of the administration	MS	Middle School
Status Change	Employee changing status (i.e. short term to career)	HS	High School
Temporary	Employee working for a limited period of time		
Transfer	Employee moving from one position to another		

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Schrimpf	Anastasia	ADDN - School Support Team	ADCT	Donaldson Elementary	Addendum		\$20.00 per hour	
Schwingbeck	Michael	ADDN - Interscholastic Activities Mgr	ADCT	Amphi High School	Addendum		\$1,425.00	
Scrivner	Matthew	ADDN - Essential Recruit Stipend	ADCT	Amphi High School	Addendum		\$4,000.00	
Seegmiller	Carrie	ADDN - Extra Hours	ADCT	Painted Sky Elementary	Addendum		\$28.90 per hour	
Seymour	Gene	ADDN - Essential Recruit Stipend	ADCT	CDO High School	Addendum		\$5,000.00	
Shiba	Robert	ADDN - Essential Recruit Stipend	ADCT	Cross Middle School	Addendum		\$2,500.00	
Shugert	Carmen	ADDN - Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum		\$893.20	
Shugert	Carmen	ADDN - Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum		\$1,786.41	
Shugert	Carmen	ADDN - Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum		\$893.20	
Shugert	Carmen	ADDN - Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum		\$893.20	
Smalley	Stephanie	ADDN - Essential Recruit Stipend	ADCT	Rillito Center	Addendum		\$4,000.00	
Smith	Emiko	ADDN - Extra Hours	ADCT	Wetmore Center	Addendum		\$46.07 per hour	
Smith	Shawn	DH - Social Studies HS	ADCT	Amphi High School	Addendum		\$3,350.00	
Snyder	Jamie	ADDN - Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum		\$5,000.00	
Sparlin	Erika	ADDN - Essential Recruit Stipend	ADCT	Coronado K-8 School	Addendum		\$4,000.00	67
Spencer	Dawna	ADDN - Essential Recruit Stipend	ADCT	Donaldson Elementary	Addendum		\$4,000.00	
Steen	Susan	ADDN - CIISS Stipend	ADCT	Ironwood Ridge High	Addendum		\$8,000.00	
Street	Lee	ADDN - Curriculum Development	ADCT	CDO High School	Addendum		\$25.00 per hour	
Summons	Sjana	DH - Foreign Language HS	ADCT	Amphi High School	Addendum		\$3,350.00	
Swartz	Danielle	ADDN - CIISS Stipend	ADCT	Innovation Academy	Addendum		\$8,000.00	
Tapling	Colby	ADDN - Extra Days	ADCT	Prince Elementary	Added Duty		\$303.39 per day	
Tarbet	Jeremy	ADDN - Curriculum Development	ADCT	CDO High School	Addendum		\$25.00 per hour	
Tarquin	Kathy	ADDN - Essential Recruit Stipend	ADCT	Rillito Center	Addendum		\$4,000.00	
Taylor	Liza	ADDN - Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum		\$400.00	

*	2023-2024 School Year					ADCT	Addendum Certified	
Addendum	Employee receiving extra-curricular position or stipend					ADCL	Addendum Classified	
Added Duty	Employee working additional hours or days					ADACS	Addendum Amphi Community Schools	
Additional Position	Employee working an additional position					CT-AD	Certified Administrative	
Correction	Correction to contract					CT	Certified	
Decrease FTE	Decrease in hours					CL-AD	Classified Administrative	
Extension	End date being extended					CL	Classified	
Increase FTE	Increase in hours/contract					PR	Professional	
Promotion	Employee receiving a promotion to another position					EL	Elementary	
Reassignment	Employee moving to another position at the direction of the administration					MS	Middle School	
Status Change	Employee changing status (i.e. short term to career)					HS	High School	
Temporary	Employee working for a limited period of time							
Transfer	Employee moving from one position to another							

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Taylor	Liza	ADDN - Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum		\$1,200.00	
Terrece	Tatum	ADDN - School Support Team	ADCT	Donaldson Elementary	Addendum		\$20.00 per hour	
Thomas	Kelley	ADDN - Essential Recruit Stipend	ADCT	Coronado K-8 School	Addendum		\$4,000.00	
Thomas	Kelsey	ADDN - Essential Recruit Stipend	ADCT	Nash Elementary	Addendum		\$4,000.00	
Thomas	Shauna	ADDN - Essential Recruit Stipend	ADCT	Hareison Elementary	Addendum		\$4,000.00	
Thomure	Emry	ADDN - Musical Director HS	ADCT	CDO High School	Addendum		\$2,136.00	
Thornburg	Ryan	DH - English HS	ADCT	Amphi High School	Addendum		\$3,350.00	
Thornburgh	Alexandra	ADDN - Essential Recruit Stipend	ADCT	Rillito Center	Addendum		\$4,000.00	
Todd	Cary	Coach - Softball Head MS	ADCT	La Cima Middle School	Addendum		\$1,700.00	
Traweek	Donna	ADDN - Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum		\$4,000.00	
Tuo	Alexis	ADDN - 301 Payment	ADCT	Walker Elementary	Addendum		*\$3,896.13	
Tuo	Alexis	ADDN - Retention Stipend	ADCT	Walker Elementary	Addendum		*\$649.86	
Underwood	Anthony	ADDN - Essential Recruit Stipend	ADCT	Amphi High School	Addendum		\$8,000.00	
Upmann	Adam	ADDN - Essential Recruit Stipend	ADCT	Coronado K-8 School	Addendum		\$1,666.50	
Vasquez	Kassandra	ADDN - Essential Recruit Stipend	ADCT	Rillito Center	Addendum		\$4,000.00	68
Vegas	Stephanie	ADDN - 301 Payment	ADCT	Wilson K-8 School	Addendum		*\$450.00	
Watkins	Sean	ADDN - Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum		\$5,000.00	
Watson	David	Coach - Football Assistant HS	ADCT	Amphi High School	Addendum		\$2,500.00	
Watson	Racheal	ADDN - Essential Recruit Stipend	ADCT	Nash Elementary	Addendum		\$4,000.00	
West	Julianne	ADDN - CISS Stipend	ADCT	Amphi High School	Addendum		\$8,000.00	
Wexler	Douglas	ADDN - Essential Recruit Stipend	ADCT	Rillito Center	Addendum		\$4,000.00	
White	Janielle	ADDN - Essential Recruit Stipend	ADCT	Rillito Center	Addendum		\$4,000.00	
Willis	John	ADDN - School Support Team	ADCT	Amphi High School	Addendum		\$20.00 per hour	
Willis	John	DH - Special Education	ADCT	Amphi High School	Addendum		\$3,350.00	

*	2023-2024 School Year	ADCT	Addendum Certified
Addendum	Employee receiving extra-curricular position or stipend	ADCL	Addendum Classified
Added Duty	Employee working additional hours or days	ADACS	Addendum Amphi Community Schools
Additional Position	Employee working an additional position	CT-AD	Certified Administrative
Correction	Correction to contract	CT	Certified
Decrease FTE	Decrease in hours	CL-AD	Classified Administrative
Extension	End date being extended	CL	Classified
Increase FTE	Increase in hours/contract	PR	Professional
Promotion	Employee receiving a promotion to another position	EL	Elementary
Reassignment	Employee moving to another position at the direction of the administration	MS	Middle School
Status Change	Employee changing status (i.e. short term to career)	HS	High School
Temporary	Employee working for a limited period of time		
Transfer	Employee moving from one position to another		

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Willis	John	Coach - Equipment Technician Fall H	ADCT	Amphi High School	Addendum		\$1,850.00	
Willis	Maria	ADDN - School Support Team	ADCT	Amphi High School	Addendum		\$20.00 per hour	
Willis	Maria	ADDN - Spiritleading Assistant Fall 21	ADCT	Amphi High School	Addendum		\$2,250.00	
Willis	Maria	DH - Counseling HS	ADCT	Amphi High School	Addendum		\$3,350.00	
Willson	Patricia	ADDN - Essential Recruit Stipend	ADCT	Mesa Verde Elementary	Addendum		\$4,000.00	
Windes	Jenny	ADDN - Essential Recruit Stipend	ADCT	CDO High School	Addendum		\$5,000.00	
Wolf	Amber	ADDN - Academic Assistant EL	ADCT	Rio Vista Elementary	Addendum		\$700.00	
Wolf	Amber	ADDN - AVID Site Team Coordinator	ADCT	Rio Vista Elementary	Addendum		\$1,500.00	
Woodard	Nicholas	ADDN - Extra Curric. Activ. Director	ADCT	La Cima Middle School	Addendum		\$2,000.00	
Woodard	Nicholas	ADDN - Extra Curric. Activ. Director	ADCT	La Cima Middle School	Addendum		\$2,000.00	
Woodard	Nicholas	ADDN - Extra Curric. Activ. Director	ADCT	La Cima Middle School	Addendum		\$2,000.00	
Woodard	Nicholas	ADDN - Extra Curric. Activ. Director	ADCT	La Cima Middle School	Addendum		\$2,000.00	
Wray	Kathleen	ADDN - CIISS Stipend	ADCT	Rio Vista Elementary	Addendum		\$8,000.00	
Yetman	Christopher	ADDN - Essential Recruit Stipend	ADCT	CDO High School	Addendum		\$4,000.00	
Yewell	Robyn	ADDN - Essential Recruit Stipend	ADCT	CDO High School	Addendum		\$4,000.00	69
Young	Robin	ADDN - Essential Recruit Stipend	ADCT	Amphi High School	Addendum		\$5,000.00	
Youtsey	Drew	ADDN - Extra Hours	ADCT	Keeling Elementary	Addendum		\$28.91 per hour	
Zolo	Tatiana	ADDN - Essential Recruit Stipend	ADCT	Amphi High School	Addendum		\$2,000.00	
Zolo	Tatiana	ADDN - Essential Recruit Stipend	ADCT	Amphi High School	Addendum		\$3,000.00	
Alvarado	Elsa	Special Events Worker	ADCL	CDO High School	Added Duty		\$14.35 per hour	
Baird	Leonor	Special Events Worker	ADCL	CDO High School	Added Duty		\$14.35 per hour	
Baird	Leonor	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$15.30 per hour	
Blanco	Sandra	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Addendum		\$16.63 per hour	
Calvin	Leann	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$15.30 per hour	

*	2023-2024 School Year					ADCT	Addendum Certified	
Addendum	Employee receiving extra-curricular position or stipend					ADCL	Addendum Classified	
Added Duty	Employee working additional hours or days					ADACS	Addendum Amphi Community Schools	
Additional Position	Employee working an additional position					CT-AD	Certified Administrative	
Correction	Correction to contract					CT	Certified	
Decrease FTE	Decrease in hours					CL-AD	Classified Administrative	
Extension	End date being extended					CL	Classified	
Increase FTE	Increase in hours/contract					PR	Professional	
Promotion	Employee receiving a promotion to another position					EL	Elementary	
Reassignment	Employee moving to another position at the direction of the administration					MS	Middle School	
Status Change	Employee changing status (i.e. short term to career)					HS	High School	
Temporary	Employee working for a limited period of time							
Transfer	Employee moving from one position to another							

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Calvin	Leann	Special Events Worker	ADCL	CDO High School	Added Duty		\$14.35 per hour	
Cardenas	Mario	ADDN - Extra Hours	ADCL	Keeling Elementary	Addendum		*\$16.57 per hour	
Dees	Farrell	ADDN - Extra Hours	ADCL	Coronado K-8 School	Added Duty		\$18.38 per hour	
Drake	Tiffany	Special Events Worker	ADCL	CDO High School	Added Duty		\$14.35 per hour	
Fogle	Tommy	ADDN - Extra Hours	ADCL	Coronado K-8 School	Added Duty		\$18.38 per hour	
Gamez	Monique	ADDN - 301 Payment	ADCL	Nash Elementary	Addendum		*\$500.00	
Garcia	Regina	ADDN - Extra Hours	ADCL	Wetmore Center	Added Duty		\$16.05 per hour	
Grzybowski	Tamara	ADDN - One-Time Signing Bonus	ADCL	Rillito Center	Addendum		\$4,000.00	
Ibarra De Cortes	Marcela	Special Events Worker	ADCL	CDO High School	Added Duty		\$14.35 per hour	
Israel	Robin	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$16.62 per hour	
Johnson	Karri	Special Events Worker	ADCL	CDO High School	Added Duty		\$14.35 per hour	
Khyyat	Elizabeth	ADDN - Extra Hours	ADCL	Cross Middle School	Added Duty		\$15.91 per hour	
Lee	Linda	ADDN - Extra Hours	ADCL	Walker Elementary	Added Duty		\$19.21 per hour	
Lomeli	Monica	ADDN - Extra Hours	ADCL	Wetmore Center	Added Duty		\$16.34 per hour	
Lopez	Erica	ADDN - Extra Hours	ADCL	Donaldson Elementary	Added Duty		\$17.65 per hour	70
Lopez	Rebecca	ADDN - Extra Hours	ADCL	Donaldson Elementary	Added Duty		\$19.36 per hour	
Martinez	Angela	ADDN - Extra Hours	ADCL	Donaldson Elementary	Addendum		\$17.35 per hour	
Martinez	Susanna	Special Events Worker	ADCL	CDO High School	Added Duty		\$14.35 per hour	
Mele	James D	ADDN - Extra Hours	ADCL	Coronado K-8 School	Added Duty		\$15.76 per hour	
Miller	Mitchell	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$19.85 per hour	
Molina Velazquez	Andres	ADDN - Extra Hours	ADCL	Cross Middle School	Added Duty		\$17.19 per hour	
Murillo	Raul	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$15.61 per hour	
Pacheco	Isha	Special Events Worker	ADCL	CDO High School	Added Duty		\$14.35 per hour	
Pinto	Arcilio	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$15.30 per hour	

*	2023-2024 School Year					ADCT	Addendum Certified
Addendum	Employee receiving extra-curricular position or stipend					ADCL	Addendum Classified
Added Duty	Employee working additional hours or days					ADACS	Addendum Amphi Community Schools
Additional Position	Employee working an additional position					CT-AD	Certified Administrative
Correction	Correction to contract					CT	Certified
Decrease FTE	Decrease in hours					CL-AD	Classified Administrative
Extension	End date being extended					CL	Classified
Increase FTE	Increase in hours/contract					PR	Professional
Promotion	Employee receiving a promotion to another position					EL	Elementary
Reassignment	Employee moving to another position at the direction of the administration					MS	Middle School
Status Change	Employee changing status (i.e. short term to career)					HS	High School
Temporary	Employee working for a limited period of time						
Transfer	Employee moving from one position to another						

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Pinto	Arcilio	Special Events Worker	ADCL	CDO High School	Added Duty		\$14.35 per hour	
Ren	Lisa	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Added Duty		\$18.20 per hour	
Salaz III Smith	Yvonne	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Addendum		\$18.86 per hour	
Strang	Alecia	Special Events Worker	ADCL	CDO High School	Added Duty		\$14.35 per hour	
Strang	Alecia	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$15.30 per hour	
Szmutko	Lisa	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$15.30 per hour	
Thomas	Colleen	ADDN - Extra Hours	ADCL	Food Service Admin	Added Duty		\$21.84 per hour	
Velasquez	Claudia	ADDN - Extra Hours	ADCL	Amphi High School	Added Duty		\$16.62 per hour	
Weaver	Jason	ADDN - PBIS Coordinator	ADCL	Wetmore Center	Added Duty		\$12,500.00	
Winkel	Cheryl	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Addendum		\$17.49 per hour	

*	2023-2024 School Year	ADCT	Addendum Certified
Addendum	Employee receiving extra-curricular position or stipend	ADCL	Addendum Classified
Added Duty	Employee working additional hours or days	ADACS	Addendum Amphi Community Schools
Additional Position	Employee working an additional position	CT-AD	Certified Administrative
Correction	Correction to contract	CT	Certified
Decrease FTE	Decrease in hours	CL-AD	Classified Administrative
Extension	End date being extended	CL	Classified
Increase FTE	Increase in hours/contract	PR	Professional
Promotion	Employee receiving a promotion to another position	EL	Elementary
Reassignment	Employee moving to another position at the direction of the administration	MS	Middle School
Status Change	Employee changing status (i.e. short term to career)	HS	High School
Temporary	Employee working for a limited period of time		
Transfer	Employee moving from one position to another		



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: August 13, 2024

TITLE: Approval of Leave(s) of Absence

BACKGROUND:

Leave(s) of absence will be presented herein and are current as of August 5, 2024.

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RECOMMENDATION:

It is the recommendation of the Administration that the leave request(s) be approved as presented.

INITIATED BY:



John Hastings, Director of Human Resources

Date: August 5, 2024



Todd A. Jaeger, J.D., Superintendent

8/13/2024

**GOVERNING BOARD MEETING
LEAVES OF ABSENCE**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	DATES	COMMENT
Amedeo	Keri Ann	Teacher - ELL/SEI	CT	La Cima Middle School	08/08/2024	Start
Bultman	Benjamin	Teacher - History	CT	Amphi High School	08/07/2024	Extension
McMillan-Dale	Meredith	Teacher - Art	CT	Mesa Verde Elementary	05/17/2024	End
Rodriguez	Kallie	Teacher - Social Studies	CT	Amphi Middle School	05/17/2024	End
Flores-Coronado	Angelina	Food Service Attendant	CL	La Cima Middle School	06/21/2024	End
Millanes	Celia	Custodian I	CL	Copper Creek Elementary	07/31/2024	Extension
Protteau	Elsa	Parent Educator	CL	Wetmore Center	07/25/2024	End
Rodriguez	Ann Elizabeth	Special Education Teaching Assist	CL	Wilson K-8 School	05/16/2024	End
Romero	Cenobio	Custodian I	CL	Walker Elementary	07/25/2024	Extension
Vegas	Stephanie	Special Education Teaching Assist	CL	Wilson K-8 School	05/16/2024	End

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* 2023-2024 School Year
CT-AD Certified Administrative
CT Certified
CL-AD Classified Administrative
CL Classified
PR Professional



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: August 13, 2024

TITLE: Approval of Separation(s) and Termination(s)

BACKGROUND:

Separation(s) and termination(s) will be presented herein. Separations are current as of August 12, 2024.

74

RECOMMENDATION:

It is the recommendation of the Administration that the resignation(s) or termination(s) be approved as presented.

INITIATED BY:

A handwritten signature in black ink, appearing to read "John Hastings", is written over a horizontal line.

John Hastings, Director of Human Resources

Date: August 12, 2024

A handwritten signature in black ink, appearing to read "Todd A. Jaeger", is written over a horizontal line.

Todd A. Jaeger, J.D., Superintendent

8/13/2024

**GOVERNING BOARD MEETING
SEPARATIONS**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	EFFECTIVE DATE	REASON	COMMENT
Russell	Cynthia	Teacher - Music	CT	Walker Elementary	05/17/2024	Breach of Contract	*
Anderson	Martha	Custodian II	CL	CDO High School	05/02/2024	Resignation	*
Austin	Denise	Bus Driver	CL	Transportation	05/16/2024	Retirement	*
Campbell	Kevin	Special Education Teaching	CL	Nash Elementary	07/11/2024	Resignation	
Dale	Kathleen	Payroll Specialist I	CL	Wetmore Center	07/30/2024	Dismissal	
Figueroa Nunez	Ricardo	Custodian I	CL	CDO High School	07/24/2024	Resignation	
Flatford	Landon	Special Education Teaching	CL	CDO High School	05/16/2024	Resignation	*
Hunter	Abby	Special Education Teaching	CL	Nash Elementary	05/16/2024	Resignation	*
Jennings	Lauren Kelly	Bus Driver Trainee	CL	Transportation	07/03/2024	Abandonment	
Lake	Colin	Instructional Technology Spe	CL	Prince Elementary	05/16/2024	Resignation	*
Martinez	Janitza	Classroom Aide/Caregiver	CL	Holaway Elementary	05/16/2024	Resignation	*
Olivas	Jesus	Custodian I	CL	Amphi Middle School	07/25/2024	Resignation	
Orszulak	Art	Human Resource Specialist	CL	Wetmore Center	08/02/2024	Resignation	
Perez	Edgar	Maintenance Technician II	CL	Facilities Support	07/26/2024	Resignation	
Rios	Robert	Custodian I	CL	La Cima Middle School	07/25/2024	Resignation	
Robles Marquez	Dina	Custodian I	CL	Prince Elementary	07/08/2024	Resignation	
Tyczynski	Amanda	Speech/Language Pathology	CL	Wetmore Center	05/17/2024	Resignation	*
Tyczynski	Kristine	Assistant to Audiologist	CL	Wetmore Center	05/16/2024	Resignation	*
Valenzuela	Claudia	Bus Driver Trainee	CL	Transportation	07/16/2024	Dismissal	

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*	2023-2024 School Year	ADCT	Addendum Certified
Budget RIF	Reduction in force due to budget	ADCL	Addendum Classified
Abandonment	Employee abandoned position	ADDM	Addendum Only
Breach of Contract	Employee did not fulfill contract	CT-AD	Certified Administrative
Dismissal	Employee terminated by the District	CT	Certified
Resignation	Employee resigning from the District	CL-AD	Classified Administrative
Retirement	Employee retiring from the District	CL	Classified
		PR	Professional

LAST NAME	FIRST NAME	TITLE	CT / CL	LOCATION	EFFECTIVE DATE	REASON
Mrazik	Matt		CT		07/30/2024	

AD Administrative
PR Professional
CT Certified
CL Classified



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: August 13, 2024

TITLE: Approval of Stipend for Coaching Volunteers

BACKGROUND:

Coaching volunteer(s) and corresponding stipend(s) will be presented herein and are current as of August 5, 2024.

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RECOMMENDATION:

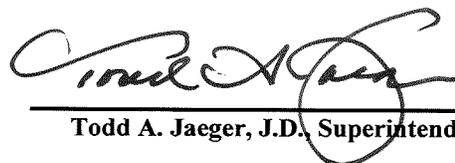
It is the recommendation of the Administration that the Governing Board approve payment of the listed stipend(s) for the identified coaching volunteers.

INITIATED BY:



John Hastings, Director of Human Resources

Date: August 5, 2024



Todd A. Jaeger, J.D., Superintendent

8/13/2024

**GOVERNING BOARD MEETING
COACHING VOLUNTEERS**

LAST NAME	FIRST NAME	POSITION	LOCATION	REASON	AMOUNT/COMMENTS
Bauer	Nathen	Coach - Football Assistant HS	Amphi High School	Stipend	\$2,500.00
Cardenass	Mario	Coach - Football Head MS	La Cima Middle School	Stipend	\$1,700.00
Catalano	Tami	Coach - Spiritleading Assistant Fa	Ironwood Ridge High	Stipend	\$2,250.00
Dalton-Aragon	Jaron	Coach - Cross Country Head MS	La Cima Middle School	Stipend	\$1,700.00
De Simone	Gemma	Coach - Soccer Assistant HS	CDO High School	Stipend	\$2,400.00
Dominguez	Edgar	Coach - Football Assistant HS	Amphi High School	Stipend	\$2,500.00
Duarte	Deanna	Coach - Volleyball Head HS	Amphi High School	Stipend	\$3,000.00
Espinoza	Moises	Coach - Football Assistant HS	Amphi High School	Stipend	\$2,500.00
Inboden	Jennifer	Coach - Swimming Head HS	CDO High School	Stipend	\$3,000.00
Jimenez	Raul	ADDN - Interscholastic Activities I	CDO High School	Stipend	\$2,850.00
Jimenez	Raul	ADDN - Interscholastic Activities I	CDO High School	Stipend	\$2,850.00
Joiner	Ronald	Coach - Football Assistant HS	Amphi High School	Stipend	\$2,500.00
Lopez	Francisco	Coach - Football Assistant HS	Ironwood Ridge High	Stipend	\$2,500.00
Main	Brittain	Coach - Football Assistant HS	CDO High School	Stipend	\$2,500.00
Marek	Seth	Coach - Cross Country HS	CDO High School	Stipend	\$2,600.00
McCombs	Keara	Coach - Spiritleading Assistant W	CDO High School	Stipend	\$2,250.00
McCombs	Keara	Coach - Spiritleading Assistant Fa	CDO High School	Stipend	\$2,250.00
McKee	Scott	ADDN - Summer Weights	CDO High School	Stipend	\$1,040.00
Murphy	Chelsey	Coach - Cross Country HS	CDO High School	Stipend	\$2,600.00
Neustadter	James	Coach - Football Assistant HS	CDO High School	Stipend	\$1,250.00

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* 2023-2024 School Year

**GOVERNING BOARD MEETING
COACHING VOLUNTEERS**

LAST NAME	FIRST NAME	POSITION	LOCATION	REASON	AMOUNT/COMMENTS
Pecoraro	Pilar	ADDN - Interscholastic Superviso	Coronado K-8 School	Stipend	Q4 - \$500.00
Pecoraro	Pilar	ADDN - Interscholastic Superviso	Coronado K-8 School	Stipend	Q1 - \$500.00
Pecoraro	Pilar	ADDN - Interscholastic Superviso	Coronado K-8 School	Stipend	Q3 - \$500.00
Pecoraro	Pilar	ADDN - Interscholastic Superviso	Coronado K-8 School	Stipend	Q2 - \$500.00
Pena	Thomas	Coach - Golf HS	CDO High School	Stipend	\$2,600.00
Pereira	Ricardo	Coach - Football Assistant MS	La Cima Middle School	Stipend	\$1,400.00
Robles	Jose	Coach - Volleyball Head HS	CDO High School	Stipend	\$3,000.00
Sevinsky	Nicole	Coach - Spiritleading Assistant Fa	CDO High School	Stipend	\$2,250.00
Sevinsky	Nicole	Coach - Spiritleading Assistant W	CDO High School	Stipend	\$2,250.00

* 2023-2024 School Year



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: August 13, 2024

TITLE: Approval of Vouchers Totaling and Not Exceeding Approximately \$5,951,539.12

BACKGROUND:

A copy of the vouchers for goods and services received by Amphitheater Public Schools and recommended for payment has been provided to the Governing Board.

RECOMMENDATION:

It is the recommendation of the Administration that the Governing Board approve payment of the vouchers as presented.

INITIATED BY:

A handwritten signature in cursive script that reads "Scott Little".

Scott Little, Chief Financial Officer

Date: August 12, 2024

A handwritten signature in cursive script that reads "Todd A. Jaeger".

Todd A. Jaeger, J.D., Superintendent



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: August 13, 2024

TITLE: Acceptance of Gifts

BACKGROUND:

Donations detailed on the attached listing have been received by the District.

RECOMMENDATION:

It is the recommendation of the Administration that the above gifts be accepted by the Governing Board.

INITIATED BY:

Scott Little, Chief Financial Officer

Date: August 5, 2024

Todd A. Jaeger, J.D., Superintendent

	Gifts and Donations List	
Gifts and Donations		8/13/2024
Ck in the amount \$500.00	Catalinas Community Chorus	Prince Elementary School
Ck in the amount \$100.00	Lucille Erickson	Walker Elementary School
Ck in the amount \$200.00	David Shurtleff	Keeling Elementary School
Cash in the amount \$105.00	Anonymous	Rillito Center
Ck in the amount \$400.00	Tucson Appliance Company	Rillito Center
Cash in the amount \$200.00	Anonymous	Nash Elementary School
Ck in the amount \$47.00	Frontstream	Walker Elementary School
Ck in the amount \$199.00	Frontstream	Cross Middle School
Ck in the amount \$100.00	Anthony & Louisa Miller	Nash Elementary School
Cash in the amount \$10.00	Anonymous	Other



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: August 13, 2024

TITLE: Approval of Parent Support Organization(s) – 2024-2025

BACKGROUND:

Approval of the following Parent Support Organization(s) pursuant to District Policy KBE-R:

IRHS Boys Soccer PAC
IRHS Project Graduation
Dorados Football Touchdown Club

RECOMMENDATION:

It is the recommendation of the Administration that the Governing Board approve this (these) organization(s).

INITIATED BY:

Scott Little

Scott Little, Chief Financial Officer

Date: August 5, 2024

Todd A. Jaeger

Todd A. Jaeger, J.D., Superintendent

AMPHITHEATER PUBLIC SCHOOLS PARENT SUPPORT ORGANIZATIONS
ANNUAL APPLICATION FOR GOVERNING BOARD APPROVAL

School Year 2024-2025

Name of Organization IRHS Boys Soccer PAC

School Ironwood Ridge High Sch

Related Student Organization or Club _____

Taxpayer I.D. 87-2772942

OFFICERS:

Name: Miriam Rios

Name: Abbie Rouintree

Office Held: President

Office Held: Treasurer

Address: _____

Address: _____

E-mail: _____

E-mail: _____

Phone(s): _____

Phone(s): _____

Date taking office: 03/01/20

Date taking office: 06/01/21

Name: Antonia Landau

Name: Tara Kuehn

Office Held: Vice President

Office Held: Secretary

Address: _____

Address: _____

Phone(s): _____

Phone(s): _____

Date taking office: 07/01/23

Date taking office: 08/07/24

FOR ADDITIONAL OFFICERS, PLEASE ADD A SEPARATE, ATTACHED SHEET.

- Formal Non-Profit** Please Attach:
- 1) Articles of Incorporation (*first year only*)
 - 2) I.R.S. Determination Letter (*first year only*)
 - 3) Annual budget, goals and objectives
 - 4) Current operating by-laws
 - 5) Last fiscal year AZ Corporation Commission Annual Report
 - 6) Last fiscal year I.R.S. Form 990 Annual Report
 - 7) Most recent treasurers financial report
 - 8) Most recent bank statement

- Informal Non-Profit** Please Attach:
- 1) Annual budget, goals and objectives
 - 2) Current operating by-laws
 - 3) Most recent treasurers financial report
 - 4) Most recent bank statement

Are two signatures required on disbursements? Yes No By-laws reviewed annually? Yes No

Member meetings held how often? monthly Executive meetings held how often? as needed
during soccer season

As officers, we hereby agree to abide the By-Laws of our organization, attend annual district-provided Parent Support Group training, and follow the district's Guidelines For Operation And Financial Responsibility while we strive to improve our children's educational opportunities where support is needed.

<u>Miriam Rios</u> Signature	<u>4/26/24</u> Date	<u>Abbie Rouintree</u> Signature	<u>4/26/24</u> Date
<u>Antonia Landau</u> Signature	<u>4/27/24</u> Date	<u>Tara Kuehn</u> Signature	<u>4/30/24</u> Date
Site Administrator's Approval: <u>[Signature]</u> Signature		<u>7-24-24</u> Date	

For district use: Finance Department recommendation: approved
Governing Board Agenda date: 8/13/24

JUL 25 '24 11:08

AMPHITHEATER PUBLIC SCHOOLS PARENT SUPPORT ORGANIZATIONS
ANNUAL APPLICATION FOR GOVERNING BOARD APPROVAL

School Year 2024-2025

Name of Organization Project Graduation

School Ironwood Ridge High Sch

Related Student Organization or Club _____

Taxpayer I.D. _____

OFFICERS:

Name: Valerie Campodall'Orto

Name: Corey Wade

Office Held: President

Office Held: Treasurer

Address: _____

Address: _____

E-mail: _____

E-mail: _____

Phone(s): _____

Phone(s): _____

Date taking office: 07/17/24

Date taking office: 08/14/23

Name: Michele Boyd

Name: Toni Pankhurst

Office Held: Co-Chair

Office Held: _____

Address: _____

Address: _____

Phone(s): _____

Phone(s): _____

Date taking office: 07/17/24

Date taking office: 08/14/23

FOR ADDITIONAL OFFICERS, PLEASE ADD A SEPARATE, ATTACHED SHEET.

- Formal Non-Profit Please Attach:
- 1) Articles of Incorporation (*first year only*)
 - 2) I.R.S. Determination Letter (*first year only*)
 - 3) Annual budget, goals and objectives
 - 4) Current operating by-laws
 - 5) Last fiscal year AZ Corporation Commission Annual Report
 - 6) Last fiscal year I.R.S. Form 990 Annual Report
 - 7) Most recent treasurers financial report
 - 8) Most recent bank statement

- Informal Non-Profit Please Attach:
- 1) Annual budget, goals and objectives
 - 2) Current operating by-laws
 - 3) Most recent treasurers financial report
 - 4) Most recent bank statement

Are two signatures required on disbursements? Yes No By-laws reviewed annually? Yes No

Member meetings held how often? monthly Executive meetings held how often? monthly

As officers, we hereby agree to abide the By-Laws of our organization, attend annual district-provided Parent Support Group training, and follow the district's Guidelines For Operation And Financial Responsibility while we strive to improve our children's educational opportunities where support is needed.

Valerie Campodall'Orto 7/17/2024
Signature Date

[Signature] 7/17/24
Signature Date

Toni Pankhurst 07/17/2024
Signature Date

C Wade 7/17/24
Signature Date

Site Administrator's Approval: [Signature]
Signature

7-24-25
Date

For district use:

Finance Department recommendation: approval

Governing Board Agenda date: 8/13/24

JUL 26 24 10:17

AMPHITHEATER PUBLIC SCHOOL PARENT SUPPORT ORGANIZATIONS

ANNUAL APPLICATION FOR GOVERNING BOARD APPROVAL

School Year 2024-2025

Name of Organization Dorados Football Touchdown Club

School Canyon del Oro High Sch

Related Student Organization or Club _____

Taxpayer I.D. 87-1025146

OFFICERS:

Name: Brandon Waddell

Name: Cassidy Werner

Office Held: President

Office Held: Treasurer

Address: _____

Address: _____

E-mail: _____

E-mail: _____

Phone(s): _____

Phone(s): _____

Date taking office: 06/01/24

Date taking office: 06/01/24

Name: Jamie Brady

Name: Crystal Gonzalez

Office Held: Vice President

Office Held: Secretary

Address: _____

Address: _____

Phone(s): _____

Phone(s): _____

Date taking office: 06/01/24

Date taking office: 05/04/23

FOR ADDITIONAL OFFICERS, PLEASE ADD A SEPARATE, ATTACHED SHEET.

- Formal Non-Profit Please Attach:
- 1) Articles of Incorporation (first year only)
 - 2) I.R.S. Determination Letter (first year only)
 - 3) Annual budget, goals and objectives
 - 4) Current operating by-laws
 - 5) Last fiscal year AZ Corporation Commission Annual Report
 - 6) Last fiscal year I.R.S. Form 990 Annual Report
 - 7) Most recent treasurers financial report
 - 8) Most recent bank statement
- Informal Non-Profit Please Attach:
- 1) Annual budget, goals and objectives
 - 2) Current operating by-laws
 - 3) Most recent treasurers financial report
 - 4) Most recent bank statement

Are two signatures required on disbursements? Yes No By-laws reviewed annually? Yes No

Member meetings held how often? Monthly Executive meetings held how often? As-Needed

As officers, we hereby agree to abide the By-Laws of our organization, attend annual district-provided Parent Support Group training, and follow the district's Guidelines For Operation And Financial Responsibility while we strive to improve our children's educational opportunities where support is needed.

<u>Brandon Waddell</u>	<u>4/27/24</u>	<u>Cassidy Werner</u>	<u>4/23/24</u>
Signature	Date	Signature	Date
<u>Jamie Brady</u>	<u>4/27/24</u>	<u>Crystal Gonzalez</u>	<u>4/23/24</u>
Signature	Date	Signature	Date
Site Administrator's Approval: <u>[Signature]</u>	<u>8/1/24</u>		
Signature	Date		

For district use: Finance Department recommendation: approved
Governing Board Agenda date: 8/13/24

8/2/24 10:06



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: August 13, 2024

TITLE: Approval of One-Time Increase to Job Order Contract Limit

BACKGROUND:

Amphitheater Policy DJE (BIDDING / PURCHASING PROCEDURES) states: "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."

The District has an urgent need to replace the Fire Alarm System at Canyon del Oro High School. The project is being funded by the School Facilities Division (SFD). The use of a Job Order Contract will avoid an estimated two-month delay that would occur from having to issue a request for formal bids.

The current estimate for this project is \$1,996,169.00.

RECOMMENDATION:

It is the recommendation of the Administration that the Governing Board approve this one-time increase to the job-order-contracting limit to address the Fire Alarm System at Canyon del Oro High School.

INITIATED BY:

Scott Little

Scott Little, Chief Financial Officer

Date: August 5, 2024

Todd A. Jaeger

Todd A. Jaeger, J.D., Superintendent



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: August 13, 2024

TITLE: Award of Contract for Automatic Vehicle Locator (AVL) / Global Tracking Systems (GPS)- Based Upon Responses to Request for Proposal (RFP) 2024017

BACKGROUND:

Request for Proposal 2324017 (RFP) for the Automatic Vehicle Locator (AVL) / Global Tracking Systems (GPS) was posted for 34 days on the Arizona Purchasing site on www.AZPurchasing.org. There were thirty-one vendors who downloaded the solicitation from www.AZPurchasing.org. The District received eight responsive proposals and the Evaluation Team scored each proposal based on the evaluation criteria listed in the RFP (there were 100 points possible). The results were:

Synovia	97 points
Tyler	94 points
Signal Wave	90 points
Zonar	90 points
T Mobile	86 points
Webfleet	86 points
MasTrack	84 points
Go Fleet	68 points

RECOMMENDATION:

It is the recommendation of the Administration that the Governing Board award a contract to **Synovia** as determined by their responsive bid to RFP 2324017 for the Automatic Vehicle Locator (AVL) / Global Tracking Systems (GPS) and authorize staff to negotiate a contract.

INITIATED BY:

Scott Little

Scott Little, Chief Financial Officer

Date: August 5, 2024

Todd A. Jaeger

Todd A. Jaeger, J.D., Superintendent

RFP Automatic Vehicle Locator (AVL) / Global Positioning Tracking System (GPS) 2324017

Evaluation Sheet

Criterion Description	Possible Points
Cost of Initial Implementation and Project Fees (Hardware, Software, Project Management, Installation Services, System Integration, Training, and Other Associated Costs/Fees); Costs of Recurring Fees Over a Five-Year Contract Term (Monthly Service Fees, Ongoing Support and Training, Hardware/Software Maintenance and Upgrades and Other Associated Costs/Fees)	40
Functionality/Completeness/Specifications of Proposed Solution and Planned Implementation; Proven History of System Implementation at Similar Sized K-12 School District (Including Successful Integration with the Versatrans Routing and Planning System	35
Vendor Qualifications, History, Credentials, Certifications, Experience, and References	20
Responsiveness of Proposal to Include: Completed All Required Forms, Provided Requested Information, and Provided an Electronic Copy of Proposal	5
TOTAL:	100



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: August 13, 2024

TITLE: Award of Contract for Student Tours & Group Travel Services - Based Upon Responses to Request for Proposal (RFP 2324019)

BACKGROUND:

Request for Proposal 2324019(RFP) for the Student Tours & Group Travel Services including Destination Locations was posted for 28 days on the Arizona Purchasing site on www.AZPurchasing.org. There were forty-two vendors who downloaded the solicitation. Thirty-one vendors responded with no bids. The District received seven written proposals, the Evaluation Team scored each proposal based on the evaluation criteria listed in the RFP (there were 100 points possible). The results were:

Project Exploration	99
Forum Music Fest./Travel	98
CampWay	88
Worldwide dba Harmony	86
Lakeland	67
Terra Travel	64
Prometour	58

RECOMMENDATION:

It is the recommendation of the Administration that the Governing Board determine that a single award is not advantageous to the District and award contracts to **Project Exploration and Forum Music Festival/Travel** as determined by their proposals to RFP 2324019.

INITIATED BY:

Scott Little, Chief Financial Officer

Date: August 6, 2024

Todd A. Jaeger, J.D., Superintendent



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: August 13, 2024

TITLE: Approval of Fee Waivers for Facility Rentals 2024-2025 School Year

BACKGROUND:

The list below is comprised of District and community organizations, with which the District has a reciprocal and long-standing relationship in support of the District's Mission and Values.

The Administration submits the following list to the Governing Board for consideration and approval of Facility Fee Waiver status for the 2024-2025 school year.

- Academic Decathlon
 - Canyon Del Oro High School student classes and Academic Decathlon club hosts this state-wide event yearly.
- AdvancED
 - A non-profit organization, AdvancED conducts rigorous, on-site external reviews of PreK-12 schools and school systems to ensure that all learners realize their full potential. Their commitment is to help schools improve. Meetings are held at the Wetmore offices periodically throughout the year.
- ASU LEGO League
 - The Regional Qualifying Robotics Tournament is held annually at Wilson K-8 School. This competition supports STEAM opportunities for our students and hosts approximately 500 students from Arizona schools. The competition involves volunteers from Wilson K-8 School, ASU and Raytheon, and promotes engineering design, core values and project presentation in addition to STEAM opportunities for our students.
- AZ Board of Regents
 - They are involved with a variety of programs designed to improve higher education and serve Arizona's students. This group in the past has held meetings at various locations within our school district.
- AZ Department of Transportation
 - They hold public meetings at various locations to update the community on road and property zoning changes that affect surrounding neighborhoods.
- AZ Music Education Association
 - Middle School Honor Band and Orchestra students participate in this one-day, yearly event at Canyon Del Oro High School.
- Bountiful Baskets
 - Participants sign up for food baskets and community volunteers distribute these food baskets at Coronado K-8 School and Wilson K-8 School twice a month.
- Boy Scouts and Girl Scouts Local Troops
 - These boy and girl organizations hold yearly registrations and weekly meetings at various sites.
- Catalina Mountain Elks
 - Once a year Catalina Mountain Elks organizes a National Hoop Shoot Competition and Soccer Shoot Out at Coronado K-8 School. This event is free of charge to the participants.
- College Board – Scholastic Aptitude Test (SAT)
 - Our high schools are host sites for SAT testing in Arizona throughout the year.

- GAP Ministries
 - GAP Ministries through an agreement with Amphitheater Public Schools, serves free meals after school to low-income students and their families that may not otherwise have a meal source after school. GAP Ministries shares over 1 million pounds of healthy vegetables, fruit and basic food needs to over 70 Southern Arizona nonprofits serving the needy.
- Governing Board Approved Parent Teacher Organizations
 - Parent Teacher Organizations support the schools with fund raising activities and volunteer their time for the enrichment of the staff and students.
- Impact of Southern AZ (*Formerly Catalina Community Services*)
 - They support the Coronado K-8 School community by offering free after school care to low-income families.
- International Baccalaureate (IB)
 - Canyon Del Oro IB classes & IB Club raise money to pay for transportation to testing sites for their advanced placement classes.
- Literacy Volunteers of Tucson
 - Trained volunteers work with the community to teach English as a second language to parents within the Amphitheater community at no cost to the participants. There are several sites throughout the Amphitheater Public School District that host day and evening classes.
- Native American Education
 - The Amphitheater School District Native American Education Department recognizes the special education and culturally related academic needs of Native American students and provides tutoring/advising, family advocates, family celebratory gatherings, college night, and a summer transition and enrichment program.
- Odyssey of the Mind (OM)
 - OM is an international educational program that provides creative problem-solving opportunities for grades K-12. Teams compete in local, state, national, and world competitions.
- Oro Valley Parks and Recreation.
 - Through an Intergovernmental Agreement (IGA) Oro Valley Parks and Recreation partners with Amphitheater Public Schools for use of Canyon Del Oro High School's parking facility when not in use by the site. Through the IGA Amphitheater Public Schools has permission to use the parking at James D. Krieh Park for overflow parking for large events. Also, Canyon Del Oro High School's Physical Education classes, Canyon Del Oro High School's swim team and Ironwood Ridge High School's swim team benefit by use of the pool during the year.
- Oro Valley Police Department (OVPD)
 - Amphitheater Public Schools partners with the Oro Valley Police Department with School Resource Officers at our schools in Oro Valley. OVPD holds meetings as well as Police Officer Testing dates at Canyon Del Oro High School throughout the year.
- Pima County Attorney's Office
 - Community Justice Board Meetings are held twice a month at Canyon Del Oro High School. Trained community volunteers meet with youth and their guardians to hold youth accountable for their actions and decisions; build problem-solving, decision-making, and life skills. They encourage and motivate the youth to feel more connected to their communities.
- Project Graduation
 - Parents and community members come together to create an all-night safe, sober event for our graduating seniors.
- Relay for Life
 - Each year more than 500 participants and volunteers come together at Ironwood Ridge High School to honor cancer survivors, and raise awareness about what we can do to reduce cancer risk, while raising money to help the American Cancer Society fight the disease.

- Special Olympics
 - Each year one of our High Schools hosts the Spring Special Olympics Track and Field Competitions for people with intellectual disabilities. For athletes, Special Olympics sports provide a gateway to empowerment, competence, acceptance, and joy.
- Student Clubs
 - Amphitheater student clubs hold meetings before and after school and plan and execute fund raising events and community programs throughout the year to encourage student participation in their school, community, and the world.
- Teen Challenge
 - Nash Elementary School's parking facility was opened to Teen Challenge for overflow parking for their grand opening. Teen Challenge of Tucson is a non-profit organization that offers faith-based recovery programs for substance abusers.
- Town of Oro Valley
 - They hold public meetings at various locations to update the community on road and property changes that affect their neighborhood.
- University of Arizona (*College of Education*)
 - The UA Cohort Program utilizes the Amphitheater Leadership & Professional Development Center to hold leadership classes for teachers in the Tucson area working towards their Masters and/or Doctorate Degrees.

RECOMMENDATION:

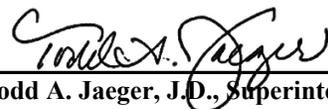
It is the recommendation of the Administration to approve facility use fee waivers for the groups listed above for Facility Rentals in the Amphitheater Public Schools during the 2024-2025 school year.

INITIATED BY:



Richard C. La Nasa, Executive Manager, Operational Support

Date: August 2, 2024



Todd A. Jaeger, J.D., Superintendent



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: August 13, 2024

TITLE: Approval of Site Fundraising Activities

BACKGROUND:

Governing Board Policy 5-212: Student Fundraising Activities, which will be adopted by the Governing Board at a future Board meeting, stipulates that the Governing Board must approve the fundraising activities that schools conduct that support school programs.

The Office of Learning and Instruction conducted a survey of principals to determine the various types of fundraising activities that support student programs at their respective site. Based on the information gathered from principals, schools utilize six types of fundraising events/activities.

1. Special events, such as carnivals, dances, fun runs, car shows, talent shows, movie nights* etc.
2. Clothing sales, which includes the sale of clothing items like hats, t-shirts, hoodies, etc.
3. Direct donations where parents/community members donate directly to the sponsoring school organization, such as a PTO or Booster
4. Food sales
5. Promotional sales, such as gold cards or discount cards
6. Restaurant/store promotional events, this includes where the hosting restaurant donates a set percentage/amount of money based on food sales associated with the school or member cards, such as Fry's cards

* Sites must comply with all copyright permissions and associated requirements prior to usage.

The monies generated from these activities directly support students by covering travel expenses, paying registrations fees for competitions, purchasing school supplies, and other school/class-related needs.

RECOMMENDATION:

This list is presented for the Governing Board's approval.

INITIATED BY:

Tassi Call
Associate Superintendent for Elementary Education

Matthew Munger
Associate Superintendent for Secondary Education

Date: August 5, 2024

Todd A. Jaeger, J.D., Superintendent



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: August 13, 2024

TITLE: Approval of Supplemental Texts and Materials

BACKGROUND:

Attached is a list of new supplemental texts and materials.

RECOMMENDATION:

This list is presented for the Governing Board's approval.

INITIATED BY:

Matthew Munger
Associate Superintendent for Secondary Education

Date: August 6, 2024

Todd A. Jaeger, J.D., Superintendent

SUPPLEMENTAL TEXTS						
Course	Level Grade or Grade Range	Title	Publisher	Copyright	ISBN# <i>Please use 10 digit # if available.</i>	Submitted by School Name
REACH Honors English 9 and 11	9th and 11th	The Illiad: A Graphic Novel	Candlewick	2019	763696633	Robin Yewell
REACH Honors English 9 and 11	9th and 11th	The Odyssey: A Graphic Novel	Candlewick	2010	763642681	Robin Yewell
REACH Honors English 9 and 11	9th and 11th	Beowulf: A Graphic Novel	Candlewick	2007	763630233	Robin Yewell
	K - 12	Khanamigo	Khan Academy	2023	N/A	JJ Letts
K - 5 Fine Arts (General Music and Band)	K - 5	musicplayonline.com	MusicPlayOnline	2024	N/A	LuAnn Cox
PreK - 12 Special Education	PreK - 12	Unique Learning Systems (https://www.n2y.com/unique-learning-system/)	TextHelp	1996	N/A	Heidi Edmondson
7th - 8th Gr Humanities (REACH)	7th and 8th (Already approved for 6th Grade)	iCivics (https://www.icivics.org/)	I-Civics Inc	2023	N/A	Bettina Bossey 96
6th - 8th Mathematics	6th - 8th	Mindset Mathematics	Josey-Bass	2019	1119358833	Sarah Lortie
Computer Technology (6th - 8th)	6th - 8th	Code Monkey (https://www.codemonkey.com/)	Code Monkey Studies Ltd.	2024	N/A	Adrienne DeBoucher



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: August 13, 2024

TITLE: Approval of Revisions to the 2024-2025 Fee Schedule

BACKGROUND:

On July 9, 2024, Amphitheater Governing Board approved the 2024-2025 District Fee Schedule. Subsequent to the Board's approval, Amphi High School administration was notified by Cambridge International Education on Monday, August 5, 2024, that test fees would increase from \$69.45 per exam to \$80.30 per exam, an increase of \$10.85 per exam.

In addition to the changes in Cambridge exam fees, which is only offered at Amphi High School, the administrations at Amphi High School, Canyon del Oro High School, and Ironwood Ridge High School, received notice from AP College Board that all AP exam fees would increase, effective for the 2024-2025 school year. The fees associated with all AP exams will increase from \$92.00 - \$98.00 to a flat fee of \$99.00. The notice of change was received by participating sites after August 1, 2024.

The proposed modifications, based on the Cambridge International Education and AP College Board are shown in blue and deletions shown in red.

Attached is a revised list of proposed District fees for the 2024-2025 school year that reflects the changes in exam fees.

RECOMMENDATION:

The Administration recommends approval of the proposed fees.

INITIATED BY:

Matthew Munger
Associate Superintendent for Secondary Education

Date: August 6, 2024

Todd A. Jaeger, J.D., Superintendent



Amphitheater School District Fees SY2024-2025



Elementary School

Fees are based on courses or programs that are either an elective or extracurricular.

<u>Fine Arts</u>	
Band	\$1.00 - \$15.50
Chorus	\$1.00 - \$15.50
Orchestra, Concert	\$1.00 - \$15.50
Orchestra, String	\$1.00 - \$15.50
<u>Miscellaneous</u>	
Clubs	\$1.00 - \$20.00
Odyssey of the Mind	\$1.00 - \$15.50
Planner	\$1.00 - \$7.25
Sports Activities	\$1.00 - \$15.50
Yearbook	\$5.15 - \$25.75

<u>Preschool/Imagine Preschool</u>	
Registration	\$103.00
Weekly Tuition	\$195.00
	(District Staff Cost: \$170.00)

Middle School

Fees are based on courses or programs that are either an elective or extracurricular.

<u>Fine Arts</u>		<u>Miscellaneous</u>	
Art (per semester)	\$33.00	Athletic Participation	\$49.00
Band	\$21.00	Careers	\$1.00 - \$20.00
Band (Symphonic)	\$16.00 - \$31.00	Clubs	\$1.00 - \$31.00
Choir, Concert	\$11.00 - \$21.00	Future Problem Solving	\$1.00 - \$21.00
Choir, Mixed	\$21.00	Identification Card (replacement)	\$2.00 - \$5.00
Chorus	\$16.00 - \$21.00	Lanyard (replacement)	\$1.00 - \$2.00
Drama	\$21.00	Life Skills (per semester)	\$31.00
Musical Theater	\$21.00	Lock	\$7.00
Music-Guitar (per semester)	\$21.00	Odyssey of the Mind	\$11.00 - \$31.00
Orchestra, Concert	\$16.00 - \$31.00	Photography, Intro to	\$33.00
Orchestra, String	\$21.00	Planner	\$1.00 - \$11.00
<u>Physical Education</u>		Science Activities (Elective)	\$21.00
Lock, P.E.	\$7.50	Technology, Intro	\$31.00
Shirt, P.E.	\$6.50 - \$11.00	WEB Elective	\$20.00 - \$30.00
Shorts, P.E.	\$8.00 - \$14.00	Yearbook	\$5.00 - \$67.00
Uniform, P.E.	\$16.00 - \$21.00		

Formatted Table

Approved: July 9, 2024



Amphitheater School District Fees SY2024-2025



High School

Academics	
Academic Challenges	\$1.00 - \$21.00
Academic Decathlon	\$21.00
Advanced Placement Exam	\$92.00 - \$98.00 \$99.00
Amphi Academy Online	\$250.00
Future Problem Solving	\$1.00 - \$21.00
Odyssey of the Mind	\$11.00 - \$31.00
REACH	\$7.00
Science Elective (4 th Year)	\$11.00

CTE	
Agriscience	\$21.00
Architectural Drafting	\$21.00
Auto Tech/Auto Diesel	\$30.00
Bioscience	\$41.00
Construction Tech.	\$21.00
Culinary Arts	\$47.00
Early Childhood Education	\$21.00
Engineering	\$18.00
Film and TV	\$11.00
Graphic Design	\$11.00
Music and Audio Production	\$11.00
Nursing (Includes Scrubs)	\$51.00
Photography	\$52.00
Software App Design	\$11.00
Sports Medicine	\$21.00
Technical Theater	\$21.00
Welding	\$21.00

Interscholastic Activities	
Athletic Participation	\$100.00
Athletic Pass, Family of 4	\$72.00
Athletic Pass, Family of 5	\$88.00
Athletic Pass, Student	\$31.00

International Baccalaureate***	
Appeals	\$618.00 - \$721.00
Enquiry Upon Results	\$54.00 - \$205.00
Other By-Request Services	\$147.00 - \$258.00
Registration Amendments	\$36.00 - \$155.00
Test – per content area	\$123.00

Physical Education	
Dance Class	\$21.00
Shirt, P.E.	\$6.00 - \$11.00
Shorts, P.E.	\$8.00 - \$14.00

Parking	
Parking Permit (1 st)	\$20.00
Parking Permit, Replacement	\$11.00

Miscellaneous Items	
Clubs	\$1.00 - \$31.00
ID Card, Replacement	\$1.00 - \$5.00
Lock	\$7.50
Planner	\$1.00 - \$11.00
Postage for Transcripts	\$1.00
Senior Fee	\$11.00
Yearbook	\$41.00 - \$75.00

Fine Arts	
Art	\$33.00
Art (IB)	\$33.00
Band, Auxiliary	\$11.00
Band, Jazz & Marching	\$21.00
Choir	\$21.00
Concert Symphonic	\$21.00
Drama	\$21.00
Film (IB)	\$52.00
Mariachi	\$21.00
Music - Guitar	\$21.00
Music Theory, AP	\$21.00
Orchestra (Concert & Symphony)	\$21.00
Percussion	\$21.00
Wind Ensemble	\$11.00

Cambridge***	
9th Grade Cambridge Course/Test	
Biology	\$69.45 \$80.30
English – Language	\$69.45 \$80.30
World History	\$69.45 \$80.30
TOTAL PER STUDENT	\$208.35 \$240.90
10th Grade Cambridge Course/Test	
American History	\$69.45 \$80.30
Chemistry and Physics	\$69.45 \$80.30
English – Literature	\$69.45 \$80.30
Math	\$69.45 \$80.30
TOTAL PER STUDENT	\$277.80 \$321.20

*** Fees go directly to IB and Cambridge Programs (Amphitheater School District does not benefit from these fees.)

Approved: July 9, 2024



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: August 13, 2024

TITLE: Approval of Out of State Travel

BACKGROUND:

STAFF

Lauren McIntyre and Jason Weaver request permission to attend RTM West CIO Congress 2024 Education Conference on September 22-24, 2024 in Coronado, California. Approximate cost of travel is \$892.00 and will be paid using Maintenance and Operations funds. Two school days will be missed, and no substitutes are required.

Carrie Rice requests permission to attend 22nd Annual National Alliance for Medicaid in Education Conference on October 14-18, 2024 in Denver, Colorado. Approximate cost of travel is \$2,148.87 and will be paid using Maintenance and Operations funds. Five school days will be missed, and no substitutes are required.

Robert Wolf, Willow Schroeder, and Kim Moran request permission to attend Council for Exceptional Children 2025 Convention & Expo on March 12-15, 2025 in Baltimore, Maryland. Approximate cost of travel is \$6,869.01 and will be paid using Maintenance and Operations funds. Three school days will be missed, and no substitutes are required.

Todd Jaeger, Deanna Day, and Matthew Kopec request permission to attend National Association for Gifted Children National Conference on November 20-24, 2024 in Seattle, Washington. Approximate cost of travel is \$9,088.50 and will be paid using Maintenance and Operations funds. Three school days will be missed, and no substitutes are required.

Tassi Call requests permission to attend Leadership Network Summit, Chicago 2024 on September 18-20, 2024 in Chicago, Illinois. Approximate cost of travel is \$1,748.00 and will be paid using Maintenance and Operations funds. Three school days will be missed, and no substitutes are required.

Tassi Call requests permission to attend National Association for Gifted Children 2024 Conference on November 20-24, 2024 in Seattle Washington. Approximate cost of travel is \$2,829.50 and will be paid using Title I funds. Three school days will be missed, and no substitutes are required.

BUDGET CODE KEY		
001.00.100.2579.6582.510.0000	M & O	Non-Instructional Training, Employee Travel, Office of Learning and Instruction
001.00.200.2579.6360.540.0000	M & O	Non-Instructional Training, Employee Training, Student Services
001.00.200.2579.6582.540.0000	M & O	Non-Instructional Training, Employee Travel, Student Services
001.00.100.2579.6360.501.0000	M & O	Non-Instructional Training, Employee Training, Superintendent
001.00.100.2579.6360.502.0000	M & O	Non-Instructional Training, Employee Training, Governing Board
001.00.100.2579.6582.501.0000	M & O	Non-Instructional Training, Employee Travel, Superintendent
001.00.100.2579.6582.502.0000	M & O	Non-Instructional Training, Employee Travel, Governing Board
001.00.100.2579.6360.510.0000	M & O	Non-Instructional Training, Employee Training, Office of Learning and Instruction

140.25.240.2579.6360.510.0000	Title II	Non-Instructional Training, Employee Training, Office of Learning and Instruction
140.25.240.2579.6582.510.0000	Title II	Non-Instructional Training, Employee Travel, Office of Learning and Instruction

RECOMMENDATION:

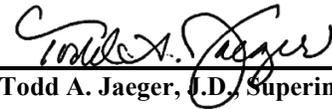
It is the recommendation of the administration that the above travel be approved.

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: August 12, 2024



Todd A. Jaeger, J.D., Superintendent

**AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST**

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

EMPLOYEE(S): Lauren McIntyre _____ SCHOOL: District Offices
Jason Weaver _____ Department (opt.): Learning & Instruction
 _____ DATE(S): September 22-24, 2024

ACTIVITY/EVENT: RTM West CIO Congress/Education Conference

LOCATION: Loews Coronado Bay Resort – 4000 Coronado Bay Rd, Coronado, CA 92118

ABSENCE: # Days 2 Sub Required: Yes No # of School Days Missed 2

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
		<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>
Registration	<u>Paid by RTM</u>	_____
Transportation	<u>\$700.00</u> Mode <u>air</u>	<u>001.00.100.2579.6582.510.0000</u>
Rental Car	_____	_____
Meals	<u>\$192.00</u>	<u>001.00.100.2579.6582.510.0000</u>
Lodging	<u>Paid by RTM</u>	_____
Substitutes	_____	_____
TOTAL	<u>\$892.00</u>	

The District will (or) will not receive reimbursement from outside sources.
 * PO must be submitted and approved *prior* to travel to qualify for reimbursement.

Purpose of travel: **The TRM conference provides an opportunity to listen to implementation plans and be part of discussions that are data driven and can assist us in implementation strategies for instructional technology.**

Outcomes and academic benefits to students and staff: **Conversations regarding successes and challenges with integration and infrastructure will be ideal in troubleshooting and designing strategies to improve instruction.**

Identify which characteristics of the Portrait of Graduate are specifically related to this request.

- | | | |
|---|---|---|
| <input type="checkbox"/> Caring | <input type="checkbox"/> Citizenship | <input checked="" type="checkbox"/> Collaboration |
| <input checked="" type="checkbox"/> Communication | <input checked="" type="checkbox"/> Creative Thinking | <input checked="" type="checkbox"/> Critical Thinking |
| <input checked="" type="checkbox"/> Problem-Solving | <input type="checkbox"/> Scholarship | |

The travel is necessary for the implementation of the project funding the travel.

Submitted by: Mary Thatcher _____ 7/25/24
 Signature Date

Principal/Supervisor _____ Date _____
[Signature] 7/25/24
 Associate Superintendent/Supervisor Date

**AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST**

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

EMPLOYEE(S): CARRIE RICE

SCHOOL: WETMORE

Department (opt.): STUDENT SERVICES

DATE(S): OCTOBER 14-18, 2024

ACTIVITY/EVENT: 22nd ANNUAL NAME CONFERENCE

LOCATION: DENVER, CO

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 5

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	\$ <u>650.00</u>		<u>001.00.200.2579.6360.540.0000</u>
Transportation	\$ <u>343.00</u>	Mode <u>AIR</u>	<u>001.00.200.2579.6582.540.0000</u>
Rental Car	_____		_____
Meals	\$ <u>234.50</u>		<u>001.00.200.2579.6582.540.0000</u>
Lodging	\$ <u>921.37</u>		<u>001.00.200.2579.6582.540.0000</u>
Substitutes	_____		_____
TOTAL	\$ <u>2148.87</u>		_____

(Note: Tax credit contributions are District funds and require a budget code.)

The District will (or) will not receive reimbursement from outside sources.

* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

Purpose of travel: **TO MEET WITH MEDICAID AND EDUCATION AGENCIES INVOLVED IN FACILITATING MEDICAID CLAIMS FOR SCHOOL BASED SERVICES.**

Outcomes and academic benefits to students and staff: **PROFESSIONAL LEARNING OPPORTUNITES, CREATING RELATIONSHIPS WITH OTHERS AND UNDERSTANDING THE MEDICAID PROCESS.**

Identify which characteristics of the Portrait of Graduate are specifically related to this request.

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Academic Content | <input checked="" type="checkbox"/> Caring | <input checked="" type="checkbox"/> Citizenship |
| <input checked="" type="checkbox"/> Collaboration | <input checked="" type="checkbox"/> Communication | <input checked="" type="checkbox"/> Creative Thinking |
| <input checked="" type="checkbox"/> Critical Thinking | <input checked="" type="checkbox"/> Problem-Solving | |

The travel is necessary for the implementation of the project funding the travel.

Submitted by: Eileen Althouse 7/31/24
Signature Date

Kristin A. McGraw 7/31/24
Principal/Supervisor Date

[Signature] 7/31/24
Associate Superintendent/Superintendent Date

**AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST**

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

EMPLOYEE(S): ROBERT WOLF SCHOOL: WETMORE
WILLOW SCHROEDER Department (opt.): STUDENT SERVICES
KIM MORAN DATE(S): MARCH 12-15, 2025

ACTIVITY/EVENT: COUNCIL FOR EXCEPTIONAL CHILDREN 2025 CONVENTION & EXPO

LOCATION: BALTIMORE, MD

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 4
 EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	\$ <u>1437.00</u>		<u>001.00.200.2579.6360.540.0000</u>
Transportation	\$ <u>1931.28</u>	Mode <u>AIR</u>	<u>001.00.200.2579.6582.540.0000</u>
Rental Car	_____		_____
Meals	\$ <u>619.50</u>		<u>001.00.200.2579.6582.540.0000</u>
Lodging	\$ <u>2881.23</u>		<u>001.00.200.2579.6582.540.0000</u>
Substitutes	_____		_____
TOTAL	\$ <u>6869.01</u>		

(Note: Tax credit contributions are District funds and require a budget code.)

The District will (or) will not receive reimbursement from outside sources.

* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

Purpose of travel: **TO MEET WITH SPECIAL EDUCATION PROFESSIONALS TO LEARN, SHARE, GROW AND CONNECT. AN OPPORTUNITY TO FIND RESEARCH, TIPS AND STRATAGIES TO APPLY TO OUR SPECIAL NEEDS STUDENTS.**

Outcomes and academic benefits to students and staff: **AN OPPORTUNITY TO GATHER INFORMATION, KNOWLEDGE AND IDEAS FROM SPECIAL EDUCATION PROFESSIONALS FROM AROUND THE WORLD.**

Identify which characteristics of the Portrait of Graduate are specifically related to this request.

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Academic Content | <input checked="" type="checkbox"/> Caring | <input checked="" type="checkbox"/> Citizenship |
| <input checked="" type="checkbox"/> Collaboration | <input checked="" type="checkbox"/> Communication | <input checked="" type="checkbox"/> Creative Thinking |
| <input checked="" type="checkbox"/> Critical Thinking | <input checked="" type="checkbox"/> Problem-Solving | |

The travel is necessary for the implementation of the project funding the travel.

Submitted by: Eileen Althouse 7/31/24
 Signature Date
Kristin A. McGraw 7/31/24
 Principal/Supervisor Date
[Signature] 7/31/24
 Associate Superintendent/Supervisor Date

**AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST**

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

EMPLOYEE(S): Todd A. Jaeger Deanna Day SCHOOL: District Offices
Matthew Kopec _____ Department (opt.): Sup's Office/Gov. Board
 _____ DATE(S): 11/20/24-11/24/24

ACTIVITY/EVENT: National Association for Gifted Children National Conference

LOCATION: Seattle, WA

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 3

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)
APPROXIMATE COST BUDGET CODE/DESCRIPTION
 (Note: Tax credit contributions are District funds and require a budget code.)

Registration	<u>\$2157.00</u>		<u>001.00.100.2579.6360.501/502.0000</u>
Transportation	<u>\$2000.00</u>	Mode <u>air</u>	<u>001.00.100.2579.6582.501/502.0000</u>
Rental Car	<u>\$400.00</u>		<u>001.00.100.2579.6582.501.0000</u>
Meals	<u>\$931.50</u>		<u>001.00.100.2579.6582.501/502.0000</u>
Lodging	<u>\$3600.00</u>		<u>001.00.100.2579.6582.501/502.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$9088.50</u>		

The District will (or) will not receive reimbursement from outside sources.
 * PO must be submitted and approved *prior* to travel to qualify for reimbursement.
 Purpose of travel: Attend the NAGC Conference

Outcomes and academic benefits to students and staff: The conference offers an opportunity to learn about best practices, classroom strategies, and explore other issues that affect gifted students and teachers.

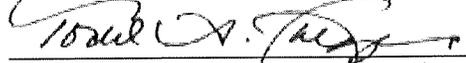
Identify which characteristics of the Portrait of Graduate are specifically related to this request.

<input checked="" type="checkbox"/> Academic Content	<input type="checkbox"/> Caring	<input type="checkbox"/> Citizenship
<input checked="" type="checkbox"/> Collaboration	<input type="checkbox"/> Communication	<input type="checkbox"/> Creative Thinking
<input checked="" type="checkbox"/> Critical Thinking	<input checked="" type="checkbox"/> Problem-Solving	

The travel is necessary for the implementation of the project funding the travel.

Submitted by: _____ Date _____
 Signature

 Principal/Supervisor Date


 Associate Superintendent/Supervisor 8/6/24
 Date

**AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST**

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

EMPLOYEE(S): Tassi Call _____

SCHOOL: District Offices
 Department (opt.): Office of Learning & Instruction
 DATE(S): September 18 - 20, 2024

ACTIVITY/EVENT: Leadership Network Summit, Chicago 2024

LOCATION: Chicago, Illinois

ABSENCE: # Days 3 Sub Required: Yes No # of School Days Missed

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
			(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$1,200.00</u>		<u>001-00-100-2579-6360-510-0000</u>
Transportation	<u>\$445.00</u>	Mode <u>Air</u>	<u>001-00-100-2579-6582-510-0000</u>
Rental Car	_____		_____
Meals	<u>\$103.00</u>		<u>001-00-100-2579-6582-510-0000</u>
Lodging	<u>Included in registration fee</u>		
Substitutes			
TOTAL	<u>\$1,748.00</u>		

The District will (or) will not receive reimbursement from outside sources.

Purpose of travel: To attend the Leadership Network Summit in Chicago, IL

Outcomes and academic benefits to students and staff: Observe and be a part of a diverse group of influential women who have achieved extraordinary success in their educational leadership roles.

Submitted by: Tassi Call _____ 8/8/24
 Signature Date

 Principal/Supervisor Date
[Signature] _____ 8-8-24
 Associate Superintendent/Superintendent Date

**AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST**

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

EMPLOYEE(S): Tassi Call

SCHOOL: Wetmore

Department (opt.): Office of Learning & Instruction

DATE(S): 11/20/24-11/24/24

ACTIVITY/EVENT: National Association for Gifted Children National Conference

LOCATION: Seattle, Washington

ABSENCE: # Days 5 Sub Required: Yes No

of School Days Missed 3

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
			<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>
Registration	<u>\$ 719.00</u>		<u>140.25.240.2579.6360.510</u>
Transportation	<u>\$ 600.00</u>	Mode <u>air</u>	<u>140.25.240.2579..6582.510</u>
Rental Car	_____		_____
Meals	<u>\$ 310.50</u>		<u>140.25.240.2579..6582.510</u>
Lodging	<u>\$1,200.00</u>		<u>140.25.240.2579..6582.510</u>
Substitutes	_____		_____
TOTAL	<u>\$2,829.50</u>		

The District will (or) will not receive reimbursement from outside sources.

* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

Purpose of travel: Attending professional development workshops related to gifted education.

Outcomes and academic benefits to students and staff: Material learned at workshops will be shared with other REACH teachers in the district to ultimately serve gifted students.

Identify which characteristics of the Portrait of Graduate are specifically related to this request.

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Scholarship | <input type="checkbox"/> Caring | <input type="checkbox"/> Citizenship |
| <input type="checkbox"/> Collaboration | <input type="checkbox"/> Communication | <input checked="" type="checkbox"/> Creative Thinking |
| <input checked="" type="checkbox"/> Critical Thinking | <input checked="" type="checkbox"/> Problem-Solving | |

The travel is necessary for the implementation of the project funding the travel.

Submitted by: Tassi Call 8/12/24
Signature Date

Michelle A. Jagger _____ 8/12/24
Principal/Supervisor Date
Associate Superintendent/Superintendent Date



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: August 13, 2024

TITLE: Study/Action of Proposed Addenda Recommendations

BACKGROUND:

On July 9, 2024, Amphitheater Governing Board members were presented with information on recommended changes to the District's Addenda Schedule. The presentation included recommended changes to addenda that support academic, athletic, club, fine arts, and other site/District programs. In addition to the recommended changes to the current addenda, the Governing Board was presented with information on what procedural safeguards must be implemented to ensure equitable practices and expectations are established across the District.

Based on feedback, administration is recommending the previously studied Board item be separated into two distinct Board items, the present item is seeking approval of the changes to addenda amounts, based on monies set aside through the Meet and Confer process. The recommendations, introduced at the July 9, 2024 meeting include a 7.90% increase to most addenda, an equalization of addenda that extend across elementary, middle, and high schools, and the creation of new addenda.

Subsequent to this Board item, a separate item will be submitted proposing the establishment of an application and evaluation process that all sites will adhere to in evaluating the goals and expectations associated with addenda.

To complete the aforementioned expectations, the District Addenda Committee will reconvene during the Fall 2024 semester to study current evaluation instruments and methods used by other departments, such as the Interscholastic Department.

The subsequent item will be submitted to the Governing Board for consideration before the end of the 1st quarter of the Fall 2024 semester.

RECOMMENDATION:

This item is presented to Governing Board as a study/action item with a recommendation for approval of the proposed Addenda Schedule.

INITIATED BY:

Tassi Call
Associate Superintendent for Elementary Education

Matthew Munger
Associate Superintendent for Secondary Education

Date: August 6, 2024

Todd A. Jaeger, J.D., Superintendent

Level	Description	Original Addenda Amnt	Addenda w/Increase
EL	EL Academic Assistant (See comment)	\$ 700.00	\$ 800.00
EL	EL Admin Asst - Building Designee (See comment)	\$ 2,000.00	\$ 2,159.26
EL	EL AVID Site Team Coordinator	\$ 1,500.00	\$ 1,619.44
EL	EL Dyslexia Training Designee	\$ 3,350.00	\$ 3,350.00
EL	EL Elementary Coordinator - Wetmore	\$ 1,500.00	\$ 1,619.44
EL	EL Odyssey of the Mind	\$ 1,200.00	\$ 1,600.00
EL	EL School Psychologist Intern Site Supervisor	\$ 1,500.00	\$ 1,619.44
EL	EL Section 504 - Wetmore (See comment)	\$ 300.00	\$ 500.00
EL	EL Student Council	\$ 950.00	\$ 1,025.65
EL	EL Technology Coach	\$ 1,550.00	\$ 1,673.42
EL	EL VEX Robotics	\$ 1,200.00	\$ 1,295.55
HS	HS Academic Decathlon (Acad Comps)	\$ 1,600.00	\$ 1,600.00
HS	HS Assistant Athletic Trainer (per season)	\$ 1,850.00	\$ 1,997.31
HS	HS Associate Coach (per season)	\$ 1,000.00	\$ 1,079.63
HS	HS Athletic Equipment Technician (per season)	\$ 1,850.00	\$ 1,997.31
HS	HS AVID Site Team Coordinator	\$ 1,500.00	\$ 1,619.44
HS	HS Band	\$ 3,050.00	\$ 3,292.86
HS	HS Baseball Assistant Coach	\$ 2,400.00	\$ 2,591.11
HS	HS Baseball Head Coach	\$ 3,000.00	\$ 3,238.88
HS	HS Basketball Assistant Coach	\$ 2,400.00	\$ 2,591.11
HS	HS Basketball Head Coach	\$ 3,000.00	\$ 3,238.88
HS	HS Chess (See Academic Comps)	\$ 1,100.00	\$ 1,187.59
HS	HS Cross Country Assistant Coach	\$ 2,400.00	\$ 2,591.11
HS	HS Cross Country Head Coach	\$ 2,600.00	\$ 2,807.03
HS	HS Department Head	\$ 3,350.00	\$ 3,616.75
HS	HS Drama	\$ 2,250.00	\$ 2,429.16
HS	HS Dyslexia Training Designee	\$ 3,350.00	\$ 3,350.00
HS	HS eSports (per semester)	\$ 1,800.00	\$ 1,800.00
HS	HS Flags	\$ 1,250.00	\$ 1,349.53
HS	HS Football Assistant Coach	\$ 2,500.00	\$ 2,699.07
HS	HS Football Head Coach	\$ 3,800.00	\$ 4,102.59
HS	HS Golf Head Coach	\$ 2,600.00	\$ 2,807.03
HS	HS Interscholastic Activities Manager (per season)	\$ 2,850.00	\$ 2,850.00
HS	HS MESA Coordinator	\$ 1,500.00	\$ 1,619.44
HS	HS Musical Assistant Director	\$ 1,696.00	\$ 1,831.05
HS	HS Musical Director	\$ 2,136.00	\$ 2,306.08
HS	HS Newspaper	\$ 1,850.00	\$ 1,997.31
HS	HS Odyssey of the Mind (See Acad Comps)	\$ 1,200.00	\$ 1,295.55
HS	HS Orchestra	\$ 1,950.00	\$ 2,105.27
HS	HS Percussion	\$ 1,250.00	\$ 1,349.53
HS	HS Section 504 - Wetmore (See comment)	\$ 500.00	\$ 500.00
HS	HS Soccer Assistant Coach	\$ 2,400.00	\$ 2,591.11
HS	HS Soccer Head Coach	\$ 3,000.00	\$ 3,238.88
HS	HS Softball Assistant Coach	\$ 2,400.00	\$ 2,591.11
HS	HS Softball Head Coach	\$ 3,000.00	\$ 3,238.88
HS	HS Special Olympics Head Coach (See comment)	\$ 1,700.00	\$ 1,835.37
HS	HS Speech (See Acad Comps)	\$ 1,600.00	\$ 1,727.40
HS	HS Spirit Leading (per season) Assistant Coach	\$ 2,250.00	\$ 2,429.16

HS	HS Spirit Leading (per season) Head Coach	\$	2,450.00	\$	2,645.09
HS	HS Student Government	\$	1,750.00	\$	1,889.35
HS	HS Summer Weights (per summer)	\$	1,950.00	\$	2,105.27
HS	HS Swimming Assistant Coach	\$	2,400.00	\$	2,591.11
HS	HS Swimming Head Coach	\$	3,000.00	\$	3,238.88
HS	HS Technology Coach	\$	1,550.00	\$	1,673.42
HS	HS Tennis Head Coach	\$	2,600.00	\$	2,807.03
HS	HS Track Assistant Coach	\$	2,400.00	\$	2,591.11
HS	HS Track Head Coach	\$	3,000.00	\$	3,238.88
HS	HS VEX Robotics (See Acad Comps)	\$	1,200.00	\$	1,295.55
HS	HS Vocal Music	\$	1,950.00	\$	2,105.27
HS	HS Volleyball Assistant Coach	\$	2,400.00	\$	2,591.11
HS	HS Volleyball Head Coach	\$	3,000.00	\$	3,238.88
HS	HS <i>Weight Training Head Coach (Strength)</i>	\$	2,600.00	\$	2,807.03
HS	HS Wrestling Assistant Coach	\$	2,400.00	\$	2,591.11
HS	HS Wrestling Head Coach	\$	3,000.00	\$	3,238.88
HS	HS Yearbook	\$	1,850.00	\$	1,997.31
HS	HS National Honor Society			\$	1,500.00
HS	Flex Addenda			\$	800.00
MS	MS AVID Site Team Coordinator	\$	1,500.00	\$	1,619.44
MS	MS Baseball Assistant Coach	\$	1,400.00	\$	1,511.48
MS	MS Baseball Head Coach	\$	1,700.00	\$	1,835.37
MS	MS Basketball Assistant Coach	\$	1,400.00	\$	1,511.48
MS	MS Basketball Head Coach	\$	1,700.00	\$	1,835.37
MS	MS Cross Country Assistant Coach	\$	1,400.00	\$	1,511.48
MS	MS Cross Country Head Coach	\$	1,700.00	\$	1,835.37
MS	MS Department Head (See Comment)	\$	1,200.00	\$	1,295.55
MS	MS Dyslexia Training Designee	\$	3,350.00	\$	3,350.00
MS	MS Extra Curricular Activities Director (per season)	\$	2,000.00	\$	2,159.26
MS	MS Football Assistant Coach	\$	1,400.00	\$	1,511.48
MS	MS Football Head Coach	\$	1,700.00	\$	1,835.37
MS	MS Honor Society	\$	750.00	\$	809.72
MS	MS Interscholastic Supervisor (per quarter)	\$	500.00	\$	500.00
MS	MS Math Counts (MS Acad Comps)	\$	950.00	\$	1,025.65
MS	MS Newspaper (Flex Addenda)	\$	1,200.00	\$	1,295.55
MS	MS Odyssey of the Mind (Acad Comps)	\$	1,200.00	\$	1,600.00
MS	MS Performing Arts	\$	1,800.00	\$	1,943.33
MS	MS Section 504 - Wetmore (See comment)	\$	400.00	\$	500.00
MS	MS Sixth Grade Activities Assistant Coach	\$	1,400.00	\$	1,511.48
MS	MS Soccer Assistant Coach	\$	1,400.00	\$	1,511.48
MS	MS Soccer Head Coach	\$	1,700.00	\$	1,835.37
MS	MS Softball Assistant Coach	\$	1,400.00	\$	1,511.48
MS	MS Softball Head Coach	\$	1,700.00	\$	1,835.37
MS	MS Student Council	\$	1,350.00	\$	1,457.50
MS	MS Technology Coach	\$	1,550.00	\$	1,673.42
MS	MS Tennis Head Coach	\$	1,700.00	\$	1,835.37
MS	MS Track Assistant Coach	\$	1,400.00	\$	1,511.48
MS	MS Track Head Coach	\$	1,700.00	\$	1,835.37
MS	MS VEX Robotics (Acad Comps)	\$	1,200.00	\$	1,295.55

MS	MS Volleyball Assistant Coach	\$	1,400.00	\$	1,511.48
MS	MS Volleyball Head Coach	\$	1,700.00	\$	1,835.37
MS	MS Wrestling Assistant Coach	\$	1,400.00	\$	1,511.48
MS	MS Wrestling Head Coach	\$	1,700.00	\$	1,835.37
MS	Flex Addenda			\$	800.00
MS	MS Yearbook	\$	1,500.00	\$	1,619.44



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: **August 13, 2024**

TITLE: **Adoption of New Policy System:**
 Chapter 1 – Governance;
 Chapter 2 – Administration; and
 Chapter 3 – Business

BACKGROUND:

Amphitheater Public Schools, like most school districts across the state has subscribed to a policy system for the development, maintenance and recording of Governing Board policies and administrative regulations. For the past three decades, the District subscribed to the service provided by the Arizona School Boards Association (ASBA) and the National School Boards Association.

In the early spring of this year, the Governing Board provided direction that the District move to a new policy system provided by the Arizona School Risk Retention Trust (the Trust), which is the entity providing liability and other insurance coverages to school districts throughout the state, including Amphitheater. The new policy system is developed by attorneys with expertise in Arizona school law and offers many significant benefits, including a much lower cost to the District and a more timely receipt of newly required policies and procedures.

For many weeks, the administration has been pursuing the conversion process, whereby existing policies under the ASBA system are correlated with those available under the new Trust system. Because many of the ASBA policies are copyrighted, the conversion cannot be as simple as a “cut and paste” of all content from one system into the other. Instead, the transfer process has been painstaking, given the sheer number of policies and regulations.

Several weeks ago, the Governing Board was provided with Chapters 1, 2 and 3 of the resulting product from the conversion work. Those chapters are attached and presented for adoption as one body of policy related documents. Those attached documents contain both policy and regulation documents. Only the former require Governing Board approval, but the entire system (to include regulation and exhibit documents) is presented so that the Board has a complete picture of the system.

Certain policy documents under the former ASBA system are original to Amphitheater and therefore were not copyrighted by ASBA. Some of those original Amphitheater documents have been incorporated into the current Trust system draft which is attached. Those documents are clearly denoted by the previous alphabetic coding (e.g., “AC”), whereas the Trust documents are coded by numbers (e.g., “3-103”).

Following the Governing Board’s adoption, the District Administration will work with the Trust’s policy services personnel to conduct further reconciliation of the combined Trust system documents with the incorporated and original Amphitheater policy documents. Following that process, further action by the Board to finalize policy language may be necessary.

The timeline necessitated by wholesale replacement of the District’s policy system does not lend itself to a more exacting, policy-by-policy review and adoption process. The termination of the contractual policy relationship with ASBA creates an urgency for conversion due to copyright issues, as well as our current inability to publish our policies online for easy access by the public and staff.

Therefore, the Administration is proposing adoption of these first three chapters in one meeting, with adoption of the next two chapters to follow at our next Governing Board meeting.

RECOMMENDATION:

The Superintendent recommends adoption of the presented policy chapters of the Trust's policy system, as modified and refined by the Administration for Amphitheater purposes.

INITIATED BY:**Date: August 7, 2024**

Todd A. Jaeger, J.D., Superintendent

A

District Mission and Belief Statement

(Vision and Values)

Vision

Amphitheater schools and facilities are places where students thrive academically; places parents want their children to go; places where highly skilled people work; and places community members respect because of the high student achievement, caring environment, and focus on individual needs!

Mission

To empower all students to become contributing member of society equipped with the skills, knowledge, and values necessary to meet the challenges of a changing world.

We believe:

- A. All students can learn and achieve.
- B. Everyone has unique strengths, talents and needs.
- C. All students and staff should be responsible for and dedicated to educational excellence.
- D. Education requires cooperation, honesty, and respect among the students, parents, staff, school, and community.
- E. The school community deserves a safe and caring environment.
- F. Our actions reflect our values and our dedication to meeting student needs fairly and equitably.
- G. Ample resources are essential to accomplish the Mission.

We value:

Diversity, creativity, curiosity, diligence, achievement, honesty, caring, fairness, respectfulness, and service to the community.

Adopted: date of Manual adoption

1-100 Board Authority and Responsibilities

© 1-101 District's Legal Designation; District Boundaries

The District's legal designation is Amphitheater Unified School District No 10 of Pima County, Arizona.

The District is a political subdivision of the State of Arizona with geographic boundaries organized for the purpose of the administration, support and maintenance of its public schools.

The legal boundaries of the District are those shown in the transcript that the County School Superintendent files with the Board of Supervisors and the County Assessor and attached as an Exhibit to this policy.

Adopted:

Legal Authority:

[A.R.S. § 15-101](#)

[A.R.S. § 15-441](#)

[A.R.S. § 15-442](#)

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AA-E

**School District Legal status (legal description) Amphitheater Unified School
District No. 10 Tucson, Arizona**

BEGINNING at the Northwest corner of Section 4, Township 11 South, Range 13 East;

THENCE East along the North lines of Sections 4, 3, 2, and 1 of Township 11 South, Range 13 East;

THENCE continuing East along the North line of Township 11 South, Range 14 East, to the Northeast corner of Section 1;

THENCE South along the East line of Section 1;

THENCE West along the South line of Section 1 to the South 1/4 corner of said Section 1;

THENCE South along the North-South quarter line of Section 12; THENCE West along the South line of Section 12;

THENCE South along the East lines of Sections 14, 23, and 26 of Township 11 South, Range 14 East;

THENCE West along the South line of Section 26;

THENCE South along the East line of Section 34 of Township 11 South, Range 14 East;

THENCE continuing South along the East line of Section 3 of Township 12 South, Range 14 East;

THENCE West along the South line of said Section 3; THENCE South along the East line of Section 9;

THENCE West along the South line of said Section 9; THENCE South along the East line of Section 17;

THENCE West along the South line of said Section 17 and continuing West along the South line of Section 18, all in Township 12 South, Range 14 East;

THENCE South along the East lines of Sections 24 and 25 of Township 12 South, Range 13 East, to the South 1/16 corner of 25-30;

THENCE East along the South 1/16 line of Section 30, Township 12 South, Range 14 East, to the south 1/16 corner of Sections 30-29;

THENCE South along the East line of Section 30; THENCE East along the North line of Section 32;

THENCE South along the East line of Section 32 to the 1/4 corner of Sections 32 and 33;

THENCE East along the East-West quarter line of Section 33; THENCE South along the East line of Section 33;

THENCE West along the South lines of Sections 33, 32, and 31 of Township 12 South, Range 14 East;

THENCE South along the East lines of Sections 1 and 12 of Township 13 South, Range 13 East;

THENCE East along the North line of Section 18 of Township 13 South, Range 14 East;

THENCE South along the East lines of Sections 18, 19, 30, and 31 to the South 1/16 corner of Sections 31 and 32;

THENCE West along the South 1/16 line of Section 31 to the Center South 1/16 of Section 31;

THENCE South along the quarter line to the South 1/4 corner of said Section 31;

THENCE West along the South line of Section 31 of Township 13 South, Range 14 East;

THENCE continuing West long the South lines of Sections 36 and 35 to the South 1/4 corner of Section 35 of Township 13 South, Range 13 East;

THENCE North along the quarter lines of Sections 35 and 26 to the Southeast corner of the Northeast 1/4 of the Northeast 1/4 of the Southwest 1/4 of Section 26;

THENCE West to the Southwest corner of said Northeast 1/4 of the Northeast 1/4 of the Southwest 1/4;

THENCE North to the Northwest corner of said Northeast 1/4 of the Northeast 1/4 of the Southwest 1/4;

THENCE West to the Southwest 1/16 corner of said Section 26;

THENCE North along the West 1/16 line to the West 1/16 corner, 23 and 14;

THENCE West along the North line of Sections 23 and 22 to its intersection with the Rillito River;

THENCE Northwesterly along the Rillito River to its intersection with the West line of Section 16, Township 13 South, Range 13 East;

THENCE North along the West lines of Sections 16, 9, and 4 of Township 13 South, Range 13 East;

THENCE continuing North along the West lines of Sections 33, 28, 21, 16, 9, and 4 of Township 12 South, Range 13 East;

THENCE continuing North along the West lines of Sections 33, 28, 21, 16, 9, and 4 of Township 11 South, Range 13 East to the true point of beginning.

1-100 Board Authority and Responsibilities

© 1-102 Board Authority, Responsibilities and Immunities

Board Authority and Responsibilities

The Governing Board is responsible for the general conduct and supervision of the District as vested in the Board by the Arizona State Board of Education, State Superintendent of Public Instruction, its County School Superintendent and as set forth in the [Arizona Constitution](#) and applicable laws, regulations, and rules.

The Board's power and authority is derived from its actions when a quorum of the Board is lawfully convened as a public body. However, the Board may delegate certain matters to the Superintendent. The Board may also authorize a Board member to take a specific action or otherwise act on the Board's behalf in a particular matter.

Board responsibilities include, but are not limited to:

- Hiring and evaluating the Superintendent.
- Hiring school personnel and terminating the employment of school personnel.
- Developing the District's mission, vision, and strategic plans.
- Setting the standards for the performance of District schools to improve student achievement.
- Setting school attendance boundaries.
- Establishing the policies that will be used to govern the District and assessing compliance with policy standards and requirements.
- Approving curriculum and textbooks.
- Approving and monitoring the District's budget and spending priorities.
- Approving salaries and benefits for employees.
- Approving District purchases, unless this responsibility has been delegated to the Superintendent.
- Acting in a "quasi-judicial" capacity in student or employee hearing matters.
- Vesting the Superintendent with the powers and duties permitted by law to implement Board policies and develop procedures, implement Board directives and act as the District's chief administrative officer.
- Conducting a Board self-evaluation should the Board choose to do so.

Individual Board Member Authority and Responsibilities

Individual Board members lack the legal authority to act on behalf of the Board or District unless the Board votes to grant them such authority.

Individual Board members have the authority to consider and vote on matters brought before the Board in Board meetings, except as prohibited by law due to conflicts of interest or otherwise limited or prohibited by law.

Each Board member has important responsibilities, including but not limited to:

- Compliance with federal and state laws and related regulations and rules.
- Collaborating well with others and treating the Superintendent, other Board members, District employees, students and members of the public with respect.
- Focusing on actions that are best for the District and its students.
- Advocating for the needs of the District.
- Properly preparing for Board meetings.
- Communicating the Board member's complaints or staff or community complaints to the Superintendent to permit proper protocols and procedures to be followed.
- Avoiding using the Board member's position for political gain or other purposes not relevant to the District's educational or other operations and student achievement.
- Maintaining confidentiality of information or documents that are confidential by law or policy or otherwise expected or required to be kept confidential.
- Recognizing that the Superintendent is the designated spokesperson for the District, and further recognizing that an individual Board member lacks authority to speak on behalf of the District unless the Board takes legal action provide a Board member with the authority to speak on behalf of the District.

Oath of Office

Pursuant to [A.R.S. § 38-231](#), the District shall provide each Board member with the legally required form of written oath or affirmation, which the Board member shall review, sign, and return to the District after receiving the Board member's certificate of election and at or before commencement of the Board member's term of office. The oath of office shall be filed in the District office and maintained as an official record throughout the Board member's term of office and for five years thereafter.

Governing Board Immunities

The District, and its Board members, school council members, and staff are immune from civil liability for the consequences of adoption and implementation of policies and procedures pursuant to [A.R.S. §§ 15-341\(A\)](#) and [15-342](#), except in cases of gross negligence, or intentional misconduct.

Except in cases of wanton or willful neglect, the District and its officials and staff are immune from civil liability with respect to all decisions made, and actions taken that are based on good faith implementation of policies, and procedures addressing student possession and self-administration of emergency anaphylaxis medications.

Additionally, the District and its officials and staff are immune from civil liability with respect to all decisions made and actions taken that are based on good faith implementation of policies, and procedures addressing student possession and self-administration of breathing disorder medications.

Except in cases of gross negligence or wanton or willful neglect, the District and its officials and staff are also immune from civil liability with respect to all decisions made and actions taken that are based on good faith implementation of policies and procedures addressing parent/legal guardian notification when their student has been the recipient of harassing, threatening, or intimidating conduct.

Individual Board Member Immunities

Board members are immune from personal liability with respect to all acts done and actions taken in good faith within the scope of their authority during duly constituted regular, and special meetings, and shall have no personal liability for acts done in reliance upon written opinions of the Arizona Attorney General or upon written opinions of the county attorney pursuant to [A.R.S. § 15-381](#).

Board members are immune from civil liability for the consequences of adoption and implementation of policies and procedures pursuant to [A.R.S. §§ 15-341\(A\)](#) and [15-342](#), except for instances of gross negligence or intentional misconduct.

Adopted:

Legal Authority:

[Ariz. Const. art. XI, § 2](#)

[A.R.S. § 15-321](#)

[A.R.S. § 15-323](#)

[A.R.S. § 15-326](#)

[A.R.S. § 15-341](#)

[A.R.S. § 15-342](#)

[A.R.S. § 15-381](#)

[A.R.S. § 15-387](#)

[A.R.S. § 38-231](#)

[A.R.S. § 38-232](#)

[A.R.S. § 38-233](#)

BCA

BOARD MEMBER ETHICS

The following statements are endorsed by the Governing Board.

Because of the vital and important role that the public schools of our state and country play in providing the basic foundation for democratic living and for sustaining the American way of life, and because, therefore, Governing Board membership represents such a challenging responsibility, this code of ethics is recommended by the Amphitheater Governing Board as a guide to its members as they strive to render effective and efficient service to their community.

Individual Governing Board members should honor the high responsibility demanded by Board membership by:

- A. Thinking always in terms of "children first."
- B. Understanding that the basic function of the Board members is policy making, and not administration, and by accepting the responsibility of learning to discriminate intelligently between these two (2) functions.
- C. Accepting the responsibility, along with fellow Board members, of seeing that the maximums of facilities and resources are provided for the proper functioning of schools.
- D. Refusing to "play politics" in either the traditional partisan sense or in any petty sense.
- E. Considering at all times the diversity of concerns within the community.
- F. Accepting the responsibility of becoming well informed concerning the duties of Board members and the proper functions of public schools.
- G. Recognizing responsibility as state officials to seek the improvement of education throughout the state.

Individual Governing Board members should respect their relationships with other members of the Board by:

- A. Recognizing that authority rests only with the Board in official meetings, and that individual members have no legal status to bind the Board outside of such meetings.
- B. Refusing to make statements or promises as to how they will vote on any matter that should properly come before the Board as a whole.
- C. Making decisions only after all facts bearing on a question have been presented and discussed.
- D. Respecting the opinions of others and graciously conforming to the principle of majority rules.
- E. Refusing to participate in secret meetings that all members do not have the opportunity to attend.

Individual Governing Board members should maintain desirable relations with the Superintendent and the Superintendent's staff by:

- A. Striving to procure, when the vacancy exists, the best professional leader available for the head administrative post.
- B. Giving the Superintendent full administrative authority for properly discharging assigned professional duties and also holding the Superintendent responsible for acceptable results.
- C. Acting only upon recommendations by the Superintendent in matters of employment or dismissal of school personnel.
- D. Having the Superintendent present at all meetings of the Board except when the Superintendent's contract and salary are under consideration.
- E. Referring each complaint to the proper administrative office and discussing it only at a regular meeting after failure of administrative solution.
- F. Striving to provide adequate safeguards around the Superintendent and other staff members to the end that they can live happily and comfortably in the community and discharge their educational functions on a thoroughly professional basis.
- G. Presenting personal criticisms of any employee directly to the Superintendent.

Individual Governing Board members should meet their responsibilities to the community by:

- A. Attempting to appraise fairly both the present and future educational needs of the community.
- B. Regarding it as a major responsibility of the Board to interpret the aims and methods of the schools to the community.
- C. Insisting that all school business transactions be consistent with state procurement rules.
- D. Vigorously seeking adequate financial support for the schools.
- E. Refusing to use their individual positions on the Governing Board in any way whatsoever for personal gain or personal prestige.
- F. Refusing to discuss personnel matters or any other confidential business of the Board in their homes, on the street, or in their offices.
- G. Winning the community's confidence that all is being done in the best interests of school children.

Adopted: date of Manual adoption

LEGAL REF.:
A.R.S.
15-321

1-100 Board Authority and Responsibilities

© 1-103 Governing Board Organization

Organizational Meeting

The Governing Board shall meet in January following an election. The Board also may hold an organizational meeting annually during non-election years.

Organizational meetings shall be held at the most convenient public facility in the District. If no such facility is available, the Board may meet at any available public facility convenient to all Board members.

At the organizational meeting, the Board shall elect a President from among the Board members.

At the organizational meeting, the Board may elect a Vice-President whose duty it shall be to assume the duties of the President at Board meetings in the absence of the President. In the absence of an elected officer at Board meeting, the Board members present at the meeting may designate a Board member to assume the duties of the President for that meeting.

Board Presidency

The Board President sets Board meeting agendas with the Superintendent and input from Board members. The Board President also convenes, presides over and keeps order during meetings.

The Board, in its discretion, may vote to elect a new Board President before the next scheduled organizational meeting.

The Board President may make motions and vote on any motion made during the meeting, unless otherwise prohibited by law due to conflict of interest.

Adopted:

Legal Authority:

[A.R.S. § 15-321](#)

[A.R.S. § 15-341](#)

1-100 Board Authority and Responsibilities

© 1-104 Legal Advice and Representation

Definitions

“County Attorney” means the Pima County Attorney and any attorney authorized to act on behalf of the Pima County Attorney.

“In-house counsel” means an attorney who is an employee of the District, on either a full-time or part-time basis.

“Legal counsel” means any individual authorized to practice law in Arizona or a law firm of such persons, and may refer to the County Attorney, in-house counsel, or outside counsel.

“Outside counsel” means legal counsel other than the County Attorney or in-house counsel.

County Attorney

The County Attorney is the statutory attorney for the district and may serve as the district’s legal counsel for any matter for which the County Attorney has no conflict of interest.

The Governing Board may seek consent of the County Attorney for the selection of an attorney or law firm as outside counsel or hiring in-house counsel. If the Board does not seek or obtain consent of the County Attorney before employing outside counsel or in-house counsel, the Board waives any right to representation by the County Attorney on the matter for which outside counsel or in-house counsel represents the District.

Outside Counsel

The Board may select one or more attorneys or law firms that are competent to provide legal advice to Arizona school districts as outside counsel whenever the Board deems advisable. The Board may retain outside counsel for an individual matter or general advice and legal work.

In-house Legal Counsel

The Board may hire an attorney as in-house counsel to provide general legal advice for the district on either a full-time or part-time basis. The employment of in-house counsel shall not preclude the right of the Board to seek other legal advice, either by outside counsel or by the County Attorney, to supplement the work of in-house counsel.

Initiating Lawsuits

The Board may initiate a lawsuit against any other party only by specifically authorizing such lawsuit in a properly noticed public Board meeting.

Obtaining Legal Advice

The Board President and the Superintendent are authorized to communicate with legal counsel. The Superintendent shall ordinarily communicate with legal counsel to obtain legal advice on behalf of the District, but the Board President may communicate directly with legal counsel whenever the Board President deems advisable, including for matters relating to the Superintendent. All Board members shall be provided with a copy of written legal opinions obtained on behalf of the Board.

The Superintendent may delegate authority to consult with legal counsel to other District personnel for matters directly relating to the responsibilities of such personnel.

Adopted:

Legal Authority:

[A.R.S. § 11-532](#)

[A.R.S. § 15-343](#)

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Board Authority and Responsibilities

© 1-105 Board Member Conflicts of Interest

Definitions

The following terms have the same definition as set forth in [A.R.S. § 38-502](#): (a) "Remote interest"; and (b) "Substantial interest".

"Board member relative" means a Board member's spouse or any person claimed as a dependent on the Board member's income taxes.

"Employee" means all persons who are not public officers and who are employed on a full-time, part-time or contract basis by the District.

"Official records" means the minutes or papers, records and documents maintained by the District for the specific purpose of receiving disclosures of substantial interests required by law.

"Transaction" means any contract, sale, purchase or other action between the District and a vendor (as defined below).

"Vendor" means any individual, corporation, partnership, association, nonprofit organization, or any other legal entity that does business with the District.

Applicability

This Policy applies only to Board members. For the Policy on conflicts of interest with respect to District personnel, see Policy No. 3-109.

Board Member Relatives

In accordance with [A.R.S. § 15-323](#):

1. Board members may vote on any budgetary, personnel, or other related question before the Board, except:
 - a. It is unlawful for a Board member to vote on a specific item which concerns the appointment, employment, or remuneration of the Board member or a Board member relative.
 - b. It is unlawful for any Board member to vote on the employment of another Board member or on the employment of the spouse of a Board member unless specifically permitted by law.

2. In accordance with [A.R.S. § 15-421\(D\)](#), neither a Board member nor a Board member's spouse may be employed by the District unless specifically permitted by law.
 - a. A Board member must resign from the Board before the Board member or a Board member's spouse accepts any form of employment with the District unless otherwise permitted by law. In accordance with [A.R.S. § 15-502](#), a Board member's dependent may be employed by the District only after receiving specific consent of the Board.
 - b. A District employee or an employee's spouse may run for membership in the Governing Board during the employee's term of employment after notifying the Superintendent and the Board President of the employee's or spouse's intent to run. If such an employee or the employee's spouse wins the election, the Employee must resign from the District before January 1 of the year following the election.

Employment of Former Board Member

Pursuant to A.R.S. § 15-421(E), the District may employ directly or through a third party contractor an individual who has served as a Governing Board member during the preceding two (2) years only in a position in which the individual will provide services directly to students including: a certificated teacher; a substitute teacher; or an individual who provides transportation, instructional support or student support services.

In accordance with [A.R.S. § 15-323](#) and [A.R.S. § 38-503](#):

1. A Board member shall not participate in any manner regarding any transaction or approval of a vendor in which the board member has a substantial interest unless a specific statutory exception applies.
2. A Board member shall not supply to the District any equipment, material, supplies or services, unless pursuant to an award or contract let after public competitive bidding, except:

In accordance with [A.R.S. § 15-323](#), the District may make purchases from a Board member only if all the following conditions have been met:

- i. The purchase does not exceed \$300.00.
- ii. The total of all purchases (including the contemplated purchase) from any Board member within the previous twelve months does not exceed \$1,000.00.
- iii. The decision to purchase has been specifically approved by the Board and has not been delegated to an employee of the District.
- iv. The amount of the purchase or contract for purchase is included in the minutes of the meeting at which the Board approved the purchase.

Mandatory Disclosure of Conflicts of Interest

A Board member who has, or whose relative has, a substantial interest in any contract, sale, purchase or service to the District or decision of the District shall make such interest known in the official records of the District.

Maintenance of Disclosure of Conflict of Interest Forms

The District shall maintain disclosures of conflicts of interest and any related documentation in a separate file that shall be available for public inspection in accordance with public records laws and regulations.

Adopted:

Legal Authority:

[A.R.S. §§ 38-501 through 511](#)

[A.R.S. § 15-213](#)

[A.R.S. § 15-323](#)

[A.R.S. § 15-421](#)

[A.R.S. § 15-502](#)

[A.R.S. § 38-509](#)

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Board Member Conflicts of Interest

© 1-105.A Procedure - Board Member Conflicts of Interest - Disclosure Requirements

Arizona's Conflict of Interest Laws ([A.R.S. §§ 38-501 through 511](#)) require Governing Board members to disclose certain conflicts of interest and refrain from participating in the decision-making process where a conflict of interest exists.

To facilitate compliance and record-keeping, Board members must disclose all potential conflicts that may come up using the Governing Board Disclosure of Conflict of Interest Form. All Board members are required to review potential conflicts of interest and fill out a Conflict of Interest Form annually and submit the form to the Superintendent by July 1 of each year. If a conflict arises that the Board member did not anticipate, the conflict must be disclosed as soon as the Board member learns of the conflict.

When in doubt, a Board member should err on the side of disclosure. If a Board member has questions about a specific potential conflict, the Superintendent or Board President may discuss the potential conflict with the District's legal counsel.

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BHA

SCHOOL DISTRICT LOGO AND/OR MOTTO

(School Symbols)

The Governing Board recognizes that symbols such as school colors, song, motto, flag, and ring frequently play important roles in school life. The Governing Board endorses their selection and identification with the activities of the schools as long as they conform to the following criteria:

- A. Their existence and use support the goals of the District.
- B. They cast no aspersion upon any members of the school staff or student body and/or community with respect to sex, color, race, age, national origin, sexual orientation, religion/religious beliefs, gender, citizenship status, marital status, political beliefs/affiliation, home language, disability, family, social or cultural background, or creed and do not discriminate against any member of the school staff or student body and/or community.
- C. No student of the school is required to support, adhere to, purchase, employ, or possess any such symbol.
- D. If a student's purchase of a symbol or materials for making it is the only acceptable way to acquire it, designs and standard specifications will be made available both to students and potential vendors. Students' purchases will be made at their discretion from any available symbol vendors, preferably off the school premises and during out-of-school hours.

Adopted: date of Manual adoption

BJ

SCHOOL BOARD LEGISLATIVE PROGRAM

The Board will participate in legislative programs through conferences with the state and national school boards associations.

The Board authorizes the Superintendent to actively participate in the development of legislation that has a positive effect on educational programs of the District.

Lobbying

All District-initiated requests or contacts with state legislators must be directed through the designated public lobbyist. All contacts initiated by state legislators with District personnel must be reported to the designated public lobbyist for documentation and external reporting purposes.

The designated public lobbyist is responsible for all required reporting and for determining which activities meet the legal definition of lobbying.

Only the designated public lobbyist and authorized public lobbyists may conduct lobbying activities on behalf of the District. Authorized public lobbyists must be approved by the administrative management team. The District shall maintain the approval list of authorized public lobbyists.

Adopted: date of Manual adoption

HA

MEET-AND-CONFER GOALS

Teacher-Administrator-Governing Board Relationships

Providing a high-quality education for children is the paramount aim of this school system, and good morale in the teaching staff is necessary in meeting this goal. Thus, the Governing Board encourages the participation of staff members in the activities of their professional organizations and encourages the organizations to exercise their rights and responsibilities within the spirit and letter of the law.

The following roles and responsibilities are clearly established by law:

- A. The Governing Board, under law, has the final responsibility of establishing policies for the school system.
- B. The Superintendent and the administrative staff have the responsibility of carrying out the policies established.
- C. The professional teaching personnel have the ultimate responsibility of providing the best possible education in the classroom.

Attainment of Goals

Attainment of the goals of the educational program of the District requires mutual understanding and cooperation among the Governing Board, the Superintendent and the administrative staff, the professional personnel, the support staff personnel, and other citizens of the community. To this end, free and open exchange of views is desirable, proper, and necessary.

Adopted: date of Manual adoption

HD

MEET-AND-CONFER PROCEDURES

This policy is established to confirm that the District shall meet and confer annually on staff policies, salaries, and fringe benefits. The Board delegates the responsibility to the Superintendent to establish meet and confer procedures with the Amphitheater Education Association (the "Association") and individual employees or groups of employees for this purpose.

Adopted: February 22, 2022

HD-E

MEET-AND CONFER PROCEDURES

MEET-AND-CONFER POLICY REVISION FLOW CHART

The referenced document may be found on the page(s) immediately following this cover sheet.

HD-R

MEET - AND - CONFER PROCEDURES

This regulation provides methods of meeting and conferring on staff policies, salaries, and fringe benefits by establishing facilitators/coordinators and committees with specific assignments in representing the interests of the District administration ("Administration") and the interests of the Amphitheater Education Association (the "Association") and individual employees or groups of employees.

Functions:

- A. The functions of the facilitators and committees will be to reach a consensus for the purposes of making recommendations to the Superintendent concerning 1) existing policies, 2) changes to existing policies, 3) the creation of new policies, and 4) determination of compensation packages. The Superintendent shall then present such recommendations to the Governing Board for its consideration.
- B. The facilitators and committees will publish their completed work, as approved by the Superintendent and, as appropriate, the Governing Board, on the District and Amphitheater Education Association websites.

Meet-and-Confer Committees/Program of Work:

- A. The District's meet and confer process shall utilize an "interest-based bargaining" ("IBB") process.
- B. Two (2) committees of six (6) to eight (8) people will be established to work on personnel policy matters - one (1) committee responsible for professional staff policy recommendations and one (1) committee responsible for support staff policy recommendations. These two (2) committees will each consist for three (3) or four (4) members selected by the Superintendent or the Superintendent's designee and representing the administration ("the District Team") and three (3) or four (4) members selected by the Association representing the Association and district employees ("the AEA Team").
- C. The Administration and the Association will agree upon two (2) facilitators/coordinators for each committee - one (1) from among each of their respective teams forming each committee. It will be the responsibility of the facilitators/coordinators to provide the direction and leadership for the committee.
- D. The Administration and the Association team will agree upon a facilitator/coordinator. It will be the responsibility of the facilitators/coordinators to provide the direction and leadership for the committee.
- E. The professional staff policy committee shall be responsible to meet and confer and make recommendations regarding the District's personnel policies pertaining to professional staff. The support staff policy committee shall be responsible to meet and confer and make recommendations regarding the

District's personnel policies pertaining to support staff. The initial meeting of the committees shall be held jointly to establish their respective and joint bodies of work. Upon agreement of the committees, they may jointly meet and confer on policy matters affecting either employee group. The committees shall jointly meet and confer regarding District personnel policies affecting all District employees and regarding compensation package recommendations.

- F. Each committee shall establish and prepare a specific written program of work at the beginning of the annual meet-and-confer process. Items may be added or deleted from the program of work after it has been established, with approval by committee members. The written program of work shall be submitted to the Superintendent and the executive board of the Association upon completion.
- G. The committees' programs of work may include regulations which were Governing Board policies prior to the Arizona School Boards Association (ASBA) formatting and policy system implementation in 1997.
- H. Except as limited below, items that the District Administration and the Association, or their respective teams, wish to be considered for implementation in a subsequent fiscal year must be submitted to the facilitators/coordinators.

Changes to the personnel policies, salaries, or fringe benefits will go through the meet-and-confer process. Exceptions to this goal may be as follows:

- A. As required by Arizona law, the Superintendent may reserve the right on behalf of the Governing Board to make changes to the Amphitheater Policy Manual when necessary for compliance with the law.
- B. Requests for exceptions to policy from school management councils need not go through the meet-and-confer process.
- C. Minor changes to personnel policies may also be made by agreement between the Superintendent or the Superintendent's designee and the Association President, and, as appropriately approved by the Governing Board.
- D. Approval of policy changes made in accordance with these exceptions shall not be subject to the concurrence of the committees; however, committee members shall be informed by the Superintendent or the Superintendent's designee of such changes as soon as practicable. Specific changes and the exception applied will be identified for committee members.

Timelines:

- A. To the extent possible, the policy committees will hold their first (1st) meetings by mid-October and shall conclude their work by the end of January.
- B. To the extent possible, the combined salary committees will begin their joint compensation package work in mid-January and conclude their work by the end of March.
- C. Final loop-outs will be held no later than two (2) weeks prior to the committees

ending date.

Training:

Facilitators/coordinators, as well as all committee members, will be trained in the meet-and-confer process at District expense. This training will take place prior to assuming committee tasks.

Committee support:

The Administrative facilitators will arrange for clerical support for the work of each committee. Clerical support required by the individual Association and Administrative teams shall be handled by each team.

Employee Input:

- A. Before the policy portion of meet and confer begins, employees will be given a chance to provide input through a joint survey developed by the committees. In addition to this joint survey, the District or the Association may conduct their own survey(s) as needed, and the joint meet and confer committee may ask questions or get feedback through the Superintendent's certificated/teacher advisory council and/or classified advisory council.
- B. Before the compensation portion of meet and confer begins, employees will be given a chance to provide input through a joint survey developed by the committees. In addition to this joint survey, the District or the Association may conduct their own survey(s) as needed, and the joint meet and confer committee may ask questions or get feedback through the Superintendent's certificated/teacher advisory council and/or classified advisory council.
- C. The final meet and confer recommendations (policy and compensation) of the committees will jointly be presented to employees for evaluation and comment before presentation to the Governing Board for consideration.
- D. Following the joint employee feedback process, the Superintendent can reconvene the committees for additional feedback, or submit the item to the Governing Board to take action on the original recommendations.

Communication:

- A. The committees will post periodic briefings to keep constituents informed about the general matters discussed throughout the meet-and-confer process. Also, the committees will post a briefing following any joint survey.
- B. The Superintendent may distribute the committees' briefing(s) through the Superintendent's certificated/teacher advisory council and/or classified advisory council when necessary to ensure all employees have access to the information.

Mediation and/or arbitration:

Mediation may be utilized to help the committee resolve disputes. If mediation is unsuccessful, an arbitrator may be selected. The recommendations of the committee and/or the arbitrators are not binding on the Superintendent or the Association, and Arizona law does not permit them to be binding on the Governing Board.

Legal rights:

The rights and privileges extended herein to the Association are also available to individual employees or groups of employees.

HF

SCHOOL BOARD MEET - AND - CONFER AGENTS

Representative of the Governing Board

The Governing Board designates the Superintendent to represent the Board in all matters of concern to employee organizations or individuals.

All correspondence and inquiries from employees or employee organizations shall be directed first to or through the Superintendent to provide proper communication.

Adopted: date of Manual adoption

HH

EMPLOYEE MEET-AND-CONFER ORGANIZATIONS

All employees are free to join or not to join employee organizations. Decisions affecting the individual employees are made without regard to membership or nonmembership in such organizations. Each employee is entitled to individual legal or ethical rights and privileges.

Employees shall not be interfered with, intimidated, restrained, coerced, or discriminated against - either by the School District or by employee organizations

- because of their membership or nonmembership in employee organizations. They shall have the right to participate through representatives of their own choosing in the presentation of their views to the Governing Board.

Employee organizations that meet the provisions of law and the policies of the District shall have the right to represent their members in matters within the scope of the meet-and-confer process and other matters of employee concern.

Adopted: date of Manual adoption

HI

**RIGHTS AND RESPONSIBILITIES OF EMPLOYEE MEET-AND-CONFER
ORGANIZATIONS**

The rights as set forth below will be granted, upon prior permission of the school principal or the school principal's designee, to any employee organization or its representatives recognized by the Governing Board. Such permission shall not be withheld unreasonably. All costs associated with the employee organization activity shall be borne by the employee organization.

The employee organization and its representatives shall have:

- A. The right to use school buildings at all reasonable hours for meetings.
- B. The right to use the interschool mail facilities and school mailboxes as it deems necessary, provided that materials distributed are of a professional, noninflammatory, and nonlibelous nature.
- C. Space on an appropriate bulletin board in each school building.
 - 1. The locations of such bulletin boards shall be agreed upon mutually by each employee organization and the school principal.
 - 2. Materials posted shall be in good taste.

The Governing Board agrees to furnish to each employee organization a roster of all employees as of October 1 of each year, or as soon thereafter as practicable, and one (1) copy of agendas and minutes of all public Governing Board meetings. The Board also agrees to make available to each employee organization such other public information as shall assist such employee organization in developing intelligent, accurate, informed, and constructive programs on behalf of the schools and students.

In accordance with an opinion of the Attorney General, home addresses and telephone numbers of employees may not be disclosed in response to an employee organization's request.

Adopted: date of Manual adoption

HM

ANNOUNCEMENT OF FINAL MEET-AND- CONFER AGREEMENT

Governing Board and Employee Organization Agreement

Each agreement entered into by the Governing Board with an employee organization shall constitute a commitment by the Governing Board to the provisions of the agreement for its duration or until its amendment by an instrument in writing duly executed by both parties.

Rights of Agreeing Parties

Whenever notice is required to be given by either of the parties to any Board- employee agreement to the other, pursuant to any provision(s) of the agreement, either party may do so by telegram or registered letter at the following places:

- A. If by an employee organization, to the President of the Governing Board at the Governing Board office.
- B. If by the Governing Board, to the president of the organization at the appropriate address as filed with the Governing Board.

Saving Clause

If any provision of any employee organization agreement or any application of it to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

Any contract between the Governing Board and an individual employee hereafter executed shall be subject to and consistent with the terms and conditions of the appropriate employee organization agreement. If the aforesaid contract contains any language inconsistent with its related agreement, the agreement during its duration shall be controlling.

Unless otherwise provided in an employee organization agreement, nothing contained therein shall be interpreted and/or applied so as to eliminate, reduce, or otherwise detract from any terms and conditions of employment existing prior to its effective date.

Adopted: date of Manual adoption

JA

STUDENT POLICIES GOALS / PRIORITY OBJECTIVES

The Board will prepare youth for gainful employment and useful roles in a self-governing society

The Board will encourage the development of the students' unique talents to their fullest potential

The Board will maintain a school climate that is enjoyable.

The Board approves the following student personnel objectives as a guide to policy development and school system operation:

- A. Admission of all eligible students.
- B. Highest level of attendance compatible with desirable student learning.
- C. Full retention to graduation or program completion.
- D. Minimal discipline problems.
- E. Procedural due process in settling disputes involving students.
- F. Nondiscrimination in all student relations.
- G. Guarantee and attainment of freedom of speech.
- H. Effective channels for student/staff member/Board communication.
- I. Delineated and acceptable lines of responsibility, roles, and powers among the respective groups.
- J. Opportunities within the school structure for students to learn and practice their roles, rights, and responsibilities as citizens.
- K. Provisions for safeguarding the welfare, health, safety, and rights of students.

Adopted: date of Manual adoption

JB

EQUAL EDUCATIONAL OPPORTUNITIES

The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of race, color, religion/religious beliefs, creed, citizenship status, political beliefs/affiliation, home language, gender, sexual orientation, age, national origin, disability, family, social or cultural background or any other reason not related to the student's individual capabilities.

The right of students to participate in extracurricular activities shall be dependent only upon their maintaining the minimum academic and behavioral standards established by the Board, and their individual ability in the extracurricular activity.

Adopted: date of Manual adoption

LEGAL REF.:

Arizona Constitution, Act XI, Sec. 6

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

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

20 U.S.C. 1703, Equal Educational Opportunities Act

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

42 U.S.C. 2000, Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII

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.:

AC - Nondiscrimination

ACA - Sexual Harassment

ACAA - Title IX Sexual Harassment

GBA - Equal Employment Opportunity

GCQF - Discipline, Suspension, and Dismissal of Professional Staff Members

GDQD - Discipline, Suspension, and Dismissal of Support Staff Members

IHBA -Special Educational Programs and Accommodations for Disabled Students

JII - Student Concerns, Complaints and Grievances

JK - Student Discipline

JKD - Student Suspension

KED - Public Concerns/Complaints about Facilities or Services

EQUAL EDUCATIONAL OPPORTUNITIES

Compliance Officer

Any person who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Equal Opportunity Office.

Complaint Procedure

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

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

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

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

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

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

Timelines

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

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

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

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

JII

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

The Superintendent is directed to establish procedures whereby students with sufficient concern may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, or personal safety provided that:

- A. The topic is not the subject of disciplinary or other proceedings under other policies and regulations of the District, and
- B. The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

A complaint or grievance may be raised regarding one (1) or more of the following:

- A. Violation of the student's constitutional rights.
- B. Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- C. Discriminatory treatment on the basis of gender, sexual orientation, race, color, creed, religion/religious beliefs, citizenship status, age, disability, marital status, political beliefs/affiliation, national origin, home language, family, social or cultural background.
- D. Concern for the student's personal safety.

Refer to Board Policy JICK for procedures applying to a complaint or grievance that alleges incidences of student violence, harassment, intimidation, or bullying.

The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint or grievance. The initial complaint or grievance should be made using form JII-EA; however, a verbal complaint or grievance may be made to any school staff member. The receiving staff member shall immediately inform an administrator of the complaint or grievance.

When the initial complaint or grievance is submitted in a manner other than on the prescribed form, the administrator shall obtain from the student the particulars determined by the Superintendent to be necessary for the complaint or grievance to be investigated. Any question concerning whether a complaint or grievance falls within this policy shall be determined by the Superintendent.

A student or the student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students, staff and parents or guardians in the school offices.

Disposition of all complaints/grievances shall be reported to the Superintendent and the compliance officer for discrimination if other than the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

The Superintendent shall develop procedures for the maintenance and confidentiality of documentation related to the receipt of a student's complaint or grievance, findings of the investigation, and disposition of the matter. The documentation shall not be used to impose disciplinary action unless the appropriate school official has investigated and determined there was an actual occurrence of the alleged incident.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-341

CROSS REF.:

AC - Nondiscrimination/Equal Opportunity

ACA - Sexual Harassment

GBEB - Staff Conduct

JB - Equal Educational Opportunities

JIC - Student Conduct

JICFA - Hazing

JICK - Student Violence/Harassment/Intimidation/Bullying

JK - Student Discipline

JKD - Student Suspension

JKE - Expulsion of Students

KE - Public Concerns and Complaints

Equal Educational Opportunity and Non-Discrimination (Students)

© 1-201.A Procedure - Equal Educational Opportunity and Non-Discrimination for Students - Grievance Procedure

A. Definitions

"Complainant" means the person filing a grievance.

"Compliance Officer" means the District personnel with responsibility for receiving and investigating grievances alleging discrimination.

"Disability discrimination" means any act of discrimination in violation of Section 504 or the ADA.

"Religious discrimination" means any act of discrimination on the basis of religion in violation of Title IV or [A.R.S. § 15-110](#).

"Protected class" means a group of people legally protected by applicable state or federal discrimination laws.

"Title IV" means Title IV of the Civil Rights Act of 1964.

"Title VI" means Title VI of the Civil Rights Act of 1964.

"Title IX" means Title IX of the Education Amendments of 1972.

"Section 504" means Section 504 of the Rehabilitation Act of 1973.

The "ADA" means the Americans with Disabilities Act of 1990.

B. Application

These Procedures apply to grievances alleging discrimination based on race, color, religion, disability, national origin, veteran's status, genetic code, or political affiliation. Grievances alleging discrimination based on sex (including sexual orientation and gender identity) or pregnancy and parenting should be filed using the District's Title IX Procedure.

Examples of discrimination include but are not limited to harassment based on a person's membership in a protected class, limiting or denying a person opportunities, privileges, or advantages based on membership in a protected class and otherwise treating any person differently based on that person's membership in a protected class.

Disability discrimination may also include denying a student with a disability a free appropriate public education and failing to make modifications of policies, practices, or

procedures when such modification is necessary to accommodate individuals with disabilities.

Religious discrimination may also include penalizing a student for coursework based on religious content or religious viewpoint, denying a student the right to engage in religious activities or expression to the same extent students may engage in nonreligious activities or expression, denying a student the right to wear religious clothing or symbols.

The District prohibits retaliation against anyone who files a grievance or cooperates in the investigation of a grievance.

C. Compliance Officer

The District's Compliance Officer(s) are as follows:

Section 504/ADA Compliance Officer: Executive Director of Student Services,
studentservices@amphi.com

Title IV/VI Compliance Officer: Equity & Safety Compliance Officer,
TitleIXCoordinator@amphi.com

References herein to the "Compliance Officer" shall refer to appropriate Compliance Officer based on such Compliance Officer's responsibilities.

D. Grievance Process

Submittal of Grievance

Students may present a complaint or grievance regarding an alleged violation of their constitutional rights, equal access to programs, discrimination, or personal safety provided that:

- The grievance is not already under review as part of a student discipline matter or other proceedings under District policy, and
- The process will not apply to a grievance over which the District or Governing Board has no authority because the method of review is set forth in state or federal law.

A student may submit a grievance to allege the following:

- Student's constitutional rights have been violated.
- Student has been denied equal opportunity to participate in a District program or activity for which the student otherwise qualifies.

- Student has been treated discriminatorily on the basis of race, color, religion, sex, national origin, disability, veteran's status, genetic code, or political affiliation.
- Student is concerned for the student's personal safety.

Grievances should be submitted to the Compliance Officer within thirty (30) days of the date the complainant becomes aware of the alleged discriminatory action.

A grievance should be in writing, containing the name and address of the person filing it. The grievance must state the problem or action alleged to be discriminatory and the remedy or relief sought.

If the complainant is unable to put the grievance in writing, the District shall provide reasonable accommodations to assist the complainant with submission of a grievance. Although the District encourages individuals to submit grievances in writing, the District will nonetheless provide prompt and equitable response when it becomes aware of possible discrimination.

The Compliance Officer will confirm receipt of the grievance within five (5) working days following receipt of the grievance.

Investigation

The Compliance Officer (or designee) shall conduct an investigation of the grievance. This investigation may be informal, but it must be thorough, affording the student(s) and parent(s)/ legal guardian(s) an opportunity to submit evidence relevant to the grievance, including the opportunity to present witnesses.

The Superintendent will designate an alternative investigator if the Compliance Officer has a conflict of interest with the investigation. If the Superintendent is the one alleged to have unlawfully discriminated, the grievance shall be filed with the President of the Board, who will then designate a Compliance Officer to conduct the investigation.

Based on the recommendation of the Compliance Officer, the District may take temporary action to ensure that students have equal educational opportunities during the investigation.

Decision

The Compliance Officer will complete the investigation and issue a written decision on the grievance no later than thirty (30) days after its filing unless extenuating circumstances require an extension of the thirty (30) day timeline. In such a case, the Compliance Officer (or designee) will communicate with the complainant concerning the need for an extension.

Appeal

The complainant may appeal the decision of the Compliance Officer by writing to the Superintendent, within fifteen (15) days of receiving the Compliance Officer's decision. The Superintendent, or designee, shall issue a written decision in response to the appeal within thirty (30) days of receipt of the appeal.

Remedial or Other Action

If it is determined that discrimination occurred, the District shall take the appropriate steps to prevent the recurrence of discrimination and correct the discriminatory effects on the complainant and others. If disciplinary action is appropriate, teachers, administrators, other personnel, and students will be afforded all respective rights afforded by the law and District policy, and disciplinary action will follow all applicable policies and procedures.

General

1. The complainant will not be required to directly interview or confront the person alleged to have engaged in discriminatory behavior.
2. The complainant may withdraw the grievance at any time. However, the Compliance Officer may choose to continue to investigate the alleged discrimination if there are facts supporting the allegations.
3. The District shall maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA).
4. The availability and use of this complaint procedure does not prevent a person from filing a grievance of discrimination with the U.S. Department of Education, Office for Civil Rights or any other court or agency with jurisdiction over the matter.
5. The District will make appropriate arrangements to ensure that students and parents/ legal guardians with disabilities are provided accommodations, if needed, to participate in the grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing digital material for the blind, providing a scribe for submission of the grievance, or assuring a barrier-free location for the proceedings. The Compliance Officer will be responsible for making such arrangements.
6. The District will make appropriate arrangements to ensure that persons who are not English proficient are provided with language assistance as needed to participate in the grievance process. The Compliance Officer will be responsible for making such arrangements.
7. The Compliance Officer will maintain the files and records relating to such grievances.

JB-E

EQUAL EDUCATIONAL OPPORTUNITIES

COMPLAINT FORM

(To be filed with the compliance officer as provided in JB-R)

If you feel you have been treated unfairly because of your gender, race, color, religion, age, disability, political affiliation, marital status, veteran status national origin, or as a result of retaliation, you should complete this form and return it to the Equal Opportunity office. If you need further clarification, please contact the Equal Opportunity specialist

Please print:

Name: _____ Date: _____

Address: _____

Telephone: _____

Another phone where you can be reached: _____

During the hours of: _____

E-mail address: _____

I wish to complain against:

Name of person, school (department), program, or activity:

Address: _____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places.

If there is anyone who could provide more information regarding this complaint, please list name(s), address(es), and telephone number(s).

Name: _____

Address: _____

Telephone Number: _____

The projected solution

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

I certify that this information is correct to the best of my knowledge.

Signature of Complainant

The compliance officer, as designated in JB-R, shall give one (1) copy to the complainant and shall retain one (1) copy for the file.

JBA

DISCRIMINATION ON THE BASIS OF RACE, ETHNICITY, OR GENDER

Every child, regardless of background, is entitled to an equal opportunity to succeed in school. The concept of equal opportunity is not to be reserved for adults. It is the policy of the District not to discriminate on the basis of gender, sexual orientation, race, color, religion/religious beliefs, creed, age, disability, marital status, political affiliation, national origin, citizenship status, home language, family, social or cultural background.

High standards shall be maintained for all students. Every student in the District will be encouraged to aspire for and achieve success. We will actively pursue equal opportunity in education for children.

Objective measures should be used to determine that equal opportunity exists in practice as well as philosophy. When an analysis of such measures results in a conclusion that practice and philosophy do not match, steps will be taken to close the gap. Such efforts are termed affirmative actions. Such efforts might include development of specific programs, staff development, and recruitment and retention of staff members committed to the success of all students.

The Governing Board and the Superintendent shall establish and enforce policies and procedures that foster excellence and equity. It is the particular responsibility of the District's instructional and administrative staff members to ensure high expectations and success for all students. All District staff members shall treat each student fairly and respectfully. Tolerance of anything less is not acceptable.

Adopted: date of Manual adoption

GB

GENERAL PERSONNEL POLICIES

Personnel policies adopted by the Governing Board are to serve as guidelines for the efficient and successful functioning of the District.

The policies are framed and intended to be interpreted within the context of applicable laws and regulations. Changes in the laws and agency rules, as well as in the needs, conditions, purposes, and objectives of the District may result in revisions, deletions, and additions to the policies. Therefore, to the extent permitted or required by law, District personnel policies may be modified, amended, or repealed at any time as the Board determines to be in the best interest of the District. No person shall be deemed to have a vested right to continuing employment or benefits associated with District employment except as may be required by law and provided in the respective employee's written contract or employment agreement. The policies, regulations, exhibits, and other documents in this policy manual do not form any part of any employment contract or employment agreement between the School District and any individual employee.

Wherever inconsistencies of interpretation arise, the law and regulations prevail.

In the event of any ambiguity contained in any of these policies or in any regulations promulgated pursuant thereto, the interpretation and the construction or interpretation of the Governing Board or its designee shall control the applications thereof.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-341

15-342

15-546

GBA

EQUAL EMPLOYMENT OPPORTUNITY

The District will not discriminate against any employee or applicant for employment because of gender, sexual orientation, race, color, creed, religion/religious beliefs, age, disability, political beliefs/affiliation, marital status, citizenship status, national origin, home language, family, social or cultural background. The Governing Board and all management divisions of the District, in all their recruitment and employment practices, solicitations, and advertisements, will constitute an "equal opportunity employer."

Action will be taken to ensure that applicants are employed and employees are treated during employment without regard to their gender, sexual orientation, race, color, creed, religion, age, disability, political affiliation, marital status, or national origin. Neither employees nor applicants for employment shall be limited, segregated, or classified in any way that could adversely affect any applicant's or employee's employment opportunities or status. Such action and employment practices shall be in accordance with all applicable provisions of state and federal law as they relate to equal employment opportunity, and they shall include employment, assignment, upgrading, demotions, transfers, promotions, layoffs, separations, rates of pay, privileges, fringe benefits, compensatory benefits, and/or other forms of compensation and recognition.

Aliens

It is the intent of the District to hire only individuals who are United States citizens, United States nationals, or aliens authorized to work in the United States. The District will comply with the provisions of the Immigration Reform and Control Act of 1986 regarding unfair immigration-related employment practices in seeing that applicants for employment are not discriminated against in recruitment or hiring due to their citizenship status in violation of said act.

Wage Discrimination

The District shall not pay any person in its employ at wage rates that are less than the rates paid by the District to employees of the other gender for the same quality and quantity of the same classification (range and grade) of work.

Differences in classification may be based upon differences in seniority, length of service, duties and responsibilities performed, skills and abilities required for the specific job, and other reasonable factors when exercised in good faith.

Pay differentiations in the same classification of work can be made for differences in the shift or time of day worked and hours of work.

Affirmative Action Program

The District will actively promote the full realization of equal employment opportunity through a positive and continuing affirmative action program with the following objectives:

To set specific and result-oriented procedures for implementation of the affirmative action program.

To make annual analyses of total employee utilization.

To disseminate internally and externally all policies relative to being an equal opportunity employer.

To design an internal auditing and reporting system for equal employment opportunity in the District. This will include identification of problems, deficiencies, goals, classification, timetables, community action, and the like.

To provide specific and result-oriented procedures for addressing specific instances of discrimination or harassment.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

13-904

41-1461

41-1463

41-1465

CROSS REF.:

AC - Nondiscrimination

ACA - Sexual Harassment

IHBA - Special Instructional Programs and Accommodations for Disabled Students

JB - Equal Educational Opportunities

KED - Public Concerns/Complaints about Facilities or Services

AC

NONDISCRIMINATION / EQUAL OPPORTUNITY

The Board is committed to a policy of nondiscrimination in relation to race, color, religion/religious beliefs, gender, age, national origin, sexual orientation, creed, citizenship status, marital status, political beliefs/affiliation, disability, home language, family, social or cultural background. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

23-341

41-1463

Arizona Constitution, Ordinance Art. XX, Par. Seventh

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

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

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

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

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

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

CROSS REF.:

ACA - Sexual Harassment

ACAA - Title IX Sexual Harassment

GBA - Equal Employment Opportunity

GCQF - Discipline, Suspension, and Dismissal of Professional Staff Members

GDQD - Discipline, Suspension, and Dismissal of Support Staff Members

IHBA - Special Instructional Programs and Accommodations for Disabled Students

JB - Equal Educational Opportunities

JII - Student Concerns, Complaints and Grievances

JK - Student Discipline

JKD - Student Suspension

KED - Public Concerns/Complaints about Facilities or Services

Equal Employment Opportunity and Non-Discrimination

© 202.A Procedure - Equal Employment Opportunity and Non-Discrimination - Grievance Procedure

A. Definitions

"Complainant" means the person filing a grievance.

"Compliance Officer" means the District personnel responsible for receiving and investigating grievances alleging discrimination.

"Harassment" is (1) unwelcome conduct; (2) based on race, color, religion, creed, national origin or ancestry, ethnicity, sex (including gender, pregnancy, sexual orientation, and gender identity), age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law; and (3)(a) that is sufficiently severe or pervasive to alter the terms of employment and create an abusive work environment; or (b) that results in a tangible employment action (such as termination, demotion, or change in compensation).

"Religious discrimination" means any act of discrimination on the basis of religion in violation of Title IV or [A.R.S. § 15-110](#).

"Title IX" means Title IX of the Education Amendments of 1972.

B. Application

These Procedures apply to grievances alleging discrimination and/or harassment based on race, color, religion, disability, age, national origin, veteran's status, genetic code, or political affiliation. These Procedures also apply to grievances alleging retaliation for good faith reports or complaints of incidents of discrimination or harassment of any kind, pursuing any discrimination or harassment claim, or cooperating in related investigations. Grievances alleging discrimination or harassment based on sex (including gender, pregnancy, sexual orientation or gender identity) should be filed using the District's Title IX Procedure. To the extent a complaint is filed alleging discrimination or harassment on the basis of sex and other conduct, the District may conduct simultaneous investigations under this Procedure and the District's Title IX Policy and Procedure.

The District also prohibits retaliation against anyone who files a grievance or cooperates in the investigation of a grievance.

C. Compliance Officer

The District's Compliance Officers are as follows:

Section 504/ADA Compliance Officer: Executive Director of Student Services,
studentservices@amphi.com

Title IV/VI Compliance Officer: Equity & Safety Compliance Officer,
TitleIXCoordinator@amphi.com

D. Grievance Process

Submittal of Grievance

A grievance should be submitted to the Compliance Officer within thirty (30) days of the date the complainant becomes aware of the alleged violation of District Policy.

A grievance should be in writing, containing the name and address of the person filing it. The grievance should also state the problem or action alleged to be discriminatory and the remedy or relief sought.

If the complainant is unable to or does not submit the grievance in writing, the District will provide reasonable accommodations to assist the complainant or otherwise meet with the complainant for the submission of their grievance. Although the District encourages individuals to submit grievances in writing, the District will nonetheless provide prompt and equitable response when it becomes aware of violations of District Policy.

The Compliance Officer will strive to confirm receipt of the grievance within five (5) working days following receipt.

Investigation

The Compliance Officer, or designee, shall conduct an investigation of the grievance. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the grievance, including the opportunity to present witnesses.

The Superintendent will designate an alternate investigator if the Compliance Officer has a conflict of interest with the investigation.

Based on the recommendation of the Compliance Officer, or designee, the District may take temporary action during the investigation to ensure equal employment opportunity and prevent retaliation.

Decision

The Compliance Officer will strive to complete the investigation and issue a written decision on the grievance no later than thirty (30) days after its filing unless extenuating circumstances require an extension of the thirty (30) day timeline. In such a case, the

Compliance Officer, or designee, will communicate with the complainant concerning the need for an extension.

Appeal

The complainant or respondent may appeal the decision of the Compliance Officer by writing to the Superintendent, within fifteen (15) days of receiving the Compliance Officer's decision. The Superintendent, or designee, will strive to issue a written decision in response to the appeal within thirty (30) days of receipt of the appeal.

Remedial or Other Action

If it is determined that discrimination occurred, the District shall take the appropriate steps to prevent the recurrence of discrimination and correct the discriminatory effects on the complainant and others. If disciplinary action is appropriate, teachers, administrators, other personnel, and students will be afforded all respective rights afforded by the law and District Policy, and disciplinary action will follow all applicable policies and procedures.

General

1. The complainant will not be required to directly interview or confront the person alleged to have engaged in discriminatory behavior.
2. The complainant may withdraw the grievance at any time. However, the Compliance Officer may choose to continue to investigate the alleged discrimination if there are facts supporting the allegations.
3. The District shall maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA).
4. The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination with the U. S. Department of Education, Office for Civil Rights or any other court or agency with jurisdiction over the matter.
5. The District will make appropriate arrangements to ensure that persons with disabilities are provided other accommodations, if needed, to participate in the grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing digital material for the blind, providing a scribe for submission of the grievance, or assuring a barrier-free location for the proceedings. The Compliance Officer will be responsible for making such arrangements.
6. The District will make appropriate arrangements to ensure that persons who are not English proficient are provided with language assistance as needed to participate in the grievance process. The Compliance Officer will be responsible for making such arrangements.
7. The Compliance Officer will maintain the files and records relating to such grievances.

1-200 Equal Opportunity and Non-Discrimination

© 1-203 Equal Opportunity - Prohibited Sex Discrimination (Title IX)

Definitions

The following definition of sexual harassment has been established by the Title IX regulations and implemented by the District regarding this Policy.

“Sexual harassment” means conduct based on sex that satisfies one or more of the following:

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

“Complainant” means any person who is participating in or attempting to participate in the District’s education or employment programs and/or activities and who is alleged to be the victim of conduct that could constitute sexual harassment.

“Respondent” means a person who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Party/Parties” means all complainant(s) and respondent(s) involved in a formal complaint; formal complaints may involve multiple complainants and/or respondents.

“Formal complaint” means a document filed by a complainant or one that is signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment.

“Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the District’s Title IX Coordinator or any official of the District who has the authority to institute corrective measures on behalf of the District, or to any employee of the District.

“Consent” is informed, freely and affirmatively given through mutually understandable words or actions that indicate a willingness to participate in the sexual activity. Consent can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in

determining consent. Silence or absence of resistance does not imply consent. Consent to one type of sexual activity does not amount to consent to another type of activity. Prior consent or sexual relations with the same person do not imply future consent. The fact that both people are in a relationship does not, by itself, establish consent. A person cannot consent if they are unconscious, asleep, or impaired to the extent that they do not understand what is going on. Minors under the age of 16 are incapable of giving consent to sexual activity with a person more than four years older than the minor. Consent may never be given by mentally disabled persons if their disability was reasonably knowable to a sexual partner who is not mentally disabled. Consent between parties engaging in sexual activity does not prevent the school system from taking disciplinary action against the parties for violation of any other board Policy.

“Fondling” means the touching of a person's genitalia, anus, buttocks, or breasts without the consent of the victim for purposes of sexual gratification.

“Program or activity” means any location, events, or circumstances over which the District exhibits substantial control over both the alleged harasser and the context in which the harassment occurred.

“Supportive measures” means non-disciplinary, non-punitive, individualized services offered as appropriate and as reasonably available, and without fee or charge to a complainant or respondent before or after the filing of a formal complaint or where no formal complaint has been filed, which are designed to restore or preserve equal access to education or employment programs and/or activities without unreasonably burdening the other party, including measures designed to protect the safety of parties or the educational/work environment or to deter sexual harassment.

Purpose of Title IX

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

Title IX Coordinator

The District is obligated to identify an employee to serve as the Title IX Coordinator and authorize that individual to coordinate and facilitate the District's compliance efforts regarding its responsibilities under Title IX, including inquiries about the application of Title IX or formal complaints. The District's Title IX Coordinator is:

Elizabeth Rusiecki

Equity & Safety Compliance Officer and Title IX Coordinator

701 W. Wetmore Road, Tucson, Arizona 85705

(520) 696-5164

TitleIXCoordinator@amphi.com

Notices

The contact information for the Title IX Coordinator, and the District's nondiscrimination notice will be prominently posted on the District's website and in any student, or employee handbooks.

Any documents used to train the Title IX Coordinator, investigators, decision makers, and others involved in the grievance process will be posted on the District's website. In addition, the District will notify students, parent(s)/legal guardian(s) of students, employees, applicants for admission and employment, and unions, or similar employee professional organizations that have an agreement with the District (if applicable) of this Policy and the grievance procedures included in this Policy, including how to report sexual harassment and how the District will respond to such reports. The required notification may be accomplished in any way that the District deems appropriate and effective.

Reporting

Any person may report sex discrimination, including sexual harassment, regardless of whether the person reporting is the person alleged to be the victim of the reported conduct or not. A report may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Complaints of sex discrimination that are not sexual harassment will be handled pursuant to the District's regular procedures for resolving student or employee grievances promptly and equitably. Formal complaints of sexual harassment will be handled using the grievance procedure set forth in this Policy.

Supportive Services

The District is committed to offering supportive services to every complainant regardless of whether a formal complaint is submitted, to investigating each formal complaint submitted and to taking appropriate action on all confirmed violations of Policy. Supportive measures may include, but are not limited to counseling, class modifications or class schedule changes, and/or increased monitoring and supervision, as deemed appropriate by the Title IX Coordinator.

Allegations of Sexual Harassment

Upon receiving notification of alleged sexual harassment, the Title IX Coordinator shall promptly and confidentially contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain the process for filing a formal complaint, if applicable.

The Title IX Coordinator shall offer supportive measures to the complainant, either before or after the filing of a formal complaint or following a report where no complaint has been filed.

Adopted:

Legal Authority:

[20 U.S.C. § 1681](#), Education Amendments of 1972, Title IX

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ACAA-R

TITLE IX SEXUAL HARASSMENT

Title IX Coordinator

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

Title IX Coordinator:

Name/Title: Equity and Safety Compliance Officer and Title IX Coordinator

Address: 701 W. Wetmore Road, Tucson, AZ 85705

E-mail: TitleIXCoordinator@amphi.com

Telephone: (520) 696-5164

Response to Sexual Harassment

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

- A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to a District's Title IX Coordinator or to any employee.
- B. An "education program or activity" includes locations, events, or circumstances over which the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the District.
- C. A District is "deliberately indifferent" only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

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

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

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

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or

the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

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

Response to a Formal Complaint

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

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

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

- A. Provide written notice to all parties upon receipt of complaint, which must include:
 1. Notice of the District's formal grievance process, including any informal resolution process;
 2. Notice of the allegations, including sufficient details to allow respondent to prepare a response (such as the identities of the parties involved in the

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

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

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

- A. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- B. The respondent is no longer enrolled or employed by the District; or

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

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

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

- A. Ensure that the burden of proof and the burden of gathering evidence rests on the District and not on the parties, except that certain treatment records cannot be obtained without voluntary, written consent of a party;
- B. Provide an equal opportunity for the parties to present witnesses and evidence;
- C. Not restrict the ability of either party to discuss the allegations or to gather and present evidence;
- D. Provide the parties with the same opportunities to have others present during any meeting or grievance proceeding;
- E. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of any meeting or grievance proceeding, with sufficient time for the party to prepare to participate;
- F. Provide both parties an equal opportunity to inspect and review any evidence so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation (prior to completion of the investigative report, the investigator will send to each party and the party's advisor, if any, a copy of all evidence gathered during the investigation and will allow the parties at least ten (10) days to submit a written response to any of the evidence); and
- G. Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) days prior to a determination of responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response.

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

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

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

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

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

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

As to all appeals, the District shall:

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

- E. Issue a written decision describing the result of the appeal and the rationale for the result; and
- F. Provide the written decision simultaneously to both parties.

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

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

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

- A. Each sexual harassment investigation including:
 - 1. Any determination regarding responsibility;
 - 2. Any disciplinary sanctions imposed on the respondent; and
 - 3. Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity.
- B. Any appeal and the result therefrom;
- C. Any informal resolution and the result therefrom; and
- D. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website, or if the District does not maintain a website the District shall make these materials available upon request for inspection by members of the public.

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

Equal Opportunity - Prohibited Sex Discrimination (Title IX)

© 1-203.A Procedure - Equal Opportunity - Prohibited Sex Discrimination (Title IX) - Grievance Procedure

A. Grievance Process Generally

The District shall follow grievance procedures that provide for the prompt and equitable resolution of formal complaints from students and employees alleging sexual harassment.

The investigator, decision maker and appeal officer involved in the investigation of a formal complaint shall not be the same person. Although the Title IX Coordinator may also be the investigator, the Title IX Coordinator shall not serve as the decision maker or appeal officer in any investigation.

If any person involved in an investigation has a concern that the designated investigator, decision-maker, or appeal officer may have a bias or conflict of interest, or for any other reason, the Title IX Coordinator will evaluate the situation and determine in their sole discretion whether to designate a different internal investigator, decision-maker, or appeal officer. In their sole discretion, the Title IX Coordinator may choose to retain an outside investigator, decision-maker, or appeal officer.

Prior to a determination of responsibility for the conduct alleged, the District may remove a student who is a respondent from the District's educational program or activity on an emergency basis, only when such removal is necessary to protect the student or another individual from an immediate threat to physical health or safety. If a student has an IEP or a Section 504 plan, the decision to remove the student on an emergency basis must be coordinated with the District's special education or section 504 staff and in compliance with relevant IDEA or Section 504 requirements.

The District may place an employee who is a respondent on administrative leave while allegations are investigated and resolved in accordance with this Policy.

The District will attempt to complete the grievance process within sixty (60) District working days, not including any time for an appeal of the Determination of Responsibility. The grievance process may be temporarily delayed and/or timelines may be extended for good cause with written notice to the parties explaining the reason(s) for the delay or extension.

B. Grievance Process for Formal Complaints

A complainant may file a formal complaint by submitting the complaint in person, by mail, by telephone, or by e-mail to the Title IX Coordinator or designee. If a verbal report of sexual harassment is made, the complainant will be asked to submit a written complaint. If a complainant refuses or is unable to submit a written complaint, the

Compliance Coordinator or other District employee to whom the report was made will summarize the verbal complaint in writing and sign the summary.

If a complainant does not file a formal complaint, the Title IX Coordinator in their sole discretion, may sign a formal complaint and initiate the grievance process. The decision to initiate the grievance process over the wishes of the complainant should not be clearly unreasonable in light of the known circumstances. The Title IX Coordinator should document the reasons for signing or not signing a formal complaint including why the decision was not deliberately indifferent.

A complaint should be filed immediately after alleged sexual harassment occurs and as soon as possible to ensure the best possible investigation. Delay in filing can result in an impaired investigation due to lack of sufficient evidence and a compromised ability to rely on recollections of parties and witnesses.

Following the filing of a formal complaint, the Title IX Coordinator will provide written notice to the complainant and the respondent of the allegations of the formal complaint and the grievance process, including any informal resolution process. The notice of the allegations must include:

- Sufficient detail to allow the respondent to prepare a response, including a description of the conduct alleged, the date and location of the conduct and the names of the complainant and other involved parties, if any.
- A statement that the respondent is presumed not to be responsible for the conduct and that responsibility will be determined at the conclusion of the process.
- A notice of the complainant's and respondent's rights to have an attorney or non-attorney advisor.
- The right of complainant and respondent to inspect and review any evidence.
- The prohibition on providing false statements or evidence in connection with the complaint investigation.

If additional allegations arise during an investigation and will be investigated, the Title IX Coordinator or investigator will provide written notice of those additional allegations to both the complainant and respondent.

C. Duty to Report Child Abuse/Law Enforcement Investigation

Title IX sexual harassment complaints may include violations addressed in [A.R.S. § 13-3620](#), Duty to report abuse, physical injury, neglect and denial or deprivation of medical or surgical care or nourishment of minors; medical records; exception; violation; classification; definitions. Any abuses classified by statute as "reportable offenses" must be reported as such to local law enforcement authorities or Department of Child Safety, as not reporting a reportable offense is classified as a Class 6 Felony.

When the Title IX Coordinator, investigator, decision-maker, or appeal officer reasonably believe that a law enforcement investigation will commence in regard to the sexual harassment reported to the District, they reserve the right to temporarily suspend the grievance process and investigative efforts, but will continue supportive measures as appropriate; unless in conjunction with the law enforcement authorities it is determined that continuation of the internal investigation during a pending law enforcement investigation is permissible and necessary. If the investigation has been delayed due to a law enforcement investigation, as soon as the District becomes aware that the law enforcement investigation has concluded, the grievance process will resume. A finding by law enforcement that no wrongdoing occurred will not determine the outcome of the District's investigation but will be considered along with the other evidence.

D. Informal Resolution

After a formal complaint has been filed and at any time during the grievance process before a determination is reached, allegations may be resolved informally only if a formal complaint is filed and only if the complaint does not allege that a District employee harassed a student.

As part of the informal resolution process, the Title IX Coordinator may engage in interviews and other fact finding. Available methods of informal resolution include arbitration, mediation, and restorative justice procedures. Once an informal resolution is agreed to by the parties, it becomes binding. The Title IX Coordinator has the discretion to decline informal resolution for some complaints, including complaints of sexual violence, and instead require a formal investigation.

Both parties to a formal complaint must voluntarily agree in writing to participate in an informal resolution process. No party is ever required to participate in an informal resolution process and intimidation, threats, and coercion are expressly prohibited. Informal resolution will proceed pursuant to the procedures set out below.

The District adopts a mediation approach to informal resolution. Efforts to resolve the formal complaint via informal resolution should not extend longer than ten (10) school days unless for good cause (such as unavailability of the parties, state-wide testing, etc.). If the informal resolution process takes more than ten (10) school days for good cause, the Title IX Coordinator may send a Notice of Temporary Delay for Good Cause if it appears that the District will not be able to meet its deadline to complete the Title IX grievance process.

Either party may withdraw from an informal resolution at any time before agreeing to a resolution and resume the grievance process. Once an informal resolution is agreed to by the parties, it becomes binding.

E. Procedures for Informal Resolution

After receipt of a formal complaint of sexual harassment pursuant to the District's Title IX Policy, the Title IX Coordinator will determine whether the complaint is appropriate for referral to informal resolution. The Title IX Coordinator may consider the complainant's wishes in making this determination. If the Title IX Coordinator determines that the formal complaint is appropriate for informal resolution, he/she will send both parties an Invitation to Participate in Informal Resolution Process letter.

If both parties return the Consent to Participate forms, the Title IX Coordinator or designee will initiate the informal resolution process within five (5) school days of receipt of both signed Consent to Participate forms. The Title IX Coordinator will designate an Informal Resolution Facilitator. Even if the parties do not agree to participate in informal resolution at the outset of the grievance process, the parties may agree to participate in informal resolution at any point in the grievance process prior to the issuance of a determination of responsibility letter by the decision-maker.

Informal resolution facilitator ("facilitator"): this individual may be the Title IX Coordinator or another individual who has been trained on the District's Title IX Policy and procedures, is free from conflicts of interest and bias, and has been trained to serve impartially without prejudging the facts at issue. The facilitator will be responsible for contacting the parties within five (5) school days of receipt of the signed Consent to Participate forms to initiate the informal resolution process.

The facilitator will contact the complainant and the respondent, separately, to discuss the following:

- i. Whether the party would like to have a face-to-face meeting (in-person or virtual) with the other party to discuss informal resolution;
- ii. The allegation(s) and facts each party believes are relevant to the allegation(s); and
- iii. What terms the party believes would resolve the complaint without need for investigation and determination.

After communicating with both parties, the facilitator will determine whether to schedule a face-to-face meeting or to engage in "shuttle diplomacy" by discussing with each party separately the terms for agreement proposed by the other party. In making this determination, the facilitator should give primary deference to the wishes of the complainant regarding whether s/he wishes to meet face-to-face with the respondent but should also consider whether a face-to-face meeting is likely to be emotionally difficult for either party or ineffective in working toward resolution.

F. Resolution Agreement

If the parties agree to resolve the formal complaint without proceeding through investigation and a final determination, the terms of that agreement must be in writing

and signed by both parties. A non-exhaustive list of examples of terms that may be included in an informal resolution agreement are as follows:

- Removal of the respondent from the educational setting via suspension or expulsion.
- Removal of respondent from the same educational setting as complainant (reassignment to an alternate location or change of classes, for example).
- Written or verbal apology from respondent to complainant.
- Agreement that respondent will attend counseling (provided outside of the school setting).
- Non-contact or non-communication agreements between the parties.
- Either or both parties will participate in an age-appropriate sexual harassment training.
- No admission of responsibility by respondent.
- Non-disclosure of the agreement as to the parties.
- Consequences of a breach of any term of the agreement (for example, an agreement might include a term that states that if a party breaches a non-disclosure agreement, that party will be reassigned to an alternative educational setting).

The District is not a party to the resolution agreement; however, the Facilitator should confirm the feasibility of any terms to which the parties have agreed that implicate an administrative action by the District prior to the finalization and signing of a resolution agreement. Once an agreement is finalized, the District will take reasonable steps to ensure that it can be implemented on school property and at school-sponsored events.

G. Confidentiality of the Informal Resolution Process

Information or evidence exchanged during an informal resolution process is not confidential as to the Title IX grievance process if a resolution agreement cannot be reached. Either party may share information or evidence obtained during the informal resolution process with the investigator. However, the Facilitator may not be a witness during investigation and the Facilitator's notes will not be shared with the parties and will not become part of the investigation file.

An informal resolution agreement itself will not be a confidential document as to disclosures by the District pursuant to a public records request, a subpoena for records, or data request from an enforcement agency such as the Office for Civil Rights of the U.S. Department of Education.

H. Summary Dismissal

If the Title IX Coordinator or investigator determines that the allegations in a formal complaint, with all facts assumed to be true for this purpose, do not meet the definition of "sexual harassment" under the applicable Title IX regulations, did not occur in the District's educational program or activity, or did not occur against a person in the United

States, the Title IX Coordinator or investigator shall summarily dismiss the formal complaint. The Title IX Coordinator or investigator may dismiss a formal complaint if the complainant requests withdrawal of the complaint, the respondent withdraws from the District or terminates their employment with the District, or specific circumstances prevent the District from gathering appropriate evidence to make a determination regarding the allegations.

Upon dismissal of a formal complaint or any allegations contained in a formal complaint, the Title IX Coordinator will promptly and simultaneously provide written notice of the dismissal and the reason(s) for the dismissal to the complainant and respondent. If a complaint is summarily dismissed, the District may nevertheless take whatever additional disciplinary action it deems appropriate against the respondent under its student code of conduct, employee handbook or relevant policies and procedures.

I. Investigation

The investigation will be premised on a presumption that the respondent is not responsible for the alleged act(s) of sexual harassment, and both parties will be treated equitably during the investigation. The burden of proof is on the District to prove a violation of this Policy by a preponderance of the evidence, which means that it is more likely than not that the respondent engaged in the prohibited behavior.

This Policy prohibits the complainant, the respondent, and any witnesses from knowingly making a false statement or providing false evidence in connection with a Title IX investigation. The District may take disciplinary action under the student code of conduct or employee handbook against individuals who make such false statements.

Both the complainant and the respondent will have a reasonable opportunity to present witnesses and other evidence to the investigator. The investigator will meet with each party and give them at least 24 hours' advance written notice of the date, time, location, and purpose of any interview that will be conducted. The District will not restrict the ability of either party to discuss the allegations and gather evidence related to the allegations of the formal complaint.

The designated investigator will interview the complainant, the respondent, any witnesses identified by either party, and review relevant records. In no event will a party be subjected to any disciplinary sanctions or consequences for refusing or failing to participate.

Before the investigator prepares the final investigation report, the complainant, the respondent, and their advisors (if any) will be provided with an equal opportunity to review all evidence that is directly related to the allegations in the formal complaint, including any evidence that the investigator does not intend to rely upon, and any exculpatory or inculpatory evidence from any source. If possible, the evidence will be provided to the parties in an electronic format and manner that does not permit copying or downloading of the evidence.

Within ten (10) calendar days of the date on which they were provided with access to the evidence, the parties may prepare and submit to the investigator a written response to the evidence, which the investigator must consider before preparing a final, written investigation report. Following the expiration of the date on which the parties may provide responses to the evidence, the investigator will promptly prepare and issue a written investigation report that fairly summarizes the relevant evidence discovered during the investigation, but no determination of responsibility will be made by the investigator.

J. Determination of Responsibility

The written investigation report and any responses submitted by the complainant and/or respondent will be provided to the District's assigned Decision Maker, who will make the determination regarding responsibility. The Decision Maker will provide each party with an opportunity to submit written, relevant questions for any party or witness within five (5) calendar days of the date on which the Decision Maker is provided with a copy of the final written investigation report and any responses to the report.

If written questions are submitted, the Decision Maker will promptly provide the questions to the appropriate individual so the individual can provide answers to the questions. Answers to the questions must be provided to the Decision Maker within five (5) calendar days of the date on which they are provided. The Decision Maker will promptly provide each party with the answers to the questions and allow for additional, limited follow-up questions in writing from both the complainant and respondent within three (3) calendar days. If written follow-up questions are submitted to the Decision Maker, the Decision Maker will promptly obtain the answers and provide both parties with the responses to the additional questions. Any questions regarding a complainant's prior sexual behavior or sexual predisposition will be deemed irrelevant unless they are offered to provide evidence that someone other than the respondent committed the alleged misconduct or are offered to prove consent.

No sooner than ten (10) calendar days after receiving the investigation report, the Decision Maker will issue a written determination of responsibility (the "Determination") that includes:

- A statement of the allegations;
- A description of the procedural steps taken from receipt of the formal complaint through the Determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
- The findings of fact supporting the Determination;
- Conclusions regarding the application of the District's code of conduct to the facts;
- A statement of and rationale for the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or

preserve equal access to the District's education program or activity shall be provided to the complainant; and

- A description of the right to an appeal, how to request and appeal, and the permitted bases for an appeal.

The deadline for the Decision Maker to issue the Determination may be extended for good cause at the Decision Maker's sole discretion. The Determination must be based upon a preponderance of the evidence (i.e., whether it is more likely than not that the violation occurred). The complainant and the respondent will be notified concurrently of the Determination.

Students found to have violated Title IX will be referred for potential disciplinary action. Employees found to have violated Title IX will be subject to employment actions, including but not limited to discipline or termination of employment.

K. Appeals

Either the complainant or the respondent may appeal from: (a) the Determination regarding a formal complaint; (b) the District's handling of a report; or (c) the dismissal of a formal complaint, by submitting a written notice of appeal that includes the bases of the appeal to the Decision Maker within ten (10) calendar days of the date of the Determination. No hearing will be held for an appeal.

Written notice of the appeal will be provided to both parties. Either party may file a written response in support of or challenging the Determination and the bases for the appeal within five (5) calendar days of the date on which written notice of the appeal was provided to all parties.

An appeal may be filed on the following bases only:

- A procedural irregularity affected the outcome of the matter;
- Newly discovered evidence that could affect the outcome of the matter and that was not available at the time the Determination was made; and/or
- The Title IX Coordinator, the investigator or the Decision Maker had a conflict of interest or bias that affected the outcome of the matter.

The Parties will simultaneously be provided with a written decision regarding the appeal, which will describe the result of the appeal and the rationale for the decision.

L. Confidentiality and Retention of Investigation Information and Records

Except as necessary to complete a thorough and effective investigation and grievance process under this Policy and as required by law or District Policy, the identity of complainants, respondents, and witnesses, information related to investigations, evidence gathered, and records created during investigations will be maintained in strict confidence.

In implementing this Policy, the District will comply with state and federal laws regarding the confidentiality of student and employee records. Information and records regarding any disciplinary sanctions imposed on an employee or student will be maintained and disclosed in the same manner as any other disciplinary record.

The Title IX Coordinator will retain investigation files for a time period of no less than seven (7) years, and investigation determination notices will be permanently retained in individual employee and student files.

The records maintained by the District will document that the District's response to allegations of sexual harassment was not deliberately indifferent and that measures were taken to restore or preserve equal access to the District's educational program or activity. If the District did not offer supportive measures in response to a report made under this Policy, the District's records will document why that response was not deliberately indifferent and not clearly unreasonable under the circumstances known at the time.

M. Training

The District will provide annual training to employees on identifying and reporting acts that may constitute discrimination, harassment, or retaliation. The Title IX Coordinator, designated investigators, designated decision-makers, designated appeal officer, and any District employees who are designated to facilitate informal resolution processes, will receive additional training on this Policy and implementation of the grievance process at least as often as required by the Title IX Regulations.

ADA

School District Goals and Objectives

The Governing Board has adopted the following guiding principles to set the tone and direction of the entire District:

- A. Prepare youth for gainful employment and useful roles in a self-governing society.
- B. Operate programs as specified by the Arizona Revised Statutes.
- C. Provide a well-rounded educational program that includes regular and consistent opportunities for students in art, music, and foreign language.
- D. Seek direction from the public on goals and all activities.
- E. Evaluate programs and personnel on the basis of appropriate performance indicators.
- F. Reallocate resources on the basis of these indicators.
- G. Support programs to meet the needs of each student relevant to the skills students will need for the 21st Century.
- H. Encourage the development of the students' unique talents to their fullest potential as lifelong learners and citizens.
- I. Encourage an articulated, evaluated total program.
- J. Cooperate with all agencies and institutions in developing the best education for all of the students.
- K. Provide throughout the District, equivalent a well-rounded educational program that includes regular and consistent opportunities for students in art, music, theater, foreign language and physical education comparable throughout.
- L. Maintain a community education program.
- M. Encourage and promote in-service training techniques that complement school programs.
- N. Maintain a school climate that is enjoyable.

Adopted: date of Manual adoption

ADAA

School District Priority Goals and Objectives

(Goals for Student Attainment)

The Governing Board expects the District to affect the following goals (product goals) for the students:

- A. Each student should develop a sense of self-worth.
- B. Each student should develop skills needed to enter the world of work with an awareness of opportunities and requirements related to specific vocations and advanced education.
- C. Students should acquire attitudes, knowledge, and habits that permit them to function effectively as responsible citizens.
- D. Students should acquire good health habits and an understanding of conditions necessary for maintaining their physical and emotional well-being.
- E. Each student should have the services of an effective and comprehensive counseling and guidance program in grades kindergarten (K) through twelve (12).
- F. Each student should have the opportunity to develop a wide variety of interests.
- G. Students should be exposed, through active participation, to situations that will encourage them to express leadership, participate in collaborative tasks, make decisions, accomplish personal tasks, test new things, examine alternatives, and express creative thinking.
- H. Each school should establish a code of discipline commensurate with community and legal standards. The students should develop self-discipline by becoming aware of the benefits of good discipline and should be willing to assume responsibility for their actions.
- I. The students should develop, to the maximum level of individual abilities, their skills in mathematics, reading, writing, speaking, listening, the arts, athletics, and other kinetic activities.
- J. The District should have a comprehensive system of constructive evaluation whereby school programs and student progress can be continually appraised.
- K. Students should have opportunities for the development of understanding and appreciation of human achievement in the humanities, fine arts, and sciences.

Adopted: date of Manual adoption

BED

MEETING PROCEDURES / BYLAWS

The President of the Board is responsible for the orderly conduct of the meeting.

In the absence of the President of the Board, the Vice President shall preside at the meeting. In the absence of the Vice President, an acting chair shall preside.

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

All actions of the Governing Board, the District, and employees of the District, are governed and controlled by the U.S. Constitution, the Arizona Constitution, applicable federal and state statutes, and applicable federal and state regulations.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-321

1-300 Governing Board Meetings

© 1-301 Rules of Order

The Board shall abide by the following Rules of Order:

1. Every item that requires action by the Board shall require a motion made by any member of the Board, including the President.
2. A motion must receive a second from another member of the Board, which may include the President, prior to consideration by the Board. If a motion does not receive a second, the Board will not consider the motion.
3. Motions of the Board may include, but are not limited to, the following:
 - a. A motion for action by the Board.
 - b. A motion to adjourn. The Board President may recess or adjourn a meeting without a motion to adjourn if required to maintain order.
 - c. A motion to table an item.
 - d. A motion to amend a pending motion.
 - e. A motion to refer to committee.
 - f. A motion to refer to the Superintendent.
4. Once a motion receives a second, the Board may consider the motion and discuss the motion.
5. A motion may be amended at any time by any Board member. Amending a pending motion requires a motion and a second.
6. To pass, a motion requires an affirmative vote of a majority of the Board members in attendance and voting. An abstention does not count as a vote for purposes of determining whether a motion passes.

Notwithstanding the above, Board may suspend the Rules of Order by a majority vote of the Board's members in attendance and voting.

Adopted:

Legal Authority:

[A.R.S. § 15-321](#)

[A.R.S. § 15-341](#)

1-300 Governing Board Meetings

© 1-302 Governing Board Meetings and Open Meeting Law Requirements

Compliance with Arizona's Open Meeting Laws

The Governing Board recognizes its responsibility to ensure that its meetings are conducted openly, and that notices and agendas be provided for such meetings that contain such information as is reasonably necessary to inform the public of the matters to be discussed or decided. To that end, the Board shall comply with Arizona's open meeting laws, as set forth in [A.R.S. § 38-431](#) *et seq.*

Newly elected or appointed Board members shall, at least one (1) day before taking office, review the Arizona open meeting law material prepared by the Attorney General.

Definitions

"Advisory Committee" or "subcommittee" means any entity, however designated, that is officially established, on motion and order of the Board or by the Board President and whose members have been appointed for the specific purpose of making a recommendation concerning a decision to be made or considered or a course of conduct to be taken or considered by the Board.

"Business" means any District related budgetary, personnel, or other question that comes before the Board.

"Emergency meeting" means a meeting held upon shorter notice than otherwise required by law because of an "actual emergency". An actual emergency exists when, due to unforeseen circumstances, immediate action is necessary to avoid some serious consequence that would result from waiting until the required notice could be given. The existence of an actual emergency does not dispense with the need to give 24-hour notice to an employee who is to be discussed in executive session.

"Executive Session" means a gathering of a quorum of the Board from which the public is excluded for one or more reasons set forth in [A.R.S. § 38-431.03](#) (describing permissible reasons for an executive session). In addition to the Board members, only those whose presence is reasonably necessary for the Board to carry out its executive session responsibilities may attend an executive session.

"Legal action" means a collective decision, commitment or promise made by the Governing Board in accordance with Arizona law.

"Meeting" means the gathering, in person or through technological devices, of a quorum of the Board at which they discuss, propose or take legal action, including any deliberations by a quorum with respect to that action. A meeting includes one-way

electronic communication by one Board member that is sent to a quorum of the Board and that proposes legal action. It also includes an exchange of electronic communications among a quorum of the Board that involves a discussion, deliberation or the taking of legal action concerning a matter likely to come before the Board for action.

"Quorum" means a majority of the Board. If there is a vacancy or vacancies on the Board, a quorum means a majority of the remaining Board members. A single Board member does not constitute a quorum.

"Regular Meeting(s)" means those meeting(s) that are regularly held and scheduled by the Board for the consideration of Business and/or for the Board to take any legal action.

"Special Meetings" are those held in addition to regular meetings.

Frequency and Location of Board Meetings

The Board shall hold at least one Regular Meeting per month during the regular school year and may hold Special Meetings as often as called.

Board meetings shall be held at the most convenient public facility in the District. However, if a public facility within the District is not available, the Board may meet at any available public facility that is convenient to all Board members, regardless of the county or school district in which the public facility is located. The location shall provide for an amount of seating sufficient to accommodate reasonably anticipated attendance, but the District need not relocate a meeting outside of the District's largest regular meeting room.

Board Meeting Notices

1. If the Board intends to meet for a specified calendar period, on a regular day, date or event during the calendar period, and at a regular time and place, it may post public notice of the meetings at the beginning of the period. Such notice shall specify the period for which the notice is applicable.
2. The Board shall conspicuously post a statement on its website stating where all public notices of its meetings will be posted, including the physical and electronic locations, and shall give additional public notice as is reasonable and practicable as to all meetings.
3. The Board shall post all public meeting notices on the District's website and give additional public notice as is reasonable and practicable as to all meetings.
4. A technological problem or failure that either prevents the posting of public notices on a website or that temporarily or permanently prevents the use of all, or part of the website does not preclude the holding of the meeting for which the notice was posted if the Board complies with all other public notice requirements.

5. Except for emergency meetings or previously recessed meetings with appropriate notice, no Board meeting shall be held without at least twenty-four (24) hours' notice to the Board and the public. The twenty-four (24) hour notice period includes Saturdays if the public has access to the physical posted location in addition to any website posting but excludes Sundays and other holidays prescribed in [A.R.S. § 1-301](#).
6. In the case of an actual emergency, a Meeting, including an Executive Session, may be held on such notice as is appropriate to the circumstances. In such cases, the Board must adhere to the requirements of [A.R.S. § 38-431.02](#) pertaining to emergency meetings.

Board Meeting Agendas

1. The Superintendent is authorized to develop the agenda for each Board meeting, in collaboration with the Board President. Board Members may also request that specific items be considered for placement on a Board meeting agenda. Notice of Board meetings shall include an agenda of the matters to be discussed or decided at the meeting or information on how the public may obtain a copy of the agenda. The agenda will be available to the public at least twenty-four (24) hours before the meeting, except in the case of an emergency meeting.
2. Unless a Board meeting is entirely remote, the agenda shall include notice of the time that members of the public will have physical access to the Board meeting.
3. Generally, the Board may discuss, consider, or make decisions only on those matters listed on the agenda and other matters related thereto.
4. Board members may present a brief summary of current events without the need to list them on the agenda if the summary is listed on the agenda and the Board does not propose, discuss, deliberate, or take Legal Action at the meeting on any matter in the summary unless the specific matter is properly noticed for Legal Action.

Applicability to Advisory Committees, Standing and Special Committees and Subcommittees of the Board

The provisions of Arizona's open meeting laws apply to Advisory Committees, standing and special committees of the Board, and Subcommittees of the Board.

Resuming Recessed Meetings

The Board may recess a meeting during a meeting and resume it with less than twenty-four (24) hours' notice if:

1. Public notice of the initial session of the meeting was given; and
2. If, before recessing, notice is publicly given as to the time and place of the resumption of the meeting or the method by which notice shall be publicly given.

Public Participation in Board Meetings

1. Members of the public shall be permitted to attend and listen to the deliberations and proceedings occurring during a Board Meeting. Members of the public do not have the right to speak unless and until recognized by the Board to do so.
2. Members of the public do not have the right to engage in dangerous or disruptive behavior that compromises or prevents the Board from conducting Board business.
3. The Board, in its discretion, may make an open call to the public during a Meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the Board on any issues within its jurisdiction.
4. The Board does not permit commercial solicitations during call to the public or actions that violate the prohibitions set forth in [A.R.S. § 15-511](#) (use of school resources to influence the outcome of an election).
5. An individual who wants to make a public comment shall follow the procedures identified by the Board. This may include adding the speaker's name to a list of those wishing to make a public comment, submitting a request card to the Board to make a public comment, or any other reasonable method implemented by the Board.
6. The President may set a time limit on the length of the call to the public period and for each individual speaker. Any time limitation applicable to any individual speaker shall apply to all speakers making a public comment. The President or designee will recognize speakers, maintain proper order, and enforce applicable time limitations.
7. At the conclusion of the open call to the public portion of the meeting, individual Board members may respond to criticism made by those who addressed the Board, may ask staff to review a matter, or may ask that a matter be placed on a future agenda.
8. Board members shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.
9. Persons in attendance at a public meeting may record the meeting provided there is no active interference with the conduct of the meeting.

Emergency Board Meetings

1. The Board is not required to provide twenty-four (24) hours' notice of a Board Meeting in the case of an actual emergency. An actual emergency may exist when, due to unforeseen circumstances, immediate action is necessary to avoid some serious consequences that would result from waiting until the required notice could be given.
2. In such event, the Board will provide notice as is appropriate under the circumstances. If the Board holds an emergency meeting, the Board will post a public notice within twenty-four (24) hours declaring that an emergency session was held and setting forth the following information:
 - An agenda setting forth the specific matters discussed, considered, or decided at the meeting; and/or

- For Executive Sessions that occur during an emergency meeting, the agenda shall include a general description of the matters to be considered and a recital of the legal authority authorizing the Executive Session. The general description is not required to contain information that would defeat the purpose of the Executive Session, compromise the legitimate privacy interests of a public officer, appointee, or employee, or compromise attorney-client privilege.

Meeting Minutes

1. The Board shall provide for the taking of written minutes or a recording of all their meetings, including executive sessions. For meetings other than executive sessions, the minutes or recording shall include:
 - The date, time, and place of the meeting;
 - The members of the Board recorded as either present or absent;
 - A general description of the matters considered;
 - An accurate description of all Legal Actions proposed, discussed or taken, including a record of how each member voted;
 - The names of the members who propose each motion;
 - The names of the persons, as given, who make statements or present material to the public body and a reference to the Legal Action about which they made statements or presented material;
 - A statement of the reasons for emergency consideration of any matters not on the agenda, including a full description of the nature of the emergency; and
 - If a prior act was ratified during the meeting, a copy of the disclosure statement required for ratification pursuant to [A.R.S. § 38-431.05](#).
2. The minutes or a recording of a public meeting shall be available for public inspection within three (3) working days after the meeting. Minutes the Board has not approved may be marked as "draft", "unapproved", or in any other manner to reflect the Board has not approved or accepted the minutes as drafted.
3. Minutes from an Executive Session shall include:
 - The date, time, and place of the meeting;
 - The members of the Board recorded as either present or absent;
 - A general description of the matters considered;
 - An accurate description of all instructions given pursuant to [A.R.S. § 431.03\(A\)](#), paragraphs 4, 5, and 7;
 - Other matters as deemed appropriate by the Board; and
 - A statement of the reasons for emergency consideration of any matters not on the agenda.

- The minutes on an Executive Session are confidential and may not be disclosed except to certain authorized persons, as set forth permitted by law.
- To ensure confidentiality and avoid inadvertent disclosure, minutes of executive sessions should be stored separately from general session minutes.

Adopted:

Legal Authority:

[A.R.S. § 15-321](#)

[A.R.S. § 15-323](#)

[A.R.S. §§ 38-431 - 38-431.09](#)

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BEDH-EA

Public Participation at Board Meetings Request to Address Board on Agenda Items

All meetings of the Governing Board are open to the public, with the exception of executive sessions, and the public is invited to attend. Any individual can be heard on any subject of concern to the Board, provided the subject is relevant and falls within the jurisdiction of the Board. The Governing Board also encourages the submission of written presentations on matters not scheduled for Board action or consideration.

It is the direction of the Governing Board that problems and concerns be first addressed, to the degree practicable, at the school, department, or facility level. If the problem is not satisfactorily resolved at this first level, the concern should be directed to the appropriate District-level administrator or supervisor. If further action is necessary, a problem or concern may be referred to the Superintendent. The Governing Board will not entertain or consider any recommendation, grievance, complaint, or petition from parents, students, employees or patrons of the District until such issues have first been pursued through the proper administrative channels without satisfactory resolution. This requirement is intended to help ensure that the Governing Board is fully informed and able to act without prejudice when acting in the role of a hearing body.

Time for comment regarding items or issues on the agenda will be provided at the time the agenda item is considered by the Board. Speakers shall be allotted three (3) minutes each. Time for comment regarding items or issues which are not on the agenda, shall also be allotted at three (3) minutes per speaker, for a maximum of thirty

(30) minutes. The President of the Board may limit cumulative or repetitive comment on a single subject or may extend the time for comment in order to allow maximum participation by interested individuals.

Due to provisions of the Open Meeting Law, members of the Governing Board are prohibited from responding to or discussing issues raised by individuals, if those issues are not on the Board's agenda.

USE THIS FORM IF YOU WISH TO ADDRESS THE BOARD REGARDING AN ITEM ON A BOARD AGENDA. COMPLETE EXHIBIT BEDH-EB TO ADDRESS AN ISSUE WHICH IS NOT ON AN AGENDA.

Persons wishing to address the Governing Board at a Board meeting must complete this form and submit it to the Board secretary.

Name: _____

Phone: _____

Date: _____

Address: _____

E-mail Address: _____

Agenda Item Number: _____

Agenda Item Name: _____

Do You _____ support _____ oppose the item?

Statement:

Persons attending meetings of the Governing Board or addressing the Board shall observe rules of propriety, decorum, and good conduct. Personal attacks upon District employees, students or Board members are not permitted. Discussion of confidential student or employee matters is also prohibited. The President of the Board may terminate a speaker's privilege to address the Governing Board if a speaker engages in improper conduct or remarks. Undue interruption or interference with the orderly conduct of a Governing Board meeting is a violation of law and may result in the offending person's removal by a peace officer.

Public Participation at Board Meetings

Request To Address Board on Non-Agenda Items

All meetings of the Governing Board are open to the public, with the exception of executive sessions, and the public is invited to attend. Any individual can be heard on any subject of concern to the Board, provided the subject is relevant and falls within the jurisdiction of the Board. The Governing Board also encourages the submission of written presentations on matters not scheduled for Board action or consideration.

It is the direction of the Governing Board that problems and concerns be first addressed, to the degree practicable, at the school, department, or facility level. If the problem is not satisfactorily resolved at this first level, the concern should be directed to the appropriate District-level administrator or supervisor. If further action is necessary, a problem or concern may be referred to the Superintendent. The Governing Board will not entertain or consider any recommendation, grievance, complaint, or petition from parents, students, employees or patrons of the District until such issues have first been pursued through the proper administrative channels without satisfactory resolution. This requirement is intended to help ensure that the Governing Board is fully informed and able to act without prejudice when acting in the role of a hearing body.

Time for comment regarding items or issues on the agenda will be provided at the time the agenda item is considered by the Board. Speakers shall be allotted three (3) minutes each. Time for comment regarding items or issues which are not on the agenda, shall also be allotted at three (3) minutes per speaker, for a maximum of thirty

(30) minutes. The President of the Board may limit cumulative or repetitive comment on a single subject or may extend the time for comment in order to allow maximum participation by interested individuals.

Due to provisions of the Open Meeting Law, members of the Governing Board are prohibited from responding to or discussing issues raised by individuals, if those issues are not on the Board's agenda.

USE THIS FORM IF YOU WISH TO ADDRESS THE BOARD REGARDING AN ISSUE WHICH IS NOT ON THE BOARD'S AGENDA. COMPLETE EXHIBIT BEDH-EA TO ADDRESS AN ISSUE WHICH IS ON AN AGENDA.

Persons wishing to address the Governing Board at a Board meeting must complete this form and submit it to the Board secretary.

Name: _____

Phone: _____

Date: _____

Address: _____

E-mail Address: _____

Issue you wish to address (including proposed solution; if applicable): _____

Persons attending meetings of the Governing Board or addressing the Board shall observe rules of propriety, decorum, and good conduct. Personal attacks upon District employees, students or Board Members are not permitted. Discussion of confidential student or employee matters is also prohibited. The President of the Board may terminate a speaker's privilege to address the Governing Board if a speaker engages in improper conduct or remarks. Undue interruption or interference with the orderly conduct of a Governing Board meeting is a violation of law and may result in the offending person's removal by a peace officer.

BEDK

REPORTING BOARD MEETING BUSINESS

Meeting announcements, agendas, summaries of the minutes for each meeting of the Governing Board, and other related supporting documents may be furnished to newspapers circulated within the geographic boundaries of the District.

Members of the Governing Board, the Superintendent, administrators, and others, as may be necessary, will be available for interview by media representatives. The Governing Board may, on a specific issue, direct that the Superintendent be the spokesman.

In its dealing with the media, the School District will be frank and open, recognizing the privilege of the media to publish newsworthy information.

Adopted: date of Manual adoption

1-300 Governing Board Meetings

© 1-303 Adoption, Revision, Suspension and Repeal of Board Policies

Governing Board policies must be adopted, revised, suspended or repealed during public Board meetings.

Adoption

The Board shall prescribe and enforce policies to govern District schools, including their operation, that are not in conflict with law or rules prescribed by the State Board of Education.

The Board shall adopt and enforce any other policies it is required by law to adopt.

The Board may, in its sole discretion, adopt and enforce any other policies not otherwise contrary to law or rules prescribed by the State Board of Education.

Unless otherwise required by law, the Board may, but is not required to, consider the views of the public or employees before adopting any policy.

Unless otherwise required by law, the Board will generally exercise its discretion to consider and adopt a policy after first studying the proposed policy at one or more prior Board meeting(s). The Board may choose to adopt a policy in a single meeting if it first takes action which determines such accelerated action is warranted.

Unless specifically noted, new or revised policies will be implemented prospectively.

Neither Board policies nor procedures are intended to or shall be construed to create a contract or vested interest unless specifically stated otherwise.

Revision

The Board may revise policies as needed to reflect newly enacted laws, changes in law or whenever it determines that revisions are warranted to improve the educational or other operations of the District.

Suspension

The Board may suspend a policy or a portion thereof when deemed in the District's best interest. Upon subsequent Board action, the policy shall be reinstated unless the Board votes to revise or repeal it.

Repeal

Unless a policy is required by law, the Board may repeal Board policies that are no longer necessary or deemed in the District's best interest.

Procedures

The Superintendent is authorized to develop procedures as appropriate or requested by the Board to implement Board adopted policies.

Adopted:

Legal Authority:

[A.R.S. § 15-341](#)

[A.R.S. § 15-342](#)

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BGF

SUSPENSION / REPEAL OF POLICY

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

The Governing Board reserves the right to waive compliance with any Governing Board policy by any student, employee of the District, or third party, provided that said student, employee, or third party has requested such waiver. The Governing Board may (but need not) specify the length of time during which such waiver will be effective.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-321

KA

SCHOOL - COMMUNITY - HOME RELATIONS

GOALS / PRIORITY OBJECTIVES

The school not only has state and national obligations, but also has the more immediate obligation of serving the community that supports it. Anything that is accepted by a large majority of the thinking citizens of a community as a general obligation or endeavor and is not inconsistent with the schools' state and national obligations becomes at once a matter in which schools are concerned.

The degree and extent to which the schools participate in general community activities, as well as the manner, must be determined by the Governing Board. Such participation shall not interfere with the primary object for which schools are established.

The school belongs to all the people. It takes no sides in open community controversies and may not be used by one group or faction against another. It should not allow itself to be used to promote the personal, commercial, or selfish desires of any individual or group of individuals as opposed to any other individuals or groups in the community.

The schools are democracy builders. They yield to no pressure - official, financial, or social - to grant favors or concessions to certain groups or individuals that could not or would not be granted to any individual or group on the same terms.

Schools are created to render services not only to the community, the state, and the nation, but to individuals as well. Frequently, public employees on regular salaries and protected by office are prone to become somewhat indifferent to matters of courtesy and accommodation of the public they serve. This should never be the case with teachers. It is within this personal relationship field - being courteous, as well as exhibiting the willingness to do a favor or to render an accommodation - that the greatest power of the teacher lies. A small accommodation done by, and soon forgotten by, a teacher may be remembered always by the student and have a profound effect upon that student's attitude toward school and life.

Adopted: date of Manual adoption

KA-E

SCHOOL - COMMUNITY - HOME RELATIONS

GOALS/PRIORITY OBJECTIVES

The Governing Board approves the following community relations objectives as a guide to policy development and the monitoring of their consequences:

- A. Production and distribution of school-sponsored publications within the school system and the community.
- B. Cultivation of open, friendly, effective relations with the press, radio, and television.
- C. Utilization of Board meetings, Board members, employees, and students to enhance school-community relations.
- D. Utilization of talents and abilities of members of the community on behalf of students and school operations.
- E. Utilization of the talents and abilities of students and members of the school staff on behalf of the community.
- F. Community use of the school plant and facilities.
- G. Productive relations with the police and other branches of local government.
- H. Cultivation of beneficial relations with county, state, and federal levels of government.
- I. Maintenance of productive relations with associations interested in education.
- J. Cooperative relations with private schools, special-purpose schools, colleges, and other school districts.

1-400 Parent/Legal Guardian Rights

© 1-401 Parents/Legal Guardian Rights in Education

Definitions

“Harmful material” means educational material that questions a parent or legal guardian’s or student’s beliefs or practices in sex, morality, and religion or is based on sexual content, violent content, or profane or vulgar language.

“Parent or Legal Guardian” means the natural or adoptive parent or legal guardian of a minor child who is a student in the District.

“Parents’ Bill of Rights” means [A.R.S. § 1-602](#).

Parents’ Protected Rights and Bill of Rights

In accordance with [A.R.S. § 1-601](#), the Governing Board recognizes that parents or legal guardians have a fundamental right to direct the upbringing, education, health care and mental health of their children. The District shall not infringe on these rights without demonstrating that a compelling governmental interest as applied to the child involved is of the highest order, is narrowly tailored and is not otherwise serviced by a less restrictive means.

The Board and all District employees shall respect and comply with all rights enumerated in Parents’ Bill of Rights.

In accordance with [A.R.S. § 1-602](#), the Parents’ Bill of Rights does not: (a) authorize or allow a parent or legal guardian to engage in conduct that is unlawful or to abuse or neglect a child in violation of Arizona laws; (b) prohibit courts, law enforcement officers or District employees from acting within the official scope of their authority; or (c) prohibit a court from issuing an order that is otherwise permitted by law.

Development of Procedures

A student’s parent or legal guardian shall be promptly notified if any employee of the District suspects that a criminal offense has been committed against the student by a person other than the parent or legal guardian, unless the incident has been reported to a law enforcement agency and in the opinion of the law enforcement agency investigating the incident, notification of the parent or legal guardian would impede the investigation.

The Board shall adopt and periodically review procedures promoting the involvement of parents or legal guardians in educational activities and curriculum development. Such adoption and review shall be in consultation with parents or legal guardians, teachers, and administrators in the District. Procedures shall include the following:

1. A plan for parent or legal guardian participation in the schools that is designed to improve parent or legal guardian and teacher cooperation in such areas as homework, attendance and discipline. The plan shall have the following elements:
 - a. The plan shall provide for the administration of a parent or legal guardian-teacher satisfaction survey; and
 - b. If applicable, the requirements of [20 U.S.C. § 6318](#) – Strengthening and Improvement of Elementary and Secondary Schools - Parent and family engagement.
2. Procedures by which parents or legal guardians may learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.
3. Procedures by which parents or legal guardians who object to any learning material or activity on the basis that the material or activity is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that the material or activity is harmful includes objection to the material or activity because it questions beliefs or practices in sex, morality or religion.
4. For schools that offer sex education curricula pursuant to [A.R.S. §§ 15-711](#) or [15-716](#) or pursuant to any rules adopted by the Arizona State Board of Education, procedures to prohibit the District from providing sex education instruction to a student unless the student's parent or legal guardian provides written permission for the child to participate in the sex education curricula.
5. Procedures by which parents or legal guardians will be notified in advance of and given the opportunity to opt their children into any instruction, learning materials or presentations regarding sexuality, in courses other than formal sex education curricula.
6. Procedures by which parents or legal guardians may learn about the nature and purpose of clubs and activities that are part of the school curriculum, extracurricular clubs and activities that have been approved by the school.
7. Procedures by which parents or legal guardians may learn about parental rights and responsibilities under the laws of this state.

Access to Information

The Superintendent shall ensure that the District conveys the following information to parents or legal guardians at least annually:

1. Copies of or information regarding where to find procedures adopted in accordance with this Policy.
2. The availability of the educational teaching background and experience in academic content subject areas for all instructional staff.
3. How to obtain access to District curricula and supplemental materials.

Delivery of information may be by mail, electronically, or any other reasonable method.

The Superintendent and principal of each school shall accept written requests for information during regular business hours. All requests from parents or legal guardians for information relating to the procedures and parental rights set forth herein shall be processed within ten (10) calendar days of receiving a written request. A parent or legal guardian who does not receive such information within ten (10) calendar days may submit a request in writing to the Board for consideration at the next regular Board meeting if the request can be properly noticed, otherwise the Board shall consider the request at the next subsequent Board meeting.

For the purpose of this Policy, standardized testing materials do not constitute “learning materials or activities” subject to procedures regarding inspection and objection.

Adopted:

Legal Authority:

[A.R.S. § 1-601](#)

[A.R.S. § 1-602](#)

[A.R.S. § 15-102](#)

[A.R.S. § 15-104](#)

[A.R.S. § 15-110](#)

[A.R.S. § 15-113](#)

[A.R.S. § 15-117](#)

[A.R.S. § 15-143](#)

[A.R.S. § 15-341](#)

[A.R.S. § 15-351](#)

[A.R.S. § 15-730](#)

Parents/Legal Guardian Rights in Education

© 1-401.A Procedure - Parent/Legal Guardian Rights in Education – Parental Involvement

Survey and Comments

The Superintendent shall annually send a survey to parents or guardians, teachers, and administrators seeking input regarding parental involvement in educational activities and curriculum and in areas such as homework, attendance, and discipline. The survey shall ask survey participants about their satisfaction with the current plan and provide opportunities for participants to provide specific suggestions. The Superintendent may send the survey to all parents or guardians, teachers, and administrators or may use a representative randomly selected sample.

The Parent or Guardian plan required by [A.R.S. § 15-102](#) shall consist of the procedures below (the “Parent or Guardian Plan”).

1. *Parent or Guardian satisfaction survey*
 - a. The Superintendent shall develop and administer a parent or guardian-teacher satisfaction survey that shall be sent to parents or guardians and teachers annually. The Superintendent shall present the survey to and obtain approval from the Board prior to administering the survey and shall share the results of the survey with the Board promptly upon completion.
2. *Curriculum transparency*
 - a. [SEE PROCEDURES FOR POLICY 5-207 “AVAILABILITY OF AND ACCESS TO INSTRUCTIONAL MATERIALS AND ACTIVITIES”]
3. *Objections to learning materials*
 - a. [SEE PROCEDURES FOR POLICY 5-207 “AVAILABILITY OF AND ACCESS TO INSTRUCTIONAL MATERIALS AND ACTIVITIES”]
4. *Sex education—courses*
 - a. [SEE PROCEDURES FOR POLICY 5-218 “SEX EDUCATION”]
5. *Sex education—curriculum*
 - a. [SEE PROCEDURES FOR POLICY 5-218 “SEX EDUCATION”]
6. *Clubs and activities*
 - a. [SEE PROCEDURES FOR POLICY 5-211 “STUDENT CLUBS AND ACTIVITIES”]
7. *Parental rights and responsibilities*
 - a. The District shall prominently post a link to the [Arizona Department of Education Parental Rights Handbook](#) on the District’s website.
8. *Access to Student Records*
 - a. [SEE PROCEDURES FOR POLICY 5-303 “STUDENT RECORDS”]

The district shall keep copies of the following forms and distribute them to parents or guardians upon request:

1. Request to review curriculum and instructional materials.
2. Request to withdraw their student from activities involving Harmful Materials.
3. Permission to participate in sex education.
4. Permission to participate in a mental health screening.
5. Request for a waiver for immunization requirements.
6. Request to withdraw their student from participation in an AIDS education program.
7. Request for information regarding the educational and teaching background and experience of instructional staff.
8. Permission to participate in surveys covered by [A.R.S. § 15-117](#).

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KBE

RELATIONS WITH PARENT ORGANIZATIONS

The Governing Board seeks to encourage and facilitate parental involvement in the schools. One means of achieving such participation is the use and encouragement of parent-teacher groups in each individual school. Such parent-teacher groups should have, as a high priority, the goal of increasing parent-teacher cooperation in the areas of homework, school attendance, and school discipline. It is the responsibility of the individual school principal to structure a program that will meet these goals.

A concept that should be kept in mind is the major role that the parent-teacher organization plays in helping large numbers of parents better understand the total school program. All staff members should be encouraged to accept membership in and enthusiastically work with the local school organization. Community support is determined to a great extent by staff participation.

Parent organizations which support school and student programs through financial contributions may engage in fund-raising activities on District premises or through the use of District resources, for the benefit of District and student programs. Because the continuity and future success of student programs can be influenced in part by current fund-raising efforts, the Superintendent shall develop procedures which facilitate appropriate use of District facilities and resources, and which ensure protection of student interests and which comply with applicable financial standards. Compliance by parent organizations with the procedures developed by the Superintendent shall be mandatory for use of District facilities or resources.

Adopted: date of Manual adoption

KBE-R

RELATIONS WITH PARENT ORGANIZATIONS

Parent/Citizen Group Guidelines

In order for a parent/citizen group to be approved by the school and the District, the following guidelines must be observed. Only approved groups may be granted use of school facilities.

Formation/Structure of Parent/Citizen Groups

Any group of parents or citizens seeking to be approved by the school or District shall submit the Annual Application for Governing Board Approval (Exhibit KBE-EB) to the designated site administrator. If the site administrator approves the group, the site administrator shall submit the form to the Superintendent for District approval.

The administration may terminate privileges of any organizations which deviate from their stated purpose, or which contravene law or District policy or regulation.

Finances

For the purpose of operating as an organization and performance of financial obligations, groups that support schools shall obtain their own federal tax identification number. Such groups shall comply with the following financial guidelines:

- A. All funds shall be deposited and disbursed through the organization's bank account.
- B. Fund raisers must be approved by the school administration, with designated use(s) and distribution specified for each fund-raiser. Monies raised are to be deposited in the account by the organization. Such funds shall not be refunded to an individual who leaves or is dismissed from the program.
- C. Capital items (over one thousand dollars [\$1,000]) purchased by the support group for the school/District are considered a gift to the District and must be approved by the Governing Board. Gift and donation forms will be available at all schools for this purpose.

Supervision of Students at School- Related Activities or Fund-Raisers

School-related activities:

A staff representative (coach, club sponsor, administrator) must be present. If the staff representative is a nonexempt employee and the school requires the person's attendance, the employee must be paid through the District payroll. Funds used for wage or salary expenses shall be provided by the parent group or athletic department.

Fund-Raising Activities:

Individual-sale type events. Students shall be informed in writing that they shall not sell items door to door.

Group events, e.g. car wash, bake sale. If students are involved, a staff representative must be present.

Fund-raising efforts supported by student effort shall apportion revenues for the use and benefit of students in accordance with law.

Coordination with the School Administration

The initial and annual approval of a group must be confirmed in writing.

A written monthly report must be provided to the principal or the principal's designee, to include monthly minutes of meetings, consisting of the calendar and budget statement. A final report is required each year, to include the minutes and a financial report. The year-end minutes should include an assessment of goals.

KBE-EA

RELATIONS WITH PARENT ORGANIZATIONS

Parent support organizations requirements for operation and financial responsibility:

- A. Obtain approval and support from school administrator.
- B. Principals/teachers/coaches of the school can only play an advisory role. They cannot be officers of the organization or signatories on the checking account.
- C. Develop and adopt organization by-laws (governing document). This document should include provisions for amendment.
- D. Establish officers of the organization (usually: President, vice president, secretary, treasurer).
- E. Develop annual budget plan and goals for the organization. Plan activities for the year based on the budget and goals.
- F. Treasurer should produce a monthly financial report after the receipt of each bank statement. (see Exhibit KBE-ED)
 - 1. The report should identify all revenue sources during the month and be reconciled with the deposits on the bank statement.
 - 2. The report should itemize all expenditures paid during the month, listing by date, check number, to whom it was written, description of expense, and dollar amount.
 - 3. Cash balance on report should be reconciled to cash balance on bank statement.
 - 4. Copies of report and bank statement should be made available to all Board members monthly and any other members that request or show interest.
 - 5. Board members should vote approval of the financial report after presented.
 - 6. An annual audit should be conducted by an independent third party (does not have to be a Certified Public Accountant).
- G. Checking account should require two (2) signatures on all checks. Monthly bank statements should be mailed to the school address, not an individual's home.
- H. Money collected through fund-raisers and other organization activities should be accounted for, verified by, and prepared into deposits for the bank by two (2) individuals.
- I. Minutes of each Board and membership meeting should be produced, distributed to members, and maintained for at least three (3) years.
- J. Arizona School Risk Retention Trust insurance policy includes liability insurance for parent support organizations as long as their meetings and activities are approved and co-sponsored by the school administrator. The organization must be acknowledged annually by the District Governing Board. Internal Revenue Service (IRS) Form 990 must be submitted to the District Finance Department within ninety (90) days of filing, if applicable.

- K. Fund-raising activities must be approved and agreed to by site administrator in advance on approved District form Exhibit KBR-EB.
- L. Parent support organizations can choose to join the state and national Parent-Teacher Association (requires payment of membership dues annually). Organization becomes a local chapter of a national nonprofit corporation.
- M. If a parent organization wishes to compensate a District employee for services, the request must go through the District so that proper payroll deductions are withheld.

Formal nonprofit corporation:

- A. File IRS Form SS4 to obtain a taxpayer identification number. Toll free number 1-800-829-4933 or Web Site: www.irs.gov/.
- B. Contact Arizona Corporation Commission for application for Nonprofit Corporation, 1300 W. Washington St., Phoenix, AZ 85007-2929, (602) 542-3135. Internet information from www.cc.state.az.us/.
- C. Develop and adopt a set of organization by-laws, establish officers of organization.
- D. File application and Articles of Incorporation with the Arizona Corporation Commission.
- E. Establish checking account with two (2) signatures required on all checks.
- F. After receiving stamped and approved Articles of Incorporation from the Arizona Corporation Commission, publish the Articles in a local newspaper three (3) consecutive days to establish 501(c)(3) Non-Profit Tax Exempt Organization.
- G. File IRS form 1023 "Application for Recognition of Exemption" with the Internal Revenue Service.
- H. Annual report required by Arizona Corporation Commission listing current officers and including financial statements.
- I. Annual Financial Report is required to Internal Revenue Service. (IRS Form 990)
- J. *Advantages of Formal Nonprofit Corporation status:*
 - 1. Tax deduction for donation to organization.
 - 2. No personal liability for corporation board and officers as long as acting as a reasonable, prudent person.

K. Disadvantages:

- 1. Expensive and time consuming to establish.
- 2. Requires diligent annual reporting by succeeding officers and Board with penalties attached for noncompliance.

Informal nonprofit association:

- A. File IRS Form SS4 to get a taxpayer identification number.
- B. Develop and adopt a set of organization by-laws, establish officers of organization.

- C. Establish checking account with two (2) signatures required on all checks.
- D. *Advantages of Informal Non-Profit Association: Inexpensive, simple to establish.*
- E. *Disadvantages:*

1. Donations to organization are not tax deductible.
2. Personal liability can attach to officers and Board if negligence is established.
3. Board members can be held personally responsible for contractual obligations which they have signed.
4. IRS may determine that annual net income of the organization is subject to federal income tax.

KBE-EB

RELATIONS WITH PARENT ORGANIZATIONS

PARENT SUPPORT ORGANIZATIONS

ANNUAL APPLICATION FOR GOVERNING BOARD APPROVAL

School Year: _____

Name of Organization: _____

School: _____

Related Student Organization or Club: _____

Taxpayer I.D.: _____

Officers:

Name:

Address:

Phone:

Office Held: _____ Date taking office: _____

Name:

Address:

Phone:

Office Held: _____ Date taking office: _____

Name:

Address:

Phone:

Office Held: _____ Date taking office: _____

Name:

Address:

Phone:

Office Held: _____ Date taking office: _____

For additional officers, please add a separate, attached sheet.

Formal Nonprofit

Please Attach:

- 1) Articles of Incorporation (first year only)
- 2) I.R.S. Determination Letter (first year only)
- 3) Annual budget, goals and objectives
- 4) Current operating by-laws
- 5) Last fiscal year AZ Corporation Commission Annual Report
- 6) Last fiscal year I.R.S. Form 990 Annual Report
- 7) Most recent treasurers financial report
- 8)Most recent bank statement

Informal Nonprofit

Please Attach:

- 1) Annual budget, goals and objectives
- 2) Current operating by-laws
- 3) Most recent treasurers financial report

4) Most recent bank statement

Are two (2) signatures required on disbursements? Yes No

By-laws reviewed annually? Yes No

Member meetings held how often? _____

Executive meetings held how often? _____

As officers, we hereby agree to abide the by-laws of our organization, attend annual District-provided Parent Support Group training, and follow the District's Guidelines For Operation And Financial Responsibility while we strive to improve our children's educational opportunities where support is needed.

Signature Date Signature Date

Signature Date Signature Date

Site Administrator's Approval:

Signature Date

For District use:

Finance Department recommendation: _____

Governing Board Agenda date: _____

KBE-EC

RELATIONS WITH PARENT ORGANIZATIONS

FUND-RAISING AUTHORIZATION AND APPROVAL FORM

(Copies of this form, with any contracts, written agreements and club meeting minutes attached, should be filed with the school office and the organization.)

Name of Club/Organization: _____ School: _____

Contact Person: _____ Phone No.: _____

Position in Organization: _____

Date of Request: Organization's Meeting Date (of approval): _____

Purpose of Fund-Raiser:

Fund-raiser method and description (what will be sold, at what function will it be sold, etc.):

If fund-raiser is cosponsored between parent organization and student clubs, description of how the fund-raising activities will be divided:

Location of fund-raiser (specific room, address, etc.):

Start date: _____ End date: _____

All fund-raisers must have the approval of the school administrator. Amphitheater District activities that are done for the purpose of fund-raising must be initiated, sponsored, and recorded by one (1) of the following groups. Fund-raisers that are co-sponsored must be initiated by both groups. Initial all appropriate:

- A. _____ Authorized Student Club (Advisor's and Club Officer's initials required).
We acknowledge that student clubs who sponsor a fund-raiser must always deposit funds and record expenditures in the school's student account and follow the Student Activities Handbook guidelines.

- B. _____ Recognized Parent Organization (Officer's initials required).
We acknowledge that parent organizations who sponsor a fund-raiser must record receipts and expenditures in the parent organization's checking account. (Joint fund-raisers must have the appropriate initials in A and B.)

- C. _____ School Site Council (Council Member's initials required).
We acknowledge that site councils who sponsor a fund-raiser must record receipts and expenditures in an Amphitheater donation account and follow cash handling procedures.

All contracts have been thoroughly reviewed for clear understanding, including minimum charges and consequences of possible unsuccessful fund-raiser, and have been reviewed with the school principal.

Club Advisor/Parent Organization Officer/
Council Member Signature

Date

Authorization:

I have reviewed this request for compliance with District policies and approve this activity.

School Principal signature

Date

COMMUNITY INVOLVEMENT IN EDUCATION

(Relations Between the Public and School Personnel)

The Governing Board recognizes that teachers and other employees of the School District have community responsibilities both as private citizens and as employees of the District and that this dual role may, from time to time, complicate decisions concerning an employee's responsibility to each role.

Teachers, especially, may have to decide between their responsibilities as professionals employed by the school system on the one hand or as members of the community on the other when issues arise concerning goals or operations of the schools.

The Governing Board believes that the First Amendment rights of free speech for teachers and other employees must be protected; however, all differences with policy and practice or with members of the Board shall be subject to fair and reasonable expressions, aimed at mutual understanding and the resolution of conflicting opinions.

To achieve these two (2) goals, the Governing Board instructs the administration to confer with and work with employees or employee groups in setting up a procedure for handling differences of opinion between Board and staff personnel that meets the following criteria:

- A. Protects and guarantees each employee's First Amendment rights.
- B. Sets guidelines for assisting teachers in distinguishing between their professional responsibilities as employees and their responsibilities as citizens.
- C. Establishes procedures, including arbitration, for handling grievances so that the role of prosecutor, judge, and jury is not centered on one (1) person or group.
- D. Provides for channels of communication within the school system to provide employees access to the policy positions of the Governing Board, the regulations of the administration, and prompt notification of events and pertinent facts.

Participation in Community Life

Community living requires participation in community, social, and civic activities aside from and in addition to school activities. Participation by school personnel in church, social, fraternal, and civic activities generally contribute to improved community relations. Person-to-person communications serve to transmit school information and to gather public opinion for future Governing Board reference and guidance. Employees are urged to secure correct and complete information pertaining to the schools in order to represent the school effectively.

Teachers are urged to increase their community contacts; however, a classroom teacher's primary responsibility is to the students in the class. Classroom teachers may

not accept community responsibility if such community involvement requires that time be taken from regularly scheduled classroom time, unless approved in advance by the principal.

Administrators are obligated to participate in parent study groups and workshops as part of their jobs.

Regular attendance at service club meetings may be permitted, provided such attendance does not interfere with the duties of the employee.

Adopted: date of Manual adoption

KCA

SCHOOL COMMUNITY RELATIONS GOALS

(Responsibilities of School Personnel)

The public image of the schools and the school program depends in large part upon the daily contacts of pupils, teachers, and employees with other citizens. To facilitate the goal of good communication between the citizens and the District's students, teachers, and other employees, the following priorities for the public-relations program are established:

- A. The establishment of effective internal interpersonal relationships among staff personnel and between pupils and staff members.
- B. The establishment of effective school-community relations at the neighborhood school level.
- C. Recognition and use of generally recognized media communication.

Adopted: date of Manual adoption

KCA-R

SCHOOL COMMUNITY RELATIONS GOALS

(Responsibilities of School Personnel)

Dissemination of School News

Any employee of the District may disseminate school news information to communications media without approval by the administration, provided that the information shall deal specifically with the area of operation in which the employee serves. The employee shall be responsible for the accuracy of any such information given out. The employee shall notify the immediate supervisor in all cases in which information has been given to communications media and shall notify the administrator in charge of public information.

KDC-R

SCHOOL - SPONSORED INFORMATION MEDIA

The District administration is authorized to utilize a wide variety of media to communicate the District's public business and newsworthy items and events to the school staff members, students, parents, interested citizens, and the general public.

Means of communication will include, among others, radio, television, newspapers, magazines, special bulletins, newsletters, Governing Board meetings, minutes of open Board meetings, and open forums.

Materials for system-wide distribution will be developed in the central office and will carry approval by the Superintendent's staff. Copies of such materials are given to Governing Board members.

Normally, techniques used to develop good public relations shall include the following:

- A. School newspapers.
- B. Yearbooks.
- C. Annual report.
- D. Periodic news pieces.
- E. Special news releases.
- F. Special bulletins and brochures.

KDD-R

MEDIA RELATIONS

Suggestions and advice from representatives of newspapers, magazines, radio, television, and other mass communication media as how best to facilitate the flow of information to them by the Governing Board and personnel of the School District will be welcomed.

Newscasts, spot announcements, sports, and other school activities coverage and programs dealing with the schools must be presented in the public interest. No identification of the schools with the promotion of any commercial or political enterprise will be permitted.

News solicitation and release thereof shall be handled in the following manner:

- A. News releases initiated by or within the school system shall be released through the office of the Superintendent or the Superintendent's designee.
- B. News solicited by media representatives will be released primarily through the Superintendent or administrative designee.

When an individual school is contacted by a representative of the media for information, the media representative shall be referred to the building principal for consultation.

- C. Addresses of students shall not be released.

KEC-R

PUBLIC CONCERNS / COMPLAINTS ABOUT INSTRUCTIONAL RESOURCES

Members of the challenged materials committee, when reviewing materials that have been challenged, in addition to critical and other resources, shall utilize the guidelines provided below:

- A. *Religion*. Factual, unbiased material that represents all major religions should be included in the library collection.
- B. *Ideologies*. The library should, without making any effort to sway the reader's judgment, make available basic factual information on the level of its reading public, on any ideology or philosophy that exerts a strong force, either favorably or unfavorably in government, current events, politics, education, or any other phase of life.
- C. *Sex and profanity*. Materials including sex and profanity should be subjected to a stern test of literary merit and reality by the librarian, who takes into consideration the affected reading public. While we would not in any case include the sensational or overdramatic, the fact of sexual incidents or profanity appearing should not automatically disqualify a book. Rather, the decision should be made on the basis of whether the book presents life in its true proportions, whether circumstances are realistically dealt with, and whether the book is of literary value. Factual material of an educational nature on the level of the reading public should be included in the library collection.
- D. *Science*. Medical and scientific knowledge should be made available without any biased selection of facts.

Committee members shall also bear in mind that the principles of the freedom to read and of the professional responsibility of the staff may have to be defended, rather than the materials per se.

KEC-E

PUBLIC CONCERNS / COMPLAINTS ABOUT INSTRUCTIONAL RESOURCES

RECONSIDERATION REQUEST FORM

(Request for Reevaluation of Printed or Audiovisual Material)

Review material in its entirety before completing the following.

Fill in all applicable information.

Author: _____

Title: _____

Publisher or producer (if known): _____

Date of publication or production: _____

Type of material (book, filmstrip, motion picture, etc.): _____

Request initiated by: _____

Telephone: _____ Address: _____

City: _____ Zip: _____

School(s) in which the item is used: _____

Person making the request represents:

Him/herself

Group or organization

Name of Group

Address of Group

1. To what in the item do you object? Please be specific; (cite pages or frames, etc.) _____

2. In your opinion, what harmful effects upon pupils might result from the use of this item? _____

3. Do you perceive any instructional value in the use of this item? _____

4. Should the opinion of any additional experts in the field be considered? _____

Yes. Please list suggestions, if any: _____

No.

In the place of this item, would you care to recommend other material you consider to be of equal or superior quality for the purpose intended? _____

5. Do you wish to make an oral presentation to the Challenged Materials committee?

Yes (a) Please call the office of the librarian

(Telephone Number) _____

(b) Please be prepared at this time to indicate the approximate length of time your presentation will require.

No.

Date

Signature

CA

ADMINISTRATION GOALS/PRIORITY OBJECTIVES

The Board will evaluate programs and personnel on the basis of appropriate performance indicators.

The Board will encourage an articulated, evaluated total program.

The Board approves the following administration objectives as a guide to policy development and the monitoring of their consequences:

- A. Clear boundaries for Board and administration operation.
- B. Development, when needed, of a plan for locating and employing a chief school executive.
- C. Employment, upon recommendation by the chief school executive, of an administrative staff.
- D. Provision for administrator on-the-job growth.
- E. An organizational and administrative structure supportive of the District's philosophy, goals, and objectives.
- F. Operational arrangements in harmony with the District's philosophy, goals, objectives, and values.
- G. Guidelines for regular use in estimating the relationship of actual to anticipated administrator performance.

The Board will expect an annual report from the Superintendent on the extent of attainment of the above objectives. Following its review of the Superintendent's report, the Board will make its estimate for each of the objectives individually and for the total administration effort, using a rating scale.

Planning

The Board expects the Superintendent to be concerned with long-term planning to guide the Board in policy development and effective decision making. The Board recognizes that planning must be supported by research and the evaluation of its findings.

Accordingly, the Board directs and authorizes the Superintendent to make budgetary requests annually for the maintenance of the planning function, with attendant provisions for needed research and evaluation. The Superintendent's best judgment may be used to elect to initiate and conduct the research in one or a combination of several ways:

- A. With current staff personnel.
- B. With additional permanent staff members to be recommended.
- C. With part-time staff personnel.
- D. With aid from an outside agency under contract.

- E. With aid from graduate students or other volunteers who possess the required technical knowledge and skill.

The Superintendent shall establish safeguards to prevent the research function from hampering the educational process and from trespassing upon each student's and each employee's time and right to privacy.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-321

Chapter 2 – Administration

© 2-101 Duties of the Superintendent

The Superintendent is the chief administrative officer of the District. The Superintendent shall oversee the day-to-day operations of the District and shall ensure that the District operates in accordance with Governing Board policy and applicable law and regulations.

The Superintendent may develop and enforce procedures to implement Board policy and applicable law and regulations.

The Superintendent is responsible for making recommendations to the Board on matters that will come before the Board for discussion and/or legal action.

The Superintendent shall represent the District in all matters of concern to employee organizations and individual employees.

Pursuant to [A.R.S. §§ 15-536.B.](#) and [15-538](#), the Governing Board delegates to the Superintendent the authority to issue preliminary notices of inadequacy of classroom performance to certificated teachers without the need for prior approval of the Board. The Superintendent shall inform the Board when such a notice is issued.

Pursuant to [Arizona Administrative Code Rule R7-2-1007](#) and Board Policy 3-109, the Board delegates to the Superintendent the authority to procure goods, services or construction in an amount not to exceed \$100,000.00 without prior approval of the Board. All procurement shall comply with the State Board of Education's procurement code for school districts (School Procurement Code) and the Uniform System of Financial Accounting.

The Superintendent may assign any employee to any position in the District for which the employee is qualified but may not reduce or increase an employee's salary or wage without the approval of the Board.

The Superintendent may close any or all schools, buildings, or other facilities as permitted by law.

The Superintendent may designate another individual or individuals to perform or assist in the performance of duties set forth in this Policy or in other Board policies unless applicable law requires that a specific delegation be made only by the Board.

Adopted:

Legal Authority:

[A.R.S. § 15-213](#)

[A.R.S. § 15-536](#)

[A.R.S. § 15-538](#)

[A.R.S. § 15-539](#)

[A.R.S. § 15-806](#)

[Ariz. Admin. Code R7-2-1001](#) *et seq.*

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CC

ADMINISTRATIVE ORGANIZATION

The Board requires the Superintendent to organize the staff to secure clear understanding of the individual functions of all officials and of the relationships between and among them; to establish clear lines of communication, both vertically and horizontally; and to establish the necessary councils, cabinets, and committees to provide for efficient operation of the schools. To engage in this process in an orderly fashion, each group shall be given particular responsibilities, and channels shall be established so that the recommendations or decisions of each group can be heard and reviewed by the administrative officer concerned and, when appropriate, by the Board.

In the organization and administration of the schools, the Superintendent shall balance responsibility with commensurate authority subject to the reserve and legal powers of the Board. This means that a member of the staff, when assigned a responsibility or a position, shall be given the authority to make the decisions necessary to perform the tasks.

Organizational Units and Structural Relationships

The administrative organization of the District shall be considered as an orderly means of achieving the District's primary objective: an effective program of instruction for pupils.

The general administrative organization of the District shall be known as the single-executive type of school administration, with the Board as the governing body and with all activities under the direction of the Superintendent.

An organization chart for the District shall be prepared by the Superintendent and approved by the Board to designate clearly the relationships of all employees within the District organization.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S. 15-328

CD

MANAGEMENT TEAM / SENIOR STAFF

The central office administrative staff is responsible for overall District-wide educational leadership and for coordinating the educational program within policy established by the Board. All District-wide services emanate from the central office. All official District-wide committees, councils, and coordinating groups shall be based in the central office.

The line of authority from the central office to the schools is through the Superintendent and the principals.

Adopted: date of Manual adoption

Chapter 2 – Administration

© 2-201 Evaluation of the Superintendent

Unless otherwise mutually agreed, between July 1 and September 30, the Board, in consultation with the Superintendent, shall adopt standards or goals on which the Superintendent shall be evaluated. Board discussions concerning evaluation standards or goals shall occur in public meeting. These standards or goals may be the same as, or in addition to, the goals upon which the Board evaluates the award of performance pay.

On an annual basis, the Board shall evaluate the Superintendent's performance related to the standards or goals previously set by the Board. The evaluation shall occur in executive session unless the Superintendent demands that it occur in public meeting.

The evaluation may be in writing or verbal. If written, the evaluation shall reflect the independent assessment of each Board member. If verbal, the minutes of the executive session should accurately reflect the discussions related to each standard or goal that was assessed.

Adopted:

Legal Authority:

[A.R.S. § 15-503](#)

[A.R.S. § 15-341\(39\)](#)

FISCAL MANAGEMENT GOALS / PRIORITY OBJECTIVES

The Governing Board recognizes that adequate financial support and sound business management are the foundations on which the educational program is based. To make the support as meaningful as possible, the Governing Board desires that:

- A. Thorough and exhaustive planning at all levels of the District be a continuous operation.
- B. The planning process be coordinated through budgetary procedures conforming to state law, regulations established by state agencies, and the policies of the Governing Board so that the maximum educational benefit is attained.
- C. All practical sources of financial support present within the community be utilized.
- D. The finances entrusted to the School District be properly accounted for and information made available through proper reporting procedures.
- E. The community's financial resources be utilized in the most efficient and economical manner so that the maximum educational benefits are achieved.

Adopted: date of Manual adoption

3-100 Fiscal Management

© 3-101 Budget Adoption

The Superintendent shall prepare and present an annual budget in the format prescribed by the Auditor General and the Arizona Department of Education. The Governing Board shall provide notice and conduct a public hearing to review a proposed annual budget prior to any requisite submission deadline.

In accordance with [A.R.S. § 15-905.01](#), the District must hold a truth in taxation hearing on or before the adoption of the expenditure budget if the District budgets an amount that is higher than the truth in taxation base limit, levies any amount for adjacent ways pursuant to [A.R.S. § 15-995](#), or levies any amount for liabilities in excess of the budget pursuant to [A.R.S. § 15-907](#).

If a truth-in-taxation notice and hearing is required under state law, the Board may combine the budget notice and hearing with the truth-in-taxation notice and hearing. Upon conclusion of any required public hearing, the Board shall adopt the budget.

The Board shall hold a public hearing prior to correcting any budget errors and resubmitting the revised budget.

The Board may authorize the District administration to exceed fund subsections within the maintenance and operation section of the adopted budget by action taken at a public meeting of the Board and if the expenditures for all subsections do not exceed the amount budgeted in accordance with [A.R.S. § 15-905](#).

Adopted:

Legal Authority:

[A.R.S. § 15-342](#)

[A.R.S. § 15-903](#)

[A.R.S. § 15-905](#)

[A.R.S. § 15-905.01](#)

[A.R.S. § 15-907](#)

[A.R.S. § 15-910](#)

[A.R.S. § 15-915](#)

[A.R.S. § 15-995](#)

Budget Adoption

© 3-101.A Procedure - Budget Adoption – Preparation

The Superintendent shall be responsible for the preparation and presentation of an annual expenditure budget to the Arizona Department of Education (ADE). Staff shall use the forms and instructions published on the Auditor General's website for the relevant fiscal year.

If the District is eligible for desegregation funding, staff shall prepare and submit desegregation budget forms as instructed by the Auditor General's office.

Principals shall assist with site-based budget preparation as directed.

Requisite Timelines

The District shall annually prepare a proposed budget no later than July 5, or the publication date of the notice of public hearing and Board meeting to adopt the budget if earlier. The proposed budget must be furnished to the Superintendent of Public Instruction and to the County School Superintendent (unless waived).

The District must adopt a budget no later than July 15 and electronically upload via the Common Logon to the Superintendent of Public Instruction no later than July 18.

If the District is notified by ADE that the adopted budget is in excess of the General Budget Limit (GBL) or Unrestricted Capital Budget Limit (UCBL) by one percent (1%) or more of its GBL, the adopted budget must be revised on or before December 15 so as not to exceed the GBL or UCBL.

If the District is notified by ADE that the adopted budget is in excess of the GBL or UCBL by less than one percent (1%) of its GBL, the District is not required to prepare a December 15 revision, but must adjust the current year budget before May 15.

The District must have final revisions completed and approved at a Board meeting before May 15.

Budget Adoption

© 3-101.B Procedure - Budget Adoption - Access and Publishing Requirements

A. Access

The District shall submit, publish and maintain records of the annual budget as required by the Uniform System of Financial Records (USFR) and/or state law.

The District shall post a link on its website to the Arizona Department of Education's (ADE) website where the District's budget documents may be viewed. The District must also email to the School Finance Budget Team (SFBudgetTeam@azed.gov) an active and accurate hyperlink to the District's web page where the link to the adopted budget was placed.

In accordance with [A.R.S. § 15-903.E.](#), the District must prominently post average teacher salary information on its website separately from their budget.

B. Publishing Requirements

The District shall post, publish, or mail a copy of the proposed budget or summary and a notice of the public hearing and Board meeting to adopt the budget no later than ten (10) calendar days prior to the meeting to adopt the budget. The District may select from one of the following methods to meet its requirement to publish:

1. Posting to ADE's website—If the District has a website it must follow the website requirements above and may choose to meet the publication requirement for the proposed budget by electronically uploading the hearing notification and summary via the Common Logon to ADE for posting on ADE's website.
2. Publishing in a newspaper—Print the proposed budget or summary and hearing notification in at least 8-point type in a newspaper of general circulation within the District. The publisher's affidavit of newspaper publication must be filed with the Superintendent of Public Instruction within thirty (30) calendar days of the publication. To meet this requirement, the District should scan and email the affidavit to SFBudgetTeam@azed.gov.
3. Mailing—Mail the proposed budget or summary and hearing notification to each household in the District. An affidavit or other documentation of mailing must be filed with the Superintendent of Public Instruction within thirty (30) calendar days of mailing. To meet this requirement, the District should scan and email the affidavit to SFBudgetTeam@azed.gov.

C. Amended Budgets

For required December 15 revisions, the District must publish a notice of a public hearing and Board meeting to revise the budget no later than ten (10) calendar days

prior to the meeting. The District may use any of the three (3) publishing methods described above.

For required May 15 revisions, the District should post the standard 24-hour advance notice of the Board meeting and hold a public hearing.

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3-100 Fiscal Management

© 3-102 Revenue

The Governing Board may establish bank accounts as permitted by statute and the Uniform Systems of Financial Records (USFR). All other funds shall be deposited directly with the County Treasurer or deposited into designated trust accounts as permitted by law.

Monies received from any source shall be accounted for and deposited as permitted by state law and the USFR. Staff shall follow all applicable requirements for the proper collection, supervision, disbursement, record keeping and/or remittance of any funds received.

The Board will annually consider and vote on a resolution to the County Treasurer to authorize investments for the following fiscal year.

Adopted:

Legal Authority:

[A.R.S. § 15-341](#)

[A.R.S. § 15-342](#)

[A.R.S. § 15-1024](#)

[A.R.S. § 15-1025](#)

[A.R.S. § 15-1101](#)

[A.R.S. § 15-1102](#)

[A.R.S. § 15-1105](#)

[A.R.S. § 15-1121](#) *et seq.*

[A.R.S. § 15-1141](#) *et seq.*

[A.R.S. § 15-1221](#) *et seq.*

Uniform System of Financial Records

© 3-102.A Procedure - Revenue - Accounting of Revenue

The District shall deposit all revenues received with the County Treasurer at least monthly, except student activities and auxiliary operations monies maintained in accordance with [A.R.S. §§ 15-1122](#) and [15-1126](#), grants and gifts to teachers maintained in accordance with [A.R.S. § 15-1224](#), employee insurance program monies maintained in accordance with [A.R.S. § 15-1223](#), and extracurricular activities fees tax credit monies if deposited in an auxiliary operations bank account. [A.R.S. § 15-341\(A\)\(19\)](#) and (20).

Staff shall follow all requirements with respect to the proper collection, supervision, disbursement, recording keeping and/or remittance of any funds received as established in the Uniform System for Financial Records (USFR). Any staff with responsibility for handling cash accounts or depositing funds shall adhere to all security control requirements established by the District.

The District shall adhere to the accounting requirements for the accounting of revenue as issued in the USFR, § VI-F.

Revenue

© 3-102.B Procedure - Revenue – Investments

The Superintendent shall ensure that a Governing Board agenda item is created in June of each fiscal year (prior to the next fiscal year) to approve a resolution authorizing the County Treasurer regarding investments for the ensuing year.

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AUTHORIZED SIGNATURES

Checking Accounts

Authorized signatures for all checking accounts shall be approved by the Board. On accounts required by statute to have two (2) signatures, the signatories shall be as specified by A.R.S. 15-1122 and 15-1126.

On accounts required by statute to have two (2) signatures, the signatories shall be as specified by the statutes.

Service of Process

The persons authorized to accept service of process on behalf of the District and/or on behalf of Governing Board members acting in their official capacity are as follows:

- A. Superintendent
- B. Associate to the Superintendent and General Counsel
- C. Administrative Assistant to the Legal Department

In addition to those listed above, the District Records Information Specialist may also accept service of process solely for documents addressed to the "Custodian of Records" for the District.

Authorization to Execute Documents

In matters approved through a properly noticed meeting of the Board, the following persons are granted authority to execute documents on behalf of the District:

- A. Superintendent
- B. Associate Superintendent for School Operations
- C. Associate to the Superintendent and General Counsel; and
- D. Chief Financial Officer

Adopted: February 6, 2018

LEGAL REF.:

A.R.S.

15-321

15-1122

15-1126

Revenue

© 3-102.C Procedure - Revenue - Bank Accounts

A. Bank Accounts

The Governing Board has authorized bank accounts as permitted by state law and as designated in the Uniform System of Financial Records (USFR), § VI-C. The District shall maintain a current list of employees who are authorized to have access to each account. The District shall follow guidance in the USFR regarding access, use and accounting procedures for each operating bank account. The bank accounts shall be established in the legal name of the District. Inactive bank accounts will be closed promptly.

B. Deposits

The District may use mobile bank deposits. The District shall maintain effective controls to ensure all monies are deposited, deposited checks are held securely for an appropriate time and then destroyed, and evidence of deposits are retained. The District shall establish controls over deposits including but not limited to:

1. Stamp or otherwise endorse the original check before scanning and depositing.
2. Limit access to mobile banking only to authorized personnel and to the extent possible, only for deposits.
3. Properly log off of the banking website when mobile deposits are completed.
4. Mark the check to indicate that it has been deposited to prevent duplicate deposits.
5. Securely store the deposited checks in a locked safe or other locked area such as a filing cabinet for an appropriate period, depending on the bank's requirements and the District's policies or procedures. Deposited checks should be held until the applicable bank account is reconciled and any discrepancies have been resolved.
6. Maintain a log or journal of the checks deposited.
7. Keep the deposit receipt, if provided, and any deposit notification emails or reports that may follow to support the deposit.
8. Review bank reconciliations to detect any inappropriate use of the online access established to make deposits, such as transfers to other accounts or online payments initiated from any account other than the electronic payments clearing bank account.
9. Destroy deposited checks by shredding them after holding them for the appropriate length of time from deposit. Involve two (2) employees in the shredding, and record the deposited checks' destruction in the log or journal of processed deposits.

C. Reconciliation

A bank reconciliation shall be prepared monthly for each bank account and evidence of the reconciliation shall be documented and retained. An employee who is not responsible for handling cash or for issuing checks should prepare the bank reconciliation. If the employee preparing bank reconciliations must also be involved in handling cash or issuing checks, the employee's supervisor or another administrator must review and approve the reconciliations, and evidence of the review shall be documented and retained.

D. Bank Fees

The District is authorized to pay bank fees from the following accounts:

1. Maintenance and Operation Fund revolving bank account.
2. Food Service Fund revolving bank account.
3. Auxiliary Operations Fund bank account.
4. Auxiliary Operations Fund revolving bank account.

The District shall require that bank fees associated with any other bank account be charged directly to one of the authorized accounts listed above. If that is not possible, the District shall reimburse the fees from an appropriate fund or authorized bank account.

E. Signators

The Board shall authorize two signators and custodians for each bank account. A list of authorized check signers designated by the Board for each bank account shall be kept current. Persons authorized to access a bank account will be bonded if required by law.

Revenue

© 3-102.D Procedure - Revenue - Cash Control

The term "cash" includes currency on hand, such as petty cash funds and cash receipts not yet deposited; negotiable instruments, such as drafts, checks, warrants, and money orders; and balances on deposit with financial institutions such as commercial banks and county treasurers.

A. Internal Controls

The purpose of this Procedure is to establish and maintain effective internal controls to safeguard cash, prevent loss or misuse, provide prompt and intact depositing, and ensure accurate recording.

The District shall adhere to the following internal control procedures:

1. Cash-handling and recordkeeping functions should be separated among employees to safeguard cash. Whenever cash is involved, it is recommended that two people share the job of recording, counting, and verifying each other's amounts.
2. Cash received by the District should be promptly recorded and accurately classified in accordance with the Uniform System of Financial Records (USFR) Chart of Accounts, Section III.
3. Employees handling significant amounts of cash should be adequately bonded if statutorily required.
4. Evidence of receipt should be prepared for each cash payment received. For example, sequentially numbered transactions generated by a computer system or cash register or prenumbered and numerically controlled handwritten cash receipt forms may be used.
5. In all locations where cash is received, it should be immediately safeguarded in a locked cash drawer or cash register. Cash not being deposited the same day as received should be secured in a safe or locked cabinet while awaiting deposit.
6. Access to cash should be limited to only those employees who require access. All safe combinations and keys to cash boxes or files must be restricted to only an essential number of employees.
7. All District monies on deposit with financial institutions must be covered by insurance or collateralization agreements.
8. Checks, warrants, drafts, and money orders should be restrictively endorsed "for deposit only" to the credit of the District immediately upon receipt.
9. Cash received should be deposited daily. In no event shall District personnel hold cash for more than one work week without depositing the cash.
10. Evidence of deposits received from financial institutions should be retained for all deposits, such as a deposit posting report from the county treasurer, validated deposit slip or treasurer's receipt.

11. Disbursements from authorized bank accounts should be made with sequentially numbered checks or electronic fund transfers from eligible bank accounts. Each check should have a dollar limit and be marked "void after six (6) months" to reduce loss exposure and ensure prompt cashing by the payee.
12. Checks should be properly completed before issuance and should not be made payable to cash or bearer. Voided checks should be so marked to prevent reuse and retained and made available to the employee performing bank account reconciliations.
13. Unused checks and check stock should be physically safeguarded and access to them limited to authorized personnel who are not check signers.
14. If electronic signatures or signature stamps are used to sign checks, they should be safeguarded and access to them limited to only the employees whose signature they represent.

B. Petty Cash Accounts

Petty cash accounts for minor disbursements may be established by warrants drawn on the Maintenance and Operation (M&O) Fund or checks drawn on the M&O Fund revolving bank account. The petty cash accounts must be authorized by the Governing Board and maintained on an imprest basis where the total petty cash on hand plus any petty cash withdrawal requests equals the authorized amount at all times.

Petty cash accounts may be used for minor disbursements when checks are not practical, or immediate cash payments are required. One employee shall be designated the petty cash account custodian for each petty cash account. The account custodian should ensure that cash is safeguarded in a locked cabinet or safe. Access to petty cash should be limited to the account custodian and the custodian's supervisor.

The petty cash accounts should be closed at fiscal year-end and the cash returned to the M&O Fund or revolving bank account as applicable.

Revenue

© 3-102.E Procedure - Revenue - Student Activities

Pursuant to [A.R.S. § 15-1122](#) *et seq.*, the Governing Board shall appoint a student activities treasurer and assistant treasurer (if applicable). The Board shall approve student clubs and organizations' fund raising events and shall receive monthly student activities fund reports of cash receipts, disbursements, transfers and cash balances.

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3-100 Fiscal Management

© 3-103 Expenses and Payroll

All expenditures must be approved by the Governing Board.

Payroll

The Board shall annually set the salaries and benefits of employees for the succeeding year. The District shall designate two or more days each month, not more than sixteen days apart, to pay wages to employees. The District shall provide employees with a total compensation statement as required by A.R.S. § 15-341(45).

The Board shall authorize deductions as required by state and federal law.

Employees may elect deductions as permitted in state and federal law and may annualize their salaries or be paid in full on the last pay day of the contract period. The Superintendent shall establish procedures to ensure employees are compensated appropriately and in a timely manner.

Supervisors must provide advance written approval for any overtime assignments.

Warrants and Vouchers

The Board shall submit a voucher for a District expense or salary to the County School Superintendent for payment, if applicable. The warrants issued by the County School Superintendent shall be counted against District funds. If the District warrant causes the District's funds to be over expended, the County School Superintendent shall make a written report of the over expenditure to the Arizona Department of Education.

A signed voucher for payment of an expense or salary may be submitted between Board meetings if the Board has passed a resolution allowing such submission and if the voucher is ratified by the Board at its next regular or special meeting.

Encumbrances

Pursuant to [A.R.S. § 15-906](#), a district that is not participating in the Accounting Responsibility Program that have liabilities payable for levy funds as of June 30 must complete the advice of encumbrance form and submit it to the County School Superintendent by July 18. The advice of encumbrance should be prepared from the listing of liabilities for levy funds required by [A.R.S. § 15-906\(A\)](#) for goods or services received on or before June 30 that are unpaid at June 30. The amounts from the listing should be reported on the advice of encumbrance by fund and program. Accounting Responsibility Program districts must adhere to the duties disclosed in [A.R.S. § 15-304](#) regarding the drawing of warrants.

Payments of these lapsed obligations shall be made within sixty days following the close of the fiscal year.

District warrants not presented for payment within one year after the date of issuance are void and shall have no further force or effect.

Credit Cards

The Board authorizes use of credit cards or purchasing cards. The Superintendent shall establish internal controls regarding the use of credit cards.

Adopted:

Legal Authority:

[A.R.S. § 15-121](#)

[A.R.S. § 15-135](#)

[A.R.S. § 15-304](#)

[A.R.S. § 15-321](#)

[A.R.S. § 15-341](#)

[A.R.S. § 15-502](#)

[A.R.S. § 15-503](#)

[A.R.S. § 15-906](#)

[A.R.S. § 23-351](#)

[A.R.S. § 23-352](#)

[A.R.S. § 23-353](#)

[A.R.S. § 38-624](#)

[A.R.S. § 43-401](#)

[26 U.S.C. §§ 401, -403 and -457](#)

[29 U.S.C. § 201 et seq.](#)

[Ariz. Admin Code R7-2-803](#)

Uniform System of Financial Records

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Expenses and Payroll

© 3-103.A Procedure - Expenses and Payroll - Payroll Elections and Deductions

A. Payroll

The District shall permit employees' salary elections and deductions consistent with Arizona law and the Uniform System of Financial Records (USFR). Federal and state income taxes, social security and employee contributions to the Arizona State Retirement System shall be deducted as required by Arizona and federal law. Any other payroll deductions must be authorized by the Board, employee or a court of competent jurisdiction.

The Superintendent shall ensure that staff are paid accurately and timely consistent with Arizona law.

Employees who annualize their salaries shall make a written election of deferral of salary payments in their contract or be subject to possible federal tax penalties. Any discharged employee shall be paid all wages due within seven working days or the end of the next regular pay period, whichever is sooner. An employee who resigns from the District shall be paid in the usual manner all wages due no later than the regular pay day for the pay period in which the termination occurs. Employees may request payment by mail.

B. Deductions

The District may permit deductions as established under state and federal law as follows:

1. Direct deposits of net payroll to employee-designated banks and credit unions;
2. Insurance premiums for employees and their families covered by Board-approved benefit programs;
3. Deferred compensation plan contribution elected by employee and approved by the Board;
4. Professional dues;
5. Qualified charitable contributions; and
6. Qualified tax credit contributions.

Expenses and Payroll

© 3-103.B Procedure - Expenses and Payroll – Reimbursements

The Superintendent may authorize staff to submit for reimbursement for travel expenditures or other pre-approved expenditures. The District shall meet all guidelines established in the Uniform System of Financial Records (USFR) with respect to reimbursement for expenditures, including the Arizona Department of Administration's (ADOA) travel policy and the State of Arizona Accounting Manual (SAAM).

The District shall implement adequate internal controls in compliance with the above referenced standards. All employee and Governing Board member travel shall be approved in advance.

Reimbursement shall be at applicable rates and thresholds established by ADOA and as permitted by SAAM. Travel claims shall be submitted in a timely manner and in the proper fiscal year.

Staff and Board members must submit a request for reimbursement at the allowable daily rate as defined by ADOA.

Certain reimbursements may be taxable. The employee or Board member shall be responsible for any tax consequence or liability.

Expenses and Payroll

© 3-103.C Procedure - Expenses and Payroll – Expenditures

The District shall comply with the Uniform System of Financial Records (USFR) and statutory requirements to maintain effective internal control over expenditures.

A. Accounts

The District shall separate the responsibilities of expenditure processing (voucher preparation, record keeping, and authorization) among employees to the extent possible.

The District shall not authorize expenditures from budget-controlled funds such as the maintenance and operation fund, unrestricted capital outlay, adjacent ways, classroom site funds, or federal and state grant funds in excess of the adopted budgets, except for expenditures authorized by the County Board of Supervisors.

The District shall not authorize expenditures from cash controlled funds unless sufficient cash is available in the funds unless otherwise expressly permitted by statute.

B. Purchase Orders

Staff shall prepare sequentially numbered purchase orders that are approved by an authorized District employee for all District expenditures before the goods or services are ordered, except for exempted items such as salaries and related costs, utilities, and in-state travel, when a written contract is prepared, or if an emergency purchase is required.

Blanket purchase orders may be used for purchases of a recurring nature from the same vendor within a specified time frame, such as maintenance supplies and food service items. Blanket purchase orders should state a definite time period that the purchase order is in effect and a specific dollar limit. Invoice amounts paid against a blanket purchase order should be deducted from the total limit to determine the remaining unexpended balance. Staff will periodically review open blanket purchase orders and close purchase orders outstanding for more than the specified time period. All blanket purchase orders should be closed with the vendor at year end.

C. Receiving Reports

The District shall prepare receiving reports for all goods and services received except exempted items. The date of receipt, quantity received, and signature of the recipient should be included on the receiving report.

Expenses and Payroll

© 3-103.D Procedure - Expenses and Payroll - Credit Card

The District may authorize the use of credit cards or purchasing cards (p-cards). If the District authorizes, it shall comply with the Uniform System of Financial Records (USFR) and statutory requirements regarding use of credit cards or p-cards. The District shall procure a vendor for use of the credit card program as required.

The District shall implement effective internal controls to help reduce the risk of unapproved or fraudulent transactions. These controls may include:

1. Authorizing an employee to oversee the issuance and use of cards;
2. Outlining the purposes for which the cards may be used;
3. Adopting specific guidelines regarding which employees should be issued cards and the specific restrictions and limits that should be placed on individual cards, including the maximum single transaction amount and monthly purchase limits;
4. Creating requirements for canceling or inactivating a card;
5. Addressing how to handle disputed charges;
6. Establishing a designated employee to coordinate card accountability for each school site or department that uses the cards;
7. Prohibiting card users from splitting purchases into smaller transactions;
8. Accounting for the physical security of cards and maintaining records to track cards;
9. Canceling inactive or lost cards;
10. Signing out of cards if appropriate;
11. Training card users and staff who process purchases; and
12. Use of a card user agreement that authorizes withholding of wages in the event of misuse and outlines other consequences.

The internal control procedures established for card usage shall be designed to ensure purchases are properly authorized, for an appropriate District purpose, within budget for budget-controlled funds or available cash balance for cash-controlled funds and made in accordance with procurement requirements.

Expenses and Payroll

© **3-103.E** Requirement for Prior Written Approval of Overtime Assignments:

Supervisors shall schedule workloads to keep overtime to a minimum. Overtime work shall not be encouraged or performed unless absolutely necessary.

Before an employee undertakes an overtime assignment, the employee must have the prior written authorization of the employee's immediate supervisor. Except in actual emergencies that threaten health, safety, or property, the supervisor, building principal, or other person requesting the overtime also must obtain approval for the overtime from the Chief Financial Officer/Business Manager or the Superintendent before the work is performed.

B. Work Week Designation

Each work week will be from 12:01 a.m. Monday until midnight Sunday.

C. Nonapplicability to Exempt Employees

This procedure does not apply to employees who are exempt from coverage under the Fair Labor Standards Act.

D. Overtime Compensation

If the District requests that a non-exempt employee covered by the Fair Labor Standards Act of 1938, as amended ([29 U.S.C. 201](#) *et seq.*) (FLSA) work beyond a forty (40) hour workweek, the employee shall be entitled to overtime compensation as follows:

For each hour worked over forty (40) in any workweek, the employee shall be entitled to compensatory time off at the rate of one and one-half (1½) hours for each hour of overtime worked. Notwithstanding the foregoing, an employee's supervisor may direct, by so informing the employee prior to the performance of the requested overtime, that the employee shall be paid overtime compensation for such work, rather than receiving compensatory time off.

Employees may not accrue more than fifteen (15) hours of compensatory time off (10 hours of actual overtime worked). Any employee who accrues fifteen (15) hours of compensatory time off shall be paid overtime compensation for any additional overtime if it is not reasonably possible for the employee to take compensatory time off.

Compensatory time must be used within sixty (60) days of when it is accrued.

An employee who has accrued compensatory time off should direct any request for the use of that time to the employee's supervisor. Requested time off shall be made

available on a case-by-case basis and will not be granted if, in the opinion of the employee's supervisor, the request would unduly disrupt the District's operations.

Accrued compensatory time off does not carry over from year to year and must be used before July 1 of each year. If it is not practicable for the employee to use the employee's accrued time off by June 30, the employee shall be paid overtime compensation in lieu of the accrued compensatory time off.

If the employee leaves the District before using the employee's compensatory time off, the employee shall be compensated at one and one-half ($1\frac{1}{2}$) times the rate the employee was earning when the overtime was worked.

In determining eligibility for overtime compensation or compensatory time, compensatory or other time taken during any workweek shall not be counted as hours worked during that work week.

Overtime compensation shall be paid at the rate of one and one-half ($1\frac{1}{2}$) times the employee's regular hourly rate for each hour worked over forty (40) in the workweek for which the employee works overtime.

Overtime compensation shall be calculated at the rate earned by the employee at the time the work was performed.

3-100 Fiscal Management

© 3-104 Property Controls

The District shall manage and control District property.

The storage, maintenance and accounting of all capital assets, supplies, equipment, and materials shall meet the requirements of the Uniform System of Financial Records (USFR), the Arizona Department of Administration's General Accounting Office, the federal Education Department General Administrative Regulations (EDGAR), state regulation, and any applicable federal systems management requirements and federal regulation.

Inventories

The District shall maintain an inventory of capital assets, equipment, non-consumable supplies, stewardship items, and other property. The District's inventory system shall establish the accounting method by which the inventory is maintained, the manner in which items are requisitioned by authorized school personnel, and a system for inventory control. The District shall complete a physical inventory as required under state or federal regulations.

Capital Assets

The capital assets inventory shall include all land, land improvements, buildings, building improvements, and equipment with unit costs of \$5,000 or more. The Governing Board may establish a lower capitalization threshold if it is consistently applied to all related assets.

Stewardship List

The stewardship list shall include all significant equipment not contained on the capital assets inventory list if equipment unit costs \$1,000 or more but less than the District's adopted cost threshold for capitalization and shall contain the information required by the USFR. The District may include unit costs less than \$1,000 to prevent theft or misuse for high risk items, including but not limited to laptop computers and other technology.

All property with a unit cost of \$50 or more should be identified as District property and maintained with appropriate physical security, consistent with the USFR.

Supplies

The District shall purchase supplies, equipment, and material as necessary to operate the schools. The District shall establish effective internal control procedures regarding supplies inventories to provide accurate financial reporting and to physically safeguard such inventories. The District may use several different types of supplies inventories, including but not limited to inventories for educational supplies, office supplies, custodial and cleaning supplies, food supplies, and repair and maintenance supplies.

Lease

The Governing Board authorizes the Superintendent to lease District supplies, equipment and materials to outside individuals or agencies for purposes that are not in conflict with any federal or state laws or Board policy. The District may permit outside individuals or agencies to rent, lease or use devices, supplies, material, or equipment for any lawful purpose. The District shall charge a reasonable use fee for the lease of devices, supplies, materials, or equipment according to a schedule approved by the Governing Board.

Loss Control

The District shall implement security controls to prevent theft, loss, unauthorized use, or damage to District property.

Reimbursement

Any individual or agency shall be required to reimburse the District for the cost to repair or replace any devices, supplies, material, or equipment that are lost or damaged.

Students using District-provided devices, 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 or materials shall be required to pay for it unless such is required for the student to access learning under Section 504 of the Rehabilitation Act or the Individuals with Disabilities Education Act.

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

Any funds collected from students shall be accounted for and used as required under the USFR.

Adopted:

Legal Authority:

[A.R.S. § 15-326](#)

[A.R.S. § 15-341](#)

[A.R.S. § 15-342](#)

[A.R.S. § 15-727](#)

[A.R.S. § 15-729](#)

[A.R.S. § 15-1105](#)

[Ariz. Admin. Code R7-2-1023, -1029, -1131](#)

Uniform System of Financial Records

[2 C.F.R. § 200.300](#) *et seq.*

[2 C.F.R. § 200.313](#)

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EA

Support Services Goals / Priority Objectives

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

A. Operations and maintenance of plant:

1. A school plant operated and maintained to provide for the safety, health, and comfort of all of its occupants.
2. A school plant operated and maintained with sufficient flexibility to facilitate the achievement of curriculum objectives and changes.

B. Transportation:

1. Provision of transportation of pupils whose homes are beyond a reasonable walking distance to the nearest or assigned school.
2. Provision of maximum protection of the health and safety of all transported pupils in adequate comfort.
3. Use of transportation facilities to enrich the educational program.
4. Efficient services at the lowest possible cost consistent with the above-stated objectives.

C. Food services:

1. Availability of food to meet the school-day nutritional needs of students.
2. Efficient, economical, and effective units of operation at minimal cost.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.15-341

EDA

MATERIALS AND EQUIPMENT RECEIVING AND WAREHOUSING

(Receiving Goods)

The receiver of goods, equipment, supplies, and services shall be responsible for verification of quantity, description, and good order of items included on purchase orders.

Adopted: date of Manual adoption

MATERIALS AND EQUIPMENT RECEIVING AND WAREHOUSING

(Receiving Goods and Authorizing Payments)

It is desirable to properly document the receipt of all materials purchased by the District. In addition, all capital goods must be properly identified, and the location recorded in the inventory records of the District. It is also desirable to establish a system that protects employees who must be responsible for these goods.

To provide the necessary protection, the following procedures are required:

- A. A central warehouse shall be maintained by the District. The administration of the warehouse shall be the responsibility of the purchasing agent. A warehouse supervisor will be responsible for all materials, supplies, and equipment delivered by vendors to the warehouse.
- B. Distribution from the warehouse to individual schools or departments shall occur only as a result of properly executed requisitions and (if required) purchase orders.
- C. All shipments will be made to the District warehouse. The only exceptions would be items such as small food purchases that are not ordinarily delivered, nonstocked emergency maintenance items, and items of a purchase order that have been identified to be delivered to locations other than the warehouse. Any further exceptions must have written approval from the purchasing agent or the Associate to the Superintendent of Budget and Finance and accounting. Timely placement of orders will preclude the necessity of having purchases picked up by district employees and processed on a special-handling basis. Advance planning will be mandatory.
- D. Special orders picked up by District employees (with prior approval) must be processed through the warehouse. Items must be accompanied by a copy of the purchase order and invoice.
- E. Each school will designate a specific receiving person and one (1) designated alternate. The receiving person will be required to sign the green copy of the purchase order if the order is completed when the warehouse makes delivery. If partial delivery, the receiving person will sign a duplicated copy of the purchase order for each delivery until the order is complete.
- F. Warehouse personnel will open and inspect in detail all shipments received at the warehouse.
- G. The school receiving person should notify the purchasing department and/or the warehouse immediately if there is a disagreement with the receiving report and items delivered. If the warehouse is notified, warehouse personnel will immediately notify the purchasing department for instructions on returning or replacing the items involved.
- H. Upon return of the green or duplicated copy, the warehouse will approve payment and forward the copy to the accounts payable department for payment.

If the purchase order has been completed, the pink receiving copy is retained at the warehouse as a permanent receiving copy.

- I. On partial shipments, the last four (4) steps immediately above will be repeated for each partial shipment.
- J. Items obtained on approval must be on a purchase order and returned to the purchasing department for return to the vendor. Items must be returned within the specified time allowed by the vendor.
- K. Each school shall establish a secure area that will protect received goods from possible loss until the receiving person can perform an inspection of the order. If storage is impractical, the receiving person will perform inspection immediately upon receipt

EEB-RA

BUSINESS AND PERSONNEL TRANSPORTATION SERVICES

(District Vehicles)

District vehicles may be requested by Governing Board members or District employees for District travel purposes. Vehicles will be assigned on a first-come, first-serve basis; however, preference in the assignments of District vehicles shall be given to travel events which involve the transportation of students.

Employees Driving District Vehicles

Employees assigned District vehicles shall be responsible for returning the vehicles to the transportation department prior to utilizing vacation time.

If an employee assigned a District vehicle suffers a long-term illness (in excess of five [5] working days), every effort shall be made to return the vehicle to the transportation department. If an employee is unable to do so, arrangements must be made with the transportation department to have the vehicle picked up and returned to the appropriate District facilities.

No employee shall be assigned a District vehicle on a full-time basis. Assignment shall be limited to individual travel events.

Lending or Renting of Vehicles

No vehicle owned by the District shall be loaned or rented to an individual or organization unless such individual or organization is associated with the District. The express permission for such use shall be given by the Superintendent or a member of the staff designated by the Superintendent.

Proof of Liability Insurance

No individual or organization shall be loaned or rented a vehicle owned by the District except upon proof of liability insurance for the vehicle's use or rental. Such insurance shall provide coverage of no less than three million (\$3,000,000) per incident and five million (\$5,000,000) in the aggregate and shall name the District as a co-insured.

Smoking in District Vehicles

Smoking or possession of any tobacco product is prohibited, at all times, by any person in any vehicle owned by the District.

EEB-RB

Business and Personnel Transportation Services

(District Vehicles)

Twenty-Four Hour Vehicle Assignments

No District vehicles shall be assigned to any individual on a full-time twenty-four (24) hour basis.

Transportation of Students

The safety of students is of paramount concern. Wherever possible, students should be transported in District

vehicles which bear the District's name. The transportation office shall give preference to requests for District vehicle assignments that involve the transportation of students.

Where District vehicles are not available or, where in the case of urgent student transportation needs, timely assignment of a District vehicle cannot be assured, use of personal vehicles to transport students is authorized.

Students transported in District or personal vehicles shall ride in the rear seat of the vehicle. No transportation of students on motorcycles is permitted.

Only persons authorized by the Superintendent shall transport students, whether in District or personal vehicles.

3-100 Fiscal Management

© 3-105 Disposition of Property

The Superintendent shall dispose of surplus property consistent with the State Board of Education's procurement code for school districts (School Procurement Code), the Uniform System of Financial Records (USFR), the Arizona Department of Administration's Surplus Property Management Office (ADOA) and the federal Education Department General Administrative Regulations (EDGAR). The Superintendent shall authorize the disposition of surplus property except where Governing Board authorization is specifically required.

The Governing Board may enter into an agreement with ADOA for the disposition of its surplus property if the District determines that the surplus property disposition by ADOA will not affect the District's normal operations.

The District may donate surplus or outdated property, including learning materials, educational equipment, and furnishings to community nonprofit organizations if the Board determines the cost of selling the items is equal to or greater than market value of the property.

The District may sell used equipment to a charter school or private school before attempting to sell or dispose of the equipment by other means. The Board may offer outdated learning materials, educational equipment, or furnishings to current pupils at the fair market value of the item before the property is offered for public sale.

The District may offer surplus property through competitive sealed bids, public auction, established markets, trade-in, posted prices, or surplus state property consistent with the School Procurement Code and the USFR.

Board members and employees may not directly or indirectly purchase surplus property if they have been directly or indirectly involved in the purchase, disposal, maintenance, or preparation for sale of the surplus property.

Upon approval of the Board, surplus property that has no market value or whose cost of disposal exceeds the market value may be destroyed and discarded.

The District shall dispose of real property or school buildings as authorized by statute.

Adopted:

Legal Authority:

[A.R.S. § 15-326](#)

[A.R.S. § 15-341](#)

[A.R.S. § 15-342](#)

[Ariz. Admin. Code R7-2-1001](#) *et seq.*

Uniform System of Financial Records

[2 C.F.R. § 200.300](#) *et seq.*

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3-100 Fiscal Management

© 3-106 Federal Grants and Other Funding Sources

The District may consider and apply for funding from local, state or federal sources for the purpose of completing its educational mission.

The District may submit proposals to private entities and other sources of revenue to subsidize activities and programs.

As a recipient of any federal grant or funding, the District shall comply with all requirements, including but not limited to ensuring that such funds supplement but do not supplant other funding sources should the grant so require.

The Governing Board has exclusive authority to accept gifts, grants and donations to the District.

The Board may accept and dispose of any funds, gifts, grants, or bequests of any asset(s) in accordance with any requirements under state law and the intent of the instrument conferring title.

Adopted:

Legal Authority:

[A.R.S. § 15-326](#)

[A.R.S. § 15-341](#)

[A.R.S. § 15-1224](#)

Federal Grants and Other Funding Sources

© 3-106.A Procedure - Federal Grants and Other Funds - Federal Grants

The District shall comply with all requirements of the Arizona Department of Education with respect to the monitoring of all federal grants that are processed through that office.

The District shall adhere to all requirements for the federal grant in relevant compliance categories, including but not limited to creation of all records as required by the federal agency, payroll expenditures, non-payroll expenditures, asset management, and grants management.

The District shall audit its federal grants as required.

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Federal Grants and Other Funding Sources

© 3-106.B Procedure - Federal Grants and Other Funds - Acceptance of Gifts and Donations

The District reserves the right to refuse to accept any gift that does not contribute toward the achievement of District goals or if the ownership of the gift would tend to adversely affect the District. The District shall use any donation accepted to further its education mission and will attempt to honor the intent of the donor.

Any gift accepted by the Governing Board shall become the property of the District, may not be returned without Board approval, and is subject to the same controls and regulations as other District properties. The District shall account for any gift or donation received in the requisite inventory and shall deposit any funding received in a separate bank account if authorized or with the County Treasurer in compliance with the Uniform System of Financial Records (USFR).

The District shall not accept any gift or donation that would violate procurement requirements. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

District employees do not have authority to accept gifts and donations on behalf of the Board.

DDA

FUNDING SOURCES OUTSIDE THE DISTRICT

The District may submit proposals to private foundations and other sources of financial aid for subsidizing such activities as innovative projects, feasibility studies, long-range planning, research and development, or other educational needs.

Timelines permitting, grant proposals are to be approved by the Board before being submitted to the funding agency. The Superintendent shall establish administrative guidelines for the processing of proposal ideas to the Board for its approval.

The Governing Board may receive, hold, and dispose of any gift, grant, or bequest of property or equipment in accordance with state law and the intent of the instrument conferring title.

The Governing Board may also accept gifts, grants, or devises of money. The disposition of unused funds from these sources shall be in accordance with law.

Grants from Private Sources

The Governing Board may accept on behalf of and for the School District any bequest or gift of money or property for a purpose deemed by the Governing Board to be suitable, and to utilize such money or property so designated. The acceptance of gifts of real property shall be submitted to the electorate unless:

- A. The gift occurs in lieu of a purchase already authorized and funded by a bond election; or
- B. The gift is one that involves no hidden or indirect costs to the District and no other expenditure as a condition of acceptance of the gift.

The Superintendent shall set up a procedure for examining and evaluating offers of gifts to the school District and criteria to be met in the acceptance of gifts.

Every gift shall be given to the School District as a whole, and not to a particular school. At the discretion of the Superintendent, the gift may be used in a particular school.

If not inconsistent with the terms of the gifts, grants, and devises given, any balance remaining after expenditures for the intended purpose of the monies have been made shall be deposited in accordance with state law.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S. 15-341

CROSS REF.:

KCD - Public Gifts/Donations to Schools

DDA-R

FUNDING SOURCES OUTSIDE THE DISTRICT

(Grants from Private Sources)

Any gift presented to the School District must be accompanied by a letter from the donor for official action and recognition by the Governing Board.

To be acceptable, a gift must satisfy the following criteria:

- A. It will have a purpose consistent with those of the school.
- B. It will be offered by a donor acceptable to the Governing Board.
- C. It will not add to staff load.
- D. It will not begin a program that the Governing Board would be unwilling to take over when the gift or grant funds are exhausted.
- E. It will not bring undesirable or hidden costs to the School District.
- F. It will place no restriction on the school program.
- G. It will not be inappropriate or harmful to the best education of pupils.
- H. It will not imply endorsement of any business or product.
- I. It will not be in conflict with any provision of the school code or public law.

Any gifts, grants, or bequests shall become School District property.

Before approval by the Governing Board, except in instances where the gifts are by will or similar disposition, all donors shall consult with the Superintendent and principal before gifts are presented to ensure usability of such gifts.

A letter of appreciation signed by the President of the Governing Board and by the Superintendent shall be sent to the donor.

3-100 Fiscal Management

© 3-107 Fiscal Accounting and Financial Reporting

The Governing Board shall establish a school calendar that maintains at least one hundred and eighty (180) days of instruction and that requires the requisite amount of instructional time for purposes of calculating students' average daily membership.

The District shall account for all revenues, expenditures, and fund balances in accordance with the requirements of the Uniform System of Financial Records (USFR).

The District may apply to the State Board of Education to assume accounting responsibility in accordance with state law.

The Superintendent is responsible for the preparation and presentation of an annual financial report for the prior fiscal year to the Governing Board for approval by October 15 of each year. The District shall publish the annual financial report by November 15.

The Superintendent is responsible for the preparation and presentation to the Board of any other report as required by state or federal law or regulation, including but not limited to K-3 reading expenditure budgets, teacher experience information, classroom site fund narrative summaries, transportation route reports, impact aid reports, federal project completion reports, and annual English language learner reports.

Adopted:

Legal Authority:

[A.R.S. § 15-341](#)

[A.R.S. § 15-756.10](#)

[A.R.S. § 15-901](#)

[A.R.S. § 15-904](#)

[A.R.S. § 15-914.01](#)

[A.R.S. § 15-977](#)

[A.R.S. § 15-991](#)

Uniform System of Financial Records

IA

INSTRUCTIONAL GOALS AND OBJECTIVES

The primary mission of Amphitheater Unified School District is to provide its children with a quality education. This will be accomplished by producing and maintaining a learning environment that fosters current and future productivity and satisfaction.

In its relationship with the instructional program, the Governing Board hopes to make its finest contribution to education in our community. The Board sees itself supporting and facilitating the efforts of the faculty.

Fine teachers, administrators and other instructional personnel need several kinds of important help from laymen. Most important of all, they need to know what the community expects children and youths to learn. Accordingly, the Governing Board establishes and is attentive to the purposes for its schools.

The Board believes how school is to be taught is the prerogative of the staff as guided by the District mission, vision, goals and values, and as anchored by educational standards. The Governing Board's contribution to that operation is to provide the needed equipment, materials of instruction, services, and such other facilitating action as may be requested.

The Governing Board is interested, too, in supporting the staff's continuing efforts to improve the instructional program and assumes that there is always room for improvement.

The School District should have a comprehensive system of constructive evaluation whereby school programs and student progress can be continually appraised. The staff will present to the Governing Board student achievement data, based on the District's goals and objectives, which will enable the Governing Board to evaluate the educational system, guide improvement efforts, and foster community support of schools.

Schools should establish a code of discipline commensurate with community and legal standards.

The Governing Board expects the school system to affect the following goals (product goals) for each student:

- A. *Goal 1.* Each student should develop a healthy self-concept.
- B. *Goal 2.* Students should develop skills needed to enter the world of work with an awareness of opportunities and requirements related to specific vocations and advanced education. Each student should become a contributing member of society equipped with the skills, knowledge, and values necessary to meet the challenges of a changing world.

- C. *Goal 3.* Each student should acquire attitudes, knowledge, and habits that permit functioning effectively as a responsible citizen.
- D. *Goal 4.* Each student should acquire good health habits and an understanding of conditions necessary for maintaining physical and emotional well-being.
- E. *Goal 5.* Each student should have opportunities for the development of understanding and appreciation of human achievement in the humanities, fine arts, and sciences.
- F. *Goal 6.* Each student should have the opportunity to develop a wide variety of interests.
- G. *Goal 7.* Each student should be exposed through active participation to situations that encourage them to ask questions, make decisions, accomplish tasks, test new things, examine alternatives, and express creative thinking.
- H. *Goal 8.* Each student should develop self-discipline by becoming aware of the benefits of good discipline and should be willing to assume responsibility for their own actions.
- I. *Goal 9.* Each student should develop skills in mathematics, reading, writing, speaking, and listening to the maximum level of their individual abilities.

Adopted: date of Manual adoption

CROSS REF.:

IJNDB - Use of Technology Resources in Instruction

IB

ACADEMIC FREEDOM

Freedom of Speech

Personnel of the School District are expected to exercise their constitutionally guaranteed right to freedom of expression. The Governing Board recognizes that no freedom is absolute and reminds employees they are representatives of the District and should use discretion when exercising their right to freedom of speech.

Academic Freedom

Educators must be free to think and to express ideas, free to select and employ materials and methods of instruction, free from undue pressures of authority, and free to act within their own professional groups. Such freedom should be used judiciously and prudently to the end that it promotes the free exercise of intelligence and student learning. Freedom of speech must be exercised within the context of the basic ethical responsibilities of the profession. Those responsibilities include:

- A. A commitment to democratic tradition and its methods.
- B. A concern for the welfare, growth, and development of children.
- C. An awareness of the method of scholarship.
- D. An application of good taste and judgment in selecting and employing materials and methods of instruction.
- E. An awareness of the needs and sensitivities of the community.
- F. The obligation to teach state standards.

Adopted: date of Manual adoption

ICA

SCHOOL CALENDAR

In a regular meeting no later than February of each year, the Governing Board shall adopt and direct the dissemination of the school calendar for the following school year. In advance of the meeting, the Superintendent shall submit a proposed calendar resulting from adequate prior consultation with District employees represented, if they desire, by their employee organizations.

The school year shall be considered to include:

- A. A specified number of teaching days (or equivalent), to be not less than the number specified by state statute.
- B. If an emergency arises that requires the closing of school(s) for one (1) or more day(s), certificated employees will work an equal number of days without additional pay making up the cancelled day(s). Support staff employees who do not work will not receive pay on a day of a school closing but will be paid for work on a subsequent make up day.
- C. A day or days at the beginning of the school year for orientation of new staff members.
- D. A day before schools open and a day after schools close.
- E. A day or days for planned in-service educational programs for staff members.

Major changes in the school calendar will be made by the Governing Board upon recommendation by the Superintendent following consultations with employees as indicated above.

Adopted: date of Manual adoption

ICA-E

SCHOOL CALENDAR

This document may be found on the [District's website](#).

ID-R

SCHOOL DAY

The school day shall be arranged and scheduled by the administration, within the limitations of school facilities, employee organization agreements, and requirements of state laws and regulations, so as to offer the greatest return educationally for the time spent.

Students

In accordance with state law, the following guidelines, or their annualized equivalents, regarding the length of the instructional day shall be maintained:

- A. *Kindergarten students* must be enrolled in the kindergarten program for a minimum of one hundred twenty (120) minutes each day, or six hundred (600) minutes per week, not including lunch periods and recess periods.
- B. *First, second, and third grade students* must be enrolled for a minimum of two hundred forty (240) minutes each day, or one thousand two hundred (1,200) minutes per week, not including lunch periods and recess periods.
- C. *Fourth, fifth, and sixth grade students* must be enrolled for a minimum of three hundred (300) minutes each day, or one thousand five hundred (1,500) minutes per week, not including lunch periods and recess periods.
- D. *Seventh and eighth grade students* must be enrolled for a minimum of three hundred sixty (360) minutes each day, or one thousand eight hundred (1,800) minutes per week, not including lunch periods and recess periods.
- E. *High school students* must be enrolled in a minimum of four (4) subjects or the equivalent thereof that count toward graduation.

Employees

All employees shall comply with the rules and regulations of the school in which they are employed with respect to hours worked per day as it pertains to each school's opening and closing hours, lunch periods, etc.

A workday is generally construed to be of a full eight (8) hours duration, with exact times determined by the respective administrative officials.

Fiscal Accounting and Financial Reporting

© 3-107.A Procedure - Fiscal Accounting and Financial Reporting – Accounting

The District shall maintain accounting standards as provided by the Uniform System of Financial Records (USFR).

If the District maintains its own accounting responsibility, it shall operate with independence from the County with respect to revenues and expenditures, including allocating revenues, monitoring vouchers, authorizing and issuing warrants, and maintaining and verifying staff records for certification and payroll purposes.

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Fiscal Accounting and Financial Reporting

© 3-107.B Procedure - Fiscal Accounting and Financial Reporting - Annual Financial Report

The Superintendent shall present the annual financial report to the Governing Board for the previous fiscal year by October 15 of each year. The Board shall submit the annual financial report to the Arizona Department of Education (ADE) and the Superintendent of Public Instruction.

The annual financial report shall be in the format prescribed by the Auditor General.

The District shall publish its annual financial report by November 15 of each year in one of the following manners:

1. In a newspaper of general circulation in the District;
2. By electronic submission to ADE for publication on its website;
3. In the official newspaper of the County; or
4. By mailing to each household in the District.

If published electronically, the District shall maintain a link on its website to the annual financial report. If published in a newspaper, the size of the newspaper print shall be at least eight-point type and the publisher's affidavit of publication shall be filed by the Board with the Superintendent of Public Instruction within thirty (30) calendar days after publication.

Fiscal Accounting and Financial Reporting

© 3-107.C Procedure - Fiscal Accounting and Financial Reporting - Transfer of Accounting Responsibilities

The District may apply to the State Board of Education to assume accounting responsibilities. The District may request an evaluation by the Auditor General's office to obtain its recommendation. The District shall notify the County Treasurer and the County School Superintendent of its intention in a timely manner in the fiscal year preceding the fiscal year of implementation.

The District shall develop an accounting responsibility plan that contains all items as required by statute, including:

1. Administrative and internal accounting controls designed to achieve compliance with the Uniform System of Financial Records (USFR);
2. Procedures for approving, preparing, and signing vouchers and warrants;
3. Procedures to ensure verification of administrators' and teachers' certification records with the Arizona Department of Education for all classroom, administrative personnel, and others required to hold a certificate;
4. Procedures to account for all revenues, including allocation of certain revenues to funds;
5. Procedures for reconciling the accounting records monthly to the County Treasurer;
6. A compilation of resources required to implement accounting responsibility, including, at a minimum, personnel, training, and equipment, and a comprehensive analysis of the budgetary implications of accounting responsibility for the school district and the County Treasurer.

If the State Board of Education approves the assumption of the accounting responsibility for the District, the District shall contract with an independent certified public accountant for an annual financial and compliance audit.

3-100 Fiscal Management

© 3-107.D Procedure - Fiscal Accounting and Financial Reporting - Calculation of Average Daily Membership

The District shall follow all guidance issued by the Arizona Department of Education in accounting for student enrollment, attendance, accounting and reporting policies, procedures, and forms.

The District shall ensure that the instructional day contains the requisite number of instructional minutes as prescribed in state law or regulation for each grade level or program.

Pursuant to A.R.S. § 15-901(A)(1), the District shall withdraw a student for purposes of counting the student in the District's average daily membership if the student is absent for ten (10) consecutive school days, except for excused absences as identified by the Arizona Department of Education. A student who is absent for nine (9) or fewer consecutive school days (including the last day of the school year) is not a withdrawal.

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Fiscal Accounting and Financial Reporting

© 3-107.E Procedure - Fiscal Accounting and Financial Reporting - Instructional Time Model

The District may adopt an Instructional Time Model (ITM) pursuant to [A.R.S. § 15-901.08](#) to meet instructional hour requirements through activities such as remote instruction, project-based learning, mastery-based learning, weekend courses, and evening courses.

The District may define instructional time and instructional hours to include any combination of 1) in-person instruction; 2) remote instruction; 3) partial proxies for time such as completed assignments and projects; and 4) extracurricular activities aligned with course objectives.

The District may offer a mastery-based model of instruction rather than a seat timed based model. The District may promote a student to the next grade level (with parent permission) if the student achieves mastery in each of the required subjects according to adopted State Board academic standards.

The District must hold two public hearings prior to the adoption of an ITM.

The District shall notify the Arizona Department of Education using its prescribed template of the adopted ITMs and the contents. The District shall comply with the notice requirements to parents of its ITM and of any requirements particular to a student, such as achievement of a mastery level.

3-100 Fiscal Management

© 3-108 Audits

The District shall conduct an annual or biennial audit as required by state or federal law and in compliance with generally accepted auditing standards and the Uniform System of Financial Records (USFR).

Independent Auditors

The Superintendent shall implement procedures that comply with all state and federal requirements for District fiscal management and audits. The Superintendent shall contract with an independent certified public accountant for an annual financial and compliance audit.

Roll Call Vote

The Governing Board shall publicly accept all audits and compliance questionnaires by roll call vote. The Superintendent will provide Board members access to audit reports and the USFR compliance questionnaire as part of submitting the District's audit for Board acceptance.

Posting Requirements

The District shall prominently post on its website home page a display of the percentage of every dollar spent in the classroom by the District from the most recent status report issued by the Auditor General.

The District shall prominently post average teacher salary information on its website separately from the budget, including:

1. The average salary of all teachers employed by the District for the budget year;
2. The average salary of all teachers employed by the District for the prior year;
3. The dollar increase in the average salary of all teachers employed by the District for the budget year; and
4. The percentage increase in the average salary of all teachers employed by the District for the budget year.

Adopted:

Legal Authority:

[A.R.S. § 15-213](#)

[A.R.S. § 15-903](#)

[A.R.S. § 15-914](#)

[A.R.S. § 15-914.01](#)

[A.R.S. § 41-1279.03](#)

[Ariz. Admin. Code R7-2-803](#)

Uniform System of Financial Records

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Audits

© 3-108.A Procedure - Audits - Audit Requirements

The District will commission either an annual or a biennial audit as required by the Uniform System of Financial Records (USFR) and state and federal law. The District will procure an independent certified public accountant to perform the requisite audit(s) using generally accepted auditing standards.

If the District has an adopted expenditure budget of \$2,000,000 or more for the Maintenance and Operation (M&O) Fund, the District shall contract for an annual financial statement audit. If the District has an adopted expenditure budget of less than \$2,000,000 but more than \$700,000 for the M&O Fund, the District shall contract for a biennial financial statement audit. Audit reports are due for the previous fiscal year to the Auditor General by March 31.

If the District spends \$750,000 or more annually in federal awards, the District shall comply with the federal annual single audit requirements, requiring an audit of financial statements and federal programs.

If permitted by federal law, the District may convert to a biennial audit schedule if the previous annual audit conducted pursuant to this procedure did not contain any significant negative findings. If a biennial audit of the District contains any significant negative findings, the District shall convert back to an annual audit schedule. If the District is required to convert back to an annual audit schedule because of significant negative findings, the District may subsequently convert to a biennial audit schedule if the previous two annual audits did not contain any significant negative findings. For the purposes of this Procedure, "significant negative finding" means a finding that results in the issuance of a letter of noncompliance from the Auditor General.

Audit contracts and contract amendments shall be submitted to the Auditor General before the District signs the contract and the audit firm begins work.

In connection with any audit, the District shall contract for a systematic review of purchasing practices using methodology consistent with sampling guidelines established by the Auditor General.

3-100 Fiscal Management

© **3-109 Procurement**

The District shall ensure that all aspects of bidding and purchasing procedures conform to federal and state laws, rules and regulations. In connection with the District's procurement of goods, services, or construction, the District shall comply with the Arizona Constitution, [A.R.S. § 38-501 et seq.](#), [A.R.S. § 15-213 et seq.](#), the State Board of Education's procurement code for school districts (School Procurement Code), and the Auditor General's Uniform System of Financial Records (USFR).

The Superintendent shall be responsible for all purchasing, contracting, competitive bidding, and receiving and processing of all bid protests in accordance with state and federal law. Competitive procurement is required for every expenditure of public monies in excess of the limits specified in [A.R.S. § 41-2535](#).

Governing Board Approval

The Governing Board shall approve all procurements of \$100,000 or more. The Board delegates authority to the Superintendent to approve all procurements under the \$100,000 threshold.

Delegation of Procurement Authority

Pursuant to Arizona [Administrative Code R7-2-1007](#), the Board delegates procurement authority to the Superintendent, who shall serve as the District representative in procurement matters. The Board may separately delegate procurement responsibilities to other employees and permits the Superintendent to delegate authority to other employees according to the process outlined in the School Procurement Code.

Multi-Year Purchases

Subject to Board approval, the District may enter into purchase contracts for up to five (5) years if a multiyear agreement is in the District's best interest. The District shall include requisite findings in the procurement file regarding availability of funding and benefit to the District.

Public Inspection

The District shall make available for public inspection all information, bids, proposals, and qualifications submitted, findings and other information considered in issuing procurement.

Conflict of Interest

In connection with the District's purchase of goods, services, or construction, Board members and District employees shall annually disclose conflicts of interest as required by state and federal law.

Board members and District staff shall file the disclosure of any conflict of interest. If a Board member or District employees or their relatives have a conflict of interest in any procurement of services, equipment, or construction, the Board member or District employee shall refrain from participating in any way in the procurement, including but not limited to making recommendations, giving advice or communicating with anyone involved in the procurement process.

Vendor Relations

District employees who supervise or participate in contracts, purchases, payments, claims, or other financial transactions or who supervise or participate in the planning, recommending, selecting, or contracting for materials, services, goods, construction, or construction services for the District shall not solicit or accept any personal gift or benefit, except as permitted below and by law.

A gift or benefit means a payment, distribution, expenditure, advance, deposit or monies, any intangible personal property, or any kind of tangible personal or real property. A gift or benefit does not include food or beverage, expenses or sponsorships related to a special event or function related to individuals identified in this Policy, nor does this include an item of nominal value such as a greeting card, T-shirt, mug or pen, food or beverage, or expenses or sponsorships relating to a special event or function to which individuals involved in procurement are invited. Board members and District employees may accept gifts or benefits of nominal value from a vendor as permitted by statute.

Purchase from District Employees or Board Members

The District must use competitive bidding when purchasing any equipment, material, supplies, or services from District employees regardless of dollar amount. This applies to any purchase using District monies, including extracurricular activities fees tax credit, student activities monies, gifts and/or donations.

The Board authorizes purchases from Board members as authorized pursuant to [A.R.S. § 15-323](#). The District must follow all procurement requirements with respect to any purchase from a Board member. Each purchase must be specifically approved by the Board after the appropriate procurement process. The minutes of the Board meeting shall reflect the amount of the purchase. Unless otherwise permitted by statute, the District shall not exceed \$300 for any single transaction with a Board member and the total purchases from any Board member within any twelve (12) month period shall not exceed \$1000.

Job Order Contracting

The maximum dollar amount of an individual job order for a job-order-contracting construction service shall be \$1,000,000 unless otherwise specifically authorized by the Board.

Adopted:

Legal Authority:

[Ariz. Const. Art. IX, § 7](#)

[A.R.S. § 11-952](#)

[A.R.S. § 15-213](#) *et seq.*

[A.R.S. § 15-323](#)

[A.R.S. § 15-382](#)

[A.R.S. § 15-765](#)

[A.R.S. § 38-501](#) *et seq.*

[A.R.S. § 35-393](#) *et seq.*

[A.R.S. § 41-2535](#)

[Ariz. Admin. Code R7-2-1001](#) *et seq.*

Uniform System of Financial Records

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.

The Superintendent shall ensure that all aspects of bidding and purchasing procedures conform to federal and state laws, rules and regulations. Administrative regulations shall be established to assure the District is in full compliance, including contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. (2C.F.R. 200.321).

Purchases Not Requiring Bidding

Purchases in an aggregate amount of less than ten thousand dollars (\$10,000) may be made at the discretion of the Superintendent. Such procurements are not subject to competitive purchasing requirements, however reasonable judgment should be used to ensure the purchases are advantageous to the District.

Written price quotations will be requested from at least three (3) vendors for transactions in an aggregate amount of at least ten thousand dollars (\$10,000) and less than one hundred thousand dollars (\$100,000). 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.

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.

Unless otherwise provided by law, contracts for materials or services and contracts for job-order-contracting construction services may be entered into if the duration of the contract and the conditions of renewal or extension, if any, are included in the invitation for bids or the request for proposals and if monies are available for the first fiscal period at the time the contract is executed. The duration of contracts for materials or services and contracts for job-order- contracting construction services shall be limited to no more than five (5) years unless the Board determines that a contract of longer duration would be advantageous to the District. Once determined, the decision should be memorialized in meeting minutes and in the contract/bid file. Payment and performance obligations for succeeding fiscal periods are subject to the availability and appropriation of monies. The maximum dollar amount of an individual job order for a job-order-contracting construction service shall be one million dollars (\$1,000,000) or as determined by the Board.

Online Bidding

Until such time as the State Board of Education adopts rules for the procurement of goods and information services by school districts and charter schools using electronic, online bidding, the District may procure goods and information services pursuant to A.R.S. 41-2671 through 2673 using the rules adopted by the Department of Administration in implementing 41-2671 through 2673.

Purchases Requiring Bidding

Sealed bids and proposals shall be requested for transactions to purchase construction, materials, or services costing more than one hundred thousand dollars (\$100,000). All transactions must comply with the requirements of the Arizona Administrative Code and the Uniform System of Financial Records.

Public Inspection and Rationale for Awarding a Contract

The Governing Board shall make available, for public inspection, all information, all bids, proposals and qualifications submitted, and all findings and other information considered in determining whose bid conforms to the District's invitation for bids. Documentation 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.

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.

Adopted: February 09, 2021

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.*

A.G.O.

I83-136

I87-035

I06-002

USFR: VI-G-8 *et seq.*

2C.F.R. 200.321

CROSS REF.:

BCB - Board Member Conflict of Interest

DJ - Purchasing

DJG - Vendor/Contractor Relations

GBEAA - Staff Conflict of Interest

JLIF - Sex Offender Notification

GBEAA-R

STAFF CONFLICT OF INTEREST

Nepotism

State law and the Governing Board's policy permit District employment of members of the same family, subject to the following restrictions:

No officer or employee of the District may employ, direct the employment of, or subsequently promote or direct the promotion of a family member who is within the third degree of relationship. The third degree of relationship includes:

Parents/parents-in-law

Brother/sister/brother-in-law/sister-in-law

Spouse

Children/stepchildren

Grandparents

Grandchildren

Procurement

© 3-109.A Procedure - Procurement - Compliance Requirements

The District shall comply with all requisite procurement laws and regulations, including but not limited to the State Board of Education's procurement code for school districts (School Procurement Code) in [Ariz. Admin. Code R7-2-1001](#) *et seq.*

When determining the level of competitive purchasing required (i.e., written quotes, sealed bids or proposals), the District shall consider not only the dollar amount of the current purchase, but the total dollar amount of all like-item purchases that might occur during the fiscal year. If the amount of the good or service that will be needed during the year is uncertain, the District should analyze cumulative purchases of like items for the previous fiscal year and adjust the estimate for any changes (e.g., increased enrollment, new school) that might affect the amount of the good or service needed.

The Superintendent may delegate the Superintendent's procurement authority in a manner that is compliant with [Ariz. Admin. Code R7-2-1007](#).

A. Quotations

Purchases of less than \$10,000 may be made at the discretion of the Superintendent. Such procurements are not subject to competitive purchasing requirements, however reasonable judgment should be used to ensure the purchases are advantageous to the District.

Written price quotations will be requested from at least three (3) vendors for transactions of at least \$10,000 but not more than \$100,000 or the threshold as specified in [A.R.S. § 41-2535](#) and Uniform System of Financial Records (USFR) § VI-G. A request for quotations should be issued in sufficient time before the purchase is to be made and in adequate detail to allow vendors to respond effectively. If three (3) written price quotations cannot be obtained, documentation showing that the vendors contacted did not offer written price quotations, or explaining why written price quotations were not obtained, shall be maintained in the procurement file.

B. Sealed Bids or Proposals

Sealed bids and proposals shall be requested for transactions to purchase construction, materials, or services costing more than \$100,000. The District may use an alternative form of procurement as authorized.

C. Bidder List

The District shall maintain a prospective bidders' list. Vendors desiring to be included on the District's prospective bidders' list must notify the District. If the District's prospective bidders' list has four (4) or fewer prospective bidders on the list, the District shall publish

notices of the invitation for bids or request for proposals in the official newspaper of the County in addition to issuing an invitation for bids or request for proposals to vendors on the bidders' list.

D. Cooperative Purchasing

In lieu of obtaining quotations or conducting a competitive procurement, the District may purchase materials, services, specified professional services, construction, or construction services with one or more public procurement units pursuant to a cooperative purchasing agreement approved by the Governing Board.

Prior to making a purchase under a cooperative purchasing agreement, the District shall perform due diligence to ensure that the cooperative purchase is in compliance with the School Procurement Code.

Prior to making a purchase through a cooperative purchasing agreement of \$100,000 or more, the District representative shall document the reasons that a cooperative purchasing agreement is advantageous to the District. All purchases made from a cooperative purchasing agreement costing more than \$100,000 shall be approved by the Board.

E. Emergency Purchases

An exception to the requisite procedures for price competition may be made in the event of an emergency involving the health, safety, or welfare of school personnel or students. In such an emergency, declared by the Superintendent, emergency purchase action may be taken without price competition, if necessary. Even under emergency conditions, price competition should be sought if it will not unacceptably delay the correction of the condition requiring emergency procedures. If emergency purchases are made without price competition, a complete written description of the circumstances should be maintained in the procurement file.

F. Sole Source Procurements

A contract may be awarded for a material, service, or construction item without competition if the Board determines that there is only one (1) source for the required material, service, or construction item. The District may require the submission of cost or pricing data in connection with an award pursuant to [Ariz. Admin. Code R7-2-1053](#). Sole-source procurement shall be avoided, except when no reasonable alternative source exists. A copy of the written evidence and determination of the basis for the sole-source procurement shall be retained in the procurement file by the District.

The District shall, to the extent practicable, negotiate with the single supplier a contract advantageous to the District.

G. Alternative Procurement

The Governing Board authorizes the use of alternative forms of procurement for construction other than competitive sealed bids, including requests for proposals, construction-manager-at-risk, design-build, and job-order contracting methods of construction.

H. Electronic Bidding/Reverse Auctions

The District may procure goods, services and equipment via electronic, on-line bidding or use reverse auctions as permitted and documented in the School Procurement Code.

I. No Bid Splitting

In determining the method of source selection based upon the aggregate dollar amount of a purchase, the District shall consider the scope and total cost of the entire purchase. Procurement requirements shall not be artificially divided or fragmented so as to circumvent the source selection procedures required by the School Procurement Code.

J. Multiple Year Purchases

The District may enter into purchasing contracts for a period of up to five (5) years if the District determines in writing as follows:

1. The estimated requirements cover the contract period and are reasonable and continuing;
2. A multi-term contract will serve the District's best interest by encouraging competition or promoting economies in procurement; and
3. If monies are not appropriated or available in future years, the contract will be cancelled.

K. Documentation and Inspection

The District shall make available for inspection all procurement files upon request of a vendor or as otherwise required.

Documentation provided will include information regarding the most advantageous, with respect to price, conformity to the specifications, conflict of interest declarations and other factors, or whose proposal for qualifications are to be used to select and award the bid. The District will include in the procurement file 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.

Procurement

© 3-109.B Procedure - Procurement - Mandatory Contract Provisions

In entering into contracts with vendors/contractors, the District shall require that the following provisions to be included within such contracts.

A. Employment Eligibility (E-Verify)

Each contract shall require the contractor to comply with state and federal laws regarding immigration. The contract or agreement with each contractor shall contain the warranties indicated below:

1. The contractor is in compliance with all federal immigration laws and regulations that relate to their employees and that they have verified employment eligibility of each employee through the E-Verify program. The contractor shall acknowledge that a breach of this warranty shall be deemed a material breach of the contract subject to penalties up to and including termination of the contract.
2. The contractor acknowledges that the District retains the legal right to inspect the contractor's papers or subcontractor employee who works on the contract to ensure compliance by the contractor or subcontractor.

The contractor shall provide notice to his employees and supervisors.

B. Fingerprint Clearance Requirement

A contractor, subcontractor or vendor, or any employee of a contractor, subcontractor or vendor, who is contracted to provide services on a regular basis at an individual school shall obtain a valid fingerprint clearance card. The Superintendent may exempt from this requirement a contractor, subcontractor, or vendor whom the Superintendent has determined is not likely to have independent access or unsupervised contact with students as part of their normal job duties while performing services to the District. The exemption shall be given in writing and a copy shall be filed in the procurement file.

C. Sex Offender Prohibition

All contracts shall contain language that states as follows:

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.

D. Cancellation of Contracts

As required by [A.R.S. § 38-511](#), each contract for procurement shall specify that within three (3) years after the execution of any contract made by the District, the District may cancel such contract if any person significantly involved in initiating, negotiating, securing, drafting, or creating the contract on behalf of the District is, at any time while the contract or any extension of the contract is in effect, an employee or agent of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.

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Procurement

© 3-109.C Procedure - Procurement - Statutory Exemptions

A. Special Education Services

The District is not required to engage in competitive bidding 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 Arizona Department of Education Division of Exceptional Student Services.

The District may, without competitive bidding, purchase or contract for any products, materials and services directly from Arizona Institute for the Blind, certified nonprofit agencies that serve individuals with disabilities, and Arizona Correctional Institutes if the delivery and quality of the goods, materials or services meet the District's reasonable requirements.

B. Intergovernmental Agreements

Intergovernmental agreements and contracts between school districts or between the District and other governing bodies are exempt from competitive bidding.

C. Insurance

The District is not required to engage in competitive bidding to make a decision to participate in insurance programs or purchase re-insurance subject to the parameters of A.R.S. § 15-213.

D. Funds Held In Trust

The District may be exempt from compliance in spending extracurricular activities fees tax credit contributions and monies held in trust by the District, such as student activities monies. The District may be required to competitive bid the use of funds from such accounts if the purchase is from an employee or Governing Board member.

Procurement

© 3-109.D Procedure - Procurement - Construction Procurement

Expenditures for the procurement of construction, materials and services shall comply with the Arizona Constitution, [A.R.S. § 38-501](#) *et seq.*, [A.R.S. § 15-213](#) *et seq.*, the State Board of Education's procurement code for school districts, and the Auditor General's Uniform System of Financial Records (USFR).

Construction is defined as physical changes to land or buildings that materially alter the previous structure or physical condition, including fixed physical additions to land such as concrete, fencing, structural remodeling, major renovations that are not merely maintenance in nature, and major demolitions. All such construction shall be identified, and the estimated aggregate total cost of goods and services for the project shall be made before undertaking the project. This estimated total cost shall determine which procurement methods shall be used.

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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 objectives for development:

- A. Schools that house the educational programs must be adequate, safe, healthful, and attractive.
- B. Schools must be planned, arranged, equipped, and sufficiently flexible to facilitate the achievement of curriculum objectives and changes.
- C. School and site design must contribute to the occupants' and community's sense of values from practical as well as aesthetic points of view.
- D. A long-term plan for school construction supportive of the school program must be developed and maintained.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-341

15-342

15-2002 *et seq.*

15-2031

3-200 Facilities

© 3-201 Facilities

The Superintendent has the authority to control and manage District facilities. No employee shall use school facilities in connection with any activity that is not directly related to the employee's job duties without approval of the Superintendent.

Sale/Lease

The Governing Board may call for an election to purchase or sell school facilities or to enter into a long-term lease for more than twenty (20) years but less than ninety-nine (99) years. The Board may also sell or lease school facilities without an election in compliance with state law. The Board shall strive to obtain fair market value for the sale or lease of school buildings and grounds.

The District may not prohibit a charter school or private school from negotiating to buy or lease its property in the same manner as other potential buyers or lessees. The District may not accept an offer from a potential buyer or lessee that is less than an offer from a charter school or private school. The District is not required 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 District may not withdraw the property from sale or lease solely because a charter school or private school submits the highest offer.

Construction and Maintenance

The Board may call for an election to construct school buildings.

The Board shall construct and maintain all District facilities and buildings in accordance with state, local and federal requirements, including but not limited to any fire codes, building codes, and mechanical codes.

The District shall maintain and train employees regarding its asbestos management plan in compliance with federal regulations.

Minimum Adequacy Standards

The District may maintain school buildings to comply with minimum school facility adequacy guidelines established by the School Facilities Oversight Board (SFOB).

The Board shall not change grade configurations or take any action that would result in a reduction of pupil square footage unless the District notifies the SFOB and receives written approval to take the action.

Closing of a School

The Board shall fix a time for a public meeting on the proposed closure of a school not less than ten days before voting in a public meeting to close the school. At the meeting, the Board shall hear reasons for or against closing the school. The Board is exempt from these requirements if the Board determines that the school shall be closed because it poses a danger to the health or safety of the students or employees of the school.

Advertising

The Board may permit advertising at District facilities in compliance with the provisions of [A.R.S. § 15-342](#).

Adopted:

Legal Authority:

[A.R.S. § 15-119](#)

[A.R.S. § 15-341](#)

[A.R.S. § 15-342](#)

[A.R.S. § 15-342.04](#)

[A.R.S. § 41-5711](#)

[15 U.S.C. § 2643](#)

FAA

EVALUATION OF FACILITIES **PLANNING AND DEVELOPMENT**

Evaluation Existing Buildings

All existing school facilities will be evaluated periodically for their spatial, thermal, visual, audio, and aesthetic requirements in terms of the desired educational programming, and existing school facilities shall also be evaluated to determine their compliance with current state and federal laws and regulations governing the education of all students, including disabled students.

In addition to the inspections provided by other District personnel, planning for major rehabilitation and remodeling will be incorporated in the school facilities master plan on a scheduled basis.

Determining Extent of New Construction

The extent of new construction shall be determined by the increase in enrollment, by adopted pupil-teacher ratios, by changing educational programs, by the condition of existing facilities, and within the present and projected budgetary limitations.

The extent of new construction shall be determined, in part, by the following:

- A. Size, capacity, and number of buildings shall be determined by the enrollment and intended use, both current and anticipated.
- B. Enrollment information shall be obtained from county agencies, the central administrative staff, and the school administration.
- C. Educational programs shall be prepared first and then accommodated by the architectural design.
- D. Special and community use of facilities shall be considered and provided for to the extent approved by the Governing Board.
- E. New construction shall be provided when modification or expansion of existing facilities is not feasible.
- F. Changes or additions may result from revised pupil-teacher ratios.
- G. As governed by Arizona State law, new construction shall be with voter approval.

Patterns of Participation

The Superintendent and the administrative staff shall involve both the employees and the public in the planning of new construction. In addition, the use of outside educational consultants is encouraged whenever such special expertise would augment school system personnel.

Involving the Staff

The Superintendent shall determine an appropriate level of employee participation in all building projects of the District. When the proposed construction pertains to an existing school, employee participation will be obtained primarily from that school. When the proposed construction is for a new school, the representation will be District-wide.

Upon approval of any project, the director of physical resources:

- A. Will ensure that those affected by the project will have input before the project begins and consultation at appropriate stages throughout the development of the project.
- B. In consultation with involved personnel, will establish a timeline for the completion of the project.
- C. Will ensure that timely planning involving those impacted by the construction schedule takes place in order to avoid, to the extent possible, conflict between school or department activities and construction processes.

Adopted: date of Manual adoption

FACILITIES PLANNING

School District Facilities Master Plan

A School District facility master plan will be maintained and kept up to date. The School District facilities master plan will reflect the needs of current instructional procedures and projected educational programming. The master plan will incorporate population projections, enrollment projections, site acquisition needs, school plant placement, and determination of financial needs for providing the necessary school facilities.

Determining Needs

The significance of providing school facilities that enhance the District's educational program is recognized by the Governing Board. To assure a comprehensive approach to projecting and planning needs, at least the following aspects of need will be considered:

- A. The expanding and changing educational program of the District.
- B. Relations with the total community, and projected developments in those relationships over the years.
- C. Plant and site aesthetics as they affect the education of pupils and feelings of people about their schools.
- D. Changing make-up of our population as to age distribution, educational levels, and the like.
- E. Community planning and zoning.
- F. Financial ability of the School District.
- G. Safety and welfare of pupils.
- H. Relationship between the projected new facilities and those already in existence.
- I. True economy reflecting full value for each tax dollar expended.

The Superintendent is directed to establish such administrative arrangements as the Superintendent may consider necessary to determine such needs. In so doing, a wide range of resources may be drawn upon, including the area utility, commercial, industrial, and governmental entities, as well as the District staff and educational consultants.

Adopted: date of Manual adoption

FACILITIES PLANNING CONSTRUCTION

Planning check list for the development of individual projects:

- A. Determine educational philosophy.
- B. Determine educational program.
- C. Identify facility needs.
- D. Assign priority to each need by school and by total School District.
- E. Assemble priority needs into a list.
- F. Visit school and determine the extent of work listed.
- G. Meet with architect, principal, and others at school.
- H. Select site (if necessary).
- I. Program:
 - 1. Site.
 - 2. Budget.
 - 3. Spaces.
 - 4. Equipment.
- J. Staff revision of educational specifications.
- K. Review revised educational specifications with the Superintendent and consultants.
- L. Preliminary drawings completed.
- M. Preliminary drawings reviewed by principal and consultants.
- N. Revise preliminary drawings.
- O. Preliminary drawings reviewed by:
 - 1. State, county, and city offices as required.
 - 2. School Governing Board review (informal).
 - 3. School Governing Board review (formal).
- P. Compare educational specifications with emerging plans.
- Q. Development of working drawings.
- R. Working drawings reviewed by principal and consultants.
- S. Revise working drawings.
- T. Working drawings reviewed by:
 - 1. City, county, and state officials as necessary.
 - 2. School Governing Board review (informal).
- U. Approval by the Governing Board (formal).

- V. Advertise for bids.
- W. Bids received.
- X. Bids approved by the Governing Board. Note: Bids must include the following items:
 - 1. Performance bond.
 - 2. Labor and materials bond
 - 3. Power of attorney by bonding company.
 - 4. Corporate resolution authorizing signer of contract.
 - 5. Prevailing wage scale.
 - 6. Liability insurance.
 - 7. Worker's compensation insurance.
 - 8. Course of construction property insurance.
- Y. Work start or ground breaking.
- Z. Work in progress with periodic reviews.
- AA. Governing Board inspection and acceptance as substantially complete.
- BB. Project occupied by owner.
- CC. Dedication.

FBA

PLANNING ADVISORS

Involving the Public

New educational programs and/or innovations to educational methods that require the construction of new facilities or the alteration of present facilities, as well as proposed new construction, shall be discussed in public at regular Governing Board meetings and/or with local citizen groups or selected committees.

Using Educational Consultants

The Governing Board recognizes the complexities of providing physical facilities for a dynamic educational program in a rapidly growing community.

Consultants and other appropriate resource personnel from state agencies, colleges, universities, planning laboratories, and consulting firms may be used to augment school system personnel when needed and authorized by the Superintendent.

Adopted: date of Manual adoption

FBA-R

PLANNING ADVISORS

(Involving the Public)

Committees may be appointed by the Governing Board to study specific areas of educational interest or planning.

Meetings shall be scheduled as necessary to permit the public to present their views on matters affecting their particular community or school.

Central administrative staff members shall be available on request to supplement the Governing Board during public presentation of matters involving educational planning.

Visual aids, consisting of drawings, sketches, renderings, models, maps, charts, and other statistical presentations, shall be provided for use at public meetings.

FBB

ENROLLMENT PROJECTIONS

Enrollment forecasts shall be prepared under the direction of the Superintendent, utilizing current enrollment information supplemented with data furnished by the county planning office and other appropriate source data.

Adopted: date of Manual adoption

FBB-R

ENROLLMENT PROJECTIONS

Sources of information to be utilized in forecasting enrollment may include the following:

- A. Public facility plan projections.
- B. Periodic student census.
- C. Principals' reports of current and projected enrollment.
- D. Review and evaluation of proposed rezoning.
- E. Review of approved building permits.
- F. Information submitted by builders and developers.
- G. Reports indicating anticipated and approved number of dwelling units resulting from submitted site plans.
- H. Pima County and state of Arizona birth data.

FD

FACILITIES FUNDING

Financing

The financing of construction projects includes cost estimates, method of financing, payment schedules, and effects on the tax rates. The Superintendent and any designated representatives will explore alternatives and methods of financing for each project and make appropriate recommendations to the Governing Board.

Methods of Financing

Construction projects may be funded from bond funds, capital outlay funds, or levy funds. Usually, smaller projects will be funded from capital outlay or levy funds and large projects will be funded from bond funds.

The use of bond funds implies previous long-range planning. Bond issues, when presented to the voters, should include detailed descriptions of the projects to be financed with the bond proceeds.

The bonded indebtedness of the District is currently limited to thirty percent (30%) of the assessed valuation of the District.

If bond issues are necessary in connection with a construction project, such elections and issues will be conducted strictly in accordance with state law.

Capital outlay and levy projects usually will be contained within one (1) budget year. Such methods of financing will be used to complete projects designated by the Governing Board in the budget planning process. A list of such projects for study by the Governing Board will be developed with input from employees and administrators.

Tax Levies

The impact on the tax rate of each construction project will be determined, and such information will be made available to the Governing Board for use in planning and public discussion.

Adopted: date of Manual adoption

FEB

ARCHITECT / ENGINEER / CONSTRUCTION MANAGER

Professional Services

The Board will appoint certified architects and engineers for professional services as required by building programs.

Architect

The Superintendent's best efforts shall be used to recommend to the Governing Board the selection of an architect capable of successfully carrying out the construction program. In addition, a contract with the architect shall be established, carefully describing the required services and fees.

Selection. After the development of criteria for the evaluation of architects, the Superintendent or the Superintendent's designee shall:

- A. Seek bids from architects, if required by law.
- B. Review bids and/or proposals received from architects.
- C. Recommend to the Governing Board a list of qualified architects.
- D. Provide the Governing Board the information necessary to review and appraise the list of architects submitted to the Board.
- E. Recommend to the Governing Board specific architects or architectural firms for each project from the approved list.

Services. The architect shall:

- A. Develop appropriate designs for facilities that meet the educational needs of the District and satisfy the budgetary constraints established by the Governing Board.
- B. Prepare feasibility studies for additions, alterations, or renovations to existing buildings.
- C. Provide consulting services on technical matters or in support of legal proceedings or public hearings.
- D. Arrange for the technical services required by the owner/architect agreement.
- E. Provide such other services as required by the Governing Board in accordance with the owner/architect agreement.

Contract. A separate contract shall be signed for each project with the architect selected by the Governing Board. The contract shall incorporate District requirements, procedures, and specifications binding upon the architect in the performance of the contractual obligations.

Fees. The architect's fee shall be established by the Governing Board based on the type of services to be rendered and conditions involved.

Engineer

Outside professional engineering services shall be employed whenever District employees lack the expertise to make the engineering judgments and determinations necessary for any given project.

Selection. Services provided by the engineer usually will be upon the recommendation of an architect, after bids are submitted if appropriate. If no such recommendation is possible, the selection procedure shall be the same as for an architect.

Services. The engineer shall:

- A. Develop appropriate designs of required facilities within the budget of the Governing Board.
- B. Prepare feasibility studies of specialized systems.
- C. Provide consulting services on technical matters, or in support of legal proceedings or public hearings.
- D. Provide technical services included in the owner/engineer agreement.
- E. Provide other services requested by the Governing Board within the scope of the owner/engineer agreement.

Contract:

- A. There shall be a written contract entered into between the Governing Board and the engineer, which shall, among other things, define the services to be rendered.
- B. The Governing Board, at its option, may require legal review.

Fees. Agreed fees shall be paid in accordance with the owner/engineer agreement upon submission of invoice to and approval by the Superintendent or the Superintendent's designee.

Adopted: date of Manual adoption

FEB-R

ARCHITECT / ENGINEER / CONSTRUCTION MANAGER

Selection of Architect and/or Engineer

Procedures for selections of architects and/or engineers include the following:

- A. Architects and/or engineers shall submit confidential proposals in response to a "Request for Qualifications" prepared by the District.
- B. Personal interviews may be conducted with architectural and/or engineering firms during selection consideration.
- C. Projects that have been designed by the firms under consideration may be visited to obtain additional background information.
- D. Other clients and contractors may be contacted to further supplement the information available relative to a firm under consideration.
- E. List of recommended architects and/or engineering firms shall be submitted to the Governing Board for selection and appointment.
- F. Preference may be given to firms whose principal owners have demonstrated history of close personal supervision of construction projects.
- G. Recommendations will be made to the Governing Board, which will approve the selection(s) of the most qualified firm(s).
- H. The Associate Superintendent for Budget and Finance shall notify the architects and/or engineering firms of their appointment and prepare an owner/architect agreement.

Services

Engineer. The engineer shall be responsible for providing the following services:

- A. The engineer shall consult and confer with the Associate Superintendent of District Operations to determine the scope of the project, functions desired, budget and time limitations, and such other special or unusual conditions as may require consideration during the design stage.
- B. The engineer shall obtain data from all sources, including manufacturers, to supplement the information available for design purposes.
- C. The engineer shall prepare and submit preliminary drawings and layouts, for review by the Associate Superintendent of District Operations and such other regulatory agencies as required.
- D. Final drawings and specifications shall be prepared for review by the Associate Superintendent of District Operations and regulatory agencies, including but not limited to county plumbing department, county electrical department, county public works department, department of highways, and adjoining or other local jurisdictions.
- E. Plans shall be coordinated with and/or reviewed by all affected utility companies or agencies, both governmental and commercial.

- F. The engineer shall provide documents for bidding purposes.
- G. The purchasing agent shall receive bids and conduct bid openings.
- H. The Associate Superintendent of District Operations will prepare the owner/contractor agreement for execution by all parties.
- I. The engineer shall provide engineering supervision on the project and conduct periodic and final inspections.
- J. The engineer shall review, evaluate, and approve shop drawings, equipment brochures, and samples.
- K. The engineer shall evaluate substitute submittals and make recommendations to the Associate Superintendent of District Operations.
- L. The engineer shall conduct tests and evaluate test reports to ensure conformance with contract documents.
- M. Contract documents, plans, specifications, supplementary drawings, and clarifying details shall be furnished as provided for in the owner/engineer agreement.
- N. The engineer shall process requests for partial payment, change orders, and final payment.
- O. The engineer shall provide all such other services as required by the owner/engineer agreement or subsequent agreement.

Contracts

Architect:

- A. The Superintendent or the Superintendent's designee shall prepare the owner/architect agreement (suggest A.I.A. form, current edition).
- B. The agreement shall be executed by the principal(s) of the architectural firm.
- C. The agreement will be executed by the Associate to the Superintendent for District Operations, with assistance from the Director of Physical Resources.
- D. The contract shall name the project(s), describe the services to be performed, the fee to be paid, the manner of payment, and such other conditions as have been mutually agreed upon between the Governing Board and the architectural firm.
- E. The contract shall require that responsibility for design errors or other architectural errors in the project(s) is that of the architect, and costs for correcting these errors shall be borne by the architect.

Fees

Architect:

- A. Agreed to fees shall be paid in accordance with the owner/architect agreement upon submission of invoice to and approval by the Superintendent or the Superintendent's designee.

- B. Fees for services beyond the scope of the owner/architect agreement may be paid only upon mutual agreement, which is reduced to writing and signed on behalf of both the District and the architect.

Engineer:

- A. Agreed fees shall be paid in accordance with the owner/engineer agreement upon submission of invoice to and approval by the Superintendent or the Superintendent's designee.
- B. Fees for services beyond the scope of the owner/engineer agreement may be paid only upon mutual agreement, which is reduced to writing and signed on behalf of both the District and the engineer.

FEDA

SITE PLANS

(Site Development)

These procedures shall be followed in site development:

- A. The entire available area of a site shall be considered, for possible use for instructional, recreational, or traffic purposes.
- B. Consideration shall be directed to grading to achieve a balance of cut and fill to avoid removal of earth off site.
- C. Topsoil shall be saved and reused as appropriate.
- D. All drainage divides shall be honored.
- E. Driveways and parking spaces shall be provided. Parking spaces shall be provided for persons with disabilities. A driveway shall not encircle the school or serve as a pedestrian walk.
- F. The building shall be located in a site to provide for future expansion along logical and economical lines.
- G. The water main shall be installed for domestic and fire protection purposes.
- H. Sanitary sewer facilities shall be provided either on-site by use of an approved septic system or by connection to the city/county sanitary sewer system.
- I. An adequate storm sewer system for collection, transmission, and disposal of storm water shall be provided.
- J. Utilities shall be provided and extended as required by building needs.

Adopted: date of Manual adoption

FEDA-R

SITE PLANS

(Land Use)

The developed school site shall provide, with limited maintenance, for the following operations:

A. *Instructional:*

1. Space for the school plant and future additions.
2. Space for outdoor instruction, physical education, and recreation.
3. Outdoor circulation between separate instructional spaces such as shops, gymnasium, library, athletic field, and playgrounds.

B. *Auxiliary:*

1. Outdoor circulation to toilets and drinking fountains, lunchrooms, places of assembly, bus loading area, parking areas, and to walks and roads away from the site.
2. Parking areas for buses, cars of patrons, and staff members.

C. *Service:*

1. Outdoor circulation to heating plant, lunchroom kitchen, and storage room.
2. Space for sewage disposal facilities.
3. Space for other utilities.
4. Parking for custodial and service vehicles.

D. *Community:*

1. Some of the community needs may be provided for without enlarging school facilities. However, the following may affect the site planning:
 - a. Mass parking.
 - b. Non-school use of shop facilities, playgrounds, athletic fields, toilets, library, places of assembly, and lunchroom.
2. Schools shall be provided with play areas sufficient to accommodate the required quantity of game areas and equipment.
3. Running tracks shall be considered for all secondary and intermediate schools.

FEDB

CONSTRUCTION PLANS

In the design of any new school facility or the alteration of an existing facility, all state and federal laws and regulations shall be followed, including, but not limited to, federal laws and regulations requiring access to educational facilities by persons with disabilities.

It is important that, to the extent possible, the school be designed so that it is both functional and aesthetically pleasing. The ability of the school design to incorporate cost efficiency, for present and future needs, and to provide an environment that promotes education shall be design features sought by the District.

The Superintendent shall have the responsibility for presenting the Governing Board with building plans for its approval.

"As -Built" Drawings and Specifications

"As-built" drawings and specifications shall be prepared and presented to the District in accordance with the architect's or engineer's contract.

Preliminary Drawings and Specifications

Based on Governing Board approved educational specifications, the preliminary drawings shall be the first step in the development of the architectural drawings. This phase shall include a design project, which will identify the function of the facility, facilities required, and site location. The architect shall prepare line drawings illustrating the following:

- A. Site plan with building location.
- B. Floor plans to illustrate general room locations and overall dimensions.
- C. Exterior elevations.
- D. The total area of the building at this stage, with a cost estimate for construction.

Governing Board approval of the preliminary drawings shall be necessary to proceed to the second phase, working drawings. Subsequent to this approval, the Superintendent or the Superintendent's designee shall present, as necessary, the working drawings, specifications, and design project to the city or county authorities for review and approval.

Working Drawings and Specifications

Working drawings, to the extent practical, shall incorporate the following provisions:

- A. Site plan:
 1. Building location.
 2. Tentative finish grading.

3. Location of future additions.
4. Drives, parking areas (including capacities), and walks.
5. Special developed areas.

B. Floor plans:

1. Room names, sizes (either dimensions or square-foot area), and capacities (gym, cafeteria, library, etc.)
2. Door swings.
3. Overall building dimensions.
4. Equipment (contract or by owner).

C. Exterior elevations (major):

Preliminary fenestration and material indications.

D. Building sections:

1. All major spaces (classroom, auditorium, gym, etc.), indicating roof shapes, ceiling heights, and floor level changes.
2. Important interior elevations, with indications for chalkboards, tackboards, and other similar items.

E. Outline specification and building description.

F. Detailed equipment list.

G. Cost data sheet:

Indicating the results of at least a semi detailed material quantity take-off.

H. Set of plans:

To include electrical, mechanical, lighting, plumbing.

I. Detail plans:

Generally, no detail drawings will be required, but large-scale, detailed plans will be needed for kitchens or other complex area.

Subsequent to the Governing Board's approval, the working drawings package shall be presented to the city or county authorities for review and concurrence.

Detailed Drawings and Shop Drawings

In coordination with District administrators, the architect shall prepare detailed construction documents and specifications that will enable the project to be bid on the market.

Compliance of District Construction Projects with Applicable Codes and Regulations

The construction of new District facilities, as well as improvements to existing District facilities, shall be in compliance with the state fire code unless a fire code has been adopted by the city, town, county or fire district in which the building is located. In addition, all district facilities and improvements to the same shall be constructed in compliance with all current and applicable building, plumbing, electrical, fire prevention, and mechanical codes adopted by the city, town, county or fire district in which the facility is located. In addition, all state and federal laws and regulations shall be followed, including, but not limited to, laws and regulations requiring access to educational facilities by persons with disabilities.

To ensure compliance with applicable codes or regulations, all design and construction of District facilities shall be made under the direction and supervision of a qualified architect or engineer, as appropriate, and all construction services shall be provided by qualified contractors. The Superintendent shall specify the qualifications required for architects, engineers and contractors as those services are procured. Such qualifications shall include, at a minimum, the registration and good standing of architects and engineers with the Arizona Board of Technical Registration and the registration and good standing of contractors with the Arizona Registrar of Contractors.

Pursuant to A.R.S. 34-461, in order to ensure compliance with applicable codes, the Superintendent shall determine whether to submit any district construction project to the building permit and inspection process of the appropriate local jurisdiction(s) or to instead procure the services of a private code compliance inspector. If the Superintendent determines to submit any District construction project to the building permit and inspection process of any local jurisdiction(s), the District shall pay all appropriate fees and comply with all inspection requirements. If the Superintendent determines to procure the services of a private code compliance inspector, the following shall be observed:

- A. The Superintendent shall, by certified U.S. Mail, notify the local applicable jurisdiction(s) of the District's determination not to utilize the jurisdiction's permitting process and to use, instead, private code compliance inspection services for the particular construction project.
- B. The contractor providing construction services on a District project is prohibited from serving as the private code compliance inspector on the same District construction project. Nothing in this provision, however, shall be construed to excuse the contractor providing construction services from that contractor's independent and continuing obligation to construct the project in completed conformity with applicable codes.
- C. The architect for a District project shall be responsible for signing and providing the certificate of occupancy for the project whenever such a certificate is required for the particular project.

- D. The Superintendent shall permanently maintain in the records of the District all documents provided by architects, engineers and private code compliance inspectors memorializing or relating to the certificate of occupancy and the conduct of the inspections for District projects. The Superintendent shall require all project architects, engineers and private code compliance inspectors to provide these documents as a condition precedent for payment of contract retention amounts.

Fire Code Compliance

Notwithstanding any other provision in this or other policy, the District shall seek and obtain all appropriate permits from the local or state office having jurisdiction for the fire code applicable to any District project. In addition, the District shall pay any appropriate fees required by that jurisdiction.

Adopted: date of Manual adoption

FEDBA

EQUIPMENT AND FURNITURE

Equipment and furniture lists shall be prepared for each construction project by the staff of the principal or the associate superintendent and with Governing Board approval and funding, presented to the purchasing agent for bidding.

Adopted: date of Manual adoption

FEE

SITE ACQUISITION

Selection of Building Site:

New Subdivisions

The Governing Board believes that early and long-range planning is the wisest and best policy.

The Governing Board encourages and asks that provisions for school sites be included in the development of new subdivisions.

The Superintendent, working with the administrative staff and such other outside consultants as the Superintendent may desire, shall apply the Board's criteria in searching for new possible sites to recommend to the Governing Board.

The Governing Board believes that site selection and development should start from the premise that the school is an integral and inseparable part of the total community.

The manner and extent to which a site serves the District's educational needs should be considered as only one aspect of its adequacy.

The Superintendent is instructed to establish such criteria and procedures as are necessary to assure the citizens and Governing Board that the best possible sites are being acquired for the least expenditure of public funds.

Adopted: date of Manual adoption

FEE-R

SITE ACQUISITION

Subject to voter approval when necessary, property acquisition for school purposes shall generally proceed in the following manner:

- A. The property shall be appraised at current market value by a competent appraiser.
- B. Negotiations with the owner of the property shall be conducted, and one (1) of the factors to be considered in reaching an agreed upon purchase price shall be the appraised current market value of the property.
- C. The purchase shall be consummated or condemnation proceedings shall be instituted.
- D. The property shall be cleared of all structures as needed.

FEF

CONSTRUCTION COST ESTIMATES

Determination of Costs

A critical factor in the planning of new construction is the determination of costs. The services of architects and engineers and contractors will be utilized in providing accurate estimates of the costs of projects. Such estimates will be updated as new information becomes available until the bids are actually obtained. The Superintendent and any designated representatives will recommend alternates in bids to provide flexibility in controlling the costs of projects.

Adopted: date of Manual adoption

FEG

CONSTRUCTION CONTRACTS

BIDDING AND AWARDS

The construction of a project is deemed to begin when bids are solicited. Conclusion of construction occurs upon completion of all items on the punch list. It is important that construction results in safe, durable structures suitable for their intended purposes. The administration shall monitor the construction process.

The Governing Board shall review contracts for building additions, for new building constructions and equipment, for change orders, for site purchase, for the sale of bonds, and for the insurance coverage of District properties.

Adopted: date of Manual adoption

FEGB

CONTRACTOR'S AFFIDAVITS AND GUARANTEES

The administration shall insist that the contractor and subcontractors shall be required to maintain safe working conditions at the project.

The contractor and all subcontractors shall be required to provide, in accordance with their contracts, all applicable insurance. Providing such insurance shall not relieve the contractor or subcontractor from any legal responsibilities.

The District may, at its discretion, procure additional insurance for its benefit to protect against liability it may incur during the construction project.

Adopted: date of Manual adoption

FEH

SUPERVISION OF CONSTRUCTION

The architect shall provide primary supervision of the construction project. The contractor shall provide professional supervision during all phases of the construction project. The associate superintendent or designee shall make such inspections of the construction activities as deemed advisable to permit the writing of appropriate reports to the Superintendent.

Adopted: date of Manual adoption

FEJ

CONSTRUCTION RECORDS AND REPORTS

Adequate records shall be maintained by the Governing Board representative, architect, and/or engineer on all new construction as an aid to administration and as a history for maintenance purposes. Standard forms, reports, and all forms of correspondence shall be utilized to achieve this purpose.

Assembling and Preserving Important Documents

All documents pertaining to the planning and construction of the facility shall be preserved by the project manager during the one (1)-year warranty period. Thereafter, facility documents will be transferred to the physical resources department, where they will be maintained. Subsequent changes to any facility shall be entered on the original plans, and any new drawings relating thereto shall be submitted to the District and filed and preserved in accordance with this policy.

Payments to Architects, Engineers, and Contractors

Payments to architects, engineers, and contractors will be made periodically during the course of construction and will depend upon the percentage of completion. The architect will be responsible for determining and verifying the completion schedule and the amount due. The project manager and the associate superintendent will also routinely examine the progress of construction and verify the amounts due. In no case will final payments be made until the project has been accepted by the Governing Board.

Adopted: date of Manual adoption

FEJ-R

CONSTRUCTION RECORDS AND REPORTS

Records and Reports

The following list of records or reports shall be provided as required by contract requirements and will be maintained for information and record:

- A. Inspector's daily report (manpower, weather, program).
- B. Architect's or engineer's periodic report.
- C. Concrete tests.
- D. Compaction tests.
- E. Soil analysis reports.
- F. Gradation reports (soil, sand, subbase, base, and asphalt).
- G. Mortar test reports.
- H. Certified mill reports for steel.
- I. Certified tile reports.
- J. All tests and reports on materials.
- K. Load tests (piling, etc.).
- L. Shop drawings and brochures.
- M. Contractor and subcontractor approval (federal).
- N. Payroll record and affidavits.

The following will be maintained on file for record as required by regulations:

- A. Approved drawings and specifications.
- B. Administrative correspondence.
- C. Payment records.
- D. Bonds and certificates of insurance.
- E. Contracts and adjustments.
- F. "As-built" plans and record and information books.
- G. Guarantees and warranties.
- H. All other required legal papers.
- I. Any other report or test report required by the Governing Board.

Assembling and Preserving Important Documents

The contractor shall transmit to the architect or engineer all required drawings, brochures, documents, and related matter required by the contract documents for submission to the District records.

All documents assembled for record purposes shall be maintained in good condition, in reasonably secure storage, and accessible to authorized personnel.

FF

NAMING FACILITIES

Due to the fact that there are many worthy individuals and requests from various sources requesting that various schools be named after said individuals and the District's inability to honor all of these requests, it is the desire of the Governing Board that naming of schools after individuals be discouraged.

Responsibility for making nominations of names for schools to the Governing Board will reside in a joint committee of the Governing Board, the professional staff, the students, and community representatives.

Naming of Facilities Within the School Site

Responsibility for making nominations of names for facilities within the school site to the Governing Board will reside with the Superintendent. The Superintendent will accept nominations from professional staff members, students, and community representatives. All nominations must have approval by the governance council of the school site.

Adopted: date of Manual adoption

FFB

NAMES ON PLAQUES

All major building projects will be identified by suitable plaque(s) identifying the project, year completed, the names of the architectural firm, general contractors, Governing Board members, and Superintendent at the time of the initiation of the project.

Adopted: date of Manual adoption

FG

BOARD INSPECTION AND ACCEPTANCE OF NEW FACILITIES

Completed projects shall be inspected in accordance with the contract for architectural services. Administrative staff inspections shall include those conducted by the project manager, building principal, and other District personnel as appropriate to each project. Recommendations for acceptance of a project shall be made by the project manager to the associate superintendent.

Inspection by Architect and/or Engineer

The architect and/or engineer shall conduct inspections to determine the dates of substantial and final completion and shall require the contractor to furnish all final inspection certificates or permit releases.

Acceptance of Completed Project

The Governing Board shall inspect each project prior to acceptance and occupancy.

If the Governing Board feels that the structure is ready for occupancy, it will accept the structure as "substantially completed" subject to punch list items.

Adopted: date of Manual adoption

FH

STAFF ORIENTATION TO THE NEW FACILITIES

(Training the Staff)

Staff training prior to the occupancy of a particular building shall be a part of the in-service training program. The training shall be directed by the appropriate supervisor, conducted by appropriate personnel, and coordinated with the associate superintendent or the associate superintendent's designee.

Adopted: date of Manual adoption

FI

PUBLIC DEDICATION OF NEW FACILITIES

When appropriate, the Governing Board and administration will conduct dedication ceremonies involving faculty and staff members, students, and interested citizens.

Adopted: date of Manual adoption

KLJA

RELATIONS WITH LOCAL
GOVERNMENT ZONING AUTHORITIES

(District Review of and Comment Upon Rezoning Proposals)

The Governing Board firmly believes that schools exist for the continuing benefit of students and the community as a whole. Consequently, school facilities should be of a caliber that reflects their importance as places where young people learn to become productive and satisfied citizens. Factors or conditions which negatively impact the physical qualities of school facilities and the abilities of schools to serve the public must be mitigated to every extent possible.

When the District receives notice of proposed rezonings or zoning changes, the District should examine the proposed action to determine the impact, if any, upon District schools. Such impacts may include, but are not limited to, the proximity of dangerous or otherwise inappropriate uses to students, or a resulting impact upon school enrollment.

Where a proposed zoning modification would result in conditions which the Superintendent believes are dangerous or otherwise pose a risk in proximity to students, the Superintendent shall express such concerns to the applicable zoning authority and notify the Board of this action.

Where a proposed zoning modification would result in an increase in student enrollment at (a) District school(s), the Superintendent shall notify the zoning authority of the projected impact on the District's ability to provide appropriate school facilities to absorb the impact. Analysis of the impact of proposed rezoning shall take into account other rezoning actions already approved by the zoning authority. If the proposed zoning modification would result in an enrollment increase which would place the school(s) over their enrollment capacity, the Superintendent may also oppose the requested zoning modification.

Parties requesting a residential zoning modification are encouraged to enter into a written agreement with the District to provide monetary or land contributions to be used toward new school construction. Where parties do so, the Superintendent shall take the benefit to the District from such a donation into consideration before responding to the rezoning request. The Superintendent shall also consider other factors, such as District growth patterns, School Facilities Board construction projections, and bond support for school construction, before responding to any rezoning request.

The Superintendent shall make quarterly reports to the Governing Board regarding the status of rezoning matters affecting District enrollment.

Adopted: October 16, 2018

Facilities

© 3-201.A Procedure - Facilities - Facility Opening/Closing

A. New Facilities

The Superintendent shall submit plans for new school facilities to the School Facilities Oversight Board (SFOB) to certify that the plans meet the minimum school facility adequacy guidelines.

B. Closing of a School

Before the Governing Board meeting to discuss closing a school, the Superintendent shall provide written notice to the parents or guardians of all students enrolled in the District at least ten days before a public meeting to discuss closing a school within the District. The notice shall include the reasons for the proposed closure and the time and place of the meeting.

At the public meeting, the Board shall allow public comment for and against closing the school. The Board shall not vote at that public meeting.

The Board may schedule a meeting no sooner than ten (10) calendar days after the initial public meeting held to consider a vote regarding whether or not to close a school.

The Board may consult with the division of school facilities within the Department of Administration for technical assistance and for information on the impact of closing a school. The information provided from the division of school facilities within the Department of Administration shall not require the Board to take or not take any action.

The Board shall comply with any notice and hearing requirements to the community regarding any potential boundary changes that would occur as a result of the potential school closure.

Facilities

© 3-201.B Procedure - Facilities - Outside Business Operations

Only District employees and District-paid contractors acting within the scope of their employment or contract may provide services to students or others on District property during the school day. The District may approve the use of volunteer coaches, classroom or other volunteers, student teachers or professional interns to assist during the school day, subject to requisite fingerprinting and background checks.

The District does not permit sales by any outside vendor or employee of any goods or services on District property unless specifically authorized. The District shall not allow any vendor or potential vendor to conduct a sales call with any staff member unless specifically authorized in writing by the Superintendent.

The District does not permit outside fundraising activity unless an organization has complied with Policy 3-202 regarding Facility Use.

The District may permit advertising at or on its facilities in accordance with [A.R.S. § 15-342\(27\)](#). Advertisements shall be age appropriate and not promote any substance that is illegal for minors such as alcohol, tobacco and drugs or gambling. Advertisements shall comply with the state sex education policy of abstinence. The District shall approve of the content of the advertising.

The District may permit outside business operations and organizations to distribute promotional material. If the District creates a limited public forum for the distribution of promotional material, the District may limit access to the distribution to certain types of organizations, and impose time, place and manner restrictions with respect to the distribution.

3-200 Facilities

© 3-202 Facility Use

Short Term Facility Use

The Governing Board or the Superintendent may lease school property to any person or group for any lawful purpose. There shall be a reasonable use fee for the lease of school property which may include goods contributed or services rendered by the person or group to the District.

The Board or Superintendent may permit the uncompensated use of school property to any school-related group or to any group whose membership is open to the public and whose activities promote the educational function of the District, as determined by the Board.

The Board shall annually approve a fee schedule for the lease of school property and include a designation of the persons or groups that may have uncompensated use of school property. The Superintendent shall require proof of liability insurance for use or lease of school property by outside persons or groups.

Lease

The Board may approve the lease of District property for up to twenty years without holding an election. The Board may enter into a lease or lease purchase agreement for school buildings and grounds for more than twenty (20) years but less than ninety-nine (99) years subject to a vote of the District electorate. A vote may not be required under certain statutory exceptions outlined in [A.R.S. § 15-342](#) and [A.R.S. § 15-342.04](#).

The District may enter into a partnership with an entity, including but not limited to a charter school, another school district or a military base, to operate a school or offer educational services in a District building, including at a vacant or partially used building, pursuant to a written agreement between the parties.

Interference with or disruption of an educational institution is a criminal act under Arizona law.

Lessees on District property must adhere to all legal requirements and use obligations established by the District, including but not limited to prohibitions against bringing alcohol, weapons or drugs onto District property.

Adopted:

Legal Authority:

[A.R.S. § 13-2911](#)

[A.R.S. § 15-341](#)

[A.R.S. § 15-342](#)

[A.R.S. § 15-342.04](#)

[A.R.S. § 15-1105](#)

[A.R.S. § 16-411](#)

[A.R.S. § 36-2801](#)

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COMMUNITY USE OF SCHOOL FACILITIES

(Procedures for Use of Equipment/Facilities)

At least two (2) weeks before the requested use of a facility, a request must be submitted to the District Facility Coordinator. The District Facility Coordinator shall determine, in consultation with site-based staff as needed, the viability of fulfilling the use request.

If the request is denied, the applicant will be provided an explanation of the reasons for the denial.

Upon approval of the request by the District Facility Coordinator, the applicant will be provided with a detailed explanation of costs, requirements and conditions for the use of the requested facility.

Fees:

- A. Payment of fees/projected costs are to be received at least fourteen (14) calendar days in advance of the facility use. Accepted forms of payment are check, cash, cashier's check or money order.

If payment is made within (14) calendar days prior to the facility use, accepted forms of payment are cash, cashier's check or money order only.

- B. A cash bond/damage security deposit may be required, if the District should deem it necessary, for the potential repair or replacement of damaged equipment, furniture, or facility. This deposit is refundable following inspection by site personnel to confirm no damage was incurred.
- C. Each group will be responsible for the repair or replacement of damaged equipment, furniture, or facility occurring during their use of District facilities.
- D. Any cost overruns for services or equipment will be billed to the lessee.

Requirements

An applicant requesting the use of school facilities agrees to comply with the following rules and the District policy concerning conduct on school property if granted permission to use the requested school facilities.

- A. All community group activities, including preparations, must be conducted in such a manner that students can continue their educational programs without undue interruption.
- B. A District employee must be on duty whenever a school building is in use (except as noted below).

- C. The applicant is held responsible for the preservation of order. All children attending or participating in the event or activity must be supervised by responsible adults.
- D. When more than one (1) applicant requests the use of a facility for the same time, the applicant filing first shall be given first consideration. If a school program or calendar changes, the school program shall take priority, even if the activity has been scheduled. Every effort will be made to reschedule the activity as conveniently as possible when such cancellation has occurred.
- E. Confirm knowledge of and commitment to comply with the requirements and restrictions for use of facilities for athletic activities as set out in Board Policy JJIB.
- F. All activities must be conducted within the laws, rules and regulations of the State of Arizona, Pima County, City of Tucson and/or Town of Oro Valley.

Permission Required Prior to Use:

- A. The availability of cafeteria kitchens and other special subject or usage areas may be restricted to specific times or activities. Special fees may be charged for the use of those facilities.
- B. Nothing shall be sold, given, exhibited, or displayed for sale without prior permission from the District Facility Coordinator. Any sales are prohibited unless the proceeds will be used for charitable or nonprofit educational purposes.
- C. Putting up decorations or scenery or moving pianos or other major furniture is not allowed without prior permission.
- D. The issuance of keys to facilities is to be discouraged. However, if no alternative is suitable, it shall be the principal's responsibility to issue and retrieve facility keys according to the District key-control procedures.
- E. Any use of a school facility/equipment not specifically permitted by a Facility Use contract.

Insurance:

- A. Unless waived by the District when use is in conjunction with a District activity, groups must provide the District with documentary evidence of liability insurance of at least one million dollars (\$1,000,000). Amphitheater Public Schools is to be named as an additional insured on the Certificate of Insurance.
- B. The School District and its employees, including the Governing Board, Superintendent or Chief Administrative Officer, are immune from civil liability with respect to all decisions made and actions take to allow the lease or use of school property, unless the School District or its employees are guilty of gross negligence or intentional misconduct. This does not limit any other immunity provisions that are prescribed by law.
- C. All liability insurance is to be secured by the applicant, with evidence being sent to the District office seven (7) calendar days before the date of use. Failure to secure acceptable liability insurance will cancel the use agreement.

Prohibitions:

- A. Permission shall be denied for activities that would exceed the capacity of the facility or be in violation of fire or safety regulations. It shall be the responsibility of the applicant to make appropriate members familiar with the use of fire and other safety devices and procedures.
- B. The following will not be permitted on District property under any circumstances:
 - 1. Illegal drugs;
 - 2. Possession or use of medically prescribed marijuana;
 - 3. Use of prescribed medication, except in an emergency;
 - 4. Alcoholic liquors/beverages;
 - 5. Smoking;
 - 6. Firearms; or
 - 7. Weapons, including but not limited to, knives with a blade length of two and one-half (2 1/2) inches or greater; martial art weapons; explosive devices, or stun guns/tasers.
- C. No District employees shall be paid directly by any group using the facilities. All wages earned by District employees on duty for approved facilities use shall be paid by the District.

Requests for future use may be denied to an organization that fails to comply with established rules.

KF-EA

COMMUNITY USE OF SCHOOL FACILITIES

The District's current Facility Use Fee Schedule may be found immediately following this page. It may also be found [here](#).

KF-EB

COMMUNITY USE OF SCHOOL FACILITIES

REQUEST FOR USE OF SCHOOL FACILITIES

The District's current application for use of district facilities may be found [here](#).

EDC-R

Authorized Use of School - Owned Materials and Equipment

Loaning of Equipment

Except when authorized, School District property is not to be removed from the assigned school building. The Superintendent has discretion to authorize removal of District property from the assigned school.

- A. Loans of school property between schools strictly for School District purpose and use. With the exception of hand tools and working equipment that are charged to the custodian, the principal must approve all loans made from the building. The loan record book must always be filled out by the person making the loan or delivering the property.
- B. Loans to outside organizations or to private individuals, also including loans to District employees for their personal or private use. If the property is not returned in a reasonable time, the Superintendent's office should be notified.
- C. Proof of liability insurance must be provided prior to the lending or renting of any school property by members of the public.

Loan Record Books

A loan record book will be kept in the principal's office. Whenever any loan is authorized, the record form will be filled out, showing the date of loan, the article or articles loaned, by whom loaned, and to whom loaned. When the loaned article is returned, the return blanks will be filled out by the person accepting the returned article.

Employee Use of District Equipment

Because of the liability to the District, employees may not borrow District equipment for personal use. The District, in its discretion, may assign equipment to employees to be used at home only for job-related professional purposes and for the performance of District business. The employee is responsible for transportation and care of such assigned equipment. Additionally, the employee assumes responsibility for the replacement or repair cost of equipment lost, damaged, or stolen while in possession of the employee.

The employee must complete and submit an "Employee Use of District Equipment" form (see Exhibit EDC-E). Approval by the principal/support staff department head and the Superintendent is necessary before equipment can be removed from District premises.

EDC-E

Authorized Use of School - Owned Materials and Equipment

Employee Use of District Equipment

This form must be completed by an employee of Amphitheater Unified School District requesting the loan of District property. This is necessary for any use of District equipment for short-term (less than one [1] week) or long-term (greater than one [1] week) use of District equipment for job-related professional purposes. Approval by both the Superintendent and the principal or support staff department head is necessary before equipment can be removed from District premises.

Employee name: _____

Department/school: _____

Date: _____

Specific equipment requested (include District I.D. number for each item):

Estimated replacement cost of equipment: _____

Requested date of loan: _____

Requested date of return: _____

If this request is approved, I understand that I am responsible for returning the equipment on time and in good condition. I assume responsibility for the replacement or repair cost of all equipment lost, damaged, or stolen while in my care.

Employee: _____ Date: _____

Approved

Principal/Department Head: _____ Date: _____

Superintendent: _____ Date: _____

Facility Use

© 3-202.B Procedure - Facility Use – Service Animals and Animals in Classrooms

A. Definition

"Service animal" means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Service animal does not include other species of animals, whether wild or domestic or trained or untrained. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship does not constitute work or tasks.

B. Access to Facilities

The Superintendent shall allow for the presence of service animals in District schools or on District owned property in accordance with applicable laws, while safeguarding the health, safety and welfare of students, staff and visitors.

The District prohibits discrimination against individuals with disabilities for the use of service animals if the work or tasks performed by the service animal are directly related to the individual's disability.

Service animals must be under the control of the handler at all times. In most instances, the handler will be the individual with a disability or a third party who accompanies the individual with a disability. The District may need to provide some assistance to enable a particular student to handle the student's service animal. The service animal must be harnessed, leashed, or tethered while in public places unless these devices interfere with the service animal's work or the person's disability prevents use of these devices. In that case, the person must use voice, signal, or other effective means to maintain control of the animal. If a service animal is out of control and the handler does not take effective action to control it, staff may request that the animal be removed from the premises.

C. Therapy or Comfort Animals

Therapy or "comfort" animals provide individuals with therapeutic contact, usually in a clinical setting, to improve their physical, social, emotional, and/or cognitive functioning. Therapy animals are not considered services animals under the ADA. Therefore, therapy animals will not typically be permitted in District schools or worksites.

D. Injury Caused by an Animal while on District Property

Staff members, students, or others who have been bitten or injured by an animal at school shall immediately report such incident to building administrator and the school health office. The building administrator should notify the public health authorities if the injury merits medical follow-up. Public health authorities should determine the appropriate action and period of confinement for an animal if an injury results. Any animal involved in a serious injury must be impounded until authorization for release is granted by health authorities. The owner of the animal is liable for any damage to District or personal property and any injuries to individuals caused by the owner's animal while on District property.

E. Classroom Animals

The following conditions, requirements, and restrictions apply to all animals, fish, reptiles, and other living organisms (generically referred to as "animals" throughout this document) on District school campuses, in classrooms, or in other school facilities.

1. Live animals in the classroom must have direct relevance to the objectives of the instructional program.
2. Staff members must receive prior written approval from the building administrator before animals are brought to school or housed in a school facility.
3. A staff member requesting approval to have an animal at school must be certain that:
 - a. Students and school personnel coming in contact with the animal are not allergic to the animal;
 - b. The staff member notifies parents/guardian of all students who utilize the classroom in the presence of the animal. If parents/guardian indicate a student has an allergy or fear of the animal, permission for housing the animal(s) in the classroom may be denied;
 - c. The animal is free from any diseases or parasites;
 - d. The animal presents no physical danger to students or staff members;
 - e. The classroom environment is suitable for the animal (e.g., it meets the needs for the animal's natural sleeping/eating habits, temperature requirements);
 - f. A care schedule is in place for the animal when the staff member is not available (e.g., instructions for a substitute staff member, care and feeding over weekends and school holidays);
 - g. The staff member adheres to local, state and federal laws and to District policies and regulations regarding such animals;
 - h. The classroom will be kept clean, sanitary and free of any animal waste;
 - i. The staff member will assume primary responsibility for the humane and proper treatment of any animal in the classroom; and
 - j. Only the staff member or those designated by the staff member are to handle the animal.

The staff member will provide the principal the following documentation, as appropriate, prior to approval: the vaccination history of the animal, including proof of current rabies and distemper vaccinations; proof of current licensure; proof that the animal has been

spayed or neutered; proof of treatment of fleas and tick; and current certificate from a veterinarian that the animal is healthy and disease free. All provided documentation will be kept in the building administrator and/or Superintendent offices.

Animals shall not be transported in District vehicles without written authorization.

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3-200 Facilities

© 3-203 Visitors

The Superintendent may establish controls and procedures to monitor who is visiting District property, including use of sign in procedures, name tags, and other control mechanisms. The Superintendent may limit both the number of visitors and the times at which visitors are permitted at District facilities.

Classroom Visits by Parents/Legal Guardians

Parents/legal guardians of students who are enrolled in the District or who wish to enroll their student in a District school or program may schedule a visit, tour and/or observation of the classroom and of the school. Parents may schedule a tour by contacting the building principal of the school that they would like to visit. The District administration shall permit a visit, tour and/or observation unless doing so threatens the health and safety of students or District staff.

The building principal may schedule the time and duration of a visit, tour and/or observation so as to minimize disruption on instruction.

Public Conduct on School Property

The following constitutes interference with or disruption of an educational institution under Arizona's criminal code and under this Policy:

1. Threatening to cause physical injury to any staff or student of the District or any person on the property of the District.
2. Threatening to cause damage to any District property or the property of any employee or student at the District. The threat does not need to be directed at any specific property of the District to be a violation.
3. Intentionally or knowingly refusing to leave the property after being ordered to do so by the Superintendent, building administrator or District employee designated by the Superintendent or building administrator to maintain order.

Interference with or disruption of an educational institution is a criminal act under Arizona law.

Visitors on District property must adhere to all legal requirements and use obligations established by the District, including but not limited to prohibitions against bringing alcohol, weapons or drugs onto District property, or use of tobacco or tobacco products, including e-cigarettes, on District property.

Adopted:

Legal Authority:

[A.R.S. § 13-2911](#)

[A.R.S. § 15-341](#)

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Visitors

© 3-203.A Procedure - Visitors - Prohibition Regarding Disruption

A. Definitions

"Interference with or disruption of an educational institution" includes any act that might reasonably lead to the evacuation or closure of any property of the District or the postponement, cancellation, or suspension of any class or other school activity. An actual evacuation, closure, postponement, cancellation, or suspension is not required for the act to be considered an interference or disruption.

"Property of the District" means all land, buildings, vehicles, and other facilities that are owned, operated or controlled by the District and that are devoted to educational purposes.

B. Interference Prohibited

No person on District property may interfere or disrupt the District's educational mission.

The following actions constitutes interference with or disruption of an educational institution under Arizona's criminal code and under this procedure:

1. Threatening to cause physical injury to any employee or student of the District or any person on the property of the District.
2. Threatening to cause damage to any district property or the property of any employee or student at the District. The threat does not need to be directed at any specific property of the District to be a violation.
3. Intentionally or knowingly refusing to leave the property after being ordered to do so by the Superintendent, school principal or District employee designated by the Superintendent or school principal to maintain order.

In addition to the above, a person may also interfere or disrupt the maintenance of public order in the District by doing any of the following:

1. Physical or verbal abuse of any person on school property.
2. Use of tobacco, tobacco products including e-cigarettes, alcohol, marijuana or illegal drugs or controlled substances not authorized for use on the premises.
3. Use of profanity or offensive or inappropriate speech given the forum or school's educational environment.
4. Visiting a classroom or other school activity without approval of the principal or principal's representative.
5. Conduct that interferes or disrupts educational or extracurricular activities.
6. Failure to comply with lawful directions of school officials exercising control over the educational environment.

7. Possession of a deadly weapon, deadly instrument or explosive unless the individual is a peace officer or otherwise has lawful possession.
8. Any infraction of state or municipal law or District policy.

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KI-R

VISITORS TO SCHOOLS

Parents of enrolled pupils and parents who wish to enroll their children in the School District may visit, tour and observe the schools and classrooms. Visitors, including parents and parents of prospective pupils, must follow the school's procedures for scheduling visits, tours or observations. The District may discontinue visits, tours, and observations if such events threaten the health and safety of the pupils and staff.

The District may not impose any requirement to wear a mask or face covering anywhere on the governmental entity's premises, except where long-standing workplace safety and infection control measures unrelated to COVID-19 may be required.

All visitors to any school must report to the school office upon arrival.

For those who wish to visit a classroom during the school day, the visitor must contact the principal in advance to arrange a day and time for such visit. Conflicts with the school schedule shall be avoided.

In visiting a classroom, the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the principal.

Anyone who is not a student or staff member of the District, and is in violation of this policy, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

KFA-R

PUBLIC CONDUCT ON SCHOOL PROPERTY

(Spectator Conduct)

This regulation provides specific rules for dealing with spectator conduct of nonstudent fans in order to prevent unsportsmanlike conduct of such fans, including verbal abuse toward officials, coaches, and other spectators, as well as any other actions deemed disruptive or unruly.

The principal and a few carefully chosen designees will deal with and enforce satisfactory spectator conduct. These individuals will have the authority to remove or arrange for the removal of such disruptive individuals. Such removal should indicate either verbally or in writing that the person(s) is not to return to campus without assuring the principal, in writing, of a guarantee that such misconduct will not be repeated. Refusal to do so would allow the principal to ban the person(s) from future games or other school events.

3-300 Support Services

© 3-301 Food Services

The Governing Board may operate school meal programs and may employ personnel, purchase equipment and food and incur other necessary expenses for its operation. The Board shall establish prices to be paid for meals by students, staff and visitors.

The primary goal of the programs shall be the promotion of student health and the reduction of childhood obesity. All guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture.

Nutrition Standards

The District shall maintain minimum nutrition standards that meet the federal and state guidelines and regulations for foods and beverages sold or served on school grounds. These nutrition standards may include portion sizes, minimum nutrient values and a listing of contents.

The District shall permit the marketing of food and beverage only for those foods and beverages that meet the smart snacks in school nutrition standards.

Competitive Food/Outside Vendors

The Superintendent may authorize outside vendors to offer competitive foods in compliance with federal and state statute. No individual may provide or sell food or beverages without written authorization.

Participation in Federal Nutrition Programs

The District shall participate in the national school lunch program unless the District has less than one hundred students and has opted out. The District may participate in the National School Lunch Program (NSLP), School Breakfast Program (SBP), and/or the Special Milk Program (SMP) with the free milk option, and the Food Commodity Program (FCP).

The District shall determine the eligibility of children to obtain free and reduced price meals and will follow state and federal guidelines regarding the free and reduced meal program.

In accordance with [7 C.F.R. § 245.10](#), the District shall file an approved free and reduced-price policy statement with the Arizona Department of Education (ADE) that accurately describes its current free and reduced-price policies.

Cafeteria Standards

The District shall maintain standards for the preparation of food and shall require food handlers to possess requisite licenses and/or certification as required by state or county health departments.

Wellness Program

Staff who provide food services shall coordinate the provision of meals in alignment with the District's wellness policies and programs adopted for students. This will include support for the provision of nutrition education, promotion and physical activity as well as the involvement with the community.

School Functions

The Board authorizes the reasonable provision of food and beverages at District expense at school district events, including official board meetings, school functions and trainings.

Adopted:

Legal Authority:

[A.R.S § 11-269.12](#)

[A.R.S § 11-269.27](#)

[A.R.S. § 15-242](#)

[A.R.S. § 15-341](#)

[A.R.S. § 15-342](#)

[A.R.S. §§ 15-1151 to 15-1158](#)

[Ariz. Admin. Code R9-8-101 et seq.](#)

[42 U.S.C. § 1751 et seq.](#)

[42 U.S.C. § 1771 et seq.](#)

[7 C.F.R. Part 210](#)

[7 C.F.R. Part 220](#)

[7 C.F.R. Part 215](#)

[7 C.F.R. Part 245](#)

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EF-RB

Food Services

(School Food Safety Program)

Efforts will be made to ensure that all food served in the School District is safe for consumption by children and adults. To meet these goals:

- A. The District's food service program will have a Hazard Analysis and Critical Control Point (HACCP) program, in compliance with the U.S. Food and Drug Administration's (FDA) requirements.
- B. The food service kitchens will be managed by an individual who has a food safety certification.
- C. Use of kitchen facilities by third parties must be approved by the school food service director. External groups that use the school kitchen must do so under the supervision of a trained food service employee designated by the District food service director and must purchase food from approved sources.
- D. Food brought from home for consumption in the classroom must be purchased ready-to-eat and be wrapped in the original packaging, indicating all ingredients on an FDA-approved label.
- E. When external caterers are used, the safety of food purchases is the responsibility of the caterer and the party responsible for serving the food.
- F. Food safety education should be provided to students in the classroom and in the school cafeteria.

EFDA

COLLECTION OF MONEY / FOOD TICKETS

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 students 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/guardians of all students who attend 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/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.

The District provides the following regarding meal charges:

- A. No student will be denied a reimbursable meal if they have a negative balance on their cafeteria account until the balance exceeds negative twenty dollars (\$-20.00).
- B. Students who charge a meal will receive a reimbursable meal unless the negative balance exceeds negative twenty dollars (\$-20.00).
- C. When a student's account exceeds negative twenty dollars (\$-20.00), an alternative meal will be provided.
- D. Students will not be permitted to charge á la carte items if they have a negative balance on their meal plan account.

At least one (1) advance written 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 Superintendent shall establish procedures for collection of unpaid meal charges classified as delinquent debt in a manner that ensures that such efforts 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: March 6, 2018

LEGAL REF.:

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

CROSS REF.:

JL - Student Wellness

3-300 Food Services

© 3-301.A Procedure - Food Services - Nutrition

All food and beverages sold or served on the school grounds or at school-sponsored events during the school day shall meet the nutrition standards developed by the Arizona Department of Education (ADE) and federal government meal programs, including the following:

1. A la carte items in the food service program; and
2. Food and beverages sold in vending machines, snack bars and meal-period kiosks and at school stores.

Foods of minimal nutritional value as defined in federal regulation shall not be served or sold during the normal school day on any campus unless expressly permitted by state or federal exemption, such as for the sale or distribution of any food or beverage item through fund-raising activities of students, teachers or educational groups when the items are intended for sale off the school grounds.

The District shall permit students, parents/guardians and community member to review food and beverage nutrition information.

The District shall provide modified meals for a student with food allergies or special food needs as an accommodation under Section 504 of the Rehabilitation Act.

The District may offer competitive foods if in compliance with federal and state statute. Competitive foods include a la carte, beverages, and snack food, including vending machines. All such foods must meet the nutrition standards published by the U.S. Department of Agriculture.

Food Services

© 3-301.B Procedure - Food Services - Free and Reduced Lunch

A. Guidance

The District shall adhere to the guidance manual regarding school nutrition programs issued by the Arizona Department of Education (ADE).

B. Eligibility

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

C. Required Filing with the ADE

The District shall have an approved free and reduced-price policy statement on file at the ADE. The free and reduced-price policy statement must contain, at a minimum, the following:

1. Names of official(s), or the position of the District or school official, designated to make eligibility determinations;
2. An assurance that the District will determine eligibility in accordance with the current income eligibility guidelines (IEGs);
3. The District's specific procedures to accept applications for benefits and its direct certification procedures;
4. A description of the method(s) used to collect payments from children paying the full price of the meal or milk or the reduced price of the meal or milk that will prevent the overt identification of the children receiving free or reduced-price meals or free milk;
5. An assurance that the District will abide by the applicable hearing procedures and nondiscrimination practices;
6. A copy of the application form and letter to households;
7. A statement that a foster child is categorically eligible for free meals and may be included as a member of the foster family if the foster family chooses to also apply for benefits for other children, and an explanation that including children in foster care as household members can help other children in the household qualify for free or reduced-price meals. If the foster family is not eligible for free or reduced-price meal benefits, this does not prevent a foster child from receiving free meal benefits;
8. An explanation that households with students who are categorically eligible under Other Source Categorically Eligible Programs should contact the school for assistance in receiving benefits and mark the relevant box on the application to indicate their status;

9. A statement that state agencies and the District will ensure there are no barriers for participation in programs for limited English proficient (LEP) families and that state agencies and the District are required to communicate with parents and guardians in a language they can understand throughout the certification and verification processes;
10. If the District is selling competitive foods during a meal service, it will include in the description how the cafeteria and meal service prevents overt identification of the children receiving free or reduced price meals or free milk; and
11. A statement of the measures the District has taken to prevent disclosure of confidential free and reduced price eligibility information, as required under federal regulation.

D. Public Announcements

Near the beginning of the school year, the District shall announce to the public 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 will include the eligibility criteria for reduced price meals and/or milk. The notice shall be published as required under federal statute/regulation.

E. Parent/Guardian Notification

The District will distribute a letter or notice informing households about the availability of the school meal program at the beginning of each school year. The letter shall state the option of free and reduced price benefits. The District will distribute an application form to all households of students in attendance at the school who were not otherwise determined eligible. The application will 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.

F. Accessibility

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 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.

G. Confidentiality

The District shall ensure that names of children eligible to receive free or reduced-price meals are not 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 unless authorized by law. 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 students.

H. Nondiscrimination

No student shall be discriminated against because of race, color, national origin, religion, age, sex or disability with respect to the participation in the District's school meal program. There shall be no overt identification of any eligible students 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 student shall have the same choice of meals that is available to those students who pay the full price. Students shall not work for their meal unless other non-eligible students are required to do so as part of their educational training.

I. Appeal

Parents/guardians who appeal any challenge of decisions on eligibility of any students for free or reduced-price meals shall have a hearing. During an appeal and hearing, the student shall receive free or reduced-price meals.

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3-300 Food Services

© 3-301.C Procedure - Food Services - Cafeteria Standards

A. Environment

The District shall provide students and staff an adequate space to eat meals. Facilities shall be made available for hand washing and oral hygiene.

B. Certification/Licensure

Staff or volunteers shall maintain requisite certification or licensure to conduct a school's regular food service. Pursuant to A.R.S. § 11-269.27, a volunteer at a school activity or function outside of a school's regular food service is not required to have a food handler certificate or identification card or to participate in requisite food handler training if the volunteer is overseen by a certified food protection manager or a person in charge (as defined in Ariz. Admin. Code R9-8-101(C)(3)(g)).

C. Training

Staff or contracted vendors employed in the food services program shall receive documented food safety, nutrition, and sanitation training as well as any other training that may be required under state or federal regulation for food service handlers.

D. Denial of Meals as Disciplinary Action

Staff shall not withhold food from students as a disciplinary action. Disciplinary action that 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 meal made available if the student has not brought the student's own meal to school. Students eligible to receive free or reduced lunch shall not be required to refund or reimburse the District.

E. Recordkeeping

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

F. Safety Inspections

The District shall conduct food safety inspections each school year, as required by the controlling regulations.

G. Pricing

Pricing for student meals shall be established considering market share, creation, and loss of revenue. Pricing shall be reviewed and adjusted periodically as necessary. Prices for adult meals and catering shall be reviewed periodically and shall reflect the direct cost of operations. Revenues received are to be used in accordance with the requirements of the Uniform System of Financial Records (USFRs).

G. Provision of Food for Outside Organizations

Any individual or company desiring to use the school meal program facilities must follow the requirements for the District's use of school facilities. All food items and/or consumable supplies purchased through the food service program and all labor used for a special meal function must be recorded. The outside organization shall be billed for the food, labor and other costs of the special function.

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Food Services

© 3-301.D Procedure - 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.

The District's meal charges will at all times comply with federal regulations. Eligible students shall receive reimbursable meals as permitted by federal statute and regulation.

The District shall make reasonable efforts to collect unpaid meal charges without impacting the involved student and shall provide communication to the parent/legal guardian responsible for the costs regarding the procedures for the debt collection and for providing additional meals. The District will reclassify delinquent debt as required by the National School Lunch Program.

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EFDA-R

Collection of Money / Food Tickets

Amphitheater Unified School District strives to ensure that students have access to nutritious meals at school to support their academic success. The District has established a meal charge program that balances the need to maintain the financial integrity of the District's food service fund account with the importance of minimizing identification of children with insufficient funds to pay for school meals. Unpaid meal charges classified as a delinquent debt shall be collected in accordance with Policy EFDA and the following procedures:

- A. When a student's meal account falls below three dollars (\$3.00), the cashier may notify the student of the low balance. The District's Food Service Department will also notify the student's parent/guardian in writing about the low balance and provide information about how to add funds to the student's account. This notification will be sent each week that the student's account is below three dollars (\$3.00).
- B. If a student with a negative balance brings cash intended for that day's meal, Food Service staff will ask the student if any extra funds (change) should be applied to their meal account or be returned to the student. Staff may not use change to repay a negative balance debt without the student's permission.
- C. If a student's meal account falls to a negative twenty dollars (-\$20.00), the Food Service Department will:
 1. Provide an alternative meal to the student.
 2. Call the student's parent/guardian to notify them of the meal account balance and to provide information about the option to fill out an application for the Free or Reduced Meal Program.
 3. until the application is approved or denied.
- D. If a Free or Reduced Meal application is submitted and approved for "free" meal status, then the balance owed for unpaid meals will be forgiven.
- E. If a Free or Reduced Meal application is approved for "reduced" meal status, then the balance owed will be adjusted to reflect the reduced meal price. The adjusted balance must be repaid.
- F. If payment is not received within seven (7) school days, the Food Service Department shall make efforts to collect the outstanding funds from the parent/guardian through e-mail, mail and/or telephone. These notifications to the parent/guardian will include the amount of unpaid meal charges and advise the parent/guardian that they may contact their student's school office or the Food Service Department with questions.
- G. Any outstanding balance for a high school student remaining on or after May 1st will be transferred to the student's high school Bookstore account.
- H. The Executive Manager of Operational Support or the Chief Financial Officer, or their designees, shall evaluate all delinquent debt at the end of the school year

for consideration for bad debt conversion. Bad debt will be restored to the School Nutrition Program (SNP) from the general fund prior to the end of the fiscal year.

- I. The Chief Financial Officer shall supervise efforts to collect bad debt.

Communication

The District will communicate the information in Policy EFDA and this regulation annually as part of the Parent Handbook distributed to students at the beginning of the school year and to transfer students distributed when they register in the District. It shall also be published continuously on the District's website as well as communicated to administrators, teachers and staff by the Food Service Department prior to the first day of school.

Training

The Child Nutrition Program staff will receive training in the information contained in Policy EFDA and this regulation. A record of the training will be maintained as part of the professional development portfolio.

Food Services

© 3-301.E Procedure - Food Services - Wellness Program

The purpose of this Procedure is to outline the parameters of the District's wellness policy as required by [7 C.F.R. § 245.10](#).

A. Written Plan

The District shall create a written plan that includes methods to promote student wellness, prevent and reduce childhood obesity, and provide assurance that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum federal nutrition standards.

The written plan shall contain:

1. Specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. In developing these goals, the District must review and consider evidence-based strategies and techniques;
2. Standards for all foods and beverages provided, but not sold, to students during the school day on each participating school campus;
3. Standards and nutrition guidelines for all foods and beverages sold to students during the school day on each participating school campus;
4. Goals that promote student health and reduce childhood obesity;
5. The method by which parents, students, physical education teachers, school health professionals, school administrators and the general public will be involved in the creation of the written plan;
6. A description of the plan for measuring the implementation of the wellness policy and plan; and
7. How the District will report on content and implementation of the wellness policy and plan to the public.

The Director of Health Services is responsible for the implementation and oversight of the wellness policy and the written plan.

At least once every three (3) years, the District shall assess compliance, which shall include local school compliance, a comparison to other wellness policies and written plans, a review of progress toward goals, and proposed updates or modifications.

B. Notification The District shall:

1. Permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the local school wellness policy and written plan;

2. Inform the public about the content and implementation of the local school wellness policy and written plan, and make the policy, written plan and any updates to the written plan available to the public on an annual basis; and
3. Inform the public about progress toward meeting the goals of the local school wellness policy and compliance with the wellness policy and written plan by making the triennial assessment available to the public.

C. Record Keeping

The District shall retain records to document compliance with the applicable federal regulations related to a wellness policy and written plan, including maintain the policy and plan, the compliance with community involvement requirements, and the triennial evaluation.

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3-300 Support Services

© 3-302 Transportation

Transportation may be provided for any student if deemed for the best interest of the District. The Superintendent shall have responsibility for the District's transportation program.

Eligible Students

The District may provide transportation to all eligible students as that term is defined in Arizona law. This may include transportation for:

1. K-8 students whose place of residence within the District is more than one mile from the school of attendance;
2. High school students whose place of residence within the District is more than one and one-half miles from the school of attendance;
3. Students admitted via open enrollment policies who may be eligible for transportation under state or federal law.
4. Students with disabilities whose Individual Education Plans include transportation as a related service provided under the Individuals with Disabilities in Education Act.
5. Homeless students who are entitled to transportation under the McKinney-Vento Act.
6. Foster students as required pursuant to A.R.S. § 8-530.04(C).

Reporting Obligations

The District shall report transportation route data and vehicle inventory data to the Arizona Department of Education as required by statute. The District shall report any accident involving a school bus or transportation to the local authorities and the Department of Public Safety as required by law.

Student Conduct on Buses/District Vehicles

Students are expected to meet the standards of behavior as outlined by the District while on buses/District vehicles and in the bus loading and unloading process. Students that fail to meet these standards may have transportation privileges revoked. Students are prohibited from harassing, intimidating and bullying other pupils on school buses/District vehicles and at school bus stops.

Contracts for Transportation

The District may contract for transportation with another political subdivision, a common or contract carrier or a private party.

Student Transportation in Private Vehicles

Students may be transported only in District-approved vehicles during school or school-sponsored events, unless otherwise approved by the Superintendent.

School Bus Drivers

A person shall not operate a school bus transporting students unless the person possesses:

1. The appropriate license class for the size of school bus being operated that is issued by the Department of Transportation;
2. All required bus endorsements issued by the Department of Transportation;
3. Completed entry level driver training (ELDT) as required by the Federal Motor Carrier Safety Association; and
4. A school bus certificate issued by the Department of Public Safety.

School bus drivers must be certified to meet and maintain the minimum standards for school bus drivers as published by the Department of Public Safety and by the Federal Motor Carrier Safety Association. School bus drivers are required to complete an initial instructional course on school bus driver safety and training, including behind the wheel training.

School bus drivers whose license to drive is suspended, canceled, revoked or disqualified must notify their supervisor immediately. Failure to do so shall be grounds for immediate termination.

The District shall complete drug and alcohol testing of transportation employees at its discretion and as required or permitted by state and federal laws and regulations.

School Vehicles

School buses shall meet all state and federal legal requirements for operation, maintenance and safety. The District shall develop operational guidelines for buses that address all state and federal requirements. All school buses shall meet the minimum standards for school buses as published by the Department of Public Safety.

The District may transport students in motor vehicles that are designed to carry at least eleven (11) and not more than fifteen (15) passengers as permitted by A.R.S. § 15-925.

Reporting

The District shall comply with all reporting requirements and vehicle inventories as required by state or federal regulation.

Adopted:

Legal Authority:

[A.R.S. § 8-530.04](#)

[A.R.S. § 8-530.05](#)

[A.R.S. § 15-341](#)

[A.R.S. § 15-513](#)

[A.R.S. § 15-901](#)

[A.R.S. § 15-922](#)

[A.R.S. § 15-923](#)

[A.R.S. § 15-925](#)

[A.R.S. § 28-900](#)

[A.R.S. § 28-3228](#)

[Ariz. Admin. Code. R13-13-101](#) *et seq.*

[Ariz. Admin. Code. R17-1-201](#) *et seq.*

[42 U.S.C. § 11432\(g\)](#)

[49 U.S.C. § 5331](#)

[34 C.F.R. § 382.601](#)

[49 C.F.R. Part 380](#)

Transportation

© 3-302.A Procedure - Transportation - Reporting and Funding

A. Reporting Transportation Route Data

The District shall certify to the Superintendent of Public Instruction in an electronic format as prescribed by the Arizona Department of Education (ADE) the following information:

1. The daily route mileage of the District in the current year. The route mileage shall not include 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 to transport eligible students who reside in nonadjacent school districts.
2. The route mileage of the school district in the current year transporting eligible students for extended school year services for students with disabilities.
3. The number of eligible students transported during the current year.

The District may include in the calculation of daily route mileage any vehicle that meets the definition of a school bus under law. This certification shall be submitted within twelve (12) days after the first one hundred (100) school days unless otherwise permitted by law.

The Districts shall provide the odometer reading for each bus as of the end of the current year and the total bus mileage during the current year.

B. Reporting Vehicle Inventory Data

On or before July 15 immediately following the fiscal year, the District shall report the following to the Superintendent of Public Instruction:

1. The actual odometer reading for each school bus operated by the District as of June 30; and
2. The total mileage for the year ending June 30.

C. In Lieu Of Transportation Grants

The District may use a portion of its transportation funding to provide in lieu of transportation grants to parents of students who attend the District pursuant to a plan submitted to the ADE. The District may issue grants to support individual parents or neighborhood carpools in transporting students to school.

Transportation

© 3-302.B Procedure - Transportation - School Bus Requirements

A. Insurance on Bus Operator

The Governing Board shall purchase public liability and property damage insurance covering District employees while driving school buses.

The Board may require the operator of a school bus used for transportation of pupils attending schools in the District to carry public liability insurance in amounts not to exceed twenty thousand dollars for personal injury to any one person, and one hundred thousand dollars for personal injuries arising out of any one accident, covering any liability to which the operator may be subject on account of personal injuries to a passenger or other person caused or contributed to by an act of the operator while operating a school bus. If the policy of insurance is filed with and approved by the Board, the Board may increase the compensation otherwise payable to the operator by an amount equal to the cost to the operator of the insurance.

B. School Bus Requirements

The District and any contractors who provide transportation for the District shall adhere to all state and federal requirements for vehicle standards, including purchasing compliant equipment, regular inspection and maintenance.

School buses shall have a signal with the word "stop" printed on both sides in white letters not less than five inches high on a red background. The signal shall be an eighteen inch reflectorized octagon. When transporting students to or from school or home, the operator of the school bus shall:

1. Manually operate the signal in a manner so that the signal is clearly visible from both front and rear when extended from the left of the body of the school bus; and
2. Display the signal and alternately flashing lights if passengers are being received or discharged while the school bus is stopped on the roadway or a private road or driveway.

Except for the purpose of conducting drills under school rules and in the emergency evacuation or dispersal of students and school personnel, a person shall not operate a school bus on a public highway while:

1. Carrying more passengers than can be properly seated; or
2. A person is standing in the school bus.

In receiving or discharging students at the school, a person who drives a vehicle carrying students to and from school shall stop the vehicle on the side of the highway on which the school is located.

The Superintendent shall ensure all school buses are inspected at least annually.

C. Advertising on Buses

If the Board approves advertising on the exterior of buses, the advertising must conform with the following requirements:

1. Be age appropriate and not promote any substance that is illegal for minors such as alcohol, tobacco and drugs or gambling;
2. Comply with the state sex education policy of abstinence; and
3. Appear only on the sides of the bus in the following areas:
 - a. The signs shall be below the seat level rub rail and not extend above the bottom of the side windows.
 - b. The signs shall be at least three inches from any required lettering, lamp, wheel well or reflector behind the service door or stop signal arm.
 - c. The signs shall not extend from the body of the bus so as to allow a handhold or present a danger to pedestrians.
 - d. The signs shall not interfere with the operation of any door or window.
 - e. The signs shall not be placed on any emergency doors.

Transportation

© 3-302.C Procedure - Transportation – School Bus Drivers and Operations

A. Qualifications

School bus drivers shall possess a commercial driver license issued by the Arizona Department of Public Safety (DPS) and a fingerprint clearance card. School bus drivers shall meet all requirements as required by state and federal law, including but not limited to regulations promulgated by the student transportation unit of DPS.

B. Record Keeping

The District shall maintain qualification and training records of applicants and school bus drivers for twenty-four (24) months from the date of certification, termination of employment, or denial of certification.

The District shall maintain records of testing for alcohol and controlled substances as required federal and state law.

The District shall transfer the records of a school bus driver to a subsequent employer upon written request by the subsequent employer or school bus driver.

If a school bus driver is terminated from or leaves employment, the District shall provide written notice to DPS within thirty (30) calendar days of the termination or leaving. The District shall provide DPS of notice of employment of a classroom behind the wheel instructor or a school bus driver who transfers into the District within fourteen (14) calendar days of the transfer including:

1. School bus driver's name;
2. School bus driver's certification number;
3. Name of the transferring employer; and
4. Effective date of the transfer.

This includes a classroom or behind-the-wheel instructor who transfers into the District.

C. Drug and Alcohol Testing

The District shall assume the costs of drug and alcohol testing of transportation employees. If the results of a test are positive, the District may charge the costs of the test to the tested employee. The costs charged to the employee shall be limited to the actual costs incurred as a result of testing. If the results of a test are negative, the District shall not charge the costs of testing to the tested employee.

A transportation employee who refuses to submit to drug and alcohol testing or whose test results are positive may be terminated from employment.

D. School Bus Operation

School bus drivers shall perform operations checks of school buses as required by law. School bus drivers shall meet the legal requirements and standards for the loading and unloading of passengers.

The District shall not allow or require a school bus driver to drive a school bus nor shall a school bus driver drive a school bus:

1. For more than ten (10) hours after having been off-duty for a minimum of eight consecutive hours;
2. For any period after having been on-duty for fifteen (15) hours after having been off-duty for a minimum of eight consecutive hours;
3. After having been on-duty sixty (60) hours in any seven (7) consecutive days if the employer does not operate school buses for seven (7) consecutive days; or
4. After having been on-duty seventy (70) hours in any eight (8) consecutive days if the employer operates school buses every day of the week.

E. Classroom and Behind the Wheel Instructors

The District shall maintain the following records for each classroom and behind-the-wheel instructor for twenty-four (24) months from the date the instructor is first recognized by the Department of Public Safety as qualified:

1. Letter submitted as required by DPS;
2. Letter of recommendation submitted as required by DPS; and
3. Examination score.

If a classroom or behind-the-wheel instructor is terminated from or leaves employment, the District shall provide written notice to DPS within thirty (30) calendar days of the termination or leaving.

F. Reporting of Accidents

If a school bus is involved in an accident, the District shall:

1. Report the accident to the local law enforcement agency in whose jurisdiction the collision occurred;
2. Require the school bus driver to report the accident to the District immediately following any accident involving a school bus;
3. Immediately upon receiving notification of any accident involving a school bus, notify DPS of the accident by telephone; and

4. Submit written verification of the accident to DPS within seventy-two (72) hours of the telephone notification using the requisite form.

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EEAA-R

Walkers and Riders

Only students who reside in the attendance areas of their respective schools of attendance shall be eligible for transportation.

All students regularly enrolled in District schools shall be eligible for transportation on school-related trips.

Provision of transportation shall be subject to the availability of vehicles, road conditions, and the number of students to be served in any one area.

Distances will be calculated based upon street distances.

Requests for exceptions based on safety considerations must be directed to the transportation manager and must cite the specific safety concern and suggested remedy.

EEAE-RB

Bus Safety Program

Discharging Kindergarten and Preschool Children from Buses

During the first two (2) weeks of school, no kindergarten and preschool child shall be discharged from a school bus unless an older child or adult is present to escort the child home. Schools should provide students with name tags that include their names and stop locations. Name tags should also be provided for any new preschool or kindergarten students after the first two (2) weeks of school. The school shall notify the parents of all kindergarten and preschool students of this regulation, in writing (in their primary language), during registration and kindergarten orientation.

Transportation Forms

Parents of kindergarten and preschool children who will be riding the school bus to or from school will be required to fill out transportation forms as part of the registration materials. The form will contain a section in which the parent/guardian will provide instruction to the school regarding discharge of the student from the school bus. Any changes, even on a daily basis, will be communicated in writing to the driver.

Kindergarten/Preschool Children Who Are Not Met at the Bus

If the parent has indicated that the child must be escorted home from the school bus and the designated older child or adult is not present, the kindergarten or preschool child will be returned to school. The driver shall notify transportation, who in turn shall notify the school immediately that the child is being returned to the school. The school will meet the bus when it arrives back at school, and the school will make arrangements to get the child home. If the schedule of the bus does not permit the immediate return of the student to the school, transportation will notify the school of this, and the driver will keep the child on the bus for the remainder of the route. The school may choose to meet the bus at one of the remaining stops to pick up the child.

If the parent has indicated that the child must be escorted home from the school bus and the designated individual repeatedly fails to appear, the principal of the school shall confer with the parent. If the parent wishes to continue the escort requirement but the child continues to not be met at the school bus stop, transportation services may be refused to the child.

School Schedules

Conference days will follow the same pattern as a school's early release day schedule for bus routes; however, the specific dismissal times may be adjusted.

Substitute Drivers

If a substitute driver is driving a route, transportation will notify the school as far ahead as possible. The school will notify the teacher. Kindergarten teachers will place name tags, including bus stop information, on the children and escort the children to the bus. The regular route driver will keep an updated route sheet in the department file for use by substitute drivers.

Special Education Students

If an advocate feels that a special education child should not be discharged without an adult or older child present to escort the child home, this must be included in the individualized education program (IEP) and a special discharge form must be completed.

Bus Safety Program

(Limitation on Vehicle Idling)

The Governing Board seeks to reduce student and driver exposure to vehicle exhaust by limiting unnecessary idling of school buses and other vehicles to improve the health of students and others on school campuses.

Applicability

This regulation applies to all public and private vehicles at school facilities and other school destinations.

Idling Control Measures These regulations apply anywhere a bus is parked.

A. A driver of a school bus or other vehicle:

1. Must turn off the bus upon reaching a school or other location and must not turn on the engine until necessary to depart from the school or other location; and
2. Must park the bus at least one hundred (100) feet from a known and active school air intake system, unless the School District has determined that alternative locations block traffic, impair student safety, or are not cost-effective.

B. The Transportation Director must ensure that:

1. The bus or vehicle driver, upon employment and as necessary thereafter, is informed of the requirements of this regulation and the reasons therefore;
2. All complaints of noncompliance are reviewed, and remedial action is taken as necessary.

C. The site administrator should:

1. Consider relocating school building air intake systems more than one hundred (100) feet away from school bus parking areas when practical and shall take other measures to reduce intake for school bus exhaust where relocating intake systems is not feasible, such as regulating closure of intake vents or moving bus parking areas.
2. Post "limited idling" or "idle reduction zone" signs and alert bus drivers, parents, administrators, and vendors that engines should be turned off when vehicle is waiting or parked.
3. Identify an indoor waiting area for individuals to discourage waiting for students in an idling vehicle.

4. Include "limited idling" regulation in contracts made with vendors, contracted drivers, and other vehicles that will be in close proximity to students.

Exemptions The requirements that a driver of a school bus must turn off the bus and must refrain from idling does not apply for the period or periods during which idling is necessary under the following circumstances:

A. *Turbo-diesel engine cool down or warm up:*

1. To cool down a turbo-charged diesel engine for a period not to exceed five (5) minutes before turning off the engine. The cool down should be in accordance with the bus manufacturer's specifications.
2. To warm up a turbo-charged diesel engine for a period not to exceed three (3) minutes. The warmup should be in accordance with the bus manufacturer's specifications.

B. *Hot and cold weather:*

1. From April 1 to October 31, if necessary and if the bus has air conditioning equipment, the bus may idle for a minimum period of time to cool the bus prior to loading;
2. If justified by cold outside temperatures, the bus may idle for a minimum period of time to heat the bus prior to loading;
3. If bus drivers will be at a location for more than fifteen (15) minutes, a designated indoor waiting area is encouraged to use after turning off the bus engine.

C. *Safety of children and emergencies:*

1. Use the lift equipment during loading or unloading of children with special needs, requiring use of the lift;
2. Use of heater or an air conditioner of a bus during loading, unloading, or transport of children with exceptional/special needs;
3. Use of defrosters, heaters, air conditioners, or other equipment for safety or health considerations;
4. Use of the bus headlights or four-way flasher warning lights for visibility purposes; or
5. For other traffic, safety, or emergency situations.

If equipment can be run from the battery in any of the above cases, then the drivers should refrain from idling unless there is a significant concern of draining the battery.

D. *Maintenance of operations:*

1. To charge a battery of a school bus, if needed; or
2. For testing to verify that the bus is in safe operating condition as part of the

daily pre-trip vehicle inspection, or as otherwise required, including to measure vehicle emissions.

STUDENT CONDUCT ON SCHOOL BUSES

(Or Other School District Vehicles)

The following regulations shall apply to all school buses or other School District vehicles operated by the District for student transportation:

- A. The driver is in complete charge of the vehicle and must be obeyed by all passengers. The driver's authority includes the loading and unloading of passengers.
- B. Each driver is provided a bus route schedule. Unscheduled stops shall not be made without authorization by the transportation manager, except in case of an emergency.
- C. Every student must be seated while riding on a school bus and must remain seated while the bus is in motion.
- D. Every student must wear a seat belt, when provided.
- E. A student shall not extend hands, arms, head, feet, or any object through the window of the bus or other vehicle.
- F. Generally, a student shall not eat or drink any kind of food or beverage while on a school bus or other school vehicle.
- G. A student shall not throw, shoot, or project any type of object while on a school bus or other school vehicle.
- H. Animals, insects, or reptiles shall not be transported on a school bus.
- I. Glass containers shall not be transported in a school bus.
- J. Elementary school students must have written permission to leave a school bus at a stop other than such students' usual stops.
- K. Any musical instrument carried by a student shall be under the student's control at all times or properly stored in a vacant seat.
- L. A student shall make every effort to:
 - 1. Keep the school bus or other vehicle clean.
 - 2. Be courteous to the driver and other students/passengers in the school bus or other vehicle.
 - 3. Practice safe habits in waiting for a school bus at a scheduled stop, and in getting on and off the bus.
 - 4. Never use loud, profane, or obscene language or obscene gestures while in a school bus or other school vehicles.
- M. When unloading from a school bus and crossing to the left side of a road or street, a student shall always pass in front of the bus.
- N. The use of tobacco, in any form, is prohibited on a school bus.

- O. Riding on a school bus is a privilege, not a right. A student who refuses to obey the directions of a bus driver promptly, or to obey these regulations, may be denied the privilege of riding to and from school on a school bus.

Consequences for Violations of Conduct Rules for School Bus or Other School District Vehicles

The driver of a school bus or other School District vehicle has the legal responsibility to maintain passenger conduct that does not jeopardize the safety or welfare of the driver and the passengers. Therefore, it may be necessary for the driver to make judgments regarding appropriate consequences for violations of bus conduct rules.

The driver's discretion will be used in establishing the severity of the offense based on the descriptions listed below. Consequences will be administered consistent with the severity of the offense. For example, if the driver believes the behavior of the student was a fourth (4th) level (very serious) violation, it is not necessary that the consequences for levels one through three (1-3) be imposed before suspension of riding privileges is imposed.

At all levels of severity, the student will be provided with the opportunity to hear the specified charges and to respond to those charges.

Charge levels:

- A. *1st level violations are minor in nature, do not involve repeat violations of conduct rules, and do not immediately jeopardize the safety or welfare of other passengers.*

A verbal warning will be given to the student by the driver, indicating the specific behavior that is inappropriate and requesting that such behavior not be repeated.

- B. *2nd level violations are of moderate severity. They may include repetitions of minor violations, constitute a distraction sufficient to distract the attention from driving responsibilities, and/or compromise the safety or welfare of the driver or other passengers.*

The driver will hold a conference with the student and may change the seat assignment of the student. The driver shall keep a record of second (2nd) level offenses. The name of the student, the behavior, and action taken should be recorded.

- C. *3rd level violations are serious in nature. They include, but are not limited to, repeated violations that have been addressed by the driver at either the first (1st) or second (2nd) levels and disruptions that compromise the safety or welfare of the driver or other passengers.*

1. The bus driver will submit a written report to the school principal or designee, who will arrange a conference, either in person or by telephone, with the driver and the person responsible for the student. The driver will recommend a consequence, which may include, but not be limited to, change of bus seat, behavioral contract, or home support and involvement.
2. The final determination of consequence will be made jointly by the principal or designee and the transportation manager.
3. A student may have no more than two (2) third (3rd) level referrals before a loss of riding privileges will occur.

D. *4th level violations are very serious in nature.* They include chronic violations of bus conduct rules, vandalism to the bus or School District vehicle, any violation of the District's weapons, drugs, and alcohol policies, assault, extortion, or arson, and any other offense that the driver deems of sufficient severity as to jeopardize the safety or welfare of the driver or passengers.

1. The bus driver will submit a written report to the school principal or designee, who will arrange a conference, either in person or by telephone, with the driver and the person responsible for the student. The driver will recommend a consequence, which will include a suspension or loss of bus riding privileges.
2. Generally, the first fourth (4th) level violation will carry a suspension of up to five (5) days. Additional fourth (4th) level violations will carry a penalty of, at least, five (5) days and may result in a loss of riding privileges for the remainder of the school year. However, a first fourth (4th) level offense may be of significant seriousness that the driver can recommend a longer or permanent suspension of riding privileges.

Suspension of Student from School Buses or Other District Vehicles

A suspension from the bus may be appealed to the principal, if the suspension has been imposed by a designee. The final decision will be made jointly by the transportation manager and the principal or designee.

When it is necessary to suspend a student from a school bus or other School District vehicle, the person responsible for the student shall be given a minimum of twenty-four (24) hours' notice so that the person responsible for the student may arrange alternate transportation for the student.

The principal or designee will inform the following persons of the specific length and inclusive dates of the suspension period, prior to enforcement of the suspension:

- A. The student involved.
- B. The person responsible for the student.

C. The driver for the suspended student.

The student shall be advised that all concerned parties, as noted above, will be informed of the action taken.

Immediate Removal of Student from School Bus or Other District Vehicle

Notwithstanding the progressive consequences described above, the driver of a school bus shall have the authority to remove a student from the school bus or other School District vehicle prior to a conference with the principal or designee and the person responsible for the student under the following conditions:

- A. *Middle school and high school students.* If the student's behavior on the bus is such that the student is creating an immediate safety hazard, the driver may put the student off the bus. In such case, the driver must get the student's name and must instruct the student to remain outside the bus at the scene until a school official arrives. The driver must notify the transportation office immediately and must stay at the scene, until instructed differently by the transportation office. If the student refuses to stay at the scene, and leaves the area, the driver must report this immediately to the transportation office and must continue to stay at the scene until instructed differently by the transportation office.
- B. *Elementary school students.* At no time and under no circumstances shall an elementary school student be put off the bus by a driver. If an uncontrollable situation should arise with a student or students in these grades, the driver must contact the transportation office immediately for instructions. If there is any behavioral situation on a bus that would immediately jeopardize the safety of the driver and/or the passengers on the bus, the driver should stop the bus and remain stopped while awaiting instructions.

Special Education Students - Suspension from School Bus or Other School District Vehicle

Students enrolled in special education programs may be suspended for up to ten (10) consecutive days per offense. For longer periods of time, or for frequent short-term suspensions, a responsibility conference must be convened to determine whether or not the behavior is a manifestation of the student's disability. If a causal relationship is not found, the student may be suspended for more than ten (10) consecutive days. If the behavior is determined to be a manifestation of the student's disability, the student's individualized education program (IEP) will be reviewed, and modifications will be made if deemed necessary.

3-400 Security Controls

© 3-401 Safety and Emergency Management

The District shall develop security plans and procedures to protect the safety of students, staff, visitors, and others present on District property or at school-sponsored events.

The Superintendent shall develop requirements to protect the security of each campus and District building, including security controls to prevent unauthorized visitors on campus.

The District shall require all volunteers who may perform services on a District campus or with a District student to provide fingerprint clearance or a background check as required by [A.R.S. § 15-512](#). The District shall comply with requisite notification requirements regarding sex offenders and juveniles who have been adjudicated as dangerous or sex offenders.

The District shall implement procedures to safeguard District property. The District does not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on District property.

The District shall comply with all occupational safety and health standards applicable in the workplace.

The District shall coordinate with statewide critical infrastructure information systems.

The Governing Board grants to the Superintendent authority to delay the start or to close schools in the case of an emergency.

Adopted:

Legal Authority:

[A.R.S. § 3-3606](#)

[A.R.S. § 8-350](#)

[A.R.S. § 13-3825](#) *et seq.*

[A.R.S. §§ 15-151 to 15-160.01](#)

[A.R.S. § 15-341](#)

[A.R.S. § 15-507](#)

[A.R.S. § 15-512](#)

[A.R.S. § 23-401](#) *et seq.*

[A.R.S. § 23-904](#)

[A.R.S. § 41-1803](#)

[20 U.S.C. § 7926](#)

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Safety and Emergency Management

© 3-401.A Procedure - Safety and Emergency Management - Emergency Plans

The Superintendent shall develop and maintain emergency plans for each District building.

The District will develop emergency plans in accordance with standards developed jointly by the Arizona Department of Education and the Division of Emergency Management within the Department of Emergency and Military Affairs. The District will coordinate its plans with local law enforcement and other authorities as required. The District will provide training components for staff and students and emergency drills.

The District's emergency response plan will address how a school and emergency responders will communicate with and provide assistance to students with disabilities.

The District's emergency response plans are designated as confidential and shall not be subject to public records requests.

The Superintendent has authority to delay the opening of school, dismiss school early, or close schools if necessary due to an emergency.

EMPLOYEE ASSISTANCE

All employees shall be covered by worker's compensation insurance for any accident while on assignment, including an accident on school property or while on official business off school property. An employee must report any such accident to the supervisor's office immediately, since a report on the time of the accident, persons involved, and how it happened is required. When the District requires an employee to seek medical attention for a work-related injury, the employee must report to the physician to whom they are directed. Any medical care after that original visit, however, can be provided by any physician who accepts workers compensation payment. Any medical care not covered by worker's compensation would be at the employee's expense or may be covered by the employee's regular health insurer.

Employees may be required by the Superintendent, for purposes of employ mentor retention, to submit to such tests or examinations as a licensed physician deems appropriate. When, in the opinion of the immediate supervisor and/or the Superintendent, the employee's physical or emotional condition warrants, the District may require a complete examination, at District expense, by a licensed physician selected by the District. In addition, the employee has the right to consult the employee's physician at the employee's expense.

The Superintendent shall have procedures for complying with the requirements of the Occupational Safety and Health Administration (OSHA), including an exposure-control plan, methods of compliance, work-practice controls, postexposure evaluation and follow-up, and administering vaccine to employees exposed to Hepatitis B virus.

All employees who as a result of their employment have had significant exposure to bloodborne pathogens including but not limited to the Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) and other pathogens are required to report the details of the exposure in writing to the District and are required to follow postexposure evaluation and follow-up activities in accordance with Arizona and federal laws. An employee who chooses not to complete these reporting requirements will be at risk of losing any claim to rights.

Adopted: June 26, 2018

LEGAL REF.:

A.R.S.

15-505

23-901

23-902

23-904

23-906

23-908

23-961

23-962

CROSS REF.:

EBBB - Accident Reports

GBGD - Workers' Compensation

GBGC-R

EMPLOYEE ASSISTANCE

Any employee who has an accident, no matter how slight, while on duty shall notify the supervisor immediately. Failure to follow this procedure could result in the loss of worker's compensation benefits.

After being notified by an employee, the supervisor shall complete and submit the Report of Industrial Injury to the District office.

The business office, upon receiving the supervisor's report, shall, within twenty- four (24) hours or during the next working day after the accident occurs, submit the Report of Industrial Injury to the State Compensation office.

GBGC-E

EMPLOYEE ASSISTANCE BLOODBORNE PATHOGEN REQUIREMENTS

Exposure Control Plan

Employee(s) with occupational exposure to human blood, human blood components, products made from human blood, or pathogenic microorganisms, including but not limited to the Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) and other pathogens, shall comply with this Exposure Control Plan designed to eliminate or minimize employee exposure.

This Exposure Control Plan contains the following elements:

- A. The exposure determination outlined below.
- B. The schedule and method of implementation.
- C. The procedure for the evaluation of circumstances surrounding exposure.

A copy of this Exposure Control Plan shall be accessible to employees.

This Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure, and to reflect new or revised employee positions with occupational exposure.

This Exposure Control Plan shall be made available to the Assistant Secretary of Labor and the Director of the Occupational Safety and Health Administration upon request for examination and copying.

Exposure Determination

The District has determined that employee positions may involve the following levels of exposure to bloodborne pathogens as a collateral function to the primary job description:

- A. High risk - Coaches, physical education instructors, custodians, certain special education program personnel, playground duty personnel, health services personnel, and security personnel.
- B. Moderate risk - Regular instructional program personnel, other special education program personnel, school level office personnel, maintenance personnel, food services personnel, and special assignment personnel (e.g., counselors, librarians).
- C. Low risk - District level office personnel.

Methods of Compliance

General. Universal precautions shall be observed by all District employees to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

Engineering and work practice controls:

- A. Engineering and work practice controls shall be used to eliminate or minimize employee exposure. If occupational exposure remains after institution of these controls, personal protective equipment shall also be used.
- B. Engineering controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness.
- C. The District shall provide hand-washing facilities that are readily accessible to employees.
- D. When provision of hand-washing facilities is not feasible, the District shall provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.
- E. The District requires that employees wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment. Supervisory personnel shall ensure compliance.
- F. The District requires that employees wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials. Supervisory personnel shall ensure compliance.
- G. Contaminated needles and other contaminated sharps shall not be bent, recapped, or removed except as noted below. Shearing or breaking of contaminated needles is prohibited.
 - 1. Contaminated needles and other contaminated sharps shall not be recapped or removed unless no other alternative is feasible or such action is required by a specific medical procedure as determined by a competent medical professional qualified to make such determination.
 - 2. Such recapping or needle removal must be accomplished through the use of a mechanical device or a one-handed technique.
- H. Immediately or as soon as possible after use, contaminated reusable sharps shall be placed in appropriate containers until properly reprocessed.
- I. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.

- J. Food and drink shall not be kept in refrigerators, freezers, shelves, or cabinets, or on countertops or benchtops where blood or other potentially infectious materials are present.
- K. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.
- L. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
- M. Specimens of blood or other potentially infectious materials shall be placed in a container that prevents leakage during collection, handling, processing, storage, transport, or shipping.
 - 1. The container for storage, transport, or shipping shall be labeled or color coded according to law and closed prior to being stored, transported, or shipped. When a facility utilizes "universal precautions" in the handling of all specimens, the labeling/color coding of specimens is not necessary, provided containers are recognizable as containing specimens. This exemption applies only while such specimens/containers remain with the facility. Labeling or color coding is required when such specimens/containers leave the facility.
 - 2. If outside contamination of the primary container occurs, the primary container shall be placed within a second container that prevents leakage during handling, processing, storage, transport, or shipping and is labeled or color coded according to the requirements of this standard.
 - 3. If the specimen could puncture the primary container, the primary container shall be placed within a secondary container that is puncture resistant in addition to the above characteristics.
- N. Equipment that may become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary, unless the decontamination of such equipment or portions of such equipment is not feasible as determined by a supervisory employee assigned to make such determination.
 - 1. A readily observable label in accordance with law shall be attached to the equipment stating which portions remain contaminated.
 - 2. This information shall be conveyed to all affected employees, the servicing representative, and/or the manufacturer, as appropriate, prior to handling, servicing, or shipping so that appropriate precautions will be taken.

Personal protective equipment:

- A. *Provision.* When occupational exposure occurs, the District shall provide, at no cost to the employee, appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Personal protective equipment will be considered

"appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time that the protective equipment will be used.

- B. *Use.* The District requires that all exposed employees use appropriate personal protective equipment unless the District documents that a specific employee temporarily and briefly declined to use personal protective equipment when, under rare and extraordinary circumstances, it was such employee's professional judgment that in the specific instance its use would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the worker or co-worker. When the employee makes this judgment, the circumstances shall be reported by the employee and investigated and documented by the District in order to determine whether changes can be instituted to prevent such occurrences in the future.
- C. *Accessibility.* Appropriate personal protective equipment in the appropriate sizes must be readily accessible at the work site or issued to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to employees who are allergic to the gloves normally provided.
- D. *Cleaning, laundering, and disposal.* The District shall clean, launder, and dispose of personal protective equipment required in this standard, at no cost to the employee.
- E. *Repair and replacement.* The District shall repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.
- F. Any garment(s) penetrated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible.
- G. All personal protective equipment shall be removed prior to leaving the work area.
- H. When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.
- I. *Gloves.* Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and nonintact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.
 - 1. Disposable (single use) gloves, such as surgical or examination gloves, shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or their ability to function as a barrier is compromised.
 - 2. Disposable (single use) gloves shall not be washed or decontaminated for reuse.
 - 3. Utility gloves may be decontaminated for reuse if the integrity of the gloves is not compromised. However, they must be discarded if they are cracked,

peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Housekeeping:

- A. *General.* The work site must be maintained in a clean and sanitary condition. The District shall establish, attach hereto, and implement an appropriate written schedule for cleaning and the method of decontamination based upon the location within the facility, type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.
- B. All school activity areas are cleaned daily.
- C. In cleaning operations involving human blood, a cleaning solution consisting of ten to one (10:1) ratio of water and bleach will be used.
- D. All equipment and environmental and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.
 - 1. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures, immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials, and at the end of the work shift if the surface may have become contaminated since the last cleaning.
 - 2. Protective coverings - such as plastic wrap, aluminum foil, or imperviously backed absorbent paper used to cover equipment and environmental surfaces - shall be removed and replaced as soon as feasible when they become overtly contaminated or at the end of the work shift if they may have become contaminated during the shift.
 - 3. All bins, pails, cans, and similar receptacles intended for reuse that have a reasonable likelihood of becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.
 - 4. Broken glassware that may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means such as a brush and dustpan, tongs, or forceps.
 - 5. Reusable sharps that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.
- E. *Regulated waste:*
 - 1. Contaminated sharps discarding and containment:
 - a. Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are:

- I. Closable.
- II. Puncture resistant.
- III. Leakproof on sides and bottom.
- IV. Labeled or color coded.

b. During use, containers for contaminated sharps shall be:

- I. Easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (e.g., laundries).
- II. Maintained upright throughout use.
- III. Replaced routinely and not be allowed to overfill.

c. When moving containers of contaminated sharps from the area of use, the containers shall be:

- I. Closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
- II. Placed in a secondary container if leakage is possible. The second container shall be:
 - i. Closable.
 - ii. Constructed to contain all contents and Prevent leakage during handling, storage, transport, or shipping.
 - iii. Labeled or color coded.

d. Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner that would expose employees to the risk of percutaneous injury.

2. Other regulated waste containment:

a. Regulated waste shall be placed in containers that are:

- I. Closable.
- II. Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport, or shipping.
- III. Labeled or color coded.
- IV. Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

b. If outside contamination of the regulated waste container occurs, it shall be placed in a second container. The second container shall be:

- I. Closable.

- II. Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport, or shipping.
 - III. Labeled or color coded.
 - IV. Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
3. Disposal of all regulated waste shall be in accordance with applicable regulations of the United States, states, territories, and political subdivisions of states and territories.

F. *Laundry:*

1. Contaminated laundry shall be handled as little as possible, with a minimum of agitation.
 - a. Contaminated laundry shall be bagged or containerized at the location where it was used and shall not be sorted or rinsed in the location of use.
 - b. Contaminated laundry shall be placed and transported in bags or containers labeled or color coded. When a facility utilizes universal precautions in the handling of all soiled laundry, alternative labeling or color coding is sufficient if it permits all employees to recognize the containers as requiring compliance with universal precautions.
 - c. Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through or leakage from the bag or container, the laundry shall be placed and transported in bags or containers that prevent soaking-through and/or leakage of fluids to the exterior.
2. Employees who have contact with contaminated laundry must wear protective gloves and other appropriate personal protective equipment.
3. When a facility ships contaminated laundry off-site to a second facility, which does not utilize universal precautions in the handling of all laundry, the facility generating the contaminated laundry must place such laundry in bags or containers that are labeled or color-coded.

Hepatitis B Vaccination and Postexposure Evaluation and Follow-up

General:

- A. The District shall make available the hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and postexposure evaluation and follow-up to all employees who have had an exposure incident.
- B. The District requires that all medical evaluations and procedures, including the hepatitis B vaccine, and vaccination series and postexposure evaluation and follow-up, including prophylaxis, are:
 1. Made available at no cost to the employee.

2. Made available to the employee at a reasonable time and place.
 3. Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional.
 4. Provided according to recommendations of the U.S. Public Health Service current at the time these evaluations and procedures take place, except as specified in this section on hepatitis B vaccination and postexposure evaluation and follow-up.
- C. The District requires that all laboratory tests be conducted by an accredited laboratory at no cost to the employee.

Hepatitis B vaccination:

- A. Hepatitis B vaccination shall be made available after the employee has received the training required and within ten (10) working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.
- B. The District shall not make participation in a prescreening program a prerequisite for receiving hepatitis B vaccination.
- C. If the employee initially declines hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the District shall make available hepatitis B vaccination at that time.
- D. The District requires all employees who decline to accept hepatitis B vaccination that is offered to sign the following statement:

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

- E. If a routine booster dose(s) of hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster dose(s) shall be made available.

Postexposure evaluation and follow-up. Following a report of an exposure incident, the District shall make immediately available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:

- A. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.
- B. Identification and documentation of the source individual, unless the District can establish that identification is infeasible or prohibited by state or local law.
 - 1. The source individual's blood shall be tested as soon as feasible, and after consent is obtained, in order to determine HBV and HIV infectivity. If consent is not obtained, the District shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the result documented.
 - 2. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
 - 3. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- C. Collection and testing of blood for HBV and HIV serological status:
 - 1. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
 - 2. If the employee consents to base-line blood collection but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least ninety (90) days. If within ninety (90) days of the exposure incident the employee elects to have the base-line sample tested, such testing shall be done as soon as feasible.
- D. Postexposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service.
- E. Counseling.
- F. Evaluation of reported illnesses.

Information provided to the health care professional:

- A. The health care professional responsible for the employee's hepatitis B vaccination shall be provided a copy of this document.
- B. The health care professional evaluating an employee after an exposure incident shall be provided the following information:
 - 1. A copy of this document.
 - 2. A description of the exposed employee's duties as they relate to the exposure incident.
 - 3. Documentation of the route(s) of exposure and circumstances under which exposure occurred.

4. Results of the source individual's blood testing, if available.
5. All medical records relevant to the appropriate treatment of the employee, including vaccination status, that are the District's responsibility to maintain.

Health care professional's written opinion. The District shall obtain and provide the employee with a copy of the evaluating health care professional's written opinion within fifteen (15) days of the completion of the evaluation.

- A. The health care professional's written opinion for hepatitis B vaccination shall be limited to whether hepatitis B vaccination is indicated for an employee and whether the employee has received such vaccination.
- B. The health care professional's written opinion for postexposure evaluation and follow-up shall be limited to the following information:
 1. That the employee has been informed of the results of the evaluation.
 2. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials that require further evaluation or treatment.
- C. All other findings or diagnoses shall remain confidential and shall not be included in the written report.

Medical record keeping. Medical records required by this standard shall be maintained.

Communication of Hazards to Employees Labels:

- A. Warning labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material, and other containers used to store, transport, or ship blood or other potentially infectious materials, except as provided in law.
- B. These labels shall contain the "biohazard" label.
- C. These labels shall be fluorescent orange or orange-red or predominantly so, with lettering or symbols in a contrasting color.
- D. Labels are required to be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.
- E. Red bags or red containers may be substituted for labels.
- F. Containers of blood, blood components, or blood products that are labeled as to their contents and have been released for transfusion or other clinical use are exempted from the labeling requirements of this section on communication of hazards to employees.
- G. Individual containers of blood or other potentially infectious materials that are placed in a labeled container during storage, transport, shipment, or disposal are exempted from the labeling requirements.
- H. Labels required for contaminated equipment shall be in accordance with this section and shall also state which portions of the equipment remain contaminated.

- I. Regulated waste that has been decontaminated need not be labeled or color coded.

Information and training:

- A. All employees with occupational exposure shall participate in a training program, which must be provided at no cost to the employees and during working hours.
- B. Training shall be provided as follows:
 1. At the time of initial assignment to tasks where occupational exposure may take place.
 2. Within ninety (90) days after the effective date of the standard.
 3. At least annually thereafter.
- C. For employees who have received training on bloodborne pathogens in the year preceding the effective date of the standard, only training with respect to the provisions of the standard that were not included need be provided.
- D. Annual training for all employees shall be provided within one (1) year of their previous training.
- E. The District shall provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure. The additional training may be limited to addressing the new exposures created.
- F. Material appropriate in content and vocabulary to educational level, literacy, and language of employees shall be used.
- G. The training program shall contain at a minimum the following elements:
 1. An accessible copy of the regulatory text of this standard and an explanation of its contents.
 2. A general explanation of the epidemiology and symptoms of bloodborne diseases.
 3. An explanation of the modes of transmission of bloodborne pathogens.
 4. An explanation of the District's Exposure Control Plan and the means by which the employee can obtain a copy of the written plan.
 5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
 6. An explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment.
 7. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
 8. An explanation of the basis for selection of personal protective equipment.
 9. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.

10. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
11. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
12. Information on the postexposure evaluation and follow-up that the District is required to provide for the employee following an exposure incident.
13. An explanation of the labels and/or color coding required.
14. An opportunity for interactive questions and answers with the person conducting the training session.

H. The person conducting the training shall be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training will address.

Record Keeping

Medical records:

- A. The District shall establish and maintain an accurate record for each employee with occupational exposure as defined herein.
- B. This record shall include:
 1. The name and Social Security number of the employee.
 2. A copy of the employee's hepatitis B vaccination status, including the dates of all hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination.
 3. A copy of all results of examinations, medical testing, and follow-up procedures.
 4. The District's copy of the health care professional's written opinion.
 5. A copy of the information provided to the health care professional.
- C. *Confidentiality.* The District shall ensure that employee medical records required by law are:
 1. Kept confidential.
 2. Not disclosed or reported, without the employee's express written consent, to any person within or outside the workplace, except as required by law.
- D. The District shall maintain the records required by law for at least the duration of employment plus thirty (30) years.

Training records:

- A. Training records shall include the following information:

1. The dates of the training sessions.
 2. The contents or a summary of the training sessions.
 3. The names and qualifications of persons conducting the training.
 4. The names and job titles of all persons attending the training sessions.
- B. Training records shall be maintained for three (3) years from the date on which the training occurred.

Availability:

- A. The District shall ensure that all records required to be maintained shall be made available, upon request, to the Assistant Secretary of Labor and the Director of the Occupational Safety and Health Administration for examination and copying.
- B. Employee training records required by law shall be provided upon request for examination and copying to employees, to employee representatives, to the Director of the Occupational Safety and Health Administration, and to the Assistant Secretary of Labor.
- C. Employee medical records required by law shall be provided upon request, for examination and copying, to the subject employee, to anyone having written consent of the subject employee, to the Director of the Occupational Safety and Health Administration, and to the Assistant Secretary of Labor.

Transfer of records:

- A. The District shall comply with the legal requirements involving transfer of records.
- B. If the District ceases to do business and there is no successor district to receive and retain the records for the prescribed period, the District shall notify the Director of the Occupational Safety and Health Administration, at least three (3) months prior to their disposal, and transmit them to the Director of the Occupational Safety and Health Administration, if required by the Director of the Occupational Safety and Health Administration to do so, within that three (3) month period.

EBBB-EA

Accident Reports

Amphitheater Public Schools Student Accident/Injury Report

To view the District's Accident/Injury Report, [please click here](#).

EBBB-EB

Accident Reports

Vehicle Accident Reporting

Before leaving with your vehicle, check to be sure you have:

- A. Transportation department's vehicle accident kit.
- B. Proof of insurance.
- C. Registration.
- D. Current phone numbers of the site manager and the home phone number of the transportation manager.

Whenever you are involved in an accident while on District business, the following accident procedures will be followed, whether in a District-owned vehicle or in a personally owned vehicle.

- A. Do not move the vehicle or persons unless immediate danger exists.
- B. Check your passengers for injuries.
- C. Check passengers in other vehicle(s) for injuries.
- D. Report the exact location, vehicle number, and extent of injuries.
 - 1. During work hours: Police – 911
Transportation office (520) 696-6603 or (520) 696-3783
 - 2. After work hours: Police – 911
Until 10:00 p.m. Monday-Friday (520) 696-3787
Transportation manager (520) 730-9161
- E. Put out warning devices.
- F. Do not give any information to anyone except law-enforcement officers or school officials.
- G. Continue to tend to the injured until help arrives.
- H. In all accidents, write down the names, addresses, phone numbers, and ages of all passengers involved.
- I. Keep all passengers together until released by appropriate authorities.
- J. Obtain insurance exchange cards from others involved in the accident.
- K. A District Vehicle Accident Report form must be completed by the driver and the manager within twenty-four (24) hours.

EBBB-EC

ACCIDENT REPORTS VEHICLE ACCIDENT REPORT

Date: _____ Time: _____ a.m. _____ p.m. _____

Location:

Our Vehicle (No. 1)

Moving Stopped in traffic Parked

Driver: _____

Address: _____

City and state: _____

Date of birth: _____ Driver license number: _____

Phone: (Res) _____ (Work) _____

Vehicle Make: _____ Year: _____

License No.: _____ VIN: _____

Damage: _____

Other Vehicle (No. 2)

Moving Stopped in traffic Parked

Driver: _____

Address: _____

City and state: _____

Date of birth: _____ Driver license number: _____

Phone: (Res) _____ (Work) _____

Vehicle Make: _____ Year: _____

License No.: _____ VIN: _____

Damage: _____

Describe what happened (refer to vehicles by number):

Driver's Signature: _____ Date: _____

Investigating officer: _____ Dept.: _____

Citation issued: _____ (city, county, state)

Date _____

EBAB

HAZARDOUS MATERIALS

The Superintendent will promulgate procedures for handling hazardous materials and providing for training in their use and detection.

Adopted: date of Manual adoption

LEGAL REF.:

OSHA Regulation - 29 C.F.R. Part 910.1200: Hazard Communication Standard (Right to Know)

HAZARDOUS MATERIALS

(Hazardous Chemical Information Training Programs)

In order to ensure the safety of all employees whose work for the District brings them into contact with hazardous chemicals, the District hereby promulgates this program for distributing information about hazardous chemicals present in the District and used by District employees in various areas:

- A. All hazardous chemicals purchased by the District and used by District employees in the workplace shall be purchased in labeled containers from the manufacturer/distributor of said hazardous chemical. The labels shall be maintained on each container. Hazardous chemicals may be transferred only from properly labeled containers into other properly labeled containers. The original labeling provided by the manufacturer/distributor shall be maintained at all times.
- B. Material safety data sheets (MSDSs), provided by each chemical manufacturer, importer, and/or distributor to the District at the time of purchase of the particular chemical by the District, shall be maintained in a readily accessible place for reference purposes by employees having occasion to use that particular hazardous chemical. The training programs hereinafter referred to for particular employees coming in contact with specific hazardous chemicals, shall contain information about how to read and use the MSDSs.
- C. The District shall post prominently in any affected work area a list of hazardous chemicals present or commonly used in that area as well as the particular operation in which the hazardous chemicals are used.
- D. The District shall conduct training programs for each group of employees who use particular hazardous chemicals to teach them methods and observations that can be used to detect the presence or release of hazardous chemicals in their particular work areas, the physical and health hazards of those particular chemicals, measures the employees can take to protect themselves, and an explanation of the labeling system and the MSDSs. The training program shall be conducted with each group of employees and shall be specifically related to the types of chemicals used by those employees in their daily work assignments.

Safety and Emergency Management

© 3-401.C Procedure - Safety and Emergency Management - Protective Gear

The District shall ensure that students and staff have adequate protective gear for activities conducted by the District.

Every student, teacher, and visitor shall wear appropriate eye protective wear while participating in or when observing activities involving exposure to:

1. Molten metals or other molten materials;
2. Cutting, shaping and grinding of materials;
3. Heat treatment, tempering or kiln firing of any metal or other materials;
4. Welding fabrication processes;
5. Explosive materials;
6. Caustic solutions; or
7. Radioactive materials.

"Eye protective wear" means devices meeting the standards of the American National Standards Institute's standards for occupational and education eye protection.

GBGB

STAFF PERSONAL SECURITY AND SAFETY

It is the Governing Board's intent to provide a drug-free, healthful, safe and secure work environment.

Threats

Any employee who is threatened with bodily harm by an individual or a group while carrying out assigned duties shall immediately notify the school principal or supervisor, who shall then immediately notify the Superintendent's office, or designee. Together they shall take immediate steps in cooperation with the employee to provide every reasonable precaution for the employee's safety. Precautionary steps, including any advisable legal action, shall be reported to the Superintendent's office at the earliest possible time.

The Superintendent shall establish procedures that provide for the protection of any employee who is threatened with harm by an individual or a group while carrying out assigned duties.

Eye Protective Devices

The Superintendent shall establish procedures for every student, teacher, and visitor in public schools that shall require the wearing of appropriate eye protective ware while participating in or when observing vocational, technical, industrial arts, art, or laboratory science activities.

The Board shall equip the schools with protective eyewear.

Schools may receive and expend federal, state, and local monies to provide eye protective devices.

Protective Clothing and Protective Devices

It shall be the policy of the District that every employee wear and/or use appropriate safety devices.

Employee Protection

Nothing herein shall be deemed to bar or prevent the timely filing, by a present or future employee or member of the Governing Board of any claim, account, demand, or suit against the District on behalf of the individual or any family member arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law. Nothing herein contained shall be deemed to modify, repeal, or otherwise affect the

applicability of worker's compensation laws set forth in Title 23 of the Arizona Revised Statutes.

The District will not serve as agent for the collection of indebtedness claims against its staff members or as arbitrator in disputes between staff members and complainants.

Therefore, only such complaints or claims that have undergone due process of law will be honored.

Requests from law enforcement agencies for information about any employee are to be referred to the human resources division.

Legal Protection

In the event of a criminal charge against an employee as a result of the performance of a function required by the employee's job description, the District may, upon the request of the employee, pay for all or any part of the services of an attorney selected by the employee, to the extent approved by the Governing Board.

The decision of the Governing Board shall be based upon the known facts and circumstances and recommendations by the Superintendent and the Governing Board's attorney.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

13-1203

13-1204

13-2911

15-151

15-507

GBGB-E

STAFF PERSONAL SECURITY AND SAFETY

PROTECTION FROM ABUSE

A person who knowingly abuses a school employee on school grounds or while the employee is engaged in the performance of assigned duties is guilty of a Class 3 misdemeanor.

Abuse may be physical or verbal. Physical abuse includes causing physical injury, threat of physical injury, or knowingly touching another person with the intent to injure, insult, or provoke that person. Verbal abuse includes use of profane, rude, and/or insulting language.

Any person engaged in abusive treatment of a school employee may be asked to cease such conduct and/or leave the property of the District and may additionally be subject to any criminal sanctions for which the law provides.

Safety and Emergency Management

© 3-401.D Procedure - Safety and Emergency Management - Property Safeguards

A. Access

The Superintendent shall limit access to school buildings and grounds. The District shall establish and maintain protocols regarding the distribution of keys or equipment to access District property. Staff may be required to pay for re-keying or replacing security controls upon loss of access material.

B. Vandalism

The Superintendent is authorized to sign a criminal complaint and to press charges against anyone who vandalizes school property. The District may file suit to recover the cost of vandalism from any individual.

C. Surveillance Cameras

Surveillance cameras may be used in all areas under the supervision of the District, including school buildings, buses, grounds, and other authorized areas of the District. The use of surveillance cameras is intended to support monitoring safety and security, providing evidence for student or staff disciplinary action, and to serve as a deterrence for and prevention of unlawful activities, as well as to document those activities.

Surveillance cameras may be used in locations as deemed appropriate by the District administration, but shall not be used in locations where there is a reasonable expectation of privacy. Real-time or recorded video from the surveillance cameras may be viewed by appropriate personnel authorized by the Superintendent. Videos shall be maintained as required under the retention schedules published by the Arizona State Library, Archives and Public Records.

Safety and Emergency Management

© 3-401.E Procedure - Safety and Emergency Management - Pesticide Application Process

The District shall comply with the requirements of state law to ensure that students, parents/guardians and staff have adequate notice of pesticide applications as required by [A.R.S. § 15-152](#) and [A.R.S. § 3-3606](#).

A. Notice

The District shall provide notice as follows:

1. 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;
2. Provide for oral notification to pupils and employees during the regular school session; and
3. Provide written, electronic or telephonic notification to parents or guardians at least forty-eight (48) hours prior to the application of pesticides.

B. Pest Control Applicators

Pest control applicator(s) employed by the District shall be licensed and 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 the brand name, concentration, rate of application, pesticide label, material safety data sheet, the area or areas where the pesticide is to be applied, and any use restrictions required by the pesticide label. Prior to the application, the applicator shall provide the school contact person with a written preapplication notification containing the following information:

1. The brand name, concentration, rate of application, and any use restrictions required by the label of the herbicide or specific pesticide.
2. The area or areas where the pesticide is to be applied.
3. The date and time the application is to occur.
4. The pesticide label and the material safety data sheet.

In case of pesticide applications performed for or by public health agencies or emergency applications performed because of immediate threat to the public health, the licensed applicator shall provide the school office oral and, if possible, written notice, of the area to be treated.

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

C. 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:

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

The signs shall be placed at the main entrance to all buildings and/or playing fields where the pesticide will be applied. The signs may be removed not less than forty-eight (48) hours after the pesticide is applied.

Safety and Emergency Management

© 3-401.F Procedure - Safety and Emergency Management - Community Notifications

Upon receiving notification from a law enforcement agency of the presence of a level two or level three registered sex offender in the community, the District may disseminate the information to staff, parents, legal guardians, custodians and students (if age appropriate). The District may restrict visitor access to those subject to relevant community notifications as permitted by law.

The District will provide information received from the judicial system regarding the presence of a student who has been adjudicated delinquent for or convicted of and placed on probation for a dangerous offense or sexual conduct with a minor, sexual assault, molestation of a child, or continual sexual abuse of a child to staff, parents, legal guardians, and custodians upon request.

School employees, contractors and agents are prohibited from assisting a school employee, contractor or agent in obtaining a new job if the individual or agency knows or has probable cause to believe that the school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of applicable state and federal laws. The District shall make exceptions only as permitted by federal statute ([20 U.S.C. § 7926](#)).

3-400 Security Controls

© 3-402 Records

The District shall disclose public records as required by the Arizona Public Records Act and the Parent's Bill of Rights.

The District shall maintain public records according to the record retention schedules published by the Arizona State Library, Archives and Public Records. The Superintendent shall establish a records management program to address the retention and disposition of District records.

No District employee having custody of a public record may knowingly and without lawful authority destroy, mutilate, deface, alter, falsify, remove or secrete a public record.

The District shall notify parents/legal guardians prior to the destruction of student records as required under state or federal law.

Adopted:

Legal Authority:

[A.R.S. § 1-602](#) *et seq.*

[A.R.S. § 15-143](#)

[A.R.S. § 15-341](#)

[A.R.S. § 38-421](#)

[A.R.S. § 39-101](#) *et seq.*

[A.R.S. § 41-151.14](#)

[34 CFR § 300.624](#)

KDB-R

PUBLIC'S RIGHT TO KNOW / FREEDOM OF INFORMATION

Public records of the District will be open for inspection by any person as provided by law.

Public record means any recorded information that is made, maintained, or kept by, or is in the possession of, the District. Such records include minutes of the Governing Board, agendas, financial records, contracts, and statistical summaries.

The office of the Superintendent will be open to receive requests for records inspection or copying during normal business hours Monday through Friday.

Requests for access to records shall be directed to the office of the Superintendent.

All persons requesting inspection and/or copying of public records must attest that they have not requested the public records of the District for a commercial purpose. If the records are requested for a commercial purpose, the requester must provide a statement, verified by the requester, setting forth the commercial purpose for which the materials will be used.

The above declaration will be made and signed on the official form provided by the District for requesting inspection and/or copying of public records.

The Superintendent shall permit access to, or provide for the copying of, the records requested promptly following the request or will provide an explanation of the cause for further delay and will give notification of the time the records will be available.

Requirements of access and inspection apply only to existing records and do not require creation of new records. Public inspection of a document that otherwise would be a public record may be denied by the Superintendent if 1) the record is made confidential by statute, 2) the record involves the privacy interests of persons, or 3) disclosure would be detrimental to the best interests of the District. If a public record contains material that is not subject to disclosure, the District will delete such material and make available to the requester such material in the record as is subject to disclosure.

Records contained on a computer will be provided only in the form in which the information can be made available using existing computer programs.

Copies of radio or recording tapes of discs, video or films, pictures, slides, graphics, illustrations, or similar audio or visual items or devices will not be furnished unless such items or devices have been shown or played at a public meeting of the Governing Board.

A fee shall be levied on each request to cover the cost of making copies. The fee will be collected prior to releasing material.

The fees will be based upon the following:

- A. Thirty-five cents (35¢) per copy.
- B. Actual cost, if available, will be assessed.
- C. Free copies shall be furnished if they are to be used in claims against the United States.

Commercial Purpose

When a person requests copies, printouts or photographs of public records for a commercial purpose, the person shall provide a statement setting forth the commercial purpose for which the copies, printouts or photographs will be used. Upon being furnished with the statement the Superintendent may furnish reproductions of the requested records. The charge for such records shall include the following:

- A. A portion of the cost for the District to obtain the original or copies of the documents, printouts or photographs requested.
- B. A reasonable fee for the cost of time, materials, equipment and personnel in producing such reproduction.
- C. The value of the reproduction on the commercial market as best determined by the Superintendent.

If the Superintendent determines that the intended commercial use is a misuse of the requested public records or is an abuse of the right to receive public records, the Superintendent may apply to the Governor requesting that the Governor, by executive order, prohibit the furnishing of copies, printouts or photographs for such commercial purpose. If the Governor determines that such public records shall not be provided for commercial purpose the Governor shall issue an executive order prohibiting the providing of the requested records for such commercial purpose. If no order is issued within thirty days (30) of the date of application, the Superintendent shall provide reproductions of requested copies, printouts or photographs upon being paid the fee determined pursuant to this regulation.

The Superintendent shall advise the Board when District records are requested for commercial purposes.

Records

© 3-402.B Procedure - Records - Records Retention

The Superintendent shall establish and maintain an active, continuing program for the economical and efficient management of the District's public records. Records should not be destroyed, removed or disposed of, except as provided by law, rule or policy.

Records should be archived or disposed of by following the applicable records retention schedule, subject to exceptions stated regarding retention for audit and litigation purposes. The building administrator is responsible for ensuring that staff identify and retain records with the established records retention criteria.

Each building and department administrator must protect and preserve official records in whatever format they exist, including paper, digital, microfiche and film. Staff shall carefully protect and preserve the records from deterioration, mutilation, loss or destruction. This includes ensuring the security and privacy of records to maintain the authenticity, integrity and trustworthiness of records. Records should be safely stored to prevent vandalism, theft and accidental or intentional disposal, deletion or destruction.

Electronic communications that are sent or received by the Governing Board or District employees pertaining to District business may be subject to public disclosure and inspection as public record, even if personal devices are used to communicate regarding District business.

Records

© 3-402.C Procedure - Records - Destruction of Student Records

The District shall provide any requisite notice to parents/legal guardians prior to the destruction of any student records as required under state or federal regulation. The District shall destroy personally identifiable information regarding a student at the request of a parent/guardian once the information is no longer needed unless otherwise required to be maintained.

The District may include notice regarding the potential destruction as a part of the enrollment process or upon graduation. The District may mail a notice of the destruction of record prior to completing the destruction of the student records. Notice of the District's schedule for the disposition of records will also be available upon request.

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Records

© 3-402.D Procedure - Records - Parent's Bill of Rights

Pursuant to [A.R.S. § 1-602](#) and [A.R.S. § 15-143](#), a parent/legal guardian shall have access to all written and electronic records of the District or a District employee concerning their student and to all electronic accounts of the student, including all of the following:

1. Attendance records.
2. Test scores of school-administered tests and statewide assessments.
3. Grades.
4. Extracurricular activities or club participation.
5. Disciplinary records.
6. Counseling records.
7. Psychological records.
8. Applications for admission.
9. Health and immunization information, including any medical records that are maintained by a health clinic or medical facility operated or controlled by the school district or charter school or that are located on school district or charter school property.
10. Teacher and counselor evaluations.
11. Reports of behavioral patterns.
12. Email accounts.

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

(Appropriate use of Electronic Information Services)

Electronic information resources services (EIS) are now available to students and staff in the District. Electronic information resources currently include CD- ROMS, laserdiscs, multimedia, on-line services, software, videocassettes, and electronic mail. We are very pleased to provide access to students and staff members of the District and believe these resources offer vast, diverse, and unique opportunities. Our goal in providing these services to students, teachers, administrators, and staff members is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

One such resource is the Internet, a global electronic information infrastructure.

The Internet is a fluid environment; the information that will be available to students is constantly changing. On a global network it is impossible to control all materials, and a user may discover controversial information. We firmly believe that the valuable information and interaction available on the worldwide network outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Every effort should be made to ensure that electronic information resources are used only in support of education and research and in accordance with the educational objectives of the District. Use of other organizations' networks or computing resources must comply with the rules appropriate for those networks. Transmission or reception of any material in violation of any governmental regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected as a trade secret. Use for commercial activities and product advertisements is prohibited.

The District is providing only a conduit to the information; users must be wary of the content. The District cannot be held accountable for information that is retrieved via the network. In addition to the appropriateness of information, users need to consider the source of any information they obtain and consider the validity of that information. No system is guaranteed to be operating perfectly all the time. The District does not assume liability for any information that may be lost, damaged, or unavailable due to technical, or other, difficulties.

The electronic networking environment requires that school officials prescribe guidelines for proper use of electronic information resources. The Superintendent shall develop such guidelines. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary and/or legal action.

Information that delineates responsibilities, guidelines, and consequences regarding such resources is made available to every student in the Parent and Student Information Booklet which is also available on the District's website. These guidelines address issues of privacy, ethical use of information with respect to intellectual property, or using the networks for illegal or inappropriate activities. The smooth operation of the network relies upon the proper conduct of the users, who must adhere to strict guidelines.

Filtering and Internet Safety

As required by the Children's Internet Protection Act, the District shall provide for technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by students, harmful to students. Safety and security mechanisms shall include monitoring the online activities of students.

As required by the Children's Internet Protection Act, the prevention of inappropriate network usage includes unauthorized access, including "hacking," and other unlawful activities; unauthorized disclosure, use and dissemination of personal identification information regarding minors.

It is the policy of the Board to place limits, controls, and prohibitions on the District's electronic resources to prevent unauthorized:

- A. user access over the District's computer network.
- B. user access to, or transmission of, inappropriate material through all forms of direct electronic communications.
- C. access and other unlawful online activities.
- D. disclosure, use and dissemination of personal information.

It is the policy of the Board to comply with the Children's Internet Protection Act [P.L. No. 106-554 and 47 U.S.C. 254(h)].

Education, Supervision and Monitoring

It shall be the responsibility of all District employees to be knowledgeable of the Board's policies and administrative guidelines and procedures. Further, it shall be the responsibility of all employees, to the extent prudent to an individual's assignment to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

The Superintendent shall provide for appropriate training for District employees and for students who use the District's computer network and have access to the Internet. Training provided shall be designed to promote the District's commitment to:

- A. the standards and acceptable use of the District's network and Internet services as set forth in District policy;
- B. student safety in regards to use of the Internet, appropriate behavior while using, but not limited to, such things as social networking Web sites, online opportunities and chat rooms; and cyberbullying awareness and response; and compliance with E-rate requirements of the Children's Internet Protection Act.

While training will be subsequently provided to employees under this policy, the requirements of the policy are effective immediately. Employees will be held to strict compliance with the requirements of the policy and the accompanying regulation, regardless of whether training has been given.

The Superintendent is responsible for the implementation of this policy and for establishing and enforcing the District's electronic information services guidelines and procedures for appropriate technology protection measures (filters), monitoring, and use.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

13-2316

13-3506.01

13-3509

15-341

15-808

15-1046

34-501

34-502

20 U.S.C. 9134, The Children's Internet Protection Act

47 U.S.C. 254, Communications Act of 1934 (The Children's Internet Protection Act)

Technology

© 3-403.A Procedure - Technology - Use Requirements

The Superintendent shall put systems in place to encourage appropriate use of District technology and may require all users to execute an agreement regarding the applicable requirements.

A. Internet Safety and Filtering

The District shall provide for measures that protect against Internet access by both adults and minors to visual depictions that are pornographic. The protective measures shall also include monitoring the online activities of students while using District technology.

B. Monitoring and Education

The District may provide training to staff regarding their individual responsibility to monitor student use of District technology. District staff will supervise, monitor and educate students as to appropriate usage of the online computer network and access to the Internet.

The Superintendent is responsible for creating, implementing and enforcing the District's electronic information use guidelines and procedures for appropriate technology protection measures (filters), monitoring, and use.

The District shall educate students on becoming digital citizens so that students learn the rights, responsibilities, and opportunities of living, learning and working in an interconnected digital world.

C. Transmission of Harmful Items to Minors

No person, with knowledge of the character of the item involved, may intentionally or knowingly transmit or send to a minor by means of technology an item that is harmful to minors when the person knows or believes at the time of the transmission that a minor in this state will receive the item. Violation of this provision is a criminal felony and any violation will be submitted to law enforcement for investigation.

D. Data Management/Security

The Superintendent shall implement and maintain data management and security controls that ensure maximum availability and effective use of accurate, timely, and reliable data and information while protecting the privacy, confidentiality, security, and safety of data regarding staff, students, and their families. The District shall strive to meet the following objectives:

1. Encourage and support effective use of data and information resources in academic and operational performance management and decision making.
2. Ensure confidentiality, privacy, and security of data and communications pertaining to staff, students, and their families.
3. Comply with federal, state, and local laws and regulations regarding information privacy and security, as well as records retention and disposal.
4. Implement prudent and reasonable measures to protect the District's data and information resources and technology infrastructure from unauthorized use, theft, exploitation, modification, destruction, and denial of use.
5. Create plans and procedures for responding to cyber attacks and, in the event of a successful attack, for effectively and fully recovering data in an ethical and lawful manner.
6. Ensure that authorized access to District data and information resources and technology infrastructure by third parties is monitored and protected to the fullest extent.
7. Train staff regarding data management, security policies and procedures.
8. Periodically conduct data governance and security risk assessments.

E. Communication with Students/Minors

District employees shall abide by all District requirements pertaining to the use of District technology or personal devices when communicating with students or minors.

Technology

© 3-403.B Procedure - Technology - Accessibility

The District is committed to providing technology and websites that are accessible to persons with disabilities. All staff that post digital content are responsible for ensuring that the content is in conformance with level AA of the Web Content Accessibility Guidelines (WCAG) 2.1 or updated equivalents of these guidelines so as to assure compliance.

A website accessibility concerns/complaints form related to the accessibility of websites developed or maintained by the District is available from the District office and maintained electronically. The form includes identification information, date, description of the problem, location of the inaccessible site, and the solution suggested.

A concern or complaint may be made verbally, by e-mail, in writing or by completing the form provided by the District. All such communications will be forwarded to a staff member or consultant designated by the Superintendent.

Each concern or complaint will be processed and the person initiating the communication will receive a timely response, including the provision of access to the website information requested.

EI

INSURANCE PROGRAMS / RISK MANAGEMENT

Liability/Property Insurance

The District shall make every effort to establish an adequate liability and property insurance program.

The Governing Board, being charged with the responsibility for the protection of all District property, does hereby resolve to do so through the medium of purchasing liability and property insurance, at a reasonable price and on a negotiated basis, in sound companies from reputable independent agents, except in cases where sound judgment dictates that the District bear its own risks. It further resolves to carry out a continuous program of fire and accident prevention and safety engineering, in order to protect the lives of our school population and to preserve the real and personal property of the District.

The Governing Board hereby charges the Superintendent with the responsibility for carrying out the adopted policies of the Governing Board in relation to the liability and property insurance program, and hereby grants the Superintendent authority to act for the Governing Board in performing necessary duties as outlined hereinafter. The Governing Board resolves to utilize the services of an appointed agent of record to assist it and the Superintendent in the administration of this program.

The Governing Board further resolves that all the insurance shall be written in such a way as to give maximum protection at a minimum cost.

Functions of the Governing Board. The Board:

- A. Determines the Superintendent's duties and responsibilities in connection with the liability and property insurance program.
- B. Determines types of coverage, including basic forms and limits.
- C. Resolves that all the insurance shall be written in such a way as to optimize the relation of benefit to cost.
- D. Determines policy regarding settlement of claims.
- E. Appoints an agent of record.
- F. Establishes criteria for the selection of insurance companies, and allocation of commissions to qualified participating agents.

Duties and responsibilities of the Superintendent or designee with regard to insurance.

The Superintendent or the Associate to the Superintendent for Budget and Finance and accounting will:

- A. Act as liaison officer between the Governing Board and the agent of record.

- B. Supervise the allocation of liability and property insurance and insurance commissions among agents according to policies adopted by the Governing Board.
- C. Represent the Governing Board in negotiations on all claims and sign proofs of loss and settle claims in accordance with Governing Board policy and authority.
- D. Implement Governing Board's policies on coverage and appraisal.
- E. Be responsible for liability and property insurance and property record keeping.
- F. Have responsibility for seeking technical advice on fire and safety engineering during preliminary planning on buildings.

Determination of appraisal policy. The Governing Board directs that the existing appraisal of District property be brought up to date and that thereafter periodic appraisals be made as necessary either by competent independent appraisers or other satisfactory means.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-341

15-381

15-382

15-383

15-384

15-386

15-387

15-388

15-502

A.G.O.

I80-216

EI-R

INSURANCE PROGRAMS / RISK MANAGEMENT

Fire and Extended Coverage

There shall be a periodic appraisal by a competent engineer of all buildings and contents. Appraisals shall be reviewed and necessary changes shall be made annually.

All insurance shall be allocated to agents as the Governing Board shall direct.

The insurance advisor, who has been selected by the bidding process, shall advise the Governing Board and the Superintendent in insurance matters.

Vehicle Insurance

All vehicles shall be adequately covered by insurance according to the uses to which they are put.

School buses or other vehicles regularly transporting pupils shall be covered with liability insurance in the maximum amounts available.

Student Accident Insurance

The District shall not sponsor any program of accident insurance for pupils but may make such programs available.

General Liability Insurance

Until deemed inadvisable or unlawful, the District shall carry liability insurance covering all school-related functions.

Miscellaneous Insurance

Other insurance may be carried, at the discretion of the Governing Board.

Insurance Advisor

Appointment and qualifications:

- A. The insurance advisor must have been continuously engaged in the general liability and property insurance business in the state of Arizona for at least five (5) years immediately prior to appointment.
- B. The insurance advisor's firm must have a minimum of three (3) full-time licensed agents devoting their efforts to general liability and property insurance work.
- C. The Advisor's firm must maintain an adequate office staff to satisfactorily carry

- out all details of the School District's liability property insurance program.
- D. The insurance advisor nor the advisor's firm may bid on District insurance programs.

Duties of the insurance advisor:

- A. Advise the Superintendent and the Governing Board in regard to types, amounts, limits, and forms of coverage.
- B. Make recommendations to the Superintendent and the Governing Board in regard to safety engineering and fire and accident prevention.
- C. Furnish or make available technical information on fire and safety engineering during preliminary planning on new buildings.
- D. Assist in and expedite the adjustment of loss.
- E. Review continuously all rates and rating schedules with a view to obtaining the best possible rates.
- F. Put out for bid and obtain price quotations on all insurance coverage.
- G. Recommend the placing of liability and property insurance business with companies that will supply the right amount of liability and property insurance for the District at the best possible price.
- H. Furnish the Superintendent and the Governing Board with such other technical advice as either may require.

Criteria for Selection and Qualifications of Insurance Companies

The company must be licensed to do business in this state.

The company must have a high financial rating as judged by A. M. Best & Company.

Forms of policy acceptable must be the latest edition of Standard Forms Bureau Form 500 or an equal form acceptable to the Governing Board.

Allocation of Liability and Property Insurance Commissions

The insurance advisor shall be paid a flat fee not based on policy premiums or amount.

Insurance

© 3-404.A Procedure - Insurance - Liability Coverage

The Superintendent shall review the District's insurance program, consider alternatives, and report recommendations to the Board; recommend specific insurance placement and prepare specifications for bidding of the same if necessary; assist the Board in the establishment and maintenance of property valuation and insurance records; assist in processing all claims; and recommend such measures as may reduce the cost of insurance programs including assumption of risk, loss prevention, wellness programs, transfer of risk, and self-insurance.

The Superintendent may establish insurance coverage in the following general areas:

1. Commercial General Liability Insurance in an amount not less than \$1,000,000 combined single limit, per occurrence, and \$2,000,000 aggregate.
2. Workers' Compensation according to the statutory limits.
3. Employers' Liability Coverage of at least \$500,000.
4. Automobile Liability in an amount not less than \$1,000,000 per occurrence for bodily injury and property damage, including owned, hired and non-owned vehicle coverage.
5. Professional Liability: Not less than \$1,000,000 per occurrence.
6. Umbrella or Excess Liability Coverage: Not less than \$5,000,000 per occurrence and in the aggregate.
7. Cyber Risk Insurance: Not less than \$2,000,000 per claim.
8. Environmental Liability: Not less than \$2,000,000 per claim and in the aggregate.

GBGD

WORKERS' COMPENSATION

All employees shall be covered by workers' compensation insurance for any accident while on assignment, including an accident on school property or while on official business off school property. An employee must report any such accident to the supervisor's office immediately, since a report on the time of the accident, persons involved, and how it happened is required.

Compensation lost as a result of injury by accident arising out of and in the course of employment is covered to the extent provided under the Arizona worker's compensation and occupational disease statutes. If an injured employee wishes to charge the absence to sick leave accrual, the employee may receive only the difference between what is paid as salary compensation under the statutes cited above and the employee's full salary.

Medical and hospital expenses resulting from injury thus incurred are covered to the extent provided under the Arizona Worker's Compensation Act. The act also provides various degrees of compensation for temporary, permanent, partial, or total disability resulting from job-incurred injury.

The Worker's Compensation Act provides survivor's benefits to the dependents of an employee whose death is caused by injury incurred during the performance of assigned duties.

Waiver of Worker's Compensation

Any employee who wishes to reject compensation coverage provided by the District may pick up the waiver form at the human resources division.

Signing the waiver form means that the employee will not be entitled to Worker's Compensation coverage provided by the District; however, the employee may seek to recover damages caused by industrial injury through a court of law.

Claims/Questions

Claims or questions concerning medical or hospital expenses, disability compensation, or survivor's benefits should be directed to the human resources department, which shall assist staff members and their dependents.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-505

23-901

23-902

23-904

23-906

23-908

23-961

23-96

CROSS REF.:

EBBB - Accident Reports

GBGC - Employee Assistance

GBGD-R

WORKERS' COMPENSATION

Whenever an employee of the District suffers an injury that is covered by the Arizona Workers' Compensation Act, a complete report of the injury should be immediately made and submitted to the human resources division for the purpose of applying for workers' compensation. Special forms are provided for making such reports. An eight (8)-day limitation is prescribed by state procedures for preparing this report following the job-related injury.

Payment to Employee Absent Due to Job-Related Injury

Whenever an employee is absent as a result of job-related injury, the following regulations will be adhered to concerning payment to said employee:

- A. The employee must use accrued sick leave in conjunction with workers' compensation benefits (the District shall pay to the employee the difference between normal compensation and the compensation paid pursuant to applicable workers' compensation laws).
- B. If an employee has accrued sick leave, said sick leave payment must be made to the employee for the period of the industrial injury until such time as the insurance carrier has made a determination of the claim.
- C. If injury involves an absence of seven (7) days or less, including weekends, said employee will receive no compensation other than accrued sick leave, if applicable.
- D. If industrial injury involves an absence of more than seven (7) days, including weekends, the District's industrial insurance carrier, upon acceptance of the claim, will proceed to make payment to the employee at the rate and for the times as provided by law.
- E. Upon first drawing accrued sick leave as a result of job-related injury, an employee shall sign a form acknowledging understanding that, should workers' compensation payments be received, the District will be reimbursed by the employee for any sick leave payments duplicated by workers' compensation payments.
- F. An employee who is not receiving any portion of sick leave pay from the District but is receiving some compensation pay from the workers' compensation carrier shall receive one-third (1/3) of the employee's normal holiday pay from the District on holidays.
- G. An employee cannot use personal leave or vacation in conjunction with workers' compensation payments from the carrier. If the employee is not receiving payments from the carrier, personal leave and vacation can be used.
- H. Upon the employee's receipt of compensation from the District's insurance carrier, the employee will be indebted to the District for any sick leave payments received from the District and duplicated by workers' compensation payments.

Necessary adjustments shall be made to the District by the employee by the following method:

If the injury is ascertained by the physician to be long term, and adequate sick leave accrual is available, and the employee has elected to utilize sick leave in conjunction with workers' compensation benefits, adjustment may be made by deducting the overpayment from payments that would otherwise be made to the employee from accrued sick leave until such time as the indebtedness to the District has been rectified.

- I. If the employee has sick leave to use in conjunction with workers' compensation benefits, the District will continue to pay the employee the difference between workers' compensation payments and the employee's daily rate of pay in accordance with sick leave accrual until such time the employee either:
 1. Runs out of accrued sick leave;
 2. Is released by the physician and returns to work with the District;
 3. Terminates employment with the District; or
 4. Terminates the election to utilize sick leave.

- J. The normal procedure for recording sick leave for certificated staff members does not allow for projection of sick leave. In the event of an industrial injury, the absence will be accurately recorded in the usual manner, along with the coding "IA," indicating "industrial accident." For support staff employees, once the District stops paying one-third (1/3) salary (when sick leave has been exhausted), the employee no longer accrues vacation or sick leave. If the physician releases an employee who is off work due to an industrial accident to return to work during a holiday period, the employee will receive full holiday pay effective with the release date.

- K. During the period of time when an employee who is using sick leave in conjunction with workers' compensation benefits is receiving payment for absence from workers' compensation insurance, said employee shall be eligible for holiday pay based upon the difference between workers' compensation and daily rate of pay.

Revised: May 6, 2014

Insurance

© 3-404.C Procedure - Insurance – Insurance Benefits

The Governing Board may offer health, accident, life or disability benefits for employees of the District, their dependents and for members of the Board and their dependents in alignment with state law. The Board may alter the terms and conditions of this benefit of employment.

A Board member is eligible to participate in an insurance plan provided as an employee benefit if the Board member pays the full premium and the participation of the Board member does not result in an expenditure of District monies.

The Board may also authorize the participation of former Board members if the Board member served for at least four (4) consecutive years, was covered by the insurance plans while serving on the Board, pays the full premium, and the participation of the former Board member does not result in an expenditure of District monies.

The Board may allow the surviving spouse and dependent of the Board member or former Board member to continue to participate in the insurance plan if the requisite conditions listed in statute and above are met.

BJ

SCHOOL BOARD LEGISLATIVE PROGRAM

The Board will participate in legislative programs through conferences with the state and national school boards associations.

The Board authorizes the Superintendent to actively participate in the development of legislation that has a positive effect on educational programs of the District.

Lobbying

All District-initiated requests or contacts with state legislators must be directed through the designated public lobbyist. All contacts initiated by state legislators with District personnel must be reported to the designated public lobbyist for documentation and external reporting purposes.

The designated public lobbyist is responsible for all required reporting and for determining which activities meet the legal definition of lobbying.

Only the designated public lobbyist and authorized public lobbyists may conduct lobbying activities on behalf of the District. Authorized public lobbyists must be approved by the administrative management team. The District shall maintain the approval list of authorized public lobbyists.

Adopted: date of Manual adoption

3-500 Elections

© 3-501 Elections

Maintenance and Operations/District Additional Assistant Override Elections

The Governing Board may order an override election if a proposed budget of the District exceeds the aggregate budget limit for the budget year. The order must be at least ninety (90) calendar days before the general election date in November, or earlier depending on County election requirements. The County will require the election to be called at least one hundred twenty (120) calendar days before the general election date. At the same time as the order of the election, the Board shall publicly declare the deadline for submitting arguments to be submitted in the informational pamphlet, which is determined by the County, and shall immediately post the deadline in a prominent location on the District's website.

The Board shall prepare an alternate budget that does not include an increase in the budget of more than the amount allowed in law. If the voters approve the proposed budget, the Board shall follow the procedures prescribed in law for adopting a budget that includes the authorized increase. If the voters disapprove the proposed budget, the Board shall follow the procedures prescribed in law for adopting a budget that does not include the proposed increase or the portion of the proposed increase that exceeds the amount authorized by a previously approved budget increase as prescribed in law.

Bond/Capital Elections

The Board may call an election for the following purposes:

1. To locate or change the location of school buildings.
2. To purchase or sell school sites or buildings or sell school sites pursuant to law or to build school buildings, but the authorization by vote of the District does not need to specify the site to be purchased.
3. To decide whether the bonds of the District shall be issued and sold for the purpose of raising monies for purchasing or leasing school lots, for building or renovating school buildings, for supplying school buildings with furniture, equipment and technology, for improving school grounds, for purchasing pupil transportation vehicles or for liquidating any indebtedness already incurred for such purposes. Bonds issued for furniture, equipment, and technology, other than fixtures, shall mature not later than July 1 that follows the fifth year after the bonds were issued.
4. To lease for twenty (20) but less than ninety-nine (99) years, as lessor or as lessee, school buildings or grounds.
5. To change the list of capital projects or the purposes authorized by prior voter approval to issue bonds.

If the Board orders a bond or override election to be held, the order shall include the election notice and procedures to be conducted. Elections shall only be held on dates as prescribed in statute.

Any bond election notice shall include the estimated average tax rate necessary to pay the debt service on the bonds and any override election notice shall include the estimated first year tax rate associated with the override.

Multiple Election Purposes

If a District bond election is scheduled for the same date the District will hold an override election, the Board shall deliver a copy of the notice of election and ballot to the County School Superintendent. Mailing of the information required for both the override and bond elections shall constitute compliance with notice provisions.

Adopted:

Legal Authority:

[A.R.S. § 15-481](#)

[A.R.S. § 15-482](#)

[A.R.S. § 15-491](#)

[A.R.S. § 15-511](#)

[A.R.S. § 15-905](#)

[A.R.S. § 35-451](#) *et seq.*

Elections

© 3-501.A Procedure - Elections - Override Election Ballot and Pamphlet

The District shall work with the County School Superintendent to provide information for the preparation of a sample ballot and the informational pamphlet on the proposed increase in the budget. The District or its election counsel shall draft the informational pamphlet and the ballot and generally require final pamphlet and ballot text at least one hundred twenty (120) calendar days before the election. The District or County shall mail or distribute the informational pamphlet and the ballot to the households in which qualified electors reside within the District at least thirty-five (35) calendar days before the election. The District shall not distribute any material concerning the proposed increase in the budget via any student enrolled in the District.

The informational pamphlet shall contain the following information:

1. The date of the election.
2. The voter's polling place and the times it is open.
3. The proposed total increase in the budget that exceeds the amount allowed pursuant to [A.R.S. § 15-905](#).
4. The total amount of the current year's budget, the total amount of the proposed budget and the total amount of the alternate budget.
5. If the override is for a period of more than one year, a statement indicating the number of years the proposed increase in the budget would be in effect and the percentage of the District's revenue control limit that the District is requesting for the future years.
6. The first year tax rate of the proposed override and the estimated amount of secondary property taxes if the override is successful for owner-occupied residences and businesses at various prescribed assessed valuations.
7. The current limited property value and the net assessed valuation of the District, both as provided by the Arizona Department of Revenue.
8. Up to ten (10) "pro" or "con" statements not to exceed two hundred (200) words each submitted to the County by the public, including one from the District's Governing Board.

Elections

© 3-501.B Procedure - Elections - Bond Election Ballot and Pamphlet

At least eighty-five (85) calendar days before a bond election, the District shall submit proposed ballot language to the County School Superintendent and the Director of the Arizona Legislative Council, unless the County requires the final ballot and pamphlet text at least one hundred twenty (120) calendar days before the election.

Not later than thirty-five (35) calendar days before a class B bond election, the District or County shall mail an informational pamphlet to each household that contains a qualified elector in the District. The District or its election counsel shall draft such a pamphlet. The informational pamphlet shall contain, at a minimum, the following information:

1. An executive summary of the District's most recent capital plan submitted to the School Facilities Oversight Board.
2. A complete list of each proposed capital improvement that will be funded with the proceeds of the bonds, and a description of the proposed cost of each improvement, including a separate aggregation of capital improvements for administrative purposes as defined by the School Facilities Oversight Board.
3. The tax rate associated with each of the proposed capital improvements and the estimated cost of each capital improvement for the owner of a single family home that is valued at \$100,000.
4. "Pro" or "con" statements not to exceed two hundred (200) words, each submitted to the County by the public. The Governing Board may not submit a "pro" statement.

3-500 Elections

© 3-502 Budget Override and Bond Accountability

If the District currently has increased its budget pursuant a budget override approved by the voters, the Governing Board shall hold a public meeting each year between September 1 and October 31 at which an update of the programs or capital improvements financed through the override is discussed and at which the public is allowed an opportunity to comment and:

1. If the increase is for District additional assistance override, at a minimum, the update shall include the progress of capital improvements financed through the override, a comparison of the current status and the original projections on the construction of capital improvements, the costs of capital improvements and the costs of capital improvements in progress or completed since the prior meeting and the future capital plans of the District. The District shall include in the public meeting a discussion of the District's use of state capital aid and voter-approved bonding in funding capital improvements, if any.
2. If the increase is for a maintenance and operations budget override, the update shall include at a minimum the amount expended in the previous fiscal year and the amount included in the current budget for each of the purposes listed in the informational pamphlet published at the time of the election.

If the District has issued bonds, it shall hold a public meeting each year between September 1 and October 31 until the bond proceeds are spent. At the public meeting, the Board shall allow public comment and provide an update of the progress of capital improvements financed through bonding. At a minimum, the update shall include:

1. A comparison of the current status and the original projections on the construction of capital improvements;
2. The costs of capital improvements and the costs of capital improvements in progress or completed since the prior meeting; and
3. The future capital bonding plans of the District.

The Board shall include in the public meeting a discussion of the District's use of state capital aid and voter-approved District additional assistance overrides in funding capital improvements, if any.

Adopted:

Legal Authority:

[A.R.S. § 15-491](#)

[A.R.S. § 35-451](#) *et seq.*

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GBI

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The Board recognizes the right of its employees, as citizens, to engage in political activity. However, school time, personnel, equipment, supplies, materials, buildings, or other resources may not be used to influence the outcomes of elections.

A staff member, a person acting on behalf of the District or a person who aids another person acting on behalf of the District shall be guided by the following:

- A. No employee shall engage in political activities upon property under the jurisdiction of the Board. Employees in their individual capacities may exercise their political liberties on property leased from the school for that purpose.
- B. The prohibition on the use of public resources to influence the outcome of bond, budget override and other tax-related elections includes the use of School District-focused promotional expenditures that occur after an election is called and through election day. This prohibition does not include routine School District communications which are messages or advertisements that are germane to the functions of the School District and that maintain frequency, scope and distribution consistent with past practices or are necessary for public safety.
- C. Campaigning and other election activities must be done in off-duty hours, when not working in an official capacity or representing the District, and without the participation of District employees or students acting in the capacity of District or school representatives.
- D. Invitations to participate in election activities on a given campus, except when extended by groups leasing or using school facilities, shall be permitted only when such invitations are to all candidates for the office. The rental use of District property by a private person or entity that may lawfully attempt to influence the outcome of an election is permitted if it does not occur at the same time and place as a related District-sponsored forum or debate.
- E. Political circulars or petitions may not be posted or distributed in school.
- F. The collection of campaign funds and/or the solicitation of campaign workers is prohibited on school property.
- G. Students may not be given written materials to influence the outcome of an election or to advocate support for or opposition to pending or proposed legislation.
- H. Students may not be involved in writing, addressing or distribution of material intended to influence the outcome of an election or to advocate support for or opposition to pending or proposed legislation.

Employees of the District may not use the authority of their position to influence the vote or political activities of any subordinate employee.

District employees who hold elective or appointive office are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board.

The discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, are not precluded under the provisions of this policy.

District employees shall be permitted time as provided in statute, if required, to vote in the primary or general election.

The District may distribute informational reports on a proposed budget override

election as provided in A.R.S. 15-481 and on a proposed bond election as provided in A.R.S. 15-491 if those informational reports present factual information in a neutral manner, except for those arguments allowed under A.R.S. 15-481.

The District may also provide impartial information on elections and on official actions of the Governing Board.

The District shall not make expenditures nor provide material resources, nor provide labor or expertise resources for any purposes associated with a campaign by or for a District official.

Adopted: September 8, 2015

LEGAL REF.:

A.R.S.

15-481

15-491

15-511

15-903

16-402

A.G.O.

I15-002

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

All employees shall enjoy full rights of citizenship and political liberty as guaranteed by the constitutions of the United States and Arizona.

Employees may participate in political activities as long as such participation does not occur during the eight (8)-hour workday and interfere with the discharge of professional duties or with the functions and daily operations of the District or individual facilities.

In-house staff meetings or meetings with members of the Amphitheater Association executive board or committee chairs may occur any time before or after the eight (8)-hour workday. Any other type of meeting must occur not less than one-half (1/2) hour before or after office hours and will follow the guidelines set by the Governing Board for facility usage.

Participation of Employees in School District Elections

When an employee is serving as an agent of, or working in an official capacity for, the School District, such employee shall not participate in partisan political activities, except that an employee serving in an official capacity may express advocacy for a budget override proposal in a public hearing at which testimony both for and against the proposal is given.

District employees may participate in presentation of factual information pertaining to bond/override elections.

The authority of an employee's position may not be used to influence the vote or political activities of another employee or student.

An employee shall be free from political coercion, or the pretended necessity of making political contributions of money or other things of value or engaging in any political work or activity against the employee's wishes under the assumption that failure to do so will in any way affect the individual's status as an employee of the District.

This policy does not preclude the discussion and study of politics and political issues when appropriate to classroom studies.

Definitions

Elections. Elections means all non-student elections.

Employee. Employee means any individual compensated by the School District and required to take and subscribe to the oath as prescribed in A.R.S. 15-504.

Political activities. Political activities means any activity designed to influence the outcome of elections or to support and/or advance a particular political candidate, issue, party, or point of view.

Use of School Resources to Influence Elections

The School District will follow Arizona Administrative Code R7-2-1201(B) regarding use of school resources.

School-related groups or organizations that promote the educational function of the School District as determined in good faith by the Governing Board may be permitted uncompensated use of school property. However, they must follow District procedures for facility (including utilities, energy, and custodial costs) usage, and they must confine activity to time and place of permitted use.

In order to ensure that political activities do not conflict with site operations, final clearance for the activity must go through the principal or the principal's designee.



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: August 13, 2024

TITLE: Study and Approval of the Revised Expenditure Budget for Fiscal Year 2024-2025

BACKGROUND:

The Governing Board approved the adoption of the budget on July 10, 2024. Unfortunately, an error has been discovered where projected expenditures for Special Education were miscoded to Regular Education. This error needs to be corrected immediately to avoid a potential delay in grant funding from the Arizona Department of Education.

The total budget has not changed. The only other changes are to the projected Tax Rates which have been updated to reflect what the Board of Supervisors will be adopting on August 19, 2024.

RECOMMENDATION:

It is the recommendation of the Administration that the Governing Board approves this revised Budget.

INITIATED BY:

Scott Little, Chief Financial Officer

Date: August 5, 2024

Todd A. Jaeger, J.D., Superintendent



FY 2025
State of Arizona
School District Annual Expenditure Budget
Districtwide Budget

Revised #1

Version

By the Governing Board

We hereby certify that the Budget for the Fiscal Year 2025 was

Table with 2 columns: Action (Proposed, Adopted, Revised) and Date (6/25/2024, 7/10/2024, 08/13/2024)

Signed _____
Signed _____

The FY 2025 budget file for the version described above will be uploaded via the School Finance Budget System on ADE's website by 08/06/2024

Superintendent signature _____ Business Manager signature _____

Todd Jaeger _____ Scott Little _____
Superintendent name (typed name) Business Manager name (typed name)

District contact employee: Scott Little
Telephone: 520-696-5000 Email: slittle@amphi.com

Revenues and property taxation

Table showing total budgeted revenues for fiscal year 2024 (\$110,000,000) and estimated revenues by source for fiscal year 2025 (excluding property taxes) including Local, Intermediate, State, Federal, and TOTAL (\$44,000,000).

District tax rates for prior and budget fiscal years (A.R.S. §15-903.D.4)

Table comparing tax rates for Prior FY 2024 and Est. Budget FY 2025 across various categories: Primary Tax Rate, Secondary Tax Rates (M&O Override, Special Program Override, Capital Override, Class A Bonds, Class B Bonds, CTED, Desegregation, Total Secondary Tax Rate).

Total budgeted expenditures and aggregate school district budget limit (A.R.S. §15-905.H)

Table showing budgeted expenditures and budget limit for four categories: Maintenance and Operation Fund, Unrestricted Capital Fund, Federal projects other than Impact Aid, and Total aggregate school district budget limit (\$154,164,254).

Average teacher salaries (A.R.S. §15-903.E)

Table showing average teacher salaries for FY 2025 (budget year) at \$53,508, FY 2024 (prior year) at \$52,459, and a 2% percentage increase.

Comments on average salary calculation (Optional):

Check this box if your district has no teachers (transporting districts and some CTEDs).

Fund 001 (M&O)

Maintenance and Operation (M&O) Fund

Expenditures	FTE		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals		% Increase/ Decrease		
	Prior FY	Budget FY						Prior FY 2024	Budget FY 2025			
	100 Regular education											
1000 Instruction	1.	189.43	189.43	29,563,879	7,769,888	515,366	199,033	314,876	39,113,224	38,363,042	-1.9%	1.
2000 Support services												
2100 Students	2.	104.95	104.95	1,860,368	594,750	13,953	20,520	439	3,591,263	2,490,030	-30.7%	2.
2200 Instructional staff	3.	89.66	89.66	2,055,000	516,064	493,941	72,429	14,753	2,847,955	3,152,187	10.7%	3.
2300 General administration	4.	12.60	12.60	1,181,342	262,111	487,949	22,006	43,678	2,013,779	1,997,086	-0.8%	4.
2400 School administration	5.	112.00	112.00	5,090,270	1,518,844	118,605	13,270	947	6,735,458	6,741,936	0.1%	5.
2500 Central services	6.	85.40	85.40	2,494,217	891,847	767,069	70,012	146,501	4,421,297	4,369,646	-1.2%	6.
2600 Operation & maintenance of plant	7.	394.99	394.99	6,219,168	1,850,962	7,658,883	6,026,375	51,031	21,243,080	21,806,419	2.7%	7.
2900 Other	8.	0.00	0.00						0	0	0.0%	8.
3000 Operation of noninstructional services	9.	16.00	16.00	246,308	54,873		275,000		557,363	576,181	3.4%	9.
610 School-sponsored cocurricular activities	10.	42.50	42.50	130,069	36,345	4,212	1,218	69,325	245,548	241,169	-1.8%	10.
620 School-sponsored athletics	11.	25.00	25.00	958,966	197,384	205,087	210,867	52,760	1,713,523	1,625,064	-5.2%	11.
630 Other instructional programs	12.	0.00	0.00						0	0	0.0%	12.
700, 800, 900 Other programs	13.	0.00	0.00						0	0	0.0%	13.
Regular education subsection subtotal (lines 1-13)	14.	1,072.53	1,072.53	49,799,587	13,693,068	10,265,065	6,910,730	694,310	82,482,490	81,362,760	-1.4%	14.
200 and 300 Special education												
1000 Instruction	15.	394.59	394.59	11,078,900	2,514,329	392,751	16,722	4,299	12,982,590	14,007,001	7.9%	15.
2000 Support services												
2100 Students	16.	73.80	73.80	4,389,235	1,019,902	1,261,985	53,757	2,766	5,535,014	6,727,645	21.5%	16.
2200 Instructional staff	17.	38.70	38.70	742,777	213,089	85,891	5,167	791	1,033,126	1,047,715	1.4%	17.
2300 General administration	18.	3.00	3.00	157,938	40,174				196,580	198,112	0.8%	18.
2400 School administration	19.	2.30	2.30	37,145	7,977				45,485	45,122	-0.8%	19.
2500 Central services	20.	0.00	0.00			31,942	9,824		40,815	41,766	2.3%	20.
2600 Operation & maintenance of plant	21.	5.00	5.00	47,931	10,507	14,652	1,870	1,410	32,674	76,370	133.7%	21.
2900 Other	22.	0.00	0.00						0	0	0.0%	22.
3000 Operation of noninstructional services	23.	0.00	0.00						0	0	0.0%	23.
Subtotal (lines 15-23)	24.	517.39	517.39	16,453,926	3,805,978	1,787,221	87,340	9,266	19,866,284	22,143,731	11.5%	24.
400 Pupil transportation	25.	189.88	189.88	2,842,187	855,240	3,836,308	850,757	3,078	8,270,242	8,387,570	1.4%	25.
510 Desegregation (from districtwide desegregation Budget, page 2, line 44)	26.	83.35	85.35	3,044,691	740,219	234,244	5,846	0	4,025,121	4,025,000	0.0%	26.
530 Dropout prevention programs	27.	0.75	0.75	103,000	20,600	5,812			129,412	129,412	0.0%	27.
540 Joint career and technical education and vocational Education center	28.	0.00	0.00	0	0	0	0	0	0	0	0.0%	28.
550 K-3 Reading program	29.	7.00	7.00	436,807	87,362				529,740	524,169	-1.1%	29.
Total expenditures (lines 14, and 24-29) (Cannot exceed page 7, line 11)	30.	1,870.90	1,872.90	72,680,198	19,202,467	16,128,650	7,854,673	706,654	115,303,168	116,572,642	1.1%	30.

The district has budgeted an amount in the M and O Fund equal to the General Budget Limit as calculated on page 7 of 8.

Special education programs by type (M&O Fund Programs 200 and 300)

(A.R.S. §§ 15-761 and 15-903)

	Prior FY	Budget FY	
1. Total all disability classifications	17,613,349	19,689,976	1.
2. Gifted education	1,286,790	1,475,067	2.
3. Remedial education	0		3.
4. ELL incremental costs	0		4.
5. ELL compensatory instruction	0		5.
6. Vocational and technical education (non-CTED)	0		6.
7. Career education (non-CTED)	0		7.
8. Career technical education (CTED)	966,145	978,688	8.
9. Total (lines 1 through 8. Must equal total of line 24, page 1)	19,866,284	22,143,731	9.
10. IEP required pupil transportation costs coded within Program 400	775,000	775	10.

Proposed ratios for special education

(A.R.S. §§15-903.E.1 and 15-764.A.5)

Teacher-Pupil 1 to 18
 Staff-Pupil 1 to 27

Expenditures budgeted for audit services

M&O Fund - Nonfederal	6350	<u>50,400</u>
All funds - Federal	<i>6330</i>	<u>6,000</u>

FY 2025 performance pay (A.R.S. Section 15-920)

Amount budgeted in M&O Fund for a performance pay component _____

Do not report budgeted amounts for the Performance Pay Component of the Classroom Site Fund on this line.

Expenditures budgeted in the M&O Fund for food service

Amount budgeted in M&O for Food Service (Fund 001, Function 3100) \$ 275,000
 (This amount will be used to determine district compliance with state matching requirements pursuant to Code of Federal Regulations (CFR) Title 7, §210.17(a)]

Fund 010 (CSF)

Classroom Site Fund (CSF) and CSF Budget Limit (A.R.S. §§ 15-977 and 15-978)

Expenditures		Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400, 6500	Supplies 6600	Property 6700	Debt service and miscellaneous 6800	Totals		% Increase/ Decrease
								Prior FY 2024	Budget FY 2025	
1000 Instruction	1.	10,093,517	2,523,379					18,148,580	12,616,896	-30.5%
2100 Support services - students	2.	272,798	68,199					389,037	340,997	-12.3%
2200 Support services - instructional staff	3.	125,906	31,477					179,557	157,383	-12.3%
2300 Support services - general administration	4.							0	0	0.0%
2500 Central services	5.							0	0	0.0%
3300 Community services Ooerations	6.							0	0	0.0%
4000 Facilities acquisition and constructor	7.							0	0	
5000 Debt service	8.							0	0	
Total Expenditures (lines 1-8)	9.	10,492,221	2,623,055	0	0	0	0	18,717,174	13,115,276	-29.9%

The district has budgeted an amount in Fund 010 equal to the Classroom Site Fund Budget Limit as calculated below.

Classroom Site Fund Budget Limit Calculation

FY 2024 Classroom Site Fund Budget Limit (from FY 2024 latest revised Budget, page 3, line 16)	10.	12,528,524
FY 2024 Actual expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through fiscal year-end.)	11.	10,945,452
Unexpended Budget Balance (line 10 minus 11)	12.	1,583,072
Interest earned in the Classroom Site Fund in FY 2024	13.	95,795
FY 2025 Classroom Site Fund allocation (provided by ADE, based on \$792)	14.	11,436,409
Adjustments to FY 2025 Classroom Site Fund Budget Limit (1)	15.	
FY 2025 Classroom Site Fund Budget Limit (Sum of lines 10 through 15) (2)	16.	13,115,276

(1) This line may be used to recapture lost CSF budget capacity that resulted from underbudgeting in prior fiscal years.

(2) The amounts budgeted on line 7 cannot exceed the respective amounts on this line.

Fund 610 (UCO)

Unrestricted Capital Outlay (UCO) Fund

Expenditures	Rentals 6440	Library books, textbooks, & instructional aids (2) 6641-6643	Short-term noninstructional software subscription 6655	Property (2) 6700	Redemption of principal (3) 6831, 6832, 6833	Interest (4) 6841, 6842, 6843, 6850	All other object codes (excluding 6900)	Totals		% Increase/Decrease
								Prior FY 2024	Budget FY 2025	
Unrestricted Capital Outlay Override (1)	1.							0	0	0.0%
Unrestricted Capital Outlay Fund 610 (6)	2.									
1000 Instruction	2.	6,000,000		300,000			2,500	6,301,500	6,302,500	0.0%
2000 Support services										
2100, 2200 Students and instructional staff	3.	400,000		575,000				975,000	975,000	0.0%
2300, 2400, 2500, 2900 Administration	4.			12,828,742				6,006,788	12,828,742	113.6%
2600 Operation & maintenance of plant	5.			35,000				36,100	35,000	-3.0%
2700 Student transportation	6.			25,000				25,000	25,000	0.0%
3000 Operation of noninstructional services (5)	7.							0	0	0.0%
4000 Facilities acquisition and construction	8.			1,000,000				1,000,000	1,000,000	0.0%
5000 Debt service	9.							0	0	0.0%
Total unrestricted capital outlay fund (lines 2-9)	10.	0	6,400,000	0	14,763,742	0	2,500	14,344,388	21,166,242	47.6%

The district has budgeted an amount in the UCO Fund equal to the Unrestricted Capital Budget Limit as calculated on Page 8 of 8.

(1) Amounts in the Unrestricted Capital Outlay Override line 1 above must be included in the appropriate individual line items for Fund 610 and in the budget year total column.

(5) Expenditures budgeted in Unrestricted Capital Outlay (UCO) Fund for food service

Enter the amount budgeted in UCO for food service [amount will be used to determine district compliance with state matching requirements pursuant to CFR Title 7, §210.17(a)]

(2) Detail by object code:

	Unrestricted Capital Outlay
6641 Library Books	\$ 400,000
6642 Textbooks	5,500,000
6643 Instructional Aids	500,000
673X Furniture and Equipment	600,000
673X Vehicles	3,000,000
673X Tech Hardware & Software	11,166,242

(6) Expenditures, if any, budgeted in the Unrestricted Capital Outlay Fund on lines 2-9 for the K-3 Reading Program as described in A.R.S. §15-211.

(3) Includes principal on Capital Equity Fund loans of _____, principal on leases of _____, and principal on bonds of _____.

(4) Includes interest on Capital Equity Fund loans of _____, interest on leases of _____, and interest on bonds of _____.

Other funds—required capital expenditure detail [(A.R.S. §15-904.(B))]

Expenditures		Unrestricted Capital Outlay		Bond Building		New School Facilities		Adjacent Ways		
		Fund 610		Fund 630		Fund 695		Fund 620 (2)		
		Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	
Total Fund Expenditures	1.	14,344,388	21,166,242	17,162,217	11,120,578	0		901,032	901,032	1.
Select Object Codes Detail (1)										
6150 Classified Salaries	2.	0		0		0		0		2.
6200 Employee Benefits	3.	0		0		0		0		3.
6450 Construction Services	4.	0		0		0		0		4.
6710 Land and Improvements	5.	0		0		0		901,032	901,032	5.
6720 Buildings and Improvements	6.	0		8,900,000	4,155,405	0		0		6.
673X Furniture and Equipment	7.	510,000	600,000	0		0		0		7.
673X Vehicles	8.	3,000,000	3,000,000	1,600,000	1,400,000	0		0		8.
673X Technology Hardware & Software	9.	4,404,788	11,166,242	6,662,217	5,565,173	0		0		9.
6831, 6832, 6833 Redemption of Principal	10.	0		0		0		0		10.
6841, 6842, 6843, 6850, 6860 Interest and Debt-Issuance Costs	11.	0		0		0		0		11.
Total (lines 2-11)	12.	7,914,788	14,766,242	17,162,217	11,120,578	0	0	901,032	901,032	12.
Total amounts reported on lines 2-11 above for:										
Renovation	13.	100,000	2,000,000	17,162,217	4,155,405			0		13.
New Construction	14.	0		0		0		901,032	901,032	14.
Other	15.	7,814,788	12,766,242	0	6,965,173	0		0		15.
Total (lines 13-15, must equal line 12)	16.	7,914,788	14,766,242	17,162,217	11,120,578	0	0	901,032	901,032	16.

(1) Lines 2-11 may not include all budgeted expenditures of the fund. Total budgeted expenditures for each fund should be included on Line 1.

(2) Amount budgeted on line 1 for the Adjacent Ways Fund that will result in a tax levy in FY 2025 \$ 450,000

Districts that are levying any amount for adjacent ways must fill in the Truth in Taxation Worksheet and follow the requirements of A.R.S. Sec. 15-905.01. The amount reported in footnote 2 above pulls to the Truth in Taxation Worksheet, Li

Special projects

Federal projects FTE & expenditures

- 1. 100-130 ESEA Title I - Helping Disadvantaged Children
2. 140-150 ESEA Title II - Prof. Dev. and Technology
3. 160 ESEA Title IV - 21st Century Schools
4. 170-180 ESEA Title V - Promote Informed Parent Choice
5. 190 ESEA Title III - Limited Eng. & Immigrant Students
6. 200 ESEA Title VII - Indian Education
7. 210 ESEA Title VI - Flexibility and Accountability
8. 220 IDEA Part B
9. 230 Johnson-O'Malley
10. 240 Workforce Investment Act
11. 250 AEA - Adult Education
12. 260-270 Vocational Education - Basic Grants
13. 280 ESEA Title X - Homeless Education
14. 290 Medicaid Reimbursement
15. 349 National Forest Fees
16. 353 Taylor Grazing Fees
17. 374 E-Rate
18. 378 Impact Aid
19. 300-399 Other Federal Projects
20. 699 Federal Impact Aid (Construction)
21. Total Federal Project Funds (lines 1-20)

State projects FTE & expenditures

- 22. 400 Vocational Education
23. 410 Early Childhood Block Grant
24. 420 Ext. School Yr. - Pupils with Disabilities
25. 425 Adult Basic Education
26. 430 Chemical Abuse Prevention Programs
27. 435 Academic Contests
28. 450 Gifted Education
29. 456 College Credit Exam Incentives
30. 460 Environmental Special Plate
31. Other State Projects
32. Total State Project Funds (lines 22-31)
33. Total Special Projects (lines 21 and 32)

Instructional Improvement Fund Expenditures (020)

- 1. Teacher compensation increases
2. Class size reduction
3. Dropout prevention programs (M&O purposes)
4. Instructional improvement programs (M&O purposes)
5. Total instructional improvement Fund (lines 1-4)

Table with 4 columns: FTE (Prior FY, Budget FY), Total all functions (Prior FY, Budget FY). Rows correspond to project lines 1-33.

Table with 2 columns: Prior FY, Budget FY. Rows correspond to instructional improvement fund items 1-5.

Other funds expenditures

- 1. 050 County, City, and Town Grants
2. 071 English Language Learner (1)
3. 072 Compensatory Instruction (1)
4. 500 School Plant (2)
5. 510 Food Service
6. 515 Civic Center
7. 520 Community School
8. 525 Auxiliary Operations
9. 526 Extracurricular Activities Fees Tax Credit
10. 530 Gifts and Donations
11. 535 Career & Technical Education Projects
12. 540 Fingerprint
13. 545 School Opening
14. 550 Insurance Proceeds
15. 555 Textbooks
16. 565 Litigation Recovery
17. 570 Indirect Costs
18. 575 Unemployment Insurance
19. 580 Teacherage
20. 585 Insurance Refund
21. 590 Grants and Gifts to Teachers
22. 595 Advertisement
23. 596 Career Technical Education
24. 597 Arizona Industry Credentials Incentive
25. 639 Impact Aid Revenue Bond Building
26. 650 Gifts and Donations-Capital
27. 660 Condemnation
28. 665 Energy and Water Savings
29. 686 Emergency Deficiencies Correction
30. 691 Building Renewal Grant
31. 700 Debt Service
32. 720 Impact Aid Revenue Bond Debt Service
33. 850 Student Activities
34. Other 855 Empl Ins

Internal Service Funds 950-989

- 1. 9__ Self-Insurance
2. 955 Intergovernmental Agreements
3. 9__ OPEB
4. 9__

Table with 2 columns: Prior FY, Budget FY. Rows correspond to other funds expenditures lines 1-34.

Table with 2 columns: Prior FY, Budget FY. Rows correspond to internal service funds lines 1-4.

(1) From Supplement, line 10 and line 20, respectively.
(2) Indicate amount budgeted in Fund 500 for M&O purposes

Calculation of FY 2025 General Budget Limit (A.R.S. §15-947.C)

		A. Maintenance and Operation	B. Unrestricted Capital Outlay
*1. FY 2025 Revenue Control Limit (RCL) (from BSA55 tab, page 3; includes FRPL and DAA onetime supplements)	\$ 88,340,891	\$ 88,340,891	\$ 0
*2. (a) FY 2025 District Additional Assistance (DAA) (from BSA55 tab, page 4)	\$ 6,821,854		
(b) DAA Adjustment (from BSA55 tab, page 4)	\$ 0		
(c) Total DAA (line 2.a plus 2.b)	\$ 6,821,854		6,821,854
*3. FY 2025 Override Authorization (A.R.S. Sections 15-481 and 15-482 or 15-949 if small school adjustment phase down applies, see Calculations page, Calculation of Maximum Override for a District No Longer Eligible for a Small School Adjustment, line 6 and Calculation of Small School Adjustment Phase Down Limit, line 6)			
(a) Maintenance and Operation		8,683,233	
(b) Unrestricted Capital Outlay			
(c) Special Program		3,039,132	
*4. Small school adjustment for districts with a student count of 125 or less in K-8 or 100 or less in 9-12 (A.R.S. §15-949) (Up to \$50,000 if no election is chosen for phase down, see Calculations page, calculation of small school adjustment phase down limit, line 6)			
*5. Tuition revenue (A.R.S. §§15-823 and 15-824) (Do not include full-day kindergarten or summer school tuition)			
(a) Individuals and other private sources		40,000	
(b) Other Arizona districts			
(c) Out-of-State districts and other governments			
(d) Certificates of educational convenience (A.R.S. §§15-825, 15-825.01, and 15-825.02)			
*6. State Assistance (A.R.S. §15-976) and Special Ed. Voucher Payments Received (A.R.S. §15-1204)			
*7. Increase Authorized by County School Superintendent for Accommodation Schools [not to exceed amount on Calculations page, Calculation of M&O Fund Budget Balance Carryforward, line 15(e)] (A.R.S. §15-974.B)			
8. Budget Increase for:			
(a) Desegregation expenditures (A.R.S. §15-910.G-K)		4,025,000	
* Budget Balance Carryforward (from Calculations page, Calculation of M&O Fund Budget Balance Carryforward, line 13) (A.R.S. §15-943.01)		11,500,000	
(c) Dropout prevention programs (Laws 1992, Ch. 305, §32 and Laws 2000, Ch. 398, §2)		129,412	
(d) Registered warrant or tax anticipation note interest expense incurred in FY 2023 (A.R.S. Section 15-910.M, as amended by Laws 2022, Ch. 285, §3)			
* (e) Joint Career and Technical Education and Vocational Education Center (A.R.S. §15-910.01)			
* (f) FY 2024 Performance pay unexpended budget carryforward (from Calculation page, Calculation of M&O Fund Budget Balance Carryforward, line 10.f) (A.R.S. §15-920)		0	
(g) Excessive property tax assessed valuation judgments (A.R.S. §§42-16213 and 42-16214)			
* (h) Transportation revenues for attendance of nonresident pupils (A.R.S. §§15-923 and 15-947)			
*9. Adjustment to the General Budget Limit (A.R.S. §§15-272, 15-905.M, 15-910.02, and 15-915) Include year(s) and descriptions, as applicable.			
(a) Prior year over expenditures/resolutions:			
(b) Decrease for transfer from M&O to Energy and Water Savings Fund			
(c) Increase for Energy and Water Savings Fund transfer to M&O			
(d) Noncompliance adjustment			
(e) ADM/Transportation Audit Adjustment			
(f) Other:			
*10. Estimated Allocation of Additional Funding (2016 Prop 123 & Laws 2015, 1st S.S., Ch. 1, §6)		814,974	
11. FY 2025 General Budget Limit (column A, lines 1 through 10) (A.R.S. §15-905.F) (page 1, line 30 cannot exceed this amount)		\$ 116,572,642	
12. Total Amount to be Used for Capital Expenditures (column B, lines 1 through 10) (A.R.S. §15-905.F) (to page 8, line 11)			\$ 6,821,854

* Subject to adjustment prior to May 15 as allowed by A.R.S. Revisions are described in the instructions for these lines, as needed.

**Calculation of FY 2025 Unrestricted Capital Budget Limit
(A.R.S. Section 15-947.D)**

Unrestricted Capital Budget Limit

1. FY 2024 Unrestricted Capital Budget Limit (UCBL) (from FY 2024 latest revised Budget, page 8, line 12)	\$ <u>14,344,388</u>
2. Total UCBL adjustment for prior years as notified by ADE on BUDG75 report (For budget adoption, use zero.)	\$ _____
3. Adjusted amount available for FY 2024 Capital expenditures (line 1 + 2)	\$ <u>14,344,388</u>
4. Amount budgeted in Fund 610 in FY 2024 (from FY 2024 latest revised Budget, page 4, line 10)	\$ <u>14,344,388</u>
5. Lesser of line 3 or the sum of line 4 and any positive adjustment on line 2	\$ <u>14,344,388</u>
6. FY 2024 Fund 610 actual expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through fiscal year-end.)	\$ _____
7. Unexpended budget balance in Fund 610 (line 5 minus 6) If negative, use zero in calculation, but show negative amount here in parentheses.	\$ <u>14,344,388</u>
8. Interest earned in Fund 610 in FY 2024	\$ _____
9. Monies deposited in Fund 610 from Division of School Facilities for donated land (A.R.S. §41-5741.F)	\$ _____
10. Adjustment to UCBL for FY 2025 (A.R.S. Section 15-905.M) Include year(s) and descriptions, as applicable.	
(a) Prior year over expenditures/resolutions:	\$ _____
_____	\$ _____
(b) ADM/Transportation audit adjustment	\$ _____
(c) Other: _____	\$ _____
11. Amount to be used for capital expenditures (from page 7, line 12)	\$ <u>6,821,854</u>
12. FY 2025 Unrestricted Capital Budget Limit (lines 7 through 11) (1)	\$ <u>21,166,242</u>

(1) The amount budgeted on page 4, line 10 cannot exceed this amount.

**Supplement to school district annual expenditure budget for districts that budget for English language learners
(A.R.S. §§15-756.04 and 15-756.11)**

English Language Learners Supplement	FTE		Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400, 6500	Supplies 6600	Property 6700	Other 6800	Totals		% Increase/ Decrease
	Prior FY	Budget FY							Prior FY 2024	Budget FY 2025	
Expenditures											
English Language Learner Fund 071 (A.R.S. §15-756.04)											
1000 Instruction	1.	0.00							0	0	0.0%
2000 Support Services											
2100 Students	2.	0.00							0	0	0.0%
2200 Instructional staff	3.	0.00							0	0	0.0%
2300 General administration	4.	0.00							0	0	0.0%
2400 School administration	5.	0.00							0	0	0.0%
2500 Central services	6.	0.00							0	0	0.0%
2600 Operation & maintenance of plant	7.	0.00							0	0	0.0%
2700 Student transportation	8.	0.00							0	0	0.0%
2900 Other	9.	0.00							0	0	0.0%
Total (lines 1-9) (to Budget, page 6, Other Funds, line 2)	10.	0.00	0.00	0	0	0	0	0	0	0	0.0%
Compensatory Instruction Fund 072 (A.R.S. §15-756.11)											
1000 Instruction	11.	0.00							0	0	0.0%
2000 Support Services											
2100 Students	12.	0.00							0	0	0.0%
2200 Instructional staff	13.	0.00							0	0	0.0%
2300 General administration	14.	0.00							0	0	0.0%
2400 School administration	15.	0.00							0	0	0.0%
2500 Central services	16.	0.00							0	0	0.0%
2600 Operation & maintenance of plant	17.	0.00							0	0	0.0%
2700 Student transportation	18.	0.00							0	0	0.0%
2900 Other	19.	0.00							0	0	0.0%
Total (lines 11-19) (to Budget, page 6, Other Funds, line 3)	20.	0.00	0.00	0	0	0	0	0	0	0	0.0%