

**Flowing Wells Schools
Study Session Agenda**

6:00 PM

August 11, 2026

Doors Open 30 Minutes Prior To Meeting

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

- A. Opening of Meeting**
 - 1. Call to Order
 - 2. Pledge of Allegiance
- B. Superintendent's Report**
 - 1. Update on District Events and Activities
 - a. Superintendent Dr. Kevin Stoltzfus will provide an update on Flowing Wells School District Events and Activities. 5
- C. Public Comments** 6

Flowing Wells School District welcomes public comment. As outlined in A.R.S. §38-431.02, no action will be taken on issues raised in Public Comments unless items are found on agenda below. Other than this, the response to public comments will be limited to directing staff to study the matter or scheduling the matter as a future agenda item.
- D. Consent Agenda** 7

These items of Board business that are addressed routinely at every meeting are presented as a Consent Agenda. The Board may elect to take action on all items collectively in one motion or may individually consider any item(s) as separate agenda subjects for action.

 - 1. Approval of Agenda for this Meeting
 - a. Request approval for the adoption of the agenda for this meeting, August 11, 2026. 8
 - 2. Approval of Minutes of Governing Board Meetings
 - a. The following Governing Board meeting minutes are presented for Governing Board approval: July 28, 2026 (Open Session Minutes). 12
 - 3. Approval of District Expense and Payroll Vouchers
 - a. Sign vouchers for upcoming check batches (to be reviewed at the next Board Meeting). None for this meeting. 18
Expense and payroll vouchers are presented for Board approval: Expense vouchers #7180-26 - 7181-26, #7201-27 - 7202-27 and #7205-27 and Payroll voucher #2802.
 - 4. Approval of Requests for Use of District Facilities
 - a. District facilities use requests are submitted for approval. 25
 - 5. Approval of Requests for Open Enrollment
 - a. Requests for open enrollment students are submitted for approval. 27
 - 6. Approval of Requests for Student Trips
 - a. Student trip requests are submitted for approval. 29
 - 7. Approval of Requests for Staff Travel
 - a. Staff travel requests are submitted for approval.

8. Approval of Personnel Actions
 - a. Personnel Actions are submitted for approval. 39
9. Acceptance of Gifts and Donations
 - a. Recommend acceptance of gifts and donations in the amount of \$50,699.00 for the period of July 1-July 31, 2026. 58
10. Review of District Financial Statements
 - a. Review of Student Activity Balance Sheets and Auxiliary Operations Year-to-Date Budget Reports as of July 31, 2026. 60
11. Approval of Asset Retirement and Disposals
 - a. None for this meeting.
- E. **New Business**
 1. Information and Discussion regarding Support Services for McKinney-Vento Eligible Students
 - a. District administration presents for review information about our various services and protections for students who are navigating homelessness and who are classified as unaccompanied youth. 73
 2. Recommend Approval of Revision to Position of IT Systems Specialist
 - a. District administration recommends approval of a revision to the current position of IT Systems Specialist to reclassify it as Exempt. This revision is aligned with the duties and salary threshold required by the Fair Labor Standards Act. 74
 3. Discussion and Possible Selection of Delegate and Alternate Delegate for the Arizona School Boards Association's Delegate Assembly
 - a. Governing Board Members will discuss and possibly select a delegate and alternate delegate to represent Flowing Wells as the District Delegate to the ASBA Delegate Assembly on Wednesday, September 9, 2026, from 8:00 AM to 1:00 PM. The delegate would help shape ASBA's priorities for the year ahead. 77
 4. Discussion and Possible Approval of Arizona School Boards Association's Proposed Political Agenda for 2026-2027
 - a. Arizona School Boards Association's Proposed Political Agenda for 2026-2027 is presented for Governing Board discussion and possible approval. This agenda is a marked-up version of the prior year's agenda, with color-coded text to indicate deletions, additions, and proposals. The Board may consider action to approve in whole or in part the Proposed Political Agenda. The Board's delegate will represent the Board's determined position at the Delegate Assembly. For reference, a memo from the March 24, 2026, Board Meeting is attached; this memo summarizes the Board's selection of policy priorities to inform ASBA's Proposed Political Agenda for 2026-2027. 78
- F. **Unfinished Business**
 1. Recommend Approval to Adopt Grades 3-5 Social Studies Curriculum
 - a. District administration recommends approval to adopt teacher-created Grades 3-5 Social Studies Curriculum, for implementation in elementary classrooms. 89
This curriculum was piloted throughout the 2025-2026 year and yielded positive learning outcomes from students. The curriculum overview has been tabled for

public review and comment since June 9, 2026, with no comments or concerns received during this time frame.

2. Recommend Approval of Proposed Policy Revisions

- a. District administration recommends approval of proposed policy revisions. The attached document summarizes the revisions, and the accompanying policy drafts include strike-through text to indicate deletions and underlined text to indicate additions. Most revisions are minor and do not result in substantive changes. All policies under consideration were brought for discussion and review during the Governing Board Meeting on July 28, 2026. 92

G. Business and Finance

1. Recommend Approval to Contract with ESB Design+Build for New YES Building at Hendricks Elementary

- a. District administration recommends approval to contract with ESB Design+Build for the construction of a new YES building at Hendricks Elementary. The district would utilize pricing through the Mohave Cooperative Contract #25G-ESB-1007. The anticipated total cost for the project is \$1,313,696.69, of which \$65,000 would be reserved for contingency funds and \$34,000 would be reserved for allowances for civil engineering and fire alarm services. The project will be funded out of the spring 2026 bond proceeds from the 2025 bond election. There have been no changes to the plan or pricing since the discussion item on July 28, 2026. 220

2. Recommend Approval to Contract for Occupational Therapist through AMN Allied Services, LLC for Fiscal Year 2026-2027

- a. District administration recommends approval to contract for ESS employees including an Occupational Therapist through AMN Allied Services, LLC. The District has been unable to hire Occupational Therapists due to the lack of qualified applicants. Ms. Camacho has reached out to several staffing companies and was able to find qualified Occupational Therapists through AMN Allied Services. The District would utilize pricing through the Phoenix Elementary School District RFP 23-07-27. The estimated total cost for services is \$108,800. The funding source is Maintenance and Operations. 232

3. Recommend Approval to Contract for a Certified Occupational Therapy Assistant through Amergis Healthcare Staffing, Inc. for fiscal year 2026-2027

- a. District administration recommends approval to contract for a Certified Occupational Therapy Assistant (COTA) through Amergis Healthcare Staffing, Inc. The District has been unable to hire a COTA due to the lack of qualified applicants. Ms. Camacho has reached out to several staffing companies and was able to find qualified COTAs through Amergis. The District would utilize pricing through the Deer Valley RFP #25-5201-003-5. The estimated total cost for services is \$95,000.00. The funding source is Maintenance and Operations. 233

4. Recommend Approval to Renew the Lease Agreement with the Tucson Electrical Joint Apprenticeship Training Program

- a. District administration recommends approval to renew the lease agreement with the Tucson Electrical Joint Apprenticeship Training Program (Tucson Electrical JATP) for the property formerly used as Sentinel Peak High School located at 1949 W Gardner Lane, Tucson, Arizona. The lease agreement dates are August 13, 2026, through June 30, 2027. 234

H. **Adjourn**

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>B-1</u>	<u>August 11, 2026</u>
Agenda Item Number	Board Meeting Date
Item: <u>Update on District Events and Activities</u>	
Submitted By: <u>Dr. Kevin Stoltzfus</u>	Date: <u>August 6, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus</u>	

Superintendent Dr. Kevin Stoltzfus will provide an update on Flowing Wells School District events and activities.

Estimated Cost \$ _____ ☐ See Additional Information Attached

Recommended Action:

☐ Approve ☐ Disapprove ☐ Table ☒ No Action Required

Division Head: _____ Superintendent: Kevin Stoltzfus

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

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>C</u> Agenda Item Number	<u>August 11, 2026</u> Board Meeting Date
Item: <u>Public Comments</u>	
Submitted By: <u>Dr. Kevin Stoltzfus</u>	Date: <u>August 6, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus</u>	

Flowing Wells School District welcomes public comment. As outlined in A.R.S. §38-431.02, no action will be taken on issues raised in Public Comments unless items are found on the agenda. Other than this, any response to public comments will be limited to directing staff to study the matter or scheduling the matter as a future agenda item.

Estimated Cost \$ _____ ☐ See Additional Information Attached

Recommended Action:

☐ Approve

☐ Disapprove

☐ Table

☒ No Action Required

Division Head: _____ Superintendent: Kevin Stoltzfus

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

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>D</u>	<u>August 11, 2026</u>
Agenda Item Number	Board Meeting Date
Item: <u>Consent Agenda for this Meeting</u>	
Submitted By: <u>Dr. Kevin Stoltzfus</u>	Date: <u>August 6, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus</u>	

Information for the Public:

Items of Board business that are addressed routinely at every meeting are presented as a Consent Agenda.

The Board may elect to take action on all items collectively in one motion or may individually consider any item(s) as separate agenda subjects for action.

Estimated Cost \$ _____ ☒ See Additional Information Attached

Recommended Action:

☒ Approve ☐ Disapprove ☐ Table ☐ No Action Required

Division Head: _____ Superintendent: Kevin Stoltzfus

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

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>D-1</u> Agenda Item Number	<u>August 11, 2026</u> Board Meeting Date
Item: <u>Approval of Agenda for this Meeting</u>	
Submitted By: <u>Dr. Kevin Stoltzfus</u>	Date: <u>August 6, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus</u>	

Request approval for adoption of the agenda for this meeting, August 11, 2026.

Estimated Cost \$ _____ ☒ See Additional Information Attached

Recommended Action:

☒ Approve ☐ Disapprove ☐ Table ☐ No Action Required

Division Head: _____ Superintendent: Kevin Stoltzfus

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

**Flowing Wells Schools
Regular Agenda**

6:00 PM

August 11, 2026

Doors Open 30 Minutes Prior To Meeting

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

A. Opening of Meeting

1. Call to Order
2. Pledge of Allegiance

B. Superintendent's Report

1. Update on District Events and Activities
 - a. Superintendent Dr. Kevin Stoltzfus will provide an update on Flowing Wells School District Events and Activities.

C. Public Comments

Flowing Wells School District welcomes public comment. As outlined in A.R.S. §38-431.02, no action will be taken on issues raised in Public Comments unless items are found on agenda below. Other than this, the response to public comments will be limited to directing staff to study the matter or scheduling the matter as a future agenda item.

D. Consent Agenda

These items of Board business that are addressed routinely at every meeting are presented as a Consent Agenda. The Board may elect to take action on all items collectively in one motion or may individually consider any item(s) as separate agenda subjects for action.

1. Approval of Agenda for this Meeting
 - a. Request approval for the adoption of the agenda for this meeting, August 11, 2026.
2. Approval of Minutes of Governing Board Meetings
 - a. The following Governing Board meeting minutes are presented for Governing Board approval: July 28, 2026 (Open Session Minutes).
3. Approval of District Expense and Payroll Vouchers
 - a. Sign vouchers for upcoming check batches (to be reviewed at the next Board Meeting). None for this meeting.
Expense and payroll vouchers are presented for Board approval: Expense vouchers #7180-26 - 7181-26, #7201-27 - 7202-27 and #7205-27 and Payroll voucher #2802.
4. Approval of Requests for Use of District Facilities
 - a. District facilities use requests are submitted for approval.
5. Approval of Requests for Open Enrollment
 - a. Requests for open enrollment students are submitted for approval.
6. Approval of Requests for Student Trips
 - a. Student trip requests are submitted for approval.
7. Approval of Requests for Staff Travel
 - a. Staff travel requests are submitted for approval.

8. Approval of Personnel Actions
 - a. Personnel Actions are submitted for approval.
9. Acceptance of Gifts and Donations
 - a. Recommend acceptance of gifts and donations in the amount of \$50,699.00 for the period of July 1-July 31, 2026.
10. Review of District Financial Statements
 - a. Review of Student Activity Balance Sheets and Auxiliary Operations Year-to-Date Budget Reports as of July 31, 2026.
11. Approval of Asset Retirement and Disposals
 - a. None for this meeting.

E. New Business

1. Information and Discussion regarding Support Services for McKinney-Vento Eligible Students
 - a. District administration presents for review information about our various services and protections for students who are navigating homelessness and who are classified as unaccompanied youth.
2. Recommend Approval of Revision to Position of IT Systems Specialist
 - a. District administration recommends approval of a revision to the current position of IT Systems Specialist to reclassify it as Exempt. This revision is aligned with the duties and salary threshold required by the Fair Labor Standards Act.
3. Discussion and Possible Selection of Delegate and Alternate Delegate for the Arizona School Boards Association's Delegate Assembly
 - a. Governing Board Members will discuss and possibly select a delegate and alternate delegate to represent Flowing Wells as the District Delegate to the ASBA Delegate Assembly on Wednesday, September 9, 2026, from 8:00 AM to 1:00 PM. The delegate would help shape ASBA's priorities for the year ahead.
4. Discussion and Possible Approval of Arizona School Boards Association's Proposed Political Agenda for 2026-2027
 - a. Arizona School Boards Association's Proposed Political Agenda for 2026-2027 is presented for Governing Board discussion and possible approval. This agenda is a marked-up version of the prior year's agenda, with color-coded text to indicate deletions, additions, and proposals. The Board may consider action to approve in whole or in part the Proposed Political Agenda. The Board's delegate will represent the Board's determined position at the Delegate Assembly. For reference, a memo from the March 24, 2026, Board Meeting is attached; this memo summarizes the Board's selection of policy priorities to inform ASBA's Proposed Political Agenda for 2026-2027.

F. Unfinished Business

1. Recommend Approval to Adopt Grades 3-5 Social Studies Curriculum
 - a. District administration recommends approval to adopt teacher-created Grades 3-5 Social Studies Curriculum, for implementation in elementary classrooms. This curriculum was piloted throughout the 2025-2026 year and yielded positive learning outcomes from students. The curriculum overview has been tabled for public review and comment since June 9, 2026, with no comments or concerns received during this time frame.

2. Recommend Approval of Proposed Policy Revisions

- a. District administration recommends approval of proposed policy revisions. The attached document summarizes the revisions, and the accompanying policy drafts include strike-through text to indicate deletions and underlined text to indicate additions. Most revisions are minor and do not result in substantive changes. All policies under consideration were brought for discussion and review during the Governing Board Meeting on July 28, 2026.

G. Business and Finance

1. Recommend Approval to Contract with ESB Design+Build for New YES Building at Hendricks Elementary

- a. District administration recommends approval to contract with ESB Design+Build for the construction of a new YES building at Hendricks Elementary. The district would utilize pricing through the Mohave Cooperative Contract #25G-ESB-1007. The anticipated total cost for the project is \$1,313,696.69, of which \$65,000 would be reserved for contingency funds and \$34,000 would be reserved for allowances for civil engineering and fire alarm services. The project will be funded out of the spring 2026 bond proceeds from the 2025 bond election. There have been no changes to the plan or pricing since the discussion item on July 28, 2026.

2. Recommend Approval to Contract for Occupational Therapist through AMN Allied Services, LLC for Fiscal Year 2026-2027

- a. District administration recommends approval to contract for ESS employees including an Occupational Therapist through AMN Allied Services, LLC. The District has been unable to hire Occupational Therapists due to the lack of qualified applicants. Ms. Camacho has reached out to several staffing companies and was able to find qualified Occupational Therapists through AMN Allied Services. The District would utilize pricing through the Phoenix Elementary School District RFP 23-07-27. The estimated total cost for services is \$108,800. The funding source is Maintenance and Operations.

3. Recommend Approval to Contract for a Certified Occupational Therapy Assistant through Amergis Healthcare Staffing, Inc. for fiscal year 2026-2027

- a. District administration recommends approval to contract for a Certified Occupational Therapy Assistant (COTA) through Amergis Healthcare Staffing, Inc. The District has been unable to hire a COTA due to the lack of qualified applicants. Ms. Camacho has reached out to several staffing companies and was able to find qualified COTAs through Amergis. The District would utilize pricing through the Deer Valley RFP #25-5201-003-5. The estimated total cost for services is \$95,000.00. The funding source is Maintenance and Operations.

4. Recommend Approval to Renew the Lease Agreement with the Tucson Electrical Joint Apprenticeship Training Program

- a. District administration recommends approval to renew the lease agreement with the Tucson Electrical Joint Apprenticeship Training Program (Tucson Electrical JATP) for the property formerly used as Sentinel Peak High School located at 1949 W Gardner Lane, Tucson, Arizona. The lease agreement dates are August 13, 2026, through June 30, 2027.

H. Adjourn

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>D-2</u> Agenda Item Number	<u>August 11, 2026</u> Board Meeting Date
Item: <u>Approval of Minutes of Governing Board Meetings</u>	
Submitted By: <u>Dr. Kevin Stoltzfus</u>	Date: <u>August 6, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus</u>	

The following Governing Board meeting minutes are presented for Governing Board approval: July 28, 2026 (Open Session Minutes).

Estimated Cost \$ _____ ☒ See Additional Information Attached

Recommended Action:

☒ Approve ☐ Disapprove ☐ Table ☐ No Action Required

Division Head: _____ Superintendent: Kevin Stoltzfus

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

Flowing Wells Unified School District Governing Board Meeting Minutes

6:00 p.m.

July 28, 2026

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

Attendance

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

Administrative Personnel:
Dr. Kevin Stoltzfus, Superintendent
Dr. Tabettha Finchum, Associate Superintendent
Dr. Tamára McAllister, Assistant Superintendent
Ms. Monique Mata, Chief Financial Officer

6 additional staff members and guests were in attendance.

A. Opening of Meeting

A-1. Governing Board President Kevin Daily called the meeting to order at 6:00 PM.

A-2. The Pledge of Allegiance was observed.

B. Superintendent's Report

B-1. Update on District Events and Activities
Superintendent Dr. Kevin Stoltzfus provided an update on the following current district events and activities:

- Opening assembly is August 5;
- Classes start August 6;
- New Teacher Induction is this week with 24 participants;
- District teaching positions are fully staffed;
- Summer construction projects are almost complete.

C. Public Comments

There were no public comments.

D. Consent Agenda

The following items were reviewed and approved as recommended with one motion.
Motion by Effing; second by Ochoa; 5 ayes; motion carried.

- D-1. Approval of Agenda for this Meeting
Approved July 28, 2026 meeting agenda.
- D-2. Approval of Minutes of Governing Board Meeting
Approved minutes of the Governing Board meeting: June 23, 2026 (Public Hearing and Open Session Minutes) and July 7, 2026 (Public Hearing and Open Session Minutes).
- D-3. Approval of District Expense and Payroll Vouchers
Approved as recommended expense vouchers #1714-26, #7176-26-7179-26 and 7200-27 and payroll vouchers #2727-2732 and 2729 Rev.
- D-4. Approval of Requests for Use of District Facilities
Approved as recommended district facilities use requests.
- D-5. Approval of Requests for Open Enrollment
Approved as recommended open enrollment requests.
- D-6. Approval of Requests for Student Trips
Approved as recommended student trip requests.

December 10-12, 2026	FWJH/ Fine Arts	Holiday Tour	Anaheim, CA
January 26 - 29 2027	FWJH/Science	Project Whales Trip	Anaheim/Dana Pt./San Diego, CA
March 16 - 19, 2027	FWJH/Science	Project Catalina Trip	Long Beach/Catalina Island, CA
May 4 - 7, 2027	FWJH/Science	Project Oceans Trip	Anaheim/Dana Pt./San Diego, CA

- D-7. Approval of Requests for Staff Travel
Approved as recommended staff requests to travel.
- D-8. Approval of Personnel Actions
Approved as recommended personnel actions.
- D-9. Acceptance of Gifts and Donations
Accepted as recommended gifts and donations in the amount of \$752.00 for the period of June 1-30, 2026.
- D-10. Review of District Financial Statements
Reviewed Student Activity Balance Sheets and Auxiliary Operations Year-to-Date Budget for the period of June 1-30, 2026.
- D-11. Approval of Asset Retirement and Disposals
Approved as recommended assets retirements and disposals as of July 21, 2026.

E. New Business

E-1. Discussion of New YES Building at Hendricks Elementary

Superintendent Dr. Kevin Stoltzfus gave an overview of the draft location, design, and cost of the proposed YES building at Hendricks Elementary. Maintenance Director Tony Young and Erica Misuraca of ESB Design+Build were on hand to answer questions. All Board members participated in the discussion regarding types of flooring, walkway locations, and utility access, etc. The project will be brought for approval on a future Governing Board agenda.

No Action Taken.

E-2. Information and Discussion regarding Proposed Policy Revisions

Superintendent Dr. Kevin Stoltzfus gave an overview of the ASBA policy advisory updates. Many changes combined policies regarding the same topic and some were streamlined with updated wording. No action was taken and the policies will be brought for approval at the August 11 Governing Board meeting.

No action taken.

E-3. Recommend Approval of Memorandum of Understanding (MOU) with J. David Lowell Foundation

Approved as recommended the MOU with the J. David Lowell Foundation for continuation of the Lowell Math Scholars program.

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

Clerk Effing stated this rewards students for their hard work. In response to a question from Member Miller, Superintendent Dr. Kevin Stoltzfus stated the program will grow through family connections, counselor recommendations, and as siblings and STEM students move into the junior and high schools.

E-4. Recommend Approval of Qualified Evaluators for FY2026-2027

Approved as recommended the Qualified Evaluators for Fiscal Year 2026-2027.

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

F. Unfinished Business

F-1. Recommend Approval to Adopt Elementary Gifted Program Curriculum

Approved as recommended to adopt the Travel Agents gifted program curriculum, which has been on display for 60 days, with no comments or concerns.

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

G. Unfinished Business

- G-1. Recommend Approval to Purchase Chromebooks from CDWG
Approved as recommended the purchase of 417 Chromebooks for FWHS and FWJH using FY2026 Title I funds under the Arizona State Contract MOHAVE 25E-CDWG-1004.
Motion by Miller; second by Hamiton; 5 ayes; motion carried.
In response to a question from President Daily, Associate Superintendent Dr. Tabetha Finchum explained that the amount of Title I funds available determined the number of Chromebooks to be purchased.
- G-2. Recommend Approval to Contract for School Psychologists through Elevation Healthcare, LLC for Fiscal Year 2026-2027
Approved as recommended to contract with Elevation Healthcare, LLC to hire psychologists under the Deer Valley RFP 25-5201-003-5 cooperative contract for FY2027.
Motion by Effing; second by Hamilton; 5 ayes; motion carried.
- G-3. Recommend Approval to Contract for a Certified Occupational Therapist through Amergis Healthcare Staffing, Inc. for fiscal year 2026-2027
Approved as recommended to contract with Amergis Healthcare Staffing, Inc. to hire occupational therapists under the Deer Valley RFP #25-5201-003-5 for FY2027.
Motion by Miller; second by Hamilton; 5 ayes; motion carried.
- G-4. Recommend Approval to Contract with Norcon Industries, Inc. to Purchase and Repair flooring for Fiscal Year 2026-2027
Approved as recommended to contract with Norcon Industries, Inc. to purchase flooring and carpet for district buildings, as well as to repair district athletic equipment and purchase related supplies under multiple 1GPA and MOHAVE contracts.
Motion by Ochoa; second by Miller; 5 ayes; motion carried.
- G-5. Recommend Approval of Additional Sole Source Listing for FY 2026-2027
Approved as recommended the revisions to the FY 2026-2027 Sole Source Listing.
Motion by Effing; second by Hamilton; 5 ayes; motion carried.
- G-6. Recommend Approval of Revisions to Special Activities Compensation (SAC) Schedule for FY2026-2027
Approved as recommended the revisions to the FY2026-2027 Special Activities Compensation (SAC) Schedule.
Motion by Miller; second by Effing; 5 ayes; motion carried.

G-7. Recommend Approval to Contract with Arizona Furnishings to Purchase Furniture for Fiscal Year 2026-2027

Approved as recommended to contract with Arizona Furnishings to purchase furniture through MOHAVE, STATE, and 1GPA contracts for FY2026-2027.

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

H. Adjourn

Meeting was adjourned at 7:05 p.m.

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

Signatures:

Kevin Daily, President

Wendy Effing, Clerk

Brianna Hamilton

Stephanie Miller

Arlene Ochoa

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>D-3</u> Agenda Item Number	<u>August 11, 2026</u> Board Meeting Date
Item: <u>Approval of District Expense and Payroll Vouchers</u>	
Submitted By: <u>Patricia Forgach/Monique Mata</u>	Date: <u>August 6, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus/ Monique Mata</u>	

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

Expense and Payroll Vouchers None for this meeting.

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

Expense Voucher 7180-26	\$ 352,517.19
Expense Voucher 7181-26	\$ 117,497.40
Expense Voucher 7201-27	\$ 239,065.17
Expense Voucher 7202-27	\$ 161,994.14
Expense Voucher 7205-27	\$ 212,208.83

Payroll Voucher 2802 \$ 481,166.27

Estimated Cost \$ _____ ☒ See Additional Information Attached

Recommended Action:

☒ Approve ☐ Disapprove ☐ Table ☐ No Action Required

Division Head: *Monique Mata* Superintendent: *Kevin Stoltzfus*

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

7/27/2026

VOUCHER #7180-26

THREE HUNDRED TWENTY FIVE THOUSAND FIVE HUNDRED SEVENTEEN DOLLARS & 19/100

\$325,517.19

0010

\$117,386.53

FEDERAL AND STATE PROJECTS

3842 PIMA EARLY EDUCATION PROGRAM

\$189.23

OTHER

5100 FOOD SERVICE

\$46.93

5200 COMMUNITY SERVICE-STAFF DEV

\$31.60

5960 CTED

\$537.54

6100 UNRESTRICTED CAPITAL OUTLAY

\$88,242.27

6350 BOND PROCEEDS 2025

\$118,742.88

9500 WAREHOUSE

\$340.21

7/29/2026

VOUCHER #7181-26

<u>ONE HUNDRED SEVENTEEN THOUSAND FOUR HUNDRED NINETY SEVEN DOLLARS & 40/100</u>	<u>\$117,497.40</u>
--	---------------------

<u>0010</u>	<u>\$27,580.26</u>
-------------	--------------------

FEDERAL AND STATE PROJECTS

OTHER

<u>5100</u>	<u>FOOD SERVICE</u>	<u>\$29,181.51</u>
-------------	---------------------	--------------------

<u>6350</u>	<u>BOND PROCEEDS 2025</u>	<u>\$52,823.27</u>
-------------	---------------------------	--------------------

<u>6910</u>	<u>BUILDING RENEWAL GRANTS</u>	<u>\$7,912.36</u>
-------------	--------------------------------	-------------------

7/30/2026

VOUCHER #7201-27

TWO HUNDRED THIRTY NINE THOUSAND SIXTY FIVE DOLLARS & 17/100

\$239,065.17

0010 \$57,301.19

FEDERAL AND STATE PROJECTS

1126 2026 TITLE I \$319.00

1127 2027 TITLE I \$1,494.00

2626 2026 CTE FEDERAL PERKINS \$2,172.57

3740 E RATE \$11,338.39

OTHER

5100 FOOD SERVICE \$384.48

5150 CIVIC CENTER \$218.80

5200 COMMUNITY SERVICE-STAFF DEV \$125.55

5300 GIFTS AND DONATIONS \$943.44

5960 CTED \$13,634.05

6100 UNRESTRICTED CAPITAL OUTLAY \$151,133.70

7/27/2026

VOUCHER #7202-27

ONE HUNDRED SIXTY ONE THOUSAND NINE HUNDRED NINETY FOUR DOLLARS & 14/100

\$161,994.14

0010

FEDERAL AND STATE PROJECTS

OTHER

6350 BOND PROCEEDS 2025

\$161,994.14

7/31/2026

VOUCHER #7205-27

TWO HUNDRED TWELVE THOUSAND TWO HUNDRED EIGHT DOLLARS & 83/100

\$212,208.83

0010

\$43,614.01

FEDERAL AND STATE PROJECTS

1916 2026 TITLE III

\$413.77

1917 2027 TITLE III

\$23,525.54

OTHER

6100 UNRESTRICTED CAPITALY OUTLAY

\$87,719.22

6350 BOND PROCEEDS 2025

\$31,525.83

9500 WAREHOUSE

\$25,410.46

7/22/2026

Four Hundred Eighty One Thousand One Hundred Sixty Six Dollars and Twenty Seven Cents

481,166.27

7/5/2026

7/18/2026

00100	Regular Ed Programs	379,571.50
	301 FUNDS	
0100	Regular Education	442.64
01100	301 Base Pay	1,948.74
01200	301 Performance Pay	
01300	Prop 301 Menu	
	FEDERAL AND STATE PROJECTS	
02000	Prop 202	
07100	SEI Structured English ELD	
1126	2026 TITLE I	532.15
1127	2027 TITLE I	8,073.54
1917	TITLE III- Bilingual Education	1,076.62
2226	Special Education	
2246	Special Education	
2626	JTED	2,041.72
2627	JTED	2,134.90
29000	Medicaid Reimbursement	
29100	Medicaid Special Education Admin	
31000	JROTC Instruction	2,061.99
3416	Special Education	
3506	Social Work Services	
3556	Community Services	
38420	Pima Early Education Program	3,204.41
45600	Dual Enrolment	
4570	Bilingual Education	
4626	FTF Pre-K Scholarship	
	OTHER	
51000	Food Service	2,317.64
5200	Civic Center	45,719.04
52000	Community Services	
53000	G&D PDG FY20	1,786.30
53100	Family Resource District	1,065.78
57000	Indirect Cost	24,500.50
59600	JTED	4,688.80

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>D-4</u> Agenda Item Number	<u>August 11, 2026</u> Board Meeting Date
Item: <u>Approval of Requests for Use of District Facilities</u>	
Submitted By: <u>Teressa Austin/Monique Mata</u> Date: <u>August 6, 2026</u>	
Will Be Presented By: <u>Dr. Kevin Stoltzfus/Monique Mata</u>	

Requests for use of district facilities are submitted for approval.

Estimated Cost \$ _____ ☒ See Additional Information Attached

Recommended Action:

☒ Approve ☐ Disapprove ☐ Table ☐ No Action Required

Division Head: *Monique Mata* Superintendent: *Kevin Stoltzfus*

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

**Flowing Wells School District
Facilities Request
August 11, 2026**

[illegible]

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

D-5
Agenda Item Number

August 11, 2026
Board Meeting Date

Item: Approval of Requests for Open Enrollment

Submitted By: Danielle Rubio/Dr. Tamára McAllister Date: August 6, 2026

Will Be Presented By: Dr. Kevin Stoltzfus/ Dr. Tamára McAllister

Requests for open enrollment students are submitted for approval.

Estimated Cost \$ _____ ☒ See Additional Information Attached

Recommended Action:

☒ Approve ☐ Disapprove ☐ Table ☐ No Action Required

Division Head: Tamára McAllister Superintendent: Kevin Stoltzfus

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

FLOWING WELLS SCHOOL DISTRICT
Requests for Admission as Non-Resident Students
August 11, 2026

Recommend approval for the following requests:

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

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>D-6</u>	<u>August 11, 2026</u>
Agenda Item Number	Board Meeting Date
Item: <u>Approval of Request for Student Trips</u>	
Submitted By: <u>Karen Gusk/Monique Mata</u>	Date: <u>August 6, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus/Monique Mata</u>	

Student trip requests are submitted for approval.

Estimated Cost \$ _____ ☒ See Additional Information Attached

Recommended Action:

☒ Approve ☐ Disapprove ☐ Table ☐ No Action Required

Division Head: Monique Mata Superintendent: Kevin Stoltzfus

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

FLOWING WELLS SCHOOL DISTRICT

**OVERNIGHT/OUT OF STATE
TRIP REQUEST FORM**

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

SCHOOL: Flowing Wells High School DATE OF REQUEST: 6/22/20
 NAME OF GROUP: Girls Basketball SPONSOR: Tiffany Valenzuela
 PURPOSE OF TRIP: Team Bonding Retreat
 # OF STUDENTS PARTICIPATING: 15 DESTINATION(S): YMCA hemon
 DEPARTURE DATE & TIME: 7/1/20 @ 9:00 AM ESTIMATED TIME OF ARRIVAL: 10:30 A.M.
 RETURN DEPARTURE DATE & TIME: 7/8/20 @ 12:00 PM ESTIMATED TIME OF RETURN: 1:30 P.M.
 PRELIMINARY ROOM ASSIGNMENTS FOR STUDENTS, COACHES, AND CHAPERONES:
 (Attach a list if necessary) Attached

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

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

Tiffany Valenzuela and Kelsey Hoppel

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

Clonky Moncure Valenzuela

COST PAID BY EACH STUDENT: \$0 OTHER SOURCE: _____

TRANSPORTATION: (please check)

_____ District Bus _____ Private Vehicle
2 District Van _____ Other (explain) _____
 _____ District Car

PROCUREMENT COMPLIANCE: Prior approval by the Director of Business and Finance is required for procurement compliance. Please attach itemized expenditure list by type and/or vendor including total cost and quotations obtained. Please note that expenditures over \$100,000 per vendor require a formal bid/RFP, which could take up to 2 months.

OVERNIGHT/OUT OF STATE TRIP REQUEST FORM – page 2

EMERGENCY CONTACTS:

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

1. Tiffany Valcarlos (520-) 265-6497
2. Kelsey Hoppel (482) 934-5445
3. _____

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

<u>T. Valcarlos</u>	<u>6/22/26</u>
Signature of Person Making Request	Date
<u>MS Hoppel</u>	<u>7/14/26</u>
Signature of Principal (approval)	Date
<u>Monique Natta</u>	<u>7/28/26</u>
Signature of Chief Financial Officer (approval)	Date

BOARD ACTION:

APPROVED: _____ DISAPPROVED: _____ DATE: _____

_____	_____
Signature of Transportation Director	Date

Overnight Field Trip Budget

Purpose of Trip:

Team retreat Focused on Relationships Building
goal setting and culture building, Activities

Dates:

7/14 - 7/18/26

Number of Students

15

Number of Adults

3

Cost per Person

0

Total Cost of Trip

4,800.00

List Vendors and Totals by Vendor

#	Vendor	Total	Procurement Type: Written, Bid or State/SAVE Contract	Copies Attached: Y or N
1	FLN Transportation	600.00		
2	YMT Homewood Hotel	2200.00		
3	Food	2,000.00		
4				
5				
	Total	4,800.00		

Funding Source:

#	Fund	Amount
1	8500	4,800.00
2		
3		
	Total	4,800.00

Procurement Requirements:

\$10,000 - \$100,000 cumulative total (all district expenditures) to a vendor requires three written quotes.

\$100,000 & above requires formal Bids/RFPs (Contact the Business Office).

Sole Source determinations must be approved by the Business Office.

State/SAVE Contracts requires due diligence - contact Business Office.

Business Office will assist with the budget and procurement.

Approval Process:

1 - School Administration Approval

2 - Business Office Procurement Approval

3 - Board Approval

4 - Complete required purchase orders prior to securing reservations

IC NAME _____
DATE _____

REF# _____

FLOWING WELLS PUBLIC SCHOOLS
PUPIL TRANSPORTATION REQUEST
(Educational Field Trips, Athletics, Special Trips, Etc.)

School: FWHS

Today's Date: 6/22/26

INSTRUCTIONS: This form is to be completed in triplicate and signed by the Requester and Principal. A Purchase Order must be issued by the Business Office BEFORE the request can be sent to the Transportation Office for vehicle assignment. The completed Pupil Transportation Request should be submitted at least 2 weeks prior to the date of any trip.

DATE TRANSPORTATION NEEDED: 7/6/26 DATE RETURNING: 7/8/26
LOAD TIME: 8:30 (AM) (PM) DEPART TIME: 9:00 am
RETURN LOAD TIME: 12:00 (AM) (PM) ARRIVAL BACK AT SCHOOL: 1:30 pm
NUMBER OF PUPILS: 15 NUMBER OF CHAPERONES 3 GRADE LEVEL: H5

TYPE AND NUMBER OF VEHICLES REQUESTED:

2 MINI VAN (7 PASSENGER) _____ BUS (56/84 PASSENGER)
2 VAN (10 PASSENGER) _____ W/C BUS (2 w/c + 24 PASSENGER)

PLACE FOR PICKING UP STUDENTS AT THE SCHOOL (IF BUS IS REQUESTED): _____

DESTINATION #1: Mount Lemmon Hotel 12925 N Sabino Canyon Parkway Mount Lemmon, AZ
NAME ADDRESS

ADDITIONAL STOPS: (i.e. PARK, MEALS, ETC.) _____

PURPOSE OF TRIP: Team retreat

PERSON MAKING REQUEST Tiffany Valenzuela

(APPROVAL) PRINCIPAL _____

(APPROVAL) TRANSPORTATION
DIRECTOR _____

PLEASE PRINT NAME AND PHONE #: Tiffany Valenzuela 520.265.6497

ACCOUNT NAME: Girls Basketball

PO NUMBER: _____

DISTRICT USE ONLY:

MILEAGE CHARGE 50 X 2 = 100 X 1.5 \$ 150.00
ESTIMATED DRIVER CHARGE \$ X2
ESTIMATED TOTAL CHARGES \$ _____
ACCOUNT CHARGED \$ 300.00

REVISED: 12/2018

WHITE: TRANSPORTATION * YELLOW: BUSINESS OFFICE *

* Please press firmly, you are making 2 copies *



LADY CABS MT. LEMMON TEAM RETREAT



2-Night Team Experience | Culture • Commitment • Connection



DAY 1 – BUY-IN, IDENTITY & STANDARD



9:00 AM – Depart FWHS – Head to Mt. Lemmon



10:30 AM – Arrive + Get the retreat started



11:30 AM – Head to Summerhaven



11:45 AM – Lunch



1:00 PM – Sky Ride



2:30 PM – Cookie Cabin Stop



3:30 PM – Drive to hotel + check in



4:30 PM – Coaches meeting and intro to retreat



5:00 PM – Challenge



6:00 PM – Dinner



7:15 PM – Board games



8:30 PM – Music + hangout outside



10:30 Lights Out



DAY 2 – COMPETE & COMMIT



9:00 AM – Breakfast



10:00 – 11:30 AM – Team Olympics
(Full Competition Block)



11:30 AM – Freetime + Rest



12:00 PM – Lunch in Town



1:15 PM – Goal Setting Session



2:30 PM – Team Hike



3:30 PM – Bracelet Making
(Goal Commitment Activity)



4:30 PM – Coaches Talk



5:15 PM – Freetime/Prep for theme dinner



6:30 PM – Theme Dinner



7:45 PM – Photo/Tik Tok Challenge



9:00 PM – Fire Hangout + Music



10:30 Lights Out



DAY 3 – REFLECT & RESET



9:00 AM – Breakfast + Pack Up



9:30 AM – Final Team Meeting

- Goals Recap
- Offseason Expectations
- Accountability + Standards



10:00 AM – Check-Out



11:00 AM – Team Lunch in Town



12:30 PM – Head to FWHS



1:00–1:30 PM – Return to FW + Dismissal



PACKING REMINDERS

- ✓ Athletic clothes + layers (cooler weather)
- ✓ Comfortable hiking shoes
- ✓ Sweatshirt/jacket
- ✓ Water bottle
- ✓ Toiletries + overnight bag
- ✓ Blanket (optional)

TEAM FIRST

TRUST THE PROCESS

LEAVE BETTER
THAN YOU CAME

ROOM ASSIGNMENTS

AND THE TEAMS YOU'LL BE WITH

FOR ALL THE COMPETITIONS, CHALLENGES,
AND THEMED DINNER!

YOU'LL BE WORKING TOGETHER TO COMPETE TO BE

THE ULTIMATE TEAM.



TEAMWORK
MAKES US
STRONGER



PLAY
TOGETHER
WIN
TOGETHER



ONE TEAM
ONE GOAL
ALL HEART



GOOD VIBES
BIG ENERGY
GREAT MEMORIES

TEAM

HOPE



- ★ HOPE
- ★ LIV
- ★ DANITZA
- ★ JAZZY

GOOD
VIBES
GREAT
TEAM

TEAM

LEILA



- ★ LEILA
- ★ KENZLY
- ★ NIKKI
- ★ SAIDEE



PLAY
HARD
WIN
TOGETHER

TEAM

ALLISON



- ★ ALLISON
- ★ HARMONY
- ★ SOPHIE

ONE TEAM
ONE GOAL
ALL HEART

TEAM

GABBY



- ★ GABBY
- ★ LIANA
- ★ KENDRA
- ★ JUJU

BRING
THE
ENERGY



START A GROUP CHAT

AND PLAN AHEAD FOR THE
ACTIVITIES AND THEMES.

HAVE FUN WITH IT, BE CREATIVE,
AND BRING THE ENERGY!



FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>D-7</u> Agenda Item Number	<u>August 11, 2026</u> Board Meeting Date
Item: <u>Approval of Requests for Staff Travel</u>	
Submitted By: <u>Teressa Austin/Monique Mata</u>	Date: <u>August 6, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus/ Monique Mata</u>	

Staff travel requests are submitted for approval.

Estimated Cost \$ _____ ☒ See Additional Information Attached

Recommended Action:

☒ Approve ☐ Disapprove ☐ Table ☐ No Action Required

Division Head: Monique Mata Superintendent: Kevin Stoltzfus

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

Flowing Wells School District**Request To Travel****Recommend approval of the following travel requests:****August 11 2026**

Name Last, First	School / Dept	Request for Travel / What	Travel to:	Dates
Duran, Patricia	Database Administrator	2026 AZ PSUG Conference	Tucson, AZ	10/07/2026 - 10/08/2026
Schorey-O'Keefe	Database Systems Specialist	2026 AZ PSUG Conference	Tucson, AZ	10/07/2026 - 10/08/2026
Weakley, Stacey	Database Technician	2026 AZ PSUG Conference	Tucson, AZ	10/07/2026 - 10/08/2026
Daily, Kevin	Board President	AEF Teacher of the Year	Phoenix, AZ	08/07/2026 - 08/07/2026
Stoltzfus, Kevin	Superintendent	AEF Teacher of the Year	Phoenix, AZ	08/07/2026 - 08/07/2026
Donaldson, Angus	CTE VOAG Teacher	Chapter Officer Leadership Training	Mesa, AZ	08/28/2026 - 08/29/2026
Reynolds, Caitlin	CTE VOAG Teacher	Chapter Officer Leadership Training	Mesa, AZ	08/28/2026 - 08/29/2026
Donaldson, Angus	CTE VOAG Teacher	AZ AZ Teacher Assoc Fall Conf	Flagstaff, AZ	09/02/2026 - 09/04/2026 ³⁷
Reynolds, Caitlin	CTE VOAG Teacher	AZ AZ Teacher Assoc Fall Conf	Flagstaff, AZ	09/02/2026 - 09/04/2026
Chavez, Astin	Laguna	21st CCLC Conference	Mesa, AZ	8/26/2026
Damron, Martha	Director Community Schools	21st CCLC Conference	Mesa, AZ	8/27/2026
Gonzalves, Theresa	Principal	21st CCLC Conference	Mesa, AZ	8/26/2026
Hankinson, Kerrie	Program Mgr Community School	21st CCLC Conference	Mesa, AZ	8/27/2026
Hitchings, Chris	Principal	21st CCLC Conference	Mesa, AZ	8/26/2026
Kearney, Erin	Principal	21st CCLC Conference	Mesa, AZ	8/26/2026
Laguna, Jasmyne	Douglas Teacher	21st CCLC Conference	Mesa, AZ	8/26/2026
Lee, Kristina	Coordinator JH	21st CCLC Conference	Mesa, AZ	8/26/2026

Flowing Wells School District**Request To Travel****Recommend approval of the following travel requests:****August 11 2026**

Lovio, Jesus	Davis Teacher	21st CCLC Conference	Mesa, AZ	8/26/2026
Nogami, Chris	Principal	21st CCLC Conference	Mesa, AZ	8/26/2026
Powers, Jillian	Douglas Teacher	21st CCLC Conference	Mesa, AZ	8/26/2026
Randolph, Sarah	Centennial Teacher	21st CCLC Conference	Mesa, AZ	8/26/2026
Schmidt, Alan	Principal	21st CCLC Conference	Mesa, AZ	8/26/2026
Schorey-O'Keefe, Stepha	Data Base	21st CCLC Conference	Mesa, AZ	8/27/2026
Villalobos, Alissa	Transportation Trainer	CPR & First Aid	Tucson, AZ	8/14/2026
Hatch, Courtney	HS CTE Fashion Teacher	FCCLA Advisor Bootcamp	Tucson, AZ	09/01/2026 - 09/02/2026
Montoya, Bridget	HS CTE Teacher	FCCLA Advisor Bootcamp	Tucson, AZ	09/01/2026 - 09/02/2026
Pike, Dache	HS CTE Culinary Teacher	FCCLA Advisor Bootcamp	Tucson, AZ	09/01/2026 - 09/02/2026

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>D-8</u> Agenda Item Number	<u>August 11, 2026</u> Board Meeting Date
Item: <u>Approval of District Personnel Actions</u>	
Submitted By: <u>Stacie Stuart/KaraLynn Miller</u>	Date: <u>August 6, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus/Dr. Tamara McAllister</u>	

District Personnel Actions may include new hires, resignations, terminations, leaves of absence, substitutes, retirements, rehire of designated staff, contract extensions/adjustments, contract language for employment, additional duties, special activities compensation, addendums, performance/merit pay, stipends, termination pay, professional development workshops, athletic compensation, career and technical compensation are submitted for your approval.

Estimated Cost \$ _____ ☒ See Additional Information Attached

Recommended Action:

☒ Approve ☐ Disapprove ☐ Table ☐ No Action Required

Division Head: Tamara McAllister Superintendent: Kevin Stoltzfus

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

Flowing Wells School District

Personnel Action Summary

Certified Staff

August 11, 2026

Name	Location	Action to Approve	Pay	FTE/ hrs	Contract Days	Effective Date	Additional Comments
Adelstone, Toni	FWJH	Teaching Additional Section Junior High - Adaptive PE	Base + Override + Experience ÷ 8	N/A	N/A	2026-2027	Split with Justin Jewett
Ambuehl, Kiley	Hendricks	Grade Level Chair - SPED Intensive Resource	\$815.00	N/A	N/A	2026-2027	
Amjad, Ammara	Laguna	Transfer from Long Term Substitute to Special Education	\$54,471.47	1.0 FTE	213	7/27/2026	YOE: 0
Amjad, Ammara	Laguna	Additional Compensation	\$3,500.00	N/A	N/A	2026-2027	IR-1 - Intensive Resource Addendum
Amjad, Ammara	Laguna	Additional Compensation	\$3,910.00	N/A	N/A	2026-2027	Performance Pay Eligibility
Andersen, Hanne	Douglas	Facilitate Meet the Teacher/Parent Night	\$25.00/hr	NTE 2.0 hrs	N/A	8/4/2026	
Anderson, Danielle	SPHS	Transfer to Edgenuity Teacher at SPHS	\$59,467.00	1.00	209	8/3/2026	YOE Granted: 8 Years
Anderson, Danielle	SPHS	Additional Compensation	\$3,910.00	N/A	N/A	2026-2027	Performance Pay Eligibility
Anderson, Paige	Davis	Facilitate Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	8/3/2026	
Anguis, Teresa	Douglas	Facilitate Meet the Teacher/Parent Night	\$25.00/hr	NTE 2.0 hrs	N/A	8/4/2026	
Autenreith, Janice	Davis	Attend Back to School Meeting and Classroom Preparation as	\$165.00/day	1 day	N/A	8/3/2026	
Autenreith, Todd	Davis	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 2.0 hrs	N/A	8/13/2026	Intro to Elementary Curriculum
Autenreith, Todd	Davis	Grade Level Chair - SPED Resource	\$815.00	N/A	N/A	2026-2027	
Ayon, Elsa	Douglas	Facilitate Meet the Teacher/Parent Night	\$25.00/hr	NTE 2.0 hrs	N/A	8/4/2026	
Bertrand-Goldsmith, Diane	FWHS	Theatre	\$3,752.00	N/A	N/A	2026-2027	
Bley, Katrina	Douglas	Facilitate Meet the Teacher/Parent Night	\$25.00/hr	NTE 2.0 hrs	N/A	8/4/2026	
Breckenfeld, Nicolas	FWHS	Sky School Trip Coordinator	\$1,798.00	N/A	N/A	2025-2026	Rescind Split with Cheryl Terpnig
Caballero-Welchert, Jessica	FWHS	Certification Mandatory Crisis Prevention Institute Training	\$20.00/hr	NTE 6.0 hrs	N/A	7/21/2026	
Cenedese, Jessica	Hendricks	Resign - Principal	N/A	N/A	N/A	6/30/2026	
Clardy, Emily	Richardson	Science Fair Coordinator	\$300.00	N/A	N/A	2026-2027	Split with Kate Schladweiler
Cline, Samantha	Douglas	Facilitate Meet the Teacher/Parent Night	\$25.00/hr	NTE 2.0 hrs	N/A	8/4/2026	
Cline, Samantha	Douglas	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 10 hrs	N/A	07/20/2026 - 08/2/2026	Summer Curriculum
Darracq, Alexa	ESS	New Hire - Speech and Language Pathologist	\$68,144.00	1.0 FTE	215	7/31/2026	YOE Granted: 1 Year
Darracq, Alexa	ESS	Additional Compensation	\$1,100.00	N/A	N/A	2026-2027	A-SLP-1: Auto Addendum
Darracq, Alexa	ESS	Additional Compensation	\$1,250.00	N/A	N/A	2026-2027	LEA-2: LEA Addendum
Darracq, Alexa	ESS	Additional Compensation	\$3,500.00	N/A	N/A	2026-2027	BE-1: Bilingual Evaluation Addendum
Davila, Alexia	Douglas	Facilitate Meet the Teacher/Parent Night	\$25.00/hr	NTE 2.0 hrs	N/A	8/4/2026	
DeVries, Brandi	Laguna	Love of Reading Week Coordinator	\$300.00	N/A	N/A	2026-2027	Split with Koni Bennett
Edmonds, Sandie	Hendricks	Back to School Meeting and Prep Classroom	\$165.00/day	1 day	N/A	8/3/2026	Long Term Substitute
Favela, Karla	Richardson	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 10 hrs	N/A	07/20/2026 - 08/02/2026	Summer Curriculum
Favela, Karla	Richardson	Elementary Athletic Special Event Director	\$193.00	N/A	N/A	2026-2027	5th Grade Track
Favela, Karla	Richardson	Elementary Athletic Special Event Director	\$193.00	N/A	N/A	2026-2027	6th Grade Track
Favela, Karla	Richardson	District Elementary Sport Coordinator - Boys Basketball	\$336.00	N/A	N/A	2026-2027	
Favela, Karla	Richardson	Elementary Coach - Flag Football	\$1,000.00	N/A	N/A	2026-2027	
Favela, Karla	Richardson	Elementary Coach - Boys Volleyball	\$1,000.00	N/A	N/A	2026-2027	
Favela, Karla	Richardson	Elementary Coach - Boys Basketball	\$1,000.00	N/A	N/A	2026-2027	
Favela, Karla	Richardson	Elementary Intramural Coordinator - 1st Semester	\$837.00	N/A	N/A	2026-2027	
Favela, Karla	Richardson	Elementary Intramural Coordinator - 2nd Semester	\$837.00	N/A	N/A	2026-2027	
Favela, Karla	Richardson	Elementary Coach - Cross Country	\$1,000.00	N/A	N/A	2026-2027	
Gaona, Daniel	FWHS	Yearbook	\$2,794.00	N/A	N/A	2026-2027	
Grijalva, Stacey	FWHS	Additional Hours - In Person Registration	Hrly Rate	NTE 8.0 hrs	N/A	7/21/2026	
Heft, Lori	FWHS	New Hire - Math Teacher	\$59,467.00	1.0 FTE	209	8/3/2026	YOE Granted: 8 Years Highest Degree Earned: Masters
Heft, Lori	FWHS	Additional Compensation	\$2,000.00	N/A	N/A	2026-2027	HTF-1: Math Hard to Fill Addendum
Heft, Lori	FWHS	Additional Compensation	\$3,910.00	N/A	N/A	2026-2027	Performance Pay Eligibility

Flowing Wells School District

Personnel Action Summary

Certified Staff

August 11, 2026

Hester, Carrie	FWHS	Winter Pep Band	\$2,500.00	N/A	N/A	2026-2027	
Hinrichs, Taylor	Douglas	Facilitate Meet the Teacher/Parent Night	\$25.00/hr	NTE 2.0 hrs	N/A	8/4/2026	
Hook, Brian	FWHS	Golf Head Varsity Girls	\$3,744.00	N/A	N/A	2026-2027	
Howell, Sydney	Laguna	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 2.0 hrs	N/A	8/13/2026	Intro to Elementary Curriculum
Jankowski-Gallo, Jessica	EMELC	Social Media Coordinator	\$489.00	N/A	N/A	2026-2027	
Jatczak, Samantha	Davis	Elementary Coach - Girls Basketball	\$1,000.00	N/A	N/A	2026-2027	
Jatczak, Samantha	Davis	Elementary Coach - Boys Volleyball	\$500.00	N/A	N/A	2026-2027	Split with April Spencer
Jatczak, Samantha	Davis	Elementary Coach - Girls Volleyball	\$500.00	N/A	N/A	2026-2027	Split with April Spencer
Jewett, Justin	FWJH	Teaching Additional Section Junior High - Adaptive PE	Base + Override + Experience ÷ 8	N/A	N/A	2026-2027	Split with Toni Adelstone
Jones, Adam	FWHS	Completion of Masters Degree	\$2,174.00	N/A	N/A	2026-2027	
Kirchoff, Amy	Richardson	Band	\$886.00	N/A	N/A	2026-2027	
Kirchoff, Amy	Richardson	Choir	\$1,224.00	N/A	N/A	2026-2027	
Koellisch, Gabrielle	Laguna	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 10 hrs	N/A	07/20/2026 - 08/2/2026	Summer Curriculum
Laguna, Jasmyne	Douglas	Facilitate Meet the Teacher/Parent Night	\$25.00/hr	NTE 2.0 hrs	N/A	8/4/2026	
Lainson, Deirdre	FWJH	Professional Development Presenter/Trainer	\$30.00/hr	NTE 1.5 hrs	N/A	07/31/2026 - 08/04/2026	Lightspeed Classroom Training
Littlefield, Tracy	FWHS	Retire - Math Teacher	N/A	N/A	N/A	8/1/2026	
Macias, Oziris	Douglas	Facilitate Meet the Teacher/Parent Night	\$25.00/hr	NTE 2.0 hrs	N/A	8/4/2026	
McDonnell, Kathleen	Davis	New Hire - Special Education Resource Teacher	\$59,467.00	1.00	213	7/27/2026	YOE Granted: 8 Years Highest Degree Earned: Masters
McDonnell, Kathleen	Davis	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 10 hrs	N/A	07/20/2026 - 08/2/2026	Summer Curriculum
McDonnell, Kathleen	Davis	Additional Compensation	\$2,000.00	N/A	N/A	2026-2027	SR-1: Resource Addendum
McDonnell, Kathleen	Davis	Additional Compensation	\$3,910.00	N/A	N/A	2026-2027	Performance Pay Eligibility
Mendivil, Samantha	Douglas	Facilitate Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/22/2026	
Miguel, Karla	Hendricks	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 2.0 hrs	N/A	8/13/2026	Intro to Elementary Curriculum
Miguel, Karla	Hendricks	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 10 hrs	N/A	07/20/2026 - 08/2/2026	Summer Curriculum
Miranda Salinas, Abelardo	Douglas	Facilitate Meet the Teacher/Parent Night	\$25.00/hr	NTE 2.0 hrs	N/A	8/4/2026	
Morgan, Troy	Douglas	Facilitate Meet the Teacher/Parent Night	\$25.00/hr	NTE 2.0 hrs	N/A	8/4/2026	
Núñez, Lauren	Richardson	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 2.0 hrs	N/A	8/13/2026	Intro to Elementary Curriculum
Pearson, Livvi	Douglas	Facilitate Meet the Teacher/Parent Night	\$25.00/hr	NTE 2.0 hrs	N/A	8/4/2026	
Pettera, Andria	FWHS	504 Coordinator Up to 25 504 Students	\$821.00	N/A	N/A	2026-2027	
Powers, Jillian	Douglas	Facilitate Meet the Teacher/Parent Night	\$25.00/hr	NTE 2.0 hrs	N/A	8/4/2026	
Priest, John	FWHS	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 10 hrs	N/A	07/20/2026 - 08/2/2026	Summer Curriculum
Quinn, Kelli	Centennial	Facilitate Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/20/2026	
Randolph, Sarah	Centennial	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 10 hrs	N/A	07/20/2026 - 08/02/2026	Summer Curriculum
Rios, Veronica	Douglas	Facilitate Meet the Teacher/Parent Night	\$25.00/hr	NTE 2.0 hrs	N/A	8/4/2026	
Rios, Veronica	Douglas	Teaching Apprentice Mentor - Semester 2B	\$500.00	N/A	N/A	2026-2027	
Roberts, William	Davis	District Elementary Sport Coordinator - Girls Basketball	\$336.00	N/A	N/A	2026-2027	
Roberts, William	Davis	Elementary Intramural Coordinator - Semester 2	\$837.00	N/A	N/A	2026-2027	
Roberts, William	Davis	Elementary Intramural Coordinator - Semester 1	\$837.00	N/A	N/A	2026-2027	
Roll, Sonja	FWHS	New Hire - Long Term Substitute SEAS Teacher	\$165.00/day	As Needed	N/A	7/27/2026	Waiting for Teaching Certificate to be valid
Salazar, Isabela	Davis	Facilitate Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	8/3/2026	
Sapien, Annysa	ESS	New Hire - School Psychologist	\$74,382.00	1.00	215	7/31/2026	YOE Granted: 0 Highest Degree Earned: Ed.S.
Sapien, Annysa	ESS	Additional Compensation	\$1,250.00	N/A	N/A	2026-2027	LEA-1: LEA Addendum
Sapien, Annysa	ESS	Additional Compensation	\$1,100.00	N/A	N/A	2026-2027	A-SP-1: Auto Addendum
Saraga, Sydney	Centennial	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 2.0 hrs	N/A	8/13/2026	Intro to Elementary Curriculum
Segroves, Susanne	Hendricks	Teaching Apprentice Mentor - Semester 2A	\$500.00	N/A	N/A	2026-2027	

Flowing Wells School District

Personnel Action Summary

Certified Staff

August 11, 2026

Smith, Christy	FWHS	Dance Sponsor	\$3,752.00	N/A	N/A	2026-2027	
Spencer, April	Davis	Elementary Coach - Boys Volleyball	\$500.00	N/A	N/A	2026-2027	Split with Samantha Jatczak
Spencer, April	Davis	Elementary Coach - Girls Volleyball	\$500.00	N/A	N/A	2026-2027	Split with Samantha Jatczak
Stretton, Jennifer	Richardson	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 10 hrs	N/A	07/20/2026 - 08/2/2026	Summer Curriculum
Switalski, Ashley	Douglas	Facilitate Meet the Teacher/Parent Night	\$25.00/hr	NTE 2.0 hrs	N/A	8/4/2026	
Thomson, Arianna	Douglas	Facilitate Meet the Teacher/Parent Night	\$25.00/hr	NTE 2.0 hrs	N/A	8/4/2026	
Tovar, Martha	Douglas	Facilitate Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/22/2026	
Trausch, Matthew	FWJH	Lunch Duty	\$18.46/hr	NTE 5.5 hrs/week	N/A	2026-2027	
Valencia, Alycia	Douglas	Facilitate Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/22/2026	
Valencia, Shelley	Centennial	Facilitate Kindergarten Orientation	\$20.00/hr	NTE 16 hrs	N/A	7/20/2026	
Varas-Nelson, Cora	Douglas	Facilitate Meet the Teacher/Parent Night	\$25.00/hr	NTE 2.0 hrs	N/A	8/4/2026	
Villalobos, Ellen	Douglas	Facilitate Meet the Teacher/Parent Night	\$25.00/hr	NTE 2.0 hrs	N/A	8/4/2026	
Walker, Kent	FWHS	Cross Country Head Varsity Boys and Girls	\$6,111.00	N/A	N/A	2026-2027	1.5 stipend for coaching both
Walker, Kent	FWHS	Varsity Summer Program - Cross Country	\$307.00	N/A	N/A	2026-2027	
Wilson, Amanda	Douglas	Facilitate Meet the Teacher/Parent Night	\$25.00/hr	NTE 2.0 hrs	N/A	8/4/2026	
Wirtz-Sage, Lana	Centennial	New Hire - 6th Grade Teacher	\$57,271.00	1.00	209	8/3/2026	YOE Granted: 8 Years Highest Degree Earned: Bachelors
Wirtz-Sage, Lana	Centennial	Additional Compensation	\$3,910.00	N/A	N/A	2026-2027	Performance Pay Eligibility
Yslas, David	Richardson	Curriculum Work Certified - Professional Development	\$20.00/hr	NTE 2.0 hrs	N/A	8/13/2026	Intro to Elementary Curriculum

LEGEND Walk:

Pay: Total compensation minus Performance Pay

The Additional Comments section detail additional compensation.

NTE: Not To Exceed

BOY: Balance of Year

FTE: Full Time Equivalent

YOE: Years of Experience (\$350.00 per year for certified/professional; \$0.20 per hour for classified)

(P): Prorated due to date of hire and/or less than 1.0 FTE

CEIP: College Credit by Exam Incentive Program

Flowing Wells School District
Personnel Action Summary
Support Staff
August 11, 2026

Name	Location	Action to Approve	Pay	FTE/ hrs	Contract Days	Effective Date	Additional Comments
Abeytia, Callista	EMELC	Additional Hours - Back to School Meeting	Hrly Rate	NTE 2.0 hrs	N/A	8/3/2026	
Abril, Gina	Davis	Additional Hours - Complete Registration Tasks	Hrly Rate	NTE 8.0 hrs	N/A	8/4/2026	
Abril, Ysela	EMELC	Additional Hours - Back to School Meeting	Hrly Rate	NTE 2.0 hrs	N/A	8/3/2026	
Abril, Ysela	EMELC	Additional Hours - CCEI Trainings	Hrly Rate	NTE 9.0 hrs	N/A	9/30/2026	
Adams, Laura	FWJH	New Hire - Special Education Teaching Assistant I	\$17.84/hr	7.5 hrs/day	195	8/5/2026	YOE Granted: 4 year
Agraan, Phyllis	Hendricks	Additional Hours - Summer Discretionary Administrative Tasks	Hrly Rate	NTE 30 hrs	N/A	07/01/2026 - 07/23/2026	
Aguirre, Cesar	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs	N/A	8/4/2026	
Alvarez Munoz, Isabel	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs	N/A	8/4/2026	
Andrade, Amalia	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs	N/A	8/4/2026	
Antista, Andrew	FWHS	Additional Hours - Professional Development for Math	Hrly Rate	NTE 9.0 hrs	N/A	08/03/2026 & 08/04/2026	
Arvayo-Rios, Yessenia	Davis	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Bagnal, Robin	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs	N/A	8/4/2026	
Ballesteros, Sheyla	FWHS	Additional Hours - Assist with In Person Registration	Hrly Rate	NTE 8.0 hrs	N/A	7/21/2026	
Bejarano, Marissa	Laguna	Resign - Reading Instructional Assistant	N/A	N/A	N/A	7/16/2026	
Bittnr, Orion	District	Resign - IT Systems Specialist	N/A	N/A	N/A	7/30/2026	
Blissett, Erika	Douglas	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Bratka, Twila	Hendricks	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Brown, Sarilyn	Davis	New Hire - Health Office Assistant	\$19.30/hr	7.5 hrs	N/A	7/23/2026	
Bush, Kimberly	FWJH	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.5 hrs	N/A	8/3/2026	
Cabeen, Veronica	Hendricks	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Cabeen, Veronica	Hendricks	Crossing Guard Duty	\$15.80/hr	As needed	N/A	2026-2027	
Caiz, Emilio	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs	N/A	8/4/2026	
Carrillo, Nadia	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	43
Cashmere, Holly	FWJH	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.5 hrs	N/A	8/3/2026	
Clark, Angela	EMELC	Additional Hours - Back to School Meeting	Hrly Rate	NTE 2.0 hrs	N/A	8/3/2026	
Clark, Phyllis	FWJH	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.5 hrs	N/A	8/3/2026	
Cordero, Briana	FWHS	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Counts, Torriena	ESS	Additional Hours - Process New Hires and Transfer Requests	Hrly Rate	NTE 10 hrs	N/A	07/26/2026 - 07/31/2026	
Cox, Melisa	Transportation	New Hire - School Bus Driver	\$20.72/hr	6.0 hrs/day	193	8/4/2026	YOE Granted: 6 years Highest Degree Earned: Associates
Cox, Melisa	Transportation	Additional Compensation	\$90.00	N/A	N/A	2026-202	SA- 1: Shoe Allowance
D'Arpino, Amy	Richardson	Mandatory Crisis Prevention Institute Certification	\$17.00/hr	NTE 6.0 hrs	N/A	7/21/2026	
Davis, Vanessa	FWJH	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.5 hrs	N/A	8/3/2026	
Delgado, Tiffany	Richardson	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Delgado, Tiffany	Richardson	Crossing Guard Duty	\$15.80/hr	NTE 1.0 hrs/day	N/A	2026-2027	
Desgagne, Martina	Hendricks	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Earl, Brenda	Douglas	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Earl, Brenda	Douglas	Transfer from Substitute to Instructional Assistant	\$16.11/hr	7.25 hrs/day	195	8/5/2026	
Echanove, Tracey	FWJH	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.5 hrs	N/A	8/3/2026	
Emery, Alyssa	Hendricks	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Estevane, Selva	Centennial	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Estrella, Erick	FWHS	Varsity Summer Program - Baseball	\$307.00	N/A	N/A	07/01/2026 - 07/30/2026	
Farrand, Catherine	Community Schools	Additional Hours - Setup and Staff Meeting	Hrly Rate	NTE 3.0 hrs	N/A	8/8/2026	
Faulkner, Brian	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Ferguson, Tasha	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs	N/A	8/4/2026	
Ferguson, Tasha	Transportation	Transfer from Substitute School Bus Monitor to School Bus Monitor (Special Needs)	\$17.91/hr	6.0 hrs/day	193	8/5/2026	
Fernandez, Mary	Davis	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Flores, Melissa	EMELC	Additional Hours - Back to School Meeting	Hrly Rate	NTE 2.0 hrs	N/A	8/3/2026	
Francis, Deborah	FWHS	Additional Hours - Professional Development for Math	Hrly Rate	NTE 9.0 hrs	N/A	08/03/2026 & 08/04/2026	
Gallardo, Marcus	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs	N/A	8/4/2026	
Galligan, Maricela	FWJH	Bilingual Stipend	\$500.00	N/A	N/A	2026-2027	

Flowing Wells School District
Personnel Action Summary

Support Staff

August 11, 2026

Garcia, Karla	Douglas	New Hire - Reading Instructional Assistant	\$16.64/hr	6.0 hrs/day	195	8/5/2026	
Garcia, Lizabeth	FWJH	Bilingual Stipend	\$500.00	N/A	N/A	2026-2027	
Gonzalez, Ana	ESS	Additional Hours - Back to School Meeting	Hrly Rate	NTE 8.0 hrs	N/A	07/31/2026 - 08/05/2026	
Gonzalez, Manuel	Maintenance	Transfer from Facility Maintenance Technician Agriscience for JTED to Locksmith Technician	\$20.02/hr	8.0 hrs/day	261 (P)	8/3/2026	Differential increase of \$2.62/hr
Gonzalez, Santa	Richardson	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Gonzalez, Stephanie	EMELC	Bilingual Stipend	\$500.00	N/A	N/A	2026-2027	
Granados Lopez, Edwain	Maintenance	Resign as Night Custodian	N/A	N/A	N/A	8/14/2026	
Gray, Deanne	Hendricks	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Guerrero, Genesis	EMELC	Bilingual Stipend	\$500.00	N/A	N/A	2026-2027	
Gutierrez, Estrella	Hendricks	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Gutierrez, Estrella	Hendricks	New Hire - Instructional Assistant	\$16.11/hr	6.25 hrs/day	195	8/5/2026	
Gutierrez, Estrella	Hendricks	Crossing Guard Duty	\$15.80/hr	As needed	N/A	2026-2027	
Hales, David	FWHS	Varsity Summer Program - Boys Volleyball	\$307.00	N/A	N/A	07/01/2026 - 07/30/2026	
Harris, Paul	Richardson	Additional Hours - Attend District Opening Assembly	Hrly Rate	NTE 3.0 hrs	N/A	8/5/2026	
Harrison, Lilyan	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs	N/A	8/4/2026	
Heder, John	FWJH	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.5 hrs	N/A	8/3/2026	
Hernandez, Eva	Laguna	Transfer from Special Education Early Childhood Teaching Assistant at EMELC to English Language Learner (ELL) Instructional Assistant	\$16.74/hr	6.5 hrs/day	195	8/5/2026	Differential decrease of \$0.28/hr
Hernandez, Priscilla	EMELC	New Hire - Special Education Early Childhood Teaching Assistant	\$17.72/hr	8.0 hrs/day	196	8/4/2026	YOE Granted: 4 years
Hernandez, Robert	FWHS	Varsity Summer Program - Wrestling	\$307.00	N/A	N/A	2026-2027	
Herrera Lally, Lanie	Transportation	Resign - Substitute School Bus Monitor	N/A	N/A	N/A	7/30/2026	
Hillman, Cassandra	Richardson	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Hinton, Olivia	Laguna	Additional Hours - Diabetic Training	Hrly Rate	NTE 1.0 hrs	N/A	8/4/2026	
Holder, Tanya	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Huss, Cecilia	Douglas	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Imes, Deborah	Douglas	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Jones, Kristin	Richardson	Social Media Coordinator	\$489.00	N/A	N/A	2026-2027	
Jones, Mindi	Hendricks	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Jones, Mindi	Hendricks	Crossing Guard Duty	\$15.80/hr	As needed	N/A	2026-2027	
Jones, Ronnie	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs	N/A	8/4/2026	
King, Brenda	Davis	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Knickerbocker, Michael	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs	N/A	8/4/2026	
Koch, Sherry	FWHS	Special Olympics - Assistant	\$739.00	N/A	N/A	2026-2027	
Lavayen, Carlos	Douglas	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Lavayen, Carlos	Douglas	AZELLA Training	Hrly Rate	NTE 12 hrs	N/A	07/20/2026 - 07/31/2026	
Lavayen, Carlos	Douglas	AZELLA Placement Testing	\$17.00/hr	NTE 25 hrs	N/A	07/31/2026 - 08/04/2026	
Ledesma, Maira	FWHS	Additional Hours - Registrar Duties	Hrly Rate	NTE 10 hrs	N/A	07/20/2026 - 07/24/2026	
Leistman, Christopher	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs	N/A	8/4/2026	
Leon, Elizabeth	FWJH	Bilingual Stipend	\$500.00	N/A	N/A	2026-2027	
Loney Kelly, Terri-Anne	Hendricks	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Loney Kelly, Terri-Anne	Hendricks	Crossing Guard Duty	\$15.80/hr	As needed	N/A	2026-2027	
Lopez Derek	FWHS	Swimming Head Varsity Boys	\$4,531.00	N/A	N/A	2026-2027	
Lopez, Zoe	FWHS	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Lovio, Deborah	Richardson	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Lugo Araujo, Rocio	FWJH	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.5 hrs	N/A	8/3/2026	
Lujan, Fernanda	Laguna	Resign - Special Education Teaching Assistant II	N/A	N/A	N/A	8/4/2026	
Luna De Flores, Nancy	Hendricks	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Madrid-Sharff, Danielle	FWHS	Spirit Line Head Varsity Fall	\$2,323.00	N/A	N/A	07/27/2026 - 10/30/2026	
Makower, Kurt	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs	N/A	8/4/2026	
Marcial Morales, Brenda	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Marcott, Holly	FWHS	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	

Flowing Wells School District
Personnel Action Summary
Support Staff
August 11, 2026

Marshall Surratt, Jonah	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Marshall Surratt, Jonah	Laguna	Transfer from Hourly SKILLS to Special Education Teaching Assistant I	\$16.64/hr	6.0 hrs/day	195	8/5/2026	
Martinez, Carissa	Davis	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Martinez, Olivia	EMELC	Additional Hours - Back to School Meeting	Hrly Rate	NTE 2.0 hrs	N/A	8/3/2026	
Martinez, Tiffany	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
McGovern, Holly	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs	N/A	8/4/2026	
Mendoza, Kathi	Centennial	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Miranda, Natalia	Douglas	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Molina, Lillianne	FWHS	Varsity Summer Program - Girls Volleyball	\$307.00	N/A	N/A	2026-2027	
Moreno, Geovana	Laguna	Transfer from Substitute to Reading Instructional Assistant / Instructional Assistant	\$18.40/hr	6.5 hrs/day	195	8/5/2026	YOE Granted: 8 years Highest Degree Earned: Associates
Moreno, Gilbert	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs	N/A	8/4/2026	
Moreno, Gilbert	Transportation	New Hire - School Bus Driver	\$19.72/hr	6.0 hrs/day	193	8/5/2026	YOE Granted: 2 years
Moreno, Gilbert	Transportation	Additional Compensation	\$90.00	N/A	N/A	2026-2027	SA-1: Shoe Allowance
Moseley, Nicole	Laguna	New Hire - Special Education Teaching Assistant II	\$16.92/hr	6.5 hrs/day	196	8/4/2026	
Muñoz, Alexis	District	Additional Hours - Overtime for EEI Week	Hrly Rate	NTE 8.0 hrs	N/A	7/31/2026	
Oswald, Jennifer	Davis	Additional Hours - Snack Pack Coordinator	Hrly Rate	NTE 4.0 hrs/week	N/A	2026-2027	
Otero Rodriguez, Yadira	Douglas	New Hire - Special Education Teaching Assistant II	\$19.12/hr	6.0 hrs/day	196	8/4/2026	YOE Granted: 8 years Highest Degree Earned: Masters Degree
Palacios-Cadena, Miriam	Davis	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Parga, Jose	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs	N/A	8/4/2026	
Parks, Tara	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs	N/A	8/4/2026	
Pavlopoulos, Nancy	Hendricks	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	45
Perea Sanchez, Brenda	Laguna	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Perkins, Michael	FWHS	Varsity Summer Program - Boys Basketball	\$307.00	N/A	N/A	07/01/2026 - 07/30/2026	
Pettijohn, Kayla	EMELC	Additional Hours - Back to School Meeting	Hrly Rate	NTE 2.0 hrs	N/A	8/3/2026	
Ramirez, Brittany	Douglas	Bilingual Stipend	\$500.00	N/A	N/A	2026-2027	
Ra'Mirez, Tyrone	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs	N/A	8/4/2026	
Rivera, Luis	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs	N/A	8/4/2026	
Rock, Tori	Hendricks	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Rodriguez Delgado, Mynor	FWHS	New Hire - Campus Security Officer	\$19.16/hr	8.0 hrs/day	193	8/6/2026	YOE Granted: 8 years
Salazar Rubio, MaryCarmen	Davis	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Scardaville, Anthony	Transportation	Retire - Substitute School Bus Driver	N/A	N/A	N/A	6/26/2026	
Schnelle, Linda	Centennial	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Sharff, Dakota	FWHS	Flag Football Assistant Coach Girls	\$3,744.00	N/A	N/A	2026-2027	
Smith, Oliver	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs	N/A	8/4/2026	
Sotelo, Renee	Douglas	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Stewart, Lisa	ESS	Additional Hours - Medicaid Billing Preparation	Hrly Rate	NTE 10 hrs	N/A	07/27/2026 - 07/31/2026	
Streck, Angela	Hendricks	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Streck, Angela	Hendricks	Crossing Guard Duty	\$15.80/hr	As needed	N/A	2026-2027	
Sweepe, Elizabeth	Hendricks	Additional Hours - Summer Office Hours	Hrly Rate	NTE 8.0 hrs	N/A	7/21/2026	
Tankersley, Kimberly	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs	N/A	8/4/2026	
Tipton, Joey	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs	N/A	8/4/2026	
Torregrosa, Dennis	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs	N/A	8/4/2026	
Urquidez, Antonio	FWJH	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.5 hrs	N/A	8/3/2026	
Valadez, Jakelin	Douglas	Resign as Reading Instructional Assistant; Transfer to Support Staff Substitute	\$15.45/hr	As needed	N/A	8/6/2026	
Valenzuela, Tiffany	FWHS	Varsity Summer Program - Girls Basketball	\$307.00	N/A	N/A	2026-2027	
Velderrain, Freedom	Richardson	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.0 hrs	N/A	8/3/2026	
Velderrain, Freedom	Richardson	Crossing Guard Duty	\$15.80/hr	NTE 0.5 hrs/day	N/A	2026-2027	
Villalobos, Alissa	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs	N/A	8/4/2026	

Villalobos, Alissa	Transportation	Transfer from School Bus Driver to Transportation Training and Safety Coordinator	\$20.49/hr	8.0 hrs/day	261	8/10/2026	Differential increase of \$0.77/hr
Villalobos, Alissa	Transportation	Additional Hours - Training Drivers	Hrly Rate	NTE 4.0 hrs/day	N/A	07/29/2026 - 07/30/2026	
Villalobos, Alissa	Transportation	Additional Compensation	\$90.00 (P)	N/A	N/A	2026-2027	SA-1: Shoe Allowance
Villalobos, Rene	FWHS	Flag Football Head Coach Girls	\$3,986.00	N/A	N/A	2026-2027	
Warner, Amelia	FWJH	Additional Hours - Back to School Meeting	Hrly Rate	NTE 4.5 hrs	N/A	8/3/2026	
Williams, Mecayla	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs	N/A	8/4/2026	
Wood, Maraiah	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs	N/A	8/4/2026	
Xicotencatl, Uncas Arturo	Transportation	Additional Hours - Inservice	Hrly Rate	NTE 6.0 hrs	N/A	8/4/2026	
Zapien, Blanca	FWHS	Bilingual Stipend	\$500.00	N/A	N/A	2026-2027	
Zepeda, Maria	Transportation	Additional Hours - New Teacher Bus Tour	Hrly Rate	NTE 6.0 hrs	N/A	7/30/2026	

LEGEND:
Pay: Total compensation minus Performance Pay
The Additional Comments section detail additional compensation.
NTE: Not To Exceed
BOY: Balance of Year
FTE: Full Time Equivalent
YOE: Years of Experience (\$350.00 per year for certified/professional; \$0.20 per hour for classified)
(P): Prorated due to date of hire and/or less than 1.0 FTE
CEIP: College Credit by Exam Incentive Program

Flowing Wells School District
Personnel Action Summary
Professional Development
August 11, 2026

Name	Location	Workshop	Pay	Hrs	Date
Alexander, Emily	District	Classroom Management for Guest Teachers	\$70.00	3.5 hrs	8/4/2026
Aragone-Escalante, Leslye	District	Classroom Management for Guest Teachers	\$70.00	3.5 hrs	8/4/2026
Edmonds, Sandie	District	Classroom Management for Guest Teachers	\$70.00	3.5 hrs	8/4/2026
Francis, Peter	District	Classroom Management for Guest Teachers	\$70.00	3.5 hrs	8/4/2026
Hartley, Amy	District	Classroom Management for Guest Teachers	\$70.00	3.5 hrs	8/4/2026
Lopez, Jasmine	District	Classroom Management for Guest Teachers	\$70.00	3.5 hrs	8/4/2026
Maidman, Julie	District	Classroom Management for Guest Teachers	\$70.00	3.5 hrs	8/4/2026
Meller, Emma	District	Classroom Management for Guest Teachers	\$70.00	3.5 hrs	8/4/2026
Pachon, Eliana	District	Classroom Management for Guest Teachers	\$70.00	3.5 hrs	8/4/2026
Talmage, Christy	District	Classroom Management for Guest Teachers	\$70.00	3.5 hrs	8/4/2026
Walters, Stephanie	District	Classroom Management for Guest Teachers	\$70.00	3.5 hrs	8/4/2026
White, Jared	District	Classroom Management for Guest Teachers	\$70.00	3.5 hrs	8/4/2026
Boeck, Jessica	Laguna	Intro to Elementary Curriculum	\$20.00/hr	2.0 hrs	8/13/2026
Garcia, Lia	Laguna	Intro to Elementary Curriculum	\$20.00/hr	2.0 hrs	8/13/2026
Howell, Sydney	Laguna	Intro to Elementary Curriculum	\$20.00/hr	2.0 hrs	8/13/2026
Miguel, Karla	Hendricks	Intro to Elementary Curriculum	\$20.00/hr	2.0 hrs	8/13/2026
Nuñez, Lauren	Richardson	Intro to Elementary Curriculum	\$20.00/hr	2.0 hrs	8/13/2026
Saraga, Sydney	Centennial	Intro to Elementary Curriculum	\$20.00/hr	2.0 hrs	8/13/2026
Yslas, David	Richardson	Intro to Elementary Curriculum	\$20.00/hr	2.0 hrs	8/13/2026
Brown, Peyton	FWJH	SEAS PLC	\$20.00/hr	1.5 hrs	8/13/2026
Caballero-Welchert, Jessica	FWHS	SEAS PLC	\$20.00/hr	1.5 hrs	8/13/2026
Fukutomi, Maya	Richardson	SEAS PLC	\$20.00/hr	1.5 hrs	8/13/2026
Nuñez, Lauren	Richardson	SEAS PLC	\$20.00/hr	1.5 hrs	8/13/2026
Yslas, David	Richardson	SEAS PLC	\$20.00/hr	1.5 hrs	8/13/2026
Amjad, Ammara	Laguna	New SPED Teacher PLC	\$20.00/hr	1.5 hrs	8/17/2026
Brown, Peyton	FWJH	New SPED Teacher PLC	\$20.00/hr	1.5 hrs	8/17/2026
Caballero-Welchert, Jessica	FWHS	New SPED Teacher PLC	\$20.00/hr	1.5 hrs	8/17/2026
Coakley, Lanaiya	FWJH	New SPED Teacher PLC	\$20.00/hr	1.5 hrs	8/17/2026
Hatfield, Tess	Centennial	New SPED Teacher PLC	\$20.00/hr	1.5 hrs	8/17/2026

Flowing Wells School District
 Personnel Action Summary
Professional Development
 August 11, 2026

Koellisch, Gabrielle	Laguna	New SPED Teacher PLC	\$20.00/hr	1.5 hrs	8/17/2026
Masterson, Raychel	Laguna	New SPED Teacher PLC	\$20.00/hr	1.5 hrs	8/17/2026
McDonnell, Kathleen	Davis	New SPED Teacher PLC	\$20.00/hr	1.5 hrs	8/17/2026
Nuñez, Lauren	Richarson	New SPED Teacher PLC	\$20.00/hr	1.5 hrs	8/17/2026
Roll, Sonja	FWHS	New SPED Teacher PLC	\$20.00/hr	1.5 hrs	8/17/2026
Shepard, Crystal	FWJH	New SPED Teacher PLC	\$20.00/hr	1.5 hrs	8/17/2026
Wook, Kristen	Centennial	New SPED Teacher PLC	\$20.00/hr	1.5 hrs	8/17/2026
Yslas, David	Richarson	New SPED Teacher PLC	\$20.00/hr	1.5 hrs	8/17/2026
Amezquita, Dania	FWHS	IC Meeting 1	\$20.00/hr	2.0 hrs	8/18/2026
Barber, Brie	Douglas	IC Meeting 1	\$20.00/hr	2.0 hrs	8/18/2026
Bostic, Tracy	Centennial	IC Meeting 1	\$20.00/hr	2.0 hrs	8/18/2026
DeVries, Brandi	Laguna	IC Meeting 1	\$20.00/hr	2.0 hrs	8/18/2026
Ferell, Caitlyn	FWHS	IC Meeting 1	\$20.00/hr	2.0 hrs	8/18/2026
Heinzel, Madisen	Hendricks	IC Meeting 1	\$20.00/hr	2.0 hrs	8/18/2026
Herrera, Marta	Laguna	IC Meeting 1	\$20.00/hr	2.0 hrs	8/18/2026
Jankowski-Gallo, Jessica	EMELC	IC Meeting 1	\$20.00/hr	2.0 hrs	8/18/2026
Jones, Amanda	Richardson	IC Meeting 1	\$20.00/hr	2.0 hrs	8/18/2026
Kiecolt, Tyler	Hendricks	IC Meeting 1	\$20.00/hr	2.0 hrs	8/18/2026
Legarra, Amee	Richardson	IC Meeting 1	\$20.00/hr	2.0 hrs	8/18/2026
Lehman, Megan	Centennial	IC Meeting 1	\$20.00/hr	2.0 hrs	8/18/2026
Miller, Stormy	FWHS	IC Meeting 1	\$20.00/hr	2.0 hrs	8/18/2026
Montoya, Bridget	FWHS	IC Meeting 1	\$20.00/hr	2.0 hrs	8/18/2026
Thompson, Adam	FWHS	IC Meeting 1	\$20.00/hr	2.0 hrs	8/18/2026
Tracy, Tara	FWJH	IC Meeting 1	\$20.00/hr	2.0 hrs	8/18/2026
Van Derlaske, Danielle	Davis	IC Meeting 1	\$20.00/hr	2.0 hrs	8/18/2026
Denogean, Aaron	FWHS	Algebra I PLC	\$20.00/hr	1.0 hrs	8/20/2026
Garcia, Bernadette	FWHS	Algebra I PLC	\$20.00/hr	1.0 hrs	8/20/2026
McInnis, Heather	FWHS	Algebra I PLC	\$20.00/hr	1.0 hrs	8/20/2026
Edgington, Matthew	Hendricks	CMC Makeup Session	\$20.00/hr	2.0 hrs	8/20/2026
Fowler, Parker	FWHS	CMC Makeup Session	\$20.00/hr	2.0 hrs	8/20/2026

Flowing Wells School District
Personnel Action Summary
Professional Development
August 11, 2026

Hauger, Emily	FWHS	CMC Makeup Session	\$20.00/hr	2.0 hrs	8/20/2026
Whelan, Tara	Centennial	CMC Makeup Session	\$20.00/hr	2.0 hrs	8/20/2026
Ayon, Elsa	Douglas	K-5 Reading Day 1	Contract Day	6.0 hrs	8/20/2026
Fink, Jillian	Centennial	K-5 Reading Day 1	Contract Day	6.0 hrs	8/20/2026
Jatczak, Samantha	Davis	K-5 Reading Day 1	Contract Day	6.0 hrs	8/20/2026
Lovio, Jesus	Davis	K-5 Reading Day 1	Contract Day	6.0 hrs	8/20/2026
Merrill, Marla	Centennial	K-5 Reading Day 1	Contract Day	6.0 hrs	8/20/2026
Scarbrough, Kiersten	Centennial	K-5 Reading Day 1	Contract Day	6.0 hrs	8/20/2026
Valencia, Alycia	Douglas	K-5 Reading Day 1	Contract Day	6.0 hrs	8/20/2026
Whelan, Tara	Centennial	K-5 Reading Day 1	Contract Day	6.0 hrs	8/20/2026
White, Emily	Richardson	K-5 Reading Day 1	Contract Day	6.0 hrs	8/20/2026
Barney Ferran, Maya	District	FW Immersion Fall Cohort	Minimum Wage	6.0 hrs	8/22/2026
Brown, Derek	Richarson	FW Immersion Fall Cohort	Contract Day	6.0 hrs	8/22/2026
Chacon, Ruby	District	FW Immersion Fall Cohort	Minimum Wage	6.0 hrs	8/22/2026
Cleary, Megan	District	FW Immersion Fall Cohort	Minimum Wage	6.0 hrs	8/22/2026
Hays, Shelby	District	FW Immersion Fall Cohort	Minimum Wage	6.0 hrs	8/22/2026
Hennessy, Kinsey	District	FW Immersion Fall Cohort	Minimum Wage	6.0 hrs	8/22/2026
Karcher, Sarah	District	FW Immersion Fall Cohort	Minimum Wage	6.0 hrs	8/22/2026
Lane, Stephene	District	FW Immersion Fall Cohort	Minimum Wage	6.0 hrs	8/22/2026
Martinez, Lizette	District	FW Immersion Fall Cohort	Minimum Wage	6.0 hrs	8/22/2026
Montoya, Bridget	FWHS	FW Immersion Fall Cohort	Contract Day	6.0 hrs	8/22/2026
Pacheco, Alexis	District	FW Immersion Fall Cohort	Minimum Wage	6.0 hrs	8/22/2026
Reihner, Kaitlyn	District	FW Immersion Fall Cohort	Minimum Wage	6.0 hrs	8/22/2026
Verheyen, Layla	District	FW Immersion Fall Cohort	Minimum Wage	6.0 hrs	8/22/2026
Amezquita, Dania	FWHS	Instructional Supervision and Coaching (ISC) Day 1	Contract Day	6.0 hrs	8/25/2026
Anderson, Paige	Davis	Instructional Supervision and Coaching (ISC) Day 1	Contract Day	6.0 hrs	8/25/2026
Badger, Amber	FWHS	Instructional Supervision and Coaching (ISC) Day 1	Contract Day	6.0 hrs	8/25/2026
Bostic, Tracy	Centennial	Instructional Supervision and Coaching (ISC) Day 1	Contract Day	6.0 hrs	8/25/2026
Brown, Ariana	FWHS	Instructional Supervision and Coaching (ISC) Day 1	Contract Day	6.0 hrs	8/25/2026
Capas, Kaitlyn	Hendricks	Instructional Supervision and Coaching (ISC) Day 1	Contract Day	6.0 hrs	8/25/2026

Flowing Wells School District
Personnel Action Summary
Professional Development
August 11, 2026

Curley, Jessica	FWHS	Instructional Supervision and Coaching (ISC) Day 1	Contract Day	6.0 hrs	8/25/2026
Fraker, Melissa	Hendricks	Instructional Supervision and Coaching (ISC) Day 1	Contract Day	6.0 hrs	8/25/2026
Hartung, Kristina	FWHS	Instructional Supervision and Coaching (ISC) Day 1	Contract Day	6.0 hrs	8/25/2026
Heinzel, Madisen	Hendricks	Instructional Supervision and Coaching (ISC) Day 1	Contract Day	6.0 hrs	8/25/2026
Jankowski Gallo, Jessica	EMELC	Instructional Supervision and Coaching (ISC) Day 1	Contract Day	6.0 hrs	8/25/2026
Jones, Amanda	Richardson	Instructional Supervision and Coaching (ISC) Day 1	Contract Day	6.0 hrs	8/25/2026
Kelly, Cary	FWHS	Instructional Supervision and Coaching (ISC) Day 1	Contract Day	6.0 hrs	8/25/2026
Lozano, Samantha	Davis	Instructional Supervision and Coaching (ISC) Day 1	Contract Day	6.0 hrs	8/25/2026
Oquendo, Jennifer	EMELC	Instructional Supervision and Coaching (ISC) Day 1	Contract Day	6.0 hrs	8/25/2026
Pina, Laura	Davis	Instructional Supervision and Coaching (ISC) Day 1	Contract Day	6.0 hrs	8/25/2026
Sanchez, Ana	FWHS	Instructional Supervision and Coaching (ISC) Day 1	Contract Day	6.0 hrs	8/25/2026
Shepard, Crystal	FWJH	Instructional Supervision and Coaching (ISC) Day 1	Contract Day	6.0 hrs	8/25/2026
Villalobos, Ellen	Douglas	Instructional Supervision and Coaching (ISC) Day 1	Contract Day	6.0 hrs	8/25/2026
Warner, Laura	FWJH	Instructional Supervision and Coaching (ISC) Day 1	Contract Day	6.0 hrs	8/25/2026
Antista, Tracey	Richardson	Elementary Resource Writing PLC	\$20.00/hr	1.5 hrs	8/27/2026
Davey, Demitria	Hendricks	Elementary Resource Writing PLC	\$20.00/hr	1.5 hrs	8/27/2026
Gossett, Bradley	Laguna	Elementary Resource Writing PLC	\$20.00/hr	1.5 hrs	8/27/2026
Hatfield, Tess	Centennial	Elementary Resource Writing PLC	\$20.00/hr	1.5 hrs	8/27/2026
Lopez, Stephanie	Douglas	Elementary Resource Writing PLC	\$20.00/hr	1.5 hrs	8/27/2026
McDonnell, Kathleen	Davis	Elementary Resource Writing PLC	\$20.00/hr	1.5 hrs	8/27/2026
McWilliam, Victoria	Hendricks	Elementary Resource Writing PLC	\$20.00/hr	1.5 hrs	8/27/2026
Wook, Kristin	Centennial	Elementary Resource Writing PLC	\$20.00/hr	1.5 hrs	8/27/2026
Brown, Derek	Richardson	FW Teacher Leadership PLC 1	\$20.00/hr	1.5 hrs	8/27/2026
Buckley, Nicole	Laguna	FW Teacher Leadership PLC 1	\$20.00/hr	1.5 hrs	8/27/2026
Camero, Jaime	Douglas	FW Teacher Leadership PLC 1	\$20.00/hr	1.5 hrs	8/27/2026
Clardy, Emily	Richardson	FW Teacher Leadership PLC 1	\$20.00/hr	1.5 hrs	8/27/2026
Dietrich, Jessica	FWHS	FW Teacher Leadership PLC 1	\$20.00/hr	1.5 hrs	8/27/2026
Ferell, Caitlyn	FWHS	FW Teacher Leadership PLC 1	\$20.00/hr	1.5 hrs	8/27/2026
Gildea, Ashton	FWHS	FW Teacher Leadership PLC 1	\$20.00/hr	1.5 hrs	8/27/2026
Godlove, Emily	FWJH	FW Teacher Leadership PLC 1	\$20.00/hr	1.5 hrs	8/27/2026

Flowing Wells School District
 Personnel Action Summary
Professional Development
 August 11, 2026

Gutiérrez, Alex	FWHS	FW Teacher Leadership PLC 1	\$20.00/hr	1.5 hrs	8/27/2026
Heinzel, Madisen	Hendricks	FW Teacher Leadership PLC 1	\$20.00/hr	1.5 hrs	8/27/2026
Kiecolt, Tyler	Hendricks	FW Teacher Leadership PLC 1	\$20.00/hr	1.5 hrs	8/27/2026
Legarra, Amee	Richardson	FW Teacher Leadership PLC 1	\$20.00/hr	1.5 hrs	8/27/2026
Montoya, Bridget	FWHS	FW Teacher Leadership PLC 1	\$20.00/hr	1.5 hrs	8/27/2026
Powers, Jillian	Douglas	FW Teacher Leadership PLC 1	\$20.00/hr	1.5 hrs	8/27/2026
Van Derlaske, Danielle	Davis	FW Teacher Leadership PLC 1	\$20.00/hr	1.5 hrs	8/27/2026
Bley, Katrina	Douglas	Music Curriculum Day	Contract Day	6.0 hrs	8/27/2026
Campman, Jennifer	FWHS	Music Curriculum Day	Contract Day	6.0 hrs	8/27/2026
Courtney, Benjamin	FWJH	Music Curriculum Day	Contract Day	6.0 hrs	8/27/2026
Hales, Christina	Centennial	Music Curriculum Day	Contract Day	6.0 hrs	8/27/2026
Hester, Carrie	FWHS	Music Curriculum Day	Contract Day	6.0 hrs	8/27/2026
Hill, Joshua	FWJH	Music Curriculum Day	Contract Day	6.0 hrs	8/27/2026
Jones, Adam	FWHS	Music Curriculum Day	Contract Day	6.0 hrs	8/27/2026
Kirchoff, Amy	Richardson	Music Curriculum Day	Contract Day	6.0 hrs	8/27/2026
Lozano, Samantha	Davis	Music Curriculum Day	Contract Day	6.0 hrs	8/27/2026
McCarthy, Lori	Hendricks	Music Curriculum Day	Contract Day	6.0 hrs	8/27/2026
Northrop, Emily	Laguna	Music Curriculum Day	Contract Day	6.0 hrs	8/27/2026
Walter, McKenna	Hendricks	Music Curriculum Day	Contract Day	6.0 hrs	8/27/2026
Antista, Andrew	FWHS	Classroom Management for Support Staff	Contract Day	4.0 hrs	8/28/2026
Arvayo-Rios, Yessenia	Davis	Classroom Management for Support Staff	Contract Day	4.0 hrs	8/28/2026
Blissett, Erika	Douglas	Classroom Management for Support Staff	Contract Day	4.0 hrs	8/28/2026
Borboa, Sabrina	Hendricks	Classroom Management for Support Staff	Contract Day	4.0 hrs	8/28/2026
Cabeen, Veronica	Hendricks	Classroom Management for Support Staff	Contract Day	4.0 hrs	8/28/2026
Clark, Phyllis	FWJH	Classroom Management for Support Staff	Contract Day	4.0 hrs	8/28/2026
Davis, Vanessa	FWJH	Classroom Management for Support Staff	Contract Day	4.0 hrs	8/28/2026
Emery, Alyssa	Hendricks	Classroom Management for Support Staff	Contract Day	4.0 hrs	8/28/2026
Gonzalez, Santa	Richardson	Classroom Management for Support Staff	Contract Day	4.0 hrs	8/28/2026
Graves, Olivia	Hendricks	Classroom Management for Support Staff	Contract Day	4.0 hrs	8/28/2026
Huss, Cecilia	Douglas	Classroom Management for Support Staff	Contract Day	4.0 hrs	8/28/2026

Flowing Wells School District
Personnel Action Summary
Professional Development
August 11, 2026

Imes, Deborah	Douglas	Classroom Management for Support Staff	Contract Day	4.0 hrs	8/28/2026
Ledesma, Ariana	Douglas	Classroom Management for Support Staff	Contract Day	4.0 hrs	8/28/2026
Lopez, Zoe	FWHS	Classroom Management for Support Staff	Contract Day	4.0 hrs	8/28/2026
Luna, Nancy	Hendricks	Classroom Management for Support Staff	Contract Day	4.0 hrs	8/28/2026
Oswald, Jennifer	Davis	Classroom Management for Support Staff	Contract Day	4.0 hrs	8/28/2026
Palacios-Cadena, Miriam	Davis	Classroom Management for Support Staff	Contract Day	4.0 hrs	8/28/2026
Pavlopoulos, Nancy	Hendricks	Classroom Management for Support Staff	Contract Day	4.0 hrs	8/28/2026
Pena, Isabell	Davis	Classroom Management for Support Staff	Contract Day	4.0 hrs	8/28/2026
Rath, Ashly	Hendricks	Classroom Management for Support Staff	Contract Day	4.0 hrs	8/28/2026
Salazar Rubio, Marycarmen	Davis	Classroom Management for Support Staff	Contract Day	4.0 hrs	8/28/2026
Singer, Caitlin	Centennial	Classroom Management for Support Staff	Contract Day	4.0 hrs	8/28/2026
Sweepe, Elizabeth	Hendricks	Classroom Management for Support Staff	Contract Day	4.0 hrs	8/28/2026
Valadez, Jakelin	Douglas	Classroom Management for Support Staff	Contract Day	4.0 hrs	8/28/2026
Almodoba, Ammie	Richardson	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Anderson, Paige	Davis	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Anguis, Teresa	Douglas	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Cadin, Edee	Richardson	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Campbell, Caitlin	Richardson	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Grogan, Colin	Laguna	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Hitchings, Sarah	Hendricks	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Jatczak, Samantha	Davis	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Jones, Amanda	Richardson	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Kiecolt, Tyler	Hendricks	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Laguna, Jasmyne	Douglas	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Logsdon, Rachel	Davis	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
MacMeans, Andrea	Centennial	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Mendivil, Samantha	Douglas	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Mitchell, MacKenzie	Centennial	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Olander, Jessica	Centennial	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Powers, Jillian	Douglas	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026

Flowing Wells School District
 Personnel Action Summary
Professional Development
 August 11, 2026

Powers, Michelle	Davis	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Quinn, Kelli	Centennial	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Ramos, Brooke	Hendricks	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Rodriguez, Ginger	Hendricks	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Sabin, Siobhan	Hendricks	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Salazar, Isabela	Davis	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Schiess, Vanessa	Hendricks	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Shreves, Samantha	Laguna	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Stretton, Jennifer	Richardson	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Thomas, Emanuel	Laguna	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Thomas, Janelle	Davis	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Thomson, Arianna	Douglas	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Tovar, Martha	Douglas	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Valencia, Shelley	Centennial	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Varas-Nelson, Cora	Douglas	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026
Young, Roxanna	Hendricks	K-5 Data Analysis - K-2 Session 1	\$20.00/hr	2.0 hrs	09/04/2026

LEGEND:

Pay: Total compensation minus Performance Pay

The Additional Comments section detail additional compensation.

NTE: Not To Exceed

BOY: Balance of Year

FTE: Full Time Equivalent

YOE: Years of Experience (\$350.00 per year for certified/professional; \$0.20 per hour for classified)

(P): Prorated due to date of hire and/or less than 1.0 FTE

CEIP: College Credit by Exam Incentive Program

Flowing Wells School District
Personnel Action Summary
Substitutes
AUGust 11, 2026

[illegible]

Flowing Wells School District
Personnel Action Summary
Volunteers
August 11, 2026

<u>Name</u>	<u>Volunteer Loction 1</u>	<u>Volunteer Location 2</u>	<u>Volunteer Location 3</u>	<u>Volunteer Location 4</u>
Daily, Lauren	Laguna			
Cebreros Valdez, Angela	Laguna			
Popson, Maria	Laguna			
Reynoso Enciso, Brenda	FWHS			
Knight, Miriam	Hendricks			
Jessen, LeeAdele	Richardson			
Morris, Mary	Richardson			
Thames, Robert	Richardson			
Robinson, Debbie	Centennial			
Lovitt, Bryan	FWHS	FWJH	Hendricks	
Knight, Dorothy	Hendricks			
Argenbright, Kristie	Laguna			

Flowing Wells School District
Personnel Action Summary
Long-Term Substitutes
August 11, 2026

[illegible]

Flowing Wells School District
Personnel Action Summary
Professional Development for Substitutes
August 11, 2026

[illegible]

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>D-9</u> Agenda Item Number	<u>August 11, 2026</u> Board Meeting Date
Item: <u>Acceptance of Gifts and Donations</u>	
Submitted By: <u>Esteban Jimenez/Monique Mata</u>	Date: <u>August 6, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus/Monique Mata</u>	

Recommend acceptance of gifts and donations in the amount of \$50,699.00
for the period of July 1-July 31, 2026

Estimated Cost \$ _____ ☒ See Additional Information Attached

Recommended Action:

☒ Approve ☐ Disapprove ☐ Table ☐ No Action Required

Division Head: Monique Mata Superintendent: Kevin Stoltzfus

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

RE: ACCEPTANCE OF GIFTS AND DONATIONS

59

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>D-10</u> Agenda Item Number	<u>August 11, 2026</u> Board Meeting Date
Item: <u>Review of District Financial Statements</u>	
Submitted By: <u>Esteban Jimenez/Monique Mata</u>	Date: <u>August 6, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus/Monique Mata</u>	

Review of Student Activity Balance Sheets and Auxiliary Operations Year-to-Date budget reports as of July 31, 2026.

Estimated Cost \$ _____ ☒ See Additional Information Attached

Recommended Action:

☐ Approve ☐ Disapprove ☐ Table ☒ No Action Required

Division Head: Monique Mata Superintendent: Kevin Stoltzfus

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

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8

YEAR-TO-DATE BUDGET REPORT

FOR 2027 01								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
8500 STUDENT ACTIVITIES								
020 SENTINEL PEAK								
8155 STUDENT COUNCIL	1,196.01	.00	1,196.01	.00	.00	1,196.01	.0%	
8394 CRICUT CLUB	54.00	.00	54.00	.00	.00	54.00	.0%	
TOTAL SENTINEL PEAK	1,250.01	.00	1,250.01	.00	.00	1,250.01	.0%	
110 CENTENNIAL ELEMENTARY								
8155 STUDENT COUNCIL	3,274.82	.00	3,274.82	.00	.00	3,274.82	.0%	
8157 STUDENT STORE	2,528.70	.00	2,528.70	.00	.00	2,528.70	.0%	
8185 YEARBOOK	754.68	.00	754.68	.00	.00	754.68	.0%	
8397 TRACK CLUB	59.68	.00	59.68	.00	.00	59.68	.0%	
TOTAL CENTENNIAL ELEMENTARY	6,617.88	.00	6,617.88	.00	.00	6,617.88	.0%	
120 HOMER DAVIS ELEMENTARY								
8006 SIXTH GRADE	1,779.27	.00	1,779.27	.00	.00	1,779.27	.0%	
8155 STUDENT COUNCIL	6,021.89	.00	6,021.89	.00	.00	6,021.89	.0%	
8185 YEARBOOK	3,905.50	.00	3,905.50	.00	.00	3,905.50	.0%	
TOTAL HOMER DAVIS ELEMENTARY	11,706.66	.00	11,706.66	.00	.00	11,706.66	.0%	
130 DOUGLAS ELEMENTARY								
8002 SECOND GRADE	472.38	.00	472.38	.00	.00	472.38	.0%	
8077 ENVIRONMENTAL DAYS	290.06	.00	290.06	.00	.00	290.06	.0%	
8155 STUDENT COUNCIL	2,194.12	.00	2,194.12	.00	.00	2,194.12	.0%	
8185 YEARBOOK	1,513.70	.00	1,513.70	.00	.00	1,513.70	.0%	
TOTAL DOUGLAS ELEMENTARY	4,470.26	.00	4,470.26	.00	.00	4,470.26	.0%	
140 J. ROBERT HENDRICKS ELEMENTARY								

61

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8

YEAR-TO-DATE BUDGET REPORT

FOR 2027 01							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
8056 CHOIR	540.60	.00	540.60	.00	.00	540.60	.0%
8155 STUDENT COUNCIL	102.40	.00	102.40	.00	.00	102.40	.0%
8185 YEARBOOK	826.98	.00	826.98	.00	.00	826.98	.0%
8264 GRAND CANYON TRIP	65.46	.00	65.46	.00	.00	65.46	.0%
TOTAL J. ROBERT HENDRICKS ELEM	1,535.44	.00	1,535.44	.00	.00	1,535.44	.0%
150 LAGUNA ELEMENTARY							
8155 STUDENT COUNCIL	1,202.08	.00	1,202.08	.00	.00	1,202.08	.0%
8185 YEARBOOK	3,412.20	.00	3,412.20	.00	.00	3,412.20	.0%
8265 SIXTH GRADE TRIP	356.53	.00	356.53	.00	.00	356.53	.0%
TOTAL LAGUNA ELEMENTARY	4,970.81	.00	4,970.81	.00	.00	4,970.81	.0%
160 ROBERT RICHARDSON ELEMENTARY							
8155 STUDENT COUNCIL	1,315.78	.00	1,315.78	.00	.00	1,315.78	.0%
8185 YEARBOOK	7,375.31	.00	7,375.31	.00	.00	7,375.31	.0%
TOTAL ROBERT RICHARDSON ELEMEN	8,691.09	.00	8,691.09	.00	.00	8,691.09	.0%
170 JUNIOR HIGH							
8030 AZ SENATORS	520.96	.00	520.96	.00	.00	520.96	.0%
8032 BAND	82.94	.00	82.94	.00	.00	82.94	.0%
8049 CANTOS BELLOS	5,540.62	.00	5,540.62	.00	.00	5,540.62	.0%
8085 FOOTBALL	250.00	.00	250.00	.00	.00	250.00	.0%
8112 LIBRARY	229.66	.00	229.66	.00	.00	229.66	.0%
8119 MESA	1,989.53	.00	1,989.53	.00	.00	1,989.53	.0%
8123 THEATER PRODUCTION	6,435.53	.00	6,435.53	.00	.00	6,435.53	.0%
8124 NATIONAL HONOR SOCIETY	475.25	.00	475.25	.00	.00	475.25	.0%
8135 PROJECT OCEANS	23,313.68	.00	23,313.68	.00	.00	23,313.68	.0%
8155 STUDENT COUNCIL	5,297.31	.00	5,297.31	.00	2,950.00	2,347.31	55.7%
8156 STUDENT LEAD RETREAT	392.28	.00	392.28	.00	.00	392.28	.0%
8157 STUDENT STORE	21,537.82	1,320.00	22,857.82	.00	5,465.51	17,392.31	23.9%
8165 TRACK & FIELD	4.92	.00	4.92	.00	.00	4.92	.0%
8174 VOLLEYBALL BOYS	376.40	.00	376.40	.00	.00	376.40	.0%

62

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8

YEAR-TO-DATE BUDGET REPORT

FOR 2027 01							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
8182 WRESTLING	2,342.51	.00	2,342.51	.00	.00	2,342.51	.0%
8185 YEARBOOK	16,956.51	.00	16,956.51	.00	.00	16,956.51	.0%
8303 BASKETBALL	383.59	.00	383.59	.00	.00	383.59	.0%
8366 MUSTANG ATHLETIC CLUB	6,232.10	.00	6,232.10	.00	.00	6,232.10	.0%
8396 BUDDIES INCLUSION CLUB	56.36	.00	56.36	.00	.00	56.36	.0%
TOTAL JUNIOR HIGH	92,417.97	1,320.00	93,737.97	.00	8,415.51	85,322.46	9.0%
210 HIGH SCHOOL							
8014 ACADEMIC DECATHALON	151.83	.00	151.83	.00	.00	151.83	.0%
8022 ART	311.70	.00	311.70	.00	.00	311.70	.0%
8032 BAND	2,841.21	.00	2,841.21	.00	.00	2,841.21	.0%
8034 BAND TOUR	276.00	.00	276.00	.00	.00	276.00	.0%
8035 BASEBALL BOYS	6,933.71	25.00	6,958.71	.00	.00	6,958.71	.0%
8037 BASKETBALL BOYS	7,345.54	.00	7,345.54	.00	.00	7,345.54	.0%
8038 BASKETBALL GIRLS	7,896.43	107.00	8,003.43	.00	4,446.00	3,557.43	55.6%
8053 CHEERLEADING VARSITY	14,843.02	794.00	15,637.02	.00	14,274.50	1,362.52	91.3%
8055 CHESS CLUB	793.58	.00	793.58	.00	.00	793.58	.0%
8058 CHOIRALAIRES	6,768.63	.00	6,768.63	.00	.00	6,768.63	.0%
8065 CROSS COUNTRY BOYS	1,797.69	.00	1,797.69	.00	.00	1,797.69	.0%
8067 CULINARY ARTS	16,153.89	.00	16,153.89	.00	.00	16,153.89	.0%
8068 DANCE	39,692.48	.00	39,692.48	.00	.00	39,692.48	.0%
8073 DRAMA/THESPIAN	11,245.82	.00	11,245.82	.00	.00	11,245.82	.0%
8082 FCCLA- FASHION	7,686.48	.00	7,686.48	.00	.00	7,686.48	.0%
8085 FOOTBALL	10,434.95	.00	10,434.95	.00	3,000.00	7,434.95	28.7%
8088 FUTURE FARMERS AMERICA	3,900.06	.00	3,900.06	.00	250.00	3,650.06	6.4%
8091 GOLF BOYS	564.64	.00	564.64	.00	.00	564.64	.0%
8092 GOLF GIRLS	1,728.00	.00	1,728.00	.00	.00	1,728.00	.0%
8101 ILS	4,471.30	.00	4,471.30	.00	.00	4,471.30	.0%
8105 INTERACT CLUB	393.30	.00	393.30	.00	.00	393.30	.0%
8107 JROTC	238.42	.00	238.42	.00	.00	238.42	.0%
8111 LEADERSHIP	145.63	.00	145.63	.00	.00	145.63	.0%
8112 LIBRARY	1,672.64	.00	1,672.64	.00	.00	1,672.64	.0%
8119 MESA	352.43	.00	352.43	.00	.00	352.43	.0%
8120 MILITARY BALL	.00	.00	.00	.00	.00	.00	.0%
8122 MUSICAL PRODUCTIONS	4,343.05	.00	4,343.05	.00	.00	4,343.05	.0%
8124 NATIONAL HONOR SOCIETY	30.81	.00	30.81	.00	.00	30.81	.0%
8126 ORCHESTRA	1,434.52	.00	1,434.52	.00	.00	1,434.52	.0%
8132 PHOTOGRAPHY	1,046.21	.00	1,046.21	.00	.00	1,046.21	.0%
8134 DUNGEONS AND DRAGONS	8.00	.00	8.00	.00	.00	8.00	.0%
8136 PROM	40,518.10	.00	40,518.10	.00	.00	40,518.10	.0%

63

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8

YEAR-TO-DATE BUDGET REPORT

FOR 2027 01							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
8147 SOCCER BOYS	185.64	.00	185.64	.00	.00	185.64	.0%
8148 SOCCER GIRLS	7,065.64	.00	7,065.64	.00	.00	7,065.64	.0%
8149 SOFTBALL	7,089.60	.00	7,089.60	.00	.00	7,089.60	.0%
8153 SPORTS MEDICINE	512.28	.00	512.28	.00	.00	512.28	.0%
8155 STUDENT COUNCIL	5,299.76	.00	5,299.76	.00	75.00	5,224.76	1.4%
8159 SWIMMING	247.08	.00	247.08	.00	.00	247.08	.0%
8161 TENNIS BOYS	540.49	.00	540.49	.00	.00	540.49	.0%
8162 TENNIS GIRLS	379.13	.00	379.13	.00	.00	379.13	.0%
8165 TRACK & FIELD	4,619.61	.00	4,619.61	.00	.00	4,619.61	.0%
8166 TRACK GIRLS	473.85	.00	473.85	.00	.00	473.85	.0%
8174 VOLLEYBALL BOYS	362.32	.00	362.32	.00	.00	362.32	.0%
8175 VOLLEYBALL GIRLS	3,022.68	.00	3,022.68	.00	.00	3,022.68	.0%
8176 VOLLEYBALL GIRLS FRESHMAN	128.94	.00	128.94	.00	.00	128.94	.0%
8182 WRESTLING	9,775.93	.00	9,775.93	.00	.00	9,775.93	.0%
8183 WRITERS CLUB	627.29	.00	627.29	.00	.00	627.29	.0%
8185 YEARBOOK	16,992.01	.00	16,992.01	.00	.00	16,992.01	.0%
8191 GRAD NIGHT	9,615.08	.00	9,615.08	.00	.00	9,615.08	.0%
8194 DANCE PULSE	1,613.60	.00	1,613.60	.00	.00	1,613.60	.0%
8203 CAR CLUB	1,807.15	.00	1,807.15	.00	.00	1,807.15	.0%
8205 THEATRE TECH	1,040.77	.00	1,040.77	.00	.00	1,040.77	.0%
8207 SKILLS AUTO	112.43	.00	112.43	.00	.00	112.43	.0%
8218 GRAPHIC DESIGN	86.19	.00	86.19	.00	.00	86.19	.0%
8238 DANCE MOMENTUM	4,193.93	.00	4,193.93	.00	.00	4,193.93	.0%
8239 EDUCATORS RISING	2,195.47	.00	2,195.47	.00	.00	2,195.47	.0%
8245 HOSA	771.92	.00	771.92	.00	.00	771.92	.0%
8257 SPIRIT LINE (POM LINE)	1,145.15	.00	1,145.15	.00	.00	1,145.15	.0%
8258 YOUTH DANCE CLASS	24,948.81	.00	24,948.81	-829.04	.00	25,777.85	-3.3%
8267 FIDM FASHION CLUB	457.39	.00	457.39	.00	.00	457.39	.0%
8293 FW AMBASSADORS	12,373.51	.00	12,373.51	.00	.00	12,373.51	.0%
8296 LINK CREW	3,219.29	.00	3,219.29	.00	1,200.00	2,019.29	37.3%
8297 SKILLS USA FILM	496.96	.00	496.96	.00	.00	496.96	.0%
8299 FRIENDS PIMA CO LIBRARY	29.25	.00	29.25	.00	.00	29.25	.0%
8300 CAFELLERO	5,681.04	.00	5,681.04	.00	.00	5,681.04	.0%
8312 YEARBOOK CLUB HS	2,314.91	.00	2,314.91	.00	.00	2,314.91	.0%
8371 COFFEE CLUB	134.90	.00	134.90	.00	.00	134.90	.0%
8385 MODEL UNITED NATIONS	288.42	.00	288.42	.00	.00	288.42	.0%
8390 ESPORTS	1,061.58	.00	1,061.58	.00	.00	1,061.58	.0%
8392 FLAG FOOTBALL	1,863.71	.00	1,863.71	.00	.00	1,863.71	.0%
8393 CABS FOR CHRIST	170.00	.00	170.00	.00	.00	170.00	.0%
8395 CABALLERO NEWS	78.19	.00	78.19	.00	.00	78.19	.0%
TOTAL HIGH SCHOOL	329,041.97	926.00	329,967.97	-829.04	23,245.50	307,551.51	6.8%
TOTAL STUDENT ACTIVITIES	460,702.09	2,246.00	462,948.09	-829.04	31,661.01	432,116.12	6.7%
GRAND TOTAL	460,702.09	2,246.00	462,948.09	-829.04	31,661.01	432,116.12	6.7%

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

64

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8

YEAR-TO-DATE BUDGET REPORT

FOR 2027 01							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5250 AUXILIARY OPERATIONS							
020 SENTINEL PEAK							
8000 GENERAL	4,263.33	.00	4,263.33	.00	.00	4,263.33	.0%
8230 VENDING SALES	1,357.67	.00	1,357.67	.00	.00	1,357.67	.0%
8348 GRADUATION	2,686.93	10.00	2,696.93	.00	.00	2,696.93	.0%
8383 CHROMEBOOK REPAIR FEES	205.00	.00	205.00	.00	205.00	.00	100.0%
TOTAL SENTINEL PEAK	8,512.93	10.00	8,522.93	.00	205.00	8,317.93	2.4%
110 CENTENNIAL ELEMENTARY							
8000 GENERAL	23,853.60	11.00	23,864.60	.00	.00	23,864.60	.0%
8001 FIRST GRADE	877.40	200.00	1,077.40	.00	.00	1,077.40	.0%
8002 SECOND GRADE	147.17	.00	147.17	.00	.00	147.17	.0%
8003 THIRD GRADE	5.50	.00	5.50	.00	.00	5.50	.0%
8004 FOURTH GRADE	.25	.00	.25	.00	.00	.25	.0%
8005 FIFTH GRADE	299.20	.00	299.20	.00	.00	299.20	.0%
8006 SIXTH GRADE	583.30	.00	583.30	.00	.00	583.30	.0%
8013 KINDERGARTEN	2,807.63	.00	2,807.63	.00	.00	2,807.63	.0%
8032 BAND	1,443.83	60.00	1,503.83	.00	.00	1,503.83	.0%
8048 CAMPOUT SIXTH GRADE	927.61	.00	927.61	.00	.00	927.61	.0%
8084 FIELD TRIP	6,864.42	.00	6,864.42	.00	.00	6,864.42	.0%
8115 LOVE OF READING	575.22	.00	575.22	.00	.00	575.22	.0%
8126 ORCHESTRA	2,240.26	20.00	2,260.26	.00	.00	2,260.26	.0%
8188 MUSIC	1,255.51	.00	1,255.51	.00	.00	1,255.51	.0%
8230 VENDING SALES	1,133.49	.00	1,133.49	.00	.00	1,133.49	.0%
8252 LOST LIBRARY BOOKS	40.98	.00	40.98	.00	.00	40.98	.0%
8397 TRACK CLUB	419.60	.00	419.60	.00	.00	419.60	.0%
TOTAL CENTENNIAL ELEMENTARY	43,474.97	291.00	43,765.97	.00	.00	43,765.97	.0%
120 HOMER DAVIS ELEMENTARY							
0575 COMPUTER DAMAGES STUDENTS	310.99	.00	310.99	.00	.00	310.99	.0%
8000 GENERAL	37,714.27	3.00	37,717.27	.00	2,830.00	34,887.27	7.5%

65

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8

YEAR-TO-DATE BUDGET REPORT

FOR 2027 01							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
8013 KINDERGARTEN	145.91	.00	145.91	.00	.00	145.91	.0%
8032 BAND	2,541.09	.00	2,541.09	.00	.00	2,541.09	.0%
8084 FIELD TRIP	22,610.71	2.00	22,612.71	.00	.00	22,612.71	.0%
8126 ORCHESTRA	1,589.86	.00	1,589.86	.00	.00	1,589.86	.0%
8188 MUSIC	621.45	6.00	627.45	.00	.00	627.45	.0%
8242 BOOK FAIRS	76.20	.00	76.20	.00	.00	76.20	.0%
8246 NUTRITIONAL SNACK PROGRAM	8,093.25	.00	8,093.25	.00	.00	8,093.25	.0%
8252 LOST LIBRARY BOOKS	168.09	.00	168.09	.00	.00	168.09	.0%
8264 GRAND CANYON TRIP	6,673.08	.00	6,673.08	.00	.00	6,673.08	.0%
TOTAL HOMER DAVIS ELEMENTARY	80,544.90	11.00	80,555.90	.00	2,830.00	77,725.90	3.5%
130 DOUGLAS ELEMENTARY							
8000 GENERAL	50,417.79	.00	50,417.79	.00	.00	50,417.79	.0%
8001 FIRST GRADE	165.27	.00	165.27	.00	.00	165.27	.0%
8002 SECOND GRADE	37.38	.00	37.38	.00	.00	37.38	.0%
8003 THIRD GRADE	42.96	.00	42.96	.00	.00	42.96	.0%
8004 FOURTH GRADE	100.00	.00	100.00	.00	.00	100.00	.0%
8005 FIFTH GRADE	66.46	.00	66.46	.00	.00	66.46	.0%
8006 SIXTH GRADE	229.19	.00	229.19	.00	.00	229.19	.0%
8013 KINDERGARTEN	1,177.01	.00	1,177.01	.00	.00	1,177.01	.0%
8032 BAND	2,972.53	.00	2,972.53	.00	.00	2,972.53	.0%
8041 BOOKSTORE	5.00	.00	5.00	.00	.00	5.00	.0%
8084 FIELD TRIP	10,494.13	.00	10,494.13	.00	.00	10,494.13	.0%
8110 K-KIDS	4,222.69	.00	4,222.69	.00	.00	4,222.69	.0%
8126 ORCHESTRA	1,508.39	.00	1,508.39	.00	.00	1,508.39	.0%
8188 MUSIC	2,931.85	.00	2,931.85	.00	.00	2,931.85	.0%
8189 SCIENCE	2,017.47	.00	2,017.47	.00	.00	2,017.47	.0%
8193 LOST TEXTBOOKS	320.90	.00	320.90	.00	.00	320.90	.0%
8242 BOOK FAIRS	976.26	.00	976.26	.00	.00	976.26	.0%
8248 FIT KIDS	650.72	.00	650.72	.00	.00	650.72	.0%
8252 LOST LIBRARY BOOKS	200.98	.00	200.98	.00	.00	200.98	.0%
8264 GRAND CANYON TRIP	2,856.58	.00	2,856.58	.00	.00	2,856.58	.0%
8282 SPECIAL EDUCATION GENERAL	400.00	.00	400.00	.00	.00	400.00	.0%
8305 READING LAB	1,603.95	.00	1,603.95	.00	.00	1,603.95	.0%
8307 FAMILY TIME READING	996.70	.00	996.70	.00	.00	996.70	.0%
8999 CASH OVER/SHORT	.01	.00	.01	.00	.00	.01	.0%
TOTAL DOUGLAS ELEMENTARY	84,394.22	.00	84,394.22	.00	.00	84,394.22	.0%
140 J. ROBERT HENDRICKS ELEMENTARY							

66

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8

YEAR-TO-DATE BUDGET REPORT

FOR 2027 01							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
8000 GENERAL	4,867.44	.00	4,867.44	.00	.00	4,867.44	.0%
8001 FIRST GRADE	1.11	.00	1.11	.00	.00	1.11	.0%
8002 SECOND GRADE	-1.77	.00	-1.77	.00	.00	-1.77	.0%
8004 FOURTH GRADE	893.10	.00	893.10	.00	.00	893.10	.0%
8006 SIXTH GRADE	.00	.00	.00	.00	.00	.00	.0%
8013 KINDERGARTEN	13.90	.00	13.90	.00	.00	13.90	.0%
8032 BAND	2,394.31	.00	2,394.31	.00	.00	2,394.31	.0%
8055 CHESS CLUB	1,053.71	.00	1,053.71	.00	.00	1,053.71	.0%
8056 CHOIR	78.95	.00	78.95	.00	.00	78.95	.0%
8084 FIELD TRIP	748.89	.00	748.89	.00	5.00	743.89	.7%
8101 ILS	26.19	.00	26.19	.00	.00	26.19	.0%
8115 LOVE OF READING	.00	.00	.00	.00	.00	.00	.0%
8126 ORCHESTRA	1,443.95	.00	1,443.95	.00	.00	1,443.95	.0%
8188 MUSIC	6,586.01	.00	6,586.01	.00	.00	6,586.01	.0%
8252 LOST LIBRARY BOOKS	139.22	7.99	147.21	.00	.00	147.21	.0%
8253 CATS PROGRAM	6,877.24	.00	6,877.24	.00	.00	6,877.24	.0%
8264 GRAND CANYON TRIP	849.55	.00	849.55	.00	.00	849.55	.0%
TOTAL J. ROBERT HENDRICKS ELEM	25,971.80	7.99	25,979.79	.00	5.00	25,974.79	.0%
150 LAGUNA ELEMENTARY							
0303 T.R.O.T	1,200.00	.00	1,200.00	.00	.00	1,200.00	.0%
8000 GENERAL	62,263.36	5.00	62,268.36	.00	.00	62,268.36	.0%
8001 FIRST GRADE	1,600.00	.00	1,600.00	.00	.00	1,600.00	.0%
8002 SECOND GRADE	1,900.34	.00	1,900.34	.00	.00	1,900.34	.0%
8003 THIRD GRADE	650.00	.00	650.00	.00	.00	650.00	.0%
8004 FOURTH GRADE	519.00	.00	519.00	.00	.00	519.00	.0%
8005 FIFTH GRADE	200.00	.00	200.00	.00	.00	200.00	.0%
8006 SIXTH GRADE	43.50	.00	43.50	.00	.00	43.50	.0%
8013 KINDERGARTEN	2,696.00	.00	2,696.00	.00	.00	2,696.00	.0%
8032 BAND	3,648.64	20.00	3,668.64	.00	.00	3,668.64	.0%
8084 FIELD TRIP	5,236.87	.00	5,236.87	.00	.00	5,236.87	.0%
8126 ORCHESTRA	2,231.06	.00	2,231.06	.00	.00	2,231.06	.0%
8155 STUDENT COUNCIL	1,250.00	.00	1,250.00	.00	.00	1,250.00	.0%
8188 MUSIC	2,882.00	.00	2,882.00	.00	.00	2,882.00	.0%
8242 BOOK FAIRS	43.51	.00	43.51	.00	.00	43.51	.0%
8252 LOST LIBRARY BOOKS	.00	7.99	7.99	.00	.00	7.99	.0%
8265 SIXTH GRADE TRIP	12,850.85	200.00	13,050.85	.00	.00	13,050.85	.0%
8278 INTENSIVE RESOURCE COMM OU	18,933.58	.00	18,933.58	.00	.00	18,933.58	.0%
8305 READING LAB	2,000.00	.00	2,000.00	.00	.00	2,000.00	.0%
TOTAL LAGUNA ELEMENTARY	120,148.71	232.99	120,381.70	.00	.00	120,381.70	.0%

67

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8

YEAR-TO-DATE BUDGET REPORT

FOR 2027 01								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
160 ROBERT RICHARDSON ELEMENTARY								
8000 GENERAL	9,341.18	1.00	9,342.18	2,824.80	.00	6,517.38	30.2%	
8001 FIRST GRADE	1,507.89	.00	1,507.89	.00	.00	1,507.89	.0%	
8002 SECOND GRADE	1,437.00	.00	1,437.00	.00	.00	1,437.00	.0%	
8003 THIRD GRADE	1,200.00	.00	1,200.00	.00	.00	1,200.00	.0%	
8004 FOURTH GRADE	3,200.00	.00	3,200.00	.00	.00	3,200.00	.0%	
8005 FIFTH GRADE	5,642.46	.00	5,642.46	.00	.00	5,642.46	.0%	
8006 SIXTH GRADE	900.00	.00	900.00	.00	.00	900.00	.0%	
8013 KINDERGARTEN	287.00	.00	287.00	.00	.00	287.00	.0%	
8032 BAND	4,753.09	.00	4,753.09	.00	.00	4,753.09	.0%	
8045 CAMP COOPER	4,389.67	.00	4,389.67	.00	.00	4,389.67	.0%	
8084 FIELD TRIP	22,775.87	.00	22,775.87	.00	.00	22,775.87	.0%	
8115 LOVE OF READING	292.92	.00	292.92	.00	.00	292.92	.0%	
8126 ORCHESTRA	2,587.99	.00	2,587.99	.00	.00	2,587.99	.0%	
8188 MUSIC	629.19	.00	629.19	.00	.00	629.19	.0%	
8189 SCIENCE	1,525.00	.00	1,525.00	.00	.00	1,525.00	.0%	
8242 BOOK FAIRS	139.37	.00	139.37	.00	.00	139.37	.0%	
8252 LOST LIBRARY BOOKS	108.75	.00	108.75	.00	.00	108.75	.0%	
8264 GRAND CANYON TRIP	12,826.74	.00	12,826.74	.00	.00	12,826.74	.0%	
8999 CASH OVER/SHORT	-314.12	.00	-314.12	.00	.00	-314.12	.0%	
TOTAL ROBERT RICHARDSON ELEMEN	73,230.00	1.00	73,231.00	2,824.80	.00	70,406.20	3.9%	
170 JUNIOR HIGH								
0302 ROBOTICS	736.26	.00	736.26	.00	.00	736.26	.0%	
8000 GENERAL	19,875.51	45.00	19,920.51	.00	179.67	19,740.84	.9%	
8022 ART	537.53	.00	537.53	.00	.00	537.53	.0%	
8025 ATHLETICS	33,740.94	700.00	34,440.94	.00	310.00	34,130.94	.9%	
8027 ATHLETIC FEE	19,345.32	460.00	19,805.32	.00	.00	19,805.32	.0%	
8030 AZ SENATORS	31,398.90	1,250.00	32,648.90	.00	.00	32,648.90	.0%	
8032 BAND	12,980.88	325.00	13,305.88	.00	.00	13,305.88	.0%	
8035 BASEBALL BOYS	134.81	.00	134.81	.00	.00	134.81	.0%	
8037 BASKETBALL BOYS	913.11	.00	913.11	.00	.00	913.11	.0%	
8038 BASKETBALL GIRLS	400.00	.00	400.00	.00	.00	400.00	.0%	
8041 BOOKSTORE	683.73	.00	683.73	.00	.00	683.73	.0%	
8049 CANTOS BELLOS	6,806.22	.00	6,806.22	.00	688.00	6,118.22	10.1%	
8051 CERAMICS	2,679.55	.00	2,679.55	.00	.00	2,679.55	.0%	
8085 FOOTBALL	410.00	.00	410.00	.00	.00	410.00	.0%	

68

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8

YEAR-TO-DATE BUDGET REPORT

FOR 2027 01							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
8101 ILS	3,936.56	.00	3,936.56	.00	.00	3,936.56	.0%
8111 LEADERSHIP	6,331.99	.00	6,331.99	.00	.00	6,331.99	.0%
8119 MESA	8.00	.00	8.00	.00	.00	8.00	.0%
8123 THEATER PRODUCTION	5,684.51	.00	5,684.51	.00	.00	5,684.51	.0%
8126 ORCHESTRA	13,598.91	300.00	13,898.91	.00	.00	13,898.91	.0%
8130 PE UNIFORM FEES	387.18	.00	387.18	.00	.00	387.18	.0%
8135 PROJECT OCEANS	24,375.24	.00	24,375.24	.00	.00	24,375.24	.0%
8138 REPLACEMENT ID CARDS	170.84	.00	170.84	.00	.00	170.84	.0%
8142 SCHOOL LOCK FEES	112.91	.00	112.91	.00	.00	112.91	.0%
8149 SOFTBALL	500.00	.00	500.00	.00	.00	500.00	.0%
8158 SUMMER SCHOOL	2,122.37	.00	2,122.37	.00	.00	2,122.37	.0%
8165 TRACK & FIELD	210.37	.00	210.37	.00	.00	210.37	.0%
8175 VOLLEYBALL GIRLS	600.00	.00	600.00	.00	.00	600.00	.0%
8182 WRESTLING	250.00	.00	250.00	.00	.00	250.00	.0%
8192 SPECIAL OLYMPICS	3,825.37	.00	3,825.37	.00	.00	3,825.37	.0%
8193 LOST TEXTBOOKS	59.91	20.98	80.89	.00	.00	80.89	.0%
8224 DISCIPLINE	214.69	.00	214.69	.00	199.05	15.64	92.7%
8242 BOOK FAIRS	39.81	.00	39.81	.00	.00	39.81	.0%
8251 MEDIA ARTS	4,028.09	.00	4,028.09	.00	.00	4,028.09	.0%
8252 LOST LIBRARY BOOKS	236.00	47.00	283.00	.00	.00	283.00	.0%
8309 CROSS COUNTRY	200.00	.00	200.00	.00	.00	200.00	.0%
8310 SOCCER	768.05	.00	768.05	.00	.00	768.05	.0%
8366 MUSTANG ATHLETIC CLUB	1,000.00	.00	1,000.00	.00	.00	1,000.00	.0%
8383 CHROMEBOOK REPAIR FEES	3,261.50	705.00	3,966.50	.00	3,260.86	705.64	82.2%
8388 MATH COUNTS	1,600.00	.00	1,600.00	.00	.00	1,600.00	.0%
8999 CASH OVER/SHORT	-2.05	.00	-2.05	.00	.00	-2.05	.0%
TOTAL JUNIOR HIGH	204,163.01	3,852.98	208,015.99	.00	4,637.58	203,378.41	2.2%
210 HIGH SCHOOL							
0302 ROBOTICS	1,599.66	.00	1,599.66	.00	.00	1,599.66	.0%
0317 COLLEGE READINESS HS	2,035.00	.00	2,035.00	.00	.00	2,035.00	.0%
8000 GENERAL	101,019.50	19.00	101,038.50	.00	.00	101,038.50	.0%
8014 ACADEMIC DECATHALON	595.52	.00	595.52	.00	.00	595.52	.0%
8015 ACT/SAT FEES	722.18	.00	722.18	.00	.00	722.18	.0%
8016 ACTIVITY PASS	998.60	.00	998.60	.00	.00	998.60	.0%
8019 ANNUAL (HS YR BOOK)	1,526.00	.00	1,526.00	.00	.00	1,526.00	.0%
8020 AP EXAM FEES	9,771.95	.00	9,771.95	.00	.00	9,771.95	.0%
8022 ART	2,179.34	.00	2,179.34	.00	.00	2,179.34	.0%
8023 ART 1-8 FEES	5,233.54	120.00	5,353.54	.00	.00	5,353.54	.0%
8025 ATHLETICS	13,359.24	.00	13,359.24	1,500.00	7,900.00	3,959.24	70.4%

69

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8

YEAR-TO-DATE BUDGET REPORT

FOR 2027 01							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
8027 ATHLETIC FEE	3,184.50	60.00	3,244.50	.00	.00	3,244.50	.0%
8032 BAND	3,948.90	175.00	4,123.90	.00	.00	4,123.90	.0%
8035 BASEBALL BOYS	3,711.94	.00	3,711.94	.00	.00	3,711.94	.0%
8037 BASKETBALL BOYS	1,706.83	.00	1,706.83	.00	.00	1,706.83	.0%
8038 BASKETBALL GIRLS	2,847.95	.00	2,847.95	.00	600.00	2,247.95	21.1%
8041 BOOKSTORE	18,799.48	70.00	18,869.48	500.00	.00	18,369.48	2.6%
8042 ATHLETICS BOOKSTORE	445.00	.00	445.00	.00	.00	445.00	.0%
8053 CHEERLEADING VARSITY	2,346.93	754.00	3,100.93	.00	2,255.75	845.18	72.7%
8055 CHESS CLUB	249.00	.00	249.00	.00	.00	249.00	.0%
8057 CHOIR FEES	7,273.03	115.00	7,388.03	.00	.00	7,388.03	.0%
8058 CHOIRALAIRES	784.51	.00	784.51	.00	.00	784.51	.0%
8063 COLLEGE EXPLORATION	1,604.64	.00	1,604.64	.00	.00	1,604.64	.0%
8065 CROSS COUNTRY BOYS	-196.13	.00	-196.13	.00	.00	-196.13	.0%
8066 CROSS COUNTRY GIRLS	135.40	.00	135.40	.00	.00	135.40	.0%
8067 CULINARY ARTS	10,425.92	.00	10,425.92	.00	.00	10,425.92	.0%
8068 DANCE	81,129.14	30.00	81,159.14	.00	.00	81,159.14	.0%
8073 DRAMA/THESPIAN	10,296.38	15.00	10,311.38	.00	600.00	9,711.38	5.8%
8082 FCCLA- FASHION	4,512.30	.00	4,512.30	.00	.00	4,512.30	.0%
8085 FOOTBALL	3,402.16	.00	3,402.16	.00	.00	3,402.16	.0%
8088 FUTURE FARMERS AMERICA	19,356.49	1,585.00	20,941.49	.00	.00	20,941.49	.0%
8091 GOLF BOYS	1,492.90	.00	1,492.90	.00	.00	1,492.90	.0%
8092 GOLF GIRLS	1,006.23	.00	1,006.23	.00	.00	1,006.23	.0%
8101 ILS	8,204.32	.00	8,204.32	.00	.00	8,204.32	.0%
8107 JROTC	6,287.35	.00	6,287.35	.00	.00	6,287.35	.0%
8112 LIBRARY	826.10	.00	826.10	.00	.00	826.10	.0%
8114 LOST EQUIPMENT	725.36	.00	725.36	.00	.00	725.36	.0%
8119 MESA	135.38	.00	135.38	.00	.00	135.38	.0%
8124 NATIONAL HONOR SOCIETY	500.00	.00	500.00	.00	.00	500.00	.0%
8126 ORCHESTRA	2,511.33	210.00	2,721.33	.00	.00	2,721.33	.0%
8128 PARKING PERMITS	11,783.05	.00	11,783.05	.00	.00	11,783.05	.0%
8129 PE LOCK FEES	7,170.07	5.00	7,175.07	.00	.00	7,175.07	.0%
8130 PE UNIFORM FEES	15,287.15	21.00	15,308.15	.00	1,729.04	13,579.11	11.3%
8132 PHOTOGRAPHY	2,200.34	.00	2,200.34	.00	.00	2,200.34	.0%
8137 PSAT	707.55	.00	707.55	.00	.00	707.55	.0%
8138 REPLACEMENT ID CARDS	465.34	.00	465.34	.00	.00	465.34	.0%
8147 SOCCER BOYS	307.48	.00	307.48	.00	.00	307.48	.0%
8148 SOCCER GIRLS	697.15	.00	697.15	.00	.00	697.15	.0%
8149 SOFTBALL	840.48	.00	840.48	.00	.00	840.48	.0%
8155 STUDENT COUNCIL	97.03	.00	97.03	.00	.00	97.03	.0%
8158 SUMMER SCHOOL	3,747.00	.00	3,747.00	.00	.00	3,747.00	.0%
8159 SWIMMING	2,986.05	.00	2,986.05	.00	.00	2,986.05	.0%
8161 TENNIS BOYS	838.39	.00	838.39	.00	.00	838.39	.0%
8162 TENNIS GIRLS	3,300.36	.00	3,300.36	.00	.00	3,300.36	.0%
8164 TOURNAMENTS	595.33	.00	595.33	.00	.00	595.33	.0%

70

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8

YEAR-TO-DATE BUDGET REPORT

FOR 2027 01							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
8165 TRACK & FIELD	917.67	.00	917.67	.00	.00	917.67	.0%
8174 VOLLEYBALL BOYS	443.46	.00	443.46	.00	.00	443.46	.0%
8175 VOLLEYBALL GIRLS	200.00	.00	200.00	.00	.00	200.00	.0%
8182 WRESTLING	876.10	.00	876.10	.00	.00	876.10	.0%
8185 YEARBOOK	366.00	.00	366.00	.00	.00	366.00	.0%
8189 SCIENCE	6,458.01	.00	6,458.01	.00	.00	6,458.01	.0%
8193 LOST TEXTBOOKS	335.00	20.00	355.00	.00	.00	355.00	.0%
8194 DANCE PULSE	6,446.94	.00	6,446.94	.00	.00	6,446.94	.0%
8195 FUTURE FILM MAKERS	794.34	.00	794.34	.00	.00	794.34	.0%
8197 FINE ARTS	7,568.60	.00	7,568.60	.00	.00	7,568.60	.0%
8198 SATURDAY SCHOOL	5,408.66	.00	5,408.66	.00	.00	5,408.66	.0%
8199 SEVENTH HOUR	15,431.95	.00	15,431.95	.00	.00	15,431.95	.0%
8205 THEATRE TECH	5,229.00	.00	5,229.00	.00	.00	5,229.00	.0%
8207 SKILLS AUTO	49,231.68	.00	49,231.68	.00	.00	49,231.68	.0%
8216 NATIVE AMERICAN CLUB	762.46	.00	762.46	.00	.00	762.46	.0%
8217 GRAPHIC COMM	5,449.00	.00	5,449.00	.00	.00	5,449.00	.0%
8218 GRAPHIC DESIGN	2,428.76	.00	2,428.76	.00	.00	2,428.76	.0%
8230 VENDING SALES	8,893.55	.00	8,893.55	.00	1,200.00	7,693.55	13.5%
8236 NATIONAL HISTORY DAY	1,350.00	.00	1,350.00	.00	.00	1,350.00	.0%
8238 DANCE MOMENTUM	12,056.77	30.00	12,086.77	.00	.00	12,086.77	.0%
8239 EDUCATORS RISING	1,705.36	.00	1,705.36	.00	.00	1,705.36	.0%
8241 SPORTS HALL OF FAME	1,148.41	.00	1,148.41	.00	.00	1,148.41	.0%
8244 GUITAR	4.57	.00	4.57	.00	.00	4.57	.0%
8245 HOSA	7,176.32	257.40	7,433.72	.00	.00	7,433.72	.0%
8250 CHOIR TRIP	1,142.00	.00	1,142.00	.00	.00	1,142.00	.0%
8252 LOST LIBRARY BOOKS	96.31	.00	96.31	.00	.00	96.31	.0%
8257 SPIRIT LINE (POM LINE)	1,867.57	40.00	1,907.57	.00	.00	1,907.57	.0%
8261 ANIMAL FACILITY	1,330.44	.00	1,330.44	.00	.00	1,330.44	.0%
8277 MT LEMMON SCIENCE CAMP(SKY	20,138.58	.00	20,138.58	.00	.00	20,138.58	.0%
8293 FW AMBASSADORS	74,384.78	3,301.00	77,685.78	.00	.00	77,685.78	.0%
8309 CROSS COUNTRY	400.00	.00	400.00	.00	.00	400.00	.0%
8311 E 2020 COURSE	140.00	.00	140.00	.00	.00	140.00	.0%
8314 ENVIRONMENTAL SCIENCE CLUB	904.17	.00	904.17	.00	.00	904.17	.0%
8349 AP CLUB	188.18	.00	188.18	.00	.00	188.18	.0%
8363 BAND UNIFORMS	611.00	.00	611.00	.00	.00	611.00	.0%
8370 CREDIT RECOVERY	45,705.00	100.00	45,805.00	.00	.00	45,805.00	.0%
8382 WRESTLING TOURNAMENT	18,552.09	1,000.00	19,552.09	.00	.00	19,552.09	.0%
8383 CHROMEBOOK REPAIR FEES	15,756.58	70.00	15,826.58	.00	8,848.84	6,977.74	55.9%
8385 MODEL UNITED NATIONS	47.50	.00	47.50	.00	.00	47.50	.0%
8390 ESPORTS	130.00	.00	130.00	.00	.00	130.00	.0%
8999 CASH OVER/SHORT	234.51	.00	234.51	.00	.00	234.51	.0%
TOTAL HIGH SCHOOL	710,027.96	7,997.40	718,025.36	2,000.00	23,133.63	692,891.73	3.5%

500 DISTRICT WIDE

FLOWING WELLS UNIFIED SCHOOL DISTRICT 8

YEAR-TO-DATE BUDGET REPORT

FOR 2027 01							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0000 UNDETERMINED	12,825.31	.00	12,825.31	.00	.00	12,825.31	.0%
8000 GENERAL	157.38	.00	157.38	-3,802.09	.00	3,959.47	-2415.9%
TOTAL DISTRICT WIDE	12,982.69	.00	12,982.69	-3,802.09	.00	16,784.78	-29.3%
TOTAL AUXILIARY OPERATIONS	1,363,451.19	12,404.36	1,375,855.55	1,022.71	30,811.21	1,344,021.63	2.3%
GRAND TOTAL	1,363,451.19	12,404.36	1,375,855.55	1,022.71	30,811.21	1,344,021.63	2.3%
** END OF REPORT - Generated by Esteban Jimenez II **							

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>E-1</u> Agenda Item Number	<u>August 11, 2026</u> Board Meeting Date
Information and Discussion regarding Support Services for McKinney-Vento Item: <u>Eligible Students</u>	
Submitted By: <u>Dr. Kevin Stoltzfus/Dr. Tamára McAllister</u> Date: <u>August 6, 2026</u>	
Will Be Presented By: <u>Dr. Kevin Stoltzfus/ Dr. Tamára McAllister</u>	

District administration presents for review information about our various services and protections for students who are navigating homelessness and who are classified as unaccompanied youth.

Estimated Cost \$ _____ ☐ See Additional Information Attached

Recommended Action:

☐ Approve ☐ Disapprove ☐ Table ☒ No Action Required

Division Head: Tamára McAllister Superintendent: Kevin Stoltzfus

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

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>E-2</u> Agenda Item Number	<u>August 11, 2026</u> Board Meeting Date
Item: <u>Recommend Approval of Revision to Position of IT Systems Specialist</u>	
Submitted By: <u>Dr. Kevin Stoltzfus/Dr. Tamára McAllister</u> Date: <u>August 6, 2026</u>	
Will Be Presented By: <u>Dr. Kevin Stoltzfus/ Dr. Tamára McAllister</u>	

District administration recommends approval of a revision to the current position of IT Systems Specialist to reclassify it as Exempt. This revision is aligned with the duties and salary threshold required by the Fair Labor Standards Act.

Estimated Cost \$ _____ ☒ See Additional Information Attached

Recommended Action:

☒ Approve ☐ Disapprove ☐ Table ☐ No Action Required

Division Head: Tamara McAllister Superintendent: Kevin Stoltzfus

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



FLOWING WELLS SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE:	IT SYSTEMS SPECIALIST
DEPARTMENT:	Technology
REPORTS TO:	Assistant Superintendent (Educational Services) Director of Information Technology
FLSA STATUS/CLASSIFICATION:	Professional Non-Teaching Staff, Non-Exempt Professional Non-Teaching Staff, Exempt
SUPERVISORY DUTIES:	None
APPROVED ON:	08/11/2026

SUMMARY:

Assists with installation and maintenance of wide area and local area networking, set up and maintenance of teacher and student computers, and maintenance of core server and cloud infrastructure.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Maintains and upgrades wide-area network/local area network (WAN/LAN) hardware including firewalls, switches, filters, routers, wireless controllers, access points, network interface cards, servers, cabling, etc.
- Maintains and upgrades network operating systems.
- Installs, upgrades, and troubleshoots hardware issues including installation of new computers, mobile devices, printers, other technology and related hardware.
- Installs, upgrades, and troubleshoots software issues including operating systems, software suites, anti-virus software, browsers and other district supported software.
- Installs and maintains server upgrades and device patching and maintenance.
- Maintains and sets up e-mail accounts and user profiles.
- Maintains and sets up backup routines.
- Provides training and support for network users in software and hardware troubleshooting process.
- Supports and assists Computer Lab Technicians.
- Establishes and maintains effective communication with district personnel, service providers, and vendors.
- Implements security policies and procedures.
- Provides technical support for federal, state, and local assessments.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to communicate effectively verbally and in writing.
- Working knowledge of and experience with the following desired:
 - Windows and Server operating systems.
 - WAN/LAN set up and maintenance.
- Ability to drive district vehicles.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.
- Skills in time management.



FLOWING WELLS SCHOOL DISTRICT JOB DESCRIPTION

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- A high school diploma or equivalent.
- Experience with anti-virus management and web filter management.
- Experience with Microsoft Server support.
- Experience with G Suite Administration preferred.
- Experience with virtualization preferred.
- Experience with Cisco switch set-up and maintenance preferred.
- Experience with Voice Over IP telephony systems preferred.
- Experience in an educational environment preferred.
- Experience with set-up of e-mail accounts and back-up routine preferred.
- Experience working with mobile devices.
- Must possess a valid Arizona driver's license.

Computer Proficiency: Demonstrated strong proficiency in computer programs including Microsoft Excel, Access, and Word, as well as operating systems for WAN/LAN hardware.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee frequently will be required to lift/move 25 pounds and could occasionally lift/move up to 50 pounds.

WORK ENVIRONMENT:

Indoor and outdoor environments, with exposure to all weather conditions and temperatures. Exposure to all types of traffic conditions. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

***Disclaimer:** The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

<u>E-3</u> Agenda Item Number	<u>August 11, 2026</u> Board Meeting Date
Item: <u>Discussion and Possible Selection of Delegate and Alternate Delegate for the Arizona School Boards Association's Delegate Assembly</u>	
Submitted By: <u>Dr. Kevin Stoltzfus</u>	Date: <u>August 6, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus</u>	

Governing Board Members will discuss and possibly select a delegate and alternate delegate to represent Flowing Wells as the District Delegate to the ASBA Delegate Assembly on Wednesday, September 9, 2026, from 8:00 AM to 1:00 PM. The delegate would help shape ASBA's priorities for the year ahead.

Estimated Cost \$ _____ ☐ See Additional Information Attached

Recommended Action:

☒ Approve ☐ Disapprove ☐ Table ☐ No Action Required

Division Head: _____ Superintendent: Kevin Stoltzfus

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

FLOWING WELLS SCHOOL DISTRICT

Board Agenda Item

<u>E-4</u>	<u>August 11, 2026</u>
Agenda Item Number	Board Meeting Date
Item: <u>Discussion and Possible Approval of Arizona School Boards Association's Proposed Political Agenda for 2026-2027</u>	
Submitted By: <u>Dr. Kevin Stoltzfus</u>	Date: <u>August 6, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus</u>	

Arizona School Boards Association's Proposed Political Agenda for 2026-2027 is presented for Governing Board discussion and possible approval. This agenda is a marked-up version of the prior year's agenda, with color-coded text to indicate deletions, additions, and proposals. The Board may consider action to approve in whole or in part the Proposed Political Agenda. The Board's delegate will represent the Board's determined position at the Delegate Assembly. For reference, a memo from the March 24, 2026, Board Meeting is attached; this memo summarizes the Board's selection of policy priorities to inform ASBA's Proposed Political Agenda for 2026-2027.

Estimated Cost \$ _____ ☒ See Additional Information Attached

Recommended Action:

☒ Approve ☐ Disapprove ☐ Table ☐ No Action Required

Division Head: _____ Superintendent: Kevin Stoltzfus

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



2027 Political Agenda Report

As Approved by the Legislative Committee at the Political
Agenda Summit

Presented for Consideration at the 2026 Delegate Assembly

I) Adequately and Equitably Fund District Schools to the National Median per Pupil Funding

1. Maximize state funding to:

- a. Provide competitive salaries to attract, recruit,
and retain talented teachers and staff;
- ~~b. ***increase the pipeline of certified teachers;~~
- ~~c. Increase teaching workforce, and fill difficult positions,
including CTED instructors-~~
- b. increase the teaching workforce to fill difficult positions,
including **IN CTED'S AND RURAL DISTRICTS, AND DEVELOP THE
PIPELINE OF CERTIFIED TEACHERS**

2. Provide consistent, dedicated sources of base funding based on most recent statewide cost study that equips all Arizona public schools with adequate support to address the academic, social and emotional needs of its students including:

- a. Up to date curriculum, technology, and classroom support to enrich academic success and engagement.
- b. Student support staff dedicated to enhancing safe and effective learning environments;
- c. Exceptional student services, gifted students, and early intervention programs;
- d. Before and after school programs;
- e. Fine arts education;
- f. Career and technical education;
- g. Transportation, including maintenance and increased costs for CTEDs and rural schools;
- h. Ensure the formula addresses the unique financial needs of schools serving students in poverty and in rural and remote schools;
- i. Fund distance learning at 100%;
- j. JROTC.

3. Repeal the constitutional aggregate expenditure limit via legislative referral to the voters.

4. Fully fund full-day kindergarten and include kindergarten students in the override calculations.

5. Preserve and protect the voters' original intent for Propositions 123 and 301. Protect voters' intent in funding K-12 education and oppose legislation that attempts to supplant or divert additional voter-approved funding streams.

6. Index district additional assistance (DAA) funding for inflation.

7. Provide funding for new space before existing schools become overcrowded, advocate for the SFOB to set a standard for replacement of buildings that have exceeded their useful life **AND REQUIRE ADHERENCE TO MINIMUM ADEQUATE GUIDELINES; advocate for the SFOB to use a professional demographer firm in determining construction;** advocate for capacity standards that

reflect the design of instructional space, **AND** include funding for capital repairs.

8. Provide consistent, dedicated and flexible sources of ongoing state capital funding to Arizona public schools to fully maintain and renew physical assets that were built with either local or state taxpayer dollars.

9. Eliminate unfunded mandates and administrative burdens.

10. Protect desegregation funding and return it to a primary tax levy.

11. Fully fund preschool programs in the K-12 funding formula for districts that offer preschool.

12. Replace current year funding with a transparent, reliable system that provides districts stable annual budgeting ability and technical reliability.

13. Prorate funding over the entire school year among all schools that a student has attended during the year.

14. Give districts the authority to provide affordable housing options to faculty and staff based on the local housing market.

New items proposed for consideration:

15. Increase Special Education Funding by Aligning Formula Support Weights with the MOST RECENT SPECIAL EDUCATION COST STUDY.

II) Preserve, Respect, and Strengthen Local Control

- 1. Ensure local control and flexibility in managing funds and programs, within the Arizona constitutional requirements of a general and uniform public school system.**
- 2. Change “override/budget increase” language to better reflect what voters are being asked to support. Update requirements associated with school district voter-approved bonds and overrides to improve efficiency and permit more accurate presentations of estimated property tax rates.**
- 3. Allow school districts full flexibility in the divestiture or use of taxpayer-funded assets.**
- 4. Oppose legislative intrusion on school site budgeting decisions.**
- 5. Maintain exclusive local authority over any measure that would propose to consolidate, unify, or restructure school districts.**
- 6. Support local board authority regarding open enrollment policies.**
- 7. Amend current statute to allow school board ~~members~~ candidates to use the e-equal system in addition to in-person signatures to appear on the ballot.**
- 8. Oppose any legislation that intends to lessen or curtail the legal authority of locally elected school boards, including their authority to approve curriculum.**
- 9. Oppose legislative efforts to ban educational and supplemental materials that provide an inclusive and historically accurate, well-rounded education.**
- 10. Oppose any legislation that seeks to make school board elections partisan.**

11. Modify the number of signatures required for CTED board candidates to align with similar school board candidates.

III) Improve Opportunities and Outcomes for All Students

1. Increase the compulsory attendance age from 16 to 18 years or the attainment of a high school diploma or GED before the age of 18.

2. Repeal and replace Prop. 203 with research-based bilingual education. Reform English Language Learner models of instruction to increase integration of English Learners and give schools flexibility and resources to administer them.

3. Fully restore 9th and 12th grade CTED funding and allow them to serve students through age 21 regardless of graduation status to expand the window of opportunity students have to complete industry-recognized CTE programs.

4. Support policy that recognizes, respects, and promotes teaching as a profession.

5. Defend against efforts to limit the free speech rights of school employees.

6. Oppose regulations, policies, and restrictions that overburden or unreasonably penalize educators and support staff as they educate and care for students.

7. Redefine the role and purpose of standardized testing and develop meaningful assessments and other measurable

outcomes, including improved methods for national comparisons and to better support the assessment of exceptional learners.

8. Support policy that protects school district employees and students from all types of discrimination.

9. Support legislation and access to funding that would allow school districts to offer school meals to all students free of charge.

New items proposed for consideration:

10. Remove barriers to access and advance policies that build the capacity of the Career Technical Education (CTE) system.

IV) Require Public Accountability And Transparency for Taxpayer Dollars Spent on Education

1. Establish financial and academic transparency for all institutions and individuals who accept public funds. Enforce financial audit requirements and seek recovery of improperly received and/or expended funds by individuals, charter and public schools, private schools, and organizations.

2. Repeal any program that gives funds for private schools, vouchers (Empowerment Scholarship Accounts) and private school subsidies (School Tuition Organizations) and prevent any future expansion.

3. Require comparative classroom spending audits for school districts and all other institutions that accept public funds and define “classroom spending” as both instructional spending and student support spending. This should encompass all costs necessary to provide an effective and supportive learning environment, including without limitation all vital staff, counselors, nurses, security, utilities, and technology.

- 4. Increase public school tax credit donation limits to match those allowed for private schools.**

New items proposed for consideration:

- 5. Expand testing and fingerprinting requirements for all schools receiving public funds, including Empowerment Scholarship/Savings Accounts.**

V) Arizona's Rural and Remote Schools

- 1. Ensure that students in Arizona's small, rural and remote schools are considered by policymakers alongside students in large metropolitan schools.**
- 2. Equitably invest in technology modernization, reliable internet broadband access, technology support capability and professional development.**
- 3. Protect rural and remote school districts from inequitable impact due to formula adjustments, including transportation.**

VI) School Safety and Security

- 1. Provide funding to individual districts to implement locally directed research-based school safety programs and mental health and wellbeing initiatives.**
- 2. Support policy that promotes social-emotional wellness as a critical component of improving social climate, safety and learning for all students and staff, including policies that minimize fear, instability, and trauma caused by immigration-related issues that impact school communities.**
- 3. Fund programming to engage and support families and caregivers in culturally relevant and appropriate ways.**

Existing items proposed for removal:

- 4. Arizona's school boards call upon all state, federal, tribal and local officials to address the causes and impact of increased self-harm and violence in our school communities.**
- 5. Arizona's school boards call upon all state, federal, tribal and local officials to address the causes and impact of increased gun violence directed at K-12 schools.**
- 6. Develop a more comprehensive harassment/bullying definition and system to better enhance the clarity of understanding and the protection of our youth.**

VII) Federal Advocacy

- 1. Advocate for maintenance and improvement of bus routes on tribal and federal land.**
- 2. Fully fund Individuals with Disabilities Education Act (IDEA).**
- 3. Protect Impact Aid funding and the Secure Rural Schools Program for Arizona school districts that receive it.**

FLOWING WELLS SCHOOL DISTRICT
District Administration Center

MEMORANDUM

TO: Governing Board Members
FROM: Dr. Kevin Stoltzfus, Superintendent
RE: 2026-2027 ASBA Policy Priorities
DATE: March 23, 2026

District administration presents for discussion and possible action the current policy priorities identified by the Arizona School Boards Association (ASBA), with the option for the Board to identify priorities and submit proposals for update and/or amendment to ASBA for the 2026-2027 school year.

Each Board Member was provided the complete list of ASBA’s current policy priorities and was asked to identify his or her top five priorities. Board Members submitted their selections to Paula Alden, who compiled their votes in the attached document. The table below identifies all items that received at least one vote, with the first five items receiving multiple votes. The “Context” column includes some background information and possible action steps to address the given policy goal. During the meeting, the Board will have the opportunity to discuss and narrow the list to a total of five priorities. The Board also may identify one or more priorities that were not included in ASBA’s original list.

Vote Information	Policy Number and Text	Context
5 votes • 3 first place • 2 second place	4.1 Establish financial and academic transparency for all institutions and individuals who accept public funds. Enforce financial audit requirements and seek recovery of improperly received and/or expended funds by individuals, charter and public schools, private schools, and organizations.	Would require state-level action, either through legislation or successful ballot item.
2 votes • 1 first place • 1 second place	7.2 Fully fund Individuals with Disabilities Education Act (IDEA).	Federal law establishes IDEA and partially funds. Most likely path would be to increase Arizona funding weights associated with disabilities.
2 votes • 1 second place • 1 fourth place	1.5 Preserve and protect the voters' original intent of Propositions 123 and 301. Protect voters' intent in funding K-12 education and oppose legislation that attempts to supplant or divert additional voter-approved funding streams.	Would require successful ballot items (referrals or citizens’ initiatives).
2 votes • 1 third place • 1 fourth place	1.4 Fully fund full-day kindergarten and include kindergarten students in the override calculations.	Would require state-level action, most likely through the budget negotiation process.
2 votes • 1 fourth place • 1 fifth place	1.11 Fully fund preschool programs in the K-12 funding formula for districts that offer preschool.	Would require state-level action, most likely through the budget negotiation process.
1 vote • 1 first place	1.1 Maximize state funding to: Provide competitive salaries to attract, recruit, and retain talented teachers and staff; Increase the pipeline of certified teachers; Increase the diversity of the teaching workforce, and fill difficult positions, including CTED instructors.	Would require state-level action, most likely through the budget negotiation process. Could overlap with 7.2, 1.5, 1.4, and 1.11 (above).

1 vote • 1 second place	4.3 Require comparative classroom spending audits for school districts and all other institutions that accept public funds and define "classroom spending" as both instructional spending and student support spending.	Would require state-level action, either through legislation or successful ballot item.
1 vote • 1 third place	1.2 Provide consistent, dedicated sources of base funding based on most recent statewide cost study that equips all Arizona public schools with adequate support to address the academic, social and emotional needs of its students including: Up to date curriculum, technology, and classroom support to enrich academic success and engagement; Student support staff dedicated to enhancing safe and effective learning environments; Exceptional student services, gifted students, and early intervention programs; Before and after school programs; Fine arts education; Career and technical education; Transportation, including maintenance and increased costs for CTEDs and rural schools; Ensure the formula addresses the unique financial needs of schools serving students in poverty and in rural and remote schools; Fund distance learning at 100%; JROTC.	Would require state-level action, most likely through the budget negotiation process.
1 vote • 1 third place	1.3 Repeal the constitutional aggregate expenditure limit via legislative referral to the voters.	Would require state-level action through a successful ballot item.
1 vote • 1 third place	2.9 Oppose legislative efforts to ban educational and supplemental materials that provide an inclusive and historically accurate, well-rounded education.	Would require lobbying in opposition to related bills.
1 vote • 1 third place	4.2 Repeal any program that gives funds for private schools, vouchers (Empowerment Scholarship Accounts) and private school subsidies (School Tuition Organizations) and prevent any future expansion.	Would require state-level action, either through legislation or successful ballot item.
1 vote • 1 fourth place	1.12 Replace current year funding with a transparent, reliable system that provides districts stable annual budgeting ability and technical reliability.	Would require state-level action, most likely through the budget negotiation process.
1 vote • 1 fourth place	1.13 Prorate funding over the entire school year among all schools that a student has attended during the year.	Would require state-level action, most likely through the budget negotiation process.
1 vote • 1 fifth place	1.8 Provide consistent, dedicated and flexible sources of ongoing state capital funding to Arizona public schools to fully maintain and renew physical assets that were built with either local or state taxpayer dollars.	Would require state-level action, most likely through the budget negotiation process. Current lawsuit addresses this issue but does not identify funding source.
1 vote • 1 fifth place	3.7 Redefine the role and purpose of standardized testing and develop meaningful assessments and other measurable outcomes.	Would require state-level action through the legislative process; any state-level changes must comply with federal accountability requirements.
1 vote • 1 fifth place	3.9 Support policy that protects school district employees and students from discrimination.	Would require state-level action, either through legislation or successful ballot item.
1 vote • 1 fifth place	6.6 Develop a more comprehensive harassment/bullying definition and system to better enhance the clarity of understanding and the protection of our youth.	Would require state-level action, either through legislation or successful ballot item.

FLOWING WELLS SCHOOL DISTRICT
Board Agenda Item

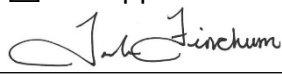
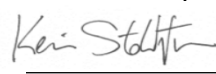
<u>F-1</u> Agenda Item Number	<u>August 11, 2026</u> Board Meeting Date
Item: <u>Recommend Approval to Adopt Grades 3-5 Social Studies Curriculum</u>	
Submitted By: <u>Dr. Kevin Stoltzfus/Tabetha Finchum</u>	Date: <u>August 6, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus/Tabetha Finchum</u>	

District administration recommends approval to adopt teacher-created Grades 3-5 Social Studies Curriculum, for implementation in elementary classrooms. This curriculum was piloted throughout the 2025-2026 year and yielded positive learning outcomes from students. The curriculum overview has been tabled for public review and comment since June 9, 2026, with no comments or concerns received during this time frame.

Estimated Cost \$ _____ ☒ See Additional Information Attached

Recommended Action:

☒ Approve ☐ Disapprove ☐ Table ☐ No Action Required

Division Head:  Superintendent: 

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

FLOWING WELLS SCHOOL DISTRICT
District Administration Center

MEMORANDUM

TO: Governing Board Members
Dr. Kevin Stoltzfus, Superintendent

FROM: Dr. Tabettha Finchum, Associate Superintendent

RE: Grades 3-5 Social Studies Curriculum – Request to Adopt

DATE: August 11, 2026

The District administration recommends adopting the Grades 3–5 teacher-created social studies curriculum for use with our elementary students. The curriculum has been tabled for public review and comment since June 9, 2026, with no concerns received during this time frame.

The Grades 3–5 Social Studies curriculum was collaboratively developed and organized by district elementary teachers and Megan Larson, professional development specialist, to align with the 2018 Arizona History and Social Science Standards while supporting literacy integration, inquiry-based learning, and civic engagement. The curriculum is designed to provide students with meaningful opportunities to explore history, geography, economics, civics, and culture through age-appropriate, engaging learning experiences that build progressively across grades 3 through 5. Across all grade levels, instruction emphasizes analysis of primary and secondary sources, evidence-based discussion, communication of ideas, and civic engagement through inquiry-driven learning experiences. All curricular units were piloted during the 2025-2026 school year and revised with teacher feedback.

The Third Grade Social Studies curriculum is focused on “Arizona Studies” and organized into five three-week modules with a variety of primary and secondary sources to answer the compelling question, “How does where we live shape who we are?” Students analyze these sources, gather evidence, draw conclusions, and communicate understandings within this inquiry-based approach to learning. For example, in a module about building community, students analyze multiple state government websites and articles about local non-profit organizations like the Humane Society and Ronald McDonald House to answer the question, “How have people in Arizona worked together to create a better place to live?” Teachers have the option to extend the inquiry further by having students create a civic action plan at their school site for a need in their school community, such as helping keep bathrooms clean, and present ideas to their school principal.

The Fourth Grade Social Studies curriculum is focused on “Regions and Cultures of the Americas” and organized into five three-week modules with a variety of primary and secondary sources to answer the compelling question, “What impact did European exploration and colonization have on the Indigenous peoples of the Americas?” Students analyze these sources, gather evidence, draw conclusions, and communicate understandings within this inquiry-based approach to learning. For example, in a module about the Age of Exploration, students analyze multiple explorer biographies, letters, podcasts, and current articles about exploration to answer the question, “Why do people explore?” Students end the module by creating an “expedition proposal letter” as though they are explorers seeking support for an expedition, identifying the problem they hope to solve or goal they hope to reach while demonstrating their understanding of why people explore.

The Fifth Grade Social Studies curriculum is focused on “United States Studies” and organized into five three-week modules with a variety of primary and secondary sources to answer the compelling question, “How did historical events and ideas contribute to the development of the United States’ unique identity?” Students analyze these sources, gather evidence, draw conclusions, and communicate understandings within this inquiry-based approach to learning. For example, in a module about the foundations of the republic, students analyze multiple primary source excerpts including the Magna Carta, the Mayflower Compact, the Federalist Papers, the Bill of Rights, and George Washington’s Inaugural Address to answer the question, “How did responsible participation shape the foundation of the United States?” Students end the module by scripting and recording a short podcast episode where they “interview” historical figures such as John Locke, a pilgrim on the Mayflower, or a British subject under the Magna Carta to explain how these individuals’ experiences and ideas contributed to American democratic foundations.

Across all grade levels, the curriculum incorporates literacy strategies, technology integration, collaborative learning, and inquiry-based instruction to support student engagement and achievement. Teachers utilize a variety of district-approved instructional resources, primary and secondary source materials, digital tools, and hands-on activities to provide students with meaningful and accessible learning opportunities.

We anticipate offering Grades 3–5 Social Studies instruction within the existing elementary master schedule at all elementary campuses this year. Costs associated with this curriculum are minimal and relate primarily to consumable classroom supplies. Most instructional resources will be accessed through existing district materials and online platforms.

I will be available to provide additional information and answer questions during the regularly scheduled Governing Board Meeting. Thank you for your consideration.

FLOWING WELLS SCHOOL DISTRICT

Board Agenda Item

<u>F-2</u>	<u>August 11, 2026</u>
Agenda Item Number	Board Meeting Date
Item: <u>Recommend Approval of Proposed Policy Revisions</u>	
Submitted By: <u>Dr. Kevin Stoltzfus</u>	Date: <u>August 6, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus</u>	

District administration recommends approval of proposed policy revisions. The attached document summarizes the revisions, and the accompanying policy drafts include strike-through text to indicate deletions and underlined text to indicate additions. Most revisions are minor and do not result in substantive changes. All policies under consideration were brought for discussion and review during the Governing Board Meeting on July 28, 2026.

Estimated Cost \$ _____ ☒ See Additional Information Attached

Recommended Action:

☒ Approve ☐ Disapprove ☐ Table ☐ No Action Required

Division Head: _____ Superintendent: Kevin Stoltzfus

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

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

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

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

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

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

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

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

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

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

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

EB-R ©

REGULATION

**ENVIRONMENTAL AND
SAFETY PROGRAM**

Responsibilities

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

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

~~Responsibilities of the school p~~Principals:

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

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

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

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

~~(Pesticide Application Notice)~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~3-3606~~

~~15-152~~

~~CROSS REF.:~~

~~IKEA - Make Up Opportunities~~

~~EBAA-R ©~~

REGULATION

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

~~(Pesticide Application Notice)~~

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

~~Oral and Written Notice~~

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

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

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

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

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

~~Posting of Notice~~

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

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

~~The signs shall be placed at:~~

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

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

CROSS REF.:

~~IKEA—Make Up Opportunities~~

EBAB ©
HAZARDOUS MATERIALS

(Pesticide Application Notice)

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

Notice Requirements

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

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

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

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

Pesticide Application Requirements

Only a certified applicator may apply pesticides at a school.

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

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

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

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

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

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

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

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

Regulations

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

Adopted: _____

LEGAL REF.:

A.R.S.

3-3606

15-152

CROSS REF.:

IKEA - Make Up Opportunities

EBAB-R ©

REGULATION

HAZARDOUS MATERIALS

(Pesticide Application Notice)

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

Notice

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

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

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

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

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

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

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

CROSS REF.:

IKEA - Make Up Opportunities

EBBB © ACCIDENT REPORTS

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

Procedures

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

District Reporting Responsibilities

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

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

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

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

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

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

Adopted: _____

LEGAL REF.:
A.R.S.

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

23-427

23-904

23-908

CROSS REF.:

GBGC - Employee Assistance

GBGD - Workers' Compensation

EBBB-R ©

REGULATION

ACCIDENT REPORTS

~~(Student Accidents)~~

Employees

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

Students

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

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

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

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

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

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

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

Any special health concern should be reported to the nurse.

EBC ©
EMERGENCIES: RESPONSE PLANS AND
SCHOOL CLOSINGS

Emergency Response Plans

Development

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

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

Internal regulations will be developed and maintained by the Superintendent.

Requirements

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

Students With Disabilities

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

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

Confidentiality

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

Emergency School Closings

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

41-1803

Arizona Minimum Requirements for School Emergency Operations Plan

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

Implementation Guidance: Arizona Minimum Requirements for School

Emergency Operations Plans (AZ Dept. of Ed.)

EBC-R ©

REGULATION

**EMERGENCIES: RESPONSE PLANS AND
SCHOOL CLOSINGS**

(Emergency Closings)

**Delayed Opening and
School Closing**

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

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

Early Dismissal

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

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

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

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

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

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

~~Adopted: _____~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-341~~

~~EBCD-R ©~~

REGULATION

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

~~Delayed Opening~~

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

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

~~School Closing~~

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

~~Early Dismissal~~

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

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

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

**ECA ©
SECURITY**

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

13-3715

13-3716

13-3821

13-3822

15-512

CROSS REF.:

JLIF - Sex Offender Notification

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

ECA-R ©

REGULATION

SECURITY

(Access and Keys)

Access

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

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

Keys

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

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

**ECB ©
BUILDING AND GROUNDS
MAINTENANCE**

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

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

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

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

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

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

A roofing inspection is required to be:

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

15-342.01

41-5702

41-5731

41-5832

A.A.C.

R7-6-215

CROSS REF.:

EB - ~~Environmental and~~ Safety Program

JLIF - ~~Sex Offender Notification~~

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

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

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

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

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-213~~

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

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

Materials and Equipment

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

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

Preventive Maintenance

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

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

Instructional Materials

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

15-342

15-721 *et seq.*

15-727

15-729

A.A.C.

R7-2-1131

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

2 CFR 200.313

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

CROSS REF.:

DID - Inventories

DN - School Properties Disposition

JQ - Student Fees, Fines, and Charges

EDB-R ©

REGULATION

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

Surplus Equipment

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

Donation

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

Transfer of Equipment

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

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

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

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

~~Adopted: _____~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-727~~

~~15-729~~

~~CROSS REF.:~~

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

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

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

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

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

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

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

15-1102

15-1105

CROSS REF.:

KF - Community Use of School Facilities

**EE ©
TRANSPORTATION SERVICES**

Allowable Vehicles

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

Allowable Vehicles

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

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

~~15-342~~

~~15-764~~

~~15-921~~

~~15-922~~

15-923

15-925

~~15-945~~

~~15-946~~

~~28-900~~

~~28-901~~

~~28-3053~~

EEA ©
STUDENT TRANSPORTATION

School Bus Transportation

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

A. K-8 Students:

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

B. High School Students:

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

C. Open Enrollment Students:

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

D. Students with Disabilities:

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

E. Homeless Students:

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

F. Foster Students:

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

G. Eligible Nonresident Students:

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

Responsibility

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

Special Use

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

Private Vehicle Transportation

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

Guidelines

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

Extenuating Circumstances:

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

Adopted: _____

LEGALREF.:

A.R.S.

8-530.04

15-342

15-764

15-816.01

15-901

15-921

15-922

15-923

15-925

15-945

15-946

28-900

28-901

28-3053

A.G.O.

I80-025

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

CROSS REF:

EEB - Business and Personnel Transportation Services and
Records and Reports

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

JFABD - Admission of Homeless Students

EEA-R ©

STUDENT TRANSPORTATION

Private Vehicles

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

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

~~EEAA ©~~
~~WALKERS AND RIDERS~~

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

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

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

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

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

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

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

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

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-342~~

~~15-764~~

~~15-816.01~~

~~15-901~~

~~15-922~~

~~28-797~~

~~28-900~~

~~28-901~~

~~A.G.O.~~

~~180-025~~

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

~~CROSS REF.:~~

~~JFABD—Admission of Homeless Students~~

EEAE ©
BUS SAFETY PROGRAM AND
STUDENT CONDUCT

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

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

Bus Driver Requirements

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

Maintenance and Operation

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

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

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

School Buses

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

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

Student Transport

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

Student Conduct

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

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

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

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

Evacuation Drills

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

15-843

15-922

28-101

28-900

28-984

28-3228

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

A.A.C.

~~R17-9-102~~

~~R17-9-104~~

~~R17-9-106~~

~~R17-9-108~~

Title 13, Chapter 13

Commercial Motor Vehicle Safety Act of 1986

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

CROSS REF.:

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

EEAE-R ©

REGULATION

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

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

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

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

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

.

EEAE-EA ©

EXHIBIT

**BUS SAFETY PROGRAM AND
STUDENT CONDUCT**

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

Arriving at pickup point:

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

Board the bus:

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

Conduct on the bus:

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

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

Prohibited items:

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

Exit from the bus:

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

Crossing the highway:

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

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

Accident or other emergency:

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

Procedures followed upon student misbehavior on school bus:

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

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

EEAE-EB ©

EXHIBIT

BUS SAFETY PROGRAM AND
STUDENT CONDUCT

SCHOOL BUS INCIDENT REPORT

Bus No.

Driver's Name

Date

Type of Incident

Student's Name

Incident:

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

Comments:

Signature: _____

Action taken by school: _____

Signature of School Official

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

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

Requirements:

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

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

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

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

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

Certification and Training

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

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

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

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

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

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

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

Costs

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

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

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

Prohibitions:

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

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

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

Results of Engagement in Prohibited Conduct

Each driver who engages in the conduct prohibited herein shall:

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

Costs

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

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

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

Alcohol and Controlled Substances Testing

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

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

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

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

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

Responsibility

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

Adopted: _____

LEGAL REF.:

A.R.S.

13-3401

15-106

15-513

15-925

28-3228

A.A.C.

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

Title 13, Chapter 13

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

49 CFR Part 40

CROSS REF.:

EEAEB - Bus ~~Purchasing~~ Inspection and Maintenance

GBEC - Drug-Free Workplace

GBECA - Nonmedical Use or Abuse of Drugs or Alcohol

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

GDFA - Support Staff Qualifications and Requirements
(fingerprinting requirements)

EEAEA-R ©

REGULATION

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

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

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

Random:

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

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

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

Postaccident

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

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

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

1. A fatality; or

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

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

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

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

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

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

1. Treat injuries.

2. Work with law enforcement officials.

3. Explain the need for testing.

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

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

6. Collect specimens promptly.

7. Document events.

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

Reasonable suspicion:

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

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

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

D. Reasonable suspicion testing should include the following considerations:

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

Return-to-duty testing:

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

Referral:

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

Driver Training

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

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

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

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

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

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

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

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

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

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

Supervisor Training

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-513~~

~~13-3402~~

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

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

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

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

~~CROSS REF.:~~

~~GBEC – Drug-Free Workplace~~

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

~~EEAEAA-R ©~~

~~REGULATION~~

~~DRUG AND ALCOHOL TESTING OF TRANSPORTATION EMPLOYEES~~

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

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

~~*Random:*~~

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

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

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

~~*Postaccident:*~~

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

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

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

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

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

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

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

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

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

Reasonable suspicion:

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

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

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

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

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

~~Return-to-duty testing:~~

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

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

~~Referral:~~

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

~~Driver Training~~

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

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

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

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

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

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

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

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

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

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

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

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

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

~~Supervisor Training~~

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

~~EEAEAA-E ©~~

~~EXHIBIT~~

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

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

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

~~A. *Five years:*~~

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

~~B. *Two years:*~~

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

~~C. *One year:*~~

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

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

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

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

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

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

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

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

~~D. Records related to evaluations:~~

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

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

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

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

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

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

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

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

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

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

How must these records be reported?

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

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

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

Where are records to be located?

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

What summary records are required?

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

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

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

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

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

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

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

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

~~B. The employer.~~

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

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

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

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

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

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

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

EEAEB ©
BUS PURCHASING INSPECTION AND MAINTENANCE

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

Inspection

A. At least annually:

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

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

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

Maintenance

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

28-900

28-984

A.A.C.

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

Title 13, Chapter 13

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

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

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

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

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

~~Adopted: _____~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-341~~

~~CROSS REF.:~~

~~EEAE – Bus Safety Program~~

~~JIC – Student Conduct~~

~~JK – Student Discipline~~

~~EEAF ©~~
SPECIAL USE OF BUSES

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

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

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

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-1105~~

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

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

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

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

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

~~Adopted: _____~~

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

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

~~EEAG-R ©~~

REGULATION

~~STUDENT TRANSPORTATION
IN PRIVATE VEHICLES~~

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

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

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

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

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

EEB ©
BUSINESS AND PERSONNEL TRANSPORTATION
SERVICES AND RECORDS AND REPORTS

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

Transportation Services

Administrative Requirements

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

Use of School Vehicles

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

Use of Private Vehicle

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

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

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

Accident Report

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

Transportation Records and Reports

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

Adopted: _____

LEGAL REF.:

A.R.S.

15-321

15-341

15-901

15-903

38-538

A.A.C.

R13-13-108

USFR: VI-I.

CROSS REF.:

DKC - Expense Authorization/Reimbursement

EEAG - Student Transportation ~~in Private Vehicles~~

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

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

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

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

~~15-901~~

~~15-903~~

~~A.A.C.~~

~~R17-4-612~~

**EF ©
FOOD SERVICES**

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

Food Services

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

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

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

Free and Reduced Price

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

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

Competitive Food Sales

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

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

Vending Machines

Vending machines may be located on school campuses.

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

Adopted: _____

LEGAL REF.:

A.R.S.

15-239

15-242

15-242.01 Arizona Healthy Schools Act (HB 2164)

15-341

15-342

15-1151

15-1152

15-1153

15-1154

15-1155

15-1157

15-1158

15-1251

A.A.C.

R9-8-701 et seq.

42 U.S.C. 17751 et seq.

42 U.S.C. 1771 et seq.

7 CFR Part 210

7 CFR Part 215

7 CFR Part 220

7 CFR Part 245

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

Equity in School Lunch Pricing

USFR, Section X, Appendix F Food Service Fund

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

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

CROSS REF.:

GDN - Supervision of Support Staff Members

JL - Student Wellness

EF-RA ©

REGULATION

FOOD SERVICES

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

Meals in Sschools.

Each school shall:

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

Menu.

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

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

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

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

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

Competitive ~~F~~foods–

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

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

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

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

Schools shall ensure that:

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

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

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

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

Training

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

Eligibility

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

Dining Environment

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

Student Workers

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

Denial of Meals as Disciplinary Action

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

Feeding Senior Citizens–

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

Student, Parent, Teacher and Community Involvement–

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

Recordkeeping–

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

Safety Inspections–

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

Other Food Sales–

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

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

EF-RB ©

REGULATION

FOOD SERVICES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

~~15-242~~

~~15-1151~~

~~15-1152~~

~~15-1153~~

~~15-1154~~

~~15-1155~~

~~15-1157~~

~~15-1158~~

~~15-1251~~

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

CROSS REF.:

~~GDN—Supervision of Support Staff Members~~

~~JL—Student Wellness~~

~~EFC-R ©~~

REGULATION

~~FREE AND REDUCED PRICE
FOOD SERVICES~~

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

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

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

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

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

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

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

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

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

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

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

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

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

EFD ©
PRICING OF AND PAYMENT
FOR FOOD SERVICES

Meal Charges

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

Unpaid Meal Charges

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

Notification

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

Adopted: _____

LEGAL REF.:

A.R.S.

15-116

15-1153

15-1154

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

CROSS REF.:

JL - Student Wellness

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

~~Meal Charges~~

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

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

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

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

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

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

Adopted: _____

~~LEGAL REF.:~~

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

~~CROSS REF.:~~

~~JL Student Wellness~~

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

~~Vending Machines~~

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

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

~~Competitive Food Sales~~

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

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

~~Adopted: _____~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-242 Nutrition Standards~~

~~The National School Lunch Act (42 U. S. C. 1751 *et seq.*)~~

~~—and the Child Nutrition Act (42 U.S.C. 1771 *et seq.*), as amended.~~

~~CROSS REF.:~~

~~JL—Student Wellness~~

~~LC—Relations with Education Research Agencies~~

~~EG ©~~
OFFICE SERVICES

~~All offices in the District shall be open during the school year from 8:00 a.m. until 5:00 p.m., Monday through Friday, except during holidays and as otherwise stipulated by the Superintendent. Hours of the working day shall be assigned by supervisors.~~

Adopted: _____

~~LEGAL REF.:~~

~~Arizona Constitution, Article 18, Section 1~~

**EGAD ©
COPYRIGHT COMPLIANCE**

~~School equipment and personnel cannot be used for any printing work for Parent Teacher Association (P.T.A.) or for professional, charitable, or character building organizations. The only exception to this policy is when an individual school duplicates notices of the parent group meetings directly connected with a specific activity in the school.~~

~~The District does not condone violations of the United States copyright law. Subject to certain specific exceptions, the owner of a copyright has the exclusive rights to reproduce, distribute, perform, or display the copyrighted work, or to authorize such reproduction, distribution, performance, or display by others.~~

~~An exception to the exclusive rights enjoyed by copyright owners is the doctrine of fair use. The fair use of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. All of the following factors shall be considered in determining fair use:~~

Copyrighted materials shall be used solely for educational purposes and in accordance with applicable laws and recognized fair use guidelines.

To determine whether the use of a work constitutes fair use, the following factors shall be considered:

- A. ~~t~~The purpose and character of the use, including whether ~~the~~ such use is of a commercial nature or for nonprofit educational purposes.;
- B. ~~t~~The nature of the copyrighted work.;
- C. ~~t~~The amount and ~~importance~~ substantiality of the portion used in relation to the copyrighted work as a whole.;
- and
- D. ~~t~~The effect of the use upon the potential market for or value of the copyrighted work.

~~A further exception shall be performance or display of a work by instructors or students in the course of face-to-face teaching activities in a classroom or other similar place devoted to instruction.~~

Adopted: _____

LEGAL REF.:

17 U.S.C. 101 *et seq.*

**EGAE ©
MAIL AND DELIVERY SERVICES**

A mail service system ~~shall~~ may be maintained within the District so that in-District communications and communications from outside sources may be delivered to the intended recipients in the most practicable way.

The use of District mail facilities and personnel for the distribution of materials and communications ~~shall~~ may be restricted to materials and communications that further the official school business and the educational purposes of the District.

The District ~~shall~~ is not ~~be~~ liable for items lost or opened, nor for any damage or injury incurred by any individual as a result of the use of this mail service.

The Superintendent may establish procedures for implementation of this policy.

Adopted: _____

**EGAEA ©
ELECTRONIC MAIL**

Appropriate Use

Electronic communications (including records made with other software and sent in e-mail) which are sent or received by the Board or District employees pertaining to the business of the school may be subject to public disclosure and inspection as public records and discovery in litigation as evidence in support of a claim. Use of electronic mail should conform to the same standards of judgment, propriety, and ethics as other forms of school business-related communications.

Board members, officers and employees may create electronic records subject to public disclosure through the use of e-mail on their private computers or borrowed computers when communicating about school business-related issues. All business-related electronic communications by Board members, officers and employees are to be turned over to the school records office to be sorted and have their value as a record determined.

Record Keeping System

For ~~these~~ the reasons stated above, a record keeping system for electronic communications shall be established in which those types of electronic communications:

- A. shall be categorized in the same manner as is required for paper records;
- B. shall be stored in a way permitting ease of record retrieval; and
- C. ~~and~~ shall contain explicit sender and receiver identification.

~~The following guidelines shall be adhered to in order to establish a record keeping procedure for such communications.~~

- ~~A. A repository for electronic communications shall be established at the direction of the Superintendent.~~
- ~~B. All school business related communications, including communications from private computers used by School Board members, officers and employees shall be segregated to a file folder and then to a location designated by the District so that these records may be maintained and inspected by any person upon request, unless the materials are otherwise made confidential by law.~~
- ~~C. The determination of record status shall be on the same basis as is used for paper records.~~

~~D. Once the communication is transferred to the records maintenance location and into the recordkeeping system the original electronic version may be deleted. The version maintained in the proper recordkeeping system is the official copy and must be retained for the same period as required for other forms of the same record series.~~

~~E. A retrieval system for electronic mail and data transmitted with mail shall be established that will permit reasonable access to the records with a minimum of effort, identifying the recipient and the sender.~~

Adopted: _____

LEGAL REF.:

A.R.S.

15-141

15-142

15-186

15-241

15-350

15-537

15-551

15-828

15-843

15-1041 et seq.

~~38-431-01 et seq.~~

39-101

39-121 et seq.

41-151 et seq.

~~41-1343~~

A.G.O.

I05-004

~~General Retention Schedule for All State Agencies and Political Subdivisions
— for Records Received via E-mail~~

ASLAPR General Retention Schedule for School Districts and
Charter Schools

20 U.S.C. 1232g Family Educational Rights and Privacy Act

CROSS REF.:

~~BDF - Advisory Committees~~

BEDH - Public Participation and News Media Services at Board Meetings

BHC - Board Communications

~~BHD - Board Communications with the Public~~

CFD - School-Based Management (School Councils)

EGD - Use of Technology in Office Services

EHB - Data/Records Retention (Records Management)

EGAEA-R ©

REGULATION

ELECTRONIC MAIL

Guidelines

The following guidelines shall be adhered to in order to establish a record-keeping procedure for such communications.

A. A repository for electronic communications shall be established at the direction of the Superintendent.

B. All school business-related communications, including communications from private devices and accounts used by School Board members, officers and employees, shall be segregated to a file folder and then to a location designated by the District, for public record administration.

C. The determination of record status shall be on the same basis as is used for paper records.

D. Once the communication is transferred to the records maintenance location and into the recordkeeping system the original electronic version may be deleted. However, the District should ensure the preservation of the record's original metadata insofar as possible. The version maintained in the proper recordkeeping system is the official copy and must be retained for the same period as required for other forms of the same record series.

E. A retrieval system for electronic mail and data transmitted with mail shall be established that will permit reasonable access to the records identifying the recipient and the sender.

**EGD ©
USE OF TECHNOLOGY IN
OFFICE SERVICES**

**Electronic Information Systems
(EIS)**

Electronic information systems ~~communications~~ (including communications and records made with other software and sent in e-mail) which are sent or received by the Board or District employees pertaining to the business of the school may be subject to public disclosure and inspection as public records and discovery in litigation as evidence ~~in support of a claim~~.

Open Meeting Law

~~All~~ A Governing Board member shall review the Open Meeting Law materials at least one (1) day before the day he/she takes office. It is recommended that Board members and selected staff are encouraged to participate in Open Meeting Law (OML) and Public Records Law training within the first thirty (30) days after becoming a member of the Board or the date of employment, as is applicable.

~~In order to encourage the Board, individual Board members, staff communicating with or on behalf of the Board and members of councils/committees of the Board~~ To comply with the requirements of the OML and Public Records Law, the following guidelines shall be followed:

Guidelines:

- A. E-mail or any other electronic messaging service shall not be used as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.
- B. E-mail or any other electronic messaging service may be used to disseminate factual information, such as agenda packet, suggestions for public agenda items and reminders regarding committee meeting times, dates and places.
- C. Confidential information about employees, students or other Board members shall not be included in e-mail communications due to the risk of improper disclosure.
- D. Should electronic devices be utilized for participation or attendance at public meetings, the public in attendance including media representatives shall have the same access to the electronic input as the Governing Board members.
- E. The Arizona Attorney General recommends including the following statements shall notice be used on all Board member and staff electronic communications advising Board members of potential OML consequences:

Superintendent and Staff: "To ensure compliance with the Open Meeting Law, [Board member] recipients of this message should not forward it to other Board members of the public body. ~~nor should Board members~~ Members of the public body may reply to this message, but they should not send a copy of the reply to other members."

Board Members: "To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other board members and board members should not reply to this message."

Although the OML does not require this notice, such notification may serve as a helpful reminder to board members that they should not discuss or deliberate through e-mail.

F. Board members shall ~~communicate~~ use electronic communications with staff members and the public by following procedures established in policy.

~~Records Retention:~~

~~Each Board member or staff member computer user shall segregate or store electronic communications pertaining to the business of the District to or from members of the Board or staff to a file folder and then to a location designated by the District so that these records may be maintained and inspected by any person upon request, unless otherwise made confidential by law.~~

Compliance

In the event a Board member(s) fails to comply with the guidance of Board policy, the matter shall be referred to the Board President, who will meet with and/or discuss the matter and the Board policy with the Board member(s). The Board President may request that the Board's legal counsel participate in the meeting and/or discussion.

In the event an employee fails to comply with the guidance of Board policy, that employee may be subject to disciplinary action, up to and including possible termination.

The Superintendent may develop procedures to assist in compliance with the Open Meeting Law and the Public Records Law.

Adopted: _____

LEGAL REF.:

A.R.S.

38-431.01 *et seq.*

39-101

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

39-121 *et seq.*

41-151.11

~~41-1343~~

A.G.O.

I05-004

ASLAPR General Retention Schedule for School Districts and
Charter Schools

~~General Retention Schedule for School Districts and Charter Schools—
Electronic Communications and Social Networking Records~~

20 U.S.C. 1232g Family Educational Rights and Privacy Act

CROSS REF.:

~~BDF—Advisory Committees~~

BEDH - Public Participation and News Media Services at Board Meetings

BHC - Board Communications ~~with Staff Members~~

~~BHD—Board Communications with the Public~~

CFD - School-Based Management (School Councils)

EGAEA - Electronic Mail

EHB - Data/Records Retention (Records Management)

EHB-R - Data/Records Retention (Records Management Program)

**EHB ©
DATA / RECORDS RETENTION**

(Records Management)

Management

The Arizona State Library, Archives and Public Records (ASLAPR) has adopted records management standards for the maintenance and storage of school District's public records, which standards provide for the maintenance and storage of records either on paper or in an electronic format, or a combination of paper and electronic format.

All required records and any other records that are deemed necessary or helpful will be prepared in a manner consistent with law and the requirements of the Uniform System of Financial Records (USFR). An administrative records management program approved by the Governing Board shall be established and maintained, and copies of retention schedules shall be submitted to the ASLAPR. ~~Records management standards adopted by the ASLAPR for the maintenance and storage of the District's public records provides for the maintenance and storage of records either on paper or in an electronic format, or a combination of paper and electronic format.~~

Governing Board and Staff

The Governing Board is the custodian of the official copies of all records, required or optional, and the Superintendent shall be responsible for protecting such records on behalf of the Board. As a part of the records management program, the Superintendent may assign management responsibilities to other employees by naming the employee positions and a general description of the records assigned to their ~~jurisdiction~~ supervision.

Each Board member or staff member computer user shall segregate or store electronic communications pertaining to the business of the District to or from members of the Board or staff to a file folder and then to a location designated by the District so that these records may be administered as public records.

Adopted: _____

LEGAL REF.:

A.R.S.

15-271

15-272

15-341

23-721

23-926

23-962

38-421

38-423

38-424

39-101

39-103

39-121

~~41-1346 et seq.~~

44-1373

A.A.C.

R7-2-803

USFR

ASLAPR General Retention Schedule for School Districts
and Charter Schools

EHB-R ©

REGULATION

DATA / RECORDS RETENTION

(Records Management Program)

Records shall be prepared and managed as outlined below.

Business and Financial Records

Management of the following records is the responsibility of the ~~business manager~~ Superintendent:

- A. Annual District budget.
- B. Audit reports.
- C. Financial statements.
- D. Capital levy plan.
- E. Bids.
- F. Contracts (except employment).
- G. Deeds.
- H. Leases/lease purchases.
- I. Inventory (history records of general fixed assets).
- J. Records identified in the Uniform System of Financial Records.

Other District Records

The current year's records will be kept in the District administration office. When it is practical to do so, but no later than during the second immediate past year, all paper records will be grouped, bundled together, and labeled, with the disposal date noted on the label. Records created and/or maintained in an electronic format will be preserved in a manner approved by the Records Management Division of the Arizona State Library, Archives and Public Records (ASLAPR). Retention periods noted will refer to the number of years after the end of the fiscal year in which the records were made or superseded, as specified in the General Retention Schedules for School Districts and Charter Schools.

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

Retention Requirements

All records shall be managed in compliance with the requirements of the Records Management Division of the Arizona State Library, Archives, and Public Records (ASLAPR). Due to the ongoing process by the ASLAPR to revise existing and add new retention schedules for school districts and charter schools, the current point-in-time status of records retention requirements must be confirmed prior to determining disposition of the subject records by accessing the General Retention Schedule for School Districts and the Standards and Guidelines for Electronic Records available on the ASLAPR website at: [Retention Schedules, Forms, Standards, Guidance and FAQs | Arizona State Library \(azlibrary.gov\)](https://azlibrary.gov/Retention-Schedules-Forms-Standards-Guidance-and-FAQs-Arizona-State-Library) and [frequently asked questions schools 10-19-2015.pdf \(azlibrary.gov\)](https://azlibrary.gov/frequently-asked-questions-schools-10-19-2015.pdf)

Transportation Employees Retention Requirements for Alcohol and Controlled Substances Testing

The District shall maintain Transportation employee records of alcohol and controlled substances misuse and prevention programs in a secure location with controlled access. Specific requirements regarding these records should be implemented according to all applicable state and federal law.

**FA ©
FACILITIES DEVELOPMENT GOALS /
PRIORITY OBJECTIVES**

Priority in the development of facilities shall be based on identified educational needs and on programs developed to meet those needs.

The Board establishes these broad goals for development:

- A. To integrate facilities planning with other aspects of planning in a comprehensive educational program.
- B. To base educational specifications for school buildings on identifiable learner needs.
- C. To design for sufficient flexibility to permit program modification or the installation of new programs.
- D. To design school buildings as economically as feasible, providing that learner needs are effectively and adequately met by the design.
- E. To involve the community, school staff members, available experts, and the latest in related current development and research in building plans and specifications.
- F. To analyze life-cycle costs as they compare with capital expenditures versus a maintenance and operations expense projection.
- G. To analyze the core facility as it relates to future expansion.
- H. To design school buildings for community use when feasible.

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

15-342

~~15-2002 et seq.~~

~~15-2031~~

41-5711

15 U.S.C. 2643

FCB ©
**RETIREMENT OF FACILITIES
CLOSING A SCHOOL FACILITY:
PROCESS, SALE, LEASE**

~~(Closing a School Facility)~~

~~If it is determined the Board needs to consider closing a school facility the Board may consult with the Arizona School Facilities Board (SFB) for technical assistance and for information on the impact of closing a school. The information provided from the SFB shall not require the Board to take or not take any action.~~

The Board recognizes the impact closing a school has on the community, the students who attend the school being considered, the projected impact on other schools in the District, and the District. ~~In response the Board shall discuss and consider a proposed school closing at a scheduled Board meeting. The Superintendent shall present at a Board meeting demographic data related to present and future school facility needs along with information related to a school closing.~~

Process:

A. Provide written notice to the parents or guardians of all students enrolled in the School District at least ten (10) days before a public meeting to discuss closing a school within the School District. The notice shall include the reasons for the proposed closure and the time and place of the meeting.

B. The Governing Board shall fix a time for a public meeting on the proposed closure not less than ten (10) days before voting in a public meeting to close the school. The School District Governing Board shall give notice of the time and place of the meeting.

C. At the time and place designated in the notice, the School District Governing Board shall hear reasons for or against closing the school.

The above process is required unless the Governing Board determines that a school shall be closed because it poses a danger to the health or safety of the students or employees of the school.

If it is determined the Board needs to consider closing a school facility, the Board may consult with the Department of Administration – Division of School Facilities for technical assistance and for information on the impact of closing a school. The information provided by the Division of School Facilities within the Department of Administration shall not require the Board to take or not take any action.

Decision to Sell or Lease

Following a decision to sell or lease a vacant ~~and unused~~ building or a ~~vacant and unused portion of a~~ partially used building, the District may not prohibit a charter school or private school from negotiating to buy or lease the property in the same manner as other potential buyers or lessees. The District shall attempt to obtain the highest possible value under current market conditions for the sale or lease of the vacant ~~and unused~~ building or the ~~vacant and unused portion of a~~ partially used building and may not accept an offer from a potential buyer or lessee that is less than an offer from a charter school or private school. This does not require the owner of a building to sell or lease the building or a portion of the building to a charter school, to any other school or to any other prospective buyer or tenant, except that the owner of a building may not withdraw the property from sale or lease solely because a charter school or private school is the highest bidder.

~~Community members shall be provided an opportunity to address the consideration at the Board meeting.~~

Definitions

Except as otherwise provided under A.R.S. 15-119(D), "partially used building" means a building with at least four thousand five hundred square feet (4,500 sq. ft.) of contiguous, unused space.

"Vacant building" means a building that has been vacant and unused for at least two (2) years.

Boundary Changes

The District shall follow policy and statutory requirements regarding possible boundary changes as a result of a school closure.

Adopted: _____

LEGAL REF.:

A.R.S.

15-119

~~15-189~~

15-341

38-431.01

CROSS REF.:

DN - School Properties Disposition

JC - School Attendance Areas

**FEA ©
EDUCATIONAL SPECIFICATIONS
FOR CONSTRUCTION**

New School Facilities

The Governing Board may delegate authority in writing to the Superintendent to submit plans for new school facilities to the School Facilities Oversight Board for the purpose of certifying that the plans meet the minimum school facility adequacy guidelines prescribed in A.R.S. ~~15-2011~~ 41-5711.

**New or Remodeled
School Facilities**

In the construction of new or remodeled educational facilities, the Board may requires the Superintendent to develop a set of comprehensive educational specifications. In conferences with the architect, the following specifications ~~and statutory references shall~~ may be discussed for design inclusion:

- A. Information concerning the plan of school organization and estimated enrollment in the proposed building.
- B. ~~A description of the proposed curriculum and the teaching methods and techniques to be employed.~~
- C. A schedule of space requirements, including an indication of relative locations of various spaces.
- D. ~~A desired layout of special areas and the equipment needed for such areas.~~
- E. ~~An outline of mechanical features and special finishes desired.~~
- C. F. Standards established by the School Facilities Oversight Board.

Adopted: _____

LEGAL REF.:

A.R.S.

15-213

15-341

~~15-2001 et seq.~~

~~15-2011~~

34-461

41-1492 et seq.

41-5711

41-5741

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

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

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

**FF ©
NAMING FACILITIES**

In naming facilities, the District will consider names derived from significant geographic locations, historical events, or events of community significance, as well as worthy deceased individuals who:

- A. Have made unique contributions to the District; and
- B. Have been deceased for at least ten (10) years.

The District may consider community feedback in this process.

In this policy, the word *facility* refers to any school building, administration building, gymnasium, stadium, athletic field, or playground.

Adopted: _____

**GBEB ©
STAFF CONDUCT**

All employees of the District are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and District property. No employee shall, by action or inaction, interfere with or disrupt any District activity or encourage any such disruption. No employee, other than one who has obtained authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds. All employees shall at all times attempt to maintain order, abide by the policies, rules, and regulations of the District, and carry out all applicable orders issued by the Superintendent.

Potential consequences to employees of the District who violate these rules may include, but are not limited to:

- A. Removal from school grounds.
- B. Both civil and criminal sanctions, which may include, but are not limited to, criminal proceedings under Title 13, Chapter 29, Arizona Revised Statutes.
- C. Warning.
- D. Reprimand.
- E. Suspension.
- F. Dismissal.
- G. Having consideration given to any such violations in the determination of or establishment of any pay or salary in later contracts or employment, if any.

**~~Reporting Suspected
Crimes or Incidents~~**

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

~~The school district or charter school is to notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described above, subject to the requirements of federal law.~~

~~On or before January 1, 2020, the District shall post the policies and procedures pertaining to "Reporting Suspected Crimes or Incidents" on its website as the Department of Education shall develop a process to verify that each school district has adopted the required policies and procedures by this date.~~

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

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

~~A person who is employed by the School District or is an applicant for employment with the School District, who is arrested for or charged with any nonappealable offense listed in section 41-1758.03, subsection B and who does not immediately report the arrest or charge to the person's supervisor or potential employer is guilty of unprofessional conduct and the person shall be immediately dismissed from employment with the School District or immediately excluded from potential employment with the School District. A person dismissed from employment for failure to report being arrested for or charged with a nonappealable offense has no right to appeal under the provisions of A.R.S. 15-539, subsection F. Prior to an action to terminate for failure to report, an employee will be given the opportunity to provide a written explanation of circumstances or events which they believe mitigate the failure to report.~~

Use of Physical Force by Supervisory Personnel

Any administrator, teacher, or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order. Similar physical force will be appropriate in self-defense, in the defense of other students and school personnel, and to prevent or terminate the commission of theft or criminal damage to the property of the District or the property of persons lawfully on the premises of the District.

The threat or use of physical force is not justified as a response to verbal provocation alone, nor when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

Adopted: _____

LEGAL REF.:

A.R.S.

~~13-2911~~

13-3102

13-3111

13-3411

~~15-153~~

~~15-341~~

~~15-342~~

15-507

15-509

15-511

15-512

15-514

15-539

15-550

38-531

38-532

~~41-770~~

41-1758.03

A.A.C.

R7-2-205

CROSS REF.:

GCF - Professional Staff Hiring

GCMF - Professional Staff Duties and Responsibilities

GCO - Evaluation of Professional Staff Members

JIC - Student Conduct

JK - Student Discipline

KFA - Public Conduct on School Property

**DJE ©
BIDDING / PURCHASING PROCEDURES**

The Superintendent shall be responsible for all purchasing, contracting, competitive bidding, and receiving and processing of all bid protests, in accordance with the Arizona school district procurement rules, including A.A.C. R7-2-1141 *et seq.* A contract shall not be awarded to an entity that does not verify employment eligibility of each employee through the E-verify program in compliance with A.R.S. 23-214 subsection A. Each contract shall contain the warranties required by A.R.S. 41-4401 relative to the E-verify requirements. District purchases shall also be in accordance with 2 C.F.R. 200 (Code of Federal Regulations Title 2).

The Superintendent shall ensure that all aspects of bidding and purchasing procedures conform to federal and state laws, rules and regulations, including A.R.S. 38-503(C). The Superintendent shall establish administrative regulations to ensure the District is in full compliance, including contracting with small and minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms. (2 C.F.R. 200.321).

Bidding

The District is not required to engage in competitive bidding in order to place a student in a private school that provides special education services if such placement is prescribed in the student's individualized education program and the private school has been approved by the Department of Education Division of Special Education pursuant to A.R.S. 15-765. The placement is not subject to rules adopted by the State Board of Education before November 24, 2009 pursuant to A.R.S. 15-213.

The District may, without competitive bidding, purchase or contract for any products, materials and services directly from Arizona Industries for the Blind, certified nonprofit agencies that serve individuals with disabilities and Arizona Correctional Industries if the delivery and quality of the goods, materials or services meet the District's reasonable requirements.

Intergovernmental agreements and contracts between school districts or between the District and other governing bodies as provided in A.R.S. 11-952 are exempt from competitive bidding under the procurement rules adopted by the State Board of Education pursuant to A.R.S. 15-213.

The District is not required to engage in competitive bidding to make a decision to participate in insurance programs authorized by A.R.S. 15-382.

The District is not required to obtain bid security for the construction-manager-at-risk method of project delivery.

Online Bidding

Until such time as the State Board of Education adopts rules for the procurement of goods and information services by school districts and charter schools using electronic, online bidding, the District may procure goods and information services pursuant to A.R.S. 41-2671 through 2673 using the rules adopted by the Department of Administration in implementing 41-2671 through 2673.

Except as otherwise provided below, only purchases of ten thousand dollars (\$10,000) fifteen thousand dollars (\$15,000) or more are subject to competitive bidding requirements.

Purchasing

Purchases from District Employees

Districts are required to follow the School District Procurement Rules for all purchases of goods or services from District employees regardless of dollar amount. A.R.S. 38-503(C) prohibits public employees from providing their employers with any equipment, material, supplies, or services unless provided under an award or contract let after public competitive bidding. Districts must follow the School District Procurement Rules, regardless of the expenditure amount, when purchasing goods or services from District employees. This applies to any purchase using District monies, including extracurricular activities fees tax credit contributions and monies held in trust by the District, such as student activities monies. Although the School District Procurement Rules exempt expenditures of student activities monies from the Rules, that exemption does not apply to purchases in which a District employee acts as a vendor.

Purchases from District Board Members

Districts are required to follow the School District Procurement Rules for all purchases of services from District Board members regardless of dollar amount. A.R.S. 38-503(C) prohibits governing board members from providing their district with any services, unless provided under an award or contract let after public competitive bidding. However, for purchases of supplies, materials, and equipment from district board members, districts are required to follow the School District Procurement Rules only if the purchase exceeds one hundred thousand dollars (\$100,000). Purchases below the one hundred thousand dollar (\$100,000) threshold must comply with the guidelines for written quotes. For districts with three thousand (3,000) or more students, statutes limit purchases of supplies, materials, and equipment from board members to three hundred dollars (\$300) per transaction and one thousand dollars (\$1,000) total within any twelve (12)-month period and require that the governing board adopt a policy authorizing such purchases within the preceding twelve (12) months. Districts with fewer than three thousand (3,000) students may purchase supplies, materials, and equipment from governing board members in any amount, provided each purchase is approved by the governing board and the amount of the purchase is included in the board's meeting

minutes.

Purchases Requiring Bidding

For transactions of at least ten thousand dollars (\$10,000) fifteen thousand dollars (\$15,000) and less than one hundred thousand (\$100,000) dollars, written price quotations will be requested from at least three (3) vendors. If three (3) written price quotations cannot be obtained, documentation showing the vendors contacted that did not offer written price quotations, or explaining why written price quotations were not obtained, shall be maintained on file in the District office.

For transactions to purchase construction, materials, or services costing more than one hundred thousand (\$100,000) dollars, sealed bids and proposals shall be requested.

All transactions must comply with the applicable requirements of the Arizona Revised Statutes, the Arizona Administrative Code and the Uniform System of Financial Records.

Purchases Not Requiring Bidding

Except as otherwise provided above, purchases of less than ten thousand dollars (\$10,000) fifteen thousand dollars (\$15,000) may be made at the discretion of the Superintendent. Such procurements are not subject to competitive purchasing requirements; however, reasonable judgment should be used to ensure the purchases are advantageous to the District.

~~The District is not required to engage in competitive bidding in order to place a student in a private school that provides special education services if such placement is prescribed in the student's individualized education program and the private school has been approved by the Department of Education Division of Special Education pursuant to A.R.S. 15-765. The placement is not subject to rules adopted by the State Board of Education before November 24, 2009 pursuant to A.R.S. 15-213.~~

~~The District may, without competitive bidding, purchase or contract for any products, materials and services directly from Arizona Industries for the Blind, certified nonprofit agencies that serve individuals with disabilities and Arizona Correctional Industries if the delivery and quality of the goods, materials or services meet the District's reasonable requirements.~~

~~Intergovernmental agreements and contracts between school districts or between the District and other governing bodies as provided in A.R.S. 11-952 are exempt from competitive bidding under the procurement rules adopted by the State Board of Education pursuant to A.R.S. 15-213 (A.A.C. R7-2-1002(C)(2)).~~

~~The District is not required to engage in competitive bidding to make a decision to~~

<i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.	Page 3 of 5
---	--------------------

~~participate in insurance programs authorized by A.R.S. 15-382.~~

Contract Requirements

Contract Duration

Unless otherwise provided by law, contracts for materials or services and contracts for job-order-contracting construction services may be entered into if the duration of the contract and the conditions of renewal or extension, if any, are included in the invitation for bids or the request for proposals and if monies are available for the first fiscal period at the time the contract is executed. The duration of contracts for materials or services and contracts for job-order-contracting construction services shall be limited to no more than five (5) years unless the Board determines that a contract of longer duration would be advantageous to the District. Once determined, the decision should be memorialized in meeting minutes and in the contract/bid file. Payment and performance obligations for succeeding fiscal periods are subject to the availability and appropriation of monies. The maximum dollar amount of an individual job order for a job-order-contracting construction service shall be one million dollars (\$1,000,000) or as determined by the Board.

Public Inspection and Rationale for Awarding a Contract

The Governing Board shall make available, for public inspection, all information, all bids, proposals and qualifications submitted, and all findings and other information considered in determining whose bid conforms to the District's invitation for bids. The documentation provided will include information regarding the most advantageous, with respect to price, conformity to the specifications, and other factors, or whose proposal for qualifications are to be used to select and award the bid. Included in this information will be the rationale for awarding a contract for any specified professional services, construction, construction service or materials to an entity selected from a qualified select bidders list or through a school purchasing cooperative. The invitation for bids, request for proposals or request for qualifications shall include a notice that all information and bids, proposals and qualifications submitted will be made available for public inspection.

Requirement: Registered Sex Offender Prohibition

All purchase orders, agreements to purchase, and contracts for services to be provided by personnel other than District employees must include the following statement on the document:

Registered Sex Offender Restriction. Pursuant to this order, the named vendor agrees by acceptance of this order that no employee or subcontractor of the vendor, who is required to register as a sex offender, pursuant to A.R.S. 13-3821, will perform work on District premises or equipment at any time when District students are, or are reasonably expected to be, present. The vendor further agrees by acceptance of this order that a violation of this condition shall be considered a material breach and may result in a cancellation of the order at the District's

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

discretion.

Adopted: _____

LEGAL REF.:

A.R.S.

11-952

15-213

15-213.01

15-213.02

15-239

15-323

15-342

15-382

15-765

15-910.02

23-214

34-101 *et seq.*

35-391 *et seq.*

35-393 *et seq.*

38-503

38-511

39-121

41-2632

41-2636

41-4401

A.A.C.

R7-2-1001 *et seq.*

R7-2-1023

R7-2-1029

A.G.O.

I83-136

I87-035

I06-002

Uniform System of Financial Records: VI-G-8 *et seq.*

2 C.F.R. 200

2 C.F.R. 200.321

CROSS REF.:

BCB - Board Member Conflict of Interest

DJ - Purchasing Ethics

DJG - Vendor/Contractor Relations and Sales Calls Requirements

GBEAA - Staff Conflict of Interest

JLIF - Sex Offender Notification

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

**DIE ©
AUDITS / FINANCIAL MONITORING**

The Governing Board directs the Superintendent to implement procedures that assure District compliance with all state and federal requirements for audits and financial monitoring. Contingent upon prescribed qualifying criteria, such requirements may include, but are not limited to, procedural reviews by the Office of the Arizona Auditor General and the federal Single Audit Act Amendments and the current U.S. Office of Management and Budget (OMB) Compliance Supplement ~~June 2016~~.

Necessary Services

The procurement of the necessary services shall be consistent with the District's policy on bidding and purchasing procedures. Any allocation of costs for the services shall conform to the requirements of the Uniform System of Financial Records (USFR).

Board Presentation

A final report of each separate fiscal management review shall be presented to the Board for examination and discussion. After a report has been presented to the Board, it will become a matter of public record, and its distribution will not be limited. Copies of a final report shall be filed with appropriate state and other authorities.

The Governing Board shall publicly accept all audits and compliance questionnaires by roll call vote.

Posting

The District shall prominently post on its website home page a copy of its profile pages that displays the percentage of every dollar spent in the classroom by that school district from the most recent status report issued by the Auditor General.

Adopted: _____

LEGAL REF.:

A.R.S.

15-213

15-239

15-914

15-2111

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

41-1279.03

41-1279.04

41-1279.05

41-1279.07

41-1279.21

41-1279.22

A.A.C.

R7-2-902

USFR - Audit Requirements

2 CFR Part 200 Appendix XI, Compliance Supplement

CROSS REF.:

DB - Annual Budget: Schedule, Preparation/Planning, Format,
and Posting/Submission

DIE-R ©

REGULATION

AUDITS / FINANCIAL MONITORING

Each program, instructional unit, and department shall prepare and maintain such financial records as are directed by the Superintendent. The documents shall be accurate and of essential sufficiency to enable the District to comply with all requirements for financial monitoring and audits, both internal and external.

Requirements for Proper Management

In addition to special reviews that may be conducted as necessary, the District will comply with the following minimum requirements to demonstrate proper management of and accountability for its fiscal resources:

A. Whenever the District's expends less than one million dollars (\$1,000,000) in expenditure of federal grants in a fiscal year (starting with Fiscal Year 2026 audits; financial assistance is less than seven hundred fifty thousand dollars [\$7500,000] for earlier during a fiscal years), the District shall be subject to a procedural review conducted by the Office of the Auditor General at times determined by the Auditor General, subject to the following provisions:

1. Districts that have adopted a Maintenance and Operations Fund (M&O) budget of two million dollars (\$2,000,000) or more shall contract with an independent certified public accountant to conduct an annual financial statement audit in accordance with United States (U.S.) generally accepted governmental auditing standards, Government Auditing Standards issued by the U.S. Comptroller General, and Uniform Guidance (2 CFR Part 200, Subpart F), as applicable.
2. Districts that have adopted a Maintenance and Operations Fund (M&O) budget between seven hundred thousand dollars (\$700,000) and two million dollars (\$2,000,000) shall contract with an independent certified public accountant to conduct a biennial financial statement audit in accordance with United States (U.S.) generally accepted governmental auditing standards, Government Auditing Standards issued by the U.S. Comptroller General, and Uniform Guidance (2 CFR Part 200, Subpart F), as applicable.

B. Whenever the District's expends one million dollars (\$1,000,000) or more in combined expenditure from all sources of federal financial assistance is grants in a fiscal year (starting with Fiscal Year 2026 audits; previously seven hundred and fifty thousand dollars [\$750,000]) or more during a fiscal year, the District shall contract with an ~~approved~~ independent auditor certified public accountant to conduct an annual financial and compliance (Single) audit. The audit shall be performed in accordance with generally accepted auditing standards, Government Auditing Standards issued by the U.S. Comptroller General, and Uniform Guidance (2 CFR Part 200, Subpart F), as applicable in compliance with the requirements of the federal Single Audit Act Amendments of 2003 and any implementing regulations of the Office of Management and Budget (OMB).

To the extent permitted by federal law, the District:

- A. may convert to a biennial audit schedule when the previous annual audit contained no significant negative findings, defined as the District having received a letter of noncompliance issued by the ~~a~~Auditor ~~g~~General;
- B. shall convert back to an annual audit whenever an audit produces significant negative findings;
- C. may convert back to a biennial audit schedule when the two (2) previous audits have not contained any significant negative findings.

The Superintendent shall be promptly informed of any material deficiency that is discovered during a monitoring or auditing process.

FLOWING WELLS SCHOOL DISTRICT

Board Agenda Item

<u>G-1</u>	<u>August 11, 2026</u>
Agenda Item Number	Board Meeting Date
Item: Recommend Approval to Contract with ESB Design+Build for New YES Building at Hendricks Elementary	
Submitted By: <u>Dr. Kevin Stoltzfus</u>	Date: <u>August 6, 2026</u>
Will Be Presented By: <u>Dr. Kevin Stoltzfus</u>	

District administration recommends approval to contract with ESB Design+Build for the construction of a new YES building at Hendricks Elementary. The district would utilize pricing through the Mohave Cooperative Contract #25G-ESB-1007. The anticipated total cost for the project is \$1,313,696.69, of which \$65,000 would be reserved for contingency funds and \$34,000 would be reserved for allowances for civil engineering and fire alarm services. The project will be funded out of the spring 2026 bond proceeds from the 2025 bond election. There have been no changes to the plan or pricing since the discussion item on July 28, 2026.

Estimated Cost \$ _____ ☒ See Additional Information Attached

Recommended Action:

☒ Approve ☐ Disapprove ☐ Table ☐ No Action Required

Division Head: _____ Superintendent: Kevin Stoltzfus

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

Hendricks Elementary

07/17/2026

To: FWUSD
Attn: Dr. Kevin Stoltzfus

Dear Dr. Stoltzfus:

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

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

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

Sincerely,



Erica Misuraca
CEO

Hendricks Elementary – Scope of Work

2,576 SF Classroom Building \$ 843,080.00

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

Design & Engineering \$ 46,670.00

Budget to design, draft, and engineer your building design

Fire Alarm (allowance) \$ 19,000.00

Civil Engineering (allowance) \$ 15,000.00

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

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

Contingency Funds \$ 65,000.00

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

Site Work & General Conditions \$ 229,125.00

Per attached drawing and breakdown

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

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

Included Items

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

Allowances

Fire Alarm (\$19,000.00)

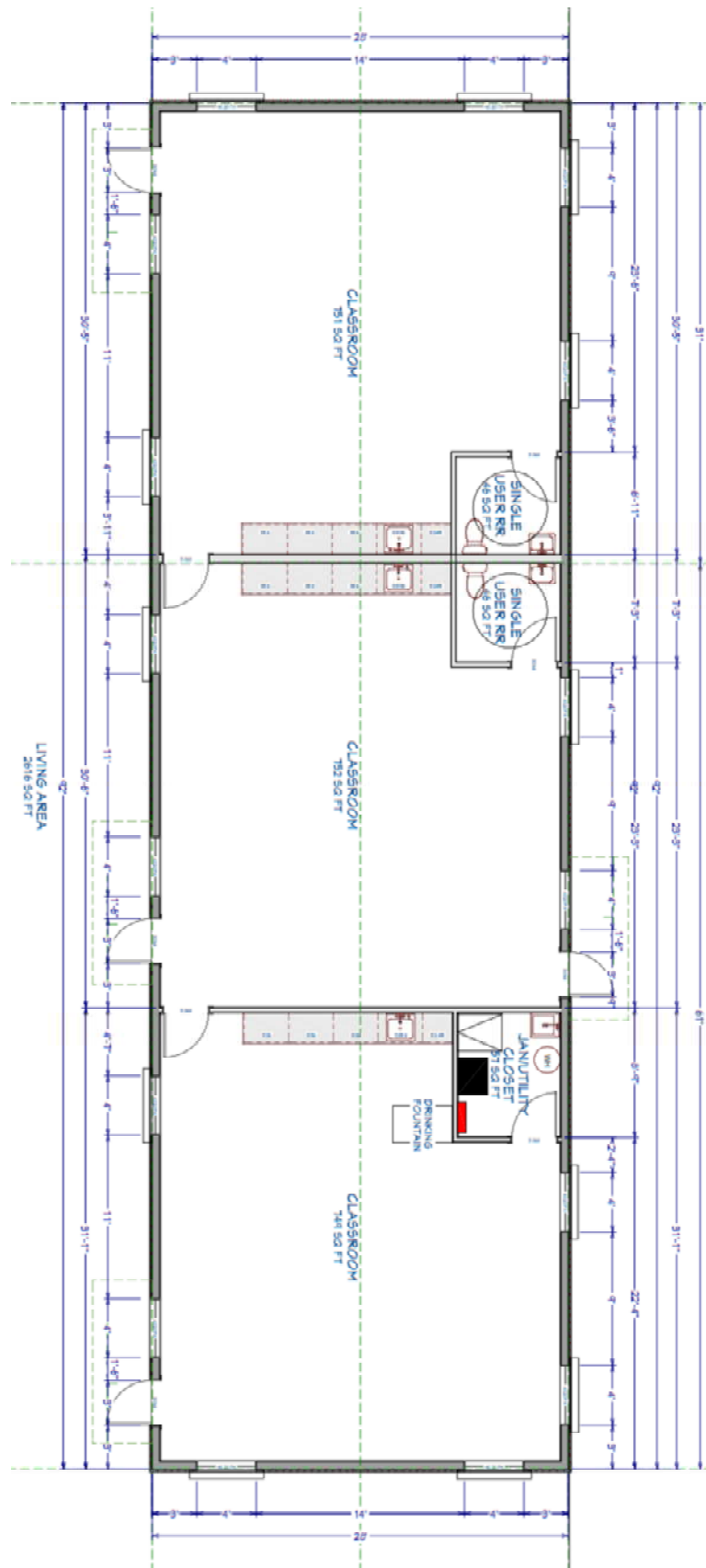
Options Not Included

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

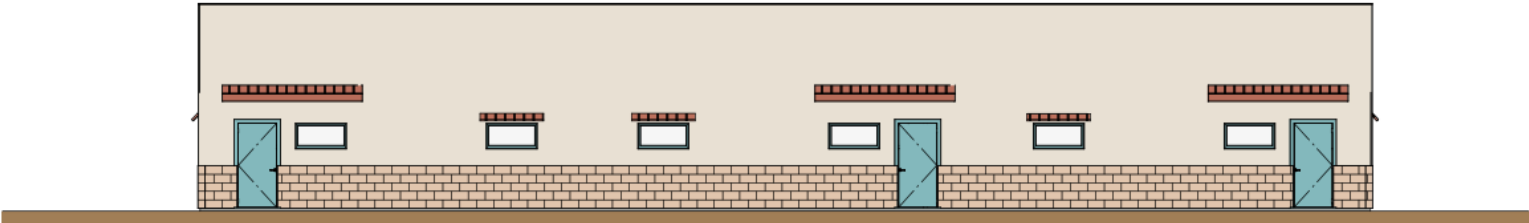
*** IMPORTANT NOTICE ***

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

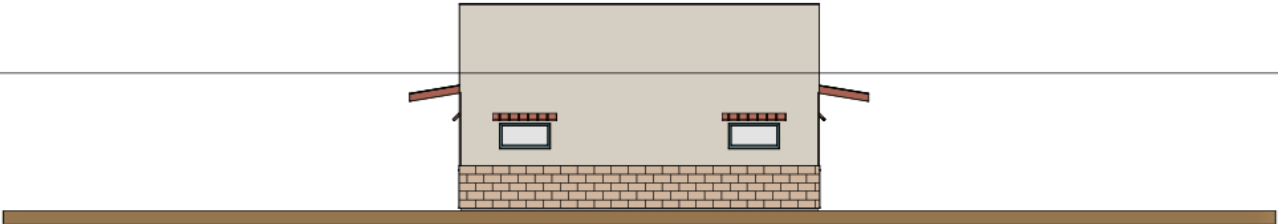
FLOOR PLAN – Hendricks (Approx 2,576 SF)



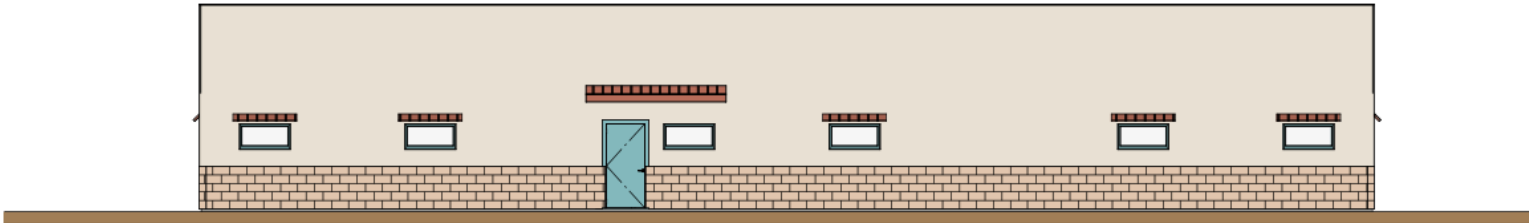
ELEVATIONS – Hendricks (Approx 2,576 SF)



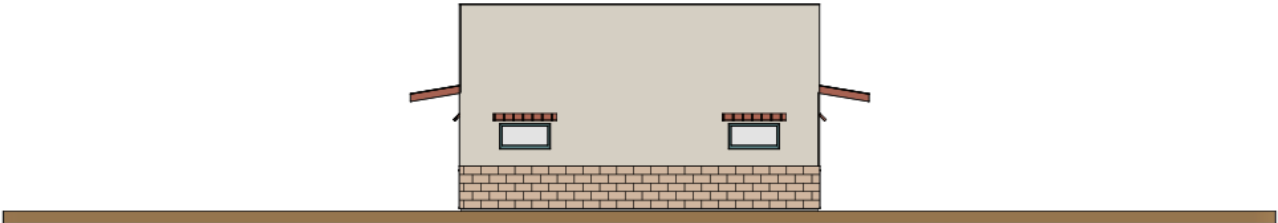
Elevation 1



Elevation 2



Elevation 3



Elevation 4

SITE DRAWING – Hendricks



Site Work Breakdown

Site Demo:

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

Building Pad Construction:

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

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

Site Grading & Drainage:

Need Geotech report and civil plan to finalize quantities

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

Concrete:

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

Domestic Water:

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

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

Sewer:

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

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

IT/Fire Alarm/Security:

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

Site Work Breakdown (continued)

Electrical Service:

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

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

General Conditions:

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

Surveying/Staking:

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

Additional Items:

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

ESB Building Specifications

Building Codes

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

Floor

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

Walls – Interior

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

Walls – Exterior

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

Roof

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

Exterior Doors

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

Interior Doors

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

Windows

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

ESB Building Specifications (continued)

Electrical

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

Plumbing

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

HVAC

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

Millwork

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

Foundation

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

Fire Sprinklers

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

Fire Alarm System

Included - \$19,000 Allowance

NOTES AND CLARIFICATIONS

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

*** IMPORTANT NOTICE ***

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

FLOWING WELLS SCHOOL DISTRICT

Board Agenda Item

G-2
Agenda Item Number

August 11, 2026
Board Meeting Date

Item: Recommend Approval to Contract for Occupational Therapist through AMN Allied Services, LLC for Fiscal Year 2026-2027

Submitted By: Dr. Kevin Stoltzfus/Monique Mata Date: August 6, 2026

Will Be Presented By: Dr. Kevin Stoltzfus/Monique Mata

District administration recommends approval to contract for ESS employees including an Occupational Therapist through AMN Allied Services, LLC. The District has been unable to hire Occupational Therapists due to the lack of qualified applicants. Ms. Camacho has reached out to several staffing companies and was able to find qualified Occupational Therapists through AMN Allied Services. The District would utilize pricing through the Phoenix Elementary School District RFP 23-07-27. The estimated total cost for services is \$108,800. The funding source is Maintenance and Operations.

Estimated Cost \$ 108,800 ☐ See Additional Information Attached

Recommended Action:

☒ Approve ☐ Disapprove ☐ Table ☐ No Action Required

Division Head: Monique Mata Superintendent: Kevin Stoltzfus

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

FLOWING WELLS SCHOOL DISTRICT

Board Agenda Item

G-3
Agenda Item Number

August 11, 2026
Board Meeting Date

Item: Recommend Approval to Contract for a Certified Occupational Therapy Assistant through Amergis Healthcare Staffing, Inc. for fiscal year 2026-2027

Submitted By: Dr. Kevin Stoltzfus/Monique Mata Date: August 7, 2026

Will Be Presented By: Dr. Kevin Stoltzfus/Monique Mata

District administration recommends approval to contract for a Certified Occupational Therapy Assistant (COTA) through Amergis Healthcare Staffing, Inc. The District has been unable to hire a COTA due to the lack of qualified applicants. Ms. Camacho has reached out to several staffing companies and was able to find qualified COTAs through Amergis.

The District would utilize pricing through the Deer Valley RFP #25-5201-003-5. The estimated total cost for services is \$95,000.00. The funding source is Maintenance and Operations.

Estimated Cost \$ 95,000 ☐ See Additional Information Attached

Recommended Action:

☒ Approve ☐ Disapprove ☐ Table ☐ No Action Required

Division Head: Monique Mata Superintendent: Kevin Stoltzfus

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

FLOWING WELLS SCHOOL DISTRICT

Board Agenda Item

G-4
Agenda Item Number

August 11, 2026
Board Meeting Date

Item: Recommend Approval to Renew the Lease Agreement with the Tucson Electrical Joint Apprenticeship Training Program

Submitted By: Dr. Kevin Stoltzfus/Monique Mata Date: August 6, 2026

Will Be Presented By: Dr. Kevin Stoltzfus/Monique Mata

District administration recommends approval to renew the lease agreement with the Tucson Electrical Joint Apprenticeship Training Program (Tucson Electrical JATP) for the property formerly used as Sentinel Peak High School located at 1949 W Gardner Lane, Tucson, Arizona. The lease agreement dates are August 13, 2026, through June 30, 2027.

Estimated Cost \$ _____ ☒ See Additional Information Attached

Recommended Action:

☒ Approve ☐ Disapprove ☐ Table ☐ No Action Required

Division Head: Monique Mata Superintendent: Kevin Stoltzfus

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

LEASE AGREEMENT

This Lease Agreement (the “Lease”) is entered into this 12th of August 2026, by and between the Flowing Wells Unified School District No. 8, an Arizona unified school district, hereinafter referred to as Lessor, and the Tucson Electrical Joint Apprenticeship Training Program (Tucson Electrical JATP), a non-profit corporation, hereinafter referred to as Lessee. Lessor and Lessee shall be collectively referred to herein as the “Parties.”

RECITALS

- A. Lessor is a unified school district operating pursuant to A.R.S. §15-341, *et seq.* Lessor is the owner of that certain school building and surrounding property formerly used as Sentinel Peak High School, located at 1949 W. Gardner Lane, Tucson, Arizona, described on Exhibit A hereto (the “Premises”).
- B. Lessee is an Arizona non-profit corporation, engaged in a lawful political purpose in the interest of the community as set forth in A.R.S. §15-1105(A).
- C. Lessor has acquired a new site for its alternative high school, and will no longer need the Premises for educational purposes. The District has determined that entering into a Lease with Lessee is the best use of the Premises.
- D. The compensation to be paid by Lessee to Lessor pursuant to this Lease shall be at least equal to the Lessor’s cost for utilities, services, supplies or personnel that the Lessor provides to the Lessee pursuant to the terms of the Lease.

AGREEMENT

1. Premises Leased

Lessor hereby leases to Lessee the Premises. The condition of the Premises shall be “as is” on the date of commencement of this Lease. Except as specifically set forth herein, Lessee’s occupation of the Premises, including access to parking areas thereon, shall be exclusive and subject to the terms of this Lease.

2. Lease Term

The Lease of the Premises shall commence on August 13, 2026 and continue through June 30, 2027. The Lease shall be renewable for additional periods with the Lease payment to be determined on an annual basis by the District’s Governing Board, pursuant to A.R.S. §15-1105(D). Unless specifically amended, all other terms of this Lease shall remain in full force and effect during any such renewal period.

3. Consideration

Lessee shall pay Lessor the rental rate of \$1,000.00 per month for the term of this Lease, payable on the tenth of every month. In addition, Lessee shall perform its obligations under Paragraphs, 8, 9, 14 and 15 hereunder. Lessee also agrees to be solely and exclusively responsible for all operation and management of the Premises.

4. Property Taxes

Lessor and Lessee acknowledge that the Premises are not currently subject to ad valorem real property taxes. In the event any real or personal property on the Premises is subject to taxation as a result of Lessee's use or occupation of the Premises, Lessee shall be solely responsible for the payment of such taxes.

5. Use of the Premises

The Premises shall be used primarily for office and meeting activities, but may be used for any other lawful purposes associated with Lessee's operations.

6. Termination

Notices of termination shall be in writing and shall comply with all notice requirements.

- a. Termination by Mutual Agreement. This Agreement may be terminated at any time upon the mutual agreement of the Parties. Such agreement to terminate shall be signed by both Parties.
- b. Termination Without Cause. This Agreement may be terminated without cause by the Lessor or the Lessee with one year prior written notice.
- c. Termination With Cause – 30 Days' Notice. Either party may terminate this Agreement upon the material breach of this Lease by the other Party ("Breaching Party") upon providing the Breaching Party written notification of termination not less than thirty (30) days prior to the effective date of such termination. The notice of termination shall describe the material breach. However, if the Breaching Party provides written notice of its intention to cure the breach and actually cures the breach to the non-breaching Party's reasonable satisfaction within the thirty (30) day notice period, the Lease shall remain effective.
- d. Termination Pursuant to A.R.S. §38-511. This Lease may be terminated for violation of the provisions of A.R.S. §38-511.

7. Improvements and Additions to Subject Property

If Lessee desires to construct improvements on the subject property, Lessee shall first submit a request in writing to Lessor with detailed construction plans and Lessee must secure written permission from Lessor prior to commencement of any improvements. Lessor agrees to respond to any such request within thirty (30) days of receipt and if Lessor does not respond to such request, the request shall be deemed approved and Lessee may commence the requested improvements. On or before termination of this Lease Agreement, Lessee, at Lessee's expense, shall remove any and all improvements placed on said parcel by Lessee, unless Lessor's approval of such improvements provides that the improvements shall remain in place as of the termination of this Lease. If removal of said improvements impairs the security or structural integrity of the subject property, Lessee, at Lessee's expense, shall be responsible for replacing or repairing any damage caused by such removal prior to termination of this Agreement. Should it be the Lessor's desire to allow said improvements to remain on the Premises, Lessor will so notify the Lessee to that effect, and at such time all improvements will become the property of the Lessor.

8. Repairs to Premises

For and in consideration of the rent to be paid herein, Lessee shall be responsible for all structural, routine and general maintenance, including but not limited to the maintenance and repair of all cooling and heating equipment, plumbing, electrical fixtures and the roof. The District shall be responsible for “major” repairs, defined as replacement of HVAC systems or the roof, and any repairs of erosion or mold problems resulting from the drainage on the Premises.

9. Maintenance of Premises

Lessee will keep the Premises, including any improvements thereon, neat, clean, orderly and weed-free at all times during occupancy and shall not permit debris to accumulate at any time. Lessee shall not commit, suffer or permit any waste of said property or any acts to be committed in violation of any laws or ordinances.

10. Graffiti and Vandalism

Lessee will promptly (within five (5) days) remove any graffiti on the Premises and paint or otherwise restore the surface on which the graffiti occurred. Lessee will be responsible for repairing and restoring any damage to the Premises resulting from graffiti or other acts of vandalism.

11. Mechanic’s Liens

Lessee shall keep the property free from any liens arising from work performed, materials furnished or obligations incurred by Lessee and shall indemnify, hold harmless and defend Lessor from any liens and encumbrances arising from any work performed or materials furnished by or at the direction of Lessee. Upon completion of any approved construction activity, copies of signed lien waivers shall be supplied to Lessor by Lessee.

12. Condemnation and Destruction

If the Premises become uninhabitable due to an eminent domain claim, purchase, damage or any other reason, this Lease shall terminate on the date of effective surrender, and all rights and obligations of the Parties shall be discharged. If the Premises is rendered partially uninhabitable due to eminent domain, damage or any other reason, the Lessor shall have the option to repair/restore said property or terminate this Agreement by delivering written Notice of Immediate Termination to Lessee. If the Lease is terminated, Lessee shall be responsible for those utility and other costs incurred in the operation and management of the Premises only through the termination date of the Lease. Should Lessor decide to effect repairs to the Premises, all repairs will be completed in a timely manner.

13. Right of Entry by Lessor

Lessee acknowledges that Lessor’s needs and requirements may necessitate access from time to time. Therefore, Lessor specifically reserves a right of entry to the Premises provided Lessee is given 24 hours’ advance notice for such purposes as shall be required by Lessor, unless specifically agreed to otherwise by both Lessee and Lessor.

14. Liability of Lessor

This Agreement is made upon the express condition that Lessor does not protect or insure against loss of personal property or improvements owned by Lessee, and Lessee waives the right to claim damage from Lessor for any damages resulting to said property in the event said property is damaged or destroyed by fire or any other cause which is not the direct result of negligence of Lessor. Lessee further shall hold and save harmless Lessor, or any of its departments, agencies, boards, commissions, agents or employees, from all costs and damages to any person or property arising out of any injuries or losses occurring on the Premises during the term of this Lease or otherwise caused by Lessee, its agents or employees, licensees or invitees, for any willful or negligent act during occupancy of the subject property, or caused by any negligence of Lessor.

15. Insurance

- a. Lessee agrees to obtain coverage of the types and amounts required in this section and keep such insurance coverage in force throughout the life of this Agreement. The cost of such coverage will be borne by Lessee. Lessee will provide certificates of coverage to Lessor. All policies will contain an endorsement providing that written notice be given to Lessor at least thirty (30) calendar days prior to termination, cancellation or reduction in coverage in any policy.
- b. Lessee shall maintain casualty insurance on the Premises naming Lessor as an additional insured for the full replacement value of the buildings thereon. Lessee shall further be solely responsible for insuring the personal property in and contents of the Premises. Lessee shall indemnify and hold harmless Lessor and any of its departments, boards, agents or employees from all costs and damages resulting from any casualty loss at or on the Premises.
- c. Lessee shall secure a comprehensive commercial general liability insurance policy, which will include Lessor as an additional insured, with respect to liability arising out of the performance of this Agreement. Lessee acknowledges and agrees that the insurance required hereunder will be primary and that any insurance carried by the Lessor will be excess and not contributing and that the insurance shall not contain any exclusion for acts of sexual misconduct, abuse or assault.
- d. Minimum Limits of Insurance:
 - a. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
 - b. Workers Compensation and Employers Liability: Workers Compensation limits as required by the State of Arizona and Employers Liability limits of \$100,000 per accident.

16. Utilities

All utilities to the Premises, including but not limited to electric, water, gas, solid waste, commercial refuse collection and telephone shall be in the name of and paid by Lessee, beginning upon the commencement of the Lease Term.

17. Alarm Services.

Lessee may elect to contract its own service at its own cost or may elect not to have a security service. Any such security services will be paid for by Lessee.

18. Assignment of Agreement by Lessee

If Lessee desires to enter into a sub-lease for any portion of the Premises, Lessee shall seek the prior written approval of Lessor, which approval may be withheld in the Lessor's sole and absolute discretion.

19. Right of First Refusal

If Lessor receives a bona fide offer to purchase the Premises ("Third Party Offer"), Lessee shall have the right for a period of thirty (30) days from receipt of a copy of the Third Party Offer to submit its own offer to purchase the Premises on the same terms as set forth in the Third Party Offer. If Lessee does not submit its offer within this thirty (30) day period, Lessor shall be free to sell the Premises on the same terms as set forth in the Third Party Offer.

20. Non-Discrimination

Lessee, for itself and its successors in interest and assigns, as a part of the consideration hereof, does hereby covenant and agree that no person, on the grounds of race, color, creed, sex, age or national origin, shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of the Premises, and Lessee shall use the Premises in compliance with all other requirements imposed by or pursuant to Federal or State laws prohibiting discrimination on the basis of race, color, creed, sex, age or national origin.

21. Americans With Disabilities Act Compliance

Lessee shall comply with all applicable provisions of the Americans with Disabilities Act (42 U.S.C. §§12101-12213) and applicable Federal Regulations under the Act (28 CFR Parts 35 and 36).

22. Default by Lessee

In the event of default by Lessee, Lessor shall have all remedies as provided by law. Unless otherwise provided by statute, Lessor or Lessee will pay to the prevailing party court costs and attorneys' fees incurred in any action to enforce the terms of this Lease.

23. Return of Premises to Lessor

Upon vacating the Premises, Lessee agrees to leave the Premises in as good a condition or better than existed on the first day of occupancy, allowing for normal wear and tear. Lessee shall reimburse Lessor for any damage to the Premises resulting from Lessee's occupation or tenancy, other than due to normal wear and tear. Nothing herein shall be deemed a waiver of any rights of Lessor to demand and obtain possession of said Premises in accordance with the law in the event of a violation by Lessee of any of the terms or conditions hereof.

24. Hazardous Materials Storage

Hazardous materials shall not be stored on the Premises without prior written permission of Lessor. Lessee shall indemnify and hold harmless Lessor, its employees and agents,

from and against any and all loss, damage and expense (including, but not limited to, reasonable investigation, legal fees and expenses), including, but not limited to, any claim or action for injury, liability or damage to persons or property, and any and all claims or actions brought by any person, firm, governmental body or other entity, alleging or resulting from or arising from or in connection with contamination of, or adverse effects on, the environment, or violation of any environmental law, statute, ordinance, rule, regulation, judgment or order of any governmental or judicial entity, and from and against any damages, liabilities, costs and penalties assessed as a result of any activity or operation on the Premises during the term of this Lease. Lessee's obligations and liabilities under this paragraph shall continue so long as Lessor bears any liability or responsibility under any environmental law, statute, ordinance, rule or regulation for any action that occurred on the Premises during the terms of this Lease.

25. Notice

All notices, demands or elections whatsoever which this Lease requires or permits any party to give to the other shall be in writing and shall be personally delivered or shall be delivered by registered or certified mail, return receipt requested, addressed to the respective parties as follows:

If to Lessor:

Monique Mata
Chief Financial Officer
Flowing Wells Unified School District
1556 W. Prince Road
Tucson, AZ 85705

Office: 520.696.8828
Cell: 520.400.1913
Fax: 520.690.2330
monique.mata@fwusd.org

If to Lessee:

Karen King
Training Director
Tucson Electrical JATC
1949 W Gardner Lane
Tucson, AZ 85705

Office: 520.790.4690
Cell: 520.664.5938
Fax: 520.624.3955
kingk@tucsonelectricaljatp.org

26. Binding Effect

The terms and conditions of this Lease are binding upon the Parties' heirs, devisees, executors, successors and assigns.

27. Severability of Lease

In the event any provision of this Lease is held invalid by any court of competent jurisdiction, the remaining provisions of the Lease shall be deemed severable and shall remain in full force and effect.

28. Waiver

The waiver by either Party or the failure of a Party to take action with respect to any breach or any term, covenant or condition herein shall not be deemed to be a waiver of such term, covenant or condition, or subsequent breach of the same, or any other term, covenant or condition.

29. Remedies Cumulative

All remedies referenced in this Lease shall be cumulative and any one remedy shall not be deemed exclusive of the other, or of any other remedy conferred by law.

30. Integrated Agreement -- Amendments

The making, execution and delivery of this Lease has not been induced by any representation, statement, warranty or agreements other than those herein expressed. It is mutually agreed by and among the Parties that this Lease supersedes all other previous and/or other agreements bearing upon the above Premises. It is further agreed that no changes to or in this Lease shall be made without such changes being in writing, signed by the parties hereto, unless otherwise stated in this Agreement.

31. Authority

Each of the Parties hereby represents and warrants that it is authorized to enter into this Lease and that this Lease is executed by a duly authorized representative.

32. Headings

The headings herein are for convenience only and do not define, limit or construe the contents of the various articles in this Lease.

33. Time Is Of The Essence

Time is of the essence of this Lease and of each and every covenant, term, condition and provision hereof.

34. Governing Law

This Lease shall be governed in accordance with the laws of Arizona and applicable Federal laws and regulations. Proper venue for all actions shall be in the Superior Court, Pima County, Arizona.

35. Mediation

Lessor and Lessee agree that any disputes arising out of or relating to this Lease shall be submitted to non-binding mediation before Lawrence Fleischman, Michelle Langan or Jon S. Trachta prior to either party filing any action in a court of law. Either party wishing to mediate a dispute shall send a notice to the other party demanding mediation and the parties shall thereafter agree on a mediator from the list set forth in this section and shall schedule such mediation at the earliest possible date.

36. Quiet Possession

As long as Lessee remains in compliance with all terms of this Lease, Lessee shall maintain quiet possession of the Premises, subject to the terms of this Lease.

IN WITNESS WHEREOF, the Parties have entered into this Lease on the dates indicated.

LESSOR:

Flowing Wells Unified School District, a
political subdivision of the State of
Arizona

LESSEE:

Tucson Electrical Joint Apprenticeship
Training Program (Tucson Electrical JATP),
a non-profit corporation

By: _____

Dr. Kevin Stoltzfus
Superintendent

By: _____

Karen King, Training Director

Exhibit A

Legal Description

Lot 16 of Romero Industrial Park, a subdivision of Pima County, Arizona to the map of record in the Pima County Recorder's office in Book 15 of Maps and Plats at page 65.