

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

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Governing Board of Kingman Unified School District #20 and to the general public that the Governing Board of Kingman Unified School District #20 will hold a meeting open to the public at **4:30 PM, Tuesday, May 13, 2025**. The meeting will be held in the **Kingman Unified School District Office, 3033 MacDonald Avenue, Kingman, AZ 86401**. Agenda is subject to revision 24 hours prior to meeting. A copy of the agenda background material provided to KUSD Board members (with exception of material relating to possible executive sessions) is available for public inspection 24 hours before the meeting at our district office, 3033 MacDonald Avenue, Kingman, AZ. When necessary, the Board may vote to go into Executive Session, which will not be open to the public, for discussion and consultation for legal advice regarding any of the agenda items (A.R.S. § 38-431.03 (A)(3)), to discuss personnel matters (A.R.S. § 38-431.03 (A)(1)), records exempt by law from public inspection (A.R.S. § 38-431.03 (A)(2)), or for legal advice and consultation regarding pending or contemplated litigation (A.R.S. § 38-431.03 (A)(4)).

The agenda for the meeting, posted on May 8, 2025, is as follows.

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

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

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

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

Regular Board Meeting

Tuesday, May 13, 2025

4:30 PM

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

1. Call to Order
Agenda Item Type: Procedural
2. Pledge of Allegiance
Agenda Item Type: Procedural
3. Roll Call
Agenda Item Type: Procedural
4. Recognition of Retirees and those leaving the District with more than ten years of service:
Agenda Item Type: Informational

5. First and Last Name	6. Position	7. Caring for Kids Since xxxx
8. Tracey Advincula	9. Paraeducator I	10. 2011
11. Jerry Arave	12. Principal	13. 2001
14. Kimberly Bailes	15. Registrar	16. 2010
17. Martha Brackney	18. Paraeducator IV/V	19. 2002
20. Bethann Breedlove	21. Paraeducator Specialist	22. 2004
23. Rachel Combs	24. Paraeducator II	25. 2014

26. Coukett Cummins	27. Paraeducator Specialist	28. 2000
29. Kristen Cunningham	30. Teacher	31. 2015
32. Ann Del Monaco	33. Student Accounts/Bookstore	34. 2013
35. Jeanette Dunn	36. Teacher	37. 2011
38. Barbara Frey	39. Teacher	40. 2021
41. Melissa Gonzalez	42. Teacher	43. 2005
44. Annette Harris	45. SPED Secretary	46. 2015
47. Kathleen Harris	48. Paraeducator IV/V	49. 1995
50. Bonnie La Pointe	51. CDC Caregiver	52. 2014
53. Laura Moffat	54. Paraeducator IV/V	55. 2015
56. Angela Moreschi	57. Executive Director of Human Resources	58. 2017
59. Shelly Owen	60. Teacher	61. 1992
62. Jenelle Pape	63. Teacher	64. 1994
65. Kerry Taylor	66. Teacher	67. 1996
68. Scott Taylor	69. Teacher	70. 1993
71. Cathryn Thompson	72. Bus/Classroom Monitor	73. 2012
74. John Venenga	75. Vice Principal	76. 1994
77. Judith Venenga	78. School Counselor	79. 1994
80. Matthew Wagner	81. Teacher on Assignment	82. 2018
83. Rhonda Walker	84. Paraeducator I	85. 2007
86. Kyle Wilson	87. Teacher	88. 2023

89.

We will have a moment of silence for the following beloved staff members that we lost in the 2024-25 school year:

Danny Gonzalez
Corie Jensen
William Leva
Sandra Mason
Mitsy Petersen
Marilyn Westercamp

Dr. Gretchen Dörner

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

91. Reports:

Superintendent: Career Exploration Days, Robotics Club, KMS Cambridge Field Trip, and Bus Accident Update

Board Reports:

Agenda Item Type: Informational

Dr. Gretchen Dorner

92. Consent Agenda

Approval of Routine Orders of Business. Documentation concerning the matters on the Consent Agenda may be reviewed at the Kingman Unified District Office, 3033 MacDonald Ave. Any Board member may request an item be pulled off the agenda for further discussion.

Agenda Item Type: Discussion/Action

A. Approve Minutes:

B. Approve Vouchers:

1. Payroll Vouchers: 30-32, 1032-1034

2. KUSD Vouchers: 2054-2059

C. Approve Personnel Hire Ratification List:

D. Approve Personnel Term/Leave Ratification List

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

F. Approve April 2025 Financials

G. Approve School Fundraisers

H. Approve out of state travel for 2 staff members from White Cliffs Middle School to attend the International Cambridge School Conference from June 16-18, 2025 in Miami, Florida
Margaret Stevenson

I. Ratify coach/advisor stipend agreements

Angela Moreschi

93. First Reading of changes in policy as recommended by ASBA

Agenda Item Type: Discussion Only

Policy Advisory No. 863.....Exhibit BAA-EB — Evaluation of School Board

/ Board Self- Evaluation

(Update of PA 820, March 2025)

Policy Advisory No. 864Policy IHA — Basic Instructional Program

Policy Advisory No. 865.....Policy JLIF — Sex Offender Notification

Policy Advisory No. 866.....Policy CA — Administration Goals / Priority Objectives

Policy Advisory No. 867.....Policy CB — Superintendent

Policy Advisory No. 868.....Policy CBA — Qualifications and Duties of the Superintendent

Policy Advisory No. 869.....Policy CBCA — Delegated Authority

NEW Regulation CBCA-R — Delegated Authority

Policy Advisory No. 870Policy CBI — Evaluation of Superintendent

Exhibit CBI-EA — Evaluation of Superintendent (Districts may choose either CBI-EA or CBI-EB)

Exhibit CBI-EB — Evaluation of Superintendent

Policy Advisory No. 871 DELETE.....Policy CCB — Line and Staff Relations

DELETE Regulation CCB-R — Line and Staff Relations

Policy Advisory No. 872Policy CFD — School - Based Management

Regulation CFD-R — School - Based Management

DELETE Exhibit CFD-E — School - Based Management

DELETE Policy CFD — School - Based Management

(Version for one [1] school District or < than 600 students)

Policy Advisory No. 873..... Policy CHD — Administration in the Absence of Policy

Policy Advisory No. 874..... Policy CK — Administrative Consultants
Policy Advisory No. 875.....Policy CM — School District Annual Report

94. Second reading of changes in policy as recommended by ASBA

Agenda Item Type: Discussion/Action

Policy Advisory No. 819.....Policy BA — School Board Operational Goals
Policy Advisory No. 820 Policy BAA – Evaluation of School Board /Board Self - Evaluation
Exhibit BAA-E — Evaluation of School Board /Board Self – Evaluation
Policy Advisory No. 821.....Policy BB — School Board Legal Status

Policy Advisory No. 822 Policy BBA — Board Powers and Responsibilities
NEW Exhibit BBA-E - Board Powers and Responsibilities

Policy Advisory No. 823 DELETED.....Policy BBAA — Board Member Authority and Responsibilities Policy
Advisory No. 824Policy BBBA – Board Member Qualifications

Policy Advisory No. 825 DELETEDPolicy BBBB – Board Member Oath of Office
DELETED Exhibit BBBB-E – Board Member Oath of Office

Policy Advisory No. 826 DELETED.....Policy BBBC – Board Member Resignation
Policy Advisory No. 827.....Policy BBBB – Board Member Removal from Office

Policy Advisory No. 828 DELETED.....Policy BBBE – Unexpired Term Fulfillment
Policy Advisory No. 829.....Policy BCA — Board Member Ethics

Policy Advisory No. 830 Policy BCB – Board Member Conflict of Interest

Policy Advisory No. 831.....Policy BDA — Board Organizational Meeting

Policy Advisory No. 832 DELETED.....Policy BDB — Board Officers

Policy Advisory No. 833.....Policy BDD — Board - Superintendent Relationship

Policy Advisory No. 834.....Policy BDE — Board Committees

Policy Advisory No. 835 DELETED.....Policy BDF — Advisory Committees

Policy Advisory No. 836.....Policy BDG — School Attorney

Policy Advisory No. 837.....Policy BE — School Board Meetings
NEW Exhibit BE-EA – School Board Meetings
NEW Exhibit BE-EB – School Board Meetings
NEW Exhibit BE-EC – School Board Meetings

Policy Advisory No. 838 DELETEDPolicy BEC — Executive Sessions / Open Meetings
DELETED Exhibit BEC-EA — Executive Sessions / Open Meetings
DELETED Exhibit BEC-EB — Executive Sessions / Open Meetings
DELETED Exhibit BEC-EC — Executive Sessions / Open Meetings
DELETED Exhibit BEC-ED — Executive Sessions / Open Meetings

Policy Advisory No. 839.....Policy BED — Meeting Procedures / Bylaws
NEW Regulation BED-R – Meeting Procedures
NEW Exhibit BED-EA – Meeting Procedures
NEW Exhibit BED-EB – Meeting Procedures

Policy Advisory No. 840.....Policy BEDA — Notification of Board Meetings

Policy Advisory No. 841.....Policy BEDB – Agenda
DELETED Exhibit BEDB-E – Agenda

Policy Advisory No. 842 DELETED.....Policy BEDBA — Agenda Preparation and Dissemination

Policy Advisory No. 843 DELETED.....Policy BEDC — Quorum

Policy Advisory No. 844 DELETED.....Policy BEDD — Rules of Order

Policy Advisory No. 845 DELETED.....Policy BEDF — Voting Method

Policy Advisory No. 846 DELETED.....Policy BEDG — Minutes
DELETED Regulation BEDG-R
DELETED Exhibit BEDG-EA — Minutes
DELETED Exhibit BEDG-EB — Minutes

Policy Advisory No. 847.....Policy BEDH — Public Participation at Board Meetings
Exhibit BEDH-E — Public Participation at Board Meetings

Policy Advisory No. 848 DELETED.....Policy BEDI — News Media Services at Board Meetings

Policy Advisory No. 849.....Policy BGB — Policy Adoption
NEW Regulation BGB-R – Policy Adoption

Policy Advisory No. 850 DELETED.....Policy BGC — Policy Revision and Review

	DELETED Regulation BGC-R — Policy Revision and Review
Policy Advisory No. 851.....	Policy BGD — Board Review of Regulations
Policy Advisory No. 852.....	Policy BGE — Policy Communication / Feedback Regulation BGE-R — Policy Communication / Feedback
Policy Advisory No. 853 DELETED.....	Policy BGF — Suspension / Repeal of Policy
Policy Advisory No. 854.....	Policy BHC — Board Communications with Staff Members
Policy Advisory No. 855 DELETED.....	Policy BHD — Board Communications with the Public
Policy Advisory No. 856.....	Policy BIA — New Board Member Orientation / Handbook
Policy Advisory No. 857 DELETED.....	Policy BIB — Board Member Development Opportunities DELETED Regulation BIB-R — Board Member Development Opportunities
Policy Advisory No. 858.....	Policy BIBA — Board Member Conferences, Conventions, and Workshops NEW Regulation BIBA-R – Board Member Conferences, Conventions, and Workshops
Policy Advisory No. 859.....	Policy BIE — Board Member Insurance / Liability
Policy Advisory No. 860.....	Policy BJ — School Board Legislative Program
Policy Advisory No. 861.....	Policy BK — School Board Memberships
Policy Advisory No. 862 DELETED.....	Policy BKA — Liaison with School Boards Associations

- 95. Updated MCC course list for the previously approved IGA
Agenda Item Type: Informational
Margaret Stevenson
- 96. Approve the calendar for Summit Academy, KUSD's early college program, for the 2025-2026 academic year
Agenda Item Type: Discussion/Action
Margaret Stevenson
- 97. Approve proposed credit change to existing course

Change PED0140 Cross Training

Description of Change:

Change PED0140 Cross Training from 1 semester to 2 semesters. This change would cause the course title to be changed to Cross Training A (typically taken in the Fall semester) and Cross Training B (typically taken in the Spring semester). Each semester would be worth 0.5 elective credits, so students who are in the course for the full year would earn 1.0 elective credits.

Agenda Item Type: Discussion/Action

Liz Albin

- 98. Possible action to approve IGA between Kingman Unified School District and Vail Unified School District for the Beyond Textbooks program
Agenda Item Type: Discussion/Action
Liz Albin
- 99. Book to be displayed for the required sixty (60) days starting May 13, 2025

This novel will be used in the following courses: English 4, Cambridge AS/DC English Language, and Cambridge AS General Paper

Title: When Breath Becomes Air by Paul Kalanithi

Book published by Vintage, (is part of the Penguin Random House group)

ISBN# 978-1784701994

Agenda Item Type: Informational

Liz Albin

100. Education Life Skills Early Intervention curriculum courses to be displayed for the required sixty (60) days starting May 13, 2025

This curriculum will be used at the Upper Elementary Grade Level (3rd-6th)

Published by ACCI (American Community Corrections Institute)

Agenda Item Type: Informational

Liz Albin

101. Book to be displayed for the required sixty (60) days starting May 13, 2025

This short story will be used at the 10th Grade Level

Title: “Harrison Bergeron” by Kurt Vonnegut

This short story was first published in “The Magazine of Fantasy & Science Fiction” in 1961 and then in the book Welcome to the Monkey House by Kurt Vonnegut in 1968.

ISBN# none given, this will be downloaded for free

Agenda Item Type: Informational

Liz Albin

102. Book to be displayed for the required sixty (60) days starting May 13, 2025

This supplemental material will be used at the High School Level

Title: U.S. History – online free by downloading OpenStax’s United States History textbook

ISBN# 9781947172081

Agenda Item Type: Informational

Liz Albin

103. Films to be displayed for the required sixty (60) days starting May 13, 2025.

These films will be used as part of the curriculum for the new course, Films of the 20s through World War II

Agenda Item Type: Informational

104. Film Title	105. Production Company
106. DAFFY DUCK - Daffy The Commando	107. Warner Bros.
108. Doctor Seuss goes to War	109. Warner Bros.
110. Duck Soup by Bert Kalmar and Harry Ruby	111. Paramount Production
112. Gold Rush with Charlie Chaplin	113. Charlie Chaplin
114. Grapes of Wrath by John Steinbeck	115. Twentieth Century Fox
116. It’s a Wonderful Life by Frank Capra	117. Liberty Films

118. Modern Times	119. United Artist
120. The Great Dictator with Charlie Chaplin	121. Charlie Chaplin
122. The Jazz Singer	123. Warner Bros.
124. Video of Our Gang/Little Rascals	125. Hal Roach

Liz Albin

126. Approve recommendation to continue services with Education Technology Consortium (ETC), year one of a five-year agreement
Agenda Item Type: Discussion/Action
Margot Jones
127. Approve Inter-Agency Agreement with the Boys & Girls Club to provide reimbursable meals as part of the After School at Risk Meal Program
Agenda Item Type: Discussion/Action
Margot Jones
128. Approve longevity stipends for district staff
Agenda Item Type: Discussion/Action
Margot Jones
129. Approve contract renewal with Southwest Foodservice Excellence as the contracted provider for KUSD's Food Service Management Company for the 2025-2026 school year
Agenda Item Type: Discussion/Action
Margot Jones
130. Request motion to adjourn Regular Meeting into Public Meeting to approve FY25 Budget Revisions
Agenda Item Type: Discussion/Action
131. Public Hearing for the purpose of discussion related to the FY25 Budget Revisions
Agenda Item Type: Discussion
Margot Jones
132. Motion to adjourn Public Meeting and reconvene into Regular Board meeting
Agenda Item Type: Action
133. Approve FY25 Budget Revisions
Agenda Item Type: Discussion/Action
Margot Jones
134. Approve Listed Donations
Agenda Item Type: Discussion/Action
135. Possible action to ratify 2025-26 employment contracts issued to certified, professional, and exempt staff identified in the memo to the Governing Board, who are currently under contract for the 2024-25 fiscal year
Agenda Item Type: Discussion/Action
Angela Moreschi
136. Possible action to ratify at-will employment agreements issued to current classified, hourly staff identified in the memo to the Governing Board, who plan to return in school year 2025-26
Agenda Item Type: Discussion/Action
Angela Moreschi
137. Possible motion to move into a Public Hearing Session per A.R.S. 15-977(B) to discuss and adopt a performance-based compensation system to allocate funding from the classroom site fund
Agenda Item Type: Discussion/Action
Angela Moreschi
138. Possible motion to reconvene into Regular Session for any action resulting from Public Hearing Session
Agenda Item Type: Discussion/Action

139. Possible motion to move into Executive Session per A.R.S. §38-431.03(A)(1) to discuss request to be released from employment contract by Monica Montez Stine
Agenda Item Type: Discussion/Action
Angela Moreschi
140. Possible motion to reconvene into Regular Session for any actions resulting from Executive Session
Agenda Item Type: Discussion/Action
141. Possible action on a request by Monica Montez Stine, Teacher, to be released from her FY 2024-25 employment contract, effective May 8, 2025
Agenda Item Type: Discussion/Action
142. Possible motion to move into Executive Session per A.R.S. §38-431.03(A)(1) to discuss a recommendation to terminate the employment of Patricia Cerda
Agenda Item Type: Discussion/Action
Angela Moreschi
143. Possible motion to reconvene into Regular Session for any actions resulting from Executive Session
Agenda Item Type: Discussion/Action
144. Possible action on a recommendation to terminate the employment of Patricia Cerda, Paraeducator Specialist, effective May 13, 2025, for reasons stated in the confidential memorandum to the Governing Board
Agenda Item Type: Discussion/Action
145. Motion to move into Executive Session pursuant to A.R.S. § 38-431.03(A)(1), regarding the evaluation of the Superintendent
Agenda Item Type: Discussion/Action
Angela Moreschi
146. Reconvene into Regular Session for any action resulting from Executive Session
Agenda Item Type: Discussion/Action
147. Board Comments
Agenda Item Type: Discussion
148. Adjourn
Agenda Item Type: Action

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

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

C. Approve Personnel Hire Ratification list:

LAST NAME	FIRST NAME	SITE	POSITION	DATE
Beckham	Levi	Information Technology	Computer Technician	04/30/2025
Bushbaum	Theadora	Hualapai	Clerk-General	05/05/2025
Clark	Michael	Transportation	Bus Monitor	04/22/2025
Coloma	Elizabeth	District Office	Substitute Teacher	04/22/2025
Franklyn	Robyn	District Office	Specialist-ASL	04/22/2025
James	Maryann	Hualapai	Paraeducator I	04/07/2025
McBride	Nancy	Transportation	Bus Monitor	04/16/2025
Merlino	Christina	Little Explorers	CDC Caregiver	04/14/2025
Pierce	Hannah	Kingman Middle School	Licensed Health Aide	04/14/2025
Walker	Ruth	Hualapai	Paraeducator Specialist	07/07/2025
Williams	Shyla	Little Explorers	CDC Caregiver	04/16/2025

Approve Personnel Term/Leave Ratification List:

LAST NAME	FIRST NAME	SITE	POSITION	DATE
Arave	Jerry	Hualapai	Principal	06/30/2025
Bott	Danielle	Kingman High School	Teacher	05/21/2025
Breedlove	Bethann	Manzanita	Paraeducator Specialist	06/05/2025
Coggins	Annie	White Cliffs Middle School	Speech Paraeducator	05/21/2025
Combs	Rachel	Hualapai	Paraeducator II	05/21/2025
Cummins	Coukett	Hualapai	Paraeducator Specialist	06/09/2025
Cunningham	Kristen	Kingman High School	Teacher	05/21/2025
Delgado	Anjanette	Manzanita	Teacher	05/21/2025
DePoy	Rebecca	Hualapai	Teacher	05/21/2025
Detwiler	Paul	Transportation	Bus Driver	05/21/2025
Eddins	Theo	Manzanita	Teacher	05/21/2025
Edwards	Victoria	District Office	Specialist	06/30/2025
Frey	Barbara	Desert Willow	Teacher	05/21/2025
Gonzalez	Melissa	Kingman High School	Teacher	05/21/2025
Grzanich	Michaela	White Cliffs Middle School	Paraeducator II	05/21/2025
Harris	Kathleen	Little Explorers	Paraeducator IV/V	05/21/2025
Harris	Annette	Desert Willow	Secretary	05/22/2025
Hewitt	Jeri	Desert Willow	Coordinator Classified	06/24/2025
Humke	Mikayla	District Office	Substitute Teacher	04/15/2025
Johnson	Tiffany	Lee Williams High School	Instructional Coach	05/21/2025
Lakhan	Emmanuel	Kingman High School	Paraeducator IV/V	05/21/2025
Larson	Elijah	White Cliffs Middle School	Paraeducator II	05/21/2025
McCarty	Lindsay	Desert Willow	Paraeducator II	04/02/2025
Menke	Janet	Little Explorers	Paraeducator IV/V	04/10/2025
Moll	Julia	Little Explorers	CDC Caregiver	05/01/2025
Quinn	Shannon	Cerbat	Teacher	05/21/2025
Raczak	Newton	Desert Willow	Paraeducator IV/V	04/07/2025
Romandia	Roberto	District Office	Psychologist	05/21/2025
Roscoe	Kristine	Hualapai	Teacher	05/21/2025
Routier	Alan	Transportation	Mechanic	06/27/2025
Stephenson	Paula	Lee Williams	Paraeducator II	05/21/2025
Tabbert	Cere	Hualapai	Teacher	05/21/2025
Taylor	Scott	Manzanita	Teacher	05/21/2025
Taylor	Kerry	Manzanita	Teacher	05/21/2025
Thaning	Johanna	Hualapai	Clerk	04/17/2025
Van Dyn Hoven	Christine	Cerbat	Teacher	05/21/2025
Van Winden	Lennard	Transportation	Bus Driver	04/14/2025
Wilson	Kyle	Hualapai	Teacher	05/21/2025
Wood	Amy	Little Explorers	Teacher	05/21/2025

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

LAST NAME	FIRST NAME	SITE FROM	POSITION FROM	SITE TO	POSITION TO	DATE
Coggins	Jennifer	White Cliffs Middle School	Instructional Coach	White Cliffs Middle School	Teacher	07/09/2025
Cooper	Sarah	Kingman Middle School	Instructional Coach	Kingman Middle School	Teacher	07/09/2025
Hawkins	Janis	Kingman Middle School	Clerk-Attendance	Kingman Middle School	Registrar/MS	07/07/2025
Larson	Camille	Desert Willow	Teacher	Kingman High School	School Counselor-Career	07/07/2025
Mora	Hollie	Kingman Middle School	Registrar	Kingman Middle School	Clerk-Attendance	07/07/2025
Presnal	Samantha	White Cliffs Middle School	Paraeducator IV/V	White Cliffs Middle School	Speech Paraeducator	07/14/2025
Verlander	Jessica	Desert Willow	Clerk-General	Desert Willow	Classified Coordinator	07/07/2025

School Fundraisers

School Name: Hualapai Elementary

For Board Agenda Month: May 2025

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

Fundraiser Type:

Date(s)
of Fundraiser

Location
of Fundraiser

Purpose of fundraiser

Hualapai Elementary

Duct Tape Mr. Arave for \$1

5/15/2025

School Gym

Raise money for school events

School Fundraisers

2024 - 2025

School Name: Kingman High School

For Board Agenda Month: May 2025

Group Name <i>NO acronyms only</i>	Fundraiser Type:	Date(s) of Fundraiser	Location of Fundraiser	Purpose of fundraiser
Football	Victory Fundraising	July 28 – August 11, 2025	Online	Raise funds for season.
Band	Panda Express % of sales	5/22/2025 & 8/27/2025	Panda Express	Raise funds for travel, competitions, registrations, instrument repair.
Band	Chipotle % of sales	7/7/2025	Chipotle	Raise funds for travel, competitions, registrations, instrument repair.
Future Mechanics & Welders	Car Show	11/8/2025	KHS	Raising funds for shop equipment.
Band	Car Wash	8/2/2025	Gas N' Grub @ Hualapai Mtn.	Raise funds for season.
Student Council	Bake Sale	8/11/2025 – 8/14/2025	KHS	Raise funds for trips and activities.
Student Council	Ice Water Dunk a Teacher	7/28/2025 -7/31/2025	KHS	Raise funds for trips and activities.
Student Council	Otter Pop Sales	7/21/2025 – 8/1/2025	KHS	Raise funds for trips and activities.
Basketball – Girls'	Back to the Basics Youth Basketball Camp	June 20 & 21, 2025	KHS	Raise funds to pay for food and drinks.
Basketball – Girls'	3 on 3 Tourney & Jamboree	June 28, 2025	KHS	Raise money for black jerseys.

School Fundraisers

School Name: Kingman Middle School

For Board Agenda Month: May 2025

Group Name <i>NO acronyms only- Spell Out name of group!</i>	Fundraiser Type:	Date(s) of Fundraiser	Location of Fundraiser	Purpose of fundraiser
KMS Cambridge	See's Candy	2025-26 School Year	KMS	Raise money for Cambridge
KMS Cambridge	Car Wash	2025-26 School Year	KMS	Raise money for Cambridge
KMS Cambridge	Cornhole Tournament	2025-26 School Year	KMS	Raise money for Cambridge
KMS Cambridge	Firewood sales	2025-26 School Year	KMS	Raise money for Cambridge
KMS Cambridge	Student store	2025-26 School Year	KMS	Raise money for Cambridge
KMS Cambridge	Chipotle	2025-26 School Year	KMS	Raise money for Cambridge
KMS Cambridge	Frozen Yogurt Island	2025-26 School Year	KMS	Raise money for Cambridge
KMS Cambridge	Panda Express	2025-26 School Year	KMS	Raise money for Cambridge
KMS NJHS	Canned food drive	October 25, 2025 – November 25, 2025	KMS	Raise money for NJHS
KMS NJHS	Penny War	April 2026 - May 2026	KMS	Raise money for NJHS
KMS NJHS	Snack shack	2025-26 School Year	KMS	Raise money for NJHS
KMS	Dances	Once a month through the 2025-2026 school year	KMS	Raise money for school

School Fundraisers

School Name: Lee Williams High School

For Board Agenda Month: May, 2025

Group Name <i>NO acronyms only- Spell Out name of group!</i>	Fundraiser Type:	Date(s) of Fundraiser	Location of Fundraiser	Purpose of fundraiser
LWHS Wrestling	Summer Wrestling Camp	June 2025	LWHS	To raise money for upcoming wrestling season.
LWHS Girls Basketball	Concessions @ League Night	Tuesdays & Thursdays in June 2025	LWHS	To raise funds for the season
LWHS Girls Basketball	Camp for Youth	June /July 2025	LWHS Gym	To raise funds for the LWHS girls basketball team
LWHS Girls Basketball	Basketball tournaments	June - August 2025	LWHS GYMS	To raise funds for the LWHS girls basketball team.

School Fundraisers

School Name: White Cliffs Middle School

For Board Agenda Month: May 2025

Group Name <i>NO acronyms only- Spell Out name of group!</i>	Fundraiser Type:	Date(s) of Fundraiser	Location of Fundraiser	Purpose of fundraiser
WCMS Office	Sell painted paw prints	2025-2026 School Year	WCMS	Raise funds for staff and student incentives
WCMS Office	Sell snack and drink item 3-4x a month	2025-2026 School Year	WCMS	Raise funds for staff and student incentives
WCMS Office	Sell chocolate bars with Cambridge	2025-2026 School Year	WCMS	Raise funds for staff and student incentives
Cambridge	Sell chocolate bars with office	2025-2026 School Year	WCMS	Raise funds for Cambridge dept.
Yearbook	Yearbook Sales	2025-2026 School Year	WCMS	Sale of yearbooks
Yearbook	Photo Booth at School Dances	2025-2026 School Year	WCMS	Raise funds for yearbook needs
Student Council	Concessions	May 21, 2025	WCMS	Raise funds for student council
Spiritline	Fill my bow	May 14-23, 2025	Community	Raise funds for uniforms
Spiritline	Farmer's Market	May 31, 2025	Kingman Lewis Park	Raise funds for uniforms

Cambridge Schools Conference, US

> June 2025

> Conference theme

> Programme

> Keynote speakers

> Breakout sessions

> Optional lunchtime session

> Accommodation and travel

> Evening social event

> Exhibitors

> Terms and conditions

17 to 18 June 2025 Eden Roc Miami Resort, Florida

We are excited to welcome delegates to the Cambridge Schools Conference which will take place in Florida, at the [Eden Roc Miami Resort](#).

Are you looking to apply new concepts, share knowledge and discuss common challenges to your own teaching practice? Whether you're a teacher or school leader, you'll benefit from attending our Cambridge Schools Conference.

We will be exploring this year's theme; **'Future-ready: preparing learners to thrive'** through keynote presentations, panel discussions and breakout sessions.

Important dates

10 March to 6 April 2025

Early-bird discount (\$600)

7 April to 2 June 2025

Standard registration (\$665)

26 May 2025

Accommodation booking deadline

Visa letter deadline

2 June 2025

Bookings close

Cancellation deadline

Book now

 Conference theme

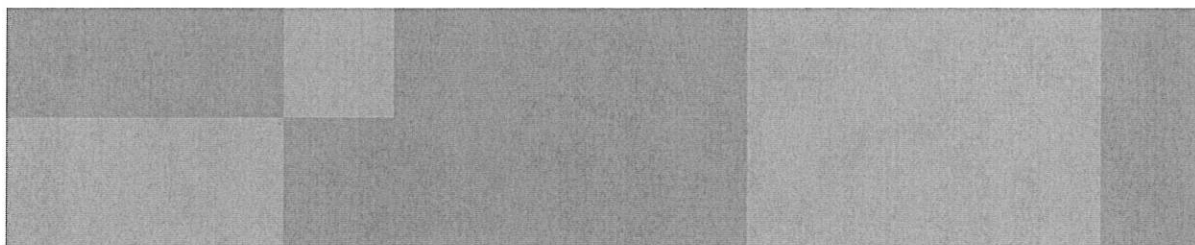
The conference theme is 'Future-ready:

 Programme

View the programme to find out what is going



International Education



Pre-Cambridge Schools Conference: **US Cambridge School & District Leader Briefing**

Eden Roc Miami Beach, Florida
Monday, 16 June 2024 at 12-7pm



Pre-Conference event for school and district leaders

Hi Jennifer,

Kick off this year's Cambridge Schools Conference by attending our US Cambridge School & District Leader Briefing! This free event offers a unique opportunity to explore the latest products and innovations, delve into data studies with Cambridge, unpack lesson planning resources, and more!

This event is designed for **principals, administrators, and coordinators** from Cambridge schools and districts across the country, bringing together leaders to connect, collaborate, and gain valuable insights.

Enjoy snacks and refreshments throughout the afternoon, followed by drinks and appetizers during the social hour to follow.

Spaces are limited, and registration is required. Spaces will be available on a first-come, first-served basis, so register early to reserve your spot!

We look forward to seeing you there!

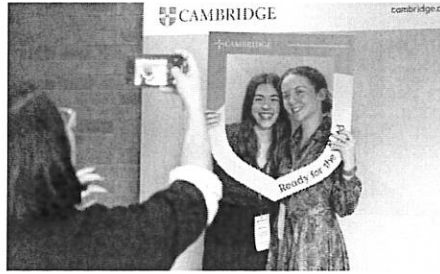
Book your place

Register today for the main Cambridge Schools Conference

This year, we'll explore the theme "Future-ready: preparing learners to thrive" through keynotes, breakout sessions, and panel discussions. Discover how education fosters confidence, creativity, adaptability, and a lifelong love of learning.

Register now to take advantage of our early-bird rate of \$600 (valid until 6 April, then \$665). Plus, enjoy discounted accommodation at the conference venue. Book your place today!

Register today



Upcoming events

5-6 June

Professional Development in Broward County

27 courses open for booking

[Register now](#)

9-12 June

Professional Development in Hillsborough County

30 courses open for booking

[Register now](#)

Ongoing

Webinars covering a variety of topics

Free-to-attend

[Register now](#)



Reminder: Registration is required for all events. Please contact info@cambridgeinternational.org for support or booking questions.

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Memorandum

To: KUSD Governing Board
Dr. Gretchen Dorner, Superintendent

From: Angela Moreschi, Executive Director of Human Resources

RE: Coach/Advisor Stipend Agreements

FOR AGENDA

- Ratify coach/advisor stipend agreements

FOR PACKET

Staff recommends the Governing Board ratify the attached coach/advisor stipend agreements issued to current employees.

An employee is given a coach/advisor stipend agreement if: 1) they have chosen to volunteer time and services outside of their regularly contracted or at-will position in exchange for a nominal stipend, and 2) payment of the stipend will be spread over a series of paychecks (versus one lump sum amount). Stipend amounts are determined by individual schools.

Attachment

2024-25 Stipend Spreadsheet

Last	First	Position	Location	Stipend For:	Total Amount	Start Date	End Date
Bach	April	Teacher	Black Mountain Elementary	Student Council Sponsor	\$2,000.00	7/17/2024	5/21/2025
Baitinger	Chad	Teacher	Manzanita Elementary	Head Baseball Coach	\$3,388.00	2/17/2025	5/16/2025
Batt	Trevor	Principal	Pass/Pals	Boys Basketball Coach	\$1,200.00	1/11/2024	2/1/2025
Bowman	Ronald	Teacher	Manzanita Elementary	Assistant Baseball Coach	\$1,100.00	2/10/2025	4/28/2025
Butters	Jennifer	Paraeducator IV/V	Hualapai Elementary	Art Club	\$225.00	1/6/2025	5/15/2025
Caballero	Arlene	Teacher	Desert Willow Elementary	Dept. Chair/ Team Lead	\$778.28	10/24/2024	5/21/2025
Cary	Danielle	Teacher	Kingman High School	Head Swimming Coach	\$3,388.00	7/29/2024	11/1/2024
Cencelewski	Delanie	Teacher	Kingman Middle School	Co Softball Coach	\$1,320.00	2/10/2025	4/24/2025
Cheatheam	Randy	Teacher	Kingman High School	Assistant Football Coach	\$1,724.80	7/29/2024	1/1/2024
Cheatheam	Randy	Teacher	Kingman High School	Head Track Coach	\$3,388.00	2/17/2025	5/16/2025
Cobanovich	Cory	TOA	Desert Willow Elementary	Head Softball Coach	\$1,540.00	2/10/2025	4/28/2025
Cross	John	Bus Driver	Transportation	Boys Basketball Assistant	\$2,156.00	1/4/2024	2/13/2025
Dallessandro	Michael	Paraeducator IV/V	Kingman Middle School	Basketball Coach	\$1,320.00	10/31/2024	2/3/2025
Dallessandro	Michael	Paraeducator IV/V	Kingman Middle School	Head Baseball Coach	\$1,320.00	2/10/2025	4/24/2025
DeLance	Ashley	Paraeducator Specialist	White Cliffs Middle School	Track Coach	\$1,200.00	2/18/2025	4/10/2025
Dudley	Dallas	Paraeducator II	Lee Williams High School	Assistant Spirit Line	\$2,156.00	1/4/2024	2/13/2025
Firestone	Stephanie	Teacher	Kingman High School	Band & Choir Extra Duty	\$3,388.00	1/6/2025	5/21/2025
Golder	Christina	Teacher	Kingman Middle School	Dept. Chair/ Team Lead	\$600.00	7/21/2024	12/19/2024
Hussey	Robert	Computer Technitian	Technology	E-Sports	\$1,500.00	2/17/2025	5/16/2025
Juby	J Nicholas	TOA	Kingman High School	Athletic Director	\$2,500.00	7/8/2024	12/19/2024
Juby	J Nicholas	TOA	Kingman High School	Althletic Director	\$2,500.00	1/6/2025	5/21/2025
Kershner	Jodi	Opportunity Room Intervener	Desert Willow Elementary	Co Softball Coach	\$1,320.00	2/10/2025	4/24/2025
King	Mollie	Teacher	Manzanita Elementary	Assistant Track Coach	\$2,156.00	2/10/2025	4/30/2025
King	Nona	Teacher	Manzanita Elementary	Head Boys Volleyball Coach	\$3,388.00	2/10/2025	5/1/2025
Kopeccky	David	Teacher	Kingman High School	Head Girls Golf Coach	\$1,617.00	7/29/2024	11/1/2024
Kyzer	Mathew	Teacher	Black Mountain Elementary	Head Boys Basketball Coach	\$1,200.00	11/4/2024	1/30/2025
Lakhan	Emmanuel	Paraeducator IV/V	Kingman High School	Head Girls Soccer	\$3,388.00	11/4/2024	2/10/2025
Lakhan	Emmanuel	Paraeducator IV/V	Kingman High School	Assistant Track Coach	\$2,156.00	2/17/2025	5/16/2025
Logan	Victoria Jo	Paraeducator Specialist	White Cliffs Middle School	Head Girls Volleyball Coach	\$3,388.00	7/29/2024	11/1/2024
Moore	Marcus	Teacher	Black Mountain Elementary	Assistant Boys Basketball Coach	\$1,000.00	11/4/2024	1/30/2025
Nunez	Michael	Intructional Coach	Desert Willow Elementary	Communications	\$500.00	7/22/2024	6/30/2025
Olivas	Laura	Paraeducator IV/V	Kingman High School	Assistant Girls Soccer	\$2,156.00	11/4/2024	2/10/2025
Pemberton	Jason	Teacher	Kingman Middle School	Assistant Baseball Coach	\$1,320.00	2/10/2025	4/24/2025

Perez	Tommy	Teacher	Kingman High School	Head Cross Country Coach	\$2,772.00	7/29/2024	11/1/2024
Perez	Tommy	Teacher	Kingman High School	Assistant Girls Basketball	\$1,078.00	11/4/2024	2/10/2025
Perez	Tommy	Teacher	Kingman High School	Assistant Track Coach	\$2,156.00	2/17/2025	5/16/2025
Presnal	Caleb	Teacher	Lee Williams High School	Girls Basketball Coach	\$1,200.00	11/11/2024	2/1/2025
Rosenbach	Traci	Teacher	White Cliffs Middle School	Athletic Director	\$2,300.00	2/3/2025	5/3/2025
Sacol	Ayeesha	Teacher	Desert Willow Elementary	Dept. Chair/ Team Lead	\$600.00	7/21/2024	12/19/2025
Santmyer	Michael	Teacher	Lee Williams High School	Marching Band Director	\$3,388.00	1/6/2025	5/21/2025
Skommesa	James	Teacher	Lee Williams High School	Prep Buy-Out	\$3,528.49	1/27/2025	5/21/2025
Skousen	Jared	Teacher	Pass/Pals	Boys Wrestling	\$3,388.00	11/4/2024	2/22/2025
Tadeo	Manuel	Teacher	Lee Williams High School	Head Boys Soccer	\$3,388.00	11/4/2024	2/6/2025
Tadeo	Manuel	Teacher	Lee Williams High School	Assistant Boys Volleyball Coach	\$2,156.00	2/10/2025	5/1/2025
Talk	Deborah	Teacher	Lee Williams High School	Prep Buy-Out	\$4,063.06	1/27/2025	5/21/2025
Thomas	Colby	Teacher	Kingman High School	Head Boys Tennis Coach	\$2,156.00	2/17/2025	5/16/2025
Thomas	Colby	Teacher	Kingman High School	Head Girls Tennis Coach	\$2,156.00	2/17/2025	5/16/2025
Ugale	Preciosa	Teacher	Desert Willow Elementary	Dept. Chair/ Team Lead	\$600.00	1/6/2025	5/21/2025
Vines	Holly	Teacher	Lee Williams High School	Dept. Chair/ Team Lead	\$811.20	7/21/2024	12/31/2024
Young	Laura	Teacher	Mt. Tipton Elementary	Student Council Sponsor	\$712.50	8/20/2024	12/19/2024

POLICY SERVICES ADVISORY

Volume 37, Number 3

April 2025

Policy Advisory No. 863.....Exhibit BAA-EB — Evaluation of School Board / Board Self-Evaluation
(Update of PA 820, March 2025)

Policy Advisory No. 864Policy IHA — Basic Instructional Program

Policy Advisory No. 865.....Policy JLIF — Sex Offender Notification

Summary

Exhibit BAA-EB required a minor edit to enable those Districts who chose the updated self-evaluation tool to access the request form; Policies IHA and JLIF were revised to comply with statutory updates.

Policy Advisory Discussion

Policy Advisory No. 863 **Exhibit BAA-EB — Evaluation of School Board / Board Self-Evaluation (Update of PA 820, March 2025)**

Due to ASBA’s recent website migration, the link to access the request form to receive the electronic Board Self-Evaluation Tool required an update. Therefore, the link and instructions to access the request form have been updated as follows: To request access to the "Electronic Survey/Board Self-Evaluation Tool," click here: <https://azsba.org/> and select **Contact Us** (under the dropdown menu for Special Request select **Request Evaluation Form**). This Electronic Survey/Board Self-Evaluation Tool is complimentary, provides a tabulation of results, and creates a comprehensive report.

Policy Advisory No. 864 **Policy IHA — Basic Instructional Program**

Policy IHA has been revised to reflect the emergency measure, approved by the governor in March of 2025, that amended A.R.S. 15-710.02 regarding 9/11 Education Day by specifying relevant grade levels.

Policy Advisory No. 865 **Policy JLIF — Sex Offender Notification**

Policy JLIF has been revised to include revisions to A.R.S. 13-3825 including the addition of Level One offender information and an additional notification requirement.

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

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

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

ADVISORY 863

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

BAA-EB ©

EXHIBIT

**EVALUATION OF SCHOOL BOARD /
BOARD SELF - EVALUATION**

**ANNUAL SELF-APPRAISAL OF
THE GOVERNING BOARD**

(Districts may choose either BAA-EA or BAA-EB)

The Arizona School Boards Association (ASBA) Board Self-Evaluation focuses on the following five (5) pillars (Standards) of Board Governance:

- A. Conduct and Ethics: Provide responsible Board governance.
- B. Vision: Set and communicate high expectations for student learning with clear goals and plans for meeting those.
- C. Structure: Create conditions District-wide for student and staff success.
- D. Accountability: Hold School District accountable for meeting student learning expectations.
- E. Advocacy: Engage local community and represent the values and expectations they hold for their schools.

To request access to the "Electronic Survey/Board Self-Evaluation Tool," click here: <https://azsba.org/asba-board-self-evaluation-form/> and select **Contact Us** (under the dropdown menu for *Special Request* select **Request Evaluation Form**).

ADVISORY 864

**IHA ©
BASIC INSTRUCTIONAL PROGRAM**

The various instructional programs will be developed to maintain a balanced, integrated, and sequential curriculum that will serve the educational needs of all school-aged children in the District. The curriculum will be broad in scope and provide for a wide range in rate, readiness, and potential for learning.

The instructional program shall reflect the importance of language acquisition/reading-skill development as the basic element in each student's education. The first priority of the instructional program will be language acquisition through a planned sequence of reading skills and language experiences beginning in the kindergarten program. The improvement of specific reading skills of students should be continuous throughout their education. Each school educating students in kindergarten and grades one (1) through three (3) shall have a reading program as required by A.R.S. 15-704 and applicable State Board of Education rules.

The second priority of the instructional program will be mastery of the fundamentals of mathematics, beginning in the kindergarten program.

The instructional program will ensure that on or before July 1, 2022, at least one (1) kindergarten through third (K-3) grade teacher, literacy coach or literacy specialist in each school has received training related to dyslexia that complies with the requirements prescribed in A.R.S. 15-219 and A.R.S. 15-501.01 which includes enabling teachers to understand and recognize dyslexia and to implement structured literacy instruction that is systematic, explicit, multisensory and evidence-based to meet the educational needs of students with dyslexia.

Attention to the above-listed priorities shall not result in neglect of other areas of the curriculum.

**Minimum Course of Study
for Students in the
Common Schools**

Students shall demonstrate competency as defined by the State Board-adopted academic standards, at the grade levels specified, in the following required subject areas:

- A. English language arts (ELA);
- B. Mathematics;
- C. Social studies; including:
 - 1. Civics; and

2. Instruction on the Holocaust and other genocides for at least three (3) class periods, or the equivalent, on at least two (2) separate occasions during any of grades seven through twelve (7-12).

3. Instruction in the Constitutions of the United States and Arizona, American institutions and ideals and in the history of Arizona, including the history of Native Americans in Arizona for a total of one (1) year during kindergarten (K) through eighth (8th) grades.

D. Science;

E. Two (2) or more of the following:

1. Visual Arts

2. Dance

3. Theatre

4. Music

5. Media Arts

F. Health/Physical education, including mental health. Mental health instruction may be included as part of other subject areas and shall comply with A.R.S. § 15-701.03.

Minimum Course of Study for Graduation from High School

See Policy IKF.

Observance Days

September 11, in each year shall be observed as 9/11 Education Day. On 9/11 Education Day, each public school that provides instruction to students in any of grades seven (7) through twelve (12) shall provide ~~dedicate a portion of the school day to~~ age-appropriate education instruction to students in each of grades seven (7) through twelve (12) on the terrorist attacks of September 11, 2001.

September 25, in each year, shall be observed as Sandra Day O'Connor Civics Celebration Day. On Sandra Day O'Connor Civics Celebration Day, each public school in this state shall dedicate the majority of the school day to civics education.

If Sandra Day O'Connor Civics Celebration Day or 9/11 Education Day falls on a Saturday, Sunday or other day when a public school is not in session, the preceding or following school day shall be observed in the public school as the holiday.

The Superintendent is directed to emphasize the use of the resources developed by the State Board of Education relating to civics education which align with the academic standards in social studies pursuant to A.R.S. [15-701](#) and [15-701.01](#).

Adopted: _____

LEGAL REF.:

A.R.S.

1-319

1-321

15-203

15-211

15-219

15-341

15-501.01

15-701

15-701.01

15-701.03

15-704

15-710

15-710.02

15-741.01

15-802

A.A.C.

R7-2-301 *et seq.*

CROSS REF.:

IJNDB - Use of Technology Resources in Instruction

IKF - Graduation Requirements

ADVISORY 865

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

JLIF ©
SEX OFFENDER NOTIFICATION
(Sex Offender and Dangerous Juvenile Offender
Notification and Protective Measures)

Arizona statutes require law enforcement agencies to provide notification to the District regarding certain registered sex offenders and require courts to notify the District regarding juveniles adjudicated delinquent for "dangerous offenses" or certain sex offenses.

A. Arizona Revised Statutes (A.R.S.) 13-3825 and 13-3826 require the local law enforcement agency to notify the community, including area schools, of the presence of a registered sex offender in the community when the offender has been determined by the agency to be a "level one" offender who has been convicted of a dangerous crime against children as defined in Section 13-705, a "level two" offender (medium risk), or a "level three" (high risk) offender. The child's school must be notified if the offender has legal custody of a child.

B. A.R.S. 8-350 directs the court to notify the District when a student attending a school in the District has been adjudicated delinquent for or convicted of and placed on probation for a dangerous offense or sexual conduct with a minor, sexual assault, molestation of a child, or continual sexual abuse of a child. Dangerous offense is defined in 8-350 as "an offense involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument or the intentional or knowing infliction of serious physical injury on another person."

C. A.R.S. 13-3821 permits a juvenile court to require a juvenile who has been adjudicated delinquent for certain sex offenses to register as a sex offender until the person reaches the age of twenty-five (25), and A.R.S. 13-3825 permits a juvenile court to further require such juvenile registered sex offender to be subject to the state's community notification requirements.

It is the Governing Board's desire to create and maintain a safe environment for the District's students and staff members. Therefore, the Superintendent is directed to develop procedures to disseminate the information received from the local law enforcement agency regarding adult and juvenile registered sex offenders present in the District and to provide teachers, parents, guardians, or custodians, upon request, information received from a court pursuant to A.R.S. 8-350 concerning a juvenile who has been adjudicated for or convicted of a dangerous offense or a specified sex offense.

District Procedures

Procedures within the District shall encompass, but not necessarily be limited to:

A. Measures to disseminate information received from the local law enforcement agency to staff members, parents, guardians, or custodians when the District has been notified that a registered offender has moved into the community. When in the judgment of the Superintendent it is determined to be appropriate, the measures will include disseminating the information to students.

B. Measures to provide to teachers, parents, guardians, or custodians, upon request, information received by the District under A.R.S. 8-350, regarding juveniles adjudicated delinquent of "dangerous offenses" or sex offenses.

=====

Optional language: The following elements are available for inclusion at the District's discretion.

- C. District restrictions on and requirements of registered sex offenders.
- D. Assessment, enrollment, placement, and oversight of students about whom an A.R.S. 8-350 notification has been received.
- E. Student instruction in protective measures.
- F. Prohibitions against harassment of individuals or acts of vigilantism based upon information received by the District.

Adopted: _____

LEGAL REF.:

- A.R.S.
- 8-208
- 8-321
- 8-350
- 8-371
- 13-1405
- 13-1406
- 13-1410
- 13-1417
- 13-3821
- 13-3825
- 13-3826
- 20 U.S.C. 1232g(b)(7)
- 42 U.S.C. 14071(d)

CROSS REF.:

- DJE - Bidding/Purchasing Procedures
- EB - Environmental and Safety Program
- GCF - Professional Staff Hiring
- GDF - Support Staff Hiring
- IJNDB - Use of Technology Resources in Instruction
- JA - Student Policies Goals/Priority Objectives
- JF - Student Admissions
- JLI - Student Safety
- JLF - Reporting Child Abuse/Child Protection
- JR - Student Records

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

POLICY SERVICES

ADVISORY

Volume 37, Number 4

April 2025

Policy Advisory No. 866.....Policy CA — Administration Goals /
Priority Objectives

Policy Advisory No. 867.....Policy CB — Superintendent

Policy Advisory No. 868.....Policy CBA — Qualifications and Duties of
the Superintendent

Policy Advisory No. 869.....Policy CBCA — Delegated Authority
NEW Regulation CBCA-R — Delegated Authority

Policy Advisory No. 870 Policy CBI — Evaluation of Superintendent
Exhibit CBI-EA — Evaluation of Superintendent
(Districts may choose either CBI-EA or CBI-EB)
Exhibit CBI-EB — Evaluation of Superintendent

Policy Advisory No. 871 *DELETE*.....Policy CCB — Line and Staff Relations
DELETE Regulation CCB-R — Line and Staff Relations

Policy Advisory No. 872 Policy CFD — School - Based Management
Regulation CFD-R — School - Based Management
DELETE Exhibit CFD-E — School - Based Management
DELETE Policy CFD — School - Based Management
(Version for one [1] school District **or** < than 600 students)

Policy Advisory No. 873..... Policy CHD — Administration in the
Absence of Policy

Policy Advisory No. 874..... Policy CK — Administrative Consultants

Policy Advisory No. 875..... Policy CM — School District Annual Report

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

POLICY ADVISORY DISCUSSION

Summary

Section C Revision

The policy documents listed above have either been removed, added due to recodification, merged with policy documents containing similar topics, or revised (see Discussions below for specific information regarding each document). Documents not listed in this **comparison document** from Section C did not change. The **clean copy document** linked on the Policy Advisory communication provides the revised Section C in its entirety.

Policy Advisory No. 866

Policy CA — Administration Goals / Priority Objectives

Minor revisions were made to policy language for clarity, and A.R.S. 15-341 was added as a Legal Reference as the statute pertains to Board policies and curricula noted in Policy CA.

Policy Advisory No. 867

Policy CB — Superintendent

Policy CB was updated to align with statutory language (*may* versus *shall*). [A.R.S. 15-503]

Policy Advisory No. 868

Policy CBA — Qualifications and Duties of the Superintendent

Subheadings were added and language in Policy CBA was reorganized for clarity (e.g., the statutory fingerprint card was moved to the second paragraph under the subheading, *Qualifications*, and the delegation portion in the second paragraph was moved under the subheading, *Duties*); additional minor edits were included for clarity.

Policy Advisory No. 869

Policy CBCA — Delegated Authority NEW Regulation CBCA-R - Delegated Authority

Information from Policy CCB was moved to Policy CBCA under “H.” and the final sentence of the policy; therefore, Policy CCB was removed from the model manual. In addition, E. - G. were added as additional areas of delegated authority, and Legal References A.R.S. 15-806 and 15-341 were added (school closures portions). Also, newly created Regulation CBCA-R contains language formerly in Regulation CCB-R; therefore, Regulation CCB-R was removed from the model manual (no change was made to original regulation language).

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

Policy Advisory No. 870 **Policy CBI — Evaluation of Superintendent**
Exhibit CBI-EA — Evaluation of Superintendent
(Districts may choose either CBI-EA or CBI-EB)
Exhibit CBI-EB — Evaluation of Superintendent

Subheadings were added and language in Policy CBI was reorganized for clarity (e.g., information regarding executive session was moved to the first paragraph under the subheading, *Executive Session*, and the sentence regarding the Superintendent’s personnel file was moved to the final sentence under the subheading, *Evaluation Process*). In addition, information regarding the exception to the contract offer date due to an override election per A.R.S. 15-503, and the contract acceptance timeframe were added. As with the Board Self-Evaluation Tool (Policy Advisory 820), Exhibit CBI-E offers Districts a choice: the original Superintendent Evaluation Tool (labeled as CBI-EA in this document) or the updated Superintendent Evaluation Tool (labeled as CBI-EB in this document). The updated Exhibit CBI-EB, created in collaboration with ASA (Arizona School Administrators), contains links to both the Evaluation Tool Guidance Handbook and the Superintendent Evaluation Tool, a free and customizable tool incorporating the yearly Superintendent goals. No change was made to the original language in Exhibit CBI-EA; minor edits were made to CBI-EB.

Policy Advisory No. 871 ~~**DELETED**~~ **Policy CCB — Line and Staff Relations**
~~**DELETED**~~ **Regulation CCB-R — Line and Staff**
Relations

Language in Policy CCB was moved to Policy CBCA under “H.” and the final sentence of the policy; therefore, Policy CCB was removed from the model manual. Language in Regulation CCB-R was moved to newly created Regulation CBCA-R; therefore, CCB-R was removed from the model manual. No change was made to the original regulation language (title change only).

Policy Advisory No. 872 **Policy CFD — School - Based Management**
Regulation CFD-R — School - Based Management
~~**DELETED**~~ **Exhibit CFD-E — Board Member Oath of Office**
~~**DELETED (<600 students)**~~ **Policy CFD — School - Based Management**

The statutory requirement for school councils was added to the first sentence [A.R.S. 15-351], as well as the exception for small Districts [A.R.S. 15-352]. Due to the addition of the Small District Exception in the general Policy CFD, the second Policy CFD specifically for Small Districts was removed from the model manual, as well as its accompanying Exhibit CFD-E. Subheadings were also added, and language was removed for clarity in both the general Policy CFD and its accompanying Regulation CFD-R.

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Policy Advisory No. 873

**Policy CHD — Administration in the
Absence of Policy**

The legal reference was removed from Policy CHD as the statute does not specifically reference policy language.

Policy Advisory No. 874

Policy CK — Administrative Consultants

The phrase “curricula, physical plant and other requirements of the District” was added to Policy CK to align with language in A.R.S. 15-343.

Policy Advisory No. 875

Policy CM — School District Annual Report

An introductory sentence, subheadings, and information regarding the Financial Annual Report were added to Policy CM for clarity. In addition, the section regarding Guaranteed Energy Cost Savings was removed as a District may include the required information in their Annual Report by utilizing the report provided by the qualified provider.



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

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ADVISORY 866

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

CA ©
**ADMINISTRATION GOALS /
PRIORITY OBJECTIVES**

The District administration is responsible, within the guidelines established by Board policy, for the direction and coordination of students and staff members in their efforts to reach educational goals adopted by the Board.

The Board expects the administration to specialize in:

- A. ~~the processes of~~ Decision-making and communication;
- B. Planning, organizing, implementing, and evaluating educational programs;
- C. ~~the demonstration of~~ Providing educational leadership;
- D. ~~the development~~ Developing and ~~maintenance of~~ maintaining close working relationships and channels of communication within the District and the community;
- E. ~~the minimization of misunderstandings; and~~ Supporting educational goals adopted by the Board.

Adopted: _____

LEGAL REF.:

A.R.S.

15-321

15-341

ADVISORY 867

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

**CB ©
SUPERINTENDENT**

The Board ~~shall~~ may employ a Superintendent, who ~~shall~~ will enforce the statutes and rules of the state of Arizona and the federal government, and the policies of the Governing Board of the District.

The administration of the school system in all aspects is the responsibility of the Superintendent, whose functions shall be carried out in accordance with the policies of the Board.

The Superintendent may establish regulations for the administration of the District that are in compliance with applicable statutes or regulations of the Arizona Administrative Code and the policies of the Governing Board. These regulations are binding on the employees of this District and students in the schools.

Adopted: _____

LEGAL REF.:

A.R.S.

15-503

ADVISORY 868

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

CBA ©
**QUALIFICATIONS AND DUTIES
OF THE SUPERINTENDENT**

~~(Performance Responsibilities)~~

Qualifications

The Superintendent shall have appropriate qualifications as determined by the Governing Board by action taken at a public meeting.

The Superintendent shall ~~supervise, either directly or through delegation, all activities and all personnel of the school system according to the laws of the state of Arizona, rules of the Arizona State Board of Education, and adopted policies of the Governing Board.~~ have a valid fingerprint card issued pursuant to A.R.S. 41-1758.03.

Duties

The Superintendent is the District's chief executive officer and the administrative head of all divisions and departments of the school system. It is the Superintendent's duty to administer the policies of the Board and to provide leadership for the entire school system. The Superintendent is the professional consultant to the Board and, in this capacity, makes recommendations to the Board for changes in Board policies and the educational program.

The Superintendent, as chief administrative officer of the District, shall supervise, either directly or through delegation, all activities and all personnel of the school system according to the laws of the state of Arizona, rules of the Arizona State Board of Education, and adopted policies of the Governing Board.

The Superintendent provides the initiative and the technical guidance for the improvement of the total program of the school system. The delegation of authority for the operation of the various functions of the school system is one of the Superintendent's duties. The Superintendent is, however, responsible to the Board for all functions of the District, including but not limited to those listed below.

Education:

- A. Administers the development, coordination, maintenance, and evaluation of ~~the educational program, including the special education program~~ all educational programs.

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

B. Supervises methods of teaching, supervision, and administration in effect in the schools.

C. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means.

D. Keeps the public informed about modern education practices, educational trends, and the policies, practices, and problems in the District schools.

Management:

A. Ensures that all activities of the District are conducted in accordance with the laws of the state of Arizona, the regulations of the Arizona Board of Education, and the policies of the Governing Board.

B. Assumes responsibility for the overall financial planning of the District and for the preparation of the annual budget, and submits submission of it to the Board for review and approval.

C. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board.

D. Maintains ~~or has maintained~~ adequate records for the schools, including, but not limited to:

1. financial accounts,
2. business and property records,
3. personnel,
4. school population,
5. student records including verifiable documentation of each student's residency in this state in accordance with guidelines and forms adopted by the Arizona Department of Education, and
6. scholastic records.

E. Provides suitable instructions and regulations to govern the maintenance of District properties.

F. Provides suitable instructions and regulations to govern the safety and transportation of students.

G. Assumes responsibility for the use of buildings and grounds.

H. Recommends the locations and sizes of new school sites and of additions to existing sites; the locations and sizes of new buildings; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the District.

I. Oversees the processing and submission of required reports.

J. Interprets the budget and finances to the community.

K. Remains current on new legislation and implements laws to the best advantage of the District.

Governing Board:

A. Attends and participates in all meetings of the Board and its committees, except when excused by the Board.

B. Takes prompt action to implement all directives of the Board.

C. Advises the Board on the need for new and/or revised policies.

D. Provides timely advice to the Board on the implication of changes in statutes or regulations affecting education.

E. Informs and advises the Board about programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.

F. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such facts, objective information, and reports as are needed to ensure the making of informed decisions.

G. Develops and implements rules and regulations in keeping with Board policy.

H. Acts as chief public relations agent for the District.

I. Acts on own discretion if action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy guidance in the future.

Personnel:

- A. Recommends to the Board the appointment or dismissal of all employees of the District.
- B. Ensures that all employees are evaluated in accordance with the schedule established by the Board.
- C. Determines assignments, defines the duties, and coordinates and directs the work of all employees of the District.
- D. Recommends all promotions, demotions, and salary changes to the Board.
- E. Communicates to all employees all actions of the Board relating to personnel matters, and receives from employees all communications to be made to the Board.

~~The Superintendent shall have a valid fingerprint card issued pursuant to A.R.S. 41-1758.03.~~

Adopted: _____

LEGAL REF.:

A.R.S.

15-503

15-802

38-201

41-1758

A.A.C.

R7-2-603

CROSS REF.:

CBI - Evaluation of Superintendent

ADVISORY 869

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

**CBCA ©
DELEGATED AUTHORITY**

The Governing Board delegates to the Superintendent, among other powers, the authority to perform the following acts without the need for prior Board approval:

A. To give notice to teachers, pursuant to A.R.S. 15-536, of the Board's intention not to offer a teaching contract.

B. To give notice to teachers, pursuant to A.R.S. 15-538.01, of the Board's intention not to offer a teaching contract and to dismiss the teacher.

C. To give notice to an administrator or certificated school psychologist, pursuant to A.R.S. 15-503, of the Board's intention not to offer a new contract.

D. To issue to teachers, pursuant to A.R.S. 15-536, 15-538, and 15-539, written preliminary notices of inadequacy of classroom performance, reporting such issuance to the Governing Board within ten (10) school days.

E. To assign any employee to any position in the District for which the employee is qualified. Any reduction or increase in an employee's salary must have Governing Board approval.

F. To procure goods, services or construction in an amount not to exceed one hundred thousand dollars (\$100,000). All procurement shall comply with the State Board of Education procurement code (School Procurement Code and the Uniform System of Financial Accounting).

G. To close any or all schools, buildings, or other facilities as permitted by law.

H. To delegate to others any of the powers and duties specifically assigned to the Superintendent, unless otherwise specifically limited by statute or Board action. The Superintendent shall continue to be responsible to the Board for the satisfactory execution of the delegated power and duties.

Lines of authority shall be clearly outlined by the Superintendent by means of organization charts, job descriptions, and administrative regulations and directives.

Adopted: _____

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

LEGAL REF.:

A.R.S.

15-503

15-536

15-538

15-538.01

15-539

15-341

15-806

A.A.C.

R7-2-1007

CBCA-R ©

REGULATION

DELEGATED AUTHORITY

(School Administration)

The primary duty of a principal is to administer and supervise the instructional program. A principal, as the educational leader of the school, will administer and supervise the school in accordance with policies and administrative regulations of the District.

A principal will be directly responsible to and will report only to the Superintendent and will keep the Superintendent informed of the conditions and needs of the school. All duties, authority, and responsibilities of the principal will be delegated only by the Superintendent. These duties may include, but are not limited to, the following:

A. A principal is responsible for the operation of the educational program of the school.

B. A principal is responsible for the supervision and evaluation of the building staff members.

C. A principal will maintain discipline on the part of personnel and students.

D. A principal will care for and protect the building, the equipment, the grounds, and other school property.

E. A principal will maintain school records and prepare reports.

F. A principal will take reasonable precautions to safeguard the health and welfare of students and staff members, will report accidents, will formulate plans for emergencies, and will conduct evacuation drills each school month and keep written records of such drills.

G. A principal will be responsible for maintaining a close relationship with the community and should interpret the educational program to the citizens of the District.

H. A principal will, by advanced study, by visits to school systems in other areas, by attendance at educational conferences, and by other means remain well informed relative to modern educational thought and practice.

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

ADVISORY 870

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

**CBI ©
EVALUATION OF SUPERINTENDENT**

Executive Session

Any meetings of the Board to compile evaluations, or meetings to discuss the evaluations with the Superintendent, shall be held in executive session unless the Superintendent requests that any such meeting be held in open session. Board members shall have the opportunity to discuss with the Superintendent any item(s) on which the Board member fails to achieve consensus.

Evaluation Process

The Governing Board shall evaluate the Superintendent at least once each year.

Prior to the academic year, the Board and Superintendent will meet to agree on an evaluation instrument. The evaluation(s) shall relate to the Superintendent's duties, responsibilities, and progress toward established goals. The Superintendent shall provide each member of the Board a copy of the agreed upon evaluation instrument not later than September 1.

The Board President shall schedule a meeting not later than March 30, when the Board will devote an executive session to the evaluation of the Superintendent's performance, to discuss working relationships between the Superintendent and the Board, and to review the Superintendent's contract (with the Superintendent present).

~~Any meetings of the Board to compile evaluations, or meetings to discuss the evaluations with the Superintendent, shall be held in executive session unless the Superintendent requests that any such meeting be held in open session. Board members shall have the opportunity to discuss with the Superintendent any item(s) on which the Board member fails to achieve consensus.~~

A copy of any written evaluation shall be given to the Superintendent. If in disagreement with such evaluation, the Superintendent may respond in writing to the Governing Board.

The evaluation and any comments by the Superintendent shall become a part of the Superintendent's personnel file.

Contract Modifications

Upon the conclusion of the evaluation, the Governing Board may determine whether any changes in the compensation and benefits or contract term of the Superintendent are warranted, subject to the following:

If the Superintendent's contract with the School District is for multiple years, the School District shall not offer to extend or renegotiate the contract until no earlier than fifteen (15) months before the expiration of the contract.

If the Superintendent's contract with the School District is for a single year, on or before May 15 of each year the Board shall offer a contract for the next school year to the Superintendent unless, on or before April 15, the Board gives notice to the Superintendent of the Board's intention not to offer a new administrative contract; this contract may or may not be for the position of Superintendent. Acceptance of this contract must be in writing within thirty (30) days or the offer is revoked.

Exception: Override Election

If the Governing Board calls for an override election per A.R.S. 15-481, it shall offer a contract to certified administrators on or before June 15 unless timely notice is given, per A.R.S. 15-503(D), of the Governing Board's intent not to offer a new contract.

~~The evaluation and any comments by the Superintendent shall become a part of the Superintendent's personnel file.~~

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

15-503

CROSS REF.:

CBA - Qualifications and Duties of the Superintendent

CBI-EA ©

EXHIBIT

EVALUATION OF SUPERINTENDENT

(Districts may choose either CBI-EA or CBI-EB)

Evaluation Rating Symbols

O = Outstanding; S = Satisfactory; N = Needs Improvement;
U = Unsatisfactory; X = Not Observed

Note: Any rating of outstanding, needs improvement, or unsatisfactory requires the evaluator to list specific information in the Comments section that justifies and supports such rating.

A. Education

O S N U X

A. Administers the development, coordination, maintenance, and evaluation of the educational program, including the special education program.

O S N U X

B. Supervises methods of teaching, supervision, and administration in effect in the schools.

O S N U X

C. Keeps informed of modern educational practices and thought by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means.

O S N U X

D. Keeps the public informed about modern education practices, educational trends, and the policies, practices, and problems in the District schools.

Comments regarding Section A:

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

B. Management

O S N U X

A. Ensures that all activities of the District are conducted in accordance with the laws of the state of Arizona, the regulations of the Arizona Board of Education, and the policies of the Governing Board.

O S N U X

B. Assumes responsibility for the overall financial planning of the District and for the preparation of the annual budget, and submits it to the Board for review and approval.

O S N U X

C. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval by the Board.

O S N U X

D. Maintains or has maintained adequate records for the schools, including financial accounts; business and property records; and personnel, school population, and scholastic records.

O S N U X

E. Provides suitable instructions and regulations to govern the maintenance of school properties.

O S N U X

F. Provides suitable instructions and regulations to govern the transportation of students.

O S N U X

G. Assumes responsibility for the use of buildings and grounds.

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

O S N U X

H. Recommends the locations and sizes of new school sites and of additions to existing sites; the locations and sizes of new buildings; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the District.

O S N U X

I. Oversees the processing and submission of required reports.

O S N U X

J. Interprets the budget and finances to the community.

O S N U X

K. Remains current on new legislation and implements laws to the best advantage of the District.

Comments regarding Section B:

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

C. Governing Board

O S N U X

A. Attends and participates in all meetings of the Board and its committees, except when excused by the Board.

O S N U X

B. Takes prompt action to implement all directives of the Board.

O S N U X

C. Advises the Board on the need for new and/or revised policies.

O S N U X

D. Provides timely advice to the Board on the implication of changes in statutes or regulations affecting education.

O S N U X

E. Informs and advises the Board about programs, practices, and problems of schools, and keeps the Board informed of the activities operating under the Board's authority.

O S N U X

F. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such facts, objective information, and reports as are needed to ensure the making of informed decisions.

O S N U X

G. Develops and implements rules and regulations in keeping with Board policy.

O S N U X

H. Acts as chief public relations agent for the District.

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

O S N U X

I. Acts on own discretion if action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy guidance in the future.

Comments regarding Section C:

D. Personnel

O S N U X

O S N U X

O S N U X

O S N U X

O S N U X

A. Recommends to the Board the appointment or dismissal of all employees of the District.

B. Ensures that all employees are evaluated in accordance with the schedule established by the Board.

C. Determines assignments, defines the duties, and coordinates and directs the work of all employees of the District.

D. Recommends all promotions, demotions, and salary changes to the Board.

E. Communicates to all employees all actions of the Board relating to personnel matters, and receives from employees all communications to be made to the Board.

Comments regarding Section D:

Summary:

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

CBI-EB ©

EXHIBIT

**EVALUATION OF SUPERINTENDENT
SUPERINTENDENT EVALUATION HANDBOOK
AND
SUPERINTENDENT EVALUATION TOOL**

(Districts may choose either CBI-EA or CBI-EB)

To view/access the District's Superintendent Evaluation Tool Guidance Handbook created by ASA/ASBA, [click here](#).

To view/access the District's Superintendent Evaluation Tool created by ASA/ASBA, [click here](#).

ADVISORY 871

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

~~CCB ©
LINE AND STAFF RELATIONS~~

Remove per PA 871 - April 2025 (Added to CBCA).

~~Unless otherwise specifically limited by statute or Board action, any of the powers and duties specifically assigned to the Superintendent may be delegated to others serving under the Superintendent. However, the Superintendent shall continue to be responsible to the Board for the satisfactory execution of the delegated power and duties.~~

~~Lines of authority shall be clearly outlined by the Superintendent by means of organization charts, job descriptions, and administrative regulations and directives.~~

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

~~CCB-R ©~~

REGULATION

~~LINE AND STAFF RELATIONS~~

~~(School Administration)~~

Remove per PA 871 - April 2025 (Added to CBCA-R).

~~The primary duty of a principal is to administer and supervise the instructional program. A principal, as the educational leader of the school, will administer and supervise the school in accordance with policies and administrative regulations of the District.~~

~~A principal will be directly responsible to and will report only to the Superintendent and will keep the Superintendent informed of the conditions and needs of the school. All duties, authority, and responsibilities of the principal will be delegated only by the Superintendent. These duties include, but are not limited to, the following:~~

~~A. A principal is responsible for the operation of the educational program of the school.~~

~~B. A principal is responsible for the supervision and evaluation of the building staff members.~~

~~C. A principal will maintain discipline on the part of personnel and students.~~

~~D. A principal will care for and protect the building, the equipment, the grounds, and other school property.~~

~~E. A principal will maintain school records and prepare reports.~~

~~F. A principal will take reasonable precautions to safeguard the health and welfare of students and staff members, will report accidents, will formulate plans for emergencies, and will conduct evacuation drills each school month and keep written records of such drills.~~

~~G. A principal will be responsible for maintaining a close relationship with the community and should interpret the educational program to the citizens of the District.~~

~~H. A principal will, by advanced study, by visits to school systems in other areas, by attendance at educational conferences, and by other means remain well informed relative to modern educational thought and practice.~~

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

ADVISORY 872

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

CFD ©
SCHOOL - BASED MANAGEMENT

(School Councils)

Establishment

~~A school council shall be established at each school.~~ The Governing Board may delegate to a school council the responsibility to ~~develop~~ provide input for a curriculum and may delegate any additional powers that are reasonably necessary to accomplish decentralization.

~~The Board authorizes the establishment of a school council at each school site. The school council shall follow regulations promulgated by the Board. The authority extended to the school council(s) is to design curricular and instructional strategy/design models that promote the District mission/goals statement.~~

Exception for Small Districts. ~~If a District has only one (1) school or fewer than six hundred (600) students, it is not required under Arizona statutes to have a program of school-based management as outlined in Arizona statutes, and the Governing Board elects not to have such a program.~~

Purpose

The school council shall provide input for the creation of curricular and instructional strategies/designs that meet the unique learning needs of the students served at each school.

~~A shared "vision" for curricular and instructional strategies/designs and the involvement of a variety of the members of the school and community who will be most affected by the results are essential.~~

~~Curricular and instructional strategies/designs that result from such shared decision making are limited only by the requirements that they be consistent with and fulfill the mission/goal statements, beliefs, and adopted Board policies of the District and comply with the laws and regulations of the state of Arizona and the United States.~~

This shared decision making shall not supersede Board/Superintendent decision-making responsibilities unless waived by the Board.

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

Membership

The school council at each school shall take into consideration the ethnic composition of the local community and ~~initially~~ shall be composed of:

- A. Parents or guardians of students enrolled in the school who are not employed by the District in the school of proposed membership.
- B. Teachers.
- C. Noncertificated employees.
- D. Community members.
- E. Students if the school is a high school.
- F. The principal of the school.

Selection

Initially, each of the above school council members shall be selected in the manner and by the procedure specified in A.R.S. 15-351. The school council shall then adopt written guidelines that specify the number of school council members and the methods for the selection of school council members. Thereafter, representatives shall be selected by their groups in the manner determined.

There must be an equal number of teachers and parents of pupils enrolled in the school on the council, and they shall constitute a majority of the council members.

The principal will serve as chairperson of the school council unless another person is elected by a majority of the school council members.

Adopted: _____

LEGAL REF.:

A.R.S.
15-351
15-352
43-1089.01
A.G.O.
I99-018

CROSS REF.:

BDD - Board-Superintendent Relationship
CBCA – Delegated Authority
~~CCB – Line and Staff Relations~~

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

CFD-R ©

REGULATION

SCHOOL - BASED MANAGEMENT

(School Councils)

~~The District endorses shared decision-making contingent upon a school council fulfilling the following elements:~~

- ~~A. Curricular and instructional implementation strategies/designs must fulfill the mission statement and adopted beliefs of the District.~~
- ~~B. The school council should carefully follow the processes, including brainstorming, consensus building, and pyramiding. This is "vision" creation, as opposed to a problem solving process.~~
- ~~C. The school council must fully analyze and explore current resources and assess options for reaching their vision of excellence.~~
- ~~D. The school council, with approval by the principal, will, at scheduled intervals, monitor and evaluate implementation based on a written evaluation plan. The evaluation plan must include some demonstrably valid, quantifiable measures of progress.~~

Role and Responsibility of the School Council

The council:

- A. Is advisory to the school administrative staff.
- B. Is a representative group that solicits input from parents, community, and staff members.
- C. Reviews literature and data.
- D. Makes recommendations for school improvement.
- E. Monitors implementation structure for new instructional designs.
- F. Promotes a shared decision-making model that involves all constituencies in fulfilling the mission and goals of the District.
- G. Provides local leadership and representation in the school decision-making structure.

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

~~There may be a tendency for a school council to lose its understanding of extended ownership to groups affected by its decisions, and, in effect, become a new local bureaucracy. To avoid this result, employees must be aware and remind one another that the movement to shared decision making at the school level is not for the purpose of creating new, smaller bureaucracies to replace a larger bureaucracy, but, rather, a movement to involve all constituencies in fulfilling the mission and beliefs of the District.~~

~~Proposal Outline~~

~~Shared decision-making proposals are for the purpose of creating new and effective curricular and instructional strategies/designs and increasing student learning. All proposals shall be submitted to the principal and shall, as nearly as possible, follow the outline identified below.~~

~~Shared decision making — curricular and/or instructional strategy/design plan process proposal requirements:~~

- ~~A. Documentation that the new curricular and instructional design was developed in conjunction with parents, students, teachers, and support personnel.~~
- ~~B. Documentation of parent, student, teacher, and support staff support of the program.~~
- ~~C. Proposal development:
 - ~~1. Needs assessment.~~
 - ~~2. Goals.~~
 - ~~3. Measurable performance objectives.~~
 - ~~4. Proposal implementation (activities):
 - ~~a. Staffing.~~
 - ~~b. Materials, supplies, equipment.~~
 - ~~e. Facilities.~~
 - ~~d. Staff training.~~
 - ~~e. Support services.~~~~
 - ~~5. Time line (calendar of events).~~
 - ~~6. Evaluation design.~~
 - ~~7. Budget.~~~~
- ~~D. Statement(s) of assurances that the proposal is:~~

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

- ~~1. To increase the efficiency and effectiveness of the school.~~
- ~~2. To increase academic achievement for "all" students.~~

~~E. Provision of a dissemination plan.~~

~~F. Provision of a monitoring plan.~~

~~Conflict Resolution~~

~~If a school council's curricular and/or instructional strategy/design plan conflicts with an existing Board approved program or policy, the following steps can be taken:~~

~~A. The school council shall attempt to design an alternative plan that arrives at the same intended outcomes without violation or conflict with the Board approved program or policy.~~

~~B. If this cannot be accomplished, the school council may request a waiver for a strategy/design plan that conflicts with existing Board approved programs or policies.~~

~~C. If a plan requires waivers, it must be approved by the principal and brought to the Superintendent for approval and possible submission to the Board.~~

~~D. Waivers may be granted for temporary and specific periods of time and will be evaluated in light of the plan's ability to better implement the mission statement and adopted beliefs of the District.~~

~~Requests for Additional Authority~~

~~Additional responsibilities and authority may be delegated to a school council if deemed necessary by the Board. The school council may request additional authority to accomplish delegated responsibilities by submitting a written proposal to the Superintendent, which must contain the elements identified below.~~

~~A. The principal's statement of support.~~

~~B. Motion of the council to request additional authority and vote count.~~

~~C. Specific authority requested and reason for request, analyzing how the request will improve the program for all children.~~

~~D. Possible impact of additional authority on personnel use and cost of programs to be improved.~~

~~E. Suggested date of termination of authority unless reapproved by the Governing Board~~

CFD-E ©

EXHIBIT

SCHOOL - BASED MANAGEMENT
SCHOOL COUNCILS

Remove per PA 872 - April 2025

~~Research has identified characteristics of effective schools. Such research makes it clear that the most influential unit of effective school change or improvement is the individual school demonstrating the following characteristics:~~

- ~~A. Consensus on explicit instructional goals and beliefs (mission statement).~~
- ~~B. District-level support for school improvement; Governing Board, administration, and staff commitment to current research and the District-adopted mission statement.~~
- ~~C. Ongoing staff development and training.~~
- ~~D. High level of parental involvement and support.~~
- ~~E. Individual school autonomy and flexibility in the development of new curricular and instructional designs.~~
- ~~F. Collaborative, collegial instructional planning.~~
- ~~G. A focus on basic skills acquisition.~~
- ~~H. An emphasis upon higher-order cognitive skills.~~
- ~~I. Teacher responsibility for effective instructional and classroom management decisions and practices.~~
- ~~J. Teacher/parent accountability and acceptance of responsibility for student performances.~~
- ~~K. A safe, orderly, and disciplined school climate.~~
- ~~L. Strong instructional leadership.~~
- ~~M. Frequent monitoring of student progress.~~
- ~~N. Measurable student performance outcomes.~~

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

**CFD ©
SCHOOL - BASED MANAGEMENT
(School Councils)**

Remove per PA 872 - April 2025 (Merged "Small District" version with "All District" version.)

~~The District, having only one (1) school or fewer than six hundred (600) students, is not required under Arizona statutes to have a program of school-based management as outlined in Arizona statutes, and the Governing Board elects not to have such a program.~~

~~Adopted: November 20, 2005~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-351~~

~~15-352~~

~~43-1089.01~~

~~A.G.O.~~

~~199-018~~

~~CROSS REF.:~~

~~BDD—Board Superintendent Relationship~~

~~CCB—Line and Staff Relations~~

ADVISORY 873

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

**CHD ©
ADMINISTRATION IN THE
ABSENCE OF POLICY**

The Superintendent shall have the authority to implement action if a situation should develop that is not covered by established Board policy. It is the Superintendent's duty to inform the Board of any such action and of the need to develop an official policy.

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

ADVISORY 874

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

**CK ©
ADMINISTRATIVE CONSULTANTS**

Professional consultants from the Arizona School Boards Association, the Arizona Department of Education, universities, and colleges, as well as other resource persons, may be used when such services will be helpful in the improvement of the instructional program curricula, physical plant and other requirements of the District. All consultants shall be approved by the Superintendent prior to the invitation and arrangement for such visitation.

Adopted: _____

LEGAL REF.:
A.R.S.
15-343

ADVISORY 875

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

CM ©
SCHOOL DISTRICT ANNUAL REPORT

Districts are responsible for filing several annual reports including but not limited to the ones listed below.

Academic Annual Report

The Board shall make an annual report to the County School Superintendent on or before October 1 each year in the manner and form and on the forms prescribed by the Superintendent of Public Instruction or County School Superintendent. The Board shall also make reports directly to the County School Superintendent or the Superintendent of Public Instruction whenever required.

If the District has been assigned a letter grade of A pursuant to A.R.S. 15-241 during at least two (2) out of the last three (3) consecutive years and has not been assigned a letter grade of C, D, or F during the same three (3) years the District may receive exemptions from statutes and rules prescribed in statute. Should the District believe it qualifies for an exemption the District may submit a request for exemption to the Arizona State Board of Education. The State Board of Education shall review and may approve the exemption submitted by the District. The State Board of Education will not approve exemptions that directly apply to specific areas as noted in A.R.S. 15-215.

**~~Guaranteed Energy Cost
Saving Contract Annual Reports~~**

~~The District shall report to the School Facilities Board annually, not later than October 15 actual energy and cost savings pursuant to a guaranteed energy cost savings contract.~~

~~The District shall also report for any guaranteed energy cost savings contract to the Department of Commerce Energy Office and the School Facilities Board:~~

- ~~A. The name of the project.~~
- ~~B. The qualified provider.~~
- ~~C. The total cost of the project.~~
- ~~D. The expected energy cost savings and relevant escalators.~~

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

~~The District shall retain savings achieved by a guaranteed energy cost saving contract, which may be used to pay for contract and project implementation.~~

Financial Annual Report

The Governing Board shall publish an annual financial report for the prior fiscal year by November 15 of each year, using the format prescribed by the Auditor General per A.R.S. 15-904. This financial report shall be prepared and distributed by the District by October 15, including to the Country School Superintendent. On or before October 15 the Governing Board shall submit the annual financial report for the previous fiscal year to the Arizona Department of Education (ADE).

Adopted: _____

LEGAL REF.:

A.R.S.

15-213.01

15-215

15-341

15-904

CROSS REF.:

DBF - Budget Hearings and Reviews/Adoption Process

DIC - Financial Reports and Statements

POLICY SERVICES *ADVISORY*

Volume 37, Number 2

March 2025

Policy Advisory No. 819.....Policy BA — School Board Operational Goals

Policy Advisory No. 820 Policy BAA – Evaluation of School Board /Board
Self - Evaluation
Exhibit BAA-E — Evaluation of School Board /Board
Self – Evaluation

Policy Advisory No. 821.....Policy BB — School Board Legal Status

Policy Advisory No. 822 Policy BBA — Board Powers and Responsibilities
NEW Exhibit BBA-E - Board Powers and Responsibilities

Policy Advisory No. 823 *DELETED*.....Policy BBAA — Board Member Authority
and Responsibilities

Policy Advisory No. 824Policy BBBA – Board Member Qualifications

Policy Advisory No. 825 *DELETED* Policy BBBB – Board Member Oath
of Office
DELETED Exhibit BBBB-E – Board Member Oath of Office

Policy Advisory No. 826 *DELETED*.....Policy BBBC – Board Member Resignation

Policy Advisory No. 827..... Policy BBBD – Board Member Removal from Office

Policy Advisory No. 828 *DELETED*..... Policy BBBE – Unexpired Term Fulfillment

Policy Advisory No. 829.....Policy BCA — Board Member Ethics

Policy Advisory No. 830 Policy BCB – Board Member Conflict
of Interest

Policy Advisory No. 831..... Policy BDA — Board Organizational Meeting

Policy Advisory No. 832 *DELETED*..... Policy BDB — Board Officers

Policy Advisory No. 833.....Policy BDD — Board - Superintendent Relationship

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

Policy Advisory No. 834..... Policy BDE — Board Committees

Policy Advisory No. 835 *DELETED*.....Policy BDF — Advisory Committees

Policy Advisory No. 836..... Policy BDG — School Attorney

Policy Advisory No. 837.....Policy BE — School Board Meetings
NEW Exhibit BE-EA – School Board Meetings
NEW Exhibit BE-EB – School Board Meetings
NEW Exhibit BE-EC – School Board Meetings

Policy Advisory No. 838 *DELETED* Policy BEC — Executive Sessions / Open Meetings
DELETED Exhibit BEC-EA — Executive Sessions / Open Meetings
DELETED Exhibit BEC-EB — Executive Sessions / Open Meetings
DELETED Exhibit BEC-EC — Executive Sessions / Open Meetings
DELETED Exhibit BEC-ED — Executive Sessions / Open Meetings

Policy Advisory No. 839..... Policy BED — Meeting Procedures / *Bylaws*
NEW Regulation BED-R – Meeting Procedures
NEW Exhibit BED-EA – Meeting Procedures
NEW Exhibit BED-EB – Meeting Procedures

Policy Advisory No. 840.....Policy BEDA — Notification of Board Meetings

Policy Advisory No. 841..... Policy BEDB – Agenda
DELETED Exhibit BEDB-E – Agenda

Policy Advisory No. 842 *DELETED*..... Policy BEDBA — Agenda Preparation and Dissemination

Policy Advisory No. 843 *DELETED*.....Policy BEDC — Quorum

Policy Advisory No. 844 *DELETED*..... Policy BEDD — Rules of Order

Policy Advisory No. 845 *DELETED*..... Policy BEDF — Voting Method

Policy Advisory No. 846 *DELETED*..... Policy BEDG — Minutes
DELETED Regulation BEDG-R
DELETED Exhibit BEDG-EA — Minutes
DELETED Exhibit BEDG-EB — Minutes

Policy Advisory No. 847..... Policy BEDH — Public Participation at Board Meetings
Exhibit BEDH-E — Public Participation at Board Meetings

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

- Policy Advisory No. 848 *DELETED*.....Policy BEDI — News Media Services at Board Meetings
- Policy Advisory No. 849.....Policy BGB — Policy Adoption
NEW Regulation BGB-R – Policy Adoption
- Policy Advisory No. 850 *DELETED*.....Policy BGC — Policy Revision and Review
DELETED Regulation BGC-R — Policy Revision and Review
- Policy Advisory No. 851.....Policy BGD — Board Review of Regulations
- Policy Advisory No. 852.....Policy BGE — Policy Communication / Feedback
Regulation BGE-R — Policy Communication / Feedback
- Policy Advisory No. 853 *DELETED*.....Policy BGF — Suspension / Repeal of Policy
- Policy Advisory No. 854.....Policy BHC — Board Communications with Staff Members
- Policy Advisory No. 855 *DELETED*.....Policy BHD — Board Communications with the Public
- Policy Advisory No. 856.....Policy BIA — New Board Member Orientation / Handbook
- Policy Advisory No. 857 *DELETED*.....Policy BIB — Board Member Development Opportunities
DELETED Regulation BIB-R — Board Member Development Opportunities
- Policy Advisory No. 858.....Policy BIBA — Board Member Conferences, Conventions, and Workshops
NEW Regulation BIBA-R – Board Member Conferences, Conventions, and Workshops
- Policy Advisory No. 859.....Policy BIE — Board Member Insurance / Liability
- Policy Advisory No. 860.....Policy BJ — School Board Legislative Program
- Policy Advisory No. 861.....Policy BK — School Board Memberships
- Policy Advisory No. 862 *DELETED*.....Policy BKA — Liaison with School Boards Associations

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

POLICY ADVISORY DISCUSSION

Summary

Section B Revision

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

Policy Advisory No. 819 Policy BA — School Board Operational Goals

Minor revisions were made to policy language.

Policy Advisory No. 820 Policy BAA – Evaluation of School Board / Board Self - Evaluation Exhibit BAA-E — Evaluation of School Board / Board Self – Evaluation

Language in Policy BAA was revised for clarity. Exhibit BAA-E offers Districts a choice: the original Board evaluation tool which does NOT contain any changes (labeled as BAA-**EA** in this document) or the newly offered Board evaluation tool (labeled as BAA-**EB** in this document). Exhibit BAA-EB is an electronic survey and report that is available at no cost; this evaluation tool takes approximately 15 minutes to complete and provides data to guide goal setting for continual improvement. A link to access the electronic survey is provided in the Exhibit BAA-EB.

Policy Advisory No. 821 Policy BB — School Board Legal Status

Minor revisions were made to policy language.

Policy Advisory No. 822 Policy BBA — Board Powers and Responsibilities *NEW* Exhibit BBA-E - Board Powers and Responsibilities

Policy BBA now contains language from the following closely related Policies: BBAA/Board Member Authority and Responsibilities; BBBB/Board Member Oath of Office; BBBC/Board Member Resignation; BBBE/Unexpired Term Fulfillment; and BEDC/Quorum; therefore, Policies BBAA, BBBB, BBBC BBBE, and BEDC were removed from the model manual. In addition, language referring to legislative, executive and appraisal functions were replaced with a list of Board responsibilities from A.R.S. 15-341, as well as subheadings added for clarity. Finally, newly created Exhibit BBA-E contains language formerly in Exhibit BBBB-E (no change was made to original exhibit language).

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

Policy Advisory No. 823 *DELETED* Policy BBAA — Board Member Authority and Responsibilities

Language in Policy BBAA was moved to Policy BBA under the subheadings *Governing Board Powers and Responsibilities* and *Individual Board Members' Duties and Obligations*; therefore, Policy BBAA was removed from the model manual. No changes were made to the original policy language.

Policy Advisory No. 824 Policy BBBA — Board Member Qualifications

Language in Policy BBBA now includes the exception for school districts per A.R.S. 15-421 regarding persons related by affinity, by consanguinity or by law to the third degree in a school district with 250 or more students in a county with a population of 500,000 or more.

Policy Advisory No. 825 *DELETED* Policy BBBB - Board Member Oath of Office
***DELETED* Exhibit BBBB-E — Board Member Oath of Office**

Language in Policy BBBB was moved to Policy BBA under the subheadings *Oath of Office* and *Familiarization with Open Meeting Law*; therefore, Policy BBBB was removed from the model manual. No changes were made to the original policy language. In addition, language from Exhibit BBBB-E was moved to Exhibit BBA-E; therefore, Exhibit BBBB-E was removed from the model manual. No changes were made to the original exhibit language.

Policy Advisory No. 826 *DELETED* Policy BBBC — Board Member Resignation

Information from Policy BBBC was moved to Policy BBA under the subheading *Board Member Resignation*; therefore, Policy BBBC was removed from the model manual. Minor revisions were made to original policy language to align with statute (i.e., *may* vs *shall*). [A.R.S. 38-294]

Policy Advisory No. 827 Policy BBBD — Board Member Removal from Office

In Policy BBBD, “she” was added to E. as follows: *The person holding the office ceasing to be a resident of the district for which he/she was elected.*

Policy Advisory No. 828 *DELETED* Policy BBBE — Unexpired Term Fulfillment

Language in Policy BBBE was moved to Policy BBA under the subheading *Vacancies*; therefore, Policy BBBE was removed from the model manual. No changes were made to the original policy language.

Policy Advisory No. 829

Policy BCA — Board Member Ethics

Policy BCA was revised in its entirety, and the legal reference was removed as the policy information is not statutorily based.

Policy Advisory No. 830

Policy BCB — Board Member Conflict of Interest

Policy BCB includes minor revisions to align with statute and the Uniform System of Financial Records (USFR), as well as for clarity.

Policy Advisory No. 831

Policy BDA — Board Organizational Meeting

Language from Policy BDB was revised and added to Policy BDA, subheadings were added for clarity, and the following phrase was added to the Policy title: “and Board President Duties.”

Policy Advisory No. 832

DELETED

Policy BDB — Board Officers

Information from Policy BDB was revised and moved to Policy BDA under the subheading *Board President*; therefore, Policy BDB was removed from the model manual. Original policy language was revised for clarity.

Policy Advisory No. 833

Policy BDD — Board – Superintendent Relationship

Subheadings were added for clarity, and the following phrase was added to the Policy title: “and Superintendent Responsibilities.”

Policy Advisory No. 834

Policy BDE — Board Committees

Information from Policy BDF was added to Policy BDE under the subheading *Advisory Committees*. All language was retained from Policy BDF, with one addition to B. pertaining to notices and agendas (twenty-four hour Arizona Open Meeting Law requirement). [A.R.S. 38-431.02]

Policy Advisory No. 835 *DELETED*

Policy BDF — Advisory Committees

Language in Policy BDF was moved to Policy BDE under the subheading *Advisory Committees*; therefore, Policy BDF was removed from the model manual.

Policy Advisory No. 836

Policy BDG — School Attorney

Language was revised to align with A.R.S. 11-532, and to clarify the process for obtaining legal advice. In addition, subheadings were added for clarity.

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

Policy Advisory No. 837

NEW
NEW
NEW

Policy BE — School Board Meetings

Exhibit BE-EA – School Board Meetings
Exhibit BE-EB - School Board Meetings
Exhibit BE-EC - School Board Meetings

Policy BE now includes information formerly in Policy BEC under the subheading *Executive Sessions/Open Meetings*, and additional subheadings were added for clarity. Policy BE also includes minor revisions (e.g., the two paragraphs regarding Meeting Notice have been removed as that information is addressed in BEDA; also, the District’s regular meeting day(s) have been removed as this may change from year to year). In addition, BE-EA through BE-EC were recodified with title changes; however, the content remains unchanged (see Discussion 837 below regarding BEC-EB through BEC-ED).

Policy Advisory No. 838 *DELETED*

**Policy BEC — Executive Sessions /
Open Meetings**

DELETED Exhibit BEC-EA — Executive Sessions / Open Meetings
DELETED Exhibit BEC-EB — Executive Sessions / Open Meetings
DELETED Exhibit BEC-EC — Executive Sessions / Open Meetings
DELETED Exhibit BEC-ED — Executive Sessions / Open Meetings

Information from Policy BEC was moved to Policy BE under the subheading *Executive Sessions/Open Meetings*. In addition, Exhibit BEC-EA was removed from the model manual as the current Exhibit BEC-EB contains information regarding Executive Session Minutes. In addition, Exhibit BEC-EB was moved to Exhibit BE-EA; therefore, Exhibit BEC-EB was removed from the model manual. Exhibit BEC-EC was moved to Exhibit BE-EB; therefore, Exhibit BEC-EC was removed from the model manual. Exhibit BEC-ED was moved to BE-EC; therefore, Exhibit BEC-ED was removed from the model manual.

Policy Advisory No. 839

NEW
NEW
NEW

Policy BED — Meeting Procedures /Bylaws

Regulation BED-R - Meeting Procedures
Exhibit BED-EA – Meeting Procedures
Exhibit BED-EB – Meeting Procedures

Information from Policies BEDD, BEDF, and BEDG was added to Policy BED, and subheadings were added for clarity. Revisions to policy language are as follows: A-G is listed as an example under the subheading *Rules of Order* with a highlighted portion for Districts to enter its District-specific Rules of Order (formerly Policy BEDD); the phrase “including an electronic roll-call vote” was added under the subheading *Voting Methods* (formerly Policy BEDF); and “in print or digital form” was removed and replaced with “or a recording” under the subheading *Minutes* (formerly Policy BEDG). Also, the word “Bylaws” was removed from the titles of the Policy, Regulation, and Exhibits.

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

In addition, Regulation BED-R was created from the language in former Regulation BEDG-R; Exhibit BED-EA was created from the language in former Exhibit BEDG-EA; and Exhibit BED-EB was created from the language in former Exhibit BEDG-EB (no changes were made to the original language of the Regulation and both Exhibits with the exception of the title, from *Minutes* to *Meeting Procedures*).

Policy Advisory No. 840

Policy BEDA — Notification of Board Meetings

In Policy BEDA, “and notice” was removed in the first paragraph.

Policy Advisory No. 841

**Policy BEDB — Agenda
DELETED Exhibit BEDB-E — Agenda**

Subheadings and minor revisions were included in Policy BEDB for clarity. In addition, language from Policy BEDBA was revised and added to this policy under the subheading *Preparation and Dissemination*. Finally, Exhibit BEDB-E was removed from the model manual as Policy BEDB contains the Order of Business for Regular Meeting Agendas (BEDB-E is a sample agenda that may or may not align with a District’s regular order of business).

Policy Advisory No. 842 *DELETED*

**Policy BEDBA — Agenda
Preparation and Dissemination**

Language from Policy BEDBA was revised and moved to Policy BEDB; therefore, Policy BEDBA was removed from the model manual. Revisions to former Policy BEDBA language include clarification regarding agenda preparation, and the deletion of “Upon request” from the following sentence: “Upon request, copies of the agenda shall be available to the public and the press” (see current Policy BEDB under *Preparation and Dissemination - Regular Meetings* to review revisions).

Policy Advisory No. 843 *DELETED*

Policy BEDC — Quorum

Language in Policy BEDC was moved to Policy BBA; therefore, Policy BEDC was removed from the model manual. No changes were made to the original policy language.

Policy Advisory No. 844 *DELETED*

Policy BEDD — Rules of Order

Language in Policy BEDD was moved to Policy BED under the subheading *Rules of Order*; therefore, Policy BEDD was removed from the model manual. No changes were made to the A. – G. listing contained in Policy BEDD.

Policy Advisory No. 845 *DELETED*

Policy BEDF — Voting Method

Language in Policy BEDF was moved to Policy BED under subheading *Voting Method*; therefore, Policy BEDF was removed from the model manual. Only revision to original policy language was the addition of “including an electronic roll-call vote.”

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

Policy Advisory No. 846

DELETED
DELETED
DELETED
DELETED

Policy BEDG — Minutes
Regulation BEDG-R
Exhibit BEDG-EA — Minutes
Exhibit BEDG-EB — Minutes

Language in Policy BEDG was moved to Policy BED under the subheading *Minutes*; therefore, Policy BEDG was removed from the model manual (minor change: “in print or digital form” in Policy BEDG was removed in Policy BED and replaced with “or a recording”). Regulation BEDG-R and Exhibits BEDG-EA and BEDG-EB were recodified as BED-R, BED-EA, and BED-EA; therefore, BEDG-R, BEDG-EA, and BEDG-EB were removed from the model manual (no changes were made to these three documents with the exception of the title - “Minutes” was replaced with “Meeting Procedures”).

Policy Advisory No. 847

Policy BEDH — Public Participation
at Board Meetings
Exhibit BEDH-E — Public Participation
at Board Meetings

Subheadings were added to Policy BEDH for clarity. In addition, “and News Media Services” was added to the titles of the Policy and Exhibit: *Public Participation and News Media Services at Board Meetings* due to the addition of Policy BEDI language in this Policy. Finally, Exhibit BEDH-E now provides an additional option to the Request to Address Board form. Pursuant to A.R.S. 38-431.01, if a Governing Board chooses to make an open call to the public during a public meeting, individuals may address the Board on any issue within its jurisdiction. Therefore, this language is added to avoid restricting content. Additional language from statute was also included at the end of this form to clarify the Board’s response after the Call to the Public.

Policy Advisory No. 848 *DELETED*

Policy BEDI — News Media Services
at Board Meetings

Information from Policy BEDI was moved to Policy BEDH under the subheading *News Media Services*; therefore, this policy was removed from the model manual.

Policy Advisory No. 849

Policy BGB — Policy Adoption
***NEW* BGB-R – Policy Adoption**

Policy BGB now includes language from Policies BGC and BGF, as well as subheadings for clarity. Due to the additional information from these two policies, “Revision and Repeal” was added to the titles of the Policy and newly created Regulation: *Policy Adoption, Revision and Repeal*. In addition, minor revisions to the policy were made regarding policy adoption to clarify the purpose for first and second readings and the adoption of policies at a single meeting. Finally, information from Regulation BGC-R was moved to newly created BGB-R with minor revisions to F. and G. to clarify the policy adoption and revision process.

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

Policy Advisory No. 850 *DELETED*

**Policy BGC — Policy Revision and
Review
DELETED Regulation BGC-R — Policy Revision and
Review**

Language in Policy BGC was moved to Policy BGB under the subheading *Revision*; therefore, Policy BGC was removed from the model manual. In addition, Regulation BGC-R was recodified as BGB-R; therefore, Regulation BGC-R was removed from the model manual. Minor revisions were made to F. and G. in the Regulation (now BGB-R) to clarify the policy adoption and revision process.

Policy Advisory No. 851

**Policy BGD — Board Review of
Regulations**

Policy BGD contains a minor revision in the final sentence regarding the Board's review of regulations prior to publication; additionally, the legal reference was removed as the statute does not specifically reference the Board's review of regulations.

Policy Advisory No. 852

**Policy BGE — Policy Communication /
Feedback
Regulation BGE-R — Policy Communication / Feedback**

“Communication/Feedback” was removed from the title of the Policy and the Regulation and replaced with “Manual”: *Policy Manual*. There were no revisions to Policy BGE or Regulation BGE-R language.

Policy Advisory No. 853 *DELETED*

**Policy BGF — Suspension / Repeal
of Policy**

Language in Policy BGF was moved to Policy BGB under the subheading *Repeal/Suspension*; therefore, Policy BGF was removed from the model manual.

Policy Advisory No. 854

**Policy BHC — Board Communications
with Staff Members**

Subheadings were added for clarity, language from Policy BHD was added under the subheading *General Public*, and “with Staff Members” was removed from the title: *Board Communications*.

**Policy Advisory No. 855 *DELETED* Policy BHD — Board Communications
with the Public**

Language in Policy BHD was moved to Policy BHC under the subheading *General Public*; therefore, Policy BHD was removed from the model manual. No changes were made to the original policy language.

Policy Advisory No. 856

**Policy BIA — New Board Member
Orientation / Handbook**

Policy BIA contains minimal language revisions. In addition, subheadings have been added for clarity, and “Handbook” has been removed from the title and replaced with “and Resources”: *New Board Member Orientation and Resources*.

Policy Advisory No. 857 *DELETED*

**Policy BIB — Board Member
Development
Opportunities**

***DELETED* Regulation BIB-R — Board Member Development
Opportunities**

Information in Policy BIB was moved to Policy BIBA; therefore, Policy BIB was removed from the model manual. In addition, Regulation BIB-R was recodified as Regulation BIBA-R; therefore, BIB-R was removed from the model manual.

Policy Advisory No. 858

**Policy BIBA — Board Member Conferences,
Conventions, and Workshops**
***NEW* Regulation BIBA-R – Board Member Conferences,
Conventions, and Workshops**

Policy BIBA now contains information formerly in Policy BIB, as well as subheadings for clarity. In addition, “Development Opportunities:” has been added to the title: *Board Member Development Opportunities: Conferences, Conventions, and Workshops*. Finally, Regulation BIBA-R was created and contains language formerly in BIB-R (BIB-R was recodified as BIBA-R with no changes to the language).

Policy Advisory No. 859

**Policy BIE — Board Member
Insurance / Liability**

Policy language includes minimal revisions; for example, the personal liability portion was relocated to the end of the policy under its own subheading, and wording regarding participation in group insurance plans was updated to align with A.R.S. 15-387.

Policy Advisory No. 860

**Policy BJ — School Board Legislative
Program**

Policy language includes a minor revision regarding the Board’s choice (may vs. will) to participate in conferences that enhance understanding of legislative programs.

Policy Advisory No. 861

Policy BK — School Board Memberships

Subheadings have been added for clarity, and information from Policy BKA was added under the subheading *ASBA Delegates*. In addition, “and Arizona School Boards Association Delegates” was added to Policy BK’s title: *School Board Memberships and Arizona School Boards Association and Delegates*.

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**Policy Advisory No. 862 *DELETED* Policy BKA — Liaison with School
Boards Associations**

Delegate information in Policy BKA has been moved to Policy BK under the subheading *ASBA Delegates*; therefore, Policy BKA has been removed from the model manual.



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

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

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

ADVISORY 819

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

**BA ©
SCHOOL BOARD OPERATIONAL GOALS**

The Governing Board is representative of and responsible to the people of the District and ~~;~~ ~~therefore,~~ should be aware of community opinions and attitudes ~~in the community~~ and of identified District needs. ~~As representatives of the people who own and support the schools~~ Therefore, the Board ~~accepts the responsibility to identify community attitudes and opinions and District needs and to require~~ supports short- and long-range strategies that are responsive to District needs within ~~the~~ its budgetary limitations ~~of the District.~~

Adopted: _____

LEGAL REF.:

A.R.S.

15-321

15-341

ADVISORY 820

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

**BAA ©
EVALUATION OF SCHOOL BOARD /
BOARD SELF - EVALUATION**

The Board may meet ~~should it choose to do so~~, for the purpose of ~~appraising~~ evaluating its functioning ~~as a Board and to evaluate Board performance~~. ~~The appraisal~~ The evaluation plan approved by the Board will be developed by the Board President, working with the Superintendent, and approved by the Board.`

Evaluation instruments for Board operation may be used in the process.

The Superintendent and others who regularly work with the Board may be asked to participate in all or a portion of the appraisal.

Areas of Board operations and relationships that may be appropriate to consider during the evaluation of Governing Board procedures may include, but are not limited to:

- A. Board meetings/and-decision-making process.
- B. Policy development/and implementation monitoring.
- C. Board/and District goal setting.
- D. Curriculum and instruction ~~management~~/programs.
- E. Fiscal management/and resource allocation.
- F. School ~~plant~~ facilities ~~planning~~/management and monitoring.
- G. Board member orientation.
- H. Board member development.
- I. Board officer performance.
- J. Board member relationships.
- K. Board-Superintendent relationship.
- L. Board-community relationship.
- M. Legislative and governmental relationships.

Adopted: _____

CROSS REF.:

BDD - Board-Superintendent Relationship

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

BAA-EA ©

EXHIBIT

**EVALUATION OF SCHOOL BOARD /
BOARD SELF - EVALUATION**

**ANNUAL SELF-APPRAISAL OF
THE GOVERNING BOARD**

(Districts may choose either BAA-EA or BAA-EB)

The following list of items pertaining to the operation of the Governing Board is the basis for an annual self-evaluation. This may be carried out in conjunction with the annual evaluation of the Superintendent.

Please check the appropriate box for each item (S = satisfactory, N = needs improvement, U = unsatisfactory).

**A. Board Relationship with
the Superintendent:**

- S N U (1) The Board imparts information on issues, needs, and
 complaints in a manner allowing the Superintendent
the opportunity to solve related problems in a
professional manner.

- S N U (2) The Board clearly interprets its position on contro-
 versial matters pertaining to the District, thereby
enabling the Superintendent to properly carry out
the wishes of the Board.

- S N U (3) The Board disregards personalities and considers
 the recommendations of the Superintendent in an
unbiased and objective manner.

- S N U (4) The Board communicates views of personnel
 effectiveness, including views related to the
Superintendent, in a confidential and
professional manner.

**B. Board Relationship with
the Community:**

- S N U (1) The Board recognizes that the citizens have entrusted
 them with the educational development of the
children and youth of this community.

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

S N U (2) The Board recognizes that the community expects
 their first and greatest concern to be in the best
interest of each and every one of the young people
without distinction as to who they are or what their
background may be.

S N U (3) The Board enacts policies supporting the efforts of
 the administration in helping the people of this
community to have the facts about their schools,
to the end that they will readily provide the finest
possible school program, school staff, and school
facilities.

C. Board Relationships Among Members During Meetings:

S N U (1) Individual members of the Board treat other members
 of the Board and professional staff with respect
during Board meetings.

S N U (2) Differences of opinion influencing Board member
 votes are based on the issues at hand and not
on a personality basis.

S N U (3) All members of the Board conduct themselves in
 such a manner as to emphasize that individual
Board members have authority only when convened
in a legally conducted Board meeting with at least a
quorum present.

D. Board Relationships with Staff and Personnel:

S N U (1) The Board requires the Superintendent to
 recommend personnel for their consideration
and consistently adheres to this procedure.

S N U (2) The Board members make every effort to become
 acquainted with the personnel of the District.

S N U (3) The Board members' personal friendships with
 District personnel are maintained without allowing
them to affect overall Board decisions and/or
policies.

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

E. Board Relationship to the Instructional Program:

- S N U (1) The Board makes an effort to keep informed about
 the instructional program by providing for periodic reports as deemed necessary and by periodic visitation in the schools.
- S N U (2) The Board attempts to gain information from the
 community pertaining to instructional program needs.
- S N U (3) The Board maintains policies necessary to enable
 the educational staff to develop the educational program required to meet the needs of the community.

F. Board Relationship to the Financial Management of the Schools:

- S N U (1) The Board establishes the policies and provides the
 necessary resources to properly manage the finances of the District.
- S N U (2) The Board requires the proper accountability for the
 expenditure of funds in the District.
- S N U (3) The Board provides justified funding to maintain a
 high quality educational program in this District.
- S N U (4) The Board keeps the community informed about the
 financial needs of the District.

G. General Statements:

(1) List in order of priority four (4) challenges the Board faces:

- (a)
- (b)
- (c)
- (d)

(2) List any weaknesses you have observed in the operation of the school system:

(3) List any significant accomplishments made by the school system during the past year:

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

BAA-EB ©

EXHIBIT

EVALUATION OF SCHOOL BOARD /
BOARD SELF - EVALUATION

ANNUAL SELF-APPRAISAL OF
THE GOVERNING BOARD

(Districts may choose either BAA-EA or BAA-EB)

The Arizona School Boards Association (ASBA) Board Self-Evaluation focuses on the following five (5) pillars (Standards) of Board Governance:

- A. Conduct and Ethics: Provide responsible Board governance.
- B. Vision: Set and communicate high expectations for student learning with clear goals and plans for meeting those.
- C. Structure: Create conditions District-wide for student and staff success.
- D. Accountability: Hold School District accountable for meeting student learning expectations.
- E. Advocacy: Engage local community and represent the values and expectations they hold for their schools.

To request access to the "Electronic Survey/Board Self-Evaluation Tool," click here: <https://azsba.org/asba-board-self-evaluation-form/>.

ADVISORY 821

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

**BB ©
SCHOOL BOARD LEGAL STATUS**

The Arizona Constitution places the responsibility of establishing and maintaining public schools on the Arizona legislature and directs the legislature to provide for a state board of education, which has general supervision of the public schools. It is further provided that local public schools under the general supervision of the State Board of Education shall be maintained, developed, and operated by locally elected boards. ~~Legally, then,~~ Local school boards are thus instruments of the Arizona Legislature and derive their authority from the Arizona Constitution, Arizona statutes, and the regulations of the Arizona Administrative Code.

Adopted: _____

LEGAL REF.:

A.R.S.

15-421

Arizona Constitution, Art. XI, Section 1

Arizona Constitution, Art. XX, Paragraph 7

ADVISORY 822

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

**BBA ©
BOARD POWERS AND
RESPONSIBILITIES**

**Governing Board Powers
and Responsibilities**

The Board shall act as the general agent of the state of Arizona ~~in carrying out the will of the people of~~ and is responsible for the conduct and supervision of ~~the~~ this District in the matter of public education.

The Board is authorized under the laws of the state of Arizona, the Arizona Constitution, the Arizona State Board of Education and other applicable regulations and rules to adopt all policies needed ~~policies and regulations~~ for the organization, evaluation, and governance in the District.

All powers of the Board lie in its action as a public body. A "meeting" is defined as the gathering, in person or through technological devices, of a quorum of members of a public body to discuss, propose or take legal action, including any deliberations with respect to such action that has been properly noticed, pursuant to Arizona Revised Statutes. Meetings are governed by Arizona's Open Meeting Law, and all meetings must be held in accordance with the requirements of the law.

The Board performs the following basic functions necessary to the discharging of its responsibilities : ~~legislative, executive, and appraisal~~ as stated in A.R.S. 15-341 and 15-342, including but not limited to:

~~A. The legislative function is the policy making aspect of the school system. It is the policy of the Board to retain and exercise full legislative authority and control over the schools by adopting general policies or by acting directly in matters not covered by its policies.~~

~~B. The executive function of the Board is concerned with placing in operation existing Board policy. Most of this function is delegated by the Board to its executive and administrative officer, the Superintendent.~~

~~C. The appraisal function involves the determination of the efficiency of the school operation and an evaluation of the educational program of the District based on the policies as outlined in the policy manual~~ Prescribe and enforce policies and procedures to govern the schools that are not inconsistent with the laws or rules prescribed by the State Board of Education.

B. Exclude from schools all books, publications, papers or audiovisual materials of a sectarian, partisan or denominational character. This paragraph does not prohibit the elective course allowed by section 15-717.01.

C. Manage and control the school property within its district, except that a district may enter into a partnership with an entity, including a charter school, another school district or a military base, to operate a school or offer educational services in a district building, including at a vacant or partially used building, or in any building on the entity's property pursuant to a written agreement between the parties.

D. Acquire school furniture, apparatus, equipment, library books and supplies for the schools to use.

E. Prescribe the curricula and criteria for the promotion and graduation of pupils as provided in sections 15-701 and 15-701.01.

F. Furnish, repair and insure, at full insurable value, the school property of the District.

G. Construct school buildings on approval by a vote of the District electors.

H. In the name of the District, convey property belonging to the District and sold by the Board.

I. Purchase school sites when authorized by a vote of the District at an election conducted as nearly as practicable in the same manner as the election provided in section 15-481 and held on a date prescribed in section 15-491, subsection E, but such authorization shall not necessarily specify the site to be purchased and such authorization shall not be necessary to exchange unimproved property as provided in section 15-342, paragraph 23.

J. Construct, improve and furnish buildings used for school purposes when such buildings or premises are leased from the national park service.

K. Purchase school sites or construct, improve and furnish school buildings from the proceeds of the sale of school property only on approval by a vote of the District electors.

L. Hold pupils to strict account for disorderly conduct on school property.

M. Discipline students for disorderly conduct on the way to and from school.

Individual Board Member's Duties and Obligations

Individual Board members exercise authority over District affairs only by way of votes taken at a legal meeting of the Board. An individual Board member has authority only when and to the extent that the Board, by vote, has so delegated such authority.

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

The duties and obligations of an individual Board member include the following:

- A. To become familiar with the state's school laws, regulations of the State Department of Education, and District policies, rules, and regulations.
- B. To have a general knowledge of the educational aims and objectives of the District system.
- C. To work harmoniously with other Board members without neglecting a proper share of the work or trying to dominate the Board.
- D. To vote and act in Board meetings impartially for the good of the District.
- E. To accept the will of the majority vote in all cases and give wholehearted support to the resulting policy.
- F. To accept the responsibility for confidentiality in appropriate matters, especially those dealing with personnel and the divulging of privileged information that could cost the District money, support, or public confidence.
- G. To represent the Board and the District to the public in a manner that promotes both interest and support.
- H. To refer complaints to the proper school authorities and to refrain from individual counsel and action.
- I. To perform other appropriate duties that may arise.

Oath of Office

Board members shall take and subscribe to the oath prescribed for public officers pursuant to A.R.S. 38-231, and forward the acknowledged oath on the same day to the County School Superintendent. The person taking the oath shall file a copy of the acknowledged oath in the District office. The District office shall keep such copy on file as long as the Board member remains on the Governing Board and for a period of five (5) years after last serving on the Board. When a different time is not prescribed, the oath of office shall be taken and subscribed after the Board member has notice of appointment or, if elected, at any time after receipt of the certificate of election, or before commencement of the term of office.

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

Familiarization with Open Meeting Law

A newly elected or appointed Governing Board member shall, at least one (1) day before taking office, review the Arizona Open Meeting Law (OML) material prepared by the attorney general.

Quorum and Vacancies

A quorum consisting of a majority of the Board membership shall be necessary to conduct any business. In the event that a quorum is not present within _____ () minutes of the time scheduled, the meeting may be canceled and another meeting scheduled, with due and proper notices as prescribed by policy and law.

When there is a vacancy of one (1) or more members on the Governing Board, a majority of the members remaining constitute a quorum for the transaction of business, except that a single Board member does not constitute a quorum. Efforts shall be made to fill vacancies on the Governing Board as soon as is practicable.

Vacancies

Any vacancy of a Governing Board member, as defined in A.R.S. 38-291, may be filled by appointment by the County School Superintendent as prescribed by state law. Such appointment shall be until the next regular election, at which time a successor shall be elected to serve the unexpired portion of the term. The County School Superintendent may call for an election to fill a vacancy on a local Governing Board as an alternative to appointment.

When a vacancy occurs, the Governing Board may, within thirty (30) days after notification of the vacancy, submit to the County School Superintendent up to three (3) names for consideration of an appointment to fill the vacancy. The County School Superintendent is not required to appoint a Governing Board member from the list of names submitted by the Board.

Board Member Resignation

Any Board member who desires to resign from the Governing Board shall send a letter of resignation to the Secretary of State and may send a copy to the office of the County School Superintendent, giving the effective date of resignation. The resigning Board member may furnish a copy of such letter to each member of the Governing Board and to the Superintendent prior to the date on which said resignation is to become effective.

Adopted: _____

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

LEGAL REF.:

A.R.S.

1-216

15-302

15-321

15-341

15-342

15-381

15-426

38-101

38-231

38-232

38-233

38-291

38-294

38-431.01

A.G.O.

I81-054

I82-111

I84-165

Arizona Constitution - Art. VII, Sect. 15

Arizona Constitution - Art. XI, Sect. 2

Attorney General Arizona Agency Handbook, Chapter 7, Open Meetings

CROSS REF.:

KI - Visitors to Schools

BBA-E ©

EXHIBIT

**BOARD POWERS AND
RESPONSIBILITIES**

BOARD MEMBER OATH OF OFFICE

Oath of Office

In addition to any other form of oath or affirmation specifically provided by law, any officer or employee shall take and subscribe to the following oath or affirmation before entering upon the duties of such appointed office or employment.

State of Arizona, County of _____, I, [type or print name], do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona; that I will bear true faith and allegiance to the same, and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of [name of office] according to the best of my ability, so help me God (or so I do affirm).

(Signature of officer or employee)

LEGAL REF.:
A.R.S.
38-231

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

ADVISORY 823

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

~~BBAA ©~~
~~BOARD MEMBER AUTHORITY~~
~~AND RESPONSIBILITIES~~

~~All powers of the Board lie in its action as a public body. A "meeting" is defined as the gathering, in person or through technological devices, of a quorum of members of a public body to discuss, propose or take legal action, including any deliberations with respect to such action that has been properly noticed, pursuant to Arizona Revised Statutes.~~

~~Individual Board members exercise authority over District affairs only by way of votes taken at a legal meeting of the Board. An individual Board member has authority only when and to the extent that the Board, by vote, has so delegated such authority.~~

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

~~15-341~~

~~15-342~~

~~15-381~~

~~CROSS REF.:~~

~~AA School District Legal Status~~

~~BBA Board Powers and Responsibilities~~

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

ADVISORY 824

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

**BBBA ©
BOARD MEMBER QUALIFICATIONS**

(Governing Board Membership)

A person who is a registered voter of this state, has been a resident of the District for one (1) year immediately preceding the day of election, and is not subject to registration as a sex offender in this state or any other jurisdiction is eligible for election or appointment to the office of Governing Board member.

No employee of the District, including a person who directly provides certificated or support services to the District as an employee of a third-party contractor, or the spouse of such employee may hold membership on the Governing Board of this District. Small school Districts, as defined by A.R.S. 15-901, are granted an exception regarding employment of substitute teachers. [A.R.S. 15-421(E)].

A Governing Board member is ineligible to serve simultaneously as a member of any other school district governing board, except that a Governing Board member may be a candidate for nomination or election for any other governing board if serving in the last year of a term of office.

**Five-Member Board Same
Household Limitation**

By legislative restriction applicable to five (5) member Boards, persons related as immediate family and having the same household within four (4) years:

- A. Shall not serve simultaneously on the Governing Board.
- B. Are ineligible to be a candidate for nomination or election to the Governing Board, except when a member is serving in the last year of a term of office.
- C. Are ineligible to be simultaneous candidates for nomination or election to the Governing Board.

Exception:

For a school district located in a county with a population of more than five hundred thousand (500,000) persons and a student count of at least two hundred fifty (250), two (2) persons related by affinity, by consanguinity, or by law to the third degree:

- A. May serve simultaneously on the Governing Board.
- B. Are eligible to be candidates for nomination or election to the Governing Board.
- C. May be simultaneous candidates for nomination or election to the Governing Board.

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 qualified elector residing in the District may bring an action in Superior Court to enforce these restrictions.

For purposes of this policy, the definitions of "immediate family" and "household of residence" set out in A.R.S. 15-421 shall apply.

Adopted: _____

LEGAL REF.:

A.R.S.

15-302

15-421

38-201

38-296.01

Arizona Constitution, Article VII, Section 15

ADVISORY 825

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

~~BBBB ©~~
~~BOARD MEMBER OATH OF OFFICE~~

~~Oath of Office~~

~~Board members shall take and subscribe to the oath prescribed for public officers pursuant to A.R.S. 38-231, and forward the acknowledged oath on the same day to the County School Superintendent. The person taking the oath shall file a copy of the acknowledged oath in the District office. The District office shall keep such copy on file as long as the Board member remains on the Governing Board and for a period of five (5) years after last serving on the Board.~~

~~Time of Oath (Governing Board Members)~~

~~When a different time is not prescribed, the oath of office shall be taken and subscribed after the Board member has notice of appointment or, if elected, at any time after receipt of the certificate of election, or before commencement of the term of office.~~

~~Familiarization with
Open Meeting Law~~

~~A newly elected or appointed Governing Board member shall, at least one (1) day before taking office, review the Arizona open meeting law (OML) material prepared by the attorney general.~~

~~Adopted: _____~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-426~~

~~38-231~~

~~38-232~~

~~38-233~~

~~38-431.01~~

~~Attorney General Arizona Agency Handbook, Chapter 7, Open Meetings~~

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

~~BBBB-E ©~~

EXHIBIT

~~BOARD MEMBER OATH OF OFFICE~~

~~Oath of Office~~

~~In addition to any other form of oath or affirmation specifically provided by law, any officer or employee shall take and subscribe to the following oath or affirmation before entering upon the duties of such appointed office or employment.~~

~~State of Arizona, County of _____, I, [type or print name], do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona; that I will bear true faith and allegiance to the same, and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of [name of office] according to the best of my ability, so help me God (or so I do affirm).~~

~~(Signature of officer or employee)~~

~~LEGAL REF.:-~~

~~A.R.S.~~

~~38-231~~

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

ADVISORY 826

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

~~BBBC ©~~
~~BOARD MEMBER RESIGNATION~~

~~Any Board member who desires to resign from the Governing Board shall send a letter of resignation to the office of the County School Superintendent, with a copy to the Secretary of State, giving the effective date of resignation. The resigning Board member shall furnish a copy of such letter to each other member of the Board and to the Superintendent prior to the date on which said resignation is to become effective.~~

~~Adopted: _____~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-302~~

~~38-101~~

~~38-291~~

~~38-294~~

ADVISORY 827

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

**BBBD ©
BOARD MEMBER REMOVAL
FROM OFFICE**

A Board member's position may be considered vacant or the Board member may be removed from office for reasons included in A.R.S. 38-291. These reasons are:

- A. Death of the person holding the office.
- B. Insanity of the person holding the office, when judicially determined.
- C. Resignation of the person holding the office and the lawful acceptance of the resignation.
- D. Removal from office of the person holding the office.
- E. The person holding the office ceasing to be a resident of the district for which he/she was elected.
- F. Absence from the state by the person holding the office, without permission of the legislature, beyond the period of three (3) consecutive months.
- G. The person holding the office ceasing to discharge the duties of office for the period of three (3) consecutive months.
- H. Conviction of the person holding the office of a felony or an offense involving a violation of official duties.
- I. Failure of the person elected or appointed to such office to file an official oath within the time prescribed by law.
- J. A decision of a competent tribunal declaring void the election or appointment of the person elected or appointed to the office.
- K. Failure of a person to be elected or appointed to the office.
- L. A violation of section 38-296 by the person holding the office.

Every public officer holding an elective office, either by election or by appointment, is subject to recall from such office by the qualified electors of the electoral district from which candidates are elected to that office.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.
19-201
19-202
19-202.01
19-209
19-216
38-291
38-296
38-431.07

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

ADVISORY 828

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

~~BBBE ©~~
~~UNEXPIRED TERM FULFILLMENT~~

~~Any vacancy of a Governing Board member, as defined in A.R.S. 38-291, may be filled by appointment by the County School Superintendent as prescribed by state law. Such appointment shall be until the next regular election, at which time a successor shall be elected to serve the unexpired portion of the term. The County School Superintendent may call for an election to fill a vacancy on a local Governing Board as an alternative to appointment.~~

~~When a vacancy occurs, the Governing Board may, within thirty (30) days after notification of the vacancy, submit to the County School Superintendent up to three (3) names for consideration of an appointment to fill the vacancy. The County School Superintendent is not required to appoint a Governing Board member from the list of names submitted by the Board.~~

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-302~~

~~38-291~~

~~A.G.O.~~

~~182-111~~

~~Arizona Constitution, Article VII, Section 15~~

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

ADVISORY 829

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

**BCA ©
BOARD MEMBER ETHICS**

Board members will strive to improve public education, and to that end will:

~~A. Attend all Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;~~

~~B. Recognize that decisions should be made only after discussion at publicly held Board meetings;~~

~~C. Render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special-interest groups;~~

~~D. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;~~

~~E. Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent;~~

~~F. Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;~~

~~G. Be informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by state and national school boards associations;~~

~~H. Support the employment of persons best qualified to serve as school staff members, and insist on a regular and impartial evaluation of all personnel;~~

~~I. Avoid being placed in a position of conflict of interest, and refrain from using their Board position for personal or partisan gain;~~

~~J. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law; and~~

~~K. Remember always that a Board member's first and greatest concern must be the educational welfare of the students attending the public schools.~~

A. Prioritize policies and decisions that support successful student outcomes.

B. Act honestly, ethically, and in the best interest of students, staff, and the community.

C. Take responsibility for Board decisions and actions, ensuring transparency and adherence to policies.

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

D. Treat fellow Board members, students, staff, parents, and community members with respect and professionalism, listen to all with an open mind, and ensure differences of opinion are honored.

E. Protect sensitive student and personnel information and comply with privacy laws.

F. Avoid and disclose any legal, personal or financial conflicts of interest that may impact decision-making.

G. Ensure responsible, transparent, and efficient use of public funds, facilities, and resources.

H. Uphold federal and state laws and follow Board policies and procedures.

I. Maintain high standards of behavior and professionalism.

J. Work cooperatively with other Board members, District leaders, and the community to advance the District's mission.

K. Stay informed about educational issues, governance best practices, and ongoing professional development opportunities.

Adopted: _____

ADVISORY 830

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

**BCB ©
BOARD MEMBER CONFLICT
OF INTEREST**

**Board Member Voting
Restrictions**

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

Employment Limitations

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

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

~~[LEGAL REF.:~~ A.R.S. 15-421]

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

Conflicts of Interest

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

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

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

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

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

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

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

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

- A. Purchases for supplies, materials, and equipment are limited to three hundred dollars (\$300) per transaction;.
- B. Total purchases within any twelve (12) month period are limited to one thousand dollars (\$1,000);.
- C. ~~The purchases comply with the Uniform System of Financial Records (USFR) guidelines for oral and written quotations.~~ D. The Board has, by majority vote, adopted or reconfirmed a policy authorizing such purchases within the preceding twelve (12) month period.

[~~LEGAL REF.:~~ A.R.S. 38-503; 15-323; A.G.O. I84-012; I06-002]

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

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

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

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

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

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

[LEGAL REF.: A.R.S. 15-323; A.G.O. I06-002]

Filing of Disclosures

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

Adopted: _____

LEGAL REF.:

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

CROSS REF.:

- BBBA - Board Member Qualifications
- DJE - Bidding/Purchasing Procedures

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

ADVISORY 831

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

BDA ©
BOARD ORGANIZATIONAL MEETING
AND BOARD PRESIDENT DUTIES

Board Organizational Meeting

For the purpose of organizing the Governing Board, the Board must meet in January following the election at the most convenient public facility in the District. If a public facility is not available within the District, the Board may meet at any available public facility convenient to all Board members, regardless of the county or school district in which the facility is located.

The meeting must be called to order by the President of the Board from the prior year. If that person is no longer a member of the Board, a temporary president must be elected to call the meeting to order and preside until a successor is chosen.

The new President of the Board shall take office upon election.

If there is a vacancy in the office of President, the Board shall elect a new officer to fill the vacancy. However, the Board may elect a Board President at any time, for any reason, provided that the matter is handled in a way that is consistent with the ~~Open Meeting~~ Law and adopted by the Board.

Board President

Duties of the Board President include, but are not limited to:

A. On behalf of the Governing Board as a whole, consult with the Superintendent regarding items to be placed on the agenda for each meeting.

B. Preside over all meetings and conduct meetings in accordance with Arizona law and policies of the District.

Unless otherwise prohibited by law, the President may make motions and vote on any motion that occurs during a meeting.

In the absence of the President of the Board, the Board members shall select a temporary president, which selection shall be recorded in the minutes.

Adopted: _____

LEGAL REF.:

A.R.S.

15-321

15-341

38-431 *et seq.*

CROSS REF.:

~~BDB – Board Officers~~

BE - School Board Meetings

~~BEC – Executive Sessions/Open Meetings~~

BEDA - Notification of Board Meetings

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

ADVISORY 832

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

~~BDB ©
BOARD OFFICERS~~

President

The duties of the President of the Board shall be as follows:

- ~~A. Preside over all meetings and conduct meetings in accordance with Arizona law and policies of the District.~~
- ~~B. Consult with the Superintendent and, on behalf of the Governing Board as a whole, approve items to be placed on the agenda for each meeting.~~
- ~~C. Encourage and maintain orderly and democratic participation.~~
- ~~D. Keep all discussions factual and on the subject at hand.~~
- ~~E. Allow for full and complete exploration of each item of business.~~

~~In the absence of the President of the Board, the Board members shall select a temporary president, which selection shall be recorded in the minutes.~~

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

~~CROSS REF.:~~

~~BEDB – Agenda~~

~~BEDBA – Agenda Preparation and Dissemination~~

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

ADVISORY 833

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

BDD ©
BOARD - SUPERINTENDENT RELATIONSHIP
AND SUPERINTENDENT RESPONSIBILITIES

Board – Superintendent
Relationship

The establishment of policies is the responsibility of the Board, and the execution of those policies is a function of the Superintendent.

Superintendent Responsibilities

The Superintendent is the chief executive officer of the School District and is responsible for the professional leadership ~~and skill~~ necessary to translate the policies of the Board into administrative action.

The Superintendent is responsible for the administration of the District. The Superintendent may delegate the necessary authority to other employees and develop such procedures and regulations as the Superintendent considers necessary to ensure efficient operation of the District.

Adopted: _____

LEGAL REF.:
A.R.S.
15-503

ADVISORY 834

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

**BDE ©
BOARD COMMITTEES**

Committee work of the Board shall usually be done by members of the Board sitting as a committee of the whole. The Board shall not establish standing or permanent committees, and there shall be no standing or permanent committees composed of the Board members. If a temporary committee is appointed, it shall serve only for the time needed for its designated purpose. Committee recommendations shall be advisory only.

Advisory Committees

The Board may, by majority vote, appoint ad hoc committees when deemed advisable. Recommendations of such committees cannot be binding on the Board; they may be advisory only. These committees will be responsible for presenting to the Board recommendations for action based on research and facts. Any such committee shall automatically be dissolved upon completion of its assignment.

If the Board creates an advisory committee or directs that an advisory committee be created or appoints members to an advisory committee, and that advisory committee has the specific purpose of making a recommendation concerning a decision to be made or considered or a course of conduct to be taken or considered by the public body, that committee is considered a subcommittee of the public body and is subject to the requirements of Arizona's Open Meeting Law.

The Governing Board President shall develop guidelines for each committee. These guidelines shall be approved by the Board prior to the first meeting of each committee and will include, but not necessarily be limited to, the following:

- A. A written, specific statement of the purpose of the committee.
- B. The dates on which interim and final reports of the committee are to be rendered.
- C. The date or event upon which the committee will be terminated.
- D. The extent to which facilities, supplies, equipment, and clerical support will be provided to each committee.

The Superintendent will ensure that the following actions are taken for each committee established by the Board:

A. Each committee member will be briefed on the requirements of the Arizona Open Meeting Law (A.R.S. 38-431) as it applies to committees of the Board.

B. Notices and agendas of all meetings of the committee will be posted at least twenty-four (24) hours in advance of a meeting as required by A.R.S. 38-431.02.

C. All meetings will be open for public attendance.

D. If an executive session is authorized, all applicable requirements as presented in Policy BE, School Board Meetings will be followed.

E. Minutes will be taken and made available for public inspection three (3) working days after the meeting.

A representative of the Board and the Superintendent will serve as ex-officio members of all advisory committees.

Adopted: _____

LEGAL REF.:

A.R.S.

38-431

38-431.01

38-431.02

38-431.03

CROSS REF.:

~~BDF – Advisory Committees~~

BE – School Board Meetings

~~BEC – Executive Sessions/Open Meetings~~

ADVISORY 835

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

~~**BDF ©
ADVISORY COMMITTEES**~~

~~The Board may, by majority vote, appoint ad hoc committees when deemed advisable. Recommendations of such committees cannot be binding on the Board; they may be advisory only. These committees will be responsible for presenting to the Board recommendations for action based on research and facts. Any such committee shall automatically be dissolved upon completion of its assignment.~~

~~If the Board creates an advisory committee or directs that an advisory committee be created or appoints members to an advisory committee, and that advisory committee has the specific purpose of making a recommendation concerning a decision to be made or considered or a course of conduct to be taken or considered by the public body, that committee is considered a subcommittee of the public body and is subject to the conditions of Arizona's Open Meeting Law.~~

~~The Governing Board President shall develop guidelines for each committee. These guidelines shall be approved by the Board prior to the first meeting of each committee and will include, but not necessarily be limited to, the following:~~

- ~~A. A written, specific statement of the purpose of the committee.~~
- ~~B. The dates on which interim and final reports of the committee are to be rendered.~~
- ~~C. The date or event upon which the committee will be terminated.~~
- ~~D. The extent to which facilities, supplies, equipment, and clerical support will be provided to each committee.~~

~~The Superintendent will ensure that the following actions are taken for each committee established by the Board:~~

- ~~A. Each committee member will be briefed on the requirements of the Arizona Open Meeting Law (A.R.S. [38-431](#)) as it applies to committees of the Board.~~
- ~~B. Notices and agendas of all meetings of the committee will be posted.~~
- ~~C. All meetings will be open for public attendance.~~
- ~~D. If an executive session is authorized, all applicable requirements as presented in Policy BEC, Executive Sessions/Open Meetings will be followed.~~
- ~~E. Minutes will be taken and made available for public inspection three (3) working days after the meeting.~~

~~A representative of the Board and the Superintendent will serve as ex officio members of all advisory committees.~~

~~Adopted: _____~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~38-431 et seq.~~

~~CROSS REF.:~~

~~BEC – Executive Sessions/Open Meetings~~

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

ADVISORY 836

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

**BDG ©
SCHOOL ATTORNEY**

County Attorney

As the statutory attorney for the District, the County Attorney may serve as the District's legal counsel if no conflict of interest exists and based on the availability of staff per A.R.S. 11-532.

Legal Counsel

The Governing Board may employ an attorney to represent the District if the county attorney consents. The purpose for which an attorney is hired shall be set forth in writing by the Board.

The Governing Board may employ legal counsel without the consent of the county attorney when, in its discretion, it deems it advisable. Compensation and purpose should be determined at the time of employment of private counsel.

Legal Advice

The Superintendent and the President of the Board shall be designated as the representatives of the District who may confer with counsel. The Superintendent may authorize other district personnel to consult with legal counsel on matters related to their professional responsibilities. With approval from the Superintendent or Board President, a Board member may consult with legal counsel for a matter that is directly related to his/her Board responsibilities. The District will not be responsible for fees that accrue because of unauthorized individual Board member or staff consultation with private counsel.

Copies of all written requests for opinions and opinions of private counsel shall be furnished by the Superintendent to all Board members. Requests for opinions requiring research or substantial amounts of work on the part of private counsel shall be in writing when practicable. ~~Only the Superintendent may contact private counsel by telephone or in person regarding matters pertaining to the day-to-day operation of the District.~~

Adopted: _____

LEGAL REF.:

A.R.S.

11-532

15-341

15-343

38-431.07

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

ADVISORY 837

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

**BE ©
SCHOOL BOARD MEETINGS**

**Official Meetings: Regular
and Special**

The Board shall transact all business at official meetings of the Board. These may be either regular or special meetings, defined as follows:

- A. Regular meeting - the usual official legal-action meeting, scheduled and held regularly.
- B. Special meeting - an official legal-action meeting called between scheduled regular meetings to consider only specifically identified topics.

Every meeting of the Board, regular or special, shall be open to the public except for an executive session that is held in accordance with state law. A "meeting" is defined as the gathering, in person or through technological devices, of a quorum of members of a public body to discuss, propose or take legal action, including any deliberations with respect to such action, that has been properly noticed, pursuant to Arizona Revised Statutes.

The Board must provide sufficient seating to accommodate the reasonably anticipated number of desiring attendees when feasible. However, this does not require a public body to relocate a meeting outside of the largest regular meeting room.

A meeting includes a one-way electronic communication by one member of a public body that is sent to a quorum of the members of a public body and that proposes legal action or otherwise discusses topics that may come before the body for legal action.

A meeting also includes an exchange of electronic communications among a quorum of the members of a public body that involves a discussion, deliberation or the taking of legal action by the public body concerning a matter likely to come before the public body for action.

~~Notice of all Governing Board meetings, regular and special, shall be posted in compliance with the requirements prescribed by A.R.S. 38-431.02 and described in Board Policy BEDA.~~

~~Notice must include an agenda of the matters to be discussed or decided at the meeting or information on how the public may obtain a copy of such agenda. Except for a meeting through technological devices, the agenda shall also include notice of the time that the public will have physical access to the meeting place.~~

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

Frequency

Regular Board Meetings

The Governing Board shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called. If action has been taken and documents approved at a meeting, they may be signed subsequently by individual Board members.

Choose this:

~~The _____ and _____ of each month during the regular school year are designated as the regular Board meeting dates. The Board may hold other meetings as often as called.~~

Or choose this:

~~The _____ of each month during the regular school year is designated as the regular Board meeting date. The Board may hold other meetings as often as called.~~

A regular meeting may be rescheduled or canceled:

- A. By majority vote of the Board when noticed as a meeting agenda item.
- B. By declaration of the Board President, or if the President is unavailable another member of the Board, in consultation with the Superintendent, when a significant event beyond the Board's control renders attendance at the meeting unsafe or unreasonable in light of the circumstance, such as:
 - 1. Significantly inclement weather conditions, or
 - 2. A local, state, or national emergency of a magnitude it intervenes to the extent that convening of the meeting is inadvisable.
- C. When the absence of a quorum of the Board will render the meeting impermissible.

Every regular meeting of the Board shall be open to the public, and the Board shall meet at the most convenient public facility in the District. If a public facility is not available within the District, the Board may meet at any available public facility convenient to all Board members, regardless of the county or school district in which the facility is located.

Special Board Meetings

Special meetings may be called whenever deemed necessary. Written or telephonic notice of all special meetings shall be given to the members of the Board at least twenty-four (24) hours prior to the time stated for the meeting to convene. Said notice shall indicate the purpose of the special meeting. No business other than the matters specified in the notice shall be transacted at such meeting.

Executive Sessions/Open Meetings

Executive Session is a Board gathering from which the public is excluded. A quorum of the Board may vote in open session to hold an executive session for a reason delineated in A.R.S. 38-431.03. The Governing Board shall provide the public with notice of the executive session and it shall state the provision of law authorizing such session. The Governing Board shall also inform any officer, appointee, or employee to be considered or discussed at a meeting with written notice of the executive session as is appropriate but not less than twenty-four (24) hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.

Minutes from an executive session shall be confidential except for the reasons listed in A.R.S. 38-431.03. No final action, decision, or vote shall be taken while the Board is in executive session, except as provided by law.

The Board shall reconvene the open meeting after an executive session prior to adjourning the meeting.

During the executive session, all persons present in the executive session will be read the admonition on the confidentiality of the executive session minutes and deliberations.

Adopted: _____

LEGAL REF.:

A.R.S.

15-321

15-323

15-843

38-431 *et seq.*

38-431.01

38-431.02

38-431.03

A.G.O.

I79-045

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

I79-049
I79-126
I79-136
I80-118
I80-146
I81-058
I81-060
I81-090

CROSS REF.:

BBA – Board Powers and Responsibilities

~~BEC – Executive Sessions/Open Meetings~~

BED – Meeting Procedures

BEDA - Notification of Board Meetings

BEDB - Agenda

~~BEDC – Quorum~~

~~BEDF – Voting Method~~

~~BEDG – Minutes~~

BE-EA ©

EXHIBIT

SCHOOL BOARD MEETINGS

Form 7.5

Notice of Meeting and Possible Executive Session of a Public Body

Sections 7.6.8 and 7.10.1

**NOTICE OF MEETING AND POSSIBLE EXECUTIVE SESSION OF THE
[NAME OF PUBLIC BODY]**

Pursuant to A. R.S. § 38-431.02, notice is hereby given to the members of the [name of public body] and to the general public that the [name of public body] will hold a meeting open to the public on [date, time, and exact location] for the purpose of deciding whether to go into executive session. If authorized by a majority vote of the [name of public body], the executive session will be held immediately after the vote and will not be open to the public.

The agenda for the meeting is as follows:

[Include a general description of the matters to be discussed or considered, but exclude information that would defeat the purpose of the executive session. See Form 7.7 (Sample Notice and Agenda)]

[OR]

A copy of the agenda for the meeting will be available at [location where the agenda will be available] at least twenty-four (24) hours in advance of the meeting.

This executive session is authorized under A.R.S. § 38-431.03, Subsection (A), paragraph [list applicable provision].

Dated this _____ day of _____, 20____.

[name of public body]

By _____
[authorized signature]

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [name, telephone number, TDD telephone number]. Requests should be made as early as possible to arrange the accommodation.

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

BE-EB ©

EXHIBIT

SCHOOL BOARD MEETINGS

Form 7.6

Notice of Combined Public Meeting and Executive Session

Sections 7.6.8, 7.7.4, and 7.10.1

NOTICE OF COMBINED PUBLIC MEETING AND EXECUTIVE SESSION

OF

[NAME OF PUBLIC BODY]

Pursuant to A. R.S. § 38-431.02, notice is hereby given to the members of the [name of public body] and to the general public that the [name of public body] will hold a meeting open to the public on [date, time, and exact location]. As indicated in the agenda, pursuant to A.R.S. § 38-431.03(A) [specific paragraph that justifies the executive session]. The [name of public body] may vote to go into executive session, which will not be open to the public, to discuss certain matters.

The agenda for the meeting is as follows:

[List the specific matter to be discussed, considered, or decided. See Form 7.7 (Sample Notice and Agenda). Identify those matters that may be discussed or considered in executive session and identify the paragraph of A.R.S. § 38-431.03(A) authorizing the executive session, but exclude information that would defeat the purpose of the executive session.]

[OR]

A copy of the agenda for the meeting will be available at [location where the agenda will be available] at least twenty-four (24) hours in advance of the meeting.

Dated this _____ day of _____, 20_____.

[name of public body]

By _____

[authorized signature]

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [name, telephone number, TDD telephone number]. Requests should be made as early as possible to arrange the accommodation.

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

BE-EC ©

EXHIBIT

SCHOOL BOARD MEETINGS

Form 7.13

Employee Notice of Executive Session

Section 7.9.4

[DATE]

[Name and Address of Officer or Employee who is the subject of discussion at the executive session]

Dear [Name of employee]:

This is to advise you that the [name of public body] will meet in executive session at its next meeting on [date, time, and exact location] to discuss [describe nature of matters to be discussed or considered]. You may request that the discussion take place during the [name of public body's] public meeting rather than in executive session, by contacting the undersigned not later than [date and time by which notification must be given*].

Any person with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [name, telephone number, TDD telephone number]. Requests should be made as early as possible to arrange the accommodation.

Very truly yours,

[authorized signature]

* Since the public body must post its notice of either a public meeting or an executive session at least twenty-four (24) hours before the meeting, the deadline for the employee to exercise his or her right to demand a public meeting must be more than twenty-four (24) hours before the meeting.

ADVISORY 838

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

~~BEC ©
EXECUTIVE SESSIONS / OPEN MEETINGS~~

~~The Board may enter into executive session after the following requirements have been met:~~

~~A. A notice of the executive session has been provided to the Board members and the general public stating the provision of law authorizing the executive session in accordance with Board Policy BEDA.~~

~~B. The Board has first been convened in open meeting, for which notice, stating the specific provision of law authorizing the executive session, has been given.~~

~~C. The Board President has identified the section or sections of A.R.S. 38-431.03 that authorize the holding of the executive session and has stated the language of the section(s) and a general description of the matters to be considered.~~

~~D. The executive session is authorized by a vote in open session, either during the current Governing Board meeting or at a prior meeting of the Board designating the time and the date of the future executive session.~~

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

~~No final action, decision, or vote shall be taken while the Board is in executive session, except as provided by law.~~

~~The Board shall reconvene the open meeting after an executive session prior to adjourning the meeting.~~

~~During the executive session, all persons present in the executive session will be read the admonition on the confidentiality of the executive session minutes and deliberations.~~

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-843~~

~~38-431.01~~

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

~~38-431.02~~

~~38-431.03~~

~~A.G.O.~~

~~I79-45~~

~~I79-49~~

~~I79-126~~

~~I79-136~~

~~I80-118~~

~~I80-146~~

~~I81-058~~

~~I81-060~~

~~I81-090~~

~~CROSS REF.:~~

~~BBBB—Board Member Oath of Office~~

~~BEDA—Notification of Board Meetings~~

~~BEDG—Minutes~~

~~JKD—Student Suspension~~

~~BEC EA ©~~

~~EXHIBIT~~

~~EXECUTIVE SESSIONS / OPEN MEETINGS~~

~~MINUTES~~

Date	Time	Place
-----------------	-----------------	------------------

~~I. Record the names of persons present (*Only Board Members, individuals provided for by statute, and other persons whom the Board determines are reasonably necessary for the purposes of the executive session may be present*). Indicate who and when anyone leaves or enters during the executive session:~~

~~II. Specify the section of A.R.S. 38-431 under which the executive session was called and a general description of the respective topic(s). The same information should have been indicated on the agenda:~~

~~III. (*Read prior to each executive session:*)~~

~~All persons present are hereby reminded that it is unlawful to disclose or otherwise divulge to any person who is not now present, other than a current member of the Board, or pursuant to a specific statutory exception, anything that has transpired or has been discussed during this executive session. Failure to comply is a violation of A.R.S. 38-431.03.~~

~~IV. Items of discussion (*if the session is held under authority of A.R.S. 38-431.03, Subsection A, paragraphs 4, 5, or 7, an accurate description of all instructions given must be included*):~~

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

~~BEC-EB ©~~

EXHIBIT

~~EXECUTIVE SESSIONS / OPEN MEETINGS~~

~~Form 7.5~~

~~Notice of Meeting and Possible Executive Session of a Public Body~~

~~Sections 7.6.8 and 7.10.1~~

~~NOTICE OF MEETING AND POSSIBLE EXECUTIVE SESSION OF THE
[NAME OF PUBLIC BODY]~~

~~Pursuant to A. R.S. § 38-431.02, notice is hereby given to the members of the [name of public body] and to the general public that the [name of public body] will hold a meeting open to the public on [date, time, and exact location] for the purpose of deciding whether to go into executive session. If authorized by a majority vote of the [name of public body], the executive session will be held immediately after the vote and will not be open to the public.~~

~~The agenda for the meeting is as follows:~~

~~[Include a general description of the matters to be discussed or considered, but exclude information that would defeat the purpose of the executive session. See Form 7.7 (Sample Notice and Agenda)]~~

~~_____ [OR]~~

~~A copy of the agenda for the meeting will be available at [location where the agenda will be available] at least twenty-four (24) hours in advance of the meeting.~~

~~This executive session is authorized under A.R.S. § 38-431.03, Subsection (A), paragraph [list applicable provision].~~

~~Dated this _____ day of _____, 20_____.~~

~~_____

[name of public body]~~

~~By _____

[authorized signature]~~

~~Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [name, telephone number, TDD telephone number]. Requests should be made as early as possible to arrange the accommodation.~~

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

~~BEC-EC ©~~

EXHIBIT

~~EXECUTIVE SESSIONS / OPEN MEETINGS~~

~~Form 7.6~~

~~Notice of Combined Public Meeting and Executive Session~~

~~Sections 7.6.8, 7.7.4, and 7.10.1~~

~~NOTICE OF COMBINED PUBLIC MEETING AND EXECUTIVE SESSION
OF
[NAME OF PUBLIC BODY]~~

~~Pursuant to A. R.S. § 38-431.02, notice is hereby given to the members of the [name of public body] and to the general public that the [name of public body] will hold a meeting open to the public on [date, time, and exact location]. As indicated in the agenda, pursuant to A.R.S. § 38-431.03(A) [specific paragraph that justifies the executive session]. The [name of public body] may vote to go into executive session, which will not be open to the public, to discuss certain matters.~~

~~The agenda for the meeting is as follows:~~

~~[List the specific matter to be discussed, considered, or decided. See Form 7.7 (Sample Notice and Agenda). Identify those matters that may be discussed or considered in executive session and identify the paragraph of A.R.S. § 38-431.03(A) authorizing the executive session, but exclude information that would defeat the purpose of the executive session.]~~

~~_____ [OR]~~

~~A copy of the agenda for the meeting will be available at [location where the agenda will be available] at least twenty four (24) hours in advance of the meeting.~~

~~Dated this _____ day of _____, 20_____.~~

~~_____

[name of public body]~~

~~By _____

[authorized signature]~~

~~Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [name, telephone number, TDD telephone number]. Requests should be made as early as possible to arrange the accommodation.~~

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

~~BEC ED ©~~

~~EXHIBIT~~

~~EXECUTIVE SESSIONS / OPEN MEETINGS~~

~~Form 7.13~~

~~Employee Notice of Executive Session~~

~~Section 7.9.4~~

~~[DATE]~~

~~[Name and Address of Officer or Employee who is the subject of discussion at the executive session]~~

Dear ~~[Name of employee]:~~

~~This is to advise you that the [name of public body] will meet in executive session at its next meeting on [date, time, and exact location] to discuss [describe nature of matters to be discussed or considered]. You may request that the discussion take place during the [name of public body's] public meeting rather than in executive session, by contacting the undersigned not later than [date and time by which notification must be given*].~~

~~Any person with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [name, telephone number, TDD telephone number]. Requests should be made as early as possible to arrange the accommodation.~~

Very truly yours,

~~_____~~
~~[authorized signature]~~

~~* Since the public body must post its notice of either a public meeting or an executive session at least twenty-four (24) hours before the meeting, the deadline for the employee to exercise his or her right to demand a public meeting must be more than twenty-four (24) hours before the meeting.~~

ADVISORY 839

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

**BED ©
MEETING PROCEDURES / BYLAWS**

Board President Role

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

Rules of Order

The Board decides on rules for its meetings. One (1) example follows:

A. It shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called.

B. Each action item shall require a motion, and all motions shall require seconding.

C. The President may make or second motions and may vote on all motions.

D. A motion to adjourn is in order at any time. Such a motion shall require a second and a majority vote. No discussion is in order.

E. A motion to table is in order at any time. Such a motion requires a second and is limited to being considered only once on any given agenda item. No discussion is in order.

F. Rules of order may be subject to suspension only upon a majority vote of the members of the Board present at a meeting.

G. The Governing Board President may recess the meeting without a vote of the Governing Board in order to maintain decorum and Governing Board meeting rules of order.

Insert District Rules here.

Voting Method

Votes on all motions and resolutions shall be by *ayes, nays* or *abstentions*.

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

At the discretion of the Board President or on the request of a member, a show-of-hands or roll-call vote, including an electronic roll-call vote, shall be made and the vote of members shall be recorded. On a show-of-hands or roll-call, an indication of how each member voted, the names of the members who propose each motion and the names of the persons, as given, who make statements or present material to the public body and a reference to the legal action about which they made statements or presented material shall be recorded.

All motions shall be carried by a majority of the members who vote, or as otherwise required by law.

Minutes

Written or recorded minutes shall be taken of all regular and special Board meetings, including executive sessions, and shall include the information required by A.R.S. 38-431.01. The written minutes or recording shall be available for public inspection three (3) working days after the date of the meeting, except for confidential executive session minutes. Written minutes or a recording not yet approved by the Governing Board shall be marked as "draft" or "unapproved." The minutes or recording shall not be withheld from the public pending approval and must be in a form readily accessible to the public.

Copies of unapproved written minutes or a recording shall be distributed to all Board members prior to the next meeting. The Board will take action at a subsequent meeting to amend and/or approve the written minutes.

The Superintendent shall oversee the preparation of written or recorded minutes of all executive sessions, as required by A.R.S. 38-431.01. The Superintendent will provide confidential copies of unapproved written minutes or a recording to appropriate Board members per 38-431.03 prior to the next meeting.

The Superintendent shall assure that permanent archival files of all approved Governing Board meeting minutes and related required materials are maintained in accordance with A.R.S. 39-101 and standards established by Arizona State Library, Archives and Public Records (ASLAPR). Regular and special Board meeting minutes should be filed separately from Board executive session minutes.

Adopted: _____

LEGAL REF.:

A.R.S.

1-216

15-321

15-341

15-843

38-421

38-431

38-431.01

38-431.03

39-101

39-121

39-122

A.G.O.

I78-237

I80-198

Attorney General Arizona Agency Handbook, Chapter 7, Open Meetings

ASLAPR General Retention Schedule for School Districts and Charter Schools

CROSS REF.:

BEDA - Notification of Board Meetings

BEDB – Agenda

BEDH - Public Participation at Board Meetings and News
Media Services at Board Meetings

BGB – Policy Adoption, Revision and Repeal

BGF – Suspension/Repeal of Policy

BED-R ©

REGULATION

MEETING PROCEDURES

**(Minutes of Open Session Governing Board Meetings,
Board Subcommittees and Advisory Committees)**

For meetings other than executive sessions, minutes are to contain at least the following information:

- A. Date, time, and place of meeting.
- B. Members of the Governing Board recorded as either present or absent.
- C. General description of the matter considered.
- D. A record of how each member voted.
- E. An accurate description of all legal actions proposed, discussed or taken, and the name of the Board member who proposed each motion.
- F. Names of the persons, as given, making statements or presenting material to the Governing Board and a reference to the legal action about which they made statements or presented material.

A meeting, for the purposes of the open meeting statutes, is the gathering of a quorum of Governing Board members at which they discuss, propose or take legal action, including any deliberations by a quorum with respect to such action. [A.R.S. 38-431]

It is therefore necessary to remember that:

- A. the coming together of a quorum of Governing Board members:
 - 1. in person or by technological devices such as speakerphone, Internet, or other device,
 - 2. including study sessions, work sessions, and retreats,
 - 3. regardless of whether or not any voting is scheduled to occur,
- B. or of a subcommittee or advisory committee appointed by or at the direction of the Board, or which is to report to the Board,
 - 1. is a "meeting" and, therefore,
 - 2. minutes must be taken and processed as required by statute and specified above.

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

BED-EA ©

EXHIBIT

MEETING PROCEDURES

Form 7.10

Minutes of Public Meeting

Sections 7.8.1 and 7.8.2

**MINUTES OF PUBLIC MEETING OF THE
[NAME OF PUBLIC BODY] OF MEETING HELD [DATE]**

A public meeting of the [name of public body] was convened on [date, time, and exact location]. Present at the meeting were the following members of the [name of public body]: [names of members present]. Absent were: [names of members absent]. The following matters were discussed, considered, and decided at the meeting:

1. [Generally describe all matters discussed or considered by the public body.]
2. [Describe accurately all legal actions proposed, discussed, or taken and the names of persons who proposed each motion].
3. [Identify each person making statements or presenting material to the public body, making specific reference to the legal action about which they made statements or presented material.]
4. [Other required information. See Section 7.8.2(6), (7), (8).]

Dated this _____ day of _____, 20__.

[name of public body]

By _____
[authorized signature]

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

BED-EB ©

EXHIBIT

MEETING PROCEDURES

Form 7.11

Minutes of Executive Session

Sections 7.8.1, 7.8.3

**MINUTES OF EXECUTIVE SESSION OF THE
[NAME OF PUBLIC BODY] HELD [DATE]**

An executive session of the [name of public body] was convened on [date, time, and exact location]. The [name of public body] voted to go into executive session at a public meeting on [date, time, and exact location]. Present at the executive session were the following members of the [name of public body]: [names of members present]. Absent were: [names of members absent]. Also attending the executive session were: [names of those present including the reasons for their presence, for example, attorney for the public body, etc.]

The following matters were discussed and considered at the meeting:

1. [Generally describe the matters discussed or considered by the public body.]
2. [Describe all instructions given to attorneys or designated representatives pursuant to A.R.S. § 38-431.03(A)(4), (5) and (7).]
3. [If the executive session is held as an emergency session, include the statement of reasons for the emergency consideration. See Section 7.8.2(7).]
4. [Include such other information as the public body deems appropriate, including information necessary to establish that executive session was proper and appropriate. See Section 7.8.3(5).]

Dated this _____ day of _____, 20_____.

[name of public body]

By _____
_____ [authorized signature]

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

ADVISORY 840

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

**BEDA ©
NOTIFICATION OF BOARD MEETINGS**

A statement shall be conspicuously posted on the District's website specifying where all notices of the Governing Board meetings are posted, including the physical and electronic locations, and give additional public notice as is reasonable and practicable as to all meetings. Except for a meeting through technological devices, the agenda ~~and notice~~ shall also include the time that the public will have physical access to the meeting place.

The District shall post all Governing Board public meeting notices on its website and give additional public notice as is reasonable and practicable as to all meetings. When the District has complied with all other public notice requirements of A.R.S. 38-431.02, the Board is not precluded from holding a meeting for which notice was posted when a technological problem or failure either:

- A. prevents the posting of public notice on the District website, or
- B. temporarily or permanently prevents use of all or part of the District's website.

When an executive session of the Board is scheduled, a notice of the executive session stating the provision of law authorizing the executive session and including a general description of the matters to be considered shall be provided to:

- A. the members of the Governing Board, and
- B. the general public.

At least twenty-four (24) hours prior to the meeting, notice shall be given to the members of the Governing Board and to the general public by posting in the designated public place(s) the time and place, and the meeting agenda or any change in the meeting agenda. The notice shall include an agenda of the matters to be discussed, considered or decided at the meeting, or include information on how the public may obtain a copy of the agenda.

The twenty-four (24) hour notice period:

- A. May include Saturday when, in addition to any website posting, the public has twenty-four (24) hour access to the physical posting location.
- B. Does not include Sundays and other holidays prescribed in A.R.S. 1-301.

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 twenty-four (24) hour meeting notice is not required in the case of an actual emergency, however, notice shall be given and procedures followed in accordance with the requirements of 38-431.02 as are appropriate to the circumstances.

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

A meeting may be recessed and resumed with less than twenty-four (24) hours' notice when proper initial meeting notice was given and, before recessing, public notice is given specifying the time and place the meeting will be resumed or identifying the method by which such notice shall be publicly given.

When the Governing Board intends to meet at a regular place and time on a regular day, date or event for a specified calendar period, the District may post notice of the beginning of the applicable calendar period and the period for which the notification is valid.

Adopted: _____

LEGAL REF.:

A.R.S.

1-301

15-321

15-341

38-431.01

38-431.02

A.G.O.

I79-045

CROSS REF.:

BDA – Board Organizational Meeting and Board President Duties

BE - School Board Meetings

~~BEC – Executive Sessions/Open Meetings~~

BEDB - Agenda

ADVISORY 841

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

**BEDB ©
AGENDA**

The agenda shall list the specific matters to be discussed, considered or decided at the meeting. Except for a meeting through technological devices, the agenda ~~and notice~~ shall also include the time that the public will have physical access to the meeting place. The Governing Board may discuss, consider or make decisions only on matters listed on the agenda and other matters related thereto. (*Subject to A.R.S. 38-431.02*)

Preparation and Dissemination

Regular Meetings

The Superintendent will prepare Board meeting agendas in consultation with the Board President.

The Superintendent may place items on the agenda. Any Board member may propose an item for consideration of placement on the agenda and will notify the Superintendent of the particular item of business at least five (5) working days before the meeting.

The agenda and supporting materials shall be distributed to the Board members not less than twenty-four (24) hours prior to the meeting.

Copies of the agenda shall be available to the public and the press.

Special Meetings

Whenever possible, the procedures for agenda preparation and dissemination used for regular meetings will be used for special meetings.

These procedures may be altered by the Superintendent during an emergency or when compliance would be impractical. However, the Superintendent shall comply with all legal requirements in scheduling special meetings.

Order of Business

Unless changed by a majority vote of Board members present at a meeting, the order of business shall be as follows:

Regular meetings:

- A. Call to order
- B. Adoption of the agenda (*Discussion of items is not in order.*)
- C. Pledge of allegiance

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

D. Board Meeting minutes not previously approved

E. Information only items (*Items to be heard only; the Board will not propose, discuss, or take legal action during the meeting unless the specific matter is properly noticed for legal action.*)

1. Summary of current events

a. Superintendent

Celebrations and recognitions

b. Governing Board members

2. Reports (*Notice must be specific as to type of report that will be given, subject matter and whom will be making the report.*)

F. Public comments (*Members of the Governing Board shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.*)

G. Action items (*Matters on which the Governing Board may take legal action during the meeting.*)

1. Consent agenda items (*When so presented, should fully describe the matters on the agenda and inform the public where more information can be obtained.*)

2. Specific items of District business (*As listed for consideration, may include various categorical areas as the business of the District necessitates Board discussion, deliberation, and action.*)

H. Information and Discussion items (*Matters about which the Board may engage in discussion but will take no action during the meeting.*)

I. Information items (*The Board will not propose, discuss, or take legal action during the meeting.*)

Requests for future agenda items

J. Adjournment

Special meetings:

A. Call to order

B. Items for which the special meeting was called (*May include timely action, discussion, and information items as conditioned for regular meetings.*)

C. Announcements

D. Adjournment

Executive sessions:

An executive session may be scheduled, as necessary, during either a regular or special meeting. (*See Arizona Attorney General Agency Handbook Section 7.6.7.*)

1. When an executive session is to be held, the notice must state the specific provision of law authorizing the executive session. An agenda is also required and must contain a general description of the matters to be considered.

2. The following statement may be included on every agenda:

"The Board may vote to hold an executive session for the purpose of obtaining legal advice from the Board's attorney on any matter listed on the agenda pursuant to A.R.S. 38-431.03(A)(3)." [7.6.7 AZ Agency Handbook]

Emergency meetings

In the case of an actual emergency, the Governing Board, after giving such notice as is appropriate to the circumstances, may act on an emergency matter or call an emergency meeting in accordance with the requirements set out in A.R.S. 38-431.02. The emergency meeting shall follow the order of business for a special meeting. An emergency meeting shall be subsequently followed by the posting of a public notice within twenty-four (24) hours declaring that an emergency session has been held and setting forth the information specified by 38-431.02. Chapter 7 of the Arizona Agency Handbook shall be consulted for guidance when an emergency action or meeting is being considered.

Accommodations for the Individuals with Disabilities

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [name of designated District contact person] at [provide telephone number and e-mail]. Requests should be made as early as possible to allow time to arrange the accommodation.

Adopted: _____

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

LEGAL REF.:

A.R.S.

38-431

38-431.01

38-431.02

38-431.03

28 CFR § 35.163

7.6.7 AZ Agency Handbook

CROSS REF.:

BDA – Board Organizational Meeting and Board President Duties

BDB – Board Officers

BE - School Board Meetings

BEC – Executive Sessions/Open Meetings

~~BEDB-E ©~~

EXHIBIT

~~AGENDA~~

~~Form 7.7~~

~~Sample Notice and Agenda of Public Meeting and
Executive Session~~

~~Sections 7.6.4, 7.6.8, 7.7.2, 7.7.4, and 7.10.1~~

~~NOTICE AND AGENDA OF MEETING OF THE
ARIZONA COMMISSION ON THE ENVIRONMENT~~

~~Pursuant to A.R.S. § [38-431.02](#), notice is hereby given to the members of the Arizona Commission on the Environment and to the general public that the Arizona Commission on the Environment will hold a meeting open to the public on January 21, 2000, beginning at 8:30 a.m. in Room 201, Health Building, 1740 West Adams, Phoenix, Arizona. As indicated in the following agenda, the Arizona Commission on the Environment may vote to go into executive session, which will not be open to the public, to discuss certain matters.~~

~~The agenda for the meeting is as follows:~~

~~I. Call to Order. (*Chairman Smith*)~~

~~II. Approval of Minutes of October 19, 1999 Meeting.~~

~~III. Committee Reports. (*Oral reports of the following committees and discussion thereon.*)~~

~~1. Computer Committee. Report by the chair of the Commission's Advisory Committee on proposals for acquiring a new computer system for the Commission.~~

~~IV. Personnel.~~

~~1. Consideration of applicants for Director of the Commission. The Commission may vote to discuss this matter in executive session pursuant to A. R.S. § [38-431.03](#)(A)(1). The names of the applicants may be obtained by contacting the Commission's Executive Secretary.~~

~~2. Selection of Director of the Commission. The Commission may defer a decision on this matter to a later date.~~

~~V. Litigation.~~

~~1. *State v. Acme Polluters*. Discussion and decision concerning possible settlement. The Commission may vote to discuss this matter with the Commission's attorneys in executive session pursuant to A.R.S. § [38-431.03](#)(A)(3) and (4). The Commission may decide the matter in the public meeting or defer decision to a later date.~~

~~2. Instituting Litigation. Discussion with and instruction to the Commission's attorneys concerning the filing of an enforcement action against The Brown Corporation. The Commission may discuss this matter in executive session pursuant to A.R.S. § [38-431.03](#)(A)(2), (3), and (4). The Commission may decide the matter in the public meeting or defer decision to a later date.~~

~~VI. Consent Agenda.~~

~~Approval of routine warrants, purchase orders, travel claims, employee leave and transfer requests, and employee resignations. (*Documentation concerning the matters on the consent agenda may be reviewed at the Commission's office.*) Any matter on the Consent Agenda will be removed from the Consent Agenda and discussed as a regular agenda item upon the request of any Commission member.~~

~~1. Approval of purchase order numbers 1204, 1205, and 1206 for purchase of computer equipment.~~

~~2. Approval of travel claims for employees John Q. Smith and Mary M. McGee.~~

~~3. Approval of resignation of Daniel Warren and resolution to thank Daniel Warren for ten (10) years of service.~~

~~VII. Call to the Public.~~

~~This is the time for the public to comment. Members of the Board may not discuss items that are not on the agenda. Therefore, action taken as a result of public comment will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.~~

~~VIII. Summary of Current Events.~~

~~The chief administrator, presiding officer or a member of the board may present a brief summary of current events pursuant to A.R.S. § [38-431.02](#)(K). The Board will not discuss or take action on any current event summary.~~

~~The Board may discuss future dates for meetings and direct staff to place matters on future agendas.~~

~~IX. Future Meeting Dates and Items for Future Agendas.~~

~~A copy of the agenda background material provided to Commission members (with the exception of material relating to possible executive sessions) is available for public inspection at the Commission's office, Room 402, Health Building, 1740 West Adams, Phoenix, Arizona.~~

~~Dated this 7th day of January, 2000.~~

~~ARIZONA COMMISSION ON THE ENVIRONMENT~~

~~Chris Jones
Executive Secretary~~

~~Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [name, telephone number, TDD telephone number]. Requests should be made as early as possible to arrange the accommodation.~~

ADVISORY 842

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

~~BEDBA ©
AGENDA PREPARATION AND DISSEMINATION~~

~~**Regular Meetings**~~

~~The Superintendent will prepare Board meeting agendas in consultation with the Board President.~~

~~The Superintendent, with the approval of the Board President, on behalf of the Governing Board as a whole, may place items on the agenda. Any Board member proposing an item for consideration of placement on the agenda will notify the Superintendent of the particular item of business at least five (5) working days before the meeting.~~

~~The agenda and supporting materials shall be distributed to the Board members not less than twenty four (24) hours prior to the meeting.~~

~~Upon request, copies of the agenda shall be available to the public and the press.~~

~~**Special Meetings**~~

~~Whenever possible, the procedures for agenda preparation and dissemination used for regular meetings will be used for special meetings.~~

~~These procedures may be altered by the Superintendent during an emergency or when compliance would be impractical. However, the Superintendent shall comply with all legal requirements in scheduling special meetings.~~

~~Adopted: _____~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~38 431 *et seq.*~~

~~CROSS REF.:~~

~~BDB – Board Officers~~

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

ADVISORY 843

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

~~BEDC ©~~
QUORUM

~~A quorum consisting of a majority of the Board membership shall be necessary to conduct any business. In the event that a quorum is not present within _____ (____) minutes of the time scheduled, the meeting may be canceled and another meeting scheduled, with due and proper notices as prescribed by policy and law.~~

~~When there is a vacancy of one (1) or more members on the Governing Board, a majority of the members remaining constitute a quorum for the transaction of business, except that a single Board member does not constitute a quorum.~~

~~Efforts shall be made to fill vacancies on the Governing Board as soon as is practicable.~~

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~1-216~~

~~15-321~~

~~A.G.O.~~

~~I84-165~~

~~CROSS REF.:~~

~~BBBE--Unexpired Term Fulfillment~~

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

ADVISORY 844

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

~~**BEDD ©
RULES OF ORDER**~~

The Board prescribes rules for its meetings as follows:

- ~~A. It shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called.~~
- ~~B. Each action item shall require a motion, and all motions shall require seconding.~~
- ~~C. The President may make or second motions, and may vote on all motions.~~
- ~~D. A motion to adjourn is in order at any time. Such a motion shall require a second and a majority vote. No discussion is in order.~~
- ~~E. A motion to table is in order at any time. Such a motion requires a second and is limited to being considered only once on any given agenda item. No discussion is in order.~~
- ~~F. Rules of order may be subject to suspension only upon a majority vote of the members of the Board present at a meeting.~~
- ~~G. The Governing Board President may recess the meeting without a vote of the Governing Board in order to maintain decorum and Governing Board meeting rules of order.~~

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

~~15-341~~

~~CROSS REF.:~~

~~BED Meeting Procedures/Bylaws~~

~~BEDA Notification of Board Meetings~~

~~BEDB Agenda~~

~~BEDBA Agenda Preparation and Dissemination~~

~~BEDC Quorum~~

~~BEDF Voting Method~~

~~BEDG Minutes~~

~~BEDH Public Participation at Board Meetings~~

~~BGF Suspension/Repeal of Policy~~

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

ADVISORY 845

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

~~BEDC~~
~~VOTING METHOD~~

~~Votes on all motions and resolutions shall be by ayes, nays or abstentions.~~

~~At the discretion of the Board President or on the request of a member, a show of hands or roll call vote shall be made and the vote of members shall be recorded. On a show of hands or roll call, an indication of how each member voted, the names of the members who propose each motion and the names of the persons, as given, who make statements or present material to the public body and a reference to the legal action about which they made statements or presented material shall be recorded.~~

~~All motions shall be carried by a majority of the members who vote, or as otherwise required by law.~~

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~1-216~~

~~15-321~~

~~38-431~~

~~A.G.O.~~

~~178-237~~

~~CROSS REF.:~~

~~BEDC Quorum~~

~~BEDD Rules of Order~~

~~BEDG Minutes~~

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

ADVISORY 846

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

~~BEDG ©~~
~~MINUTES~~

~~Written or recorded minutes shall be taken of all regular and special Board meetings, including executive sessions, and shall include the information required by A.R.S. 38-431.01. The written minutes or recording shall be available for public inspection three (3) working days after the date of the meeting, except for confidential executive session minutes. Written minutes or a recording not yet approved by the Governing Board shall be marked as "draft" or "unapproved." The minutes or recording shall not be withheld from the public pending approval and must be in a form readily accessible to the public.~~

~~Copies of unapproved written minutes, in print or digital form, shall be distributed to all Board members prior to the next meeting. The Board will take action at a subsequent meeting to amend and/or approve the written minutes.~~

~~The Superintendent shall oversee the preparation of written or recorded minutes of all executive sessions, as required by A.R.S. 38-431.01. The Superintendent will provide confidential copies of unapproved written minutes, in print or digital form, to all Board members prior to the next meeting.~~

~~The Superintendent shall assure that permanent archival files of all approved Governing Board meeting minutes and related required materials are maintained in accordance with A.R.S. 39-101 and standards established by Arizona State Library, Archives and Public Records (ASLAPR). Regular and special Board meeting minutes shall be filed separately from Board executive session minutes.~~

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-843~~

~~38-421~~

~~38-431.01~~

~~38-431.03~~

~~39-101~~

~~39-121~~

~~39-122~~

~~A.G.O.~~

~~I80-198~~

~~Attorney General Arizona Agency Handbook, Chapter 7, Open Meetings~~

~~ASLAPR General Retention Schedule for School Districts and Charter Schools~~

~~CROSS REF.:~~

~~BED Meeting Procedures/Bylaws~~

~~BEDF Voting Method~~

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

~~BEDG-R ©~~

REGULATION

MINUTES

~~(Minutes of Open Session Governing Board Meetings,
Board Subcommittees and Advisory Committees)~~

~~For meetings other than executive sessions, minutes are to contain at least the following information:~~

- ~~A. Date, time, and place of meeting.~~
- ~~B. Members of the Governing Board recorded as either present or absent.~~
- ~~C. General description of the matter considered.~~
- ~~D. A record of how each member voted.~~
- ~~E. An accurate description of all legal actions proposed, discussed or taken, and the name of the Board member who proposed each motion.~~
- ~~F. Names of the persons, as given, making statements or presenting material to the Governing Board and a reference to the legal action about which they made statements or presented material.~~

~~A meeting, for the purposes of the open meeting statutes, is the gathering of a quorum of Governing Board members at which they discuss, propose or take legal action, including any deliberations by a quorum with respect to such action. [38-431]~~

~~It is therefore necessary to remember that:~~

- ~~A. the coming together of a quorum of Governing Board members:~~
 - ~~1. in person or by technological devices such as speakerphone, Internet, or other device,~~
 - ~~2. including study sessions, work sessions, and retreats,~~
 - ~~3. regardless of whether or not any voting is scheduled to occur,~~
- ~~B. or of a subcommittee or advisory committee appointed by or at the direction of the Board, or which is to report to the Board,~~
 - ~~1. is a "meeting" and, therefore,~~
 - ~~2. minutes must be taken and processed as required by statute and specified above.~~

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

~~BEDG- EA ©~~

EXHIBIT

MINUTES

Form 7.10

Minutes of Public Meeting

Sections 7.8.1 and 7.8.2

~~MINUTES OF PUBLIC MEETING OF THE
[NAME OF PUBLIC BODY] OF MEETING HELD [DATE]~~

~~A public meeting of the [name of public body] was convened on [date, time, and exact location]. Present at the meeting were the following members of the [name of public body]: [names of members present]. Absent were: [names of members absent]. The following matters were discussed, considered, and decided at the meeting:~~

- ~~1. [Generally describe all matters discussed or considered by the public body.]~~
- ~~2. [Describe accurately all legal actions proposed, discussed, or taken and the names of persons who proposed each motion].~~
- ~~3. [Identify each person making statements or presenting material to the public body, making specific reference to the legal action about which they made statements or presented material.]~~
- ~~4. [Other required information. See Section 7.8.2(6), (7), (8).]~~

Dated this _____ day of _____, 20_____.

[name of public body]

By _____

[authorized signature]

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

~~BEDG-EB ©~~

EXHIBIT

MINUTES

Form 7.11

~~Minutes of Executive Session~~

~~Sections 7.8.1, 7.8.3~~

~~MINUTES OF EXECUTIVE SESSION OF THE
[NAME OF PUBLIC BODY] HELD [DATE]~~

~~An executive session of the [name of public body] was convened on [date, time, and exact location]. The [name of public body] voted to go into executive session at a public meeting on [date, time, and exact location]. Present at the executive session were the following members of the [name of public body]: [names of members present]. Absent were: [names of members absent]. Also attending the executive session were: [names of those present including the reasons for their presence, for example, attorney for the public body, etc.]~~

~~The following matters were discussed and considered at the meeting:~~

- ~~1. [Generally describe the matters discussed or considered by the public body.]~~
- ~~2. [Describe all instructions given to attorneys or designated representatives pursuant to A.R.S. § 38-431.03(A)(4), (5) and (7).]~~
- ~~3. [If the executive session is held as an emergency session, include the statement of reasons for the emergency consideration. See Section 7.8.2(7).]~~
- ~~4. [Include such other information as the public body deems appropriate, including information necessary to establish that executive session was proper and appropriate. See Section 7.8.3(5).]~~

~~Dated this _____ day of _____, 20____.~~

~~[name of public body]~~

By _____

~~[authorized signature]~~

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

ADVISORY 847

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

BEDH ©
PUBLIC PARTICIPATION AND NEWS
MEDIA SERVICES AT BOARD MEETINGS

General Public

All regular and special meetings of the Board shall be open to the public.

The Board invites the viewpoints of citizens throughout the District, and considers the responsible presentation of these viewpoints vital to the efficient operation of the District. The Board also recognizes its responsibility for the proper governance of the schools and therefore the need to conduct its business in an orderly and efficient manner. The Board therefore establishes the following procedures to receive input from citizens of the District:

- A. Any individual desiring to address the Board shall complete a form (Request to Address Board) and give this form to the Superintendent prior to the start of the Board meeting.
- B. The Board President shall be responsible for recognizing speakers, maintaining proper order, and adhering to any time limit set. Questions requiring investigation shall be referred to the Superintendent for later report to the Board. Questions or comments on matters that are currently under legal review will not receive a response.
- C. If considered necessary, the President shall set a time limit on the length of the comment period. In order to ensure that each individual has an opportunity to address the Board, the President may also set a time limit for individual speakers.
- D. Personal attacks upon Board members, staff personnel, or other persons in attendance or absent by individuals who address the Board are discouraged. Policies KE, KEB, KEC, and KED are provided by the Board for disposition of legitimate complaints, including those involving individuals. Upon conclusion of the open call to the public, individual members of the Board may respond to any criticism made by an individual who has addressed the Board.
- E. Presentations for unsolicited services will not be permitted. Companies or businesses offering services of possible interest to the District should send information to the District Office for distribution to appropriate School District officials.

The Superintendent shall ensure that a copy of this policy is posted at the entrance to the Board meeting room, and that an adequate supply of forms is available.

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

News Media Services

Local news media representatives shall be welcome to attend all regular or special meetings of the Board except for executive sessions. If representatives of the news media are unable to attend a regular or special meeting, the Superintendent may provide a periodic summary of Board actions.

Adopted: _____

LEGAL REF.:

A.R.S.

38-431.01

CROSS REF.:

~~BDB - Board Officers~~

BHC - Board Communications ~~with Staff Members~~

~~BHD - Board Communications with the Public~~

KEB - Public Concerns/Complaints about Personnel

BEDH-E ©

EXHIBIT

**PUBLIC PARTICIPATION AND NEWS
MEDIA SERVICES AT BOARD MEETINGS**

REQUEST TO ADDRESS BOARD

I request permission to address the Governing Board on the following item on the agenda:

OR

I request permission to address the Governing Board on the following item that is within the jurisdiction of the Governing Board:

(Date)

(Name and Telephone Number)

(Street Address)

(City) (State) (Zip)

(E-mail Address)

(Representing)

At the conclusion of an open call to the public, individual members of the Governing Board may respond to criticism made by those who have addressed the public body, may ask the Superintendent to review a matter, or may ask that a matter be put on a future agenda. However, members of the Governing Board shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. [A.R.S. 38-431.01]

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

ADVISORY 848

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

~~BEDI©
NEWS MEDIA SERVICES AT
BOARD MEETINGS~~

~~Local news media representatives shall be welcome to attend all regular or special meetings of the Board with the exception of executive sessions. In the event that representatives of the news media are unable to attend a regular or special meeting, the Superintendent may provide a periodic summary of Board actions.~~

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~38-431.01~~

~~38-431.03~~

ADVISORY 849

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

BGB ©
POLICY ADOPTION, REVISION
AND REPEAL

Adoption of new policies or the revision or repeal of existing policies is the responsibility of the Board.-

Adoption

The Board ~~shall~~ may adhere to the following procedure in considering and adopting policy proposals to ensure that they are fully studied before final action:

A. ~~First meeting—the proposal shall~~ First Read:

The proposal will be presented for review, including discussion, feedback and/or modification.

B. ~~Second meeting—the proposal shall~~ Second Read:

The original or revised proposal will be presented for discussion and action.

During discussion of a policy proposal, the views of the public, staff members, and the Board may result in changes. A change shall not require that the policy go through an additional review except as the Board determines that the change requires further study and that an additional review would be desirable.

Policies may be adopted or amended at a single meeting of the Board ~~in a Board-declared emergency~~ by a majority vote.

Revision

In an effort to keep its written policies up to date so they may be used consistently as a basis for Board action and administrative decision, the Board authorizes the Superintendent to seek consulting assistance from a source that provides such services. The District shall rely on the consulting service in conjunction with the functioning of the District as indicated by reactions of the school staff, the students, and the community to provide insight into the effect of the policies it has adopted. The Superintendent shall develop procedures to permit the District to utilize the policy consulting service in a manner that assures maximization of the District's return on its investment in the service.

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

The Superintendent is responsible for calling to the Board's attention policies that are out of date or in need of revision.

Repeal/Suspension

The operation of any section or sections of Board policies not established and required by law or vested by contract may be temporarily or permanently suspended by a majority vote of Board members present at a regular or special meeting. An action under this policy would not require the two (2) presentations indicated above to reinstate a suspended policy.

Adopted: _____

LEGAL REF.:

A.R.S.

15-321

CROSS REF.:

BGE - Policy Communication/Feedback Manual

BGB-R ©

REGULATION

**POLICY ADOPTION, REVISION
AND REPEAL**

The District is a subscriber to the Policy Services Program of the Arizona School Boards Association (ASBA). This service will assist the District in the amendment of District policies or in the adoption of new policies originated by the District.

The procedure listed below will be followed to ensure the expeditious review and consideration of policy updates received from the ASBA Policy Services Program and all newly proposed policies:

- A. A master file of policy updates (Policy Services Advisories) will be kept by the Superintendent.
- B. Upon receipt, a copy of each update will be forwarded to the appropriate member(s) of the Superintendent's staff.
- C. The designated staff member(s) may review and evaluate the update and recommend action to the Superintendent, including any proposed changes needed to adapt the update to specific circumstances within the District.
- D. If changes or new policies are recommended, the Superintendent may send a copy of the update to ASBA Policy Services for review or contact ASBA Policy Services to discuss the proposed changes.
- E. The updated policy or any newly proposed policies will be placed on the Board agenda for a first review by the Board.
- F. If any proposals are made for further changes during the first review, such changes may be sent to ASBA Policy Services and/or appropriate District personnel for review or discussion.
- G. If no changes were proposed, or after any such proposed changes have been reviewed by ASBA Policy Services and/or District personnel, the originally proposed or revised policy will be placed on the Board agenda a second time for action by the Board.
- H. Following adoption by the Board, the Superintendent will send a copy of the adopted policy and the date of adoption to ASBA Policy Services.
- I. ASBA Policy Services will electronically publish the final adopted copy of the policy.

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

ADVISORY 850

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

~~BGC ©
POLICY REVISION AND REVIEW~~

~~In an effort to keep its written policies up to date so they may be used consistently as a basis for Board action and administrative decision, the Board authorizes the Superintendent to seek consulting assistance from a source that provides such services. The District shall rely on the consulting service in conjunction with the functioning of the District as indicated by reactions of the school staff, the students, and the community to provide insight into the effect of the policies it has adopted. The Superintendent shall develop procedures to permit the District to utilize the policy consulting service in a manner that assures maximization of the District's return on its investment in the service.~~

~~The Superintendent is responsible for calling to the Board's attention policies that are out of date or in need of revision.~~

Adopted: _____

~~CROSS REF.:
BGE – Policy Communication/Feedback~~

~~BGC-R ©~~

~~REGULATION~~

~~POLICY REVISION AND REVIEW~~

~~The District is a subscriber to the Policy Services Program of the Arizona School Boards Association (ASBA). This service will assist the District in the amendment of District policies or in the adoption of new policies originated by the District.~~

~~The procedure listed below will be followed to ensure the expeditious review and consideration of policy updates received from the ASBA Policy Services Program and all newly proposed policies:~~

~~A. A master file of policy updates (Policy Services Advisories) will be kept by the Superintendent.~~

~~B. Upon receipt, a copy of each update will be forwarded to the appropriate member(s) of the Superintendent's staff.~~

~~C. The designated staff member(s) may review and evaluate the update and recommend action to the Superintendent, including any proposed changes needed to adapt the update to specific circumstances within the District.~~

~~D. If changes or new policies are recommended, the Superintendent may send a copy of the update to ASBA Policy Services for review or contact ASBA Policy Services to discuss the proposed changes.~~

~~E. The updated policy or any newly proposed policies will be placed on the Board agenda for a first review by the Board.~~

~~F. Following the first review, if any proposals are made for further changes, such changes may be sent to ASBA Policy Services for review or discussion.~~

~~G. If no changes are proposed, or after any such proposed changes have been reviewed by ASBA Policy Services, the updated policy will be placed on the Board agenda a second time for action by the Board.~~

~~H. Following adoption by the Board, the Superintendent will send a copy of the adopted policy and the date of adoption to ASBA Policy Services.~~

~~I. ASBA Policy Services will electronically publish the final adopted copy of the policy.~~

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

ADVISORY 851

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

**BGD ©
BOARD REVIEW OF REGULATIONS**

The Superintendent has the responsibility for carrying out, through administrative regulations, the policies established by the Board. The administrative regulations shall specify required actions and reflect the detailed arrangement under which the District will be operated.

Before issuance, regulations shall be properly titled and coded in conformance with the policy classification system.

The Board reserves the right to review all administrative regulations. ~~The Superintendent shall provide a copy of each District regulation to each Board member prior to distribution publication.~~

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

ADVISORY 852

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

**BGE ©
POLICY COMMUNICATION / FEEDBACK MANUAL**

The Superintendent shall develop procedures to ensure that constituents, employees and Board members have access to a current policy manual that contains the policies and administrative regulations of the District. A link to the online policy manual will be made available to all persons listed above.

The manual is intended both as a tool for District management and as a source of information to constituents, staff members, and others about how the District operates. To that end, the policy manual will be available for online access. In addition, a hard copy manual shall be available at such places as the Superintendent may determine for use by those persons who do not have access to the manual online. Printed copies of the policy manual shall remain the property of the District and shall be subject to recall at any time.

Any administrative regulation shall be so designated and included in the manual immediately following the policy with which it is associated.

The Board's policy manual shall be considered a public record and shall be open for inspection by accessing the online link on the District's website, or if needing a hard copy, during regular business hours at the District administration office and at places designated by the Superintendent.

The online master copy of the manual will be securely maintained by the Superintendent, and archived as required by Records Management Standards adopted by the Arizona State Library, Archives and Public Records (ASLAPR). It is this online copy that will be used to resolve any discrepancies in language existing in other copies.

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

Note: This manual is intended for informational purposes only, and does not constitute legal advice. You may wish to consult an attorney for further explanation.

BGE-R ©

REGULATION

POLICY ~~COMMUNICATION~~ / FEEDBACK MANUAL

The District's Policy Manual is available to the public online at <https://policy.azsba.org/asba/browse/asbaall/welcome/root>. The online policy manual shall be maintained by the Superintendent, and supersedes any discrepancies in language that exist in hard copies of the policy manual.

All changes to the policy manual will be communicated by the Superintendent to staff and Governing Board members, and will be archived as required by the Arizona State Library, Archives and Public Records (ASLAPR).

LEGAL REF.:

Uniform System of Financial Records

ADVISORY 853

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

~~**BGF ©**~~
~~**SUSPENSION / REPEAL OF POLICY**~~

~~The operation of any section or sections of Board policies not established and required by law or vested by contract may be temporarily or permanently suspended by a majority vote of Board members present at a regular or special meeting. An action under this policy would not require the two (2) presentations indicated in Policy BGB (Policy Adoption) to reinstate a suspended policy.~~

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

ADVISORY 854

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

BHC ©
BOARD COMMUNICATIONS WITH ~~STAFF MEMBERS~~

Staff Members

Official communication between the Board and employees will occur as follows:

- A. An employee will first communicate on school or employment-related matters at the administrative level. Any employee who exhausts the opportunity of discussing a matter at the various administrative levels may then communicate in writing with the Board on the matter. No anonymous communication will be considered by the Board.
- B. Any employee who wishes to address the Board in the employee's capacity as a parent, District resident, or individual, rather than as an employee, may do so by following the procedures in ~~Policies~~ Policy BEDH and ~~BHD~~ as noted below.
- C. Official communications, policies, directives, Board concerns, and Board action(s), as appropriate, will be communicated to employees by the Superintendent.

General Public

Official communication between the Board and the community is subject to the following:

- A. Any community member who exhausts the opportunity of discussing a matter at the administrative level may communicate with the Board in writing. No anonymous communication will be considered by the Board.
- B. A member of the community who wishes to address the Board in person may do so by following the procedures in Policy BEDH.
- C. Official communications, policies, Board concerns, and Board action, as appropriate, will be imparted to the community by the Superintendent.

Adopted: _____

LEGAL REF.:

A.R.S.

15-321

15-341

38-431.01

38-431.02

CROSS REF.:

BEDH - Public Participation at Board Meetings and News

Media Services at Board Meetings

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

ADVISORY 855

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

~~**BHD ©
BOARD COMMUNICATIONS
WITH THE PUBLIC**~~

~~Official communication between the Board and the community is subject to the following:~~

~~A. Any community member who exhausts the opportunity of discussing a matter at the administrative level may communicate with the Board in writing. No anonymous communication will be considered by the Board.~~

~~B. A member of the community who wishes to address the Board in person may do so by following the procedures in Policy BEDH.~~

~~C. Official communications, policies, Board concerns, and Board action, as appropriate, will be imparted to the community by the Superintendent.~~

Adopted: _____

~~CROSS REF.:~~

~~BEDH Public Participation at Board Meetings~~

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

ADVISORY 856

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

**BIA ©
NEW BOARD MEMBER
ORIENTATION / ~~HANDBOOK~~ AND RESOURCES**

Orientation

A member-elect - or any person designated for appointment as a member-elect - of the Board is to be afforded the Board's and the staff's fullest measures of courtesy and cooperation. The Board and staff shall make every effort to assist the member-elect to become fully informed about the Board's functions, policies, procedures, and problems.

In the interim between election or appointment and actually assuming office, the member-elect shall be invited to attend appropriate meetings and functions of the Board and is to receive appropriate reports and communications normally sent to Board members.

~~The member-elect is to be provided access to appropriate publications and aids, including the Board's Policy Manual and Administrative Regulations and publications of the state and national school boards associations. The Board President and members of the administrative staff will also confer with the member-elect as necessary on special problems or concerns.~~

Board members-elect will be encouraged to attend meetings or workshops specifically designed for Board members-elect. Their expenses at these meetings may be reimbursed by the District in accordance with law.

Resources

The member-elect is to be provided with access to appropriate publications and aids, including the Board's Policy Manual and Administrative Regulations and publications of the state and national school boards associations.

Adopted: _____

LEGAL REF.:
A.R.S.
15-342
38-431.01

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

ADVISORY 857

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

~~BIB ©~~
~~BOARD MEMBER DEVELOPMENT~~
~~OPPORTUNITIES~~

~~Governing Board members are encouraged to attend workshops presented by the county, state, and national school boards associations. Professional journals and books in the school libraries shall be available to every Board member.~~

~~No public monies can be used for training, orientation or therapy that presents any form of blame or judgment on the basis of race, ethnicity or sex. This does not include any training on sexual harassment.~~

~~Blame or judgment on the basis of race, ethnicity or sex is defined in the statute by seven (7) concepts.~~

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-342~~

~~41-1494~~

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

~~BIB-R ©~~

~~REGULATION~~

~~BOARD MEMBER DEVELOPMENT
OPPORTUNITIES~~

~~"Blame or judgment on the basis of race, ethnicity or sex" is defined in statute by the following concepts:~~

- ~~1. One race, ethnic group or sex is inherently morally or intellectually superior to another race, ethnic group or sex.~~
- ~~2. An individual, by virtue of the individual's race, ethnicity or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously.~~
- ~~3. An individual should be invidiously discriminated against or receive adverse treatment solely or partly because of the individual's race, ethnicity or sex.~~
- ~~4. An individual's moral character is determined by the individual's race, ethnicity or sex.~~
- ~~5. An individual, by virtue of the individual's race, ethnicity or sex, bears responsibility for actions committed by other members of the same race, ethnic group or sex.~~
- ~~6. An individual should feel discomfort, guilt, anguish or any other form of psychological distress because of the individual's race, ethnicity or sex.~~
- ~~7. Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race, ethnic group or sex to oppress members of another race, ethnic group or sex.~~

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

ADVISORY 858

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

BIBA ©
BOARD MEMBER DEVELOPMENT
OPPORTUNITIES: CONFERENCES, CONVENTIONS,
AND WORKSHOPS

Conferences, Conventions, and Workshops

In keeping with the need for continuing professional in-service training and development for its members, the Board encourages the participation of all members at appropriate Board conferences, ~~workshops~~ conventions, and workshops. However, in order to control the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

- A. The Board will periodically decide which educational opportunities ~~meetings~~ appear to be most promising in terms of producing direct and indirect benefits to the District.
- B. Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the Board will designate which of its members would be the most appropriate to participate at a given meeting. With the prior approval of the Board, Board members may participate in meetings other than those authorized in the budget.
- C. When a conference, convention, or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and material acquired at the meeting.

Disallowed Trainings, Orientations or Therapy

No public monies can be used for training, orientation or therapy that presents any form of blame or judgment on the basis of race, ethnicity or sex. This does not include any training on sexual harassment.

Blame or judgment on the basis of race, ethnicity or sex is defined in A.R.S. § 41-1494.

Professional Literature

Any professional journals and books in the school libraries shall be available to every Board member.

Adopted: _____

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

LEGAL REF.:

A.R.S.

15-342

41-1494

CROSS REF.:

DKC - Expense Authorization/Reimbursement

BIBA-R ©

REGULATION

**BOARD MEMBER DEVELOPMENT
OPPORTUNITIES: CONFERENCES, CONVENTIONS,
AND WORKSHOPS**

"Blame or judgment on the basis of race, ethnicity or sex" is defined in statute by the following concepts:

1. One race, ethnic group or sex is inherently morally or intellectually superior to another race, ethnic group or sex.
2. An individual, by virtue of the individual's race, ethnicity or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously.
3. An individual should be invidiously discriminated against or receive adverse treatment solely or partly because of the individual's race, ethnicity or sex.
4. An individual's moral character is determined by the individual's race, ethnicity or sex.
5. An individual, by virtue of the individual's race, ethnicity or sex, bears responsibility for actions committed by other members of the same race, ethnic group or sex.
6. An individual should feel discomfort, guilt, anguish or any other form of psychological distress because of the individual's race, ethnicity or sex.
7. Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race, ethnic group or sex to oppress members of another race, ethnic group or sex.

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ADVISORY 859

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

**BIE ©
BOARD MEMBER
INSURANCE / LIABILITY**

General

~~Pursuant to statute, Governing Board members are immune from personal liability with respect to all acts done and actions taken in good faith within the scope of their authority during duly constituted regular and special meetings. However, t~~The Governing Board may procure insurance or may establish a self-insurance program for the management and administration of a system for direct payment of benefits, losses, or claims, or any combination of insurance and direct payments, including risk-management consultation, to provide payment of any property loss sustained or lawful claim of liability or fortuitous loss made against the District or its employees or officers, if the employees or officers are acting in the scope of their employment or authority.

The District shall secure general liability, property damage, and workers' compensation insurance coverage, and shall secure performance and payments bonds for all construction projects.

**Participation in Group Insurance
Plans of the District**

Governing Board members and their dependents are eligible to participate in health, accident, life, or disability insurance plans made available to employees of the District if the Board members pay the full premiums associated with such coverage and participation of the members and their dependents does not result in an expenditure of District monies.

Former Board members, ~~their spouses~~, dependents, and surviving spouses or dependents of Board members or former Board members may continue to participate in the health, accident, life, or disability insurance benefits provided to employees of the District if the following conditions are met:

A. Former Board members must have served at least four (4) consecutive years on the Board, must have been covered under the insurance plan while serving as Board members, and must pay the full premiums for the insurance coverage. Such participation must not result in an expenditure of District monies.

B. The surviving spouse and/or dependents of a Board member or former Board member may continue participation in the insurance plan if they pay the full premium for the insurance coverage and their participation does not result in any expenditure of District monies.

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

C. For a surviving spouse and/or dependents of a Board member or former Board member to be eligible for continued coverage, the deceased Board member or former Board member must have served four (4) consecutive years and have been covered under the insurance plan while serving on the Board.

D. The surviving spouse and/or dependents of a deceased Board member who was eligible for coverage while in office will be eligible for continued coverage.

Personal Liability

Pursuant to statute, Governing Board members are immune from personal liability with respect to all acts done and actions taken in good faith within the scope of their authority during duly constituted regular and special meetings.

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

15-382

15-387

A.G.O.

I90-038

ADVISORY 860

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

**BJ ©
SCHOOL BOARD LEGISLATIVE PROGRAM**

The Board ~~will~~ may participate in ~~legislative programs through~~ conferences ~~with~~ at the state ~~and national school boards associations~~ or national level that enhance its understanding of legislative programs.

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

Adopted: _____

ADVISORY 861

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

BK ©
SCHOOL BOARD MEMBERSHIPS AND ARIZONA
SCHOOL BOARDS ASSOCIATION DELEGATES

Memberships

The Board may choose to be a member of and participate in school boards associations at the state, county, regional, and national levels. The Superintendent will ensure that the subject of school boards association membership is addressed during budget preparation.

The District shall not spend monies for memberships in an association that attempts to influence the outcome of an election, as determined by state and federal law.

ASBA Delegates

To be officially represented in the Arizona School Boards Association (ASBA) delegate assembly, each Board will designate one (1) Board Member and one (1) alternate as representatives for ASBA's legislative advocacy efforts.

Adopted: _____

LEGAL REF.:
A.R.S.
15-342
15-511

ADVISORY 862

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

~~BKA ©
LIAISON WITH SCHOOL
BOARDS ASSOCIATIONS~~

~~In addition to informational liaison between itself and the various school boards associations, the Board shall be officially represented in the associations' affairs through the election and appointment of delegates and/or observers to the governing bodies of these organizations.~~

~~Adopted: _____~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-342~~

Kingman Unified School District**Kingman High School**

Course #	Course Title	Credit	Term	Instructor
MAT 121	Intermediate Algebra	4	FA24	Brenda Pryor
MAT 142	College Mathematics	3	SP25	Brenda Pryor
MAT 151	College Algebra	4	FA24	Brenda Pryor
MAT 181	Plane Trigonometry	3	SP25	Brenda Pryor
ENG 101	English Composition I	3	FA24	Cathy Woods
ENG 234	English Literature II	3	FA24	Cathy Woods
HIS 131	History of The US I	3	FA24	Dave Kopecky
POS 120	American Natl Govt	3	FA24	Dave Kopecky
CIS 110	Intro. To Computer Info Systems	3	FA24	TBA
CIS 131	Microsoft Office STE 3	3	FA24	TBA
CIS 110	Intro. To Computer Info Systems	3	SP25	TBA
CIS 131	Microsoft Office STE 3	3	SP25	TBA
ENG 102	English Composition II	3	SP25	Cathy Woods
ENG 236	American Literature II	3	SP25	Cathy Woods
HIS 132	History of the US II	3	SP25	Dave Kopecky
HES 113	Medical Terminology	3	FA24	TBA
MEA 100	Medical Law and Ethics	3	SP25	TBA

Lee Williams High School

Course #	Course Title	Credit	Term	Instructor
MAT 121	Intermediate Algebra	4	FA24	Holly Vines
MAT 142	College Mathematics	3	SP25	Holly Vines
MAT 151	College Algebra	4	FA24	Holly Vines
MAT 181	Plane Trigonometry	3	SP25	Holly Vines
ENG 101	English Composition I	3	FA24	Debbie Talk
ENG 234	English Literature II	3	FA24	Debbie Talk
HIS 131	History of The US I	3	FA24	Cheryl Massey
POS 120	American Natl Govt	3	FA24	Cheryl Massey
ENG 102	English Composition II	3	SP25	Debbie Talk
ENG 236	American Literature II	3	SP25	Debbie Talk
HIS 132	History of the US II	3	SP25	Cheryl Massey
HES 113	Medical Terminology	3	FA24	John Rodriquez
MEA 100	Medical Law and Ethics	3	SP25	John Rodriquez

KOLA and PASS

Course #	Course Title	Credit	Term	Instructor
ENG 137	Introduction to Literature	3	FA24	MCC Faculty
ENG 234	English Literature II	3	SP25	MCC Faculty
CIS 110	Intro. to Computer Info Systems	3	FA24	MCC Faculty
ENV 101	Environmental Science	4	FA24	MCC Faculty
PSY 101	Introduction to Psychology	3	FA24	MCC Faculty
HUM 150	Intro to Hum I-Prehist to Mid	3	FA24	MCC Faculty
COM 100	Introduction to Communication	3	SP25	MCC Faculty
AST 101	Introduction to Astronomy	4	SP25	MCC Faculty
SOC 131	Introduction to Sociology	3	SP25	MCC Faculty
HIS 131	History of the US I	3	FA24	MCC Faculty
HIS 132	History of the US II	3	SP25	MCC Faculty

for LWHS only online, offered by Mohave

CIS 110	Intro. to Computer Info Systems	3	FA24	MCC Faculty
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Online Courses, Offered by Mohave

Course #	Course Title	Credit	Term	Instructor
ENV 101	Environmental Science	4	FA24	MCC Faculty
PSY 101	Introduction to Psychology	3	FA24	MCC Faculty
HUM 150	Intro to Hum I-Prehist to Mid	3	FA24	MCC Faculty
GLG 110	Environmental Geology and Natural Disasters w/Lab	4	ADDED FA25	MCC Faculty
COM 121	Interpersonal Communication	3	ADDED FA26	MCC Faculty
COM 100	Introduction to Communication	3	SP25	MCC Faculty
AST 101	Introduction to Astronomy	4	SP25	MCC Faculty
SOC 131	Introduction to Sociology	3	SP25	MCC Faculty
COM 121	Interpersonal Communication	3	ADDED SP26	MCC Faculty

Indicates Changes for SY25-26

Memorandum

To: KUSD Governing Board

From: Margaret Stevenson, Advanced Learning Coordinator

RE: Updated MCC course list for approved IGA. [Information only.]

FOR AGENDA

As stated in the board approved 2024-2026 IGA with MCC, "dual enrollment courses offered pursuant to this Agreement are listed in Exhibit A attached to this agreement, which shall be updated annually by College." Today, we present the updated course list for SY 2025-2026 to be added to the current IGA, which was approved last year for 2025 through 2027. This course list highlights changes in instructors and additions of DC online courses now offered by MCC, which support requirements for the AGEC.

Additions include GLG 110 Environmental Geology and Natural Disasters w/Lab and COM 121 Interpersonal Communication.

In addition, reassignment of teachers is indicated.

FOR PACKET

Attached PDF of the updated "KUSD 2024-2026 IGA Exhibit A (updated 4/2025)

Summit Academy 2025 - 2026

Pending Board Approval at May Meeting

July							August							September							October						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5						1	2		1	2	3	4	5	6				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
							31																				

November							December							January							February						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1		1	2	3	4	5	6					1	2	3							
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	1	2	3	4	5	6	7
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	8	9	10	11	12	13	14
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	15	16	17	18	19	20	21
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31	22	23	24	25	26	27	28
30																											

March							April							May							June						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
														31													

 Class starts/ends	 Add/Drop/Withdrawal Deadline	 High School Graduation Days
 Holiday	 MCC Registration opens for the next semester	
 Summit Academy	 MCC Commencements	

- | | |
|---|---|
| <ul style="list-style-type: none"> July 16 KUSD First Day of Semester 1 July 17 Summit Academy Orientation, MCC 5 PM August 11 - 14 Summit Academy BOOT CAMP @ MCC August 18 Classes begin August 18 ADD/DROP period begins August 25 ADD/DROP period ends Week of Aug 25 Progress Monitoring Check In and Update Sept 1 Labor Day MCC Campus Closed Week of Sept 25 Progress Monitoring Check In and Update Oct 3 Last Day for Withdrawal Oct 20 Registration opens for Spring & Summer Semesters Week of Nov 10 Progress Monitoring Check In and Update Nov 11 Veterans Day (No school) Nov 26 - 27 Thanksgiving Break, college closed Dec 12 MCC Classes End Dec 24 MCC Campus closed/Winter Break Begins Dec 22-Jan 1 KUSD Winter Break Jan 5 MCC Campus reopens & KUSD First day of 2nd Semest Jan 12 MCC Classes Begin | <ul style="list-style-type: none"> Jan 12 ADD/DROP period begins Jan 19 Martin Luther King Jr./Civil Rights Day (MCC Closed) Jan 20 ADD/DROP Ends Week of Feb 2 Progress Monitoring Check In & Update Feb 16 Presidents' Day (MCC closed) Feb 17 MCC Registration opens for Fall Semester Mar 5 Progress Monitoring Check In & Update Mar 9-13 MCC Spring Break (MCC Campus Closed) Week of Mar 30 Progress Monitoring Check In & Update Week of Apr 20 Progress Monitoring Check In & Update April 27 Last day for Withdrawal May 11 MCC Last Day of Classes & Graduation Application Due May 15 MCC Commencements May 18 KHS Graduation May 19 LWHS Graduation May 25 Memorial Day June 1 MCC Summer classes begin |
|---|---|

NOTE: This calendar reflects the traditional 16 week course. For 8wk and 12 wk classes, see the MCC Calendar.

Memorandum

To: KUSD Governing Board

From: Margaret Stevenson, Advanced Learning Coordinator

RE: Alternative Calendar: Summit Academy

FOR AGENDA

Approve calendar for Summit Academy, KUSD's early college program, for the academic year 2025-2026.

FOR PACKET

Due to the nature of the early college program, KUSD Summit Academy, an alternative calendar has been created to capture the expectations of both KUSD and MCC schedules.

ARS15-901.07 states that students earn graduation credit based on their college semester grades. Students will be enrolled in the high school anchor course, which will be on the MCC campus and taught by a KUSD employee. This course will be taught Tuesdays and Thursdays from 8:00 AM to 9:30 AM and office hours for Summit Academy students will be Mondays and Wednesdays 7:30 AM to 9:00 AM. (In coordination with MCC, the high school anchor course is scheduled in order to accommodate a variety of courses KUSD students can take at MCC depending on their pathway and degree choices.)

Because credit is earned by the end-of-course grade, progress monitoring will take place as scheduled on the KUSD calendar. Any concerns in progress or credit potential will be addressed long before the end of the semester. Students sign an agreement indicating they understand that if their grades start to slip, they may end up back in a high school schedule and face credit recovery in order to graduate on time.

Note: To date, we have 10 students enrolled: 9 on the nursing pathway, 1 in education.

Memorandum

To: KUSD Governing Board

From: Liz Albin, Director of Curriculum & Assessment

RE: Course credit change

FOR AGENDA

Approve proposed credit change to existing course:
Change PED0140 Cross Training

Description of Change:

Change PED0140 Cross Training from 1 semester to 2 semesters. This change would cause the course title to be changed to Cross Training A (typically taken in the Fall semester) and Cross Training B (typically taken in the Spring semester). Each semester would be worth 0.5 elective credits so students who are in the course for the full year would earn 1.0 elective credits.

FOR PACKET

This change is being proposed to help with the high school scheduling Cross Training is currently being assigned to some students for 2 semesters in a school year as it is currently set up in Synergy. Changing the course from 1 semester to 2 semesters will make it easier for counselors to create student schedules.

INTERGOVERNMENTAL AGREEMENT
BETWEEN Vail Unified School District
AND Kingman Unified School District
FOR THE BEYOND TEXTBOOKS PROGRAM

THIS AGREEMENT is made by and between Vail Unified School District No. 20 of Pima County (hereinafter called "AGENCY") and Kingman Unified School District No. 20 of Mohave County (hereinafter called the "DISTRICT"):

WITNESSETH:

WHEREAS, the AGENCY, through its Governing Board, and the DISTRICT, through its Governing Board, are empowered and authorized to contract, employ faculty and staff, and provide educational courses and/or programs pursuant to A.R.S. §§ 15-341, 15-342, and 15-183, and

WHEREAS, it would further the public interest if this educational and professional development opportunity is provided by the AGENCY to provide curricular materials, assessments, and staff development for the DISTRICT students and teachers, and

WHEREAS, the AGENCY and the DISTRICT are each authorized pursuant to A.R.S. § 15-342(13) to enter into intergovernmental agreements pursuant to A.R.S. § 11-952 for the provision of services; and

WHEREAS, the AGENCY and the DISTRICT desire to enter into an Agreement for the implementation and administration of the educational program described herein;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the AGENCY and the DISTRICT do hereby agree as follows:

ARTICLE I. PURPOSE

The purpose of this Agreement is for the AGENCY to provide specified AGENCY curricular materials, assessments, and staff development to the DISTRICT's students and teachers who participate in the Beyond Textbooks program (hereinafter called the "BT"). This Agreement is based upon the mutual desire of the AGENCY and the DISTRICT to provide high-quality curricular resources, assessments, and staff development to students and teachers. The DISTRICT's teachers must complete the required BT trainings to gain access to the curricular materials and assessments.

ARTICLE II. OBLIGATIONS OF THE DISTRICT

THE DISTRICT AGREES:

- A. To abide by the Terms of Use Policy as may be amended from time to time, and which is found on the BT Electronic Delivery System. Additionally, the DISTRICT agrees to require its employees to use the collaborative features of the BT Electronic Delivery System appropriately as outlined in the user Appropriate Use Policy, as may be amended from time to time, and which is found on the BT Electronic Delivery System. These Policies as may be amended from time to time are specifically incorporated into this Agreement. (*Terms of Use Policy is attached as Exhibit A & Appropriate Use Policy is attached as Exhibit B*)
- B. To provide a building-level coordinator for each of the participating schools or sites.
- C. To provide administrative support for all educational and staff development activities required to implement the terms of this Agreement, including but not limited to faculty orientations for BT, supervision, program coordination, and direction to all appropriate staff and faculty.
- D. To allow employees using the collaborative features of the BT Electronic Delivery System, as outlined in the Terms of Use Policy, to receive recognition from the AGENCY in the form of nominal monetary prizes, which will be distributed to recognize outstanding contributions from time to time and in the sole discretion of the AGENCY. No DISTRICT employee is entitled to or guaranteed any monetary prize, but if any prizes are distributed, DISTRICT agrees that such distribution will not violate DISTRICT policies related to staff conflict of interest.

ARTICLE III. OBLIGATIONS OF THE AGENCY

THE AGENCY AGREES:

- A. To provide the DISTRICT with access to AGENCY instructional calendars and the BT Electronic Delivery System containing curriculum documents, assessments, model product rubrics, and instructional resources.
- B. To provide a set of curriculum calendars, using the AGENCY Instructional sequence, which fits the DISTRICT's yearly academic calendar.
- C. To report any prize money distributed to a DISTRICT employee pursuant to Article II, Section D of this Agreement to the Internal Revenue Service on a form 1099, as applicable.

ARTICLE IV. STANDARD PROVISIONS

- A. Each party shall retain complete control and jurisdiction over such programs of its own that are outside of this Agreement, and nothing in the execution of this Agreement or in its performance shall be construed to establish a joint venture of the parties hereto.
- B. The parties to this Agreement agree that they will not discriminate against any employee or applicant due to race, color, religion, sex, national origin, or disability, and in this regard, they will comply with all applicable federal and state employment laws, rules and regulations, including the Americans with Disabilities Act.
- C. The term of this Agreement shall commence on the 1st of July 2025 and shall expire on the 30th of June 2026.
- D. The continuation and renewal of this Agreement shall require a new Agreement and shall be subject to approval by the DISTRICT Governing Board and subject to the appropriation and receipt of sufficient funds by the AGENCY and the DISTRICT to administer and support the program. In the event sufficient funds are not available or appropriated at any time, the DISTRICT may cancel the Agreement by delivering written notice to the AGENCY.
- E. Upon termination of this Agreement, equipment furnished or purchased by the DISTRICT for the program shall be retained by the DISTRICT, and equipment furnished or purchased by the AGENCY shall be retained by the AGENCY.
- F. The Agreement shall be subject to and interpreted under the laws of the State of Arizona. Any controversy or claim arising out of or relating to this Agreement, its enforcement or interpretation, or because of an alleged breach, default, or misrepresentation in connection with any of its provisions, shall be submitted to arbitration, to be held in Pima County, Arizona, in accordance with the Uniform Arbitration Act, A.R.S. § 12-1501 et seq. The arbitrator shall be selected by mutual agreement of the parties; if none, then by striking from a list provided by an entity such as the American Arbitration Association. In the event, either party institutes arbitration under this Agreement, the party prevailing in any such arbitration shall be entitled, in addition to all other relief, to reasonable attorneys' fees relating to such arbitration. The non-prevailing party shall be responsible for all costs of the arbitration, including but not limited to, the arbitration fees and court reporter fees. The decision of the arbitrator shall be final and binding upon the parties.
- G. To the extent allowed by law, the AGENCY agrees to indemnify and hold harmless the DISTRICT from all injuries to persons or property caused by acts or omissions of the AGENCY arising out of the AGENCY's activities under this Agreement. To the extent allowed by law, the DISTRICT agrees to indemnify and hold harmless the AGENCY from all injuries to persons or property caused by acts or omissions of the DISTRICT arising out of the DISTRICT's activities under this Agreement. In the event of concurrent liability, the parties shall have the right of contribution from each other to the extent allowed by law. This indemnification provision shall survive termination of the Agreement and remain in effect.
- H. The students, faculty, and staff of the DISTRICT who participate in this program shall not be considered as employees or students of the AGENCY, and agents or employees of the AGENCY shall not be considered employees of the DISTRICT. Accordingly, employees of one party shall not be entitled to employee benefits normally provided to bona fide employees of the other party. Nothing in this Agreement or its performance except as provided in A.R.S. § 23-1022(D) shall be construed to result in any person being the officer, agent, employee, or servant of either party when such person, absent this Agreement and the performance thereof, would not in law have such status.

- I. The AGENCY shall comply with the requirements of A.R.S. § 15-512(H) regarding the fingerprinting of employees of the AGENCY, its subcontractors of every tier, and vendors who are likely to have unsupervised contact with pupils as determined by the DISTRICT, in its sole and absolute discretion. The AGENCY shall be responsible for payment of all costs associated with compliance with A.R.S. § 15-512(H). However, the Superintendent may exempt from this requirement a contractor whom the Superintendent has determined is not likely to have independent access or unsupervised contact with students as part of their normal job duties while performing services to the DISTRICT. The exemption shall be in writing and a copy filed in the DISTRICT's office.
- J. This Agreement is subject to the provisions of A.R.S. § 38-511, which provides in pertinent part:
- The state, its political subdivisions or any department of either may, within three years after its execution, cancel any contract, without penalty or further obligation, made by the state, its political subdivisions, or any of the departments or agencies of either if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the state, its political subdivisions or any of the departments or agencies of either is, at any time while the contract or any extension of the contract is in effect, an employee or agent of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.
- K. To the extent applicable under Arizona Revised Statutes § 41-4401, each Party may not award a contract to any contractor who fails, or whose subcontractors fail, to verify the employment eligibility through the e-verify program of any employee it hires, and who does not comply with federal immigration laws and regulations relating to their employees. As mandated by A.R.S. § 41-4401, this provision provides notice of those requirements.
- L. For purposes of workers' compensation, an employee of a Party to this Agreement, who works under the jurisdiction or control of, or who works within the jurisdictional boundaries of another Party pursuant to this Agreement, is deemed to be an employee of both the Party who is her primary employer and the Party under whose jurisdiction or control or within whose jurisdictional boundaries she is then working, as provided in A.R.S. §23-1022(D). The primary employer of such employee shall be solely liable for payment of workers' compensation benefits for the purposes of this section. Each Party herein shall comply with the provisions of A.R.S. §23-1022(E) by posting the notice required.
- M. If applicable, both parties acknowledge that they are aware of and have waived any conflict arising due to the dual representation of the parties by the legal firm of Udall Shumway PLC. Both parties have been made aware of their right to seek independent legal representation, and both parties have been made aware that the undersigned attorney, or any attorney at Udall Shumway PLC, cannot represent either party in the event that litigation should arise based on the terms of this Agreement.
- N. FEES. The DISTRICT shall pay the AGENCY fees for the services provided hereunder as follows (please note these fees will be prorated based upon less than a full year of service):
1. Basic Annual Administrative Fee: \$3,000
 2. Student Use Fee shall be \$11.00 per student (*Note: Every year as a BT Partner this total amount shall be based on not less than the original number of students from when the ORGANIZATION first became a BT Partner*) Initial ORGANIZATION enrollment is 6,750 students.
 3. Training Session Fees: \$2,000 per half-day session plus travel fees.
 4. Partner incentive discount of \$33,250 offered off annual fees.
- O. Total payments by the DISTRICT are due and payable within 60 days of the executed Agreement and shall not exceed amounts set forth in Section K. Each party will be solely responsible for the expenses related to its performance obligations under this IGA.
- P. Assignment and Delegation. No right or interest in this Agreement and no delegation of any obligation owed, or of the performance of any obligation, shall be assigned without a written agreement between the parties.
- Q. Modification. This IGA may be modified in writing by a mutual agreement signed by both of the parties.

- R. Breach. Failure by either party to perform at the time and in the manner described in this Agreement shall constitute a breach by that party of this Agreement.
- S. Notices. All written communications shall be addressed and mailed or delivered personally to the respective parties, as follows:

DISTRICT
 To:
 Gretchen Dorner, Superintendent
 Kingman Unified School District #20
 3033 MacDonald Ave.
 Kingman, AZ 86401
 (928) 753-5678

AGENCY
 To:
 Justin Chesebrough
 Director, Beyond Textbooks
 Vail Unified School District #20
 13801 E. Benson Highway
 PO Box 800
 Vail, AZ 85641
 (520) 879-3964

- T. Savings Clause. Should any part of this Agreement be held to be invalid or void, the remainder of the Agreement shall remain in full force and effect with those offending portions omitted.
- U. This document contains the entire Agreement between the parties and may not be modified, amended, altered, or extended except through a written amendment by the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement on this ____ day of _____, 20__.

AGENCY:
 VAIL UNIFIED SCHOOL DISTRICT NO. 20

By: _____

Its: Director of Beyond Textbooks

DISTRICT:
 KINGMAN UNIFIED SCHOOL DISTRICT NO. 20

By: _____

Its: _____

APPROVED as required by A.R.S. §11-952(D)

 Attorney for AGENCY

 Attorney for DISTRICT

Exhibit A: Beyond Textbooks: TERMS OF USE

PLEASE READ CAREFULLY BEFORE USING THIS ELECTRONIC DELIVERY SYSTEM. BY ACCESSING AND USING THIS ELECTRONIC DELIVERY SYSTEM, YOU AGREE TO BE LEGALLY BOUND BY THE TERMS AND CONDITIONS SET FORTH HEREIN. IF YOU DO NOT AGREE, YOU MAY NOT USE THIS ELECTRONIC DELIVERY SYSTEM.

I. Grant of Rights.

Pursuant to an agreement (the “Subscriber Agreement”) between Beyond Textbooks Program (“BT”) and the subscribing entity (“Subscriber”), for a subscription to BT streaming™, BT has granted to Subscriber, and the authorized educators, administrators and students under the Subscriber Agreement (or, as otherwise defined in the Subscriber Agreement, the “Users”), for the term of the applicable Subscriber Agreement, a limited, non-exclusive, terminable, non-transferable license to access the Beyond Textbook Electronic Delivery System (the “Electronic Delivery System”) and any and all content included therein (the “Content”), and to download, and edit the Content pursuant to the terms and conditions set forth in the Subscriber Agreement and these Terms of Use, such grant of rights subject to BT’s rights thereto.

All rights not expressly granted to Subscriber and its Users pursuant to the Subscriber Agreement are reserved to BT, and all uses of the Content by the Subscriber and its Users not expressly permitted hereunder are prohibited.

II. Permitted and Prohibited Uses.

- a. **Use for Educational, Non-Commercial Purposes Only.** Subscriber and its Users may use the Electronic Delivery System and the Content for bona fide educational and research purposes only and may not use them in any commercial or for-profit manner.

BT reserves the right, in its sole and absolute discretion, to limit the Subscriber's and/or any Users' use of the Electronic Delivery System in the event that BT, in its sole and absolute discretion, deems the Subscriber's and/or such Users' use thereof to be inconsistent with educational and research purposes, and/or inconsistent with these Terms of Use.

- b. **Downloading of Content.** Users may download, for noncommercial instructional use, including for lesson plans, copies of (i) images and (ii) videos and video clips designated on the Electronic Delivery System as downloadable. Copies must be deleted or erased after the use or expiration of the Term, whichever occurs first. Such downloading shall be for individual User convenience only, and Users may not (1) systematically download any of the Content, (2) create distribution “libraries”, or (3) transfer, sell, rent, display, or exhibit any of the Content to any third party.
- c. **Editing Content.** Users may edit content solely in connection with classroom or other school-related projects. Such content, as edited by User, as well as any work containing User-edited videos or video clips, may not contain any libelous or unlawful materials or content or any commercial advertising materials, will not infringe upon any party's proprietary rights, including but not limited to statutory or common-law copyright, trademark and right of privacy, and may not violate any law, regulation or right of any kind whatsoever or give rise to any actionable claim or liability.

Users must maintain all copyright, trademark, and proprietary notices included with, attached to, or embedded in all editable videos and video clips without modification, obstruction, or deletion.

- d. **Dissemination of Content.** In the course of using any Content as permitted hereunder, Subscriber and its Users may not make the Content, or any part thereof, available to any party who is not a Subscriber or a User, except as permitted herein. Subscribers and their Users must ensure that the Content is at all times kept on a secure server, viewable only by Subscribers and/or its Users. If Subscriber wishes to use a third party to host the Content, BT must approve the use of such host in advance and in writing, and BT shall have the right to approve the terms of the agreement between such host and Subscriber. In addition, any Subscriber or User using the Local Host support option must use the Electronic Delivery System, rather than a local directory, to search for and access the Content.
- e. **Prohibited Uses.** Except as expressly set forth herein, neither Subscriber nor the Users may (i) copy, reproduce, alter, modify, transmit, perform, create derivative works of, publish, sub-license, distribute, or circulate the Electronic Delivery System, the Content, or any portion thereof; (ii) disassemble, decompile, or reverse engineer the Electronic Delivery System or any portion thereof, or use a robot, spider, or any similar device to copy or catalog the Content or any portion thereof; (iii) take any actions, whether intentional or unintentional, that may circumvent, disable, damage or impair the

Electronic Delivery System's or the Content's control or security systems, nor allow or assist a third party to do so; or (iv) use the Content in a manner that disparages the Electronic Delivery System, the Content or BT or its content providers, or in any manner that BT may, in its sole discretion, deem inappropriate.

III. Ownership.

As between Subscriber, the Users, and BT, the Electronic Delivery System and the Content are the property of BT and are protected by United States and international copyright and trademark law. By using the Electronic Delivery System and the Content, even as permitted hereunder, neither the Subscriber nor any of its Users gain any ownership interest in the Electronic Delivery System or the Content.

IV. Security and Use of Passwords.

Each User shall have a valid username, password, and passcode for the purpose of accessing the Electronic Delivery System and the Content (the "Log-In Information"). Subscriber and its Users must keep all Log-In Information strictly confidential, and all Log-In Information may be used only by the assigned User. Subscriber and its Users are responsible for maintaining the security and confidentiality of all Log-In Information, and for preventing access to the Electronic Delivery System and/or the Content by unauthorized persons using a User's Log-In Information. Unauthorized access to or use of the Electronic Delivery System and/or the Content by someone using a User's Log-In information may be attributed to such User. Users who have not logged in to the Electronic Delivery System in six months will be set as inactive in the system.

V. Citations.

User must include citation information, including BT or the applicable content provider (if identified) as the source, for all portions of the Content used in any end product.

VI. User-Generated Contributions.

BT allows you to post your own materials, which may be viewed by other users. You agree only to submit materials where you have the right to do so and agree that you will not submit any materials that belong to other people unless they have granted you the right to do so.

In submitting user-generated materials to BT, you agree to the following terms and conditions:

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, you grant BT and its successors a non-exclusive, perpetual, royalty-free, fully paid-up license to use and distribute, perform, display, and reproduce your user-generated materials submitted hereunder, which shall include without limitation all materials submitted by you (the "User Submission"), as further described below. You acknowledge and agree that you shall not be entitled to share in any revenue that BT may or may not earn or generate through its use of your User Submission.

BT's Right to Use Your User Submission. You grant BT the non-exclusive right to use and distribute and license others to use and distribute, perform, display, reproduce and create derivative works from, your User Submission, or any portions, reproductions, or versions thereof, on BT to the users of BT.

Clearance of Your User Submission for the BT's Use. You represent and warrant that your User Submission is your original work and that you have secured any and all rights, releases, and permissions necessary for the BT use and distribution of your User Submission hereunder, including without limitation those related to any people, places, music, performances of dance or music, video, photographs and/or graphics in your User Submission (collectively, the "Elements"). You represent and warrant that, to the best of your knowledge, no further permissions or fees are due for the BT's use and distribution of your User Submission or any Elements therein. You further represent and warrant that any statements made by you or others in the User Submission are true to the best of your knowledge and that neither they, nor any Element of your User Submission, will violate any law or regulation or violate or infringe upon the rights of any third party.

Access; Backing Up Your User Submission. We work hard to make BT a secure and stable environment. However, as with any computer system, there is always the risk of data loss and that data may be made available to others despite security safeguards. You should maintain your own copies of all of your materials so that in the event of lost data affecting BT, you will not lose your User Submissions. You should not include any confidential materials as part of your User Submissions.

Release and Waiver; Indemnification. You acknowledge that the BT will rely on the foregoing terms and conditions potentially at substantial cost to them, and you hereby waive the right to assert any claim of any nature whatsoever against any party relating to the exercise of the rights and permissions granted hereunder. You also waive the right to assert any claim of any nature against any party relating to the loss of data (whether yours or someone else's data, including User Submissions) stored on, through, or by BT or relating to the access by any party to your User Submissions or the failure of any technology designed to limit access to

your User Submissions. You agree to indemnify, defend and hold harmless the BT from any and all claims arising from their use and distribution of your User Submission as permitted herein or the access by any party to your User Submissions.

Furthermore, you agree not to forge headers or otherwise manipulate identifiers in order to disguise the origin of any content transmitted through BT.

VII. Use of Materials.

Except for your own User Submissions, the materials available to you through Beyond Textbooks are the property of Beyond Textbooks or its licensors, or of other users of Beyond Textbooks, and are protected by copyright, trademark, and other intellectual property laws. You are free to display and print for your personal, non-commercial use information you receive through Beyond Textbooks. But you may not otherwise reproduce any of the materials without the prior written consent of the owner. You may not distribute copies of materials found on Beyond Textbooks in any form (including by e-mail or other electronic means), without prior written permission from the owner.

VIII. No Soliciting.

You agree not to use Beyond Textbooks to advertise or to solicit anyone to buy or sell, products or services, nor to solicit anyone to make donations of any kind, without our express written approval.

IX. Communications from BT.

BT may periodically contact Users for customer service purposes. By accessing the Electronic Delivery System and the Content, Users consent to receive such communications. Subscriber shall promptly provide BT with any and all information regarding its Users and/or use of the Electronic Delivery System and the Content by its Users that BT reasonably requests. Subscriber agrees that BT may reference its business relationship with Subscriber in its marketing or sales materials.

X. Changes to Terms of Use.

BT reserves the right to change these Terms of Use from time to time. Such changes will become effective when BT posts the revised Terms of Use on the Electronic Delivery System. Users should check the Terms of Use from time to time, as they are bound by the Terms of Use posted on the Electronic Delivery System at the time of access. Any revised Terms of Use shall supersede all previous versions.

XI. Termination of the Subscriber Agreement; Effect of Termination or Expiration.

In the event that Subscriber breaches any term of the Subscriber Agreement, or Subscriber and/or any of its Users breach these Terms of Use, and such breach is not cured within 10 days after receipt of notice thereof from BT, BT may terminate the Subscriber Agreement in whole or in part immediately upon written notice to Subscriber. Notwithstanding the foregoing, there shall be no cure period for any Event of Default that is not curable.

Upon expiration or prior termination of the Subscriber Agreement, all rights granted herein shall revert to BT; all access to and use of the Electronic Delivery System and the Content by Users must cease; all materials downloaded from the Electronic Delivery System must be erased, deleted, or destroyed; and all storage devices provided by BT, including without limitation the servers and drives provided in connection with the Local Host support option, must be immediately returned to BT at its business address.

XII. No Warranties, Limitation of Liability.

The electronic delivery system and the content are provided as is, and all warranties of any kind, past or present, whether statutory, common-law, or from a course of dealing or usage of trade, including without limitation implied warranties of merchantability, fitness for a particular purpose, security and, except as may be otherwise stated in this agreement, non-infringement, are expressly disclaimed to the fullest extent permitted by law. BT does not guarantee or make any representations regarding the use or accuracy of the electronic delivery system or the content. No oral or written information or advice given by BT or its employees shall create a warranty or in any way increase the scope of BT's obligations hereunder, and the subscriber may not rely on any such information or advice. In no event shall BT be liable for any lost data, lost profits, business interruption, replacement service, or other special, incidental, consequential, punitive, or indirect damages, however, caused and regardless of theory of liability.

Exhibit B: Beyond Textbooks: Appropriate Use Policy

CONTENT CRITERIA

The resource or idea:

- Must be congruent to the stated performance objective of the Electronic Delivery System page.
- Must have been successfully used within the classroom by the teacher prior to populating the resource/idea on an Electronic Delivery System page.

TECHNICAL CRITERIA

The resource or idea:

- Can be populated on an Electronic Delivery System page by any Vail or BT partner certified staff.
- Has file attachments that are printed to PDF files or other file types (used for all other documents) to ensure accessibility across computer systems.
- Can be made available through the Vail School District web filter.
- Is properly formatted to match the existing Electronic Delivery System page formatting.
- Has file attachments, hyperlinks, media attachments, and comments that are properly linked to ensure long-term accessibility. (Please be sure to type a brief description of the resource and include your first and last name as well as your school's name.)
- Is made up of, or links to, quality primary source materials.
- Is free of excessive or inappropriate advertisement, unrequested pop-ups, and/or unrelated distracting content.

COPYRIGHT/FAIR-USE CRITERIA

- The resource being posted is being used and distributed within the rules of educational fair use.
- If the resource is copyrighted, it will only include a link to the material, not the actual downloaded materials.

COMMENT POPULATION CRITERIA

- If commenting on another person's populated resource or idea, staff should work to ensure that populated comments are positive in nature.

Memorandum

To: KUSD Governing Board

From: Liz Albin, Director of Curriculum & Assessment

RE: Beyond Textbooks IGA

FOR AGENDA

Possible action to approve IGA between Kingman Unified School District and Vail Unified School District for the Beyond Textbooks program.

FOR PACKET

KUSD has partnered with Vail Unified School District for over 10 years through the use of their Beyond Textbooks (BT) program which is an online curriculum resource FOR teachers created BY teachers. KUSD teachers use BT for a variety of purposes including the unwrapped documents to better understand the state standards, a pacing calendar for teaching the state standards, and resources to supplement district curriculum. BT regularly updates and adds to the online resources in order to keep current with state standards and assessments.

This IGA is being brought to the KUSD Board to approve the partnership for SY25-26.

Memorandum

To: KUSD Governing Board

From: Margot Jones, Executive Director of Business and Finance

RE: Education Technology Consortium and Cooperative Purchasing Agreement with Northern Arizona University

FOR AGENDA

- Approve recommendation to continue services with Education Technology Consortium (ETC), year one of a five-year agreement.

FOR PACKET

The district recommends the board approve a new 5-year agreement to continue membership with the Education Technology Consortium via a Cooperative Purchasing Agreement with Northern Arizona University. This agreement is not an obligation to purchase services but must be in place to continue membership and services with the consortium. The district utilizes this consortium agreement for our annual subscription to Synergy; our student information system and database with ongoing support and state reporting. Having this agreement in place allows us to purchase it each year without additional quotes or RFP.

Education Technology Consortium Cooperative Purchasing Agreement

This Agreement is entered into between the Arizona Board of Regents for and on behalf of Northern Arizona University (“NAU”) and school districts (“Districts”). NAU and Districts may be referred to individually as “Party” and collectively as “Parties”. Districts are listed in Exhibit A.

1. TERM

This Agreement shall be effective March 1, 2025, through February 28, 2030, unless otherwise terminated as provided herein.

2. RECITALS

- 2.1. Pursuant to Arizona Revised Statutes (“A.R.S.”) §§ 41-2631 through 41-2637, and the Arizona Board of Regents Procurement Code, Policy 3-808, NAU is an eligible public procurement unit and is authorized to administer a cooperative agreement.
- 2.2. Districts are eligible local public procurement units pursuant to A.R.S. §§ 41-2631 and 41-2637. Cooperative Purchasing is authorized for Districts pursuant to Arizona Administrative Code, Sections R7-2-1191 through R7-2-1195.
- 2.3. The purpose of this Agreement is to provide for the joint acquisition, development and use of software, personnel, supplies and other items as necessary to maintain computer systems and networks and to provide for data processing services, to include but not limited to, grant writing, accounting, student records, attendance accounting, grade reporting, testing, internet access, training, research, evaluation, and other administrative functions (collectively referred to as “Services”) for NAU and the Districts as requested by each individual Party.
- 2.4. NAU has the technological and physical capacity to offer a variety of economical services to participating Districts through the Education Technology Consortium (“ETC”).
- 2.5. NAU and Districts desire to enter into this Agreement for the cooperative and economical procurement and use of technology equipment, materials and Services.

3. AGREEMENT

In consideration of the material promises and covenants herein, the Parties agree as follows:

3.1. Purpose.

The Parties to this Agreement shall, for their mutual benefit, jointly use Services as individually requested. NAU shall employ staff and purchase or lease equipment, supplies and software needed to provide Services. The Districts shall contribute funds based upon each Party’s individual selection of Services.

3.2. Determination of Services.

The power to determine the Services provided by NAU and to recommend a budget to NAU, shall rest with the Parties signing the Cooperative Purchasing Agreement, and shall be exercised through an elected board; such board shall consist of nine (9) representatives of the Parties to this Agreement “Executive Board”.

3.3. Modification to Services.

Each Party has an equal right to request modifications to the Services. The requests shall be reviewed by NAU and may be implemented as recommended by the Executive Board.

3.4. Organization of Executive Board

- 3.4.1. Executive Board membership shall consist of one (1) representative from NAU and eight (8) representatives from the Districts.

- 3.4.2. Representatives shall be elected to the Executive Board as provided in this Section 3.4.2. NAU shall solicit nominations for upcoming open positions by mail or email sixty (60) days prior to the spring meeting each year. NAU shall contact the nominated members to ascertain their willingness to serve on the Executive Board if elected. NAU shall email ballots to each Party's authorized signatory and each Party shall have one (1) vote for each open position. Each Party shall return its ballot to NAU within thirty (30) days of receipt and NAU shall tally the votes. In the event of a tie, NAU shall email a ballot with the names of the tied candidates. Each Party shall return the tie ballot to NAU within fifteen (15) days of receipt and NAU shall tally the votes. The newly elected Executive Board representatives shall attend the spring meeting, relieving outgoing representatives of the Districts.
- 3.4.3. Elected representatives shall serve three (3) year terms and may be reelected to the Executive Board.
- 3.4.4. An Executive Board member's employer must be a Party to this Agreement. In the event the member District ceases to be a Party to this Agreement, the membership seat will be considered expired and will be included in the next election. In the event the designated representative duly elected to the Executive Board is no longer employed by a Party to this Agreement, the member District must designate a new representative for the Executive Board to serve the remainder of the term.
- 3.4.5. Each spring the Executive Board shall elect a Chairman and Vice-Chairman. The Chairman of the Executive Board shall preside at all NAU meetings as they relate to this Agreement. In the Chairman's absence, the Vice-Chairman will assume the duties of the Chairman. Each member of the Executive Board shall have an equal vote in all deliberations in the Executive Board meetings.
- 3.4.6. The Executive Board shall make recommendations regarding the annual NAU budget and staffing requirements. The Executive Board shall set annual goals and objectives, establish District rates and special fees, if any, and recommend to the current Parties additional parties to this Agreement.

4. PAYMENT

Each Party shall pay an annual membership fee of five hundred dollars (\$500.00) and contribute funds as determined by its selected Services and percentages of use. Contributions for Services and use shall be calculated yearly and may vary from year to year, depending on the Services selected and the NAU budget. Payment for the annual membership fee and Services shall be made in either a single payment or two (2) equal payments, due within thirty (30) days of receipt of NAU's invoice.

5. RECEIPT OF PAYMENT

- 5.1. NAU shall receive all payments, deposit the funds in an account designated for this purpose, and safeguard all funds resulting from this Agreement. All payments received by NAU under this Agreement shall be available to NAU to defray the costs of this program.
- 5.2. NAU shall maintain all necessary accounting records in accordance with Arizona State, Arizona Board of Regents (ABOR), and Uniform System of Financial Records (USFR) rules, regulations and audit requirements. Audits may be conducted at any time by an appropriate political subdivision or nonprofit educational institution which is a Party to this Agreement, or an agency of the State of Arizona, and by representatives of the Comptroller General of the United States or the Secretary of Education, as required by applicable federal regulations.

6. ADDITIONAL PARTIES

Additional Districts may become Parties to this Agreement when the local District School Board approves and signs this Agreement and District pays for and begins use of ETC Services as quoted. The Executive Director of the ETC will make written notification to the Executive Board as new members are approved. Upon addition of a Party ("Additional Party") to this Agreement, Exhibit A shall be updated by NAU and distributed to all Parties. The Additional Party shall abide by the terms and conditions of this Agreement, pay the full annual membership fee and a pro-rata share based on the Services it selects.

7. NOTICES

All notices shall be deemed to have been fully made seven (7) days after written notice has been deposited in the United States mail, registered and postage prepaid, or three (3) days after signature when sent via email, certified mail or facsimile, return receipt requested or other evidence of delivery and addressed to the Parties listed in Exhibit A. The address to which any notice, demand or other writing may be given or made or sent may be changed by written notice given to all Parties.

8. PURCHASES FROM THIRD PARTIES

In the event that NAU purchases materials or services from a third party for use by the Districts, payment for and inspection and acceptance of materials and services ordered by Districts shall be the exclusive obligation of the Districts. The exercise of any rights or remedies by the Districts against the third party shall be the exclusive obligation of the Districts. Failure of the Districts to secure performance from the third party in accordance with the terms and conditions of its purchase order does not require NAU to exercise its own rights or remedies. The Districts shall not use this Agreement as a method for obtaining concessions or reduced prices for similar materials or services.

9. CONTRACT CONTROVERSIES

Controversies between NAU and the Parties to the Agreement shall be resolved in accordance with Section 3-809 of the Arizona Board of Regents Procurement Code, and R7-2-1001 et seq. of the State Board of Education Administrative Codes for Procurement. Both NAU and the District shall endeavor to resolve any controversies between the Parties relating to this Agreement.

10. TERMINATION

- 10.1. Any Party may terminate, without notice, its participation in this Agreement if another Party fails to comply with the terms of this Agreement, or for conflict of interest in accordance with A.R.S. § 38-511, provided that the terminating party shall remain liable for and shall pay for all materials and services ordered or provided through the effective date of termination.
- 10.2. Any Party may terminate its participation in this Agreement without cause by providing the Chairman of the Executive Board not less than ninety (90) days notice of its intent to terminate at the end of a fiscal year ending June 30.
- 10.3. Upon termination of a Party to this Agreement, Exhibit A shall be updated by NAU and distributed to all Parties.
- 10.4. Use of Federal Monies. If any purchase of materials or services pursuant to this Agreement involves the expenditure of federal assistance or contract monies, NAU shall comply with federal law and authorized regulations which are mandatorily applicable to such purchases.
- 10.5. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

11. AVAILABILITY OF FUNDS

Funds may not presently be available to the District for performance under this Agreement beyond the current fiscal year. No legal liability on the part of the District for any payment may arise under this Agreement beyond the current fiscal year until funds are made available for performance of this Agreement. The District shall make reasonable efforts to secure such funds.

12. NONDISCRIMINATION

The Parties agree that they shall not discriminate against any employee, applicant for employment, student, parent, contractor or member of the public because of race, color, religion, disability, sex, age, national origin, genetic code, veteran's status, or political affiliation during the term of this Agreement.

13. EMPLOYEE WORKER ELIGIBILITY

By entering into the Agreement, the Parties warrant compliance with A.R.S. § 41-4401, A.R.S. § 23-214(A), the Federal Immigration and Nationality Act (FINA), and all other Federal immigration laws and regulations. Either Party may request verification of compliance from any contractor or subcontractor performing work under this Agreement. Should either Party suspect or find that the other Party or any of its subcontractors are not in compliance, that Party

may pursue any and all remedies allowed by law, including, but not limited to suspension of work, termination of the Agreement for default, and suspension and/or debarment of the contractor. Each Party shall bear the costs necessary for compliance of its own employees and subcontractors.

14. RETENTION AND INSPECTION OF RECORDS

The Parties shall retain, and shall contractually require each subcontractor to retain, all books, accounts, reports, files and other records relating to the performance of the Agreement for a period of five (5) years after the completion of the Agreement and to make such documents open to inspection and audit at reasonable times.

15. NO BOYCOTTS OF GOODS/SERVICES FROM ISRAEL

If the goods/services provided under this Agreement include the acquisition of services, supplies, information technology or construction with a value of at least \$100,000 and the Parties are engaged in for-profit activity and has ten (10) or more full-time employees, then, to the extent required by ARS § 35-393.01, The Parties certify the Parties are not currently engaged in, and during the term of this Agreement will not engage in, a boycott of goods or services from Israel.

RESOLUTION

The Governing Board of _____

hereby authorizes the future signing by _____
(Authorized Agent's Name)

of a Cooperative Purchasing Agreement titled "Education Technology Consortium" for the purpose of providing for the joint acquisition, development and use of software, personnel, supplies and other items as necessary to maintain computer systems, and networks, and to provide for data processing services to include but not limited to, grant writing, accounting, student records, attendance accounting, grade reporting, testing, internet access training, research evaluation and other administrative functions for NAU and Districts, as requested by each individual Party.

This Resolution was adopted by the Governing Board of _____

(Name of Legal Entity)

on _____, 20____

Authorized Signatory

Member of Governing Board

Member of Governing Board

Member of Governing Board

Member of Governing Board

Member of Governing Board

EXHIBIT A

School Districts (“Districts”):

- a. Agua Fria Union High School District #16
- b. Antelope Union High School District #50
- c. Ash Fork Joint Unified School District #31
- d. Avondale School District #44
- e. Beaver Creek School District #26
- f. Bouse Elementary School District #26
- g. Bowie Unified School District #14
- h. Buckeye Elementary School District #33
- i. Bullhead City Elementary School District #15
- j. Camp Verde Unified School District #28
- k. Catalina Foothills School District #16
- l. Chino Valley Unified School District #51
- m. Clarkdale-Jerome Elementary School District #3
- n. Coconino Accommodation School District #99
- o. Colorado River Union High School District #2
- p. Congress School District #17
- q. Cottonwood Oak Creek School District #6
- r. Crane Elementary District #13
- s. Flagstaff Unified District #1
- t. Florence Unified School District #1
- u. Gadsden Elementary District #32
- v. Grand Canyon School District #4
- w. Hackberry Elementary District #3
- x. Higley Unified School District #60
- y. Humboldt Unified School District #22
- z. Hyder School District #16
- aa. J O Combs Unified School District #44
- bb. Kayenta Unified School District #27
- cc. Kingman Unified District #20
- dd. Littlefield Unified School District #9
- ee. Littleton Elementary School District #65
- ff. Maine Consolidated District #10
- gg. Marana Unified School District #6
- hh. Maricopa Unified School District #20
- ii. Mayer Unified School District #43
- jj. Mingus Union High School District #4
- kk. Mohave Valley Elementary District #16
- ll. Mohawk Valley Elementary School District #17
- mm. Mountain Institute CTED #2
- nn. Osborn School District #8
- oo. Owens Elementary District #6
- pp. Paloma Elementary District #94
- qq. Palominas School District #49
- rr. Palo Verde Elementary District #49
- ss. Paradise Valley Unified School District #69
- tt. Parker Unified District #27
- uu. Peach Springs Unified School District #8
- vv. Pendergast Elementary School District #92
- ww. Phoenix Union High School District #10
- xx. Pine-Strawberry Elementary School District #12
- yy. Quartzsite School District #4
- zz. Queen Creek Unified School District #95
- aaa. Roy Municipal Schools (New Mexico)

- bbb. Sanders Unified School District #18
- ccc. Scottsdale Unified School District #48
- ddd. Sedona-Oak Creek Joint Unified School District #9
- eee. Seligman Unified District #40
- fff. Sentinel School District #71
- ggg. Sierra Vista Unified School District #68
- hhh. Sonoita Elementary School District #25
- iii. Southwest Technical Education District of Yuma #1
- jjj. St. David Unified School District #21
- kkk. Thatcher Unified School District #4
- lll. Tolleson Elementary School District #17
- mmm. Tolleson Union High School District #14
- nnn. Tombstone Unified School District #1
- ooo. Tonto Basin School District #33
- ppp. Topock Elementary School District #12
- qqq. Union Elementary School District #62
- rrr. Valentine Elementary School District #22
- sss. Valley Academy for Career and Technical Education #1
- ttt. Washington School District #6
- uuu. Wellton Elementary District #24
- vvv. Yavapai Accommodation School District #99
- www. Young School District #5
- xxx. Yucca School District #13
- yyy. Yuma County School Superintendent's Office

Memorandum

May 13, 2025

To: KUSD Governing Board

From: Margot Jones, Executive Director of Business and Finance

RE: Approval of Inter Agency Agreement with the Boys & Girls Club for reimbursable meals.

FOR AGENDA

- Approve Inter Agency Agreement with the Boys & Girls Club to provide reimbursable meals as part of the After School at Risk Meal Program.

FOR PACKET

This is a renewal of our current IGA in effect to allow KUSD to provide reimbursable snack and supper meals on school days; snack and lunch meals on Fridays and during breaks to the Boys & Girls Club of Kingman. This Summer we will provide a breakfast and lunch.

The District's food service company, SFE, prepares the meals at the central kitchen and delivers to the Club. The Club provides the District with a roster of children that receive the meals. The District submits the roster to the State for reimbursement as part of the After School at Risk Meal program.

Between February 10-April 30, 3,692 meals have been served to the children at the Boys & Girls Club.

The agreement was attached as part of the board packet and will be in effect for the 2025-26 school year.



Inter-Agency Partnership Agreement to Provide Child Nutrition Programs for PY25-26 Between a School Food Authority and a Legally Separate Site

This agreement is entered into on **July 1, 2025** by and between **Kingman Unified School District #20** hereafter referred to as "**SFA**" and **Boys & Girls Clubs of the Valley** hereafter referred to as "**Site Agency**". Both parties agree as follows:

A. PURPOSE OF AGREEMENT:

The purpose of this agreement is to enable the **SFA** to provide program oversight and meal service to the **Site Agency(ies)** at the following location(s): **Boys & Girls Clubs of the Valley, 2160 Airway Avenue, Kingman, AZ 86409**

B. DURATION OF AGREEMENT:

This agreement shall be in effect from 07/01/2025 until 06/30/2026 following the Board approved calendar for the **SFA's** 2025-2026 school year.

C. SCOPE OF AGREEMENT:

The **SFA's** Child Nutrition Department will provide program oversight and **Seamless Summer Option (SSO) and At-Risk Afterschool Meals Component** meals, reimbursable under the single Food-Based Menu Planning (FBMP) meal pattern described in 7 CFR 210.10 for NSLP, 220.8 for SBP, 226.20 for ASCSP, and 226.20 for CACFP as approved by the Arizona Department of Education (ADE), Health and Nutrition Services.

D. CONDITIONS OF AGREEMENT:

1. This program is to be made available daily according to the **SFA's** school calendar and is to be supported by Federal Reimbursement on eligible meals served, fees paid by students not eligible for the NSLP benefit, and fees paid for meals by the staff of the **Site Agency** and other adults.
2. If there is a conflict in meal service calendars, the **SFA WILL** provide meals to the **Site Agency** on days the **SFA** is closed, and the **Site Agency** is open. If meals will not be available from the **SFA**, the **Site Agency** will be required to supply meals that meet the meal pattern requirements.
3. **N/A**
4. **N/A**
5. The **SFA** will submit the annual Verification Summary Report in accordance with 7 CFR 245.6a. The **SFA** must make sure to take the sample size selection from all sites under the SFA, including the location(s) referenced in section A. *If operating CEP or Provision 2/3, only the Verification Summary Report must be submitted annually. Verification activities, such as sample size selection, are waived for entities operating a Special Provision Option.*
6. The **SFA** will conduct Direct Certification matching at a minimum of three times a year (at or around the beginning of the year; three months after the initial effort; and six months after the initial effort). The information used to conduct Direct Certification matching shall be the most recent available. (7 CFR 245.6(b)(3)). The **Site Agency** will provide the **SFA** with an initial enrollment list of students' first name, last name, State Student ID (SAIS ID) (if available), and birthdate, from each location referenced in section A. The **Site Agency** will provide an updated enrollment list upon request of the **SFA**. *If operating CEP or Provision 2/3, the Direct Certification matching must be done at least once per year for Annual April 1 CEP Notification and reporting.*

7. The meals will be prepared by the **SFA AND DELIVERED TO THE** location(s) established in Section A. **The meals will be prepared at our Central Kitchen and delivered to the Site Agency either the day of service or the day before as needed.**
8. The **SFA and Site Agency** will maintain applicable health certifications and ensure that all State and local regulations are being met. (7 CFR 210.13) Additionally, a copy of the Federal “And Justice For All” poster will be displayed in a visible area of the **Site Agency’s** point of service at each location referenced in section A.
9. The **SFA and Site Agency** will ensure that the two required food safety inspections are conducted each year. [7 CFR 210.13(b)]
10. The **SFA** will be responsible for all site review requirements. For SFAs with multiple sites, internal on-site monitoring must be completed once every year by February 1 for all NSLP sites and 50% of SBP sites. Internal on-site monitoring must be completed twice per year for all ASCSP sites, once within the first four weeks of operation and one other time during the school year. [7 CFR 210.8(a)(1) and 220.11(d)]
11. The **Site Agency** will be responsible for properly counting reimbursable meals using the Point of Service (POS) system as required by the ADE Health and Nutrition Services Division. A POS is defined as that point in the food service operation where a determination can accurately be made that a reimbursable free, reduced-price, or paid lunch has been served to an eligible child. The **Site Agency** will be responsible for maintaining the POS at each meal and recording the daily meal counts on the system.
12. All record keeping and filing requirements for the Federal Reimbursement will be the responsibility of the **SFA’s** Child Nutrition Department. The **SFA** will be the only entity held responsible for “overclaims” that may be identified on any of the monthly reimbursement claims.
13. The **SFA** will use the Paid Lunch Equity (PLE) Tool to calculate the paid lunch price increase and/or non-Federal contribution requirement. Meal prices for each of the locations referenced in section A must be set according to the **SFA’s** PLE requirements.
14. The **SFA** will be responsible for all audit requirements, audit responses, and accountability for any financial responsibilities as the result of an audit or review by ADE.
15. The **Site Agency** will ensure that potable water is available and accessible without restriction to the children at no charge in the areas where breakfast, lunch, snack, and at-risk meals are served during the meal service. [7 CFR 210.10(a)(1)(i) and 220.8(a)(1)]
16. The **Site Agency** will ensure that the regulations included in 7 CFR 210.11 and ARS 15-242 regarding Competitive Foods are being followed.
17. The **SFA** will ensure that the Professional Standards requirements of 7 CFR 210.30 are being met for applicable staff at the **Site Agency**.
18. The **Site Agency** will allow necessary staff from the **SFA** to have direct access to the kitchen for food preparation or for delivery without an appointment and for monitoring purposes without prior notice. This will be done either by giving code access or key access to child nutrition staff and delivery staff of the **SFA**. This would include access for on-site review purposes. [7 CFR 210.8(a)]
19. The **SFA** will provide all serving trays and utensil kits needed for the service of all approved meals.
20. The **Site Agency** will be responsible for providing a clean, safe, and sanitary environment for the service of all meals served at the location(s) referenced in section A and the **SFA** will ensure there is a site-specific HACCP plan in place. The **Site Agency** will ensure the HACCP requirements are correctly implemented.

21. The **SFA** will provide the necessary equipment needed to insure proper handling and storage of food products such as milk coolers, refrigerators, and food warmers when necessary. The **SFA** will be solely responsible for all repairs of this equipment.
22. The cafeteria equipment provided by the **SFA** will remain the property of the **SFA**. The **SFA** will be responsible for all serving utensils and equipment used at the school. Should any equipment not be returned to the **SFA**, the **Site Agency** will be invoiced and charged the current cost to replace the missing items.
23. The **SFA** will be responsible, based on Federal law and USDA regulations, to make reasonable modifications to accommodate children with disabilities. Modifications would include providing special meals, at no extra charge, to children with a disability when the disability restricts the child's diet. Modification requests shall be supported by a written statement from a State licensed healthcare professional. [SP 59-2016 and SP 26-2017]
24. The **SFA and Site Agency** will work together to implement procedures for parents or guardians to request modifications to meal service for children with disabilities and to resolve grievances. [7 CFR 15b.25 and 7 CFR 15b.6(b)]
25. The **SFA** will ensure that the procurement requirements of 2 CFR 200 are being met by the **Site Agency** for purchases related to Child Nutrition Programs.

E. FINANCIAL CONDITIONS OF AGREEMENT:

1. All Federal reimbursements and money collected from non-eligible students and adult sales will be the sole property of the **SFA**.
2. All students of the **Site Agency** will be eligible for free meal benefits per the CEP/Provision 2/3 non-pricing program or At-Risk Meals/ASCSP area eligibility.
3. Adult breakfasts will be provided by the **SFA** at a cost of \$ **3.00** and adult lunches will be provided at a cost of \$ **5.00** each (excluding milk). The **Site Agency** will collect adult meal fees and document all cash received in accordance with guidelines. The **Site Agency** will accept personal checks for adult meal sales in the amount of purchase only.

F. ASSURANCE OF CIVIL RIGHTS COMPLIANCE:

The program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR Part SO.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.

By accepting this assurance, the Program applicant agrees to compile data, maintain records, and submit reports as required to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Program applicant, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the Program applicant.

Participation in Boycott of Israel: Contractor warrants it is not engaged in a boycott of Israel as defined by A.R.S §35-393.01.

Participation in Forced Labor Ethnic Uyghurs Ban: Contractor warrants that it is in compliance with the A.R.S. §35-394.

G. PROVISIONS FOR TERMINATING AGREEMENT:

The Governing Board of either party may terminate this agreement by providing written notice of the intent to terminate thirty (30) working days in advance of the termination date.

H. SIGNATURES/CERTIFICATION OF CONTRACTING AGENCIES:

Each party certifies that the undersigned has been authorized to enter into this agreement by its Governing Board or responsible persons. This agreement may be cancelled by either party for conflict of interest pursuant to A.R.S. Section 38.511.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- 1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;*
- 2. fax: (202) 690-7442; or*
- 3. email: program.intake@usda.gov.*

This institution is an equal opportunity provider.

For the **SFA**:

Tonya Green
Printed Name of Responsible Party

Food Service Manager
Title of Responsible Party

Responsible Party Signature

08-02-20
SFA CTDS Number

3033 MacDonalad Avenue
Mailing Address

Kingman, AZ 86401
Mailing City, State, Zip

928-753-6190 x2301
Telephone

tgreen@kUSD.org
Email Address

Date

For the **SFA Child Nutrition Director**:

Margot Jones
Printed Name

928-753-5678
Telephone

Date

For the **Site Agency**:

Valerie Pearson
Printed Name of Responsible Party

Project Manager
Title of Responsible Party

Responsible Party Signature

07-19-98-015
Site Agency CTDS Number

4309 E. Belleview Street Bldg 14
Mailing Address

Phoenix, AZ 85008
Mailing City, State, Zip

602-954-8182
Telephone

valerie.pearson@bgcaz.org
Email Address

Date

Signature

mjones@kUSD.org
Email Address

5-Day Meal Patterns –Breakfast, Lunch, Supper, and Snack

5-Day Meal Pattern for SBP

School Breakfast Program

Serve Only	Offer vs. Serve (OVS)				
<ul style="list-style-type: none"> Minimum 3 items daily Must prepare each of the 3 required items in required amounts: Milk, Fruit/Juice/Vegetable, Grain Students must have all items at POS 	<ul style="list-style-type: none"> Minimum 4 items daily Must prepare each of the 3 required items in required amounts along with 1 additional item (Fruit, Juice, Vegetable, Grain, or Meat/Meat Alternate) Students must have at least 3 items at POS. 1 item must be a ½ cup Fruit/Juice/Vegetable 				
Required	Grades K-5	Grades 6-8	Grades K-8	Grades 9-12	Grades K-12
Fluid Milk <small>All fluid milk must be fat-free (skim) or low-fat (1% or less). Milk may be flavored or unflavored, provided that unflavored milk is offered at each meal service.</small>	1 cup daily	1 cup daily	1 cup daily	1 cup daily	1 cup daily
Fruit/Juice/Vegetable <small>All juice must be 100% full-strength, and no more than half of the weekly offerings may be in the form of juice.</small>	1 cup daily	1 cup daily	1 cup daily	1 cup daily	1 cup daily
Whole Grain-Rich Grains <small>Daily and weekly minimums must be met. Not required to meet weekly maximum. At least 80% of the grains offered weekly must be whole grain-rich.</small>	1 oz eq (daily) 7-10 oz eq (weekly)	1 oz eq (daily) 8-10 oz eq (weekly)	1 oz eq (daily) 8-10 oz eq (weekly)	1 oz eq (daily) 9-10 oz eq (weekly)	1 oz eq (daily) 9-10 oz eq (weekly)
Optional					
Meat/Meat Alternate <small>No daily or weekly requirement. Item counts toward weekly grain requirement when at least 1 oz eq grain is served.</small>	0	0	0	0	0
Calories Weekly Average	350-500	400-550	400-500	450-600	450-500
Sodium (mg) Weekly Average	≤ 640	≤ 600	≤ 540	≤ 640	≤ 540
Saturated Fat (% of total calories) Weekly Average	≤ 10				
Trans Fat (g) Daily	0 per serving				

November 2022 | Arizona Department of Education | This institution is an equal opportunity provider.

5-Day Meal Pattern for NSLP

National School Lunch Program

Serve Only:			Offer versus Serve (OVS):				
<ul style="list-style-type: none"> Must prepare all 5 components in required amounts At POS: Students must take all 5 components in minimum required amounts 			<ul style="list-style-type: none"> Must prepare all 5 components in required amounts At POS: Students must take at least 3 components in minimum required amounts, one of which must be at least ½ cup fruit or vegetable 				
Component Specifications: Daily and Weekly Amount Based on the Average for a 5-Day Week							
		Grades	K-5	6-8	K-8	9-12	Additional Information
Fruit (cups)	Weekly (daily)		2½ (½)			5 (1)	All fruit juice must be 100% full-strength, and no more than half of the weekly fruit offerings may be in the form of juice. Dried fruit credits as double its volume (e.g., ¼ cup dried fruit credits as ½ cup fruit).
	Serve Only: minimum amount required at POS		½			1	
	OVS: minimum amount to count at POS		½			½	
Total Vegetable (cups)	Weekly (daily)		3¾ (¾)			5 (1)	All vegetable juice must be 100% full-strength, and no more than half of the weekly vegetable offerings may be in the form of juice.
	Serve Only: minimum amount required at POS		¾			1	
	OVS: minimum amount to count at POS		½			½	
Vegetable Subgroups (cups)		Minimum Weekly Amounts					
Dark green			½			½	Minimum creditable amount to count towards a subgroup is 1/8 cup. Leafy greens credit as half their volume (e.g., 1 cup leafy greens credits as ½ cup vegetable).
Red/Orange			¾			1¼	
Beans/Peas (legumes)			½			½	
Starchy			½			½	
Other			½			¾	
To meet weekly requirement, vegetables from ANY subgroup			1			1½	
Whole Grain-Rich Grains (oz eq)	Weekly (daily) amounts <small>*Not required to meet weekly maximum</small>	8-9*	8-10*	8-9*	10-12*		At least 80% of the weekly grains offered must be whole grain-rich. No more than 2 oz eq of the weekly grain offerings may be grain-based desserts.
	Serve Only and OVS: Minimum amount to count as a component at POS	(1)	(1)	(1)	(2)		
Meat/ Meat Alternate (oz eq)	Weekly (daily) amounts <small>*Not required to meet weekly maximum</small>	8-10*	9-10*	9-10*	10-12*		
	Serve Only and OVS: Minimum amount to count as a component at POS	(1)	(1)	(1)	(2)		
Fluid milk (cups)	Weekly (daily)		5 (1)				All fluid milk must be fat-free (skim) or low-fat (1% or less). Milk may be flavored or unflavored, provided that unflavored milk is offered at each meal service.

5-Day Meal Pattern for NSLP

National School Lunch Program

Dietary Specifications: Weekly Average Requirement for a 5-Day Week

Grades	K-5	6-8	K-8	9-12	Additional Information
Minimum - Maximum calories (kcal)	550-650	600-700	600-650	750-850	
Sodium Interim Target 1 (mg)	≤1,110	≤1,225	≤1,110	≤1,280	<i>Sodium Interim Target 1A must be met no later than July 1, 2023 (SY 2023-2024)</i>
Saturated fat (% of calories)	≤10				

Dietary Specifications: Daily Requirement for a 5-Day Week

Grades	K-5	6-8	K-8	9-12	
Trans fat	Nutrition label or manufacturer spec must indicate zero grams of <u>trans</u> fat per serving				

National School Lunch Program

Afterschool Care Snack Program (ASCSP)

Reimbursement for snacks served in after school care programs is available for schools operating NSLP under the ASCSP. Snacks served under the ASCSP must meet the following meal pattern requirements.

Meal Pattern for Snack:

- Select 2 of the 4 components to offer per snack
- No more than two dessert items may be served in one week
- It is recommended to offer larger portions for older children (ages 13-18) based on their higher total energy requirements

Components	Ages 1-2	Ages 3-5	Ages 6-18
Fluid milk (cups)	½ cup	½ cup	1 cup
Vegetable, Fruit, or 100% Full-Strength Juice*	½ cup	½ cup	¾ cup
Grains/Breads (whole grain or enriched) Including: <ul style="list-style-type: none"> • Bread • Cornbread, rolls, muffins, or biscuits • Cold dry cereal (volume or weight, whichever is less) • Cooked cereal, pasta, noodle products, or cereal grains 	½ slice ½ serving ¼ cup or ½ oz ¼ cup	½ slice ½ serving ⅓ cup or ½ oz ¼ cup	1 slice 1 serving ¾ cup or 1 oz ½ cup
Meat or Meat Alternates Including: <ul style="list-style-type: none"> • Lean meat, fish or poultry (edible portion as served) • Cheese** • Egg or yogurt • Cooked dry beans or peas*** • Peanut butter, soy nut butter or other nut or seed butters • Peanuts, soy nuts, tree nuts or seeds • Any equivalent quantities of any combination of the above meat/meat alternates 	½ oz ½ oz ½ egg or ¼ cup ⅓ cup 1 Tbsp ½ oz	½ oz ½ oz ½ egg or ¼ cup ⅓ cup 1 Tbsp ½ oz	1 oz 1 oz 1 egg or ½ cup ¼ cup 2 Tbsp 1 oz

*Juice may not be served when milk is served as the other component.

**natural or processed only.

***in the same meal service, dried beans or dried peas may only be used as a meat alternate or as a vegetable; however, such use does not satisfy the requirement for both components.

Memorandum

To: KUSD Governing Board

From: Margot Jones, Executive Director of Business and Finance

RE: Longevity Stipends

FOR AGENDA

- Approve longevity stipends for district staff

FOR PACKET

In May 2023 a longevity stipend was approved by the governing board for certified staff out of the Instructional Improvement Fund (IIF), which comes from State gaming revenue. This stipend was approved through 2033 as funds allow. Teachers, TOAs, and Instructional Coaches are eligible for this stipend.

In lieu of raises next year, we'd like to mirror this longevity stipend for the rest of the district employees to be paid out of M&O.

While the Instructional Improvement longevity stipend is yearly, the stipends being proposed today will be one time only, for Fiscal Year ending 2025 to be paid in June 2025. All employees who end the 2025 fiscal year with us, are eligible for the stipend.

For all hourly, classified employees:

0-4 years will receive \$250,
5-9 years will receive \$400
10-19 years will receive \$550
20-29 years will receive \$700,
30+ years will receive \$800.

For remaining salaried staff:

(psychologists, counselors, and speech pathologists, directors, managers, certified coordinators, principals, assistant principals, deans)

This stipend will be the same as our current Instructional Improvement longevity stipend:

0-3 years—\$300
4-6 years—\$600
7+ years—\$1000

The total cost of these stipends to M&O, including benefits, will be approximately \$272,000.

Memorandum

To: KUSD Governing Board

From: Margot Jones, Executive Director of Business and Finance

RE: Approve contract renewal with Southwest Foodservice Excellence (SFE) for 2025-2026 school year

FOR AGENDA

- Approve contract renewal with Southwest Foodservice Excellence as the contracted provider for KUSD's Food Service Management Company for the 2025-2026 school year

FOR PACKET

The district recommends the board approve the contract renewal with Southwest Foodservice Excellence (SFE) as the contracted provider for KUSD's Food Service Management Company for the 2025-2026 school year. The renewal with SFE has been approved by the Arizona Department of Education. SFE has 58 employees over 11 schools, including a dedicated general manager and chef. The contract amount is based on a per meal price and number of meals sold, however the district is reimbursed for qualifying meals by the National School Lunch Program and is a net gain for the district. This will be the second year of the original five-year award, which has been in effect since July 1, 2024.



Kingman Unified School District #20
3033 MacDonald Ave
Kingman, AZ 86401
 2025-2026 Food Service Management Company (FSMC)
 Fixed-Price Contract Renewal

1. AGREEMENT NUMBER: 25-01-30	2. RENEWAL NUMBER: 1	3. START DATE: July 1, 2025 4. CTD Number: 08-02-20-000
5. FOOD SERVICE MANAGEMENT COMPANY NAME & ADDRESS: Southwest Foodservice Excellence, LLC, 9366 E. Raintree Drive, Scottsdale, Arizona 85260		
6. AUTHORITY FOR RENEWAL: Special Terms and Conditions, page 10, 2B, Contract Option , states the contract must be one (1) year with the option to have four (4) additional one-year extensions. The entire duration of the agreement shall not exceed five (5) years. [7 CFR 210.16(d)]		
7. PURPOSE OF RENEWAL: To extend the contract an additional year and initiate a new pricing schedule.		

8. THE ABOVE REFERENCED AGREEMENT IS HEREBY MODIFIED AS FOLLOWS:

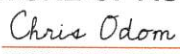
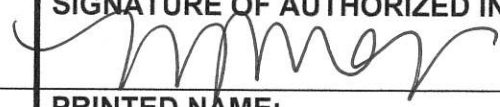
- A. In accordance with the provisions of the Special Terms and Conditions, page 10, 2B, **Contract Option**, the contract must be one (1) year with the option to have four (4) additional one-year extensions, for the total duration of this Contract, including the exercise of any options under this provision, shall not exceed five (5) years. **Kingman Unified School District** is exercising its option at this time to extend the term of the contract for an additional 12 months. The contract now ends on **June 30, 2026**.

- B. The **Pricing Summary** per Attachment 7.1, and the **Schedule of Terms for the FSMC Guarantee** per Attachment 7.4 of the original contract are replaced with the attached 2025-2026 information.

- C. **Debarment, Suspension, Ineligibility and Voluntary Exclusion Certification.** By signing this Contract Renewal, the FSMC shall certify that they have not been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs under executive order 12549 and 12689. [2 CFR Part 200.213 and Appendix II to 2 CFR Part 200(l)] The FSMC shall comply with regulations implementing Office of Management and Budget Guidance in Non-procurement Debarment and Suspension codified at 2 CFR Part 180 and 2 CFR Part 417. These regulations restrict transactions with certain parties that are debarred, suspended, or otherwise excluded from, or ineligible for, participation in Federal assistance programs or activities.

9. EXCEPT AS PROVIDED FOR HEREIN, ALL TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT/AGREEMENT NOT HERETOFORE CHANGED AND/OR MODIFIED REMAIN UNCHANGED AND IN FULL EFFECT.

IN WITNESS WHEREOF THE PARTIES HERETO SIGN THEIR NAMES IN AGREEMENT.

FSMC: Southwest Foodservice Excellence	SFA: Kingman Unified School District #20
SIGNATURE OF AUTHORIZED INDIVIDUAL:  <small>ADFEC0DC024EE70F09F374A65BB43D8C contractworks</small>	SIGNATURE OF AUTHORIZED INDIVIDUAL: 
PRINTED NAME: Chris Odom	PRINTED NAME: Margot Jones
TITLE: Chief Operating Officer	TITLE: Executive Director Finance
DATE: 04/10/2025	DATE: 4/28/2025



2025-2026 FSMC Contract Renewal Checklist

School Food Authority Name (SFA): Kingman Unified School District #20

CTDS Number: 08-02-20-000

This checklist must be completed and submitted to the Arizona Department of Education (ADE), and the referenced documents, by **May 30, 2025**, for all Food Service Management Company (FSMC) Contract Renewal Amendment approvals. Remember to submit a **SIGNED** Renewal. All other forms should be signed as well. Forms will be returned if not accurately completed or if sections are blank. The signed copy of the Contract Renewal Amendment must be received, and the process complete before your CNPWeb application can be approved.

Please answer the questions and check each box for which information and/or documents have been provided.

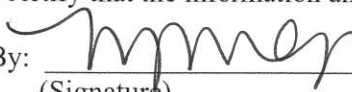
- Contract Type: Fixed-Price Cost-Reimbursable
- Contract Amendment Number: 1st 2nd 3rd 4th of 4 annual renewals
- FSMC Name: Southwest Foodservice Excellence
- Provide the following three (3) Financial Information documents:
 - Include **2025-2026 Pricing Summary** in packet.
Did the price/fee change (Increase or Decrease)? Yes No
 - Include **2025-2026 FSMC Guarantee and Schedule of Terms** in packet.
- Provide the following certifications/documents:
 - Certification regarding Lobbying and Disclosure of Lobbying Activities (**signed** by the FSMC)
 - Certification of Independent Price Determination (**signed** by the FSMC **and** SFA)
- Are any other changes/additions being made to the original solicitation documents? Yes No
If yes, please describe the changes.

7. SFA Contact (Liaison) Information:

(Provide the following information for the individual **employed by the SFA** responsible for answering questions and correspondence concerning its food service operation and contract)

Name: Margot Jones
Job Title: Executive Director Finance
Mailing Address: 3033 Macdonald Avenue
Mailing City, State, Zip: Kingman, AZ 86401
Telephone Number: 928-753-5678 ext 2014
Email Address: mjones@kUSD.org

I certify that the information and documentation provided herein is true and correct to the best of my knowledge.

By:  Executive Director Finance
(Signature) (Position/Title)
Margot Jones 4/28/2025
(Printed name of person signing) (Date)

State Agency Use Only

Date Received: _____

State Agency Reviewer: _____

Date Final Documents Received: _____ Date Approved: _____

24-25 Pricing: _____ 25-26 Pricing: _____ Change: _____

Changes required/missing information/notes:

- ___ *Cert of Price*
- ___ *Lobbying*
- ___ *Lobbying Disclosure*
- ___ *Approval Letter Emailed*
- ___ *Signed Renewal*
- ___ *On-line System*
- ___ *CNP Web Checklist*
- ___ *Data Base*

**2025-2026 FSMC Fixed-Price Contract Renewal Amendment
Pricing Summary**

The FSMC will be paid at a fixed rate per meal. The amount should be based on assumption that no donated commodities will be available for use. The SFA will not permit the FSMC to pre-credit for donated foods.

Meal Equivalency Factor used to calculate a la carte meal counts: 4.0793

The FSMC Pricing for the Programs listed in the Scope of Work:	
Fixed Price Per Meal:	
SFP Breakfast	\$ 2.5016
NSLP Lunch	\$ 4.0793
Meal Equivalent	\$ 4.0793
SSO Breakfast	\$ 2.5016
SSO Lunch	\$ 4.0793
At-Risk Snack	\$ 1.0899
At-Risk Supper	\$ 4.0793

**2025-2026 FSMC Contract Renewal Amendment
FSMC Guarantee and Schedule of Terms**

The FSMC must indicate a Guaranteed “No Loss” or “Minimum Return” and describe in detail conditions and assumptions for that guarantee.

The FSMC must select one.

- Guaranteed No Loss:** The FSMC guarantees the SFA no loss for the operation of the food service program.
- Guaranteed Minimum Return:** The FSMC guarantees the SFA a return no less than the dollar amount listed on the chart below.

Guarantee Year	Amount
2025-2026	350,000

The guarantee above is based on the following conditions and assumptions remaining in effect for School Year 25-26:

Breakfast Meals: 230,758

Lunch Meals: 563,101

Students in school 146 days

Federal Reimbursement Rates are consistent with the rates used in the 24/25 SY



Certificate of Independent Price Determination

Both the School Food Authority (SFA) and the Food Service Management Company (FSMC) shall execute this Certificate of Independent Price Determination.

Southwest Foodservice Excellence, LLC

Name of Food Service Management Company

Kingman Unified School District #20

Name of School Food Authority

(A) By submission of this Offer, the Offeror certifies and in the case of a joint Offer, each party thereto certifies as to its own organization, that in connection with this procurement:

(1) The prices in this Offer have been arrived at independently, without consultation, communication or Agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Offeror or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this Offer have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening in the case of an advertised procurement, or prior to award in the case of a negotiated procurement, directly or indirectly to any other Offeror or to any competitor; and

(3) No attempt has been made or will be made by the Offeror to induce any person or firm to submit or not to submit, an Offer for the purpose of restricting competition.

(B) Each person signing this Offer on behalf of the Food Service Management Company certifies that:

(1) He or she is the person in the Offerors organization responsible within the organization for the decision as to the prices being Offered herein and has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or

(2) He or she is not the person in the Offeror's organization responsible for the decision as to the prices being Offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to (A)(1) through (A)(3) above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.

To the best of my knowledge, this Food Service Management Company, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

Monty Staggs

103EC93051EC194C25F57AB80DD54312

contractworks.

Signature of Food Service Management Company's Authorized Representative

Chief Executive Officer

Title

02/11/2025

Date

In accepting this Offer, the SFA certifies that no representative of the SFA has taken any action which may have jeopardized the independence of the Offer referred to above.

[Signature]

Signature of School Food Authority Authorized Representative

Executive Director Finance

Title

4/28/2025

Date



CERTIFICATION REGARDING LOBBYING

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making a Federal contract, grant, loan, or cooperative Agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative Agreement, the undersigned shall complete and submit Standards Form-LLL, "Disclosure Form Report Lobbying", in accordance with instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub recipients shall certify and disclose accordingly.

Southwest Foodservice Excellence, LLC

Name/Address of Organization

Monty Staggs/ Chief Executive Officer

Name/Title of submitting Official

Monty Staggs

103EC93051EC194C25F57AB80DD54312

contractworks.

Signature

February 11, 2025

Date



DISCLOSURE OF LOBBYING ACTIVITIES

Check this box if not applicable

**Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)**

<input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan guarantee <input type="checkbox"/> e. loan insurance	<input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input checked="" type="checkbox"/> c. post-award	<input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Congressional District, if known: _____ Tier _____, if known		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: _____ Congressional District, if known: _____
6. Federal Department/Agency: _____		7. Federal Program Name/Description _____ CFDA Number, if applicable: _____
8. Federal Action Number, if known: _____		9. Award Amount, if known: \$ _____
10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI): _____ (attach continuation sheet(s) SF-LLL-A, if necessary)		b. Individuals Performing Services (including address, last name, first name, MI): _____ (attach continuation sheet(s) SF-LLL-A, if necessary)
11. Amount of Payment (check all that apply): \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned		13. Type of Payment (check all that apply): <input type="checkbox"/> a. retainer <input type="checkbox"/> c. commission <input type="checkbox"/> b. one-time fee
12. Form of Payment (check all that apply): <input type="checkbox"/> a. cash nature value _____ <input type="checkbox"/> b. in-kind; specify: _____		<input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other, specify: _____
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), of Member(s) contracted, for payment indicated on item 11: (attach Continuation Sheet(s) SF-LL-A, if necessary)		
15. Continuation Sheets(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		
16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosures shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature: <u>Monty Staggs</u> <small>103EC93051EC194C25F57AB80DD54312 contractworks</small> Print Name: <u>Monty Staggs</u> Title: <u>Chief Executive Officer</u> Telephone No.: <u>480-551-6550</u> Date: <u>02/11/2025</u>
Federal Use Only:		



DISCLOSURE OF LOBBYING ACTIVITIES INSTRUCTIONS FOR COMPLETION OF SF-LLL

This disclosure form shall be completed by the reporting entity, whether subawardees or prime Federal recipient at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or Agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the changed occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g. the first subawardee of the prime is the 1st tier. Sub awards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative Agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a).
Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employees(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other, aspect of this collection of information, including suggestions for reducing this burden, to the office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington D.C. 20503.

Memorandum

To: KUSD Governing Board

From: Margot Jones, Director of Business and Finance

RE: Approval of FY25 budget revisions

FOR AGENDA

- Approve FY25 budget revisions

FOR PACKET

Per the USFR, "Changes in current conditions may necessitate the reallocation of resources within a budget unit or possibly among budget units within a fund. This review may lead to revisions of the budget so that it continues to be a realistic plan of expenditures. Procedures for initiating the budget revisions should be documented and approved by the governing board. Procedures for budget revisions should allow for some budget flexibility while maintaining the adopted budget's integrity. The expenditure budget packet, issued once a year, details budget revision procedures."

The May budget revision is to ensure we've captured all revenues and State adjustments, and ensure our expenditures align with the District's financial goals and strategy. All data used in the May revision is from the most recent reports available from ADE School Finance.

Our weighted ADM increased slightly resulting in an increase to our Revenue Control Limit of \$1,034,682

Our revised FY24 AFR showed an increase in carryover to FY25 of \$1,024,009.

We received two payments in FY25 for Free Reduced Priced Lunch (FRPL), a one-time funding allocation that was not accounted for in previous budgets this year, for an increase of \$523,542.

Our noncompliance penalty was returned and no longer applicable, so we were able to remove that negative adjustment from the budget, increasing our budget limit by \$925,398.

There were additional minor adjustments to capture up-to-date interest accrued, dropout prevention programs, District Additional Adjustments, and Unrestricted Capital Budget adjustments for prior years per ADE BUDG75 and BUDG25 reports.

We recalculated the Average Teacher Salary to include base pay and Classroom Site Fund allocation, not including any extra duty, club sponsor, critical needs, longevity or other stipends available. In FY25 the average teacher salary is \$57,928, up 4% from last year.

While this is all good news, when we talk about balancing our budget, we specifically want to look at the revenue from the state compared to our expenditures so as to save our carryover for emergencies, one-time capital projects, one-time stipends, and financial security. I'm estimating our deficit to be a little more than we discussed in our February board workshop. I estimate our expenditures will exceed our State revenue by \$1.5-2 million. I will be watching our encumbrances closely over the next several months to see what is spent or not on open purchase orders so as to have an appropriate baseline as we go into our proposed budget for FY26. We will also continue to look for ways to reduce expenditures.



FY 2025
State of Arizona
School District Annual Expenditure Budget
Districtwide Budget

Revised #2

Version

By the Governing Board

We hereby certify that the Budget for the Fiscal Year 2025 was

Proposed June 14, 2024
Adopted June 25, 2024
Revised May 13, 2025
Date

Signed _____
Signed _____

The FY 2025 budget file for the version described above will be uploaded via
the School Finance Budget System on ADE's website by May 15, 2025
Type the Date as MM/DD/YYYY

Superintendent signature Business Manager signature
Gretchen Dornier Margot Jones
Superintendent name (typed name) Business Manager name (typed name)
District contact employee: Valerie Portillo
Telephone: 9287535678 Email: vportillo@kUSD.org

Revenues and property taxation

Table with 2 columns: Description, Amount. Rows include Total budgeted revenues for fiscal year 2024 (\$71,000,000) and Estimated revenues by source for fiscal year 2025 (Local, Intermediate, State, Federal, TOTAL).

District tax rates for prior and budget fiscal years (A.R.S. §15-903.D.4)

Table comparing tax rates for Prior FY 2024 and Est. Budget FY 2025. Rows include Primary Tax Rate, Secondary Tax Rates (M&O Override, Special Program Override, Capital Override, Class A Bonds, Class B Bonds, CTED, Desegregation, Total Secondary Tax Rate).

Total budgeted expenditures and aggregate school district budget limit (A.R.S. §15-905.H)

Table comparing Budgeted Expenditures and Budget Limit. Rows include Maintenance and Operation Fund, Unrestricted Capital Fund, Federal projects other than Impact Aid, and Total aggregate school district budget limit.

Average teacher salaries (A.R.S. §15-903.E)

Table with 2 columns: Description, Amount. Rows include Average salary of all teachers employed in FY 2025, Average salary of all teachers employed in FY 2024, Increase in average teacher salary, and Percentage increase (4%).

Base pay plus Classroom Site Fund allocation

Check this box if your district has no teachers (transporting districts and some CTEDs).

District name Kingman Unified School District

County Mohave

CTD number 080220000

Version Revised #2

District contact information

Superintendent
 Executive Assistant to Superintendent
 Chief Financial Officer
 Business Manager 1
 Business Manager 2
 Business Consultant
 School District Employee Report (SDER) Coordinator
 SPED Data Reporting Coordinator
 AzEDS/ADM Data Coordinator
 Transportation Data Reporting Coordinator
 CTE Coordinator
 Poverty Coordinator
 Assessments Coordinator
 Curriculum Coordinator
 Information Technology (IT) Director
 Bookstore Manager
 Governing Board Member
 Governing Board Member
 Governing Board Member
 Governing Board Member
 Governing Board Member
 Governing Board Member
 Governing Board Member
 Governing Board Member
 Governing Board Member

Prefix	First name	Last name	Email address	Telephone number	Extension
Mrs.	Gretchen	Dorner	gdorner@kUSD.org	9287535678	2008
Mrs.	Valerie	Portillo	vportillo@kUSD.org	9287535678	2016
Ms.	Margot	Jones	mjones@kUSD.org	9287535678	2014
Ms.	Donette	Piccinetti	dpiccinetti@kUSD.org	9287535678	2023
Mrs.	Angela	Moreschi	amoreschi@kUSD.org	9287535678	2007
Mrs.	Vicki	Trujillo	vtrujillo@kUSD.org	9287535678	2018
Mrs.	Jesse	Grimm	jgrimm@kUSD.org	9287535678	2002
Mrs.	Tandy	Jansen	tjansen@kUSD.org	9287535678	2400
Mrs.	Lindsey	Wolsey	Lwolsey@kUSD.org	9287535678	2016
Ms.	Michelle	Stout	mstout@kUSD.org	9287535678	2104
Mrs.	Lisa	Sipe	lsipe@kUSD.org	9287535678	2102
Ms.	Liz	Albin	ealbin@kUSD.org	9287535678	2430
Mr.	Timothy	Gardner	tgardner@kUSD.org	9287535678	6276
Mrs.	Roger	Cox	rcox@kUSD.org	9287535678	2016
Mrs.	Starr	Jensen	sjensen@kUSD.org	9287535678	2016
Mr.	Lori	Grant	lgrant@kUSD.org	9287535678	2016
Mrs.	Boyd	Hardy	bhardy@kUSD.org	9287535678	2016
Mr.	Tony	Henry	thenry@kUSD.org	9287535678	2016

SELECT from Dropdown

Student Information Systems (SIS) Vendor

Edupoint (Synergy)

Accounting Information System

Infinite Visions

Bookstore Cash Receipting System

District's website home page address

www.kUSD.org

Fund 001 (M&O)

Maintenance and Operation (M&O) Fund

Expenditures	FTE		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals		% Increase/ Decrease	
	Prior FY	Budget FY						Prior FY 2024	Budget FY 2025		
	100 Regular education										
1000 Instruction	1.	266.00	293.46	17,131,452	7,181,725	431,239	276,820	21,128	22,438,753	25,042,364	11.6%
2000 Support services											
2100 Students	2.	69.00	65.05	2,060,942	1,033,548	171,466	45,025	641	3,311,622	3,311,622	0.0%
2200 Instructional staff	3.	40.00	34.00	1,665,314	741,102	210,491	3,534	50,470	2,670,911	2,670,911	0.0%
2300 General administration	4.	3.00	3.00	254,269	151,371	1,004,965	11,866	107,702	1,530,173	1,530,173	0.0%
2400 School administration	5.	47.00	45.00	2,809,478	986,657	12,585	26,590	3,675	3,909,888	3,838,985	-1.8%
2500 Central services	6.	17.00	16.75	766,943	352,364	277,840	124,420	3,449	1,525,016	1,525,016	0.0%
2600 Operation & maintenance of plant	7.	6.50	2.50	159,232	96,842	7,076,324	1,503,226	6,423	9,472,047	8,842,047	-6.7%
2900 Other	8.	0.00							0	0	0.0%
3000 Operation of noninstructional services	9.	2.50	2.50	81,192	33,705			457	115,354	115,354	0.0%
610 School-sponsored cocurricular activities	10.	0.00		41,750	4,114	10,470	23,155	4,488	83,977	83,977	0.0%
620 School-sponsored athletics	11.	0.00		344,234	42,713	151,900	67,880	123,625	730,352	730,352	0.0%
630 Other instructional programs	12.	0.00							0	0	0.0%
700, 800, 900 Other programs	13.	0.00							0	0	0.0%
Regular education subsection subtotal (lines 1-13)	14.	451.00	462.26	25,314,806	10,624,141	9,347,280	2,082,516	322,058	45,788,093	47,690,801	4.2%
200 and 300 Special education											
1000 Instruction	15.	155.00	146.56	5,226,518	2,019,394	1,622	1,500	0	6,135,926	7,249,034	18.1%
2000 Support services											
2100 Students	16.	25.00	22.81	994,235	337,537	2,035,341			3,367,113	3,367,113	0.0%
2200 Instructional staff	17.	16.00	17.15	507,202	226,989	1,500	311		736,002	736,002	0.0%
2300 General administration	18.	0.00							0	0	0.0%
2400 School administration	19.	2.00	1.86	103,956	37,132	284	0		141,372	141,372	0.0%
2500 Central services	20.	0.00				100			100	100	0.0%
2600 Operation & maintenance of plant	21.	0.00							0	0	0.0%
2900 Other	22.	0.00							0	0	0.0%
3000 Operation of noninstructional services	23.	0.00							0	0	0.0%
Subtotal (lines 15-23)	24.	198.00	188.38	6,831,911	2,621,052	2,038,847	1,811	0	10,380,513	11,493,621	10.7%
400 Pupil transportation	25.	106.00	93.19	2,112,273	917,324	347,345	714,450	96,574	4,187,966	4,187,966	0.0%
510 Desegregation (from districtwide desegregation Budget, page 2, line 44)	26.	0.00	0.00	0	0	0	0	0	0	0	0.0%
530 Dropout prevention programs	27.	1.00	0.99	47,000	15,000				71,550	62,000	-13.3%
540 Joint career and technical education and vocational Education center	28.	0.00	0.00	0	0	0	0	0	0	0	0.0%
550 K-3 Reading program	29.	12.00	10.55	320,062	63,821				383,883	383,883	0.0%
Total expenditures (lines 14, and 24-29) (Cannot exceed page 7, line 11)	30.	768.00	755.37	34,626,052	14,241,338	11,733,472	2,798,777	418,632	60,812,005	63,818,271	4.9%

The district has budgeted an amount in the M and O Fund equal to the General Budget Limit as calculated on page 7 of 8.

Special education programs by type (M&O Fund Programs 200 and 300)

(A.R.S. §§ 15-761 and 15-903)

	Prior FY	Budget FY	
1. Total all disability classifications	9,352,899	10,366,061	1.
2. Gifted education	226,143	226,143	2.
3. Remedial education	0		3.
4. ELL incremental costs	53,592	53,592	4.
5. ELL compensatory instruction	0		5.
6. Vocational and technical education (non-CTED)	0		6.
7. Career education (non-CTED)	0		7.
8. Career technical education (CTED)	747,825	847,825	8.
9. Total (lines 1 through 8. Must equal total of line 24, page 1)	10,380,459	11,493,621	9.
10. IEP required pupil transportation costs coded within Program 400	500,000	500,000	10.

Proposed ratios for special education

(A.R.S. §§15-903.E.1 and 15-764.A.5)

Teacher-Pupil 1 to 17
 Staff-Pupil 1 to 11

Expenditures budgeted for audit services

M&O Fund - Nonfederal	6350	<u>37,000</u>
All funds - Federal	6330	

FY 2025 performance pay (A.R.S. Section 15-920)

Amount budgeted in M&O Fund for a performance pay component _____

Do not report budgeted amounts for the Performance Pay Component of the Classroom Site Fund on this line.

Expenditures budgeted in the M&O Fund for food service

Amount budgeted in M&O for Food Service (Fund 001, Function 3100) \$ 50,000
 (This amount will be used to determine district compliance with state matching requirements pursuant to Code of Federal Regulations (CFR) Title 7, §210.17(a)]

Fund 010 (CSF)

Classroom Site Fund (CSF) and CSF Budget Limit (A.R.S. §§ 15-977 and 15-978)

Expenditures		Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400, 6500	Supplies 6600	Property 6700	Debt service and miscellaneous 6800	Totals		% Increase/ Decrease
								Prior FY 2024	Budget FY 2025	
1000 Instruction	1.	9,863,875	3,659,002	314,783				9,540,855	13,837,660	45.0%
2100 Support services - students	2.							0	0	0.0%
2200 Support services - instructional staff	3.							0	0	0.0%
2300 Support services - general administration	4.							0	0	0.0%
2500 Central services	5.							0	0	0.0%
3300 Community services Oerations	6.							0	0	0.0%
4000 Facilities acquisition and construction	7.							0	0	
5000 Debt service	8.							0	0	
Total Expenditures (lines 1-8)	9.	9,863,875	3,659,002	314,783	0	0	0	9,540,855	13,837,660	45.0%

The district has budgeted an amount in Fund 010 equal to the Classroom Site Fund Budget Limit as calculated below.

Classroom Site Fund Budget Limit Calculation

FY 2024 Classroom Site Fund Budget Limit (from FY 2024 latest revised Budget, page 3, line 16)	10.	9,540,855
FY 2024 Actual expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through fiscal year-end.)	11.	3,912,461
Unexpended Budget Balance (line 10 minus 11)	12.	5,628,394
Interest earned in the Classroom Site Fund in FY 2024	13.	215,879
FY 2025 Classroom Site Fund allocation (provided by ADE, based on \$792)	14.	6,545,627
Adjustments to FY 2025 Classroom Site Fund Budget Limit (1)	15.	1,447,760
FY 2025 Classroom Site Fund Budget Limit (Sum of lines 10 through 15) (2)	16.	13,837,660

(1) This line may be used to recapture lost CSF budget capacity that resulted from underbudgeting in prior fiscal years.

(2) The amounts budgeted on line 7 cannot exceed the respective amounts on this line.

Fund 610 (UCO)

Unrestricted Capital Outlay (UCO) Fund

Expenditures	Rentals 6440	Library books, textbooks, & instructional aids (2) 6641-6643	Short-term noninstructional software subscription 6655	Property (2) 6700	Redemption of principal (3) 6831, 6832, 6833	Interest (4) 6841, 6842, 6843, 6850	All other object codes (excluding 6900)	Totals		% Increase/Decrease
								Prior FY 2024	Budget FY 2025	
Unrestricted Capital Outlay Override (1)								0	0	0.0%
Unrestricted Capital Outlay Fund 610 (6)										
1000 Instruction	322,938	4,969,715		268,820				4,804,969	5,561,473	15.7%
2000 Support services										
2100, 2200 Students and instructional staff		5,706	2,054	828				7,526	8,588	14.1%
2300, 2400, 2500, 2900 Administration	62,762		311,527	1,036,468			685	1,236,886	1,411,442	14.1%
2600 Operation & maintenance of plant	5,706		656	138,407				115,835	144,769	25.0%
2700 Student transportation	6,847		14,835	143,782				145,000	165,464	14.1%
3000 Operation of noninstructional services (5)								0	0	0.0%
4000 Facilities acquisition and construction							954,950	400,000	954,950	138.7%
5000 Debt service					829,598	125,524		837,000	955,122	14.1%
Total unrestricted capital outlay fund (lines 2-9)	398,253	4,975,421	329,072	1,588,305	829,598	125,524	955,635	7,547,216	9,201,808	21.9%

The district has budgeted an amount in the UCO Fund equal to the Unrestricted Capital Budget Limit as calculated on Page 8 of 8.

(1) Amounts in the Unrestricted Capital Outlay Override line 1 above must be included in the appropriate individual line items for Fund 610 and in the budget year total column.

(5) Expenditures budgeted in Unrestricted Capital Outlay (UCO) Fund for food service

Enter the amount budgeted in UCO for food service [amount will be used to determine district compliance with state matching requirements pursuant to CFR Title 7, §210.17(a)]

(2) Detail by object code:

	Unrestricted Capital Outlay
6641 Library Books	\$ 5,000
6642 Textbooks	537,600
6643 Instructional Aids	3,748,794
673X Furniture and Equipment	388,102
673X Vehicles	0
673X Tech Hardware & Software	1,281,120

(6) Expenditures, if any, budgeted in the Unrestricted Capital Outlay Fund on lines 2-9 for the K-3 Reading Program as described in A.R.S. §15-211.

(3) Includes principal on Capital Equity Fund loans of \$ 727,000 , principal on leases of _____ , and principal on bonds of _____ .

(4) Includes interest on Capital Equity Fund loans of \$ 110,000 , interest on leases of _____ , and interest on bonds of _____ .

Other funds—required capital expenditure detail [(A.R.S. §15-904.(B))]

Expenditures	Unrestricted Capital Outlay		Bond Building		New School Facilities		Adjacent Ways			
	Fund 610		Fund 630		Fund 695		Fund 620 (2)			
	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY		
Total Fund Expenditures	1.	7,547,216	9,201,808	0		0		0		1.
Select Object Codes Detail (1)										
6150 Classified Salaries	2.	0	0	0	0	0		0		2.
6200 Employee Benefits	3.	0	0	0	0	0		0		3.
6450 Construction Services	4.	400,000	750,000	0	0	0		0		4.
6710 Land and Improvements	5.	0	0	0	0	0		0		5.
6720 Buildings and Improvements	6.	0	0	0	0	0		0		6.
673X Furniture and Equipment	7.	388,102	388,102	0	0	0		0		7.
673X Vehicles	8.	0	0	0	0	0		0		8.
673X Technology Hardware & Software	9.	1,281,120	1,281,120	0	0	0		0		9.
6831, 6832, 6833 Redemption of Principal	10.	617,000	617,000	0	0	0		0		10.
6841, 6842, 6843, 6850, 6860 Interest and Debt-Issuance Costs	11.	110,000	110,000	0	0	0		0		11.
Total (lines 2-11)	12.	2,796,222	3,146,222	0	0	0	0	0	0	12.
Total amounts reported on lines 2-11 above for:										
Renovation	13.	400,000	750,000	0	0			0		13.
New Construction	14.	0	0	0	0	0		0		14.
Other	15.	2,396,222	2,396,222	0	0	0		0		15.
Total (lines 13-15, must equal line 12)	16.	2,796,222	3,146,222	0	0	0	0	0	0	16.

(1) Lines 2-11 may not include all budgeted expenditures of the fund. Total budgeted expenditures for each fund should be included on Line 1.

(2) Amount budgeted on line 1 for the Adjacent Ways Fund that will result in a tax levy in FY 2025 \$ -

Special projects

Federal projects FTE & expenditures

1. 100-130 ESEA Title I - Helping Disadvantaged Children
2. 140-150 ESEA Title II - Prof. Dev. and Technology
3. 160 ESEA Title IV - 21st Century Schools
4. 170-180 ESEA Title V - Promote Informed Parent Choice
5. 190 ESEA Title III - Limited Eng. & Immigrant Students
6. 200 ESEA Title VII - Indian Education
7. 210 ESEA Title VI - Flexibility and Accountability
8. 220 IDEA Part B
9. 230 Johnson-O'Malley
10. 240 Workforce Investment Act
11. 250 AEA - Adult Education
12. 260-270 Vocational Education - Basic Grants
13. 280 ESEA Title X - Homeless Education
14. 290 Medicaid Reimbursement
15. 349 National Forest Fees
16. 353 Taylor Grazing Fees
17. 374 E-Rate
18. 378 Impact Aid
19. 300-399 Other Federal Projects
20. 699 Federal Impact Aid (Construction)
21. Total Federal Project Funds (lines 1-20)

State projects FTE & expenditures

22. 400 Vocational Education
23. 410 Early Childhood Block Grant
24. 420 Ext. School Yr. - Pupils with Disabilities
25. 425 Adult Basic Education
26. 430 Chemical Abuse Prevention Programs
27. 435 Academic Contests
28. 450 Gifted Education
29. 456 College Credit Exam Incentives
30. 460 Environmental Special Plate
31. Other State Projects
32. Total State Project Funds (lines 22-31)
33. Total Special Projects (lines 21 and 32)

Instructional Improvement Fund Expenditures (020)

1. Teacher compensation increases
2. Class size reduction
3. Dropout prevention programs (M&O purposes)
4. Instructional improvement programs (M&O purposes)
5. Total instructional improvement Fund (lines 1-4)

FTE		Total all functions	
Prior FY	Budget FY	Prior FY	Budget FY
36.00	36	2,832,031	2,572,059
0.00	0	282,991	169,532
2.00	2	277,248	338,856
0.00	0	0	0
0.50	1	31,829	28,490
0.00	0	0	0
0.00	0	0	0
30.00	30	1,678,769	1,548,617
0.00	0	0	0
0.00	0	0	0
0.00	0	0	0
4.00	4	123,928	149,720
0.00	0	100,960	17,075
6.00	6	700,000	360,000
0.00	0	350,000	350,000
0.00	0	0	0
40.00	40	11,422,828	5,709,630
118.50	119	17,800,584	11,243,979
0.50	1	48,915	43,143
15.00	15	300,000	371,361
0.00	0	0	0
0.00	0	0	0
0.00	0	0	0
0.00	0	0	0
0.00	0	0	0
0.00	0	0	0
0.00	0	0	0
1.00	1	76,479	346,182
16.50	17	425,394	760,686
135.00	136	18,225,978	12,004,665

	Prior FY	Budget FY
	270,800	270,800
	0	0
	25,000	25,000
	25,000	25,000
	320,800	320,800

Other funds expenditures

1. 050 County, City, and Town Grants
2. 071 English Language Learner (1)
3. 072 Compensatory Instruction (1)
4. 500 School Plant (2)
5. 510 Food Service
6. 515 Civic Center
7. 520 Community School
8. 525 Auxiliary Operations
9. 526 Extracurricular Activities Fees Tax Credit
10. 530 Gifts and Donations
11. 535 Career & Technical Education Projects
12. 540 Fingerprint
13. 545 School Opening
14. 550 Insurance Proceeds
15. 555 Textbooks
16. 565 Litigation Recovery
17. 570 Indirect Costs
18. 575 Unemployment Insurance
19. 580 Teacherage
20. 585 Insurance Refund
21. 590 Grants and Gifts to Teachers
22. 595 Advertisement
23. 596 Career Technical Education
24. 597 Arizona Industry Credentials Incentive
25. 639 Impact Aid Revenue Bond Building
26. 650 Gifts and Donations-Capital
27. 660 Condemnation
28. 665 Energy and Water Savings
29. 686 Emergency Deficiencies Correction
30. 691 Building Renewal Grant
31. 700 Debt Service
32. 720 Impact Aid Revenue Bond Debt Service
33. 850 Student Activities
34. Other _____

Internal Service Funds 950-989

1. 9__ Self-Insurance
2. 955 Intergovernmental Agreements
3. 9__ OPEB
4. 9__ _____

	Prior FY	Budget FY
0	0	
0	0	
0	0	
0	0	
3,000,000	3,000,000	
50,000	50,000	
100,000	100,000	
400,000	400,000	
100,000	100,000	
15,000	15,000	
40,000	40,000	
5,000	5,000	
0	0	
0	0	
5,000	5,000	
1,000	1,000	
350,000	350,000	
0	0	
0	0	
0	0	
10,000	10,000	
0	0	
1,000,000	1,000,000	
0	0	
0	0	
0	0	
2,110,856	2,110,856	
0	0	
2,000,000	2,000,000	
6,846,250	6,846,250	
0	0	
250,000	250,000	
0	0	

(1) From Supplement, line 10 and line 20, respectively.
 (2) Indicate amount budgeted in Fund 500 for M&O purposes

**Calculation of FY 2025 General Budget Limit
(A.R.S. §15-947.C)**

		<u>A.</u> <u>Maintenance</u> <u>and Operation</u>		<u>B.</u> <u>Unrestricted</u> <u>Capital Outlay</u>
*1. FY 2025 Revenue Control Limit (RCL) (from BSA55 tab, page 3; includes FRPL and DAA onetime supplements)	\$ <u>55,208,519</u>	\$ <u>54,098,828</u>		\$ <u>1,109,691</u>
*2. (a) FY 2025 District Additional Assistance (DAA) (from BSA55 tab, page 4)	\$ <u>3,996,166</u>			
(b) DAA Adjustment (from BSA55 tab, page 4)	\$ <u>0</u>			
(c) Total DAA (line 2.a plus 2.b)	\$ <u>3,996,166</u>			<u>3,996,166</u>
*3. FY 2025 Override Authorization (A.R.S. Sections 15-481 and 15-482 or 15-949 if small school adjustment phase down applies, see Calculations page, Calculation of Maximum Override for a District No Longer Eligible for a Small School Adjustment, line 6 and Calculation of Small School Adjustment Phase Down Limit, line 6)				
(a) Maintenance and Operation		<u>0</u>		
(b) Unrestricted Capital Outlay				<u>0</u>
(c) Special Program				
*4. Small school adjustment for districts with a student count of 125 or less in K-8 or 100 or less in 9-12 (A.R.S. §15-949) (Up to \$50,000 if no election is chosen for phase down, see Calculations page, calculation of small school adjustment phase down limit, line 6)				
*5. Tuition revenue (A.R.S. §§15-823 and 15-824) (Do not include full-day kindergarten or summer school tuition)				
(a) Individuals and other private sources				
(b) Other Arizona districts				
(c) Out-of-State districts and other governments				
(d) Certificates of educational convenience (A.R.S. §§15-825, 15-825.01, and 15-825.02)				
*6. State Assistance (A.R.S. §15-976) and Special Ed. Voucher Payments Received (A.R.S. §15-1204)				
*7. Increase Authorized by County School Superintendent for Accommodation Schools [not to exceed amount on Calculations page, Calculation of M&O Fund Budget Balance Carryforward, line 15(e)] (A.R.S. §15-974.B)				
8. Budget Increase for:				
(a) Desegregation expenditures (A.R.S. §15-910.G-K)				
* Budget Balance Carryforward (from Calculations page, Calculation of M&O Fund Budget Balance Carryforward, line 13) (A.R.S. §15-943.01)		<u>9,786,620</u>		
(b) Dropout prevention programs (Laws 1992, Ch. 305, §32 and Laws 2000, Ch. 398, §2)		<u>62,000</u>		<u>0</u>
(d) Registered warrant or tax anticipation note interest expense incurred in FY 2023 (A.R.S. Section 15-910.M, as amended by Laws 2022, Ch. 285, §3)				
* (e) Joint Career and Technical Education and Vocational Education Center (A.R.S. §15-910.01)				
* (f) FY 2024 Performance pay unexpended budget carryforward (from Calculation page, Calculation of M&O Fund Budget Balance Carryforward, line 10.f) (A.R.S. §15-920)		<u>0</u>		
(g) Excessive property tax assessed valuation judgments (A.R.S. §§42-16213 and 42-16214)				
* (h) Transportation revenues for attendance of nonresident pupils (A.R.S. §§15-923 and 15-947)				
*9. Adjustment to the General Budget Limit (A.R.S. §§15-272, 15-905.M, 15-910.02, and 15-915) Include year(s) and descriptions, as applicable.				
(a) Prior year over expenditures/resolutions:				
(b) Decrease for transfer from M&O to Energy and Water Savings Fund		<u>(1,123,036)</u>		
(c) Increase for Energy and Water Savings Fund transfer to M&O				
(d) Noncompliance adjustment				
(e) ADM/Transportation Audit Adjustment				
(f) Other: <u>FRPL</u>		<u>523,542</u>		
*10. Estimated Allocation of Additional Funding (2016 Prop 123 & Laws 2015, 1st S.S., Ch. 1, §6)		<u>470,317</u>		<u>0</u>
11. FY 2025 General Budget Limit (column A, lines 1 through 10) (A.R.S. §15-905.F) (page 1, line 30 cannot exceed this amount)		<u>\$ 63,818,271</u>		
12. Total Amount to be Used for Capital Expenditures (column B, lines 1 through 10) (A.R.S. §15-905.F) (to page 8, line 11)				<u>\$ 5,105,857</u>

* Subject to adjustment prior to May 15 as allowed by A.R.S. Revisions are described in the instructions for these lines, as needed.

**Calculation of FY 2025 Unrestricted Capital Budget Limit
(A.R.S. Section 15-947.D)**

Unrestricted Capital Budget Limit

1. FY 2024 Unrestricted Capital Budget Limit (UCBL) (from FY 2024 latest revised Budget, page 8, line 12)	\$ <u>7,547,216</u>
2. Total UCBL adjustment for prior years as notified by ADE on BUDG75 report (For budget adoption, use zero.)	\$ <u>(12,747)</u>
3. Adjusted amount available for FY 2024 Capital expenditures (line 1 + 2)	\$ <u>7,534,469</u>
4. Amount budgeted in Fund 610 in FY 2024 (from FY 2024 latest revised Budget, page 4, line 10)	\$ <u>7,547,216</u>
5. Lesser of line 3 or the sum of line 4 and any positive adjustment on line 2	\$ <u>7,534,469</u>
6. FY 2024 Fund 610 actual expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through fiscal year-end.)	\$ <u>3,906,713</u>
7. Unexpended budget balance in Fund 610 (line 5 minus 6) If negative, use zero in calculation, but show negative amount here in parentheses.	\$ <u>3,627,756</u>
8. Interest earned in Fund 610 in FY 2024	\$ <u>468,195</u>
9. Monies deposited in Fund 610 from Division of School Facilities for donated land (A.R.S. §41-5741.F)	\$ _____
10. Adjustment to UCBL for FY 2025 (A.R.S. Section 15-905.M) Include year(s) and descriptions, as applicable. (a) Prior year over expenditures/resolutions: _____	\$ _____
(b) ADM/Transportation audit adjustment	\$ _____
(c) Other: _____	\$ _____
11. Amount to be used for capital expenditures (from page 7, line 12)	\$ <u>5,105,857</u>
12. FY 2025 Unrestricted Capital Budget Limit (lines 7 through 11) (1)	\$ <u><u>9,201,808</u></u>

(1) The amount budgeted on page 4, line 10 cannot exceed this amount.

**Supplement to school district annual expenditure budget for districts that budget for English language learners
(A.R.S. §§15-756.04 and 15-756.11)**

English Language Learners Supplement	FTE		Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400, 6500	Supplies 6600	Property 6700	Other 6800	Totals		% Increase/ Decrease
	Prior FY	Budget FY							Prior FY 2024	Budget FY 2025	
Expenditures											
English Language Learner Fund 071 (A.R.S. §15-756.04)											
1000 Instruction	1.	0.00							0	0	0.0%
2000 Support Services											
2100 Students	2.	0.00							0	0	0.0%
2200 Instructional staff	3.	0.00							0	0	0.0%
2300 General administration	4.	0.00							0	0	0.0%
2400 School administration	5.	0.00							0	0	0.0%
2500 Central services	6.	0.00							0	0	0.0%
2600 Operation & maintenance of plant	7.	0.00							0	0	0.0%
2700 Student transportation	8.	0.00							0	0	0.0%
2900 Other	9.	0.00							0	0	0.0%
Total (lines 1-9) (to Budget, page 6, Other Funds, line 2)	10.	0.00	0.00	0	0	0	0	0	0	0	0.0%
Compensatory Instruction Fund 072 (A.R.S. §15-756.11)											
1000 Instruction	11.	0.00							0	0	0.0%
2000 Support Services											
2100 Students	12.	0.00							0	0	0.0%
2200 Instructional staff	13.	0.00							0	0	0.0%
2300 General administration	14.	0.00							0	0	0.0%
2400 School administration	15.	0.00							0	0	0.0%
2500 Central services	16.	0.00							0	0	0.0%
2600 Operation & maintenance of plant	17.	0.00							0	0	0.0%
2700 Student transportation	18.	0.00							0	0	0.0%
2900 Other	19.	0.00							0	0	0.0%
Total (lines 11-19) (to Budget, page 6, Other Funds, line 3)	20.	0.00	0.00	0	0	0	0	0	0	0	0.0%

I certify that the budget of Kingman Unified School District District, Mohave County for fiscal year 2025 was officially revised by the Governing Board on, _____, and that the complete Revised Expenditure Budget may be reviewed by contacting Valerie Portillo at the District Office, telephone 9287535678 during normal business hours.

President of the Governing Board

1. Average Daily Membership:		Prior year	Budget year	4. Average teacher salaries (A.R.S. §15-903.E)	
	2023 ADM	2024 ADM	2025 ADM	1. Average salary of all teachers employed in FY 2025 (budget year)	57,928
Attending	6,605.4911	6,753.2802	6,579.4487	2. Average salary of all teachers employed in FY 2024 (prior year)	55,950
				3. Increase in average teacher salary from the prior year	1,978
				4. Percentage increase	4%
2. Tax Rates:		Prior FY	Est. Budget FY	Base pay plus Classroom Site Fund allocation	
Primary rate (equalization formula funding and budget add-ons not required to be in secondary rate)		4.2191	3.6379		
Secondary rate (voter-approved overrides, bonds, and Career Technical Education Districts, and desegregation, if applicable)		1.2173	1.0494		
3. Budgeted expenditures and budget limits:		Budgeted Expenditures	Budget Limit		
Maintenance & Operation Fund		63,818,271	63,818,271		
Classroom Site Fund		13,837,660	13,837,660		
Unrestricted Capital Outlay Fund		9,201,808	9,201,808		

	Maintenance and Operation Expenditures						% Inc./(Decr.) from Prior FY
	Salaries and Benefits		Other		TOTAL		
	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	
100 Regular education							
1000 Instruction	21,709,566	24,313,177	729,187	729,187	22,438,753	25,042,364	11.6%
2000 Support services							
2100 Students	3,094,490	3,094,490	217,132	217,132	3,311,622	3,311,622	0.0%
2200 Instructional staff	2,406,416	2,406,416	264,495	264,495	2,670,911	2,670,911	0.0%
2300, 2400, 2500 Administration	5,391,985	5,321,082	1,573,092	1,573,092	6,965,077	6,894,174	-1.0%
2600 Oper./Maint. of plant	256,074	256,074	9,215,973	8,585,973	9,472,047	8,842,047	-6.7%
2900 Other	0	0	0	0	0	0	0.0%
3000 Oper. of noninstructional services	114,897	114,897	457	457	115,354	115,354	0.0%
610 School-sponsored cocurric. activities	45,864	45,864	38,113	38,113	83,977	83,977	0.0%
620 School-sponsored athletics	386,947	386,947	343,405	343,405	730,352	730,352	0.0%
630, 700, 800, 900 Other programs	0	0	0	0	0	0	0.0%
Regular education subsection subtotal	33,406,239	35,938,947	12,381,854	11,751,854	45,788,093	47,690,801	4.2%
200 and 300 Special education							
1000 Instruction	6,132,804	7,245,912	3,122	3,122	6,135,926	7,249,034	18.1%
2000 Support services							
2100 Students	1,331,772	1,331,772	2,035,341	2,035,341	3,367,113	3,367,113	0.0%
2200 Instructional staff	734,191	734,191	1,811	1,811	736,002	736,002	0.0%
2300, 2400, 2500 Administration	141,088	141,088	384	384	141,472	141,472	0.0%
2600 Oper./Maint. of plant	0	0	0	0	0	0	0.0%
2900 Other	0	0	0	0	0	0	0.0%
3000 Oper. of noninstructional services	0	0	0	0	0	0	0.0%
Special education subsection subtotal	8,339,855	9,452,963	2,040,658	2,040,658	10,380,513	11,493,621	10.7%
400 Pupil transportation	3,029,597	3,029,597	1,158,369	1,158,369	4,187,966	4,187,966	0.0%
510 Desegregation	0	0	0	0	0	0	0.0%
530 Dropout prevention programs	71,550	62,000	0	0	71,550	62,000	-13.3%
540 Joint career and technical education and Vocational education center	0	0	0	0	0	0	0.0%
550 K-3 Reading program	383,883	383,883	0	0	383,883	383,883	0.0%
Total Expenditures	45,231,124	48,867,390	15,580,881	14,950,881	60,812,005	63,818,271	4.9%

Summary of School District Revised Expenditure Budget (Concl'd)

CTD number 080220000
Version Revised #2

Total expenditures by fund				
Fund	Budgeted Expenditures		\$ Increase/(Decrease) from Prior FY	% Increase/(Decrease) from Prior FY
	Prior FY	Budget FY		
Maintenance & Operation	60,812,005	63,818,271	3,006,266	4.9%
Instructional Improvement	320,800	320,800	0	0.0%
English Language Learner	0	0	0	0.0%
Compensatory Instruction	0	0	0	0.0%
Classroom Site	9,540,855	13,837,660	4,296,805	45.0%
Federal Projects	17,800,584	11,243,979	(6,556,605)	-36.8%
State Projects	425,394	760,686	335,292	78.8%
Unrestricted Capital Outlay	7,547,216	9,201,808	1,654,592	21.9%
New School Facilities	0	0	0	0.0%
Adjacent Ways	0	0	0	0.0%
Debt Service	6,846,250	6,846,250	0	0.0%
School Plant Fund	0	0	0	0.0%
Auxiliary Operations	400,000	400,000	0	0.0%
Bond Building	0	0	0	0.0%
Food Service	3,000,000	3,000,000	0	0.0%
Other	6,336,856	6,336,856	0	0.0%

M&O Fund Special Education Programs by type		
Program (A.R.S. §§15-761 and 15-903)	Prior FY	Budget FY
Total All Disability Classifications	9,352,899	10,366,061
Gifted Education	226,143	226,143
Remedial Education	0	0
ELL Incremental Costs	53,592	53,592
ELL Compensatory Instruction	0	0
Vocational and Technical Education (non-CTED)	0	0
Career Education (non-CTED)	0	0
Career Technical Education (CTED)	747,825	847,825
TOTAL	10,380,459	11,493,621

Proposed staffing summary				
Staff Type	Purchased Services Personnel FTE	Employee FTE	Total FTE	Staff-Pupil Ratio
Certified --				
Superintendent, principals, other administrators	1	41	42	1 to 156.7
Teachers	3	300	303	1 to 21.7
Other	1	16	17	1 to 387.0
Subtotal	5	357	362	1 to 18.2
Classified --				
Managers, supervisors, directors	1	10	11	1 to 598.1
Teachers aides		151	151	1 to 43.6
Other		180	180	1 to 36.6
Subtotal	1	341	342	1 to 19.2
TOTAL	6	698	704	1 to 9.3
Special education --				
Teacher		60	60	1 to 17.0
Staff		100	100	1 to 11.0

FY 2025 Truth in Taxation Work Sheet (A.R.S. Section 15-905.01)

1.	FY 2025 Truth in Taxation Base Limit (from FY 2024 TNT work sheet, line 3 + line 11)	\$	<u>119,577</u>
2.	Deduction for discontinued programs		
3.	Adjusted FY 2025 TNT Base Limit	\$	<u><u>119,577</u></u>

**Primary property tax rate
related to budgeted
expenditures**

FY 2025 Budgeted Expenditures

4.	Desegregation (no longer a primary levy, must be zero)	\$	<u>0</u>
5.	Dropout prevention (from page 1, line 27)		<u>62,000</u>
6.	Joint Career and Technical Education and Vocational Education Center		<u>0</u>
7.	Small school adjustment (from page 7, line 4, columns A and B)	\$	<u>0</u>

Adjustments for FY 2024 Expenditures

8.	Desegregation, dropout prevention, and Joint Career and Technical Education and Vocational Education Center		
a.	FY 2024 Total actual expenditures for programs above	\$	<u> </u>
b.	Sum of FY 2024 original budget amounts for programs above (from FY 2024 TNT work sheet, sum of lines 4, 5, and 6)		<u>71,550</u>
c.	Expenditures over/(under) original budget (line 8.a minus line 8.b)	\$	<u>0</u>
9.	Small school adjustment		
a.	FY 2024 final budget for small school adjustment	\$	<u> </u>
b.	FY 2024 original budget for small school adjustment (from FY 2024 TNT work sheet, line 7)	\$	<u>0</u>
c.	Amount over/(under) budget for small school adjustment (line 9.a minus line 9.b)	\$	<u>0</u>
10.	Total (add lines 4 through 7 and line 8.c. and line 9.c.)	\$	<u><u>62,000</u></u>
11.	Excess over Truth in Taxation Limit (1) (Line 10 minus line 3. If negative, enter zero.)	\$	<u><u>0</u></u>

12.	Amount to be levied in FY 2025 for Adjacent Way pursuant to A.R.S. §15-995 (from page 5, footnote 2) (1)	\$	<u>0</u>
13.	Amount to be levied in FY 2025 for liabilities in excess of the Budget pursuant to A.R.S. §15-907 (1)	\$	<u> </u>

Calculations for Truth in Taxation Notice

A.	Sum of lines 11, 12, and 13	\$	<u>0</u>
B.1.	Current assessed value	\$	<u> </u>
B.2.	(Line 3 divided by line B.1) x \$10,000	\$	<u> </u> (2)
C.1.	Sum of lines 3, 11, 12, and 13	\$	<u>119,577</u>
C.2.	(Line C.1 divided by line B.1) x \$10,000	\$	<u> </u> (2)

(1) If an amount on line 11, 12, or 13 is greater than zero, the district must publish a Truth in Taxation Hearing Notice as described in A.R.S. §15-905.01.

(2) \$10,000 is used in these calculations to determine the amounts to include on the truth in taxation hearing notice for a \$100,000 home, as property taxes on residential properties are levied at 10% of the assessed valuation per A.R.S. §42-15003.

This tab presents information on the amount and planned use of the District's fund balance to increase transparency and provide decision-makers, other stakeholders, and the public more complete financial information. Other than the FY 2023 ending fund balance amounts, all amounts included on this tab are estimates.

	Funds														
	General			Capital Projects				Special Revenue			Debt Service	Permanent	Enterprise	Internal Services	Total all funds
	Maintenance and Operations	Unrestricted Capital Outlay (if included in the General Fund)	Other funds reported in the General Fund	Unrestricted Capital Outlay (if not included in the General Fund)	Bond Building	Adjacent Ways	Other capital projects	Classroom Site	Federal and State Grant	Other special revenue					
A. Estimated FY 2024 fund balances and planned uses in FY 2025 and thereafter															
1. FY 2023 final ending fund balance	4,182,508	3,968,324	1,137,638	0	0	0	1,505,609	4,765,368	75,005	6,903,357	1,061,117	0	0	616	23,599,542
If the final ending fund balance reported above does not agree with the submitted FY 2023 AFR, revise the AFR and resubmit to ADE.															
2. FY 2024 activity, year-to-date and estimated through June 30															
(a) FY 2024 revenues and other financing sources	49,147,374	8,414,377	720,321	0	0	0	439,966	6,219,280	18,258,114	3,030,350	6,407,173	0	0	350,866	92,987,821
(b) FY 2024 expenditures and other financing uses	52,094,709	4,238,515	894,398	0	0	0	826,194	3,912,471	11,929,218	5,403,832	473,125	0	0	351,222	80,123,684
3. Estimated FY 2024 ending fund balance	1,235,173	8,144,186	963,561	0	0	0	1,119,381	7,072,177	6,403,901	4,529,875	6,995,165	0	0	260	36,463,679
(a) Nonspendable	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(b) Restricted	0	0	0	0	0	0	0	7,072,177	0	0	6,995,165	0	0	260	14,067,602
(c) Committed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(d) Assigned	0	0	0	0	0	0	0	0	6,430,901	4,529,875	0	0	0	0	10,960,776
(e) Unassigned	1,235,173	8,144,186	963,561	0	0	0	1,119,381	0	0	0	0	0	0	0	11,462,301
(f) Total (amount must agree to line 3 above)	1,235,173	8,144,186	963,561	0	0	0	1,119,381	7,072,177	6,430,901	4,529,875	6,995,165	0	0	260	36,490,679
4. FY 2024 estimated ending fund balance details and planned uses															
(a) Fund deficit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(b) Fund balance exceeding budget capacity in budget controlled funds	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(c) Planned to be spent in FY 2025	1,235,173	3,144,186	963,561	0	0	0	1,119,381	5,072,177	6,430,901	4,529,875		0	0	260	22,495,514
(d) Maintained for spending after FY 2025	0	5,000,000	0	0	0	0	0	2,000,000	0	0	6,995,165	0	0	0	13,995,165
(e) Total (amount must agree to line 3 above)	1,235,173	8,144,186	963,561	0	0	0	1,119,381	7,072,177	6,430,901	4,529,875	6,995,165	0	0	260	36,490,679

B. Total budgeted expenditures compared to planned spending
 Districts often budget expenditures up to their calculated budget limits in budget-controlled funds each year to avoid losing budget capacity, even if they do not plan to spend up to their budget limit and will carryforward unspent current year budget capacity to future years. This section provides details on planned spending in budget-controlled funds to provide clarity on FY 2025 estimated budget balance carryforwards that will be available for spending after FY 2025.

Total budgeted expenditures compared to planned spending	Maintenance and Operation Fund	Unrestricted Capital Outlay Fund	Classroom Site Fund
1. FY 2025 total budgeted expenditures (from budget pages 1, 3, and 4)	63,818,271	9,201,808	11,191,400
2. FY 2025 planned spending (include any applicable amount from line A.4(c) above)	58,170,003	3,114,186	5,072,177
3. Estimated unspent budget capacity carried forward for spending after FY 2025	5,648,268	6,087,622	6,119,223

C. Comments (optional)

Data entry sheet

FY 2025 Legislative amounts

Base Level Amount (A.R.S. §15-901, as amended by Laws 2024, Ch. 218, §10)	\$ 5,013.00
State Support Level per Route Mile (A.R.S. §15-945, as amended by Laws 2024, Ch. 218, §11)	
0.5 mile or less OR more than 1.0 mile	\$ 2.95
More than 0.5 mile through 1.0 mile	\$ 2.42
Qualifying Tax Rate for elementary or secondary (CTEDs use 0.05) (A.R.S. §41-1276(I), as amended by Laws 2024, Ch. 218, §16)	1.5930

Unweighted student count

All districts must complete lines 1 through 6 below.

Prior years ADM amounts (lines 1 and 2) are used to calculate district additional assistance (DAA), including DAA growth factor if applicable, in accordance with A.R.S. §15-961. Estimated current year ADM (lines 3 through 6) is used to calculate the Group A weighted student count included in the Base Support Level calculation on the BSA55 tab, page 2.

Prior Years ADM (A.R.S. §§15-901 and 15-961)

	PSD	K-8	9-12	Total
1. FY 2023 100th-Day ADM				6,605.4911
2. FY 2024 100th-Day ADM	47.0200	4,551.0214	2,143.1806	6,741.2220

Current Year ADM (A.R.S. §§15-943 and 15-808)

3. FY 2025 Estimated non-AOI student count	43.2950	4,353.9470	1,768.5228	6,165.7648
4. FY 2025 Estimated AOI full-time student count		43.8635	302.8461	346.7096
5. FY 2025 Estimated AOI part-time student count			4.8500	4.8500
6. Total FY 2025 estimated student count	43.2950	4,397.8105	2,076.2189	6,517.3244

Check box for Type 03 district

Student count by category

Student counts used to calculate the Group B weighted add-on count used in calculating the Base Support Level.

	Non-AOI Student Count	AOI Full-Time Student Count	AOI Part-Time Student Count	
7. K-3 Reading	0.0000			
8. K-3	1,798.6483			
9. ELL	210.7761	10.1868		
10. HI	12.8150	1.8386		
11. MD-R, A-R, and SID-R	75.6303	1.6111		
12. MD-SC, A-SC, and SID-SC	128.5250	0.0000		
13. MD-SSI	5.9800			
14. OI-R	3.2800			
15. OI-SC	3.0000			
16. P-SD	11.7400			
17. DD*, ED, MIID, SLD, SLI*, and OHI	936.7593	26.8448	0.5847	*School aged students only
18. ED-P	17.6621			
19. MOID	29.1500			
20. VI	4.7500	0.0854		
21. G	92.3188	3.9699		
22. FRPL	4,645.6464	225.7735	3.4614	
23. Total Add-on Count (lines 7 through 22)	7,976.6813	270.3101	4.0461	

Adjustments to base support level/base revenue control limit (A.R.S. §15-944.E)

- K-8 9-12
1. Check box(es) if the district's schools are designated as small isolated by the State Board of Education. (A.R.S. §15-901)
2. Check box if the district has been approved to provide at least 200 days of instruction by ADE. (A.R.S. §15-902.0)

3. Adjusted FY 2025 Base Level Amount	\$5,013.00
4. Actual Teacher Experience Index (TEI) from FY 2024 Teacher Experience Report (if actual TEI is less than 1.0000 use 1.0000) (A.R.S. Section 15-941)	1.0000
5. FY 2023 actual non-federal audit expenditures from all funds (A.R.S. Section 15-914.F)	\$12,600.00
6. FY 2023 actual federal audit expenditures from all funds	\$0.00
7. FY 2023 actual total audit expenditures from all funds (line 5 plus line 6)	\$12,600.00

Transportation (A.R.S. §§15-816.01, 15-945, and 15-946)

1. FY 2024 Approved Daily Route Miles	5,278.44
2. Number of Eligible Students Transported in FY 2024	1,934.27
3. FY 2024 Annual Expenditure for Bus Tokens	\$0.00
4. FY 2024 Annual Expenditure for Bus Passes	\$0.00
5. Actual Route Miles traveled in July and August 2023 to Transport Pupils w/Disabilities for Extended School Year	0.00
6. Estimated Route Miles Traveled in June 2024 to Transport Pupils w/Disabilities for Extended School Year	200.00

Other information

1. Capital transportation adjustment (A.R.S. §15-963.B)	
a. PSD	
b. K-8	
c. 9-12	
2. Adjustment for remote instructional time calculated by ADE (A.R.S. §15-901.08, leave blank for budget adoption)	
3. Consolidation/unification increase for transitional costs incurred in first year (A.R.S. §§15-912 and 15-912.01)	
4. CTED 9th Grade Funding Adjustment [(A.R.S. §15-393(X) through (Z), leave blank for budget adoption]	
5. CTED Continuation 13th Grade Funding Adjustment [(A.R.S. §15-393(X) through (Z), leave blank for budget adoption]	
6. Free or Reduced-Price Lunch (FRPL) one-time supplement for FY 2025 (leave blank for budget adoption)	
7. District Additional Assistance (DAA) one-time supplement for FY 2025 (leave blank for budget adoption)	

Assessed property valuations

8. 2024 Primary net assessed valuation (AV)	\$607,095,124
9. 2024 Primary net assessed valuation (AV2)	\$0
10. 2024 Salt River Project (SRP) valuation	\$274,840
11. 2024 Government Property Lease Excise Tax assessed valuation	\$52,514

Budget balance carryforward (A.R.S. §15-943.01)

12. Adjustments to the General Budget Limit (from FY 2024 BUDG75, leave blank for budget adoption)	
13. FY 2024 M and O Fund actual expenditures (from FY 2024 AFR, amount will be estimated for budget adoption)	\$50,935,830.00
14. FY 2024 M and O Fund actual expenditures (if any) for:	
a. Special Program Override	\$0.00
b. Desegregation (A.R.S. §15-910)	\$0.00
c. Dropout prevention programs	\$62,000.00
d. Joint Career and Technical Education and Vocational Education Center (A.R.S. §15-910.01)	\$0.00
e. Performance pay (A.R.S. §15-920)	\$0.00
15. Budget Balance Carryforward transferred to the School Opening Fund (if any)	\$0.00

Data entry sheet

Districts receiving Federal Impact Aid Revenues (A.R.S. §15-905.R):

16.	FY 2025 Impact Aid revenue	
17.	Impact Aid revenue deposited in FY 2025 to the Impact Aid Revenue Bond Debt Service Fund for principal and interest payments	
18.	Impact Aid revenue transferred in FY 2025 to the M and O Fund to provide cash for the TRCL/TSL difference	
19.	Impact Aid revenue transferred in FY 2025 to the M and O Fund to reduce or eliminate taxes	
20.	FY 2024 Ending cash balance in the Impact Aid Fund	

Districts operating under the provisions of the small school adjustment (A.R.S. §15-949):

21. Check box if the district previously operated under a small school adjustment and no longer qualifies based on current year ADM. The phase down limit for an override election pursuant to A.R.S. §15-481 is shown in the appropriate section of the Calculations page. If this box is checked, the district **must** complete line 22 below.

22.	Enter the fiscal year that the district exceeded the allowable student counts for the first time. (A.R.S. §15-949.C and .E)	FY
23.	For unified districts that qualified for a phase down limit for K-8 or 9-12 but not both, enter 10% of the RCL attributable to the nonqualifying K-8 or 9-12 weighted student count as provided in A.R.S. §15-971(B)(2)(a).	

Districts needing BSL adjustment due to tuition loss (A.R.S. §§15-954 and 15-902.01):

Only complete this section if the district receives less tuition from a district which is inside or outside of this state because the district of residence began to offer instruction in one or more high school grade levels not previously offered.

24.	Base year - the fiscal year before the other district began to offer instruction	FY
25.	Base year attending ADM grades 9-12	
26.	Number of tuitioned students lost in the year after the base year due to district of residence offering instruction in grades 9-12 not offered previously	
27.	Tuition received in base year	
28.	Tuition received in fiscal year after base year	
29.	<input type="checkbox"/> Check box if the district lost student count resulting from the formation of a joint unified school district pursuant to A.R.S. §15-450	
30.	Additional number of tuitioned students lost in the second year after the base year (Type 05 districts only)	
31.	Additional number of tuitioned students lost in the third year after the base year (Type 05 districts only)	

Type 03 district information

1.	High school student count transported by district of residence to district of attendance (A.R.S. §15-961.D)	
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Accommodation district (TYPE 01) information (A.R.S. §15-974)

1. Check box if the district offers instruction in grades 9-12. **Accommodation districts only.**
 Only accommodation districts with a student count of **more** than 125 in grades K-8 **or** accommodation districts that offer instruction in grades 9-12 and have a student count of **more** than 100 in grades 9-12, should complete lines 2 through 4.

2.	Maintenance & Operation (M and O) Fund FY 2024 ending cash balance	
3.	10% of the FY 2025 RCL calculated using the district's 2024 ADM	
4.	Up to 5% of the FY 2025 RCL calculated pursuant to A.R.S. Section 15-482.B	\$

Calculations

Calculation of support level weights (group A weights)

	Designated as isolated		Not designated as isolated	
	K-8	9-12	K-8	9-12
Student Count 0.001-99.999				
Support Level Weight	1.559	1.669	1.399	1.559
Student Count 100.000-499.999				
Student count constant	500.0000	500.0000	500.0000	500.0000
Student count	- 0.0000	- 0.0000	- 0.0000	- 0.0000
Difference	= 0.0000	= 0.0000	= 0.0000	= 0.0000
Weight adjustment factor	x 0.0005	x 0.0005	x 0.0003	x 0.0004
Support level weight increase	= 0.0000	= 0.0000	= 0.0000	= 0.0000
Support level weight	+ 1.358	+ 1.4680	+ 1.278	+ 1.398
Adjusted Support Level Weight	= 0.0000	= 0.0000	= 0.0000	= 0.0000
Student Count 500.000-599.999				
Student count constant	600.0000	600.0000	600.0000	600.0000
Student count	- 0.0000	- 0.0000	- 0.0000	- 0.0000
Difference	= 0.0000	= 0.0000	= 0.0000	= 0.0000
Weight adjustment factor	x 0.0020	x 0.0020	x 0.0012	x 0.0013
Support level weight increase	= 0.0000	= 0.0000	= 0.0000	= 0.0000
Support level weight	+ 1.158	+ 1.268	+ 1.158	+ 1.268
Adjusted Support Level Weight	= 0.0000	= 0.0000	= 0.0000	= 0.0000
Student Count 600.000 or More				
Support Level Weight			1.158	1.268
Career Technical Education District				
Support Level Weight (A.R.S. §15-943.02)				1.339

Other calculations

- Portion of BSL/BRCL from total K-3 and total K-3 Reading weighted student counts:

K-3	\$ 540,997.45
K-3 Reading	\$ 0.00
- Additional Tax in Districts Ineligible for Equalization Assistance, Amount to be Levied and Paid to the State (A.R.S. §15-992) \$ 0.00

Calculation of district additional assistance (DAA) per student count amounts (A.R.S. §§15-961, as amended by Laws 2023, Ch. 142, §6; and 15-962.01)

Table to calculate DAA per student count

	K-8	9-12
1. FY 2025 Student Count (2024 ADM): .001 - 99.999 DAA per Student Count	\$ 663.81	\$ 732.87
2. FY 2025 Student Count (2024 ADM): 100.000 - 499.999		
a. Student Count Constant	500.0000	500.0000
b. Student count	- 0.0000	- 0.0000
c. Difference	= 0.0000	= 0.0000
d. Weight adjustment factor	x 0.0003	x 0.0004
e. Support level weight increase	= 0.0000	= 0.0000
f. Support level weight	+ 1.2780	+ 1.3980
g. Adjusted support level weight	= 0.0000	= 0.0000
h. Support level amount	x \$ 474.47	x \$ 494.39
i. DAA per Student Count	= \$ 0.00	= \$ 0.00
3. FY 2025 Student Count (2024 ADM): 500.000 - 599.999		
a. Student Count Constant	600.0000	600.0000
b. Student count	- 0.0000	- 0.0000
c. Difference	= 0.0000	= 0.0000
d. Weight adjustment factor	x 0.0012	x 0.0013
e. Support level weight increase	= 0.0000	= 0.0000
f. Support level weight	+ 1.1580	+ 1.2680
g. Adjusted support level weight	= 0.0000	= 0.0000
h. Support level amount	x \$ 474.47	x \$ 494.39
i. DAA per Student Count	= \$ 0.00	= \$ 0.00
4. FY 2025 Student Count (2024 ADM): 600.000 or More and Career Technical Education Districts DAA per Student Count	\$ 549.45	\$ 600.86

Calculation of Maintenance and Operation (M&O) Fund budget balance carryforward (A.R.S. §15-943.01)

1. General Budget Limit (GBL) (from FY 2024 latest revised budget, page 7, line 11)	\$ 60,812,005.00
2. Adjustments to the GBL (from FY 2024 BUDG75, amount will be zero for budget adoption)	\$ (89,555.00)
3. Adjusted GBL	\$ 60,722,450.00
4. Budgeted M and O expenditures (from FY 2024 latest revised Budget, page 1, line 30, Total Budget Year Column)	\$ 60,812,005.00
5. Adjustments to the GBL (from line 2)	\$ (89,555.00)
6. Adjusted budgeted expenditures	\$ 60,722,450.00
7. Lesser of the adjusted GBL (line 3) or the adjusted budgeted expenditures (line 6)	\$ 60,722,450.00
8. FY 2024 M and O Fund actual expenditures (from FY 2024 AFR, amount will be estimated for budget adoption)	\$ 50,935,830.00
9. Budget balance (line 7 minus line 8) (If negative, zero is shown. Any negative amount is shown here in parentheses.)	\$ 9,786,620.00

Note: For lines 10.a through 10.f the FY 2024 actual expenditures are deducted from the budget amount. If the result is negative, zero is shown.

	FY 2024 Budget	Actual	Unexpended Budget
10. FY 2024 Actual expenditures:			
a. Special program override	\$ 0.00	- \$ 0.00	= \$ 0.00
b. Desegregation	\$ 0.00	- \$ 0.00	= \$ 0.00
c. Dropout prevention programs	\$ 3,089.00	- \$ 62,000.00	= \$ 0.00
d. Joint Career and Technical Education and Vocational Education Center	\$ 0.00	- \$ 0.00	= \$ 0.00
e. Performance pay	\$ 0.00	- \$ 0.00	= \$ 0.00
f. Total budget balance deductions (lines 10.a through 10.f)			= \$ 0.00
11. Budget Balance after deductions (If negative, the district does not have any budget balance to carry forward.)			\$ 9,786,620.00
12. Budget Balance Carryforward transferred to the School Opening Fund (not to exceed the lesser of line 11 or the FY 2024 M and O Fund ending cash balance)			- \$ 0.00
13. Actual Budget Balance Carryforward to be used in M&O Fund (for GBL calculation on page 7, line 8.c)			= \$ 9,786,620.00
14. Accommodation district cash balance carryforward			
a. M and O Fund cash balance as of June 30, 2024			\$ 0.00
b. Actual Budget Balance Carryforward			- \$ 0.00
c. Remaining M&O cash balance			= \$ 0.00
15. Accommodation district maximum RCL addition that may be authorized by County School Superintendent:			
a. The amount on line 14.c or		\$ 0.00	
b. 10% of the FY 2025 RCL calculated using the district's 2024 ADM		\$ 0.00	
c. Up to 5% of the FY 2025 RCL calculated pursuant to A.R.S. Section 15-482.B		+ \$ 0.00	
d. Result (line 15.b plus line 15.c)		= \$ 0.00	
e. The lesser of line 15.a or 15.d			\$ 0.00

Calculations

Calculation of the amount available to be spent in the Impact Aid Fund (A.R.S. §15-905.R)

1. FY 2025 Impact Aid revenue		\$ 0.00
2. Impact Aid revenue deposited in FY 2025 to the Impact Aid Revenue Bond Debt Service Fund for principal and interest payments		\$ 0.00
3. TRCL/TSL difference	\$ 0.00	
Impact Aid revenue transferred in FY 2025 to the M and O Fund to provide cash for the TRCL/TSL difference calculated on line 3		\$ 0.00
4. Impact Aid revenue transferred in FY 2025 to the M and O Fund to reduce or eliminate taxes		\$ 0.00
5. FY 2024 Ending cash balance in the Impact Aid Fund		\$ 0.00
6. FY 2025 Amount available to be spent in the Impact Aid Fund (on page 6, Federal Projects line 16)		\$ 0.00

Calculation of small school adjustment phase down limit

Applies to any district that operated under the provisions of the small school adjustment (A.R.S. §15-949.A), and exceeded the allowable student counts for the first time before FY 2000. Districts that operated under the provisions of a small school adjustment and exceeded the allowable student counts for the first time after FY 1999, should refer to the next section to calculate their maximum override.

If in FY 2025, the K-8 student count is greater than 125 but less than 154, or the 9-12 student count is greater than 100 but less than 176, the district may continue to adopt a budget using a small school adjustment on page 7, line 4 of up to \$50,000 without an election. OR If the district holds an override election as provided in A.R.S. Section 15-481, the district may include up to the amount calculated below on page 7, line 3(a). For purposes of small school adjustment, the FY 2025 student count is the 2024 ADM.

1. A district whose student count K-8 has exceeded 125 but is less than 154 may determine the small school adjustment phase down as follows:		\$ 150,000.00
a. Phase down base		0.0000
b. FY 2025 K-8 student count	-	125.0000
c. Small school student count limit	=	0.0000
d. Student count above the small school limit	x	0.0000
e. Adjusted Support Level Weight (See Table I at right for calculation)	=	0.0000
f. Weighted student count above small school limit	x	0.00
g. Base Level Amount		\$ 0.00
h. Phase down reduction factor		\$ 0.00
i. Grades K-8 small school adjustment phase down limit		
2. A unified or union high school district whose student count in grades 9-12 has exceeded 100 but is less than 176 may determine the small school adjustment phase down as follows:		\$ 350,000.00
a. Phase down base		0.0000
b. FY 2025 9-12 student count	-	100.0000
c. Small school student count limit	=	0.0000
d. Student count above the small school limit	x	0.0000
e. Adjusted support level weight (See Table II at right for calculation)	=	0.0000
f. Weighted student count above small school limit	x	0.00
g. Base Level Amount		\$ 0.00
h. Phase down reduction factor		\$ 0.00
i. Grades 9-12 small school adjustment phase down limit		
3. For unified districts that qualified for a phase down limit for K-8 or 9-12 but not both, enter 10% of the RCL attributable to the nonqualifying K-8 or 9-12 weighted student count as provided in A.R.S. §15-971(B)(2)(a).		\$ 0.00
4. Allowable small school adjustment, subject to an election		\$ 0.00
5. 10% of the District's total RCL		\$ 0.00
6. Maximum override, subject to an election (Greater of line 4 or line 5)		\$ 0.00

Calculation of maximum override for a district no longer eligible for a small school adjustment

Applies to any district that operated under the provisions of a small school adjustment (A.R.S. §15-949.A) and exceeded the allowable student counts for the first time after FY 1999. Districts that operated under the provisions of the small school adjustment and exceeded the allowable student counts for the first time before FY 2000, should refer to the section above.

If in FY 2025, the K-8 student count is greater than 125 but less than 181, or the 9-12 student count is greater than 100 but less than 185, the district may hold an override election as provided in A.R.S. Section 15-481. The maximum amount the district may budget on Budget, page 7, line 3(a), subject to an override election, is the amount calculated below. For purposes of small school adjustment, the FY 2025 student count is the 2024 ADM.

1. A district whose K-8 student count has exceeded 125, but is less than 181 may determine the maximum small school adjustment override as follows:		
a. FY 2025 K-8 student count		0.0000
b. Small school student count limit	-	125.0000
c. Student count above the small school limit	=	0.0000
d. Phase-down factor	x	0.0045
e. Result	=	0.0000
f. Maximum percent increase to apply to RCL (.35 minus line 1.e)	=	0.0000
g. K-8 Revenue Control Limit	x	0.00
h. K-8 small school budget override limit (line 1.f x line 1.g) (If less than zero, zero is entered)		\$ 0.00
2. A district whose 9-12 student count has exceeded 100, but is less than 185 may determine the maximum small school adjustment override as follows:		
a. FY 2025 9-12 student count		0.0000
b. Small school student count limit	-	100.0000
c. Student count above the small school limit	=	0.0000
d. Phase-down factor	x	0.0065
e. Result	=	0.0000
f. Maximum Percent Increase to apply to RCL (.65 minus line 2.e)	=	0.0000
g. 9-12 Revenue Control Limit	x	0.00
h. 9-12 small school budget override limit (line 2.f x line 2.g) (If less than zero, zero is entered)		\$ 0.00
3. For unified districts that qualified for a phase down limit for K-8 or 9-12 but not both, enter 10% of the RCL attributable to the nonqualifying K-8 or 9-12 weighted student count as provided in A.R.S. §15-971(B)(2)(a).		\$ 0.00
4. Allowable Small School Adjustment, subject to an election (line 1.h plus line 2.h plus line 3)		\$ 0.00
5. 10% of the District's Total RCL		\$ 0.00
6. Maximum override, subject to an election (Greater of line 4 or line 5)		\$ 0.00

Calculations

Calculation of adjustment for tuition loss and student revenue loss phase-down (A.R.S. §§15-954 and 15-902.01)

NOTE 1: This section is completed only if the district has indicated that it receives less tuition from a district which is inside or outside of this state because the district of residence began to offer instruction in one or more high school grade levels not previously offered.

1. Base year attending ADM grades 9-12		0.00
2. Factor of 5%	x	0.05
3. ADM loss required to qualify	=	0.000
4. Number of tuitioned students lost in the year after the base year due to district of residence offering instruction in grades 9-12 not offered previously		0.000

NOTE 2: If line 3 is greater than line 4, do not complete the rest of this section. District does not qualify for an increase in the base support level (BSL).

5. Tuition received in base year		0.00
6. Tuition received in fiscal year after base year	-	0.00
7. Tuition loss (If result is less than zero, zero is entered)	=	0.00
8. BSL adjustment for the first year after the base year	first year factor x	0.75 = 0.00
9. BSL adjustment for the second year after the base year	second year factor x	0.50 = 0.00
10. BSL adjustment for the third year after the base year	third year factor x	0.25 = 0.00
11. Increase in BSL for tuition loss adjustment (line 8 + line 9 + line 10)		0.00

NOTE 3: In addition to any adjustment for tuition loss received pursuant to A.R.S. §15-954, a district which loses students from its student count resulting from the formation of a joint unified school district (pursuant to A.R.S. §15-450) and does not receive tuition for those students for the budget year, may increase its BSL (A.R.S. §15-902.01).

12. A district which loses at least 500 students may increase the BSL:		
a. By \$650,000 for the first year of the loss.		\$ 0.00
b. By \$600,000 for the second year following the loss.		\$ 0.00
c. By \$500,000 for the third year following the loss.		\$ 0.00
d. By \$300,000 for the fourth year following the loss.		\$ 0.00
e. By \$100,000 for the fifth year following the loss.		\$ 0.00
13. A union high school district may increase the BSL:		
a. By \$100,000 if it loses at least 50 students in the first year.		\$ 0.00
b. By \$200,000 if it loses an additional 50 students in the second year.		\$ 0.00
c. By \$325,000 if it loses an additional 50 students in the third year.		\$ 0.00
d. By \$200,000 in the fourth year if it was eligible for the third year loss.		\$ 0.00
e. By \$100,000 in the fifth year if it was eligible for the fourth year loss.		\$ 0.00

Additional State Aid to Education (ASAE) information for Department of Revenue (A.R.S. §15-992)

1. Dropout Prevention Program (from page 1, line 27)	\$ 62,000.00
2. Adjustment for tuition loss	\$ 0.00
3. Liabilities in excess of school budget (from TNT Work Sheet, line 13)	\$ 0.00
4. Vocational M&O expenses (from page 1, line 28)	\$ 0.00
5. Adjacent Ways (from TNT work sheet, line 12)	\$ 0.00
6. Phase down small school budget limit exemption (based on Calculation of small school adjustment phase down limit section, only if \$50,000 option is used without an election)	\$ 0.00

Basic Calculations For Equalization Assistance

Is Small Isolated School District: Not Isolated

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Grade Levels	Non-AOI ADM	AOI-FT ADM	AOI-PT ADM	Support Level Weight	Non-AOI Weighted ADM	AOI-FT Weighted ADM	AOI-PT Weighted ADM
PSD	43.2950	0.0000	0.0000	1.4500	62.7778	0.0000	0.0000
K-8,UE	4,353.9470	43.8635	0.0000	1.1580	5,041.8706	50.7939	0.0000
9-12	1,768.5228	302.8461	4.8500	1.2680	2,242.4869	384.0089	6.1498
Regular Education Unweighted ADM	6,165.7648	346.7096	4.8500				
Total of Unweighted ADM			6,517.3244				
Regular Education Weighted ADM					7,347.1353	434.8028	6.1498
Total of Weighted ADM							7,788.0879

Add Ons	Non-AOI ADM	AOI-FT ADM	AOI-PT ADM	Support Level Weight	Non-AOI Weighted ADM	AOI-FT Weighted ADM	AOI-PT Weighted ADM
ELL	210.7761	10.1868	0.0000	0.1150	24.2393	1.1715	0.0000
K-3	1,798.6483	0.0000	0.0000	0.0600	107.9189	0.0000	0.0000
K-3 (Reading)	0.0000	0.0000	0.0000	0.0400	0.0000	0.0000	0.0000
HI	12.8150	1.8386	0.0000	4.7710	61.1404	8.7720	0.0000
MD-R, A-R, SID-R	75.6303	1.6111	0.0000	6.0240	455.5969	9.7053	0.0000
MD-SC, A-SC, SID-SC	128.5250	0.0000	0.0000	5.9880	769.6077	0.0000	0.0000
MD-SSI	5.9800	0.0000	0.0000	7.9470	47.5231	0.0000	0.0000
OI-R	3.2800	0.0000	0.0000	3.1580	10.3582	0.0000	0.0000
OI-SC	3.0000	0.0000	0.0000	6.7730	20.3190	0.0000	0.0000
P-SD	11.7400	0.0000	0.0000	3.5950	42.2053	0.0000	0.0000
DD, ED, MIID, SLD, SLI, OHI	936.7593	26.8448	0.5847	0.2920	273.5337	7.8387	0.1707
ED-P	17.6621	0.0000	0.0000	4.8220	85.1666	0.0000	0.0000
MOID	29.1500	0.0000	0.0000	4.4210	128.8722	0.0000	0.0000
VI	4.7500	0.0854	0.0000	4.8060	22.8285	0.4104	0.0000
G	92.3188	3.9699	0.0000	0.0070	0.6462	0.0278	0.0000
FRPL	4,645.6464	225.7735	3.4614	0.0220	102.2042	4.9670	0.0762
Group B - Add On Unweighted ADM	7,976.6813	270.3101	4.0461				
Total Unweighted Group B Add On			8,251.0375				
Group B - Add On Weighted ADM					2,152.1602	32.8926	0.2469
Total Weighted Group B Add On							2,185.2997

Basic Calculations For Equalization Assistance

Is Small Isolated School District: Not Isolated

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Calculation For Base Support Level

		Non-AOI ADM		AOI-FT ADM		AOI-PT ADM
Regular Education Weighted ADM		7,347.1353		434.8028		6.1498
Group B - Add On Weighted ADM	+	2,152.1602	+	32.8926	+	0.2469
Total ADM	=	9,499.2955	=	467.6954	=	6.3967
AOI Funding Factor	x	1.0000	x	0.9500	x	0.8500
Weighted ADM	=	9,499.2955	=	444.3106	=	5.4372

Total Weighted ADM						9,949.043319
Base Level Amount (FY25)					x	\$5,013.00
Total Weighted ADM x Base Level Amount						\$49,874,554.16
Calculated Teachers Experience Index (FY24)	1.0000					
Applied Teachers Experience Index (FY25)					x	1.0000
<i>(1.0000 or Calculated Teachers Experience Index)</i>						
Pre-Adjusted Base Support Level						\$49,874,554.16

Base Support Level Adjustments

Audit Service Expense	+	\$12,600.00				
Increase for Tuition Loss Adjustment	+	\$0.00				
Increase for Student Revenue Loss Phase-Down	+	\$0.00				
Adjustment for Remote Instructional Time calculated by ADE	+	\$0.00				
CTED 9th Grade Funding Adjustment	+	\$0.00				
CTED Continuation 13th Grade Funding Adjustment	+	\$0.00				
Free or Reduced-Price Lunch (FRPL) one-time supplement for FY 2025	+	\$0.00				
District Additional Assistance (DAA) one-time supplement for FY 2025	+	\$0.00				
Total Base Support Level Adjustments						\$12,600.00
Adjusted Base Support Level						\$49,887,154.16

Basic Calculations For Equalization Assistance

Is Small Isolated School District: Not Isolated

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<u>Calculation Transportation Support Level (TSL)</u> (Miles, Eligible Students, Bus Passes and Bus Tokens)				<u>Calculation For District Support Level (DSL)</u>			
Approved Daily Route Miles				FY25 Adjusted Base Support Level (BSL)		\$49,887,154.16	
Eligible Students Transported (FY24)	1,934.27			FY25 Consolidation or Unification Assistance	+	\$0.00	
Daily Route Miles Per Eligible Student (FY24)	2.7289			FY25 Transportation Support Level (TSL)	+	\$3,307,954.94	
Total Approved Daily Route Miles	5,278.44			FY25 District Support Level (DSL)		\$53,195,109.10	
State Support Level Per Route Mile		x	\$2.95	<hr/>			
Instruction Days		x	180	<u>Calculation For Revenue Control Limit (RCL)</u>			
To and From School Support Level			\$2,802,851.64	FY25 Adjusted Base Support Level (BSL)		\$49,887,154.16	
<u>Activity Trip Level Factor</u>		x	0.18	FY25 Consolidation or Unification Assistance	+	\$0.00	
Activity Trip Support Level			\$504,513.30	FY25 Transportation Revenue Control Limit (TRCL)	+	\$5,321,364.61	
Handicapped Extended School Year Mileage (FY24)			200.00	FY25 Revenue Control Limit (RCL)		\$55,208,518.77	
State Support Level Per Route Mile		x	2.95	<hr/>			
Handicapped Extended School Year Support Level			\$590.00	FY25 Lesser of DSL/RCL		\$53,195,109.10	
Annual Expenditures For:		Bus Passes	Bus Tokens				
Districts (FY24)		\$0.00	\$0.00				
FY25 Transportation Support Level (TSL)			\$3,307,954.94				
<hr/>							
<u>Calculation For Transportation Revenue Control Limit (TRCL)</u>							
FY24 Transportation Revenue Control Limit (TRCL)			\$5,321,364.61				
Change:	FY25 TSL	\$3,307,954.94					
	FY24 TSL	- \$3,804,298.94					
	Difference:	\$ <u>\$0.00</u>					
Preliminary FY25 TRCL			\$5,321,364.61				
120% of FY25 TRCL		\$3,969,545.93					
FY25 Transportation Revenue Control Limit (TRCL)			\$5,321,364.61				

Basic Calculations For Equalization Eassistance

Is Small Isolated School District: Not Isolated

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District Additional Assistance (DAA) Calculations

	<u>PSD</u>	<u>K-8</u>	<u>9-12</u>	<u>Type 03 Transported 9-12</u>	<u>Total</u>
FY24 District ADM	47.0200	4,551.0214	2,143.1806	0.0000	
DAA Per ADM	x \$549.45	x \$549.45	x \$600.86	x \$0.00	
Preliminary DAA	= \$25,835.14	= \$2,500,558.71	= \$1,287,751.50	= \$0.00	\$3,814,145.34

(*For Type 03 High School Only, Per Student Count Factor at 50%)

DAA Growth Factor

FY24 District ADM	6,741.2220
FY23 District ADM	/ 6,605.4911
FY25 Calculated DAA Growth Factor	= 1.0205
FY25 Applied DAA Growth Factor	x 1.0000000000

(1.0000 or Calculated DAA Growth Factor If greater than 1.05, use 1 plus 50% of growth.)

District DAA	\$25,835.14	\$2,500,558.71	\$1,287,751.50	\$0.00	\$3,814,145.34
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DAA For High School Textbooks

FY24 District High School ADM			2,143.1806		
Support Level Amount For Textbooks			x \$84.93		
DAA For High School Textbooks					\$182,020.33

	<u>PSD-8</u>	<u>9-12</u>	
Pre-Adjusted DAA Base Allocation	\$2,526,393.85	\$1,469,771.83	\$3,996,165.68
Type 03 Transported 9-12		\$0.00	
	\$0.00	\$0.00	\$0.00
Total DAA Adjustments	\$0.00	\$0.00	\$0.00
Adjusted FY25 DAA Base Allocation	\$2,526,393.85	\$1,469,771.83	\$3,996,165.68

Basic Calculations For Equalization Assistance

Is Small Isolated School District: Not Isolated

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Equalization Base for Lesser of DSL/RCL

	<u>Weighted ADM</u>	<u>Percentage</u>	<u>Lesser of DSL or RCL</u>	<u>FY25 DSL/RCL Allocation</u>
PSD-8	5,155.4423	66.1965092400%	x \$53,195,109.10	\$35,213,305.31
9-12	2,632.6456	33.8034907600%	x \$53,195,109.10	\$17,981,803.79
Total	7,788.0879			\$53,195,109.10

Equalization Assessed Valuation

	<u>PSD-8</u>	<u>9-12</u>	<u>Total</u>
Primary Assessed Valuation 1 (NAV1)	\$607,095,124.00	\$607,095,124.00	
Primary Assessed Valuation 2 (NAV2)	\$0.00	\$0.00	
SRP Assessed Valuation	\$274,840.00	\$274,840.00	
GPLET Assessed Valuation	\$52,514.00	\$52,514.00	
Equalization Assessed Valuation	\$607,422,478.00	\$607,422,478.00	
	/ 100	/ 100	
	\$6,074,224.78	\$6,074,224.78	
Qualifying Tax Rate	x 1.5930000000	x 1.5930000000	
FY25 Qualifying Levy	\$9,676,240.07	\$9,676,240.07	\$19,352,480.14

Calculation of Equalization Assistance

	<u>PSD-8</u>	<u>9-12</u>	<u>Total</u>
DSL/RCL Allocation	\$35,213,305.31	\$17,981,803.79	\$53,195,109.10
Adjusted CY DAA Base Allocation	+ \$2,526,393.85	+ \$1,469,771.83	+ \$3,996,165.68
FY25 Equalization Base	\$37,739,699.16	\$19,451,575.62	\$57,191,274.78
FY25 Applied Qualifying Levy	- \$9,676,240.07	- \$9,676,240.07	- \$19,352,480.14
FY25 Equalization Assistance	\$28,063,459.09	\$9,775,335.55	\$37,838,794.64

Page	Reference	Instructions	Revision Instructions
	General	<p>These instructions are provided to help school districts prepare the expenditure budget. Within the forms, blue font and light blue highlights indicate that an instruction is linked to that specific line. An instructions button has also been provided that links to any general instructions or to the first instruction for a page. To return to the related form after reviewing the instructions, simply click on the form's tab at the bottom of the Excel screen or press the Alt and back arrow keys.</p> <p>Districts should complete the Data Entry page and Supplement, as applicable, <u>before</u> completing pages 1 through 8. To ensure that the district's data can be properly processed by ADE, formulas should not be changed without specific instructions from either the Arizona Auditor General's Office, Accountability Services Division, or ADE, School Finance.</p> <p>Select the link below for more information.</p> <p>Data Entry page instructions</p>	
	General	<p>Amounts in the prior year columns should be recorded from the budget columns of the latest revised Budget for FY 2024. Amounts should be rounded to the nearest dollar.</p> <p>Districts should budget for FY 2025 retirement contributions at the rate of 12.12% and for long term disability at a rate of 0.15% for a total contribution rate of 12.27%. Districts should also budget for any applicable alternative contribution payments to state retirement at a rate of 10.19%.</p>	
	General	A summary of significant changes to this document is included in column E. Filter the column to remove blank cells to see only the areas with significant changes.	
	Budget Revision	<p>Instructions for budget revision requirements have been incorporated into this document for each applicable line item. All lines that include revision instructions have a "Yes" in the Revision Instructions column to the right. To see only the revision instructions apply the filter so that only rows marked "Yes" will show.</p> <p>Prior to May 15 of the budget year, districts must make all of the revisions described in these instructions that would result in a decrease in budget limits and districts may make any of the described revisions that result in an increase in budget limits. Total expenditures in the Maintenance and Operation (M&O), Unrestricted Capital Outlay (UCO), and Classroom Site Funds (CSF) must not exceed the adjusted General Budget Limit (GBL), Unrestricted Capital Budget Limit (UCBL), and Classroom Site Fund Budget Limit (CSFBL), respectively, as reported on pages 7, 8, and 3 of the latest revised budget. Therefore, if the net change to any of these budget limits is a decrease, the district must reduce budgeted expenditures in the related fund, to ensure that the budgeted amounts are within the prescribed limit. If the net change to any of these budget limits is an increase, the district may choose to revise budgeted expenditures in the related fund.</p>	Yes
	Budget Revision Continued	All districts must revise the FY 2025 budget to include the 2024 (prior year) and 2025 (current year) 100th-Day ADM from the applicable year's ADM20 report.	Yes
Cover	District Tax Rates	District tax rates for FY 2024 should be the actual tax rates set by the County Board of Supervisors in August 2023. Tax rates for FY 2025 should be the district's best estimate. Districts should include detailed secondary tax rates for M and O, Special Program, and Capital Overrides; Class A Bonds; Class B Bonds; Career Technical Education District (CTED); and Desegregation. Class A Bonds are general obligation bonds approved by voters on or before December 31, 1998. Class B Bonds are general obligation bonds approved by voters after December 31, 1998.	

Page	Reference	Instructions	Revision Instructions
Cover	Average Teacher Salaries	In accordance with A.R.S. §15-903(E), a district's budget must include the prominent display of the average salary of all teachers employed by the district for the budget and prior years, and the increase in the average salary of all teachers employed by the district for the budget year reported in dollars and percentage. Districts must also prominently post this information on their website home pages separate from their budgets. The law does not provide a definition of a teacher. Districts should be consistent in the type of salary information included in this table from year to year. An optional comment box is available to provide details on the average teacher salary calculation used by the district. Budget Revision Districts should revise the average teacher salary information any time a revised budget is submitted to ADE.	Yes
District Contact Info		Fill in the contact information for all positions listed on this tab. If any of the positions don't exist at your district, please fill in the appropriate person to contact related to that topic. Budget Revision Districts should revise contact information, if necessary, any time a revised budget is submitted to ADE.	Yes
1	Line 4	Function code 2300, object code 6820-Judgments Against the District should be used to budget for excessive property tax valuation judgments to be paid in FY 2025. This amount should also be included on page 7, line 8(h). Pre-approval by ADE is required. Contact ADE's School Finance payment team at the email address below. SFPaymentTeam@azed.gov	
1	Line 9	Budget Revision Districts participating in the National School Lunch Program that have not already budgeted for the state matching requirements, should include any amounts to be expended for their food service program in the M&O Fund on this line before May 15. ADE's Health & Nutrition Services will verify that amounts budgeted were spent when the annual financial reports are submitted. Any questions related to the state matching requirements should be directed to ADE's Health & Nutrition Services at (602) 542-8700.	Yes
1	Line 27	A district authorized by ADE to continue participation in Dropout Prevention Programs for FY 2025 pursuant to Laws 1992, Ch. 305, §32 and Laws 2000, Ch. 398, Section 2, must budget the additional amount on this line.	
1	Line 28	A district that has entered into an intergovernmental agreement to establish a jointly owned and operated career and technical education and vocational education center, in accordance with A.R.S. §15-789, should budget for the center's expenditures on this line. A.R.S. §15-910.01 This provision does not apply to CTEDs established pursuant to A.R.S. §15-392. A.R.S. §15-910.01 requires the State Board of Education (SBE) approval prior to including an amount here. Currently, no districts have been authorized by the SBE.	
1	Line 29	Districts should budget for K-3 Reading Program expenditures on this line. The State Board of Education must give approval to a district before any portion of the monies generated by the K-3 reading support level weight may be distributed to the district. A.R.S. §15-211 Contact ADE's Move on When Reading program area with questions concerning the K-3 Reading plan requirement and approval status at the link below. http://www.azed.gov/mowr/	
2	Spec. Ed. by Type	All expenditures budgeted in the M&O Fund for special education programs should be included regardless of the revenue source (e.g., state equalization assistance and property taxes). Districts should retain supporting documentation for the allocation of expenditures budgeted for individual special education programs. Supporting documentation should include a list of the programs, the number of teachers and students by program, and all computation work sheets. However, districts should budget total expenditures in Program 200—Special Education for disability classifications defined in A.R.S. §15-761 on line 1, Total All Disability Classifications.	
2	Spec. Ed by Type - Lines 4 and 5	Program code 260—ELL Incremental Costs and program code 265—ELL Compensatory Instruction are required to track expenditures related to English Language Learners (ELL). See Supplement instructions for more information on ELL.	

Page	Reference	Instructions	Revision Instructions
2	Audit Services	Enter the budgeted expenditures for nonfederal program and compliance audits (required object code 6350) to be paid from the M&O Fund only, and the budgeted expenditures for federal single audits (optional object code 6330) from <u>all</u> funds.	
2	M&O for Food Service	Districts participating in the National School Lunch Program are required to budget a portion of their state revenues to support the operation of their food service program. Districts should budget in the M and O Fund any amounts that will be expended during the 2025 school year for the operation of the food service program. Any questions related to the state matching requirements should be directed to ADE's Health and Nutrition Services at (602) 542-8700. Budget Revision Districts that have not already budgeted for the state matching requirements, should include any amounts to be expended for their food service program in the M and O Fund on this line before May 15. ADE's Health and Nutrition Services will verify that amounts budgeted were spent when the annual financial reports are submitted.	Yes
3	General	The Classroom Site Fund (CSF) is a budget-controlled fund that must be used to supplement, rather than supplant, existing monies. Expenditures made from the Classroom Site Fund (010) should be made in accordance with the requirements of A.R.S. §15-977. Districts may establish any CSF subfunds 011-019 to track monies for specific allowable purposes or separately account for carryover balances and other one-time CSF monies. One total budget for all Classroom Site monies must be reported here, in Fund 010.	
3	Line 4	Line 4 should include expenditures for teacher liability insurance premiums made from Fund 010.	
3	Line 9	The total amount budgeted on line 9 cannot exceed the CSFBL on line 16. The total amount budgeted in FY 2025 will affect the next year's CSFBL. Districts should budget up to the Classroom Site Fund Budget Limit (CSFBL) as calculated on lines 10 through 16. See A.R.S. Section 15-978 and the calculation below.	
3	Line 11	Budget Revision Line 11 should reflect total actual CSF expenditures as reported on the district's FY 2024 AFR.	Yes
3	Line 13	Budget Revision This line should agree to the total actual interest earned on CSF investments, as reported on the FY 2024 AFR for the CSF.	Yes
3	Line 14	In accordance with A.R.S. Section 15-977(G)(1), the per pupil amount is calculated based on estimated available resources in the Classroom Site Fund for the budget year and adjusted for prior year revenue carryforwards or shortfalls. However, actual payments to districts may differ from the estimated per pupil Classroom Site Fund allocation. The FY 2025 allocation for the district is \$792 multiplied by the district's district's weighted student count (based on fundable students attending within the school district). The FY 2025 CSF actual payments detail reports will be available on ADE's website at the link below beginning in August 2024. ADE uses districts' FY 2024 100th day student count as reported in the district's FY 2024 ADM20A and ADM30 reports https://schoolfinancereports.azed.gov/	
3	Line 15	Some districts have lost CSF budget capacity from budgeting less than the CSFBL in prior years. This line may be used to recapture that budget capacity. Districts that need assistance with the adjustment should contact ADE's budget team.	
4	Line 10	The amount budgeted in the UCO Fund cannot exceed the Unrestricted Capital Budget Limit (UCBL) on page 8, line 12. The amount budgeted in Fund 610 in FY 2025 will affect the next year's UCBL. See A.R.S. Section 15-947(D) and calculation on page 8.	

Page	Reference	Instructions	Revision Instructions
4	Footnote 5	<p>Districts participating in the National School Lunch Program are required to budget a portion of their state revenues to support the operation of their food service program. Districts should budget in the UCO Fund any amounts that will be expended during the FY 2025 school year for the food service program. Any questions related to the state matching requirements should be directed to ADE's Health and Nutrition Services at (602) 542-8700.</p> <p>Budget Revision Districts that have not already budgeted for the state matching requirements, should include any amounts to be expended for their food service program in the UCO Fund on this line before May 15. ADE's Health and Nutrition Services will verify that amounts budgeted were spent when the annual financial reports are submitted.</p>	Yes
5	Other Funds— Required Capital Expenditure Detail for Funds 610, 630, 695, & 620	<p>In accordance with A.R.S. §15-904(B), detailed budgeted and actual expenditures for only the items listed in lines 2-11 must be reported from the UCO (610), Bond Building (630), New School Facilities (695), and Adjacent Ways (620) Funds. The amounts reported on lines 2-11 may not include all expenditures of these funds as shown on line 1. Total budgeted expenditures for each fund should be included on line 1 of the table.</p> <p>In addition, these detailed expenditures reported on lines 2-11 must be separately reported as new construction or renovation on lines 13-15. If the designation of new construction or renovation does not apply to a particular expenditure reported on lines 2-11, the amount should be reported as "Other." Therefore, total budgeted expenditures for the detailed object codes listed for each fund as reported on line 12 must agree to the total amounts reported on line 16, by fund. Amounts on lines 12 and 16 may be less than the amounts on line 1 for each fund.</p>	
5	Adjacent Ways Fund	<p>In accordance with A.R.S. §15-995, each adjacent ways project proposal must be filed with ADOA's Division of School Facilities and include the project cost estimate. If the entire project cost for the adjacent ways project is greater than \$50,000, the expenditure cannot be made unless the Division of School Facilities validates both of the following:</p> <ul style="list-style-type: none"> -The project that is proposed to be funded by the assessment is in compliance with state laws relating to adjacent ways projects. -The proposal selected by the district does not contain any additional work that is not listed in the adjacent ways proposal submitted by the district. 	
6	Federal Projects, Line 18	Districts that receive Impact Aid monies should deposit them in Fund 378—Impact Aid. Monies in the fund are federal monies not subject to legislative appropriation. All districts that receive Impact Aid revenue should complete the Districts Receiving Federal Impact Aid Revenues portion of the Other Information section on the Data Entry tab to calculate the amount available to be spent in the Impact Aid Fund.	
6	Federal Projects, Line 19	Include amounts for Funds 300-399 Other Federal Projects (besides funds that are separately reported on lines 15 through 18). Districts should also include amounts budgeted for COVID 19 federal relief projects.	
6	State Projects, Line 26	In accordance with A.R.S. §15-249.06, monies received from the college credit by examination incentive program should be deposited in Fund 456—College Credit Exam Incentives. At least 50% of the incentive bonus monies received from this program must be distributed to the associated classroom teacher for each student who passes a qualifying exam and to other teachers of relevant subjects who instructed that student, including but not limited to teachers in the same department or subject matter that contributed to the student passing the examination, as identified by the governing board or the school principal. The remainder of any bonus monies received from this program must be allocated by the school principal on behalf of the students who receive a passing score and may be used for teacher professional development or student instructional support, reimbursement of exam fees, or instructional materials.	
6	State Projects, Line 28	Budgeted expenditures related to monies remaining in Fund 457—Results-based Funding should be reported on line 28—Other State Projects, along with any other State project funds not included on lines 19 through 27 above.	
6	Other Funds, Lines 2 and 3	Funds 071 and 072 should be budgeted in detail on the Supplement. Fund totals will pull to these lines. See the instructions for the Supplement for additional information.	

Page	Reference	Instructions	Revision Instructions
6	Other Funds, Line 4	In accordance with A.R.S. §15-1102, the proceeds from the sale or lease of school district property should be deposited in the School Plant Fund (500). Expenditures made from the School Plant Fund (500) should be made in accordance with the requirements of A.R.S. §15-1102. Districts may establish sub funds for School Plant in funds 501-504 to account for monies received that are restricted to different purposes by statute, but one total budget for all related monies must be reported here in Fund 500.	
6	Other Funds Line 24	In accordance with A.R.S. §15-249.15, monies received to provide incentive awards for high school graduates who obtain a certification, credential, or license that is accepted by a vocation or industry through a career technical education course or program should be deposited in Fund 597—Arizona Industry Credentials Incentive Fund. Expenditures from Fund 597 should be made for only the following purposes: 1. For instructional costs and professional development for a career technical education program teacher to become a certifying professional for an approved certificate, credential, or license. 2. To offset the students' cost of certification, credentialing, or licensure. 3. For developmental costs related to creating, expanding or improving an approved site of a certificate, credential, or license career technical program or course. 4. For instructional hardware, software, or supplies required for the certification, credentialing, or licensure. 5. For career exploration in any school grade and awareness activities for parents, students, and the community for the approved sectors.	
6	Other Funds Line 29	In accordance with A.R.S. §41-5721, before applying to ADOA's Division of School Facilities for funding for an emergency, the district's governing board must issue an emergency declaration or resolution to be eligible for monies from the Emergency Deficiencies Correction Fund. To qualify as an emergency, the situation must fit the criteria in A.R.S. §41-5721(F).	
6	Other Funds Line 30	In accordance with A.R.S. §41-5731, districts must submit a preventive maintenance plan to ADOA's Division of School Facilities to be eligible to receive monies from the Building Renewal Grant Fund.	
6	Other Funds Line 33	Include expenditures for Fund 850—Student Activities on this line, as it is no longer a fiduciary fund.	
6	Other Funds, Line 34	Budgeted expenditures related to monies remaining in Fund 080—Student Success Fund should be reported on line 34—Other, along with any other funds not included elsewhere in the budget.	
6	Internal Service Funds, Line 2	Include all expenditures for Intergovernmental Agreements (IGAs) in this line. If the district uses funds other than 955 to separately account for multiple IGAs, all IGA fund expenditures should be totaled and reported on this line.	
7	General	For budget adoption, districts may apportion amounts on this page between the M&O and UCO Funds. After original adoption, and prior to May 15 of the budget year, amounts may be reapportioned based on the budgetary needs of the district, unless otherwise indicated on Budget, page 7, or in the following instructions. Record in column A on this page all amounts budgeted for use in the M&O Fund (to be included in the GBL). Record in column B all amounts budgeted for use in the UCO Fund (to be carried over to the calculations on Budget, page 8). Budget Revision When actual amounts are required, use the actual amount to date plus the estimated amount for the remainder of the fiscal year. After the May 15 budget revision, amounts cannot be reallocated between M&O and UCO.	Yes
7	Line 1	After completing the Data Entry tab, the amount of the district RCL from the BSA55 tab, page 3 will pull to line 1. Budget Revision For budget revision, the Data Entry tab should be revised and the recalculated RCL will pull to line 1. See budget revision instructions for the Data Entry tab.	Yes

Page	Reference	Instructions	Revision Instructions
7	Lines 2(a)-(c)	Budget Revision Compare the amount for District Additional Assistance (DAA) on lines 2(c) to the applicable amount calculated by ADE on page 1 of the most recent FY 2025 BUDG25 Report. The amounts on lines (a) and (b) can be reconciled to page 4 of the district's most recent FY 2025 BSA 55-1 report from ADE.	Yes
7	Line 2(b)	After completing the Data Entry tab, the DAA adjustment amount from BSA55 tab, page 4 will pull to this line, if any.	
7	Line 3	Do not include any overrides authorized to use excess Impact Aid cash on these lines. Districts should use prior year ADM to calculate the RCL for overrides (A.R.S. Section 15-943). Districts may recalculate their RCL based on prior year ADM in a separate copy of this budget file. Do not submit this separate copy of the file to ADE. Alternatively, districts can get weighted student counts from page 2 of ADE's FY 2024 "BSA Equalization Report", BSA 55-1. ADE has also posted a link to an override calculation worksheet that may be used as a guide in estimating the override amount. The override calculation worksheet and instructions can be found at the link below.	
		https://www.azed.gov/sites/default/files/2022/06/MO%20Override%20Estimator%20FY23.xlsx	
7	Line 3(a)	See Line 3 Instructions above. If the voters in the override election authorize the district to exceed the RCL, and the increase is to be fully funded by revenues other than property taxes [A.R.S. Section 15-481(F)], only revenues derived from the FY 2024 ending cash balance in the M and O Fund [after the primary tax rate is reduced to zero as required by A.R.S. Section 15-481(T)] may be used. A.R.S. Section 15-481(P) Note: Districts will not be able to fund an override with Impact Aid monies in FY 2025, as Impact Aid monies are accounted for in the Impact Aid Fund.	
7	Line 3(a) Continued	The maximum amount a district may request for an M&O budget override is 15% of the district's RCL. If the district also requests a Special Program override pursuant to A.R.S. §15-482, the maximum amount a district may request for an M&O override is 10% of the RCL. A.R.S. §15-481(G)	
7	Line 3(b)	See Line 3 Instructions above. If the voters in the override election authorize the district to exceed the Capital Outlay Revenue Limit or District Additional Assistance and the increase is to be fully funded by revenues other than property taxes [A.R.S. Section 15-481(M)], only revenues derived from the FY 2024 ending cash balance in the M and O and UCO Funds [after the primary tax rate is reduced to zero as required by A.R.S. Section 15-481(T)] may be used. A.R.S. Section 15-481(S) Note: Districts will not be able to fund an override with Impact Aid monies in FY 2025, as Impact Aid monies are accounted for in the Impact Aid Fund. The maximum amount a district may request for a capital budget override is 10% of the RCL. A.R.S. Section 15-481(AA)	
7	Line 3(c)	See Line 3 Instructions above. A.R.S. Section 15-482 allows a district to request a budget override for programs designed for preschool students with disabilities and students enrolled in kindergarten through grade 12. The amount for the Special Program override may not exceed 5% of the RCL. If the voters in the override election authorize the district to exceed the RCL, and the increase is to be fully funded by revenues other than property taxes [A.R.S. Section 15-481(J)], the increase may only be budgeted and expended if sufficient monies are available in the M and O Fund. A.R.S. Section 15-481(Q) Note: Districts will not be able to fund an override with Impact Aid monies in FY 2025, as Impact Aid monies are accounted for in the Impact Aid Fund.	
7	Lines 3(a)-(c)	Budget Revision If the RCL originally used to calculate an override was reduced after budget adoption, the district must recalculate the maximum M&O, UCO, and Special Program override amounts in accordance with the instructions above. Arizona Attorney General Opinion 190-020 prohibits districts from recalculating overrides based on an increase in the RCL after secondary taxes have been levied for the applicable year. The amounts reported on lines 3(a) through (c) may not exceed the lesser of the original or recalculated maximum override amounts.	Yes

Page	Reference	Instructions	Revision Instructions
7	Line 4	<p>Districts with a student count of 125 or less in grades K-8, or 100 or less in grades 9-12 must include an amount on this line if they choose to make a small school adjustment to ensure that page 1, line 30 does not exceed the GBL for M and O. If the district previously qualified for a small school adjustment but has exceeded these student counts, see the instructions for Data Entry tab, Other Information section, lines 17 and 18. For the purposes of Small School Adjustment, districts should use prior year student count (2024 ADM). Districts should not include amounts on these lines for expenditures that are to be made from the Impact Aid Fund.</p> <p>Budget Revision If the district received approval from the county board of supervisors to revise its budget to include the cost of additional pupils that were not anticipated at budget adoption in accordance with A.R.S. Section 15-949(A)(2), include the revised amount on this line and notify ADE of any approved increase via the email address below.</p>	Yes
		SFBudgetTeam@azed.gov	
7	Line 5	<p>Districts charging tuition for full-day kindergarten and summer school should <u>not</u> include an increase to the GBL. These tuition revenues should be recorded in the Community School Fund (520).</p> <p>Budget Revision Districts should compare actual tuition revenues received or expected to be received by June 30 to the amounts reported on lines 5(a) through (d) to determine whether the amounts must be decreased or may be increased.</p>	Yes
7	Line 5(d)	More information and instructions for calculating this amount can be found at the link below:	
		http://www.azed.gov/finance/certificates-of-educational-convenience/	
7	Line 6	<p>Include assistance received from the State for students whose parents are employed by certain State institutions as described in A.R.S. Section 15-976. Also, include amounts paid to the State Schools for the Deaf and school district through the special education voucher payment system such as payments for teaching students at the district instead of sending the student to the Arizona the Blind.</p> <p>Budget Revision Districts should use the work sheets provided by ADE to calculate the revised assistance to schools using the ADM reported on the FY 2025 ADM15. The work sheets are available on ADE's website at the link below.</p>	Yes
		http://www.azed.gov/finance/certificates-of-educational-convenience/	
7	Line 7	<p>Districts should not include amounts on this line for expenditures that are to be made from the Impact Aid Fund.</p> <p>Budget Revision If the June 30, 2024, actual cash balance for the M and O Fund was incorrectly estimated, an accommodation school district must complete and submit a revised budget file, even if the amount recorded on line 7 of the adopted budget is not revised. If the June 30, 2024 actual cash balance for the M and O Fund was accurate, accommodation schools may revise this file for other changes.</p> <p>The Actual Budget Balance Carryforward displayed on Calculations tab, Calculation of M and O Budget Balance Carryforward section, line 14.b should agree to the "Allowed Budget Balance Carry Forward" as reported on page 2 of the most recent FY 2024 BUDG75 Report.</p> <p>Record the district's actual cash balance for the M and O Fund at June 30, 2024, on Data Entry tab, Accommodation District Information section, line 2. Finally, districts should recalculate lines 3 and 4 based on the revised RCL on BSA55 tab, page 3.</p> <p>Districts should compare the recalculated amount on line 15(e) of the Calculations tab to line 7 to determine whether the amount must be decreased or may be increased.</p>	Yes
7	Line 8(a)	The total amount budgeted for desegregation expenditures in the M&O, UCO, and Impact Aid Funds cannot exceed the amount budgeted in FY 2009. Districts should <u>not</u> include amounts on these lines for desegregation expenditures that are to be made from the Impact Aid Fund.	

Page	Reference	Instructions	Revision Instructions
7	Line 8(b)	<p>Districts are required to use actual expenditures in calculating the budget balance carryforward. Districts that have overexpended in the FY 2024 M and O Fund as authorized by the county board of supervisors, in accordance with A.R.S. Section 15-907, cannot record a budget balance carryforward.</p> <p>Districts should complete Data Entry page, Other Information section, lines 8 through 11. Districts may transfer an amount to the School Opening Fund, not to exceed the lesser of the FY 2024 M and O Fund ending cash balance or the actual budget balance carryforward. The amount transferred will reduce the amount of the budget balance carryforward; therefore, the amount carried forward may not exceed the amount on Calculation page, Calculation of M and O Fund Budget Balance Carryforward section, line 13.</p> <p>Budget Revision Districts should compare the amount on line 8(c) to the allowable amount on the FY 2024 BUDG75 Report to determine if revisions are necessary. The amounts on this line cannot exceed the amount reported on page 2 of the BUDG75 Report.</p>	Yes
7	Line 8(c)	A district authorized by ADE to continue participation in the Dropout Prevention Programs, in accordance with Laws 1992, Ch. 305, Section 32 and Laws 2000, Ch. 398, Section 2, for FY 2025 may record on this line an amount not to exceed the amount budgeted for the Dropout Prevention Programs in FY 1991. Districts should not include amounts on this line for expenditures that are to be made from the Impact Aid Fund.	
7	Line 8(d)	<p>A district may budget an amount less than or equal to interest expense for registering warrants or for net interest expense (interest expense minus interest income) on tax anticipation notes outside the FY 2025 RCL, if both of the following conditions apply:</p> <p>--The County Treasurer pooled all school district monies for investment during FY 2023 as provided in A.R.S. Section 15-996.</p> <p>--For those districts that received state aid in FY 2023, the districts applied for state aid apportionment before the date set as provided in A.R.S. Section 15-973.</p>	
7	Line 8(e)	For the first 3 years that a joint career and technical education and vocational education center is operating and serving students, all or a portion of the center's expenditures may be budgeted outside the RCL. A.R.S. §15-910.01 requires the State Board of Education (SBE) approval prior to including an amount here. The district <u>must</u> notify the SBE before adopting a Budget for the first year of operation, and notify ADE School Finance if this line will be used in calculating the GBL. Currently, no districts have been authorized by the SBE. This provision does not apply to career technical education districts established pursuant to A.R.S. §15-392.	
7	Line 8(f)	<p>Do not include amounts budgeted for the Performance Pay component of the CSF here.</p> <p>Budget Revision Districts should compare the amount on this line to the applicable amounts on the FY 2024 BUDG75 Report to determine if revisions are necessary. The amounts on this line cannot exceed the amounts reported on page 2 of the BUDG75 Report.</p>	Yes
7	Line 8(g)	Record the amount of any judgments expected to be paid in FY 2024 for an excessive property tax valuation judgment per A.R.S. Sections 42-16213 and 42-16214. This amount should also be included on page 1, line 4. Pre-approval by ADE is required. Contact ADE's School Finance payment team at the email address below.	
		SFPaymentTeam@azed.gov	
7	Line 8(h)	<p>Record the amount of reimbursements for unorganized territory mileage received from performance of a transportation services contract.</p> <p>Budget Revision Districts should compare actual reimbursements for transportation services received or expected to be received by June 30 to the amount reported on this line. The amount on this line cannot exceed the actual amount received for providing these transportation services.</p>	Yes

Page	Reference	Instructions	Revision Instructions
7	Line 9	Record adjustments to the General Budget Limit on these lines. If more than 1 year or type of adjustment is recorded on any one line, indicate each year and the associated amount for each type of adjustment in the line description, but record only one combined amount for all years and types on each line. Record negative amounts in parentheses. Districts that need assistance with the adjustments should contact ADE's budget team. Budget Revision Districts should compare the budgeted adjustment amounts to the applicable ADE calculated values on page 1 of the most recent FY 2025 BUDG25, to determine if the amounts should be revised.	Yes
7	Line 10	For FY 2025, 2016 Prop 123 and Laws 2015, 1st Special Session, Ch. 1, Section 6 provide total additional funding of \$75,000,000 to districts and charter schools on a pro rata basis. Districts should increase their budget limits by estimating their portion of the increase by multiplying the district's percentage of statewide weighted student count, as reported on its most recent Classroom Site Fund Detail Report, by \$75,000,000. However, actual amounts will vary and ADE will notify districts of the final amounts. District CSF Detail Reports can be accessed at the first link below. Budget Revision Districts should compare actual additional funding received or expected to be received for the fiscal year to the amount reported on this line. The amount on this line cannot exceed the actual amount received for additional funding. Actual Prop 123 payment amounts can be accessed at the second link below.	Yes
		https://schoolfinancereports.azed.gov/	
		https://www.azed.gov/finance/countyvappor	Yes
8	Line 2	Budget Revision Line 2, if required, should agree to the most recent FY 2024 BUDG75 Report, page 2, "Add to FY25 Expenditure Budget for (UNR), page 8, line 2" This line will also include any positive or negative A.R.S. Section 15-915 adjustments as approved by ADE. Contact ADE's School Finance budget team with questions concerning the reconciliation of any differences at the email address below.	Yes
		SFBudgetTeam@azed.gov	
8	Lines 3	Budget Revision Line 3 should agree to the most recent FY 2024 BUDG75 Report, page 2 "Unrestricted Capital Available for FY24." Contact ADE's School Finance budget team with questions concerning the reconciliation of any differences at the email address below.	Yes
		SFBudgetTeam@azed.gov	
8	Line 6	Budget Revision This line should reflect total actual UCO Fund 610 expenditures as reported on the district's FY 2024 AFR, less expenditures approved under A.R.S. Section 15-907 that are in excess of the most recently revised adopted FY 2024 UCO budget (budget page 4, line 10).	Yes
8	Line 8	Budget Revision Line 8 should agree to the actual amount of interest earned on investments as reported on the district's FY 2024 AFR for the UCO Fund.	Yes
8	Line 9	The district should forward a copy of the award letter from ADOA's Division of School Facilities stating the specific amount being deposited in Fund 610, to ADE's School Finance budget team at the email address below. Budget Revision Enter the amount of money, if any, received or expected to be received, by fiscal year end.	Yes
		SFBudgetTeam@azed.gov	
8	Line 10	Record adjustments to the UCBL on these lines. If more than 1 year or type of adjustment is recorded for any one line, indicate each year and the associated amount for each type of adjustment in the line description, but record only one combined amount for all years and types on each line. Record negative amounts in parentheses. Districts should contact ADE's School Finance budget team at the email address below before budgeting an amount on this line.	
		SFBudgetTeam@azed.gov	

Page	Reference	Instructions	Revision Instructions
8	Line 10 continued	Budget Revision Districts should compare budgeted adjustment amounts to the applicable ADE calculated values on page 2 of the most recent FY 2025 BUDG25, to determine if the amounts should be revised.	Yes
Suppl	ELL General	A.R.S. §15-756.02 requires each school district to implement on a school-by-school basis 1 or more Structured English Immersion (SEI) and Alternative English Instruction (AEI) models adopted or approved by the State Board of Education pursuant to §A.R.S. 15-756.01. A.R.S. §15-756.01 defines incremental costs as the costs that are associated with an SEI program pursuant to A.R.S. §15-752 or an AEI program pursuant to A.R.S. §15-753 that are in addition to the normal costs of conducting programs for English proficient students. Further, incremental costs do not include costs that replace the same types of service provided to English proficient students or compensatory instruction. A.R.S. §15-756.11 defined compensatory instruction as programs in addition to normal classroom instruction that may include individual or small group instruction, extended day classes, summer school, or intersession school. Compensatory instruction programs must be limited to improving the English proficiency of current ELL students and students who were ELL students and who have been reclassified as English proficient within the previous 2 years.	
Suppl	ELL General Continued	ELL Fund 071 is used to account for monies received from ADE to provide for the incremental cost of instruction to ELLs and must be used to supplement existing programs. In accordance with A.R.S. Section 15-756.03 and .04 ELL monies must not be used to supplant federal, state, or local monies, including desegregation monies, previously used for ELLs, or used to pay for the normal costs of conducting programs for English proficient students. Districts are required to submit a separate ELL Budget Request Form to ADE to request these monies for FY 2025.	
Suppl	ELL General Continued	In accordance with A.R.S. Section 15-756.11, the Compensatory Instruction Fund 072 is used to account for monies received from ADE for compensatory instruction programs in addition to normal classroom instruction as described above. Monies must be used to supplement existing programs and not supplant federal, state, or local monies, including desegregation monies levied pursuant to A.R.S. §15-910, used for ELLs or ELL compensatory instruction that were budgeted as of February 23, 2006. For FY 2025, there were no new monies available for compensatory instruction programs. ADE will allow districts to use the remaining monies but will deduct those amounts from future funding requests for compensatory instruction programs.	
Suppl	ELL General Continued	In all funds where ELL costs are incurred, districts should use program code 260—ELL Incremental Costs to record incremental costs necessary to implement an approved ELL model, program code 265—ELL Compensatory Instruction to record the costs of providing compensatory instruction to ELL students and students reclassified as English proficient in the last 2 years, and program code 435—Pupil Transportation—ELL Compensatory Instruction for transportation costs approved as part of compensatory instruction. However, when desegregation monies in the M&O Fund are used to pay for incremental or compensatory instruction costs, districts should use program codes 514—ELL Incremental Costs and 515—ELL Compensatory Instruction.	
Suppl	ELL General Continued	Districts may have ELL costs, in funds other than ELL Fund 071 and Compensatory Instruction Fund 072, that are beyond the incremental costs necessary to implement an approved ELL model and that are not considered compensatory instruction by statute. Districts should code these costs to program code 100—Regular Education. Districts may choose to separately track these costs in their accounting records using a more detailed program code under 100, such as program code 160.	
Summary	Page 1	Districts should report total PSD-12 average daily membership for fiscal year 2024 from the ADM20 report, the report is available on ADE's website. Districts should estimate 2025 current fiscal year ADM.	
Truth in Taxation Work Sheet	General	In accordance with A.R.S. §15-905.01, a district must hold a truth in taxation hearing on or before the adoption of the expenditure budget if the district budgets an amount that is higher than the truth in taxation base limit, levies any amount for adjacent ways pursuant to A.R.S. §15-995, or levies any amount for liabilities in excess of the budget pursuant to A.R.S. §15-907.	

Page	Reference	Instructions	Revision Instructions
Truth in Taxation Work Sheet	General Continued	All districts must complete the Truth in Taxation Work Sheet to calculate the district's truth in taxation base limit, to determine if a hearing is required, and to report the portion of the FY 2025 primary property tax rate related to each of the truth in taxation expenditure categories. Information from this Work Sheet is provided to the Department of Revenue, Property Tax Oversight Commission. If an amount on line 11, 12, or 13 is greater than zero, the district must publish a truth in taxation hearing notice and hold a hearing. The amounts calculated on lines A, B.2, and C.2 of the Work Sheet should be used, where indicated, on the sample truth in taxation hearing notice. Districts must submit the completed Work Sheet to ADE as part of the budget package and must notify ADE of any subsequent changes to the truth in taxation base limit. If a truth in taxation hearing is held, the Work Sheet must also be made available to the general public at the hearing. See Submission and Publication Instructions issued with the 2025 expenditure budget forms and A.R.S. Section 15-905.01 for further requirements.	
Truth in Taxation Work Sheet	General Continued	The truth in taxation work sheet and notice do not need to be completed for budget revisions. The impact of any revisions should be included in the following year's truth in taxation calculation.	
Truth in Taxation Work Sheet	Line 1	The prior year TNT Base Limit reported on line 1 is the total of the Adjusted FY 2024 TNT Base Limit and the 2024 Excess over TNT Limit. This calculation assumes that the district properly noticed any required TNT Hearing in 2024. If the district reported an amount on the Excess over Truth in Taxation Limit line in 2024 but did not provide the required notification of a TNT hearing, the 2024 Excess over TNT Limit amount should not be added here.	
Truth in Taxation Work Sheet	Line 2	Use this line to reduce the TNT Base limit (line 1) for programs that the district is no longer eligible to budget for. Districts that are no longer eligible to budget for any of the programs on lines 4 through 7, or if the expenditures for those programs will be made only in the Impact Aid Fund, should have a TNT base limit of zero after deducting amounts for discontinued programs on this line.	
Truth in Taxation Work Sheet	Line 8.a	Use actual expenditures to date plus estimated amounts for the remainder of FY 2024.	
Truth in Taxation Work Sheet	Line 12	Each adjacent ways project proposal funded through this special assessment must be filed with ADOA's Division of School Facilities and include the project cost estimate. If the cost of the project is greater than \$50,000, the Division must approve or deny the project within 60 days after receiving the filing of the project proposal by the district and the expenditure shall not be made unless the Division validates specified criteria, in accordance with A.R.S §15-995.	
Fund balances	General	Cells with orange shading <u>require</u> user input. Manually complete all cells shaded orange. If the cell requires an amount, enter the amount as a whole number (with no decimals). If an amount is zero, enter 0. If the cell requires information other than a number, enter as much detail as necessary in the field. Certain cells may highlight with orange shading based on input in other cells.	
Fund balances	Section A, line 1	Report FY 2023 final ending fund balances. These balances should include any errors or audit adjustments identified in the District's FY 2023 audit, if applicable. <u>If the final ending fund balances don't agree with the FY 2023 AFR, the District should revise the AFR and resubmit it to ADE.</u>	
Fund balances	Section A, line 2(a)	Report FY 2024 revenues and other financing sources. Enter actual amounts to date plus estimated amounts for the remainder of FY 2024, including all FY 2024 amounts that the District anticipates receiving during the encumbrance period.	
Fund balances	Section A, line 2(b)	Report FY 2024 expenditures and other financing uses. Enter actual amounts to date plus estimated amounts for the remainder of FY 2024, including all FY 2024 amounts that the District anticipates spending during the encumbrance period.	
Fund balances	Section A, line 3 (a)	Report FY 2024 estimated nonspendable ending fund balances. These are amounts that cannot be spent because they are either not in spendable form, such as inventories, or are legally or contractually required to be maintained intact.	
Fund balances	Section A, line 3 (b)	Report FY 2024 estimated ending restricted fund balances. These are amounts that have externally imposed restrictions on their usage by creditors (such as through debt covenants), grantors, contributors, or laws and regulations.	

Page	Reference	Instructions	Revision Instructions
Fund balances	Section A, line 3 (c)	Report FY 2024 estimated ending committed fund balances. These are amounts with self-imposed limitations the District's Governing Board approved, which is the highest level of decision-making authority within the District.	
Fund balances	Section A, line 3 (d)	Report FY 2024 estimated ending assigned fund balance. These are the amounts constrained by the District's intent to be used for specific purposes, but that are neither restricted nor committed.	
Fund balances	Section A, line 3 (e)	Report FY 2024 estimated ending unassigned fund balance. These are all spendable amounts not reported in the other classifications. Also, deficits in fund balances of the other governmental funds are reported as unassigned.	
Fund balances	Section A, line 4 (a)	For funds with a negative estimated FY 2024 ending fund balance, enter the negative fund balance amounts on this line in the applicable fund type column. These funds have deficit balances because expenditures exceeded available resources from current revenues and prior year fund balance and reduce the amount of resources available in future years.	
Fund balances	Section A, line 4 (b)	For budget-controlled funds only, report any positive cash balances the District has accumulated in excess of the applicable funds' related budget capacity. Districts should compare fund balances in the Maintenance & Operation (M&O), Unrestricted Capital Outlay (UCO), Adjacent Ways, Classroom Site (CSF), and State and federal grant funds to unexpended budget limits to determine the excess cash amounts that should be entered on this line. Districts may need to consider whether fund balance is misallocated between the M&O and UCO Funds if one fund reports excess fund balance, while the other reports a fund balance deficit.	
Fund balances	Section A, line 4 (c)	Report FY 2024 estimated ending fund balance amounts the District plans to spend to support FY 2025 budgeted spending after using all available FY 2025 revenues. Any nonspendable amounts included in fund balance such as prepaid assets and inventories should be included in this line if the District plans to use them up in FY 2025. Otherwise, such nonspendable assets should be included on line 4(d) based on the District's plan to maintain them in fund balance to be used in a future year, as applicable.	
Fund balances	Section A, line 4 (d)	Report amounts the District estimates it will maintain for spending after FY 2025, including amounts reserved to manage cash flows in future budget years to cover such things as revenue shortfalls, emergencies, and/or other unforeseen circumstances.	
Fund balances	Section B, line 1	This line pulls in FY 2025 total budgeted expenditures for the M&O Fund (from page 1, line 30), UCO Fund (from page 4, line 10), and CSF Fund (from page 3, line 9). The amounts reported on these lines should include the estimated amounts reported in section A, lines 4 (c) and 4 (d) as these amounts should approximate budget carryforward amounts reported on Page 7.	
Fund balances	Section B, line 2	Districts often budget expenditures up to their calculated budget limits in budget-controlled funds each year to avoid losing budget capacity, even if they do not plan to spend up to their budget limit and will carryforward unspent current year budget capacity to future years. Report on this line the actual amounts the District plans to spend in FY 2025. The total planned spending amount should include any FY 2024 ending fund balance amount planned to be spent in FY 2025, as reported on line 4(c) above, in addition to FY 2025 estimated revenues.	
Fund balances	Section B, line 3	This line is calculated with a formula and represents the difference between FY 2025 budgeted expenditures and actual spending. If the amount entered on line 2 equals total budgeted spending, this line will show the District will not carry forward zero budget capacity at the end of FY 2025. If the amount entered on line 2 is more than total budgeted spending, line 3 will show the District's planned spending will exceed its available budget capacity.	
Fund balances	Section C	Section C is optional. Districts can use this section to include additional information about its fund balances and planned spending. Districts can also use this section to list funds included in Other funds reported in the General Fund (column E), Other capital projects (column I), and Other special revenue (column L).	

Page	Reference	Instructions	Revision Instructions
Data Entry	General	Districts should enter their CTD number and select the budget version on the Cover page prior to completing the Data Entry page. Formulas included on the Calculations and BSA55 pages will pull the data from the Data Entry and the Cover pages to calculate the amounts required for pages 7 and 8.	
Data Entry	General	Districts should complete the applicable portions of the Data Entry tab before completing pages 1 through 8. To ensure that the district's data can be properly processed by ADE, formulas should not be changed without specific instructions from either the Arizona Auditor General's Accountability Services Division or ADE, School Finance.	
Data Entry	Unweighted Student Count Line 1	FY 2023 ADM is used to calculate the district's FY 2025 District Additional Assistance (DAA) growth factor, if any. Obtain the total ADM amount from the most recent ADE report "Basic Calculations for Equalization Assistance," BSA 55-1, page 4 of 5, available on ADE's website.	
Data Entry	Unweighted Student Count Line 2	Prior Year ADM FY 2024 100th-day ADM is used for all districts in the calculation of District Additional Assistance (DAA). Obtain total 100th-day ADM for PSD, K-8, and 9-12, including AOI students, from the ADM20 report, available on ADE's website. For common school districts not within a high school district (Type 03), the 9-12 column for this line should include only those students in grades 9-12 actually taught by the Type 03 district, if any. Budget Revision Districts should update amounts on this line to reflect 2024 100th-day ADM as reported on the ADM20 report.	Yes
Data Entry	Unweighted Student Count Lines 3, 4, and 5	Current Year ADM Current year ADM amounts are used to calculate the group A weighted student count and the weighted student count for the BSL calculation on the BSA55 page. For budget adoption, districts should estimate the student counts for Non-AOI, AOI Full-Time and AOI Part-Time for FY 2025. There are no ADE reports available to refer to at the time of budget adoption for these counts. For common school districts not within a high school district (Type 03), the 9-12 column for these lines should include only those students in grades 9-12 that will be taught by the Type 03 district, if any. Type 03 districts should use the checkbox in P15 to confirm it is educating the students included in column I. The district of attendance educating 9-12 students from Type 03 districts should include those students in column I. Budget Revision Districts should update amounts on these lines to reflect 2025 100th-day ADM as reported on the ADM20 report, available on ADE's website.	Yes
Data Entry	Student Count by Category Lines 7 through 20	For budget adoption, districts should estimate the FY 2025 student count for these lines. Budget Revision After the 100th-day in session, student counts to determine the Add-On weighted student counts should be obtained from the following ADE reports: K-3 Student Counts for both the K-3 and K-3 Reading support level weights: ADM20 ELL: ELL20 Children with Disabilities: SPED20	Yes

Page	Reference	Instructions	Revision Instructions
Data Entry	Student Count by Category Line 7	<p>In accordance with A.R.S. §15-943, use these lines for the K-3 Reading support level weight.</p> <p>A.R.S. §15-211 requires districts to submit a plan for improving the reading proficiency of its pupils in Kindergarten programs and grades 1-3 to ADE by October 1 each year. This plan is required to include a budget for the use of the monies generated by the K-3 and K-3 Reading support level weights. Additionally, districts are required to use the monies generated by the K-3 Reading support level weight ONLY on instructional purposes intended to improve reading proficiency for pupils in Kindergarten programs and grades 1-3 with particular emphasis on pupils in Kindergarten programs and grades 1 and 2.</p> <p>K-3 Reading weight will only be included in the district's BSA 55-1 and BUDG25 after the district's K-3 Reading Program Plan is approved by the State Board of Education.</p> <p>To facilitate budgeting for the monies generated by the K-3 and K-3 Reading support level weights, the portion of the district's base support level (BSL) that is generated by the K-3 and K-3 Reading support level weights is calculated and shown on line 1 in the Other Information section of the Calculations tab.</p> <p>Questions concerning the K-3 Reading plan requirement and approval status should be directed to ADE's Move on When Reading section at the link below:</p>	
		http://www.azed.gov/mowr/	
Data Entry	Student Count by Category Line 9	ELL (English Learners)	
Data Entry	Student Count by Category Line 10	HI (Hearing Impairment)	
Data Entry	Student Count by Category Line 11	MD - R (Multiple Disabilities - Resource), A - R (Autism - Resource), and SID - R (Severe Intellectual Disability - Resource)	
Data Entry	Student Count by Category Line 12	MD - SC (Multiple Disabilities - Self-contained), A - SC (Autism - Self-contained), and SID - SC (Severe Intellectual Disability - Self-contained)	
Data Entry	Student Count by Category Line 13	MD - SSI (Multiple Disabilities Severe Sensory Impairment)	
Data Entry	Student Count by Category Line 14	OI -R (Orthopedic Impairment - Resource)	
Data Entry	Student Count by Category Line 15	OI - SC (Orthopedic Impairment - Self Contained)	
Data Entry	Student Count by Category Line 16	P - SD (Preschool - Severe Delay)	
Data Entry	Student Count by Category Line 17	DD (Developmental Delay for children in kindergarten through age 10), ED (Emotional Disability), MIID (Mild Intellectual Disability), SLD (Specific Learning Disability), SLI (Speech/Language Impairment for K-12), and OHI (Other Health Impairments)	
Data Entry	Student Count by Category Line 18	ED - P (Emotional Delay - Private)	
Data Entry	Student Count by Category Line 19	MOID (Moderate Intellectual Disability)	
Data Entry	Student Count by Category Line 20	VI (Visual Impairment)	

Page	Reference	Instructions	Revision Instructions
Data Entry	Student Count by Category Line 21	G (Educational Programs for Gifted Pupils) For budget adoption, districts may use the prior year unweighted gifted ADM to estimate the budget year gifted weight. Budget revision ADE will provide budget year unweighted gifted ADM to districts for final budget revisions. For additional information on Educational Programs for Gifted Students, please see the ADE School Finance Hot Topic linked below:	Yes
		FY 2024 Gifted Add-on Payment Arizona Department of Education (azed.gov)	
Data Entry	Student Count by Category Line 22	FRPL (Free or Reduced-Price Lunch) Districts may use ADE's FRPL20 - summary ADM and/or FRPL30 - site summary ADM reports in AzEDS to estimate FY 2025 eligible student counts. This weight applies to all students in schools with community eligibility.	
Data Entry	Adjustments to BSL/BRCL Line 1	Districts with grades designated as small isolated districts by the Arizona Department of Education (ADE) in accordance with A.R.S. §15-901 should mark the appropriate check box(es) on this line to activate the increase for small isolated districts in the calculation of the Group A support level weight. Districts that have all grade levels designated as small isolated by the ADE should mark both check boxes.	
Data Entry	Adjustments to BSL/BRCL Line 2	In accordance with A.R.S. Section 15-902.04, school districts electing to provide at least 200 days of instruction during FY 2025 must receive approval from ADE prior to June 1, 2024. Approved districts should use the check box on this line to activate the increase for the calculation of the BSL/BRCL and the TSL/TRCL. Please contact the district's ADE School Finance account analyst for specific instructions and the form to request approval. Please contact ADE's School Finance account analyst team at the email address below for specific instructions at the link below.	
		SFAlystTeam@azed.gov	
Data Entry	Adjustments to BSL/BRCL Line 3	As districts mark the proper check boxes on lines 1 through 3 above, the Adjusted FY 2025 Base Level Amount will automatically update to the proper amount to be used on page 2 of the BSA55 tab.	
Data Entry	Adjustments to BSL/BRCL Line 4	Use the FY 2024 "Teacher Experience Index (TEI)," SDER 96, available on ADE's website at the link below. Districts should print a copy or save an electronic copy for their records.	
		www.azed.gov/sder/publicreports.asp	
Data Entry	Adjustments to BSL/BRCL Line 5	A.R.S. Section 15-914.F allows districts to increase the BSL if financial and compliance audit costs will be incurred for the budget year. Enter the non-federal FY 2023 audit expenditures from all funds on line 6. Amount entered should agree to the district's FY 2023 AFR. Do not include costs of consulting or other nonaudit services paid to audit firms (e.g., application fees paid for submission of district's reports to ASBO and GFOA for certification or for the preparation of the Meritorious Budget Award application to ASBO).	

Page	Reference	Instructions	Revision Instructions
Data Entry	Adjustments to BSL/BRCL Line 6	<p>Enter the FY 2023 federal audit expenditures from all funds (should agree to FY 2023 AFR).</p> <p>Do not include costs of consulting or other nonaudit services paid to audit firms (e.g., application fees paid for submission of district's reports to ASBO and GFOA for certification or for the preparation of the Meritorious Budget Award application to ASBO).</p>	
Data Entry	Transportation Lines 1 & 2	<p>Obtain the amounts from the ADE report "Transportation Route Report," TRAN55-1, available on ADE's website.</p> <p>A common school district not within a high school district must use the approved daily route miles and eligible students transported, excluding approved daily route miles and eligible students for high school students attending school in another district and being transported by another district.</p>	
Data Entry	Transportation Lines 3 & 4	<p>Used to increase the transportation support level for the annual expenditure for bus tokens and passes for students who qualify as eligible students as defined by A.R.S. Section 15-901. Enter the FY 2023 annual expenditures for bus tokens and passes from the ADE report "Transportation Route Report," TRAN55-1, available on ADE's website.</p>	
Data Entry	Transportation Line 5	<p>The Extended School Year Route Miles for Pupils with Disabilities are obtained from the ADE report "Transportation Route Report," TRAN55-1, available on ADE's website.</p>	
Data Entry	Other Information Line 1	<p>Enter any amount approved by the State Board of Education for a Capital Transportation Adjustment. Districts are eligible to receive a Capital Transportation Adjustment for the purchase of transportation vehicles if the district:</p> <ul style="list-style-type: none"> --Has a student count of fewer than 600 in kindergarten and grades 1-12, --Transports as eligible students at least one-third of the total student count of the district, and --Has an approved daily route mileage per eligible student transported of more than 1.0, calculated in accordance with A.R.S. §15-945 on page 3 of the BSA55 tab. <p>Any amount reported on this line will be pulled to the DAA Adjustment line on page 4 of the BSA55 tab.</p> <p>Amounts entered on lines 1(a) through 1(c) should agree to the DAA Adjustment amounts reported on the district's BSA 55-1, p. 4.</p>	
Data Entry	Other Information Line 1a Continued	<p>If the district enters amounts for capital transportation adjustment on lines 1.a through 1.c these amounts are included in the DAA Adjustment line on the BSA55 tab, page 4. These amounts will cause a discrepancy between the DAA Adjustment shown on the BSA55 tab and the amount reported on the District's actual BSA 55-1 report until the capital transportation amounts are manually loaded into the BSA system by ADE, which usually occurs in March.</p>	Yes

Page	Reference	Instructions	Revision Instructions
Data Entry	Other Information Line 2	This line should be left blank for budget adoption. Budget Revision If a school provides instructional time in a remote setting beyond the thresholds prescribed in A.R.S. §15-901.08(C)(3)(b)(i) in any school year, ADE will calculate the adjustment amount to include on this line for final budget revisions in accordance with A.R.S. §15-901.08(D), if any.	Yes
Data Entry	Other Information Line 3	Include the amount of any transitional costs that are directly associated with routine formalities that are necessary as a result of consolidation, such as changing of signs, letterhead, stationery and similar issues.	
Data Entry	Other Information Line 4	This line should be left blank for budget adoption. Budget Revision ADE will calculate the amount for the CTED 9th Grade Funding Adjustment pursuant to A.R.S. §15-393(X) through (Z) and notify districts when complete. Districts should revise their budget after notification. Contact ADE's School Finance budget team with questions concerning this adjustment at the email address below. SFBudgetTeam@azed.gov	Yes
Data Entry	Other Information Line 5	This line should be left blank for budget adoption. Budget Revision ADE will calculate the total amount for the CTED Continuation 13th Grade Funding Adjustment pursuant to A.R.S. §15-393(X) through (Z) and notify districts when complete. Districts should revise their budget after notification. Contact ADE's School Finance budget team with questions concerning this adjustment at the email address below. SFBudgetTeam@azed.gov	Yes
Data Entry	Other Information Line 6	This line should be left blank for budget adoption. Budget Revision FY 2025, Laws 2022, Chapter 313, Section 128, as amended by Laws 2024, Ch. 209, Section 4, provides a total onetime free or reduced-price lunch (FRPL) Group B weight supplement of \$37,000,000. ADE will allocate and distribute the supplement on a pro rata basis using the weighted student count for FRPL students for each school district and charter school pursuant to A.R.S. §15-943. ADE will calculate the supplement amount for each school district and charter school and notify them when complete. Districts should revise their budget after notification. ADE will include the onetime supplement as a BSL Adjustment on the BSA55, page 2 and it will be included within the RCL on the BSA55, page 3. A district may allocate its supplement to either the M&O Fund or UCO Fund on Page 7, line 1.	Yes
Data Entry	Other Information Line 7	This line should be left blank for budget adoption. Budget Revision FY 2025, Laws 2022, Chapter 313, Section 128, as amended by Laws 2024, Ch. 209, Section 4, provides a total onetime district additional assistance (DAA) supplement of \$23,142,000. ADE will allocate and distribute the supplement on a proportional basis based on the DAA funding that each district in this State receives in FY 2025. ADE will calculate the supplement amount for each district and notify districts when complete. Districts should revise their budget after notification. ADE will include the onetime supplement as a BSL Adjustment on the BSA55, page 2 and it will be included within the RCL on the BSA55, page 3. A district may allocate its supplement to either the M&O Fund or UCO Fund on Page 7, line 1.	Yes

Page	Reference	Instructions	Revision Instructions
Data Entry	Other Information Line 9	Unified districts (Type 02) with a 9-12 Primary Assessed Valuation that differs from its PSD-8 Primary Assessed Valuation should enter its 9-12 valuation on the AV2 line.	
Data Entry	Other Information Line 12	This line should be left blank for budget adoption. Once the BUDG75 Report is available, districts may recalculate carryforward amounts for reconciliation to ADE's BUDG75 Report by filling in amounts on these lines from that report and zero filling the unexpended budget lines 14(a) through 14(e) below.	Yes
Data Entry	Other Information Line 13	For budget adoption, M and O actual expenditures should be based upon the FY 2024 actual expenditures to date plus estimated expenditures for the remainder of the fiscal year including encumbrances. Budget Revision Enter actual total M and O Fund expenditures, as reported on the district's FY 2024 AFR.	Yes
Data Entry	Other Information Line 14.e	In accordance with A.R.S. Section 15-920, districts may budget any unexpended budget balance in the M and O section attributable to the Performance Pay component in its salary schedule from FY 2024 for use in that component in FY 2025. The Performance Pay budget amount is the portion of FY 2024 M and O expenditures budgeted for a performance pay component of the salary schedule shown on the FY 2024 Budget, page 2. Additionally, the amount calculated on this line, is specifically exempt from the RCL and should be entered on the Budget, page 7, line 8(g).	
Data Entry	Other Information Line 16	Districts receiving Impact Aid revenues only: Include the amount from the most recent FY 2024 designated "Voucher for Impact Aid Section 8003 Payments," "Total Payments Summary" line not including any section 8005(d)(2)-Late Applicant 10% Payment Reduction and any section 8007 construction amounts that would be included in Fund 699—Federal Impact Aid (Construction). Also, include any Section 8002 payments and any prior year Impact Aid payments expected to be received after the FY2024 encumbrance period and recorded in FY 2025 revenues.	
Data Entry	Other Information Line 18	Districts receiving Impact Aid revenues only: Districts that do not levy taxes to cover the difference between the equalization assistance funding provided through the TSL and the locally funded TRCL, may transfer Impact Aid cash to the M&O Fund to provide funding for the TSL/TRCL difference. The TSL/TRCL difference is shown to the right and the amount entered on line 14 should not exceed this amount.	
Data Entry	Other Information Line 19	Districts receiving Impact Aid revenues only: This line could include the amount of the qualifying tax levy calculated on BSA 55-1, page 5 for districts that do not levy taxes.	
Data Entry	Other Information Line 21	Districts operating under a small school adjustment only: This section applies to any district that operated under the provisions of the small school adjustment, in accordance with A.R.S. Section 15-949(A), and exceeded the allowable student counts in the current year. Districts may hold an override election as provided in A.R.S. Section 15-481. Select the checkbox to calculate the maximum amount the district may budget on Budget, page 7, line 3(a), subject to an override election. The calculated amount will be displayed in the appropriate section of the Calculations tab. For purposes of small school adjustment, the FY 2025 student count is the 2024 ADM. Districts that activate this checkbox must also complete line 22 below.	
Data Entry	Other Information Line 22	Districts operating under a small school adjustment only: Enter the fiscal year that the district exceeded the allowable student counts for the first time as a 4 digit year. For assistance in determining the proper fiscal year to enter on this line districts should contact ADE, School Finance at the email address below. SFBudgetTeam@azed.gov	
Data Entry	Accommodation District (Type 01) Information Line 1	Accommodation districts only: Accommodation districts that offer instruction in grades 9-12 should mark the check box to increase the transportation activity support level factor in accordance with A.R.S. §15-945.	

Page	Reference	Instructions	Revision Instructions																							
Data Entry	Accommodation District (Type 01) Information Line 2	<p>Accommodation districts only: Only accommodation schools with a student count of more than 125 in grades K-8 or accommodation schools that offer instruction in grades 9-12 and have a student count of more than 100 in grades 9-12, should complete lines 2 through 4.</p> <p>The maximum RCL addition that may be authorized by the County School Superintendent is displayed on Calculations tab, Calculation of M&O Fund Budget Balance Carryforward, line 15.e. The amount entered on page 7, line 7 cannot exceed this amount.</p>																								
Calculations	General	<p>This page uses formulas and the information entered on the Cover and the Data Entry page to make the calculations for certain budget items. Cells highlighted in pink contain a link to the related cell on the Data Entry page.</p> <p>As no data is entered on this page, all cells are locked and formulas should not be changed without specific instructions from either the Arizona Auditor General's Accountability Services Division or ADE, School Finance.</p>																								
BSA55	General	Amounts entered on the Data Entry page will automatically populate the appropriate fields on the BSA55 page. Districts should compare and, when necessary, revise budgeted amounts to agree to the district's BSA 55-1 report, after it is issued by ADE.																								
BSA55	Page 2, Audit Service Expense	The amount shown for audit expense may not agree to the District's actual BSA 55-1 report from ADE until the amount is manually entered by ADE later in the fiscal year.																								
BSA55	Page 3, Activity Trip Level Factors	<p>In accordance with A.R.S. §15-945(B), the support level for academic education, career and technical education, vocational education, and athletic trips is computed by multiplying the To and From School Support Level by the appropriate factor from the table below.</p> <table border="1" data-bbox="440 966 1174 1155"> <thead> <tr> <th data-bbox="440 966 698 991" rowspan="2">District type</th> <th colspan="2" data-bbox="698 966 1174 991">Route miles per eligible student</th> </tr> <tr> <th data-bbox="698 991 876 1016">1.0 or less</th> <th data-bbox="876 991 1174 1016">More than 1.0</th> </tr> </thead> <tbody> <tr> <td data-bbox="440 1016 698 1041">Type 01 w/o HS instruction</td> <td data-bbox="698 1016 876 1041">0.10</td> <td data-bbox="876 1016 1174 1041">0.12</td> </tr> <tr> <td data-bbox="440 1041 698 1066">Type 01 w/ HS instruction</td> <td data-bbox="698 1041 876 1066">0.15</td> <td data-bbox="876 1041 1174 1066">0.18</td> </tr> <tr> <td data-bbox="440 1066 698 1092">Type 02</td> <td data-bbox="698 1066 876 1092">0.15</td> <td data-bbox="876 1066 1174 1092">0.18</td> </tr> <tr> <td data-bbox="440 1092 698 1117">Type 03</td> <td data-bbox="698 1092 876 1117">0.15</td> <td data-bbox="876 1092 1174 1117">0.18</td> </tr> <tr> <td data-bbox="440 1117 698 1142">Type 04</td> <td data-bbox="698 1117 876 1142">0.10</td> <td data-bbox="876 1117 1174 1142">0.12</td> </tr> <tr> <td data-bbox="440 1142 698 1167">Type 05</td> <td data-bbox="698 1142 876 1167">0.25</td> <td data-bbox="876 1142 1174 1167">0.30</td> </tr> </tbody> </table>	District type	Route miles per eligible student		1.0 or less	More than 1.0	Type 01 w/o HS instruction	0.10	0.12	Type 01 w/ HS instruction	0.15	0.18	Type 02	0.15	0.18	Type 03	0.15	0.18	Type 04	0.10	0.12	Type 05	0.25	0.30	
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Approve listed Donations:

Manzanita Elementary School:

- Kingman Rotary Club donated 30 Easter baskets to the students
- Joyce Onnen donated 2 student foot rests
- TR Orr donated \$250 towards the playground
- James Muraswski donated \$250 to the school
- VFW Post 3516 donated \$100 to the school
- TLC Excavating Inc. donated \$250 to the school

Mount Tipton Elementary School:

- Mike Eustace with Double MIA Enterprises donated 11 Easter Baskets and bags of candy
- American Legion Post 88 donated \$100 to the school
- Dollar General in Dolan Springs donated Easter candy
- VFW Dolan Springs donated \$50 in Easter eggs and candy
- VFW Post 9833 in Dolan Springs donated home décor
- Dr. Ahmad Saeed Khan donated \$30 to the school
- Reading for Education donated \$215.79 to the school

For Staff Appreciation Week:

- Mohave Rancho Lumber donated \$50 certificate for Teacher and Staff Appreciation Week
- Aquarius/ Edgewater donated a 2 night stay for Teacher and Staff Appreciation Week
- Cerbat Cliffs Golf Course donated a certificate for a round of golf and cart
- The Riverside Hotel and Casino donated 10-movie tickets and 10-free buffet tickets
- Laura Young donated home decor gifts for Teacher and Staff Appreciation Week
- Thunder Road in Kingman donated a car wash gift card, and miscellaneous gifts for Teacher and Staff Appreciation Week
- Boathouse in Meadview donated a \$25 gift card for Teacher and Staff Appreciation Week

Cerbat Elementary School:

- Kingman Rotary donated 30 Easter bags to the school
- The Golden Entertainment properties donated 1-2 night stay at the Aquarius or Edgewater

Kingman Middle School

- Kingman Girl Scouts donated 5 cases of cookies
- The Golden Entertainment properties donated 1-2 night stay at the Aquarius or Edgewater
- McKee Foods donated 475 snack food items to Cambridge classes for their Disneyland trip

For Staff Appreciation Week:

- Kingman Chophouse donated \$25.00 gift card to the Chophouse and \$25.00 Amazon gift card
- The Riverside Hotel and Casino donated 10- movie tickets AND 10- free buffet tickets
- Harrah's Resort and Casino donated 1- \$60 gift card to El Burro Borracho AND 1- \$60 gift card to Brew Brother's
- Walmart donated a \$200.00 gift card for staff appreciation

Desert Willow Elementary:

- Thomas Delp donated \$150 for Easter activities
- Kingman Rotary Club donated 30 Easter baskets to the students

For Staff Appreciation Week:

- Kelli Neagle donated \$300 for Teacher Appreciation Week
- Basha's donated 8- \$25 gift cards for Teacher Appreciation Week
- Savon Bath Treats donated 2-\$25 gift cards for Teacher Appreciation Week
- Calico's donated a \$25 gift card for Teacher Appreciation Week
- Sam's Club donated a \$40 gift card for Teacher Appreciation Week
- The Healthy Bar donated a \$50 gift card for Teacher Appreciation Week

- Liquid Coffee Shop & Bistro donated a Mug & Travel cup for Teacher Appreciation Week
- Bank St. Grinders donated 2-\$15 gift cards for Teacher Appreciation Week
- Black Bridge Brewery donated a gift package for Teacher Appreciation Week
- Cracker Barrel donated a meal for 2 for Teacher Appreciation Week
- Kingman Neighborhood Girl Scouts donated 6 cases of cookies for Teacher Appreciation Week
- Chelsea Morris donated 3 Haircuts for Teacher Appreciation Week
- Sirens Cafe donated a \$20 gift card for Teacher Appreciation Week
- Aquarius/ Edgewater donated a 2 night stay for Teacher Appreciation Week
- Mohave County Historical Society donated 30 lifetime passes to the museums for Teacher Appreciation Week
- Dreams and Rainbows donated a \$20 gift card for Teacher Appreciation Week
- Cerbat Lanes donated (3) 2-hour cosmic bowling for 2 for Teacher Appreciation Week
- Baskin-Robbins donated 10-\$10 gift cards for Teacher Appreciation Week
- Dunkin Donuts donated 4 dozen donuts & 100 Munchkins for Teacher Appreciation Week

Hualapai Elementary School:

- Kingman Girl Scouts donated 60 boxes of cookies

Black Mountain School:

- Safeway donated \$1,500 to the school
- Angie Trounson donated \$100 for field day supplies

Kingman High School

- American Plastics donated 27 storage totes to KHS CTE classes
- Grand Canyon Brewery donated lunch to KHS students who attended the MCC Workforce Wednesday event
- Student Council received \$1,500 from the Elks Club
- Student Council received 10 cases of Little Debbie's from McKee foods
- French Club received \$150 from Ridgeview Dental
- Robotics Club received \$400 from Jeffrey McKnight
- Robotics Club received \$20,000 from American Woodmark
- Athletics received \$2,000 from Interstate Warehousing Inc.
- Football received \$8,000 from Preston Financial DBA Preston Investments
- Band received \$400 from Copper Canyon Plumbing LLC
- Culinary Club received \$1000 from Taco Bell
- Key Club received \$2,000 from Preston Financial DBA Preston Investments

Little Explorers:

- Kingman Rotary Club donated 30 Easter baskets to the students
- The Snay Family donated \$100.00 towards books for students at the Book Fair

White Cliffs Middle School:

- The KHS Ag Science and Future Farmers of America Club donated chicken and turkey eggs to science classes
- Kingman Girl Scouts donated 60 boxes of cookies for teacher appreciation

Lee Williams High School:

- Anderson Ford donated \$500 towards the athletics department
- Tawny Charlesworth donated \$1000 to LWHS Care Closet
- Kingman Elks Lodge donated \$800 the band
- Mike and Kathleen Flummer donated \$400 to the Boys Volleyball team
- Lorna Fillion donated \$200 to the Autos department
- La-Tea-Da donated \$20 to Junior Cohort

- Varsity Graphics donated \$180 to the Senior Cohort
- Kingman Elks Lodge donated \$701.25 to Student Council
- An anonymous donor donated \$5 to the Student Council

District Office:

- SSC donated school supplies for Teacher Appreciation Week
- Safeway donated \$1500 to each school in Kingman Unified School District
- ALLO Fiber donated \$7250 as part of their ALLO for Education program
- Anderson Auto Group donated \$1500 towards the SPED department Teacher Appreciation Week

Bus Accident Donations:

- Safeway (3790 Stockton Hill Rd.) donated 46 reusable Safeway bags with snacks and treats inside them
- Hualapai Quick Stop donated cases of water
- Journey Church donated 46 blankets
- McKee Foods donated a variety of snacks
- Christine LaCombe donated 2 cases of water, chips, cookies, blankets and a heating pad
- Kenny Dodd donated 2 boxes of chips
- Darleen Clements donated 2 boxes of chips
- Kingman Area Food Bank donated 5 cases of chips, 2 cases of water, 4 cases of soda, 2 cases of cereal, 5 packages of cinnamon rolls, 1 box of oatmeal and 2 boxes of granola bars
- Papa John's donated 10 pizzas
- St. Vincent De Paul donated thin mint cookies and peanut butter crackers
- Michele Alexander donated a case of water
- Valarie Morton donated cookies, chips, and 2-\$25 Mastercard gift cards
- Desert Willow Elementary school donated 46 hygiene packs
- Debbie Dennis donated 2 quilts
- Walmart donated chips, cookies, and other snack items
- Charlotte Hanks and Amanda Jenkins donated a case of water, snacks, cookies, chips and popcorn
- Wendy Kufleitner donated 46 tote bags
- Bryan and Lisa O'Malley donated a heating pad
- Hand Up with AZYP donated 4 cases of water, snacks, and hygiene kits
- KRMC donated cases of water, cookies, crackers, ice packs and heating pads
- AZ Complete Health donated 4 cases of water, trail mix, and granola bars
- **Gift card/cash/check donations from:** Karen and Mike Thompson - \$100 in gift cards, The Casson's - \$100 in gift cards, Jessica with ALLO Fiber - \$400 in gift cards, Margaret Stevenson - \$105 in gift cards, Patrick H. Nugent/Shirley A. Nugent/Pamela R.Fox - \$500 check, Rosemary Adams with New Life Church - \$500 in gift cards, Amy and Michael Schrieber - \$100 in gift cards, Kingman Presbyterian Church - \$200 in gift cards, Tony Wardle - \$50 gift card, Karen Fogg – a blanket and \$50 in gift cards, Michael Parmenter - \$50 in gift cards, Patty Schram - \$100 in gift cards, Linda Short - \$100 in gift cards, Angela Torres and Christina Lauricelle - \$225 in gift cards, Mary and Tom Jennings – blankets and \$50 in gift cards, James Bies and Gage Wolfe - \$346 in cash and \$380 in gift cards, Kingman Robotics #60 - \$400 in cash, Havasu Surgery Center - \$320 in gift cards, LWHS Booster Club - \$200 in gift cards/chips/ice packs, Jerry Arave - \$120 in gift cards, Chili's - \$1000 in gift cards, Callico's - \$200 in gift cards, Dan De Ward - \$60 in cash, Jennifer Onley with Concord - \$400 in gift cards, Martin Swanty -\$500 check, Benson Hufford - \$500 check, Linda L'Huillier - \$100 in gift cards, Mohave County Probation Department - \$300 in gift cards, Dr. Bishop John Zechariah - \$100 check, Lynette Brunderman with Cognia - \$100 check, Anderson Honda - \$500 check, Marana/Tucson Community Donation Drive - \$515 in cash, blankets, snacks and \$1135 in gift cards, KHS Car Show - \$212 in cash, Casa Christian School - \$1958.77 check, teachers at LWHS - \$120 in gift cards, Northwest Fire District - \$1800 in gift cards, clear tote bags with first aid kits and fire hats, Lake Havasu CTE Organizations - a case of water, get well notes and \$145 in gift cards
- **Anonymous donors donated** - \$166 cash, \$250 in gift cards, and \$10 cash.

Memorandum

To: KUSD Governing Board
Dr. Gretchen Dorner, Superintendent

From: Angela Moreschi, Executive Director of Human Resources

RE: Employment contracts for 2025-26

FOR AGENDA

- Possible action to ratify 2025-26 employment contracts issued to certified, professional, and exempt staff identified in the memo to the Governing Board, who are currently under contract for the 2024-25 fiscal year

FOR PACKET

Staff recommends the Governing Board ratify the 2025-26 employment contracts issued to the following certified, professional and exempt staff who are currently under contract for the 2024-25 fiscal year.

Name	Position Type
ABRAHAM, SAYRE	TEACHER
ABRAHAM, VISHA	TEACHER
ADAN, JOHN	TEACHER SPED
ALBERT, MICHELLE	TEACHER ON ASSIGNMENT
ALBIN, ELIZABETH	DIRECTOR-CURRICULUM
ALEXANDER, WALLIS	TEACHER
ALFAR, JASON	TEACHER
ALLEN, TANYA	TEACHER
ALLSMAN, DONNA	ASSISTANT PRINCIPAL
ANG, IRENE	TEACHER
APAYOR, RUTH	TEACHER SPED
ARANA, KATHERINE	TEACHER
AYALIN, SHIRLIE	TEACHER
BACH, APRIL	TEACHER
BAHRE, RONALD	TEACHER
BAITINGER, CHAD	TEACHER
BAITINGER, HEIDI	TEACHER
BAKER, EMILY	SCHOOL COUNSELOR
BARAN, DEBORAH	TEACHER
BASMAYOR, RHEA	TEACHER SPED

BATT, FRIDA	TEACHER
BATT, TREVOR	PRINCIPAL
BEITMAN, SHEILA	TEACHER
BELL, COLTON	TEACHER
BELL, RHONDA	TEACHER
BENNETT, NICOLE	TEACHER
BENTULAN, JOCELYN	TEACHER SPED
BERG, ANGELES	INSTRUCTIONAL COACH
BERNABE, ROSENDO	TEACHER
BERTELSBECK, MICHAEL	TEACHER
BINKER, CHRISTOPHER	TEACHER
BIVINS, BETTY	TEACHER
BLANTON-FLINT, CHANCE	TEACHER
BLATTNER, PENNY	PRINCIPAL
BLOCK, CHARLES	TEACHER
BOBKOWSKI, ERIC	TEACHER
BONTONG, IVY JANE	TEACHER
BOWEN, KAREN	TEACHER
BOWMAN, RONALD	TEACHER
BRANTINGHAM, ROBERT	PRINCIPAL
BROOKS, ALEXA	TEACHER
BROWN, MEGAN	SCHOOL COUNSELOR
BRUCE, JENNIFER	MANAGER II-HUMAN RESOURCES
BUCK, MEQUILA	TEACHER
BUSBY, KRISTINE	TEACHER
CABALIDA, IRISH	TEACHER
CABALLERO, ARLENE	TEACHER
CAKE, TISHA	TEACHER
CALDERON, CLOSYL KATE	TEACHER
CAMAY, ALMERA	TEACHER SPED
CAMPOS, DESIREE	TEACHER SPED
CAMPOS, MEGAN	TEACHER
CASERA, RENELY	TEACHER SPED
CASS, JENNIFER	ASSISTANT PRINCIPAL
CASSON, ANNE	SCHOOL COUNSELOR
CAVAZOS, OSCAR	TEACHER
CENCELEWSKI, DELANIE	TEACHER
CHASTAIN, JACQUELINE	TEACHER
CHEATHEAM, RANDY	TEACHER
CHIARAPPA, TARCY	TEACHER
COBANOVICH, CORY	TEACHER ON ASSIGNMENT
CODY, DEEANNA	TEACHER
CODY, RODNEY	TEACHER
COGGINS, JENNIFER	TEACHER

COLE, KRISTINE	SCHOOL COUNSELOR
COLEMAN, KERRY	TEACHER
COLLIER, KASSANDRA	TEACHER
COOKE, MICHELLE	MANAGER I-GRANTS
COOPER, SARAH	TEACHER
CORRALES, MARCO	TEACHER
COUCH, ISABELLA	TEACHER SPED
CREEK, MELISSA	TEACHER
CRISTLER, DONALD	TEACHER
CUIZON, GISELLE	TEACHER SPED
CUNDARI, JILL	TEACHER
CURRAN, SARAH	TEACHER
DACUA, ANNABELLE	TEACHER SPED
DAHLQUIST, JENNIFER	TEACHER
DAPONDE, TINA	TEACHER
DAVIS, SUSAN	TEACHER
DAVIS, WENDY	TEACHER SPED
DAY, DAWN	TEACHER ON ASSIGNMENT
DE ROXAS, CHONA	TEACHER
DEDEN, MICHELE	TEACHER SPED
DEDMON, HOLLY	TEACHER
DENAQUE, JONESSA	TEACHER SPED
DEVOID, TRAVIS	TEACHER
DIAZ, NANCY	TEACHER
DICKSON, DAWN	TEACHER
DIVINAGRACIA, GARRY	TEACHER
DONNOLLY, ABBY	TEACHER
DOUGHTY, DONALD	TEACHER
DOUGHTY, TAMMI	TEACHER
DUGO, MARY	TEACHER
ELLER, DAVID	TEACHER
ELLER, KRISTIN	TEACHER
ELLICO, LANITA	TEACHER
EMBORSKY, DANIEL	PRINCIPAL
EUSTACE, ANITA	TEACHER
FEDERICO, JESSICA	TEACHER SPED
FEDERICO, RORY	TEACHER
FENNELL, CHRISTINA	TEACHER
FIALHO, MICHELLE	TEACHER
FIRESTONE, STEPHANIE	TEACHER
FITZSIMMONS, CONNIE	SCHOOL COUNSELOR
FOSTER, MARCIA	TEACHER SPED
FOTTRELL, KATHLEEN	INSTRUCTIONAL COACH
FRANK, MICHELLE	MANAGER I-PRESCHOOL / TEACHER

FULLER, CHARLES	MANAGER I-NETWORK ADMIN
FULLER, JASON	TEACHER
GAC, EWA	SPEECH PATHOLOGIST
GARDNER, TIMOTHY	DIRECTOR-TECHNOLOGY
GARRISON, SHELBY	TEACHER
GASSET, TREY	TEACHER
GASTADOR, JAMES	TEACHER
GELSINGER, CHARISSA	INSTRUCTIONAL COACH
GERMAN, ELSIE	TEACHER
GODDARD, JILL	TEACHER
GOOCH, SHIRLEY	TEACHER ON ASSIGNMENT
GRAGG, JULIE	TEACHER
GREEN, TONYA	MANAGER I-FOOD SERVICES
GUTHRIE, PAULA W	TEACHER
GUTIERREZ, BALDWIN	INSTRUCTIONAL COACH
HADDEN, JAY	TEACHER
HANDYSIDE, KAYLA	TEACHER
HANNAN, JENNIFER	PRINCIPAL
HARDY, RYAN	TEACHER
HARTNETT, GUY	TEACHER SPED
HAYES, WENDY	SCHOOL COUNSELOR
HEDER, GERALD	TEACHER
HENNING, BETTY	TEACHER
HERRERO, SARAH	TEACHER SPED
HETTENBACH, GREGORY	TEACHER
HILDERBRAND, KAYLA	TEACHER
HILL, STARLENE	TEACHER
HOLMES, JULIE	TEACHER
HOOKSTRA, WILLIAM	PSYCHOLOGIST
HOWARD, KAYTLIN	TEACHER
HUGHES, AMY NICOLE	TEACHER SPED
HUNTOON, JACQUELINE	TEACHER
JACALAN, MARY FAITH	TEACHER
JAMES, ADRIANA	TEACHER
JANSON, TANDY	TRANSPORTATION SUPERVISOR
JOHNSON, BRADLEY	TEACHER
JOHNSON, KRISTI	TEACHER
JONES, CASSIE	TEACHER
JONES, MARGOT	EXECUTIVE DIRECTOR-BUSINESS & FINANCE
JUBY, J NICHOLAS	TEACHER ON ASSIGNMENT
JUDD WOODS, CATHERINE	TEACHER
JUNG, CINDY	TEACHER
KASH, HEATHER	SPEECH PATHOLOGIST
KELLY, DEBRA	ASSISTANT PRINCIPAL

KING, LAUREN	TEACHER
KING, MICHAEL P	TEACHER
KING, MOLLIE	TEACHER
KING, NONA	TEACHER
KINGSTON, TABITHA	INSTRUCTIONAL COACH
KLEIN, DEANNA	INSTRUCTIONAL COACH
KOPECKY, DAVID	TEACHER
KOPECKY, KARIN	TEACHER
KRAMER, EUGENE	TEACHER
KRUSE, KORINA	TEACHER
KUNZMANN, VICTORIA	TEACHER
KUPSER, CALVIN	TEACHER
KYZER, MATHEW	TEACHER
LAIRD, MARIE	TEACHER
LAMBAN, HANNAH	TEACHER SPED
LARSH, BRIAN	TEACHER
LARSON, CAMILLE	SCHOOL COUNSELOR
LARSON, LISA	TEACHER
LARSON, SCOTT	TEACHER
LAURENCIO, STELLA MARIS	TEACHER
LAURENT, DEBORAH	TEACHER
LEMON, KATHLEEN	TEACHER
LISING, JOHN LLOYD	TEACHER
LLAGAS, JEROME	TEACHER
LLERIN, CERELINA	TEACHER SPED
LOCKARD, ZACKARY	TEACHER SPED
Longbrake, Dirk	TEACHER
LUCENO, PAULINE	TEACHER
LUFT, GREGORY JAY	TEACHER SPED
MACATIMPAG, QUEENIE	TEACHER SPED
MALDONADO, REGINO	TEACHER
MALMIN, DARCY	TEACHER
MALMIN, SADIE	TEACHER
MARKINES, MARIA	TEACHER
MARTIN, MISTY	SCHOOL COUNSELOR
MASSEY, CHERYL	TEACHER
MAYO, STACEY	MANAGER I-PARENT LIAISON & DISCIPLINE HEARINGS OFFICER
MCCLUNG, SHANNON	TEACHER
MCDANIEL, ALICIA	TEACHER
MCKOWAN, STEPHANIE	TEACHER ON ASSIGNMENT
MCLAUGHLIN, PENNY	TEACHER
MENDOZA, SCOTT	PSYCHOLOGIST
MILLER, AIMEE	TEACHER

MILLER, CHRISTOPHER	INSTRUCTIONAL COACH
MILLER, KRISTI	TEACHER
MINJARES, LYLE	TEACHER
MIRABUENA, IRAERWIN	TEACHER SPED
MITCHELL, DONALD	TEACHER
MOORE, MARCUS	TEACHER
MOORE, TERESA	TEACHER
MORRIS, VERONICA	TEACHER
MORRIS, VICTORIA	TEACHER
MOYER, MICHAEL	TEACHER SPED
MUENCH, COLLEEN	TEACHER SPED
MUNCY, RUSSELL	TEACHER
MURRAY, SHANE	ASSISTANT PRINCIPAL
NEILON, LAURA	TEACHER
NGUYEN, SAMANTHA	TEACHER
NIELSEN, MELODY	SCHOOL COUNSELOR
NIELSON, TRICIA	TEACHER
NIKODYM, LISA	ASSISTANT PRINCIPAL
NORTHEY, EVE	INSTRUCTIONAL COACH
NUDELMAN, SPENCER	TEACHER
NUNEZ, MICHAEL	INSTRUCTIONAL COACH
ODER, KELLEY	TEACHER
OESTMANN, ERIC	TEACHER
OESTMANN, SHELLEY	EXECUTIVE DIRECTOR-FEDERAL PROGRAMS
OJINAGA, JAMIE	TEACHER
OMANG, MARIA ESTELA	TEACHER
O'NEILL, MATTHEW	TEACHER ON ASSIGNMENT
OOMS, JONATHAN	TEACHER
PACENO, MICHAEL JHUN	TEACHER
PADILLA, DEBORAH	TEACHER
PADILLA, KELSEY	PSYCHOLOGIST
PALADIO, MARIJEL	TEACHER
PANAGOPOULOS, LINDA	TEACHER
PAPE, DANIEL	TEACHER
PARAISO, FLORA MAY	TEACHER
PAUL, BLAKE	TEACHER
PEMBERTON, JASON	TEACHER
PFEIFFER, THOMAS	TEACHER
PHILLIPS, KARLA	TEACHER
PICCINETTI, DONETTE	MANAGER II-BUSINESS/FINANCE
PIERSON, DANYL	INSTRUCTIONAL COACH
PILONES, JAYZEL	TEACHER SPED
PLAUNTY, KESLY	TEACHER
POE, ELIZABETH	TEACHER

PONCE PEREZ, JANETTE	PSYCHOLOGIST
POOL, COURTNEY	INSTRUCTIONAL COACH
PORTILLO, VALERIE	MANAGER I-COMMUNICATIONS
POSCHNER, JOSEPH	TEACHER SPED
POTTENBURGH, MARY	TEACHER SPED
POTTENBURGH, WILLIAM	TEACHER ON ASSIGNMENT
POULIOT, MELINDA	SCHOOL COUNSELOR
PRENTICE, SARA	TEACHER
PRESNAL, CALEB	TEACHER
PRESNAL, JERUSHA	PRINCIPAL
PRICE, CODY	TEACHER
PROFERES, DARLA	TEACHER
PRYOR, BRENDA	TEACHER
PUNTIL, STEPHANIE	TEACHER SPED
QUALLS, JEFFREY	TEACHER
QUINN, CHERYL	COORDINATOR CERTIFIED
RAUCH, LORI	TEACHER
RAYNOR, SAMANTHA	TEACHER
REED, ASHLY	TEACHER SPED
REED, SHELLY	INSTRUCTIONAL COACH
REISINGER, WENDY	EXECUTIVE DIRECTOR-HUMAN RESOURCES
REYES CRUZ, CELINE	TEACHER SPED
RICE, DAVID	TEACHER
RICHARDS, JONATHAN	TEACHER
RICHHART, KIM	SCHOOL COUNSELOR
RICHMOND, MEGAN	TEACHER
RITTER, ROXANNE	TEACHER SPED
ROBERTS, GABRIEL	TEACHER
RODENBAUGH, SHANNA	TEACHER
RODERICK, ECHO	TEACHER
RODEROS-SOUCEK, MARIA	TEACHER SPED
RODGERS, TRACIE	SCHOOL COUNSELOR
RODRIGUEZ, JOHN	TEACHER
RODRIGUEZ, KRISTEN	TEACHER
ROSCOE, KRISTINE	TEACHER
ROSENBACH, TRACI	TEACHER
RUCHALA, MARLO	TEACHER
RUCKER, MICHELLE	TEACHER
RUNKEL, JULIE	PRINCIPAL
RUSSELL, CLARE	TEACHER SPED
RUSSELL, JENNIFER	TEACHER ON ASSIGNMENT
RUTHENBERG, TATYANA	TEACHER
RY-ALLEN, CERA-ALIZIBETH	TEACHER
SACOL, AYEESHA	TEACHER

SANTMYER, MICHAEL	TEACHER
SAUTER, LISA	TEACHER
SCHRAM, CHRISTINE	TEACHER
SCHREIBER, MICHAEL	TEACHER
SCROGGINS, YIVETTE	SPEECH PATHOLOGIST
SEXTON, SHANE	MANAGER II-SYSTEMS ADMIN
SEYFFER, LELANIE	ASSISTANT PRINCIPAL
SEYMOUR, MAUREEN	TEACHER
SHARKIS, MARIA	TEACHER
SHARP, SHAWNA	TEACHER
SHENEMAN, PERRY P	TEACHER
SHORT, CARRIE	TEACHER
SIEFKER, JEFFERY	TEACHER SPED
SIMMONS, PENNY	TEACHER
SINGSON, SHIELA	TEACHER
SIPE, LISA	COORDINATOR CERTIFIED-ASSESSMENT
SKOMMESA, JAMES	TEACHER
SKOUSEN, FAITH	TEACHER ON ASSIGNMENT
SKOUSEN, JARED	TEACHER
SKUBAL, GARY	PRINCIPAL
SKUBAL, LAURA	TEACHER
SLEATER, EDWIN	TEACHER
SMITH, DEEANN	TEACHER SPED
SNYDER, LAUREN	TEACHER
SOLES, BRIDGETT	TEACHER
STANDISH, JOSETTE	TEACHER
STANLEY, SHELLEY	TEACHER
STEVENS, DANIELLE	TEACHER
STEVENSON, MARGARET	COORDINATOR CERTIFIED-ADVANCED LEARNING
STEWART, TYFFNEE	TEACHER SPED
STORY, CASSANDRA	TEACHER SPED
STUART, JENNIFER	TEACHER
STUART, RANDY	TEACHER
SUMAGANG, MARIA AGNES	TEACHER SPED
SUTTLE, DANAEL	TEACHER
SWANSON, ERICKA	TEACHER
SWEENEY, ANGELYN MAE	TEACHER
SYMONS, IAN	TEACHER
TABER, DEREK	TEACHER
TAGALA, FARRAH	TEACHER SPED
TALLON, JOSCELYN	TEACHER
TAN, MARILOU	TEACHER
TEDDER, JAY	TEACHER
TELLEZ, JOSHUA	TEACHER

THOMAS, COLBY	TEACHER SPED
TOMLIN, MEGAN	SPEECH PATHOLOGIST
TRUJILLO, VICTORIA	DIRECTOR-EXCEPTIONAL STUDENT SVCS
UGALE, PRECIOSA	TEACHER
UHLES, DAWN	TEACHER
VARGAS, JOE	TEACHER
VOLLER, SUZANNE	TEACHER
WALKER, JOSEPH	SCHOOL COUNSELOR
WARD, ISAIAH	PRINCIPAL
WARD, KIMBERLY	PRINCIPAL
WARD, LAUREN	TEACHER
WARE, DAJANA	TEACHER
WATTS, MICHAEL	TEACHER
WEAVER, KRISTINA	PRINCIPAL
WEBER, LAUREN	TEACHER
WELTER, KIM	TEACHER
WHITCHURCH, CHRISTINA	TEACHER
WHITLEY, CLAIRE	MANAGER I-CYBER SECURITY
WICKS, KRISTY	ASSISTANT PRINCIPAL
WIGAL, BETHANY	TEACHER
WILDER SINGER, DEENA	PSYCHOLOGIST INTERN
WILLIAMS, GABRIELLE	TEACHER
WILLIAMS, KERRY	TEACHER SPED
WILLIAMS, MATTHEW	TEACHER
WILLISTEIN, BRANDI	TEACHER
WILLS, JANET	TEACHER
WILSON, EDWARD	TEACHER
WILSON, MATTHEW	TEACHER
WINEBARGER, TODD	TEACHER
WINK, DAVID	TEACHER
WISELY, JENNIFER	TEACHER
WITMER, MARY	DISTRICT NURSE
WOKASCH, THOMAS	TEACHER
WOLSEY, LINDSAY C	COORDINATOR CERTIFIED
WOLSEY, RACHEL	TEACHER
WOODRUFF, KRISTEN	TEACHER
WRIGHT, TANYA	TEACHER
YOUNG, LAURA	TEACHER
ZIRKER, GARRETT	TEACHER

Memorandum

To: KUSD Governing Board
Dr. Gretchen Dorner, Superintendent

From: Angela Moreschi, Executive Director of Human Resources

RE: At-will employment agreements for 2025-26

FOR AGENDA

- Possible action to ratify at-will employment agreements issued to current classified, hourly staff identified in the memo to the Governing Board, who plan to return in school year 2025-26

FOR PACKET

Staff recommends the Governing Board ratify the 2025-26 at-will employment agreements issued to the following classified, hourly staff members. These staff members currently work for Kingman Unified School District No. 20 and plan to return for the 2025-26 school year.

ACKERMAN, VALERIE	AUSTIN, VERONICA	BOGERT, SUSAN
ADAMS, JASON	BAKER, VICKI	BORGES, CASSANDRA
ADDLEMAN, RACHEL	BALDENEGRO, WENDY	BORGES, MATHEW
AGNE, JENNIFER	BALLARD, WAUNITA	BORRELLI, RALPH
AHNELL, LINDA	BAPTISTA, FUA	BOSLETT, ANA
AKERS, TAMBRA	BARNES, LANCE	BOUFFARD, BRIDGET
AKIN, DELLA	BARTON, NEDRA	BOWLEY, BENJAMIN
ALEXANDER, KIMBERLY MARIA	BASTA, JOSEPH	BRANCO, PATSY
ALLEN, JENNIFER	BATHAUER, AMANDA	BRAND, ARIANA
ALTMAN, AMANDA	BECENTI, SARA	NYMAN, BRANDI
ALTMAN, TERESA	BECKHAM, LEVI	BRISCO, BRITTNY
ANDERSON, MISSIE	BEERDSEN, JOHNNA	BROWN, AMANDA
ANDRES, AUTUMN	BEGAY, ROCHELLE	BROWN, KANEASA
MONTES, ANGELICA	BENSEL, ROBERT	BRYAN, KIMBERLY A
COGGINS, ANNIE	BENTZ, SHAY	BURCHARD, BEVERLY
ANTHONY, LINDA	BENVIE, SAMANTHA	BURGESS, AUTUMN
ASICH, JEROME	BLANTON, GLEN	BURNSIDE, MARIAH
AUDET, WENDY	BLODGETT, SANDY	BUSHBAUM, THEADORA
DELANG, AUDREY	BODINE, ANNA	BUTTERS, JENNIFER
AULD, PAULA	BOGERT, EDWIN	CABARLOC, JENNIE

CALLAHAN, BOBBI
CALLAHAN, SUSAN
CAMPBELL, DUSTIN
CAMPBELL, NEIL
CANDELARIA, JOANNE
CARASA, WENDY
CARLSON, CAROLYN
CARTER, LISA
CARTER, RAYMOND
CASARES, STEPHANIE
CASTANEDA-SALAS, LILIANA
CASTILLO, JULIE
CASTILLO, STEPHENIE
CENQUIGRANA, LEA
CEVALLOS, CAITLYN
CHAMBERS, STEVEN
CHAVIRA, AUDRIA
CHOKIE, TAMMY
CLARK, MICHAEL
CLIFTON, BRITTNEE
COBANOVICH, VELVA
COGLIETTI, DARICE
COLEMAN, CHRISTOPHER
COLEMAN, KEVIN
COLEMAN, PAULA
COLONNA, BONNIE
COLVIN, MITCHELL
COMSTOCK, JENNIFER
CONNELL, MICHELLE
COOMBS SIZEMORE, SUSAN
COOMER, ANNMARIE
COTTRELL, AARON
COX, GAIE
CRAWFORD, JAMES
CROSS, JOHN
CRUZ, TERESA
CUMMINGS, ASHLEY
DALESSANDRO, MICHAEL
DANIEL, REBECCA
DAVIS, KIMBERLY
DE WAARD, DAVID
DELANCE, ASHLEY
DELANCE, PATTI

DELANG, AUDREY
DELANG, KRISTIE
DENAQUE, LARVIN
DILLARD, JACQUELYN
DONOHO, KAITLYN
DOOLEY, BRIAN
DORANTES, ELIZABETH
DRUMAL, CAROLYN
DUBE, LORRAINE
DUDLEY, DALLAS
DUESTERHAUS, PAUL
DUNAJSKI, SHANNON
DYE, CHAYA
ECHOLS, LAURA
ECKERT, ANN
ELLIOTT, MARVEL
ESTABROOK-MCGLATHERY, PAMELA
EYER, ALISA
FARRAND, CATHLEEN
FAST, KRISTIN
FATTOUCH, LINDA
FAVELA, BIRIDIANA
FAYLOR, STEPHANIE
FERRAIUOLO, DYNETTE
FISHER, ANN
FRANCO, MARIA
FRANKLYN, ROBYN
FREDERICKSON, ARNOLD
GARCIA, ANDREA
GARVER, JOHN
GEORGOPOULOS, ARISTIDES
GERNON, BREANNA
GEROW, MAKAYLA
GOLOTA, LAURIE
GONZALES, MARIA K
GORDON, SAMANTHA
GORDON, STEPHANIE
GRANADOS, DAKOTA
GRASSI, JULIE
GRIMM, JESSE
GUILLOT, JOHN
GUSTIN, KAROLYN
HAGADORN, JEFFREY

HAMMOND, SHIRLEY
HARDISTER, PATRICIA
HARDESTY, VORANOUN
HARKER, EMILY
HARRISON, JILL
HATCH, REBECCA
HATHAWAY, TRACI
HAWKINS, JANIS
HEDGES, DEBRA
HENDERSON, RYAN
HENSON, CYNTHIA
HERNANDEZ, MARILIZA
HICKS, EVAN
HILTON, BROOK
HOBSON, CHRISTINA
HOCKER, RACHEL
HOWARD, VADRA
HUFF, CRYSTAL
HUFFER, BROOKE
HUSSEY, ROBERT
HYNSON, ROCHELLE
INGALLS, KRISTYANNE
JACKSON, FELICIA
JAEGER, DAMON
JAMES, MARYANN
JENSEN, JESSAMYN
JOHNSON, ROBERT
JOSE, LORI
KELLY, LISA
KELLY, TAMARA
KERSHNER, JODI
KIDDER, BRUCE
KINNEY, CATHERINE
KINNEY, WALTER
KINTNER-ORSER, KIMBERLY
KIRKENDALL, DEBRA
KUFLEITNER, JULIE
KUFLEITNER, WENDY
LAFFERTY, MARIA
LAMBERT, HOLLY
LAMBERT, MELODY
LARSON, ORLIN
LESLIE, REBECCA

LIO, NATACHA
LIPPINCOTT, CHARLEE
LOFARO, JACKIE
LOGAN, VICTORIA
LONG, RICKEY
LOPEZ, ELIZABETH
LUZANIA, MEGAN
MACKS, LORA
MADERS, MICAELA
MAGANA-GONZALEZ, JANEL
MAGAW, BETTY
MASON, DARLENE
MAYBERRY, CALI
MAZON, MAURICIO
MCBRIDE, NANCY
MCCAHERA, MICHAEL
MCCARTY, JANET
MCCLUNG, LISA
MCDONALD, MEGAN
MCGARVEY, MELISSA
MCNELIS, DAVID
MERLINO, CHRISTINA
METOYER, ERIC
MEYER, TIFFANY
MEYERING, BRITTANY
MCKOWAN, MICHAELA
MIRANDA, JENNIFER
MITCHELL, BRANDY
MOESCH, DOUGLAS
MOLL, JULIA
MOLL, KELSEY
MONSER, SHANNON
MOON, AMY
MORA, HOLLIE
MORGAN, JOHN
MOTE, PAMELA
MOULTON, JOSHUA
MULL, REEGAN
MUNIZ, ERIN
MUNOZ-RUSSELL, MARIE
NAGEL, LAURA
NAJERA, ERIC
NAJERA, VALERIE

NICHOLS, SIERRA
NUNEZ, RICARDO
NURCZYK, LAURA
O'CONNEL, SHANNON
OHMAN, EMILEE
OLIVAS, LAURA
OROZCO, RACHEL
ORTUNO, MELISSA
OSBORN, PAULA
PAGE, CINDY
PAGE, HALIE
PANAGOPOULOS, VALERIE
PANKOW, BRUCE
PARMENTER, MICHAEL
PARSONS, SAMANTHA
PATTERSON, LINDA
PAUL, KRISTINA
PAULSTEINER, MARIA
PAYNE, KELLY
PEEL, JENNIFER
PELLEY, MICHELE
PERALTA, JEFFERY
PEREA, SERENA
PETERS, PAMELA
PICARD, JASON
PIERCE, HANNAH
PIKE, TRISHA
PLAUGHER, KIMBERLY
PLINSKI, DANIEL
POST, GREGORY
PRESNAL, SAMANTHA
QUATTLEBAUM, STEPHANIE
RABAIOTTI, MICHELA
RADLER, HILARY
RAMOS-CAVAZOS, GRACE
REGAN, JOHN
REYNA, RANDY
RHODES, MEAGAN
RIGGINS, ANITA
RIGGS, MICHAEL-NICOLE
RIPPEE, ANDREW
ROARK ROBERTS, REGINA
ROBERTSON, JAZMYN

ROBINSON, JULIE
ROBINSON, NICOLE
ROBINSON, WILLIAM
ROEDL, MICHAEL
ROHLER, DANICIA
ROMERO, ERIKA
ROMERO, ZACHARY
ROMERO-LINK, GINA
ROY, MARY JANE
RUSSELL, CYNTHIA
SALCEDO, LEATRICE
SALGADO, EMMA
SAMSTAG, COLTON
SANDOVAL, CONSTANCE
SANFORD, KAITLYN
SCHMACHT, ABBY
SCHMACHT, MELISSA
SCHMOTZER, ROXANNE
SCHWARTZ, TAMMY
SCURTI, VALERIE
SHADOAN, SAMUEL
SHEPHARD, DEBRA
SIMMS, CRISTINA
SKILLERN, ROBERT
SKOMMESA, ANNIE
SLATER, TANNEA
SNOW, SHANNON
SOCOLOVITCH, DONNA
SODARO, BLAKE
SOLORIO, JANINE
SOLORZANO, ROBERT
SOLORZANO, ROSA
SOMBrito, MICHAEL
SOSBEE, CHRISTINE
SOSNOSKIE, DANI
SPADARO, WENDY
STEPHNEY, STANLEY
STERLING, JUDY
STEWART, WILLIAM
STINE, DONALD
STIPP, KATRINA
STIPPICK, MICHAEL
STOUT, SAMANTHA

STOVER, PORTIA
STRILER, JESSICA
SWANICK, STEPHANIE
TANUZ CAZARES, GINA
TAPIA, JULIE
TARNOWSKI, PEGGY
TEGELER, JOSHUA
TERRILL, SUSAN
TERRY, DAVID
TERRY, MICHELLE
THOMAS, KAORU
THOMAS, KI
TROXEL, TIANNA
TORRES, ALEA
TOSH, JACOB
TREADWAY, VICKIE
TRUJILLO, JANET
TRUJILLO, RHEA JENAY
TUDAY, GABRIELLA
TYGARD, STEPHANIE
TYLER, KRISTY
UHRLE, LAURA
VAN DYKE, TAMMY
VAZQUEZ-GUTIERREZ, DAISY
VERDUZCO, DONA
VIESCA, MARCOS
VILLANUEVA, TAMMIE
WALKER, BRIANNA
WALKER, CHRYSTAL
WALKER, SARA
WATTERSON, MICHELLE
WAYMAN, MEREDITH
WEICHE, LYDIA
WEINBURGER, CRAIG
WELLS, LYNN
AUDET, WENDY
WHITTAKER, EVELYN
WIGAL, JACK, JR.
WILKERSON, MONICA
WILLIAMS, WESTON
WILSON, ALYCE
WILLIAMS, SHYLA
WILSON, CRISTAL

WILSON, STACY
WINDER, ALLEN
WINNINGHAM, ANDREW
WITT, COURTNEY
WOKASCH, LAURA
WYNN, MIKKI
YACKEY, JULIA
YOUNG-POSTON, DYLAN
ZECHARIAH, JOHN

Memorandum

To: KUSD Governing Board
Dr. Gretchen Dorner, Superintendent

From: Angela Moreschi, Executive Director of Human Resources

RE: Performance-based compensation system of Classroom Site Fund plan

FOR AGENDA

- Possible motion to move into a Public Hearing per A.R.S. 15-977(B) to discuss and adopt a performance-based compensation system to allocate funding from the classroom site fund
- Possible motion to reconvene into Regular Session

FOR PACKET

Each year, a committee – comprised of certified representatives from each of KUSD's campuses and District administrators – collaborate on a plan (attached) for the coming school year relative to the disbursement of money from the classroom site fund. The plan details eligibility requirements to receive classroom site funds, and is structured to include base pay and performance-pay components. Per A.R.S. 15-977, attached, KUSD's Governing Board must adopt a performance-based compensation system at a public hearing to allocate funding from the classroom site fund. For this reason, staff are bringing forth the Classroom Site Fund Plan for 2025-26, for public hearing, discussion and possible adoption of the Performance Pay component, specifically.

For the plan to be approved by the Governing Board, at least 70% of the teachers eligible to participate in the performance-based compensation system must approve the system through an affirmative vote. Each of the following teachers/committee members took a vote at their respective campuses. Affirmative votes exceeded the minimum 70% required.

- Black Mountain School – April Bach
- Cerbat Elementary School – Joe Vargas
- Desert Willow Elementary School – Camille Larson
- Hualapai Elementary School – Janet Wills
- Kingman High School – Calvin Kupser
- Kingman Middle School – Wallis Alexander
- KOLA/PASS – Deeanna Cody
- La Senita/Little Explorers – Karen Bowen
- Lee Williams High School – Ron Bahre
- Manzanita Elementary School – Kristine Cole
- Mt. Tipton – Deborah Baran
- White Cliffs Middle School – Jeffery Siefker

The performance-pay component of the plan has been consistent in recent years, with respect to the criteria.

Staff recommends the Governing Board adopt the performance-based compensation system, to allocate funding from the classroom site fund, as presented in the 2025-26 Classroom Site Fund Plan.

Attachment



CLASSROOM SITE FUND PLAN SCHOOL YEAR 2025-26

Arizona Revised Statute (A.R.S.) 15-977 Classroom Site Fund (CSF) governs the Kingman Unified School District (KUSD) plan. Per A.R.S. 15-977, KUSD's Governing Board must adopt a performance-based compensation system at a public hearing to allocate funding from the classroom site fund. Individual teacher performance is a component of allocation for teacher compensation. For the plan to be approved by the Governing Board, at least seventy percent of the teachers eligible to participate in the performance-based compensation system must approve the system through an affirmative vote.

Plan Eligibility

Teachers:

Teachers filling regular, budgeted positions are eligible for the base pay and performance-based components of the Classroom Site Fund Plan if:

1. The person is employed by the District to provide instruction related to the District's educational mission,
2. The teacher holds a teaching certificate and/or approved areas and endorsements from the Arizona Department of Education that is appropriate to their assigned position, and an SEI, ESL, or Bilingual endorsement, AND
3. The teacher is compensated on KUSD's salary schedule for certified teaching staff.

CSF will be prorated for teachers contracted for less than a full year.

Eligibility Exclusions:

1. A teacher placed on a work improvement plan (WIP) or administrative reassignment is not eligible for performance-based compensation for the duration of the WIP or administrative reassignment.
2. Teachers on a leave of absence, other than FMLA, are not eligible for performance-based compensation for the days of continuous leave.
3. Teachers who are rated Ineffective on the teacher evaluation instrument, will forfeit the Demonstration of Teaching Competencies component of performance pay. Eligibility based on the evaluation rating is not appealable except as allowable by Governing Board policy.
4. Eligible teachers who resign their employment during their employment contract forfeit their eligibility for performance pay and may owe classroom site funds paid out in lump sum(s) toward base pay if the amount paid the employee exceeds the prorated amount for actual contracted days worked prior to separation.

5. Any eligible teacher whose contract is terminated by the Governing Board forfeits their eligibility for performance pay.

Psychologists, Speech-Language Pathologists and School Counselors:

Psychologists, speech-language pathologists and school counselors filling regular, budgeted positions are eligible for the base pay component of the Classroom Site Fund Plan if:

1. The person is employed by the District to provide psychological services, speech pathology and audiology services, or school counseling services to KUSD students, AND
2. The psychologist, speech-language pathologist or school counselor holds certification appropriate to their position as required by the Arizona Department of Education, AND
3. The psychologist or speech-language pathologist is compensated on KUSD's salary schedule for licensed professionals; the school counselor is compensated on KUSD's salary schedule for counselors.

Classroom Site Fund Allocations

1. Teacher Compensation - \$13,000

a. Base Pay Component: \$8,500

- i. KUSD will commit to providing eligible teachers with additional "guaranteed compensation" to enhance base pay (pending receipt of such funds from the State).
- ii. Of the \$8,500, an amount equal to \$3,500 will be paid out via a lump sum, minus appropriate taxes and deductions, in July 2025.
- iii. Of the \$8,500, an amount equal to \$5,000 will be paid out via a lump sum, minus appropriate taxes and deductions, in November 2025.
- iv. Teachers who are ineligible for base pay for lack of appropriate teaching certification or lack of SEI, ESL, or Bilingual Endorsement, will qualify for retroactive base pay if certification requirements are met by March 1, 2026.

b. Performance Pay Component: \$4,500

i. Demonstration of Teaching Competencies - \$900 (20%)

1. Teachers will demonstrate teaching competency by obtaining a "Developing" or better rating on their annual performance evaluation.

ii. Pay for School District/School/Individual Performance - \$ 3,600 (80%)

1. The following criteria will work in sequence, starting with Criteria No. 1. If the District is able to attain Criteria No. 1, then all eligible

teachers will receive their full pay for this performance pay component. If the District does not attain Criteria No. 1, then Criteria No. 2 will apply. Each individual school that attains Criteria No. 2 will result in all eligible teachers at said schools receiving their full pay for this performance pay component. Teachers at schools who do not meet Criteria No. 2 (in instances where the District does not meet Criteria No. 1) will have an opportunity to receive 20 percent of this performance pay component for each listed item achieved in Criteria No. 3, maximum of four items (if able to attain four of the listed items, teacher will be able to receive the full pay for this performance pay component).

- a. **Criteria No. 1 (District):** All eligible teachers will receive the full \$3,600 or 80 percent of this component of the performance pay if at least 70 percent of the District's schools receive an Arizona school label of "C" or better, as measured by the state's assessment system.
 - i. Please note: If the District attains Criteria No. 1, all eligible teachers at each school will receive their full performance pay for this component and do not need to achieve any of the listed items in Criteria No. 3.
- b. **Criteria No. 2 (School):** Schools that receive an Arizona label of "C" or better will qualify their eligible teachers for the full \$3,600 or 80 percent of this component of the performance pay.
 - i. Please note: All eligible teachers at a school that receives a "C" grade from the state will receive their full performance pay for this component.
- c. **Criteria No. 3 (Individual):** Eligible teachers will receive \$900 or 20 percent of this performance pay component for **EACH** listed item below they are able to attain (maximum of four).
 - i. School received overall satisfactory parent and student surveys.
 - ii. Teacher attends 20 hours of applicable professional development throughout the year (must be District approved and documented). Classes taken and passed during the year as part of a teacher keeping his or her certification up-to-date counts as "district approved applicable professional development" here as well.

- iii. Teacher volunteers to provide applicable services for a minimum of four hours at extracurricular activities throughout the year (role and event must be principal approved).
- iv. Teacher volunteers to take leadership role for minimum of two school or District events, including committee work, presentations to staff, designing professional development, being part of a strategy team, and putting on a school event from design to implementation.
- v. Teacher's students attained average growth of 10 percent, as measured by benchmark assessments as well as pre- and post-assessments; or – in the case of CTE teachers – 60 percent of their students pass end-of-program state assessments.
- vi. Teacher attends a minimum of 90 percent of his or her contracted days during the course of the year. Approved time off under the Family and Medical Leave Act will not be counted in this calculation.

2. Psychologist, Speech-Language Pathologist and School Counselor Compensation - \$3,700

a. Base Pay Component: \$3,700

- i. KUSD will commit to providing eligible psychologists, speech-language pathologists and school counselors with additional “guaranteed compensation” to enhance base pay (pending receipt of such funds from the State). The amount will be paid out via a lump sum, minus appropriate taxes and deductions, in July 2025.

Appeals Process for Teachers

Teachers who disagree with their received CSF payouts may submit a request for review to hr@kusd.org. Individuals are required to submit their request for review in writing, stating the nature of the concern and including supporting documentation, no later than 10 days after receipt of the disputed CSF payout. A designee(s) from the Classroom Site Fund Committee, the Executive Director of Business and Finance, and Executive Director of Human Resources, will meet to review the dispute and determine final eligibility and/or compensation. Individuals will be notified within 10 days of the final determination.

Please note: The procedure to appeal an evaluation is different from this process and is governed by Governing Board Regulation GCO-RB.