



FOUNTAIN HILLS
UNIFIED SCHOOL DISTRICT

Meeting of the Governing Board

October 15, 2025

Board Meeting

6:00 p.m.

A G E N D A

***FHUSD Learning Center
16000 E. Palisades Blvd.
Fountain Hills, AZ 85268***

BOARD MEMBERS

2025 Governing Board

Dr. Rich Rutkowski, President
Madicyn Reid, Vice President
Lillian Acker
Kim Duckworth
Bernie Hoenle

FMYN Representative
Council Member Albert Nelson

Superintendent
Dr. Cain Jagodzinski

MISSION STATEMENT

**We achieve and celebrate educational
excellence!**

VISION STATEMENT

**Fountain Hills Unified School District
will be the best school district in the State
of Arizona. This will be evident when all
stakeholders create an environment
where:**

- **All schools are labeled “A” by the State of Arizona**
- **Schools are safe and vibrant places where there is an emphasis on student learning through doing.**
- **Students are challenged and excel according to their abilities and exit our school system prepared for their next level of learning.**
- **Teachers continually advance their practice using effective research-based professional strategies and direct access to student data warehouse.**
- **All staff seeks continuous quality improvement and innovation in support of educational excellence for all regular education and special needs students.**
- **The community provides the resources to enable the district to continue its mission.**

PUBLIC COMMENT

On Non-Agenda Matters

Those wishing to address the Governing Board on non-Agenda matters need not request permission in advance. However, you must complete a FORM (available at the table) indicating your desire to speak, and submit it to the Board Secretary **before** the meeting begins.

(ACTION TAKEN AS A RESULT OF THIS KIND OF PUBLIC COMMENT WILL BE LIMITED TO RESPONDING TO ANY CRITICISM MADE BY THOSE WHO HAVE ADDRESSED THE GOVERNING BOARD, DIRECTING STAFF TO LOOK INTO THE MATTER, OR ASKING THAT THE MATTER BE PUT ON A FUTURE AGENDA. NO OTHER DISCUSSION OR LEGAL ACTION IS ALLOWED. A.R.S. 38-431.01g)

On-Agenda Items

Those wishing to address the Governing Board on Agenda items need not request permission in advance. However, you must complete a FORM (available on the table) indicating your desire to speak and listing the item number, and submit it to the Board Secretary **before** the meeting begins. Subject to the limitations described below, you will be permitted to comment when recognized by the President/Board. There may be a three-minute speaking limit.

Limitations

If the numbers of those wishing to comment, whether on non-Agenda matters or on any/all Agenda items, jeopardizes the Board’s ability to conclude the meeting at a reasonable hour, the President/Board may limit or eliminate public comment. Public comment is subject to reasonable subject matter, place and manner restrictions by the President/Board.



FOUNTAIN HILLS

UNIFIED SCHOOL DISTRICT

GOVERNING BOARD MEETING

FHUSD Learning Center, 16000 E. Palisades Blvd.

Fountain Hills, AZ

Doors will be unlocked for the meeting at 5:40 p.m.

**We invite the public to join the Live Stream meeting
via internet on our FHUSD YouTube Channel:**

<https://www.youtube.com/channel/UCFi4DJMfq9f4ROvqRIUJLNQ>

Agenda

October 15, 2025

Business Meeting

6:00 p.m.

“We Achieve and Celebrate Educational Excellence”

- I. Call to Order
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Approval of Minutes for September 17, 2025 Board Meeting. 5-10
- V. Informational Reports 11
 - a. Summary of Current Events
 - Superintendent
 - Governing Board Members
 - b. Reports
 - Site Council Minutes 12-30
 - Current Enrollment 31-32
 - FY25 Annual Financial Report Addendum
- VI. 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. a Request to Speak form must be completed and given to the Governing Board Secretary no less than five (5) minutes prior to the board meeting being called to order.)*

VII. Action Items

a. Personnel Action Report	33
b. Payroll Vouchers	34-38
c. Accounts Payable Vouchers	39-56
d. Donations	57-63
e. FY25 Annual Financial Report	64 & Addendum
f. Updated Extracurricular Fee	65-68
g. Professional Meet and Confer	69-89
h. Support Meet and Confer	90-103
i. Administrative Meet and Confer	104-115

VIII. Information/Discussion Items 116

a. ASBA Bylaws	117-130
b. Policy Advisories 917-958	131-256

IX. Future Action 257

- a. Student Outcomes Such as Report Cards and Proficiency Data

X. Dates of Upcoming Meetings

October 22, 2025 and November 5, 2025 – Business Meeting @ 6:00 p.m. in the FHUSD Learning Center.

XI. Adjournment

Please Note: The Board may change the order of items listed in the Agenda prior to the meeting or during the meeting. ALSO, THE BOARD MAY VOTE TO CONVENE IN EXECUTIVE SESSION ON ANY ITEM THAT IS LISTED ON THIS AGENDA FOR DISCUSSION/CONSULTATION WITH LEGAL COUNSEL TO OBTAIN LEGAL ADVICE, PURSUANT TO A.R.S. 38-431.03(A)(3)

A copy of the agenda background material provided to Board members (with the exception of material relating to possible executive session) is available at the Administrative Center for public inspection.

Persons with a disability may request a reasonable accommodation by contacting Krista Andreae at 480-664-5011. Requests should be made as early as possible to allow time to arrange the accommodation.



FOUNTAIN HILLS

UNIFIED SCHOOL DISTRICT

MINUTES OF THE GOVERNING BOARD FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT NO. 98

"We Achieve and Celebrate Educational Excellence"

September 17, 2025

Executive Session

5:00 p.m.

Business Meeting

6:00 p.m.

I. Call to Order

Time 5:00 p.m.

Board members present are Dr. Rich Rutkowski, Lillian Acker, Member, and Bernie Hoenle, Member and Mrs. Duckworth, Member. Madicyn Reid, Vice President was present via phone.

II. Pledge of Allegiance

Dr. Rutkowski asked Ms. Kailey Brown to lead the audience in the Pledge of Allegiance.

III. Approval of Agenda

Motion: Mrs. Acker

Second: Mrs. Duckworth

The board approved 5-0

IV. Executive Session

- a. Pursuant to A.R.S. § 38-431.03(A)(3), the Board may vote to go into Executive Session for the purpose of discussion or consultation for legal advice with its attorney concerning potential legal issues arising in connection with staff discussion of national events.

Motion: Dr. Rutkowski

Second: Mr. Hoenle

The board approved 5-0

Time: 5:03 p.m.

The regular meeting reconvened at 6:01 p.m.

- V. Approval of Minutes for September 3, 2025 Board Meeting and September 11, 2025 Special Board Meeting.

Motion: Mrs. Acker

Second: Mrs. Duckworth

The board approved 5-0

- VI. Informational Reports

- a. Summary of Current Events

o Superintendent's Comments

- Dr. Jagodzinski shared that the high school was selected to move forward in the A+ designation award. A site visit will be held in November and the committee will spend two full days on our high school campus. A final determination will be shared shortly after the visit. He shared he can't think of a high school in the state that has a higher percentage of its students engaged in college and career readiness.
- Dr. Jagodzinski shared that several books will be on display starting tomorrow in the district office.
- Falcons of the Month
 - a. Little Falcons Preschool
 - Staff – Heather Penkava
 - Student – Bodhi Orozco
 - b. McDowell Mountain Elementary School
 - Staff – Selina Reisig
 - Student – Frances Dowling
 - c. Fountain Hills Middle School
 - Staff – Andrea Hall
 - Student – Henry Good
 - d. Fountain Hills High School
 - Staff – Luke Salzman
 - Student – Katie Dwyer
 - e. District Office/Transportation Staff
 - Kristi Fuda
- 2024-2025 Falcon of the Year
 - a. Milica Bulj

- b. Reports

- o Student Activity & Auxiliary Accounts
 - No questions
- o Unaudited Financial Report
 - No questions

- VII. Public Comments

- a. None

VIII. Action Items

a. Personnel Action

Motion: Dr. Rutkowski
Second: Mrs. Acker
The board approved 5-0

b. Board Appointed Facility and Land Sale Committee

- Administration recommends that the Governing Board direct that an advisory committee be created to consider and make recommendations for Facilities and Land Sale Funding Use
- The board will then vote to direct a member of the board to sit on the advisory committee.

Dr. Rutkowski Motions to approve the committee and nominates Bernie Hoenle to act as the board representative:

Second: Mrs. Acker
The board approved 5-0

c. GP EMC IGA and Resolution

- The Inter-Governmental Agreement and Resolution between Fountain Hills Unified School District and the Greater Phoenix Educational Management Council, is to specifically provide educational management services, programs and activities to the participants in this agreement in a cost-effective and educationally sound manner.

Motion: Dr. Rutkowski
Second: Mrs. Acker
The board approved 4-1 with Ms. Reid being a Nay

d. Superintendent's Evaluation Tool

- According to Policy CBI – Evaluation of Superintendent:
“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).”
- The tool has been modified per board request at the September 3, 2025 meeting to change the headings at the top of each Domain to:
Performance Exceeds Standards, Performance Meets Standards, Performance Does Not Meet Standards, & Cannot Evaluate.

Motion: Mrs. Acker
Second: Mr. Hoenle
The board approved 5-0

e. Policy Advisories 915-916

- o Policy Advisory No. 915 Policy GDFA — Support Staff Qualifications and Requirements

Revisions to Policy GDFA incorporate clarifying language regarding individuals required to obtain an Identity Verified Prints (IVP) Fingerprint Clearance Card. Headings were added to improve clarity and organization, and provisions related to school bus drivers were removed, as such requirements are addressed in Policy EEAEA – Bus Driver Requirements, Training, and Responsibilities.

- o Policy Advisory No. 916 Policy IKF — Graduation Requirements (Additional language for Accommodation Schools Only)

Policy Advisory 911 updated Policy IKF in response to HB 2540, which amended A.R.S. 15-741 to include requirements regarding high school assessments administered by an external source and to allow for the use of a written assessment. Policy Advisory 916 introduces new information outlining requirements for accommodation schools that offer high school equivalency preparation instruction. This update aligns with SB 1744, which amended A.R.S. Title 15, Chapter 3, Article 1 by adding A.R.S. 15-305.

Mrs. Duckworth motions to approve policy 915 only and to leave 916 out of the policy manual as it does not apply to the district.

Second: Mr. Hoenle

The board approved 5-0

f. Policy GCQC-R – Liquidated Damages

- o The board discussed in detail at the September 3, 2025 meeting a possible change to GCQC-R and subsequent exhibit GCQC-E regarding requesting a waiver for relocation. The board will continue that discussion and vote on any changes if applicable.
- o Policy GCQC, GCQC-R and GCQC-E are attached for your review.
- o Dr. Rutkowski recommends removing the word spouse from the relocation option.
- o Ms. Reid stands by the policy as it is written, as circumstances beyond the employee's control is broad enough to handle other reasons.

Dr. Rutkowski motions to approve with the removal of the word spouse.

Second: Mr. Hoenle

The board approved 4-1 with Ms. Reid being a Nay.

g. Job Description – FHMS/FHHS LPN

- o The District Licensed Practical Nurse (LPN) plays a critical role in supporting the health and wellness of students and staff within the school environment. This position functions as a child health advocate while ensuring compliance with state regulations and district policies. The LPN provides the district with direct healthcare services consistent with licensing limits, supports health education, maintains accurate health records, and coordinates urgent and emergency care.

Motion: Mrs. Acker

Second: Mrs. Duckworth

The board approved 5-0

h. Emergency Procurement – Andrews Refrigeration

- The freezer in the cafeteria kitchen at the high school was not keeping the freezing temperature due to the defrost clock being burnt out. The repair had to be done right away, without a PO in place in order to not lose a substantial amount of money in food going bad. Not having a PO in place would create an after the fact and be an audit item, if not approved as an emergency purchase.
- Dr. Rutkowski asked how much money would we have stood to lose in food had it not been repaired. Dr. Jagodzinski was unsure, but the last time this happened, it was nearly \$10,000 in food that was lost.

Motion: Dr. Rutkowski
 Second: Mrs. Acker
 The board approved 5-0

IX. Information/Discussion Items

- a. Professional Meet and Confer
 - Mrs. Houseal, Mrs. Brooks and Mr. Assali presented.
 - The board requested a few small changes. The committee agreed to those changes and will make the corrections to present at the next board meeting.
- b. Support Meet and Confer
 - The board had no questions or changes.
- c. Administrative Meet and Confer
 - The board had no questions or changes.

X. Future Action

- a. Student Outcomes Such as Report Cards and Proficiency Data
- b. ESA Voucher Students in Sports

XI. Dates of Upcoming Meetings

October 15, 2025 and October 22, 2025 - 6:00 p.m. in the FHUSD Learning Center.

XII. Adjournment

Time: 7:00 p.m.

Motion: Mrs. Acker
 Second: Mr. Hoenle
 The board approved 5-0

Dated this 15th day of October, 2025

 Rich Rutkowski

 Lillian Acker

 Madicyn Reid

 Bernie Hoenle

Mrs. Duckworth

Informational Reports:**Standing Reports****Submitted by:**

Dr. Cain Jagodzinski, Superintendent

Funding:

N/A

BACKGROUND

The Governing Board will hear reports or review reports from the following:

- I. Informational Reports
 - a. Summary of Current Events
 - Superintendent
 - Governing Board Members
 - b. Reports
 - Site Council Minutes
 - Current Enrollment
 - FY25 Annual Financial Report



McDOWELL MOUNTAIN ELEMENTARY SCHOOL

15414 E. McDowell Mountain Rd
Fountain Hills, AZ 85268
Phone: 480-664-5200

Date: 9/16/2025

Site Council Community & Parent Members

Peter Conti - Community Member
Connie Barczak - Community Member
Kailey Good - Parent (5th-grade parent)
Dr. Vicky Corlett - FMYN Community Member
Cortney Wilson - 1st Grade
Samantha Paulsen - Parent (2nd Grade parent)
Vacant- Parent (3rd-grade parent)
Allison Fiorilli-Smith - Parent 4th-grade parent)
Bill Jones - Parent (5th-grade parent)
Kailey Good - PTO Representative

Vacant - Parent (Preschool parent)

Site Council Staff Members

Valerie Reichler - Principal

Denise Matus - Preschool
Gillian Levin - Kinder teacher
Tammy Helm - 1st-grade teacher
Mrs. Pattea - 2nd-grade teacher
Kristin Hatfield - 3rd-grade teacher
Samantha Brooks - 4th grade teacher

Lauren Butler - 5th-grade teacher
Joyel Sweet - Special Area Teacher

***Location, time, and dates: Room 219, 3:45 - 4:45, one Thursday a month, 8/14, 9/11, 10/16,11/13,12/11,1/15, 2/19, 3/26, 4/16, and 5/14.**

Site Council Meeting Norms

- Start and end on time
- Be positive
- Stay on topic
- Limit side discussions
- Assume the best intent
- Coming to conclusions and making decisions
- Address the “why”
- An agenda is provided for each meeting

MMES AGENDA/MINUTES

What (Content)	How (Process)	Who (Roles)	Notes
Welcome Message	Roll Call/Introductions Bylaws	Ms. Reichler	Absent: Peter Conti, Dr. Vicky Corlett, Cortney Wilson, Tammy Helm, Ernestine Pattea Bylaws approved 11-0, See Attached



Enrollment Numbers	Inform: Oral Review MMES Student Count by Grade: K 34 1st 48 2nd 54 3rd 56 4th 67 5th 74 Total 333	Ms. Reichler	Enrollment may decline due to the 10-day drop date. Aug 2025: 346 Sept. 2025: 333
Grade Level News	Preschool: We are working on Unit 1 of Benchmark Advance (Friends & Family). This month, we are doing our Apple Day and our Falcon Family Fun Foam Night with Kona Ice and a performance. Kindergarten: In FUNdations we are working on letters and sounds along with sight words. Apple Week is next week! We will be learning about apples, doing apple tasting, and fun activities. 1st Grade: No report given 2nd Grade: No report given 3rd Grade: We are working on different ways to solve multiplication facts (groups, arrays, and number lines) along with rounding. In science, we are working on the five senses. In ELA, we are working on context clues and suffixes. 4th Grade: In ELA, we are working on the differences between poetry, drama, and prose. Students are also writing opinion pieces. In math, we are working on multiplying multi-digit numbers by a one-digit number and then moving on to division. In science, we are learning	Grade Level Teachers	. Kindergarten came in as a strong group. First graders have shown significant improvement in their behavior since their kindergarten year.



	about animal adaptations and rock erosion. 5th Grade: In ELA, we are working on informational essays and point of view. In math, we are working on comparing and rounding decimals to the thousands. In science, we are working on moon phases and gravity. The i21 students completed a moon phases experiment with Oreos. Specials Newsletter is attached.		
Staffing	2025-2026: New School Counselor: Mrs. Heidi Mortensen	Ms. Reichler	She is introducing herself by going to all the classrooms. She will create lessons for students on Kindness and also use the lessons from the Be Kind People.
Tri-Term / Quarter Updates	Ms. Reichler went to the BT Data Dig to analyze the AASA data. Site Council to review the bylaws	Ms. Reichler	Need for continued growth and proficiency.
Budgeting/ Fundraising	Box Tops PTO Discount Card	Ms. Reichler	Box Tops Earnings: \$57.40
PBIS	The store opened the first week of September	Ms. Reichler	.
Community/Student & Staff Recognition	Terrific Kids Falcon of the Month will be announced on Wed. 9/17	Ms. Reichler	
School & Community Events	Spirit Week- Sept. 22nd - 26th Homecoming- Sept. 25th Tar Wars - Oct 2nd	Ms. Reichler	



McDOWELL MOUNTAIN
ELEMENTARY SCHOOL

15414 E. McDowell Mountain Rd
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Phone: 480-664-5200

	Red Ribbon Week - Oct. 23rd Spooky Blast - Oct. 25 Falcon Family Feast - Nov. 25th		
Next Meeting	10/16/2025		
Good to the Order/Unexpected Delights			

Specials Newsletter:



McDowell Mountain Elementary School

SPECIALS

October 2025

Welcome September and hopefully the start of cooler temperatures, and even cooler activities in specials.



ART Teacher, Ms. Iring

This past month in art Kinders and 1st graders has been working on art project based on Dr. Seuss' One Fish, Two Fish, Red Fish, Blue Fish in creating a fishbowl and making fish for their fishbowl. 2nd-5th grade have been working on an "I am" poster based on the book Wonder. Students had to draw their face with the help of mirrors, and write words around their face describing themselves. Each one individual and very colorful.



PE, Mrs. Sweet

I am happy to be back in the gym with the students. We started with a quick review of rules and expectations, then quickly jumped into some fun activities. This rotation we focused on ball skills using the foam balls. Throwing, catching, shooting, hitting a target, and partner ball skills. We played a few throwing, catching, and striking games: Container Ball and Striker Ball, which the kids really enjoyed. We also had a day of working on relays, focusing on teamwork and utilizing some of the ball skills we worked on. Next rotation we will work on some specific sport and coordination skills and games.



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Project Based Learning (PBL), Ms. Fletcher

Hello! I am excited to be part of the Specials team. This is a new special, Project Based Learning. I am learning as I go and look forward to having lots of fun with your student(s). Since I moved into this position, I have spent time learning about your student(s). We went over expectations for the class, then we worked on some simple projects that focused on how well students listened and followed directions (created a drawing and colored a picture). Our last project was a name glyph. Each student answered questions and completed the glyph which gives information about the student using colors and symbols in each letter of her/his first name. In the next rotation: K-1 will create a number book; 2nd-3rd will work on a camp project (adding and subtracting); and 4th-5th will get to choose their project.



Revised September 16, 2025

McDowell Mountain Elementary School

Amended and Restated Site Council Bylaws

Article I NAME AND ADDRESS OF THE COUNCIL

- A. The name and address of the Site Council is:
Mountain Elementary School Site Council. 15414 E. McDowell Mountain Rd, Fountain Hills, AZ 85268

Article II: PURPOSE AND ROLE OF THE COUNCIL

A. Purpose: Through the Site Council, school stakeholders provide input and make decisions about the School with the goal of a more effective learning environment for all students. The Site Council provides a structure for shared decisions and recommendations at the school level about the instructional budget, staffing, curriculum, implementation, and school improvement in order to maximize student achievement and development.

B. Role: The Site Council's Role includes the following:

1. To review and provide opinions on the following:
 - a. curriculum and instructional programs of the school;
 - b. yearly goals, objectives, and action plans to meet district targets and state, as well as district curricular standards; and
 - c. staff development.
2. To review and recommend the following:
 - a. instructional budget recommendations; and
 - b. recommendations on school policies and procedures
3. To ensure guidelines for the Site Council comply with District policy and procedure.
4. To assist the Principal in assessing the school's progress toward meeting its goals as well as toward those of the District.

Article III BASIC POLICIES

- A. Site Council meetings will be published on the school website, district calendar, and posted in the Falcon Focus.
- B. The Site Council will operate in an open public forum, but reserves the right to convene executive sessions, at its discretion, to consider highly sensitive matters where public disclosure would be imprudent.
- C. Consideration of significant agenda matters shall be carried over to a second meeting for action, except by agreement of the Site Council.
- D. Participation of non-members in Site Council discussions will be at the discretion of the Facilitator or by agreement of the Site Council.
- E. Minutes will be taken at each meeting and made available to the public via the FHUSD district website.



Article IV MEMBERSHIP

A. Designation of Members. The Members of the Site Council shall be a Principal, at least one Grade level team member, at least one Teacher Member representing the Specialty Areas, one Teacher Member representing Special Education, at least one Classified Member, an equal number of Parent Members as Teacher Members, one or two Fountain Hills Community Members, and one Fort McDowell Yavapai Nation Community Member. The Dean of Students, if any, may serve as an ex officio Member.

1. Principal. The Principal of the School shall be a Member of the Site Council and shall preside at all Site Council meetings.
2. Teacher Members. Each Teacher Member shall currently be teaching at the school. Each Teacher Member shall serve for a one-year term.
3. Classified Member. The Classified Member is a classified employee of the school. The Classified Member shall serve for a one-year term.
4. Parent Members. Each Parent Member shall serve for a one-year term. A Parent Member must have at least one child currently enrolled at the school. At least one parent Member shall be a representative of the Parent Teacher Organization ("PTO"), who may serve as liaison between the PTO and the Site Council.
5. Fort McDowell Yavapai Nation Community Member. A Fort McDowell Yavapai Nation Community Member shall serve a one-year term. A Fort McDowell Yavapai Nation Community Member may or may not have a child currently enrolled at the school.
6. Fountain Hills Community Member. A Fountain Hills Community Member shall be selected for a one-year term and shall be selected by the current Members of the Site Council. A Fountain Hills Community Member may not have a child currently enrolled at the school, but must be a resident of Fountain Hills.

B. Membership Requirements

1. All categories of membership are required to attend regular meetings.
2. Members who are absent for three consecutive meetings will be notified and may be dropped from membership.

C. Right to Vote

1. All members shall have a vote in consensus-building and decision-making.

D. Selection Process

1. The selection process for Parent Members and the Community Member positions is as follows:
 - a. By January 31, the Principal shall appoint a Nominating Committee of not less than 3 members of the Site Council.



b. By March 1, the Nominating Committee shall announce via the district website and school publications, a notice with the following information: (a) the anticipated Parent Members and the Community Member Site Council open positions for the upcoming school year, (b) a call for applications for such open positions, and (c) procedures and time frames for submitting applications.

c. By April 15, the Nominating Committee shall have reviewed all applications, vetted all candidates, and shall make recommendations to the Site Council for incoming Parent Members and Community Member Site Council members.

d. By May 15, the Site Council shall have voted on the Nominating Committee's recommendations, and the Principal shall have communicated the decision to all applicants and nominees as appropriate.

2. The Grade Level Team Leaders for each grade will represent their respective grade levels.
3. The non-certified staff shall select the Classified Member.
4. The Education Department of the Fort McDowell Yavapai Nation shall select the position of the Fort McDowell Yavapai Nation Community Member.

E. Membership Terms

1. Membership on the Site Council runs from August 1 through July 31. Incoming members take their seats on August 1.
2. The positions of Teacher Members, Classified Members, and Fort McDowell Yavapai Nation Community Member may serve additional terms if approved by the other members of the Site Council and their respective selection entity described in Article IV(D) above. A Parent Member and Community Member may serve additional term(s) only after going through the selection process described in Article IV(D) above.

F. Interim Membership Vacancies

1. Interim membership vacancies may occur by resignation or by cause.
2. Positions for interim vacancies for Parent Members and Community Members shall be announced via the school's publications and may be filled after approval by the Site Council after reviewing letters of interest from interested candidate(s).
3. Positions for interim vacancies of Teacher Members, Classified Member, and Fort McDowell Yavapai Nation Community Member are to be filled by their respective selection entity described in Article IV(D) above.
4. Members selected to fill interim vacancies shall serve the remainder of the term for which they were chosen.

Article V JOBS AND TERMS



The Site Council shall nominate members to the following jobs. One member may serve more than one such job if agreed by the Site Council.

A. Facilitator (Unless agreed otherwise by the Site Council, the Principal shall serve as the Facilitator)

1. Prepares the meeting agenda, incorporating input from Site Council members as needed.
2. Distributes the agenda to the members.
3. Directs processes.
4. Contributes to agenda planning.
5. Keeps the group on task.
6. Encourages everyone to participate.
7. Expresses personal ideas after stepping out of the role.
8. Coordinates representation to school board meetings.
9. Sends the minutes to the district office for inclusion in the board packet and the website.

B. Recorder (as selected by the Principal)

1. Takes and distributes minutes.
2. Keeps track of attendance.
3. Notifies individual members of three consecutive absences.
4. Reports to Council on attendance issues.

Article VI MEETINGS

A. Frequency

1. Meetings should be held once a month during the school year. Meetings during the summer or other meetings may be scheduled by agreement.
2. Meetings will begin at 3:40 PM and should not extend past 5:00 PM.
B. Meetings will be held at the school.

Article VII AD HOC COMMITTEES

- A. Appointed as necessary.

Article VIII AMENDMENTS TO THE BYLAWS



McDOWELL MOUNTAIN
ELEMENTARY SCHOOL

15414 E. McDowell Mountain Rd
Fountain Hills, AZ 85268
Phone: 480-664-5200

- A. Review of Bylaws will take place every two years beginning in 2025 and/or as needed. The Facilitator will appoint a Bylaws ad hoc committee to conduct the review.
- B. Changes to the Bylaws may be made only by majority vote of the Site Council.
- C. The current Bylaws are to be posted on the school's website and made available to the public.



FOUNTAIN HILLS MIDDLE SCHOOL

16000 E. Palisades Blvd.
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Phone: 480-664-5400
Fax: 480-664-5499

FHMS Site Council

Meeting Date/Time: September 18, 2025, 3:15-4:15pm

Site Council Staff Members

Principal: Dr. Kimberly Weeldreyer
Dean of Students: Erin Parrott
School Counselor: Allison Luzi
Teacher: Jennifer Miller

Site Council Community and Parent Members

Parents: Kim Guerrette, Alison Fiorelli, Alison Stumpf
Community Member: Peter Conti, Jr.
FH Coalition - Elizabeth Watters/Shawn Uphoff
Fort McDowell Rep - Dr. Victoria Corlett
FM Teacher - Ruthie Vucinich
FHUSD PTO/Parent: Caree Clemons

Location: F205 Time: 3:15-4:15pm

Thursdays 8/21, 9/18, 10/16, 11/20, 12/18, 1/15, 2/19, 3/19, 4/16, 5/14

Desired Outcome(s):

- All participants will feel comfortable sharing ideas and making suggestions

Inform- no action at this time

Decision- action needed with timeline

FHMS AGENDA/MINUTES

What (Content)	How (Process)	Who (Roles)	Notes
Welcome Message	Roll Call/ Introductions		Absent: Alison Stumpf Kim Guerrette Elizabeth Watters/Shawn Uphoff Dr. Corlett Ruthie Vucinich Guests: Lillian Acker

FHUSD Governing Board 23 October 15, 2025



FOUNTAIN HILLS MIDDLE SCHOOL

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Phone: 480-664-5400
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Site Council Bylaws Revision Feb. 2, 2017	Review and Discuss	Dr. Weeldreyer	Bylaws Review: A suggestion was made to update the bylaws to be more school-specific and aligned across schools. Discussed and voted to make Site Council Bylaws be titled Fountain Hills Unified School District Site Council Bylaws and to remove meeting times. Action Item: All principals will create the bylaws together for all three schools to be the same. Dr. Weeldreyer will get in touch with each principal at FHHS and MMES to develop a district site council bylaws.
Enrollment Numbers	Inform: Oral Review FHMS Student Count by Grade: 6th - 64 7th - 76 8th - 86 Total = 226 This includes 4 online students.	Dr. Weeldreyer	Online students will be taking the benchmarks and diagnostics to prepare them for State Testing.



FOUNTAIN HILLS MIDDLE SCHOOL

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Tri-Term / Quarter Updates	Homecoming September 25th 5:30pm Theme: The Rhythm of Rio Fall Break October 6-13 Fall Dance October 2 5:30-7:30 Benchmark #1 will begin before and/or after Fall break.	Dr. Weeldreyer	
Staffing	Open Positions: Security Guard	Dr. Weeldreyer	JC is with us for security.
Academics	Benchmarks will be administered before and/or after Fall Break Master Schedule Review & Discussion: Open discussion on the potential shift from a 6-period to a 5-period day, aligning with the	Dr. Weeldreyer	Action/Decision Needed: Provide input and determine next steps for developing the 2026–2027 Master Schedule.
FHUSD Governing Board	25		October 15, 2025



FOUNTAIN HILLS MIDDLE SCHOOL

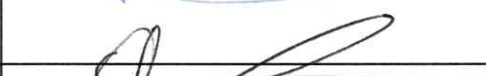
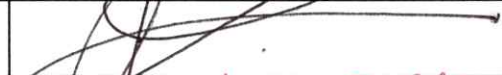
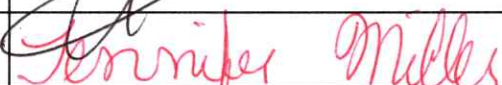
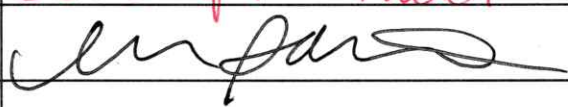
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	high school schedule. Under a 5-period model, students would have one elective per trimester instead of two. Planning for the 2026–2027 Master Schedule must begin by January 2026. Project Momentum / ADE Review Goals and Action Plans		Project Momentum is a state-supported initiative designed to accelerate school improvement efforts through collaborative leadership, targeted instructional support, and data-informed decision-making. Fountain Hills Middle School was selected for Project Momentum due to CSI-T subgroup. Mr. Richard Sanchez has been assigned by ADE to serve as Dr. Weeldreyer's Principal Partner.
School Counselor	I have been working with GEEF to identify students to be matched with mentors. Students have been given permission slips to participate and will be matched with mentors as soon as they have been trained. I am monitoring our four online students who are working on their classes through Edgenuity	Mrs. Luzi	Google Classroom coming soon for online students. Online students will take all benchmarks and state testing.



Site Council

Date: September 18, 2025

Name	Signature
Acker, Lillian	
Clemons, Caree	
Conti, Peter	
Fiorilli-Smith, Allison	
Guerrette, Kim	
Luzi, Allison	
Miller, Jennifer	
Parrott, Erin	
Stumpf, Alison	
Vucinich, Ruthie	
Watters, Elizabeth	
Weeldreyer, Dr.	



Meeting Subject: FHHS Site Council

Meeting Date/Time: September 9, 2025, 3:00 - 4:00 pm

Location: HS Office, 3:00 - 4:00 pm, one Tuesday a month, 8/12, 9/9, 10/14, 11/11, 12/9, 1/13, 2/10, 3/10, 4/14 & 5/12.

Site Council Meeting Norms

- Start and end on time
- Be positive
- Stay on topic
- Limit side discussions
- Assume the best intent
- Coming to conclusions and making decisions
- Address the “why”
- Agenda provided for each meeting

Desired Outcome(s):

- All participants will feel comfortable sharing ideas and making suggestions

Inform- no action at this time

Decision- action needed with timeline

What (Content)	How (Process)	Who (Roles)	Notes
Welcome Message	Roll Call: Principal: Barrie Pinto Dean: Evelyn Wynn Teacher: Classified Member: Pam Mynars Parent: Kim Guerette Community member: Peter Conti FH Coalition - Shawn Uphoff Fort McDowell Rep - Marissa Flores FM Teacher - FHUSD PTO - Sarah Rogers Parent: Robin Bratcher	Barrie Pinto	
Site Council Membership	Decision MEMBERSHIP vote new members onto the FHHS Site Council		Postponed

Enrollment Numbers	Inform FHHS Student Count by Grade: 9th - 95 to 98 10th - 83 to 82 11th - 88 to 87 12th - 117 to 117 Total = 383 to 384	Barrie Pinto	

Trimester Updates	Barrie Pinto attended a mandatory conference - Implementing School Cell Phone Policies & Best Practices Advanced Course on August 28, 2025, as part of the School Safety Program grant, in Phoenix, AZ. Barrie Pinto attended the College Board Counseling/AP Testing Workshop in Tempe on September 4, 2025. Barrie Pinto attended the BT Data Dig Conference on September 5, 2025, in the Tucson/Vail, AZ area. We are in the 1st Trimester, ending October 31, 2025. September 5, 2025, was the halfway point in the Trimester	Barrie Pinto	Law enforcement wants cell phones off. Barrie brought to Cain that they should be silenced instead. Krista to send out information to parents. They talked about other products they offer. Big Future School is an app that they give out \$40k scholarships to 2 people a month nationwide. Fee Waivers for students no charge to school. PSAT for 8th & 9th graders. Our school letter grade is good. Need to bump up the science portion. School Links will be launched soon.
Staffing	Recently Filled: Open Positions: SPED Long-term Sub	Barrie Pinto	
Academics	RETEACH & Saturday School FHU update Edgenuity update PSAT Test date ACT Test date and incentives	Barrie Pinto	Reteach is up and running. Looking in October for math Saturday school. FHU going great! 80 students using FHU. Finally launched! We have to grade certain courses. Waiting for Edgenuity to apply to all courses for them to be automatically graded with AI. PSAT - 10/16

			ACT will be 2 days in the afternoon ASVAB being rescheduled for January.
--	--	--	---

Budget	HS Capital budget for this SY (Furniture & Instructional Aids) Vending Machines	Barrie Pinto	
PBIS	Discipline update	Evelyn Wynn	Been okay. A few issues in PE basketball class.
Clubs/Sports In Action	Fall Sports in Action: • Volleyball • Cross Country • Football • Swim • Pom	Evelyn Wynn	Volleyball has 2 games Cross Country here at Fountain Park. #1 Freshman Football is trying hard. Working hard. Senior night at the homecoming game. Winter competitions for POM Homecoming week is 9/22 - 9/26 Saturday is the Homecoming Dance. 7-10 Main Gym
School & Community Collaboration	Coffee with Principal Pinto at 9 AM in HS Office: • September 23, 2025 (Dr. Wynn will host) • October 28, 2025 FHUSD PTO • 2024-25 Discount Cards are on sale now for \$20 • Kona Ice & Cold Stone Creamery • Stock up on Falcon Gear Fundraising FHHS • Looking for "Fall/Winter Ideas" FH Coalition • Red Ribbon Week Native American Cultural Center •	Barrie Pinto	Cold Stone 9/19 \$6, Kona 9/30 \$3-5 PTO website for Falcon Gear Fundraiser for Stugo. Competition to pick new songs. The winner picks a song to play for minute bell. RRW - October 23 - 31 PSA can win \$500 Had a grand opening. Very nice inviting space. Prop 202 gave \$15K

Good of the Order			Peter Conti has agreed to be our Graduation Key Note Speaker!
--------------------------	--	--	---

FHUSD Current Enrollment - 9/29/2025									
LFPS	PreK								
	35								School Total
Pre-enrolled									
Total	35								35
MMES	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5			
	34	48	54	56	69	74			
Pre-enrolled	0	1		1	0	0			School Total
Total	34	49	54	57	69	74			337
FHMS	Grade 6	Grade 7	Grade 8						
	65	75	85						
Pre-enrolled	0	0	0						School Total
Total	65	75	85						225
FHHS	Grade 9	Grade 10	Grade 11	Grade 12					
	100	82	87	116					
Pre-enrolled	0	0	0	0					School Total
Total	100	82	87	116					385
								District Total	982

District name Fountain Hills Unified School District

County Maricopa

CTDS number 070298000

File origin:



Annual Financial Report

Instructions

We, the Governing Board of the District, hereby certify the
Annual Financial Report and School Level Reporting Form per A.R.S. §15-904
for the Fiscal Year
2025

Signature/Date

Signature/Date

District website link of posted AFR

The annual financial report file(s) for FY 2025 uploaded to the Arizona Department of Education's website on
10/15/25 contain(s) the data for the annual financial report described above.
Date

Superintendent signature

Dr. Cain Jagodzinski
Superintendent (typed name)

Chris Hartmann
District contact employee

Business Manager signature

Chris Hartmann
Business Manager (typed name)

480-464-5084
Telephone number

chartmann@fhacademics.org
Email

Total expenditures by fund

1. Maintenance & Operation (from page 2, line 32)	\$ 9,731,115
2. Classroom Site Funds (from page 3, line 13)	\$ 1,472,370
3. Unrestricted Capital Outlay (from page 4, UCO Fund line 10)	\$ 562,556

District name

Fountain Hills Unified School District

Instructions

Funds available

Beginning fund balance (1)

Revenues

1000 Local

1110 Property taxes

1140 Penalties and interest on taxes

1280 Revenue in lieu of taxes

1311 Tuition from individuals excluding summer school

1312 Tuition from individuals for summer school

1320 Tuition from other Arizona districts

1330 Tuition from out-of-state districts

1340 Tuition from other private sources (other than individuals)

1350 Tuition from other government sources within Arizona

1360 Tuition from other government sources outside Arizona

1410 Transportation fees from individuals

1420 Transportation fees from other Arizona districts

1430 Transportation fees from out-of-state districts

1440 Transportation fees from other private sources (other than individuals)

1450 Transportation fees from other government sources within Arizona

1460 Transportation fees from other government sources outside Arizona

1500 Investment income

1750 Revenue from enterprise and student activities

1790 Extracurricular activities fees tax credit

1800 Revenue from community services activities

1910 Rentals

1920 Contributions and donations from private sources

1950 Miscellaneous revenues from other districts

1960 Miscellaneous revenues from other local governmental units

Other (specify) (2) prior year refunds and miscellaneous

Total Local Revenues (lines 2-26)

2000 County

2110 County School Fund

2210 Special County School Reserve Fund

Other (specify)

Total County Revenues (lines 28-30)

3000 State

3100 Unrestricted

3110 State Equalization Assistance

3120 Additional State Aid

3200 Restricted

Other (specify)

Total State Revenues (lines 32-36)

4000 Federal

4100 Unrestricted revenue received directly from the federal government

4200 Unrestricted revenue received from the federal government through the state

4300 Restricted revenue received directly from the federal government

4500 Restricted revenue received from the federal government through the state

4700 Revenue received from the federal government through other intermediate agencies

4800 Revenue in lieu of taxes

4900 Revenue for/on behalf of the district

Other (specify)

Total Federal Revenues (lines 38-45)

Total fund revenue (lines 27, 31, 37, and 46)

5100 Issuance of bonds

5200 Fund transfers-in

Other (specify)

Total funds available (lines 1 and 47 through 50)

Total expenditures

6900 Other financing uses and other items including transfers-out

Total expenditures and other uses (lines 52 plus 53)

Ending fund balance (line 51 minus line 54) (3)

County Maricopa					
Maintenance and Operation Fund 001	Unrestricted Capital Outlay Fund 610	Adjacent Ways Fund 620	Bond Building Fund 630	Debt Service Fund 700 (4)	All other funds
Actual	Actual	Actual	Actual	Actual	Actual
1. (1,955,630)	1,208,047	3,172	0	29,389	
2. 9,392,698	0	0		895,195	0
3. 0					0
4. 120,685	0	0		8,666	0
5. 0	0			0	203,495
6. 0	0			0	0
7. 0	0			0	0
8. 0	0			0	0
9. 0	0			0	0
10. 0	0			0	0
11. 0	0			0	0
12. 0	0			0	0
13. 0	0			0	11,850
14. 0	0			0	0
15. 0	0			0	0
16. 0	0			0	0
17. 0	0			0	0
18. 29,772	0	0	0	95,296	147,659
19. 0	0			0	159,130
20. 0	0			0	127,862
21. 0	0			0	800
22. 0	0			0	39,660
23. 0	0			0	55,028
24. 0	0			0	95,915
25. 0	0			0	0
26. 11,826	1,466	0	0	1	1,353,598
27. 9,554,981	1,466	0	0	999,158	2,194,997
28. 0	0				
29. 0	0				
30. 0	0				
31. 0	0				
32. 134,352	0				0
33. 0	0				0
34. 2,943,935	0				0
35.					1,458,271
36. 0	0			0	0
37. 3,078,287	0			0	1,458,271
38. 0					1,118,896
39. 0					81,983
40.					41,313
41.					1,596,755
42. 0					0
43. 0					0
44. 0					47,069
45. 0				0	(1)
46. 0				0	2,886,015
47. 12,633,268	1,466	0	0	999,158	
48.			0	1,155,000	
49. 0	0	0	0	0	
50. 0	0	0	0	0	
51. 10,677,638	1,209,513	3,172	0	2,183,547	
52. 9,731,115	562,556	3,172	0	2,154,963	
53. 0	0	0	0	0	
54. 9,731,115	562,556	3,172	0	2,154,963	
55. 946,523	646,957	0	0	28,584	

(1) The Maintenance and Operation fund beginning fund balance includes the revolving account cash balance of 0 at 7/1/24.

(2) The Government Property Lease Excise Tax revenue included on line 26 is 0

(3) The Maintenance and Operation fund ending fund balance includes the revolving account cash balance of 0 at 6/30/25.

(4) Debt Service fund, interest expenditures amount: 189,363

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10/8/25 1:34 PM

Page 1 of 10

Maintenance and Operation Fund (001)—Expenditures

Expenditures		Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals			% Increase/ decrease in actual	
							Budget	Actual	Prior year actual		
100 Regular education											
1000 Instruction	1.	2,041,430	434,482	430,014	23,159	97	3,365,674	2,929,182	2,585,618	13.3%	1.
2000 Support services											
2100 Students	2.	279,908	55,966	47,200	2,700	0	427,840	385,774	457,053	-15.6%	2.
2200 Instructional staff	3.	31,455	6,323	163,809	910	0	196,000	202,497	234,485	-13.6%	3.
2300 General administration	4.	190,433	51,841	132,413	6,959	29,112	427,100	410,758	856,310	-52.0%	4.
2400 School administration	5.	553,484	122,899	463	12,969	0	714,000	689,815	923,310	-25.3%	5.
2500 Central services	6.	366,014	73,410	93,990	1,185	29,521	567,306	564,120	553,716	1.9%	6.
2600 Operation & maintenance of plant	7.	454,069	123,178	1,237,036	590,812	0	2,417,223	2,405,095	2,221,202	8.3%	7.
2900 Other	8.	0	0	0	0	0	0	0	0	0.0%	8.
3000 Operation of noninstructional services	9.	0	0	8,547	0	0	9,500	8,547	0	--	9.
610 School-sponsored cocurricular activities	10.	0	0	2,500	0	0	0	2,500	8,167	-69.4%	10.
620 School-sponsored athletics	11.	30,123	7,064	440	0	32,423	78,110	70,050	85,249	-17.8%	11.
630 Other instructional programs	12.	0	0	0	0	0	0	0	0	0.0%	12.
700, 800, 900 Other programs	13.	0	0	0	0	0	0	0	9,326	-100.0%	13.
Subtotal (lines 1-13)	14.	3,946,916	875,163	2,116,412	638,694	91,153	8,202,753	7,668,338	7,934,436	-3.4%	14.
200 and 300 Special education											
1000 Instruction	15.	789,825	157,407	343,482	33	0	1,527,000	1,290,747	1,480,483	-12.8%	15.
2000 Support services											
2100 Students	16.	373,947	76,076	1,943	0	6,717	542,500	458,683	543,044	-15.5%	16.
2200 Instructional staff	17.	93,636	18,915	0	0	0	120,900	112,551	117,176	-3.9%	17.
2300 General administration	18.	0	0	0	0	0	0	0	0	0.0%	18.
2400 School administration	19.	0	0	0	0	0	0	0	230	-100.0%	19.
2500 Central services	20.	0	0	595	0	0	600	595	1,382	-56.9%	20.
2600 Operation & maintenance of plant	21.	0	0	0	0	0	0	0	0	0.0%	21.
2900 Other	22.	0	0	0	0	0	0	0	0	0.0%	22.
3000 Operation of noninstructional services	23.	0	0	0	0	0	0	0	0	0.0%	23.
Subtotal (lines 15-23)	24.	1,257,408	252,398	346,020	33	6,717	2,191,000	1,862,576	2,142,315	-13.1%	24.
400 Pupil transportation	25.	51,469	10,973	95,790	0	250	252,222	158,482	497,024	-68.1%	25.
510 Desegregation											
(from districtwide desegregation expenditures, page 2, line 44)	26.	0	0	0	0	0	0	0	0	0.0%	26.
530 Dropout prevention programs											
1000 Instruction	27.	0	0	0	0	0		0	0	0.0%	27.
2000-3000 Support serv. & oper. of noninstructional serv.	28.	0	0	0	0	0		0	0	0.0%	28.
Subtotal (lines 27 and 28)	29.	0	0	0	0	0	0	0	0	0.0%	29.
540 Joint career and technical education and vocational education center	30.	0	0	0	0	0	0	0	0	0.0%	30.
550 K-3 Reading program	31.	35,000	6,719	0	0	0	0	41,719	40,199	3.8%	31.
Total expenditures (lines 14, 24-26, 29-31)	32.	5,290,793	1,145,253	2,558,222	638,727	98,120	10,645,975	9,731,115	10,613,974	-8.3%	32.

Instructions		Classroom Site Fund—Revenues, expenditures, and fund balances												
		Beginning fund balance	Actual revenues	Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400,6500	Supplies 6600	Property 6700	Debt service and miscellaneous 6800	Total expenditures			% Increase/ decrease in actual	Ending fund balance
										Budget	Actual	Prior year actual		
Classroom Site Fund 010														
Revenues														
CSF revenue	1.		1,065,793											
Interest income and other revenues	2.		46,678											
Total revenues (lines 1 and 2)		3.	1,112,471											
Expenditures														
1000 Instruction	4.			1,044,826	276,541	20,000	18,053	0	0	2,054,177	1,359,420	603,096	125.4%	
2100 Support services - students	5.			90,000	22,950	0	0	0	0	288,610	112,950	17,804	534.4%	
2200 Support services - instructional staff	6.			0	0	0	0	0	0	0	0	0	0.0%	
2300 Support services - general administration	7.					0			0	0	0	0	0.0%	
2500 Central services	8.							0	0	0	0	0	0.0%	
3300 Community services operations	9.			0	0	0			0	0	0	0	0.0%	
4000 Facilities acquisition and construction	10.							0	0	0	0	0	0.0%	
5000 Debt service	11.							0	0	0	0	0	0.0%	
Total expenditures (lines 4-11)		12.		1,134,826	299,491	20,000	18,053	0	0	2,342,787	1,472,370	620,900	137.1%	
Total Classroom Site Fund		13.	1,285,425	1,112,471	1,134,826	299,491	20,000	18,053	0	2,342,787	1,472,370	620,900	137.1%	
Total actual Fund 010 expenditures from accounting records (should agree to cell M21)											1,472,369			

Unrestricted Capital Outlay (610) Fund—Expenditures

Instructions		Expenditures	Rentals 6440	Library books, textbooks, & instructional aids 6641-6643	Short-term noninstructional software subscription 6655	Property 6700	Redemption of principal 6831, 6832, 6833	Interest 6841, 6842, 6843, 6850	All other object codes (excluding 6900)	Totals			% Increase/ decrease in actual
										Budget	Actual	Prior year actual	
Unrestricted Capital Outlay Override (1)	1.		0	0	0	0	0	0	0	0	0	0	0.0%
Unrestricted Capital Outlay Fund 610 (2)													
1000 Instruction	2.			184,745		32,863			1,515	413,003	219,123	305,938	-28.4%
2000 Support services													
2100, 2200 Students and instructional staff	3.		0	0	20,015	17,474			0	38,100	37,489	93,304	-59.8%
2300, 2400, 2500, 2900 Administration	4.		0		85,071	30,378		0	764	348,135	116,213	100,702	15.4%
2600 Operation & maintenance of plant	5.		0		0	68,616			0	284,001	68,616	860,144	-92.0%
2700 Student transportation	6.		0		0	52,969			0	75,000	52,969	43,694	21.2%
3000 Operation of noninstructional services	7.		0		0	953			0	0	953	0	--
4000 Facilities acquisition and construction	8.		0		0	19,600			47,593	48,600	67,193	1,486,078	-95.5%
5000 Debt service	9.						0	0		0	0	0	0.0%
Total Unrestricted Capital Outlay Fund (lines 2-9)	10.		0	184,745	105,086	222,853	0	0	49,872	1,206,839	562,556	2,889,860	-80.5%

Total actual Fund 610 expenditures from accounting records (should agree to cell L19)

562,556

(1) Amounts in the Unrestricted Capital Outlay Override, line 1 above, must also be included in the Unrestricted Capital Outlay Fund (610) individual line items.

(2) Expenditures, if any, in the Unrestricted Capital Outlay Fund on lines 2-9 for the K-3 reading program as described in A.R.S. §15-211:

Budget0

Actual0

Other funds—Required capital expenditure detail [A.R.S. §15-904(B)]

Selected expenditures by object code		Unrestricted Capital Outlay Fund 610		Bond Building Fund 630		New School Facilities Fund 695		Adjacent Ways Fund 620		
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	
Total fund expenditures	1.	1,206,839	562,556	0	0	0	0	0	3,172	1.
6150 Classified salaries	2.	0	0	0	0	0	0	0	0	2.
6200 Employee benefits	3.	0	0	0	0	0	0	0	0	3.
6450 Construction services	4.	260,035	47,593	0	0	0	0	0	0	4.
6655 Short-term noninstructional software subscription	5.		106,601		0		0		0	5.
6710 Land and improvements	6.	0	0	0	0	0	0	3,030	0	6.
6720 Buildings and improvements	7.	0	0	0	0	0	0	0	0	7.
673X Furniture and equipment	8.	386,001	98,211	0	0	0	0	0	0	8.
673X Vehicles	9.	0	0	0	0	0	0	0	0	9.
673X Technology-related hardware and software	10.	88,950	124,643	0	0	0	0	0	0	10.
6831, 6832, 6833 Redemption of principal	11.	0	0	0	0	0	0	0	0	11.
6841, 6842, 6843, 6850, 6860 Interest	12.	0	0	0	0	0	0	0	0	12.
Total (lines 2-12)	13.	734,986	377,048	0	0	0	0	3,030	0	13.
Total amounts reported on lines 2 through 12 above for:										
Renovation	14.	260,035	0	0	0			3,030	0	14.
New construction	15.	0	0	0	0	0	0	0	0	15.
Other	16.	474,951	377,048	0	0	0	0	0	0	16.
Total (lines 14-16)	17.	734,986	377,048	0	0	0	0	3,030	0	17.

Funds 610, 630, 695, and 620

1. New construction cost per square foot\$0

2. Land acquisition costs\$0

Capital assets as of June 30, 2025		
Land and improvements	6,025,065	1.
Buildings and improvements	66,782,514	2.
Furniture, equipment, vehicles, and technology	7,151,395	3.
Construction in progress	0	4.
Total	79,958,974	5.

District name Fountain Hills Unified School District

County Maricopa

CTDS number 070298000

Federal and State Projects

Instructions

Federal projects

- 100-130 ESEA Title I - Helping Disadvantaged Children
- 140-150 ESEA Title II - Prof. Development and Technology
- 160 ESEA Title IV - 21st Century Schools
- 170-180 ESEA Title V - Promote Informed Parent Choice
- 190 ESEA Title III - Limited English & Immigrant Students
- 200 ESEA Title VII - Indian Education
- 210 ESEA Title VI - Flexibility and Accountability
- 220 IDEA Part B
- 230 Johnson-O'Malley
- 240 Workforce Investment Act
- 250 AEA - Adult Education
- 260-270 Vocational Education - Basic Grants
- 280 ESEA Title X - Homeless Education
- 290 Medicaid Reimbursement
- 349 National Forest Fees
- 353 Taylor Grazing Fees
- 374 E-Rate
- 378 Impact Aid
- 300-399 Other Federal Projects
- 699 Federal Impact Aid (Construction)
- Total federal project funds (lines 1-20)

Total COVID-19 federal relief funds included in lines above

State projects

- 400 Vocational Education
- 410 Early Childhood Block Grant
- 420 Ext. School Yr. - Pupils with Disabilities
- 425 Adult Basic Education
- 430 Chemical Abuse Prevention Programs
- 435 Academic Contests
- 450 Gifted Education
- 456 College Credit Exam Incentives
- 460 Environmental Special Plate
- 465-499 Other State Projects
- Total State project funds (lines 23-32)

Total Federal and State projects (lines 21 and 33)

(1) In accordance with the USFR Chart of Accounts, the Impact Aid Fund may transfer monies (object code 6930) to the M&O and Teacherage Funds; the Impact Aid Fund may also receive transfers-in (object code 5200) from the Impact Aid Revenue Bond Building and Impact Aid Revenue Bond Debt Service Funds; all other Federal Projects Funds may not receive any transfers-in and may only make transfers-out to the Indirect Costs Fund based on an approved indirect cost rate (object code 6910) and for any interest on federal program monies the district is not required to report and chooses to transfer to the Indirect Cost Fund (object code 6930).

(2) In accordance with the USFR Chart of Accounts, transfers of monies between funds should be made only when specifically authorized by statute or allowed by a federal grant. Generally, there are no allowable transfers to or from any state projects. However, the Arizona Ninth Grade Success Grant allows indirect costs transfers from the grant.

	Beginning fund balance	Revenues	Net other financing sources and uses including transfers (1)	Expenditures		Ending fund balance	Fund types
	Actual	Actual	Actual	Budget	Actual	Actual	
1.	(185,714)	195,714	(11,427)	214,760	142,843	(144,270)	Special revenue
2.	(23,133)	23,133	(2,505)	54,725	31,316	(33,821)	Special revenue
3.	(15,201)	15,201	(1,382)	18,659	17,275	(18,657)	Special revenue
4.	0	0	0	0	0	0	Special revenue
5.	(2,254)	2,254	0	3,539	2,614	(2,614)	Special revenue
6.	0	0	0	0	0	0	Special revenue
7.	0	17,373	(2,819)	61,183	25,572	(11,018)	Special revenue
8.	81,158	416,313	(22,413)	550,408	493,438	(18,380)	Special revenue
9.	0	0	0	0	0	0	Special revenue
10.	0	0	0	0	0	0	Special revenue
11.	0	0	0	0	0	0	Special revenue
12.	(23,199)	33,192	(527)	11,447	9,993	(527)	Special revenue
13.	0	0	0	0	0	0	Special revenue
14.	187,986	88,096	0	325,000	157,106	118,976	Special revenue
15.	0	0	0	0	0	0	Special revenue
16.	0	0	0	0	0	0	Special revenue
17.	160,026	36,754	0	353,025	124,164	72,616	Special revenue
18.	237,165	1,118,930	0	1,295,380	1,199,779	156,316	Special revenue
19.	(666,044)	711,330	0	503,973	311,475	(266,189)	Special revenue
20.	0	0	0	0	0	0	Special revenue
21.	(249,210)	2,658,290	(41,073)	3,392,099	2,515,575	(147,568)	

22.	(666,044)	666,044	0		0	0		22.
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23.	0	710	0	864	710	0	Special revenue	23.
24.	0	0	0	0	0	0	Special revenue	24.
25.	0	0	0	0	0	0	Special revenue	25.
26.	0	0	0	0	0	0	Special revenue	26.
27.	0	0	0	0	0	0	Special revenue	27.
28.	0	0	0	0	0	0	Special revenue	28.
29.	0	0	0	0	0	0	Special revenue	29.
30.	23,399	3,688	0	27,138	13,564	13,523	Special revenue	30.
31.	0	0	0	0	0	0	Special revenue	31.
32.	(100,042)	278,613	0	218,239	178,571	0	Special revenue	32.
33.	(76,643)	283,011	0	246,241	192,845	13,523		33.

34.	(325,853)	2,941,301	(41,073)	3,638,340	2,708,420	(134,045)		34.
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Other financing sources including transfers-in 5000 (1)	Other financing uses including transfers-out 6900 (1)
0	11,427
0	2,505
0	1,382
0	0
0	0
0	0
0	0
0	2,819
0	22,413
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0

0	0
---	---

Other financing sources (2)	Other financing uses (2)
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0

District name Fountain Hills Unified School District

Instructions

A. Bonds and short-term debt

1. Bonds outstanding, July 1, 2024

2. Bonds issued during FY 2025

3. Bonds retired during FY 2025

4. Bonds outstanding, June 30, 2025

3,380,000

0

(810,000)

2,570,000

1.

2.

3.

4.

5. Short-term debt outstanding, July 1, 2024

6. Short-term debt outstanding, June 30, 2025

0

0

5.

6.

B. District assessed valuation and other district information

1. FY 2025 Assessed valuations and tax rates

a. Primary

655,372,257.0000

b. Secondary

0.0000

Tax rate

1.7479

Tax rate

0.3756

2. Number of schools

3

3. Actual days in session

180

4. Area of school district (square miles)

19

(Report this WHETHER OR NOT district changed boundaries in FY 2025)

C. County approved liabilities incurred in excess of district budget (A.R.S. §15-907)

1. Destruction or damage

2. Excessive/unexpected legal expenses

3. Mitigation or removal of health or safety hazard

M & O

Unrestricted Capital Outlay

0

0

0

1.

2.

3.

D. Current expenditures by category

1. Classroom instruction excl. supplies (function 1000, except line 2 amount)

2. Classroom supplies (function 1000, object code 6600)

3. Administration (functions 2300, 2400, 2500, & 2900)

4. Support services—students (function 2100)

5. All other support services & operations (functions 2200, 2600, 2700, 3100, & 3400)

6. Total current expenditures

7. Total current expenditures from federal funds, excluding those funds intended to replace local tax revenues (e.g., impact aid funds)

8. Total current expenditures from state and local funds, including those funds intended to replace local tax revenues (e.g., impact aid funds)

7,261,514

362,627

2,056,844

1,333,866

5,023,382

16,038,233

866,824

15,171,409

E. Other long-term debt

1. Other principal (object 6832)

2. Other interest (object 6842)

3. Instructional software subscriptions (more than 12 months) principal (object 6833)

4. Instructional software subscriptions (more than 12 months) interest (object 6843)

5. Did the district enter into any new financed purchase agreements or more than 12-month lease agreements or software subscriptions during the fiscal year? (yes or no)

0

0

0

0

NO

County Maricopa

CTDS number 070298000

F. Total salaries and benefits expenditures related to an agreement with Department of Labor to settle a decision based on the Fair Labor Standards Act

0

G. Rewards, discounts, incentives, and other financial consideration received from credit card companies (A.R.S. §35-391)

0

H. Cash and investments held at June 30, 2025

1. Sinking funds

2. Bond funds

3. Other funds, except for any employee retirement funds

894,697

0

5,072,525

I. Average teacher salary (A.R.S. §15-903.E)

1. Average salary of all teachers employed in FY 2025

2. Average salary of all teachers employed in FY 2024

3. Increase in average teacher salary from prior year

4. Percentage increase

56,983

58,558

(1,575)

-2.7%

Comments on average salary calculation (optional):

☐ Check this box if your dis

J. Certified staff salaries and FTE (funds 001-799 excluding 575)

1. Substitute teachers (functions 1000, 2213 & 3300, object codes 6105-6109)

2. Classroom teacher base salaries (functions 1000 & 3300, object codes 6110-6114)

a. Classroom teachers in their first 3 years as defined by A.R.S. §15-941(E)

b. Classroom teachers in their 4th year or later as defined by A.R.S. §15-941(E)

3. Classroom teacher performance pay (functions 1000 & 3300, object codes 6115-6119)

4. Classroom teacher payments not related to additional duties (function 1000 & 3300, object codes 6120-6129)

5. Classroom teacher payments related to additional duties (all functions, object cods 6130-6139)

6. Other certified staff (all functions, object codes 6140-6149)

Salaries

FTE

0

3,184,782

616,999

2,567,783

699,475

153,229

166,962

1,389,138

68.00

15.00

53.00

7. In FY 2025, did the district pay any of its classroom teachers for prior classroom experience outside of the school district using either of the following two methods:

a. Increasing base salary by granting years of experience on its salary schedule? (yes or no)

b. Making payments in addition to their base salary? (yes or no)

Yes

Yes

8. Total certified salary payments from accounting data

5,593,585

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A. Enrollment of gifted pupils by grade (A.R.S. §15-779.02)

Areas of identification [A.R.S. §15-203(A)(15)]

1. Quantitative reasoning
2. Verbal reasoning
3. Nonverbal reasoning
4. Total duplicated enrollment (lines 1-3)

Grade													
K	1	2	3	4	5	6	7	8	9	10	11	12	Total
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0

B. M&O special education programs by type (A.R.S. § 15-761)

1. Total all disability classifications

2. Gifted education
3. Remedial education
4. ELL incremental costs
5. ELL compensatory instruction
6. Vocational and technological education (non-CTED)
7. Career education
8. Career technical education (CTED programs in 300 range)
9. Total (lines 1-8)

Program 200 & 300 budget	Program 200 & 300 actual
2,165,444	1,837,907
0	0
0	0
0	0
0	0
0	0
25,556	24,669
2,191,000	1,862,576

10. IEP required pupil transportation costs
coded within program 400

180,000	0
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Instructions

C. Maintenance and Operation expenditures for gifted pupils (elementary, secondary, and total)

Actual expenditures for all gifted programs:

K-8	\$	0
9-12	\$	0
Total	\$	0

D. Expenditures for audit services

1. Nonfederal audit expenditures - M&O fund	6350	45,650	45,650	1.
2. Federal audit expenditures - all funds	6330	3,150	3,150	2.

E. Maintenance and Operation fund expenditures for performance pay (A.R.S. §15-920)

Actual expenditures made in FY 2025\$0

F. Tuition

1. Tuition to other Arizona districts (object 6561)
2. Tuition to out-of-state districts (object 6562)
3. Tuition to private schools (object 6563)
4. Tuition to ed services\coops\IGAs (object 6564)
5. Tuition other (object 6569) (1)
6. Total (lines 1-5)

Tuition expenditures
0
0
444,052
0
0
444,052

(1) Tuition paid to the State and other governmental organizations, such as the Arizona School for the Deaf and Blind, as reimbursement for providing specialized instructional services to students residing within the boundaries of the paying district.

Instructions

Additional information for National Public Education Financial Suroey (NPEFS) reporting

Funds 001-799 (excluding 575)	Programs 100-630										Programs 700-900	Total
	Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400, 6500	Supplies 6600	Property 6700	Dues and fees 6810	Judgments against a district 6820	Redemption of principal 6831, 6832, 6833	Interest 6841, 6842, 6843, 6850	Miscellaneous and charges for district services 6885, 6890	All object codes (excluding 6900)	
1000 Instruction	1. 4,708,285	1,378,616	1,075,596	363,774	71,588	53,095				47,906	59,626	7,758,486
2000 Support services												
2100 Students	2. 946,638	276,470	88,436	14,196	0	6,717				1,410	0	1,333,867
2200 Instructional staff	3. 239,595	69,748	191,528	17,205	17,474	0				0	0	535,550
2300 General administration	4. 212,105	79,558	151,515	79,196	15,227	29,312	0			0	0	566,913
2400 School administration	5. 573,484	171,074	14,324	15,522	0	50				0	0	774,454
2500, 2900 Central services, other	6. 439,315	135,275	105,143	21,400	16,767	29,521			0	537	0	747,958
2600 Operation and maintenance of plant	7. 658,252	246,367	1,343,460	594,451	516,535	0				0	0	3,359,065
2700 Student transportation	8. 568,913	215,855	138,013	291,452	54,553	0				6,107		1,274,893
3000 Operation of noninstructional services												
3100 Food service operations	9. 0	0	424,871	17,110	1,720	457				0	0	444,158
3200 Enterprise operations	10. 0	0	0	0	0	0				0	4,856	4,856
3300 Community services operations	11.										2,398	2,398
3400 Bookstore operations	12. 0	0	0	0	0	0				0	0	0
Total (lines 1-12)	13. 8,346,587	2,572,963	3,532,886	1,414,306	693,864	119,152	0		0	55,960	66,880	16,802,598
From federal funds	14. 433,898	133,925	569,989	47,882	450,000	239	0		0	1,410	0	1,637,343
From state and local sources	15. 7,912,689	2,439,038	2,962,897	1,366,424	243,864	118,913	0		0	54,550	66,880	15,165,255
4000 Facilities acquisition and construction	16. 0	0	95,220	0	19,600	0				0	0	114,820
5000 Debt service	17.							1,965,000	189,363		0	2,154,363

Impact Aid revenues received that were intended to replace local tax

1,118,896

Teacher salaries (funds 001-799 excluding 575, function 1000)				
	Certified teachers (objects 6110-6139)	Certified substitutes (objects 6105-6109)	Contract teachers (in object 6300)	Contract substitutes (in object 6300)
1. Regular education (programs 100, 280, 511, and 550)	3,469,020	0	0	0
2. Special education (programs 200-230, 250, 512, 514, and 515)	529,887	0	0	0
3. Vocational ed. and CTED (programs 270, 300-399, and 540)	91,989	0	0	0
4. Other (programs 240, 260, 265, 513, and 530)	0	0	0	0
5. Cocurricular activities, athletics, and other (program 600-630)	41,441	0	0	0

Other items (funds 001-799, excluding 575)	
6. Textbooks used for instruction (function 1000, object 6640)	4,794
7. Number of FTE-certified teachers	68
8. Number of FTE-contract teachers	0

Utilities and energy detail (funds 001-799 excluding 575, only function 2600)	
1. 6410-6411 Utility services	288,849
2. 6620-6629 Energy	475,519

CTED districts only (funds 001-799 excluding 575, all functions)	
1. 6591 Services purchased from other Arizona districts	0
2. 6870 Pass-through payments	0
3. 6880 Sub-awards	0

Revenue from selected federal sources	
1. ESEA Title IV - Student Support and Academic Enrichment Grants	15,201
2. ESEA Title IV - 21st Century Community Learning Centers	0
3. ESEA Title V - Rural Education - Rural and Low-Income School Program	0
4. ESEA Title V - Rural Education - Small, Rural School Achievement Program	0

Programs 700-900 expenditure detail (funds 001-799, excluding 575)			
	Property 6700	All other (excluding 6900)	Total
1. Program 700	0	0	0
2. Program 800	0	0	0
3. Program 900	0	66,880	66,880
4. Function 3300-Community Service Operations (program 900)	0		

Property detail for function 4000 (funds 001-799, excluding 575)	
1. 6710 Land and Improvements	0
2. 6720 Buildings and Improvements	0
3. 6731-39 Equipment	19,600
4. Total (lines 1-3)	19,600
5. 6450 Construction	95,220

Technology (funds 001-799 excluding 575, all functions)	
1. 6340 Technical services	273,511
2. 6432 Technology-related repairs and maintenance	45,783
3. 6443 Rental of computers and related equipment	0
4. 6531 Telecommunications	102,104
5. 6641-43 Software reported in library books, textbooks, or instructional aids	173,659
6. 6650 and 6655 Supplies—technology-related and short-term noninstructional software subscriptions	116,977
7. 6737-38 Technology-related hardware & software (less than \$5,000)	118,401
8. Subtotal (lines 1-7)	830,435
9. 6739 Technology-related hardware & software (\$5,000 or more)	29,554
10. 6832 and 6842 Noninstructional software subscriptions (more than 12 months) principal and interest	0
11. 6833 and 6843 Instructional software subscriptions (more than 12 months) principal and interest	0

Support services—instruction detail (funds 001-799 excluding 575, programs 100-630, excluding 400, objects 6300-6490, 6530-6550, 6580, 6600-6620, 6640-6650, 6730-6740, 6750, 6810 and 6890)	
1. Function 2210 Improvement of instruction	36,382
2. Function 2220 Library/media services	1,914

Books, Periodicals, and Instructional Aids (funds 001-799, excluding 575, programs 100-630, excluding 400)	
1. Object 664X, functions 1000 and 2220	247,171

Instructions

Additional information for National Public Education Financial Survey (NPEFS) reporting of COVID-19 federal relief funds

		Programs 100-630										Programs 700-900	Total
		Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400, 6500	Supplies 6600	Property 6700	Dues and fees 6810	Judgments against a district 6820	Interest on short term debt 6850	Miscellaneous 6890	Other 6800	All object codes (excluding 6900)	
Current expenditures from COVID-19 federal relief funds													
1000 Instruction	1.	0	0	0	0	0	0			0	0	0	0
2100, 2200 Student support services	2.	0	0	0	0	0	0			0	0	0	0
2300, 2500, 2900 Other support services	3.	0	0	0	0	0	0	0	0	0	0	0	0
2400 School administration	4.	0	0	0	0	0	0			0	0	0	0
2600 Operation and maintenance of plant	5.	0	0	0	0	0	0			0	0	0	0
2700 Student transportation	6.	0	0	0	0	0	0			0	0	0	0
3100 Food service operations	7.	0	0	0	0	0	0			0	0	0	0
3200 Enterprise operations	8.	0	0	0	0	0	0			0	0	0	0
3300 Community services operations	9.	0	0	0	0	0	0			0	0	0	0
3400 Bookstore operations	10.	0	0	0	0	0	0			0	0	0	0
Other	11.	0	0	0	0	0	0	0	0	0	0	0	0
Total (lines 1-12)	12.	0	0	0	0	0	0	0	0	0	0	0	0

	Total spending detail	Classroom spending detail
Technology related expenditures from COVID-19 federal relief funds		
1. 6340 Technical services	0	0
2. 6432 Technology-related repairs and maintenance	0	0
3. 6443 Rental of computers and related equipment	0	0
4. 6531 Telecommunications	0	0
5. 6650 Supplies—technology-related	0	0
6. 6737-38 Technology-related hardware & software (less than \$5,000)	0	0
7. 6739 Technology-related hardware & software (\$5,000 or more)	0	0
8. 6641-43 Software reported in library books, textbooks, or instructional aids	0	0
9. 6832 and 6842 Noninstructional software subscriptions (more than 12 months) principal and interest	0	
10. 6833 and 6843 Instructional software subscriptions (more than 12 months) principal and interest	0	0

Other financing uses for federal relief funds	
1. 6910 Indirect costs transfers-out	0

Capital outlay expenditures detail for COVID-19 federal relief funds	
1. Programs 100-630, function 4000, objects 6100-6700 and 6890	0
2. Programs 100-630, all functions, object 67XX	0

	Total award (all fiscal years)	FY 2020 through FY 2024 expenditures and other financing uses	FY 2025 expenditures and other financing uses	Amount remaining to spend
COVID-19 federal relief funds				
1. Elementary and secondary school emergency relief funds (ESSER I)	44,727	44,727		
2. Elementary and secondary school emergency relief funds (ESSER II)	23,378,791	64,472	0	23,314,319
3. Elementary and secondary school emergency relief funds (ESSER III)	1,359,693	1,359,693	0	0
4. Governor’s emergency education relief funds (GEER) - includes acceleration academies program	0	0	0	0
5. Coronavirus relief fund (CRF)—enrollment stability grant (ESG) program	269,840	269,840		
6. Other COVID-19 federal relief funds	164,190	164,190	0	0
7. Total	25,217,241	1,902,922	0	23,314,319

Total FY 2025 expenditures + other financing uses0

Instructions

Beginning fund balance (1)				
Revenues				
1500 Investment income				
1600 Food service				
Other local object 3200				
4500 Restricted revenue rec. from fed. gov.				
4900 Revenue for/on behalf of the district				
Total revenue (lines 2-6)				
5000 Other financing sources and fund transfers-in				
Total available (lines 1, 7, and 8)				
A. Number of operating months				

Fund 510
Actual
80,654
1,763
162,577.32
709
223,557
17,110
405,717
0
486,371
10

	Breakfasts	Lunches/ Suppers	A la carte*	Snacks
1. Served at district locations				
a. Reimbursable meals only				
b. Program adults/adult workers	15,552	63,972	9,316	
c. Other				
2. Served at other locations				
a. Reimbursable meals only				
b. Program adults/adult workers				
c. Other				

* Divide all revenues from a la carte sales by the free lunch reimbursement rate received.

	P-6	7-8	9-12	Adult
1. Reduced breakfast	0.00	0.00	0.00	
2. Reduced lunch	0.00	0.00	0.00	
3. Reduced snack				
4. Paid breakfast	2.50	2.50	2.50	
5. Paid lunch	3.75	3.75	3.75	
6. Paid snack				

D. Special milk program	
Charge to children per ½ pint milk unit	\$0.75
Number of ½ pint milk units served to children	

For comparison only - prior year number

	Breakfasts	Lunches/ Suppers	A la carte	Snacks
1. Served at district locations				
a. Reimbursable meals only	13,648.00	61,841.00	0.00	0.00
b. Program adults/adult workers	0.00	0.00	0.00	0.00
c. Other	0.00	0.00	0.00	0.00
2. Served at other locations				
a. Reimbursable meals only	0.00	0.00	0.00	0.00
b. Program adults/adult workers	0.00	0.00	0.00	0.00
c. Other	0.00	0.00	0.00	0.00

Food Service

Expenditures

6150 Classified salaries	
6200 Employee benefits	
6400 Purchased property services	
6570 Food service management	
6591 Services purchased from other AZ districts	
6610 General supplies (nonfood items)	
6620 Energy	
6631 USDA Commodities (excluding freight)	
6632 USDA Commodities (freight only)	
6633 Other food	
6634 Storage costs for USDA Commodities	
6700 Property (excluding 6731-39)	
6731-32, 6734-35, 6737-38 Furniture & equipment, vehicles, & tech. costing under \$5,000	
6733, 6736, 6739 Furniture & equipment, vehicles, & tech. costing \$5,000 or more	
6832 and 6842 Other principal and interest	
Other expenditures	
Total expenditures (lines 10-25)	
6910 Indirect costs transfers-out	
6900 Other financing uses and fund transfers-out (excluding indirect costs transfers-out)	
Total expenditures & other uses	
(lines 26-28)	
Ending fund balance (line 9 minus line 29) (1)	

F. Services purchased from the M&O fund to repair and maintain food service property owned, rented, or used by the district (function 2600).	
6400 Purchased property services	0

(1) Includes food service fund revolving account cash balance of

Food Service Fund 510		M&O expenditures Fund 001	Capital expenditures Fund 610
Budget	Actual	Actual	Actual
0	0	0	0
0	0	0	0
0	3,819	0	0
416,324	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
17,110	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
767	0	0	953
0	0	0	0
0	0	0	0
456	4,728	0	0
520,000	434,657	8,547	953
0	0	0	0
0	0	0	0
434,657	0	0	0
31,714	0	0	0

E. Detail of food service management company expenditures	
Classified salaries	180,215
Employee benefits	37,635
Supplies and materials (nonfood)	27,638
Food	171,127
Management fee	18,283
Other	11,587
Total (must equal total of amounts on line 13 above)	446,485

\$0 at 7/1/24 or \$0 at 6/30/25, as applicable.

I certify that the Annual Financial Report of Fountain Hills Unified School District, Maricopa County, for fiscal year 2025 was approved by the Governing Board on October 15., 2025, and that the complete Annual Financial Report may be reviewed by contacting Chris Hartmann at the District Office, telephone 480-664-5084 during normal business hours.

	CTDS number	070298000
Avg. Daily Membership	2024	2025
Attending	1,060.9219	988.4480
2025 Tax Rates:	Primary	Secondary
	1.7479	0.3756

Instructions

Additional fund balance reserve information
(See fund balance reserve tab for more detail)

- (1) The District does not have a process or policy to establish a targeted fund balance reserve for FY 2025.
- (2) The District's actual fund balance reserve for FY 2025 was:
- 0

President of the Governing Board							
Fund/program	Beginning fund balance	Revenues	Net other financing sources and uses including transfers	Budgeted expenditures	Actual expenditures	Ending fund balance	Fund types
Regular Education				8,202,753	7,668,338		
Special Education				2,191,000	1,862,576		
Pupil Transportation				252,222	158,482		
Desegregation				0	0		
Dropout Prevention Programs				0	0		
Joint Career & Tech. Ed. & Voc. Ed. Center				0	0		
K-3 Reading Program				0	41,719		
Budget-controlled funds (A.R.S. §§15-304 and 15-977)							
Maintenance and Operation total	(1,955,630)	12,633,268	0	10,645,975	9,731,115	946,523	General
Classroom Site Funds	1,285,425	1,112,471		2,342,787	1,472,370	925,526	Special revenue
Unrestricted Capital Outlay	1,208,047	1,466	0	1,206,839	562,556	646,957	General
Adjacent Ways	3,172	0	0	0	3,172	0	Capital projects
Federal projects	(249,210)	2,658,290	(41,073)	3,392,099	2,515,575	(147,568)	
State projects	(76,643)	283,011	0	246,241	192,845	13,523	
Cash-controlled funds (A.R.S. §15-304)							
Instructional Improvement	124,536	86,393		200,000	55,899	155,030	Special revenue
Bond Building	0	0	0	0	0	0	Capital projects
Condemnation	0	0	0	0	0	0	General
Energy and Water Savings	0	0	0	0	0	0	General
New School Facilities	0	0		0	0	0	Capital projects
County, City, and Town Grants	0	0	0	0	0	0	Special revenue
English Language Learner	0	0	0	0	0	0	Special revenue
Compensatory Instruction	0	0	0	0	0	0	Special revenue
School Plant Fund	113,521	4,602	0	110,000	20,130	97,993	Special revenue
Food Service	80,654	405,717	0	520,000	434,657	51,714	Special revenue
Civic Center	223,243	46,557	0	250,000	180,337	89,463	Special revenue
Community School	38,775	207,822	0	100,000	65,466	181,131	Special revenue
Auxiliary Operations	325,821	135,841	0	500,000	201,498	260,164	Special revenue
Extracurricular Activities Fees	351,179	141,905	0	365,000	188,343	304,741	Special revenue
Gifts and Donations	258,467	61,384	0	265,000	248,803	71,048	Special revenue
Gifts and Donations—Capital	0	0	0	0	0	0	Capital projects
Career & Technical Education Projects	0	0	0	0	0	0	Special revenue
Fingerprint	0	0	0	0	0	0	Special revenue
School Opening	0	0	0	0	0	0	General
Insurance Proceeds	43,845	1,834	0	45,000	0	45,679	Special revenue
Textbooks	19,260	1,137	0	20,000	0	20,397	Special revenue
Litigation Recovery	0	0	0	0	0	0	Special revenue
Indirect Costs	333,195	7,073	41,074	380,000	362,019	19,323	General
Unemployment Insurance	0	0	0	0	0	0	Special revenue
Teacherage	0	0	0	0	0	0	Special revenue
Insurance Refund	68	1,165,433	0	300,000	556,544	608,957	Special revenue
Grants and Gifts to Teachers	0	0	0	0	0	0	Special revenue
Advertisement	0	0	0	0	0	0	Special revenue
Career Technical Education	127,999	100,556	0	100,000	98,591	129,964	Special revenue
Arizona Industry Credentials Incentive	0	0	0	0	0	0	Special revenue
Impact Aid Revenue Bond Building	0	0	0	0	0	0	Capital projects
Debt Service	29,389	999,158	1,155,000	1,000,000	2,154,963	28,584	Debt service
Emergency Deficiencies Correction	0	0	0	0	0	0	Capital projects
Building Renewal Grant	91	27,406	0	48,000	27,497	0	Capital projects
Impact Aid Rev. Bond Debt Service	0	0	0	0	0	0	Debt service
Student Activities	267,484	45,326	0	280,000	40,010	272,800	Special revenue
Employee Insurance Program Withholdings	37,601	27,901	0	0	1,842	63,660	
State Income Tax Withholdings	0	0	0	0	0	0	
Other Funds	0	0	0	0	0	0	Special revenue
Permanent Fund	0	0	0	0	0	0	Permanent
Trust and Custodial Funds	0	0	0	0	0	0	
Enterprise Funds	96,151	15,030	0	0	20,745	90,436	Enterprise
Self-Insurance	0	0	0	0	0	0	Internal services
Intergovernmental Agreements	356	3,594	0	0	0	3,950	Internal services
OPEB	0	0	0	0	0	0	Internal services
Other Internal Service Fund	0	0	0	0	0	0	Internal services

Instructions

This tab presents information on the amount and planned use of the District's fund balance reserves to increase transparency and provide decision-makers, other stakeholders, and the public more complete financial information. It also presents information about policies or guidelines used to establish target fund balance reserve amounts.

A. Ending fund balance amounts and planned uses		Funds													
		General fund*			Capital projects fund			Special revenue funds							
		Maintenance and Operations fund	Unrestricted Capital Outlay Fund (if included in the general fund)	Other funds reported in the general fund	Unrestricted Capital Outlay Fund (if <u>not</u> included in the general fund)	Bond Building Funds	Adjacent Ways Fund	Other capital projects funds	Classroom Site Fund	Federal and state grants					
Prior year ending fund balance															
1. Ending fund balance reported in FY 2024 AFR	(1,955,630)	1,208,047	333,195	0	0	3,172	91	1,285,425	(325,853)	1,974,852	29,389	0	96,151	356	2,649,195
Current year ending fund balance															
2. Total FY 2025 ending fund balance	946,523	646,957	19,323	0	0	0	0	925,526	(134,045)	2,289,081	28,584	0	90,436	3,950	4,816,335
FY 2025 ending fund balance details:															
3.a Fund deficit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3.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
3.c Planned to be spent in FY 2026 to support budgeted spending	0	0	0	0	0	0	0	925,526	(134,045)	0	0	0	0	0	791,481
3.d Maintained for debt retirement <u>after</u> FY 2026										0	28,584	0	0	0	28,584
3.e Maintained for capital projects <u>after</u> FY 2026		0	0	0	0	0	0	0	0	0	0	0	0	0	0
3.f Maintained for retirement contributions <u>after</u> FY2026	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3.g Maintained for self-insurance or OPEB <u>after</u> FY 2026															0
3.h Maintained for future financial stability	946,523	646,957	19,323	0	0	0	0	0	0	2,289,081		0	90,436	3,950	3,996,270
3.i <i>other purposes (Specify)</i>	0	0	0	0	0	0	0	0	0	0		0	0	0	0
3.j <i>other purposes (Specify)</i>	0	0	0	0	0	0	0	0	0	0		0	0	0	0
3.k Total FY 2025 ending fund balance	946,523	646,957	19,323	0	0	0	0	925,526	(134,045)	2,289,081	28,584	0	90,436	3,950	4,816,335
FY 2025 ending fund balance classification															
4.a Nonspendable	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4.b Restricted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4.c Committed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4.d Assigned	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4.e Unassigned	946,523	646,957	19,323	0	0	0	0	925,526	(134,045)	2,289,081	28,584	0	90,436	3,950	4,816,335
4.f Total (amount must agree to line 3.k above)	946,523	646,957	19,323	0	0	0	0	925,526	(134,045)	2,289,081	28,584	0	90,436	3,950	4,816,335

Consent Item:
Personnel Action Items

Submitted by:
Kailey Brown, HR Coordinator

Funding:
NA

RECOMMENDATION:

Administration recommends that the Governing Board approve the following Personnel Actions.

BACKGROUND

NAME

ASSIGNMENT

EFFECTIVE

New Employment:

Jordan Wilson	Security @ Middle School	
10.14.2025		

Rehires:

Melinda Stricker-Rogers	Support Specialist @ High School	
09.15.2025		

Transfers/Pay Changes:

Justin Simpson	Mechanic @ Warehouse	09.15.2025
Emmanuel Vazquez	Security @ Elementary School	09.22.2025
Mindi Lupien	District LPN @ District Office	10.27.2025

Retirements:

Resignations:

FMLA/LOA:

Supplemental Assignments/Stipends:

Austin Keating	Club Sponsor - STUGO @ High School	07.28.2025
Marissa Flores	Club Sponsor - STUGO @ High School	07.28.2025
Patricia Schultz	Club Sponsor - NJHS @ Middle School	07.28.2025
Peter Schermerhorn	Extended Teaching Period @ High School	
07.28.2025		
Alicia Smith	Additional Duties @ Elementary School	09.25.2025
Thomas Ferington	Head Coach Basketball @ High School	11.01.2025

Consent Item:

Payroll vouchers processed from September 1, 2025, through September 30, 2025

Submitted by:

Kristi Fuda, Payroll

Recommendation

It is recommended the Governing Board approve payment of payroll vouchers processed from September 1, 2025, through September 30, 2025.

Funding Summary

Funding Code	Funding Description	Amount
001	Maintenance and Operation	\$ 643,516.33
010	Proposition 301	\$ 64,709.11
020	Instruction Improvement Fund (IIF)	\$ 545.32
100	Title I-A Basic	\$ 11,680.30
140	Title II-A	\$ 1,082.66
168	ESEA Title IV-A	\$ 571.10
210	Title VI	\$ 5,220.60
220	IDEA-Part B Basic	\$ 9,502.65
260	CTE Federal Perkins Grant	\$ 595.82
290	Medicaid Reimbursement	\$ 5,064.13
378	Impact Aid	\$ 50,787.32
480	School Safety Program	\$ 14,867.98
510	Food Service	\$ 883.73
525	Auxiliary Operations	\$ 6,967.82
526	Tax Credit Contributions	\$ 4,129.45
570	Indirect Costs	\$ 1,468.82
596	Joint Technological Education	\$ 8,365.60

Total Amount:

\$830,121.62

FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT #98 VOUCHER

Entity Number: 07-2-98

Voucher No: 5, 1005

Voucher Date: 09/09/2025

Prepared By:

Kristi Fuda

Pay Period: 5

Pay Cycle: 2025-2026 BW

Printed: 09/04/2025 02:09:06 PM

The County School Superintendent of Maricopa County is hereby authorized to draw warrants on the County Treasurer against FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT #98 School District Fund(s) for necessary expenses against the school district and obligations incurred for value received in services as shown below for the pay period ending 8/30/2025.

I certify by my original signature below that this claim is just and correct, that teachers, substitute teachers and administrators whose salaries are claimed herein are legally certified during the fiscal year covering this pay period and that the services herein represented have been received and that the claim: ___ was approved at a public meeting of the governing board on _____ (A.R.S. 15-304), or ___ will be ratified at the next regular or special meeting of the governing board on _____ in accordance with the procedures of A.R.S. 15-321 All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with ARS 38-231.

Administrator

Lillian Acker

Board Member

Kim Duckworth

Board Member

Bernie Hoenle

Board Member

Madicyn Reid

Board Member

Dr. Richard Rutkowski

Board Member

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$240,883.82	\$17,608.76	\$28,856.20	\$34,251.03	\$321,599.81
010	\$24,503.95	\$1,791.18	\$2,907.98	\$3,204.02	\$32,407.13
020	\$228.84	\$15.68	\$27.46	\$0.68	\$272.66
100	\$4,297.24	\$302.85	\$515.67	\$724.39	\$5,840.15
140	\$454.54	\$30.89	\$54.54	\$1.36	\$541.33
168	\$238.10	\$18.17	\$28.57	\$0.71	\$285.55
210	\$1,890.80	\$141.66	\$226.90	\$315.70	\$2,575.06
220	\$3,850.10	\$290.81	\$462.01	\$428.80	\$5,031.72
260	\$220.93	\$16.83	\$26.51	\$33.64	\$297.91
290	\$1,878.44	\$142.03	\$225.41	\$287.16	\$2,533.04
378	\$20,621.00	\$1,565.11	\$1,650.92	\$2,413.82	\$26,250.85
480	\$4,341.95	\$314.66	\$251.52	\$926.86	\$5,834.99
510	\$310.78	\$21.07	\$37.30	\$79.74	\$448.89

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
525	\$3,012.86	\$228.35	\$233.62	\$9.04	\$3,483.87
526	\$1,799.22	\$129.37	\$130.63	\$5.41	\$2,064.63
570	\$615.38	\$43.34	\$73.85	\$1.84	\$734.41
596	\$3,153.18	\$221.72	\$378.38	\$429.56	\$4,182.84
	\$312,301.13	\$22,882.48	\$36,087.47	\$43,113.76	\$414,384.84

FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT #98 VOUCHER

Entity Number: 07-2-98

Voucher No: 6, 1006

Voucher Date: 09/23/2025

Prepared By:

Kristi Fuda

Pay Period: 6

Pay Cycle: 2025-2026 BW

Printed: 09/18/2025 02:13:51 PM

The County School Superintendent of Maricopa County is hereby authorized to draw warrants on the County Treasurer against FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT #98 School District Fund(s) for necessary expenses against the school district and obligations incurred for value received in services as shown below for the pay period ending 9/13/2025.

I certify by my original signature below that this claim is just and correct, that teachers, substitute teachers and administrators whose salaries are claimed herein are legally certified during the fiscal year covering this pay period and that the services herein represented have been received and that the claim: ___ was approved at a public meeting of the governing board on _____ (A.R.S. 15-304), or ___ will be ratified at the next regular or special meeting of the governing board on _____ in accordance with the procedures of A.R.S. 15-321 All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with ARS 38-231.

Administrator

Lillian Acker

Board Member

Kim Duckworth

Board Member

Bernie Hoenle

Board Member

Madicyn Reid

Board Member

Dr. Richard Rutkowski

Board Member

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$241,181.17	\$17,616.05	\$28,582.99	\$34,536.31	\$321,916.52
010	\$24,416.12	\$1,784.73	\$2,897.44	\$3,203.69	\$32,301.98
020	\$228.84	\$15.68	\$27.46	\$0.68	\$272.66
100	\$4,297.24	\$302.85	\$515.67	\$724.39	\$5,840.15
140	\$454.54	\$30.89	\$54.54	\$1.36	\$541.33
168	\$238.10	\$18.17	\$28.57	\$0.71	\$285.55
210	\$1,949.58	\$146.17	\$233.95	\$315.84	\$2,645.54
220	\$3,382.50	\$255.04	\$405.90	\$427.49	\$4,470.93
260	\$220.93	\$16.83	\$26.51	\$33.64	\$297.91
290	\$1,876.80	\$141.91	\$225.22	\$287.16	\$2,531.09
378	\$19,393.16	\$1,473.09	\$1,609.99	\$2,060.23	\$24,536.47
480	\$6,796.83	\$502.46	\$546.11	\$1,187.59	\$9,032.99
510	\$299.07	\$20.17	\$35.89	\$79.71	\$434.84

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
525	\$3,012.86	\$228.43	\$233.62	\$9.04	\$3,483.95
526	\$1,799.22	\$129.56	\$130.63	\$5.41	\$2,064.82
570	\$615.38	\$43.34	\$73.85	\$1.84	\$734.41
596	\$3,153.18	\$221.63	\$378.38	\$429.57	\$4,182.76
850	\$136.85	\$9.22	\$16.42	\$0.39	\$162.88
	\$313,452.37	\$22,956.22	\$36,023.14	\$43,305.05	\$415,736.78

Consent Item:

Accounts Payable Vouchers Processed from August 28, 2025 through September 25, 2025.

Submitted by:

Tammy Rigsby, Finance

Funding

NA

RECOMMENDATION:

It is recommended that the Governing Board approve payment of accounts payable vouchers processed **August 28, 2025 through September 25, 2025.**

FUNDING

001	Maintenance and Operations	\$287,116.44
010	Proposition 301	\$702.16
290	Medicaid Reimbursement	\$57,874.39
366	Systematic School Improv.	\$7,386.76
378	Impact Aid	\$18,852.70
520	Community Schools	\$183.68
525	Auxiliary Operations	\$7,285.79
526	Tax Credit Contributions	\$10,853.65
530	Gifts and Donations	\$815.47
596	Joint Technological Ed	\$990.04
610	Capital Unrestricted	\$101,158.41
850	Student Activities	\$1,933.99
		\$495,153.48

FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT #98 VOUCHER

Voucher No: 2608

Voucher Date: 08/28/2025

Prepared By:

Printed: 08/28/2025 10:48:37 AM

The County School Superintendent of Maricopa County is hereby authorized to draw warrants on the County Treasurer against FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT #98 School District Fund(s) for necessary expenses against the school district and obligations incurred for value received in services and for materials as shown below.

I certify by my original signature below that this claim is just and correct, and the services and/or materials herein represented have been received and that the claim: _____ was approved at a public meeting of the governing board on _____ (A.R.S. 15-304), or _____ will be ratified at the next regular or special meeting of the governing board on _____ in accordance with the procedures of A.R.S. 15-321 All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with ARS 38-231.

Lillian Acker

Board Member

Kim Duckworth

Board Member

Bernie Hoenle

Board Member

Madicyn Reid

Board Member

Dr. Richard Rutkowski

Board Member

FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT
#98

Fund		Amount
001	MAINTENANCE AND OPERATION	\$21,050.04
366	SYSTEMATIC SCHOOL IMPROVEMENT GRANT (SSIG)	\$245.00
378	IMPACT AID	\$6,901.62
530	GIFTS AND DONATIONS	\$23.65
596	CAREER TECHNOLOGICAL EDUCATION	\$189.36
610	CAPITAL UNRESTRICTED	\$36,412.25
		\$64,821.92

Created By: tammy.rigsby

Posted By: tammy.rigsby

Date: 08/28/2025 10:45:23

Page:

1

Fountain Hills Unified School District #98

Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: Maricopa County Treasurer 987654321

From Date: 8/28/2025
From Check: 98618961
From Voucher: 2608

To Date: 8/28/2025
To Check: 98618977
To Voucher: 2608

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
98618961	08/28/2025	CINTAS CORPORATION	\$392.60	2608	Not Printed	Expense	☐		
98618962	08/28/2025	CONTINENTAL MESSAGE SOLUTION	\$400.00	2608	Not Printed	Expense	☐		
98618963	08/28/2025	COX COMMUNICATIONS	\$5,062.60	2608	Not Printed	Expense	☐		
98618964	08/28/2025	EPCOR WATER	\$1,458.77	2608	Not Printed	Expense	☐		
98618965	08/28/2025	FOLLETT SCHOOL SOLUTIONS, INC.	\$4,447.44	2608	Not Printed	Expense	☐		
98618966	08/28/2025	FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT-A	\$249.06	2608	Not Printed	Expense	☐		
98618967	08/28/2025	LANI RAE'S LITERACY LAB LLC	\$245.00	2608	Not Printed	Expense	☐		
98618968	08/28/2025	OFFICE DEPOT	\$1,703.52	2608	Not Printed	Expense	☐		
98618969	08/28/2025	PAUL'S ACE HARDWARE	\$173.52	2608	Not Printed	Expense	☐		
98618970	08/28/2025	PETE KING CONSTRUCTION COMPANY	\$13,253.00	2608	Not Printed	Expense	☐		
98618971	08/28/2025	SAFEWAY	\$23.65	2608	Not Printed	Expense	☐		
98618972	08/28/2025	SCHOOLINK.INC	\$18,462.75	2608	Not Printed	Expense	☐		
98618973	08/28/2025	SPECIALIZED EDUCATION OF ARIZONA, INC.	\$3,481.94	2608	Not Printed	Expense	☐		
98618974	08/28/2025	VAIL UNIFIED SCHOOL DISTRICT #20	\$7,500.00	2608	Not Printed	Expense	☐		
98618975	08/28/2025	VOYAGER FLEET SYSTEMS, INC.	\$6,901.62	2608	Not Printed	Expense	☐		
98618976	08/28/2025	XEROX BUSINESS SOLUTIONS SW	\$877.09	2608	Not Printed	Expense	☐		
98618977	08/28/2025	ZELIFF, GEORGE	\$189.36	2608	Not Printed	Expense	☐		
Total Amount:			\$64,821.92						
End of Report									

FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT #98 VOUCHER

Voucher No: 2609

Voucher Date: 09/04/2025

Prepared By: _____

Printed: 09/04/2025 12:59:09 PM

The County School Superintendent of Maricopa County is hereby authorized to draw warrants on the County Treasurer against FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT #98 School District Fund(s) for necessary expenses against the school district and obligations incurred for value received in services and for materials as shown below.

I certify by my original signature below that this claim is just and correct, and the services and/or materials herein represented have been received and that the claim: _____ was approved at a public meeting of the governing board on _____ (A.R.S. 15-304), or _____ will be ratified at the next regular or special meeting of the governing board on _____ in accordance with the procedures of A.R.S. 15-321 All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with ARS 38-231.

Lillian Acker

Board Member

Kim Duckworth

Board Member

Bernie Hoenle

Board Member

Madicyn Reid

Board Member

Dr. Richard Rutkowski

Board Member

FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT
#98

Fund		Amount
001	MAINTENANCE AND OPERATION	\$61,648.81
010	PROPOSITION 301	\$346.34
366	SYSTEMATIC SCHOOL IMPROVEMENT GRANT (SSIG)	\$6,301.76
378	IMPACT AID	\$400.00
525	AUXILIARY OPERATIONS	\$2,585.43
526	TAX CREDIT CONTRIBUTIONS	\$9,383.99
530	GIFTS AND DONATIONS	\$109.42
596	CAREER TECHNOLOGICAL EDUCATION	\$108.17

Created By: tammy.rigsby

Posted By: tammy.rigsby

Date: 09/04/2025 12:57:18

Page: 1

Voucher No: 2609**Voucher Date: 09/04/2025**

Fund		Amount
610	CAPITAL UNRESTRICTED	\$40,515.94
850	STUDENT ACTIVITIES	\$1,782.73
		\$123,182.59

Fountain Hills Unified School District #98

Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: Maricopa County Treasurer 987654321

From Date: 9/4/2025
From Check: 98618978
From Voucher: 2609

To Date: 9/4/2025
To Check: 98619004
To Voucher: 2609

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
98618978	09/04/2025	ADE	\$30.00	2609	Not Printed	Expense	☐		
98618979	09/04/2025	AGILE SPORTS TECHNOLOGIES	\$9,200.00	2609	Not Printed	Expense	☐		
98618980	09/04/2025	AMAZON CAPITAL SERVICES, INC.	\$11,740.46	2609	Not Printed	Expense	☐		
98618981	09/04/2025	ANDREW'S REFRIGERATION, INC.	\$28,050.17	2609	Not Printed	Expense	☐		
98618982	09/04/2025	ARIZONA HEALTH AND PHYSICAL EDUCATION	\$155.00	2609	Not Printed	Expense	☐		
98618983	09/04/2025	ASSURED SECURITY	\$250.00	2609	Not Printed	Expense	☐		
98618984	09/04/2025	BACKGROUND INVESTIGATION BUREAU, LLC	\$98.70	2609	Not Printed	Expense	☐		
98618985	09/04/2025	BEL-AIRE MECHANICAL, INC.	\$31,161.13	2609	Not Printed	Expense	☐		
98618986	09/04/2025	CCS PRESENTATION SYSTEMS	\$391.71	2609	Not Printed	Expense	☐		
98618987	09/04/2025	CINTAS CORPORATION	\$307.24	2609	Not Printed	Expense	☐		
98618988	09/04/2025	COLLEGE HOUSE	\$2,082.02	2609	Not Printed	Expense	☐		
98618989	09/04/2025	CUSTOM INK	\$512.80	2609	Not Printed	Expense	☐		
98618990	09/04/2025	EDUCATIONAL SERVICES, LLC	\$10,201.09	2609	Not Printed	Expense	☐		
98618991	09/04/2025	ESTHER GORGOL	\$2,380.00	2609	Not Printed	Expense	☐		
98618992	09/04/2025	FASTEST LABS OF SCOTTSDALE	\$400.00	2609	Not Printed	Expense	☐		
98618993	09/04/2025	FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT-A	\$120.97	2609	Not Printed	Expense	☐		
98618994	09/04/2025	FRUTH GROUP, INC	\$14,133.71	2609	Not Printed	Expense	☐		
98618995	09/04/2025	FX ENTERTAINMENT	\$863.37	2609	Not Printed	Expense	☐		
98618996	09/04/2025	LANI RAE'S LITERACY LAB LLC	\$455.00	2609	Not Printed	Expense	☐		
98618997	09/04/2025	NASSP/NHS	\$385.00	2609	Not Printed	Expense	☐		
98618998	09/04/2025	OFF DUTY MANAGEMENT, INC	\$183.99	2609	Not Printed	Expense	☐		
98618999	09/04/2025	PAUL'S ACE HARDWARE	\$14.71	2609	Not Printed	Expense	☐		

Fountain Hills Unified School District #98

Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: Maricopa County Treasurer 987654321

From Date: 9/4/2025

To Date: 9/4/2025

From Check: 98618978

To Check: 98619004

From Voucher: 2609

To Voucher: 2609

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
98619000	09/04/2025	PITCHFORK AQUATICS, INC	\$225.00	2609	Not Printed	Expense	☐		
98619001	09/04/2025	RICHARD W. DOBSON	\$575.00	2609	Not Printed	Expense	☐		
98619002	09/04/2025	VAIL UNIFIED SCHOOL DISTRICT #20	\$5,192.00	2609	Not Printed	Expense	☐		
98619003	09/04/2025	VOYAGER SOPRIS LEARNING	\$3,685.50	2609	Not Printed	Expense	☐		
98619004	09/04/2025	XEROX BUSINESS SOLUTIONS SW	\$388.02	2609	Not Printed	Expense	☐		

Total Amount: \$123,182.59

End of Report

FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT #98 VOUCHER

Voucher No: 2610

Voucher Date: 09/11/2025

Prepared By:

Printed: 09/11/2025 11:31:04 AM

The County School Superintendent of Maricopa County is hereby authorized to draw warrants on the County Treasurer against FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT #98 School District Fund(s) for necessary expenses against the school district and obligations incurred for value received in services and for materials as shown below.

I certify by my original signature below that this claim is just and correct, and the services and/or materials herein represented have been received and that the claim: ___ was approved at a public meeting of the governing board on _____ (A.R.S. 15-304), or ___ will be ratified at the next regular or special meeting of the governing board on _____ in accordance with the procedures of A.R.S. 15-321 All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with ARS 38-231.

Lillian Acker

Board Member

Kim Duckworth

Board Member

Bernie Hoenle

Board Member

Madilyn Reid

Board Member

Dr. Richard Rutkowski

Board Member

FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT
#98

Fund		Amount
001	MAINTENANCE AND OPERATION	\$37,448.79
366	SYSTEMATIC SCHOOL IMPROVEMENT GRANT (SSIG)	\$245.00
378	IMPACT AID	\$80.00
520	COMMUNITY SCHOOL	\$183.68
525	AUXILIARY OPERATIONS	\$3,051.99
526	TAX CREDIT CONTRIBUTIONS	\$214.66
530	GIFTS AND DONATIONS	\$431.16
610	CAPITAL UNRESTRICTED	\$4,344.21
850	STUDENT ACTIVITIES	\$18.49

Voucher No: 2610**Voucher Date: 09/11/2025**

Fund

Amount

\$46,017.98

Fountain Hills Unified School District #98

Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: Maricopa County Treasurer 987654321

From Date: 9/11/2025
From Check: 98619018
From Voucher: 2610

To Date: 9/11/2025
To Check: 98619047
To Voucher: 2610

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
98619018	09/11/2025	ARIZONA DEPARTMENT OF ED	\$90.00	2610	Not Printed	Expense	☐		
98619019	09/11/2025	ARIZONA SCHOOL RISK RETENTION TRUST, INC	\$1,385.00	2610	Not Printed	Expense	☐		
98619020	09/11/2025	ARIZONA SWIMMING GAUCHOS	\$500.00	2610	Not Printed	Expense	☐		
98619021	09/11/2025	AT DIRECT SPORTS MEDICINE LLC	\$310.00	2610	Not Printed	Expense	☐		
98619022	09/11/2025	BECK, STEFFNIE B	\$431.16	2610	Not Printed	Expense	☐		
98619023	09/11/2025	BLICK ART MATERIALS	\$82.79	2610	Not Printed	Expense	☐		
98619024	09/11/2025	BSN SPORTS	\$1,564.06	2610	Not Printed	Expense	☐		
98619025	09/11/2025	CENTURYLINK	\$369.88	2610	Not Printed	Expense	☐		
98619026	09/11/2025	CINTAS CORPORATION	\$254.22	2610	Not Printed	Expense	☐		
98619027	09/11/2025	EAST VALLEY SPORTS	\$595.14	2610	Not Printed	Expense	☐		
98619028	09/11/2025	Fire Security Elec & Communications	\$450.00	2610	Not Printed	Expense	☐		
98619029	09/11/2025	FOUNDATION FOR BLIND CHILDREN	\$5,774.58	2610	Not Printed	Expense	☐		
98619030	09/11/2025	FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT-A	\$15.48	2610	Not Printed	Expense	☐		
98619031	09/11/2025	IMAGINE LEARNING LLC	\$2,093.89	2610	Not Printed	Expense	☐		
98619032	09/11/2025	LANI RAE'S LITERACY LAB LLC	\$245.00	2610	Not Printed	Expense	☐		
98619033	09/11/2025	NCS PEARSON, INC	\$1,973.02	2610	Not Printed	Expense	☐		
98619034	09/11/2025	NEXTIVA, INC	\$2,646.42	2610	Not Printed	Expense	☐		
98619035	09/11/2025	OFF DUTY MANAGEMENT, INC	\$214.66	2610	Not Printed	Expense	☐		
98619036	09/11/2025	OFFICE DEPOT	\$3,953.84	2610	Not Printed	Expense	☐		
98619037	09/11/2025	PAUL'S ACE HARDWARE	\$196.92	2610	Not Printed	Expense	☐		
98619038	09/11/2025	REPUBLIC SERVICES #753	\$2,951.55	2610	Not Printed	Expense	☐		
98619039	09/11/2025	ROCHESTER 100 INC.	\$174.72	2610	Not Printed	Expense	☐		

Fountain Hills Unified School District #98

Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: Maricopa County Treasurer 987654321

From Date: 9/11/2025

From Check: 98619018

From Voucher: 2610

To Date: 9/11/2025

To Check: 98619047

To Voucher: 2610

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
98619040	09/11/2025	SAFEWAY	\$18.49	2610	Not Printed	Expense	☐		
98619041	09/11/2025	THE MASTER TEACHER	\$116.45	2610	Not Printed	Expense	☐		
98619042	09/11/2025	THE SHERWIN-WILLIAMS COMPANY	\$571.02	2610	Not Printed	Expense	☐		
98619043	09/11/2025	TIMECLOCK PLUS, LLC	\$5,382.46	2610	Not Printed	Expense	☐		
98619044	09/11/2025	UNITED PARCEL SERVICE	\$30.60	2610	Not Printed	Expense	☐		
98619045	09/11/2025	VAIL UNIFIED SCHOOL DISTRICT #20	\$13,500.00	2610	Not Printed	Expense	☐		
98619046	09/11/2025	VALERIE REICHLER	\$46.63	2610	Not Printed	Expense	☐		
98619047	09/11/2025	VALLEY OCCUPATIONAL HEALTH	\$80.00	2610	Not Printed	Expense	☐		

Total Amount: \$46,017.98

End of Report

FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT #98 VOUCHER

Voucher No: 2611

Voucher Date: 09/18/2025

Prepared By: _____

Printed: 09/18/2025 03:43:55 PM

The County School Superintendent of Maricopa County is hereby authorized to draw warrants on the County Treasurer against FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT #98 School District Fund(s) for necessary expenses against the school district and obligations incurred for value received in services and for materials as shown below.

I certify by my original signature below that this claim is just and correct, and the services and/or materials herein represented have been received and that the claim: _____ was approved at a public meeting of the governing board on _____ (A.R.S. 15-304), or _____ will be ratified at the next regular or special meeting of the governing board on _____ in accordance with the procedures of A.R.S. 15-321 All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with ARS 38-231.

Lillian Acker

Board Member

Kim Duckworth

Board Member

Bernie Hoenle

Board Member

Madicyn Reid

Board Member

Dr. Richard Rutkowski

Board Member

FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT
#98

Fund		Amount
001	MAINTENANCE AND OPERATION	\$75,622.92
010	PROPOSITION 301	\$355.82
290	MEDICAID REIMBURSEMENT	\$9,852.50
366	SYSTEMATIC SCHOOL IMPROVEMENT GRANT (SSIG)	\$315.00
525	AUXILIARY OPERATIONS	\$1,295.00
526	TAX CREDIT CONTRIBUTIONS	\$1,255.00
530	GIFTS AND DONATIONS	\$101.24
596	CAREER TECHNOLOGICAL EDUCATION	\$692.51

Voucher No: 2611**Voucher Date: 09/18/2025**

Fund		Amount
610	CAPITAL UNRESTRICTED	\$11,714.07
		\$101,204.06

Fountain Hills Unified School District #98

Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: Maricopa County Treasurer 987654321

From Date: 9/18/2025

To Date: 9/18/2025

From Check: 98619061

To Check: 98619084

From Voucher: 2611

To Voucher: 2611

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
98619061	09/18/2025	ACOVA	\$325.00	2611	Not Printed	Expense	☐		
98619062	09/18/2025	AZ ASSOC. OF SCHOOL PSYCHOLOGISTS	\$275.00	2611	Not Printed	Expense	☐		
98619063	09/18/2025	BENCHMARK EDUCATION COMPANY, LLC	\$11,714.07	2611	Not Printed	Expense	☐		
98619064	09/18/2025	CACTUS CHRISTIAN SCHOOLS LEAGUE	\$1,255.00	2611	Not Printed	Expense	☐		
98619065	09/18/2025	CAREERSAFE LLE	\$229.32	2611	Not Printed	Expense	☐		
98619066	09/18/2025	CHRYSLIS ACADEMY LLC	\$9,577.50	2611	Not Printed	Expense	☐		
98619067	09/18/2025	CINTAS CORPORATION	\$1,026.29	2611	Not Printed	Expense	☐		
98619068	09/18/2025	EDUCATIONAL SERVICES, LLC	\$11,038.03	2611	Not Printed	Expense	☐		
98619069	09/18/2025	EPCOR WATER	\$562.57	2611	Not Printed	Expense	☐		
98619070	09/18/2025	FIELDTURF USA, INC	\$1,295.00	2611	Not Printed	Expense	☐		
98619071	09/18/2025	FOUNTAIN HILLS GOLF CARTS	\$619.16	2611	Not Printed	Expense	☐		
98619072	09/18/2025	HILLYARD, INC.	\$54.71	2611	Not Printed	Expense	☐		
98619073	09/18/2025	LANI RAE'S LITERACY LAB LLC	\$315.00	2611	Not Printed	Expense	☐		
98619074	09/18/2025	MARICOPA COUNTY ENVIRONMENTAL	\$1,165.00	2611	Not Printed	Expense	☐		
98619075	09/18/2025	PAUL'S ACE HARDWARE	\$497.62	2611	Not Printed	Expense	☐		
98619076	09/18/2025	PINTO, BARRIE J	\$254.12	2611	Not Printed	Expense	☐		
98619077	09/18/2025	PRESCOTT RESORT	\$138.19	2611	Not Printed	Expense	☐		
98619078	09/18/2025	RICHARD W. DOBSON	\$345.00	2611	Not Printed	Expense	☐		
98619079	09/18/2025	SAFEWAY	\$101.24	2611	Not Printed	Expense	☐		
98619080	09/18/2025	SALT RIVER PROJECT	\$55,566.10	2611	Not Printed	Expense	☐		
98619081	09/18/2025	SCOTT WASTE SERVICES	\$1,000.00	2611	Not Printed	Expense	☐		
98619082	09/18/2025	THE ACES	\$3,412.50	2611	Not Printed	Expense	☐		

Printed: 09/18/2025 3:43:07 PM

Report: rptGLCheckListing

2025.1.17

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Fountain Hills Unified School District #98

Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: Maricopa County Treasurer 987654321

From Date: 9/18/2025

To Date: 9/18/2025

From Check: 98619061

To Check: 98619084

From Voucher: 2611

To Voucher: 2611

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
98619083	09/18/2025	THE SHERWIN-WILLIAMS COMPANY	\$211.37	2611	Not Printed	Expense	☐		
98619084	09/18/2025	VALERIE REICHLER	\$226.27	2611	Not Printed	Expense	☐		

Total Amount: \$101,204.06

End of Report

FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT #98 VOUCHER

Voucher No: 2612

Voucher Date: 09/25/2025

Prepared By: _____

Printed: 09/25/2025 02:59:14 PM

The County School Superintendent of Maricopa County is hereby authorized to draw warrants on the County Treasurer against FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT #98 School District Fund(s) for necessary expenses against the school district and obligations incurred for value received in services and for materials as shown below.

I certify by my original signature below that this claim is just and correct, and the services and/or materials herein represented have been received and that the claim: _____ was approved at a public meeting of the governing board on _____ (A.R.S. 15-304), or _____ will be ratified at the next regular or special meeting of the governing board on _____ in accordance with the procedures of A.R.S. 15-321 All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with ARS 38-231.

Lillian Acker

Board Member

Kim Duckworth

Board Member

Bernie Hoenle

Board Member

Madicyn Reid

Board Member

Dr. Richard Rutkowski

Board Member

FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT
#98

Fund		Amount
001	MAINTENANCE AND OPERATION	\$91,345.88
290	MEDICAID REIMBURSEMENT	\$48,021.89
366	SYSTEMATIC SCHOOL IMPROVEMENT GRANT (SSIG)	\$280.00
378	IMPACT AID	\$11,471.08
525	AUXILIARY OPERATIONS	\$353.37
530	GIFTS AND DONATIONS	\$150.00
610	CAPITAL UNRESTRICTED	\$8,171.94
850	STUDENT ACTIVITIES	\$132.77

Created By: tammy.rigsby

Posted By: tammy.rigsby

Date: 09/25/2025 14:58:50

Page:

1

Voucher No: 2612**Voucher Date: 09/25/2025**

Fund**Amount**

\$159,926.93

Fountain Hills Unified School District #98

Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: Maricopa County Treasurer 987654321

From Date: 9/25/2025

To Date: 9/25/2025

From Check: 98619085

To Check: 98619104

From Voucher: 2612

To Voucher: 2612

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
98619085	09/25/2025	AKKO LLC	\$5,915.00	2612	Not Printed	Expense	☐		
98619086	09/25/2025	ANDREW'S REFRIGERATION, INC.	\$1,173.36	2612	Not Printed	Expense	☐		
98619087	09/25/2025	BLUE SKY PEST CONTROL	\$27,798.00	2612	Not Printed	Expense	☐		
98619088	09/25/2025	CENTURYLINK	\$280.40	2612	Not Printed	Expense	☐		
98619089	09/25/2025	CHASE BANK	\$11,120.20	2612	Not Printed	Expense	☐		
98619090	09/25/2025	CHRYSLIS ACADEMY LLC	\$5,599.50	2612	Not Printed	Expense	☐		
98619091	09/25/2025	CINTAS CORPORATION	\$406.70	2612	Not Printed	Expense	☐		
98619092	09/25/2025	COX COMMUNICATIONS	\$5,062.60	2612	Not Printed	Expense	☐		
98619093	09/25/2025	EPCOR WATER	\$11,657.48	2612	Not Printed	Expense	☐		
98619094	09/25/2025	FX ENTERTAINMENT	\$150.00	2612	Not Printed	Expense	☐		
98619095	09/25/2025	GPEMC-AZEMC/AGUA FRIA UHS DISTRICT	\$1,339.00	2612	Not Printed	Expense	☐		
98619096	09/25/2025	HILLYARD, INC.	\$424.54	2612	Not Printed	Expense	☐		
98619097	09/25/2025	IXL LEARNING, INC.	\$129.00	2612	Not Printed	Expense	☐		
98619098	09/25/2025	LANI RAE'S LITERACY LAB LLC	\$280.00	2612	Not Printed	Expense	☐		
98619099	09/25/2025	NCS PEARSON, INC	\$327.60	2612	Not Printed	Expense	☐		
98619100	09/25/2025	PAUL'S ACE HARDWARE	\$418.85	2612	Not Printed	Expense	☐		
98619101	09/25/2025	SPECIALIZED EDUCATION OF ARIZONA, INC.	\$78,334.42	2612	Not Printed	Expense	☐		
98619102	09/25/2025	THE SHERWIN-WILLIAMS COMPANY	\$29.98	2612	Not Printed	Expense	☐		
98619103	09/25/2025	VOYAGER FLEET SYSTEMS, INC.	\$8,872.47	2612	Not Printed	Expense	☐		
98619104	09/25/2025	XEROX BUSINESS SOLUTIONS SW	\$607.83	2612	Not Printed	Expense	☐		

Total Amount: \$159,926.93

End of Report

Printed: 09/25/2025 3:00:42 PM

Report: rptGLCheckListing

2025.1.20

Page:

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Action Item:**Acceptance of Donations****Submitted by:**

Dr. Cain Jagodzinski, Superintendent

Funding:NA

RECOMMENDATION:

It is recommended that the Governing Board accept the following gifts to the District.

BACKGROUND:**School**

Benevolent and Protective Order of Elks	\$2500	DO
Neil Family Trust	\$200	MMES
Arizona Elks	\$1000	FHMS
Rita Miller	\$300	FHMS
Chill Boutique	\$800	FHMS
Barry Hale	\$50	FHMS

Action Item:

Annual Financial Report

Submitted by:

Chris Hartmann, Executive Director of Finance

Funding:

NA

RECOMMENDATION

It is recommended that the Board approve the FY25 Annual Financial Report and all subsequent reports.

BACKGROUND

The Annual Financial Report is due on October 15, 2025. Mr. Hartmann will explain the report and answer any questions from Board members.

Action Item:

Extracurricular Fees Schedule 2025-2026

Submitted by:

Dr. Cain Jagodzinski, Superintendent

Funding:

NA

RECOMMENDATION

It is recommended that the Board approve the Extracurricular Fee Schedule for 2025-2026.

BACKGROUND

The 2025-2026 fee schedule has been updated to reflect the current fees at each school site. This list will be brought to the Board for approval as changes are deemed necessary throughout the school year.

FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT

Extracurricular Activity Fees 2025-2026

Little Falcons Preschool

Seasonal Camps	\$250 per week (district staff (\$125per week)
Club Falcon - Before School Care 7:00-8:15 am	\$10/day (district staff free)
Club Falcon - After School Care 2:45-5:00 pm	\$20/day (district staff free)
Club Falcon - Half Day 11:45 am-2:45 pm	\$30/day (district staff free)

McDowell Mountain Elementary

STEM Club (aka Robotics)	\$150 per year
Jr. Falcons Cheer/Spirit Squad	Black Squad \$250 per year (two days a week) Blue Squad \$125 per year (one day a week)
Basketball Club	\$25 trimester
Running Club	\$50 per trimester
Agility Club	\$50 per trimester
Falcon Flyers	No Fee

Middle School

Sports Team Fees: Basketball, Baseball, Softball, Volleyball, Cross Country, Soccer, Football, Cheer, Wrestling	\$175 per sport
Trimester Sports Club Fees: Running, Cheer, Chess, Volleyball, Basketball, Track, Baseball, Softball, Wrestling	\$25 per trimester
Jr. Falcons Cheer/Spirit Squad Club	\$100 per year
Band School Loaned Instrument Fee	\$50 per year
Band Class	\$20 per year
Yearbook Club	\$50 per year
National Junior Honor Society	\$25 per year
STUGO	\$50 per year
Robotics Club	\$50 per year
Football Club	\$0
Extra-curricular Fees: Band Club, Jazz Band Club, Choir Club, Percussions Club	\$25 per trimester
PE Uniform Fee	\$10 shirt/\$10 shorts
Lost ID	\$5 per lost ID

High School

Sports/Physical Education	
PE Uniforms	\$10 shirt/\$10 shorts
Sports Fee	\$250 per sport
Fine Arts	
Basic Design I	\$30 per trimester
Basic Design II	\$30 per trimester
Drawing & Painting I	\$30 per trimester
Drawing & Painting II	\$30 per trimester
3D Art Design I	\$30 per trimester
3D Art Design II	\$30 per trimester
Performing Arts	
Band School Loaned Instrument Fee	\$50 per year
Band Class	\$30 per trimester
Dance Class	\$30 per trimester
Practical Arts/CTE	
Sports Medicine	\$50
HOSA, Skills USA	\$20 per year
Other	
Parking Permit	\$150 per year or \$50 per trimester
Commencement Fee (Seniors only)	\$100
ID Replacement	\$5
AP Tests	\$99 per test
PSAT Test	\$25
AP Capstone Tests	\$150 per test
National Honor Society	\$20 per year
Extra-curricular Fees Key Club, Art Club/National Art Society, Falcon Leadership, STUGO, Falcon Christian Athlete (FCA), Boys Basketball Club, Girls Basketball Club, Strength, Speed & Agility Club, Veterans Heritage Project, Band Club Fee	\$50 per year
Sister Cities Club, Native American Club, Table Top Club	\$0

Scholarships are available based on financial need.

Athletic Fees

\$250 per sport - High School

\$175 per sport - Middle School



Club Request

Club Sponsor (your name): Falcon Robotics

Club Name: Robotics

School: LFPS MMES FHMS FHHS

Durations of Club: Year Long 1st Trimester 2nd Trimester 3rd Trimester

Meeting Days/Time:

Mon: _____ Tues: 7:00 am Wed: _____ Thur: 7:00 am Fri: _____
-7:30AM -7:30AM

Number of Hours per Week: 1-2 hours Competitions: _____ (Y/N)
not at this time

Club Meeting Location: Room 6103

Cost to join \$: 50 per year _____

After the last meeting you are required to submit the following:

- ☒ Rosters
- ☒ Documentation of Competition (if applicable)
- ☒ Dollar amount from fee collection
- ☒ Dollar amount from fundraising (if applicable)

Principal: Dr. Weeldpenger Date 10-1-25

Fees approved by the Board: YES NO Date _____

Action Item:

Professional Meet and Confer Agreement

Submitted by:

Dr. Cain Jagodzinski, Superintendent

Funding:

NA

BACKGROUND

The agreement has redlined changes that were presented to the board on September 17, 2025.

The board requested a few small changes which were made and included in the document presented in this board packet.

FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT
2025-2026 Certified Employee Agreement



FOUNTAIN HILLS
UNIFIED SCHOOL DISTRICT

Committee Members:

Marina Rodriguez
Talia Houseal
Jennifer Miller
Chris Peterson
John Engels
Christine Rios
Krista Andreae
Valerie Reichler
Kimberly Weeldreyer

I. MEET AND CONFER PROCESS

A. Intent and Goals

The Governing Board of the Fountain Hills Unified School District and the Fountain Hills Meet and Confer Committee agree that the educational welfare of the children of the District is paramount in the operation of the schools.

The Board recognizes that teaching is a profession, that members of this profession have specialized educational qualifications, and that their participation in policy development on matters relative to the professional services of certified educators is important to the success of school programs.

The Board and the Committee recognize their responsibilities toward each other and to the community for conferring in good faith to reach agreements, which are mutually acceptable. The Meet and Confer process is a means of facilitating communication and cooperation between and among all staff and the Board.

In order to promote maximum utilization of the ability, experience, and judgment of all parties sharing responsibility for the quality in the Fountain Hills Unified School District, the parties do hereby enter into the following agreement.

B. Recognition

The Governing Board of the Fountain Hills Unified School District recognizes the Fountain Hills Meet and Confer Committee as the representative for teachers-certified staff for the purpose of representing them on matters with respect to salaries, benefits, work calendars, and working conditions.

The Fountain Hills Meet and Confer committee will be established by the Superintendent and may establish other committees ~~the Committee~~ to investigate any issues that require more time or issues that remain unresolved in this agreement. The Meet and Confer committee will review and vote to approve all other committees' recommendations relating to salaries, benefits, work calendars, and working conditions prior to presentation to the Board.

If any part of this agreement is held to be invalid by operation of law or any tribunal of appropriate jurisdiction, or if compliance or enforcement of any part should be restrained by such tribunal, the remainder of this agreement will not be affected. The Meet and Confer process will commence within ten (10) working days of notification of a final determination of such illegality for the purpose of attempting to reach a mutually satisfactory solution for such part. All understandings and agreements reached as a result of this procedure will be reduced to writing, signed by each party, and made a part of this agreement.

C. Term of Agreement

This agreement between the Fountain Hills Meet and Confer Committee and the Governing Board of the Fountain Hills Unified School District will be effective as of July 1, 2025, and will continue in effect through June 30, 2026.

Definitions

- "District" will mean the Fountain Hills Unified School District.
- "Board" will mean the Governing Board of the Fountain Hills Unified School District.
- "Board Representatives" will mean the officially designated representatives of the Governing Board of the Fountain Hills Unified School District.
- "Teacher and/or Teacher Certified Staff" will mean any employee of the Fountain Hills Unified School District who receives a teacher's contract.

- “Meet and Confer Committee” or “Meet and Confer” will mean certified representatives ~~consisting of FHEA members and non-members selected by each site, school principals and select district office personnel.~~ consisting of employees from the classified, certified, and administration employee groups.
- The Fountain Hills Education Association will recommend the committee members to represent certified staff through a process that encourages wide representation from various job families.
- "Meet and Confer Committee Representatives" will mean the officially designated representatives of the Fountain Hills Meet and Confer Committee.
- "Working days" will mean days when ~~teachers-certified~~ educators are required to be at their schools or places of assignment.
- During the summer, "working days" will mean days when the District's central administrative offices are open to the public for business
- "Fully-appointed teacher" will mean a teacher who has been employed by the District for more than the major portion of three consecutive school years and who is under contract of employment with the District for the current year.
- "Limited-appointment teacher" will mean a teacher who has not been employed by the District for more than the major portion of three consecutive school years and who is under contract of employment with the District for the current school year.
- "Site council" will mean the inclusionary process in which the people who effect and are affected by significant decisions participate in making those decisions.
- “Base salary” will mean the contracted salary amount excluding any supplementals, stipends, longevity, and/or extra pay incentives.
- “Classroom Site Fund” will mean the money received by the state that will be awarded to qualified professional staff in accordance with the adopted pay for performance plan, ~~and~~ Board/District policies, and Arizona State Revised Statute.
- “Per Diem” will mean the base salary divided by the contracted number of workdays ~~(currently at 194)~~ as stated in the adopted work calendar.

~~For the purpose for comparing our district to other districts, The District Meet and Confer Committees will use various districts from around the state.~~

II. COMPENSATION

A. Compensation Schedule

The certified salary schedule includes all certified personnel who hold Teacher positions in the district. The certified service worker salary schedule includes all certified personnel who hold positions that require a certificate but are not considered teachers or administrators.

B. Supplementary Pay

Supplementary contracts will be issued for all paid positions in addition to the regular teaching contract. Following confirmation of contract, payment for such contracted positions will be initiated at the

commencement of the activity. Coaches and sponsors salary schedules may receive the same pay increase as the increase to returning teachers' base salary ~~to be funded out of undesignated funds and not M&O~~. This process will be reviewed periodically and will be agreed upon by Meet and Confer with input from the District's Athletic Director.

After each season, all coaches will have a performance review using the approved review form, ~~on the approved review form, after each season~~. Head coaches will review all assistant, junior varsity, and freshman coaches in their sport. All head coaches will be reviewed by the athletic director. Principals will consider these reviews in their recommendations for coaching contract renewal or non-renewal. The athletic director will be reviewed by his/her principal. All non-coaching positions will be reviewed annually by the building principal.

All parental/public complaints regarding a coach/sponsor must follow the District's Parental/Public Complaints policy (KEB, KEB-R, KEB-E).

Club sponsors shall receive no stipends or supplemental pay. The table below shall only serve as guidelines of payment amounts that may be paid if the club raises the funds.

All clubs must be self-sustained.

The schedule for stipends shall be as follows

2025-26 Club Sponsor Scale/Stipend Schedule-Guidelines			
Number of Students	Hours per week	Stipend Amount (No competitions)	Stipend Amount (Competitions)
1-10	1-5	\$750.00	\$950.00
	6-10	\$800.00	\$950.00
	10+	\$900.00	\$950.00
11-29	1-5	\$1,100.00	\$1,500.00
	6-10	\$1,200.00	\$1,500.00
	10+	\$1,300.00	\$1,500.00
30+	1-5	\$1,700.00	\$2,300.00
	6-10	\$1,900.00	\$2,300.00
	10+	\$2,100.00	\$2,300.00
Note: Hours per week is split 50/50 between student interaction and club prep. If a club is participating in a minimum of 24 hours of community service, the sponsor(s) will be eligible for the stipend amount that corresponds with competitions.			

2025-26 Supplemental Pay Schedule	
Category	Rate
Period Substitute*	\$20 \$25.00/per period
Team Leaders	\$750.00
Instructional Coach	\$1,800.00
New Teacher Mentor	\$1,800.00
Translator	\$20.00/hr
Curriculum or assessment development, administration, or special development/planning	\$23.00/hr
Homebound, alternative education or staff development classes	\$26.50/hr
Extra Class Period (6/5ths contract)	20% of contracted rate
Substitutes	
Certified (0-14 days)	\$135/day
Certified (15+ days)	\$160/day
Classified	\$13.85/hr minimum wage
*Certified educators who cover an additional class in lieu of a substitute will be compensated at the agreed upon period rate. When certified educators cover unfilled classrooms at the elementary level, certified educators will be paid the daily sub rate divided by the number of certified educators who take students.	

C. Procedure for Establishing Supplementary Pay

Staff members interested in sponsoring a new or existing club must follow the established procedure for operating a student activity each school year.

1. Site council and/or the Principal recommend a new club or activity sponsorship for consideration.
2. The staff member proposing the new activity will need to provide a written description of how the site will fund the new activity.
3. The Principal submits a club sponsor form to Human Resources with the recommended sponsor for the activity. This form must include the start and end date of the club, the number of students with a student roster, and the number of hours per week the club will meet. This must be submitted at least thirty (30) days before the start of the club unless the club starts within the first month of school. If that is the case, employees will have up to two (2) weeks after the club has started to submit these documents.
4. Human Resources will work with the Director of Finance to make the final determination.
5. Once the club and sponsor are approved, they must follow the established procedure for operating a student activity account, if needed, in order to fund events/supplies.

6. ~~No payment~~ ~~Payment~~ for the club sponsor stipend will ~~not~~ be issued without the club funding the stipend until after the end date of the club. In order to receive payment, employees must provide the above documents (see numbers three (3) and four (4)), and a copy of sign in sheets with the number of students at each meeting as well as the time and dates of each meeting, including competitions. Human Resources will adjust the stipend amount if needed. Employees will have two (2) weeks after the club ends to submit these documents. Once all documents have been provided to Human Resources and the club has ended, a lump sum payment will be issued to the employee.

7. Employees must complete all six (6) steps before they receive payment.

D. Payment of Salary

Payment of salary shall be on a biweekly basis, with the first check to be received no later than two weeks after HR has received the Personnel Action Request (PAR) from the administrator.

E. Stipends

Stipend is additional compensation in the form of a fixed amount for a designated purpose, qualification or achievement issued in addition to the contract. Hard to fill stipends will be paid in accordance with the pay schedule and will be paid out through the contract dates. Hard to fill stipends will be provided to PreK-12 Special Education ~~Teachers~~ Certified educators and related certified service workers, High School Science, High School Mathematics, High School Band and High School Foreign Language Teachers in the amount of Five Thousand Dollars (\$5,000). Hard to fill Stipends are determined annually. An annual stipend of \$1,200 will be added to any classroom teacher who holds a Teacher's National Board Certification. Documentation of this certificate is needed every 3 years.

III. BENEFITS

A. Insurance Benefits

The District will provide a group health insurance and benefit plan/option for each participating fulltime teacher. Coverage will begin the following month the first day of employment. If an employee starts anywhere from the first of the month to the fifteenth, their first day of coverage would be the first day of the following month. If an employee starts on the sixteenth of the month or later, their first day of coverage would be the first day of the month after the second month after the first day of employment.

- The plan will be consistent with that provided to all certified educators in the District. Family, spouse, or dependent coverage will be available through the different benefit options but will be an additional cost to the employee.
- New Employees will be given thirty (30) workdays to sign up for benefits if they are eligible.
- Employees will have fourteen (14) calendar days to sign up for benefits during the District's open enrollment.
- All certified educators assigned at least .75 FTE - 1.0 FTE will be considered full time employees to qualifying for insurance benefits. Those who work less than .75 FTE are considered part time employees and do not qualify for medical, or dental insurance. Part Time employees may participate in voluntary insurance benefits, if allowable.
- Employee benefit termination date will be the last day of the month in which employment was terminated. For those employees who resign at the end of their contract year and have fulfilled their

contractual obligations, benefit coverage will continue through June 30. However, if an employee signs a work agreement for the following school year and does not return, insurance benefits will terminate retroactively to June 30. In either case, he/she will be eligible to continue group health and dental coverage as defined under the Consolidated Omnibus Budget Reconciliation Act (COBRA) laws. Life insurance may be converted to an individual policy.

Provisions of the insurance program will be detailed in master policies and contracts to include:

1. Health Insurance
2. Dental Insurance
3. Vision Insurance
4. Life insurance/Accidental Death and Dismemberment

The District will provide each teacher a description of the insurance coverage and the necessary paperwork required to participate in full coverage under these policies no later than the enrollment date. This will include a clear description and limits of coverage as listed above.

The District will discuss benefits through the meet and confer committee. The committee shall consider, review, and make recommendations on all aspects of purchased insurance programs. The Board agrees to make available to the committee all information received from the insurance company or insurance consultant.

A. Discounted Preschool

All staff with children enrolled in the district's preschool program will receive a tuition discount of 20%.

IV. Leaves

A. General Leave

General leave for District personnel is a designated amount of compensated leave that is to be granted to a staff member who, due to personal business, personal or family illness, injury, or quarantine, is unable to perform the duties assigned.

As defined in statute (**A.R.S. 23-371**), "family member" means:

- A. Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands *in loco parentis*, or an individual to whom the employee stood *in loco parentis* when the individual was a minor;
- B. A biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood *in loco parentis* when the employee or employee's spouse or domestic partner was a minor child;
- C. A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision;
- D. A grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or
- E. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Certified staff will receive 13 general leave days at the beginning of the contract year. Any certified staff member not working a 1.0 FTE contract will have general leave days pro-rated.

Certified staff hired before May 1, 2017, may accumulate a maximum of one hundred and eighty (180) unused general leave days.

Certified staff hired on or after May 1, 2017 may accumulate a maximum of one hundred (100) unused general leave days.

As accumulated general leave days are used and drop below the staff member's maximum limit, an eligible employee may again accumulate general leave up to the maximum limit.

When a staff member exhausts all general leave, an unpaid leave of absence must be requested, pursuant to District policy.

Requests for general leave must be received as far in advance (2 days) prior to the first day of leave, and must be approved by the building principal or supervisor.

Requests shall be acted on in order of receipt and the availability of substitutes may limit the number of requests granted at any one time. General leave may be used in not less than half (1/2) day increments for certified staff.

BLACK OUT DAYS: No general leave days may be taken during the first two contracted weeks, the last contracted week, and immediately before or after a holiday, except with approval by the employee's supervisor or for medical reasons. If the employee has a medical emergency that requires their absence to be longer than 3 consecutive days, ~~during that time~~ documentation must be provided to their immediate supervisor/principal and HR.

~~No general leave days may be taken before or after a holiday. This may be granted in emergency circumstances, and with Principal and Superintendent approval or within medical/emergency documentation.~~

Certificated employees who take leave in violation of the above ~~will~~ will be docked pay at their daily rate of pay and violation ~~will~~ may be documented. ~~There may be exceptions made as determined by the administrator. If pay is docked, the employee will not lose the general leave day.~~

For certified staff, one (1) additional general leave day will be granted for every five (5) years of employment with the District, up to seven (7) additional days. Any general leave remaining at the end of the school year will accrue.

Any employee who can be shown to have willfully violated or misused the District's leave policy or misrepresented any statement or condition will be subject to discipline, which may include reprimand, suspension, and/or termination.

B. General Leave Reimbursement for Certified Staff

Upon approved resignation, retirement, or death, any employee (or his/her estate) with at least seven (7) continuous years of service to the Fountain Hills Unified School District shall be reimbursed for 25% of the accumulated leave at the daily sub rate ~~of \$135 per day~~.

An employee with at least eleven (11) continuous years of service to the District shall be reimbursed for 50% of the accumulated leave at the daily sub rate ~~of \$135 per day~~.

An employee with at least fifteen (15) years of continuous service to the district shall be reimbursed for 100% of the accumulated leave at the daily sub rate ~~of \$135 per day~~.

The District has implemented an Accrued General Leave ~~and Vacation Leave~~ Conversion Plan for all resigning and retiring employees fifty-five (55) years of age and older who have an accrual greater than \$3,500. The District will make a contribution in either a tax-free health/medical benefit account (HRA) or a tax-deferred benefit account. (District approved 403(b) no charges in and no charges out), or a taxable payout. This staff member will meet with a representative of the district to make this determination of which account the contribution will be distributed.

C. Bereavement Leave

Five days, per occurrence, for death in the immediate family (see definitions for immediate family under General Leave). Proper documentation must be provided to Human Resources within five (5) days after the first day of bereavement leave is taken. Documentation can include obituaries, death certificates, etc. These days will not be deducted from accumulated general leave.

Extensions of bereavement leave may be granted upon personal request and will be deducted from accumulated general leave.

Any employee who can be shown to have willfully violated or misused the District's leave policy or misrepresented any statement or condition will be subject to discipline, which may include reprimand, suspension, and/or dismissal.

D. Professional Leave

Professional leave may be granted by the Superintendent/Principal/Supervisor to attend an educational conference, convention, seminar, or workshop; to observe another classroom; or to participate in other professional activities as requested by the District. Requests as far in advance as possible (5 days) and should be accompanied by any paperwork necessary to process the request.

One (1) professional leave day per semester shall be granted to special education teachers, used only to ensure IEPs are up to date and in compliance. Approval of this PD Day is done by site administrator.

E. Sabbatical Leave

A sabbatical leave for a maximum of one year may be available to a teacher for the purpose of continuing professional education. Such leave may be granted only to a teacher who has taught full-time in the District for at least seven (7) consecutive years immediately prior to the time the sabbatical leave is to commence and who has not previously been granted a sabbatical leave of absence by the Governing Board.

Written requests for sabbatical leave must be received by Human Resources no later than February 1, 2024.

The Governing Board may authorize a salary paid to the person to whom the sabbatical leave is granted. Such salary will be no more than one-half of the teacher's current salary.

F. Jury Duty

Leaves of absence for jury duty will be granted upon notifying Human Resources and providing official documentation. Documentation can include jury summons, or other court documents that include the date and times of your needed service. Certified educators on jury duty shall be paid their regular salary less any payment received for jury duty. The teacher shall be entitled to withhold payment received from the court system for travel expenses.

G. Building Certified Substitute Budget

Each site is allocated a certified substitute teacher budget on a monthly budget for the fiscal year. Once the substitute budget is depleted, it will be the responsibility of each building to find appropriate substitutes within their certified staff to sub for the remainder of the month; if appropriate and site funds are available there may be a period compensation of up to \$20.00.

Days charged to site budget

General Leave Days

Jury Duty

Professional Days

Days not charged to site budget

Coaching

Professional days paid from non-M&O funding i.e. Title I/Title II

Bereavement

Sponsor activities

IV. Unpaid Leaves

A. Leave of Absence

A leave of absence, without pay, may be granted to an employee upon the recommendation of the Superintendent and approval of the Board for a period not longer than one year. All requests for such extended leave of absence shall be in writing and must be submitted by March 15 unless good cause is shown for filing such request after that date.

If leave is granted, all rights of retirement, accrued leave, salary increments, and other benefits provided by law shall be preserved at the level earned when leave is granted and available to the employee after the termination of the leave of absence.

All employees receiving a leave of absence are required to give written notice of intent to return (together with whatever supporting documentation that the Board may reasonably require) at the beginning of the next school year on or before March 1 of the leave year.

If a leave of absence is requested during the then current school year due to medical reasons, all leave days accumulated by the employee must be used before the leave of absence will be granted.

B. Family and Medical Leave

The Board will grant unpaid leave of up to twelve (12) weeks to a teacher in accordance with Board policy GCCC for any one of the following reasons:

1. For the care of the teacher's child after birth or placement for adoption or foster care
2. For the care of the teacher's spouse, son or daughter, or parent who has a serious health condition
3. For a serious health condition that makes the teacher unable to perform his/her job

Accumulated leave may be substituted for unpaid leave.

The teacher may be required to provide advance leave notice and medical certification and ordinarily must provide thirty (30) days advance notice when the leave is "foreseeable."

For the duration of the FMLA leave, the District will maintain the teacher's existing health insurance benefits under the District's group health plan.

Upon return from FMLA leave, the teacher shall be restored to his/her original or equivalent position with

the same pay, benefits, and other terms of employment.

V. Teacher Resignations and Liquidation:

Pursuant to A.R.S. § 15-545, any Professional Staff resignation without prior Governing Board approval shall be deemed to be an unprofessional act that may subject Professional Staff to disciplinary action by the State Board of Education, up to and including suspension or revocation of the teaching certificate.

Employees recognize that the District will incur expenses of securing a replacement and possibly costs for a substitute in the event that the teacher does not fulfill his/her obligations under the contract per Governing Board Policy GCQC-R, and not as a penalty.

Any requests for resignation for the subsequent school year after signing the employment contract will be conditioned upon payment by the staff member depending on the following:

- Resignation date between April 1st through May 15th in the amount of five hundred dollars (\$500)
- Resignation date between May 16th through the day before the contracted start date in the amount of one thousand five hundred dollars (\$1,500)
- Resignation date after the start of the contracted school year through the end of the school year in the amount of three thousand dollars (\$3,000).

The Governing Board may waive this payment if the employee's non-performance results from circumstances beyond his/her control or from an agreement for a resignation in lieu of dismissal. The District may withhold all or any part of these liquidated damages from any amount payable to the Teacher after receipt of the resignation or a failure to report for duty, and may take any action, including filing suit, to collect the liquidated damages. Teacher shall reimburse the District for any collection fees, attorney fees, court costs or other reasonable expenses incurred by the District to collect the amount owed as liquidated damages.

VI. WORKING CONDITIONS

A. Class Load

It is the Board's and the Administration's intention to strive for the best possible class loads given the financial conditions, space availability, and student needs in any given year in any given building.

Administrators will follow ~~suggested~~ guidelines for staff allocations as outlined in Board policy IIB. ~~Using the criteria established in that policy. The goals for maximum class size in a regular education classroom shall be as follows:~~

Grades	Caps
Kindergarten	26 (per session)
Primary grades (1-3)	28
Intermediate grades (4-5)	31
Elementary Specials	28
Middle School (6-8)	31 **total number of students/total number of sections = cap
High School (9-12)	34 **total number of students/total number of sections = cap

It should be noted that certain specialized secondary classes such as science labs, technology labs, and classrooms for certain elective subjects will be more limited in enrollment by virtue of the facilities and equipment available.

~~A goal for maximum total student load for special area teachers at the elementary level is 160 students per day.~~ Special Education class size goals will be in accordance with Board policy. (See below)

Sped Resource Classroom	12-15 students w/disabilities
Speech and Language	40-50 students with direct services
Mild to Moderate Intellectual Disabilities	5-12 students with disabilities 1.0 FTE teacher and 1.0 FTE instructional aide
Severe intellectual disabilities	2-4 students 1.0 FTE teacher and 1.0 FTE instructional aide

If the number of students ~~in special education classes~~ exceeds the cap for a ~~class~~ after the first 10 days of the ~~class semester/trimester~~ acceptable alternatives may include, but are not limited to:

1. Addition of a teacher's instructional aide
2. Increasing aide's hours
3. Reassignment of students to different **certified educators**
4. Additional teacher
5. Additional teacher compensation at a rate of \$250/student per semester/trimester.
6. Other adjustments acceptable to the Superintendent and the board.

The SPED department will collaborate with site administration to make student assignments.

****note, these are class sizes and not caseloads.**

Student Enrollment will be reevaluated before the first day of school in late July and early August. Depending on available resources, staff assignments may be adjusted to comply with class size goals established by Board policy at that time.

B. Planning Time

All full-time (1.0FTE) certified educators will be provided with at least 175 duty free minutes in a regularly scheduled class week for planning and preparing lessons. This time will be scheduled during the normal student day.

During their planning period, the certified educators shall have no other assignment except in an emergency situation. Certified educators may volunteer to cover other classes due to a sub shortage and shall be compensated at the approved upon rate. It is expected that certified educators will normally devote themselves to preparation and similar professional pursuits during the planning period.

Certified educators who cover an additional class in lieu of a substitute will be compensated at the agreed upon period coverage rate. When certified educators cover unfilled classrooms at the elementary level, certified educators will be paid the daily sub rate divided the number of certified educators who take students.

C. Duty-free Lunch

All full-time certified educators shall receive at a minimum a thirty (30) minute uninterrupted, duty-free lunch period daily. No teacher shall be assigned lunch supervision during the duty-free lunch time. ~~If lunch supervision is necessary, it shall be on a volunteer basis and the teacher shall receive without receiving remuneration at the rate of \$25 per lunch covered or release time, therefore.~~ Lunch schedules shall not be changed except in emergency situations. When special situations arise, the administrator will consult with the affected teacher(s) to reach an agreement.

Certified educators shall be free to leave the work site during their lunch break. If leaving the site becomes a supervisory issue the Teacher will be asked to remain on site.

D. In-service Training

Of the teacher contract days prior to the opening of school, certified educators will be required to attend no more than 2 days for in-service and staff development. These days will be within the approved school calendar.

Up to 2 additional days may be required for orientation of newly hired certified educators.

All returning certified educators are eligible to be compensated for up to two (2) optional in-service days ~~at their daily rate if funding is available. The District shall notify all employees if the funding exists prior to the start of the teacher contract. That was added to the calendar beginning in 1997, as per the M/O budget override/additional funding sources.~~

~~No more than eleven additional in-service trainings shall be required in a school year. These in-service trainings shall only occur during Early Release Wednesdays not to go beyond the regularly scheduled workday.~~

~~Optional or voluntary programs may be recommended.~~ Certified educators may be compensated by professional development hours for their participation beyond contract time.

Formation of a District Professional Development Committee with Executive Director of Student Services, Human Resources, and Teacher Representatives from each school. This committee will start in the 4th quarter to prepare for the next year.

E. Faculty Meetings

The Board and the Committee acknowledge that a teacher's primary responsibility is to teach, and that his/her energies should be focused in this direction. The Board and the Committee also recognize that teacher input in school and district committees and decisions is essential. To assist in balancing these two critical areas, the Board and the administration will continually seek to limit meetings, to prioritize items, and to seek broad representation from staff.

Each teacher is expected to play a constructive professional role by attending and participating in staff meetings, department meetings, and/or grade level meetings. Each teacher will attend all scheduled meetings unless other arrangements have been specifically made with the building principal.

Certified educators are required to attend no more than one (1) monthly staff meeting to be held on the required early release in-service days ~~one (1) monthly full staff meeting beyond the regularly scheduled day. The meetings shall not begin more than one hour prior to the school start time and should not extend later than one hour after the school day ends. Every attempt will be made to establish a consistent meeting day, place,~~ Every effort will be made to disseminate district and site information through electronic means when

appropriate.

The Committee and administration recognize that emergency situations may arise which may require the scheduling of additional meetings. Notification of the emergency meeting will be given as soon as possible and disciplinary action shall not result from nonattendance if less than ~~twenty-four hours~~ **1 work day** notice has been given.. It will be the teacher's responsibility to communicate with the building administrator as soon as possible after the missed meeting.

F. Wednesday Early-Release Days

No more than 11 early release days shall be mandatory for certified staff to be present except when performing duties in the agreement.

Each building administrator will determine which days shall be used for in-service days prior to the beginning of the school year. Changes may be made to the 11 days if an emergency arises, and notice shall be given at least 2 workdays prior to the changes.

Non required early release Wednesdays may be required by site administrators for certified staff that are on performance and/or improvement plans, and new educators to Fountain Hills.

G. Materials and Facilities

The site-based councils will consider input from certified educators concerning work areas, storage, materials, texts, furniture and equipment, and supplies. All needs brought before the council in these areas will be considered and may be implemented depending upon the financial impact on the district and the congruence with the district's vision, mission, and goals.

H. Student Discipline

It is the responsibility of every teacher to assist in the maintenance of a positive atmosphere in the school. This means that classroom certified educators must exercise supervision both within the classroom and on school premises. Adequate records of specific student violations or incidents will be kept by the teacher.

At the start of each school year, a copy of those Board policies relating to discipline will be made available to each teacher through their administrator.

The Board, the Superintendent, and the administration recognize that discipline is primarily the responsibility of the certified educators, and that when certified educators are endeavoring to carry out that responsibility they deserve the support of the Board, the Superintendent, and the administration. All appropriate support will be given to certified educators with respect to the maintenance of control and discipline in the classroom. In cases of office referral, the administrator will provide the teacher with follow-up documentation.

While classroom behavior and students' well-being and safety are primarily the responsibility of the classroom teacher, the entire professional staff, under the leadership of each principal, will cooperate to provide a learning environment in which pupils react in a positive manner.

I. Building Access

The Committee and the administration recognize the need for certified educators to have access to their classrooms outside of the regular teaching day. In order to balance the availability of such access with the concerns for staff safety and building security, the site council at each school shall establish a process for

making facilities available for a total of 55 hours per week at each building.

J. Staff Serving More Than One School

Teachers who travel from one school to another on a regular basis shall have the same rights to a planning period and lunch period as other certified educators. Their duty hours may not exceed those of other certified educators.

Certified educators will be allowed ~~thirty (30) minutes off~~ adequate time for traveling and class set-up time between buildings. Classes in each building will be scheduled accordingly. Travel time will be exclusive of lunch and/or planning time. A mileage allowance will be paid only to teachers who travel between schools on a daily basis. It is the teacher's responsibility to complete and submit the appropriate forms.

Principals at each school served by the traveling teacher will meet with the teacher(s) involved to assure optimum scheduling and that they carry no larger load in subject area assignments, duty assignments, professional meetings, and community activities than any teacher assigned to one school. Their required attendance at open houses, parent orientations, and evening conferences shall not exceed that of any teacher assigned to one school.

The travelling teacher shall have only 1 evaluator. The assigned evaluator shall notify the teacher at the beginning of the school year. The assigned evaluator is encouraged to get feedback from the other administrators of the sites served by the travelling teacher.

K. School Calendar

The Board, with representation from staff, Committee members, parents, and administration may establish a multi-year school calendar. The calendar will be presented to the Governing Board for approval. The adopted calendar will become an addendum to this agreement. If educational needs dictate, recommendations for interim changes may be brought forward to the superintendent for consideration.

L. Length of Contract

The length of the professional teacher contract shall include ~~8 hours days,~~ 180 student days, scheduled in-service/workdays, fall break, winter/holiday break, spring break, and holidays contained in the Board-adopted calendar.

M. Duty Assignments

Duty assignments must comply with the regularly scheduled workday and guaranteed planning/lunch times, except in an unforeseen emergency. Duties shall be assigned in an efficient, fair, and equitable manner amongst staff. The duty schedule shall be created collaboratively with a site representative team comprised of various grade levels. The duty schedule shall be accessible to all staff.

N. Parent-Teacher Conferences

Teachers will be required to attend all scheduled parent conference days/evenings except with prior approval by the employee's supervisor or for emergency medical reasons. No athletic or other events will be scheduled/planned on designated Parent-Teacher Conference days.

O. Special Ed/504 Conferences

Special and regular educators must by law be involved in the planning for all Special Needs students. If a teacher is unable to attend, they must get approval by their site administrator. An IEP Attendance form must be completed, printed and signed by the parent BEFORE the meeting. The date on the form must be on or before the date of the meeting.

Every effort will be made to get teacher feedback at the beginning of the meeting to dismiss them more promptly if feasible.

P. Professional Day

The District and Governing Board acknowledges the commitment of our certified educators, with the understanding that most certified educators already perform their duties before and after school. Certified educators shall be available 15 minutes before the first regularly scheduled class for students begins and 15 minutes after the last regularly scheduled class for students ends. Exceptions may be made if mutually agreed upon between educator and site administrator.

At the middle school and high school levels, educators may be assigned up to 2 re-teach sessions per week which shall last no longer than 45 minutes after the professional day. On re-teach days, the 15-minute requirement before the student day begins shall be waived.

VII. Staff Rights and Responsibilities

A. Non-Discrimination

The District shall provide equal opportunities for all certified educators in teaching assignments, extracurricular assignments and compensation, and duty assignments. Assignments may not be made on the basis of race, color, creed, national origin, religion, age, sex, disability, or professional organization membership.

B. Evaluation System

Periodically, the Superintendent will appoint a committee of certified educators and administrators for the purpose of review and possible revision of the system for the evaluation of teachers in the District, as prescribed by ARS 15-537.

The committee will submit its final report and recommendations to the Superintendent on a timeline to maintain compliance with ARS 15-537 and other applicable state mandated compliance schedules, but not later than April 15 of each school year. The committee's recommendations for changes will be reviewed by the teachers prior to adoption by the Board.

Before the end of the school year, all PreK-5 teachers will send a performance survey to parents. All 6-12 teachers will send a performance survey to their students. These surveys will be anonymous and will be used to evaluate teacher performance. The results of this survey can be used to determine a percentage or amount of 301 monies at the end of the year in lieu of the pay for performance plan. The amount allocated as a result of the survey will align with the percentage or amount stated in the pay for performance plan. The district will prepare a survey template including appropriate questions. The site administration will be responsible for providing constructive and comprehensive feedback.

C. Development of a Master Schedule

The master schedule process respects student choice and need, utilizes teacher input and expertise, minimizes teacher preps, promotes equity in teaching assignments, and makes the best use of facilities. The way to achieve this goal is to facilitate input and communication between the administration and the staff.

To this end, the following steps shall be followed in developing the master schedule:

1. Prior to the last day of the academic school year, the building administrator will provide a draft of the master schedule to all teaching staff and describe developments that may occur over the summer. The draft master schedule will include teaching assignments for the upcoming academic year.
2. All individual staff members and department heads will have the opportunity to provide input regarding the draft master schedule by submitting suggestions, requests, and recommendations to the building administrator. Input will be provided to the building administrator within (5) working days of receipt of the draft schedule.
3. Administrator(s) will carefully consider staff and departmental suggestions, requests, and recommendations before the draft master schedule is finalized.
4. Before the last day of the academic school year, the building administrator will provide each individual staff member with a copy of the draft master schedule for the following year.
5. The parties understand that unforeseen circumstances may cause changes to be made to the master schedule over the summer.

D. Notification of Assignment

The building principal will notify classroom teachers of their tentative projected classes and/or tentative projected subject assignments prior to contract due date (~~30~~ 14 days from issuance).

Addendums will be issued to employees who take on supplemental assignments such as clubs, coaching, etc.

In the event that changes in such initial class and/or subject assignments or building assignments are necessary before the beginning of the new school year, all certified educators affected will be notified by certified letter. All certified educators will leave summer addresses and telephone numbers with their principals.

In the event that changes in initial assignments occur within 30 calendar days of the start of the school year, a teacher may be able to resign without being assessed liquidated damages.

Principals will assign **certified educators** in the area(s) of their teaching certificates and/or their major or minor fields of study and/or in their area(s) of competence.

E. Vacancies

All staff vacancies will be posted on the Human Resources webpage.
<https://fountainhills.tedk12.com/hire/index.aspx>

F. Transfers

Certified educators may request transfer or reassignment to another school or position whether or not a vacancy exists. When a job opening occurs, the teacher must submit a letter of interest to the Human Resources Department in order to be considered for the position. It shall be the policy of the Board that instructional personnel be assigned on the basis of their qualifications, the needs of the District, and their teaching preference. When it is not possible to meet all three conditions, personnel shall be assigned according to the following procedures:

1. The needs of the District
2. Where administration decides the employee is most qualified to serve
3. According to preference and seniority

When a transfer is not granted, the teacher will be notified by the Human Resources Department of reasons for the decision.

G. Reduction in Force

The Governing Board has full authority to reduce the number of certified educators in the district in accordance with Arizona Revised Statutes (ARS 15-536 and 15-544). The Governing Board will make a decision regarding staff reduction as soon as practical. Governing Board Policy GCQA provides the following guidelines when implementing a Reduction in Force:

Normal attrition will be relied upon as the first means of reducing the number of positions.

Staffing needs to continue educational programs at the highest possible level of effectiveness.

Educational and other qualifications, including federal and state requirements that are needed to accomplish the District's educational programs and mission.

Job performance, competency, and effectiveness as recorded in written evaluations and other evidence of a teacher's performance and compliance with District policies and mandates.

Overall teaching experience in relevant grade levels and subjects, including experience at other comparable educational institutions or in other comparable programs.

Should normal attrition and site staffing needs not meet necessary budgetary requirements resulting in the need for a reduction in force the RIF Rubric will be applied. Reductions will occur at the sites separately and independently of each individual school.

A Reduction in Force teacher will be guaranteed an interview should they apply for any open position they are qualified to teach.

If a Reduction in Force teacher is hired back before December 31, 2019, any of their remaining general leave balances, as well as their years of service, will remain intact.

H. Student Complaints

All student complaints against a teacher must be redirected back to the teacher to address at the lowest level. If sharing the complaint with the teacher places the student in an unsafe situation, the process shall follow the established procedure. A copy of this procedure can be found in each school's teacher handbook. The procedure will be reviewed annually by staff and Site Councils.

I. Parental/Public Complaints

A teacher shall be notified by the building administrator of any complaint by a citizen or parent about that teacher within ten (10) working days. The teacher shall be informed of the complaint, the circumstances, and, if appropriate, the identity of the complainant before any action is taken against the teacher. Any complaint not reported to the teacher within the above time limit shall not be used in any formal evaluation.

When a complaint is made about a teacher, a conference should be scheduled. When legally and ethically possible, complaints which may result in an action being taken against a teacher will be processed only after a conference with the person making the complaint, the teacher, and the appropriate administrator.

J. Disciplinary Action Toward Certified educators

Certified educators are expected to comply with reasonable rules, regulations, and directions adopted by the Board, or its representatives, which are consistent with the provisions of this agreement. A teacher may reasonably refuse to carry out an order which threatens physical safety or professional well-being.

Certified educators shall not be disciplined or reprimanded without just cause. The Parental/Public Complaint Policy and Board policy GCQF shall be followed when appropriate. Disciplinary actions or reprimands will be handled in a professional manner.

A teacher shall have the right to have a representative present when he/she is being warned, disciplined, or reprimanded for serious infraction of rules or delinquency in professional performance. The teacher shall be given sufficient notice, including the subject of discussion. All written information forming the basis for the reprimand shall be made available to the teacher and, when requested by the teacher, to the representative.

K. Personnel Files

In accordance with Board Policy GBJ, the District shall maintain a personnel file for each teacher in the office of the Superintendent. All materials placed in the evaluation section of the District personnel files shall be available to the individual upon request during regular office hours. A teacher may be accompanied by his/her representative when reviewing the file.

All materials included in the evaluation section of the file must be signed and dated by the individual. The teacher may offer a denial or explanation of any information in the evaluation section of the file. Any such denial or explanation shall be signed and dated by the teacher and shall become part of the personnel file.

L. Academic Freedom

The Board and Administration recognize that democratic values can best be transmitted in an atmosphere which is free from censorship and artificial restraint on free inquiry and learning. Academic freedom for certified educators and students is encouraged.

To ensure that controversial issues are dealt with fairly and objectively, and with instruction as their goal, such issues may be part of the curriculum as long as Board policy IB and State mandates are followed.

M. Staff Input and Involvement

It is the practice of the Board to encourage teacher participation in decision-making for the District. In the development of rules, regulations, and arrangements for the operation of the school system, the Superintendent shall include at the planning stage, whenever feasible, those certified educators who will be affected by such provisions. The Superintendent shall facilitate the intercommunication of the feelings and ideas of the certified staff regarding the operation of the schools.

The Parties understand the benefit and importance of prompt and accurate constructive communication between and among all levels of District operations.

Certified educators and staff will be encouraged to participate in processes that affect their working environment and academic assignments when administratively possible. Staff input into these processes will be reviewed and carefully considered during the decision-making process. Decisions following this process will be communicated to staff in a manner that reaches all staff members.

The Certified educators at each site, in consultation with the Principal, shall appoint all teacher representatives on all committees which consider working conditions at the site level.

Each site administration shall create committees to help develop and administer district and site initiatives. The number and scope of such committees will be determined by site administration with guidance from district administration-

~~Such district initiatives within the scope of these committees will include PBIS, Beyond Textbooks and instructional tools. School specific developmentally appropriate practices will be considered within such committees. Every grade level and subject area must be represented in such committees.~~

Certified staff may be required to join no more than one (1) site based and one (1) district level committee per year. Site administrators will provide the planned committees at the beginning of each school year. Employees will submit their top three (3) choices but are not guaranteed a spot on that committee.

~~Employees are required to join no less than three (3) committees per year. Site administrators will provide the planned committees at the beginning of each school year. Employees will submit their top three (3) choices but are not guaranteed a spot on that committee.~~

N. Principal Evaluation

A consistent method of providing teacher input into the evaluation of each building principal shall be developed by the Superintendent in consultation with the Committee. Said method will include the instrument to be used and the means of obtaining confidential responses from a representative sampling of certified educators and other staff.

O. Site Councils

The site council at each building shall solicit input from that building's staff regarding the selection of materials, supplies, and equipment as well as the establishment of programs and professional facilities at that site.

P. Committee Rights

Committee representatives will be permitted to transact official committee business on District properties at all reasonable times, provided that this will not interfere with nor interrupt normal District operations. The Meet and Confer Committee shall have the right to use inter-school mail facilities, email, and school mailboxes for reasonable distribution of materials. It will also have the use of bulletin board space at each school. All materials to be posted on such bulletin boards will be of an informative nature.

Q. Complaints and Grievances

In order to provide a means to effectively resolve employer/teacher disputes and to provide a basis on which to build effective communication, the Board, the administration, and the Meet and Confer Committee have established a procedure to resolve disputes. This procedure is in accordance with Board policy GBK. A copy of this procedure can be found in each school's teacher handbook.

R. Availability of Policies

A complete copy of existing Governing Board policies will be available at each school in the library and in the principal's office, where it may be examined by certified educators. Staff members may also access Governing Board policies on the ASBA website, www.azsba.org.

Action Item:

Support Meet and Confer Agreement

Submitted by:

Dr. Cain Jagodzinski, Superintendent

Funding:

NA

BACKGROUND

The agreement has redlined changes that were presented to the board on September 17, 2025.

The board requested no changes.

FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT

2025-2026

Support ~~Employee Manual~~ Employee Agreement



FOUNTAIN HILLS

UNIFIED SCHOOL DISTRICT

Committee Members:

Krista Andreae
Angie Brooks
Kailey Brown
John Engels
Valerie Fernandez
Thomas Ferrington
Kristi Fuda
Maureen Grottke
Valerie Reichler
Tammy Rigsby
Kylie Smith
Kim Weeldreyer

I. MEET AND CONFER PROCESS

A. Intent and Goals

The Governing Board of the Fountain Hills Unified School District and the Fountain Hills Meet and Confer Committee agree that the educational welfare of the children of the District is paramount in the operation of the schools. It is the intent of the Fountain Hills Unified School District Governing Board to provide for support staff the working conditions, benefits, and salary that allows the District to attract and retain highly qualified staff.

The Board and the Committee recognize their responsibilities toward each other and to the community for conferring in good faith to reach agreements, which are mutually acceptable. The Meet and Confer process is a means of facilitating communication and cooperation between and among all staff and the Board.

In order to promote maximum utilization of the ability, experience, and judgment of all parties sharing responsibility for the quality in the Fountain Hills Unified School District, the parties do hereby enter into the following agreement.

B. Recognition

The Governing Board of the Fountain Hills Unified School District recognizes the Fountain Hills Meet and Confer Committee as the representative for support staff for the purpose of representing them on matters with respect to salaries, benefits, and working conditions.

The Fountain Hills Meet and Confer committee will be established by the Superintendent and the Committee to investigate any issues that remain unresolved in this agreement. The Meet and Confer committee will review all other committees' recommendations (relating to salaries, benefits, calendar, and working conditions) prior to presentation to the Board.

If any part of this agreement is held to be invalid by operation of law or any tribunal of appropriate jurisdiction, or if compliance or enforcement of any part should be restrained by such tribunal, the remainder of this agreement will not be affected. The Meet and Confer process will commence within ten (10) working days of notification of a final determination of such illegality for the purpose of attempting to reach a mutually satisfactory solution for such part. All understandings and agreements reached as a result of this procedure will be reduced to writing, signed by each party, and made a part of this agreement.

C. Term of Agreement

This agreement between the Fountain Hills Meet and Confer Committee and the Governing Board of the Fountain Hills Unified School District will be effective as of July 1, 2023 and will continue in effect through June 30, 2024.

Definitions

- "District" will mean the Fountain Hills Unified School District.
- "Board" will mean the Governing Board of the Fountain Hills Unified School District.
- "Board Representatives" will mean the officially designated representatives of the Governing Board of the Fountain Hills Unified School District.
- "Support Staff" will mean any employee of the Fountain Hills Unified School District who receives a support staff work agreement.
- "Committee" will mean certified representatives consisting of FHEA members and non-members selected by each site, school principals and selected district office personnel.
- "Committee Representatives" will mean the officially designated representatives of the Fountain Hills Meet and Confer Committee.

- "Working days" will mean days when employees are required to be at their schools or places of assignment. During the summer, "working days" will mean days when the District's central administrative offices are open to the public for business.
- "Site council" will mean the inclusionary process in which the people who effect and are affected by significant decisions participate in making those decisions.

For the purpose of comparing our district to other districts, the District Meet and Confer Committees will use various districts from around the state.

II. COMPENSATION

A. Compensation Schedule

Pay Grade	Position Title	Range
A	Instructional Support Aide Transportation Aide Media Aide	\$15.30 to \$17.34
B	Custodian Driver – Non CDL Security Guard	\$15.30 to \$19.13
C	Health Aide Instructional Support Paraeducator I Instructional Support Paraeducator II	\$16.07 to \$19.38
D	Administrative Assistant – Attendance Administrative Assistant – Registrar Receptionist	\$17.34 to \$20.40
E	Driver – CDL	\$18.36 to \$23.46
F	Account Specialist Administrative Assistant ESS Specialist HR/PR Specialist IT Support Specialist Student Information Specialist Warehouse Specialist	\$17.34 to \$23.46
G	Landscaper Plant Foreman	\$20.40 to \$23.46
H	Mechanics	\$33.15 to \$35.45

New employees will be placed on the Support Staff Salary Schedule based on the amount of their documented related work experience and the position they are moving into. All new hires will be given a maximum of four (4) years of work experience.

B. Wage Adjustments

Employees being promoted to a new position will receive an increase if the new position is on a higher pay grade.

Employees transferring to a lower- level position will receive an adjustment based on the pay grade of the new position.

C. Salary Increases

Any support salary/wage adjustments may be granted at the beginning of each fiscal year (July 1) and may consist of cost-of-living increases and salary schedule adjustments, as recommended by the Meet and Confer Committee.

D. Payment of Wages

Pay periods are two calendar weeks in length, beginning on Sunday and ending on Saturday. Payment of wage assignment is on a biweekly basis.

Wages are distributed through direct deposit and paystubs are provided through the employer access portal.

If classified employees are called outside of their scheduled work hours, and they choose to accept the call, they will be paid 30 minutes of time. If the call lasts longer than 30 minutes, they will track their hours to receive additional compensation for time worked.

E. Longevity Incentive

The longevity incentive is based on years of continuous service to the school district and will be calculated based on the total number of continuous years employed in FHUSD as of the end of the prior school year. The amount will be \$100/year of credited service ~~and the total amount will be distributed throughout the school year in even amounts in the employee's paychecks.~~ The employee, upon signing their work agreement shall determine whether they would like the payments distributed throughout the school year in even amounts in the employee's paychecks or in one lump sum paid out the first payroll check in December.

For employees who are less than full-time, the proportionate amount will be calculated based on the current year's work agreement (For example: a .75 employee would receive \$75/year of credited service in FHUSD).

F. Staff Development Training

Staff development opportunities designed to improve knowledge and skills may be provided to support staff throughout the year. Support employees are encouraged to attend the professional development opportunities offered at individual sites during early release Wednesdays.

Training monies are available for staff development in accordance with the M&O override plan. This money may

be distributed to support employees in the following ways.

1. Up to a \$300, per school year, reimbursement for tuition and books, paid for by the employee, will be provided to support employees taking community college, college or university courses provided that the following criteria are met.
 - a. Course must be **pre-approved** by the Human Resources Coordinator using the tuition reimbursement form.
 - b. Course must be related to positions within Fountain Hills Unified School District.
 - c. Course must be determined to be a benefit to the district.
 - d. Employee must be willing to share training and train other employees if asked.
 - e. No district time or leave is to be used to take the course.
 - f. Course must be successfully completed with a grade of A, B, or C or certificate of completion.
 - g. When course is completed, submit official transcripts or certification to Human Resources.
2. Outside district training courses, workshops, seminars, etc. may be provided for support employees provided the following criteria are met.
 - a. Course must be directly related to the employee's work assignment.
 - b. Course must be determined to be a benefit to the district.
 - c. A Professional Leave form must be submitted and pre-approved by immediate supervisor and Human Resources Coordinator.
3. Funding and release time may be available for support employees to participate in professional development activities directly related to their job functions. Attendance and participation must be pre-approved by the employee's supervisor and Human Resources Coordinator. Employees will be compensated at their regular hourly rate for such professional development.

G. Procedure for Establishing Supplementary Pay

Staff members interested in sponsoring a new or existing club must follow the established procedure for operating a student activity each school year.

1. Site council and/or the Principal recommend a new club or activity sponsorship for consideration.
2. The staff member proposing the new activity will need to provide a written description of how the site will fund the new activity.
3. The Principal submits a club sponsor form to Human Resources with the recommended sponsor for the activity. This form must include the start and end date of the club, the number of students with a student roster, and the number of hours per week the club will meet. This must be submitted at least thirty (30) days before the start of the club unless the club starts within the first month of school. If that is the case, employees will have up to two (2) weeks after the club has started to submit these documents.
4. Human Resources will work with the Director of Finance to make the final determination.
5. Once the club and sponsor are approved, they must follow the established procedure for operating a student activity account, if needed, in order to fund events/supplies.
6. Payment for the club sponsor stipend will not be issued until after the end date of the club. In order to receive payment, employees must provide the above documents (see numbers three (3) and four (4)), and a copy of sign in sheets with the number of students at each meeting as well as the time and dates of each meeting, including competitions. Human Resources will adjust the stipend amount if needed. Employees will have two (2) weeks after the club ends to submit these documents. Once all documents have been provided to Human Resources and the club

has ended, a lump sum payment will be issued to the employee.

7. Employees must complete all six (6) steps before they receive payment.

III. BENEFITS

A. Insurance Benefits

The District will provide a group health insurance and benefit plan/option for each participating fulltime employee. Coverage will begin the following month the first day of employment. If an employee starts anywhere from the first of the month to the fifteenth, their first day of coverage would be the first day of the following month. If an employee starts on the sixteenth of the month or later, their first day of coverage would be the first day of the month after the second month after the first day of employment.

- The plan will be consistent with that provided to all employees in the District. Family, spouse, or dependent coverage will be available through the different benefit options but will be an additional cost to the employee.
- New Employees will be given thirty (30) workdays to sign up for benefits if they are eligible.
- Employees will have fourteen (14) calendar days to sign up for benefits during the District's open enrollment.
- All employees assigned at least .75 FTE - 1.0 FTE will be considered full time employees in regards to qualifying for insurance benefits. Those who work less than .75 FTE are considered part time employees and do not qualify for medical, or dental insurance. ~~Part Time employees may participate in voluntary insurance benefits, if allowable.~~
- Employee benefit termination date will be the last day of the month in which employment was terminated. For those employees who resign at the end of their contract year and have fulfilled their contractual obligations, benefit coverage will continue through June 30. However, if an employee signs a work agreement for the following school year and does not return, insurance benefits will terminate retroactively to June 30. In either case, he/she will be eligible to continue group health and dental coverage as defined under the Consolidated Omnibus Budget Reconciliation Act (COBRA) laws. Life insurance may be converted to an individual policy.

Provisions of the insurance program will be detailed in master policies and contracts to include:

1. Health Insurance
2. Dental Insurance
3. Vision Insurance
4. Life insurance/Accidental Death and Dismemberment

The District will provide each employee a description of the insurance coverage and the necessary paperwork required to participate in full coverage under these policies no later than the enrollment date. This will include a clear description and limits of coverage as listed above.

The District will discuss benefits through the meet and confer committee. The committee shall consider, review, and make recommendations on all aspects of purchased insurance programs. The Board agrees to make available to the committee all information received from the insurance company or insurance consultant.

B. Discounted Preschool

All staff with children enrolled in the district's preschool program will receive a tuition discount of 20%.

IV. Leaves

A. General Leave

General leave for District personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned.

As defined in statute (**A.R.S. 23-371**), "family member" means:

- A. Regardless of age, a biological, adopted, or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands *in loco parentis*, or an individual to whom the employee stood *in loco parentis* when the individual was a minor.
- B. A biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood *in loco parentis* when the employee or employee's spouse or domestic partner was a minor child.
- C. A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision.
- D. A grandparent, grandchild, or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or
- E. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

All support staff may accrue up to 104 hours of general leave, dependent upon the number of hours worked per day, per school calendar year.

Support staff hired before May 1, 2017, may accumulate a maximum of one thousand four hundred and forty (1440) hours of unused general leave.

Support staff hired on or after May 1, 2017, may accumulate a maximum of eight hundred (800) hours of unused general leave.

As accumulated general leave hours are used and drop below the staff member's maximum limit, an eligible employee may again accumulate general leave up to the maximum limit.

When a staff member exhausts all general leave, an unpaid leave of absence must be requested, pursuant to District policy.

Requests for general leave must be received as far in advance (2 days) as possible prior to the first day of leave and must be approved by the building principal or supervisor.

Requests shall be acted on in order of receipt and the availability of substitutes may limit the number of requests granted at any one time. General leave may be used in not less than .25-hour increments for support staff.

BLACK OUT DAYS: No general leave days may be taken during the first two contracted weeks and the last contracted week except with prior approval by the employee's supervisor. If the employee has a medical emergency during this time, documentation must be provided to their immediate supervisor and HR.

No general leave days may be taken before or after a holiday. This may be granted in emergency circumstances, and with Principal and Superintendent approval or with medical/emergency documentation.

Support staff employees who take leave in violation of above will be docked pay at their hourly rate of pay and violation will be documented.

For support staff, additional hours equivalent to one of their scheduled workdays will be granted for every five (5)

years of employment with the district, up to 56 additional hours. Any general leave remaining at the end of the school year will accrue as general leave.

General Leave may only be used and paid for in the amount up to your expected work agreement hours. Requests in excess of scheduled hours will be adjusted.

Any employee who can be shown to have willfully violated or misused the District's leave policy or misrepresented any statement or condition will be subject to discipline, which may include reprimand, suspension, and/or termination.

B. General Leave Reimbursement

Upon appropriate resignation process, retirement, or death, any employee (or his/her estate) will be reimbursed for a percentage of their accumulated leave at the rate of \$15 per hour, based on the employees FTE. The percentage will be based on the employees' continuous years of service.

Years of Continuous Service	% of General Leave Reimbursement
5	25%
6	30%
7	40%
8	50%
9	60%
10	70%
11	80%
12	90%
13	100%

The District has implemented an Accrued General Leave ~~and Vacation Leave~~ Conversion Plan for all resigning and retiring employees fifty-five (55) years of age and older who have an accrual greater than \$3,500. The District will make a contribution in either a tax-free health/medical benefit account (HRA) , a tax-deferred benefit account or a taxable payout. (District approved 403(b) no charges in and no charges out). This staff member will meet with a representative of the district to make this determination of which account the contribution will be distributed.

C. Bereavement Leave

Bereavement leave is available for up to 5 days per occurrence for a death in the immediate family (family as defined in GCCA). These absences will not be deducted from accumulated general leave.

Extensions of bereavement leave may be granted by the building principal or supervisor and will be deducted from accumulated general leave.

D. Jury Duty

Leaves of absence for jury duty will be granted upon notifying Human Resources and providing official documentation. Documentation can include jury summons, or other court documents that include the date and times of your needed service. Employees on jury duty shall be paid their regular salary. The employee shall be entitled to withhold payment received from the court system for travel expenses.

A second shift employee will not be required to report to work on those days he/she serves jury duty.

E. Vacation (12-month employees only)

Twelve-month support employees will receive vacation in accordance with their years of service to the district, calculated from the anniversary date of most recent hire date of regular employment, in accordance with the following table:

0 months through 2 years	10 days
3 years through 5 years	15 days
6 years through 10 years	20 days
11 years and up	25 days

~~Vacation time is accrued but is not credited during the first six months of employment.~~

Vacation days must be accrued before they can be taken. The use and scheduling of all vacation credit is subject to supervisory approval, based upon the operational needs of the district.

Accumulated vacation may not exceed fifty (50) days or 400 hours. Balance in excess of the limit will be lost. Accrual will resume when the balance falls below the limit. Balances will roll over from one school year to the next for returning employees.

Upon voluntary termination of services authorized unused vacation credit will be paid to employees at their current rate of pay with the last paycheck

V. Unpaid Leaves

A. Leave of Absence

A leave of absence, without pay, may be granted to an employee upon the recommendation of the Superintendent and approval of the Board for a period not longer than one year. All requests for such extended leave of absence shall be in writing and must be submitted by March 15 unless good cause is shown for filing such request after that date.

All employees receiving a leave of absence are required to give written notice of intent to return at the beginning of the next school year on or before March 1 of the leave year.

All retirement, salary increments, and other benefits shall be restored at the level earned when the leave was granted. All accrued sick, vacation, personal, and other paid leave shall be applied to the leave period unless otherwise agreed to by the District or prohibited by the Family and Medical Leave Act.

B. Family and Medical Leave

The Board will grant unpaid leave of up to twelve (12) weeks to an eligible employee in accordance with the Family and Medical Leave Act of 1993 for any one of the following reasons:

1. For the care of the employee's child after birth or placement for adoption or foster care
2. For the care of the employee's spouse, son or daughter, or parent who has a serious health condition
3. For a serious health condition that makes the employee unable to perform his/her job

An employee may be eligible for medical leave under the Family and Medical Leave Act (FMLA) if employed by the District for at least twelve (12) months and with completion of at least 1,250 hours of service immediately prior to the time the leave is to commence.

The employee may be required to provide advance leave notice and medical certification and ordinarily must provide

thirty (30) days advance notice when the leave is foreseeable.

Upon return from FMLA leave, the employee shall be restored to his/her original or equivalent position with the same pay, benefits, and other terms of employment.

VI. Resignations:

Employees voluntarily terminating their services with the District are expected to give advance notices of not less than ten (10) working days. This notice should be submitted to the supervisor in writing and should specify both the last day of work and the reason for terminating. Authorized unused vacation credit will be paid to 12-month employees with the last paycheck.

VII. Staff Rights and Responsibilities

A. Non-Discrimination

The District shall provide equal opportunities for all teachers in teaching assignments, extracurricular assignments and compensation, and duty assignments. Assignments may not be made on the basis of race, color, creed, national origin, religion, age, sex, disability, or professional organization membership.

Job classification may affect assignment if special certification(s) or qualifications are required for a particular position, or if assignment would place an employee in an overtime situation.

B. Evaluations

The performance of all regular employees will be evaluated annually by an approved evaluator as follows:

All new hires – probationary evaluation on their 90th day of employment

Nine- and ten-month employees - prior to March 15

Eleven- and twelve-month employees - prior April 15

Unscheduled written evaluations may be conducted as deemed appropriate by the immediate supervisor to assist employees in improving their job performance.

The Board Approved evaluation instrument will be used to review job performance.

C. Transfers/Reassignments

Staff members may apply for transfer or reassignment whether or not a vacancy exists.

The transfer/reassignment of support staff members will be based on the needs of the District, employee qualifications, and the employee's expressed desires. When it is not possible to meet all three (3) conditions, an employee shall be transferred/reassigned first in accordance with the needs of the District, second where the Superintendent determines the employee is most qualified to serve, and third as to the expressed preference of the employee.

The resolution of any conflicts over the need for a transfer shall be based on what is best for the instructional program, the needs of the students, and the overall needs of the District as defined by the Superintendent.

The above applies to transfers/reassignments within the same job classification and pay grade. Transfer/reassignment of an employee to a position of greater or lesser pay requires Board approval.

D. Job Vacancy Postings

All staff vacancies shall be posted on the Human Resources webpage. Insert correct link.

E. Overtime Compensation

All support employees are assigned a specific number of hours of work they are allowed within a given week. Department of Labor standards require that any work in excess of the number of assigned hours be compensated, either with additional pay (if less than 40 hours per week); overtime pay (if in excess of 40 hours per week); or compensatory time (at either straight time or time and one-half, depending on whether the work was under/over 40 hours.)

Any work in excess of your specific number of approved weekly hours MUST receive prior approval from your immediate supervisor, and a determination must be made at the time of the approval as to whether the compensation for the work will be straight salary, time and one-half salary, straight compensatory time, or time and one-half compensatory time.

F. Student Discipline

It is the responsibility of every staff member to assist in the maintenance of a positive atmosphere in schools, on buses, and on the playgrounds or campus. This means that all employees must be willing to exercise supervision at all times.

The Board, Superintendent, and Administration recognize the importance of proper discipline. All appropriate support will be given to employees with respect to the maintenance of control and discipline in the district.

G. Staff Input and Involvement

The parties understand the benefit and importance of prompt and accurate constructive communication between and among all levels of District Operations.

All staff will be encouraged to participate in processes that affect their working environment and academic assignments when administratively possible. Staff input into these processes will be reviewed and carefully considered during the decision-making process. Decisions following this process will be communicated to staff by their immediate supervisor.

All decisions made should be made respecting student choice and need, utilizing staff input and expertise, promoting equity in staffing assignments, and making the best use of facilities.

H. School Calendar

The Board, with representation from staff, Meet and Confer Committee members, parents, and administration may establish a multi-year school calendar. The calendar will be presented to the Governing Board for approval. The adopted calendar will become an addendum to this agreement. If educational needs dictate, recommendations for interim changes may be brought forward to the superintendent for consideration.

I. Holidays

Paid holidays ~~to be observed annually are~~ shall be posted on the Work Calendars found here. ~~according to assignment as listed below. Only the holidays listed under the appropriate assignment may be paid to an employee.~~

~~9/10/11 Month Employees~~

~~Labor Day Fall Holiday Veterans' Day~~

~~Thanksgiving Day~~

~~Day after Thanksgiving Christmas Day~~

~~New Year's Day~~

~~Martin Luther King Day Presidents' Day~~

~~District Recess~~

~~Memorial Day (10/11-month employees only)~~

~~12 Month Employees~~

~~Independence Day Labor Day~~

~~Fall Holiday Veterans' Day Thanksgiving Day~~

~~Day after Thanksgiving Christmas Day~~

~~Winter Break New Year's Day~~

~~Martin Luther King Day Presidents' Day~~

~~Spring Break:~~

~~District Recess Memorial Day Juneteenth~~

J. School Calendar

The Board, with representation from staff, Meet and Confer Committee members, parents, and administration may establish a multi-year school calendar. The calendar will be presented to the Governing Board for approval. The adopted calendar will become an addendum to this agreement. If educational needs dictate, recommendations for interim changes may be brought forward to the superintendent for consideration.

K. Supplies, Materials and Equipment

Through representation on the site-based councils, building principals will consider input from all employees concerning work areas, storage, materials, supplies, and equipment. Administrators and Directors will also consider input from employees annually at budget preparation time. All needs in these areas will be considered and may be

implemented depending on the financial impact on the district and congruence with the district's long-term improvement plans.

L. Availability of Policies

A complete copy of existing Governing Board policies will be available at each school in the library and in the principal's office, where it may be examined by employees. Staff members may also access Governing Board policies on the district website <https://policy.azsba.org>.

Action Item:

Administration Meet and Confer Agreement

Submitted by:

Dr. Cain Jagodzinski, Superintendent

Funding:

NA

BACKGROUND

The agreement has no changes from the previously approved 2024-2025 agreement.

The staff on administration contracts include the executive assistant, finance manager, site principals, coordinators, directors and executive directors.

FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT
2025-2026 Administration MEET AND CONFER



FOUNTAIN HILLS
UNIFIED SCHOOL DISTRICT

I. MEET AND CONFER PROCESS

A. Intent and Goals

The Governing Board of the Fountain Hills Unified School District and the Fountain Hills Administration Meet and Confer Committee agree that the educational welfare of the children of the District is paramount in the operation of the schools. It is the intent of the Fountain Hills Unified School District Governing Board to provide for administration staff the working conditions, benefits, and salary that allows the District to attract and retain highly qualified staff.

The Board and the Committee recognize their responsibilities toward each other and to the community for conferring in good faith to reach agreements, which are mutually acceptable. The Meet and Confer process is a means of facilitating communication and cooperation between and among all staff and the Board.

In order to promote maximum utilization of the ability, experience, and judgment of all parties sharing responsibility for the quality in the Fountain Hills Unified School District, the parties do hereby enter into the following agreement.

B. Recognition

The Governing Board of the Fountain Hills Unified School District recognizes the Fountain Hills Administration Meet and Confer Committee as the representative for administration staff for the purpose of representing them on matters with respect to salaries, benefits, and working conditions.

The Fountain Hills Administration Meet and Confer committee will be established by the Superintendent to investigate any issues that remain unresolved in this agreement. The Administration Meet and Confer committee will review all other committees' recommendations (relating to salaries, benefits, calendar, and working conditions) prior to presentation to the Board.

If any part of this agreement is held to be invalid by operation of law or any tribunal of appropriate jurisdiction, or if compliance or enforcement of any part should be restrained by such tribunal, the remainder of this agreement will not be affected. The Meet and Confer process will commence within ten (10) working days of notification of a final determination of such illegality for the purpose of attempting to reach a mutually satisfactory solution for such part. All understandings and agreements reached as a result of this procedure will be reduced to writing, signed by each party, and made a part of this agreement.

C. Term of Agreement

This agreement between the Fountain Hills Meet and Confer Administration Committee and the Governing Board of the Fountain Hills Unified School District will be effective as of July 1, 2024 and will continue in effect through June 30, 2025.

Definitions

- "District" will mean the Fountain Hills Unified School District.
- "Board" will mean the Governing Board of the Fountain Hills Unified School District.
- "Board Representatives" will mean the officially designated representatives of the Governing Board of the Fountain Hills Unified School District.
- "Administration" will mean any employee of the Fountain Hills Unified School District who signs an annual administrative contract.
- "Committee" will mean certified representatives consisting of the executive assistant, school principals, coordinators, directors and selected district office personnel.

- "Committee Representatives" will mean the officially designated representatives of the Fountain Hills Administration Meet and Confer Committee.
- "Working days" will mean days when employees are required to be at their schools or places of assignment. During the summer, "working days" will mean days when the District's central administrative offices are open to the public for business.
- "Site council" will mean the inclusionary process in which the people who effect and are affected by significant decisions participate in making those decisions.

For the purpose of comparing our district to other districts, the District Meet and Confer Committees will use various districts from around the state.

II. COMPENSATION

A. Compensation Schedule

New employees will be placed on the Administration Salary Schedule based on the amount of their documented related work experience and the position they are moving into.

2025-2026 School Administration Salary Schedule

ES Principal HS AP			
Years	Pay Grade I	H	
0 - 2 yrs	Step 1	\$83,232.00	\$72,828.00
2 - 4 yrs	Step 2	\$84,272.40	\$73,868.40
4 - 6 yrs	Step 3	\$85,312.80	\$74,908.80
6 - 8 yrs	Step 4	\$86,873.40	\$76,469.40
8 - 10 yrs	Step 5	\$88,434.00	\$79,070.40
10 + yrs	Step 6	\$89,474.40	\$80,631.00

MS Principal			HS Principal		
Years	Pay Grade J		Years	Pay Grade K	
	Step 1	/		Step 1	/
	Step 2	/		Step 2	/
0 - 4 yrs	Step 3	\$85,312.80		Step 3	/
4 - 6 yrs	Step 4	\$86,873.40	0 - 5 yrs	Step 4	\$ 97,000.00
6 - 8 yrs	Step 5	\$88,434.00	5 - 10 yrs	Step 5	\$ 98,317.80
8 - 10 yrs	Step 6	\$88,954.20	10 - 12 yrs	Step 6	\$ 99,358.20
10 - 12 yr	Step 7	\$89,474.40	12 - 14 yrs	Step 7	\$ 99,878.40
12 - 16 yr	Step 8	\$89,994.60	14 - 16 yrs	Step 8	\$ 100,918.80
16 - 18 yr	Step 9	\$90,514.80	16 - 18 yrs	Step 9	\$ 101,439.00
18 + yrs	Step 10	\$93,115.80	18+ yrs	Step 10	\$ 102,999.60

2025 - 2026 District Administration Salary Schedule

Coordinators

Years	Pay Grade M	
0 - 2 yrs	Step 1	\$56,181.60
2 - 4 yrs	Step 2	\$58,262.40
4 - 6 yrs	Step 3	\$60,343.20
6 - 8 yrs	Step 4	\$62,424.00
8 - 10 yrs	Step 5	\$64,504.80
10 + yrs	Step 6	\$67,626.00
Range	\$55,181 - \$67,626	

Directors

Years	Pay Grade N	
0 - 2 yrs	Step 1	\$ 68,146.20
2 - 4 yrs	Step 2	\$ 68,666.40
4 - 6 yrs	Step 3	\$ 70,747.20
6 - 8 yrs	Step 4	\$ 72,828.00
8 - 10 yrs	Step 5	\$ 74,908.80
10 - 12 yrs	Step 6	\$ 76,989.60
12 - 14 yrs	Step 7	\$ 81,151.20
14 - 16 yrs	Step 8	\$ 83,232.00
16 - 18 yrs	Step 9	\$ 85,312.80
18 - 20 yrs	Step 10	\$ 88,434.00
20+ yrs	Step 11	\$ 93,636.00
Range	\$68,146.20 - \$93,636	

District Management

Years	Pay Grade L	
0 - 2 yrs	Step 1	\$41,616.00
2 - 4 yrs	Step 2	\$43,696.80
4 - 6 yrs	Step 3	\$45,777.60
6 - 8 yrs	Step 4	\$47,858.40
8 - 10 yrs	Step 5	\$49,939.20
10 - 12 yr	Step 6	\$53,060.40
12 + yrs	Step 7	\$55,141.20
Range	\$41,616 - \$55,141.20	

Executive Directors

Years	Pay Grade O	
0 - 2 yrs	Step 1	\$ 104,040.00
2 - 4 yrs	Step 2	\$ 105,080.40
4 - 6 yrs	Step 3	\$ 106,120.80
6 - 8 yrs	Step 4	\$ 108,201.60
8 - 10 yrs	Step 5	\$ 110,282.40
10 - 12 yrs	Step 6	\$ 112,363.20
12+ yrs	Step 7	\$ 114,444.00
Range	\$104,040 - \$114,444	

B. Wage Adjustments

Employees being promoted to a new position will receive an increase if the new position is on a higher pay grade. Employees transferring to a lower-level position will receive an adjustment based on the pay grade of the new position.

C. Salary Increases

Any salary/wage adjustments may be granted at the beginning of each fiscal year (July 1) and may consist of cost-of-living increases and salary schedule adjustments, as recommended by the Meet and Confer Committee.

D. Payment of Wages

Pay periods are two calendar weeks in length, beginning on Sunday and ending on Saturday. Payment of wage assignment is on a biweekly basis over 27 pays in one fiscal year.

Wages are distributed through direct deposit and paystubs are provided through the employer access portal.

E. Staff Development Training

Staff development opportunities designed to improve knowledge and skills may be provided to administration staff throughout the year. Administration employees are encouraged to attend the professional development opportunities offered at individual sites during early release Wednesdays.

Training monies are available for staff development in accordance with the M&O override plan.

3. Funding and release time may be available for administration employees to participate in professional development activities directly related to their job functions. Attendance and participation must be pre-approved by the employee's supervisor and Human Resources Coordinator. Employees will be compensated at their regular rate of pay for such professional development.

F. Procedure for Establishing Supplementary Pay for Additional Duties

Depending on the scope of work, some additional duties may warrant supplementary pay. Such pay must be agreed upon by the superintendent and business manager and be approved by the governing board. The pay will mirror that of similar additional duties paid to staff that do not fall into the Administration category.

III. BENEFITS

A. Insurance Benefits

The District will provide a group health insurance and benefit plan/option for each participating fulltime employee. Coverage will begin the following month the first day of employment. If an employee starts anywhere from the first of the month to the fifteenth, their first day of coverage would be the first day of the following month. If an employee starts on the sixteenth of the month or later, their first day of coverage would be the first day of the month after the second month after the first day of employment.

- The plan will be consistent with that provided to all employees in the District. Family, spouse, or dependent coverage will be available through the different benefit options but will be an additional cost to the employee.
- New Employees will be given thirty (30) workdays to sign up for benefits if they are eligible.
- Employees will have fourteen (14) calendar days to sign up for benefits during the District's open enrollment.
- All employees assigned at least .75 FTE - 1.0 FTE will be considered full time employees in regards to qualifying for insurance benefits. Those who work less than .75 FTE are considered part time employees and do not qualify for medical, or dental insurance. Part Time employees may participate in voluntary insurance benefits, if allowable.
- Employee benefit termination date will be the last day of the month in which employment was terminated. For those employees who resign at the end of their contract year and have fulfilled their contractual obligations, benefit coverage will continue through June 30. However, if an employee signs a work agreement for the following school year and does not return, insurance benefits will terminate retroactively to June 30. In either case, he/she will be eligible to continue group health and dental coverage as defined under the Consolidated Omnibus Budget Reconciliation Act (COBRA) laws. Life insurance may be converted to an individual policy.

Provisions of the insurance program will be detailed in master policies and contracts to include:

1. Health Insurance
2. Dental Insurance
3. Vision Insurance
4. Life insurance/Accidental Death and Dismemberment

The District will provide each employee a description of the insurance coverage and the necessary paperwork required to participate in full coverage under these policies no later than the enrollment date. This will include a clear description and limits of coverage as listed above.

The District will discuss benefits through the meet and confer committee. The committee shall consider, review, and make recommendations on all aspects of purchased insurance programs. The Board agrees to make available to the committee all information received from the insurance company or insurance consultant.

A. Discounted Preschool

All staff with children enrolled in the district's preschool program will be eligible for a discounted tuition at the rate of \$100 per week or \$400 per month.

IV. Leaves

A. General Leave

General leave for District personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned.

As defined in statute (**A.R.S. 23-371**), "family member" means:

A. Regardless of age, a biological, adopted, or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands *in loco parentis*, or an individual to whom the employee stood *in loco parentis* when the individual was a minor.

B. A biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood *in loco parentis* when the employee or employee's spouse or domestic partner was a minor child.

C. A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision.

D. A grandparent, grandchild, or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or

E. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

All administration staff may accrue up to 180 days of general leave, dependent upon the number of hours worked per day, per school calendar year.

As accumulated general leave days are used and drop below the staff member's maximum limit, an eligible employee may again accumulate general leave up to the maximum limit.

When a staff member exhausts all general leave, an unpaid leave of absence must be requested, pursuant to District policy.

Requests for general leave must be received as far in advance (2 days) as possible prior to the first day of leave and must be approved by the building principal or supervisor.

BLACK OUT DAYS: No general leave days may be taken during the first two contracted weeks and the last contracted week except with prior approval by the employee's supervisor. If the employee has a medical emergency during this time, documentation must be provided to their immediate supervisor and HR.

No general leave days may be taken before or after a holiday. This may be granted in emergency circumstances, and with supervisor approval or with medical/emergency documentation.

Administration employees who take leave in violation of above will be docked pay at their hourly rate of pay and violation will be documented.

For administration staff, additional hours equivalent to one of their scheduled workdays will be granted for every five (5) years of employment with the district, up to 56 additional hours. Any general leave remaining at the end of the school year will accrue as general leave.

General Leave may only be used and paid for in the amount up to your expected work agreement hours. Requests in excess of scheduled hours will be adjusted.

Any employee who can be shown to have willfully violated or misused the District's leave policy or misrepresented any statement or condition will be subject to discipline, which may include reprimand, suspension, and/or termination.

B. General Leave Reimbursement

Upon appropriate resignation process, retirement, or death, any employee (or his/her estate) will be reimbursed for a percentage of their accumulated leave at the rate of 50% of the employee's daily rate of pay, based on the employees FTE. The percentage will be based on the employees' continuous years of service.

Years of Continuous Service	% of General Leave Reimbursement
5	25%
6	30%
7	40%
8	50%
9	60%
10	70%
11	80%
12	90%
13	100%

The District has implemented an Accrued General Leave and Vacation Leave Conversion Plan for all resigning and retiring employees fifty-five (55) years of age and older who have an accrual greater than \$3,500. The District will make a contribution in either a tax-free health/medical benefit account (HRA) or a tax-deferred benefit account. (District approved 403(b) no charges in and no charges out). This staff member will meet with a representative of the district to make this determination of which account the contribution will be distributed.

C. Bereavement Leave

Bereavement leave is available for up to 5 days per occurrence for a death in the immediate family (family as defined in GCCA). These absences will not be deducted from accumulated general leave.

Extensions of bereavement leave may be granted by the building principal or supervisor and will be deducted from accumulated general leave.

D. Jury Duty

Leaves of absence for jury duty will be granted upon notifying Human Resources and providing official documentation. Documentation can include jury summons, or other court documents that include the date and times of your needed service. Employees on jury duty shall be paid their regular salary. The employee shall be entitled to withhold payment received from the court system for travel expenses.

A second shift employee will not be required to report to work on those days he/she serves jury duty.

E. Vacation

Twelve-month administrative employees will receive vacation in accordance with their years of service to the district, calculated from the anniversary date of most recent hire date of regular employment, in accordance with the following table:

6 months through 2 years	10 days
3 years through 5 years	15 days
6 years through 10 years	20 days
11 years and up	25 days

Vacation time is accrued but is not credited during the first six months of employment.

Vacation days must be accrued before they can be taken. The use and scheduling of all vacation credit is subject to supervisory approval, based upon the operational needs of the district.

Accumulated vacation may not exceed fifty (50) days. Balance in excess of the limit will be lost. Accrual will resume when the balance falls below the limit. Balances will roll over from one school year to the next for returning employees.

Eleven-month administrative employees will receive 10 days of vacation annually. Accumulated vacation may not exceed (50) days.

Upon voluntary termination of services authorized unused vacation credit will be paid to employees at their current rate of pay with the last paycheck

V. Unpaid Leaves

A. Leave of Absence

A leave of absence, without pay, may be granted to an employee upon the recommendation of the Superintendent and approval of the Board for a period not longer than one year. All requests for such extended leave of absence shall be in writing and must be submitted by March 15 unless good cause is shown for filing such request after that date.

All employees receiving a leave of absence are required to give written notice of intent to return at the beginning of the next school year on or before March 1 of the leave year.

All retirement, salary increments, and other benefits shall be restored at the level earned when the leave was granted. All accrued sick, vacation, personal, and other paid leave shall be applied to the leave period unless otherwise agreed to by the District or prohibited by the Family and Medical Leave Act.

B. Family and Medical Leave

The Board will grant unpaid leave of up to twelve (12) weeks to an eligible employee in accordance with the Family and Medical Leave Act of 1993 for any one of the following reasons:

1. For the care of the employee's child after birth or placement for adoption or foster care
2. For the care of the employee's spouse, son or daughter, or parent who has a serious health condition
3. For a serious health condition that makes the employee unable to perform his/her job

An employee may be eligible for medical leave under the Family and Medical Leave Act (FMLA) if employed by the District for at least twelve (12) months and with completion of at least 1,250 hours of service immediately prior to the time the leave is to commence.

The employee may be required to provide advance leave notice and medical certification and ordinarily must provide thirty (30) days advance notice when the leave is foreseeable.

Upon return from FMLA leave, the employee shall be restored to his/her original or equivalent position with the same pay, benefits, and other terms of employment.

V. Resignations:

If an Administrator desires to terminate this Agreement he/she shall seek the Superintendent's permission at least 60 days prior to his/her intended termination date. Administrators shall notify the Superintendent before interviewing for any other employment. If the Agreement is terminated under this paragraph, Administrator shall forfeit all rights to compensation under this Agreement, except for accrued leave payments, beyond the actual termination date, which shall be the last date of his/her employment.

The Administrator recognizes that the District will incur expenses of securing a replacement and possibly costs for a substitute in the event that the Administrator does not fulfill his/her obligations under the contract. Any requests for resignation for the subsequent school year after signing the employment contract will be conditioned upon payment by the staff member depending on the following:

- Resignation date between April 1st through May 15th in the amount of five hundred dollars (\$500)
- Resignation date between May 16th through the day before the contracted start date in the amount of one thousand five hundred dollars (\$1,500)
- Resignation date after the start of the contracted school year through the end of the school year in the amount of three thousand dollars (\$3,000).

The Governing Board may waive this payment if the employee's non-performance results from circumstances beyond his/her control or from an agreement for a resignation in lieu of dismissal. The District may withhold all or any part of these liquidated damages from any amount payable to the staff after receipt of the resignation or a failure to report for duty, and may take any action, including filing suit, to collect the liquidated damages. Staff shall reimburse the District for any collection fees, attorney fees, court costs, or other reasonable expenses incurred by the District to collect the amount owed as liquidated damages.

VI. Staff Rights and Responsibilities

A. Non-Discrimination

The District shall provide equal opportunities for all teachers in teaching assignments, extracurricular assignments and compensation, and duty assignments. Assignments may not be made on the basis of race, color, creed, national origin, religion, age, sex, disability, or professional organization membership.

Job classification may affect assignment if special certification(s) or qualifications are required for a particular position, or if assignment would place an employee in an overtime situation.

B. Evaluations

The performance of all regular employees will be evaluated annually by an approved evaluator as follows:

- Eleven- and twelve-month employees - prior April 15

Unscheduled written evaluations may be conducted as deemed appropriate by the immediate supervisor to assist employees in improving their job performance.

The TalentEd evaluation instrument will be used to review job performance.

C. Job Vacancy Postings

All staff vacancies will be posted on the Human Resources webpage <https://fountainhills.tedk12.com/hire/index.aspx>.

D. Student Discipline

It is the responsibility of every staff member to assist in the maintenance of a positive atmosphere in schools, on buses, and on the playgrounds or campus. This means that all employees must be willing to exercise supervision at all times.

The Board, Superintendent, and Administration recognize the importance of proper discipline. All appropriate support will be given to employees with respect to the maintenance of control and discipline in the district.

E. Staff Input and Involvement

The parties understand the benefit and importance of prompt and accurate constructive communication between and among all levels of District Operations.

All staff will be encouraged to participate in processes that affect their working environment and academic assignments when administratively possible. Staff input into these processes will be reviewed and carefully considered during the decision-making process. Decisions following this process will be communicated to staff by their immediate supervisor.

All decisions made should be made respecting student choice and need, utilizing staff input and expertise, promoting equity in staffing assignments, and making the best use of facilities.

F. Calendars

The Board, with representation from staff, Meet and Confer Committee members, parents, and administration may establish a multi-year school calendar. The calendar will be presented to the Governing Board for approval. Subsequently work calendars will be established and presented to the Governing board for approval. The adopted work calendars will become an addendum to this agreement. If educational needs dictate, recommendations for interim changes may be brought forward to the superintendent for consideration.

G. Holidays

Paid holidays to be observed annually are according to assignment as listed below. Only the holidays listed under the appropriate assignment may be paid to an employee.

9/10/11 Month Employees

Labor Day

Fall Holiday

Veterans' Day

Thanksgiving Day

Day after Thanksgiving
Christmas Day
New Year's Day
Martin Luther King Day
Presidents' Day
District Recess
Memorial Day (*10/11-month employees only*)

12 Month Employees

Independence Day
Labor Day
Fall Holiday
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Winter Break
New Year's Day
Martin Luther King Day
Presidents' Day
Spring Break:
District Recess
Memorial Day
Juneteenth

L. Availability of Policies

A complete copy of existing Governing Board policies will be available at each school in the library and in the principal's office, where it may be examined by employees. Staff members may also access Governing Board policies on the district website <https://policy.azsba.org>.

Information and Discussion Items:**Submitted by:**

Dr. Cain Jagodzinski, Superintendent

Funding:

NA

BACKGROUND

The Governing Board will hear and/or review reports regarding the following:

- ASBA Bylaws
- Policy Advisories 917-958

Dear ASBA Member,

ASBA's Governance Committee is recommending important updates to the association's bylaws and your board has one vote to help shape the future of our organization.

As the administrative professional supporting your board, you play a critical role in ensuring your district's voice is counted. A bylaw packet was mailed to your board the week of September 18. All the information can be found on the ASBA bylaw webpage.

Here's how you can help in three easy steps:

Step 1: Add the bylaw vote to your board meeting agenda

This should be listed as an individual action item for discussion and vote, not on the consent agenda.

Step 2: Discuss and vote at a regular or special meeting

Encourage your board to review the proposed updates ahead of time. The voting window is open from Sept. 18 through Dec. 16, 2025.

Step 3: Submit your board's vote to ASBA

Once your board has voted, you, the superintendent or the board designee will submit the vote using ASBA's secure online platform.

Following a comprehensive review, the Governance Committee has determined that a single vote on the full package of proposed updates is the most efficient and effective approach.

Thank you for helping your board stay on track and ensuring its voice is heard.

The ASBA Board of Directors recommends a yes vote on these changes.

What's Changing?

Most proposed revisions improve clarity and consistency, but several substantive changes are also on the ballot. These include:

Eligibility for Office – Clarifying who may and may not hold elected office within ASBA.

Meeting Protocols – Defining who may address the body with permission of the chair.

Representation – Updating rules for additional county co-directors based on census data and clarifying appointments for national organizations.

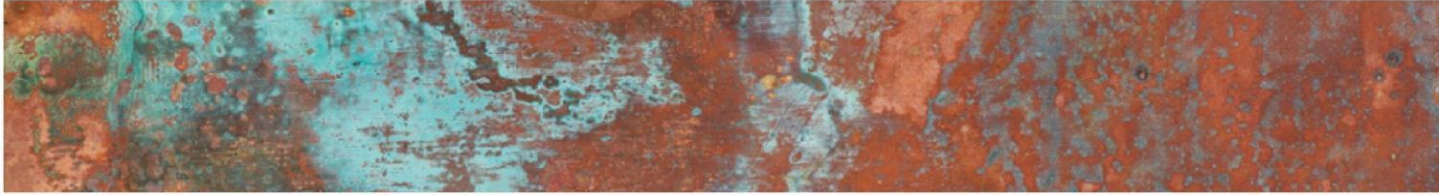
Executive Oversight – Requiring full board ratification of the Executive Director's contract within a set timeframe.

Committees & Leadership – Defining standing committees, chairs, duties and appointment authority.

Emergency & Vacancy Procedures – Outlining actions during emergencies and procedures for vacancies and removals.

Voting & Quorum – Authorizing electronic voting, increasing the number of member districts required for quorum and establishing timeframes for board actions.

Caucus Alignment – Requiring caucus bylaws to align with ASBA bylaws.



EDUCATE. ADVOCATE. ELEVATE.

ASBA Bylaws

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Introduction

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

BYLAWS ARIZONA SCHOOL BOARDS ASSOCIATION, INC.

Article I - Name of the Association

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

Article II - Purpose of the Association

The Purpose of the Association shall be:

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

Section 2. To promote lay control of public education.

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

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

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

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

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

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

Article III - Policies of the Association

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

Article IV - Membership

Section 1. Classes of Membership

(a) **Active Member -**

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

(b) **Honorary Member-**

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

(c) **Associate Member-**

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

(d) **Organization Affiliate -**

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

Section 2. Voting Powers of the Membership

(a) **Active Members -**

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

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

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

Section 3. Dues of the Membership

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

Section 4. Resignation

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

Section 5. Suspension and Expulsion

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

Article V - Officers and Board of Directors and Executive Committee

Section 1. Officers and Terms of Office

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

Section 2. Board of Directors

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

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

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

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

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

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

Section 3. Qualifications

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

Section 4. Authority

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

Section 5. Nominations and Elections

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

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

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

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

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

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

Section 6. Selection of Executive Director

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

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

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

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

7.1 The president shall:

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

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

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

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

7.2 The president-elect shall:

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

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

7.3 The treasurer ~~and secretary~~ shall:

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

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

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

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

7.4 The secretary shall:

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

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

7.5. The immediate past-president shall:

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

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

Section 8. Executive Committee

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

Duties:

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

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

Section 9. Vacancies and removal from office.

- 9.1.** A vacancy in any **Executive Committee** office or on the Board of Directors occurring between annual membership meetings shall be filled by a vote of the Board of Directors **upon submission of a recommendation by the Executive Committee**. Such a person shall hold office until the next annual membership meeting of the Association.
- 9.2.** Any officer or director who *misses more than one meeting out of any four (4) consecutive meetings, unless he/she is excused* by the Board of Directors for a valid reason, may have his/her office vacated by action of the board.
- 9.3. Any officer or director may be removed by a two-thirds vote of the Board of Directors in consultation with the county's school board members for actions deemed contrary to the code of conduct in the ASBA's bylaws or conduct deemed detrimental to the Association, after a hearing and due process.**

Article VI - Meetings and Voting

Section 1. Membership Meetings

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

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

- 2.1** The Board of Directors shall meet at least once each quarter of each calendar year.
- 2.2 The president shall call a special meeting of the Board of Directors or Executive Committee upon receipt of a petition presented to ASBA staff stating the purpose of the meeting signed by no less than twenty (20) active member districts.**

- 2.3** Special meetings shall be ~~upon the call of the president, be and such meetings shall~~ called upon written request of five (5) members of the Board of Directors.
- 2.4.** ~~Special meetings may be called by the president of the Association provided a ten (10) business day notice is given.~~
- 2.5** All members should be given notice of time and place of special meetings at least ~~five (5)~~ **ten (10)** days prior to the meeting date.
- 2.6** The Executive Committee shall meet from time to time as it deems necessary or upon call of the president.
- 2.7** ~~Emergency meetings may be called to handle issues with no less than 48 hours notice.~~
- (a)** ~~All actions approved in an emergency meeting must be ratified by the entire Board of Directors within ten (10) business days.~~
 - (b)** ~~Emergency meetings may be called by the president or no less than five (5) members of the Board of Directors.~~

Section 3. Annual Delegate Assembly

- 3.1** The annual Delegate Assembly shall be held to establish the political agenda items which support the beliefs of the association in the legislative process and in the priorities of the Association. Action agenda items may be submitted to the annual Delegate Assembly of the Association by the action of member boards, the Board of Directors of this Association, or any committee appointed by it, and shall be transmitted to the executive director not later than sixty (60) days before the opening date of the annual Delegate Assembly. All action items so submitted shall be forwarded immediately to the legislative committee for consideration.
- 3.2** The legislative committee is charged with creating a draft political agenda and shall consider the district action agenda items submitted. The draft legislative agenda shall be sent to members at least twenty (20) days prior to the annual Delegate Assembly by the legislative committee.
- 3.3** Other action agenda items submitted to the chairman of the legislative committee during the annual Delegate Assembly and prior to the last business session shall be considered by the membership at said meeting, provided that such action agenda items are in proper written form and signed by registered delegates from at least ten (10) active members.
- 3.4** The ~~reporting member~~ **Chair or designee** of the legislative committee shall be authorized, on behalf of the committee, to move for floor action on action agenda items and beliefs.
- 3.5** All action agenda items reported out of the legislative committee shall be ~~duplicated~~ **distributed** as soon as possible and made available to the delegates.
- 3.6** Action agenda items passed at the annual Delegate Assembly will constitute the Political Agenda and shall be considered the position of the Association until the next Delegate Assembly. The presence of representatives of no less than **20% of member districts or twenty-five (25) fifty (50)** active members shall be necessary to constitute a quorum at the Delegate Assembly, **whichever is fewer.**

Article VII - Committees & Caucuses

Section 1. Standing Committees

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

1.1. Nominating Committee

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

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

1.2. Legislative Committee

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

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

1.3. Budget and Financial Oversight Committee

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

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

1.4. Governance Committee

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

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

Section 2. Caucuses

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

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

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

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

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

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

Article IX - Parliamentary Authority

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

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

Amended:

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

ASBA Bylaw Changes



Bylaw changes are on the table –

but what do they *really* mean for you

and your district **if they pass**? And what happens **if they don't**?

If they pass

Eligibility standards are consistent and fair

Meeting and voting procedures are updated

Executive Director oversight is strengthened

Representation reflects current census data

Clear rules guide emergencies and vacancies

Electronic voting is authorized

If they don't pass

Confusion remains around who can serve

Outdated procedures persist

Oversight of the Executive Director is limited

Growing counties remain underrepresented

Continuity gaps remain in emergencies

Voting remains manual-only

Don't wait – add this to your next board agenda and make your voice count toward fairer standards and stronger representation.

POLICY SERVICES ADVISORY

Volume 37, Number 9

September 2025

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

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

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

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

POLICY ADVISORY DISCUSSION

Summary

Sections E and F Revisions

Section E:

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

Section F:

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

Policy Advisory No. 917

Policy EA — Support Services Goals / Priority Objectives

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

Policy Advisory No. 918

Regulation EB-R — Environmental and Safety Program

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

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

DELETED Regulation EBAA-R — Reporting Hazards / Warning Systems

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

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

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

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

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

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

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

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

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

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

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. 924

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

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

Policy Advisory No. 925

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

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

Policy Advisory No. 926

**Policy ECB — Building and Grounds
Maintenance**

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

Policy Advisory No. 927

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

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

Policy Advisory No. 928

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

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

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

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

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

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

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

Policy Advisory No. 931 Policy EE — Transportation Services

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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. 944

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

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

Policy Advisory No. 945

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

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

Policy Advisory No. 946

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

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

Policy Advisory No. 947

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

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

Policy Advisory No. 948

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

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

Policy Advisory No. 949

Policy EGAD — Copyright Compliance

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

Policy Advisory No. 950

**Policy EGAE — Mail and
Delivery Services**

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

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. 951

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

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

Policy Advisory No. 952

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

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

Policy Advisory No. 953

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

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

Policy Advisory No. 954

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

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

Policy Advisory No. 955

Policy FCB — Retirement of Facilities

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

Policy Advisory No. 956

**Policy FEA — Educational Specifications for
Construction**

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

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. 957

Policy FF — Naming Facilities

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

Policy Advisory No. 958

Policy GBEB — Staff Conduct

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

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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.

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

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

EB-R ©

REGULATION

**ENVIRONMENTAL AND
SAFETY PROGRAM**

Responsibilities

~~Responsibilities of the m~~Maintenance sSupervisor:

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

~~Responsibilities of the school p~~Principals:

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

~~Responsibilities of the t~~Transportation sSupervisor:

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

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

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

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

~~Responsibilities of s~~Students:

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

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

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

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

~~(Pesticide Application Notice)~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~3-3606~~

~~15-152~~

~~CROSS REF.:~~

~~IKEA - Make Up Opportunities~~

~~EBAA-R ©~~

~~REGULATION~~

~~REPORTING OF HAZARDS /
WARNING SYSTEMS~~

~~(Pesticide Application Notice)~~

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

~~Oral and Written Notice~~

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

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

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

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

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

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

~~Posting of Notice~~

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

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

~~The signs shall be placed at:~~

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

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

CROSS REF.:

IKEA—Make Up Opportunities

EBAB ©
HAZARDOUS MATERIALS

(Pesticide Application Notice)

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

Notice Requirements

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

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

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

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

Pesticide Application Requirements

Only a certified applicator may apply pesticides at a school.

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

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

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

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

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

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

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

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

Regulations

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

Adopted: _____

LEGAL REF.:

A.R.S.

3-3606

15-152

CROSS REF.:

IKEA - Make Up Opportunities

EBAB-R ©

REGULATION

HAZARDOUS MATERIALS

(Pesticide Application Notice)

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

Notice

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

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

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

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

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

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

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

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

CROSS REF.:

IKEA - Make Up Opportunities

EBBB © ACCIDENT REPORTS

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

Procedures

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

District Reporting Responsibilities

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

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

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

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

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

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

Adopted: _____

LEGAL REF.:
A.R.S.

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

23-427

23-904

23-908

CROSS REF.:

GBGC - Employee Assistance

GBGD - Workers' Compensation

EBBB-R ©

REGULATION

ACCIDENT REPORTS

~~(Student Accidents)~~

Employees

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

Students

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

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

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

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

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

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

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

Any special health concern should be reported to the nurse.

EBC ©
EMERGENCIES: RESPONSE PLANS AND
SCHOOL CLOSINGS

Emergency Response Plans

Development

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

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

Internal regulations will be developed and maintained by the Superintendent.

Requirements

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

Students With Disabilities

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

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

Confidentiality

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

Emergency School Closings

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

41-1803

Arizona Minimum Requirements for School Emergency Operations Plan

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

Implementation Guidance: Arizona Minimum Requirements for School

Emergency Operations Plans (AZ Dept. of Ed.)

EBC-R ©

REGULATION

**EMERGENCIES: RESPONSE PLANS AND
SCHOOL CLOSINGS**

(Emergency Closings)

**Delayed Opening and
School Closing**

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

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

Early Dismissal

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

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

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

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

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

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

~~Adopted: _____~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-341~~

~~EBCD-R ©~~

REGULATION

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

~~Delayed Opening~~

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

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

~~School Closing~~

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

~~Early Dismissal~~

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

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

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

**ECA ©
SECURITY**

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

13-3715

13-3716

13-3821

13-3822

15-512

CROSS REF.:

JLIF - Sex Offender Notification

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

Page 40 of 168

ECA-R ©

REGULATION

SECURITY

(Access and Keys)

Access

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

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

Keys

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

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

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

ECAC ©
VANDALISM AND REPORTING
SUSPECTED CRIMES

Vandalism

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

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

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

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

Reporting Suspected Crimes or Incidents

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

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

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

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

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

8-303

12-661

13-105

13-706

15-341

15-842

ECAC-R ©

REGULATION

VANDALISM AND REPORTING
SUSPECTED CRIMES

Reporting

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

**ECB ©
BUILDING AND GROUNDS
MAINTENANCE**

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

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

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

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

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

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

A roofing inspection is required to be:

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

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

Adopted: _____

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.

15-341

15-342.01

41-5702

41-5731

41-5832

A.A.C.

R7-6-215

CROSS REF.:

EB - ~~Environmental and~~ Safety Program

JLIF - ~~Sex Offender Notification~~

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

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

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

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

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-213~~

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

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

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

Materials and Equipment

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

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

Preventive Maintenance

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

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

Instructional Materials

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

15-342

15-721 *et seq.*

15-727

15-729

A.A.C.

R7-2-1131

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

2 CFR 200.313

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

Page 52 of 168

CROSS REF.:

DID - Inventories

DN - School Properties Disposition

JQ - Student Fees, Fines, and Charges

EDB-R ©

REGULATION

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

Surplus Equipment

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

Donation

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

Transfer of Equipment

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

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

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

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

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

~~Adopted: _____~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-727~~

~~15-729~~

~~CROSS REF.:~~

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

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

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

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

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

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

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

15-1102

15-1105

CROSS REF.:

KF - Community Use of School Facilities

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

**EE ©
TRANSPORTATION SERVICES**

Allowable Vehicles

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

Allowable Vehicles

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

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

~~15-342~~

~~15-764~~

~~15-921~~

~~15-922~~

15-923

15-925

~~15-945~~

~~15-946~~

~~28-900~~

~~28-901~~

~~28-3053~~

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

EEA ©
STUDENT TRANSPORTATION

School Bus Transportation

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

A. K-8 Students:

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

B. High School Students:

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

C. Open Enrollment Students:

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

D. Students with Disabilities:

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

E. Homeless Students:

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

F. Foster Students:

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

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

G. Eligible Nonresident Students:

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

Responsibility

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

Special Use

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

Private Vehicle Transportation

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

Guidelines

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

Extenuating Circumstances:

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

Adopted: _____

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

LEGALREF.:

A.R.S.

8-530.04

15-342

15-764

15-816.01

15-901

15-921

15-922

15-923

15-925

15-945

15-946

28-900

28-901

28-3053

A.G.O.

I80-025

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

CROSS REF:

EEB - Business and Personnel Transportation Services and
Records and Reports

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

JFABD - Admission of Homeless Students

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

EEA-R ©

STUDENT TRANSPORTATION

Private Vehicles

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

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

~~EEAA ©~~
~~WALKERS AND RIDERS~~

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

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

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

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

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

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

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

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

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-342~~

~~15-764~~

~~15-816.01~~

~~15-901~~

~~15-922~~

~~28-797~~

~~28-900~~

~~28-901~~

~~A.G.O.~~

~~I80-025~~

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

~~CROSS REF.:~~

~~JFABD—Admission of Homeless Students~~

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

EEAE ©
BUS SAFETY PROGRAM AND
STUDENT CONDUCT

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

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

Bus Driver Requirements

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

Maintenance and Operation

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

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

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

School Buses

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

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

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

Student Transport

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

Student Conduct

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

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

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

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

Evacuation Drills

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

15-843

15-922

28-101

28-900

28-984

28-3228

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

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A.A.C.

~~R17-9-102~~

~~R17-9-104~~

~~R17-9-106~~

~~R17-9-108~~

Title 13, Chapter 13

Commercial Motor Vehicle Safety Act of 1986

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

CROSS REF.:

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

EEAE-R ©

REGULATION

**BUS SAFETY PROGRAM AND
STUDENT CONDUCT**

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

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

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

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

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EEAE-EA ©

EXHIBIT

**BUS SAFETY PROGRAM AND
STUDENT CONDUCT**

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

Arriving at pickup point:

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

Board the bus:

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

Conduct on the bus:

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

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

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

Prohibited items:

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

Exit from the bus:

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

Crossing the highway:

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

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

Accident or other emergency:

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

Procedures followed upon student misbehavior on school bus:

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

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

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

EEAE-EB ©

EXHIBIT

BUS SAFETY PROGRAM AND
STUDENT CONDUCT

SCHOOL BUS INCIDENT REPORT

Bus No.

Driver's Name

Date

Type of Incident

Student's Name

Incident:

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

Comments:

Signature: _____

Action taken by school: _____

Signature of School Official

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

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

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

Requirements:

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

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

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

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

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

Certification and Training

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

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

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

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

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

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

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

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

Costs

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

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

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

Prohibitions:

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

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

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

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

Results of Engagement in Prohibited Conduct

Each driver who engages in the conduct prohibited herein shall:

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

Costs

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

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

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

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

Alcohol and Controlled Substances Testing

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

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

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

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

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

Responsibility

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

Adopted: _____

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.

13-3401

15-106

15-513

15-925

28-3228

A.A.C.

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

Title 13, Chapter 13

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

49 CFR Part 40

CROSS REF.:

EEAEB - Bus ~~Purchasing~~ Inspection and Maintenance

GBEC - Drug-Free Workplace

GBECA - Nonmedical Use or Abuse of Drugs or Alcohol

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

GDFA - Support Staff Qualifications and Requirements
(fingerprinting requirements)

EEAEA-R ©

REGULATION

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

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

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

Random:

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

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

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

Postaccident

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

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

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

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. A fatality; or

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

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

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

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

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

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

1. Treat injuries.

2. Work with law enforcement officials.

3. Explain the need for testing.

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

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

6. Collect specimens promptly.

7. Document events.

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

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Reasonable suspicion:

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

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

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

D. Reasonable suspicion testing should include the following considerations:

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

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Return-to-duty testing:

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

Referral:

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

Driver Training

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

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

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

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

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

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

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

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

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

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

Supervisor Training

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-513~~

~~13-3402~~

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

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

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

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

~~CROSS REF.:~~

~~GBEC – Drug-Free Workplace~~

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

~~EEAEAA-R ©~~

~~REGULATION~~

~~DRUG AND ALCOHOL TESTING OF TRANSPORTATION EMPLOYEES~~

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

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

~~*Random:*~~

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

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

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

~~*Postaccident:*~~

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

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

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. A fatality; or~~

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

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

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

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

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

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

~~1. Treat injuries.~~

~~2. Work with law enforcement officials.~~

~~3. Explain the need for testing.~~

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

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

~~6. Collect specimens promptly.~~

~~7. Document events.~~

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

Reasonable suspicion:

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

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

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

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

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

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

~~Return-to-duty testing:~~

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

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

~~Referral:~~

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

~~Driver Training~~

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

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

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

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

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

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

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

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

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

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

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

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

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

~~Supervisor Training~~

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

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~~EEAEA E ©~~

~~EXHIBIT~~

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

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

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

~~A. *Five years:*~~

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

~~B. *Two years:*~~

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

~~C. *One year:*~~

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

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

~~A. *Records relating to the collection process, as follows [49 CFR 382.401(c)(1)]:*~~

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

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

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

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

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

~~D. Records related to evaluations:~~

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

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

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

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

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

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

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

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

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

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

How must these records be reported?

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

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

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

Where are records to be located?

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

What summary records are required?

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

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

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

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

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

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

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

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

~~B. The employer.~~

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

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

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

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

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

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

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

EEAEB ©
BUS PURCHASING INSPECTION AND MAINTENANCE

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

Inspection

A. At least annually:

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

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

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

Maintenance

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

A. An Automotive Service Excellence (ASE)-certified technician;

B. An individual working under the supervision of an ASE-certified master school bus technician;

C. An individual with at least one (1) year of participation in a school bus manufacturer-sponsored or commercial vehicle maintenance training program; or

D. An individual with at least one (1) year of experience as a school bus mechanic.

Adopted: _____

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LEGAL REF.:

A.R.S.

28-900

28-984

A.A.C.

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

Title 13, Chapter 13

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

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

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

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

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

~~Adopted: _____~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-341~~

~~CROSS REF.:~~

~~EEAE – Bus Safety Program~~

~~JIC – Student Conduct~~

~~JK – Student Discipline~~

~~EEAF ©~~
SPECIAL USE OF BUSES

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

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

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

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-1105~~

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

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

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

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

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

~~Adopted: _____~~

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

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

~~EEAG-R ©~~

~~REGULATION~~

~~STUDENT TRANSPORTATION
IN PRIVATE VEHICLES~~

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

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

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

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

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

EEB ©
BUSINESS AND PERSONNEL TRANSPORTATION
SERVICES AND RECORDS AND REPORTS

(District Travel Policy -
Employees and Governing Board Members)

Transportation Services

Administrative Requirements

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

Use of School Vehicles

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

Use of Private Vehicle

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

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

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

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Accident Report

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

Transportation Records and Reports

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

Adopted: _____

LEGAL REF.:

A.R.S.

15-321

15-341

15-901

15-903

38-538

A.A.C.

R13-13-108

USFR: VI-I.

CROSS REF.:

DKC - Expense Authorization/Reimbursement

EEAG - Student Transportation ~~in Private Vehicles~~

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

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

~~EEBD ©~~
BUSINESS TRANSPORTATION
RECORDS AND REPORTS

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

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

~~15-901~~

~~15-903~~

~~A.A.C.~~

~~R17-4-612~~

**EF ©
FOOD SERVICES**

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

Food Services

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

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

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

Free and Reduced Price

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

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

Competitive Food Sales

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

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

Vending Machines

Vending machines may be located on school campuses.

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

Adopted: _____

LEGAL REF.:

A.R.S.

15-239

15-242

15-242.01 Arizona Healthy Schools Act (HB 2164)

15-341

15-342

15-1151

15-1152

15-1153

15-1154

15-1155

15-1157

15-1158

15-1251

A.A.C.

R9-8-701 et seq.

42 U.S.C. 17751 et seq.

42 U.S.C. 1771 et seq.

7 CFR Part 210

7 CFR Part 215

7 CFR Part 220

7 CFR Part 245

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

Equity in School Lunch Pricing

USFR, Section X, Appendix F Food Service Fund

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

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

CROSS REF.:

GDN - Supervision of Support Staff Members

JL - Student Wellness

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

EF-RA ©

REGULATION

FOOD SERVICES

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

Meals in Sschools.

Each school shall:

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

Menu.

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

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

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

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

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

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Competitive ~~F~~foods–

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

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

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

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

Schools shall ensure that:

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

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

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

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

Training-

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

Eligibility-

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

Dining Environment-

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

Student Workers-

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

Denial of Meals as Disciplinary action-

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

Feeding Senior Citizens–

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

Student, Parent, Teacher and Community Involvement–

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

Recordkeeping–

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

Safety Inspections–

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

Other Food Sales–

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

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

EF-RB ©

REGULATION

FOOD SERVICES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

~~Adopted: _____~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-242~~

~~15-1151~~

~~15-1152~~

~~15-1153~~

~~15-1154~~

~~15-1155~~

~~15-1157~~

~~15-1158~~

~~15-1251~~

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

~~CROSS REF.:~~

~~GDN—Supervision of Support Staff Members~~

~~JL—Student Wellness~~

~~EFC-R ©~~

REGULATION

~~FREE AND REDUCED PRICE
FOOD SERVICES~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

EFD ©
PRICING OF AND PAYMENT
FOR FOOD SERVICES

Meal Charges

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

Unpaid Meal Charges

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

Notification

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

Adopted: _____

LEGAL REF.:

A.R.S.

15-116

15-1153

15-1154

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

CROSS REF.:

JL - Student Wellness

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

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

~~Meal Charges~~

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

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

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

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

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

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

Adopted: _____

~~LEGAL REF.:~~

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

~~CROSS REF.:~~

~~JL Student Wellness~~

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

~~Vending Machines~~

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

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

~~Competitive Food Sales~~

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

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

~~Adopted: _____~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-242 Nutrition Standards~~

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

~~—and the Child Nutrition Act (42 U.S.C. 1771 *et seq.*), as amended.~~

~~CROSS REF.:~~

~~JL Student Wellness~~

~~LC Relations with Education Research Agencies~~

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

~~EG ©~~
OFFICE SERVICES

~~All offices in the District shall be open during the school year from 8:00 a.m. until 5:00 p.m., Monday through Friday, except during holidays and as otherwise stipulated by the Superintendent. Hours of the working day shall be assigned by supervisors.~~

Adopted: _____

~~LEGAL REF.:~~

~~Arizona Constitution, Article 18, Section 1~~

**EGAD ©
COPYRIGHT COMPLIANCE**

~~School equipment and personnel cannot be used for any printing work for Parent Teacher Association (P.T.A.) or for professional, charitable, or character building organizations. The only exception to this policy is when an individual school duplicates notices of the parent group meetings directly connected with a specific activity in the school.~~

~~The District does not condone violations of the United States copyright law. Subject to certain specific exceptions, the owner of a copyright has the exclusive rights to reproduce, distribute, perform, or display the copyrighted work, or to authorize such reproduction, distribution, performance, or display by others.~~

~~An exception to the exclusive rights enjoyed by copyright owners is the doctrine of fair use. The fair use of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. All of the following factors shall be considered in determining fair use:~~

Copyrighted materials shall be used solely for educational purposes and in accordance with applicable laws and recognized fair use guidelines.

To determine whether the use of a work constitutes fair use, the following factors shall be considered:

- A. ~~t~~The purpose and character of the use, including whether ~~the~~ such use is of a commercial nature or for nonprofit educational purposes.;
- B. ~~t~~The nature of the copyrighted work.;
- C. ~~t~~The amount and ~~importance~~ substantiality of the portion used in relation to the copyrighted work as a whole.;
- and
- D. ~~t~~The effect of the use upon the potential market for or value of the copyrighted work.

~~A further exception shall be performance or display of a work by instructors or students in the course of face-to-face teaching activities in a classroom or other similar place devoted to instruction.~~

Adopted: _____

LEGAL REF.:

17 U.S.C. 101 *et seq.*

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

**EGAE ©
MAIL AND DELIVERY SERVICES**

A mail service system ~~shall~~ may be maintained within the District so that in-District communications and communications from outside sources may be delivered to the intended recipients in the most practicable way.

The use of District mail facilities and personnel for the distribution of materials and communications ~~shall~~ may be restricted to materials and communications that further the official school business and the educational purposes of the District.

The District ~~shall~~ is not ~~be~~ liable for items lost or opened, nor for any damage or injury incurred by any individual as a result of the use of this mail service.

The Superintendent may establish procedures for implementation of this policy.

Adopted: _____

**EGAEA ©
ELECTRONIC MAIL**

Appropriate Use

Electronic communications (including records made with other software and sent in e-mail) which are sent or received by the Board or District employees pertaining to the business of the school may be subject to public disclosure and inspection as public records and discovery in litigation as evidence in support of a claim. Use of electronic mail should conform to the same standards of judgment, propriety, and ethics as other forms of school business-related communications.

Board members, officers and employees may create electronic records subject to public disclosure through the use of e-mail on their private computers or borrowed computers when communicating about school business-related issues. All business-related electronic communications by Board members, officers and employees are to be turned over to the school records office to be sorted and have their value as a record determined.

Record Keeping System

For ~~these~~ the reasons stated above, a record keeping system for electronic communications shall be established in which those types of electronic communications:

- A. shall be categorized in the same manner as is required for paper records;
- B. shall be stored in a way permitting ease of record retrieval; and
- C. ~~and~~ shall contain explicit sender and receiver identification.

~~The following guidelines shall be adhered to in order to establish a record keeping procedure for such communications.~~

- ~~A. A repository for electronic communications shall be established at the direction of the Superintendent.~~
- ~~B. All school business related communications, including communications from private computers used by School Board members, officers and employees shall be segregated to a file folder and then to a location designated by the District so that these records may be maintained and inspected by any person upon request, unless the materials are otherwise made confidential by law.~~
- ~~C. The determination of record status shall be on the same basis as is used for paper records.~~

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. Once the communication is transferred to the records maintenance location and into the recordkeeping system the original electronic version may be deleted. The version maintained in the proper recordkeeping system is the official copy and must be retained for the same period as required for other forms of the same record series.~~

~~E. A retrieval system for electronic mail and data transmitted with mail shall be established that will permit reasonable access to the records with a minimum of effort, identifying the recipient and the sender.~~

Adopted: _____

LEGAL REF.:

A.R.S.

15-141

15-142

15-186

15-241

15-350

15-537

15-551

15-828

15-843

15-1041 et seq.

~~38-431-01 et seq.~~

39-101

39-121 et seq.

41-151 et seq.

~~41-1343~~

A.G.O.

I05-004

~~General Retention Schedule for All State Agencies and Political Subdivisions
— for Records Received via E-mail~~

ASLAPR General Retention Schedule for School Districts and
Charter Schools

20 U.S.C. 1232g Family Educational Rights and Privacy Act

CROSS REF.:

~~BDF - Advisory Committees~~

BEDH - Public Participation and News Media Services at Board Meetings

BHC - Board Communications

~~BHD - Board Communications with the Public~~

CFD - School-Based Management (School Councils)

EGD - Use of Technology in Office Services

EHB - Data/Records Retention (Records Management)

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

EGAEA-R ©

REGULATION

ELECTRONIC MAIL

Guidelines

The following guidelines shall be adhered to in order to establish a record-keeping procedure for such communications.

A. A repository for electronic communications shall be established at the direction of the Superintendent.

B. All school business-related communications, including communications from private devices and accounts used by School Board members, officers and employees, shall be segregated to a file folder and then to a location designated by the District, for public record administration.

C. The determination of record status shall be on the same basis as is used for paper records.

D. Once the communication is transferred to the records maintenance location and into the recordkeeping system the original electronic version may be deleted. However, the District should ensure the preservation of the record's original metadata insofar as possible. The version maintained in the proper recordkeeping system is the official copy and must be retained for the same period as required for other forms of the same record series.

E. A retrieval system for electronic mail and data transmitted with mail shall be established that will permit reasonable access to the records identifying the recipient and the sender.

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

**EGD ©
USE OF TECHNOLOGY IN
OFFICE SERVICES**

**Electronic Information Systems
(EIS)**

Electronic information systems ~~communications~~ (including communications and records made with other software and sent in e-mail) which are sent or received by the Board or District employees pertaining to the business of the school may be subject to public disclosure and inspection as public records and discovery in litigation as evidence ~~in support of a claim~~.

Open Meeting Law

~~All~~ A Governing Board member shall review the Open Meeting Law materials at least one (1) day before the day he/she takes office. It is recommended that Board members and selected staff are encouraged to participate in Open Meeting Law (OML) and Public Records Law training within the first thirty (30) days after becoming a member of the Board or the date of employment, as is applicable.

~~In order to encourage the Board, individual Board members, staff communicating with or on behalf of the Board and members of councils/committees of the Board~~ To comply with the requirements of the OML and Public Records Law, the following guidelines shall be followed:

Guidelines:

- A. E-mail or any other electronic messaging service shall not be used as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.
- B. E-mail or any other electronic messaging service may be used to disseminate factual information, such as agenda packet, suggestions for public agenda items and reminders regarding committee meeting times, dates and places.
- C. Confidential information about employees, students or other Board members shall not be included in e-mail communications due to the risk of improper disclosure.
- D. Should electronic devices be utilized for participation or attendance at public meetings, the public in attendance including media representatives shall have the same access to the electronic input as the Governing Board members.
- E. The Arizona Attorney General recommends including the following statements shall notice be used on all Board member and staff electronic communications advising Board members of potential OML consequences:

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

Superintendent and Staff: "To ensure compliance with the Open Meeting Law, [Board member] recipients of this message should not forward it to other Board members of the public body. ~~nor should Board members~~ Members of the public body may reply to this message, but they should not send a copy of the reply to other members."

Board Members: "To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other board members and board members should not reply to this message."

Although the OML does not require this notice, such notification may serve as a helpful reminder to board members that they should not discuss or deliberate through e-mail.

F. Board members shall ~~communicate~~ use electronic communications with staff members and the public by following procedures established in policy.

~~Records Retention:~~

~~Each Board member or staff member computer user shall segregate or store electronic communications pertaining to the business of the District to or from members of the Board or staff to a file folder and then to a location designated by the District so that these records may be maintained and inspected by any person upon request, unless otherwise made confidential by law.~~

Compliance

In the event a Board member(s) fails to comply with the guidance of Board policy, the matter shall be referred to the Board President, who will meet with and/or discuss the matter and the Board policy with the Board member(s). The Board President may request that the Board's legal counsel participate in the meeting and/or discussion.

In the event an employee fails to comply with the guidance of Board policy, that employee may be subject to disciplinary action, up to and including possible termination.

The Superintendent may develop procedures to assist in compliance with the Open Meeting Law and the Public Records Law.

Adopted: _____

LEGAL REF.:

A.R.S.

38-431.01 *et seq.*

39-101

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

Page 149 of 168

39-121 *et seq.*

41-151.11

~~41-1343~~

A.G.O.

I05-004

ASLAPR General Retention Schedule for School Districts and
Charter Schools

~~General Retention Schedule for School Districts and Charter Schools—
Electronic Communications and Social Networking Records~~

20 U.S.C. 1232g Family Educational Rights and Privacy Act

CROSS REF.:

~~BDF—Advisory Committees~~

BEDH - Public Participation and News Media Services at Board Meetings

BHC - Board Communications ~~with Staff Members~~

~~BHD—Board Communications with the Public~~

CFD - School-Based Management (School Councils)

EGAEA - Electronic Mail

EHB - Data/Records Retention (Records Management)

EHB-R - Data/Records Retention (Records Management Program)

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

**EHB ©
DATA / RECORDS RETENTION**

(Records Management)

Management

The Arizona State Library, Archives and Public Records (ASLAPR) has adopted records management standards for the maintenance and storage of school District's public records, which standards provide for the maintenance and storage of records either on paper or in an electronic format, or a combination of paper and electronic format.

All required records and any other records that are deemed necessary or helpful will be prepared in a manner consistent with law and the requirements of the Uniform System of Financial Records (USFR). An administrative records management program approved by the Governing Board shall be established and maintained, and copies of retention schedules shall be submitted to the ASLAPR. ~~Records management standards adopted by the ASLAPR for the maintenance and storage of the District's public records provides for the maintenance and storage of records either on paper or in an electronic format, or a combination of paper and electronic format.~~

Governing Board and Staff

The Governing Board is the custodian of the official copies of all records, required or optional, and the Superintendent shall be responsible for protecting such records on behalf of the Board. As a part of the records management program, the Superintendent may assign management responsibilities to other employees by naming the employee positions and a general description of the records assigned to their ~~jurisdiction~~ supervision.

Each Board member or staff member computer user shall segregate or store electronic communications pertaining to the business of the District to or from members of the Board or staff to a file folder and then to a location designated by the District so that these records may be administered as public records.

Adopted: _____

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.

15-271

15-272

15-341

23-721

23-926

23-962

38-421

38-423

38-424

39-101

39-103

39-121

~~41-1346 et seq.~~

44-1373

A.A.C.

R7-2-803

USFR

ASLAPR General Retention Schedule for School Districts
and Charter Schools

EHB-R ©

REGULATION

DATA / RECORDS RETENTION

(Records Management Program)

Records shall be prepared and managed as outlined below.

Business and Financial Records

Management of the following records is the responsibility of the ~~business manager~~ Superintendent:

- A. Annual District budget.
- B. Audit reports.
- C. Financial statements.
- D. Capital levy plan.
- E. Bids.
- F. Contracts (except employment).
- G. Deeds.
- H. Leases/lease purchases.
- I. Inventory (history records of general fixed assets).
- J. Records identified in the Uniform System of Financial Records.

Other District Records

The current year's records will be kept in the District administration office. When it is practical to do so, but no later than during the second immediate past year, all paper records will be grouped, bundled together, and labeled, with the disposal date noted on the label. Records created and/or maintained in an electronic format will be preserved in a manner approved by the Records Management Division of the Arizona State Library, Archives and Public Records (ASLAPR). Retention periods noted will refer to the number of years after the end of the fiscal year in which the records were made or superseded, as specified in the General Retention Schedules for School Districts and Charter Schools.

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

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Retention Requirements

All records shall be managed in compliance with the requirements of the Records Management Division of the Arizona State Library, Archives, and Public Records (ASLAPR). Due to the ongoing process by the ASLAPR to revise existing and add new retention schedules for school districts and charter schools, the current point-in-time status of records retention requirements must be confirmed prior to determining disposition of the subject records by accessing the General Retention Schedule for School Districts and the Standards and Guidelines for Electronic Records available on the ASLAPR website at: [Retention Schedules, Forms, Standards, Guidance and FAQs | Arizona State Library \(azlibrary.gov\)](https://azlibrary.gov/RetentionSchedulesFormsStandardsGuidanceFAQs) and [frequently asked questions schools 10-19-2015.pdf \(azlibrary.gov\)](https://azlibrary.gov/frequently-asked-questions-schools-10-19-2015.pdf)

Transportation Employees Retention Requirements for Alcohol and Controlled Substances Testing

The District shall maintain Transportation employee records of alcohol and controlled substances misuse and prevention programs in a secure location with controlled access. Specific requirements regarding these records should be implemented according to all applicable state and federal law.

**FA ©
FACILITIES DEVELOPMENT GOALS /
PRIORITY OBJECTIVES**

Priority in the development of facilities shall be based on identified educational needs and on programs developed to meet those needs.

The Board establishes these broad goals for development:

- A. To integrate facilities planning with other aspects of planning in a comprehensive educational program.
- B. To base educational specifications for school buildings on identifiable learner needs.
- C. To design for sufficient flexibility to permit program modification or the installation of new programs.
- D. To design school buildings as economically as feasible, providing that learner needs are effectively and adequately met by the design.
- E. To involve the community, school staff members, available experts, and the latest in related current development and research in building plans and specifications.
- F. To analyze life-cycle costs as they compare with capital expenditures versus a maintenance and operations expense projection.
- G. To analyze the core facility as it relates to future expansion.
- H. To design school buildings for community use when feasible.

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

15-342

~~15-2002 et seq.~~

~~15-2031~~

41-5711

15 U.S.C. 2643

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

FCB ©
**RETIREMENT OF FACILITIES
CLOSING A SCHOOL FACILITY:
PROCESS, SALE, LEASE**

~~(Closing a School Facility)~~

~~If it is determined the Board needs to consider closing a school facility the Board may consult with the Arizona School Facilities Board (SFB) for technical assistance and for information on the impact of closing a school. The information provided from the SFB shall not require the Board to take or not take any action.~~

The Board recognizes the impact closing a school has on the community, the students who attend the school being considered, the projected impact on other schools in the District, and the District. ~~In response the Board shall discuss and consider a proposed school closing at a scheduled Board meeting. The Superintendent shall present at a Board meeting demographic data related to present and future school facility needs along with information related to a school closing.~~

Process:

A. Provide written notice to the parents or guardians of all students enrolled in the School District at least ten (10) days before a public meeting to discuss closing a school within the School District. The notice shall include the reasons for the proposed closure and the time and place of the meeting.

B. The Governing Board shall fix a time for a public meeting on the proposed closure not less than ten (10) days before voting in a public meeting to close the school. The School District Governing Board shall give notice of the time and place of the meeting.

C. At the time and place designated in the notice, the School District Governing Board shall hear reasons for or against closing the school.

The above process is required unless the Governing Board determines that a school shall be closed because it poses a danger to the health or safety of the students or employees of the school.

If it is determined the Board needs to consider closing a school facility, the Board may consult with the Department of Administration – Division of School Facilities for technical assistance and for information on the impact of closing a school. The information provided by the Division of School Facilities within the Department of Administration shall not require the Board to take or not take any action.

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

Decision to Sell or Lease

Following a decision to sell or lease a vacant ~~and unused~~ building or a ~~vacant and unused portion of a~~ partially used building, the District may not prohibit a charter school or private school from negotiating to buy or lease the property in the same manner as other potential buyers or lessees. The District shall attempt to obtain the highest possible value under current market conditions for the sale or lease of the vacant ~~and unused~~ building or the ~~vacant and unused portion of a~~ partially used building and may not accept an offer from a potential buyer or lessee that is less than an offer from a charter school or private school. This does not require the owner of a building to sell or lease the building or a portion of the building to a charter school, to any other school or to any other prospective buyer or tenant, except that the owner of a building may not withdraw the property from sale or lease solely because a charter school or private school is the highest bidder.

~~Community members shall be provided an opportunity to address the consideration at the Board meeting.~~

Definitions

Except as otherwise provided under A.R.S. 15-119(D), "partially used building" means a building with at least four thousand five hundred square feet (4,500 sq. ft.) of contiguous, unused space.

"Vacant building" means a building that has been vacant and unused for at least two (2) years.

Boundary Changes

The District shall follow policy and statutory requirements regarding possible boundary changes as a result of a school closure.

Adopted: _____

LEGAL REF.:

A.R.S.

15-119

~~15-189~~

15-341

38-431.01

CROSS REF.:

DN - School Properties Disposition

JC - School Attendance Areas

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

**FEA ©
EDUCATIONAL SPECIFICATIONS
FOR CONSTRUCTION**

New School Facilities

The Governing Board may delegate authority in writing to the Superintendent to submit plans for new school facilities to the School Facilities Oversight Board for the purpose of certifying that the plans meet the minimum school facility adequacy guidelines prescribed in A.R.S. ~~15-2011~~ 41-5711.

**New or Remodeled
School Facilities**

In the construction of new or remodeled educational facilities, the Board may requires the Superintendent to develop a set of comprehensive educational specifications. In conferences with the architect, the following specifications ~~and statutory references shall~~ may be discussed for design inclusion:

- A. Information concerning the plan of school organization and estimated enrollment in the proposed building.
- B. ~~A description of the proposed curriculum and the teaching methods and techniques to be employed.~~
- C. ~~A schedule of space requirements, including an indication of relative locations of various spaces.~~
- D. ~~A desired layout of special areas and the equipment needed for such areas.~~
- E. ~~An outline of mechanical features and special finishes desired.~~
- C. F. Standards established by the School Facilities Oversight Board.

Adopted: _____

LEGAL REF.:

A.R.S.

15-213

15-341

~~15-2001 et seq.~~

~~15-2011~~

34-461

41-1492 et seq.

41-5711

41-5741

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

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

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

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**FF ©
NAMING FACILITIES**

In naming facilities, the District will consider names derived from significant geographic locations, historical events, or events of community significance, as well as worthy deceased individuals who:

- A. Have made unique contributions to the District; and
- B. Have been deceased for at least ten (10) years.

The District may consider community feedback in this process.

In this policy, the word *facility* refers to any school building, administration building, gymnasium, stadium, athletic field, or playground.

Adopted: _____

GBEB © STAFF CONDUCT

All employees of the District are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and District property. No employee shall, by action or inaction, interfere with or disrupt any District activity or encourage any such disruption. No employee, other than one who has obtained authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds. All employees shall at all times attempt to maintain order, abide by the policies, rules, and regulations of the District, and carry out all applicable orders issued by the Superintendent.

Potential consequences to employees of the District who violate these rules may include, but are not limited to:

- A. Removal from school grounds.
- B. Both civil and criminal sanctions, which may include, but are not limited to, criminal proceedings under Title 13, Chapter 29, Arizona Revised Statutes.
- C. Warning.
- D. Reprimand.
- E. Suspension.
- F. Dismissal.
- G. Having consideration given to any such violations in the determination of or establishment of any pay or salary in later contracts or employment, if any.

~~Reporting Suspected Crimes or Incidents~~

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

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~~The school district or charter school is to notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described above, subject to the requirements of federal law.~~

~~On or before January 1, 2020, the District shall post the policies and procedures pertaining to "Reporting Suspected Crimes or Incidents" on its website as the Department of Education shall develop a process to verify that each school district has adopted the required policies and procedures by this date.~~

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

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

~~A person who is employed by the School District or is an applicant for employment with the School District, who is arrested for or charged with any nonappealable offense listed in section 41-1758.03, subsection B and who does not immediately report the arrest or charge to the person's supervisor or potential employer is guilty of unprofessional conduct and the person shall be immediately dismissed from employment with the School District or immediately excluded from potential employment with the School District. A person dismissed from employment for failure to report being arrested for or charged with a nonappealable offense has no right to appeal under the provisions of A.R.S. 15-539, subsection F. Prior to an action to terminate for failure to report, an employee will be given the opportunity to provide a written explanation of circumstances or events which they believe mitigate the failure to report.~~

Use of Physical Force by Supervisory Personnel

Any administrator, teacher, or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order. Similar physical force will be appropriate in self-defense, in the defense of other students and school personnel, and to prevent or terminate the commission of theft or criminal damage to the property of the District or the property of persons lawfully on the premises of the District.

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The threat or use of physical force is not justified as a response to verbal provocation alone, nor when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

Adopted: _____

LEGAL REF.:

A.R.S.

~~13-2911~~

13-3102

13-3111

13-3411

~~15-153~~

~~15-341~~

~~15-342~~

15-507

15-509

15-511

15-512

15-514

15-539

15-550

38-531

38-532

~~41-770~~

41-1758.03

A.A.C.

R7-2-205

CROSS REF.:

GCF - Professional Staff Hiring

GCMF - Professional Staff Duties and Responsibilities

GCO - Evaluation of Professional Staff Members

JIC - Student Conduct

JK - Student Discipline

KFA - Public Conduct on School Property

Future Agenda Items

Submitted by:

Dr. Cain Jagodzinski, Superintendent

Funding:

NA

The following are items that may be included in future agendas:

- a. Student Outcomes Such as Report Cards and Proficiency Data