

**COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21**  
**GOVERNING BOARD OF EDUCATION**  
**DISTRICT OFFICE**  
**450 N. ARIZONA BOULEVARD**  
**COOLIDGE, AZ 85128**  
**Wednesday, February 14, 2024**  
**6:00 PM**

Pursuant to ARS 38-431.02, notice is hereby given to the members of the Coolidge Unified School District and to the general public that the District's Governing Board will hold a meeting open to the public on the date, time and place listed above. Doors will be open to the public 15 minutes prior to the start of the meeting.

## **AGENDA**

### **I. ROUTINE BUSINESS**

- A. Call to Order and Roll Call
- B. Welcome and Meeting Procedures

#### **PLEDGE OF ALLEGIANCE**

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

- C. Approval of Agenda

### **II. PUBLIC PARTICIPATION**

The Arizona Open Meeting Law allows the Governing Board of Education to hear concerns from parties but does not allow the Board to discuss or take any action without the item having been part of the regularly posted agenda. The Board may remand the concern to the Superintendent for investigation, action, or recommendation at a future board meeting. Before beginning your presentation, please state your name(s) and organization for the record. Remarks are to be limited to three (3) minutes per participant. The Board requests that speakers refrain from voicing complaints against school personnel or any person connected with the District, as it may impact due process rights. Policies KE, KEB, KEC, and KED are provided by the Board for disposition of legitimate complaints, including those involving individuals.

### **III. PRESENTATIONS**

- A. Principals' Update - presented by Dr. Natay Ferguson, Dr. Yvette Dix, Marc Bruno, Rosanne Headley, and Kelly Ferguson.
- B. Governing Board Outstanding Character Awards - presented by Kelly Ferguson, Rosanne Headley, Marc Bruno, Dr. Yvette Dix, and Dr. Natay Fergus
- C. Governing Board Outstanding Service Awards - presented by Rosanne Headley, Kelly Ferguson and Dawn Hodge.

### **IV. CONSENT AGENDA**

**More information may be obtained at the reception area at the District Office and at each school site.**

Consent items - all items listed below may be enacted by one motion and approved as consent agenda items with or without discussion. However, any item may be removed from the consent agenda and considered separately if a Governing Board of Education member so requests.

- A. **Approval of the Auxiliary Operations and Student Activities Reports for the month of January, 2024.**
- B. **Approval of the Donations Log for January, 2024.**
- C. **Approval of the Voucher Log for January, 2024.**
- D. **Approval of the Minutes of the January 17, 2024 Meeting.**
- E. **Other Consent Items**
  - 1. **Approval of the following personnel recommendations: Hiring, Position Changes/Transfers, Resignations/Terminations; Requests to rescind Resignation: Retirement Requests; Requests to Rescind Retirement; Request for Change of Salary of Grade; and Stipends for: Administrative, Certificated, Classified, Wage.**
  - 2. **Approval for release time and overnight travel expenses for Marie Bresee and 10 CHS students to attend the Skills USA State Conference in Phoenix, AZ, March 28-29, 2024.**
  - 3. **Approval for overnight travel, release time and expenses for Danielle Tucker, Armando Pisano and 20 CHS students to attend the FCCLA State Leadership Conference in Tucson, AZ, April 1-3, 2024.**
  - 4. **Approval for overnight travel, release time and expenses for Nicole Schmitt, and 10 CHS students to attend the FBLA State Leadership Conference in Tucson, AZ, April 8-10, 2024.**
  - 5. **Approval of expenses and overnight travel for Dan McWilliams, Director of Plant Operations, Kelly Shields, Lead Driver/Dispatch, Sylvia Molina, Lead Driver, and Rhonda Mitchell, Bus Driver to attend the Transportation Administrators of Arizona (TAA) 2024 Summer Conference in Flagstaff, AZ, June 17-20, 2024.**
  - 6. **Approval of overnight travel and expenses for Coolidge High School Boys Basketball Team to attend State Playoffs in Chinle, February 17-18, 2024.**
  - 7. **Approval of overnight travel and expenses for Coolidge High School Girls Basketball Team to attend State Playoffs in Prescott, February 18-19, 2024.**
  - 8. **Approval of overnight travel and expenses for Coolidge High School Boys Basketball Team to attend State Playoffs in Prescott, February 19-20, 2024.**
  - 9. **Overnight Travel to National Migrant Education Conference**
  - 10. **Approval of Sole Source Procurement Vendor for FY24.**

V. **HUMAN RESOURCES (Action, Discussion, and Information Items)**

**More information may be obtained at the reception area at the District Office and at each school site.**

A. Approval of 2024-2025 contract renewals for certified teachers.

**VI. OTHER (Action, Discussion, and Information Items)**

**More information may be obtained at the reception area at the District Office and at each school site.**

A. Governing Board and/or Superintendent's Report and Update

**ADJOURNMENT**

Public Notice of Governing Board Meeting Procedures.

The Coolidge Unified School District Governing Board Meetings are open for members of the community/public to join in-person. We will continue to operate our livestream services through the Coolidge Schools Vimeo account with the exception of meetings during school breaks. Visit our website for direct access:

**[https://www.coolidgeschools.org/gb\\_members](https://www.coolidgeschools.org/gb_members)**

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:**  
PRESENTATIONS-A.

**MEETING DATE:**2/14/2024

**AGENDA ITEM:** Principals' Update - presented by Dr. Natay Ferguson, Dr. Yvette Dix, Marc Bruno, Rosanne Headley, and Kelly Ferguson.

**SUBMITTED BY:** Andrea Felix, Executive Administrative Assistant

**RECOMMENDED TO SUPERINTENDENT BY:** Andrea Felix, Executive Administrative Assistant

**APPROVED BY SUPERINTENDENT:**



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**RECOMMENDATION:**

Principals' Update - presented by Dr. Natay Ferguson, Dr. Yvette Dix, Marc Bruno, Rosanne Headley, and Kelly Ferguson.

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**INFORMATION AND SUPPORTING DATA:**

**PROJECTED COST:**

**FUNDING SOURCE:**

**TRAVEL (OVERNIGHT FOR STUDENTS; OUT-OF-STATE FOR STAFF):**

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:**  
PRESENTATIONS-B.

**MEETING DATE:**2/14/2024

**AGENDA ITEM:** Governing Board Outstanding Character Awards - presented by Kelly Ferguson, Rosanne Headley, Marc Bruno, Dr. Yvette Dix, and Dr. Natay Fergus

**SUBMITTED BY:** Andrea Felix, Executive Administrative Assistant

**RECOMMENDED TO SUPERINTENDENT BY:** Andrea Felix, Executive Administrative Assistant

**APPROVED BY SUPERINTENDENT:**



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**RECOMMENDATION:**

Governing Board Outstanding Character Awards - presented by Kelly Ferguson, Rosanne Headley, Marc Bruno, Dr. Yvette Dix, and Dr. Natay Fergus

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**INFORMATION AND SUPPORTING DATA:**

**PROJECTED COST:**

**FUNDING SOURCE:**

**TRAVEL (OVERNIGHT FOR STUDENTS; OUT-OF-STATE FOR STAFF):**

**ATTACHMENTS:**

Description	Upload Date	Type
Student Certs and Recs	2/6/2024	Cover Memo



**GOVERNING BOARD**  
**STUDENT CHARACTER AWARD**  
**West Elementary School**  
February 2024

**Deacon Brown**  
1<sup>st</sup> Grade

We are thrilled to nominate Deacon Brown for Student of the Month. We have the privilege of witnessing the unique qualities and contributions of each student in our classrooms, and Deacon stands out as a shining example of positivity, kindness, and resilience. From the moment he enters the room, Deacon greets everyone with an enthusiastic "Hi-ya," spreading joy and warmth to his classmates and teachers alike. His genuine happiness is infectious, creating a welcoming atmosphere where everyone feels valued and included. Despite any challenges he may face, Deacon approaches each day with a smile and an unwavering determination to make the most of every opportunity. What truly sets Deacon apart is his remarkable ability to embrace his differences and turn them into strengths. He never allows anything to hold him back, instead choosing to celebrate what makes him unique. His positive attitude and resilience serve as an inspiration to his peers, reminding us of all the importance of embracing who we are and supporting one another along the way. In addition to his infectious joy and unwavering positivity, Deacon consistently demonstrates kindness and empathy towards others. Whether he's offering a helping hand to a classmate in need or sharing a kind word of encouragement, Deacon embodies the values of compassion and generosity. His acts of kindness leave a lasting impact on everyone he meets, making our school a better place for all. His unwavering positivity, resilience, and kindness make him a true asset to our school community, and we have no doubt that he will continue to inspire others with his remarkable spirit.

- Nominated by: Holly Pinedo, Resource Teacher & Kathleen Gonzales, 1st Grade Teacher

COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21

THIS CERTIFICATE IS AWARDED TO

Deacon Brown

on this 14<sup>th</sup> day of February, 2024 for recognition of outstanding character.

KELLY FERGUSON

Principal



DAWN DEE HODGE

District Superintendent



**GOVERNING BOARD**  
**STUDENT CHARACTER AWARD**  
**Heartland Ranch**  
February 2024

**Eva McClellan Pehowic**  
2<sup>nd</sup> Grade

Heartland Ranch Elementary would like to nominate Eva McClellan Pehowic for our Outstanding Student Nomination the month of February 2024.

Eva is a hard worker and an excellent student. She is an outstanding reader who continues to grow each day! Eva is confident, funny, caring, and witty. As much as she loves learning, she enjoys sharing her knowledge as well. She comes each day with a new joke and loves to bring smiles and laughter to our classroom. Her innocence and genuine nature are cherished. She is a great influence for her peers and continues to model kindness to everyone. Overall, Eva is an ideal student, and we are so lucky to have her here at Heartland Ranch!

- Nominated by: Nominated by Eppie Schneider, 2nd Grade Teacher

COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21

THIS CERTIFICATE IS AWARDED TO

Eva McClellan Pehowic

on this 14<sup>th</sup> day of February, 2024 for recognition of outstanding character.

ROSANNE HEADLEY

Principal



DAWN DEE HODGE

District Superintendent



**GOVERNING BOARD**  
**STUDENT CHARACTER AWARD**  
**Coolidge Junior High**  
February 2024

**Tayah Dalfrey**  
8<sup>th</sup> Grade

Tayah is the CJHS Student Council President this year and is proving to be the perfect person for the job! Her written communication with me to keep the Administration updated and to get activities approved is very clear and well-written. Tayah and her Vice President recently met with me to review the expectations for our newly purchased mascot costume and the information they presented was organized and had been thoughtfully put together, so the meeting was on topic, and we were able to put together the rough draft of the plans for our mascot and auditions. Our Cub Council is lucky to have Tayah as their leader and the entire school is benefitting from the ideas she brings to the table. Way to go, Tayah!

- Nominated by: Dr. Dix

COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21

THIS CERTIFICATE IS AWARDED TO

Tayah Dalfrey

on this 14<sup>th</sup> day of February, 2024, for recognition of outstanding character.

DR. WETTE DIX

Principal



DAWN DEE HODGE

District Superintendent



**GOVERNING BOARD**  
**STUDENT CHARACTER AWARD**  
**Coolidge Alternative Program**  
February 2024

**Jason Kastner**  
12<sup>th</sup> Grade

I would like to nominate Jason Kastner for the Outstanding Character Award. Jason is committed to completing his classes in a way that he is learning the content and material. While visiting his classroom I have heard him engaging in good discussions with his teacher about lessons and life. He has a very positive relationship with his teacher and classmates. His character goes much further than that. It is easily noticed that Jason's size makes him a towering individual. However, he is a gentle giant and kindhearted, but steps up when needed most. Several months ago, during class, two students began to argue. Without hesitation, Jason jumped out of his seat stood between the two before they could get to each other. He talked them down in a stern tone that didn't make the situation worse. Seeing and hearing Jason, the two students stopped arguing, one returned to his seat and the other walked outside with Jason for a cooling off period. When I spoke to the teacher, she was both shocked and appreciative of how Jason selfishly stepped in to help and protect others. I later thanked Jason for doing what he did and asked that he be careful should something like that happen again. In a calm voice, he assured me he wasn't in any danger, and they weren't either. Jason can no doubt reach every goal he sets for himself. For these reasons and countless not mention, Jason is an outstanding student.

- Nominated by: Asst. Principal Anthony Gonzales

COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21

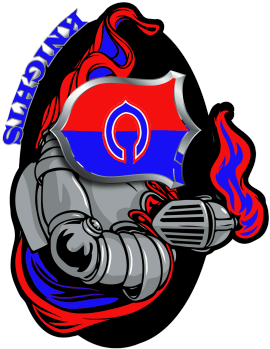
THIS CERTIFICATE IS AWARDED TO

Jason Kastner

on this 14<sup>th</sup> day of February, 2024, for recognition of outstanding Character.

MARC BRUNO

Principal



DAWN DEE HODGE

District Superintendent



**GOVERNING BOARD**  
**STUDENT CHARACTER AWARD**  
**Coolidge High School**  
February 2024

**Ariana Crawford**  
9<sup>th</sup> Grade

I would like to nominate Ariana Crawford as the student of the month for CHS. She is in my Business Management class, and she is an officer in the CHS FBLA (Future Business Leaders of America) Chapter as well. Ariana is one of those students that shines brightly from the moment they are put in your class. If I think back to July, when I first met her, I just knew that she was going to be capable of making great things happen for her and those around her. She is always on task, she has a positive mindset, she is always willing to volunteer to help, she commits herself to leadership activities on campus, and she is a role model to others. Ariana has already completed over twenty hours of community service within the different activities FBLA has participated in and she is there with a smile, every single time. To have a student like Ariana in class is a positively wonderful feeling. Her personality keeps me motivated to make sure all my students have a good experience. I want to do better every day because Ariana deserves that for all the effort, she puts into her academic journey.

- Nominated by: Nicole Schmitt Business Teacher

COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21

THIS CERTIFICATE IS AWARDED TO

Ariana Crawford

on this 14<sup>th</sup> day of February, 2024, for recognition of outstanding character.

NATAY FERGUSON

Principal



DAWN DEE HODGE

District Superintendent

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:**  
PRESENTATIONS-C.

**MEETING DATE:**2/14/2024

**AGENDA ITEM:** Governing Board Outstanding Service Awards - presented by Rosanne Headley, Kelly Ferguson and Dawn Hodge.

**SUBMITTED BY:** Andrea Felix, Executive Administrative Assistant

**RECOMMENDED TO SUPERINTENDENT BY:** Andrea Felix, Executive Administrative Assistant

**APPROVED BY SUPERINTENDENT:**



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**RECOMMENDATION:**

Governing Board Outstanding Service Awards - presented by Rosanne Headley, Kelly Ferguson and Dawn Hodge.

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**INFORMATION AND SUPPORTING DATA:**

**PROJECTED COST:**

**FUNDING SOURCE:**

**TRAVEL (OVERNIGHT FOR STUDENTS; OUT-OF-STATE FOR STAFF):**

**ATTACHMENTS:**

Description	Upload Date	Type
Staff Certs and Recs	2/6/2024	Cover Memo



**GOVERNING BOARD**  
**OUTSTANDING SERVICE AWARD**  
**West Elementary School**  
February 2024  
**Ethan Neuhart**

Title 1 Paraprofessional

Ethan has shown incredible ownership and growth in his position as a Title 1 para this year. He shows a passion for working with the students and is always looking for ways he can intensify his instruction to help the students with their reading. He has gone above and beyond what is required of his position and is always striving to learn more and do better. He has taken his own personal time to learn more about reading strategies and has participated in the reading intervention class to expand his knowledge on the subject.

Every morning Ethan comes in with a smile and is ready for the day. He has the perfect mix of rigor and expectations combined with compassion and enthusiasm to make his small group time with his student's fun, while helping them close their gaps in reading. The students are excited to be in his group and get so excited to wave and say "Hi" to him in passing. He has far exceeded my expectations of him as the Title 1 reading para and has been an amazing asset to the Title 1 reading room.

- Nominated by: Christina Benhoff-Stokes, Title 1 Reading Teacher

COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21

THIS CERTIFICATE IS AWARDED TO

Ethan Neuhart

on this 14<sup>th</sup> day of February, 2024 for recognition of outstanding service.

KELLY FERGUSON

Principal



DAWN DEE HODGE

District Superintendent



## **GOVERNING BOARD OUTSTANDING SERVICE AWARD**

February 2024

**Paulette Sutulovich**

CUSD SAIS Coordinator

Heartland Ranch Elementary would like to nominate Paulette Sutulovich for our Outstanding Service Nomination for the month of February 2024.

As many of you know, Paulette is our district's SAIS Coordinator. She manages and oversees our district's enrollment, attendance, SAIS reporting, and processes other data for district and state purposes. She is professional, timely, and extremely knowledgeable in her area of expertise. Paulette is quick to respond to any request, continuously assists staff with various tasks, and always willing to find a solution to any problem we may face.

Paulette has helped our Heartland Ranch team tremendously this year with the implementation of our 21st Century grant. At times, she guides our educational specialists at ADE with the "ins and outs" of our system and reports. We truly would be lost without her and grateful she is always there to save the day. Thank you, Paulette!

- Nominated by: Rosie Headley, Jessica Neal, and Anise Chuigo

COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21

THIS CERTIFICATE IS AWARDED TO

Paulette Sutulovich

on this 14<sup>th</sup> day of February, 2024 for recognition of outstanding service.

ROSANNE HEADLEY

Principal



DAWN DEE HODGE

District Superintendent



**GOVERNING BOARD  
OUTSTANDING SERVICE AWARD  
District Office  
February 2024  
Ben Armstrong**

Human Resource Director

When you think of the Human Resource Department, most might think of it as a place where people get “reprimanded.”

when I think of the Human Resource Department, I think of the person that runs it, Mr. Armstrong. No matter what day, holiday, what time of day, or where he is, he is always willing to take a call, respond to an email and handle a situation because in his mind that’s what good leaders do. While he faces so much adversity within the district, he does it with humbleness. Never wanting the attention or recognition on himself. He is extremely deserving of being acknowledged for all the hard work that he does. Some days are a little rougher than others, but he never ever lets it show. He maintains professionalism, empathy when the situation calls for it and most certainly maintains a positive attitude and outlook.

I just wanted to say thank you for being such a humble, kind, and caring Human Resource Director.

- Nominated by: Amber Stinson, Human Resource Specialist

# COOLIDGE UNIFIED SCHOOL DISTRICT #21

THIS CERTIFICATE IS AWARDED TO

# Ben Armstrong

on this 14<sup>th</sup> day of February, 2024, for recognition of outstanding service.

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**AMBER STINSON**

Human Resource Director



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**DAWN DEE HODGE**

District Superintendent

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:** CONSENT  
AGENDA-A.

**MEETING DATE:**2/14/2024

**AGENDA ITEM:** Approval of the Auxiliary Operations and Student Activities Reports for the month of January, 2024.

**SUBMITTED BY:** Alyssa Garrett, Director of Business Services

**RECOMMENDED TO SUPERINTENDENT BY:** Alyssa Garrett, Director of Business Services

**APPROVED BY SUPERINTENDENT:**



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**RECOMMENDATION:**

Approval of the Auxiliary Operations and Student Activities Reports for the month of January, 2024.

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**INFORMATION AND SUPPORTING DATA:**

**PROJECTED COST:**

**FUNDING SOURCE:**

**TRAVEL (OVERNIGHT FOR STUDENTS; OUT-OF-STATE FOR STAFF):**

**ATTACHMENTS:**

Description	Upload Date	Type
Auxiliary Operations	2/5/2024	Cover Memo
Student Operations	2/5/2024	Cover Memo

## Coolidge Unified School District #21

1

## Auxiliary Operations

01/01/24 - 01/31/24

Account Name	Account Number	Beginning Balance	Deposit	Expenditures	Credits	Ending Balance	*
P.E. Uniforms - Coolidge High School	741-07-75	\$ 1,084.10	\$ -	\$ -	\$ -	\$ 1,084.10	
Athletics - Coolidge High School	741-07-80	\$ 19,354.42	\$ 4,359.11	\$ 12,586.27	\$ 82.59	\$ 11,209.85	
Band Fees - Coolidge High School	741-07-81	\$ 1,612.00	\$ -	\$ -	\$ -	\$ 1,612.00	
General Fund Account - Coolidge High School	741-07-83	\$ 1,054.62	\$ -	\$ -	\$ -	\$ 1,054.62	
AP/PSAT Testing Fees - Coolidge High School	741-07-84	\$ 137.53	\$ -	\$ -	\$ -	\$ 137.53	
Pavers - Roundhouse/Weight Room - CHS	741-07-85	\$ 1,323.61	\$ -	\$ -	\$ -	\$ 1,323.61	
Building Trades Voc. Ed. - Coolidge High School	741-07-92	\$ 71.21	\$ -	\$ -	\$ -	\$ 71.21	
FFA Ag Ed Land Lab - Coolidge High School	741-07-96	\$ 3,096.80	\$ -	\$ -	\$ -	\$ 3,096.80	
Mini Bears - Coolidge High School	741-07-97	\$ 30.41	\$ -	\$ -	\$ -	\$ 30.41	
Advanced Placement/SAT & ACT Fees - Curriculum	741-500-70	\$ 8,475.00	\$ -	\$ -	\$ -	\$ 8,475.00	
Migrant Student Fees - Curriculum	741-500-85	\$ 1,967.44	\$ -	\$ -	\$ -	\$ 1,967.44	
Indian Ed Student Fees - Curriculum	741-500-90	\$ 1,290.88	\$ -	\$ -	\$ -	\$ 1,290.88	
McKinney-Vento Student Fees - Curriculum	741-500-99	\$ 12,804.10	\$ -	\$ -	\$ -	\$ 12,804.10	
Athletics for CAP Program - District Office	741-500-953	\$ 1,058.00	\$ -	\$ -	\$ -	\$ 1,058.00	
General Fund Account - Business Office	741-530-93	\$ 4,255.74	\$ -	\$ 94.37	\$ -	\$ 4,161.37	
General Fund Account - iPad Fees - Business Office	741-530-93(B)	\$ 828.70	\$ -	\$ -	\$ -	\$ 828.70	
Bookstore - DO/BO	741-530-94	\$ 8,370.22	\$ 135.00	\$ 92.70	\$ -	\$ 8,412.52	
General Fund Account - West School	742-01-78	\$ 1,484.81	\$ -	\$ -	\$ -	\$ 1,484.81	
Scholastic Book Fairs - West School	742-01-79	\$ 261.45	\$ -	\$ -	\$ -	\$ 261.45	
General Fund Account - Heartland Ranch	742-12-01	\$ 183.77	\$ -	\$ -	\$ -	\$ 183.77	
General Fund Account - Coolidge Junior High School	742-15-75	\$ 630.26	\$ -	\$ -	\$ -	\$ 630.26	
Athletics - Coolidge Junior High School	742-15-80	\$ 2,375.04	\$ -	\$ -	\$ -	\$ 2,375.04	
Total		\$ 71,750.11	\$ 4,494.11	\$ 12,773.34	\$ 82.59	\$ 63,553.47	

## Coolidge Unified School District #21

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## Student Activities

01/01/24 - 01/31/24

Account Name	Account Number	Beginning Balance	Deposits	Expenditures	Credits	Ending Balance
Student Body - West School	800-01-35	\$ 4,123.55	\$ -	\$ -	\$ -	\$ 4,123.55
Band - West School	800-01-36	\$ 1,296.82	\$ 300.00	\$ -	\$ -	\$ 1,596.82
Yearbook - Coolidge High School	800-07-01	\$ 7,868.24	\$ 65.00	\$ -	\$ -	\$ 7,933.24
Baseball Club - Coolidge High School	800-07-02	\$ 2,946.92	\$ -	\$ -		\$ 2,946.92
Band - Coolidge High School	800-07-03	\$ 2,263.69	\$ -	\$ -	\$ -	\$ 2,263.69
S.A.D.D. (Student Against Destructive Decisions) CHS	800-07-07	\$ 4,352.10	\$ -	\$ -	\$ -	\$ 4,352.10
F.B.L.A. - Coolidge High School	800-07-10	\$ 4,089.07	\$ 222.00	\$ 150.00	\$ -	\$ 4,161.07
Choir Club - Coolidge High School	800-07-12	\$ 1,694.53	\$ -	\$ -	\$ -	\$ 1,694.53
F.F.A. - Coolidge High School	800-07-14	\$ 16,044.78	\$ -	\$ 3,562.08	\$ -	\$ 12,482.70
Drama Club/Thespian Society - Coolidge High School	800-07-15	\$ 3,044.23	\$ -	\$ -	\$ -	\$ 3,044.23
Student Government - Coolidge High School	800-07-17	\$ 3,936.25	\$ 1,090.48	\$ 3,871.09	\$ -	\$ 1,155.64
Advanced Placement Scholars - CHS Juniors	800-07-18	\$ 320.00	\$ -	\$ -	\$ -	\$ 320.00
R.O.T.C. - Coolidge High School	800-07-19	\$ 6,311.47	\$ -	\$ 407.66	\$ -	\$ 5,903.81
Advanced Placement Scholars - CHS Seniors	800-07-20	\$ 633.70	\$ -	\$ -	\$ -	\$ 633.70
Boys Basketball - Coolidge High School	800-07-22	\$ 16,890.44	\$ 1,300.00	\$ 813.38	\$ -	\$ 17,377.06
Spanish Club - Coolidge High School	800-07-23	\$ 142.00	\$ -	\$ -	\$ -	\$ 142.00
Tribes Club - Coolidge High School	800-07-24	\$ 1,052.48	\$ -	\$ -	\$ -	\$ 1,052.48
HOSA/Sports Med Club - Coolidge High School	800-07-27	\$ 35.15	\$ -	\$ -	\$ -	\$ 35.15
Cross Country - Coolidge High School	800-07-28	\$ 178.77	\$ -	\$ -	\$ -	\$ 178.77
Swim Club - Coolidge High School	800-07-29	\$ 104.82	\$ -	\$ -	\$ -	\$ 104.82
Track Club - Coolidge High School	800-07-30	\$ 1,788.64	\$ -	\$ -	\$ -	\$ 1,788.64
Athletic Club - Coolidge High School	800-07-31	\$ 235.00	\$ -	\$ -	\$ -	\$ 235.00
Wrestling - Coolidge High School	800-07-32	\$ 9,497.20	\$ 2,679.58	\$ 3,003.68	\$ -	\$ 9,173.10
Golf - Coolidge High School	800-07-33	\$ 3.63	\$ -	\$ -	\$ -	\$ 3.63
Football Program - Coolidge High School	800-07-34	\$ 2,652.02	\$ -	\$ -	\$ -	\$ 2,652.02
SkillsUSA Engineering - Coolidge High School	800-07-35	\$ 277.40	\$ 551.25	\$ -	\$ -	\$ 828.65
FCCLA Culinary Arts - Coolidge High School	800-07-37	\$ 8,467.56	\$ 410.00	\$ 46.29	\$ -	\$ 8,831.27
FCCLA ECE (Early Childhood Education)	800-07-38	\$ 506.84	\$ -	\$ -	\$ -	\$ 506.84
Dance Club - Coolidge High School	800-07-46	\$ 559.93	\$ -	\$ 350.00	\$ -	\$ 209.93
National Honor Society - Coolidge High School	800-07-81	\$ 54.99	\$ -	\$ -	\$ -	\$ 54.99
Class of 2023 Seniors - Coolidge High School	800-07-84(S)	\$ 0.41	\$ -	\$ -	\$ -	\$ 0.41
Account Name	Account Number	Beginning Balance	Deposits	Expenditures	Credits	Ending Balance

## Coolidge Unified School District #21

## Student Activities

01/01/24 - 01/31/24

Class of 2024 Seniors - Coolidge High School	800-07-85(S)	\$ 3,330.07	\$ -	\$ -	\$ -	\$ 3,330.07
Class of 2025 Juniors - Coolidge High School	800-07-86(J)	\$ 3,075.64	\$ -	\$ -	\$ -	\$ 3,075.64
Cheerleaders - Coolidge High School	800-07-87	\$ 743.03	\$ -	\$ -	\$ -	\$ 743.03
Coolidge High School Career Association	800-07-89	\$ 347.14	\$ -	\$ -	\$ -	\$ 347.14
Class of 2026 Sophomores - Coolidge High School	800-07-90(So)	\$ 45.00	\$ -	\$ -	\$ -	\$ 45.00
Softball - Coolidge High School	800-07-91	\$ 5,265.54	\$ -	\$ -	\$ -	\$ 5,265.54
Class of 2027 Freshman - Coolidge High School (Account Established: 08/31/23)	800-07-92(Fr)	\$ 628.43	\$ -	\$ -	\$ -	\$ 628.43
Boys' Soccer Club - Coolidge High School	800-07-94	\$ 1,080.05	\$ -	\$ -	\$ -	\$ 1,080.05
Volleyball - Coolidge High School	800-07-95	\$ 4,596.05	\$ -	\$ -	\$ -	\$ 4,596.05
Girls' Soccer - Coolidge High School	800-07-96	\$ 69.33	\$ 1,795.50	\$ -	\$ -	\$ 1,864.83
Tennis - Coolidge High School	800-07-97	\$ 22.75	\$ -	\$ -	\$ -	\$ 22.75
Girls Basketball - Coolidge High School	800-07-98	\$ 2,812.11	\$ 4,652.50	\$ -	\$ -	\$ 7,464.61
Student Body - Heartland Ranch	800-12-01	\$ 2,313.30	\$ 1,026.00	\$ 330.56	\$ -	\$ 3,008.74
Student Body - Coolidge Junior High School	800-15-33	\$ 3,159.95	\$ 75.00	\$ -	\$ -	\$ 3,234.95
Yearbook - Coolidge Junior High School	800-15-34	\$ 99.50	\$ -	\$ -	\$ -	\$ 99.50
Spirit - Coolidge Junior High School	800-15-35	\$ 324.19	\$ -	\$ 250.00	\$ -	\$ 74.19
Cubs Coffee Club - Coolidge Junior High School	800-15-36	\$ 34.00	\$ -	\$ -	\$ -	\$ 34.00
Band - Coolidge Junior High School	800-15-38	\$ 78.48	\$ -	\$ -	\$ -	\$ 78.48
N.J.H.S. - Coolidge Junior High School	800-15-39	\$ 1,361.48	\$ -	\$ -	\$ -	\$ 1,361.48
STEAM Club - Coolidge Junior High School	800-15-40	\$ 185.91	\$ -	\$ -	\$ -	\$ 185.91
Drama Club - Coolidge Junior High School	800-15-42	\$ 258.20	\$ -	\$ -	\$ -	\$ 258.20
Bulldog Athletics Club - Coolidge Junior High School	800-15-43	\$ 1,220.47	\$ 49.00	\$ 61.12	\$ -	\$ 1,208.35
Total		\$ 132,423.25	\$ 14,216.31	\$ 12,845.86	\$ -	\$ 133,793.70

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:** CONSENT  
AGENDA-B.

**MEETING DATE:** 2/14/2024

**AGENDA ITEM:** Approval of the Donations Log for January, 2024.

**SUBMITTED BY:** Alyssa Garrett, Director of Business Services

**RECOMMENDED TO SUPERINTENDENT BY:** Alyssa Garrett, Director of Business Services

**APPROVED BY SUPERINTENDENT:**



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**RECOMMENDATION:**

Approval of the Donations Log for January, 2024.

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**INFORMATION AND SUPPORTING DATA:**

**PROJECTED COST:**

**FUNDING SOURCE:**

**TRAVEL (OVERNIGHT FOR STUDENTS; OUT-OF-STATE FOR STAFF):**

**ATTACHMENTS:**

Description	Upload Date	Type
Donations	2/5/2024	Cover Memo

**INFORMATION AND SUPPORTING DATA FOR DONATIONS FOR GOVERNING  
BOARD MEETING ON WEDNESDAY, FEBRUARY 14, 2024**

Indian Skies - \$581.85 – to West Elementary School Field Trips

Barbie Marley - \$20.00 – to Coolidge High School Girls Soccer Team

James A. Gross - \$200.00 – to Coolidge Unified School District #21 (Extracurricular Tax Credit – West Elementary School – Clubs)

Boyd Johnson - \$200.00 – to Coolidge Unified School District #21 (Extracurricular Tax Credit – Heartland Ranch Elementary School – Arts \$100.00; West Elementary School – Arts \$100.00)

Jean Carey - \$200.00 – to Coolidge Unified School District #21 – (Extracurricular Tax Credit – Coolidge High School – Arts)

Gary Hendrix \$400.00 – to Coolidge Unified School District #21 (Extracurricular Tax Credit – Coolidge High School – Wrestling Prg.)

Wendy Reeder - \$200.00 – to Coolidge Unified School District #21 (Extracurricular Tax Credit – Coolidge High School – Special Ed.)

Pamela Watson - \$200.00 – to Coolidge Unified School District #21 (Extracurricular Tax Credit – Coolidge High School – Marching Band)

Byron & Eva Miles - \$400.00 – to Coolidge Unified School District #21 (Extracurricular Tax Credit – Coolidge High School – Diploma Seals Program)

Eddie Nevitt - \$200.00 – to Coolidge Unified School District #21 (Extracurricular Tax Credit – Coolidge High School – Boys Basketball)

Jesse & Norma Canez - \$400.00 – to Coolidge Unified School District #21 (Extracurricular Tax Credit – Coolidge High School – Wrestling Prg.)

Eric Hodgson - \$400.00 – to Coolidge Unified School District #21 (Extracurricular Tax Credit – Curriculum – All School Activities)

**Total of Donations: \$3,401.85**

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:** CONSENT  
AGENDA-C.

**MEETING DATE:** 2/14/2024

**AGENDA ITEM:** Approval of the Voucher Log for January, 2024.

**SUBMITTED BY:** Alyssa Garrett, Director of Business Services

**RECOMMENDED TO SUPERINTENDENT BY:** Alyssa Garrett, Director of Business Services

**APPROVED BY SUPERINTENDENT:**



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**RECOMMENDATION:**

Approval of the Voucher Log for January, 2024.

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**INFORMATION AND SUPPORTING DATA:**

**PROJECTED COST:**

**FUNDING SOURCE:**

**TRAVEL (OVERNIGHT FOR STUDENTS; OUT-OF-STATE FOR STAFF):**

**ATTACHMENTS:**

Description	Upload Date	Type
Payroll Voucher	2/5/2024	Cover Memo
AP Vouchers	2/5/2024	Cover Memo

**JANUARY VOUCHERS**  
**PAYROLL FY 23-24**

Voucher #	Date	Amount
14	1/5/24	\$829,840.31
13	1/19/24	\$776,567.93

**Total** \$1,606,408.24

**JANUARY 2024 VOUCHERS  
ACCOUNTS PAYABLE FY23-24**

<b>FY24 Voucher #</b>	<b>Date</b>	<b>Amount</b>
2430	1/10/24	\$619,295.68
2431	1/17/24	\$93,580.16
2432	1/24/24	\$1,951.01
2433	1/24/24	\$112,827.02
2434	1/30/24	\$876.75
2435	1/31/24	\$150.00
2436	1/31/24	\$802,348.83
		<b>\$1,631,029.45</b>

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:** CONSENT  
AGENDA-D.

**MEETING DATE:** 2/14/2024

**AGENDA ITEM:** Approval of the Minutes of the January 17, 2024 Meeting.

**SUBMITTED BY:** Andrea Felix, Executive Administrative Assistant

**RECOMMENDED TO SUPERINTENDENT BY:** Andrea Felix, Executive Administrative Assistant

**APPROVED BY SUPERINTENDENT:**



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**RECOMMENDATION:**

Approval of the Minutes of the January 17, 2024 Meeting.

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**INFORMATION AND SUPPORTING DATA:**

**PROJECTED COST:**

**FUNDING SOURCE:**

**TRAVEL (OVERNIGHT FOR STUDENTS; OUT-OF-STATE FOR STAFF):**

**ATTACHMENTS:**

Description	Upload Date	Type
Minutes 24 0117	1/29/2024	Cover Memo

**COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21**  
**Governing Board of Education Regular Meeting Minutes**  
**January 17, 2024**

**REGULAR MEETING**

**Date, Time, Place of Meeting**

The Governing Board of Education held a Regular Meeting on Wednesday, January 17, 2024, at 6:00 PM, 450 N. Arizona Boulevard Coolidge Arizona.

**ROUTINE BUSINESS**

**Call to Order and Roll Call**

Present at this meeting was President Michael Flores, II (via teleconference), Vice-President Linda Heath, Member Kris Gillespie, Member Diana Guerrero and Member George Arredondo.

**Approval of Agenda**

President Michael Flores, II MOVED, SECOND by Member Diana Guerrero, to approve the Board Agenda. President Michael Flores, II voted "yes", Vice-President Linda Heath voted "yes", Member Kris Gillespie voted "yes", Member Diana Guerrero voted "yes", and Member George Arredondo voted "yes" President Michael Flores, II MOVED, SECOND Member Diana Guerrero

**MOTION CARRIED: 5-0**

**PUBLIC PARTICIPATION**

**There was no public participation in this meeting.**

**GOVERNING BOARD ORGANIZATION**

A. Discussion and election of Governing Board President.

Member Kris Gillespie MOVED, SECOND by Member Diana Guerrero, to approve the Governing Board President of Michael Flores, II. President Michael Flores, II voted "yes", Vice-President Linda Heath voted "yes", Member Kris Gillespie voted "yes", Member Diana Guerrero voted "yes", and Member George Arredondo voted "yes"

**MOTION CARRIED: 5-0**

B. Discussion and election of the Governing Board Vice President.

Member Kris Gillespie MOVED, SECOND by Member Diana Guerrero, to approve the Governing Board Vice President of Linda Heath. President Michael Flores, II voted "yes", Vice-President Linda Heath voted "yes", Member Kris Gillespie voted "yes", Member Diana Guerrero voted "yes", and Member George Arredondo voted "yes"

**MOTION CARRIED: 5-0**

C. Discussion and possible approval of the draft 2024-2025 Governing Board Meeting Schedule.

Superintendent Hodge mentioned the 2024-2025 board schedule will continue to follow the second Wednesday of the month expect for January where it will push back to the 3<sup>rd</sup> of the month because of break. Member Kris Gillespie and Vice President Linda Heat mentioned that they like the schedule. Superintendent Hodge also mentioned that October and March meetings fall during break. The decision does not need to be made now and can be voted on during the September and February meeting if members would like to have them moved.

Member George Arrerondo MOVED, SECOND by Member Diana Guerrero to approve the draft of 2024-2025 Governing Board Schedule. President Michael Flores, II voted "yes", Vice-President Linda Heath voted "yes", Member Kris Gillespie voted "yes, Member Diana Guerrero voted "yes", and Member George Arredondo voted "yes"

**MOTION CARRIED: 5-0**

## **I. PRESENTATIONS**

- A. Principals' Update - presented by Dr. Natay Ferguson, Dr. Yvette Dix, Marc Bruno, Rosanne Headley, and Kelly Ferguson.

### **Coolidge High School – Updates from Principal, Dr. Natay Ferguson**

- Teachers have been collaborating on their practices and have dissected the English portion, math portion and have now identified each piece. They have also put together tutoring sessions that follow up with practices and built in pretest and posttest right before our state testing to help put incentives in place. There are about 100 students participated in the practice ACT out of the Junior class.
- The Instructional specialist has started a Wednesday Wisdom Worriers. She talks about tech, new tech, how to work through some of the tech pieces and strategies.
- Wrestling first semester ended well. CHS had their first all-girls tournament on campus, and It was phenomenal. Brook Newton had her 100<sup>th</sup> win and basketball player Alesia White was named Pinal Prep Player of the week. Girls' basketball is doing amazing and is top five in the state.
- Coming up, on January 20<sup>th</sup> we will have our Elementary night for one of our basketball games and the renaming ceremony on January 23<sup>rd</sup>.
- There are a few high school students in the audience working towards their qualifications for their Civics Seal and attending a board meeting is one of the requirements.

### **Coolidge Junior High School – Updates from Principal, Dr. Yvette Dix**

- At Coolidge Junior High girls' basketball, cheer, tackle football and flag football are going on and lots of students are participating on those extracurricular activities.
- CJHS opened their Cub Academy yesterday (1/16) on campus. This is for the CJHS students who were previously apart of CAP. Mr. George Courtney is teaching the class and we are excited for the program he is looking to build. As of now, 13 students have enrolled in the class. The students are in a self-contained program on campus. They will be taking online classes, receiving

character education, and restorative practices. We are looking at the student's case by case to see if they are ready to move back to regular environment.

- Tomorrow night (1/18) CJHS is having their very first awards night. The awards are given from our three main area of focus: show up, step up and cub up.

#### **Coolidge Alternative Program and Coolidge Virtual Academy – Updates from Principal, Marc Bruno**

- Upcoming awards assembly for semester one on (1/23).
- CAP students completed their mid-year assessment. They use a different benchmark and screeners for math and reading. There was some growth in math. Students in reading had a growth of 43.6 and students enrolled in intervention reading grew 87.7 which is double. Some of the students tested out of that intervention course and were able to turn their classes into full time which means they scored two grade levels higher than when they first took it.
- Graduation update: two CVA students finished yesterday (1/16)
- Total 4 CAP graduates and 3 CVA graduates.

#### **Heartland Ranch Elementary – Updates from Principal Rosanne Headley**

- Heartland would like to give a shoutout to the JAG students at both CAP and the high school. JAG students helped with the Jingle Jog and holiday shop. CAP students read to the kindergarteners, brought cookies and celebrated Christmas.
- Today (1/17) CAVIT students spoke to the second graders about hygiene, and it was a very interactive presentation.
- Next Wednesday (1/24) is the last Science STEM night.

#### **West Elementary – Updates from Principal Kelly Ferguson**

- There were two music performances in December and the first night was standing room only and the PAC was full. The students did a great job, and the staff did amazing managing.
- At West we are really focused on attendance. Ms. Sheridan and I did pizza with the principals in the cafeteria with students who had perfect attendance for the 2<sup>nd</sup> quarter. In two weeks, we be hosting a movie night at the PAC for the 34 students and families who had perfect attendance. the entire semester. PTO and Student Council are co-sponsoring this with popcorn, pizza and drinks.
- Thursday night (1/25) is culture night, and every grade is participating.

Vice president Linda Heath asked about the elf on the shelf. Principal Ferguson jokingly stated they just showed up at the school. The students are convinced that its Principal Ferguson and Ms. Sheridan's doing. Ferguson mentioned they had a lot of fun the last few weeks of school.

- B. Governing Board Outstanding Character Awards - presented by Kelly Ferguson, Rosanne Headley, Marc Bruno, Dr. Yvette Dix, and Dr. Natay Ferguson.

#### **Governing Board Outstanding Character Awards were presented to the following students:**

- Araceli Felix – 4<sup>th</sup> Grade – West Elementary

- Aurora Spencer – 5<sup>th</sup> Grade – Heartland Ranch Elementary
- Jovont'e Wall – 12<sup>th</sup> Grade – Coolidge Alternative Program
- Angel Sanchez – 8<sup>th</sup> Grade – Coolidge Junior High School
- Christopher Halsey – 11<sup>th</sup> Grade – Coolidge High School

C. Governing Board Outstanding Service Awards - presented by Natay Ferguson, Dr. Yvette Dix and Marc Bruno.

**Governing Board Outstanding Service Awards were presented to the following staff:**

- Wanda Cherry – Paraprofessional – Coolidge Alternative Program
- R.J. Ayala – 8<sup>th</sup> Grade Math – Coolidge Junior High
- Romnick DelaPena – 8th Grade Math - Coolidge High School

## **II. CONSENT AGENDA**

A. **Approval of the Auxiliary Operations and Student Activities Reports for the month of December, 2023.**

B. **Approval of the Donations Log for December, 2023.**

C. **Approval of the Voucher Log for December, 2023.**

D. **Approval of the Minutes of the December 13, 2023 Meeting.**

E. **Other Consent Items**

1. **Approval of the following personnel recommendations: Hiring, Position Changes/Transfers, Resignations/Terminations; Requests to rescind Resignation: Retirement Requests; Requests to Rescind Retirement; Request for Change of Salary of Grade; and Stipends for: Administrative, Certificated, Classified, Wage.**
2. **Approval of the Intergovernmental Agreement for Tutoring Services between CUSD and ADE.**
3. **Annual Review of Indian Policies & Procedures - 2nd Reading**  
The Indian Policies and Procedures are reviewed annually with the district Native American Parent Liaison and the Indian Parent Committee.
4. **Approval of overnight travel and expenses for 44 chapter members that will attend the FFA Spring Leadership Conference in Tucson, AZ on February 23rd to 24th of 2024.**
5. **Approval of overnight travel and expenses for Coolidge High School Boys and Girls Wrestling to attend the State Wrestling Tournament**

**in Phoenix, AZ, February 14th to 17th, 2024.**

Member Kris Gillespie MOVED, SECOND by President Michael Flores, II, to approve the Consent Agenda. President Michael Flores, II voted "yes", Vice-President Linda Heath voted "yes", Member Kris Gillespie voted "yes", Member Diana Guerrero voted "yes", and Member George Arredondo voted "yes" Member Kris Gillespie MOVED, SECOND President Michael Flores

**MOTION CARRIED: 5-0**

**INSTRUCTION (Action, Discussion, and Information Items)**

**A. Information regarding Coolidge Alternative Program FY25 Program Changes**

Information regarding Coolidge Alternative Program FY25 Program Changes. Principal Marc Bruno presented information on how the program will be changing from students learning individually online to a hybrid model with more direct instruction. As a part of federal comprehensive improvement, there is a focus on graduation rate and academic proficiency. Through intervention, specific teaching strategies, and a modified curriculum the staff at CAP have a plan to improve in both focus areas.

**B. Discussion and possible action to begin the process of approving curriculum to be used in facilitating Family Life Education for middle and high school students.**

Eureka King, from Pinal County Health Department, presented information on three different curricula that discussed safe sex education and relationships. The middle school curriculum focuses on abstinence, STI's, and relationships. The high school curriculum focuses on safer sex, STI's and relationships. Each of these curricula have eight modules that can be tailored to fit the schedule of each school.

Member Kris Gillespie asked Superintendent Hodge if she has seen the curriculum. Superintendent Hodge stated she has seen it and has the physical copy. Superintendent asked Eureka King if there is an online way to review. Eureka stated there is and parents will have access. Superintendent Hodge stated if approved we will make it available in physical form and publish the online version for parents. Superintendent Hodge stated this is "opt in" for the students and parents. They will need to sign a permission slip to participate. It will not be provided if they opt out or do not have the permission slip signed. Member Arredondo asked if this would be considered a separate class. Hodge responded it would be during PE during for ninth grade. Member Arredondo asked how often a student would be taking this class. Superintendent stated they would get it once in junior high and once in high school. Member Arredondo asked if we approve tonight, is the board able to make a change if they are not in favor of this curriculum. Superintendent Hodge stated that once it is reviewed, there will be two public forums where parents could bring any concerns or questions. They could choose to not move forward at that time. President Michael Flores asked when was the last time we offered this prevention background? Superintendent Hodge responded that it was last offered in 2018.

President Michael Flores, II MOVED, SECOND Member Diana Guerrero to approve the curriculum in facilitating Family Life Education for middle school and high school. President Michael Flores, II voted "yes", Vice-President Linda Heath voted "yes", Member Kris Gillespie voted "yes", Member Diana Guerrero voted "yes", and Member

George Arredondo voted "yes"

**MOTION CARRIED: 5-0**

- C. Discussion and possible approval of the FY25 new course proposals and course name changes.

Curriculum Director Edwards presented on new courses for Coolidge High School for the next school year. These included dual enrollment courses, new courses, and course name changes.

Member Kris Gillespie asked about the CAC work lab. Director Edwards responded and said that it is where students can go in and work online or in person. Member George Arredondo asked if the teacher teaching get credit or meet certain standards. Director Edwards responded yes, they do and need to have dual enrollment certification and they are working on getting as many teachers as possible to meet the requirements. The state offers free education for the teachers to do that. Vice President Linda Heath asked if this is taking place of AP classed. Director Edwards responded yes and the goal is that the kids leave high school with college credit.

Member Diana Guerrero MOVED, SECOND Member George Arredondo to approve the FY25 new course proposals and course name changes. President Michael Flores, II voted "yes", Vice-President Linda Heath voted "yes", Member Kris Gillespie voted "yes", Member Diana Guerrero voted "yes", and Member George Arredondo voted "yes"

**MOTION CARRIED: 5-0**

**HUMAN RESOURCES (Action, Discussion, and Information Items)**

- A. Approval of the 2024-2025 school year contract templates.

Superintendent Hodge stated that we go through this every year with our contracts. Member George Arredondo asked a question about the administrator contract and the monetary dollars if that's what we are working off. HR director Ben Armstrong responds that the dollars they see are for insurance or varies based off the administrator.

Member George Arredondo MOVED, SECOND Member Kris Gillespie to approve of the 2024-2025 school year contract templates. President Michael Flores, II voted "yes", Vice-President Linda Heath voted "yes", Member Kris Gillespie voted "yes", Member Diana Guerrero voted "yes", and Member George Arredondo voted "yes"

**Motion: 5-0**

- B. Discussion and possible action to approve the proposed referral compensation program for certified and classified employees.

HR Director Ben Armstrong shared that there are several employees that have referred people to us. It would make sense that we compensate them for that. This will not be

retroactive. It will start from 7/1/24 and moving forward. Administrators are not a part of the program. Superintendent Hodge stated employees must be employed for 60 days before compensation occurs. Member George Arredondo asked where the funding is coming from. HR Director Ben Armstrong stated it would be under M&O.

Member George Arredondo MOVED, SECOND Member Diana Guerrero to approve discussion and possible action to approve the proposed referral compensation program for certified and classified employees. President Michael Flores, II voted "yes", Vice-President Linda Heath voted "yes", Member Kris Gillespie voted "yes", Member Diana Guerrero voted "yes", and Member George Arredondo voted "yes"

**MOTION CARRIED: 5-0**

**OTHER (Action, Discussion, and Information Items)**

A. Governing Board and/or Superintendent's Report and Update

**Superintendent Dawn Hodge:**

-Dr. Dix and Superintendent Hodge have discussed Cub Academy and are going to look at the Junior High program as an additional option instead of moving from in school suspension, out of school suspension and long-term suspension with flexible movement. Dr. Dix and her team have spent a lot of time working on the criteria. They have a great teacher that will work on academics and behavior goals and overall character and movement.

Vice president Linda Heath asked if they would have lunch with the other students or will it be at a different time. Dr. Dix stated they will have separate tables that are designated by the security guards. There is a fifteen-minute offset between them. They are making it to where the students have a seamless transition. Two students that are SPED and will receive those services.

-Construction started on West Elementary old kinder wing. We are In the planning phase now. The Lil' Kiddieland lease ends on March 31st. This will give us time from April through summer to get ready for our pre-school. Pending licensing we will offer classrooms for one- and two-year-olds and preschool. It will be open to staff.

**Vice President Linda Heath:**

Vice President Linda Heath is excited for this to be utilized and now will be able to use for our children.

**ADJOURNMENT**

Member Kris Gillespie MOVED, SECOND Member George Arredondo, to adjourn the meeting at 7:33 PM. President Michael Flores, II voted "yes", Vice-President Linda Heath voted "yes", Member Kris Gillespie voted "yes", Member Diana Guerrero voted "yes", and Member George Arredondo voted "yes"

**MOTION CARRIED: 5-0**

These minutes were respectfully submitted by Andrea Felix and approved on February 14, 2024.

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Governing Board	Title	Date
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Public Notice of Governing Board Meeting Procedures.

The Coolidge Unified School District Governing Board Meetings are open for members of the community/public to join in-person. We will continue to operate our livestream services through the Coolidge Schools Vimeo account with the exception of meetings during school breaks. Visit our website for direct access:

**[https://www.coolidgeschools.org/gb\\_members](https://www.coolidgeschools.org/gb_members)**

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:** Other Consent  
Items-1.

**MEETING DATE:**2/14/2024

**AGENDA ITEM:** Approval of the following personnel recommendations: Hiring, Position Changes/Transfers, Resignations/Terminations; Requests to rescind Resignation: Retirement Requests; Requests to Rescind Retirement; Request for Change of Salary of Grade; and Stipends for: Administrative, Certificated, Classified, Wage.

**SUBMITTED BY:** Ben Armstrong, Director of Human Resources

**RECOMMENDED TO SUPERINTENDENT BY:** Ben Armstrong, Director of Human Resources

**APPROVED BY SUPERINTENDENT:**



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**RECOMMENDATION:**

Approval of the following personnel recommendations: Hiring, Position Changes/Transfers, Resignations/Terminations; Requests to rescind Resignation: Retirement Requests; Requests to Rescind Retirement; Request for Change of Salary of Grade; and Stipends for: Administrative, Certificated, Classified, Wage.

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**INFORMATION AND SUPPORTING DATA:**

**PROJECTED COST:**

**FUNDING SOURCE:**

**TRAVEL (OVERNIGHT FOR STUDENTS; OUT-OF-STATE FOR STAFF):**

**ATTACHMENTS:**

Description	Upload Date	Type
February 2024 Personnel Recommendations	2/5/2024	Cover Memo

**PERSONNEL ITEMS:**

DATE: February 14, 2024

**HIRES****CERTIFIED**

<b><u>NAME</u></b>	<b><u>POSITION/SITE</u></b>	<b><u>START DATE</u></b>	<b><u>HIGHLY QUALIFIED</u></b>	<b><u>FUNDING SOURCE &amp; SALARY</u></b>
Downs, Corey	ELA Teacher/Coolidge JH	7/8/24	Yes	M&O; \$66,000/Yr.
Honea, Cindy	ELA Teacher/Coolidge HS	7/8/24	Yes	M&O; \$60,000/Yr.
Reed, Eric	Athletic Training Teacher/Coolidge HS	7/8/24	Yes	M&O; \$54,143/Yr.
Alford, Warren	Special Education Teacher/Coolidge HS	7/8/24	Yes	M&O; \$50,443/Yr.
Bojorquez, Diego	PE Teacher/Coolidge HS	7/8/24	Yes	M&O; \$52,000/Yr.
Quinn, Cambria	3 <sup>rd</sup> Grade Teacher/Heartland Ranch Elementary	7/8/24	Yes	M&O; \$53,000/Yr.
Veliquette, Alyson	Kindergarten Teacher/Heartland Ranch Elementary	7/8/24	Yes	M&O; \$55,000/Yr.
Wood, Deborah	3 <sup>rd</sup> Grade Teacher/Heartland Ranch Elementary	7/8/24	Yes	M&O; \$64,400/Yr.
Jimenez, Tiana	Substitute Teacher/Districtwide	1/30/24	Yes	M&O; \$120/Day
Smitheram, Korey	6 <sup>th</sup> Grade Teacher/Coolidge JH	1/30/24	Yes	M&O; \$53,000/Yr.

(R) = Resignation; (T) = Termination; (S) = Split; \*SEI = Structured English Immersion; TAP=Teacher Advancement Program; ^ \$2,000 in liquidated damages assessed. NOTE: All hires are contingent upon receipt and verification of employment documentation. Page 1 of 6

**PERSONNEL ITEMS:**

DATE: February 14, 2024

Samane, Jeramy	Math Teacher/Coolidge HS	7/8/24	Yes	M&O; \$51,643/Yr.
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**CLASSIFIED**

<b><u>NAME</u></b>	<b><u>POSITION/SITE</u></b>	<b><u>START DATE</u></b>	<b><u>HIGHLY QUALIFIED</u></b>	<b><u>FUNDING SOURCE &amp; SALARY</u></b>
Nevarez, Mike	Drumline/Coolidge HS	1/1/24	Yes	M&O; \$2000 (Stipend)
Majlat, Esteban	Drumline/Coolidge HS	1/1/24	Yes	M&O; \$2000 (Stipend)
De La Rosa, Seth	Night Security/Districtwide	1/19/24	Yes	M&O; \$15.50/Hr. (Temporary/Substitute)
Asis, Christopher	Special Education Paraprofessional/Coolidge JH	1/23/24	Yes	M&O; \$17.50/Hr.
Larson, Audrie	Special Education Paraprofessional/West Elementary	1/23/24	Yes	M&O; \$17.50/Hr.
Valenzuela Lopez, Cynthia	Custodian/ District Office	1/23/24	Yes	M&O; \$14.50/Hr.
Marshall, Sami	Paraprofessional/Coolidge JH	1/29/24	Yes	M&O; \$16/Hr.
Freeman, Maria	CDL Driver/Support Services	2/5/24	Yes	M&O; \$20/Hr.
Anderson, David	CDL Driver/Support Services	2/5/24	Yes	M&O; \$20/Hr.

(R) = Resignation; (T) = Termination; (S) = Split; \*SEI = Structured English Immersion; TAP=Teacher Advancement Program; ^ \$2,000 in liquidated damages assessed. NOTE: All hires are contingent upon receipt and verification of employment documentation. Page 2 of 6

**PERSONNEL ITEMS:**

DATE: February 14, 2024

Flores, Damian	Paraprofessional/Coolidge High School (Barely Bears)	2/5/24	Yes	\$17/Hr.
McAlister, Mercedes	Special Education Paraprofessional/Coolidge JH	1/30/24	Yes	\$17.50/Hr.

**POSITION CHANGES/TRANSFERS/SALARY ADJUSTMENTS****CLASSIFIED**

<b><u>NAME</u></b>	<b><u>FROM:</u></b>	<b><u>FUNDING SOURCE &amp; SALARY</u></b>	<b><u>TO:</u></b>	<b><u>FUNDING SOURCE &amp; SALARY</u></b>	<b><u>START DATE</u></b>
Sosa, Melissa	Food Service Worker/Coolidge HS (.7)	M&O; \$16/Hr.	Food Service Worker/Heartland Ranch (.6)	M&O; \$16/Hr.	1/8/24

(R) = Resignation; (T) = Termination; (S) = Split; \*SEI = Structured English Immersion; TAP=Teacher Advancement Program; ^ \$2,000 in liquidated damages assessed. NOTE: All hires are contingent upon receipt and verification of employment documentation. Page 3 of 6

**PERSONNEL ITEMS:**

DATE: February 14, 2024

**CERTIFIED**

<b><u>NAME</u></b>	<b><u>FROM:</u></b>	<b><u>FUNDING SOURCE &amp; SALARY</u></b>	<b><u>TO:</u></b>	<b><u>FUNDING SOURCE &amp; SALARY</u></b>	<b><u>START DATE</u></b>
Romero, Nadia	Substitute Teacher/Districtwide	M&O; \$120/Day	K-3 ESSER Paraprofessional	Grant; \$16/Hr.	1/8/24
Zhen, Rayman	5 <sup>th</sup> Grade Teacher/West Elementary	\$48,778.15/Yr.	6 <sup>th</sup> Grade Teacher/Coolidge JH	\$50,278.15/Yr.	7/10/24
Cardenas, Cynthia	5 <sup>th</sup> Grade Teacher/West Elementary	\$63,040.52/Yr.	Math Teacher/Coolidge Alternative Program	\$64,540.52/Yr.	7/10/24
Tapia, Justin	Special Education Teacher/West Elementary	\$50,705.10/Yr.	Special Education Teacher/Coolidge JH	\$50,705.10/Yr.	2/5/24
Bresnick, Kysa	Special Education Paraprofessional/West Elementary	\$17.50/Hr.	Special Education Teacher/West Elementary	\$42,143/Yr.	2/8/24

(R) = Resignation; (T) = Termination; (S) = Split; \*SEI = Structured English Immersion; TAP=Teacher Advancement Program; ^ \$2,000 in liquidated damages assessed. NOTE: All hires are contingent upon receipt and verification of employment documentation. Page 4 of 6

**PERSONNEL ITEMS:**

DATE: February 14, 2024

**RESIGNATIONS/TERMINATIONS****CERTIFIED**

<b><u>NAME</u></b>	<b><u>POSITION/SITE</u></b>	<b><u>LEAVE DATE</u></b>	<b><u>FUNDING SOURCE &amp; SALARY</u></b>
Barboza, Enedina	Special Education Teacher/Coolidge JH	5/24/24 (Retiring)	M&O; \$55,131.52/Yr.
Stewart, Aaron	6 <sup>th</sup> Grade Social Studies/Coolidge JH	5/24/24	M&O; \$54,988.05/Yr.
Tapia, Justin	Special Education Teacher/Coolidge JH	5/24/24	M&O; \$50,705.10/Yr.
Gmelin, Laura	Spanish Teacher/Coolidge HS	5/24/24	M&O; \$47,783/Yr.
Tozer, Chet	Special Education Teacher/West Elementary	5/24/24	M&O; \$50,175/Yr.

(R) = Resignation; (T) = Termination; (S) = Split; \*SEI = Structured English Immersion; TAP=Teacher Advancement Program; ^ \$2,000 in liquidated damages assessed. NOTE: All hires are contingent upon receipt and verification of employment documentation. Page 5 of 6

**PERSONNEL ITEMS:**

DATE: February 14, 2024

**CLASSIFIED**

<b><u>NAME</u></b>	<b><u>POSITION/SITE</u></b>	<b><u>LEAVE DATE</u></b>	<b><u>FUNDING SOURCE &amp; SALARY</u></b>
Thompson, Steve	CDL Driver	12/21/23	M&O; \$20/Hr.
Jones, Kelly	Paraprofessional/West Elementary	1/9/24	M&O; \$17.50/Hr.
Woolridge, Vallarie	Administrative Assistant/Heartland Ranch Elementary	6/30/24 (Retiring)	M&O; \$19.25/Hr.
Morris, Ericca	Security Guard/Coolidge HS	2/1/24	M&O; \$16.50/Hr.
Abraham, Polly	Medicaid Coordinator/Exceptional Student Services	2/8/24 (Retiring)	M&O; \$19,975/Yr.

**STIPENDS**

<b><u>NAME</u></b>	<b><u>POSITION/SITE</u></b>	<b><u>START DATE</u></b>	<b><u>HIGHLY QUALIFIED</u></b>	<b><u>FUNDING SOURCE &amp; SALARY</u></b>
Shirota, Alicia	Medicaid Coordinator/Exceptional Student Services	2/5/24	Yes	M&O; \$5000 (Remainder of FY24)

(R) = Resignation; (T) = Termination; (S) = Split; \*SEI = Structured English Immersion; TAP=Teacher Advancement Program; ^ \$2,000 in liquidated damages assessed. NOTE: All hires are contingent upon receipt and verification of employment documentation. Page 6 of 6

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:** Other Consent  
Items-2.

**MEETING DATE:**2/14/2024

**AGENDA ITEM:** Approval for release time and overnight travel expenses for Marie Bresee and 10 CHS students to attend the Skills USA State Conference in Phoenix, AZ, March 28-29, 2024.

**SUBMITTED BY:** Wyatt Carpenter, CTE Director

**RECOMMENDED TO SUPERINTENDENT BY:** Wyatt Carpenter, CTE Director

**APPROVED BY  
SUPERINTENDENT:**



---

**RECOMMENDATION:**

Approval for release time and overnight travel expenses for Marie Bresee and 10 CHS students to attend the Skills USA State Conference in Phoenix, AZ, March 28-29, 2024.

---

**INFORMATION AND SUPPORTING DATA:**

Students will participate in the largest showcase of career and technical education and industry in Arizona! They will be involved in exciting activities, captivating sessions, networking and enjoy guest speakers.

**PROJECTED COST:**  
Total; \$965.00

**FUNDING SOURCE:**  
CTE State Grant

**TRAVEL (OVERNIGHT FOR STUDENTS; OUT-OF-STATE FOR STAFF):**  
Overnight travel for 10 students. Roster of students is provided in the travel forms.

5 male students, 5 female students, 1 staff member Marie Bresse

**ATTACHMENTS:**

Description	Upload Date	Type
State USA Leadership Conference	1/31/2024	Cover Memo

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:**

**MEETING DATE:**

**AGENDA ITEM:**

☒ Consent Agenda      ☐ Action Item      ☐ Discussion      ☐ Information      ☐ Presentation

**SUBMITTED BY:** Wyatt Carpenter

**RECOMMENDED TO SUPERINTENDENT BY:** Wyatt Carpenter

**APPROVED BY SUPERINTENDENT** \_\_\_\_\_

=====

**RECOMMENDATION:** Skills-USA Students to attend State Leadership Conference.

=====

**INFORMATION AND SUPPORTING DATA:**

**PROJECTED COST:** \$965      **FUNDING SOURCE:** CTE State Grant

**TRAVEL (OVERNIGHT FOR STUDENTS; OUT-OF-STATE FOR STAFF):**

Marie Breese

Conference and accommodations will take place at the Hyatt Regency Phoenix.

**Purpose:** Competitive events and state leadership conference events for students.

**DOCUMENTATION ATTACHED:**

Event flyers  
Agenda  
Student Over Night Travel  
Employee Over Night Travel  
Employee Leave Form  
Transportation Request

# State

## LEADERSHIP & SKILLS CONFERENCE



Be the Ultimate SkillsUSA  
**CHAMPION**

# 2024



ARIZONA DEPARTMENT OF  
**EDUCATION**

Join your fellow **Champions at Work** and descend upon Phoenix for the year's largest showcase of career and technical education and industry in Arizona! Get ready for exciting activities, captivating sessions and speakers, and unrivaled networking. Bring all your skills to bear as you test your mettle and vie for a chance to become the **Ultimate SkillsUSA Champion!**

### Thursday, March 28

7 a.m. to 8 a.m.	Registration
8 a.m. to 9:30 a.m.	Opening Session <i>*All chapters competing this day are expected to attend.</i>
9:30 a.m. to 5 p.m.	Career Competitions
9:30 a.m. to 5 p.m.	SkillStreet + TECHSPO
12:30 p.m. to 1 p.m.	Lunch (Pre-Paid or Own Your Own) <i>*Competition times may overlap with lunch.</i>
Evening	SkillsUSA After Dark Programs

### Friday, March 29

7 a.m. to 8 a.m.	Registration
8 a.m. to 2 p.m.	Career Competitions
8 a.m. to 3 p.m.	SkillStreet + TECHSPO
11:30 a.m. to 12 p.m.	Lunch (Pre-Paid or Own Your Own) <i>*Competition times may overlap with lunch.</i>
12 p.m. to 2:30 p.m.	House of Delegates Session <i>*All chapters are expected to send delegates.</i>
3:30 p.m. to 6:30 p.m.	Recognition and Awards Session <i>*All chapters are expected to attend.</i>

*This conference agenda is tentative and subject to change.*

### Contact and Billing Information

Pay Registration Fees To: SkillsUSA Arizona, PO Box 1440, Owasso, OK 74055

Billing Questions: [arizona@ctsofinance.org](mailto:arizona@ctsofinance.org)

General Questions: [Daniel.Kelly@azed.gov](mailto:Daniel.Kelly@azed.gov) | [www.skillsusaaz.org](http://www.skillsusaaz.org)

*All conference fees are nonrefundable after the registration deadline.*

## March 28-29, 2024

Online Testing Window  
**March 6-20, 2024**

**Phoenix Convention Center**  
South Building  
33 S 3rd St, Phoenix, AZ 85004

**Hyatt Regency Phoenix**  
122 N 2nd St, Phoenix, AZ 85004

**\$110 Per Student**  
Includes conference T-shirt

**\$55 Per Advisor**  
Includes conference T-shirt

**Free for Guests, Chaperones  
and Courtesy Corps**

*\*Optional add-on meals and activities,  
along with all-inclusive pricing, will be  
coming soon by October 15, 2023.*

**\$189\* Per Room, Per Night**  
*\*Pay hotel directly, +12.57% tax*

Registration Closes  
**March 1, 2024**  
at 11:59 p.m. MT

**#SKILLSUSAAZ**

## OVERNIGHT STUDENT TRAVEL



SITE: CHS CLUB/GROUP: Skills USA  
DESTINATION CITY & STATE: Phoenix, AZ  
# OF STUDENTS TRAVELING (MALE/FEMALE): 5 / 5 # OF SCHOOL DAYS MISSED: 3  
EDUCATIONAL PURPOSE OF TRIP (FILL IN BELOW, DO NOT ATTACH): AZ Skills-USA State Conference

**\*\*Once travel is approved, all accommodations must be booked through a travel agency or with a purchase order\*\***  
**\*\*Reimbursements for travel are not allowable\*\***

### METHOD OF TRANSPORTATION (CHECK ONE):

☐ DISTRICT YELLOW BUS ☒ DISTRICT MINIBUS ☐ COMMERCIAL BUS ☐ OTHER: \_\_\_\_\_

**\*\*Final Airline carrier information, including flight itinerary (number and times) must be submitted to the superintendent prior to the travel date\*\***

DESCRIBE GROUND TRANSPORTATION UPON ARRIVAL AT DESTINATION: N/A  
LODGING NAME: Hyatt Regency Phoenix PHONE #: 602-432-4098  
ADDRESS: 122 N 2nd St Phoenix, AZ 85004

### **\*\*EXPENSES\*\***

COMPLETE ALL FIELDS  
These number should be maximum estimates.

TOTAL AIRFARE/TRANSPORTATION: N/A TOTAL HOTEL: \$800 TOTAL MEALS: N/A  
TOTAL GROUND TRANSPORTATION: N/A TOTAL REGISTRATION: \$165 OTHER: N/A  
TOTAL TRIP COST: \$965

### TRAVEL FINANCED BY: (CHECK ALL THAT APPLY)

☐ FUNDRAISER ☐ DONATION ☐ TAX CREDIT ☐ M&O ☒ OTHER CTE State Grant

AMOUNT PAID BY THE STUDENT: \$40

WILL STUDENT BE DENIED DUE TO LACK OF FUNDS? EXPLAIN: No

SPONSOR NAME: Marie Bresse PHONE #: 520-205-8327

EMERGENCY CONTACT INFORMATION: Wyatt Carpenter 520-280-5106

**Students:** List the names of each student traveling. If this information is not available, submit a tentative list of names. The final lists of students must be submitted to the superintendent two week prior to the trip. TBD is not acceptable.

LIST ALL POSSIBLE STUDENT TRAVELERS:

[illegible]

**Chaperones:** Chaperones must either be a CUSD staff member or approved through Human Resources. A ratio of 1 chaperone to every 10 students is required. if both male and female students are traveling, then both male and female chaperones are required. All chaperones must be at least 21 years of age.

LIST ALL CHAPERONES:

Marie Bresee

FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)

SPONSOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINCIPAL'S SIGNATURE:  DATE: 1/31/24

ATHLETIC DIR.'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERINTENDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\*FOR DISTRICT USE ONLY\*\***

GOVERNING BOARD APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_ MEETING DATE: \_\_\_\_\_

BUSINESS OFFICE DATE RECEIVED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

## STAFF OVERNIGHT/OUT-OF-STATE TRAVEL

NAME: Marie Bresse  
SITE: CHS  
DATE OF DEPARTURE: March 28 DATE OF RETURN: March 29  
DESTINATION CITY & STATE: Tucson, AZ  
EDUCATIONAL PURPOSE OF TRIP (FILL IN BELOW, DO NOT ATTACH): AZ Skills-USA State Leadership Conference

**\*\*Once travel is approved, all accommodations must be booked through a travel agency or with a purchase order\*\***  
**\*\*Reimbursements for travel are not allowable\*\***

METHOD OF TRANSPORTATION (CHECK ONE):

☐ COMMERCIAL BUS ☐ AIRLINE ☒ OTHER: District White Fleet

**\*\*Final Airline carrier information, including flight itinerary (number and times) must be submitted to the superintendent prior to the travel date\*\***

DESCRIBE GROUND TRANSPORTATION UPON ARRIVAL AT DESTINATION: N/A  
LODGING NAME: Hyatt Regency Phoenix PHONE #: 602-432-4098  
ADDRESS: 122 N 2nd St, Phoenix AZ 85004

### **\*\*EXPENSES\*\***

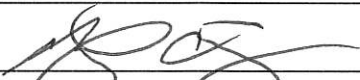
COMPLETE ALL FIELDS  
These numbers should be maximum estimates.

TOTAL AIRFARE/TRANSPORTATION: N/A TOTAL HOTEL: \$200 TOTAL MEALS: N/A  
TOTAL GROUND TRANSPORTATION: N/A TOTAL REGISTRATION: \$55 OTHER: N/A  
MAXIMUM AMOUNT AUTHORIZED FOR PAYMENT OR REIMBURSEMENT: N/A

TRAVEL FINANCED BY: (CHECK ALL THAT APPLY): ☒ GRANT ☐ DONATION ☐ M&O ☐ OTHER: \_\_\_\_\_

HAS REQUESTED TIME OFF BEEN APPROVED IN AESOP OR ON A LEAVE FORM: ☒ YES ☐ NO

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE:  DATE: 1/31/24

**\*\*FOR DISTRICT USE ONLY\*\***

GOVERNING BOARD APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_ MEETING DATE: \_\_\_\_\_

BUSINESS OFFICE DATE RECEIVED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# EMPLOYEE LEAVE FORM

Jennifer Mariscal: (520) 723-2430

[jennifer.mariscal@coolidgeschools.org](mailto:jennifer.mariscal@coolidgeschools.org)



ENGAGE - CHALLENGE - INSPIRE

Employee Name: Marie Breese Date: 01/31/24

**Type of Leave:**

☒ Advanced Leave Request

☐ Notification of Leave Taken

**Work Site:**

☐ District Office

☐ Special Services

☐ Food Services

☐ CAP/CVA

☐ Human Resources

☐ Support Services

☐ CHS

☐ Heartland

☐ Curriculum

☐ Technology

☐ CJHS

☐ West

Date(s) of Leave:	Leave Plan Used:	Hours/Days Absent:
	Sick Leave	
	Personal Leave	
	Vacation Leave	
	Compensation Leave	
	Floating Holiday	
03/28/24	Professional Leave Workshop/Conference: <u>Skills USA State Conference</u> Expense to be paid by (budget code): <u>401-337-2213-6580</u> # Days Away: <u>1</u> # Working Days Away: <u>1</u> District Vehicle: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Sub Needed: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	1 Day
	Bereavement – Please identify your relationship to the deceased:	
	Jury Duty – Must attach document	
	Other	

Employee Signature

Date

[Signature]  
Administrator/Supervisor Signature

1/31/24  
Date

**ADMINISTRATOR/SUPERVISOR USE ONLY**

Administrator/Supervisor Action: ☐ Leave Request Denied

Pay Reduction Required: ☐ YES ☐ NO

Reason for Leave Request Denial/Pay Reduction

Administrator/Supervisor Signature

Date

## Coolidge Unified School District 21

## REQUEST FOR DISTRICT TRANSPORTATION

03/28/24 - 03/29/24

1/31/24

Date for which transportation

Date of this request

Total number persons to be transported 11 Type vehicle requested White FleetDeparture Time 6 : 00 ☒ A.M. ☐ P.M. Return Time 5 : 00 ☐ A.M. ☒ P.M.Departure Point (specific location) CHS Front OfficeDestination Phoenix, AZ Organization or Group Skills - USAPurpose for Travel State ConferenceDriver needed ☐ YES ☒ NO Requested by W. Carpenter Contact# 520-280-5106

Comments \_\_\_\_\_

Disposition of Request: ☒ Approved ☐ Denied -- Reason \_\_\_\_\_Principal's Signature [Signature] Date 1/31/24*for Transportation Department use only*

Date Request received in Transportation Department Office \_\_\_\_\_

Vehicle Assigned \_\_\_\_\_ Driver Assigned (if needed) \_\_\_\_\_

## DRIVER REPORT

Ending odometer \_\_\_\_\_ Beginning Odometer \_\_\_\_\_ Total Miles \_\_\_\_\_

Driver's Signature \_\_\_\_\_ Date \_\_\_\_\_

White - Transportation

Canary - Principal

Pink - File

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:** Other Consent  
Items-3.

**MEETING DATE:**2/14/2024

**AGENDA ITEM:** Approval for overnight travel, release time and expenses for Danielle Tucker, Armando Pisano and 20 CHS students to attend the FCCLA State Leadership Conference in Tucson, AZ, April 1-3, 2024.

**SUBMITTED BY:** Wyatt Carpenter, CTE Director

**RECOMMENDED TO SUPERINTENDENT BY:** Wyatt Carpenter, CTE Director

**APPROVED BY  
SUPERINTENDENT:**



---

**RECOMMENDATION:**

Approval for overnight travel, release time and expenses for Danielle Tucker, Armando Pisano and 20 CHS students to attend the FCCLA State Leadership Conference in Tucson, AZ, April 1-3, 2024.

---

**INFORMATION AND SUPPORTING DATA:**

Students will compete in various competitive events, attend leadership workshops and network with other schools throughout the state.

**PROJECTED COST:**

Total; \$4,260.00

**FUNDING SOURCE:**

CTE State Grant

**TRAVEL (OVERNIGHT FOR STUDENTS; OUT-OF-STATE FOR STAFF):**

Overnight travel for Danielle Tucker, Armando Pisano and 20 students. Roster of students is provided in the travel forms.

13 male students, 7 female students; 1 male staff, 1 female staff.

**ATTACHMENTS:**

Description	Upload Date	Type
FCCLA State Leadership Conference	1/31/2024	Cover Memo

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:**

**MEETING DATE:**

**AGENDA ITEM:**

☒ Consent Agenda      ☐ Action Item      ☐ Discussion      ☐ Information      ☐ Presentation

**SUBMITTED BY:** Wyatt Carpenter

**RECOMMENDED TO SUPERINTENDENT BY:** Wyatt Carpenter

**APPROVED BY SUPERINTENDENT** \_\_\_\_\_

=====

**RECOMMENDATION: FCCLA Students to attend State Leadership Conference.**

=====

**INFORMATION AND SUPPORTING DATA:**

**PROJECTED COST:** \$4,260

**FUNDING SOURCE:** CTE State Grant

**TRAVEL (OVERNIGHT FOR STUDENTS; OUT-OF-STATE FOR STAFF):**

Danelle Tucker  
Armando Pisano

Conference and accommodations will take place at the Westin La Paloma in Tucson.

**Purpose:** Competitive events and state leadership conference events for students.

**DOCUMENTATION ATTACHED:**

Event flyers  
Agenda  
Student Over Night Travel  
Employee Over Night Travel  
Employee Leave Form  
Transportation Request



# 2024 STATE LEADERSHIP CONFERENCE

April 1–3, 2024 at the Westin La Paloma  
3800 E Sunrise Dr.  
Tucson, AZ 85718



The State Leadership Conference provides members with the opportunity to compete in over 30 different events, meet the current State Executive Council and State Officer Candidates, qualify for the National Leadership Conference in Seattle, Washington, network with members across Arizona, and enjoy fun meeting activities.

Contact Andrew Kuntz, State Adviser, at [director@azfccla.org](mailto:director@azfccla.org) or (602) 542-3040 with questions.

**Register by February 25th**

**FCCLA.**  
**ARIZONA**

**REGISTER AT**

[azfccla.org/slc](http://azfccla.org/slc)

## REGISTRATION OPTIONS

**Members - \$100**

**Advisers - \$50**

**Second Event Fee - \$20**

**Optional Meal Prices**

**Breakfast - \$12**

**Lunch - \$15**

**Dinner - \$18**

(pre-registration required)

**Payable To:**

Arizona FCCLA

PO Box 1440

Owasso, OK 74055

**Hotel - \$170 + 12.05% local tax per night**  
payable directly to the  
Westin La Paloma, Tucson

**Overflow Hotel: Westward Look Resort**

245 E Ina Rd, Tucson, AZ 85704

\$159 + 14.55% tax (\$182.13) per night



# 2024 STATE LEADERSHIP CONFERENCE



## CONFERENCE SCHEDULE

### Monday, April 1

7:00 a.m. –5:00 p.m.	Registration
7:00–8:30 a.m.	Breakfast (pre-register)
11:00–11:45 a.m.	Room Consultants Orientation
12:00–1:30 p.m.	Lunch (pre-register)
12:00–12:45 p.m.	Lead Consultants & Evaluators Orientation
12:30–1:00 p.m.	Competitive Events Check-In
1:00–4:45 p.m.	Workshops - 2 Every hour
1:00–5:00 p.m.	FCCLA EXPO & Leaders Lounge
1:00–6:00 p.m.	Competitive Events
5:30–7:30 p.m.	Dinner (pre-register)
7:30–9:00 p.m.	General Session
10:30 p.m.	Curfew

### Tuesday, April 2

6:30–8:00 a.m.	Breakfast (pre-register)
8:00–9:45 a.m.	Business Session & Candidate Networking
9:00–9:45 a.m.	Room Consultants Orientation
10:00–10:45 a.m.	Lead Consultants & Evaluator Orientation
10:00 a.m.–5:00 p.m.	FCCLA EXPO & Leaders Lounge
10:45–11:15 a.m.	Competitive Events Check-In
11:15 a.m.–7:00 p.m.	Competitive Events
12:00–1:30 p.m.	Lunch (pre-register)
2:00–4:45 p.m.	Workshops - 2 Every Hour
6:00–7:30 p.m.	Dinner (pre-register)
7:30–10:00 p.m.	FCCLA Dance
10:30 p.m.	Curfew

### Wednesday, April 3

6:30–8:00 a.m.	Breakfast (pre-register)
9:00–11:00 a.m.	Awards & Recognition Session

## OVERNIGHT STUDENT TRAVEL



ENGAGE - CHALLENGE - INSPIRE

SITE: CHS CLUB/GROUP: FCCLA  
DESTINATION CITY & STATE: Tucson, AZ  
# OF STUDENTS TRAVELING (MALE/FEMALE): 13 / 7 # OF SCHOOL DAYS MISSED: 3  
EDUCATIONAL PURPOSE OF TRIP (FILL IN BELOW, DO NOT ATTACH): FCCLA State Conference

**\*\*Once travel is approved, all accommodations must be booked through a travel agency or with a purchase order\*\***  
**\*\*Reimbursements for travel are not allowable\*\***

### METHOD OF TRANSPORTATION (CHECK ONE):

☒ DISTRICT YELLOW BUS ☒ DISTRICT MINIBUS ☐ COMMERCIAL BUS ☐ OTHER: \_\_\_\_\_

**\*\*Final Airline carrier information, including flight itinerary (number and times) must be submitted to the superintendent prior to the travel date\*\***

DESCRIBE GROUND TRANSPORTATION UPON ARRIVAL AT DESTINATION: N/A  
LODGING NAME: Westin La Paloma PHONE #: 520-742-6000  
ADDRESS: 3800 E Sunrise Dr, Tucson, AZ 85718

### **\*\*EXPENSES\*\***

COMPLETE ALL FIELDS  
These number should be maximum estimates.

TOTAL AIRFARE/TRANSPORTATION: N/A TOTAL HOTEL: \$2,160 TOTAL MEALS: N/A  
TOTAL GROUND TRANSPORTATION: N/A TOTAL REGISTRATION: \$2,100 OTHER: N/A  
TOTAL TRIP COST: \$4,260

### TRAVEL FINANCED BY: (CHECK ALL THAT APPLY)

☐ FUNDRAISER ☐ DONATION ☐ TAX CREDIT ☐ M&O ☒ OTHER CTE State Grant

AMOUNT PAID BY THE STUDENT: \$40

WILL STUDENT BE DENIED DUE TO LACK OF FUNDS? EXPLAIN: No

SPONSOR NAME: Daneille Tucker PHONE #: 520-252-7683

EMERGENCY CONTACT INFORMATION: Wyatt Carpenter 520-280-5106

**Students:** List the names of each student traveling. If this information is not available, submit a tentative list of names. The final lists of students must be submitted to the superintendent two week prior to the trip. TBD is not acceptable.

LIST ALL POSSIBLE STUDENT TRAVELERS:

FULL NAME:	Brooke Newton	SITE:	CHS
FULL NAME:	Maya Pineda	SITE:	CHS
FULL NAME:	Marina Ramirez	SITE:	CHS
FULL NAME:	Maya Pineda	SITE:	CHS
FULL NAME:	Molly Tucker	SITE:	CHS
FULL NAME:	Ashley Carmona	SITE:	CHS
FULL NAME:	Aziah Sipone	SITE:	CHS
FULL NAME:	Tianna Hall	SITE:	CHS
FULL NAME:	Camila Rabago	SITE:	CHS
FULL NAME:	Amaya Sommer	SITE:	CHS
FULL NAME:	Diego Carmona	SITE:	CHS
FULL NAME:	Antonio Carrola	SITE:	CHS
FULL NAME:	Michael Redondo	SITE:	CHS
FULL NAME:	Delilah Cleghorn	SITE:	CHS
FULL NAME:	Zion Givens	SITE:	CHS
FULL NAME:	Eduardo Perez	SITE:	CHS
FULL NAME:	Baylon Mercy	SITE:	CHS
FULL NAME:	Athena Ticsareno	SITE:	CHS
FULL NAME:	Hugo Peralta	SITE:	CHS
FULL NAME:	Sophia Lapaglia-Pisano	SITE:	CHS
FULL NAME:		SITE:	CHS
FULL NAME:		SITE:	CHS
FULL NAME:		SITE:	CHS
FULL NAME:		SITE:	CHS
FULL NAME:		SITE:	CHS

**Chaperones:** Chaperones must either be a CUSD staff member or approved through Human Resources. A ratio of 1 chaperone to every 10 students is required. If both male and female students are traveling, then both male and female chaperones are required. All chaperones must be at least 21 years of age.

LIST ALL CHAPERONES:

FULL NAME: Danielle Tucker STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: Armando Pisano STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: Danielle \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)

SPONSOR'S SIGNATURE: [Signature] DATE: 11/31/24  
PRINCIPAL'S SIGNATURE: [Signature] DATE: 1/31/24  
ATHLETIC DIR.'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_  
SUPERINTENDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\*FOR DISTRICT USE ONLY\*\***

GOVERNING BOARD APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_ MEETING DATE: \_\_\_\_\_  
BUSINESS OFFICE DATE RECEIVED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

## STAFF OVERNIGHT/OUT-OF-STATE TRAVEL

NAME: Armando Pisano  
SITE: CHS  
DATE OF DEPARTURE: April 1st DATE OF RETURN: April 3rd  
DESTINATION CITY & STATE: Tucson, AZ  
EDUCATIONAL PURPOSE OF TRIP (FILL IN BELOW, DO NOT ATTACH): FCCLA State Leadership Conference

**\*\*Once travel is approved, all accommodations must be booked through a travel agency or with a purchase order\*\***  
**\*\*Reimbursements for travel are not allowable\*\***

### METHOD OF TRANSPORTATION (CHECK ONE):

☐ COMMERCIAL BUS ☐ AIRLINE ☒ OTHER: District White Fleet

**\*\*Final Airline carrier information, including flight itinerary (number and times) must be submitted to the superintendent prior to the travel date\*\***

DESCRIBE GROUND TRANSPORTATION UPON ARRIVAL AT DESTINATION: N/A

LODGING NAME: Westin La Paloma PHONE #: 520-742-6000

ADDRESS: 3800 E Sunrise Dr, Tucson AZ 85718

### **\*\*EXPENSES\*\***

COMPLETE ALL FIELDS  
These number should be maximum estimates.

TOTAL AIRFARE/TRANSPORTATION: N/A TOTAL HOTEL: \$340 TOTAL MEALS: N/A

TOTAL GROUND TRANSPORTATION: N/A TOTAL REGISTRATION: \$50 OTHER: N/A

MAXIMUM AMOUNT AUTHORIZED FOR PAYMENT OR REIMBURSEMENT: N/A

TRAVEL FINANCED BY: (CHECK ALL THAT APPLY): ☒ GRANT ☐ DONATION ☐ M&O ☐ OTHER: \_\_\_\_\_

HAS REQUESTED TIME OFF BEEN APPROVED IN AESOP OR ON A LEAVE FORM: ☒ YES ☐ NO

EMPLOYEE SIGNATURE: [Signature] DATE: 1/31/24

SUPERVISOR'S SIGNATURE: [Signature] DATE: 1/31/24

### **\*\*FOR DISTRICT USE ONLY\*\***

GOVERNING BOARD APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_ MEETING DATE: \_\_\_\_\_

BUSINESS OFFICE DATE RECEIVED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# EMPLOYEE LEAVE FORM

Jennifer Mariscal: (520) 723-2430  
[jennifer.mariscal@coolidgeschools.org](mailto:jennifer.mariscal@coolidgeschools.org)



Employee Name: Armando Pisano Date: 01/31/24

**Type of Leave:**

**Work Site:**

☒ Advanced Leave Request

☐ Notification of Leave Taken

☐ District Office

☐ Special Services

☐ Food Services

☐ CAP/CVA

☐ Human Resources

☐ Support Services

☐ CHS

☐ Heartland

☐ Curriculum

☐ Technology

☐ CJHS

☐ West

Date(s) of Leave:	Leave Plan Used:	Hours/Days Absent:
	Sick Leave	
	Personal Leave	
	Vacation Leave	
	Compensation Leave	
	Floating Holiday	
04/1/24 - 04/03/24	Professional Leave Workshop/Conference: <u>FCCLA State Conference</u> Expense to be paid by (budget code): <u>401-320-2213-6580</u> # Days Away: <u>3</u> # Working Days Away: <u>3</u> District Vehicle: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Sub Needed: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	3 Full Days
	Bereavement – Please identify your relationship to the deceased:	
	Jury Duty – Must attach document	
	Other	

Employee Signature [Signature] Date 1/31/24 Administrator/Supervisor Signature [Signature] Date 1/31/24

## ADMINISTRATOR/SUPERVISOR USE ONLY

Administrator/Supervisor Action: ☐ Leave Request Denied

Pay Reduction Required: ☐ YES ☐ NO

Reason for Leave Request Denial/Pay Reduction

Administrator/Supervisor Signature

Date

## STAFF OVERNIGHT/OUT-OF-STATE TRAVEL



ENGAGE - CHALLENGE - INSPIRE

NAME: Danielle Tucker  
SITE: CHS  
DATE OF DEPARTURE: April 1st DATE OF RETURN: April 3rd  
DESTINATION CITY & STATE: Tucson, AZ  
EDUCATIONAL PURPOSE OF TRIP (FILL IN BELOW, DO NOT ATTACH): FCCLA State Leadership Conference

**\*\*Once travel is approved, all accommodations must be booked through a travel agency or with a purchase order\*\***  
**\*\*Reimbursements for travel are not allowable\*\***

METHOD OF TRANSPORTATION (CHECK ONE):

☐ COMMERCIAL BUS ☐ AIRLINE ☒ OTHER: District White Fleet

**\*\*Final Airline carrier information, including flight itinerary (number and times) must be submitted to the superintendent prior to the travel date\*\***

DESCRIBE GROUND TRANSPORTATION UPON ARRIVAL AT DESTINATION: N/A  
LODGING NAME: Westin La Paloma PHONE #: 520-742-6000  
ADDRESS: 3800 E Sunrise Dr, Tucson AZ 85718

### **\*\*EXPENSES\*\***

COMPLETE ALL FIELDS  
These number should be maximum estimates.

TOTAL AIRFARE/TRANSPORTATION: N/A TOTAL HOTEL: \$340 TOTAL MEALS: N/A  
TOTAL GROUND TRANSPORTATION: N/A TOTAL REGISTRATION: \$50 OTHER: N/A  
MAXIMUM AMOUNT AUTHORIZED FOR PAYMENT OR REIMBURSEMENT: N/A

TRAVEL FINANCED BY: (CHECK ALL THAT APPLY): ☒ GRANT ☐ DONATION ☐ M&O ☐ OTHER: \_\_\_\_\_

HAS REQUESTED TIME OFF BEEN APPROVED IN AESOP OR ON A LEAVE FORM: ☒ YES ☐ NO

EMPLOYEE SIGNATURE: Danielle Tucker DATE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: [Signature] DATE: 1/31/24

**\*\*FOR DISTRICT USE ONLY\*\***

GOVERNING BOARD APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_ MEETING DATE: \_\_\_\_\_

BUSINESS OFFICE DATE RECEIVED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# EMPLOYEE LEAVE FORM

Jennifer Mariscal: (520) 723-2430

[jennifer.mariscal@coolidgeschools.org](mailto:jennifer.mariscal@coolidgeschools.org)



ENGAGE - CHALLENGE - INSPIRE

Employee Name: Danielle Tucker Date: 01/31/24

Type of Leave:

☒ Advanced Leave Request

☐ Notification of Leave Taken

Work Site:

☐ District Office

☐ Special Services

☐ Food Services

☐ CAP/CVA

☐ Human Resources

☐ Support Services

☐ CHS

☐ Heartland

☐ Curriculum

☐ Technology

☐ CJHS

☐ West

Date(s) of Leave:	Leave Plan Used:	Hours/Days Absent:
	Sick Leave	
	Personal Leave	
	Vacation Leave	
	Compensation Leave	
	Floating Holiday	
04/1/24 - 04/03/24	Professional Leave Workshop/Conference: <u>FCCLA State Conference</u> Expense to be paid by (budget code): <u>401-325-2213-6580</u> # Days Away: <u>3</u> # Working Days Away: <u>3</u> District Vehicle: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Sub Needed: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	3 Full Days
	Bereavement – Please identify your relationship to the deceased:	
	Jury Duty – Must attach document	
	Other	

Danielle Tucker 1/31/24  
Employee Signature Date

[Signature] 1/31/24  
Administrator/Supervisor Signature Date

## ADMINISTRATOR/SUPERVISOR USE ONLY

Administrator/Supervisor Action: ☐ Leave Request Denied

Pay Reduction Required: ☐ YES ☐ NO

Reason for Leave Request Denial/Pay Reduction

Administrator/Supervisor Signature

Date

## REQUEST FOR DISTRICT TRANSPORTATION

04/11/24 - 04/30/24

1/31/24

Date for which transportation

Date of this request

Total number persons to be transported 22 Type vehicle requested Yellow BusDeparture Time 7:20 ☒ A.M. ☐ P.M.Return Time 5:00 ☐ A.M. ☒ P.M.Departure Point (specific location) CHS 500 WingDestination Tucson, AZOrganization or Group ECCLAPurpose for Travel State ConferenceDriver needed ☒ YES ☐ NO Requested by W. CarpenterContact # 520-280-5106Comments Driver does not need to stay with the group. Drop off and pick-up only.Disposition of Request: ☒ Approved ☐ Denied -- Reason \_\_\_\_\_Principal's Signature [Signature]Date: 1/31/24*for Transportation Department use only*

Date Request Received in Transportation Department Office \_\_\_\_\_

Vehicle Assigned \_\_\_\_\_ Driver Assigned (if needed) \_\_\_\_\_

**DRIVER REPORT**

BEGINNING ODOMETER \_\_\_\_\_ ENDING ODOMETER \_\_\_\_\_ Total Miles \_\_\_\_\_

Driver's Signature \_\_\_\_\_ Date \_\_\_\_\_

White - Transportation

Canary - Principal

Pink - File

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:** Other Consent  
Items-4.

**MEETING DATE:**2/14/2024

**AGENDA ITEM:** Approval for overnight travel, release time and expenses for Nicole Schmitt, and 10 CHS students to attend the FBLA State Leadership Conference in Tucson, AZ, April 8-10, 2024.

**SUBMITTED BY:** Wyatt Carpenter, CTE Director

**RECOMMENDED TO SUPERINTENDENT BY:** Wyatt Carpenter, CTE Director

**APPROVED BY  
SUPERINTENDENT:**



---

**RECOMMENDATION:**

Approval for overnight travel, release time and expenses for Nicole Schmitt, and 10 CHS students to attend the FBLA State Leadership Conference in Tucson, AZ, April 8-10, 2024.

---

**INFORMATION AND SUPPORTING DATA:**

The FBLA State Leadership Conference provides an opportunity for students in the Business classes to attend leadership training and compete in individual and team events.

**PROJECTED COST:**

Total; \$3110.00

**FUNDING SOURCE:**

CTE State Grant

**TRAVEL (OVERNIGHT FOR STUDENTS; OUT-OF-STATE FOR STAFF):**

Overnight travel for 5 male students, 5 female students; 1 female staff.

See attached items with students names.

**ATTACHMENTS:**

Description	Upload Date	Type
FBLA State Leadership Conference	1/31/2024	Cover Memo

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:**

**MEETING DATE:**

**AGENDA ITEM:**

☒ Consent Agenda      ☐ Action Item      ☐ Discussion      ☐ Information      ☐ Presentation

**SUBMITTED BY:** Wyatt Carpenter

**RECOMMENDED TO SUPERINTENDENT BY:** Wyatt Carpenter

**APPROVED BY SUPERINTENDENT** \_\_\_\_\_

=====

**RECOMMENDATION: FBLA Students to attend State Leadership Conference.**

=====

**INFORMATION AND SUPPORTING DATA:**

**PROJECTED COST:** \$3,110

**FUNDING SOURCE:** CTE State Grant

**TRAVEL (OVERNIGHT FOR STUDENTS; OUT-OF-STATE FOR STAFF):**

Nicole Schmitt

Conference and accommodations will take place at the Westin La Paloma in Tucson.

**Purpose:** Competitive events and state leadership conference events for students.

**DOCUMENTATION ATTACHED:**

Event flyers

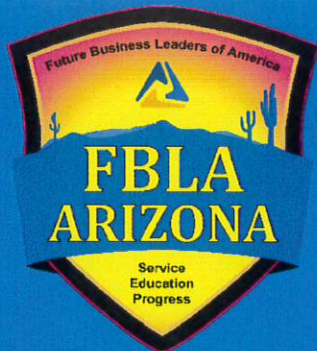
Agenda

Student Over Night Travel

Employee Over Night Travel

Employee Leave Form

Transportation Request



# FBLA Arizona State Leadership Conference

**(All Inclusive)**

**April 8-10, 2024**

**Westin La Paloma Resort & Spa**

**3800 E Sunrise Drive**

**Tucson, AZ 85718**

## Registration Costs: (All Inclusive)

High School Members	\$155.00
Adviser	\$120.00
Guest/Chaperone	\$80.00

*(Includes Conference Registration, Meals, and T-Shirt)*

*(Meals offered are 2 Breakfast on April 9 and April 10 One Lunch on April 9. Two Dinners on April 8 and April 9)*

## Hotel Information:

### **Westin La Paloma**

*(\$179.29 per room/per night = \$160 plus 12.05% tax)*  
3800 E Sunrise Drive  
Tucson, AZ 85718

### **Westward Look**

*Working on rates now*  
245 E Ina Rd  
Tucson, AZ 85704

### **El Conquistador**

*Working on rates now*  
10000 N Oracle Road  
Tucson, AZ 85704

### **Embassy Suites**

*Working on rates now*  
3110 E Skyline Drive  
Tucson, AZ 85718

### **Sheraton Inn and Suites**

*Working on rates now*  
5151 E Grant Rd  
Tucson, AZ 85718

## Registration Information:

Registration opens February 1, 2024  
Registration closes March 14, 2024

The State Leadership Conference is the premier conference on FBLA Arizona's schedule. Come and network with over 1,900 of your peers around the state while competing in your competitive events for the chance to advance to the National Leadership Conference this summer.

When not competing, take advantage of workshops, the Leadership Gauntlet, and other activities. The week caps off with closing ceremonies, where competitors discover who will represent Arizona at the National Leadership Conference.

## **Conference Agenda**

### Monday, April 8, 2024:

3:00 pm – 6:00 pm:	Conference Registration – Lobby
4:00 pm:	Judge Orientation
6:00 pm:	Adviser Briefing Meeting
5:00 pm - 8:00 pm:	Preliminary Competitions
6:00 pm – 8:00 pm:	Pre-Paid Meal – Taco Bar
9:00 pm:	Opening Session
10:30 pm:	Curfew (Lights Out)

### Tuesday, April 9, 2024:

7:00 am – 9:00 am:	Pre-Paid Breakfast
8:00 am – 7:00 pm:	Competitive Events
9:30 am – 3:00 pm:	Leadership Development Workshops
10:00 am – 11:00 am:	Adviser Meeting
12:00 pm – 2:00 pm:	Pre-Paid Lunch
4:30 pm - 5:30 pm:	Mid-General Awards Session
5:30 pm – 7:00 pm:	Pre-Paid Dinner – Pasta Bar
7:00 pm – 10:00 pm:	Dive in Movie/Name that Tune/FBLA Bingo/Hypnotist Show! Game Night!
10:30 pm:	Curfew (Lights Out)

### Wednesday, April 10, 2024:

7:00 am – 9:00 am	Pre-Paid Breakfast
9:00 am – 12:00 pm:	Closing Awards Session of Excellence
12:00 pm – 12:30 pm:	National Competitors – Advisers of Winners' Meeting

*(All information subject to change)*

**For More Information Contact**

**Missey.Boucher-Goodman@azed.gov or (602) 364-2339**



## OVERNIGHT STUDENT TRAVEL



ENGAGE - CHALLENGE - INSPIRE

SITE: CHS CLUB/GROUP: FBLA  
DESTINATION CITY & STATE: Tucson, AZ  
# OF STUDENTS TRAVELING (MALE/FEMALE): 5 / 5 # OF SCHOOL DAYS MISSED: 3  
EDUCATIONAL PURPOSE OF TRIP (FILL IN BELOW, DO NOT ATTACH): FBLA State Conference

**\*\*Once travel is approved, all accommodations must be booked through a travel agency or with a purchase order\*\***  
**\*\*Reimbursements for travel are not allowable\*\***

### METHOD OF TRANSPORTATION (CHECK ONE):

☐ DISTRICT YELLOW BUS ☒ DISTRICT MINIBUS ☐ COMMERCIAL BUS ☐ OTHER: \_\_\_\_\_

**\*\*Final Airline carrier information, including flight itinerary (number and times) must be submitted to the superintendent prior to the travel date\*\***

DESCRIBE GROUND TRANSPORTATION UPON ARRIVAL AT DESTINATION: N/A  
LODGING NAME: Westin La Paloma PHONE #: 520-742-6000  
ADDRESS: 3800 E Sunrise Dr, Tucson, AZ 85718

### **\*\*EXPENSES\*\***

COMPLETE ALL FIELDS  
These number should be maximum estimates.

TOTAL AIRFARE/TRANSPORTATION: N/A TOTAL HOTEL: \$1,440 TOTAL MEALS: N/A  
TOTAL GROUND TRANSPORTATION: N/A TOTAL REGISTRATION: \$1,670 OTHER: N/A  
TOTAL TRIP COST: \$3,110

### TRAVEL FINANCED BY: (CHECK ALL THAT APPLY)

☐ FUNDRAISER ☐ DONATION ☐ TAX CREDIT ☐ M&O ☒ OTHER CTE State Grant

AMOUNT PAID BY THE STUDENT: \$40

WILL STUDENT BE DENIED DUE TO LACK OF FUNDS? EXPLAIN: No

SPONSOR NAME: Nicole Schmitt PHONE #: 480-223-7310

EMERGENCY CONTACT INFORMATION: Wyatt Carpenter 520-280-5106

**Students:** List the names of each student traveling. If this information is not available, submit a tentative list of names. The final lists of students must be submitted to the superintendent two week prior to the trip. TBD is not acceptable.

LIST ALL POSSIBLE STUDENT TRAVELERS:

[illegible]

**Chaperones:** Chaperones must either be a CUSD staff member or approved through Human Resources. A ratio of 1 chaperone to every 10 students is required. If both male and female students are traveling, then both male and female chaperones are required. All chaperones must be at least 21 years of age.

LIST ALL CHAPERONES:

Nicole Schmitt

FULL NAME: Nicole Schmitt STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)

SPONSOR'S SIGNATURE: Nicole Schmitt DATE: 1/31/24

PRINCIPAL'S SIGNATURE: [Signature] DATE: 1/31/24

ATHLETIC DIR.'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERINTENDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\*FOR DISTRICT USE ONLY\*\***

GOVERNING BOARD APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_ MEETING DATE: \_\_\_\_\_

BUSINESS OFFICE DATE RECEIVED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

## STAFF OVERNIGHT/OUT-OF-STATE TRAVEL



ENGAGE - CHALLENGE - INSPIRE

NAME: Nicole Schmitt  
SITE: CHS  
DATE OF DEPARTURE: April 8th DATE OF RETURN: April 10th  
DESTINATION CITY & STATE: Tucson, AZ  
EDUCATIONAL PURPOSE OF TRIP (FILL IN BELOW, DO NOT ATTACH): FBLA State Leadership Conference

**\*\*Once travel is approved, all accommodations must be booked through a travel agency or with a purchase order\*\***  
**\*\*Reimbursements for travel are not allowable\*\***

METHOD OF TRANSPORTATION (CHECK ONE):

☐ COMMERCIAL BUS ☐ AIRLINE ☒ OTHER: District White Fleet

**\*\*Final Airline carrier information, including flight itinerary (number and times) must be submitted to the superintendent prior to the travel date\*\***

DESCRIBE GROUND TRANSPORTATION UPON ARRIVAL AT DESTINATION: N/A  
LODGING NAME: Westin La Paloma PHONE #: 520-742-6000  
ADDRESS: 3800 E Sunrise Dr, Tucson AZ 85718

### **\*\*EXPENSES\*\***

COMPLETE ALL FIELDS  
These number should be maximum estimates.

TOTAL AIRFARE/TRANSPORTATION: N/A TOTAL HOTEL: \$340 TOTAL MEALS: N/A  
TOTAL GROUND TRANSPORTATION: N/A TOTAL REGISTRATION: \$120 OTHER: N/A  
MAXIMUM AMOUNT AUTHORIZED FOR PAYMENT OR REIMBURSEMENT: N/A

TRAVEL FINANCED BY: (CHECK ALL THAT APPLY): ☒ GRANT ☐ DONATION ☐ M&O ☐ OTHER: \_\_\_\_\_

HAS REQUESTED TIME OFF BEEN APPROVED IN AESOP OR ON A LEAVE FORM: ☒ YES ☐ NO

EMPLOYEE SIGNATURE: [Signature] DATE: 1/31/24

SUPERVISOR'S SIGNATURE: [Signature] DATE: 1/31/24

**\*\*FOR DISTRICT USE ONLY\*\***

GOVERNING BOARD APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_ MEETING DATE: \_\_\_\_\_

BUSINESS OFFICE DATE RECEIVED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# EMPLOYEE LEAVE FORM

Jennifer Mariscal: (520) 723-2430

[jennifer.mariscal@coolidgeschools.org](mailto:jennifer.mariscal@coolidgeschools.org)



ENGAGE - CHALLENGE - INSPIRE

Employee Name: Nicole Schmitt

Date: 01/31/24

**Type of Leave:**

☒ Advanced Leave Request

☐ Notification of Leave Taken

**Work Site:**

☐ District Office

☐ Special Services

☐ Food Services

☐ CAP/CVA

☐ Human Resources

☐ Support Services

☐ CHS

☐ Heartland

☐ Curriculum

☐ Technology

☐ CJHS

☐ West

Date(s) of Leave:	Leave Plan Used:	Hours/Days Absent:
	Sick Leave	
	Personal Leave	
	Vacation Leave	
	Compensation Leave	
	Floating Holiday	
04/08/24 - 04/10/24 <i>no school</i>	Professional Leave Workshop/Conference: <u>FBLA State Conference</u> Expense to be paid by (budget code): <u>401-313-2213-6580</u> # Days Away: <u>3</u> # Working Days Away: <u>3</u> District Vehicle: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Sub Needed: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	3 Full Days
	Bereavement – Please identify your relationship to the deceased:	
	Jury Duty – Must attach document	
	Other	

*Nicole Schmitt*  
Employee Signature

1/31/24  
Date

*[Signature]*  
Administrator/Supervisor Signature

1/31/24  
Date

## ADMINISTRATOR/SUPERVISOR USE ONLY

Administrator/Supervisor Action: ☐ Leave Request Denied

Pay Reduction Required: ☐ YES ☐ NO

Reason for Leave Request Denial/Pay Reduction

Administrator/Supervisor Signature

Date

**Coolidge Unified School District 21**  
REQUEST FOR DISTRICT TRANSPORTATION

04/8/24 - 04/10/24

Date for which transportation

Date of this request

Total number persons to be transported 11 Type vehicle requested White FleetDeparture Time 6:00 ☒ A.M. ☐ P.M. Return Time 5:00 ☐ A.M. ☒ P.M.Departure Point (specific location) CHS Front OfficeDestination Tucson, AZ Organization or Group FBLAPurpose for Travel State ConferenceDriver needed ☐ YES ☒ NO Requested by W Carpenter Contact# 520-280-5106

Comments \_\_\_\_\_

Disposition of Request: ☒ Approved ☐ Denied -- Reason \_\_\_\_\_Principal's Signature [Signature] Date 4/31/24*for Transportation Department use only*

Date Request received in Transportation Department Office \_\_\_\_\_

Vehicle Assigned \_\_\_\_\_ Driver Assigned (if needed) \_\_\_\_\_

**DRIVER REPORT**

Ending odometer \_\_\_\_\_ Beginning Odometer \_\_\_\_\_ Total Miles \_\_\_\_\_

Driver's Signature \_\_\_\_\_ Date \_\_\_\_\_

White - Transportation

Canary - Principal

Pink - File

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:** Other Consent  
Items-5.

**MEETING DATE:**2/14/2024

**AGENDA ITEM:** Approval of expenses and overnight travel for Dan McWilliams, Director of Plant Operations, Kelly Shields, Lead Driver/Dispatch, Sylvia Molina, Lead Driver, and Rhonda Mitchell, Bus Driver to attend the Transportation Administrators of Arizona (TAA) 2024 Summer Conference in Flagstaff, AZ, June 17-20, 2024.

**SUBMITTED BY:** Dan McWilliams, Director of Plant Operations

**RECOMMENDED TO SUPERINTENDENT BY:** Dan McWilliams, Director of Plant Operations

**APPROVED BY SUPERINTENDENT:**



---

**RECOMMENDATION:**

Approval of expenses and overnight travel for Dan McWilliams, Director of Plant Operations, Kelly Shields, Lead Driver/Dispatch, Sylvia Molina, Lead Driver, and Rhonda Mitchell, Bus Driver to attend the Transportation Administrators of Arizona (TAA) 2024 Summer Conference in Flagstaff, AZ, June 17-20, 2024.

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**INFORMATION AND SUPPORTING DATA:**

TAA is to provide opportunities for members to exchange ideas, techniques, and share in solutions to common challenges and concerns. To encourage development of current and future student transportation professionals. To provide information about the latest products and services. To provide assistance and consultation among members through the organization's membership list.

**PROJECTED COST:**

Total: ~\$4,460.00 ; Registration ~\$1,660.00; Hotel  
~\$1980.00; Meals ~\$820.00

**FUNDING SOURCE:**

M & O - Plant Operations

**TRAVEL (OVERNIGHT FOR STUDENTS; OUT-OF-STATE FOR STAFF):**

Expenses and Overnight travel for Dan McWilliams, Director of Plant Operations, Kelly Shields, Lead Driver/Dispatch, Sylvia Molina, Lead Driver, and Rhonda Mitchell, Bus Driver. Overnight stay will be held at Little American Hotel. Dan will be there two nights and the other three staff members will be there 3 nights. Hotel had a special rate for the conference, but won't give written confirmation of that price until after registration.

**ATTACHMENTS:**

Description	Upload Date	Type
TAA Annual Conference Travel Forms	2/6/2024	Cover Memo

**STAFF OVERNIGHT/OUT-OF-STATE  
TRAVEL**



NAME: Dan McWilliams

SITE: Plant Operations

DATE OF DEPARTURE: June 18th, 2024 DATE OF RETURN: June 20th, 2024

DESTINATION CITY & STATE: Flagstaff, Arizona

EDUCATIONAL PURPOSE OF TRIP (FILL IN BELOW, DO NOT ATTACH): TAA Annual Conference

\*\*Once travel is approved, all accommodations must be booked through a travel agency or with a purchase order\*\*  
\*\*Reimbursements for travel are not allowable\*\*

METHOD OF TRANSPORTATION (CHECK ONE):

☐ COMMERCIAL BUS ☐ AIRLINE ☒ OTHER: District Vehicle

\*\*Final Airline carrier information, including flight itinerary (number and times) must be submitted to the superintendent prior to the travel date\*\*

DESCRIBE GROUND TRANSPORTATION UPON ARRIVAL AT DESTINATION: \_\_\_\_\_

LODGING NAME: Little America PHONE #: 928-779-7900

ADDRESS: 2515 E Butler Ave, Flagstaff, AZ 86004

**\*\*EXPENSES\*\***  
COMPLETE ALL FIELDS  
These numbers should be maximum estimates.

TOTAL AIRFARE/TRANSPORTATION: N/A TOTAL HOTEL: ~\$360 TOTAL MEALS: ~\$157.00

TOTAL GROUND TRANSPORTATION: N/A TOTAL REGISTRATION \$415 OTHER: \_\_\_\_\_

MAXIMUM AMOUNT AUTHORIZED FOR PAYMENT OR REIMBURSEMENT: ~\$157

TRAVEL FINANCED BY: (CHECK ALL THAT APPLY): ☐ GRANT ☐ DONATION ☐ M&O ☒ OTHER: Plant Ops Acct.

HAS REQUESTED TIME OFF BEEN APPROVED IN AESOP OR ON A LEAVE FORM: ☐ YES ☐ NO

EMPLOYEE SIGNATURE: D. McWilliams DATE: 2/6/24

SUPERVISOR'S SIGNATURE: [Signature] DATE: 2/6/24

\*\*FOR DISTRICT USE ONLY\*\*  
GOVERNING BOARD APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_ MEETING DATE: 2/14/24

BUSINESS OFFICE DATE RECEIVED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

## EMPLOYEE LEAVE FORM

Jennifer Mariscal: (520) 723-2430  
jennifer.mariscal@coolidgeschools.org



ENGAGE - CHALLENGE - INSPIRE

Employee Name: Dan McWilliams

Date: 2/6/2024

Type of Leave:

Work Site:

☐ Advanced Leave Request

☐ District Office

☐ Human Resources

☐ Curriculum

☐ Special Services

☒ Support Services

☐ Technology

☐ Notification of Leave Taken

☐ Food Services

☐ CHS

☐ CJHS

☐ CAP/CVA

☐ Heartland

☐ West

Date(s) of Leave:	Leave Plan Used:	Hours/Days Absent:
	Sick Leave	
	Personal Leave	
	Vacation Leave	
	Compensation Leave	
	Floating Holiday	
6/18-6/20	Professional Leave Workshop/Conference: <u>TAA Annual Conference</u> Expense to be paid by (budget code): <u>Plant Ops Acct</u> # Days Away: <u>3</u> # Working Days Away: <u>3</u> District Vehicle: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Sub Needed: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	30 Hours
	Bereavement – Please identify your relationship to the deceased:	
	Jury Duty – Must attach document	
	Other	

D McWilliams  
Employee Signature

2/6/24  
Date

[Signature]  
Administrator/Supervisor Signature

2/6/24  
Date

### ADMINISTRATOR/SUPERVISOR USE ONLY

Administrator/Supervisor Action: ☐ Leave Request Denied

Pay Reduction Required: ☐ YES ☐ NO

Reason for Leave Request Denial/Pay Reduction

Administrator/Supervisor Signature

Date

**STAFF OVERNIGHT/OUT-OF-STATE  
TRAVEL**



ENGAGE - CHALLENGE - INSPIRE

NAME: Kelly Shields  
SITE: Plant Operations  
DATE OF DEPARTURE: June 17th, 2024 DATE OF RETURN: June 20th, 2024  
DESTINATION CITY & STATE: Flagstaff, Arizona  
EDUCATIONAL PURPOSE OF TRIP (FILL IN BELOW, DO NOT ATTACH): TAA Annual Conference

\*\*Once travel is approved, all accommodations must be booked through a travel agency or with a purchase order\*\*  
\*\*Reimbursements for travel are not allowable\*\*

METHOD OF TRANSPORTATION (CHECK ONE):

☐ COMMERCIAL BUS ☐ AIRLINE ☒ OTHER: District Vehicle

\*\*Final Airline carrier information, including flight itinerary (number and times) must be submitted to the superintendent prior to the travel date\*\*

DESCRIBE GROUND TRANSPORTATION UPON ARRIVAL AT DESTINATION: \_\_\_\_\_

LODGING NAME: Little America PHONE #: 928-779-7900

ADDRESS: 2515 E Butler Ave, Flagstaff, AZ 86004

**\*\*EXPENSES\*\***  
COMPLETE ALL FIELDS  
These numbers should be maximum estimates.

TOTAL AIRFARE/TRANSPORTATION: N/A TOTAL HOTEL: ~\$540 TOTAL MEALS: \$221.00

TOTAL GROUND TRANSPORTATION: N/A TOTAL REGISTRATION: \$415 OTHER: \_\_\_\_\_

MAXIMUM AMOUNT AUTHORIZED FOR PAYMENT OR REIMBURSEMENT: \$221.00

TRAVEL FINANCED BY: (CHECK ALL THAT APPLY): ☐ GRANT ☐ DONATION ☒ M&O ☒ OTHER: Plant Ops Acct.

HAS REQUESTED TIME OFF BEEN APPROVED IN AESOP OR ON A LEAVE FORM: ☐ YES ☐ NO

EMPLOYEE SIGNATURE: Kelly Shields DATE: 2/6/24

SUPERVISOR'S SIGNATURE: D. McWilliam DATE: 2/6/24

\*\*FOR DISTRICT USE ONLY\*\*  
GOVERNING BOARD APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_ MEETING DATE: 2/14/24

BUSINESS OFFICE DATE RECEIVED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

## EMPLOYEE LEAVE FORM

Jennifer Mariscal: (520) 723-2430  
jennifer.mariscal@coolidgeschools.org



ENGAGE - CHALLENGE - INSPIRE

Employee Name: Kelly Shields

Date: 2/6/2024

Type of Leave:

Work Site:

☐ Advanced Leave Request

☐ District Office

☐ Human Resources

☐ Curriculum

☐ Special Services

☒ Support Services

☐ Technology

☐ Notification of Leave Taken

☐ Food Services

☐ CHS

☐ CJHS

☐ CAP/CVA

☐ Heartland

☐ West

Date(s) of Leave:	Leave Plan Used:	Hours/Days Absent:
	Sick Leave	
	Personal Leave	
	Vacation Leave	
	Compensation Leave	
	Floating Holiday	
6/17-6/20	Professional Leave Workshop/Conference: <u>TAA Annual Conference</u> Expense to be paid by (budget code): <u>Plant Ops Acct</u> # Days Away: <u>4</u> # Working Days Away: <u>4</u> District Vehicle: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Sub Needed: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	40 Hours
	Bereavement – Please identify your relationship to the deceased:	
	Jury Duty – Must attach document	
	Other	

Kelly Shields  
Employee Signature

2/6/24  
Date

D. McWilliam  
Administrator/Supervisor Signature

2/6/24  
Date

### ADMINISTRATOR/SUPERVISOR USE ONLY

Administrator/Supervisor Action: ☐ Leave Request Denied

Pay Reduction Required: ☐ YES ☐ NO

Reason for Leave Request Denial/Pay Reduction

Administrator/Supervisor Signature

Date

**STAFF OVERNIGHT/OUT-OF-STATE  
TRAVEL**



ENGAGE - CHALLENGE - INSPIRE

NAME: Sylvia Molina

SITE: Plant Operations

DATE OF DEPARTURE: June 17th, 2024 DATE OF RETURN: June 20th, 2024

DESTINATION CITY & STATE: Flagstaff, Arizona

EDUCATIONAL PURPOSE OF TRIP (FILL IN BELOW, DO NOT ATTACH): TAA Annual Conference

\*\*Once travel is approved, all accommodations must be booked through a travel agency or with a purchase order\*\*  
\*\*Reimbursements for travel are not allowable\*\*

METHOD OF TRANSPORTATION (CHECK ONE):

☐ COMMERCIAL BUS ☐ AIRLINE ☒ OTHER: District Vehicle

\*\*Final Airline carrier information, including flight itinerary (number and times) must be submitted to the superintendent prior to the travel date\*\*

DESCRIBE GROUND TRANSPORTATION UPON ARRIVAL AT DESTINATION: \_\_\_\_\_

LODGING NAME: Little America PHONE #: 928-779-7900

ADDRESS: 2515 E Butler Ave, Flagstaff, AZ 86004

**\*\*EXPENSES\*\***  
COMPLETE ALL FIELDS  
These numbers should be maximum estimates.

TOTAL AIRFARE/TRANSPORTATION: N/A TOTAL HOTEL: ~\$540 TOTAL MEALS: \$221.00

TOTAL GROUND TRANSPORTATION: N/A TOTAL REGISTRATION: \$415 OTHER: \_\_\_\_\_

MAXIMUM AMOUNT AUTHORIZED FOR PAYMENT OR REIMBURSEMENT: \$221.00

TRAVEL FINANCED BY: (CHECK ALL THAT APPLY): ☐ GRANT ☐ DONATION ☒ M&O ☒ OTHER: Plant Ops Acct.

HAS REQUESTED TIME OFF BEEN APPROVED IN AESOP OR ON A LEAVE FORM: ☐ YES ☐ NO

EMPLOYEE SIGNATURE: Sylvia Molina DATE: 02/06/2024

SUPERVISOR'S SIGNATURE: D. McWilliams DATE: 2/6/24

\*\*FOR DISTRICT USE ONLY\*\*  
GOVERNING BOARD APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_ MEETING DATE: 2/14/24

BUSINESS OFFICE DATE RECEIVED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

## EMPLOYEE LEAVE FORM

Jennifer Mariscal: (520) 723-2430  
jennifer.mariscal@coolidgeschools.org



ENGAGE - CHALLENGE - INSPIRE

Employee Name: Sylvia Molina

Date: 2/6/2024

**Type of Leave:**

**Work Site:**

☐ Advanced Leave Request

☐ District Office

☐ Human Resources

☐ Curriculum

☐ Special Services

☒ Support Services

☐ Technology

☐ Notification of Leave Taken

☐ Food Services

☐ CHS

☐ CJHS

☐ CAP/CVA

☐ Heartland

☐ West

Date(s) of Leave:	Leave Plan Used:	Hours/Days Absent:
	Sick Leave	
	Personal Leave	
	Vacation Leave	
	Compensation Leave	
	Floating Holiday	
6/17-6/20	Professional Leave Workshop/Conference: <u>TAA Annual Conference</u> Expense to be paid by (budget code): <u>Plant Ops Acct</u> # Days Away: <u>4</u> # Working Days Away: <u>4</u> District Vehicle: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Sub Needed: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	40 Hours
	Bereavement – Please identify your relationship to the deceased:	
	Jury Duty – Must attach document	
	Other	

Sylvia Molina 2/6/24  
Employee Signature Date

D. McWilliam 2/6/24  
Administrator/Supervisor Signature Date

### ADMINISTRATOR/SUPERVISOR USE ONLY

Administrator/Supervisor Action: ☐ Leave Request Denied

Pay Reduction Required: ☐ YES ☐ NO

Reason for Leave Request Denial/Pay Reduction

Administrator/Supervisor Signature

Date

**STAFF OVERNIGHT/OUT-OF-STATE  
TRAVEL**



ENGAGE - CHALLENGE - INSPIRE

NAME: Rhonda Mitchell  
SITE: Plant Operations  
DATE OF DEPARTURE: June 17th, 2024 DATE OF RETURN: June 20th, 2024  
DESTINATION CITY & STATE: Flagstaff, Arizona  
EDUCATIONAL PURPOSE OF TRIP (FILL IN BELOW, DO NOT ATTACH): TAA Annual Conference

\*\*Once travel is approved, all accommodations must be booked through a travel agency or with a purchase order\*\*  
\*\*Reimbursements for travel are not allowable\*\*

METHOD OF TRANSPORTATION (CHECK ONE):

☐ COMMERCIAL BUS ☐ AIRLINE ☒ OTHER: District Vehicle

\*\*Final Airline carrier information, including flight itinerary (number and times) must be submitted to the superintendent prior to the travel date\*\*

DESCRIBE GROUND TRANSPORTATION UPON ARRIVAL AT DESTINATION: \_\_\_\_\_  
LODGING NAME: Little America PHONE #: 928-779-7900  
ADDRESS: 2515 E Butler Ave, Flagstaff, AZ 86004

**\*\*EXPENSES\*\***  
COMPLETE ALL FIELDS  
These numbers should be maximum estimates.

TOTAL AIRFARE/TRANSPORTATION: N/A TOTAL HOTEL: ~\$540 TOTAL MEALS: \$221.00  
TOTAL GROUND TRANSPORTATION: N/A TOTAL REGISTRATION: \$415 OTHER: \_\_\_\_\_  
MAXIMUM AMOUNT AUTHORIZED FOR PAYMENT OR REIMBURSEMENT: \$221.00

TRAVEL FINANCED BY: (CHECK ALL THAT APPLY): ☐ GRANT ☐ DONATION ☒ M&O ☒ OTHER: Plant Ops Acct.

HAS REQUESTED TIME OFF BEEN APPROVED IN AESOP OR ON A LEAVE FORM: ☐ YES ☐ NO

EMPLOYEE SIGNATURE: Rhonda Mitchell DATE: 2/6/24

SUPERVISOR'S SIGNATURE: D. McWilliam DATE: 2/6/24

\*\*FOR DISTRICT USE ONLY\*\*  
GOVERNING BOARD APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_ MEETING DATE: 2/14/24

BUSINESS OFFICE DATE RECEIVED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

## EMPLOYEE LEAVE FORM

Jennifer Mariscal: (520) 723-2430

[jennifer.mariscal@coolidgeschools.org](mailto:jennifer.mariscal@coolidgeschools.org)



ENGAGE - CHALLENGE - INSPIRE

Employee Name: Rhonda Mitchell

Date: 2/6/24

Type of Leave:

Work Site:

☐ Advanced Leave Request

☐ District Office

☐ Human Resources

☐ Curriculum

☐ Special Services

☐ Support Services

☐ Technology

☐ Notification of Leave Taken

☐ Food Services

☐ CHS

☐ CJHS

☐ CAP/CVA

☐ Heartland

☐ West

Date(s) of Leave:	Leave Plan Used:	Hours/Days Absent:
	Sick Leave	
	Personal Leave	
	Vacation Leave	
	Compensation Leave	
	Floating Holiday	
6/17 to 6/20/24	Professional Leave Workshop/Conference: <u>TAA Annual Conference</u> Expense to be paid by (budget code): <u>Plant Ops Acct</u> # Days Away: <u>4</u> # Working Days Away: <u>4</u> District Vehicle: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Sub Needed: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	4 Days
	Bereavement – Please identify your relationship to the deceased:	
	Jury Duty – Must attach document	
	Other	

Rhonda Mitchell 2/6/24

Employee Signature

Date

D. McWilliam 2/6/24

Administrator/Supervisor Signature

Date

### ADMINISTRATOR/SUPERVISOR USE ONLY

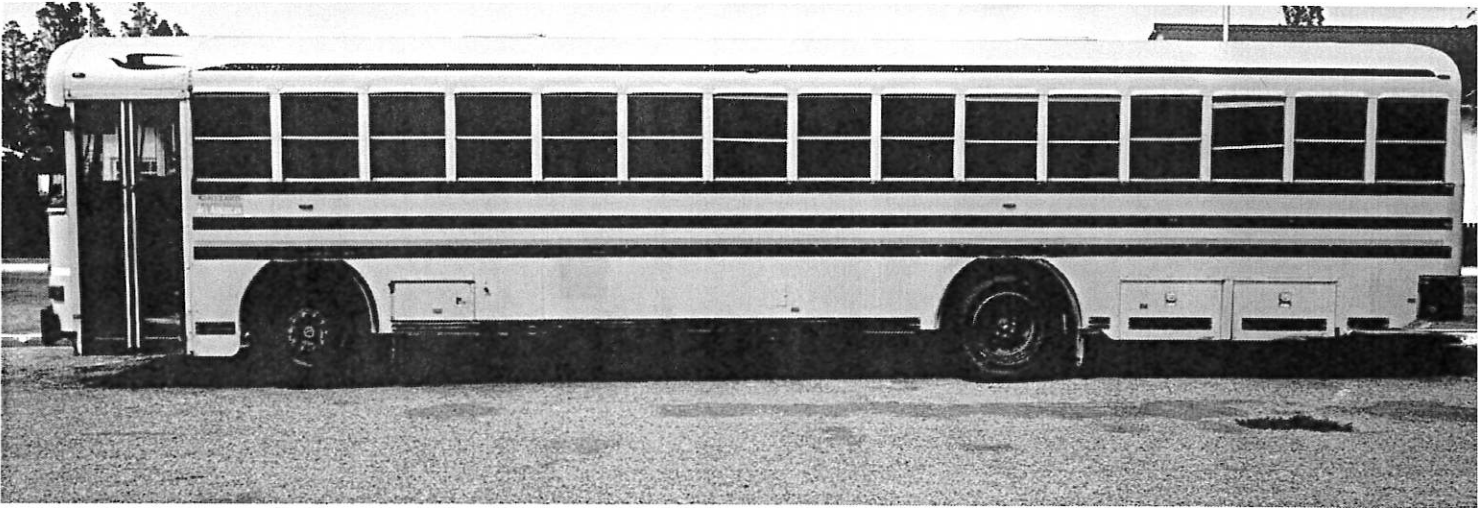
Administrator/Supervisor Action: ☐ Leave Request Denied

Pay Reduction Required: ☐ YES ☐ NO

Reason for Leave Request Denial/Pay Reduction

Administrator/Supervisor Signature

Date



TAA Annual Conference

Monday, 17 June 2024 3:00 PM - Thursday, 20 June 2024 11:30 AM MST  
2515 E Butler Ave, Flagstaff, AZ, 86004, United States

[Register Now](#)

132232732

DAYSHOURSMINUTESSECONDS

Registration

Not on sale yet  
"Same Day" Conference - \$510.00  
Not on sale until 06/16/2024

0

Includes same day registration, annual dues of \$50, \$440 conference, \$20 processing fee

Not on sale yet  
"Same day" vendor show - \$205.00  
Not on sale until 06/16/2024

0

Includes \$50 membership dues, \$140 trade show entrance, \$15 processing fee

Membership and Annual Conference (Early Bird Pricing) - \$415.00

Sales end on 03/31/2024

0

Ticket price includes \$50 annual membership dues, \$350 early bird conference registration, \$15 processing fee

Not on sale yet

Regular Annual Conference Registration - \$455.00

Not on sale until 03/31/2024

0

Regular Annual Conference registration: \$50 annual membership, \$390, conference, \$15 processing fee

Not on sale yet

Late Conference Registration - \$482.00

Not on sale until 05/31/2024

0

Price includes \$50 annual membership, \$415 annual conference, \$17 processing

Wednesday Only - Vendor/Trade Show Attendee - \$175.00

Sales end on 06/20/2024

0

Ticket includes annual membership \$50, Trade Show & Bus Showcase, \$110, processing fee \$15

Annual Conference - Lifetime Member Approval - \$315.00

Sales end on 06/20/2024

0

Annual Conference \$300, processing fee \$15 A lifetime member is any member who meets one of the following criteria: a. has served as President of the Association b. was an active member for 15 years and retired from the field of student transportation c. was an active member for 10 years and served at least one term as a Board member of the Association

Approval This ticket / registration type requires you to submit a request for approval by the organizer

Subtotal \$0.00

Total amount \$0.00

[Register Now](#)

# Event Information

Monday, 17 June 2024 3:00 PM - Thursday, 20 June 2024 11:30 AM MST  
Little America, 2515 E Butler Ave, Flagstaff, AZ, 86004, United States.

Annual Conference for Transportation Administrators of Arizona.  
Join us in the cool pines of Flagstaff for our annual conference and trade show.

## Cancellation policy


Full refund (minus processing fees) is available through May 31.  
Partial refunds of cancelled registration are as follows:  
June 1 - June 14, cancellation fee is \$100 (plus processing fees)  
No refunds will be issued after June 14th.


## Location


### Little America


2515 E Butler Ave, Flagstaff, AZ, 86004, United States

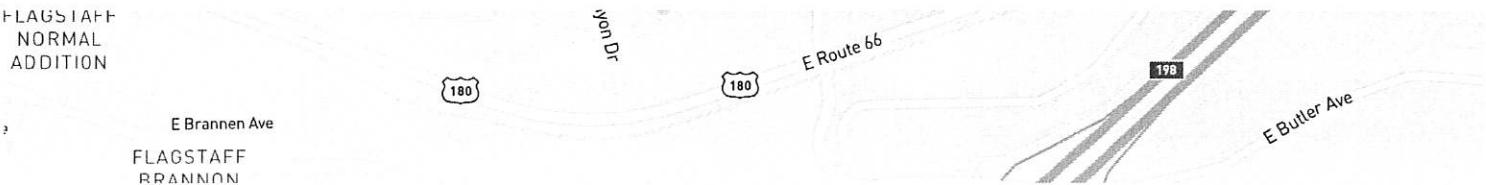
#### GETTING THERE

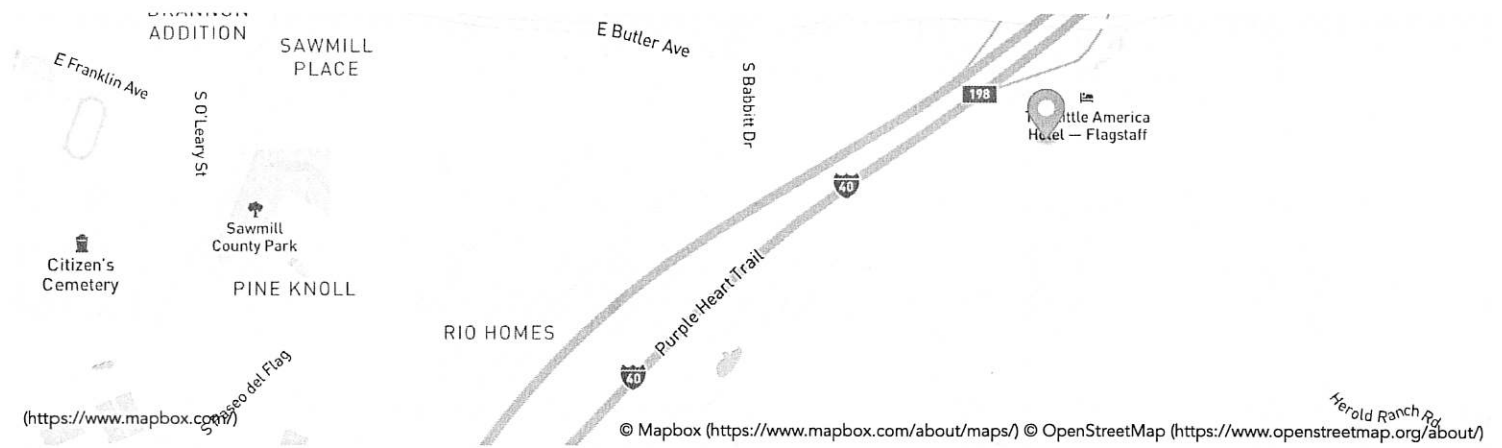
 (<https://maps.google.com?saddr=Current+Location&daddr=2515 E Butler Ave, Flagstaff, AZ, 86004, United States &driving>)

 (<https://maps.google.com?saddr=Current+Location&dirflg=w&daddr=2515 E Butler Ave, Flagstaff, AZ, 86004, United States>)

 (<https://maps.google.com?saddr=Current+Location&dirflg=r&daddr=2515 E Butler Ave, Flagstaff, AZ, 86004, United States &mode=transit>)

 (<https://maps.google.com?saddr=Current+Location&dirflg=b&daddr=2515 E Butler Ave, Flagstaff, AZ, 86004, United States &mode=bicycling>)





## About the organizer

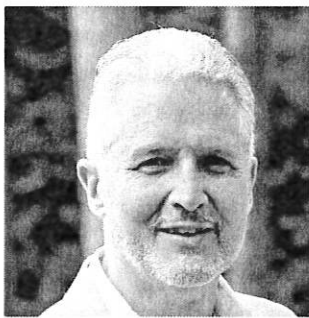
Transportation Administrators of Arizona



(<https://www.facebook.com/taaonline>)

Contact Organizer

## Speakers



Jesus Villajermosa

Safety Speaker

Crisis Reality Training

## Sponsors



## Sessions

Filter by se

Enter a keyword

MON	TUE	WED	THU
17	18	19	20

### Sessions on Jun 17, 2024

08:00 AM      Leadership in Training - Train the Trainer  
08:00 AM - 03:00 PM      Little America Convention Center      Trust

03:00 PM      Registration and Check In  
03:00 PM - 06:00 PM      Aggassiz Room      Check In

06:00 PM      Cornhole Tournament and Mixer  
06:00 PM - 10:00 PM      Grand Ballroom      Mixer      Cornhole

## Comments

0 comments

Add a comment...



Sessions

Filter by se

Enter a keyword

MON  
17

TUE  
18

WED  
19

THU  
20

Sessions on Jun 18, 2024

07:00 AM	Breakfast	07:00 AM - 08:30 AM	Grand Ballroom	Breakfast	Food	Meals
07:30 AM	Registration and Check In	07:30 AM - 08:00 AM	Aggassiz	Check In		
08:00 AM	Opening Ceremonies	08:00 AM - 08:30 AM	Grand Ballroom	Opening Ceremony		
08:45 AM	Morning Sessions	08:45 AM - 11:30 AM	TBD			
11:30 AM	Lunch	11:30 AM - 01:00 PM	Great Ballroom			
01:00 PM	Afternoon Sessions	01:00 PM - 04:00 PM	TBD			
04:15 PM	Pete Perkins Memorial Volleyball Game	04:15 PM - 05:30 PM	Volleyball Court at Little America			
	Transportation Bingo	04:15 PM - 05:30 PM	Flagstaff Room			

06:30  
PM

## Evening Event and Dinner

06:30 PM - 10:00 PM    TBD

## Comments

0 comments

Add a comment...

Facebook Comments Plugin



Sessions

Filter by session type

Enter a keyword

MON  
17

TUE  
18

WED  
19

THU  
20

Sessions on Jun 19, 2024

06:30 AM	Breakfast	06:30 AM - 08:00 AM	Grand Ballroom	Food	Meals	Breakfast
06:30 AM	Registration and Check In	06:30 AM - 08:30 AM	Aggassiz	Check In		

Comments

0 comments

Add a comment...



Sessions

Filter by session type

Enter a keyword


MON 17

TUE 18

WED 19

THU 20

Sessions on Jun 20, 2024

07:30 AM	Breakfast	07:30 AM - 09:00 AM	Grand Ballroom	Breakfast	Meals	Food
09:15 AM	Personal Safety is Thinking at the Speed of Life - Jesus Villahermosa	09:15 AM - 10:30 AM	Grand Ballroom	Keynote Speaker		
	<div><div></div><div>Jesus Villahermosa Safety Speaker Crisis Reality Training</div></div>					
10:30 AM	Closing Ceremonies	10:30 AM - 11:30 AM	Grand Ballroom	Closing Ceremonies		

Comments

## REQUEST FOR DISTRICT TRANSPORTATION

6/17/24 - 6/20/24

Date for which transportation

2/6/24

Date of this request

Total number persons to be transported 3 Type vehicle requested District carDeparture Time 7 : 00 ☒ A.M. ☐ P.M.Return Time 5 : 00 ☐ A.M. ☒ P.M.Departure Point (specific location) Bus BarnDestination Little America in Flagstaff Organization or Group TAA Annual ConferencePurpose for Travel ConferenceDriver needed ☐ YES ☒ NO Requested by Dan McWilliams Contact # \_\_\_\_\_

Comments \_\_\_\_\_

Disposition of Request: ☐ Approved ☐ Denied -- Reason \_\_\_\_\_Principal's Signature D McWilliams Date: 2/6/24Date Request Received in Transportation Department Office \_\_\_\_\_  
*for Transportation Department use only*

Vehicle Assigned \_\_\_\_\_ Driver Assigned (if needed) \_\_\_\_\_

## DRIVER REPORT

BEGINNING ODOMETER \_\_\_\_\_ ENDING ODOMETER \_\_\_\_\_ Total Miles \_\_\_\_\_

Driver's Signature \_\_\_\_\_ Date \_\_\_\_\_

White - Transportation

Canary - Principal

Pink - File

## REQUEST FOR DISTRICT TRANSPORTATION

6/18/24 - 6/20/24

Date for which transportation

2/6/24

Date of this request

Total number persons to be transported 1 Type vehicle requested District vehicleDeparture Time 7 : 00 ☒ A.M. ☐ P.M.Return Time 5 : 00 ☐ A.M. ☒ P.M.Departure Point (specific location) Bus BarnDestination Little America in Flagstaff Organization or Group TAA Annual ConferencePurpose for Travel ConferenceDriver needed ☐ YES ☒ NO Requested by Dan McWilliams Contact # \_\_\_\_\_

Comments \_\_\_\_\_

Disposition of Request: ☐ Approved ☐ Denied -- Reason \_\_\_\_\_Principal's Signature D McWilliams Date: 2/6/24Date Request Received in Transportation Department Office \_\_\_\_\_  
*for Transportation Department use only*

Vehicle Assigned \_\_\_\_\_ Driver Assigned (if needed) \_\_\_\_\_

## DRIVER REPORT

BEGINNING ODOMETER \_\_\_\_\_ ENDING ODOMETER \_\_\_\_\_ Total Miles \_\_\_\_\_

Driver's Signature \_\_\_\_\_ Date \_\_\_\_\_

White - Transportation

Canary - Principal

Pink - File

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:** Other Consent  
Items-6.

**MEETING DATE:**2/14/2024

**AGENDA ITEM:** Approval of overnight travel and expenses for Coolidge High School Boys Basketball Team to attend State Playoffs in Chinle, February 17-18, 2024.

**SUBMITTED BY:** Clinton White, CHS Athletic Director

**RECOMMENDED TO SUPERINTENDENT BY:** Clinton White, CHS Athletic Director

**APPROVED BY SUPERINTENDENT:**



---

**RECOMMENDATION:**

Approval of overnight travel and expenses for Coolidge High School Boys Basketball Team to attend State Playoffs in Chinle, February 17-18, 2024.

---

**INFORMATION AND SUPPORTING DATA:**

This trip is TBD depending on if the team makes it to the Playoffs

**PROJECTED COST:**  
TBD

**FUNDING SOURCE:**

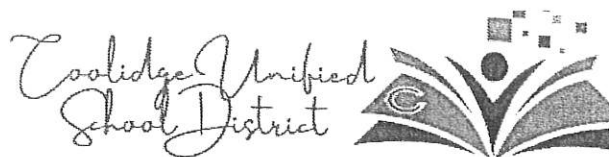
**TRAVEL (OVERNIGHT FOR STUDENTS; OUT-OF-STATE FOR STAFF):**  
15 male students, 6 staff members, 1 volunteer.

See provided list with attending student, staff and volunteer names.

**ATTACHMENTS:**

Description	Upload Date	Type
Boys Basketball Chinle	2/12/2024	Cover Memo

**OVERNIGHT  
STUDENT TRAVEL**



ENGAGE - CHALLENGE - INSPIRE

SITE: Coolidge High School CLUB/GROUP: Boys Basketball  
DESTINATION CITY & STATE: Phoenix, Arizona [Chino]  
# OF STUDENTS TRAVELING (MALE/FEMALE): 15 / \_\_\_\_\_ # OF SCHOOL DAYS MISSED: 0  
DATE OF DEPARTURE: 2/17/24 DATE OF RETURN: 2/18/24  
EDUCATIONAL PURPOSE OF TRIP (FILL IN BELOW, DO NOT ATTACH): State Playoffs

**\*\*Once travel is approved, all accommodations must be booked through a travel agency or with a purchase order\*\***

**\*\*Reimbursements for travel are not allowable\*\***

METHOD OF TRANSPORTATION (CHECK ONE):

☒ DISTRICT YELLOW BUS ☐ DISTRICT MINIBUS ☐ COMMERCIAL BUS ☐ OTHER: \_\_\_\_\_

**\*\*Final Airline carrier information, including flight itinerary (number and times) must be submitted to the superintendent prior to the travel date\*\***

DESCRIBE GROUND TRANSPORTATION UPON ARRIVAL AT DESTINATION: \_\_\_\_\_

LODGING NAME: TBD PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

4 - student rooms  
3 - coaches rooms

**\*\*EXPENSES\*\***  
COMPLETE ALL FIELDS  
These numbers should be maximum estimates.

TOTAL AIRFARE/TRANSPORTATION: 0 TOTAL HOTEL: TBD TOTAL MEALS: TBD

TOTAL GROUND TRANSPORTATION: \_\_\_\_\_ TOTAL REGISTRATION \_\_\_\_\_ OTHER: \_\_\_\_\_

TOTAL TRIP COST: TBD

TRAVEL FINANCED BY: (CHECK ALL THAT APPLY)

☐ FUNDRAISER ☐ DONATION ☐ TAX CREDIT ☐ M&O ☒ OTHER Athletics

AMOUNT PAID BY THE STUDENT: 0

WILL STUDENT BE DENIED DUE TO LACK OF FUNDS? EXPLAIN: No

SPONSOR NAME: Dave Glasgow PHONE #: \_\_\_\_\_

EMERGENCY CONTACT INFORMATION: 520-234-5860

**Students:** List the names of each student traveling. If this information is not available, submit a tentative list of names. The final lists of students must be submitted to the superintendent two week prior to the trip. TBD is not acceptable.

LIST ALL POSSIBLE STUDENT TRAVELERS:

FULL NAME:	Sean miguel	SITE:	CHS
FULL NAME:	Porter Dees	SITE:	Homeschool / CHS
FULL NAME:	Adarius miguel	SITE:	CHS
FULL NAME:	Preston Dees	SITE:	Homeschool / CHS
FULL NAME:	Kelshawn Dixon	SITE:	CHS
FULL NAME:	Tory Gholston	SITE:	Coolidge Alternative Program
FULL NAME:	Jamari Stump	SITE:	CHS
FULL NAME:	Thomas Nelson	SITE:	CHS
FULL NAME:	Andre Dukes	SITE:	CHS
FULL NAME:	Isaiah Slaughter	SITE:	Coolidge Alternative Program
FULL NAME:	Ja'kwan Jordan	SITE:	CHS
FULL NAME:	Sammy Edwards	SITE:	CHS
FULL NAME:	Khamari Duncan	SITE:	CHS
FULL NAME:	Maurice Glass	SITE:	CHS
FULL NAME:	Aidan Duran	SITE:	CHS
FULL NAME:		SITE:	
FULL NAME:		SITE:	
FULL NAME:		SITE:	
FULL NAME:		SITE:	
FULL NAME:		SITE:	
FULL NAME:		SITE:	
FULL NAME:		SITE:	
FULL NAME:		SITE:	
FULL NAME:		SITE:	
FULL NAME:		SITE:	
FULL NAME:		SITE:	

**Chaperones:** Chaperones must either be a CUSD staff member or approved through Human Resources. A ratio of 1 chaperone to every 10 students is required. If both male and female students are traveling, then both male and female chaperones are required. All chaperones must be at least 21 years of age.

LIST ALL CHAPERONES:

FULL NAME: Dave Glasgow STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: Demetrius Lee STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: Nick Hills STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: Zach Miller STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: Jakobe Hubbard STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: Morris Moore STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: Clinton White STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)

SPONSOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINCIPAL'S SIGNATURE: [Signature] DATE: 2/8/24

ATHLETIC DIR.'S SIGNATURE: Clinton White DATE: 2/8/24

SUPERINTENDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\*FOR DISTRICT USE ONLY\*\***

GOVERNING BOARD APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_ MEETING DATE: \_\_\_\_\_

BUSINESS OFFICE DATE RECEIVED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:** Other Consent  
Items-7.

**MEETING DATE:**2/14/2024

**AGENDA ITEM:** Approval of overnight travel and expenses for Coolidge High School Girls Basketball Team to attend State Playoffs in Prescott, February 18-19, 2024.

**SUBMITTED BY:** Clinton White, CHS Athletic Director

**RECOMMENDED TO SUPERINTENDENT BY:** Clinton White, CHS Athletic Director

**APPROVED BY SUPERINTENDENT:**



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**RECOMMENDATION:**

Approval of overnight travel and expenses for Coolidge High School Girls Basketball Team to attend State Playoffs in Prescott, February 18-19, 2024.

---

**INFORMATION AND SUPPORTING DATA:**

This trip is TBD depending on if the team makes it to the Playoffs

**PROJECTED COST:**  
TBD

**FUNDING SOURCE:**

**TRAVEL (OVERNIGHT FOR STUDENTS; OUT-OF-STATE FOR STAFF):**  
15 female students, 1 female staff, 1 female volunteer, 3 male staff.

See provided list with attending student, staff and volunteer names.

**ATTACHMENTS:**

Description	Upload Date	Type
Girls Basketball Travel Forms	2/12/2024	Cover Memo

**OVERNIGHT  
STUDENT TRAVEL**



ENGAGE - CHALLENGE - INSPIRE

SITE: Coolidge High School CLUB/GROUP: Girls Basketball  
DESTINATION CITY & STATE: Prescott, Arizona  
# OF STUDENTS TRAVELING (MALE/FEMALE): 0 / 15 # OF SCHOOL DAYS MISSED: 0  
DATE OF DEPARTURE: 2/18/24 DATE OF RETURN: 2/19/24  
EDUCATIONAL PURPOSE OF TRIP (FILL IN BELOW, DO NOT ATTACH): State Playoffs

\*\*Once travel is approved, all accommodations must be booked through a travel agency or with a purchase order\*\*  
\*\*Reimbursements for travel are not allowable\*\*

METHOD OF TRANSPORTATION (CHECK ONE):

☒ DISTRICT YELLOW BUS ☐ DISTRICT MINIBUS ☐ COMMERCIAL BUS ☐ OTHER: \_\_\_\_\_

\*\*Final Airline carrier information, including flight itinerary (number and times) must be submitted to the superintendent prior to the travel date\*\*

DESCRIBE GROUND TRANSPORTATION UPON ARRIVAL AT DESTINATION: \_\_\_\_\_

LODGING NAME: TBD PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

4 - Student rooms  
3 - Coaches rooms

**\*\*EXPENSES\*\***  
COMPLETE ALL FIELDS  
These number should be maximum estimates.

TOTAL AIRFARE/TRANSPORTATION: \_\_\_\_\_ TOTAL HOTEL: TBD TOTAL MEALS: TBD

TOTAL GROUND TRANSPORTATION: \_\_\_\_\_ TOTAL REGISTRATION: \_\_\_\_\_ OTHER: \_\_\_\_\_

TOTAL TRIP COST: TBD

TRAVEL FINANCED BY: (CHECK ALL THAT APPLY)

☐ FUNDRAISER ☐ DONATION ☐ TAX CREDIT ☐ M&O ☒ OTHER Athletics

AMOUNT PAID BY THE STUDENT: \_\_\_\_\_

WILL STUDENT BE DENIED DUE TO LACK OF FUNDS? EXPLAIN: \_\_\_\_\_

SPONSOR NAME: Aaron Monteverde PHONE #: 520-858-5362

EMERGENCY CONTACT INFORMATION: \_\_\_\_\_

**Students:** List the names of each student traveling. If this information is not available, submit a tentative list of names. The final lists of students must be submitted to the superintendent two week prior to the trip. TBD is not acceptable.

LIST ALL POSSIBLE STUDENT TRAVELERS:

FULL NAME:	Naylissa Charles	SITE:	CHS
FULL NAME:	Alaysia White	SITE:	CHS
FULL NAME:	Amaira Miguel	SITE:	CHS
FULL NAME:	Jade Rodgers	SITE:	CHS
FULL NAME:	Brianna Villanueva	SITE:	CHS
FULL NAME:	Alanna White	SITE:	CHS
FULL NAME:	Rihanna Silver	SITE:	CHS
FULL NAME:	Mia Ruiz	SITE:	Coolidge Virtual Academy
FULL NAME:	Bria Hutchinson	SITE:	CHS
FULL NAME:	Peytan Duran	SITE:	CHS
FULL NAME:	Aubrey Rodriguez	SITE:	CHS
FULL NAME:	Kassidy Mitchell	SITE:	CHS
FULL NAME:	Maya Pineda	SITE:	CHS
FULL NAME:	Reyna Miguel	SITE:	CHS
FULL NAME:	Jaila Hunt	SITE:	CHS
FULL NAME:	<del>Clinton White</del>	SITE:	
FULL NAME:		SITE:	
FULL NAME:		SITE:	
FULL NAME:		SITE:	
FULL NAME:		SITE:	
FULL NAME:		SITE:	
FULL NAME:		SITE:	
FULL NAME:		SITE:	
FULL NAME:		SITE:	
FULL NAME:		SITE:	

**Chaperones:** Chaperones must either be a CUSD staff member or approved through Human Resources. A ratio of 1 chaperone to every 10 students is required. If both male and female students are traveling, then both male and female chaperones are required. All chaperones must be at least 21 years of age.

LIST ALL CHAPERONES:

FULL NAME: Aaron monterverde STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: Nikki Cannon STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: Chris White STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: Angela White STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: Clinton White STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)

SPONSOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
PRINCIPAL'S SIGNATURE: [Signature] DATE: 2/8/24  
ATHLETIC DIR.'S SIGNATURE Clinton White DATE: 2/8/24  
SUPERINTENDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\*FOR DISTRICT USE ONLY\*\***

GOVERNING BOARD APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_ MEETING DATE: \_\_\_\_\_

BUSINESS OFFICE DATE RECEIVED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:** Other Consent  
Items-8.

**MEETING DATE:**2/14/2024

**AGENDA ITEM:** Approval of overnight travel and expenses for Coolidge High School Boys Basketball Team to attend State Playoffs in Prescott, February 19-20, 2024.

**SUBMITTED BY:** Clinton White, CHS Athletic Director

**RECOMMENDED TO SUPERINTENDENT BY:** Clinton White, CHS Athletic Director

**APPROVED BY SUPERINTENDENT:**



---

**RECOMMENDATION:**

Approval of overnight travel and expenses for Coolidge High School Boys Basketball Team to attend State Playoffs in Prescott, February 19-20, 2024.

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**INFORMATION AND SUPPORTING DATA:**

This trip is TBD depending on if the team makes it to the Playoffs

**PROJECTED COST:**  
TBD

**FUNDING SOURCE:**

**TRAVEL (OVERNIGHT FOR STUDENTS; OUT-OF-STATE FOR STAFF):**  
15 male students, 6 staff members, 1 volunteer.

See provided list with attending student, staff and volunteer names.

**ATTACHMENTS:**

Description	Upload Date	Type
Boys Basketball	2/12/2024	Cover Memo

**OVERNIGHT  
STUDENT TRAVEL**



ENGAGE - CHALLENGE - INSPIRE

SITE: Coolidge High School CLUB/GROUP: Boys Basketball  
DESTINATION CITY & STATE: Prescott, Arizona  
# OF STUDENTS TRAVELING (MALE/FEMALE): 15 / \_\_\_\_\_ # OF SCHOOL DAYS MISSED: 1  
DATE OF DEPARTURE: 2/19/24 DATE OF RETURN: 2/20/24  
EDUCATIONAL PURPOSE OF TRIP (FILL IN BELOW, DO NOT ATTACH): State Playoffs

\*\*Once travel is approved, all accommodations must be booked through a travel agency or with a purchase order\*\*  
\*\*Reimbursements for travel are not allowable\*\*

METHOD OF TRANSPORTATION (CHECK ONE):

☒ DISTRICT YELLOW BUS ☐ DISTRICT MINIBUS ☐ COMMERCIAL BUS ☐ OTHER: \_\_\_\_\_

\*\*Final Airline carrier information, including flight itinerary (number and times) must be submitted to the superintendent prior to the travel date\*\*

DESCRIBE GROUND TRANSPORTATION UPON ARRIVAL AT DESTINATION: \_\_\_\_\_

LODGING NAME: TBD PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

4 - student rooms  
3 - coaches rooms

**\*\*EXPENSES\*\***

COMPLETE ALL FIELDS

These number should be maximum estimates.

TOTAL AIRFARE/TRANSPORTATION: 0 TOTAL HOTEL: TBD TOTAL MEALS: TBD

TOTAL GROUND TRANSPORTATION: \_\_\_\_\_ TOTAL REGISTRATION \_\_\_\_\_ OTHER: \_\_\_\_\_

TOTAL TRIP COST: TBD

TRAVEL FINANCED BY: (CHECK ALL THAT APPLY)

☐ FUNDRAISER ☐ DONATION ☐ TAX CREDIT ☐ M&O ☒ OTHER Athletics

AMOUNT PAID BY THE STUDENT: 0

WILL STUDENT BE DENIED DUE TO LACK OF FUNDS? EXPLAIN: No

SPONSOR NAME: Dave Glasgow PHONE #: \_\_\_\_\_

EMERGENCY CONTACT INFORMATION: 520-234-5860

**Students:** List the names of each student traveling. If this information is not available, submit a tentative list of names. The final lists of students must be submitted to the superintendent two week prior to the trip. TBD is not acceptable.

LIST ALL POSSIBLE STUDENT TRAVELERS:

FULL NAME:	Sean miguel	SITE:	CHS
FULL NAME:	Porter Dees	SITE:	Homeschool /CHS
FULL NAME:	Adarius miguel	SITE:	CHS
FULL NAME:	Preston Dees	SITE:	Homeschool /CHS
FULL NAME:	Kelshawn Dixon	SITE:	CHS
FULL NAME:	Tory Gholston	SITE:	Colledge Alternative Program
FULL NAME:	Jamari Stump	SITE:	CHS
FULL NAME:	Thomas Nelson	SITE:	CHS
FULL NAME:	Andre Dukes	SITE:	CHS
FULL NAME:	Isaiah Slaughter	SITE:	Colledge Alternative Program
FULL NAME:	Ta'kwan Jordan	SITE:	CHS
FULL NAME:	Sammy Edwards	SITE:	CHS
FULL NAME:	Khamari Duncan	SITE:	CHS
FULL NAME:	Maurice Glass	SITE:	CHS
FULL NAME:	Aidan Duran	SITE:	CHS
FULL NAME:		SITE:	
FULL NAME:		SITE:	
FULL NAME:		SITE:	
FULL NAME:		SITE:	
FULL NAME:		SITE:	
FULL NAME:		SITE:	
FULL NAME:		SITE:	
FULL NAME:		SITE:	
FULL NAME:		SITE:	
FULL NAME:		SITE:	
FULL NAME:		SITE:	

**Chaperones:** Chaperones must either be a CUSD staff member or approved through Human Resources. A ratio of 1 chaperone to every 10 students is required. If both male and female students are traveling, then both male and female chaperones are required. All chaperones must be at least 21 years of age.

LIST ALL CHAPERONES:

FULL NAME: Dave Glasgow STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: Demetrius Lee STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: Nick Hills STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: Zach Miller STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: Jakobe Hubbard STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: Morris Moore STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: Clinton White STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)

SPONSOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
PRINCIPAL'S SIGNATURE: [Signature] DATE: 2/8/24  
ATHLETIC DIR.'S SIGNATURE: Clinton White DATE: 2/8/24  
SUPERINTENDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\*FOR DISTRICT USE ONLY\*\***

GOVERNING BOARD APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_ MEETING DATE: \_\_\_\_\_

BUSINESS OFFICE DATE RECEIVED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:** Other Consent  
Items-9.

**MEETING DATE:**2/14/2024

**AGENDA ITEM:** Overnight Travel to National Migrant Education Conference

**SUBMITTED BY:** Jess Miller, Director of Federal Programs & Grants

**RECOMMENDED TO SUPERINTENDENT BY:** Jess Miller, Director of Federal Programs & Grants

**APPROVED BY SUPERINTENDENT:**



---

**RECOMMENDATION:**

It is recommended that Migrant Coordinator, Veronica Chavez, attend the National Migrant Education Conference April 21-24, 2024 in Portland, Oregon.

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**INFORMATION AND SUPPORTING DATA:**

It is recommended that Migrant Coordinator, Veronica Chavez, attend the National Migrant Education Conference April 21-24, 2024 in Portland, Oregon. Mrs. Chavez will network with others in her field and learn other ways to provide services to our Coolidge students and families.

**PROJECTED COST:**

Registration \$435; Hotel & Per Diem \$TBD; Airfare  
\$329.97

**FUNDING SOURCE:**

Grant Funded - Migrant Education Program Grant

**TRAVEL (OVERNIGHT FOR STUDENTS; OUT-OF-STATE FOR STAFF):**

Overnight travel for Veronica Chavez to attend the National Migrant Conference April 21st - April 24th in Portland, Oregon

**ATTACHMENTS:**

Description	Upload Date	Type
Overnight Travel Documents for National Migrant Education Conference	2/1/2024	Cover Memo

## STAFF OVERNIGHT/OUT-OF-STATE TRAVEL



ENGAGE - CHALLENGE - INSPIRE

NAME: Veronica Chavez

SITE: District Office

DATE OF DEPARTURE: 4/20/24 DATE OF RETURN: 4/24/24

DESTINATION CITY & STATE: Portland, OR

EDUCATIONAL PURPOSE OF TRIP (FILL IN BELOW, DO NOT ATTACH): 2024 National Migrant Education Conference

**\*\*Once travel is approved, all accommodations must be booked through a travel agency or with a purchase order\*\***  
**\*\*Reimbursements for travel are not allowable\*\***

METHOD OF TRANSPORTATION (CHECK ONE):

☐ COMMERCIAL BUS ☒ AIRLINE ☐ OTHER: \_\_\_\_\_

**\*\*Final Airline carrier information, including flight itinerary (number and times) must be submitted to the superintendent prior to the travel date\*\***

DESCRIBE GROUND TRANSPORTATION UPON ARRIVAL AT DESTINATION: \_\_\_\_\_

LODGING NAME: TBD PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

### **\*\*EXPENSES\*\***

COMPLETE ALL FIELDS

These number should be maximum estimates.

TOTAL AIRFARE/TRANSPORTATION: \$ 329.97 TOTAL HOTEL: \$ 603.00 TOTAL MEALS: \$ 288.00

TOTAL GROUND TRANSPORTATION: TBD TOTAL REGISTRATION \$ 435.00 OTHER: \_\_\_\_\_

MAXIMUM AMOUNT AUTHORIZED FOR PAYMENT OR REIMBURSEMENT: TBD

TRAVEL FINANCED BY: (CHECK ALL THAT APPLY): ☒ GRANT ☐ DONATION ☐ M&O ☐ OTHER: \_\_\_\_\_

HAS REQUESTED TIME OFF BEEN APPROVED IN AESOP OR ON A LEAVE FORM: ☐ YES ☐ NO

EMPLOYEE SIGNATURE: Veronica Chavez DATE: 1/29/24

SUPERVISOR'S SIGNATURE: Jessica DATE: 1/29/24

**\*\*FOR DISTRICT USE ONLY\*\***

GOVERNING BOARD APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_ MEETING DATE: \_\_\_\_\_

BUSINESS OFFICE DATE RECEIVED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# 2024 NATIONAL MIGRANT EDUCATION CONFERENCE

SUNDAY, APRIL 21 – WEDNESDAY, APRIL 24, 2024 IN PORTLAND, OREGON

## TENTATIVE AGENDA

### SATURDAY, APRIL 20, 2024

1:00 pm – 5:00 pm      Registration

### SUNDAY, APRIL 21, 2024

7:30 am – 3:45 pm      Registration  
1:00 pm – 3:30 pm      Parent Orientation Meeting (for parents and those working with parents)  
3:30 pm – 4:00 pm      Student Entertainment  
4:00 pm – 6:15 pm      Opening General Session  
6:15 pm – 8:00 pm      Welcome Reception (appetizers and mingling)

### MONDAY, APRIL 22, 2024

7:00 am – 5:00 pm      Registration  
7:30 am – 5:00 pm      Exhibits Open  
8:00 am – 8:30 am      Student Entertainment  
8:30 am – 10:00 am      General Session  
10:00 am – 10:30 am      Break (coffee & hot tea) / Visit Exhibits  
10:30 am – 12:00 pm      First Workshop Sessions  
12:00 pm – 1:30 pm      Lunch (on your own)  
1:30 pm – 3:00 pm      Second Workshop Sessions  
3:00 pm – 3:30 pm      Break (lemonade & iced tea) / Visit Exhibits  
3:30 pm – 5:00 pm      Third Workshop Sessions

### TUESDAY, APRIL 23, 2024

7:30 am – 3:30 pm      Exhibits Open  
8:00 am – 10:30 am      Registration  
8:00 am – 8:30 am      Student Entertainment  
8:30 am – 10:00 am      General Session – Update from DC  
10:00 am – 10:30 am      Break (coffee & hot tea) / Visit Exhibits  
10:30 am – 12:00 pm      Fourth Workshop Sessions  
12:00 pm – 1:30 pm      Lunch (on your own)  
1:30 pm – 3:00 pm      Fifth Workshop Sessions  
3:00 pm – 3:30 pm      Break (lemonade & iced tea) / Visit Exhibits  
3:30 pm – 5:00 pm      Sixth Workshop Sessions  
7:00 pm – 8:15 pm      “Destination 2025” Reception  
8:30 pm – 12:00 am      Dance

### WEDNESDAY, APRIL 24, 2024

8:30 am – 10:00 am      Seventh Workshop Sessions  
10:00 am – 10:30 am      Student Entertainment  
10:30 am – 11:45 am      Closing General Session  
11:45 am – 1:00 pm      Closing Luncheon (provided)

# EMPLOYEE LEAVE FORM

Jennifer Mariscal: (520) 723-2430

[jennifer.mariscal@coolidgeschools.org](mailto:jennifer.mariscal@coolidgeschools.org)



ENGAGE - CHALLENGE - INSPIRE

Employee Name: Veronica Chavez Date: 1/29/24

**Type of Leave:**

**Work Site:**

☐ Advanced Leave Request

☐ District Office

☐ Human Resources

☐ Curriculum

☐ Special Services

☐ Support Services

☐ Technology

☐ Notification of Leave Taken

☐ Food Services

☐ CHS

☐ CJHS

☐ CAP/CVA

☐ Heartland

☐ West

Date(s) of Leave:	Leave Plan Used:	Hours/Days Absent:
	Sick Leave	
	Personal Leave	
	Vacation Leave	
	Compensation Leave	
	Floating Holiday	
	Professional Leave Workshop/Conference: <u>2024 National Migrant Education Conference</u> Expense to be paid by (budget code): _____ # Days Away: <u>5</u> # Working Days Away: <u>3</u> District Vehicle: <input type="checkbox"/> YES <input type="checkbox"/> NO Sub Needed: <input type="checkbox"/> YES <input type="checkbox"/> NO	
	Bereavement – Please identify your relationship to the deceased:	
	Jury Duty – Must attach document	
	Other	

Employee Signature

Date

Administrator/Supervisor Signature

Date

## ADMINISTRATOR/SUPERVISOR USE ONLY

Administrator/Supervisor Action: ☐ Leave Request Denied

Pay Reduction Required: ☐ YES ☐ NO

Reason for Leave Request Denial/Pay Reduction

Administrator/Supervisor Signature

Date



Trip Quote For: Coolidge Unified School District #21  
2024 National Migrant Education Conference  
POC: Shannon McHugh Ph: 520-723-2434  
Trip ID#:

Especially Prepared for: Coolidge USD 21  
450 N Arizona Blvd  
Coolidge, AZ 85128

Prepared by: Daren Pallugna  
Prepared on: 1/25/2024  
Group: COOLIDGE USD  
Locator No: PO Pending  
Travelers: Chavez/Veronica

#### Flights

Vendor	: Southwest Airlines	Confirmation No.	: TBD
Booking Status	: Quoted	No. of Travelers	: 1
Start Date	: 4/20/2024	End Date	: 4/24/2024
Travelers	:		
	Chavez/Veronica		



#### Flights

Southwest Airlines	Sat	20 Apr	Depart Phoenix (PHX)	8:40 AM
Flight 747	Sat	20 Apr	Arrive Portland (PDX)	11:30 AM
Description	: Non-refundable Wanna Get Away			

Southwest Airlines	Wed	24 Apr	Depart Portland (PDX)	6:00 PM
Flight 4173	Wed	24 Apr	Arrive Phoenix (PHX)	8:30 PM
Description	: Non-refundable Wanna Get Away			

#### Amount Details

Reservation \$279.97  
x No. of Travelers 1  
Grand Total \$279.97

Amount

Total  
279.97

		<u>Total</u>
Reservation Totals	\$	279.97
PROFESSIONAL SERVICES	\$	50.00
Grand Total	\$	329.97

\*\*\*Professional Services are non-refundable.\*\*\*

You agree to review your itinerary and other travel documents for accuracy and to inform us promptly of any issues.

FLIGHTS: Airport check-in time is 2 hours prior to departure. Tickets are non-refundable unless requested for full refundable tickets. All flight purchases require an official PO number document on file. Rates and availability are subject to change until ticketed. All traveler names must be provided with First and Last name EXACTLY as they appear on official Government issued IDs (18 years and up) for domestic travel at the time of request for official travel proposal.

\*If you have purchased a NON-REFUNDABLE fare, the itinerary must be canceled at least 1 hour prior to the ticketed departure time of the first unused coupon(s) or the ticket has NO VALUE.

Seat assignments are a request only and cannot be guaranteed. Seats are assigned in advance according to the availability of the selection at time of ticketing with most major air carriers. Southwest airlines seats cannot be assigned in advance and are based on boarding assignment at time of check in.

Once you are checked in for your flight and changes happen to your itinerary during travel, please check with the local ticketing agent at the airport for assistance. Before you travel and you have a change you must contact Terra Travel office for assistance.

ACCOMMODATIONS: Please know that any rooms will not be reserved without an official Purchase Order from your district. Our agency needs a PO number document to hold rooms due to charging for 1st night at time of reservation. Each room will require the lead guest to provide a credit card for personal incidental charges made during your stay. Each room will require the lead guest to provide a credit card for personal incidental charges made during your stay.

Due to unforeseen travel alerts and world events beyond our control, Terra Travel may or may not be able to provide refunds for cancellation. Refunds will only apply per the policy of the vendors booked based on each situation.

ALL PRICING & AVAILABILITY ARE SUBJECT TO CHANGE UNTIL TICKETED

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:** Other Consent  
Items-10.

**MEETING DATE:**2/14/2024

**AGENDA ITEM:** Approval of Sole Source Procurement Vendor for FY24.

**SUBMITTED BY:** Kylea De La Rosa, Procurement Coordinator

**RECOMMENDED TO SUPERINTENDENT BY:** Kylea De La Rosa, Procurement Coordinator

**APPROVED BY SUPERINTENDENT:**

  
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**RECOMMENDATION:**

Approval of Sole Source Procurement Vendor for FY24.

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**INFORMATION AND SUPPORTING DATA:**

For procurement purposes the following organization will provide services to the District for fiscal year 2024.

- Canyon Athletic Association

Canyon Athletic Association is the athletic program for the junior high school. For procurement purposes CAA will need to be approved as a sole source vendor due to being the recommended program for our junior high athletics in the Pinal County area.

**PROJECTED COST:**

**FUNDING SOURCE:**

**TRAVEL (OVERNIGHT FOR STUDENTS; OUT-OF-STATE FOR STAFF):**

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:** HUMAN  
RESOURCES-A.

**MEETING DATE:** 2/14/2024

**AGENDA ITEM:** Approval of 2024-2025 contract renewals for certified teachers.

**SUBMITTED BY:** Ben Armstrong, Director of Human Resources

**RECOMMENDED TO SUPERINTENDENT BY:** Ben Armstrong, Director of Human Resources

**APPROVED BY SUPERINTENDENT:**



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**RECOMMENDATION:**

Approval of 2024-2025 contract renewals for certified teachers.

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**INFORMATION AND SUPPORTING DATA:**

Contracts reflect an increase of \$1500 from FY24. Non-renewals, resignations, and retirements have been removed from the renewal list.

**PROJECTED COST:**  
\$8,000,000.00

**FUNDING SOURCE:**  
M&O and Grant Funded

**TRAVEL (OVERNIGHT FOR STUDENTS; OUT-OF-STATE FOR STAFF):**

**ATTACHMENTS:**

Description	Upload Date	Type
FY25 Teacher Contract Renewals	2/7/2024	Cover Memo

LAST NAME, FIRST NAME	AMOUNT
ACOSTA, PATRICIA	\$47,243.00
ADAMS, QIANA	\$61,500.00
AGUIRRE, KARLA	\$43,643.00
ALLRED, GABRIELLE	\$43,643.00
AMPER, MA NEIZ	\$50,643.00
APPERSON, PATRICIA	\$62,673.58
ARMSTRONG, TATIANNA	\$47,000.00
ARMSTRONG, TRICIA	\$56,963.00
AYON, JASMINE	\$43,643.00
BAKER, JOSEPHINE	\$57,232.48
BARRETT, RYAN	\$47,243.00
BARROW, LINDSEY	\$49,350.15
BEETS, SHANTE	\$56,251.80
BENHOFF-STOKES, CHRISTINA	\$58,600.00
BENHOFF, ANGELINA	\$43,643.00
BOHLEN, SHARI	\$51,500.00
BROWN, GARRON	\$45,743.00
CALLAHAN, RICHARD	\$83,100.00
CARDENAS, CYNTHIA	\$64,540.52
CASON, GERALDINE	\$46,643.00
CAVANAUGH, MONICA	\$70,773.72
CHAPMAN, CLAUDE	\$73,500.00
CHAPMAN, LAMAR	\$64,102.86
COLBY, KACEE	\$51,500.00
COLEMAN, TAMARA	\$62,320.80
COOPER, CHRISTINA	\$65,081.85
CORDOVA, STEPHANIE	\$43,643.00
COURTNEY, GEORGE	\$61,500.00
CRISWELL, ELIZABETH	\$62,853.58
CUSHWAY, SUSAN	\$51,500.00
DELAPENA, ROMNICK	\$48,143.00
DELGADO, ADRIANA	\$43,643.00
DIEMER, KYLE	\$60,221.00
DIX, BRAQUEL	\$49,280.00
DOWNS, TONYA	\$53,633.01
DRAKE, MARK	\$53,922.89
EXLEY, SHANNON	\$53,237.00
FINNICUM, MICHELLE	\$57,481.10
FUENTES, MARTHA	\$53,500.00
GALE, MICHELE	\$61,350.00
GARCIA-BRESEE, ROSE MARIE	\$64,102.71
GARCIA, DELICIA	\$56,730.03

GARCIA, DIANA	\$45,743.00
GARCIA, IRMA	\$63,625.95
GARCIA, MELISSA	\$43,643.00
GIESEN, BRENDA	\$59,340.00
GILLESPIE, JENNY	\$48,904.70
GILLESPIE, TRISTEN	\$47,243.00
GLADNEY, CHEYENNE	\$47,500.00
GLASGOW, JOHN	\$69,753.00
GLASS, CLEOPHUS	\$43,643.00
GONZALES, GEVIN	\$43,643.00
GONZALES, KATHLEEN	\$62,853.58
GONZALES, LUPE	\$58,107.92
GONZALES, MICHELLE	\$55,503.66
GONZALEZ, AMY	\$43,643.00
GUERRERO, LISSETTE	\$45,743.00
GUPTA, DEEPIKA	\$72,541.03
HAMMOND, LISA	\$64,122.71
HANNE, SHANNON	\$43,913.00
HEET, ALLYSON	\$46,973.00
HEET, KAURI	\$43,643.00
HENDRIE, CHAD	\$59,106.18
HERRERA, TRENTON	\$66,028.00
HOKE, KIMBERLY	\$70,097.43
HOLLAND, ANA LUISA	\$68,946.15
JANTZ, KENNETH	\$60,355.32
JANTZ, REGINA	\$57,558.71
JEFFERIES, CHAD	\$45,500.00
JONES, CHRISTI	\$64,294.33
JORDAN, ALEXANDREA	\$45,743.00
JUAREZ, APRIL	\$47,243.00
JUCOY, APRIL	\$52,257.00
KATZ, NICHOLE	\$56,082.00
KENNEDY, KRISTIN	\$63,500.00
KIDD, MICHAELA	\$55,284.75
LAMBINO, KARLA	\$51,000.00
LARSON, JENNIFER	\$49,257.00
LATHAN, DELBERT	\$64,566.03
LAUGHLIN, ARIEL	\$43,643.00
LONGORIA, REBECCA	\$66,728.32
LOREFICE, CYNTHIA	\$48,483.00
LOZANO, DOMINIC	\$57,781.00
LUCIO, YAZARETH	\$45,743.00
LUKSA, SONYA	\$60,079.35

MANUEL, STEPHANIE	\$46,343.00
MARLEY, BARBIE	\$61,417.68
MCCAIN, KELLENE	\$54,600.00
MCDOWELL, JONA	\$60,168.55
MCHUGH, VANESSA	\$51,562.88
MCKINNEY, ANDREA	\$45,743.00
MCWILLIAMS, CRYSTAL	\$67,600.00
MONTANEZ, CONSUELO	\$52,643.00
MOORE, LACHANDRA	\$67,600.00
MORILLO, GADIAN	\$47,850.15
MOWERY, WILLIAM	\$58,184.27
MURPHY, PATRICIA	\$54,467.35
NARUM, LINDA	\$56,809.46
NEAL, JESSICA	\$59,500.00
NEVAREZ, AURORA	\$64,105.80
NISSSEN, JONNA	\$43,643.00
O'DELL, CRAIG	\$53,983.00
ORTIZ, KIMBERLY	\$56,731.53
PAVLAK, SARA	\$43,643.00
PERAS, MARINEL	\$54,657.00
PEREZ, LYDIA	\$43,643.00
PILONES, IVAH	\$53,501.00
PINEDO, HOLLY	\$45,743.00
PISANO, ARMANDO	\$45,743.00
PISANO, REYNA	\$58,608.96
PORCHAS, CLAUDETTE	\$47,500.00
QUINONEZ, RICHARD	\$62,170.32
QUINTERO, CARMEN	\$65,100.98
RADOSTITS, MATTHEW	\$59,433.63
RASMUSSEN, HALEY	\$52,919.10
RAY, STEPHANIE	\$55,600.00
RODRIGUEZ, MONICA	\$54,143.00
ROWE, NORA	\$55,500.00
RUOT, DOROTHY	\$55,257.00
SALAZAR, ELISA	\$52,205.10
SCHAFERSMAN, JENNIFER	\$61,931.89
SCHENKS, RODGER	\$64,579.35
SCHMITT, NICOLE	\$51,562.88
SCHNEIDER, EPPIE	\$64,853.61
SEAMAN, AUSALENA	\$47,320.00
SHIPPEE, BARBARA	\$64,000.98
SILVANO, ERMA	\$49,643.00
SOMMER, CATHERINE	\$65,870.90

STEED, JOSHUA	\$49,350.15
STEPHENSON, ANNA	\$43,643.00
STEWART, CHRISTOPHER	\$60,500.00
TATOY, MARICRIS	\$52,643.00
TEICHERT, LISA	\$52,919.10
THOMPSON, SEPARINA	\$55,500.00 (ESI)
TIMMONS, JEANETTE	\$60,355.32
TIMMONS, SHAYLYN	\$49,350.15
TUCKER, DANIELLE	\$60,355.32
TULEJA, JENNIFER	\$58,715.00
VAUGHN, RACHEL	\$59,600.00
VOLK, RAEANN	\$57,481.65
WAGNER, DAVE	\$63,900.00
WALKER, MELISSA	\$52,116.00
WEBB, DAWNA	\$60,482.65
WHELDEN, CHRISTINE	\$45,243.00
WHIPPLE, MARCELA	\$64,230.05
WILLIAMS, VICKIE	\$71,041.03
WILSON, RYAN	\$47,243.00
YBARRA, ELEANNA	\$49,350.15
YOUNGER, DEVANN	\$51,562.66
YSAGUIRRE, MONICA	\$68,147.76
ZHEN, RAYMAN	\$50,278.15

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:** OTHER (Action, Discussion, and Information Items)-A.      **MEETING DATE:**2/14/2024

**AGENDA ITEM:** Governing Board and/or Superintendent's Report and Update

**SUBMITTED BY:** Dawn Dee Hodge, Superintendent

**RECOMMENDED TO SUPERINTENDENT BY:** Dawn Dee Hodge, Superintendent

**APPROVED BY  
SUPERINTENDENT:**



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**RECOMMENDATION:**

Governing Board and/or Superintendent's Report and Update

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**INFORMATION AND SUPPORTING DATA:**

**PROJECTED COST:**

**FUNDING SOURCE:**

**TRAVEL (OVERNIGHT FOR STUDENTS; OUT-OF-STATE FOR STAFF):**

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:** NOTICE-

**MEETING DATE:**2/14/2024

**AGENDA ITEM:** Public Notice of Governing Board Meeting Procedures.

**SUBMITTED BY:** Andrea Felix, Executive Administrative Assistant

**RECOMMENDED TO SUPERINTENDENT BY:** Andrea Felix, Executive Administrative Assistant

**APPROVED BY SUPERINTENDENT:**



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**RECOMMENDATION:**

**Public Notice of Governing Board Meeting Procedures:**

The Coolidge Unified School District Governing Board Meetings are open for members of the community/public to join in-person. We will continue to operate our livestream services through the Coolidge Schools Vimeo account with the exception of meetings during school breaks. Visit our website for direct access:

[https://www.coolidgeschools.org/gb\\_members](https://www.coolidgeschools.org/gb_members)

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**INFORMATION AND SUPPORTING DATA:**

**PROJECTED COST:**

**FUNDING SOURCE:**

**TRAVEL (OVERNIGHT FOR STUDENTS; OUT-OF-STATE FOR STAFF):**