

**COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21**  
**GOVERNING BOARD OF EDUCATION**  
**DISTRICT OFFICE**  
**450 N. ARIZONA BOULEVARD**  
**COOLIDGE, AZ 85128**  
**Wednesday, October 9, 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. 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 September, 2024.**
- B. **Approval of the Donations Log for September, 2024.**

- C. **Approval of the Voucher Log for September, 2024.**
- D. **Approval of the Minutes of the September 11, 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 of Policy Advisory 801-807, 1st Reading.**
  - 3. **ASBA 2024 Bylaw Change.**
  - 4. **Approval for overnight travel and expenses for 25 students and Lt. Col. Richard Callahan, to attend the JROTC Field Day in Yuma, AZ, October 15th-16th, 2024.**
  - 5. **Approval for overnight travel and expenses for 11 students and Tristen Gillespie (Staff) & Jonna Nissen (Staff) to attend the FFA National Convention in Indianapolis, IN, October 22nd-26th, 2024.**
  - 6. **Approval for overnight travel and expenses for 10 students and Marie Breese (Staff) to attend the Skills USA Camp Champion Leadership Conference in Williams, AZ, November 6th-8th, 2024.**
  - 7. **Approval of overnight travel and expenses for Coolidge High School Boys Basketball Team to attend and play in a tournament in Show Low, AZ, January 2nd-4th, 2025.**
  - 8. **Approval for out of state travel and expenses for 41 students and for staff members Cheyenne Gladney, Barbie Marley, Morris Moore, Jenifer Tapia and Clinton White to attend the 2024 Class Senior Trip in California, May 2025.**

**IV. BUSINESS (Action, Discussion, and Information Items)**

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

- A. Discussion and possible action to approve the FY2024 Annual Financial Report package.
- B. Discussion regarding the year to date bond expenditures.

**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. Proposal to Update the CUSD Administrative Salary Schedule

**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:** CONSENT  
AGENDA-A.

**MEETING DATE:**10/9/2024

**AGENDA ITEM:** Approval of the Auxiliary Operations and Student Activities Reports for the month of September, 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 September, 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	9/30/2024	Cover Memo
Student Operations	9/30/2024	Cover Memo

Coolidge Unified School District #21

Auxiliary Operations

09/01/24 - 09/30/24

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	\$ 8,107.04	\$ 1,295.70	\$ 2,610.00	\$ 175.00	\$ 6,967.74	
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/SAT Testing Fees - Coolidge High School	741-07-84	\$ 137.53	\$ 112.00	\$ 112.00	\$ -	\$ 137.53	
Pavers - Roundhouse/Weight Room - CHS	741-07-85	\$ 1,011.11	\$ -	\$ -	\$ -	\$ 1,011.11	
Building Trades Voc. Ed. - Coolidge High School	741-07-92	\$ 71.21	\$ -	\$ -	\$ -	\$ 71.21	
FFA Ag Land Lab - Coolidge High School	741-07-96	\$ 5,614.08	\$ -	\$ 985.36	\$ -	\$ 4,628.72	
Mini Bears - Coolidge High School	741-07-97	\$ 30.41	\$ -	\$ -	\$ -	\$ 30.41	
Advanced Placement/SAT & ACT Fees - Curriculum	741-500-70	\$ 4,584.55	\$ -	\$ -	\$ -	\$ 4,584.55	
Migrant Student Fees - Curriculum	741-500-85	\$ 1,673.52	\$ -	\$ -	\$ -	\$ 1,673.52	
Indian Ed Student Fees - Curriculum	741-500-90	\$ 1,247.31	\$ -	\$ -	\$ -	\$ 1,247.31	
McKinney-Vento Student Fees - Curriculum	741-500-99	\$ 15,438.07	\$ -	\$ -	\$ -	\$ 15,438.07	
General Fund Fees - CAP Program - District Office	741-500-953	\$ 961.65	\$ -	\$ -	\$ -	\$ 961.65	
General Fund Account - Business Office	741-530-93	\$ 8,208.01	\$ 80.35	\$ 85.77	\$ -	\$ 8,202.59	
General Fund Account - iPad Fees - Business Office	741-530-93(B)	\$ 757.90	\$ -	\$ -	\$ -	\$ 757.90	
Bookstore - DO/BO	741-530-94	\$ 5,084.35	\$ 58.39	\$ 401.94	\$ -	\$ 4,740.80	
General Fund Account - West School	742-01-78	\$ 1,484.81	\$ -	\$ -	\$ -	\$ 1,484.81	
Scholastic Book Fairs - West School	742-01-79	\$ 286.35	\$ -	\$ -	\$ -	\$ 286.35	
General Fund Account - Heartland Ranch	742-12-01	\$ 183.77	\$ -	\$ -	\$ -	\$ 183.77	
General Fund Account - Coolidge Junior High School	742-15-75	\$ 898.26	\$ -	\$ -	\$ -	\$ 898.26	
Athletics - Coolidge Junior High School	742-15-80	\$ 3,899.43	\$ 1,638.71	\$ 625.00	\$ -	\$ 4,913.14	
Total		\$ 63,430.08	\$ 3,185.15	\$ 4,820.07	\$ 175.00	\$ 61,970.16	

Coolidge Unified School District #21  
 Student Activities  
 09/01/24 - 09/30/24

Account Name	Account Number	Beginning Balance	Deposits	Expenditures	Credits	Ending Balance
Student Body - West School	800-01-35	\$ 1,622.31	\$ 935.52	\$ -	\$ -	\$ 2,557.83
Band - West School	800-01-36	\$ 1,701.94	\$ 500.00	\$ -	\$ -	\$ 2,201.94
Yearbook - Coolidge High School	800-07-01	\$ 8,442.89	\$ -	\$ -	\$ -	\$ 8,442.89
Baseball Club - Coolidge High School	800-07-02	\$ 719.89	\$ -	\$ -	\$ -	\$ 719.89
Band - Coolidge High School	800-07-03	\$ 1,357.69	\$ -	\$ 585.34	\$ -	\$ 772.35
Key Club - Coolidge High School	800-07-06	\$ 475.56	\$ -	\$ -	\$ -	\$ 475.56
S.A.D.D. (Student Against Destructive Decisions) CHS	800-07-07	\$ 3,106.20	\$ 500.00	\$ -	\$ -	\$ 3,606.20
Students Not Ashamed Club - CHS	800-07-08	\$ 601.00	\$ -	\$ -	\$ -	\$ 601.00
F.B.L.A. Club - Coolidge High School	800-07-10	\$ 3,523.33	\$ 344.24	\$ 253.42	\$ -	\$ 3,614.15
Choir Club - Coolidge High School	800-07-12	\$ 2,134.53	\$ -	\$ 25.00	\$ -	\$ 2,109.53
F.F.A. Club - Coolidge High School	800-07-14	\$ 5,719.18	\$ 16,685.00	\$ 12,173.69	\$ -	\$ 10,230.49
Drama Club/Thespian Society - Coolidge High School	800-07-15	\$ 3,044.23	\$ -	\$ -	\$ -	\$ 3,044.23
Student Government - Coolidge High School	800-07-17	\$ 506.79	\$ 948.42	\$ 1,150.00	\$ -	\$ 305.21
Advanced Placement Scholars - Coolidge High School	800-07-18	\$ 320.00	\$ -	\$ -	\$ -	\$ 320.00
R.O.T.C. - Coolidge High School	800-07-19	\$ 4,604.12	\$ 765.00	\$ 25.00	\$ -	\$ 5,344.12
Advanced Placement Scholars (Seniors) CHS	800-07-20	\$ 633.70	\$ -	\$ -	\$ -	\$ 633.70
Boys Basketball Club - Coolidge High School	800-07-22	\$ 14,274.80	\$ 3,200.00	\$ 61.91	\$ -	\$ 17,412.89
Spanish Club - Coolidge High School	800-07-23	\$ 142.00	\$ -	\$ -	\$ -	\$ 142.00
Tribes Club - Coolidge High School	800-07-24	\$ 1,466.20	\$ -	\$ 25.00	\$ -	\$ 1,441.20
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	\$ 708.00	\$ 500.00	\$ -	\$ 312.82
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 Club - Coolidge High School	800-07-32	\$ 2,440.89	\$ -	\$ -	\$ -	\$ 2,440.89
Golf Club - Coolidge High School	800-07-33	\$ 3.63	\$ -	\$ -	\$ -	\$ 3.63
Football Club - Coolidge High School	800-07-34	\$ 13,501.11	\$ -	\$ -	\$ -	\$ 13,501.11
SkillsUSA Engineering Club - Coolidge High School	800-07-35	\$ 1,101.67	\$ 109.50	\$ 120.00	\$ -	\$ 1,095.67
Skills Diesel - Coolidge High School	800-07-36	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -
FCCLA Culinary Arts Club - Coolidge High School	800-07-37	\$ 8,937.99	\$ 441.00	\$ 3,047.23	\$ -	\$ 6,331.76
FCCLA ECE (Early Childhood Education) - CHS	800-07-38	\$ 506.84	\$ 5,137.00	\$ 25.00	\$ -	\$ 5,618.84
Account Name	Account Number	Beginning Balance	Deposits	Expenditures	Credits	Ending Balance
Dance Club - Coolidge High School	800-07-46	\$ 209.93	\$ 2,362.96	\$ -	\$ -	\$ 2,572.89
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
Class of 2024 (Seniors) - Coolidge High School	800-07-85(S)	\$ 178.58	\$ -	\$ -	\$ -	\$ 178.58
Class of 2025 (Seniors) - Coolidge High School	800-07-86(S)	\$ 4,192.64	\$ 387.00	\$ 500.00	\$ -	\$ 4,079.64
Cheerleaders - Coolidge High School	800-07-87	\$ 2,309.03	\$ -	\$ -	\$ -	\$ 2,309.03
JAG Bring Change 2 Mind - Coolidge High School	800-07-88	\$ 2,350.00	\$ -	\$ -	\$ -	\$ 2,350.00
Coolidge High School Career Association (JAG) - CHS	800-07-89	\$ 347.14	\$ -	\$ -	\$ -	\$ 347.14
Class of 2026 (Juniors) - Coolidge High School	800-07-90(J)	\$ 45.00	\$ 1,103.00	\$ 325.00	\$ -	\$ 823.00
Softball Club - Coolidge High School	800-07-91	\$ 2,900.90	\$ -	\$ -	\$ -	\$ 2,900.90
Class of 2027 (Sophomores) - Coolidge High School	800-07-92(So)	\$ 628.43	\$ -	\$ -	\$ -	\$ 628.43
Class of 2028 (Freshman) - Coolidge High School	800-07-93(Fr)	\$ -	\$ 44.00	\$ -	\$ -	\$ 44.00
Boys' Soccer Club - Coolidge High School	800-07-94	\$ 1,080.05	\$ -	\$ -	\$ -	\$ 1,080.05
Volleyball Club - Coolidge High School	800-07-95	\$ 4,239.05	\$ 5,539.25	\$ 25.00	\$ -	\$ 9,753.30
Girls' Soccer Club - Coolidge High School	800-07-96	\$ 1,864.83	\$ -	\$ -	\$ -	\$ 1,864.83
Tennis Club - Coolidge High School	800-07-97	\$ 22.75	\$ -	\$ -	\$ -	\$ 22.75
Girls Basketball Club - Coolidge High School	800-07-98	\$ 6,479.36	\$ -	\$ -	\$ -	\$ 6,479.36
Student Body - Heartland Ranch	800-12-01	\$ 2,416.79	\$ -	\$ -	\$ -	\$ 2,416.79
Cub Council - Coolidge Junior High School	800-15-33	\$ 1,689.67	\$ 2,614.45	\$ 475.00	\$ -	\$ 3,829.12
Yearbook - Coolidge Junior High School	800-15-34	\$ 99.50	\$ -	\$ -	\$ -	\$ 99.50
Spirit Club - Coolidge Junior High School	800-15-35	\$ 74.19	\$ -	\$ -	\$ -	\$ 74.19
Cubs Coffee Club - Coolidge Junior High School	800-15-36	\$ 34.00	\$ -	\$ -	\$ -	\$ 34.00
Band Club - Coolidge Junior High School	800-15-38	\$ 78.48	\$ -	\$ -	\$ -	\$ 78.48
N.J.H.S. - Coolidge Junior High School	800-15-39	\$ 1,321.48	\$ -	\$ -	\$ -	\$ 1,321.48
STEAM Club - Coolidge Junior High School	800-15-40	\$ 416.91	\$ -	\$ -	\$ -	\$ 416.91
Drama Club - Coolidge Junior High School	800-15-42	\$ 258.20	\$ -	\$ -	\$ -	\$ 258.20
Bulldog Athletics Club - Coolidge Junior High School	800-15-43	\$ 1,445.41	\$ -	\$ -	\$ -	\$ 1,445.41
<b>Total</b>		\$ 117,973.09	\$ 47,324.34	\$ 24,316.59	\$ -	\$ 140,980.84

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

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

**MEETING DATE:**10/9/2024

**AGENDA ITEM:** Approval of the Donations Log for September, 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 September, 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	9/30/2024	Cover Memo

**INFORMATION AND SUPPORTING DATA FOR DONATIONS FOR GOVERNING BOARD MEETING ON WEDNESDAY, OCTOBER 09, 2024**

Troy Hart - \$500.00 – to Coolidge High School (Student Council)

Loren & Carol Hall - \$600.00 – to Coolidge High School (MCMROTC)

Kip J. Shimeall - \$100.00 – to Coolidge High School (Swim Team)

Alligator Farms - \$5,000.00 – to Coolidge High School (FCCLA Early Childhood)

Arizona Grain, Inc. - \$1,000.00 – to Coolidge High School (FFA – Homecoming BBQ)

Garrett Motors - \$340.00 – to Coolidge High School (FFA – Homecoming BBQ)

Marvin & Kathleen Wuertz - \$1,000.00 – to Coolidge High School (FFA Homecoming BBQ)

POE Family Farms - \$5,100.00 – to Coolidge High School (FFA Homecoming BBQ)

Monika Sheridan - \$65.00 – to Coolidge High School FFA (Jacket Sponsor)

R & D Pace Trucking, LLC – \$500.00 – to Coolidge High School (FFA Homecoming BBQ)

AKE Farms - \$250.00 – to Coolidge High School (FFA Homecoming BBQ)

Florence Copper, LLC - \$300.00 – to Coolidge High School (FFA Homecoming BBQ)

Terry & Jo Lynn Boyle - \$300.00 – to Coolidge High School (FFA Homecoming BBQ)

AMS Insurance, LLC - \$250.00 – to Coolidge High School (FFA Homecoming BBQ)

Regina Murrieta - \$200.00 – to Coolidge Unified School District #21 (Extracurricular Tax Credit – Band)

Loren & Carol Hall - \$400.00 – to Coolidge Unified School District #21 (Extracurricular Tax Credit – MCJROTC)

Total of Donations: \$15,905.00



**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

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

**MEETING DATE:**10/9/2024

**AGENDA ITEM:** Approval of the Voucher Log for September, 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 September, 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
AP Vouchers	9/30/2024	Cover Memo
Payroll Voucher	9/30/2024	Cover Memo

**SEPTEMBER 2024 VOUCHERS  
ACCOUNTS PAYABLE FY24-25**

<b>FY25 Voucher #</b>	<b>Date</b>	<b>Amount</b>
2511	9/4/24	\$1,473.93
2512	9/4/24	\$278,961.26
2513	9/11/24	\$1,044,847.45
2514	9/18/24	\$197,088.17
2515	9/25/24	\$157,204.73
2516	9/25/24	\$1,732.32
		<b>\$1,681,307.86</b>

**SEPTEMBER VOUCHERS  
PAYROLL FY 24-25**

<b>Voucher #</b>	<b>Date</b>	<b>Amount</b>
6	9/13/24	\$950,225.98
7	9/27/24	\$969,308.02
<b>Total</b>		<b>\$1,919,534.00</b>

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

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

**MEETING DATE:**10/9/2024

**AGENDA ITEM:** Approval of the Minutes of the September 11, 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 September 11, 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
24 0911 Special Meeting	9/30/2024	Cover Memo
24 0911 Regular Meeting	9/30/2024	Cover Memo

**COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21**  
**Governing Board of Education Special Meeting Minutes**  
**September 11, 2024**

**REGULAR MEETING**

**Date, Time, Place of Meeting**

The Governing Board of Education held a Regular Meeting on Wednesday, September 11, 2024, at 5:45 PM, 450 N. Arizona Boulevard Coolidge Arizona.

**ROUTINE BUSINESS**

**Call to Order and Roll Call**

*Present at this meeting was President Michael Flores, II, Vice-President Linda Heath, Member Diana Guerrero and Member George Arredondo.*

**Approval of Agenda**

Member George Arredondo MOVED, SECOND by Vice President Linda Heath, to Motion

**MOTION CARRIED: 4-0**

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

- A. Discussion and possible action to approve the FY25 Revised Expenditure Budget.

Director of Business Services Alyssa Garrett: We revised the budget in September but if you remember back in July the state didn't have the new forms ready for us. These are the new forms required by September 15th that we revise our budget to incorporate the increase to the base level support which is up to \$5013.

Basically our same data from our adopted budget plugged into these forms and adjusted our AB based on our September enrollment which was up. On page 3 of the PDF shows a grid that lays out our maintenance and operations and budget by category. On the far right you will see an increase and a decrease for each of those categories compared to last year. These are budget numbers to budget numbers not budget to actual but are still pretty accurate in terms of where the spending is. A couple of the larger variances in line two and line three and that's instructional support and student support. Those categories have an increase in budgeting expenditures mainly due to an increase in staff. They were previously put into ESSER and now they are under M&O. Line 13, 900 other programs is where we put the expenditures for preschool. Most of our preschool is paid for by the tuition of the students. Other than that everything is the same as the adopted budget.

George Arredondo: Does the tax rate change any of this?

Alyssa Garrett: No, the tax rate is set on the maintenance and operation budget. It is generally the same for all counties of the state. Any increase to the budget is paid through

equalization assistance covered by the state. The base rate to our tax payers is the same.

Vice-President Linda Heath MOVED, SECOND Member Diana Guerrero.  
President Michael Flores voted "yes", Vice-President Linda Heath voted "yes", Member Diana Guerrero voted "yes" and Member George Arredondo voted "yes"

**MOTION CARRIED: 4-0**

Vice President Linda Heath MOVED, SECOND by Member Diana Guerrero, to Motion

**MOTION CARRIED: 4-0**

**ADJOURNMENT**

Vice President Linda Heath MOVED, SECOND Member George Arredondo, to adjourn the Special Meeting at 5:49 PM. President Michael Flores, II voted "yes", Vice-President Linda Heath voted "yes", Member Diana Guerrero voted "yes", and Member George Arredondo voted "yes".

**MOTION CARRIED: 4-0**

These minutes were respectfully submitted by Andrea Felix and approved on October 9, 2024.

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Governing Board

Title

Date

**COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21**  
**Governing Board of Education Regular Meeting Minutes**  
**September 11, 2024**

**REGULAR MEETING**

**Date, Time, Place of Meeting**

The Governing Board of Education held a Regular Meeting on Wednesday, September 11, 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, Vice-President Linda Heath, Member Diana Guerrero and Member George Arredondo.*

**Approval of Agenda**

Vice President Linda Heath MOVED, SECOND by Member Diana Guerrero, to Motion

**MOTION CARRIED: 4-0**

**PUBLIC PARTICIPATION**

Public Participation: Bruce Kolinski regarding Constitution Class Announcement.

U.S. Constitution 7 week class. All classes are video presentation by Patriot Academy duration 1.5 hours. Classes are free and open to the public. DAV and ROTC members are invited.

Classes are at 6pm Wednesday evenings  
Located at the Disabled American Veterans Office  
340 South Main Street  
Coolidge, AZ 85132

**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**

- CHS had incentive trips that happened at the end of August. They were spectacular. The kids enjoyed it. We got good responses.
- Benchmarks, we've already completed those for our first set. We had excellent completion rate at the high school, and we've already got teachers looking at the data, making those changes that are necessary as we move forward.
- On 9/5 CHS hosted Hispanic Heritage night. We had a ton of people show up.
- Coming up, on 9/13 we have our first home football game coupled with a tailgate party.
- 9/27 Hall of Fame reception and ceremony.
- 10/4 Homecoming to finish out quarter one.

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

- Our newly formed cross country teams have been doing really well. On the sixth, they attended their first cross country meet. One of our students, Jasmine Mandeville got first place out of 113 different runners in her division. So she received a gold medal. Two boys placed and two girls placed. Each of those divisions had over a hundred students in it. So the kids just really did a phenomenal job.
- CJHS also completed all of our benchmark assessments. We had 98% to 99% completion rate on all of the tests between 6th-8th grade. We also met on Monday and had a data meeting with our teachers and look at that data and then planned our next steps based on what they were seeing.
- CJHS wanted to publicly thank LaShondra Moore who took the time to break down all of our data into subgroups. She did a fabulous job of analyzing it. It really made having that meeting really easy.
- Volleyball games coming up tomorrow night 9/12 at the Jr. High. A Team plays at four o'clock. B Team is away at ALA Queen Creek.
- Cross country meet at ALA Queen Creek on Saturday at 10am.

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

- CAP recently completed our first benchmark assessment. We're excited to see how that went with our new model program. We were happy to have 99% of all of our students tested in that the results were pretty much on par with what was planned and predicted with a few great surprises along the way. Mr. Gonzalez and I were locked in a battle all day with the data going back and forth trying to piece together as much as we can before we start having some individual meetings with the teachers before we meet as a group as well.
- The start of this school year, I tasked our counselor, Mr. Lathan, with tracking down our fifth year seniors who have left the district over the last half decade or so. Some of them are in the city, some of them have out of the county, some of them are out of state. We wanted to make sure we can track them down and try to, if they are here local to get 'em back in. So far. He has tracked down six students and got them re-enrolled in CAP and CVA, so we're very happy to have that. The students didn't realize that they could come back being gone for so long.
- By Labor Day we've had our fourth graduate, which is the most we've had before that Labor Day break. So we're really excited with this momentum we're having. And before fall break, we should have two to three more.

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

- Our kindergarten team has been really busy. They did a kindergarten Olympics a few weeks ago. There were four events all the students took place in. They had ceremonies opening and closing ceremonies.
- There will be an alphabet parade next week, Thursday 9/26 at 9:30 AM it's one of our annual events.
- I would like to shout out our primary teachers. HLR my kindergarten, first and second grade teachers are doing an excellent job. We have seen drastic changes in students writing. I am really excited to see what that turns into in December.
- Looking ahead, HLR has our fall festival scheduled a little later this year. We're scheduled for Thursday, November 7th and will be a big event.
- Next week we have our snack and paint evening. Which was filled with 150 participants in less than three hours. So we are looking forward to a fun filled night



next Wednesday, starting at 5:00 PM.

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

- At West at the end of August we had our honors dinner. We had about three or four kids were not able to make it for the night, so we made sure to follow up with them the next day with their certificates. We had a great time. The culinary students from the high school created a delicious dinner for us once again. The kids really enjoyed it and We we're looking forward to continuing
- Our student council just held elections last week and the results were given on Monday. . Ms. Jordan is our student council advisor, and she allowed third through fifth graders to run for positions on the board for student council.
- The student council is hosting their first dance this Thursday 9/12 for third through fifth grade.
- Our teachers have really started to use the data from their performance matters. For both benchmark testing and formative test. They're really breaking those down both in their grade level meetings as well in their coaching sessions with leadership.

- 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:**

- *Camilla White- 2nd grade - West Elementary*
- *Jonathan Jaciel Moreno - 1st grade - Heartland Ranch Elementary*
- *Zada Davis - 12th grade - Coolidge Alternative Program*
- *Iley Lucas - 8th grade - Coolidge Junior High*
- *Emily Ledesma- 12th grade - Coolidge High School*

- C. Governing Board Outstanding Service Awards - presented by Rosanne Headley and Kelly Ferguson.

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

- *Kelly Shields & Sylvia Molina - Transportation - Heartland Ranch Elementary*
- *Shelbi Sheridan - Kinder Para - West Elementary*

## **II. CONSENT AGENDA**

- A. **Approval of the Auxiliary Operations and Student Activities Reports for the month of August, 2024.**
- B. **Approval of the Donations Log for August, 2024.**
- C. **Approval of the Voucher Log for August, 2024.**

**D. Approval of the Minutes of the August 14, 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 of Policy Advisory 792-800, 2nd Reading.**
- 3. Approval to submit a re-application for Coolidge Unified School District to participate in another year for the Arizona State Seal of Arts Proficiency program.**
- 4. Approval for Overnight Travel and Expenses for SEI Teachers, Martha Fuentes, Patricia Acosta, Irma Garcia and Elisa Salazar to attend the Annual Office of English Language Acquisition Services (OELAS) Conference in Glendale, AZ, December 10th - 12th, 2024.**

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

**MOTION CARRIED: 4-0**

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

- A. Approval of the lease agreement between Coolidge Unified School District and New Destiny Christian Center.

Superintendent Dawn Hodge: New Destiny is leasing our Kennilworth building just east of town. They're are renewing their lease for another year. The rate is staying the same. I know there have been some questions on if rate itself covers utilities and yes, it does fully cover with additional.

Alyssa, do you have anything to add to that?

Director of Business Services Alyssa Garrett: They've been great tenants. I don't think we've heard much from them. I think all the AC units made it through the summer and they take care of the grounds and keep everything looking nice.

President Michael Flores, II: It looks beautiful over there.

Vice President Linda Heath: Yeah, that's, that's what I was gonna say. It's such a beautiful building and the grounds are so nice. It's good to have someone there.

Superintendent Dawn Hodge: Yeah. And we've also tried to give them some ideas on how sublease that for events and things like that so that they can continue to lease from us and

utilize that building.

Member George Arredondo: Just to make sure I understand on the utilities. So the utilities we pay out for that facility is covered by the income of that?

Superintendent Dawn Hodge: That is correct.

Diana Guerrero MOVED, SECOND Vice President Linda Heath to approve the the Lease Agreement between Coolidge Unified School District and New Destiny Christian Center. President Michael Flores voted "yes", Vice-President Linda Heath voted "yes", Member Diana Guerrero voted "yes" and Member George Arredondo voted "yes"

**MOTION CARRIED: 4-0**

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

- A. Discussion and possible action to approve the resignation of Kyle Diemer and to waive the \$2,000 contract liquidation.

Superintendent Dawn Dee Hodge: I feel like every month we're bringing something like regarding somebody resigning from the district. In this case we are in the middle of a school year. As a board you have been very consistent on not waiving damages unless there are special circumstances. Mr. Diemer is moving out of state and with the position he had, he could have kept had he chosen. Obviously this is your decision based on policy, but it would be our recommendation that we uphold the liquidated damages.

Vice President Linda Heath: Well we don't generally waive it unless there are extenuating circumstances. And I'm not seeing that here, so I would just assume have him pay the \$2,000.

Member George Arredondo: I concur with the remarks.

Superintendent Dawn Dee Hodge: If you're going to not waive the damages, you would just approve his resignation and impose damages.

Vice-President Linda Heath MOVED, SECOND Governing Member Diana Guerrero to approve the resignation of Kyle Diemer and to decline waving the \$2,000 contract liquidation. President Michael Flores voted "yes", Vice-President Linda Heath voted "yes", Member Diana Guerrero voted "yes" and Member George Arredondo voted "yes"

**MOTION CARRIED: 0-4**

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

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

Superintendent Dawn Hodge: I've been updating you guys all week, so I don't really have much else to, to update you on. The principals did a good job with their updates today regarding benchmark assessments and the things that they are doing at the sites referring

to data and having teachers look at data. We have some growing pangs right now. Unfortunately, it's kind of our fault by, over the years, not enforcing some of the important aspects that we know work within our curriculum. These are things that we are reimplementing and going back to. And so there's been some adjustments that have had to be made. I firmly believe that if we'll just get on board it will work itself out. I'll keep you guys updated as those things develop. I did provide some information, yesterday on the empowerment scholarships and what that looks like for Coolidge, specifically, and the amount of money that is costing taxpayers.

Vice President Linda Heath: I did want to have you talk about school security. And reassure everybody that we are on top of it.

Superintendent Dawn Hodge: We entered into an agreement with Pinal County and Mutual Link two years ago. It's, it's been a long time coming. I have a meeting coming up on the 18th where we are going to talk about doing an internal test of the system. That system, once activated, would allow law enforcement to have visuals of a school utilizing our cameras. We also have a system that we are currently using called Raptor, where the site can call a lockdown. They use it for fire drills, but it notifies every person on a site on what's happening and helps them follow procedures. So yes, we are on top of it. The implementation of Mutual Link has just not gone as quickly as we would've liked. The configuration of the cameras has been a huge, huge process.

Member George Arredondo: If I may add that these are just tools for the community. We should understand there's no one cure for anything that may occur, but these are tools that help the process. We have to remind families, community members, that we take these things serious and people are being held accountable for things that occur whether it's threats. I know our staff has and the superintendent has been looking at these things extensively. But we need to make sure parents, guardians, family members, community, know that there's accountability if things go wrong with the students. I'll leave it at that.

Superintendent Dawn Hodge: I'll piggyback off of that just to give more specifics. For example, if a student is to make a threat towards the school or towards another person, we take that as a viable threat. Law enforcement is contacted, they will then determine whether that goes to the county attorney or not. And then that becomes a legal issue. And the school site is actually a very different piece of that. We do not take those things lightly. Unfortunately, in most cases, we recommend that the student not be on a campus if they have made a threat of violence against another or against the campus as a whole.

President Michael Flores, II: Yeah. We've always had no tolerance against this.

Member Diana Guerrero: Especially over the last few years. It is not a joke.

President Michael Flores, II: And when that does happen it is investigated thoroughly.

Vice President Linda Heath: I love the reports that you guys send every month. They give us so much information. I want to take them and publish in the newspaper so everybody can see what you're doing, what our teachers are doing, what our administrators are doing, because it's excellent. And I went to the honors dinner. Wow. That culinary class is fabulous. So keep up the good work.

Member George Arredondo: Yes. I also wanted the honors dinner, and it was great! Great food and great participation.

I represented the district at the ASBA law conference last week, so I missed the Hispanic heritage celebrations. I apologize for that. But one of the things that they talked a lot about was artificial intelligence. Where we at as a district, where we at as educators utilizing the tools and where students are utilizing it, how the community perceives it. They had a student panel and they went over how the students were utilizing it. Shared the pitfalls the good and the bad that they see as students. Very informative and they had a couple other speakers talk about AI as well. But one key thing that they emphasize is that employers are looking for 66% of new people coming on to work to have AI understanding utilization of these tools. AI is here for us, so we're gonna have to manage, protect and evaluate these tools and how we are using them.

I'll share the link they gave me for this conference information. I'll get that out to the superintendent So she push it out to everybody. I quizzed the superintendent on some things I'm learning cause hearing all these things that they said I was thinking we were behind the curve on AI. Butt visiting with her, she's outlining some things that we've got going on and we seem to be on track.

Superintendent Dawn Hodge: I can actually elaborate on that just a little bit. We do have a committee that has come together twice now. We have our third meeting this week. We do have policy in place for the usage of AI, but we have to develop what those procedures look like and how we would determine student and staff usage of artificial intelligence. We're in the middle of that trying to decide as educators what's the best usage of it in classrooms and ensuring that our kids know it's not going away. Also using it in the appropriate way, citing it if and when you use it, and using it to your advantage. But not using it to plagiarize. We're looking at some different platforms as far as AI tomorrow and trying to pick what we would encourage our students and staff to use for assignments and things on campus.

Member George Arredondo: One more thing I'd add. With the student panel they recognized their peers may not have the technical savvy how to use AI or what the tool's capability of using. They recommended a program course or certification.

President Michael Flores, II: I have to say how, I believe it's Ms. Schmidt and Monica have been using AI to create a lot of the online flyers of the Bears. The graphics are amazing!

Superintendent Dawn Hodge: Athletics uses it and hey use it in student government. It's very cool.

President Michael Flores, II: I've never seen it look so good. And I'm all about the graphics and, and promoting. I'm in shock! It has a wow factor.

All principals I meant to call you when school started but I've been gone, but I just wanted to say, have a great year. You guys have hit the ground running every year. You do. Every year you get better and better. I just want you to know that. I thank you for all you do. Dawn keeps us updated about everything. All the good, the bad. There's usually never any ugly. But she always lets us know what's going on with each and every one of you. Thank you for all your hard work.

I know by this time of the week you're probably exhausted, but I just had to thank you for all

you do.

### **ADJOURNMENT**

Member George Arredondo MOVED, SECOND Vice President Linda Heath. President Michael Flores voted "yes", Vice-President Linda Heath voted "yes", Member Diana Guerrero voted "yes" and Member George Arredondo voted "yes"

### **MOTION CARRIED: 4-0**

These minutes were respectfully submitted by Andrea Felix and approved on October 09, 2024.

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Governing Board

Title

Date

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      **MEETING DATE:**10/9/2024  
Items-1.

**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
Personnel Report	9/30/2024	Cover Memo

**PERSONNEL ITEMS:**

DATE: October 9, 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>
Gomez, Gabriel	ELA Teacher/Coolidge JH	9/30/24	Yes	M&O: \$42,143/Yr.

**CLASSIFIED**

Emsay, Pamela	CDL Driver/Support Services	9/3/24	Yes	M&O: \$20/Hr.
<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>
Porter, Rita	Paraprofessional/Heartland Ranch Elementary	9/24/24	Yes	M&O: \$17.50/Hr.

**POSITION CHANGES/TRANSFERS/SALARY ADJUSTMENTS**

**CLASSIFIED**

(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 3



**PERSONNEL ITEMS:**

DATE: October 9, 2024

<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>
McWilliams, Daniel	Security Guard/Support Services	M&O: \$15.50/Hr.	Security Guard/Support Services (Was placed incorrectly)	M&O: \$18/Hr.	9/25/24
Jackson, Ashley	CDL Driver/Support Services	M&O; \$17.50/Hr.	CDL Driver/Support Services (Completed CDL Certification)	M&O; \$20/Hr.	9/25/24
Federico, Sandra	Food & Nutrition Worker/Food & Nutrition Department	M&O; \$15.25/Hr.	Food & Nutrition Worker/Food & Nutrition Department (Taking on more duties)	M&O; \$16/Hr.	9/11/24

**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>
McDonald, Sean	Substitute Teacher/Districtwide	\$130/Day	Special Education Teacher/Coolidge HS	M&O; \$58,000/Yr.	10/21/24
Romero, Nadia	Media Aide/West Elementary	\$17.50/Hr.	Kindergarten Teacher/West Elementary	M&O: \$42,143/Yr.	10/21/24
Allred, Gabrielle	Kindergarten Teacher/West Elementary	M&O: \$43,643/Yr.	Media Aide/West Elementary	\$17.50/Hr.	10/21/24

(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 2 of 3

**PERSONNEL ITEMS:**

DATE: October 9, 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>
Meneses, Jassy	ELA Teacher/Coolidge JH	10/3/24	M&O: \$61,500/Yr.
Wilson, Ryan	Special Education Teacher/Coolidge HS	10/3/24	M&O: \$47,243/Yr.
Holland, Ana	Special Education Teacher/West Elementary	3/1/25 (retiring and returning under ESI)	M&O: \$68,946.15/Yr.

**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>
Esmay, Pamela	CDL Driver/Support Services	9/10/24	M&O: \$20/Hr.
Burciaga Ibarra, Alexia	Paraprofessional/West Elementary	9/24/24	M&O: \$17.50/Hr.

**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>
Canuas, David	Head Cross Country Coach/Coolidge HS	7/29/24	Yes	M&O; \$3750 (Stipend)

(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 3

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:** Other Consent      **MEETING DATE:**10/9/2024  
Items-2.

**AGENDA ITEM:** Approval of Policy Advisory 801-807, 1st Reading.

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

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

**APPROVED BY  
SUPERINTENDENT:**



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**RECOMMENDATION:**

Approval of Policy Advisory 801-807, 1st Reading.

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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
PA801-807	10/3/2024	Cover Memo

# POLICY SERVICES

## ADVISORY

Volume 36, Number 5

September 2024

Policy Advisory No. 801..... Policy BAA — Evaluation of  
School Board / Board Self-Evaluation

Policy Advisory No. 802 .....Policy DJE — Bidding / Purchasing Procedures  
Regulation DJE-R Bidding / Purchasing Procedures

Policy Advisory No. 803 .....Policy GCFC — Professional Staff Certification and  
Credentialing Requirements  
Exhibit GCFC-E — Professional Staff Certification and  
Credentialing Requirements

Policy Advisory No. 804 .....Policy GDFA — Support Staff Qualifications and  
Requirements  
Exhibit GDFA-E — Support Staff Qualifications and  
Requirements

Policy Advisory No. 805 ..... Policy IGA — Curriculum Development

Policy Advisory No. 806 ..... Policy IMG — Animals in Schools  
Regulation IMG-R — Animals in Schools

Policy Advisory No. 807 ..... Regulation JLCD-R — Medicines / Administering  
Medicines To Students

### POLICY ADVISORY DISCUSSION

#### Summary

Most of the following policy advisories were updated to align with language in statute and/or Arizona Administrative Code. Policies BAA and IGA removed language that was not statutorily required. Policy DJE and Regulation DJE included language regarding documentation of evidence for verifications to assist Districts with their processes.

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

**Policy Advisory Discussion**

**Policy Advisory No. 801**

**Policy BAA — Evaluation of School Board /  
Board Self-Evaluation**

The language noting an annual meeting by October 30 for the purpose of a board self-evaluation was removed as it is not statutorily required. Language allowing for board discretion was included instead.

**Policy Advisory No. 802**

**Policy DJE — Bidding / Purchasing Procedures  
Regulation DJE-R — Bidding / Purchasing Procedures**

Language was added to ensure Districts are purposefully documenting evidence for their verification process.

**Policy Advisory No. 803**

**Policy GCFC — Professional Staff Certification and  
Credentialing Requirements  
Exhibit GCFC-E — Professional Staff Certification and  
Credentialing Requirements**

The Policy and Exhibit were updated to include statutory language in A.R.S. 15-509.

**Policy Advisory No. 804**

**Policy GDFA — Support Staff Qualifications and  
Requirements  
Exhibit GDFA-E — Support Staff Qualifications and  
Requirements**

The Policy and Exhibit were updated to include statutory language in A.R.S. 15-509.

**Policy Advisory No. 805**

**Policy IGA — Curriculum Development**

Language requiring certified personnel to serve on curriculum committees was removed due to a lack of statutory basis.

**Policy Advisory No. 806**

**Policy IMG — Animals in Schools  
Regulation IMG-R — Animals in Schools**

Language was updated and clarified based on the Americans with Disabilities Act (ADA), § A.R.S. 11-1024, and A.A.C. R13-13-104.

**Policy Advisory No. 807**

**Regulation JLCD-R — Medicines / Administering  
Medicines To Students**

The Arizona State Board of Education updated R7-2-811 on Seizure Management Training. This Rule clarifies the application of SB1654 regarding implementation of correct timelines for school compliance, required maintenance of proof of completed training, and appropriate publication of applicable resources.

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



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

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

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

The Board may meet, ~~should it choose to do so, at least annually, not later than October 30,~~ for the purpose of appraising its functioning as a Board and to evaluate Board performance. The appraisal plan approved by the Board will be developed by the Board President working with the Superintendent.

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

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

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

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

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

CROSS REF.:

BDD - Board-Superintendent Relationship

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

**DJE ©  
BIDDING / PURCHASING PROCEDURES**

The Superintendent shall be responsible for all purchasing, contracting, competitive bidding, and receiving and processing of all bid protests, in accordance with the Arizona school district procurement rules, including A.A.C. R7-2-1141 *et seq.* A contract shall not be awarded to an entity that does not verify employment eligibility of each employee through the E-Verify program in compliance with A.R.S. 23-214 subsection A. Each contract shall contain the warranties required by A.R.S. 41-4401 relative to the E-Verify requirements. District purchases shall also be in accordance with 2 C.F.R. 200.214 (Code of Federal Regulations Title 2).

The Superintendent shall ensure that all aspects of bidding and purchasing procedures conform to federal and state laws, rules and regulations. Administrative regulations shall be established to assure the District is in full compliance, including contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. (2 C.F.R. 200.321).

**Purchases Not Requiring Bidding**

Purchases of less than ten thousand dollars (\$10,000) may be made at the discretion of the Superintendent. Such procurements are not subject to competitive purchasing requirements, however reasonable judgment should be used to ensure the purchases are advantageous to the District.

Written price quotations will be requested from at least three (3) vendors for transactions of at least ten thousand dollars (\$10,000) and less than one hundred thousand dollars (\$100,000). If three (3) written price quotations cannot be obtained, documentation showing the vendors contacted that did not offer written price quotations, or explaining why written price quotations were not obtained, shall be maintained on file in the District office.

The District is not required to engage in competitive bidding in order to place a student in a private school that provides special education services if such placement is prescribed in the student's individualized education program and the private school has been approved by the Department of Education Division of Special Education pursuant to A.R.S. 15-765. The placement is not subject to rules adopted by the State Board of Education before November 24, 2009 pursuant to A.R.S. 15-213.

The District may, without competitive bidding, purchase or contract for any products, materials and services directly from Arizona Industries for the Blind, certified nonprofit agencies that serve individuals with disabilities and Arizona Correctional Industries if the delivery and quality of the goods, materials or services meet the District's reasonable requirements.



Intergovernmental agreements and contracts between school districts or between the District and other governing bodies as provided in A.R.S. 11-952 are exempt from competitive bidding under the procurement rules adopted by the State Board of Education pursuant to A.R.S. 15-213.

The District is not required to engage in competitive bidding to make a decision to participate in insurance programs authorized by A.R.S. 15-382.

The District is not required to obtain bid security for the construction-manager-at-risk method of project delivery.

Unless otherwise provided by law, contracts for materials or services and contracts for job-order-contracting construction services may be entered into if the duration of the contract and the conditions of renewal or extension, if any, are included in the invitation for bids or the request for proposals and if monies are available for the first fiscal period at the time the contract is executed. The duration of contracts for materials or services and contracts for job-order-contracting construction services shall be limited to no more than five (5) years unless the Board determines that a contract of longer duration would be advantageous to the District. Once determined, the decision should be memorialized in meeting minutes and in the contract/bid file. Payment and performance obligations for succeeding fiscal periods are subject to the availability and appropriation of monies. The maximum dollar amount of an individual job order for a job-order-contracting construction service shall be one million dollars (\$1,000,000) or as determined by the Board.

### **Online Bidding**

Until such time as the State Board of Education adopts rules for the procurement of goods and information services by school districts and charter schools using electronic, online bidding, the District may procure goods and information services pursuant to A.R.S. 41-2671 through 2673 using the rules adopted by the Department of Administration in implementing 41-2671 through 2673.

### **Purchases Requiring Bidding**

Sealed bids and proposals shall be requested for transactions to purchase construction, materials, or services costing more than one hundred thousand dollars (\$100,000). All transactions must comply with the requirements of the Arizona Administrative Code and the Uniform System of Financial Records.

## **Public Inspection and Rationale for Awarding a Contract**

The Governing Board shall make available, for public inspection, all information, all bids, proposals and qualifications submitted, and all findings and other information considered in determining whose bid conforms to the District's invitation for bids. Documentation provided will include information regarding the most advantageous, with respect to price, conformity to the specifications, and other factors, or whose proposal for qualifications are to be used to select and award the bid. Included in this information will be the rationale for awarding a contract for any specified professional services, construction, construction service or materials to an entity selected from a qualified select bidders list or through a school purchasing cooperative. The invitation for bids, request for proposals or request for qualifications shall include a notice that all information and bids, proposals and qualifications submitted will be made available for public inspection.

## **Registered Sex Offender Prohibition**

All purchase orders, agreements to purchase, and contracts for services to be provided by personnel other than District employees must include the following statement on the document:

***Registered Sex Offender Restriction.** Pursuant to this order, the named vendor agrees by acceptance of this order that no employee or subcontractor of the vendor, who is required to register as a sex offender, pursuant to A.R.S. 13-3821, will perform work on District premises or equipment at any time when District students are, or are reasonably expected to be, present. The vendor further agrees by acceptance of this order that a violation of this condition shall be considered a material breach and may result in a cancellation of the order at the District's discretion.*

Adopted: \_\_\_\_\_

### **LEGAL REF.:**

A.R.S.

11-952

15-213

15-213.01

15-213.02

15-239

15-323

15-342

15-382

15-765

15-910.02

23-214  
34-101 *et seq.*  
35-391 *et seq.*  
35-393 *et seq.*  
38-503  
38-511  
39-121  
41-2632  
41-2636  
41-4401  
A.A.C.  
R7-2-1001 *et seq.*  
A.G.O.  
I83-136  
I87-035  
I06-002  
USFR: VI-G-8 *et seq.*  
2 C.F.R. 200.321  
2 C.F.R. 200.214

CROSS REF.:

BCB - Board Member Conflict of Interest  
DJ - Purchasing  
DJG - Vendor/Contractor Relations  
GBEAA - Staff Conflict of Interest  
JLIF - Sex Offender Notification

## DJE-R

### REGULATION

#### BIDDING / PURCHASING PROCEDURES

All District purchases shall be in accordance with the relevant sections of the Arizona Revised Statutes (including, but not limited to 15-213, 15-323, 23-214 subsection A, ~~and~~ 38-503, and 41-4401), and the Arizona school district procurement rules set out in the Arizona Administrative Code (A.A.C.) R7-2-1001 through 1195. ~~and with the following~~. District purchases shall also be in accordance with 2 C.F.R. 200.214 (Code of Federal Regulations Title 2).

#### Requesting Quotations

Requests for price quotations are to include adequate details and be issued with sufficient lead time to enable vendors to effectively respond. When a contract is to be awarded on the basis of price and additional factors those factors are to be included in the request for quotations. Such factors should include, but are not limited to, the following:

- A. Submittal requirements including:
  1. Date and time due;
  2. Type and manner by which quotations may be received (e.g., telephone, written, fax, e-mail, prepared form);
  3. Physical or digital address to which quotations are to be delivered.
- B. Specific information the quotation must include.
- C. Whether or not negotiations may be held.
- D. Options that may be made pursuant to a purchase contract, i.e., extensions and renewals.
- E. Contracts for job-order-contracting services shall be limited to no more than five (5) years unless the Board determines that a contract of longer duration would be advantageous to the District and has provided for such duration as a part of bid documents and conditions of renewal or extension within contract language. Such determination should be memorialized in writing and kept in the meeting minutes and contract/bid file.
- F. Uniform terms and conditions included in the request by text or reference.
- G. Such additional terms, conditions, and instructions as are applicable to the purchase under consideration.

All requests for written quotations shall be at the direction of the Superintendent or a person designated by the Superintendent.

When a vendor is selected on the basis of factors other than lowest price, the reasons shall be documented and filed with the price quotations. Documentation of the quotations process and details including vendor names, persons contacted, telephone numbers and identification of other communication procedures, price results, and determinations are to be documented and retained by the District in a procurement file that includes the pertinent requisition form and purchase order.

A written contract or purchase order must be approved prior to a purchase being made.

### **Cumulative and Like Item Purchases**

An analysis shall be performed annually to determine the extent of the District need to purchase like items. Prior year purchases and applicable demographic, program, and planning data are to be utilized for projecting quantity and cost of like items to fulfill the anticipated need. The outcomes of calculating the projected quantity and cost factors to acquire like items shall inform the determinations as to the appropriate procurement processes to be applied. The proper competitive purchasing strategies must be applied to assure District compliance with the procurement laws and rules. Splitting of orders or other purchasing practices devised to circumvent allowable procurement practices are prohibited. The cumulative costs of purchasing like items by any and all means of acquisition are to be tracked to assure that no purchases are permitted that will result in violation of Governing Board policies and lawful procurement practices.

### **Multiple Year Purchases Totaling Less Than One Hundred Thousand Dollars**

The District may enter into contracts of less than one hundred thousand dollars (\$100,000) for a period up to five (5) years, as follows:

- A. When the terms and conditions of renewal or extension are included in the solicitation for bids;
- B. When monies are available for the first fiscal year at the time of contracting;
- C. When the competitive purchasing method is appropriate to the projected cumulative cost over the term of the multiple year contract.

### **Multiple Year Purchases Totaling More Than One Hundred Thousand Dollars**

The District may enter into contracts for more than one hundred thousand dollars (\$100,000) for a period up to five (5) years, as follows:

- A. The Governing Board has determined in writing that:
  - 1. The estimated requirements cover the contract period and are reasonable and continuing;
  - 2. A multi-term contract will serve the District's best interest by encouraging competition or promoting economies in procurement;
  - 3. If monies are not appropriated or available in future years the contract will be cancelled.

If multiple-year quotations are used, the District shall:

- A. Document the time period that the pricing is valid;
- B. Determine the vendor will honor the pricing for the multi-year period;
- C. Secure and maintain written affirmation with the vendor that, although it is the District's intent to purchase certain quantities, all purchases are subject to the availability of funds.

### **Multiple Awards to More Than One Contractor**

Generally, the District should not use multiple awards allowing more than one (1) vendor to supply the same goods or service. However, there are instances in which the District may make multiple awards. If that instance arises, the request for proposals or invitation for bids should clearly state whether multiple awards may be used so bidders can consider that information when pricing their proposals or bids.

A multiple award to more than one (1) vendor should be made only when the District has determined and documented in writing that a single award is not advantageous to the District. The award should also be limited to the least number of suppliers necessary to meet the District's requirements.

## **Bidding Methods**

Sealed bids or proposals will be requested when an award is to be made for a transaction to purchase construction, materials, or services costing more than one hundred thousand dollars (\$100,000). The Superintendent must review the expenditure and make a recommendation to the Board for final action. The Board reserves the right to waive any informality in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids.

The bidder to whom the award is made may be required to enter into a written contract with the District.

Pursuant to the procurement code, contracts can be let for a period not to exceed five (5) years.

## **Definitions**

The definition of a term used in this regulation shall be interpreted as being synonymous with the definition of that term listed at R7-2-1001.

## **Prospective Bidders' Lists**

The District shall compile and maintain a prospective bidders' list. Inclusion of the name of a person shall not indicate whether the person is responsible concerning a particular procurement or otherwise capable of successfully performing a District contract.

Persons desiring to be included on the prospective bidders' list shall notify the District. Upon notification, the District shall mail or otherwise provide the person with the District procedures for inclusion on the bidders' list. Within thirty (30) days after receiving the required information, the District shall add the person to the prospective bidders' list unless the District makes a determination that inclusion is not advantageous to the District.

Persons who fail to respond to invitations for bids for two (2) consecutive procurements of similar items may be removed from the applicable bidders' list after mailing a notice to the person. This notice shall not be required if the two (2) invitations for bids which were not responded to both contained the notice that bidders' names may be removed from the bidders' list if they fail to respond to invitations for bids for two (2) consecutive procurements of similar items. Persons may be reinstated upon request.

Prospective bidders lists shall be available for public inspection, unless the District makes a written determination that it is in the best interest of the District that they should be confidential or private and should not be open for inspection pursuant to A.R.S. 39-121.

## **Competitive Sealed Bidding**

If the intended procurement is for construction to cost less than one hundred fifty thousand dollars (\$150,000), the rules established for the simplified school construction procurement program described at R7-2-1033 may be followed. In all other cases, adequate public notice of the invitation for bids shall be given as provided in R7-2-1022 or as provided in R7-2-1024, which are outlined below, and shall indicate that any bid protest shall be filed with the District representative, who shall be named therein.

If notice is given pursuant to R7-2-1024, notice also may be given as provided in R7-2-1022. If fewer than five (5) prospective bidders are included on the bidders list, the notice must also be given as provided in R7-2-1022. When the invitation for bids is for the procurement of services other than those described in R7-2-1061 through R7-2-1068 and R7-2-1117 through R7-2-1123, Specified Professional Services, notice also shall be given as provided in R7-2-1022.

### ***R7-2-1022:***

In the event there are four (4) or less prospective bidders on the bidders' list, the notice shall include publication in the official newspaper of the county within which the school district is located for two (2) publications which are not less than six (6) nor more than ten (10) days apart. The second publication shall not be less than two (2) weeks before bid opening. The time of publication may be altered if deemed necessary pursuant to R7-2-1024.A.

### ***R7-2-1024:***

Invitation for bids shall be issued at least fourteen (14) days before the time and date set for bid opening in the invitation for bids unless a shorter time is deemed necessary for a particular procurement as determined by the school district.

The school district shall mail or otherwise furnish invitation for bids or notices of the availability of invitation for bids to all prospective bidders registered with the school district for the specific material, service or construction being bid.

The time and date at which a bid is called due shall be during regular working hours at a regular place of school business or during a public meeting of the Governing Board at its regular meeting place.

Invitations to bid will be sent to all vendors who have requested to bid or who have applied to be placed on a bid list appropriate to the items being sought.



A bid call relating to "construction projects" must describe the nature of the work to be performed and where complete plans, if necessary, may be obtained. Deposits may be required for plans and specifications in good order. A certified check, cashier's check, or surety bond for ten percent (10%) of the bid must accompany each bid, but will be returned to unsuccessful bidders. The successful bidder must present performance and payment bonds for one hundred percent (100%) of the bid within five (5) working days after notification of the award.

Each sealed bid must be submitted in a sealed envelope, addressed to the District, clearly marked on the outside of the envelope, "Sealed Bid for \_\_\_\_\_." The bids shall be opened publicly and read aloud at the time and place stated in the invitation. Awards shall be made with reasonable promptness to the lowest responsible, qualified vendor, taking into consideration all factors set forth in policy. Price shall not be the sole factor in making the bid award. When out-of-state bidders are not to pay sales/use tax, the amount of such tax shall not be a consideration in determining the low bidder. All proposed contracts for outside professional services in excess of the amount calculated by the State Board of Education and made applicable for the year in which the transaction will occur, may be reviewed by the attorney for the District prior to entering into the contract. The policies relating to outside professional services apply only to services required by law to be placed on bid, and even those policies may be set aside if a state of emergency is declared. If a state of emergency is declared, a memorandum will be issued justifying such a declaration, which will be filed in the District's records.

The use of bidding, contracting, or purchasing specifications that are in any way proprietary to one (1) supplier, distributor, or manufacturer is prohibited unless no other resource is practical for the protection of the public interest.

The Board reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the District. The Board reserves the right to waive informalities in any bid or to reject any bid, all bids, or any part of any bid. Any bids may be withdrawn prior to the scheduled time for the opening of the bids. Any bids received after the opening begins shall not be accepted. Opening of bids shall not be delayed to accommodate late bid responses. Submitted bids shall be honored for at least thirty (30) days or as otherwise stated in the invitation. All information relating to a bid shall be retained and made available for public inspection after the bids are awarded, and prospective bidders shall be notified of this in the invitation or specifications relating to the bid call.

## **Multistep Sealed Bidding**

The multistep sealed bidding method may be used if the Governing Board determines that:

- A. Available specifications or purchase descriptions are not sufficiently complete to permit full competition without technical evaluations and discussions to ensure mutual understanding between each bidder and the District;
- B. Definite criteria exist for evaluation of technical offers;
- C. More than one (1) technically qualified source is expected to be available; and
- D. A fixed-price contract will be used.

The District may hold a conference with bidders before submission or at any time during the evaluation of the unpriced technical offers.

The multistep sealed bidding method may not be used for construction contracts.

When the multistep sealed bidding method is determined to be advantageous to the District, the procedures set out in R7-2-1036 and 1037 shall be followed.

## **Competitive Sealed Proposals**

If, pursuant to R7-2-1041, the Governing Board determines in writing that the use of competitive sealed bidding is either not practicable or not advantageous to the District, a contract may be entered into by competitive sealed proposals. The Governing Board may make a class determination that it is either not practicable or not advantageous to the District to procure specified types of materials or services by competitive sealed bidding. The competitive sealed proposal method may not be used for construction contracts. The Governing Board may modify or revoke a class determination at any time.

If competitive sealed bidding is neither practicable or advantageous, competitive sealed proposals may be used if it is necessary to:

- A. Use a contract other than a fixed-price type;
- B. Conduct oral or written discussions with offerors concerning technical and price aspects of their proposals;
- C. Afford offerors an opportunity to revise their proposals;

D. Compare the different price, quality, and contractual factors of the proposals submitted; or

E. Award a contract in which price is not the determining factor.

Procedures to be applied subsequent to the issuance of an invitation for bids are to be consistent with the requirements set out in R7-2-1025 through 1032.

Competitive sealed proposals shall be solicited through a request for proposals. The request for proposals shall set forth those factors listed above for competitive sealed bids that are applicable and shall also state:

A. The type of services required and a description of the work involved;

B. The type of contract to be used;

C. An estimate of the duration the service will be required;

D. That cost or pricing data is required;

E. That offerors may designate as proprietary portions of the proposals;

F. That discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award;

G. The minimum information that the proposal shall contain;

H. The closing date and time of receipt of proposals; and

I. The relative importance of price and other evaluation factors.

Procurement of information systems and telecommunications systems shall include, as criteria in the request for proposal, evaluation factors of the total life cycle cost and application benefits of the information systems or telecommunication systems.

Procurement of earth-moving, material-handling, road maintenance and construction equipment shall include, as criteria in the request for proposal, evaluation factors of the total life cycle cost including residual value of the earth-moving, material-handling, road maintenance and construction equipment.

A request for proposals shall be issued at least fourteen (14) days before the closing date and time for receipt of proposals unless a shorter time is determined necessary by the District.

Notice of the request for proposals shall be issued in accordance with R7-2-1022.

Before submission of initial proposals, amendments to requests for proposals shall be made in accordance with R7-2-1026. After submission of proposals, amendments may be made in accordance with R7-2-1036(C).

### **Specified Professional Services and Construction Services**

When the procurement of construction services or services to be provided by certain professionals are under consideration, designated District personnel shall become fully familiar with and informed on the requirements established in Arizona Revised Statutes Title 34. The assigned District personnel are to seek assistance from qualified consultants, attorneys, and bond counsel as is necessary and applicable to the projects being considered, including but not limited to determinations of the training, qualifications, experience, fitness, licensure, prior performance, and bonding of potential providers. Procurement activities, including securing the services of persons to assist District personnel as referenced above shall be in accordance with all relevant requirements prescribed by federal and state law and the rules of federal, state, county, and municipal agencies for the acquisition, performance and reporting of the services being sought and acquired.

### **Procurement of Services by Certain Other Classes of Providers**

The purchase of services to be provided by clergy, certified public accountants, physicians, dentists, and legal counsel shall be as specified in R7-2-1061 through R7-2-1068. The procurement of services by an architect, engineer, land surveyor, assayer, geologist, or landscape architect is to be accomplished in compliance with R7-2-1117 and 1118. Procurement procedures related to purchasing services from the professional providers are to conform to R7-2-1119 through 1122.

### **Contract Requirements**

Care is to be exercised to assure the District's procurement practices conform to the general contract requirements set out at R7-2-1068 through 1086 and the accompanying conditions described in R7-2-1091 through 1093.

### **Preparation of Specifications**

Specifications for goods, services, and construction items are to be prepared in the manner prescribed by rules R7-2-1101 through 1105.

### **Construction Procurement Procedures**

Preparation for inviting bids for construction and the steps to be followed in the construction procurement process shall be guided by and consistent with R7-2-1109 through 1116.

### **Emergency Purchases**

An exception to the above procedures for price competition may be made in the event of an emergency involving the health, safety, or welfare of school personnel or students. In such an emergency, declared by the Superintendent, emergency purchase action may be taken without price competition, if necessary. Even under emergency conditions, price competition should be sought if it will not unacceptably delay the correction of the condition requiring emergency procedures. If emergency purchases are made without price competition, a complete written description of the circumstances pursuant to A.A.C. R7-2-1055 shall be included in the procurement file and maintained in the District office.

### **Sole-Source Procurements**

A contract may be awarded for a material, service, or construction item without competition if the Governing Board determines in writing that there is only one (1) source for the required material, service, or construction item. The District may require the submission of cost or pricing data in connection with an award pursuant to A.A.C. R7-2-1053. Sole-source procurement shall be avoided, except when no reasonable alternative source exists. A copy of the written evidence and determination of the basis for the sole-source procurement shall be retained in the procurement file by the District.

The District shall, to the extent practicable, negotiate with the single supplier a contract advantageous to the District.

### **Cooperative Purchasing Agreements**

Procurements in accordance with intergovernmental agreements and contracts between the District and other governing bodies as authorized by Arizona Revised Statute are exempt from competitive bidding requirements under A.R.S. 15-213. Inspection of and payment for materials and services acquired under a cooperative purchasing agreement are the obligation of the District.

### **Due Diligence**

The District is responsible for ensuring that all procurements are done in accordance with school district procurement rules whether the procurement is done independently or through a cooperative purchasing agreement. The District shall develop and follow a clear plan prescribing the purchasing practices to be followed. The plan will describe the elements of internal control and auditing to assure the District's procedures are sufficient to confirm the adequacy of the procurements practices and that the accountability of all personnel engaged in procurement practices is regularly evaluated and corrective measures taken when necessary. The due diligence activities shall include the use of the applicable sections of the Uniform System of Financial Records (USFR) Compliance Questionnaire for

school districts when assessing the quality of the procurements procedures and the competence of the persons performing the procedures. Day-to-day and periodic formal checks of due diligence performance are to be documented and retained in a procurement file.

**Federal Regulations for Suspension and Debarment Verification**

If a requisition involves the expenditure of funds received from Federal assistance, these procedures must include a process that confirms and documents verification of vendor suspension and debarment, per 2 C.F.R. § 200.214 (Code of Federal Regulations Title 2). This verification can be done by accessing [www.sam.gov/sam/](http://www.sam.gov/sam/) where names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or other regulatory authority can be found. Federal regulations restrict awards, sub-awards, and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. A covered transaction includes a contract for audit services (that is federally required) and contracts for goods or services in the amount of at least, twenty-five thousand dollars (\$25,000), including subcontracts. Evidence and documentation of this verification process should be maintained by the Superintendent.

**GCFC ©  
PROFESSIONAL STAFF CERTIFICATION  
AND CREDENTIALING REQUIREMENTS**

**(Fingerprinting Requirements)**

**New Hires**

All certificated personnel to be hired by the District shall be fingerprinted as a condition of employment, except for personnel who, as a condition of certification are required to have a valid fingerprint clearance card.

The candidate's fingerprints shall be submitted, along with the form presented as an exhibit to this policy, immediately upon being notified of possible employment. The form shall be considered a part of the application for employment.

An expired fingerprint clearance card may be used to satisfy the fingerprint requirements of section 15-183, 15-503, 15-512, 15-534, 15-782.02, 15-1330 or 15-1881 if the person signs an affidavit stating both of the following:

- A. The person submitted a completed application to the Finger Printing Division of the Department of Public Safety for a new fingerprint clearance card within ninety (90) days before the expiration date on the person's current fingerprint clearance card.
- B. The person is not awaiting trial on and has not been convicted of a criminal offense that would make the person ineligible for a fingerprint clearance card.

This does not apply to a fingerprint clearance card that has been denied, suspended or revoked or to a person who has requested a good cause exception hearing.

Candidates shall certify on the prescribed notarized forms whether they are awaiting trial on or have ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the following criminal offenses in Arizona or similar offenses in any other jurisdiction, including a charge or conviction that has been vacated, set aside or expunged:

- A. Sexual abuse of a minor.
- B. Incest.
- C. First- or second-degree murder.
- D. Kidnapping.
- E. Arson.
- F. Sexual assault.

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

- G. Sexual exploitation of a minor.
- H. Felony offenses involving contributing to the delinquency of a minor.
- I. Commercial sexual exploitation of a minor.
- J. Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs.
- K. Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs.
- L. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.
- M. Burglary in the first degree.
- N. Burglary in the second or third degree.
- O. Aggravated or armed robbery.
- P. Robbery.
- Q. A dangerous crime against children as defined in A.R.S. 13-705.
- R. Child abuse.
- S. Sexual conduct with a minor.
- T. Molestation of a child.
- U. Manslaughter.
- V. Aggravated assault.
- W. Assault.
- X. Exploitation of minors involving drug offenses.
- Y. Sexual abuse under A.R.S. 13-1404 or sexual assault under 13-1406 in which the victim was a minor.
- Z. An act committed in another state or territory that if committed in this state would have been subject to disclosure under Q and Y above.
- AA. Any crime that requires the person to register as a sex offender pursuant to A.R.S. 13-3821.
- AB. A preparatory offense as prescribed in A.R.S. 13-1001 of any offense that is subject to disclosure under Q, S, Y, Z, or AA above.



A person who makes a false statement, representation, or certification in any application for employment with the School District is guilty of a class 3 misdemeanor.

The District may refuse to hire or may review or terminate personnel who have been convicted of or admitted committing any of the criminal offenses above or a similar offense in another jurisdiction. In conducting a review, the Governing Board shall utilize the guidelines, including the list of offenses that are not subject to review, as prescribed by the State Board of Education pursuant to A.R.S. 15-534. In considering whether to hire or terminate the employment of a person, the Governing Board shall take into account the factors listed in A.R.S. 15-512.

When considering termination of an employee pursuant to A.R.S. 15-512, a hearing shall be held to determine whether a person already employed shall be terminated.

The Superintendent shall develop and implement procedures that include the following in the employment process:

- A. Provide for fingerprinting of employees covered under this policy and A.R.S. 15-512.
- B. Provide for fingerprint checks pursuant to A.R.S. 41-1750.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

13-705

15-183

15-503

15-509

15-512

15-534

15-782.02

15-1330

15-1881

23-1361

41-1750

41-1758.07

CROSS REF.:

GCF - Professional Staff Hiring

GCG - Part-Time and Substitute Professional Staff Employment

IJOC - School Volunteers

GCFC-E ©

EXHIBIT

**PROFESSIONAL STAFF CERTIFICATION  
AND CREDENTIALING REQUIREMENTS**

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Name (typed or printed)	Position
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I, \_\_\_\_\_, being duly sworn, do hereby certify that I have never been convicted of or admitted in open court or pursuant to a plea agreement committing, and am not now awaiting trial for committing, any of the following criminal offenses in the state of Arizona or similar offenses in any other jurisdiction, including a charge or conviction that has been vacated, set aside or expunged:

- A. Sexual abuse of a minor.
- B. Incest.
- C. First- or second-degree murder.
- D. Kidnapping.
- E. Arson.
- F. Sexual assault.
- G. Sexual exploitation of a minor.
- H. Felony offenses involving contributing to the delinquency of a minor.
- I. Commercial sexual exploitation of a minor.
- J. Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs.
- K. Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs.
- L. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.
- M. Burglary in the first degree.
- N. Burglary in the second or third degree.

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

- O. Aggravated or armed robbery.
- P. Robbery.
- Q. A dangerous crime against children as defined in A.R.S. 13-705.
- R. Child abuse.
- S. Sexual conduct with a minor.
- T. Molestation of a child.
- U. Manslaughter.
- V. Aggravated assault.
- W. Assault.
- X. Exploitation of minors involving drug offenses.
- Y. Sexual abuse under A.R.S. 13-1404 or sexual assault under 13-1406 in which the victim was a minor.
- Z. An act committed in another state or territory that if committed in this state would have been subject to disclosure under Q and Y above.
- AA. Any crime that requires the person to register as a sex offender pursuant to A.R.S. 13-3821.
- AB. A preparatory offense as prescribed in A.R.S. 13-1001 of any offense that is subject to disclosure under Q, S, Y, Z, or AA above.

Employee signature	Date signed
Subscribed, sworn to, and acknowledged before me by _____	
_____, this _____ day of _____, 20____,	
in _____ County, Arizona.	
My Commission Expires	
Notary Public	

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

**G DFA ©  
SUPPORT STAFF QUALIFICATIONS  
AND REQUIREMENTS**

**(Fingerprinting Requirements)**

All newly hired noncertificated District personnel - and personnel who are not paid employees of the District and who are not either the parents or the guardians of students who attend school in the District but who are required or allowed to provide services directly to students without the supervision of a certificated employee - shall be fingerprinted as a condition of employment, except for the following:

- A. Personnel who are required as a condition of licensing to be fingerprinted if the license is required for employment.
  
- B. Personnel who were previously employed by the District and who reestablished employment with the District within one (1) year after the date that the employee terminated employment with the District.

The School District may require noncertificated personnel and personnel who are not paid employees of the School District and who are not either the parent or the guardian of a pupil who attends school in the School District but who are required or allowed to provide services directly to pupils without the supervision of a certificated employee to obtain a fingerprint clearance card as a condition of employment.

For the purposes of this policy, *supervision* means under the direction of and, except for brief periods of time during a school day or a school activity, within sight of a certificated employee when providing direct services to students.

If the School District does not require a fingerprint clearance card as a condition of employment, noncertificated personnel and personnel who are not paid employees of the School District and who are not either the parent or the guardian of a pupil who attends school in the School District but who are required or allowed to provide services directly to pupils without the supervision of a certificated employee may apply for a fingerprint clearance card. A school district may release the results of a background check or communicate whether the person has been issued or denied a fingerprint clearance card to another school district for employment purposes.

The District may fingerprint or require any other employee of the District to obtain a fingerprint clearance card, whether paid or not, or any other applicant for employment with the School District not otherwise required by law. The District may not charge the costs of the fingerprint check or fingerprint clearance card to the fingerprinted applicant or nonpaid employee.

The candidate's fingerprints shall be submitted, along with the form prescribed in GDFA-E, within twenty (20) days after being selected. The form shall be considered a part of the application for employment. The District may terminate an employee if the information on the affidavit required by A.R.S. 15-512 is inconsistent with information received from the fingerprint check or the information received in connection with a fingerprint clearance card application.

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

The District will assume the cost of fingerprint checks or fingerprint clearance card applications but will assess the employee for charges incurred. Personnel who are not paid employees will not be charged for fingerprint costs.

Individuals shall certify on the prescribed notarized forms whether they are awaiting trial on or have ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the following criminal offenses in Arizona or similar offenses in any other jurisdiction, including a charge or conviction that has been vacated, set aside or expunged:

- A. Sexual abuse of a minor.
- B. Incest.
- C. First- or second-degree murder.
- D. Kidnapping.
- E. Arson.
- F. Sexual assault.
- G. Sexual exploitation of a minor.
- H. Felony offenses involving contributing to the delinquency of a minor.
- I. Commercial sexual exploitation of a minor.
- J. Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs.

K. Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs.

L. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.

M. Burglary in the first degree.

N. Burglary in the second or third degree.

O. Aggravated or armed robbery.

P. Robbery.

Q. A dangerous crime against children as defined in A.R.S. 13-705.

R. Child abuse.

S. Sexual conduct with a minor.

T. Molestation of a child.

U. Manslaughter.

V. Aggravated assault.

W. Assault.

X. Exploitation of minors involving drug offenses.

Y. Sexual abuse under A.R.S. 13-1404 or sexual assault under 13-1406 in which the victim was a minor.

Z. An act committed in another state or territory that if committed in this state would have been subject to disclosure under Q and Y above.

AA. Any crime that requires the person to register as a sex offender pursuant to A.R.S. 13-3821.

AB. A preparatory offense as prescribed in A.R.S. 13-1001 of any offense that is subject to disclosure under Q, S, Y, Z, or AA above.

A person who makes a false statement, representation, or certification in any application for employment with the School District is guilty of a class 3 misdemeanor.

The District may refuse to hire or may review or terminate personnel who have been convicted of or admitted committing any of the criminal offenses above or a similar offense in another jurisdiction. In conducting a review, the Governing Board shall utilize the guidelines, including the list of offenses that are not subject to review, as prescribed by the State Board of Education pursuant to A.R.S. 15-534. In considering whether to hire or terminate the employment of a person, the Governing Board shall take into account the factors listed in A.R.S. 15-512.

When considering termination of an employee pursuant to A.R.S. 15-512, a hearing shall be held to determine whether a person already employed shall be terminated.

The Superintendent shall develop and implement procedures that include the following in the employment process:

- A. Provide for fingerprinting of employees covered under this policy and A.R.S. 15-512.
- B. Provide for fingerprint checks pursuant to A.R.S. 41-1750.
- C. Provide for properly assessing employees for fingerprint checks and depositing said funds with the county treasurer.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

13-705

15-106

15-509

15-512

15-534

23-1361

41-1750

CROSS REF.:

EEAEA - Bus Driver Requirements, Training, and Responsibilities

GDF - Support Staff Hiring

GDG - Part-Time and Substitute Support Staff Employment

JLIA - Supervision of Students

**G DFA-E ©**

**EXHIBIT**

**SUPPORT STAFF QUALIFICATIONS  
AND REQUIREMENTS**

Name (typed or printed)	Position
-------------------------	----------

I, \_\_\_\_\_, being duly sworn, do hereby certify that I have never been convicted of or admitted in open court or pursuant to a plea agreement committing, and am not now awaiting trial for committing, any of the following criminal offenses in the state of Arizona or similar offenses in any other jurisdiction, including a charge or conviction that has been vacated, set aside or expunged:

- A. Sexual abuse of a minor.
- B. Incest.
- C. First- or second-degree murder.
- D. Kidnapping.
- E. Arson.
- F. Sexual assault.
- G. Sexual exploitation of a minor.
- H. Felony offenses involving contributing to the delinquency of a minor.
- I. Commercial sexual exploitation of a minor.
- J. Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs.
- K. Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs.
- L. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.
- M. Burglary in the first degree.
- N. Burglary in the second or third degree.

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>
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- O. Aggravated or armed robbery.
- P. Robbery.
- Q. A dangerous crime against children as defined in A.R.S. 13-705.
- R. Child abuse.
- S. Sexual conduct with a minor.
- T. Molestation of a child.
- U. Manslaughter.
- V. Aggravated assault.
- W. Assault.
- X. Exploitation of minors involving drug offenses.
- Y. Sexual abuse under A.R.S. 13-1404 or sexual assault under 13-1406 in which the victim was a minor.
- Z. An act committed in another state or territory that if committed in this state would have been subject to disclosure under Q and Y above.
- AA. Any crime that requires the person to register as a sex offender pursuant to A.R.S. 13-3821.
- AB. A preparatory offense as prescribed in A.R.S. 13-1001 of any offense that is subject to disclosure under Q, S, Y, Z, or AA above.

\_\_\_\_\_

Employee signature

\_\_\_\_\_

Date signed

Subscribed, sworn to, and acknowledged before me by \_\_\_\_\_

\_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

in \_\_\_\_\_ County, Arizona.

My Commission Expires \_\_\_\_\_

\_\_\_\_\_

Notary Public

**IGA ©  
CURRICULUM DEVELOPMENT**

The need and value of a systematic, ongoing program of curriculum development and evaluation involving students, parents, teachers, and administrators are recognized. It is essential that the school system continually develop and modify its curriculum to meet changing needs. The Board authorizes the Superintendent to develop the curriculum for the school system and to organize committees to review the curriculum. Meetings of authorized textbook selection committees shall comply with open meeting law requirements (A.R.S. 15-721(F) or 15-722(B)). All curriculum changes shall be approved by the Governing Board.

It shall be the responsibility of the Superintendent to develop proposals relating to curriculum modifications and additions that, in the opinion of the professional staff and consultants, are essential to the maintenance of a high-quality program of education from prekindergarten (PK) through grade twelve (12).

~~All certificated personnel have professional obligations to the school program beyond regular classroom duties, and these obligations will include work on curriculum committees.~~

Adopted: \_\_\_\_\_

**LEGAL REF.:**

A.R.S.

15-203

15-341

15-701

15-701.01

15-721

15-722

38-431

38-431.09

IMG ©  
ANIMALS IN SCHOOLS

The Superintendent may establish procedures for appropriately and humanely bringing live animals into a classroom. Such procedures shall forbid the transporting of live animals on school buses that are not service animals on school buses, as defined at A.R.S. 11-1024. ~~unless the animal is present for an educational purpose by written approval from the Superintendent or principal.~~

*Service animal* means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Service animal does not include other species of animals, whether wild or domestic or trained or untrained.

Per the Americans with Disabilities Act (ADA), service animals must be under the control of the handler at all times. In most instances, the handler will be the individual with a disability or a third party who accompanies the individual with a disability. The District may need to provide some assistance to enable a particular student to handle his or her service animal. The service animal must be harnessed, leashed, or tethered while in public places unless these devices interfere with the service animal's work or the person's disability prevents use of these devices. In that case, the person must use voice, signal, or other effective means to maintain control of the animal. If a service animal is out of control and the handler does not take effective action to control it, staff may request that the animal be removed from the premises.

Any person or entity that operates a public place shall not discriminate against individuals with disabilities who use service animals if the work or tasks performed by the service animal are directly related to the individual's disability. Work or tasks include assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities and helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

11-1024

11-1025

A.A.C.

R13-13-104

R17-9-102

IMG-R ©

REGULATION

ANIMALS IN SCHOOLS

Animals may be brought into the classroom for educational purposes. However, they must be appropriately and humanely cared for, and properly handled. Any person who wishes to bring an animal into the classroom must receive prior written permission from the principal. The following documentation will be provided to the principal, as appropriate, prior to approval: the vaccination history of the animal, including proof of current rabies and distemper vaccinations; proof of current licensure; proof that the animal has been spayed or neutered; proof of treatment of fleas and ticks; and current certificate from a veterinarian that the animal is healthy and disease free. All provided documentation will be kept in the building administrator and/or Superintendent offices.

The following guidelines shall apply to animals in the schools:

~~A.~~ Prior to granting permission, Teachers should check with the school nurse regarding any known allergies among students in the classroom. If allergies exist, parents must be contacted for further direction.

B. Animals shall not be transported on school buses with the exception of service animals, as defined at A.R.S. 11-1024, which assist disabled passengers.

C. Animals shall not be transported in other District vehicles without written authorization.

~~C.~~ D. Teachers must assume primary responsibility for the humane and proper treatment of any animals in the classroom.

E. The animal must present no physical danger to students or staff members.

~~D.~~ F. Only the teacher or students designated by the teacher are to handle the animals.

~~E.~~ G. If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their proper care and safety. The classroom shall be kept clean and free of any animal waste.

H. The staff member must adhere to local, state and federal laws and to District policies and regulations regarding such animals.

F. I. Staff members or students who have been bitten by an animal shall report such incident to the principal and the nurse immediately. The principal should notify the public health authorities if the injury merits medical follow-up. Public health authorities should determine the appropriate action and period of confinement for an animal if an injury results. Any animal involved in a serious injury must be impounded until authorization for release is granted by health authorities. The owner of the animal is liable for any damage to District or personal property and any injuries to individuals caused by the owner's animal while on District property.

**JLCD-R ©**

**REGULATION**

**MEDICINES / ADMINISTERING  
MEDICINES TO STUDENTS**

**(Medication Procedures)**

**Prescription Drugs**

For occasions when it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the school and the student and to assure compliance with existing rules and regulations:

***Administration by school personnel:***

- A. The medication must be prescribed by a physician.
- B. The parent or guardian must provide written permission to administer the medicine to the student. Appropriate forms are available from the school office.
- C. The medication must come to the school office in the prescription container as put up by the pharmacist. Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage, and the time it is to be given.
- D. An administrator may designate a school employee to administer the medication.
- E. Any medication administration services specified in the child's diabetes medical management plan shall be provided.
- F. Two (2) or more school employees, subject to final approval by the student's parent or guardian, may volunteer to serve as diabetes care assistants. Voluntary diabetes care assistants are allowed to administer insulin, assist the student with self-administration of insulin, administer glucagon in an emergency situation to a student or perform any combination of these actions if all of the following conditions exist:
  - 1. A school nurse or another health professional who is licensed pursuant to statute or a nurse practitioner who is licensed pursuant to statute is not immediately available to attend to the student at the time of the emergency.

2. If the voluntary diabetes care assistant is authorized to administer glucagon, either a) the parent or guardian must provide to the school an unexpired glucagon kit prescribed for the student by an appropriately licensed health care professional or nurse practitioner; b) the School District has obtained glucagon pursuant to a standing order.
3. The voluntary diabetes care assistant has provided to the school a written statement signed by an appropriately licensed health professional that the voluntary diabetes care assistant has received proper training in administering glucagon, including the training specified in A.R.S. 15-344.01.
4. If the voluntary diabetes care assistant is authorized to administer insulin, the parent or guardian of the student has provided insulin and all equipment and supplies that are necessary for insulin administration by voluntary diabetes care assistants.
5. The training provided by an appropriately licensed health professional includes all of the following:
  - a. An overview of all types of diabetes.
  - b. The symptoms and treatment of hyperglycemia and hypoglycemia.
  - c. Techniques for determining the proper dose of insulin in a specific situation based on instructions provided in the orders submitted by the student's physician.
  - d. Techniques for recognizing the symptoms that require the administration of glucagon.
  - e. Techniques on administering glucagon.
6. A District employee shall not be subject to any penalty or disciplinary action for refusing to serve as a voluntary diabetes care assistant.
7. A school district may annually request a standing order for glucagon from an appropriately licensed health professional. If a standing order is obtained, a school may stock one (1) or more doses of glucagon for emergency administration to a student by an appropriately licensed medical professional or a voluntary diabetes care assistant. A school district may accept monetary donations, grants, or third-party programs to obtain glucagon.



8. Each employee or contractor of a school district that implements all or part of a Diabetes Medical Management Plan shall provide a written statement signed by an appropriately licensed health professional that the employee or contractor has received proper training in administering glucagon. This training must be renewed at regular intervals, as prescribed by the School District Governing Board.

9. The District, employees of the District, and properly licensed health professionals, volunteer health professionals, physician assistants, and nurse practitioners are immune from civil liability for the consequences of the good faith adoption and implementation of policies and procedures pursuant to District policy and this regulation, including the training of voluntary diabetes care assistants.

G. Each administration of prescription drugs must be documented, making a record of the student having received the medication.

H. Drugs must be kept in their original containers in a locked medicine cabinet.

***Self-administration:***

A. When the physician feels it is necessary for the student to carry and self-administer the medication, the physician shall provide written recommendations, to be attached to the signed parent permission form except in the case of medication for diagnosed anaphylaxis and breathing disorders requiring handheld inhaler devices. In these cases, the student's name on the prescription label is sufficient for the physician's recommendation.

B. The student's diabetes medical management plan provided by the parent or guardian shall be signed by the appropriately licensed health professional or nurse practitioner and shall state that the student is capable of self-monitoring blood glucose and shall list the medications, monitoring equipment, and nutritional needs that are medically appropriate for the student to self-administer and that have been prescribed or authorized for that student. The student must be able to practice proper safety precautions for handling and disposing of the equipment and medications that the student is authorized to use under these provisions. The student's diabetes medical management plan shall specify a method to dispose of equipment and medications in a manner agreed on by the parent or guardian and the school.

C. The parent or guardian must provide written permission for the student to self-administer and carry the medication. Appropriate forms are available from the school office.

D. The medication must come in the prescription container as put up by the pharmacist.

## **Over-the-Counter Medication**

When it is necessary for a student to receive a medicine that does not require a prescription order but is sold, offered, promoted, and advertised to the general public, the following procedure has been established to ensure the protection of the school and the student:

### ***Administration by school personnel:***

- A. Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs.
- B. Any over-the-counter drug or medicine sent by the parent to be administered to a student must come to the school office in the original manufacturer's packaging with all directions, dosages, compound contents, and proportions clearly marked.
- C. An administrator may designate a school employee to administer a specific over-the-counter drug.
- D. Each instance of administration of an over-the-counter drug must be documented in the daily log.
- E. Over-the-counter drugs must be kept in their original containers in a locked medicine cabinet.

### ***Self-administration:***

- A. Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs by the student.
- B. Over-the-counter drugs or medicine sent by the parent to be administered by the student must be kept by the student in the original manufacturer's packaging, with all directions, dosages, compound contents, and proportions clearly marked.
- C. *Necessity* for self-administration of an over-the-counter drug or medicine shall be determined by the student's physician and must be verified by a signed physician's statement attached to the parent or guardian permission form, indicating the specific drug or medicine.

## **Protection of Students**

Use or administration of medication on school premises may be disallowed or strictly limited if it is determined by the Superintendent, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population.

The student shall take extraordinary precautions to keep secure any medication or drug, and under no circumstances shall make available, provide, or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto school campus. Violation of this regulation may subject the student to disciplinary action.

## **Inhalers**

### ***Administration by school personnel:***

School personnel administering inhalers will do the following:

- A. Determine if symptoms indicate possible respiratory distress or emergency and determine if the use of an inhaler will properly address the respiratory distress or emergency.
- B. Administer the correct dose of inhaler medication, as directed by the prescription protocol, regardless of whether the individual who is believed to be experiencing respiratory distress has a prescription for an inhaler and spacer or holding chamber or has been previously diagnosed with a condition requiring an inhaler.
- C. Restrict physical activity, encourage slow breaths, and allow the individual to rest.
- D. Assure that trained personnel stay with the subject who has been administered inhaler medication until it is determined whether the medication alleviates symptoms.
- E. If applicable, instruct office staff to notify the school nurse if the inhaler is administered by a trained but non-licensed person.
- F. Instruct school staff to notify the parent or guardian.
- G. Call 911 if severe respiratory distress continues. Advise that inhaler medication was administered and stay with the person until emergency medical responders arrive.
- H. If the individual shows improvement, keep the individual under supervision until breathing returns to normal, with no more chest tightness or shortness of breath, and the individual can walk and talk easily.
- I. Allow a student to return to class if breathing has returned to normal and all symptoms have resolved.

J. Notify a parent or guardian once the inhaler has been administered and the student has returned to class.

K. Document the incident detailing who administered the inhaler, the approximate time of the incident, notifications made to the school administration, emergency responders, and parents/guardians.

L. Retain the incident data on file at the school pursuant to the general records retention schedule regarding health records for school districts and charter schools established by the Arizona State Library, Archives and Public Records.

M. Order replacement inhalers, spacers and holding chambers as needed.

### **Seizure Management Plans**

The School District will verify and accept student seizure management plans as follows:

A. Before or at the beginning of the school year, at enrollment, or as soon as practicable following diagnosis of the student's seizure disorder.

B. The school will annually request up-to-date management plans from parents or guardians.

The District will not accept seizure management plans unless the plan includes the following:

A. An outline of procedures recommended by the physician or registered nurse practitioner responsible for the student's seizure treatment plan.

B. An outline of other health care services available at school that the student may receive to help manage the student's seizure disorder at school.

C. A signature by the student's parent or guardian *AND* the physician or registered nurse practitioner responsible for the student's seizure treatment.

Seizure management plans must be provided to the school health office.

### **Seizure Management Training:**

A. All State Board of Education (SBE)-approved courses of instruction shall issue certificates indicating successful completion of seizure management training and the completion date of course. School personnel shall submit this certificate to the school.

B. A school shall maintain and make available upon request a list of school personnel who are authorized to administer seizure medication, the date the training was successfully completed, and the certificate showing successful completion.

## Individuals that Must be Trained

The following individuals must receive statutorily required training approved by the State Board of Education and available here: <https://azsbe.az.gov/resources/seizure-training>.

Nurses, under contract or employed by the school:

If they receive a seizure management and treatment plan, they must complete an online course of instruction for school nurses regarding managing students with seizure disorders as required by A.R.S. § 15-160.02 and approved by the State Board of Education (SBE). This training shall be completed within thirty (30) days of receiving the first seizure management plan. A new hire shall complete the training during a school's new hire orientation unless proof of successful completion within the last five (5) years is submitted. Training must be completed at least once in a five (5)-year period. Information regarding SBE-approved training shall be posted on the Board's website.

Nurses and at least one (1) other school employee:

Training to administer or assist with the self-administration of both 1) as seizure rescue medication or a medication prescribed to treat seizure disorder symptoms; and 2), a manual dose of prescribed electrical stimulation using a vagus nerve stimulator magnet.

Principals, guidance counselors, teachers, bus drivers or classroom aides whose duties include regular contact with students who have submitted a seizure management and treatment plan:

An online course of instruction for school personnel regarding awareness of students with seizure disorders as required by A.R.S. § 15-160.02 and approved by the State Board of Education (SBE). This training shall be completed within thirty (30) days of receiving the first seizure management plan. A new hire shall complete the training during a school's new hire orientation unless proof of successful completion within the last five (5) years is submitted. Training must be completed at least once in a five (5)-year period. Information regarding SBE-approved training shall be posted on the Board's website.

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:** Other Consent      **MEETING DATE:**10/9/2024  
Items-3.

**AGENDA ITEM:** ASBA 2024 Bylaw Change.

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

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

**APPROVED BY  
SUPERINTENDENT:**



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**RECOMMENDATION:**

ASBA 2024 Bylaw Change

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**INFORMATION AND SUPPORTING DATA:**

The Board will discuss, consider and give direction on voting on one bylaw change proposal from the Arizona School Boards Association. This bylaw proposal by the ASBA Board of Directors must be approved by two-thirds of the ASBA member boards to be effective. After discussion, the Board will vote to give direction to XXXXXXXX to vote in the manner the board has approved. The following is the bylaw proposal to be considered and acted upon: The ASBA Governance Committee, with unanimous approval from the ASBA Board of Directors, has proposed changes to the bylaws to enhance governance practices within our association. These updates are designed to improve transparency, accountability, and member engagement, ensuring that ASBA continues to operate with the highest standards of integrity and effectiveness. The proposed changes also aim to strengthen the association's ability to adapt to emerging challenges and better serve our diverse membership. Background: The committee has conducted a thorough review and is recommending updates to the bylaws. These recommendations are aimed at improving the effectiveness of governance within ASBA and ensuring alignment with best practices. Please find the attached Bylaw Proposed Changes, along with a summary document.

**PROJECTED COST:**

**FUNDING SOURCE:**

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

**ATTACHMENTS:**

Description	Upload Date	Type
Bylaw letter	10/1/2024	Cover Memo

Bylaw updated	10/1/2024	Cover Memo
Bylaw proposal	10/1/2024	Cover Memo
Proposed Amendment Bylaws	10/1/2024	Cover Memo
Rules and Procedures for Voting	10/1/2024	Cover Memo



September 9, 2024

Dear ASBA Members,

Over the past year, our organization experienced significant growth and transformation that led to the need for updating our bylaws. In response, President Desiree Fowler established a governance committee to thoroughly review and recommend improvements. The governance committee, chaired by Chris King of Vail Unified School District, was comprised of district governing board members from various areas around the state of Arizona. Utilizing the existing bylaws, the committee came together and reviewed the bylaws to establish a common understanding and to solicit suggestions and recommendations for changes which would address shortcomings not previously addressed. Through numerous meetings and collaborative discussions, they determined that substantial updates were necessary to address the shortcomings not previously addressed. It is the wish of the governance committee that all member boards review the changes and vote to approve them in their entirety. Your approval will help ensure that our bylaws effectively support the continued success and development of our organization.

You'll be hearing more about this over the next few months, from members of the ASBA Board of Directors, members of the governance committee and from ASBA staff members. In September, you'll be getting detailed information on the bylaw amendments as well as information on casting your board's vote. We'll cover these topics at your county meeting and offer two webinars to support you:

1. A webinar led by the Chris King, chair of the governance committee which will be specifically tailored to superintendents and board presidents, to address any questions and provide guidance.
2. Another webinar hosted by ASBA staff, designed for members of ASAP (Arizona School Administrative Professionals) your board secretaries, to help them gain a clear understanding of the bylaw voting process and be able to assist the superintendent and board in the agenda posting and voting procedure.

Voting will be open on September 23, 2024, and remain open through December 13, 2024. Not only do we need you to participate in the vote, but we also urge you to vote yes. Please keep this timeframe in mind and make sure to include this item as an action item on the agenda for your next board meeting.

Thank you for your time and attention to this important issue. Your vote and actions are crucial, as this is **your** Association. Let's continue working together to drive our growth and enhance ASBA's success.

Sincerely,

Your ASBA Board of Directors:

*Desiree Fowler, President (Page USD)*

*Tadeo De La Hoya, President Elect (Gadsden ESD)*

📞 602.254.1100 | 📠 602.254.1177

2100 NORTH CENTRAL AVENUE, SUITE 200 | PHOENIX, ARIZONA 85004 | [azsba.org](https://azsba.org)

**Acting Executive Director** Ellen White

**President** Desiree Fowler, Page USD

**President Elect** Tadeo De La Hoya, Gadsden ESD

**Treasurer** John Sparks, Sahuarita USD

**Secretary** Mitra Khazai, Madison ESD

**Immediate Past President** James Bryce, Solomon ESD





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*John Sparks, Treasurer (Sahuarita USD)*

*Mitra Khazai, Secretary (Madison ESD)*

*James Bryce, Immediate Past President (Solomon ESD)*

*Arnold Goodluck, Apache County Director (Sanders USD)*

*Nelson Daley, Cochise County Director (St. David USD)*

*Dorothy Denetsosie Gishie, Coconino County Director (Flagstaff USD)*

*Jacque Sanders, Gila County Director (Globe USD)*

*Mike DeLaO, Graham County Director (Safford USD)*

*Kelly Baker, Greenlee County Director (Morenci USD)*

*Carolyn Freeman, La Paz County Director (Bicentennial UHSD)*

*Armando Montero, Maricopa County Co-Director (Tempe UHSD)*

*Melissa Ewing, Maricopa County Co-Director (Peoria USD)*

*Sarah Hall, Mohave County Director (WAVE JTED)*

*Jeremy Curtis, Navajo County Director, (N.A.T.I.V.E)*

*Wendy Effing, Pima County Co-Director (Flowing Wells USD)*

*Chris King, Pima County Co-Director (Vail USD)*

*Roger Biede, Pinal County Director (Florence USD)*

*Robert Rojas, Santa Cruz County Director (Nogales USD)*

*Karen McClelland, Yavapai County (Sedona Oak Creek USD)*

*Juan Castillo, Yuma County Director (Somerton ESD)*

*Cesar Lopez, President, Hispanic-Native American Indian Caucus (Nogales USD)*

*Joseph Bia, Vice-President, Hispanic-Native American Indian Caucus (Kayenta USD)*

*Rachel Barnett, President, Black Alliance (Littleton ESD)*

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**Acting Executive Director** Ellen White

**President** Desiree Fowler, Page USD

**President Elect** Tadeo De La Hoya, Gadsden ESD

**Treasurer** John Sparks, Sahuarita USD

**Secretary** Mitra Khazai, Madison ESD

**Immediate Past President** James Bryce, Solomon ESD



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## Introduction

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

# **BYLAWS ARIZONA SCHOOL BOARDS ASSOCIATION, INC.**

## ***Article I - Name of the Association***

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

## ***Article II - Purpose of the Association***

The Purpose of the Association shall be:

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

*Section 2.* To promote lay control of public education.

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

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

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

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

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

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

### **Article III - Policies of the Association**

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

### **Article IV - Membership**

#### **Section 1. Classes of Membership**

(a) **Active Member -**

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

(b) **Honorary Member-**

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

2. **Any honorary member may be removed by a majority vote of the Board of Directors for actions of the member contrary to ASBA's bylaws or conduct deemed detrimental to the Association, after an appropriate hearing and due process.**

3. **May not hold elected offices within the organization.**

(c) **Associate Member-**

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

(d) **Organization Affiliate -**

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

#### **Section 2. Voting Powers of the Membership**

(a) **Active Members -**

A governing board that is an active member of the Association shall be deemed present at a membership meeting if one or more members of such governing boards are in attendance. On each matter presented to the membership for vote, each governing board that is an active member shall be entitled to one vote,

provided such governing board has paid dues as established and assessed in section 3(a) hereafter. The right to the floor for the purpose of discussion shall, however, be open to any and all members of a governing board who is an active member.

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

### **Section 3. Dues of the Membership**

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

### **Section 4. Resignation**

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

### **Section 5. Suspension and Expulsion**

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

**5.2 Any member district or organization may be removed by a two-thirds vote of the Board of Directors for actions of the member district/organization contrary to ASBA's bylaws or conduct deemed detrimental to the Association, after an appropriate hearing and due process.**

## **Article V - Officers and Board of Directors and Executive Committee**

### **Section 1. Officers and Terms of Office**

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

same person. **Upon declaration of candidacy for a paid partisan elected office, an officer, director, or executive committee member must resign from the Board of Directors immediately and notify the Executive Director and Board of Directors.**

## **Section 2. Board of Directors**

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

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

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

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

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

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

## **Section 3. Qualifications**

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

## **Section 4. Authority**

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

## **Section 5. Nominations and Elections**

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

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

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

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

shall be allowed to vote.

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

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

## **Section 6. Selection of Executive Director**

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

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

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

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

**7.1** The president shall:

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

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

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

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

**7.2** The president-elect shall:

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

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

**7.3** The treasurer ~~and secretary~~ shall:

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

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

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

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

**7.4** The secretary shall:

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

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

**7.5.** The immediate past-president shall:

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

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

## **Section 8. Executive Committee**

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



Duties:

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

### **Section 9. Vacancies and removal from office.**

**9.1.** A vacancy in any **Executive Committee** office or on the Board of Directors occurring between annual membership meetings shall be filled by a vote of the Board of Directors **upon submission of a recommendation by the board president**. Such a person shall hold office until the next annual membership meeting of the Association.

**9.2.** Any officer or director who *misses more than one meeting out of any four (4) consecutive meetings, unless he/she is excused* by the Board of Directors for a valid reason, may have his/her office vacated by action of the board.

**9.3. Any officer or director may be removed by a two-thirds vote of the Board of Directors for actions of the member contrary to ASBA's bylaws or conduct deemed detrimental to the Association, after an appropriate hearing and due process.**

## **Article VI - Meetings and Voting**

### **Section 1. Membership Meetings**

**1.1** The Association shall hold an annual membership meeting and ~~in addition~~ an annual Delegate Assembly. ~~at a time and place designated by the preceding annual membership meeting, by a vote of the membership, or by subsequent determination by the Board of Directors.~~ Notice of the time and place shall be given by written notice to all members at least sixty (60) days but not more than ninety (90) days prior to the meeting. c

**1.2** Special meetings of the membership may be called at any time by the Board of Directors or by the president; ~~and~~

- (a) the president shall call a special meeting **of the membership promptly within ten (10) business days** upon receipt by him/her of a petition ~~stating the purpose of the meeting~~ signed by no less than ~~ten (10)~~ **twenty (20)** active members **and stating the purpose of the meeting.**
- (b) Notice of the time and place of a special meeting shall be given to members at least ~~fifteen (15)~~ **ten (10) business** days prior to the meeting date, and such notice shall specify the business to be transacted.
- (c) The presence of representatives of no less than ~~twenty-five (25)~~ **fifty (50)** active members **in person or electronically** shall be necessary to constitute a quorum at any meeting of the membership.

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

- 2.1 The Board of Directors shall meet at least once each quarter of each calendar year.
- 2.2 The president shall call a special meeting of the Board of Directors or Executive Committee upon receipt of a petition presented to ASBA staff stating the purpose of the meeting signed by no less than twenty (20) active member districts.
- 2.3 Special meetings shall be ~~upon the call of the president, be and such meetings shall~~ called upon written request of five (5) members of the Board of Directors.
- 2.4. Special meetings may be called by the president of the Association provided a ten (10) business day notice is given.
- 2.5 All members should be given notice of time and place of special meetings at least ~~five (5)~~ ten (10) days prior to the meeting date.
- 2.6 The Executive Committee shall meet from time to time as it deems necessary or upon call of the president.
- 2.7 Emergency meetings may be called to handle issues with no less than 48 hours notice.
- (a) All actions approved in an emergency meeting must be ratified by the entire Board of Directors within ten (10) business days.
- (b) Emergency meetings may be called by the president or no less than five (5) members of the Board of Directors.

### Section 3. Annual Delegate Assembly

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

## **Article VII - Committees & Caucuses**

### **Section 1. Standing Committees**

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

#### **1.1. Nominating Committee**

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

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

#### **1.2. Legislative Committee**

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

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

#### **1.3. Budget and Financial Oversight Committee**

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

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

#### **1.4. Governance Committee**

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

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

### **Section 2. Caucuses**

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

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

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

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

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

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

## ***Article IX - Parliamentary Authority***

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

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

Amended:

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



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ASBA Members,

President Desiree Fowler initiated a governance committee to undertake the task of reviewing and recommending changes to the organization's bylaws and internal policies. The governance committee, chaired by Chris King of Vail Unified School District, was comprised of district governing board members from various areas around the state of Arizona. Utilizing the existing bylaws, the committee came together and reviewed the bylaws to establish a common understanding and to solicit suggestions and recommendations for changes which would address shortcomings not previously addressed. Thank you for your continued service to your districts, students, communities, and the ASBA organization.

Chris King M.A.

Chairman, Governance Committee

## ***Article IV - Membership***

**Section 1. Classes of Membership:** Corrects language.

**Section 2. Voting Powers of Membership:** Identifies who has the right to be recognized at membership meetings.

**Section 3. Dues of the Membership:** Removal of establishment of membership dues by electronic vote.

**Section 5. Suspension and Expulsion:** Subdivides the section and identifies reasons to remove a member district or organization and the process.

## ***Article V - Officers and Board of Directors and Executive Committee***

**Section 1. Officers and Terms of Office:** Subdivides the section and directs resignation from Board of Directors upon filing for a paid partisan office.

**Section 2. Board of Directors:** Subdivides the section and clarifies how membership to the board of directors is determined and clarifies language.

**Section 3. Qualifications:** Clarifies language.

**Section 5. Nominations and Elections:** Subdivides the section and clarifies language.

**Section 6. Selection of Executive Director:** Subdivides the section and clarifies language around the employment of the Executive Director. (ED)

**Section 7. Duties of Officers, Board of Directors and Executive Committee:** Subdivides the section and defines duties of the officers of the Executive Committee.

**Section 8. Executive Committee:** Establishes ratification processes.

**Section 9. Vacancies and Removal from Office:** Subdivides the section and addresses vacancies and removals within the Board of Directors.

## ***Article VI - Meetings and Voting***

**Section 1. Membership Meetings:** Subdivides the section and clarifies language and establishes requirements for calling meetings. Changes language regarding quorum requirements. Authorizes the use of electronic meetings.

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

Subdivides the section and ensures compliance of the Executive Committee. All emergency meetings actions must be ratified by the Board of Directors.

**Section 3. Annual Delegate Assembly:** Subdivides the section and clarifies language and adjusts quorum requirement.

***Article VII - Committees & Caucuses***

**Section 1. Standing Committees:** Subdivides the sections and establishes standing committees and delegates areas of authority.

**Section 2. Caucuses:** Clarifies language and ensures caucus alignment with organizational bylaws.

***Article VIII - Amendment of Bylaws***

**Section 1.** Clarifies language.



## **Proposed Amendment to the ASBA Bylaws: Learn, Review and Vote**

Dear ASBA Board Members,

**The ASBA Governance Committee, with unanimous approval from the ASBA Board of Directors, has proposed important changes to our bylaws.** These updates are designed to enhance transparency, accountability and member engagement, ensuring ASBA continues to serve its diverse membership effectively. **Now it's your turn to make a difference.**

### **What These Changes Mean**

- **Stronger Governance:** Adapt to emerging challenges with improved governance practices.
- **More Transparency:** Align with best practices, ensuring clear and accountable leadership.
- **Enhanced Engagement:** Ensure member voices continue to shape ASBA's direction.

### **It's Time to Act**

We need your vote! The future of ASBA's governance depends on the input from every member board. **Please add the bylaw vote to your board agenda.**

Here's how you can take action:

1. **Review the Resources**
  - **Marked-Up Document** (highlighting proposed changes)
  - **Letter from ASBA Board of Directors** (encouraging a YES vote)
  - **Model Agenda Item** (for your board's discussion)



- **Electronic Voting Procedure** (step-by-step guide to vote)
2. **Cast Your Vote (Add to your board agenda)**
- **Deadline:** Submit your vote by 5 p.m., Friday, Dec. 13, 2024.
  - **Vote Online:** *(Only the official designee may cast the vote on behalf of the board.)*

### **Voting Rules**

- Each ASBA member district board is entitled to one vote.
- The vote must result from official board action.
- A two-thirds affirmative vote is required for passage.

**Results will be announced on Thursday, Dec. 19, 2024, at the ASBA Annual Membership Meeting.**

**Register for the Bylaw Webinar, October 18, 12 – 1 p.m.**



## **Rules and Procedures for Voting on the Bylaw Amendment Proposal**

The following rules are set forth in the ASBA bylaws:

- Each ASBA member district board is entitled to one vote on the proposed amendment.
- The vote must be submitted using the official online form.
- The decision/vote must be an official governing board action.
- An affirmative (YES) vote of two-thirds of ASBA member district boards is necessary for a bylaw amendment to pass.

The board's electronic vote must be received no later than 5 p.m., Friday, Dec. 13, 2024. (See below for voting link.)

Results will be announced on Thursday, Dec. 19, 2024, at the ASBA Annual Membership Meeting.

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:** Other Consent      **MEETING DATE:**10/9/2024  
Items-4.

**AGENDA ITEM:** Approval for overnight travel and expenses for 25 students and Lt. Col. Richard Callahan, to attend the JROTC Field Day in Yuma, AZ, October 15th-16th, 2024.

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

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

**APPROVED BY  
SUPERINTENDENT:**



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**RECOMMENDATION:**

Approval for overnight travel and expenses for 25 students and Lt. Col. Richard Callahan, to attend the JROTC Field Day in Yuma, AZ, October 15th-16th, 2024.

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**INFORMATION AND SUPPORTING DATA:**

Coolidge JROTC has been invited by Marine Air Control Squadron to visit Yuma during this years WTI. The JROTC Cadets will shadow the Air Controllers.

**PROJECTED COST:**  
Total; \$100.00

**FUNDING SOURCE:**  
CAVIT

**TRAVEL (OVERNIGHT FOR STUDENTS; OUT-OF-STATE FOR STAFF):**  
10 male students, 15 female students, 2 male staff, 1 female staff.

Students will be staying at Marine Corps Air Station Yuma, AZ 85365.

**ATTACHMENTS:**

**Description**  
JROTC Field Day

**Upload Date**    **Type**  
9/30/2024        Cover Memo



ENGAGE - CHALLENGE - INSPIRE

# OVERNIGHT STUDENT TRAVEL

SITE: CHS CLUB/GROUP: JROTC

DESTINATION CITY & STATE: Yuma, AZ

# OF STUDENTS TRAVELING (MALE/FEMALE): 10 / 15 # OF SCHOOL DAYS MISSED: 0

EDUCATIONAL PURPOSE OF TRIP (FILL IN BELOW, DO NOT ATTACH): JROTC Field Day

*\*\*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: Marine Corps Air Station PHONE #: 928-269-2252

ADDRESS: Yuma, AZ

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

COMPLETE ALL FIELDS  
These numbers should be maximum estimates.

TOTAL AIRFARE/TRANSPORTATION: N/A TOTAL HOTEL: \$100 TOTAL MEALS: Included

TOTAL GROUND TRANSPORTATION: N/A TOTAL REGISTRATION: \$0 OTHER: N/A

TOTAL TRIP COST: \$100

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

FUNDRAISER     DONATION     TAX CREDIT     M&O     OTHER CAVIT

AMOUNT PAID BY THE STUDENT: \$0

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

SPONSOR NAME: Richarc Callahan PHONE #: 808-726-6360

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:	Bahe, Aileen	SITE:	CHS
FULL NAME:	Banks Jr, Cevon	SITE:	CHS
FULL NAME:	Barraza Amezquita, Jorge	SITE:	CHS
FULL NAME:	Cable, Gweneth	SITE:	CHS
FULL NAME:	Carrasco, Serenity	SITE:	CHS
FULL NAME:	Carter, Annabelle	SITE:	CHS
FULL NAME:	Castle, Taylor	SITE:	CHS
FULL NAME:	Davis, Jiovonni	SITE:	CHS
FULL NAME:	Dixon-Wright, Keyon	SITE:	CHS
FULL NAME:	Escarsega, Serenity	SITE:	CHS
FULL NAME:	Espinoza, Ethan	SITE:	CHS
FULL NAME:	Espinoza, Felix	SITE:	CHS
FULL NAME:	Fuller, Aaron	SITE:	CHS
FULL NAME:	Gomez, Hugo	SITE:	CHS
FULL NAME:	Gutierrez, Yara	SITE:	CHS
FULL NAME:	Hawkins, Ethan	SITE:	CHS
FULL NAME:	Hernandez, Gabrielle	SITE:	CHS
FULL NAME:	Hughes, Jamie	SITE:	CHS
FULL NAME:	Kalka, Serenity	SITE:	CHS
FULL NAME:	Kelsey, Alilly	SITE:	CHS
FULL NAME:	Khoury, Christian	SITE:	CHS
FULL NAME:	Kimble, Titan	SITE:	CHS
FULL NAME:	Kovach, Caleb	SITE:	CHS
FULL NAME:	Lopez, Antonio	SITE:	CHS
FULL NAME:	Marshall, Abby	SITE:	CHS
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: Richard Callahan STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: Wyatt Carpenter STAFF OR VOLUNTEER (CIRCLE ONE)

FULL NAME: Jonna Nissen 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: [Signature] DATE: 4 Sep 24

PRINCIPAL'S SIGNATURE: [Signature] DATE: 9-4-24

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

SUPERINTENDENT'S SIGNATURE: [Signature] DATE: 9/16/24

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

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

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



ENGAGE - CHALLENGE - INSPIRE

# STAFF OVERNIGHT/OUT-OF-STATE TRAVEL

NAME: Richard Callahan

SITE: CHS

DATE OF DEPARTURE: October 15th DATE OF RETURN: October 16th

DESTINATION CITY & STATE: Yuma, AZ

EDUCATIONAL PURPOSE OF TRIP (FILL IN BELOW, DO NOT ATTACH): JROTC Field Day

\*\*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 Bus

\*\*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: Marnie Corps Air Station PHONE #: 928-269-2252

ADDRESS: Yuma, AZ 85365

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

COMPLETE ALL FIELDS  
These number should be maximum estimates.

TOTAL AIRFARE/TRANSPORTATION: N/A TOTAL HOTEL: 100\$ TOTAL MEALS: N/A

TOTAL GROUND TRANSPORTATION: N/A TOTAL REGISTRATION: \$0 OTHER: N/A

MAXIMUM AMOUNT AUTHORIZED FOR PAYMENT OR REIMBURSEMENT: N/A

TRAVEL FINANCED BY: (CHECK ALL THAT APPLY):  GRANT  DONATION  M&O  OTHER: CAVIT

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

EMPLOYEE SIGNATURE: [Signature] DATE: 4 Sep 24

SUPERVISOR'S SIGNATURE: [Signature] DATE: 9-9-24

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

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

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



## JROTC BASE VISIT REQUEST

### Situation:

During the fall the Marine Corps conducts the largest Marine Aviation training of the year. Weapons and Tactics Instructor (WTI) course takes place Yuma, Arizona. The WTI course is a seven-week training event hosted by Marine Aviation Weapons and Tactics Squadron One, providing standardized advanced tactical training and certification of unit instructor qualifications to support Marine aviation training and readiness, and assists in developing and employing aviation weapons and tactics.

As part of the course, deployable air traffic controllers must train and exercise their skills. Coolidge JROTC requested and has been invited by the Marine Air Control Squadron – 1 (MACS-1) to come to Yuma to visit during this years WTI. The JROTC Cadets will shadow the Air Traffic Controllers and be taught how to set up an austere runway with bright magenta panels in preparation for helicopters and C-130 Cargo planes to land.

The itinerary is an estimate at this point and will look something like this:

### Day 1:

- Depart: AM (Coolidge)
- Arrive: AM (Yuma)
- Check-in: (MACS-1)
- Presentation and introductions by the Commanding Officer
- Hand off to ATC Detachment
- Tour of ATC Facilities
- Lunch
- Train on practice Runway
- Dinner
- Retire to barracks
- Lights out

### Day 2:

- Reveille
- Morning routine/ Breakfast
- Movement to training site
- Practice setting up runway
- Official runway setup
- Observe controllers and planes
- Possible tour of aircraft
- Lunch
- Continue training
- Setup and serve BBQ for the Marines
- Depart (Yuma)
- Arrive Coolidge
- Release to parents

Due to the nature of military training, advance release of dates and times are classified and released only when required. This makes planning more difficult for the for the district, CHS, and the Cadets. This also means that the dates are not yet known and may fall within the school week or within fall break. As soon as the dates are received all parties will be notified.

It is requested that the, as outlined plan, be approved with the understanding that the details of the continued planning efforts be sent to all parties for progress updates and mission validation.

Coolidge Unified School District 21  
REQUEST FOR DISTRICT TRANSPORTATION

10/15/24

9/4/24

Date for which transportation

Date of this request

Total number persons to be transported 28 Type vehicle requested Yellow Bus

Departure Time 8 : 00  A.M.  P.M. Return Time 5 : 00  A.M.  P.M.

Departure Point (specific location) CHS

Destination Yuma, AZ Organization or Group JROTC

Purpose for Travel JROTC Field Day

Driver needed  YES  NO Requested by W. Carpenter Contact # 520-280-5106

Comments \_\_\_\_\_

Disposition of Request:  Approved  Denied -- Reason \_\_\_\_\_

Principal's Signature [Signature] Date: 9/4/24

*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      **MEETING DATE:**10/9/2024  
Items-5.

**AGENDA ITEM:** Approval for overnight travel and expenses for 11 students and Tristen Gillespie (Staff) & Jonna Nissen (Staff) to attend the FFA National Convention in Indianapolis, IN, October 22nd-26th, 2024.

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

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

**APPROVED BY  
SUPERINTENDENT:**



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**RECOMMENDATION:**

Approval for overnight travel and expenses for 11 students and Tristen Gillespie (Staff) & Jonna Nissen (Staff) to attend the FFA National Convention in Indianapolis, IN, October 22nd-26th, 2024.

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**INFORMATION AND SUPPORTING DATA:**

The National FFA Convention & Expo is all about growing the next generation of leaders. No matter where you are in FFA, you'll find inspiration and direction to become a leader and influencer, ready to make an impact. During this event, find out who you are, who you want to become and how you can change how the world grows.

**PROJECTED COST:**

Total:\$16,417; Airfare/Transportation:\$9,217;  
Registration:\$1,200; Hotel:\$6,000

**FUNDING SOURCE:**

Grant and FFA Funds

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

Students will stay overnight at the Sheraton Indianapolis 31 W. Ohio St, Indianapolis, IN 46204

4 male students and 7 female students. See list of students via attachment.

1 male staff Tristen Gillespie

1 female staff Jonna Nissen

**ATTACHMENTS:**

Description	Upload Date	Type
FFA National Convention	9/30/2024	Cover Memo



ENGAGE - CHALLENGE - INSPIRE

# OUT-OF-STATE STUDENT TRAVEL

SITE: CHS CLUB/GROUP: FFA

DESTINATION CITY & STATE: Indianapolis, Indiana

# OF STUDENTS TRAVELING (MALE/FEMALE): 4 / 7 # OF SCHOOL DAYS MISSED: 3

EDUCATIONAL PURPOSE OF TRIP (FILL IN BELOW, DO NOT ATTACH): FFA National Convention

**\*\*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: Bus Shuttle

LODGING NAME: Sheraton Indianapolis PHONE #: 317-635-2000

ADDRESS: 31 W Ohio St, Indianapolis, IN 46204

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

TOTAL AIRFARE/TRANSPORTATION: \$9,217 TOTAL HOTEL: \$6,000 TOTAL MEALS: N/A

TOTAL GROUND TRANSPORTATION: N/A TOTAL REGISTRATION \$1,200 OTHER: N/A

TOTAL TRIP COST: \$16,417

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

FUNDRAISER  DONATION  TAX CREDIT  M&O  OTHER Grant and FFA funds

AMOUNT PAID BY THE STUDENT: \$500

WILL STUDENT BE DENIED DUE TO LACK OF FUNDS? EXPLAIN: No, FFA BBQ ensures students are able to go

SPONSOR NAME: Jonna Nissen PHONE #: 419-494-7974

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:	Malachi Blatz	SITE:	CHS
FULL NAME:	Derek Larson	SITE:	CHS
FULL NAME:	Shooter Robinson	SITE:	CHS
FULL NAME:	Cameron Pablo	SITE:	CHS
FULL NAME:	Isabella Garcia	SITE:	CHS
FULL NAME:	Autumn Hoover	SITE:	CHS
FULL NAME:	Aspyn Holmes	SITE:	CHS
FULL NAME:	Shelbi Sheridan	SITE:	CHS
FULL NAME:	Corrina Hilaman	SITE:	CHS
FULL NAME:	Darianna Ortega	SITE:	CHS
FULL NAME:	Avery Garcia	SITE:	CHS
FULL NAME:	_____	SITE:	_____
FULL NAME:	_____	SITE:	_____
FULL NAME:	_____	SITE:	_____
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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:

Jonna Nissen

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

Tristen Gillespie

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: Jonna Nissen DATE: 9/24/23

PRINCIPAL'S SIGNATURE: [Signature] DATE: 9/24/24

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

SUPERINTENDENT'S SIGNATURE: [Signature] DATE: 9/30/24

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

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

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

# STAFF OVERNIGHT/OUT-OF-STATE TRAVEL

NAME: Jonna Nissen  
 SITE: Coolidge High School  
 DATE OF DEPARTURE: October 22nd DATE OF RETURN: October 26th  
 DESTINATION CITY & STATE: Indianapolis, Indiana  
 EDUCATIONAL PURPOSE OF TRIP (FILL IN BELOW, DO NOT ATTACH): National FFA Convention

**\*\*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: Bus Shuttle  
 LODGING NAME: Sheraton Indianapolis PHONE #: 317-635-2000  
 ADDRESS: 31 W Ohio St, Indianapolis, IN 46204

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

TOTAL AIRFARE/TRANSPORTATION: \$768 TOTAL HOTEL: \$500 TOTAL MEALS: n/a  
 TOTAL GROUND TRANSPORTATION: n/a TOTAL REGISTRATION: \$100 OTHER: n/a

MAXIMUM AMOUNT AUTHORIZED FOR PAYMENT OR REIMBURSEMENT: \_\_\_\_\_

TRAVEL FINANCED BY: (CHECK ALL THAT APPLY):  GRANT  DONATION  M&O  OTHER: FFA Funds

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

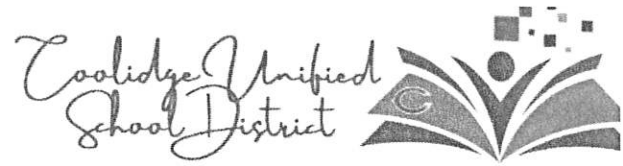
EMPLOYEE SIGNATURE: Jonna Nissen DATE: 9/24/23

SUPERVISOR'S SIGNATURE: [Signature] DATE: 9/24/24

**\*\*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

ENGAGE - CHALLENGE - INSPIRE

Employee Name: Jonna Nissen Date: 9/24/24

- 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	
10/22 - 10/24	Professional Leave Workshop/Conference: <u>FFA National Convention</u> Expense to be paid by (budget code): <u>FFA Funds</u> # Days Away: <u>5</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 Days
	Bereavement – Please identify your relationship to the deceased:	
	Jury Duty – Must attach document	
	Other	

[Signature] 9/24/23      [Signature] 9/24/24  
 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 \_\_\_\_\_



ENGAGE - CHALLENGE - INSPIRE

# STAFF OVERNIGHT/OUT-OF-STATE TRAVEL

NAME: Tristen Gillespie  
 SITE: Coolidge High School  
 DATE OF DEPARTURE: October 22nd DATE OF RETURN: October 26th  
 DESTINATION CITY & STATE: Indianapolis, Indiana  
 EDUCATIONAL PURPOSE OF TRIP (FILL IN BELOW, DO NOT ATTACH): National FFA Convention

**\*\*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: Bus Shuttle  
 LODGING NAME: Sheraton Indianapolis PHONE #: 317-635-2000  
 ADDRESS: 31 W Ohio St, Indianapolis, IN 46204

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

TOTAL AIRFARE/TRANSPORTATION: \$768 TOTAL HOTEL: \$500 TOTAL MEALS: n/a  
 TOTAL GROUND TRANSPORTATION: n/a TOTAL REGISTRATION: \$100 OTHER: n/a

MAXIMUM AMOUNT AUTHORIZED FOR PAYMENT OR REIMBURSEMENT: \_\_\_\_\_

TRAVEL FINANCED BY: (CHECK ALL THAT APPLY):  GRANT  DONATION  M&O  OTHER: FFA Funds

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

EMPLOYEE SIGNATURE: [Signature] DATE: 9-24

SUPERVISOR'S SIGNATURE: [Signature] DATE: 9/24/24

**\*\*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

ENGAGE - CHALLENGE - INSPIRE

Employee Name: Tristen Gillespie Date: 9/24/24

- 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	
10/22 - 10/24	Professional Leave Workshop/Conference: <u>FFA National Convention</u> Expense to be paid by (budget code): <u>FFA Funds</u> # Days Away: <u>5</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 Days
	Bereavement – Please identify your relationship to the deceased:	
	Jury Duty – Must attach document	
	Other	

 9-24  
 Employee Signature Date Administrator/Supervisor Signature 9/24/24 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



**97TH NATIONAL FFA CONVENTION & EXPO**  
OCT. 23-26, 2024 | INDIANAPOLIS

## 2024 General Sessions

All times Eastern Daylight Time (EDT). Schedules are subject to change

### Wednesday, Oct. 23

#### Opening Session 1A

**Doors open:** 2 p.m.

**Session Time:** 3:30-5:15 p.m.

**Session Chairs:** Grant Norfleet, Carter Howell and Kanyon Huntington

Opening Ceremony  
Presentation of Flags  
National Advisor's Welcome  
Recognition of Foundation Boards  
Chorus  
Keynote Speaker: Kevin Wanzer

### Thursday, Oct. 24

#### Opening Session 1B

**Doors Open:** 6:30 a.m.

**Session Time:** 8-9:30 a.m.

**Session Chairs:** Grant Norfleet, Carter Howell and Kanyon Huntington

Opening Ceremony  
Presentation of Flags  
National Advisor's Welcome  
Recognition of Foundation Boards  
Band  
Keynote Speaker

#### Second General Session

**Doors Open:** 1 p.m.

**Session Time:** 2-4:30 p.m.

**Session Chairs:** Emily Gossett, Morgan Anderson, Amara Jackson

Opening Ceremony  
Recognition of Board Members and Trustees  
Proficiency Awards: Agricultural Communication; Agricultural Sales-Entrepreneurship;  
Agricultural Sales-Placement; Agricultural Services; Agricultural Education; Agriscience  
Research-Integrated Systems; Service-Learning  
Agriscience Fair: Social Science  
Talent  
Retiring Address: Grant Norfleet  
National Chapter Award: Middle School Models of Excellence  
Talent  
Career Development Events: Agronomy; Creed; Extemporaneous Public Speaking; Farm and  
Agribusiness Management; Food Science; Nursery/Landscape  
National Chapter Awards: 1, 2 and 3 star

### **Third General Session**

**Doors Open:** 6 p.m.

**Session Time:** 7-9 p.m.

**Session Chairs:** Carter Howell and Morgan Anderson

Opening Ceremony  
Alumni Awards  
Proficiency Awards: Agriscience Research -Animal Systems; Beef Production  
Entrepreneurship; Beef Production-Placement; Dairy Production-Entrepreneurship; Dairy  
Production-Placement; Diversified Agricultural Production; Diversified Livestock Production;  
Equine Science-Entrepreneurship; Equine Science-Placement; Agricultural Processing  
Agriscience Fair: Animal Systems, Food Products and Processing  
Talent  
Retiring Address: Kanyon Huntington  
National Chapter Award: Model of Excellence  
Career Development Events: Agricultural Sales; Forestry; Floriculture; Prepared Public  
Speaking; Veterinary Science

### **Friday, Oct. 25**

#### **Fourth General Session**

**Doors Open:** 7 a.m.

**Session Time:** 8-10:30 a.m.

**Session Chairs:** Grant Norfleet and Amara Jackson

Opening Ceremony  
Proficiency Awards: Goat Production; Poultry Production; Sheep Production; Small Animal  
Production & Care; Specialty Animal Production; Swine Production-Entrepreneurship; Swine  
Production-Placement; Veterinary Science  
Agriscience Fair – Environmental Services and Natural Resources  
Chorus  
Retiring Address: Carter Howell  
Honorary American Degree  
Distinguished Service Citation  
VIP Awards  
Chorus  
Keynote Speaker: Temple Grandin  
Premier Chapter Awards: Growing Leaders  
Career Development Events: Agricultural Communications; Agricultural Issues: Dairy Cattle;  
Horse Evaluation

### **Fifth General Session**

**Doors Open:** 1:30 p.m.

**Session Time:** 2:30-4:20 p.m.

**Session Chairs:** Kanyon Huntington and Emily Gossett

Opening Ceremony

Proficiency Awards: Agriscience Research-Plant Systems; Diversified Crop Production Entrepreneurship; Diversified Crop Production-Placement; Diversified Horticulture; Fiber & Oil Crop Production; Forage Production; Fruit & Nut Production; Grain Production; Landscape Management; Nursery Operations; Specialty Crop Production; Turf Grass Management; Vegetable Production

Agriscience Fair – Plant Systems

Band

Retiring Address: Morgan Anderson

National Officer Candidates

Band

Premier Chapter Awards: Building Communities

Career Development Events: Agricultural Technology & Mechanical Systems; Conduct of Chapter Meetings; Environmental & Natural Resources; Employment Skills; Meats Evaluation and Technology

### **Sixth General Session**

**National FFA Talent Competition:** 5:30 p.m.

**Band and Chorus Concert:** 6 p.m.

**Session Time:** 7-9 p.m.

**Session Chairs:** Morgan Anderson and Amara Jackson

Opening Ceremony

Proficiency Awards: Environmental Science & Natural Resources Management; Forest Management & Products; Outdoor Recreation; Wildlife Production & Management; Agricultural Mechanics Design & Fabrication; Agricultural Mechanics Repair & Maintenance-Entrepreneurship; Agricultural Mechanics Repair

Agriscience Fair – Power, Structural and Technical Systems

Band

Retiring Address: Emily Gossett

Premier Chapter Awards: Strengthening Agriculture

Career Development Events: Marketing Plan; Milk Quality and Products; Poultry

Chorus

American Star Awards: Star in Agribusiness

American Star Awards: Star in Agricultural Placement

American Star Awards: Star in Agriscience

American Star Awards: Star Farmer

Recognition: American Star Awards

## **Saturday, Oct. 26**

### **American Degree**

**Doors Open:** 6 a.m.

**Session Time:** 7:30-11 a.m.

**Session Chair:** Amara Jackson

### **Seventh General Session**

**Doors Open:** Noon.

**Session Time:** 1-3 p.m.

**Session Chair:** Emily Gossett and Carter Howell

Opening Ceremony  
Career Development: Parliamentary Procedure  
Recognition of Nominating Committee  
Recognition of Past National Officers  
National Officer Family Recognition  
Chorus  
Retiring Address: Amara Jackson  
Delegate Reports  
National Officer Election  
Chorus and Band  
Installation Ceremony  
New National President's Remarks  
Convention in Review Video

Coolidge Unified School District 21  
REQUEST FOR DISTRICT TRANSPORTATION

10/26/24

9/24/24

Date for which transportation

Date of this request

Total number persons to be transported 13 Type vehicle requested White Fleet

Departure Time \_\_\_\_\_:\_\_\_\_\_ A.M.  P.M. Return Time 7:00  A.M.  P.M.

Departure Point (specific location) Phoenix Sky Harbor Airport

Destination CHS Organization or Group FFA

Purpose for Travel National Convention

Driver needed  YES  NO Requested by J. Nissen Contact # 419-494-7974

Comments pick up

Disposition of Request:  Approved  Denied -- Reason \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date: 9/24/24

Date 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 21  
REQUEST FOR DISTRICT TRANSPORTATION

10/22/24

9/24/24

Date for which transportation

Date of this request

Total number persons to be transported 13 Type vehicle requested White Fleet

Departure Time 6:00  A.M.  P.M. Return Time \_\_\_\_\_  A.M.  P.M.

Departure Point (specific location) CHS Ag Room

Destination Phoenix Sky Harbor Organization or Group FFA

Purpose for Travel National Convention

Driver needed  YES  NO Requested by J. Nissen Contact # 419-494-7974

Comments \_\_\_\_\_

Disposition of Request:  Approved  Denied -- Reason \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date: 9/24/24

Date 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      **MEETING DATE:**10/9/2024  
Items-6.

**AGENDA ITEM:** Approval for overnight travel and expenses for 10 students and Marie Breese (Staff) to attend the Skills USA Camp Champion Leadership Conference in Williams, AZ, November 6th-8th, 2024.

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

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

**APPROVED BY  
SUPERINTENDENT:**



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**RECOMMENDATION:**

Approval for overnight travel and expenses for 10 students and Marie Breese (Staff) to attend the Skills USA Camp Champion Leadership Conference in Williams, AZ, November 6th-8th, 2024.

---

**INFORMATION AND SUPPORTING DATA:**

Escape to Lost Canyon in Williams, Arizona, for three days of fun activities, immaculate vibes, and indescribable memories at Camp Champion! Earn SkillUSA Arizona's Statesman Award as you demonstrate your leadership abilities, personal skills and SkillsUSA knowledge. Come glamping with the best as you become the Ultimate SkillsUSA Chapter Leader.

**PROJECTED COST:**  
Total:\$2250.00, Registration:\$225.00

**FUNDING SOURCE:**  
CAVIT

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

Overnight stay at Lost Canyon Camp  
1450 S. Perkinsville Rd. Williams, AZ 86046

5 male and 5 female students. 1 female staff.

**ATTACHMENTS:**

Description	Upload Date	Type
Skills USA Camp Champion Leadership Conf	9/30/2024	Cover Memo



ENGAGE - CHALLENGE - INSPIRE

# OVERNIGHT STUDENT TRAVEL

SITE: CHS CLUB/GROUP: Skills USA

DESTINATION CITY & STATE: Williams, AZ

# OF STUDENTS TRAVELING (MALE/FEMALE): 5 / 5 # OF SCHOOL DAYS MISSED: 2

EDUCATIONAL PURPOSE OF TRIP (FILL IN BELOW, DO NOT ATTACH): Skills USA Camp

**\*\*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: Lost Canyon Camp PHONE #: 928-635-2900

ADDRESS: 1450 S Perkinsville Rd Williams, AZ

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

TOTAL AIRFARE/TRANSPORTATION: N/A TOTAL HOTEL: N/A TOTAL MEALS: Included

TOTAL GROUND TRANSPORTATION: N/A TOTAL REGISTRATION: \$225 OTHER: N/A

TOTAL TRIP COST: \$2,250

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

FUNDRAISER  DONATION  TAX CREDIT  M&O  OTHER CAVIT

AMOUNT PAID BY THE STUDENT: \$0

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

SPONSOR NAME: Marie Breese PHONE #: 520-723-5629

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:	Canales, Concepcion Nathaniel	SITE:	CHS
FULL NAME:	Covarrubias, Daniel	SITE:	CHS
FULL NAME:	Kastner, William Christopher	SITE:	CHS
FULL NAME:	Kunstman, Myiah	SITE:	CHS
FULL NAME:	Moreno Meraz, Saul Melchor	SITE:	CHS
FULL NAME:	Zavala, Karolina	SITE:	CHS
FULL NAME:	Baldwin, Kylee	SITE:	CHS
FULL NAME:	Loza, Isaac	SITE:	CHS
FULL NAME:	Smiley, Antonio	SITE:	CHS
FULL NAME:	Felix III, Armando Francisco	SITE:	CHS
FULL NAME:	_____	SITE:	_____
FULL NAME:	_____	SITE:	_____
FULL NAME:	_____	SITE:	_____
FULL NAME:	_____	SITE:	_____
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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:

Marie Breese

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)

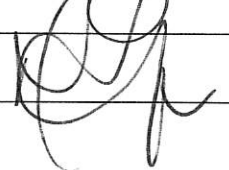
FULL NAME: \_\_\_\_\_ STAFF OR VOLUNTEER (CIRCLE ONE)

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

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

SPONSOR'S SIGNATURE:  \_\_\_\_\_ DATE: 9/26/24

PRINCIPAL'S SIGNATURE:  \_\_\_\_\_ DATE: 9/26/24

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

SUPERINTENDENT'S SIGNATURE:  \_\_\_\_\_ DATE: 9/30/24

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

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

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



ENGAGE - CHALLENGE - INSPIRE

# STAFF OVERNIGHT/OUT-OF-STATE TRAVEL

NAME: Marie Breese

SITE: CHS

DATE OF DEPARTURE: November 6th DATE OF RETURN: November 8th

DESTINATION CITY & STATE: Williams, AZ

EDUCATIONAL PURPOSE OF TRIP (FILL IN BELOW, DO NOT ATTACH): Skills USA Camp

\*\*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 Bus

\*\*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: Lost Canyon PHONE #: 928-635-2900

ADDRESS: 1450 S PERKINSVILLE Rd, Williams, AZ 86046

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

COMPLETE ALL FIELDS  
These number should be maximum estimates.

TOTAL AIRFARE/TRANSPORTATION: N/A TOTAL HOTEL: N/A TOTAL MEALS: N/A

TOTAL GROUND TRANSPORTATION: N/A TOTAL REGISTRATION: \$225 OTHER: N/A

MAXIMUM AMOUNT AUTHORIZED FOR PAYMENT OR REIMBURSEMENT: N/A

TRAVEL FINANCED BY: (CHECK ALL THAT APPLY):  GRANT  DONATION  M&O  OTHER: CAVIT

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

EMPLOYEE SIGNATURE: *Marie Breese* DATE: 9/26/24

SUPERVISOR'S SIGNATURE: *[Signature]* DATE: 9/26/24

\*\*FOR DISTRICT USE ONLY\*\*  
GOVERNING BOARD APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_ MEETING DATE: \_\_\_\_\_

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

# EMPLOYEE LEAVE FORM



ENGAGE - CHALLENGE - INSPIRE

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

Employee Name: Marie Breese Date: 9/26/24

- 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	
11/06-11/07	Professional Leave Workshop/Conference: <u>Skills USA Camp</u> Expense to be paid by (budget code): <u>Grant</u> # Days Away: <u>3</u> # Working Days Away: <u>2</u> District Vehicle: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Sub Needed: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	2 Days
	Bereavement – Please identify your relationship to the deceased:	
	Jury Duty – Must attach document	
	Other	

[Signature]  
Employee Signature

9/26/24  
Date

[Signature]  
Administrator/Supervisor Signature

9/26/24  
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

National Site

Register



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Camp Champion 2022 Flashback

SkillsUSA Arizona

03:15

# CAMP CHAMPION

## Leadership Conference

November 6-8, 2024 | Lost Canyon, Williams, Ariz.

Escape to Lost Canyon in Williams, Arizona, for three days of fun activities, immaculate vibes, and indescribable memories at Camp Champion! Earn SkillsUSA Arizona's Statesman Award as you demonstrate your leadership abilities, personal skills and SkillsUSA knowledge. Come glamping with the best as you become the Ultimate SkillsUSA Chapter Leader.

### EVENT INFORMATION

Event Contact: Michelle Martinez

Email: [Michelle.Martinez@azed.gov](mailto:Michelle.Martinez@azed.gov)

Registration Opens: Sept. 13 (please note this change from September 9 to the 13th)

Registration Closes: Oct. 23

Conference Dates: Nov. 6-8

Pre-Work and Testing Window: TBD

Registration Fees:

- \$225 Per Attendee  
Includes five (5) meals and housing

Location: Lost Canyon, A Young Life Camp  
1450 S Perkinsville Rd, Williams, AZ 86046

### CAPACITY LIMITS

Each SkillsUSA chapter (CTE program) may register up to eight (this has changed; please read the Information page on the right) student attendees for Camp Champion. Additionally, Camp Champion will have an overall capacity limit of 400.

Camp Wait List: [Click Here](#)

### IMPORTANT LINKS

Conference Registration: [Click Here](#)

Be sure to include dietary restriction in registration

Camp Wait List: [Click Here](#)

Kitchen Staff Volunteers Needed! There is a drop down in the registration system for kitchen staff. It is mandatory at Camp to have kitchen volunteers, so we need 35. Registration for Kitchen staff is free. Please read Important Information sheet below.

Conference Info Sheet: [Click Here](#)

Conference App + Agenda: Coming Soon

Camp Survival Guide: Coming Soon

Camp Map: [Download](#)

Camp Waiver: [Download](#)

Framework Story Template: [Download](#)

Important Information 9/13/24: [Click Here](#)



2024

# Camp Champion Leadership Conference

## ABOUT THE CONFERENCE

Escape to Lost Canyon in Williams, Arizona, for three days of fun activities, immaculate vibes, and indescribable memories at Camp Champion! Earn your Statesman Award as you demonstrate your leadership abilities, personal skills and SkillsUSA knowledge. Come glamping with the best as you become an outstanding SkillsUSA chapter Leader.



Conference Cost

Per Attendee | \$225.00

**Includes (5) meals and housing**



November 6-8, 2024

*Registration opens  
September 9, 2024  
Register at: [skillsusa-register.org](https://skillsusa-register.org)  
Closes October 23,  
2024, at 11:59 p.m.MT.*



Williams, AZ

Lost Canyon  
A Young Life Camp  
1450 South Perkinsville Road  
Williams, AZ 86046

## 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 [Michelle.Martinez@azed.gov](mailto:Michelle.Martinez@azed.gov) [www.skillsusaaaz.org](http://www.skillsusaaaz.org)  
All conference fees are nonrefundable after submission of registration.



Coolidge Unified School District 21  
REQUEST FOR DISTRICT TRANSPORTATION

11/6/24

9/26/24

Date for which transportation

Date of this request

Total number persons to be transported 11 Type vehicle requested White Fleet

Departure Time 6:00  A.M.  P.M. Return Time 5:00  A.M.  P.M.

Departure Point (specific location) CHS Front Office

Destination Williams, AZ Organization or Group Skills USA

Purpose for Travel Camp

Driver needed  YES  NO Requested by M. Bresee Contact # 520-705-8327

Comments \_\_\_\_\_

Disposition of Request:  Approved  Denied -- Reason \_\_\_\_\_

Principal's Signature [Signature] Date: 9/26/24

*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      **MEETING DATE:**10/9/2024  
Items-7.

**AGENDA ITEM:** Approval of overnight travel and expenses for Coolidge High School Boys Basketball Team to attend and play in a tournament in Show Low, AZ, January 2nd-4th, 2025.

**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 Boys Basketball Team to attend and play in a tournament in Show Low, AZ, January 2nd-4th, 2025.

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**INFORMATION AND SUPPORTING DATA:**

This trip is intended for the team to participate in team building and experience a different culture.

**PROJECTED COST:**  
TBD

**FUNDING SOURCE:**  
Fundraiser and Basketball Club Funds

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

12 male students, 3 male staff.

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

Students will be staying in the Show Low Day's Inn.

**ATTACHMENTS:**

Description	Upload Date	Type
CHS Boys Basketball	10/1/2024	Cover Memo

**OVERNIGHT  
STUDENT TRAVEL**



ENGAGE - CHALLENGE - INSPIRE

SITE: CHS CLUB/GROUP: BOYS BASKETBALL  
DESTINATION CITY & STATE: SHOW LOW, ARIZONA - SHOW LOW DAYS INN, SHOW LOW HS  
# OF STUDENTS TRAVELING (MALE/FEMALE): 12 / # OF SCHOOL DAYS MISSED: 0  
EDUCATIONAL PURPOSE OF TRIP (FILL IN BELOW, DO NOT ATTACH): PLAY IN A DIFFERENT CULTURE - NATIVE A. DOMINATED. TEAM BONDING

**\*\*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: District CHARTER with Driver

**\*\*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: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

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

COMPLETE ALL FIELDS  
These numbers should be maximum estimates.

TOTAL AIRFARE/TRANSPORTATION: \_\_\_\_\_ TOTAL HOTEL: \_\_\_\_\_ TOTAL MEALS: \_\_\_\_\_  
TOTAL GROUND TRANSPORTATION: \_\_\_\_\_ TOTAL REGISTRATION \_\_\_\_\_ OTHER: \_\_\_\_\_  
TOTAL TRIP COST: \_\_\_\_\_

TRAVEL FINANCED BY: (CHECK ALL THAT APPLY)

FUNDRAISER  DONATION  TAX CREDIT  M&O  OTHER BB Club Funds

AMOUNT PAID BY THE STUDENT: 0

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

SPONSOR NAME: DAVE GLASGOW PHONE #: 520-234-5806

EMERGENCY CONTACT INFORMATION: RAISA GLASGOW, 520-508-0527

ASSISTANT COACH: COREY DOWNS 765-730-1206

**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: KYLE CULVER SITE: CHS
- FULL NAME: STEVE HUTCHINSON SITE: CHS
- FULL NAME: SEAN MIGUEL SITE: CHS
- FULL NAME: PORTER DEER SITE: ~~CHS~~ HS
- FULL NAME: TAYTEN VAUGHN SITE: CHS
- FULL NAME: JULEN ROGERS SITE: CHS
- FULL NAME: TORY GDBLSTEN SITE: CHS
- FULL NAME: KEI DIXON-WRIGHT SITE: CHS
- FULL NAME: ADARIUS MIGUEL SITE: CHS
- FULL NAME: PRESTON DEER SITE: ~~CHS~~ HS
- FULL NAME: MANNY MARTINEZ SITE: CHS
- FULL NAME: LEANDER WHITMAN SITE: CHS
- FULL NAME: JENSEN CARTER SITE: CHS
- FULL NAME: MALIK WILLIAMS SITE: CHS
- FULL NAME: \_\_\_\_\_ SITE: \_\_\_\_\_
- FULL NAME: \_\_\_\_\_ SITE: \_\_\_\_\_
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- 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: Coley Downs  STAFF OR VOLUNTEER (CIRCLE ONE)  
FULL NAME: Demetrius Lee  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: [Signature] DATE: 9/18/24  
PRINCIPAL'S SIGNATURE: [Signature] DATE: 9/26/24  
ATHLETIC DIR.'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
SUPERINTENDENT'S SIGNATURE: [Signature] DATE: 10/1/24

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

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

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

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

NAME: Dave Glasgow, Corey Downs, and Demetrius Lee

SITE: CHS

DATE OF DEPARTURE: Early Am, 1/2/24 DATE OF RETURN: PM, 1/4/24

DESTINATION CITY & STATE: Show Low, AZ

EDUCATIONAL PURPOSE OF TRIP (FILL IN BELOW, DO NOT ATTACH): Experience a different culture, team bonding

**\*\*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 Charter

**\*\*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: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

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

COMPLETE ALL FIELDS  
 These number should be maximum estimates.

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

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

MAXIMUM AMOUNT AUTHORIZED FOR PAYMENT OR REIMBURSEMENT: \_\_\_\_\_

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: \_\_\_\_\_

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

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

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

DT-782

Coolidge Unified School District 21

REQUEST FOR DISTRICT TRANSPORTATION

January 2, 3, and 4 of 2025

9/18/24

Date for which transportation

Date of this request

Total number persons to be transported 15-16 Type vehicle requested Charter - District

Departure Time TBA [ ] A.M. [ ] P.M. 2/2 Return Time TBA [ ] A.M. [ ] P.M. 2/4

Departure Point (specific location) The

Destination Show Low, Arizona Organization or Group Boys Basketball

Purpose for Travel Tournament

Driver needed [X] YES [ ] NO Requested by Glasgow Contact # 520-234-5806

Comments

Disposition of Request: [ ] Approved [ ] Denied -- Reason

Principal's Signature [Signature] Date: 9/26/24

Date Request Received in Transportation Department Office for Transportation Department use only

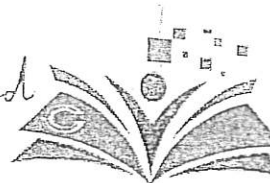
Vehicle Assigned Driver Assigned (if needed)

DRIVER REPORT

BEGINNING ODOMETER ENDING ODOMETER Total Miles

Driver's Signature Date

White - Transportation Canary - Principal Pink - File



STUDENT ACTIVITIES

MINUTES ENTRY / SECRETARY'S RECORD

The Boys Basketball (Club/Organization) was called to order

at 7:00 pm (Time of Day) on 9/17/24

by Corbyn Downs (Name of Student Leader)

There were 5 members present.

List members in attendance:

Sean Miguel, Tayler Vaughn, Preston Dees, Porter Dees, and Corbyn Downs

Minutes of the previous meeting were approved as read (or as corrected): \_\_\_\_\_

The treasurer's report was given. The balance on hand was \$ \_\_\_\_\_ (attach written report to minutes).

UNFINISHED BUSINESS:

Purpose of Unfinished Business: \_\_\_\_\_

Motion made by: \_\_\_\_\_ Voted For: \_\_\_\_\_ Voted Against: \_\_\_\_\_

NEW BUSINESS:

Purpose of New Business: \_\_\_\_\_

pay Days Inn by Wyndham Show Low an amount not to exceed \$1,299.34 for six Hotel Rooms January 2 and 3 during the Show Low Tournament

Motion made by: Corbyn Downs Voted For: 5 Voted Against: \_\_\_\_\_

Purpose of New Business: \_\_\_\_\_

Motion made by: \_\_\_\_\_ Voted For: \_\_\_\_\_ Voted Against: \_\_\_\_\_

Meeting adjourned at (Date & Time): 8:00 pm, 9/17/24

Respectfully submitted by: Corbyn Downs, Students Club Secretary

J. Paul Altgen  
Club Sponsor Signature

\_\_\_\_\_ Date





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### Itinerary Confirmation at Days Inn by Wyndham Show Low

Yahoo/Inbox

**NOREPLYWyndhamReservation:** Tue, Sep 17 at 9:33 AM

**From:** noreplywyndhamreservations@syr

**To:** chshoops320@yahoo.com



THANK YOU. YOUR ROOM RESERVATION HAS BEEN CONFIRMED.

**Itinerary:** 5136B479410101

**Name:** DAVE GLASSGOW

**Confirmation Number:** 82365EE031313

**Hotel Information:**  
*Days Inn by Wyndham Show Low*  
 480 West Deuce Of Clubs  
 Show Low Arizona  
 United States  
 1-928-5374356  
[Days Inn Website](#)

**Reservation:**  
2 Queens NSMK with free hot breakfast, WiFi, mini-refrigerator, microwave

**Stay:**  
1 Room(s); 2 Night(s)

**Occupancy:**  
0 Adult(s), 2 (2) Child(ren) ages 0-12

**Check-In:**  
Thursday, January 2, 2025 15:00

**Check-Out:**  
Saturday, January 4, 2025 11:00

Rate	C
	2
Tax	
	1
<b>Total for Stay</b>	



Earn points toward FREE NIGHTS around the globe! Wyndham Rewards member yet? [Enroll Today](#)

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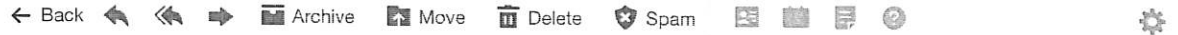
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Yahoo/Inbox



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**From:** noreplywyndhamreservations@syr

**To:** chshoops320@yahoo.com



THANK YOU. YOUR ROOM RESERVATION HAS BEEN

**Itinerary:** 5136B479410101

**Name:** DAVE GLASSGOW

**Confirmation Number:** 82365EE031314

**Hotel Information:**  
*Days Inn by Wyndham Show Low*  
 480 West Deuce Of Clubs  
 Show Low Arizona  
 United States  
 1-928-5374356  
[Days Inn Website](#)

**Reservation:**  
2 Queens NSMK with free hot brk WiFi, mini-refrigerator, microwave

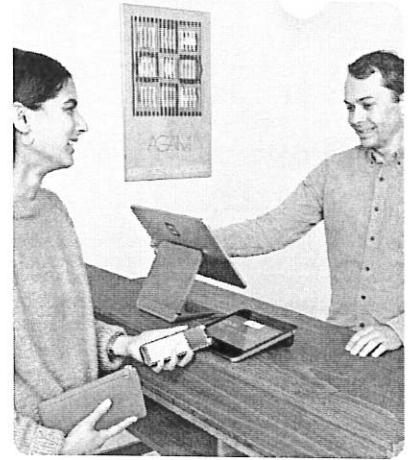
**Stay:**  
1 Room(s);2 Night(s)

**Occupancy:**  
1 (1) Adult(s), 2 (2) Child(ren) age

**Check-In:**  
Thursday, January 2, 2025 15:00

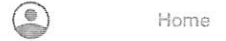
**Check-Out:**  
Saturday, January 4, 2025 11:00

Rate	
	C 2
Tax	
	1
<b>Total for Stay</b>	

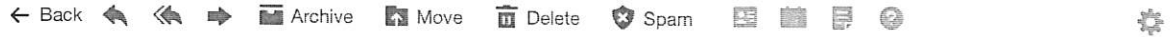


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Itinerary Confirmation at Days Inn by Wyndham Show Low Yahoo/Inbox



**NOREPLYWyndhamReservation:** Tue, Sep 17 at 9:31 AM

**From:** noreplywyndhamreservations@syr

**To:** chshoops320@yahoo.com



THANK YOU. YOUR ROOM RESERVATION HAS BEEN

**Itinerary:** 5136B479410101

**Name:** DAVE GLASSGOW

**Confirmation Number:** 82365EE031315

**Hotel Information:**  
*Days Inn by Wyndham Show Low*  
 480 West Deuce Of Clubs  
 Show Low Arizona  
 United States  
 1-928-5374356  
[Days Inn Website](#)

**Reservation:**  
 2 Queens NSMK with free hot brk  
 WiFi, mini-refrigerator, microwave

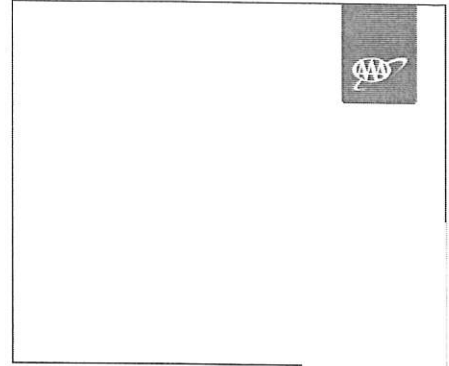
**Stay:**  
 1 Room(s);2 Night(s)

**Occupancy:**  
 1 (1) Adult(s), 2 (2) Child(ren) age

**Check-In:**  
 Thursday, January 2, 2025 15:00

**Check-Out:**  
 Saturday, January 4, 2025 11:00

Rate	
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Tax	
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Synxis Noreplywyndhamreservations

Itinerary Confirmation at Days Inn by Wyndham Show Low Yahoo/Inbox



**NOREPLYWyndhamReservation:** Tue, Sep 17 at 9:31 AM  
**From:** noreplywyndhamreservations@syr  
**To:** chshoops320@yahoo.com



THANK YOU. YOUR ROOM RESERVATION HAS BEEN

**Itinerary:** 5136B479410101  
**Name:** DAVE GLASSGOW  
**Confirmation Number:** 82365EE031316  
**Hotel Information:**  
 Days Inn by Wyndham Show Low  
 480 West Deuce Of Clubs  
 Show Low Arizona  
 United States  
 1-928-5374356  
[Days Inn Website](#)

**Reservation:**  
 2 Queens NSMK with free hot brk  
 WiFi, mini-refrigerator, microwave  
**Stay:**  
 1 Room(s);2 Night(s)  
**Occupancy:**  
 1 (1) Adult(s), 2 (2) Child(ren) age  
**Check-In:**  
 Thursday, January 2, 2025 15:00  
**Check-Out:**  
 Saturday, January 4, 2025 11:00

Rate	
	C 2
Tax	
	1
Total for Stay	

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**KAMALA'S INFLATION AGENDA**

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**To:** chshoops320@yahoo.com



THANK YOU. YOUR ROOM RESERVATION HAS BEEN CONFIRMED.

**Itinerary:** 5136B479410101  
**Name:** DAVE GLASSGOW  
**Confirmation Number:** 82365EE031317  
**Hotel Information:**  
*Days Inn by Wyndham Show Low*  
 480 West Deuce Of Clubs  
 Show Low Arizona  
 United States  
 1-928-5374356  
[Days Inn Website](#)

**Reservation:**  
 2 Queens NSMK with free hot breakfast  
 WiFi, mini-refrigerator, microwave  
**Stay:**  
 1 Room(s);2 Night(s)  
**Occupancy:**  
 1 (1) Adult(s), 2 (2) Child(ren) age 12 and over  
**Check-In:**  
 Thursday, January 2, 2025 15:00  
**Check-Out:**  
 Saturday, January 4, 2025 11:00

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Itinerary Confirmation at Days Inn by Wyndham Show Low

Yahoo/Inbox



NOREPLYWyndhamReservation: From: noreplywyndhamreservations@syr To: chshoops320@yahoo.com

Tue, Sep 17 at 9:21 AM



THANK YOU. YOUR ROOM RESERVATION HAS BEEN CONFIRMED.

Itinerary: 5136B479410101

Name: DAVE GLASSGOW

Confirmation Number: 82365EE031318

Hotel Information: Days Inn by Wyndham Show Low 480 West Deuce Of Clubs Show Low Arizona United States 1-928-5374356 Days Inn Website

Reservation: 2 Queens NSMK with free hot breakfast, WiFi, mini-refrigerator, microwave

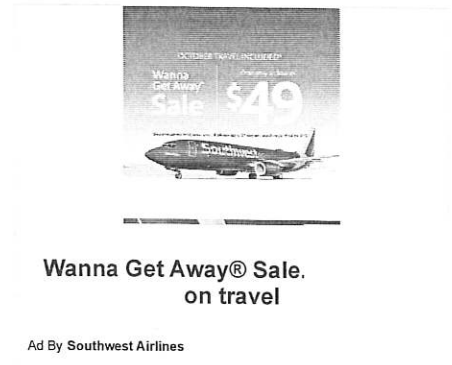
Stay: 1 Room(s); 2 Night(s)

Occupancy: 0 Adult(s), 2 (2) Child(ren) ages 0-12

Check-In: Thursday, January 2, 2025 15:00

Check-Out: Saturday, January 4, 2025 11:00

Rate	
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Tax	
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<b>Total for Stay</b>	



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**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:** Other Consent      **MEETING DATE:**10/9/2024  
Items-8.

**AGENDA ITEM:** Approval for out of state travel and expenses for 41 students and for staff members Cheyenne Gladney, Barbie Marley, Morris Moore, Jenifer Tapia and Clinton White to attend the 2024 Class Senior Trip in California, May 2025.

**SUBMITTED BY:** Natay Ferguson, Coolidge High School Principal

**RECOMMENDED TO SUPERINTENDENT BY:** Natay Ferguson, Coolidge High School Principal

**APPROVED BY SUPERINTENDENT:**



---

---

**RECOMMENDATION:**

Approval for out of state travel and expenses for 41 students and for staff members Cheyenne Gladney, Barbie Marley, Morris Moore, Jenifer Tapia and Clinton White to attend the 2024 Class Senior Trip in California, May 2025.

---

**INFORMATION AND SUPPORTING DATA:**

Date of trip is TBD.

**PROJECTED COST:**  
\$1095 Per Student

**FUNDING SOURCE:**  
Self Paid by Students

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

Students will be staying at the Lulu Hotel 1850 S. harbor Blvd, Anaheim, CA

This 3 day trip is planned through World Strides Travel.

**ATTACHMENTS:**

Description	Upload Date	Type
2024 Senior Trip	10/3/2024	Cover Memo



**OUT-OF-STATE  
STUDENT TRAVEL**

SITE: Coolidge High School CLUB/GROUP: Senior Class  
 DESTINATION CITY & STATE: California  
 # OF STUDENTS TRAVELING (MALE/FEMALE): 30 / \_\_\_\_\_ # OF SCHOOL DAYS MISSED: 0  
 DATE OF DEPARTURE: TBD may DATE OF RETURN: TBD may  
 EDUCATIONAL PURPOSE OF TRIP (FILL IN BELOW, DO NOT ATTACH): Senior trip 2025

\*\*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: LULU hotel PHONE #: 657-688-5858  
 ADDRESS: 1850 S Harbor Blvd, Anaheim

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

TOTAL AIRFARE/TRANSPORTATION: \_\_\_\_\_ TOTAL HOTEL: \_\_\_\_\_ TOTAL MEALS: \_\_\_\_\_  
 TOTAL GROUND TRANSPORTATION: \_\_\_\_\_ TOTAL REGISTRATION \_\_\_\_\_ OTHER: \_\_\_\_\_  
 TOTAL TRIP COST: 1095.00

TRAVEL FINANCED BY: (CHECK ALL THAT APPLY)

FUNDRAISER     DONATION     TAX CREDIT     M&O     OTHER Self-payment

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

WILL STUDENT BE DENIED DUE TO LACK OF FUNDS? EXPLAIN: Yes because students must self pay as well.

SPONSOR NAME: Barbie Marley PHONE #: 520-431-1316

EMERGENCY CONTACT INFORMATION: Natay Ferguson 520 840 0354

**OVERNIGHT  
STUDENT TRAVEL**

SITE: Coolidge High School CLUB/GROUP: Senior Class  
 DESTINATION CITY & STATE: California  
 # OF STUDENTS TRAVELING (MALE/FEMALE): 30 / \_\_\_\_\_ # OF SCHOOL DAYS MISSED: 8  
 DATE OF DEPARTURE: TBD may DATE OF RETURN: TBD may  
 EDUCATIONAL PURPOSE OF TRIP (FILL IN BELOW, DO NOT ATTACH): Senior trip 2025

**\*\*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: Hotel Lulu PHONE #: 657-688-5858  
 ADDRESS: 1850 S Harbor Blvd, Anaheim, CA 92802

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

TOTAL AIRFARE/TRANSPORTATION: \_\_\_\_\_ TOTAL HOTEL: \_\_\_\_\_ TOTAL MEALS: \_\_\_\_\_  
 TOTAL GROUND TRANSPORTATION: \_\_\_\_\_ TOTAL REGISTRATION \_\_\_\_\_ OTHER: \_\_\_\_\_  
 TOTAL TRIP COST: 1095.00

TRAVEL FINANCED BY: (CHECK ALL THAT APPLY)

FUNDRAISER  DONATION  TAX CREDIT  M&O  OTHER Self-payment

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

WILL STUDENT BE DENIED DUE TO LACK OF FUNDS? EXPLAIN: Yes, self-payment as well

SPONSOR NAME: Barbie Money PHONE #: 520-431-1316

EMERGENCY CONTACT INFORMATION: Noddy Ferguson 520 840 0354

**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: <u>Angel Morrieta-Puente</u>	SITE: <u>Coolidge High</u>
FULL NAME: <u>Syenna Leon</u>	SITE: <u>Coolidge High</u>
FULL NAME: <u>Aaliyah Montalvo</u>	SITE: <u>Coolidge High</u>
FULL NAME: <u>Sebastian Soto</u>	SITE: _____
FULL NAME: <u>Shavey Mathis</u>	SITE: _____
FULL NAME: <u>Lainee Elizalde</u>	SITE: _____
FULL NAME: <u>Lauren platt</u>	SITE: _____
FULL NAME: <u>Shelbi Sheridan</u>	SITE: _____
FULL NAME: <u>Ashley Carmon</u>	SITE: _____
FULL NAME: <u>Jazmin Castillo</u>	SITE: _____
FULL NAME: <u>Edison Chang</u>	SITE: _____
FULL NAME: <u>Dwane Talley</u>	SITE: _____
FULL NAME: <u>Hugo Gomez</u>	SITE: _____
FULL NAME: <u>Tyrell Hallmon</u>	SITE: _____
FULL NAME: <u>Gabrielle Hernandez</u>	SITE: _____
FULL NAME: <u>Essence Payne</u>	SITE: _____
FULL NAME: <u>William Doherty</u>	SITE: _____
FULL NAME: <u>Isabella Martinez</u>	SITE: _____
FULL NAME: <u>Aniyla Irvin</u>	SITE: _____
FULL NAME: <u>Mia Andrade</u>	SITE: _____
FULL NAME: <u>Sarah Dana</u>	SITE: _____
FULL NAME: <u>Adam Carreon</u>	SITE: _____
FULL NAME: <u>Mia White</u>	SITE: _____
FULL NAME: <u>Colton Gibson</u>	SITE: _____
FULL NAME: <u>Brianna Villanueva</u>	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: Cheyenne Gladney  STAFF  OR VOLUNTEER (CIRCLE ONE)

FULL NAME: Barbie Marley  STAFF  OR VOLUNTEER (CIRCLE ONE)

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

FULL NAME: Jennifer Tapia  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: B. Mark DATE: 10.1.24

PRINCIPAL'S SIGNATURE: [Signature] DATE: 10/1/24

ATHLETIC DIR.'S SIGNATURE: Clinton White DATE: 10/1/24

SUPERINTENDENT'S SIGNATURE: [Signature] DATE: 10/2/24

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

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

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

Parental First & last name

Students first & last name

Circle yes or no if your student is interested in going on the trip

Ariana Banda-Leon	Syenna Leon	Yes/No
David Hanson	Donovan Hanson	Yes/No
Michelle Scudde	Aaliyah Montelvo	Yes/No
NORMA ORTIZ	MAURICE Glass	Yes/No
Estela Camacho	Angel murrta-purto	Yes/No
Cheyenne Gladney		Yes/No
Maria Cabral	Sebastian Soto	Yes/No
Danielle Husband	meshante Husband	Yes/No
Cristina Rosenham	William Roberty	Yes/No
Angelica Guman	Brianna Villanueva	Yes/No
Tiffany McGars	Shavey Mathis	Yes/No
Joseph Martinez	Isabella Martinez	Yes/No
Rosario Andrade	Mia Andrade	Yes/No
Melinda Borboa	Josiah Borboa	Yes/No
Anissa Montijo	lancee elizalde	Yes/No
Antionette Talley	Duane Talley	Yes/No
Kristin Colvin	Aniyla Irwin	Yes/No
Monika Sheridan	Shelbi Sheridan	Yes/No
Felicia Platt	Lauren Platt	Yes/No
Keyna Pooni	Natalie Lalagia Pizarr	Yes/No
ALISHA Burrell	Essence PAYNE	Yes/No
Bacilia Carmona	Ashley Carmona	Yes/No
David Ramirez	Jazmin Castillo	Yes/No
David Chaug	Edison Chaug	Yes/No
<del>Corrina Adamson</del>	Morgan	Yes/No
<del>Sarah Pano</del>		Yes/No
Andrea Pano	Sarah Pano	Yes/No
<del>TRAVIS</del>		Yes/No
Antionette Talley	Duane Talley Jr.	Yes/No
TC	James Tamisira	Yes/No
ROBERTO ARANDA	ROBERTO ARANDA	Yes/No
Rachel Woods	Isaac Woods	Yes/No
Stephanie Carda	Hugo Gomez	Yes/No
Martha Emiliano	Suzanne Marmolejo	Yes/No
Marie Guevara	Ceilant Tapia	Yes/No
Amy Manzo	Haley Gomez	Yes/No
David Villanueva	Brianna Villanueva	Yes/No
Levon Gibson	Colton Gibson	Yes/No
Devin Turner	Adam Carreon	Yes/No
Mykel White	Mia white	Yes/No
Anselmo Hernandez	Gabrielle Hernandez	Yes/No
Bianca Lindsey	Tyrell Hallmon	Yes/No
Justin Newton	Justin Newton Jr.	Yes/No

Veronica Chavez

Eric Chavez

Yes

~~Veronica Chavez~~

~~Eric Chavez~~

~~Yes~~

-X-

# Coolidge High School

## Graduation Trip



Educational Travel & Experiences

### Your Trip Dates: TBD

#### Inclusions:

- Deluxe Motor Coach Transportation
- Two Night Hotel Accommodation
- Two Full American Breakfasts at the Hotel
- One Day Park Hopper
  - Admission includes unlimited use of rides and attractions at Disneyland Park & California Adventures
  - Hollywood Touring
- On-Call 24 Hour WorldStrides Staff
  - Available to assist you with hotel check-in and to reconfirm your events.
- Consumer Protection Plan

#### Day 1

- Early departure on motor coach
- Arrive Anaheim, CA

#### Day 2

- Arrive Disneyland with Park Hopper Ticket
- Disney Grad Nite private event 9pm-2am\* @ California Adventure\*

#### Day 2

- Depart on Motor Coach
- Hollywood Tour-Walk of Fame, Hollywood Sign and downtown shopping
- Santa Monica Pier
- Arrive Home

### Trip Payment Schedule

Your trip can be paid in payments or paid in full at any time prior to the Final Payment Date. Payments will be accepted online at [specialtytravel.worldstrides.com](https://specialtytravel.worldstrides.com).

Payment due dates are as follows:

Nov 4, 2024	\$225(non-refundable deposit)
<u>Dec. 9, 2024</u>	\$225
Jan. 6, 2025	\$225
Feb. 3, 2025	\$225
<u>March 3, 2025</u>	<u>\$ Balance Due/Final Pay</u>
TOTAL COST:	\$1095.00 per person (quad occupancy)
	\$1145.00 per person (Triple occupancy)
	\$1255.00 per person (Double occupancy)
	\$1575.00 per person (Single occupancy)

*\*Price is based on a minimum of 40 paid participants per motorcoach & does not include the Trip Refund Plan premium (see below). TRP fee will be \$150.00 additional*

### Trip Invoicing & Communication

All correspondence including payment invoices, final itineraries and other necessary travel related documents will be sent to you via e-mail. Please be sure to include (and verify) yours and your parents e-mail so that your trip is not in jeopardy of being cancelled. We are

not responsible for "blocked" email. Please contact us if you do not have your email confirmation within 2 weeks of your registration.

For additional assistance or information please call our Guest Services Department at (916) 939-6805 x 4, Mon. – Fri., 8:30am to 4:00pm or email us at [specialtytravel@worldstrides.com](mailto:specialtytravel@worldstrides.com).

### Final Payment Information

Space for this event is limited and registration will be confirmed on a first come, first serve basis. Once the trip capacity is reached, or if we received your registration after the deadline, you will be subject to waitlist availability. All attendees must be paid in full by the Final Payment Date or you will be canceled from the trip.

Final Payment Due: March 3, 2025

*\*Dates are subject to change based on acceptance and final confirmation from graduation venue.*

### Trip Cancellation Policy

Your non-refundable trip deposit is used to secure your space on the trip with our travel suppliers including transportation and attractions. Our Optional Trip Refund Protection (TRP) is available upon request at a cost of \$150.

For complete details regarding the TRP, please refer to our Terms and Conditions at [specialtytravel.worldstrides.com](https://specialtytravel.worldstrides.com).

### How To Register

\*Registrations will be accepted on-line on or before:

November 4, 2024

Registration is first come, first serve and space is limited.

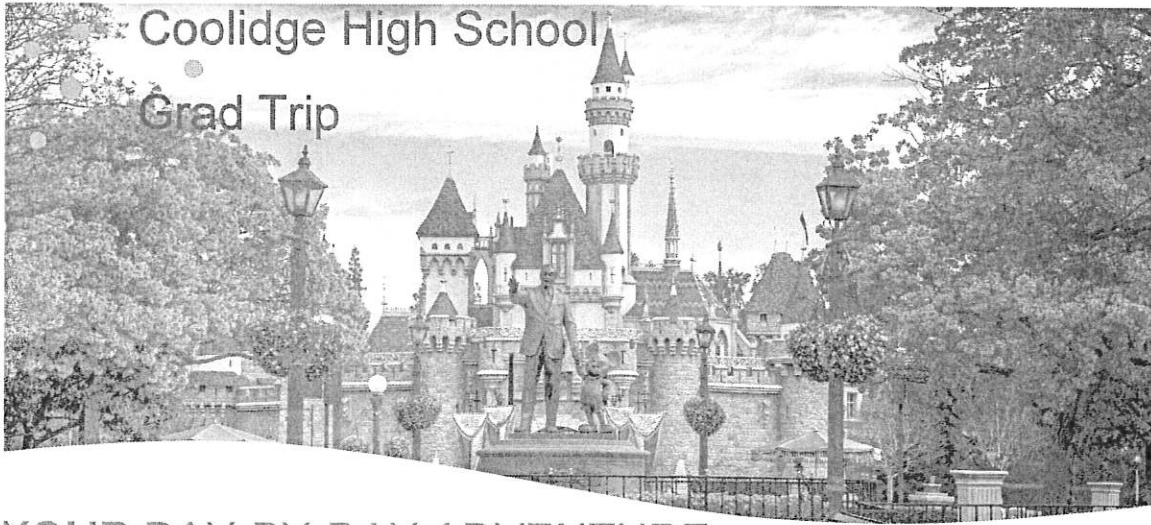
To register for this trip

1. Online [here](#)
2. By scanning QR code



# Coolidge High School

## Grad Trip



**DEPART DATE: TBD May**  
**RETURN DATE: TBD May**  
**TRIP PRICE:**  
Quad Occupancy \$1095  
Triple Occupancy \$1145  
Double Occupancy \$1255  
Single Occupancy \$1675

## YOUR DAY-BY-DAY ADVENTURE

### DAY 1

Depart Coolidge High School

Start your journey on a motor coach with all your classmates

**Arrive Anaheim Ca**

**Downtown Disney or City Walk Excursion**

Hotel check-in

### DAY 2

Breakfast at hotel

**Disneyland Park Hopper-** Enjoy Disneyland and California Adventures Theme parks including all rides and attractions.

**Disneyland Grad Nite Party Experience-** Private party for all senior graduates in California Adventure including rides, attractions, dance parties, special character appearances and more!

Depart on motor Coach Transportation

### DAY 3

Breakfast at Hotel

Depart on Motor Coach

**Hollywood Tour- Walk of Fame, Hollywood Sign downtown shopping**

**Santa Monica Pier**

Depart Santa Monica

Arrive Coolidge High School

### Inclusions:

Round Trip Motor Coach Transportation  
2-night hotel stay accommodations  
2 Breakfast accommodations  
1 Day Disneyland Park Hopper Ticket  
Disney Grad Night Ticket  
Hollywood Touring

Professional Development Hours (CEUs) for Teachers  
Optional Academic Credit Opportunity for Students (High School or College)  
WorldStrides Professional Liability Insurance - \$50 million dollar  
24/7/365 World Assist On call Team monitoring  
Doctors on Call (24 hour access to George Washington University Emerg. Med. Staff) each traveler has \$7500 emergency medical, \$1500 sickness and \$750 dental included at no cost

*The above represents a sample itinerary. Changes or substitutions may be made depending on your travel dates, arrival and departure times, national holidays, and events beyond WorldStrides' control at the discretion of WorldStrides as it deems necessary or desirable.*

**AN ALL-  
INCLUSIVE  
EXPERIENCE**



ROUND TRIP  
TRANSPORTATION



ADMISSIONS & FEES FOR  
SCHEDULED ACTIVITIES



HOTEL  
ACCOMMODATIONS



EXPERTLY TRAINED  
COURSE LEADERS



THREE MEALS DAY  
(UNLESS OTHERWISE STATED)



24-HOUR  
EMERGENCY SUPPORT



TRANSPORTATION TO /  
FROM ALL ACTIVITIES



ACADEMIC CREDIT

# Insurance Coverage

## Named Insured Matrix

This intends to outline the main named insureds and DBAs currently affiliated with Lake and Tours, LLC DBA WorldStrokes.

- Brightspark Travel, LLC
- Casterbridge Tours Limited
- Envision
- Excel Group
- Excel International Sports
- Excel Sports
- Expatica, LLC
- Explora Travel, LLC
- G E T Educational Tours Pty Ltd
- Global Education Group Holdings, Inc.
- Leadership Platform Acquisition, LLC
- Heritage Education & Festivals, LLC
- International Discovery Programs
- International Studies Abroad, LLC
- Jumpstreet/Worldstrokes Canada
- Lakeland Finance, LLC
- Lakeland Intermediary
- Lakeland Tours, LLC
- Les Tours Jumpstreet Tours
- Music America
- National Educational Travel Council, LLC
- Oxbidge Academic Resources, LLC
- Travel Turf, LLC
- The Education Abroad Network
- WorldClass Vacations
- Worldpass Travel Group
- WorldStrokes International, LLC
- WorldStrokes PTY LTD
- WorldStrokes Canada, Inc.

## Excess Program Structure

Effective Date	Carrier	Policy Number	Limit	Layer
9/30/21 to 9/30/24	HDI Global Specialty SE	HEX3704	\$5,000,000	\$5M vs Primary
9/30/21 to 9/30/24	Westchester Surplus Lines Ins. Co.	G72597734002	\$15,000,000	\$15M vs \$5M
9/30/21 to 9/30/24	Everest National Insurance Company	XC BX09A435-231	\$5,000,000	\$5M vs \$20M
9/30/21 to 9/30/24	Navigation Insurance Company	GAZ319RZ0CCGRUV	\$15,000,000	\$15M vs \$25M
<b>Total Limits</b>			<b>\$40,000,000</b>	

Underlying schedule of insuring agreements included under Excess tower (subject to policy limits, deductibles, terms, conditions, and applicable statutes and regulations):

- General Liability
- Employee Benefits Liability
- Automobile Liability
- Employer's Liability
- Foreign General Liability
- Foreign Contingent Automobile Liability
- Foreign Employer's Liability



# Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p><b>WH BLOCKER INC</b></p> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <p><b>LAKELAND TOURS LLC dba WORLDSTRIDES</b></p> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC             <input checked="" type="checkbox"/> C Corporation             <input type="checkbox"/> S Corporation             <input type="checkbox"/> Partnership             <input type="checkbox"/> Trust/estate         </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____         </p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____         </p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <p><b>1121 WHITE ROCK RD #203</b></p>	<p>Requester's name and address (optional)</p>
	<p><b>6</b> City, state, and ZIP code</p> <p><b>EL DORADO HILLS, CA 95762</b></p>	
	<p><b>7</b> List account number(s) here (optional)</p>	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-		-			
OR								
Employer identification number								
0	3	-	0	5	7	5	3	4

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ <i>Alesha Halin</i>	Date ▶ 6/5/24
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

## Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

## Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

\*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records From Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number

think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/19/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Willis Towers Watson Southeast, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	<b>CONTACT NAME:</b> WTW Certificate Center <b>PHONE (A/C, No, Ext):</b> 1-877-945-7378 <b>E-MAIL ADDRESS:</b> certificates@wtwco.com		<b>FAX (A/C, No):</b> 1-888-467-2378
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> Lakeland Tours, LLC DBA WorldStrides and Its Subsidiaries 218 W Water St Suite #400 Charlottesville, VA 229025062	<b>INSURER A:</b> Arch Insurance Company		11150
	<b>INSURER B:</b> HDI Global Specialty SE		B0783
	<b>INSURER C:</b> Transportation Insurance Company		20494
	<b>INSURER D:</b> Westchester Surplus Lines Insurance Compan		10172
	<b>INSURER E:</b> Continental Insurance Company		35289
<b>INSURER F:</b>			


**COVERAGES**                      **CERTIFICATE NUMBER:** W34724087                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		TAP0196147-02	09/30/2023	09/30/2024	EACH OCCURRENCE \$ 10,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 10,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 10,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY		TAP0196147-02	09/30/2023	09/30/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 10,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$		18EX3704	09/30/2023	09/30/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	7040225396	09/30/2023	09/30/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	<b>Professional Liability</b>  <b>Abusive Acts</b>		TAP0196147-02	09/30/2023	09/30/2024	Each Negligent Act or Negligent Omission \$10,000,000 Each Occ/Agg \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

As of the effective date noted above, certificate holder is included as an additional insured but only with respect to the operations of the Named Insured in connection with the travel and/or tour services provided, as required by written contract and per the terms and conditions of the policy.  
SEE ATTACHED

<b>CERTIFICATE HOLDER</b>  Angel Murrieta-Puente Coolidge High School 684 W Northern Ave Coolidge, AZ 85128	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  



CERTIFICATE OF LIABILITY INSURANCE

DATE MM/DD/YYYY
09/19/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

Table with 2 columns: PRODUCER/INSURED details and CONTACT/INSURER(S) details.

COVERAGES CERTIFICATE NUMBER: W34724087 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Main table with columns: INSR LTR, TYPE OF INSURANCE, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

As of the effective date noted above, certificate holder is included as an additional insured but only with respect to the operations of the Named Insured in connection with the travel and/or tour services provided, as required by written contract and per the terms and conditions of the policy. SEE ATTACHED

Table with 2 columns: CERTIFICATE HOLDER and CANCELLATION.



AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_



**ADDITIONAL REMARKS SCHEDULE**

AGENCY Willis Towers Watson Southeast, Inc.		NAMED INSURED Lakeland Tours, LLC DBA WorldStrides and Its Subsidiaries 218 W Water St Suite #400 Charlottesville, VA 229025062	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

INSURER AFFORDING COVERAGE: Westchester Surplus Lines Insurance Company NAIC#: 10172  
POLICY NUMBER: G72597734002      EFF DATE: 09/30/2023      EXP DATE: 09/30/2024

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Excess Liability		See Excess Program Attached

INSURER AFFORDING COVERAGE: Continental Insurance Company NAIC#: 35289  
POLICY NUMBER: 7040225401      EFF DATE: 09/30/2023      EXP DATE: 09/30/2024

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation DE/NC Per Statute	Each Incident Disease- Policy Limit Disease-Each Employee	\$1,000,000 \$1,000,000 \$1,000,000

## *Excess Program Structure*

Effective Date	Carrier	Policy Number	Limit	Layer
9/30/23 to 9/30/24	HDI Global Specialty SE	18EX3704	\$5,000,000	\$5M xs Primary
9/30/23 to 9/30/24	Westchester Surplus Lines Ins. Co.	G72597734002	\$15,000,000	\$15M xs \$5M
9/30/23 to 9/30/24	Everest National Insurance Company	XC3EX00425-231	\$5,000,000	\$5M xs \$20M
9/30/23 to 9/30/24	Navigators Insurance Company	GA23EXRZ0CGBUIV	\$15,000,000	\$15M xs \$25M
Total Limits			\$40,000,000	

Underlying schedule of insuring agreements included under Excess tower (subject to policy limits, deductibles, terms, conditions, and applicable statutes and regulations):

- General Liability
- Employee Benefits Liability
- Automobile Liability
- Employer's Liability
- Foreign General Liability
- Foreign Contingent Automobile Liability
- Foreign Employer's Liability

## *Named Insured Matrix*

This intends to outline the main named insureds and DBAs currently affiliated with Lakeland Tours, LLC DBA WorldStrides.

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- Brightspark Travel, LLC
- Casterbridge Tours Limited
- Envision
- Excel Group
- Excel International Sports
- Excel Sports
- Explorica, LLC
- Explorica Travel, LLC
- G.E.T Educational Tours Pty Ltd
- Global Education Group Holdings, Inc.
- Leadership Platform Acquisition, LLC
- Heritage Education & Festivals, LLC
- International Discovery Programs
- International Studies Abroad, LLC
- Jumpstreet/Worldstrides Canada
- Lakeland Finance, LLC
- Lakeland Intermediate
- Lakeland Tours, LLC
- Les Tours Jumpstreet Tours
- Music America
- National Educational Travel Council, LLC
- Oxbridge Academic Resources, LLC
- Travel Turf, LLC
- The Education Abroad Network
- World Class Vacations
- Worldpass Travel Group
- WorldStrides International, LLC
- WorldStrides PTY LTD
- WorldStrides Canada, Inc.



## WorldStrides – Specialty Travel Programs Travel Registration

(Please Read and Complete Legibly)

Form need not be completed/submitted if signing up online.

Name of School or Group you are travelling with: \_\_\_\_\_

Traveler's First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_ For Hotel Programs: Student (4/room) \_\_\_\_\_ Adult (2/room) \_\_\_\_\_ Please check if student is disabled or special needs (see terms and conditions §15)

Traveler's Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

By my signature below, I agree to the financial & general terms for registration (see below) and acknowledge that I have been informed of, reviewed and agree to the Terms & Conditions and the Privacy Policy as stated on the Specialty Travel Programs (STP) website (upon request, STP will forward these terms or can review them over the phone. If the student is under 18 prior to signing this application, the parent must consent, register & sign the student for this trip, pursuant to our Terms & Conditions.

Required: Name of Parent/Guardian/Emergency Contact: Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Required: Emergency Contact for Parent/Guardian: Email (Print): \_\_\_\_\_ Parent/Guardian Phone: \_\_\_\_\_

Required: Signature of Traveler (if over 18 at time of signing): \_\_\_\_\_ Date: \_\_\_\_\_

After registration, if you have not received an email confirmation/invoice within 2 weeks, please contact our office directly to verify your registration. All confirmations, notices will be sent to the email addresses listed above, so please check your email spam regularly. STP is not responsible for invalid contact information.

### Financial Terms

To confirm your registration, a nonrefundable deposit payment is required. Payment in full, or additional payments toward your balance due are accepted at time of registration. The remaining balance for your trip must be paid in full prior to or by your Final Payment Date (please refer to your invoice for schedule & final date).

Deposit to be charged upon receipt by WorldStrides/USA Student Travel: (Please select one of the following options). Note: Credit/Debit card and E-Check charges will appear on your bank statement as "WORLDSTRIDES SPECIALTY TRAVEL 916 939 6805".

(1) Credit/Debit Card: Amount to be charged: \$ \_\_\_\_\_ Please also use this information for Autopay (To complete this authorization, please complete steps below)

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Card Holder Name (please print): \_\_\_\_\_ Signature: \_\_\_\_\_

(2) E-Check: Amount to be charged: \$ \_\_\_\_\_ Please also use this information for Autopay (To complete this authorization, please complete steps below)

I (we) hereby authorize Specialty Travel Programs dba WorldStrides, its successors and assigns to initiate a debit entry to my (our) Checking Account indicated below at the depository financial institution name below, hereinafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Checking Account Holder Name (please print): \_\_\_\_\_ Checking Account Number: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_ Bank Name: \_\_\_\_\_ Routing Number: \_\_\_\_\_

WorldStrides / STP offers travelers our elective Trip Refund Program (TRP) that is included in most of our travel programs for a nominal per person fee. This program allows you a full refund (minus TRP cost & initial deposit) for most type of cancellations (sickness, academics, family emergency, etc. up to 48 hours prior to departure). For COVID-19 or venue closure cancellations, there is a full refund (minus only the cost of the TRP). The TRP is encouraged but is not mandatory and may be removed.

\_\_\_\_\_ Please ADD the "Trip Refund Program (TRP)". I DO want trip refund protection coverage

### Autopay Authorization & Terms

\*Autopay Authorization\* I authorize Specialty Travel Programs to automatically debit my account using my E-Check or Credit/Debit card information provided above each month for the minimum monthly as well as the balance due on the Final Payment Date. If your payment method on file is declined or you will be responsible for making up the payment within 24 hours of the payment's due date and via email. Payment information can be updated at any time by contacting our guest services team.

\*Autopay is not mandatory\* If you do not sign up for Autopay, either it will be your responsibility to pay your balance in full on or payment before your Final Payment Date (please refer to the Payment expired, Schedule on the front of this flyer) by either logging into the advised Payment Center online or by calling our office.

### General Terms

The trip deposit is due by the published deadline (see flyer, group organizer, or contact our office for your group deposit deadline). The trip deposit reserves your space and is based on availability at time of booking and will be applied to your final trip balance due. If space is not available when your payment is received, we will hold your payment and place your name on a waiting list until space becomes available or you decide to withdrawal.

STP offers all travelers our elective Trip Refund Program (TRP) and it may be included in your travel program for a nominal, per person fee. This is not mandatory and may be removed by you, any time prior to your final payment date listed on the registration form and/or invoice. Refunds are for all monies paid minus your initial deposit and the TRP fee (full refund minus TRP for COVID-19), for all cancels made to our office in writing up to 48 hours prior to scheduled trip departure. If you have any questions about this offer, visit our website or contact our guest services team any business day. Final trip balance is due on or before your predetermined Final Payment Date (see trip flyer, invoice, group organizer or contact our office for date).

All trip payments can be made by credit card (Visa, MasterCard, & Discover Card). Please do not send cash (we are not responsible for lost cash payments). Credit card charges will appear as "WORLDSTRIDES SPECIALTY TRAVEL 916 939 6805" on your credit card statement. When you provide a check as payment, you authorize us the company either to use information from your check to make a one-time electronic fund transfer from your account in the amount noted or to process the payment as a check transaction. For inquiries, please emails or call our office (916) 939-6805, option 4.

Please make payment(s) online at specialtytravel.worldstrides.com. For final payments received 5 calendar days or more after the Final Payment date, there will be a \$30 late fee. There will be a \$35 service charge for returned checks and a \$10 service charge for declined credit cards. For a complete list of our Trip Terms & Conditions, please visit our website.

**Your Trip Dates: TBD**

**Inclusions:**

- Deluxe Motor Coach Transportation
- Two Night Hotel Accommodation
- Two Full American Breakfasts at the Hotel
- One Day Park Hopper
  - Admission includes unlimited use of rides and attractions at Disneyland Park & California Adventures
  - Hollywood Touring
- On-Call 24 Hour WorldStrides Staff
  - Available to assist you with hotel check-in and to reconfirm your events.
- Consumer Protection Plan

**Day 1**

- Early departure on motor coach
- Arrive Anaheim, CA

**Day 2**

- Arrive Disneyland with Park Hopper Ticket
- Disney Grad Nite private event 9pm-2am\* @ California Adventure\*

**Day 2**

- Depart on Motor Coach
- Hollywood Tour-Walk of Fame, Hollywood Sign and downtown shopping
- Santa Monica Pier
- Arrive Home

**Trip Payment Schedule**

Your trip can be paid in payments or paid in full at any time prior to the Final Payment Date. Payments will be accepted online at [specialtytravel.worldstrides.com](https://specialtytravel.worldstrides.com).

Payment due dates are as follows:

Nov 4, 2024	\$225(non-refundable deposit)
<u>Dec. 9, 2024</u>	\$225
Jan. 6, 2025	\$225
Feb. 3, 2025	\$225
<u>March 3, 2025</u>	\$ Balance Due/Final Pay
TOTAL COST:	\$1095.00 per person (quad occupancy) \$1145.00 per person (Triple occupancy) \$1255.00 per person (Double occupancy) \$1575.00 per person (Single occupancy)

*\*Price is based on a minimum of 40 paid participants per motorcoach & does not include the Trip Refund Plan premium (see below). TRP fee will be \$150.00 additional*

**Trip Invoicing & Communication**

All correspondence including payment invoices, final itineraries and other necessary travel related documents will be sent to you via e-mail. Please be sure to include (and verify) yours and your parents e-mail so that your trip is not in jeopardy of being cancelled. We are

not responsible for "blocked" email. Please contact us if you do not have your email confirmation within 2 weeks of your registration.

For additional assistance or information please call our Guest Services Department at (916) 939-6805 x 4, Mon. – Fri., 8:30am to 4:00pm or email us at [specialtytravel@worldstrides.com](mailto:specialtytravel@worldstrides.com).

**Final Payment Information**

Space for this event is limited and registration will be confirmed on a first come, first serve basis. Once the trip capacity is reached, or if we received your registration after the deadline, you will be subject to waitlist availability. All attendees must be paid in full by the Final Payment Date or you will be canceled from the trip.

**Final Payment Due: March 3, 2025**

*\*Dates are subject to change based on acceptance and final confirmation from graduation venue.*

**Trip Cancellation Policy**

Your non-refundable trip deposit is used to secure your space on the trip with our travel suppliers including transportation and attractions. Our Optional Trip Refund Protection (TRP) is available upon request at a cost of \$150.

For complete details regarding the TRP, please refer to our Terms and Conditions at [specialtytravel.worldstrides.com](https://specialtytravel.worldstrides.com).

**How To Register**

\*Registrations will be accepted on-line on or before:

**November 4, 2024**

Registration is first come, first serve and space is limited.

To register for this trip

1. Online [here](#)
2. By scanning QR code



**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

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

**MEETING DATE:**10/9/2024

**AGENDA ITEM:** Discussion and possible action to approve the FY2024 Annual Financial Report package.

**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:**

Discussion and possible action to approve the FY2024 Annual Financial Report package.

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**INFORMATION AND SUPPORTING DATA:**

The Annual Financial Report (AFR) package is due each October 15th and summarizes the prior years financials. The package include four reports: AFR, Food Service AFR, and the School Level Reporting.

School Level Report link-- [https://coolidgeschools-my.sharepoint.com/:x/g/personal/alyssa\\_garrett\\_coolidgeschools\\_org/ET6bk8gEqURPgv9T9yHWCUAB0Jjq13uwh3fRyPdZV2ToIA?e=fJw6hO](https://coolidgeschools-my.sharepoint.com/:x/g/personal/alyssa_garrett_coolidgeschools_org/ET6bk8gEqURPgv9T9yHWCUAB0Jjq13uwh3fRyPdZV2ToIA?e=fJw6hO)

**PROJECTED COST:**

N/A

**FUNDING SOURCE:**

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

**ATTACHMENTS:**

Description	Upload Date	Type
2024 Food Service AFR	9/10/2024	Cover Memo
2024 AFR	10/2/2024	Cover Memo

**FOOD SERVICE**

FUND 510	
ACTUAL	
1. BEGINNING FUND BALANCE (1)	206,494
REVENUES	
1500 Investment Income	1,355
1600 Food Service	50,097
Other Local _Refund PY Exps_____	120
4500 Restricted Revenue Rec. from Fed. Gov.	1,597,058
4900 Revenue for/on Behalf of the District	0
<b>TOTAL REVENUE</b> (lines 2-6)	<b>1,648,630</b>
5000 Other Financing Sources and Fund Transfers-In	0
<b>TOTAL AVAILABLE</b> (lines 1, 7, and 8)	<b>1,855,124</b>

A. Number of operating months 10

B. Number of Meals Served	BREAKFASTS	LUNCHESES/ SUPPERS	A LA CARTE*	SNACKS
1. Served at District Locations				
a. Reimbursable Meals Only	170,736	289,386	354	11,831
b. Program Adults/Adult Workers				
c. Other				
2. Served at Other Locations				
a. Reimbursable Meals Only				
b. Program Adults/Adult Workers				
c. Other				

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

C. Meal Prices	P-6	7-8	9-12	Adult
1. Reduced breakfast				
2. Reduced lunch				
3. Reduced snack				
4. Paid breakfast				3.00
5. Paid lunch				5.00
6. Paid snack				0.00

D. Special Milk Program	
Charge to children per ½ pint milk unit	\$0.00
Number of ½ pint milk units served to children	<u>75,545</u>

**EXPENDITURES**

6150 Classified Salaries
6200 Employee Benefits
6400 Purchased Property Services
6570 Food Service Management
6591 Services Purchased from Other AZ Districts
6610 General Supplies (Nonfood Items)
6620 Energy
6631 USDA Commodities (Excluding Freight)
6632 USDA Commodities (Freight Only)
6633 Other Food
6634 Storage Costs for USDA Commodities
6700 Property (Excluding 6731-39)
6731-32, 6734-35, 6737-38 Furniture & Equipment, Vehicles, & Tech. costing under \$5,000
6733, 6736, 6739 Furniture & Equipment, Vehicles, & Tech. costing \$5,000 or more
6832 and 6842 Other Principal and Interest
Other Expenditures_____
<b>TOTAL EXPENDITURES</b> (lines 10-25)
6910 Indirect Costs Transfers-Out
6900 Other Financing Uses and Fund Transfers-Out (excluding Indirect Costs Transfers-Out)
<b>TOTAL EXPENDITURES &amp; OTHER USES</b>
(lines 26-28)
<b>ENDING FUND BALANCE</b> (line 9 minus line 29) (1)

**F. Services purchased from the M&O Fund to repair and maintain food service property owned, rented, or used by the district (function 2600).**

6400 Purchased Property Services	<u>0</u>
----------------------------------	----------

(1) Includes Food Service Fund revolving account cash balance of

FOOD SERVICE FUND 510		M&O EXPENDITURES FUND 001	CAPITAL EXPENDITURES FUND 610
BUDGET	ACTUAL	ACTUAL	ACTUAL
10.	679,824	21,000	0
11.	187,392	4,271	0
12.	6,251	0	0
13.	0	0	0
14.	0	0	0
15.	34,108	0	0
16.	0	83,299	0
17.	0	0	0
18.	0	0	0
19.	780,512	0	0
20.	0	0	0
21.	0	0	0
22.	28,416	0	0
23.	29,540	0	0
24.	0	0	0
25.	13,475	140,000	0
26.	1,934,508	1,759,519	248,570
27.	0	0	0
28.	0	0	0
29.	1,759,519	0	0
30.	95,605	0	0

**E. Detail of Food Service Management Company Expenditures**

Classified Salaries	_____
Employee Benefits	_____
Supplies and Materials (Nonfood)	_____
Food	_____
Management Fee	_____
Other	_____
Total (must equal total of amounts on line 13 above)	<u>0</u>

\_\_\_\_\_ \$0 at 7/1/23 or \_\_\_\_\_ \$0 at 6/30/24, as applicable.



ANNUAL FINANCIAL REPORT

We, the Governing Board of the District, hereby certify the Annual Financial Report and School Level Reporting Form per A.R.S. §15-904 for the Fiscal Year 2024

SIGNATURE/DATE

Signature lines for Superintendent

SIGNATURE/DATE

Signature lines for Business Manager

The Annual Financial Report file(s) for FY 2024 uploaded to the Arizona Department of Education's website on 10/10/2024 contain(s) the data for the AFR described above. Date

Superintendent Signature

DAWN DEE HODGE Superintendent (Typed Name)

ALYSSA GARRETT District Contact Employee

Business Manager Signature

ALYSSA GARRETT Business Manager (Typed Name)

520-723-2040 Telephone Number

alyssa.garrett@coolidgeschools.org Email

TOTAL EXPENDITURES BY FUND

Table with 2 columns: Fund Description, Amount. Rows include Maintenance & Operation, Classroom Site Funds, and Unrestricted Capital Outlay.



**FUNDS AVAILABLE**

Beginning Fund Balance (1)

**REVENUES**

**1000 Local**

- 1110 Property Taxes
- 1140 Penalties and Interest on Taxes
- 1280 Revenue in Lieu of Taxes
- 1311 Tuition from Individuals Excluding Summer School
- 1312 Tuition from Individuals for Summer School
- 1320 Tuition from Other Arizona Districts
- 1330 Tuition from Out-of-State Districts
- 1340 Tuition from Other Private Sources (Other than Individuals)
- 1350 Tuition from Other Government Sources Within Arizona
- 1360 Tuition from Other Government Sources Outside Arizona
- 1410 Transportation Fees from Individuals
- 1420 Transportation Fees from Other Arizona Districts
- 1430 Transportation Fees from Out-of-State Districts
- 1440 Transportation Fees from Other Private Sources (Other than Individuals)
- 1450 Transportation Fees from Other Government Sources Within Arizona
- 1460 Transportation Fees from Other Government Sources Outside Arizona
- 1500 Investment Income
- Other (Specify) (2) Refund of prior year exps

**Total local revenues (lines 2-19)**

**2000 County**

- 2110 County School Fund
- 2210 Special County School Reserve Fund
- Other (Specify)

**Total county revenues (lines 21-23)**

**3000 State**

- 3100 Unrestricted
- 3110 State Equalization Assistance
- 3120 Additional State Aid

**3200 Restricted**

Other (Specify)

**Total State revenues (lines 25-29)**

**4000 Federal**

- 4100 Unrestricted Revenue Received Directly from the Federal Government
- 4200 Unrestricted Revenue Received from the Federal Government through the State
- 4300 Restricted Revenue Received Directly from the Federal Government
- 4500 Restricted Revenue Received from the Federal Government through the State
- 4700 Revenue Received from the Federal Government through Other Intermediate Agencies
- 4800 Revenue in Lieu of Taxes
- 4900 Revenue for/on Behalf of the District
- Other (Specify)

**Total federal revenues (lines 31-38)**

**Total Fund Revenue (lines 20, 24, 30, and 39)**

- 5100 Issuance of Bonds
- 5200 Fund Transfers-In
- Other (Specify)

**TOTAL FUNDS AVAILABLE (lines 1 and 40 through 43)**

**Total Expenditures**

- 6900 Other Financing Uses and Other Items Including Transfers-Out

**TOTAL EXPENDITURES AND OTHER USES (lines 45 plus 46)**

**ENDING FUND BALANCE (line 44 minus line 47) (3)**

	MAINTENANCE AND OPERATION FUND 001	UNRESTRICTED CAPITAL OUTLAY FUND 610	ADJACENT WAYS FUND 620	BOND BUILDING FUND 630	DEBT SERVICE FUND 700 (4)	ALL OTHER FUNDS
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
1.	1,488,057	(598)	7,223	5,514,720	736,330	
2.	5,204,386	221,936	1		2,366,267	
3.	0					
4.	1,678,601	71,582	0		765,552	
5.	0	0			0	
6.	0	0			0	
7.	0	0			0	
8.	0	0			0	
9.	0	0			0	
10.	0	0			0	
11.	0	0			0	
12.	0	0			0	
13.	0	0			0	
14.	0	0			0	
15.	0	0			0	
16.	0	0			0	
17.	0	0			0	
18.	37,886	(1,562)	167	0	186,498	
19.	1,242	13,945	0	0	1	
20.	6,922,115	305,901	168	0	3,318,318	
21.	745	20				
22.	0	0				
23.	0	0				
24.	745	20				
25.	815,599	0				0
26.	13,915,539	758,656				0
27.	592,941	25,285				1
28.						5,576,598
29.	0	0			0	0
30.	15,324,079	783,941			0	5,576,599
31.	0					0
32.	0					249,688
33.						0
34.						6,196,807
35.	0					69,603
36.	0					344,726
37.	0					190,215
38.	0				0	(1)
39.	0				0	7,051,038
40.	22,246,939	1,089,862	168	0	3,318,318	
41.				0	0	
42.	0	0	0	0	0	
43.	0	0	0	0	0	
44.	23,734,996	1,089,264	7,391	5,514,720	4,054,648	
45.	21,894,479	1,065,443	0	2,659,023	2,641,763	
46.	185,895	0	0	0	2,845	
47.	22,080,374	1,065,443	0	2,659,023	2,644,608	
48.	1,654,622	23,821	7,391	2,855,697	1,410,040	

(1) The Maintenance and Operation Fund beginning fund balance includes the revolving account cash balance of 0 at 7/1/23.

(2) The Government Property Lease Excise Tax revenue included on line 19 is 0

(3) The Maintenance and Operation Fund ending fund balance includes the revolving account cash balance of 0 at 6/30/24.

(4) Debt Service Fund, interest expenditures amount: 0

**MAINTENANCE AND OPERATION FUND (001)—EXPENDITURES**

Expenditures		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals			% Increase/ Decrease in Actual
							Budget	Actual	Prior Year Actual	
<b>100 Regular Education</b>										
1000 Instruction	1.	4,952,782	1,774,832	352,395	161,179	11,345	7,790,181	7,252,533	5,948,835	21.9%
2000 Support Services										
2100 Students	2.	672,030	194,218	42,624	19,249	5,520	1,075,002	933,641	689,981	35.3%
2200 Instructional Staff	3.	338,681	99,824	112,440	0	15,000	526,156	565,945	318,365	77.8%
2300 General Administration	4.	154,920	39,747	219,774	8,852	19,808	502,091	443,101	473,629	-6.4%
2400 School Administration	5.	1,116,576	354,887	3,123	2,962	439	1,476,946	1,477,987	1,169,771	26.3%
2500 Central Services	6.	666,161	188,285	191,360	28,224	36,172	1,168,506	1,110,202	966,277	14.9%
2600 Operation & Maintenance of Plant	7.	1,313,767	470,029	835,016	1,144,820	216	3,872,059	3,763,848	3,198,755	17.7%
2900 Other	8.	0	0	0	0	0	0	0	0	0.0%
3000 Operation of Noninstructional Services	9.	21,000	4,271	0	223,299	0	325,271	248,570	73,064	240.2%
610 School-Sponsored Cocurricular Activities	10.	37,825	8,801	3,461	9,915	741	63,920	60,743	52,591	15.5%
620 School-Sponsored Athletics	11.	181,525	35,742	21,474	65,150	68,707	401,761	372,598	348,983	6.8%
630 Other Instructional Programs	12.	0	0	0	0	0	0	0	0	0.0%
700, 800, 900 Other Programs	13.	1,500	307	0	0	0	1,807	1,807	0	--
Regular Education Subtotal (lines 1-13)	14.	9,456,767	3,170,943	1,781,667	1,663,650	157,948	17,203,700	16,230,975	13,240,251	22.6%
<b>200 and 300 Special Education</b>										
1000 Instruction	15.	1,763,019	494,195	317,249	31,270	1,500	3,207,069	2,607,233	2,430,822	7.3%
2000 Support Services										
2100 Students	16.	313,240	96,788	724,616	916	25,678	1,215,029	1,161,238	714,534	62.5%
2200 Instructional Staff	17.	260,104	84,281	15,932	0	0	387,444	360,317	191,799	87.9%
2300 General Administration	18.	0	0	0	0	0	1,000	0	0	0.0%
2400 School Administration	19.	0	0	0	0	0	0	0	0	0.0%
2500 Central Services	20.	0	0	831	0	0	2,800	831	1,202	-30.9%
2600 Operation & Maintenance of Plant	21.	0	0	1,483	0	0	3,000	1,483	2,461	-39.7%
2900 Other	22.	0	0	0	0	0	0	0	0	0.0%
3000 Operation of Noninstructional Services	23.	0	0	0	0	0	0	0	0	0.0%
Subtotal (lines 15-23)	24.	2,336,363	675,264	1,060,111	32,186	27,178	4,816,342	4,131,102	3,340,818	23.7%
<b>400 Pupil Transportation</b>	25.	840,903	260,840	90,719	270,253	0	1,480,487	1,462,715	1,220,900	19.8%
<b>510 Desegregation</b>										
(from Districtwide Desegregation Expenditures, page 2, line 44)	26.	0	0	0	0	0	0	0	0	0.0%
<b>530 Dropout Prevention Programs</b>										
1000 Instruction	27.	0	0	0	0	0		0	0	0.0%
2000-3000 Support Serv. & Oper. of Noninstructional Serv.	28.	0	0	0	0	0		0	0	0.0%
Subtotal (lines 27 and 28)	29.	0	0	0	0	0	0	0	0	0.0%
<b>540 Joint Career and Technical Education and Vocational Education Center</b>	30.	0	0	0	0	0	0	0	0	0.0%
<b>550 K-3 Reading Program</b>	31.	43,551	26,136	0	0	0	69,395	69,687	56,820	22.6%
<b>Total Expenditures (lines 14, 24-26, 29-31)</b>	32.	12,677,584	4,133,183	2,932,497	1,966,089	185,126	23,569,924	21,894,479	17,858,789	22.6%

CLASSROOM SITE FUND—REVENUES, EXPENDITURES, AND FUND BALANCES

	Beginning Fund Balance	Actual Revenues	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400,6500	Supplies 6600	Property 6700	Debt Service and Miscellaneous 6800	Total Expenditures			% Increase/ Decrease in Actual	Ending Fund Balance
									Budget	Actual	Prior Year Actual		
<b>Classroom Site Fund 010</b>													
Revenues													
CSF Revenue	1.	2,194,313											
Interest Income and Other Revenues	2.	58,796											
Total Revenues (lines 1 and 2)	3.	2,253,109											
Expenditures													
1000 Instruction	4.		1,748,235	455,780	0	0	0	0	3,720,992	2,204,015	1,597,763	37.9%	
2100 Support Services - Students	5.		35,406	8,099	0	0	0	0	85,160	43,505	0	--	
2200 Support Services - Instructional Staff	6.		13,500	2,778	0	0	0	0	0	16,278	0	--	
2300 Support Services - General Administration	7.				0				0	0	0	0.0%	
2500 Central Services	8.							0	0	0	0	0.0%	
3300 Community Services Operations	9.		0	0	0				0	0	0	0.0%	
4000 Facilities Acquisition and Construction	10.						0		0	0	0	0.0%	
5000 Debt Service	11.							0	0	0	0	0.0%	
Total Expenditures (lines 4-11)	12.		1,797,141	466,657	0	0	0	0	3,806,152	2,263,798	1,597,763	41.7%	
Total Classroom Site Fund	13.	1,611,688	2,253,109	1,797,141	466,657	0	0	0	3,806,152	2,263,798	1,597,763	41.7%	1,600,999

UNRESTRICTED CAPITAL OUTLAY (610) FUND—EXPENDITURES

Expenditures		Rentals 6440	Library Books, Textbooks, & Instructional Aids 6641-6643	Short-term Noninstructional Software Subscription 6655	Property 6700	Redemption of Principal 6831, 6832, 6833	Interest 6841, 6842, 6843, 6850	All Other Object Codes (excluding 6900)	Totals			% Increase/ Decrease in Actual
									Budget	Actual	Prior Year Actual	
<b>Unrestricted Capital Outlay Override (1)</b>	1.	0	0	0	0	0	0	0	0	0	0	0.0%
<b>Unrestricted Capital Outlay Fund 610 (2)</b>												
1000 Instruction	2.	0	50,363		79,040			(1)	466,048	129,402	435,890	-70.3%
2000 Support Services												
2100, 2200 Students and Instructional Staff	3.	0	0	48,968	4,967			0	175,000	53,935	64,260	-16.1%
2300, 2400, 2500, 2900 Administration	4.	0		156,300	163,536		0	1	250,000	319,837	138,544	130.9%
2600 Operation & Maintenance of Plant	5.	0		0	99,647			0	130,111	99,647	113,455	-12.2%
2700 Student Transportation	6.	0		34,048	34,523			0	130,000	68,571	20,929	227.6%
3000 Operation of Noninstructional Services	7.	0		0	0			0	0	0	0	0.0%
4000 Facilities Acquisition and Construction	8.	0		0	0			203,821	371,938	203,821	306,578	-33.5%
5000 Debt Service	9.					190,230	0		210,000	190,230	195,026	-2.5%
Total Unrestricted Capital Outlay Fund (lines 2-9)	10.	0	50,363	239,316	381,713	190,230	0	203,821	1,733,097	1,065,443	1,274,682	-16.4%

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

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

Budget  Actual

OTHER FUNDS—REQUIRED CAPITAL EXPENDITURE DETAIL [A.R.S. §15-904(B)]

Selected Expenditures by Object Code		UNRESTRICTED CAPITAL OUTLAY Fund 610		BOND BUILDING Fund 630		NEW SCHOOL FACILITIES Fund 695		ADJACENT WAYS Fund 620	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
<b>Total Fund Expenditures</b>	1.	1,733,097	1,065,443	5,555,126	2,659,023	0	0	7,184	0
6150 Classified Salaries	2.	0	0	0	0	0	0	0	0
6200 Employee Benefits	3.	0	0	0	0	0	0	0	0
6450 Construction Services	4.	371,938	203,821	4,729,919	2,188,412	0	0	0	0
6655 Short-term Noninstructional Software Subscription	5.		239,317		0		0		0
6710 Land and Improvements	6.	0	0	0	0	0	0	0	0
6720 Buildings and Improvements	7.	0	0	0	0	0	0	0	0
673X Furniture and Equipment	8.	400,851	309,501	0	9,700	0	0	7,326	0
673X Vehicles	9.	175,000	0	787,800	460,911	0	0	0	0
673X Technology-Related Hardware and Software	10.	38,271	72,212	0	0	0	0	0	0
6831, 6832, 6833 Redemption of Principal	11.	0	190,230	0	0	0	0	0	0
6841, 6842, 6843, 6850, 6860 Interest	12.	0	0	0	0	0	0	0	0
Total (lines 2-12)	13.	986,060	1,015,081	5,517,719	2,659,023	0	0	7,326	0
<b>Total amounts reported on lines 2 through 12 above for:</b>									
Renovation	14.	371,938	0	4,729,919	1,861,099			0	0
New Construction	15.	0	0	0	0	0	0	0	0
Other	16.	614,122	1,015,081	787,800	797,924	0	0	7,326	0
Total (lines 14-16)	17.	986,060	1,015,081	5,517,719	2,659,023	0	0	7,326	0

Funds 610, 630, 695, and 620

1. New construction cost per square foot	\$	<input type="text" value="0"/>
2. Land acquisition costs	\$	<input type="text" value="0"/>

CAPITAL ASSETS AS OF JUNE 30, 2024	
Land and Improvements	1
Buildings and Improvements	2
Furniture, Equipment, Vehicles, and Technology	3
Construction in Progress	4
Total	10

FEDERAL AND STATE PROJECTS

Capital Projects  
Special Revenue  
Debt Service

FEDERAL PROJECTS

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

	BEGINNING FUND BALANCE	REVENUES	NET OTHER FINANCING SOURCES AND USES INCLUDING TRANSFERS (1)	EXPENDITURES		ENDING FUND BALANCE	FUND TYPES
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	
1.	(42,230)	1,388,484	(46,820)	1,577,122	1,405,184	(105,750)	Special Revenue
2.	229	155,391	(6,008)	166,934	149,514	98	Special Revenue
3.	13	169,522	(4,852)	245,483	220,053	(55,370)	Special Revenue
4.	0	0	0	0	0	0	Special Revenue
5.	0	12,427	0	12,398	12,427	0	Special Revenue
6.	0	69,603	0	80,072	69,620	(17)	Special Revenue
7.	0	0	0	0	0	0	Special Revenue
8.	(28,175)	562,422	(13,844)	723,957	520,364	39	Special Revenue
9.	0	0	0	0	0	0	Special Revenue
10.	0	0	0	0	0	0	Special Revenue
11.	0	0	0	0	0	0	Special Revenue
12.	(25,458)	139,360	(257)	114,089	113,626	19	Special Revenue
13.	0	0	0	0	0	0	Special Revenue
14.	370,629	256,122	0	427,445	39,831	586,920	Special Revenue
15.	0	0	0	0	0	0	Special Revenue
16.	1,615	0	0	0	0	1,615	Special Revenue
17.	(141,073)	190,215	0	380,000	184,139	(134,997)	Special Revenue
18.	856,664	357,497	0	580,000	113,330	1,100,831	Special Revenue
19.	(323,586)	2,173,046	(3,781)	7,766,321	3,698,032	(1,852,353)	Special Revenue
20.	0	0	0	0	0	0	Special Revenue
21.	668,628	5,474,089	(75,562)	12,073,821	6,526,120	(458,965)	

OTHER FINANCING SOURCES INCLUDING TRANSFERS-IN 5000 (1)	OTHER FINANCING USES INCLUDING TRANSFERS-OUT 6900 (1)
1.	288
2.	0
3.	13
4.	0
5.	0
6.	0
7.	0
8.	0
9.	0
10.	0
11.	0
12.	0
13.	0
14.	0
15.	0
16.	0
17.	0
18.	0
19.	0
20.	0

Total COVID-19 Federal Relief Funds included in lines above

22.	(504,990)	1,978,160	(3,480)		3,449,137	(1,979,447)	
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22.	0	3,480
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STATE PROJECTS

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

23.	0	32,046	0	32,889	32,046	0	Special Revenue
24.	0	0	0	0	0	0	Special Revenue
25.	0	0	0	0	0	0	Special Revenue
26.	0	0	0	0	0	0	Special Revenue
27.	0	0	0	0	0	0	Special Revenue
28.	0	0	0	0	0	0	Special Revenue
29.	0	0	0	0	0	0	Special Revenue
30.	1,707	900	0	1,707	0	2,607	Special Revenue
31.	0	0	0	0	0	0	Special Revenue
32.	(7,486)	229,762	0	334,960	222,276	0	Special Revenue
33.	(5,779)	262,708	0	369,556	254,322	2,607	

SOURCES (2)	USES (2)
23.	0
24.	0
25.	0
26.	0
27.	0
28.	0
29.	0
30.	0
31.	0
32.	0

Total Federal and State Projects (lines 21 and 33)

34.	662,849	5,736,797	(75,562)	12,443,377	6,780,442	(456,358)	
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(1) In accordance with the USFR Chart of Accounts, the Impact Aid Fund may transfer monies (object code 6930) to the M&O and Teacherage Funds; the Impact Aid Fund may also receive transfers-in (object code 5200) from the Impact Aid Revenue Bond Building and Impact Aid Revenue Bond Debt Service Funds; all other Federal Projects Funds may not receive any transfers-in and may only make transfers-out to the Indirect Costs Fund based on an approved indirect cost rate (object code 6910) and for any interest on federal program monies the district is not required to revert and chooses to transfer to the Indirect Cost Fund (object code 6930).

(2) In accordance with the USFR Chart of Accounts, transfers of monies between funds should be made only when specifically authorized by statute or allowed by a federal grant. Currently, there are no allowable transfers to or from any state projects.

		BEGINNING		NET OTHER FINANCING SOURCES AND USES INCLUDING TRANSFERS	EXPENDITURES		ENDING FUND BALANCE
		FUND BALANCE	REVENUES		BUDGET	ACTUAL	
		ACTUAL	ACTUAL		ACTUAL	ACTUAL	
<b>OTHER FUNDS</b>							
020 Instructional Improvement	1.	217,143	183,221		150,000	139,692	260,672
050 County, City, and Town Grants	2.	53,787	1,468	0	54,701	40,840	14,415
071 English Language Learner (1)	3.	0	0	0	0	0	0
072 Compensatory Instruction (1)	4.	0	0	0	0	0	0
500 School Plant	5.	415,308	51,647	0	450,423	148,963	317,992
515 Civic Center	6.	107,918	2,716	0	109,720	25,154	85,480
520 Community School	7.	189,026	78,281	0	258,679	120,258	147,049
525 Auxiliary Operations	8.	59,365	64,105	0	100,000	58,919	64,551
526 Extracurricular Activities Fees Tax Credit	9.	68,017	14,850	0	175,000	9,736	73,131
530 Gifts and Donations	10.	185,853	35,160	0	212,173	20,941	200,072
535 Career & Technical Education Projects	11.	0	0	0	0	0	0
540 Fingerprint	12.	0	0	0	0	0	0
545 School Opening	13.	0	0	0	0	0	0
550 Insurance Proceeds	14.	20,252	846	21,072	41,745	0	42,170
555 Textbooks	15.	7,833	6,573	0	11,667	0	14,406
565 Litigation Recovery	16.	2,497	0	0	2,497	0	2,497
570 Indirect Costs	17.	114,544	0	75,562	200,000	36,693	153,413
575 Unemployment Insurance	18.	1,977	55	0	2,009	0	2,032
580 Teacherage	19.	0	0	0	0	0	0
585 Insurance Refund	20.	19,604	0	0	19,604	0	19,604
590 Grants and Gifts to Teachers	21.	0	0	0	0	0	0
595 Advertisement	22.	0	10,500	0	0	9,264	1,236
596 Career Technical Education	23.	0	264,209	0	264,189	243,991	20,218
597 Arizona Industry Credentials Incentive	24.	0	0	0	0	0	0
639 Impact Aid Revenue Bond Building	25.	0	0	0	0	0	0
650 Gifts and Donations—Capital	26.	0	0	0	0	0	0
660 Condemnation	27.	0	0	0	0	0	0
665 Energy and Water Savings	28.	4	0	185,895	192,451	191,882	(5,983)
686 Emergency Deficiencies Correction	29.	4	1	0	0	0	5
691 Building Renewal Grant	30.	(180,766)	2,893,786	0	7,737,662	3,083,015	(369,995)
695 New School Facilities	31.	0	0	0	0	0	0
720 Impact Aid Revenue Bond Debt Service	32.	0	0	0	0	0	0
750 Permanent Funds	33.	0	0	0	0	0	0
800-849 Trust and Custodial Funds	34.	0	0	0	0	0	0
850 Student Activities	35.	0	0	0	0	0	0
855 Employee Insurance Program Withholdings	36.	0	0	0	0	0	0
865 State Income Tax Withholdings	37.	0	0	0	0	0	0
900-949 Enterprise Funds	38.	0	0	0	0	0	0
Other 080	39.	0	351	0	0	351	0
<b>INTERNAL SERVICE FUNDS 950-989</b>							
9__ Self Insurance	1.	0	0	0	0	0	0
955 Intergovernmental Agreements	2.	0	49,740	0	0	49,740	0
9__ OPEB	3.	0	0	0	0	0	0
9__	4.	0	0	0	0	0	0

Instructional Improvement Fund 020	BUDGET	ACTUAL
Expenditures		
Teacher Compensation Increases	0	0
Class Size Reduction	150,000	139,692
Dropout Prevention Programs	0	0
Instructional Improvement Programs	0	0
Total Expenditures (lines 1-4)	150,000	139,692
Total Expenditures from accounting data		139,692

Check this box if your district did not have expenditures in the Instructional Improvement Fund

Arizona Industry Credentials Incentive Fund 597	BUDGET	ACTUAL
Expenditures		
Teacher instructional costs and professional development		0
Student certification, credentialing, or licensure costs		0
Developmental costs		0
Instructional hardware, software, or supplies		0
Career exploration		0
Total Expenditures (lines 1-5)	0	0
Total Expenditures from accounting data		0

OTHER FINANCING SOURCES INCLUDING TRANSFERS-IN 5000	OTHER FINANCING USES INCLUDING TRANSFERS-OUT 6900
1.	0
2.	0
3.	0
4.	0
5.	0
6.	0
7.	0
8.	0
9.	0
10.	0
11.	0
12.	0
13.	0
14.	21,072
15.	0
16.	0
17.	75,863
18.	0
19.	0
20.	0
21.	0
22.	0
23.	0
24.	0
25.	0
26.	0
27.	0
28.	185,895
29.	0
30.	0
31.	0
32.	0
33.	0
34.	0
35.	0
36.	0
37.	0
38.	0
39.	0

(1) Actual Revenues and Actual Expenditures should agree with Supplement, Fund 071—line 13 and Fund 072—line 26.

**A. Bonds and Short-term Debt**

1. Bonds Outstanding, July 1, 2023	19,043,090	1.
2. Bonds issued during FY 2024	0	2.
3. Bonds retired during FY 2024	(1,827,520)	3.
4. Bonds Outstanding, June 30, 2024	17,215,570	4.
5. Short-term Debt Outstanding, July 1, 2023	0	5.
6. Short-term Debt Outstanding, June 30, 2024	0	6.

**B. District Assessed Valuation and Other District Information**

1. FY 2024 Assessed Valuations and Tax Rates			
a. Primary	143,023,533	Tax Rate	4.1835
b. Secondary	143,023,533	Tax Rate	1.6532
2. Number of Schools	6		
3. Actual Days in Session	145		
4. Area of School District (Square Miles)	233		

**(Report this WHETHER OR NOT district changed boundaries in FY 2024)**

**C. County Approved Liabilities incurred in excess of district budget (A.R.S. §15-907)**

	M & O	Unrestricted Capital Outlay	
1. Destruction or damage	0	0	1.
2. Excessive/unexpected legal expenses	0	0	2.
3. Mitigation or removal of health or safety hazard	0	0	3.

**D. Current Expenditures by Category**

1. Classroom Instruction excl. Supplies (Function 1000, except line 2 amount)	14,531,044
2. Classroom Supplies (Function 1000, Object Code 6600)	745,387
3. Administration (Functions 2300, 2400, 2500, & 2900)	3,268,358
4. Support Services—Students (Function 2100)	2,698,419
5. All Other Support Services & Operations (Functions 2200, 2600, 2700, 3100, & 3400)	9,685,113
6. Total Current Expenditures	30,928,321
7. Total Current Expenditures from Federal Funds, excluding those funds intended to replace local tax revenues (e.g., impact aid funds)	6,017,052
8. Total Current Expenditures from State and Local Funds, including those funds intended to replace local tax revenues (e.g., impact aid funds)	24,911,269

**E. Other long-term debt**

1. Other Principal (object 6832)	333,767
2. Other Interest (object 6842)	48,345
3. Instructional software subscriptions (more than 12 months) Principal (object 6833)	0
4. Instructional software subscriptions (more than 12 months) Interest (object 6843)	0
5. Did the district enter into any new financed purchase agreements or more than 12-month lease agreements or software subscriptions during the fiscal year? (Yes or No)	No

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

0

**G. Rewards, Discounts, Incentives, and Other Financial Consideration Received from Credit Card Companies (A.R.S. §35-391)**

0

**H. Cash and Investments held at June 30, 2024**

1. Sinking funds	0
2. Bond funds	0
3. Other funds, except for any employee retirement funds	0

**I. Average Teacher Salary (A.R.S. §15-903.E)**

1. Average salary of all teachers employed in FY 2024	63,937
2. Average salary of all teachers employed in FY 2023	61,466
3. Increase in average teacher salary from prior year	2,471
4. Percentage increase	4.0%

Comments on Average Salary Calculation (Optional):

Check this box if your d

**J. Certified Staff Salaries and FTE (Funds 001-799 excluding 575)**

	Salaries	FTE
1. Substitute Teachers (Functions 1000, 2213 & 3300)	85,425	
2. Classroom Teacher Base Salaries (Functions 1000 & 3300)	6,497,516	126.00
a. Classroom teachers in their first 3 years as defined by A.R.S. §15-941E	2,638,176	62.00
b. Classroom teachers in their 4th year or later as defined by A.R.S. §15-941(E)	3,859,340	64.00
3. Classroom Teacher Performance Pay (Functions 1000 & 3300)	603,479	
4. Classroom Teacher Payments Not Related to Additional Duties (Function 1000 & 3300)	234,512	
5. Classroom Teacher Payments Related to Additional Duties (All Functions)	417,850	
6. Other Certified Staff (All Functions)	3,077,885	

**7. In FY 2024, did the district pay any of its classroom teachers for prior classroom experience outside of the school district using either of the following two methods:**

a. Increasing base salary by granting years of experience on its salary schedule? (Yes or No)	Yes
b. Making payments in addition to their base salary? (Yes or No)	No

Total Certified Salary Payments from accounting data 10,916,667

(1) This form mirrors changes to the certified salary expenditure object code range (6100 to 6149) added to the FY 2024 USFR Chart of Accounts that will be required starting in FY 2025.

**A. ENROLLMENT OF GIFTED PUPILS BY GRADE (A.R.S. §15-779.02)**

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

	GRADE													
	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
1. Quantitative Reasoning	0	3	4	2	3	4	2	3	1	1	5	0	0	28
2. Verbal Reasoning	0	0	2	2	0	1	2	4	0	3	3	0	3	20
3. Nonverbal Reasoning	0	0	0	1	5	4	4	8	4	5	6	3	0	40
4. Total Duplicated Enrollment (lines 1-3)	0	3	6	5	8	9	8	15	5	9	14	3	3	88

**B. M&O SPECIAL EDUCATION PROGRAMS BY TYPE**

(A.R.S. § 15-761)

	PROGRAM 200 & 300 BUDGET	PROGRAM 200 & 300 ACTUAL	
1. Total All Disability Classifications	4,083,565	3,569,451	1.
2. Gifted Education	88,643	88,274	2.
3. Remedial Education	0	0	3.
4. ELL Incremental Costs	81,492	32,418	4.
5. ELL Compensatory Instruction	0	0	5.
6. Vocational and Technological Education (non-CTED)	0	0	6.
7. Career Education	0	0	7.
8. Career Technical Education (CTED programs in 300 range)	562,642	440,959	8.
9. Total (lines 1-8)	4,816,342	4,131,102	9.
10. IEP required pupil transportation costs coded within Program 400	60,000	60,000	10.

**C. MAINTENANCE AND OPERATION FUND EXPENDITURES FOR GIFTED PUPILS (ELEMENTARY, SECONDARY, AND TOTAL)**

Actual Expenditures for all Gifted Programs:

K-8	\$	61,792
9-12	\$	26,482
Total	\$	88,274

**D. EXPENDITURES FOR AUDIT SERVICES**

	BUDGET	ACTUAL	
1. Nonfederal Audit Expenditures - M&O Fund	6350	47,105	1.
2. Federal Audit Expenditures - All Funds	6330	0	2.

**E. MAINTENANCE AND OPERATION FUND EXPENDITURES FOR PERFORMANCE PAY (A.R.S. §15-920)**

Actual Expenditures made in FY 2024 \$

**F. TUITION**

	Tuition Expenditures
1. Tuition to Other Arizona Districts (object 6561)	0
2. Tuition to Out-of-State Districts (object 6562)	0
3. Tuition to Private Schools (object 6563)	308,314
4. Tuition to Ed Services\Coops\IGAs (object 6564)	0
5. Tuition Other (object 6569) (1)	0
6. Total (lines 1-5)	308,314

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



ADDITIONAL INFORMATION FOR NATIONAL PUBLIC EDUCATION FINANCIAL SURVEY (NPEFS) REPORTING

Table with 12 columns: Fund, Line, Salaries 6100, Employee Benefits 6200, Purchased Services 6300, 6400, 6500, Supplies 6600, Property 6700, Dues and Fees 6810, Judgments Against a District 6820, Redemption of Principal 6831, 6832, 6833, Interest 6841, 6842, 6843, 6850, Miscellaneous and Charges for District Services 6885, 6890, All Object Codes (excluding 6900), Total. Rows include 1000 Instruction, 2000 Support Services, 3000 Operation of Noninstructional Services, and Total (lines 1-12).

Teacher Salaries (Funds 001-799 excluding 575, Function 1000)

Table with 5 columns: Line, Description, Certified Teachers (in Object 6100), Certified Substitutes (in Object 6100), Contract Teachers (in Object 6300), Contract Substitutes (in Object 6300). Rows include Regular Education, Special Education, Vocational Ed. and CTED, Other, and Cocurricular Activities.

Other Items (Funds 001-799, excluding 575)

Table with 2 columns: Description, Amount. Rows include Textbooks used for Instruction, Number of FTE-Certified Teachers, and Number of FTE-Contract Teachers.

Utilities and Energy Detail (Funds 001-799 excluding 575, Only Function 2600)

Table with 2 columns: Line, Description, Amount. Rows include 6410-6411 Utility Services and 6620-6629 Energy.

CTED Districts Only (Funds 001-799 excluding 575, All Functions)

Table with 2 columns: Line, Description, Amount. Rows include Services Purchased from Other Arizona Districts, Pass-through Payments, and Sub-awards.

Revenue from selected federal sources

Table with 2 columns: Line, Description, Amount. Rows include ESEA Title IV - Student Support and Academic Enrichment Grants, ESEA Title IV - 21st Century Community Learning Centers, ESEA Title V - Rural Education - Rural and Low-Income School Program, and ESEA Title V - Rural Education - Small, Rural School Achievement Program.

Programs 700-900 Expenditure Detail (Funds 001-799, excluding 575)

Table with 4 columns: Line, Description, Property 6700, All Other (excluding 6900), Total. Rows include Program 700, Program 800, Program 900, and Function 3300-Community Service Operations.

Property Detail for Function 4000 (Funds 001-799, excluding 575)

Table with 2 columns: Line, Description, Amount. Rows include 6710 Land and Improvements, 6720 Buildings and Improvements, 6731-39 Equipment, Total (lines 1-3), and 6450 Construction.

Technology (Funds 001-799 excluding 575, All Functions)

Table with 2 columns: Line, Description, Amount. Rows include 6340 Technical Services, 6432 Technology-Related Repairs and Maintenance, 6443 Rental of Computers and Related Equipment, 6531 Telecommunications, 6641-43 Software reported in library books, textbooks, or instructional aids, 6650 and 6655 Supplies—Technology-Related and Short-term noninstructional software subscriptions, 6737-38 Technology-Related Hardware & Software (less than \$5,000), Subtotal (Lines 1-7), 6739 Technology-Related Hardware & Software (\$5,000 or more), 6832 and 6842 Noninstructional software subscriptions (more than 12 months) Principal and Interest, and 6833 and 6843 Instructional software subscriptions (more than 12 months) Principal and Interest.

Support Services-Instruction Detail (Funds 001-799 excluding 575, All Objects)

Table with 2 columns: Line, Description, Amount. Row includes 2210 Improvement of Instruction.

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

		Programs 100-630										Programs 700-900	Total
		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Property 6700	Dues and Fees 6810	Judgments Against a District 6820	Interest on Short Term Debt 6850	Miscellaneous 6890	Other 6800	All Object Codes (excluding 6900)	
<b>Current Expenditures from COVID-19 federal relief funds</b>													
1000 Instruction	1.	526,107	175,440	0	229,145	21,905	0			0	0	20,995	973,592
2100, 2200 Student Support Services	2.	177,537	61,916	26,433	14,764	8,556	0			0	0	0	289,206
2300, 2500, 2900 Other Support Services	3.	0	0	0	0	0	0	0	0	0	0	0	0
2400 School Administration	4.	12,000	3,200	0	0	0	0			0	0	0	15,200
2600 Operation and Maintenance of Plant	5.	0	0	219,111	39,518	586,258	0			0	0	0	844,887
2700 Student Transportation	6.	0	0	0	0	0	0			0	0	0	0
3100 Food Service Operations	7.	0	0	0	0	4,412	0			0	0	0	4,412
3200 Enterprise Operations	8.	0	0	0	0	0	0			0	0	0	0
3300 Community Services Operations	9.	0	0	0	0	0	0			0	0	0	0
3400 Bookstore Operations	10.	0	0	0	0	0	0			0	0	0	0
Other	11.	0	0	1,321,839	0	0	0	0	0	0	0	0	1,321,839
Total (lines 1-12)	12.	715,644	240,556	1,567,383	283,427	621,131	0	0	0	0	0	20,995	3,449,136

Technology Related Expenditures from COVID-19 federal relief funds	Total spending detail	Classroom spending detail
1. 6340 Technical Services	0	0
2. 6432 Technology-Related Repairs and Maintenance	0	0
3. 6443 Rental of Computers and Related Equipment	0	0
4. 6531 Telecommunications	0	0
5. 6650 Supplies-Technology-Related	0	0
6. 6737-38 Technology-Related Hardware & Software (less than \$5,000)	20,579	12,022
7. 6739 Technology-Related Hardware & Software (\$5,000 or more)	344,561	0
8. 6641-43 Software reported in library books, textbooks, or instructional aids	0	0
9. 6832 and 6842 Noninstructional software subscriptions (more than 12 months) Principal and Interest	0	0
10. 6833 and 6843 Instructional software subscriptions (more than 12 months) Principal and Interest	0	0

Other Financing Uses for federal relief funds	
1. 6910 Indirect costs transfers-out	3,480

Capital Outlay Expenditures detail for COVID-19 federal relief funds	
1. Programs 100-630, Function 4000, Objects 6100-6700 and 6890	1,321,839
2. Programs 100-630, All functions, Object 67XX	621,131

	Total Award (all fiscal years)	FY 2020 through FY 2023 Expenditures and Other Financing Uses	FY 2024 Expenditures and Other Financing Uses	Amount remaining to spend
<b>COVID-19 federal relief funds</b>				
1. Elementary and Secondary School Emergency Relief Funds (ESSER I)	231,282	210,339		
2. Elementary and Secondary School Emergency Relief Funds (ESSER II)	4,983,583	4,646,015	324,007	13,561
3. Elementary and Secondary School Emergency Relief Funds (ESSER III)	11,151,194	7,971,788	2,985,178	194,228
4. Governor's Emergency Education Relief Funds (GEER) - includes Acceleration Academies Program	0	0	0	0
5. Coronavirus Relief Fund (CRF)—Enrollment Stability Grant (ESG) Program	983,513	983,513		
6. Other COVID-19 Federal Relief Funds	324,360	165,622	143,431	15,307
7. Total	17,673,932	13,977,277	3,452,616	223,096

Total FY 2024 expenditures + other financing uses **3,452,616**

CTDS NUMBER 110221000

I certify that the Annual Financial Report of Coolidge Unified School District, Pinal County, for fiscal year 2024 was approved by the Governing Board on October 9, 2024, and that the complete Annual Financial Report may be reviewed by contacting Alyssa Garrett at the District Office, telephone 520-723-2221, during normal business hours.

Avg. Daily Membership	2023	2024
Attending	2,422.2800	2,643.0000

2024 Tax Rates:	Primary	Secondary
	4.1835	1.6532

Rev. 8/24 Arizona Department of Education and Auditor General President of the Governing Board

Fund/Program	Beginning Fund Balance	Revenues	Net Other Financing Sources and Uses Including Transfers	Budgeted Expenditures	Actual Expenditures	Ending Fund Balance	Fund Types
Regular Education				17,203,700	16,230,975		
Special Education				4,816,342	4,131,102		
Pupil Transportation				1,480,487	1,462,715		
Desegregation				0	0		
Dropout Prevention Programs				0	0		
Joint Career & Tech. Ed. & Voc. Ed. Center				0	0		
K-3 Reading Program				69,395	69,687		
Maintenance and Operation Total	1,488,057	22,246,939	(185,895)	23,569,924	21,894,479	1,654,622	General
Classroom Site Funds	1,611,688	2,253,109		3,806,152	2,263,798	1,600,999	Special Revenue
Instructional Improvement	217,143	183,221		150,000	139,692	260,672	Special Revenue
Unrestricted Capital Outlay	(598)	1,089,862	0	1,733,097	1,065,443	23,821	Capital Projects
Adjacent Ways	7,223	168	0	7,184	0	7,391	Capital Projects
Bond Building	5,514,720	0	0	5,555,126	2,659,023	2,855,697	Capital Projects
Condemnation	0	0	0	0	0	0	Special Revenue
Energy and Water Savings	4	0	185,895	192,451	191,882	(5,983)	Capital Projects
New School Facilities	0	0	0	0	0	0	Capital Projects
Federal Projects	668,628	5,474,089	(75,562)	12,073,821	6,526,120	(458,965)	
State Projects	(5,779)	262,708	0	369,556	254,322	2,607	
County, City, and Town Grants	53,787	1,468	0	54,701	40,840	14,415	Special Revenue
English Language Learner	0	0	0	0	0	0	Special Revenue
Compensatory Instruction	0	0	0	0	0	0	Special Revenue
School Plant Fund	415,308	51,647	0	450,423	148,963	317,992	Special Revenue
Food Service	206,494	1,648,630	0	1,934,508	1,759,519	95,605	Special Revenue
Civic Center	107,918	2,716	0	109,720	25,154	85,480	Special Revenue
Community School	189,026	78,281	0	258,679	120,258	147,049	Special Revenue
Auxiliary Operations	59,365	64,105	0	100,000	58,919	64,551	Special Revenue
Extracurricular Activities Fees	68,017	14,850	0	175,000	9,736	73,131	Special Revenue
Gifts and Donations	185,853	35,160	0	212,173	20,941	200,072	Special Revenue
Gifts and Donations—Capital	0	0	0	0	0	0	Capital Projects
Career & Technical Education Projects	0	0	0	0	0	0	Special Revenue
Fingerprint	0	0	0	0	0	0	Special Revenue
School Opening	0	0	0	0	0	0	Special Revenue
Insurance Proceeds	20,252	846	21,072	41,745	0	42,170	Special Revenue
Textbooks	7,833	6,573	0	11,667	0	14,406	Special Revenue
Litigation Recovery	2,497	0	0	2,497	0	2,497	Special Revenue
Indirect Costs	114,544	0	75,562	200,000	36,693	153,413	Special Revenue
Unemployment Insurance	1,977	55	0	2,009	0	2,032	Special Revenue
Teacherage	0	0	0	0	0	0	Special Revenue
Insurance Refund	19,604	0	0	19,604	0	19,604	Special Revenue
Grants and Gifts to Teachers	0	0	0	0	0	0	Special Revenue
Advertisement	0	10,500	0	0	9,264	1,236	Special Revenue
Career Technical Education	0	264,209	0	264,189	243,991	20,218	Special Revenue
Arizona Industry Credentials Incentive	0	0	0	0	0	0	Special Revenue
Impact Aid Revenue Bond Building	0	0	0	0	0	0	Capital Projects
Debt Service	736,330	3,318,318	(2,845)	1,200,000	2,641,763	1,410,040	Debt Service
Emergency Deficiencies Correction	4	1	0	0	0	5	Capital Projects
Building Renewal Grant	(180,766)	2,893,786	0	7,737,662	3,083,015	(369,995)	Capital Projects
Impact Aid Rev. Bond Debt Service	0	0	0	0	0	0	Debt Service
Student Activities	0	0	0	0	0	0	Special Revenue
Employee Insurance Program Withholdings	0	0	0	0	0	0	
State Income Tax Withholdings	0	0	0	0	0	0	
Other Funds	0	351	0	0	351	0	Special Revenue
Permanent Fund	0	0	0	0	0	0	Permanent
Trust and Custodial Funds	0	0	0	0	0	0	
Enterprise Funds	0	0	0	0	0	0	Enterprise
Self-Insurance	0	0	0	0	0	0	Internal Services
Intergovernmental Agreements	0	49,740	0	0	49,740	0	Internal Services
OPEB	0	0	0	0	0	0	Internal Services
Other Internal Service Fund	0	0	0	0	0	0	Internal Services

**Additional fund balance reserve information (See Fund Balance Reserve tab for more detail)**

- (1) The District does not have a process or policy to establish a targeted fund balance reserve for FY 2024.
- (2) The District's actual fund balance reserve for FY 2024 was: 0

**SUPPLEMENT TO SCHOOL DISTRICT ANNUAL FINANCIAL REPORT FOR DISTRICTS THAT INCURRED EXPENDITURES FOR ENGLISH LANGUAGE LEARNERS (A.R.S. §§15-756.04 and 15-756.11)**

Revenue Object Codes/Expenditure Function Codes	Actual Revenues	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Property 6700	Other 6800	Total Expenditures	
								Budget	Actual
<b>English Language Learner Fund 071</b>									
<b>Revenues</b>									
3200 Restricted Revenue from State Sources	1. 0								1. 0
Investment Income and Other Revenues	2. 0								2. 0
Total Revenues (lines 1 and 2)	3. 0								3. 0
<b>Expenditures</b>									
1000 Instruction		4. 0	0	0	0	0	0	0	4. 0
2000 Support Services									
2100 Students		5. 0	0	0	0	0	0	0	5. 0
2200 Instructional Staff		6. 0	0	0	0	0	0	0	6. 0
2300 General Administration		7. 0	0	0	0	0	0	0	7. 0
2400 School Administration		8. 0	0	0	0	0	0	0	8. 0
2500 Central Services		9. 0	0	0	0	0	0	0	9. 0
2600 Operation & Maintenance of Plant		10. 0	0	0	0	0	0	0	10. 0
2700 Student Transportation		11. 0	0	0	0	0	0	0	11. 0
2900 Other		12. 0	0	0	0	0	0	0	12. 0
<b>Total (must agree with the AFR page 6, line 3)</b>	13. 0	0	0	0	0	0	0	0	13. 0
<b>Compensatory Instruction Fund 072</b>									
<b>Revenues</b>									
3200 Restricted Revenue from State Sources	14. 0								14. 0
Investment Income and Other Revenues	15. 0								15. 0
Total Revenues (lines 14 and 15)	16. 0								16. 0
<b>Expenditures</b>									
1000 Instruction		17. 0	0	0	0	0	0	0	17. 0
2000 Support Services									
2100 Students		18. 0	0	0	0	0	0	0	18. 0
2200 Instructional Staff		19. 0	0	0	0	0	0	0	19. 0
2300 General Administration		20. 0	0	0	0	0	0	0	20. 0
2400 School Administration		21. 0	0	0	0	0	0	0	21. 0
2500 Central Services		22. 0	0	0	0	0	0	0	22. 0
2600 Operation & Maintenance of Plant		23. 0	0	0	0	0	0	0	23. 0
2700 Student Transportation		24. 0	0	0	0	0	0	0	24. 0
2900 Other		25. 0	0	0	0	0	0	0	25. 0
<b>Total (must agree with the AFR page 6, line 4)</b>	26. 0	0	0	0	0	0	0	0	26. 0



This page identifies coding errors noted in the district's accounting records. The formulas on pages 1 through 4 and 9 will not include these miscoded amounts. Miscodings are identified in column G by pink or purple highlighting and must be corrected, before submitting the AFR, as described below.

Amounts identified in pink highlighted cells will materially misstate the amounts reported on the respective pages. Districts with amounts shown in pink-shaded cells will need to make journal entries in their accounting records to bring total miscoded amounts for the fund or page, as applicable, below the respective threshold amount shown in Column J.

Amounts identified in purple highlighted cells should not be coded to the fund or object used, as applicable. Districts with amounts shown in purple-shaded cells will need to make journal entries in their accounting records to correct the fund or object code, as applicable, for each line.

After corrections have been made in the accounting records, districts should upload the corrected version of their accounting records into the Accounting Data tab. Districts may use a new copy of the AFR file or should follow step 18 in the "Checking and copying your data to the AFR file" section of the Data Uploading Instructions (linked below).

[Data Uploading Instructions](#)

[USFR Chart of Accounts](#)

**Revenue object code corrections needed for accurate reporting on Page 1**

Issue	Fund	Program	Function	Object	Identified Miscoding Amount
1. Federal revenues are not allowed in Fund 610	610			4000-4999	\$0
2. County revenues are not allowed in Fund 620	620			2000-2999	\$0
3. State revenues are not allowed in Fund 620	620			3000-3999	\$0
4. Federal revenues are not allowed in Fund 620	620			4000-4999	\$0
5. County revenues are not allowed in Fund 630	630			2000-2999	\$0
6. State revenues are not allowed in Fund 630	630			3000-3999	\$0
7. Federal revenues are not allowed in Fund 630	630			4000-4999	\$0
8. County revenues are not allowed in Fund 700	700			2000-2999	\$0

Page 1 Thresholds  
 610 \$108,986  
 620 \$17  
 630 \$0  
 700 \$331,832

**Maintenance and Operations Fund corrections needed for accurate reporting on Page 2**

Issue	Fund	Program	Function	Object	Identified Miscoding Amount
9. Do not use Program codes 000-099	001	000-099		6100-6899	\$0
10. Expenditures in Function 2700 not coded to Programs 400, 513	001	100-399, 500-512, 514-999	2700-2799	6100-6899	\$0
11. Expenditures coded to unallowable 500 range programs	001	500-510, 520-529, 540-549, 560-599		6100-6899	\$0
12. Expenditures coded to unallowable 600 range programs	001	600-609, 640-699		6100-6899	\$0
13. Function 4000 not allowed in Fund 001	001		4000-4999	6100-6899	\$0
14. Function 5000 not allowed in Fund 001	001		5000-5999	6100-6899	\$0
15. Expenditures for Object 6700 are not allowed in Fund 001	001			6700-6799	\$0

Page 2 Threshold  
 \$2,189,448

**Classroom Site Fund corrections needed for accurate reporting on Page 3**

Issue	Fund	Program	Function	Object	Identified Miscoding Amount
16. Unallowable revenues coded to Fund 010	010			1000-1499, 1600-1979, 2000-2999, 4000-4999	\$0
17. Function 2300 should only be coded to object 652X	010		2300	6000-6519, 6530-6800	\$0
18. Object 6100 should not be coded to Function codes 2300-3200 and 3400-5000	010		2300-3200, 3400-5000	6100	\$0
19. Object 6200 should not be coded to Function codes 2300-3200 and 3400-5000	010		2300-3200, 3400-5000	6200	\$0
20. Object 6300,6400,6500 should not be coded to Function codes 2400-3200 and 3400-5000	010		2400-3200, 3400-5000	6300, 6400, 6500	\$0
21. Object 6600 should not be coded to Function codes 2300-5000	010		2300-5000	6600	\$0
22. Object 6700 should not be coded to Function codes 2200-3900 and 5000	010		2200-3900, 5000	6700	\$0
23. Object 6800 should not be coded to Function codes 2300-2400 and 2600-4000	010		2300-2400, 2600-4000	6800	\$0

Page 3 Thresholds  
 \$225,311  
 \$226,380

**Unrestricted Capital Outlay Fund corrections needed for accurate reporting on Page 4**

Issue	Fund	Program	Function	Object	Identified Miscoding Amount
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Page 4 Thresholds

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**AGENDA ITEM NUMBER:** BUSINESS-B.      **MEETING DATE:**10/9/2024

**AGENDA ITEM:** Discussion regarding the year to date bond expenditures.

**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:**

Discussion regarding the year to date bond expenditures.

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**INFORMATION AND SUPPORTING DATA:**

ARS 15-491.K requires an annual update of bond expenses. Public comment is welcomed.

The 2019 bond election pamphlet categorized spending in three categories.

1. Construct, remodel, renovate and improve school facilities, athletic facilities, buildings and grounds and other school resources.
2. Pupil Transportation and White Fleet
3. Construct, remodel, renovate and improve transportation and administrative facilities.

All projects from both issuances in 2020 and 2022 fall into one of these categories, with that majority of funding going towards the renovation or improvement of school facilities, grounds and athletics.

The final issuance under this voter approved limit will take place in 2025 and will net \$9,000,000 in capital funding. The district will have 3 years to complete all projects and expend the funds. Future projects include; the refresh of student technology devices and yellow bus purchases.

Since 2020, the state funded DAA (District Additional Assistance) levels have been:

- 2020: \$1,050,337
- 2021: \$1,059,499
- 2022: \$954,963
- 2023: \$1,298,097
- 2024: \$1,511,167

The funding level follows prior year ADM and dipped as ADM fell during COVID school closures. This funding was previously reduced/unfunded prior to 2020 and districts received extremely low levels of funding for capital improvements or purchases. Since 2021 and the availability of ESSER/Covid funding, much of this DAA funding could be utilized for operations. Going forward, outside of bond funding, this will be

district's budget for all instructional programs/software, small repairs to systems (alarms etc.), technology, equipment and furniture. Annual fees for instructional/curricular programs can reach \$500,000.

**PROJECTED COST:**

N/A

**FUNDING SOURCE:**

N/A

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

**ATTACHMENTS:**

Description	Upload Date	Type
Fall Update	9/24/2024	Cover Memo



			Remaining Authorzation
2019 Bond Authorization	\$	21,000,000.00	
	2020 Bond Sale	\$ 5,020,629.00	\$ 16,000,000.00
CHS South Tennis Courts- Replace	\$	425,007.13	
CHS Track- Replace	\$	577,381.94	
PAC Curtains- Replace	\$	107,424.29	
PAC Lighting> LED	\$	245,229.15	
PAC Rigging- Replace	\$	383,079.29	
PAC Back of House reno (remainder paid by Esser)	\$	15,819.18	
Parking Lots- Repair/PM District Wide	\$	227,259.57	
HLR Storefront- Safety Entrance	\$	116,018.00	
CHS Weight Room- Upgrades, pressbox	\$	107,577.00	
CHS Weight Room- EQUIPMENT	\$	3,462.72	
HVAC- As Needed (District Office, non SFB)	\$	116,714.42	
West Drop Off Improvements	\$	637,750.74	
CAP Reno, asbestos abatement (remainder paid by Esser)	\$	198,712.00	
West Digital Marquee	\$	34,188.00	
New Yellow Bus- 2x Sped, 1 Blue Trip	\$	476,735.94	
CHS Roundhouse basketball hoop motor repairs	\$	30,142.00	
CJHS Gym Floor, reno, Café paint	\$	487,560.66	
HLR Digital Marquee	\$	34,188.00	
CJHS FENCING FIELDS	\$	200,301.45	
CHS KITCHEN PLUMBING	\$	79,896.89	
Architect Fees	\$	477,933.63	
Bond fees FY22	\$	38,247.00	
	Total Projects	\$ 5,020,629.00	
	2022 Bond Sale- Budgeted/Expended	\$ 7,022,231.03	\$ 9,000,000.00
<b>CAP/CJHS Renovations</b>	\$	<b>954,434.00</b>	
<b>CJHS Football goal posts, baseball/softball field bases</b>	\$	<b>82,859.64</b>	
<b>NORCON CHS BBALL Scoreboard w shotclock</b>	\$	<b>40,407.42</b>	
<b>BALL FIELDS AT CJHS</b>	\$	<b>16,712.16</b>	
<b>CJHS POD D renovations, CAMERAS</b>	\$	<b>333,594.68</b>	
<b>CJHS EXTERIOR SIGNAGE</b>	\$	<b>3,691.56</b>	
<b>CAP EXTERIOR SIGNAGE</b>	\$	<b>4,413.36</b>	
<b>DISTRICT WIDE PUMP SYSTEM REPAIRS</b>	\$	<b>16,796.55</b>	
WIFA TURF MATCH	\$	865,000.00	
<b>WEST KINDER WING RENO, HVAC, Plumbing</b>	\$	<b>2,402,569.88</b>	
<b>WHITE FLEET STUDENT BUSES (2)</b>	\$	<b>219,999.00</b>	
<b>MARQUEES CJHS/CHS</b>	\$	<b>71,398.53</b>	
<b>CHS Dance Room flooring, mirrors</b>	\$	<b>301,430.00</b>	
<b>SHADE WEST Drop Off Lane</b>	\$	<b>51,310.75</b>	
<b>SHADE CJHS Outdoor seating</b>	\$	<b>41,941.00</b>	
<b>TURF CJHS OUTDOOR SHADE</b>	\$	<b>24,900.00</b>	

<b>BLUE PAINT CHS-- awnings</b>	\$	<b>105,500.00</b>	
<b>TURF WEST Entry</b>	\$	<b>51,500.00</b>	
YELLOW FLEET 2 (1 TRIP, 1 GEN ED) 2025	\$	380,383.98	
<b>BAND TRUCK/TRAILER</b>	\$	<b>66,079.37</b>	
<b>Architect Fees</b>	\$	<b>75,000.00</b>	
<b>CJHS SHED ATHLETICS Storage</b>	\$	<b>9,700.00</b>	
West Kinder playground- Swings (6)	\$	38,000.00	
<b>Lights CHS Stadium- LED</b>	\$	<b>265,000.00</b>	
<b>Sped Bus</b>	\$	<b>174,832.97</b>	
		<hr/>	
Total Projects	\$	6,597,454.85	
	\$	424,776.18	
			<b>\$ 9,000,000.00</b>
	Authorization		<b>\$ 21,000,000.00</b>
	Spent YTD		<b>\$ 11,618,083.85</b>
	Cash Unencumbered		<b>\$ 424,776.18</b>

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

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

**MEETING DATE:**10/9/2024

**AGENDA ITEM:** Proposal to Update the CUSD Administrative Salary Schedule

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

**RECOMMENDED TO SUPERINTENDENT BY:**

**APPROVED BY  
SUPERINTENDENT:**



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**RECOMMENDATION:**

It is recommended that the CUSD Governing Board approve the proposed updates to the administrative salary schedule as presented.

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**INFORMATION AND SUPPORTING DATA:**

The current administrative salary schedule has not been updated since before 2013. A review of comparable districts suggests that adjustments are necessary to remain competitive, attract and retain qualified talent, and ensure internal salary equity. The proposed updates include adjustments to salary ranges for administrative positions within the district.

Districts Reviewed

- Apache Junction Unified
- J.O. Combs Unified
- Florence Unified
- Maricopa Unified
- Eloy Elementary
- Santa Cruz Valley Union High School
- Casa Grande Elementary
- Casa Grande Union High School

This new salary schedule would be effective for FY26.

**PROJECTED COST:**  
approximately \$172,000

**FUNDING SOURCE:**  
M&O and Grants

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

**ATTACHMENTS:**

Description	Upload Date	Type
Proposed Administrative Salary Schedule	10/3/2024	Cover Memo

## CUSD Administrative Salary Schedule Proposal

Current		
Position	Min	Max
Assistant Superintendent	\$80,000.00	\$110,000.00
Director	\$70,000.00	\$100,000.00
HS Principal	\$78,000.00	\$110,000.00
Alt HS Principal	\$55,000.00	\$75,000.00
MS Principal	\$73,000.00	\$100,000.00
Elementary Principal	\$70,000.00	\$95,000.00
HS Assistant Principal	\$65,000.00	\$90,000.00
MS Assistant Principal	\$60,000.00	\$80,000.00
Elementary Asst. Principal	\$57,000.00	\$75,000.00
Alt HS Assistant Principal	N/A	N/A

Proposed		
Position	Min	Max
Assistant Superintendent	\$100,000.00	\$150,000.00
Director	\$80,000.00	\$120,000.00
HS Principal	\$90,000.00	\$140,000.00
Alt HS Principal	\$80,000.00	\$120,000.00
MS Principal	\$85,000.00	\$125,000.00
Elementary Principal	\$85,000.00	\$125,000.00
HS Assistant Principal	\$85,000.00	\$110,000.00
MS Assistant Principal	\$75,000.00	\$100,000.00
Elementary Asst. Principal	\$75,000.00	\$100,000.00
Alt HS Assistant Principal	\$65,000.00	\$90,000.00

**COOLIDGE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

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

**MEETING DATE:**10/9/2024

**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:**10/9/2024

**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):**