

COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21
GOVERNING BOARD OF EDUCATION
DISTRICT OFFICE
450 N. ARIZONA BOULEVARD
COOLIDGE, AZ 85128
Wednesday, November 13, 2024
6:00 PM

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

AGENDA

I. ROUTINE BUSINESS

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

PLEDGE OF ALLEGIANCE

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

- C. Approval of Agenda

II. PUBLIC PARTICIPATION

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

III. PRESENTATIONS

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

IV. CONSENT AGENDA

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

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

- A. **Approval of the Auxiliary Operations and Student Activities Reports for the month of October, 2024.**
- B. **Approval of the Donations Log for October, 2024.**
- C. **Approval of the Voucher Log for October, 2024.**
- D. **Approval of the Minutes of the October 9, 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. **Annual Review of Indian Policies & Procedures, 1st Reading.**
 - 3. **Approval of Policy Advisory 801-807, 2nd Reading.**
 - 4. **Approval for overnight travel and expenses for CUSD Counselors Monica Cavanaugh, Tres Chapman, Diane Englehart, Shawn Pannell, Qiana Adams and Chris Lathan (CAP/CVA College/Career Advisor) to attend the Arizona School Counselors Association (AzSCA) Annual Conference in Fort McDowell, AZ, February 2-4, 2025.**

V. **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

**COOLIDGE UNIFIED SCHOOL DISTRICT
GOVERNING BOARD AGENDA**

AGENDA ITEM NUMBER:
PRESENTATIONS-A.

MEETING DATE:11/13/2024

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

SUBMITTED BY: Andrea Felix, Executive Administrative Assistant

RECOMMENDED TO SUPERINTENDENT BY: Andrea Felix, Executive Administrative Assistant

APPROVED BY SUPERINTENDENT:



RECOMMENDATION:

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

INFORMATION AND SUPPORTING DATA:

PROJECTED COST:

FUNDING SOURCE:

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

**COOLIDGE UNIFIED SCHOOL DISTRICT
GOVERNING BOARD AGENDA**

AGENDA ITEM NUMBER:
PRESENTATIONS-B.

MEETING DATE:11/13/2024

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

SUBMITTED BY: Andrea Felix, Executive Administrative Assistant

RECOMMENDED TO SUPERINTENDENT BY: Andrea Felix, Executive Administrative Assistant

APPROVED BY SUPERINTENDENT:



RECOMMENDATION:

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

INFORMATION AND SUPPORTING DATA:

PROJECTED COST:

FUNDING SOURCE:

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

ATTACHMENTS:

Description	Upload Date	Type
Student Certs and Recs	11/5/2024	Cover Memo



**GOVERNING BOARD
STUDENT CHARACTER AWARD**

West Elementary

November 2024

Evee Mosser

2nd Grade

I have had the pleasure to have Evee Mosser in my classroom for multiple years now. Evee has shown tremendous growth in our self- contained classroom. She is always willing to be a helper and goes out of her way to help younger students in our classroom. She is a leader during learning activities and works with staff and students daily. Evee brings a smile to your face each day. I am proud to nominate Evee as Student of the Month.

Nominated by: Jennifer Schafersman, Self-Contained Teacher

COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21

THIS CERTIFICATE IS AWARDED TO

Evee Mosser

On this 13th day of November, 2024 for recognition of outstanding character.

KELLY FERGUSON

Principal



DAWN DEE HODGE

District Superintendent



GOVERNING BOARD
STUDENT CHARACTER AWARD
West Elementary
November 2024
Aiden Brown
4th Grade

I am thrilled to nominate Aiden Brown for Student of the Month. At the beginning of the year, Aiden struggled with having a positive attitude and engaging in classwork. However, he has made an incredible transformation, now consistently approaching each day with a positive attitude and determination. Aiden has become a hardworking student who not only completes his own assignments with care and focus but also shows great kindness by helping his classmates when they need support. His dedication to improvement and his growing leadership has made a positive impact on our entire classroom community.

Nominated by: Cynthia Lorefice, 4th Grade Math Teacher

COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21

THIS CERTIFICATE IS AWARDED TO

Aidan Brown

On this 13th day of November, 2024 for recognition of outstanding character.

KELLY FERGUSON

Principal



DAWN DEE HODGE

District Superintendent



GOVERNING BOARD
STUDENT CHARACTER AWARD
Heartland Ranch Elementary
November 2024
Aubree Silva
Kindergarten

Heartland Ranch Elementary would like to nominate Aubree Silva as our Outstanding Student for November 2024.

Aubree is truly a delight. I often see the adults around campus smile when they see her coming, she is known for her spunk and sense of humor. She has an encouraging word for everyone and is just a positive force in our classroom and school. Aubree is an amazing leader, she regularly leads our phonics drills and was our Executive Assistant during first quarter, a highly coveted kindergarten job for which she successfully applied and interviewed. She is eager to learn, is actively engaged all day long and has a wonderful sense of humor. Aubree never allows her classmates to go without a partner, a friend or something they need. If she sees that someone needs a partner, she will quickly ask them to join her. She even notices things that need to be put away, organized, or cleaned and asks if I would like her to take care of it. She takes pride in our classroom, in her learning and her character. It is a privilege to be Aubree's teacher.

We are so proud she is a Heartland Ranch Wildcat!

Nominated by: Nora Rowe, Teacher

COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21

THIS CERTIFICATE IS AWARDED TO

Aubree Silva

On this 13th day of November, 2024 for recognition of outstanding character.

ROSANNE HEADLEY

Principal



DAWN DEE HODGE

District Superintendent



GOVERNING BOARD
STUDENT CHARACTER AWARD
Heartland Ranch Elementary
November 2024
Jayceon Peace
2nd Grade

Heartland Ranch Elementary would like to nominate Jayceon Peace as our Outstanding Student for November 2024.

I have had the privilege of being Jayceon's teacher for three years and have seen him grow into an amazing boy. Jayceon comes into school happy every day and says "good morning" to everyone as they come in. He is always willing to help all his friends and his teacher. Jayceon is always ready and excited to learn. He participates in class daily and always raises his hand to help if someone else doesn't know the answer. Jayceon also encourages all his friends and cheers them on.

Jayceon is responsible, positive, kind and is a great example of a Heartland Ranch Wildcat!

Nominated by: Melissa Walker, Teacher

COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21

THIS CERTIFICATE IS AWARDED TO

Jayceon Peace

On this 13th day of November, 2024 for recognition of outstanding character.

ROSANNE HEADLEY

Principal



DAWN DEE HODGE

District Superintendent



GOVERNING BOARD
STUDENT CHARACTER AWARD
Coolidge Alternative Program
November 2024
Cecilio Salgado Ramirez Jr.
12nd Grade

We would like to nominate CAP senior Cecilio Salgado Ramirez Jr. for the November governing board outstanding character award.

Cecilio started at CAP exactly one year ago today. He has not missed a single day of school since then. Most schools nowadays struggle with student attendance and getting kids to go to school, with so many ready-made excuses available: sick, have an appointment, funeral, Covid, etc...and CAP is no exception. Many of our students were sent here for attendance from previous schools, which makes his accomplishment that much more impressive. Not only is he here every day, but he also shows up ready to learn with a great attitude and work ethic.

He is quiet, humble, and is a great addition to our campus.

Nominated by: Melissa Clubb

COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21

THIS CERTIFICATE IS AWARDED TO

Cecilio Salgado Ramirez Jr.

on this 13th day of November 2024, for recognition of outstanding character.

MARC BRUNO

Principal



DAWN DEE HODGE

District Superintendent



GOVERNING BOARD
STUDENT CHARACTER AWARD
Coolidge Alternative Program
November 2024
Rylee Robinson
12nd Grade

We would like to nominate CAP senior Rylee Robinson for the October governing board outstanding character award.

Rylee has been with us for her entire high school career and has been an absolute joy to have on our campus. Every teacher that she has or comes across cannot say enough praise for this young lady and her character. She is also super helpful in class when needed, whether it's something for a teacher or a friend in need. Rylee also has amazing school spirit and can always be counted on to dress up each day for our spirit weeks, being an outstanding role model to our younger students that we have on campus. She is a determined hard worker with a terrific attitude, and we know she will be a success in whatever endeavor she chooses to pursue after she graduates.

Nominated by: Marc Bruno, Principal

COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21

THIS CERTIFICATE IS AWARDED TO

Rylee Robinson

on this 13th day of November 2024, for recognition of outstanding character.

MARC BRUNO

Principal



DAWN DEE HODGE

District Superintendent



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

November 2024

Chloe Ewing

7th Grade

Chloe arrives at her classes punctually each day, greeting others with a warm smile and a readiness to learn. She distinguishes herself among her peers through her positive attitude, patience, and eagerness to help others. Chloe consistently goes above and beyond in her assignments, even if it means staying after school to perfect her designs and make them even more impressive. Her enthusiasm for learning and exploring new things is truly inspiring, motivating her classmates to tackle challenges with similar dedication. Always respectful, polite, and well-mannered, Chloe serves as a role model within our school community. Her unwavering commitment to excellence and kindness makes her exceptionally deserving of this honor.

Nominated by: Mrs. Downs (PE) and Ms. Jones (STEM, Teachers)

COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21

THIS CERTIFICATE IS AWARDED TO

Chloe Ewing

On this 13th day of November, 2024 for recognition of outstanding character.

DR. WETTE DIX

Principal



DAWN DEE HODGE

District Superintendent



**GOVERNING BOARD
STUDENT CHARACTER AWARD
Coolidge Junior High
November 2024
Eliette (Ellie) Shaffer
8th Grade**

Ellie consistently displays a positive attitude and a willingness to take on any task, embodying the true spirit of the Coolidge Junior High School CUBS. She demonstrates her ability to be Capable, Unstoppable, Brave, and Strong throughout our campus. As President of the National Junior Honor Society, she leads by example, setting a high standard for her peers with her dedication and commitment. Ellie's enthusiasm and respect for others make her an asset in the classroom and an inspiring leader within the school community. Ellie is a wonderful student to work alongside. She is one of the most respectful students we have had the honor to teach. She enters each of our classrooms with enthusiasm and a smile, always listens to feedback to better understand how to apply new skills and knowledge to her assignments and is such a blessing to have as a student. In her art class, her artwork is always well crafted with time and focus put into each piece. We are so proud of her and look forward to seeing what she accomplishes for the remainder of the school year. She truly deserves this recognition for her exceptional dedication to academics as well as her impeccable character and leadership.

Nominated by: Mrs. Barrow (Art), Mrs. Downs (PE), and Ms. Jones (NJHS), Teachers

COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21

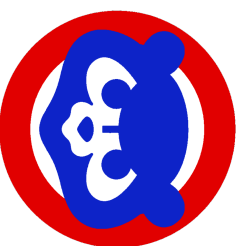
THIS CERTIFICATE IS AWARDED TO

Elliette Shaffer

On this 13th day of November, 2024 for recognition of outstanding character.

DR. WETTE DIX

Principal



DAWN DEE HODGE

District Superintendent



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

November 2024

Amaiya Aguirre

9th Grade

Amaya Aguirre is a student that has shown how impactful and important school involvement is. As athletic director my greatest joy is seeing students getting involved in athletics. Amaya fulfills a role in athletics as Volleyball manager. When I learned of her involvement, I was initially curious to how involved she would be with the program. I later learned from her father she has quite the experience in being a student manager for a sports team. Amaya has gone above and beyond in her duties as volleyball manager. She takes great pride in her job ensuring all duties are done on time and correctly, even if that means chasing me down to remind me, we haven't done the volleyball water yet. I can always count on Amaya to ensure tasks that are assigned to her are done. Seeing how involved she is with the coaches and the team is a sight to see. Seeing how much she believes in the team makes me proud to know she is the volleyball manager. She never ceases to remind me that "Hey Dr White we are going to win today". Her joy and enthusiasm are appreciated, and I could genuinely see her as someone obtaining scholarship at the collegiate level for being an athletics manager. I am proud of her and hopeful to keep her involved in other sports as manager on our campus. She brings out the best in not only other students with her involvement, but she brings out the best in me as an administrator. I'm thankful for her constant joy and how much joy she brings to CHS ATHLETICS.

Nominated by: Clinton White and Diego Bojorquez

COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21

THIS CERTIFICATE IS AWARDED TO

Amaiya Aguirre

On this 13th day of November, 2024 for recognition of outstanding character.

NATAY FERGUSON

Principal



DAWN DEE HODGE

District Superintendent



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

November 2024

Camila Diaz

12th Grade

Camila Diaz truly stands out in our high school community. Camila is a conscientious student who consistently demonstrates a strong work ethic and dedication to her studies. She may be quiet, but her pleasant demeanor and thoughtful contributions make a positive impact in the classroom and across our campus. Currently, she is excelling in English 101, showcasing her creativity and analytical skills, which have greatly impressed her teachers.

In addition to her academic achievements, Camila is actively involved in various school activities. Her reliability, respectfulness, and kindness toward her peers and teachers further highlight her outstanding character. She is the type of student who not only excels individually but also uplifts those around her.

I wholeheartedly believe that Camila is truly a remarkable young woman with a bright future ahead of her. She will continue to shine and contribute positively to Coolidge High School and beyond.

Nominated by: Dave Glasgow and Reyna Pisano

COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21

THIS CERTIFICATE IS AWARDED TO

Camila Diaz

On this 13th day of November, 2024 for recognition of outstanding character.

NATAY FERGUSON

Principal



DAWN DEE HODGE

District Superintendent

**COOLIDGE UNIFIED SCHOOL DISTRICT
GOVERNING BOARD AGENDA**

AGENDA ITEM NUMBER:
PRESENTATIONS-C.

MEETING DATE:11/13/2024

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

SUBMITTED BY: Andrea Felix, Executive Administrative Assistant

RECOMMENDED TO SUPERINTENDENT BY: Andrea Felix, Executive Administrative Assistant

APPROVED BY SUPERINTENDENT:



RECOMMENDATION:

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

INFORMATION AND SUPPORTING DATA:

PROJECTED COST:

FUNDING SOURCE:

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

ATTACHMENTS:

Description	Upload Date	Type
Staff Certs and Recs	11/5/2024	Cover Memo



**GOVERNING BOARD
OUTSTANDING SERVICE AWARD
West Elementary School
November 2024
Qiana Adams
School Counselor**

Qiana Adams started last year as our school counselor. Last year we shared her with Heartland, but this year we have been blessed to have her at West full time. Qiana has a heart of gold, and her calm, positive personality is contagious. She listens with an open mind, and she looks for compassionate and constructive solutions to difficult problems. She has helped our students with behavior problems, emotional issues, and separation anxiety. She is very knowledgeable about counseling and coping strategies. Her extensive experience allows her to provide ideas and proven techniques to help our students work through hardships. Qiana has implemented a school wide Caught Being Good program to promote kindness and positive behavior. Our students have an opportunity to earn tokens at recess for good behavior. The grade level with the most tokens at the end of each month earns a special reward. She also started the Bucket Filler Challenge to encourage students to compliment other students and write nice things about them. Bucket Filler awards are given, and students are recognized. Qiana broadcasts virtually to all classrooms one grade level at a time on a weekly basis. Students get to participate and interact with her. Positive behavior is taught, promoted, and celebrated. We feel so fortunate to have Qiana on our campus. She has taught our Tigers how to understand their feelings better and how to express their emotions. Thank you, Qiana, for sharing your kind heart, patience, and positive outlook with our students and staff. We love you!

Nominated by: West School Leadership

COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21

THIS CERTIFICATE IS AWARDED TO

Qiana Adams

On this 13th day of November, 2024 for recognition of outstanding service.

KELLY FERGUSON

Principal



DAWN DEE HODGE

District Superintendent



**GOVERNING BOARD
OUTSTANDING SERVICE AWARD
Heartland Ranch Elementary
November 2024
Nathan Medina
SEI Paraprofessional**

Heartland Ranch Elementary would like to nominate Nathan Media for our Outstanding Service Award for November 2024.

Nathan comes to work with a smile on his face every day and is always the first to volunteer to assist students and staff. You can find Nathan participating in many duties throughout campus and everyone enjoys his presence. Since Nathan started at HLR, he has built strong relationships with students. He is amazing with the kids, and everyone loves him for his ability to relate to the younger generation. Nathan seems to never have a bad day and is always welcoming co-workers and students in the hall with a smile and positive energy. Nathan's strength is helping students who often need extra time. He works hard to build up their confidence and encourages them to never give up. We know we can count on Nathan to brighten everyone's day!

Nominated by: Elisa Salazar, Teacher

COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21

THIS CERTIFICATE IS AWARDED TO

Nathan Medina

On this 13th day of November, 2024 for recognition of outstanding service.

ROSANNE HEADLEY

Principal



DAWN DEE HODGE

District Superintendent



**GOVERNING BOARD
OUTSTANDING SERVICE AWARD
Coolidge Junior High
November 2024
Gerarda “LaLa” Lopez
Paraprofessional**

Gerarda is a hard worker and always does her best in every role she’s had on our campus. She is a paraprofessional in one of our self-contained special education classrooms and demonstrates patience and kindness with our students every day. She is dedicated and focused on students learning and making sure students feel supported throughout the process. If there are any areas where we need help, Gerarda is always willing to jump in and help in every situation. We appreciate her kind demeanor, the smile she always has on her face, and her positive attitude.

We are lucky to have her part of our CJHS Team. Way to Cub Up, Lala!

Nominated by: CJHS Administration

COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21

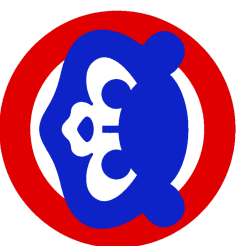
THIS CERTIFICATE IS AWARDED TO

Gerarda Lopez

On this 13th day of November, 2024 for recognition of outstanding service.

DR. WETTE DIX

Principal



DAWN DEE HODGE

District Superintendent



GOVERNING BOARD
OUTSTANDING SERVICE AWARD
Coolidge Alternative Program
November 2024
Cynthia Cardenas
Math Teacher

I would like to nominate Ms. Cynthia Cardenas for this month's outstanding service award.

This is Ms. Cardenas' first year with us here at CAP, and I've only given out the "rookie of the year" award out once, and that was to her son Jacob, who joined us a couple of years ago. Must be something in the genes. Ms. Cardenas came to us from an elementary background but jumped right in with both feet into our alternative high school program. She immediately ingrained herself amongst our staff to the point where it feels like she's been with us for years. She graciously volunteered to become our new social committee chair and is constantly coming up with new and creative ideas to make our workplace even more enjoyable and a fun place to work at. As for teaching a brand-new subject for her in Geometry, let's just say she has been nothing short of spectacular. I visit the classrooms every day and do bi-weekly walk-throughs and I can tell you without a doubt that every single time that I have gone into her room, her students are working and learning. They are collaborating in groups, having discussions, defending their work, and helping each other out. In just the short time she's been here, it's already gotten to the point where if I am having a bad day or in a cranky mood, I go and visit her classroom to see all this amazing work happening. Visiting her room is good for my soul. That's very rare. For all these reasons and hundred more I could mention, it's my absolute honor to recognize Ms. Cynthia Cardenas, and to call her a member of our team.

Nominated by: Marc Bruno, Principal

COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21

THIS CERTIFICATE IS AWARDED TO

Cynthia Cardenas

on this 13th day of November 2024, for recognition of outstanding service.

MARC BRUNO

Principal



DAWN DEE HODGE

District Superintendent



**GOVERNING BOARD
OUTSTANDING SERVICE AWARD
Coolidge High School
November 2024
Jonna Nissen
CTE Agriculture Teacher**

Since moving to Coolidge last year, Jonna has demonstrated a strong passion and commitment to both the Coolidge community and the Coolidge Unified School District. Her dedication extends beyond just her role at Coolidge High School, as she consistently showcases a strong work ethic and genuine love for her students and staff at CHS. Over the summer, she spent countless hours reorganizing and setting up her classroom for the agriculture education program. In addition to her efforts in the classroom, Jonna has been a key supporter of the CHS athletic program, often assisting Dr. White and other CUSD staff during sporting events. Beyond her work with CTE and athletics, she also plays an active role in organizing and supporting various school events, including student government and club activities at CHS.

Jonna's dedication doesn't stop there. In the classroom, she continues to excel as an exceptional teacher. Alongside her co-agriculture teacher, Mr. Tristen Gillespie, Jonna has been instrumental in building a remarkable FFA program, recognized as top tier in the country.

For these reasons, we nominate Jonna Nissen for CHS Teacher of the Month. This recognition is a fitting way to honor her hard work, community pride, and the success she has achieved as a teacher at Coolidge High School

Nominated by: Wyatt Carpenter, CTE Director

COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21

THIS CERTIFICATE IS AWARDED TO

Jonna Nissen

On this 13th day of November, 2024 for recognition of outstanding service.

NATAY FERGUSON

Principal



DAWN DEE HODGE

District Superintendent



**GOVERNING BOARD
OUTSTANDING SERVICE AWARD
Coolidge High School
November 2024
Susan Cushway
PE Teacher**

It is a pleasure to recognize Mrs. Susan Cushway for Staff Member of the Month. She has been a great example of using her knowledge to create an environment for students that is conducive for learning but also one that is engaging and fun. You can always count on walking into her weightlifting class and seeing students of every stature and size getting involved due to her support and belief in them. She has started different initiatives that has increased the overall involvement and excitement for weightlifting. It is a pleasure to see the healthy competition and even more so the growth in the students that take her class. What I appreciate most is her rapport and support of the kids. I value how much she cares and listens to them. As an administrator it's great to walk into her classroom and hear laughter, some groans of pain, but see students working and enjoying themselves. She has recently created a social media account that features students accomplishing different goals in her weightlifting class. It's amazing to see how the students respond to seeing themselves but more so their accomplishments. Mrs. Cushway is creating the environment our students need to feel seen as individuals. She is not just growing them in physique and stature but simply as people. And for that I genuinely believe she deserves to be recognized.

Nominated by: Clinton White, Athletic Director

COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21

THIS CERTIFICATE IS AWARDED TO

Susan Cushway

On this 13th day of November, 2024 for recognition of outstanding service.

NATAY FERGUSON

Principal



DAWN DEE HODGE

District Superintendent

**COOLIDGE UNIFIED SCHOOL DISTRICT
GOVERNING BOARD AGENDA**

AGENDA ITEM NUMBER: CONSENT
AGENDA-A.

MEETING DATE:11/13/2024

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

SUBMITTED BY: Alyssa Garrett, Director of Business Services

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

APPROVED BY SUPERINTENDENT:



RECOMMENDATION:

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

INFORMATION AND SUPPORTING DATA:

PROJECTED COST:

FUNDING SOURCE:

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

ATTACHMENTS:

Description	Upload Date	Type
Auxiliary Operations	11/4/2024	Cover Memo
Student Operations	11/4/2024	Cover Memo

Coolidge Unified School District #21

Auxiliary Operations

10/01/24 - 10/31/24

Account Name	Account Number	Beginning Balance	Deposit	Expenditures	Credits	Ending Balance	*
P.E. Uniforms - Coolidge High School	741-07-75	\$ 1,084.10	\$ -	\$ -	\$ -	\$ 1,084.10	
Athletics - Coolidge High School	741-07-80	\$ 6,967.74	\$ 7,271.48	\$ 4,123.97	\$ -	\$ 10,115.25	
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	\$ -	\$ -	\$ -	\$ 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	\$ 4,628.72	\$ 300.00	\$ 1,520.55	\$ -	\$ 3,408.17	
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	\$ -	\$ 250.00	\$ -	\$ 1,423.52	
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	\$ -	\$ 125.31	\$ -	\$ 15,312.76	
General Fund Fees - CAP Program - District Office	741-500-953	\$ 961.65	\$ -	\$ -	\$ -	\$ 961.65	
General Fund Account - Business Office	741-530-93	\$ 8,202.59	\$ -	\$ 85.77	\$ -	\$ 8,116.82	
General Fund Account - iPad Fees - Business Office	741-530-93(B)	\$ 757.90	\$ -	\$ -	\$ -	\$ 757.90	
Bookstore - DO/BO	741-530-94	\$ 4,740.80	\$ -	\$ 49.51	\$ -	\$ 4,691.29	
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	\$ 24.00	\$ 24.00	\$ -	\$ 898.26	
Athletics - Coolidge Junior High School	742-15-80	\$ 4,913.14	\$ 647.06	\$ -	\$ -	\$ 5,560.20	
Total		\$ 61,970.16	\$ 8,242.54	\$ 6,179.11	\$ -	\$ 64,033.59	

Coolidge Unified School District #21

Student Activities

10/01/24 - 10/31/24

1

Account Name	Account Number	Beginning Balance	Deposits	Expenditures	Credits	Ending Balance
Student Body - West School	800-01-35	\$ 2,557.83	\$ 220.00	\$ -	\$ -	\$ 2,777.83
Band - West School	800-01-36	\$ 2,201.94	\$ 400.00	\$ -	\$ -	\$ 2,601.94
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	\$ 772.35	\$ 192.00	\$ 100.00	\$ -	\$ 864.35
Key Club - Coolidge High School	800-07-06	\$ 475.56	\$ -	\$ -	\$ -	\$ 475.56
S.A.D.D. (Student Against Destructive Decisions) CHS	800-07-07	\$ 3,606.20	\$ -	\$ -	\$ -	\$ 3,606.20
Students Not Ashamed Club - CHS	800-07-08	\$ 604.00	\$ -	\$ -	\$ -	\$ 604.00
F.B.L.A. Club - Coolidge High School	800-07-10	\$ 3,614.15	\$ -	\$ 100.00	\$ -	\$ 3,514.15
Choir Club - Coolidge High School	800-07-12	\$ 2,109.53	\$ -	\$ -	\$ -	\$ 2,109.53
F.F.A. Club - Coolidge High School	800-07-14	\$ 10,230.49	\$ 13,533.00	\$ 16,413.57	\$ -	\$ 7,349.92
Drama Club/Thespian Society - Coolidge High School	800-07-15	\$ 3,044.23	\$ 358.00	\$ 20.00	\$ -	\$ 3,382.23
Student Government - Coolidge High School	800-07-17	\$ 305.21	\$ 392.52	\$ -	\$ -	\$ 697.73
Advanced Placement Scholars - Coolidge High School	800-07-18	\$ 320.00	\$ -	\$ -	\$ -	\$ 320.00
R.O.T.C. - Coolidge High School	800-07-19	\$ 5,344.12	\$ -	\$ 724.54	\$ -	\$ 4,619.58
Advanced Placement Scholars (Seniors) CHS	800-07-20	\$ 633.70	\$ -	\$ -	\$ -	\$ 633.70
Boys Basketball Club - Coolidge High School	800-07-22	\$ 17,412.89	\$ 2,300.00	\$ 1,396.71	\$ -	\$ 18,316.18
Spanish Club - Coolidge High School	800-07-23	\$ 142.00	\$ -	\$ -	\$ -	\$ 142.00
Tribes Club - Coolidge High School	800-07-24	\$ 1,444.20	\$ -	\$ -	\$ -	\$ 1,444.20
HOSA/Sports Med Club - Coolidge High School	800-07-27	\$ 35.15	\$ -	\$ -	\$ -	\$ 35.15
Cross Country - Coolidge High School	800-07-28	\$ 178.77	\$ 1,316.25	\$ -	\$ -	\$ 1,495.02
Swim Club - Coolidge High School	800-07-29	\$ 312.82	\$ 4,295.96	\$ 1,300.00	\$ -	\$ 3,308.78
Track Club - Coolidge High School	800-07-30	\$ 1,788.64	\$ -	\$ 1,033.00	\$ -	\$ 755.64
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	\$ 4,854.00	\$ 682.50	\$ -	\$ 13,304.01
SkillsUSA Engineering Club - Coolidge High School	800-07-35	\$ 1,095.67	\$ 2,105.51	\$ -	\$ -	\$ 3,201.18
Skills Diesel - Coolidge High School	800-07-36	\$ -	\$ -	\$ -	\$ -	\$ -
FCCLA Culinary Arts Club - Coolidge High School	800-07-37	\$ 6,331.76	\$ 1,105.25	\$ 886.23	\$ -	\$ 6,550.78
FCCLA ECE (Early Childhood Education) - CHS	800-07-38	\$ 5,618.84	\$ -	\$ -	\$ -	\$ 5,618.84
Account Name	Account Number	Beginning Balance	Deposits	Expenditures	Credits	Ending Balance
Dance Club - Coolidge High School	800-07-46	\$ 2,572.89	\$ 100.00	\$ -	\$ -	\$ 2,672.89
National Honor Society - Coolidge High School	800-07-81	\$ 54.99	\$ 448.00	\$ -	\$ -	\$ 502.99
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)	\$ 4,079.64	\$ -	\$ -	\$ -	\$ 4,079.64
Cheerleaders - Coolidge High School	800-07-87	\$ 2,309.03	\$ 4,149.95	\$ -	\$ -	\$ 6,458.98
JAG Bring Change 2 Mind - Coolidge High School	800-07-88	\$ 2,350.00	\$ 23.91	\$ 200.00	\$ -	\$ 2,173.91
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)	\$ 823.00	\$ 5,160.00	\$ -	\$ -	\$ 5,983.00
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	\$ 9,753.30	\$ -	\$ 740.00	\$ -	\$ 9,013.30
Girls' Soccer Club - Coolidge High School	800-07-96	\$ 1,864.83	\$ -	\$ 1,018.00	\$ -	\$ 846.83
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	\$ -	\$ 1,253.30	\$ -	\$ 1,163.49
Cub Council - Coolidge Junior High School	800-15-33	\$ 3,829.12	\$ 898.00	\$ -	\$ -	\$ 4,727.12
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	\$ 628.50	\$ -	\$ -	\$ 1,045.41
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
Total		\$ 140,980.84	\$ 38,112.25	\$ 25,867.85	\$ -	\$ 153,225.24

**COOLIDGE UNIFIED SCHOOL DISTRICT
GOVERNING BOARD AGENDA**

AGENDA ITEM NUMBER: CONSENT
AGENDA-B.

MEETING DATE:11/13/2024

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

SUBMITTED BY: Alyssa Garrett, Director of Business Services

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

APPROVED BY SUPERINTENDENT:



RECOMMENDATION:

Approval of the Donations Log for October, 2024.

INFORMATION AND SUPPORTING DATA:

PROJECTED COST:

FUNDING SOURCE:

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

ATTACHMENTS:

Description	Upload Date	Type
Donations	11/4/2024	Cover Memo

**INFORMATION AND SUPPORTING DATA FOR DONATIONS FOR GOVERNING BOARD
MEETING ON WEDNESDAY, NOVEMBER 13, 2024**

Jennifer Munsil - \$200.00 – to West Elementary School (Donation of misc. teaching supplies – Valued at \$200.00)

Coolidge Elks #2530 - \$100.00 – to West Elementary School (Donation of crayons, hi-liters, colored pencils, dictionaries – Valued at \$100.00)

The Church of Jesus Christ Latter Day Saints - \$1,000.00 – to Curriculum (Donation of hygiene items. Clothes – Valued at \$1,00.00)

Marlene Brown - \$20.00 – to Coolidge High School (FFA – Homecoming BBQ)

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

Timothy & Andrea Hansen - \$100.00 – to Coolidge High School (FFA – Homecoming BBQ)

Steve Hudson - \$100.00 – to Coolidge High School (Dance Program)

Total of Donations: \$1,770.00

**COOLIDGE UNIFIED SCHOOL DISTRICT
GOVERNING BOARD AGENDA**

AGENDA ITEM NUMBER: CONSENT
AGENDA-C.

MEETING DATE:11/13/2024

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

SUBMITTED BY: Alyssa Garrett, Director of Business Services

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

APPROVED BY SUPERINTENDENT:



RECOMMENDATION:

Approval of the Voucher Log for October, 2024.

INFORMATION AND SUPPORTING DATA:

PROJECTED COST:

FUNDING SOURCE:

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

ATTACHMENTS:

Description	Upload Date	Type
AP Vouchers	10/31/2024	Cover Memo
Payroll Voucher	10/31/2024	Cover Memo

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

FY25 Voucher #	Date	Amount
2517	10/2/24	\$262,540.36
2518	10/2/24	\$720.00
2519	10/8/24	\$4,882.54
2520	10/8/24	\$21,203.01
2521	10/8/24	\$1,823.27
2522	10/9/24	\$179,729.15
2523	10/17/24	\$1,380.00
2524	10/23/24	\$500,181.32
2525	10/30/24	\$217,845.71
		\$1,190,305.36

**OCTOBER VOUCHERS
PAYROLL FY 24-25**

Voucher #	Date	Amount
8	10/11/24	\$988,623.62
9	10/25/24	\$831,388.92
Total		\$1,820,012.54

**COOLIDGE UNIFIED SCHOOL DISTRICT
GOVERNING BOARD AGENDA**

AGENDA ITEM NUMBER: CONSENT
AGENDA-D.

MEETING DATE:11/13/2024

AGENDA ITEM: Approval of the Minutes of the October 9, 2024 Meeting.

SUBMITTED BY: Andrea Felix, Executive Administrative Assistant

RECOMMENDED TO SUPERINTENDENT BY: Andrea Felix, Executive Administrative Assistant

APPROVED BY SUPERINTENDENT:



RECOMMENDATION:

Approval of the Minutes of the October 9, 2024 Meeting.

INFORMATION AND SUPPORTING DATA:

PROJECTED COST:

FUNDING SOURCE:

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

ATTACHMENTS:

Description	Upload Date	Type
Special Meeting 24 1009	10/28/2024	Cover Memo
Regular Meeting 24 1009	11/12/2024	Cover Memo

COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21
Governing Board of Education Special Meeting Minutes
October 9, 2024

REGULAR MEETING

Date, Time, Place of Meeting

The Governing Board of Education held a Regular Meeting on Wednesday, October 9, 2024, at 5:00 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 Kris Gillespie, Member Diana Guerrero and Member George Arredondo.

Executive Session

Vice President Linda Heath MOVED, SECOND by Member Kris Gillespie, to Motion

MOTION CARRIED: 5-0

- A. Motion to go into Executive Session.

Pursuant to A.R.S. § 38-431.03 the Board may vote to hold an Executive Session for the following purpose(s):

1. Discuss or consult with the District's attorney for legal advice and consider its position and instruct its attorney pursuant to A.R.S. § 38-431.03(A)(3) and (4) on legal issues relating to dismissal of Carlos Rodriguez. The discussion or consultation may occur telephonically.
2. Discuss or consider the employment and statement of charges seeking dismissal of Carlos Rodriguez and discuss or consider related records if any pursuant to A.R.S. § 38-431.03(A)(1) and (2).

Member Kris Gillespie MOVED, SECOND by Member Diana Guerrero, to Motion

MOTION CARRIED: 5-0

- B. Adjourn Executive Session.

- C. Reconvene to Special Meeting.

1. Discussion and possible action concerning the employment of the following employee: Carlos Rodriguez.

President Michael Flores, II, : We have adjourned the special meeting discussing the possible action concerning the employment of Carlos Rodriguez. Does anyone have any comments? Do I have a motion?

Vice-President Linda Heath MOVED to terminate the employment of Mr. Carlos

Rodriguez.

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

MOTION CARRIED: 5-0

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

MOTION CARRIED: 5-0

ADJOURNMENT

Member Diana Guerrero MOVED, SECOND Vice President Linda Heath , to adjourn the Special Meeting at 6:07 PM. President Michael Flores, II voted "yes", Vice-President Linda Heath voted "yes", Member Kris Gillespie voted "yes", Member Diana Guerrero voted "yes", and Member George Arredondo voted "yes".

MOTION CARRIED: 5-0

These minutes were respectfully submitted by Andrea Felix and approved on November 13, 2024.

Governing Board

Title

Date

COOLIDGE UNIFIED SCHOOL DISTRICT NO. 21
Governing Board of Education Regular Meeting Minutes
October 9, 2024

REGULAR MEETING

Date, Time, Place of Meeting

The Governing Board of Education held a Regular Meeting on Wednesday, October 9, 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 Kris Gillespie, Member Diana Guerrero and Member George Arredondo.

Approval of Agenda

Vice President Linda Heath MOVED, SECOND by Member George Arredondo, to approve the agenda.

MOTION CARRIED: 5-0

PUBLIC PARTICIPATION

Public Participation: Mary Buckman regarding Prop 139 and how it will impact the school and remove parents rights.

Mary Buckman:

I have appreciated what you've done, and I know that you are concerned about children here in Coolidge, and you work hard to gain the respect and the trust of the parents. I'm here tonight to ask you to vote no on Proposition 139. If it passes and it becomes a constitutional law, the parent rights will no longer be something that you can initiate. My concerns about proposition 139 titled, amending the Article two the Constitution of Arizona by adding a Section 81, relating to the fundamental right to abortion. On page 159 it talks in depth about what it is. One thing that I noticed in my travels to Casa Grande is that there was a sign that said that this would end the ban on abortion. Well, there's no longer a ban on abortion in Arizona. That's not the truth. Abortions according to the court current state law prohibits a physician from performing an abortion if the probable gestational age of the unborn human being is more than 15 weeks, except when a pregnant woman's medical condition necessitates an immediate abortion to avert pregnant woman's death. Or for which the delay creates a serious risk of substantial or irreversible impairment of major bodily functions. That is the current law, the proposed law, the constitutional change would state that every individual has a fundamental right to abortion, that is to end a unborn human being's life. And because it uses the word individual, it doesn't designate woman, it doesn't designate age. And the next part that really concerns me is that it is done by a healthcare professional. So no longer is a doctor or physician required to be a part of that procedure. And the third reason is the deny or restrict.

President Michael Flores, II: Unfortunately, your three minutes is up, Ms. Buckman.

Mary Buckman: I do understand that. Can I, can I ask that I be able to finish the last two

sentences?

President Michael Flores, II: You can finish your two more sentences. Okay. As Long as they're quick.

Mary Buckman: Because this is the part that is really impactful for you deny or restrict, interfere with an abortion after fetal viability. And so that would mean any counselor, any social worker, any principal, any staff who found that a one of your students was pregnant, would under law have to initiate that and would not be able to in invite the parents into that. So it would take away the parental rights, which I know you fight hard for. Thank you very much for hearing me out.

I. CONSENT AGENDA

- 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.**

Member George Arredondo MOVED, SECOND by Vice President Linda Heath, to approve the Consent Agenda

MOTION CARRIED: 5-0

BUSINESS (Action, Discussion, and Information Items)

- A. Discussion and possible action to approve the FY2024 Annual Financial Report package.

Superintendent Dawn Hodge: I will turn this over to Director of Business Services, Alyssa Garrett for the next two things. She will have all the information.

Alyssa Garrett: The annual financial report package this year has the standard AFR, the AFR that is broken down at the school level with the link I provided you. It was too large of a file to be able to download. And it doesn't fit in a PDF format, so you will have to review it in Excel. And then the last one is the food service AFR. The standard annual financial report that lists out our actual transactions for the year. So typically we're approving budgets. This is actual numbers, expenditures, revenues, and ending cash balances for our various funds. One thing I will point out is compared to our spending in FY 23, we spent 22.6% more dollars in M&O. A lot of times that'll be a question from our auditors, like why did you spend more? Our budget increased and so we're always going to follow our budget. We're going to spend what we have for the students that we have in that year. So that's something that I wanted to point out. Other than that, I'll just answer your questions on the documents.

Member Kris Gillespie Thank you for being here.

Director of Business Services Alyssa Garrett: Those are due October 15th, so will have them submitted in time.

Member George Arredondo MOVED, SECOND by Vice President Linda Heath, to approve the FY24 Annual Financial Report package.

MOTION CARRIED: 5-0

- B. Discussion regarding the year to date bond expenditures.

Director of Business Services Alyssa Garrett: The statute requires that if we have bond funding, we have to provide the governing board and the public an update on year to date expenditures and what we have planned. A lot of times, I'll just include this in the AFR presentation because there is a page that discusses the cash balance. But I decided to lay

out each of the individual projects that we have completed since we sold those bonds in 2019. The beginning authorization was 21 million. And you can see the long list of projects that we have completed since then. We have spent 11.6 million. If you look at our district additional assistance, which is what the state provides us for capital, it's about a million and a half a year. Just the scale in which we're able to accomplish with bonds is much different than what the state provides us. We have about \$424,000 remaining in cash from the last bond sale in 2022. We have projects earmarked for that. We have some shade structures at Coolidge High School and Coolidge Junior high that still need to be completed. Hopefully, if we can get the vendor to work with us in a time frame that's acceptable we will have some shade going up at the softball and baseball fields at both Coolidge High School and Coolidge Junior High. The next piece to this would be selling the remaining authorization, which is \$9 million. We are working with Stifel and Gus Rosenfeld to see what it would look to do a bond sell in January. We have discussed this with them and they think that the market would look good, The rates will never be as low as when we sold in 2020 but they're still not bad. A sale in January for the remaining 9 million would still keep our tax rate steady and well under the 30 or 50 cents under what was listed in the bond pamphlet that the voters were able to see in 2019. We will continue talking about how we will prioritize projects for that last \$9 million

Member George Arredondo: Does that 9 million have to be done in January or can it be deferred or is there a time limit on that? Or was there a time limit.

Director of Business Services Alyssa Garrett: The time limit is 10 years from the election. So 2029 would be when the authorization expires. Generally, you do like two to three year stents and sell it in chunks to keep your tax rate steady. What we try to do and what our bond council will assist us in is to keep our secondary tax rate steady and not let it dip. Because that can sometimes confuse the taxpayers. So our methodology is to try to keep the tax rate steady. That's not the only reason we would sell. We want to see the bonds based on the needs of the district and what we determined for allocation.

Member George Arredondo: I apologize for not talking about this earlier. If I understood correctly, we don't know what we're going do with the 9 million yet, or we have general ideas? Is that fair assessment?

Director of Business Services Alyssa Garrett: Yes, we do have an idea of what projects need to be completed. The list is long. It's prioritizing what is needed in that year or maybe what is identified based on the student population or as things fail. The list is much longer than 9 million.

Vice President Linda Heath: I would like to say that it's nice to go around our district and see all of these improvements. They're very noticeable. If you went to the football game you would notice our beautiful new field and the track and we did score a touchdown. That's all I'm going to say. But it's good to see because our schools are looking really good.

President Michael Flores, II: We have heard lot of positive Feedback.

Superintendent Dawn Dee Hodge: We want to remember that the field, itself, was purchased through a grant. The track was refurbished with the first set of bond sales. That was well needed. When you think about bonds, you think buildings, right? And those things

are very noticeable to our taxpayers. And so they know exactly where that money's going. We've done several improvements throughout the district using those bond funds.

Vice President Linda Heath: Absolutely. And, and it's very noticeable.

Director of Business Services Alyssa Garrett: It's nice for me in my position that the board appreciates and prioritizes nice facilities because that's my goal.

Superintendent Dawn Dee Hodge: When we think about what school facilities can do for us, it isn't much and is a very long process. We do what we can with those replacements of things like roofs, weatherization, HVAC systems and things like that. But, but these things are really hard to get approved. And there are things that come up that we don't get the capital funding for that would keep our facilities at a standard, which we believe is right for kids. So having those bonds available for improving or maintaining our facilities in the manner in which we think that they need to be maintained is really important.

Director of Business Services Alyssa Garrett: I don't know if any of these projects here would have been covered by school facilities board.

Superintendent Dawn Dee Hodge: No, I don't believe any of them would've been covered. It also allowed us to purchase new buses, which we desperately needed. It updated most of our fleet.

Director of Business Services Alyssa Garrett: Item one on the last 9 million is another three to four yellow fleet and that will keep that rotation of replacing our buses going. Is that 3 - 2012 buses that remain?

Director of Support Services Dan McWilliams: Yes, Our EPA grant will provide the electric bus. I think we only have one of the 2012 buses that is still on route. So the other three are just Backups.

HUMAN RESOURCES (Action, Discussion, and Information Items)

A. Proposal to Update the CUSD Administrative Salary Schedule

Superintendent Dawn Dee Hodge: We do these things in phases as far as looking our salary schedules and making sure that we are competitive with our surrounding areas specifically. There's no way that we're actually going to be able to compete with some of the larger districts throughout the state like Chandler, Mesa and Tempe, but looking at the school districts that are around us is important so that we can make sure that we retain highly qualified, certified, effective staff members. Our first go around right now is our administrative salary schedule.

This is the first one we're bringing to you because it has not been updated in over 10 years. We have looked at classified and we have looked at teachers and those have been updated. This one has not been updated since I came back to the district in 2013 and it's the same salary schedule. The process was looking at all the surrounding areas, trying to find districts that are like ours. Florence is a very large district. They are about three times our size when you think about unified districts. So you have Florence, Combs, Apache

Junction and Maricopa that are all unified districts. They're all much bigger than we are. However, the amount of work and the number of students that we have at each of our schools really doesn't differ by much.

If we're talking about our elementary schools, our elementary schools run about 600 kids, that's pretty standard. That's what you're going to see at a lot of these schools around here. If we look at the high school districts, or you look at the elementary districts, it's a little bit different. We did look at all of the, the salary ranges. We have to keep in mind the way we staff our schools and our own priorities. Some of the schools that we looked at, at an elementary school, they only have a principal. There's not an assistant. And so that salary might be a little bit more. We try to provide either an assistant principal or a dean at our elementary schools. At the junior high and high school, you try to do one or two assistant principals at those sites because of the increased student population and because of the comprehensive athletics and activities that go on at those sites. So in putting all of that together and trying to be fair to our people you will see some jumps. You'll see the addition of the assistant principal at the alternative school. We did not take out the assistant superintendent salary range or the position. We do not currently have an assistant superintendent, but as we grow, I don't know if there'll ever be a need for one. And so we kept that position in there in the event in the next 10 years Coolidge may need an assistant superintendent at some point. We have not determined salaries for our administrators. This is just updating the salary schedule to a more competitive rates as compared to the districts that surround us as far as the other districts.

Vice President Linda Heath: Dawn I'd like you to explain where we are now before we decide to make these changes.

Superintendent Dawn Dee Hodge: When we looked at it to begin with, with the exception of a couple of very small elementary districts, we were all the bottom. We are talking \$15,000 to \$20,000 lower than everybody else around us. So now we're in the mid to upper range. Where our salaries will fall for our administrators based on, again, school size and experience of the administrator we be taken into account.

Vice President Linda Heath: Well, the last thing that we want is to have our wonderful, well-trained administrators leave. Because another district can offer them much more than we can.

Superintendent Dawn Dee Hodge: Right. And, and we know that is going to happen at times. We talk about negotiating salaries and administrators are ones where you can do a lot of negotiating. So if you really want somebody, it happens. That's just the nature of the game right now. I want to make sure that the people that we have and value, that we compensate them appropriately as compared to the surrounding areas.

Member George Arredondo: I appreciate the work that you guys have done. I think this is important that we do it. And if it's approved. I don't know if you're expecting it's approved today or this is informational, but when do you foresee these being applied?

Superintendent Dawn Dee Hodge: These would not be applied until fiscal year 26. So next school year. We will also be reevaluating our teacher salary schedule along with our classified salary schedules. Possibly creating a whole different broadband for CDL drivers based on what we're seeing throughout the county. Each month we'll probably be bringing a new salary schedule to approve.

Member George Arredondo: I'm assuming our bean counter over here will say this is an Impact to the budget. And the other part of that is making sure just because we're giving a raise or broadening the scale doesn't mean the person is going to get it all. It's going to be on the merits and the complexity of the position and the whole nine yards.

Superintendent Dawn Dee Hodge: Absolutely. The one thing I will also tell you, and one thing that we've really been working hard at is trying to figure out how to provide regular raises for our staff from year to year. If you've worked in a school district, there are years where you are frozen and you don't get a raise. And I remember working as a teacher, and I think I was frozen for six of the eight years that I was teaching in a certain district. We're really trying to get away from that. We do know that typically the state, provides a 2% inflation increase to our budget. Our goal then is to provide at least a 2% increase to salaries each year. I've asked Alyssa to work this out for us and it's going to take some maneuvering on our part and maybe some changes in philosophy. We will take the 2% increase that we get from the state budget and transfer that directly back to the employee. The difference will be though, is if healthcare costs go up, we may not be able to absorb all of those costs again. Because we're taking that increase the state gives us in passing it on to the employee. New staff would only be hired if the enrollment indicates that we need new staff. Those are the things we're really trying to work out. But I think that it makes sense as an employee, if I know that every year I'm, at the very least, going to get that 2%. If the state goes above that, we will go above that. Those are the things that I would like our people to understand that we're working towards.

OTHER (Action, Discussion, and Information Items)

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

Superintendent Dawn Dee Hodge: As you know, we are on fall break. That's why we have very few people in attendance, no student or staff awards tonight. Our goal is to double up next month, so you'll get October, November next month.

I would like to discuss what we talked a little bit about this last month about the issue of school threats. The Arizona Counter-Terrorism Information Center sent out a bulletin to school districts. The information provided was that from January 1st of this year to September 3rd of this year, they had received 177 school threats. But from September 4th to September 24th of this year, there were over 130 school threats.

So within a three week period, they received almost as much as they had for the first nine months of this calendar year. Of those 130, 88 of them were threats of school shooting, 8 of those were bomb threats, and 8 of those were just kind of general threats toward the school or district. The only threats that we got were from our junior high kids. We didn't receive any from our elementary students or our high school students. We did have four incidences of school threats from students who attend Coolidge Junior High. What I would like our public to understand is that this is a non-negotiable for us. If you mention that you're going to bring a gun to school, if you mention that you're going to shoot up the school or anything like that, we take that as if it is true and we will act accordingly. Law enforcement will investigate as well. Of those four incidents, all four students have been long-term suspended. And there is one that we are recommending for expulsion. And when you think about the age of those kids they're out for a year from our district and they've gotta find somewhere else to be schooled. A lot of times we can put them online with us as long as

they're not physically on one of our campuses, and we can then provide support that way. But sometimes parents don't choose that route. They choose to go elsewhere. But if you are long termed from a district, another district does not have to take you. So just reiterating the fact that this is a huge problem. It has died down and we're glad that fall break is here so we can kind of move passed all of it. But we want ensure that our parents and our students and our stakeholders understand that we take every single one of those threats very seriously.

Vice President Linda Heath: That's plenty.

Member George Arredondo: I appreciate your comments on that. And I think it's important for the families and the community members to look at what their kids are doing. Do they really warrant having a cell phone because maybe that's one way to curb some of these things. Parents have to take responsibility. Families have to take responsibility of these kids as well. So hopefully they'll talk to their kids and say, Hey, we don't want you to be part of this group.

I appreciate the staff reports that everyone's providing. I always learn something from everybody

and I appreciate the work you're doing there. Last thing today's the first day to start voting. You have until November 5th. Make sure you exercise your right.. And there's a lot that was stated earlier with national, federal, state, and county races and propositions. There's some homework we all need to do. Thank You.

Vice President Linda Heath:As Dawn said, our district takes these threats very seriously and this board pretty much has zero tolerance if it's proven to be an actual threat.

ADJOURNMENT

Vice President Linda Heath MOVED, SECOND Member Kris Gillespie. To Adjourn the meeting at 6:36 PM. President Michael Flores voted "yes", Vice-President Linda Heath voted "yes", Member Kris Gillespie voted "yes", Member Diana Guerrero voted "yes"and Member George Arredondo voted "yes"

MOTION CARRIED: 5-0

These minutes were respectfully submitted by Andrea Felix and approved on November 13, 2024.

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

**COOLIDGE UNIFIED SCHOOL DISTRICT
GOVERNING BOARD AGENDA**

AGENDA ITEM NUMBER: Other Consent **MEETING DATE:** 11/13/2024
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:



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.

INFORMATION AND SUPPORTING DATA:

PROJECTED COST:

FUNDING SOURCE:

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

ATTACHMENTS:

Description	Upload Date	Type
Board Agenda November 2024	11/4/2024	Cover Memo

PERSONNEL ITEMS:

DATE: November 13, 2024

HIRES

CERTIFIED

<u>NAME</u>	<u>POSITION/SITE</u>	<u>START DATE</u>	<u>HIGHLY QUALIFIED</u>	<u>FUNDING SOURCE & SALARY</u>
Mikles, Samantha	5 th Grade ELA Teacher/West Elementary	10/29/24	Yes	M&O; \$42,143/Yr. (Prorated)
Hughes, Amber	Substitute Teacher/Districtwide	10/29/24	Yes	M&O; \$120/Day

(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 5

PERSONNEL ITEMS:

DATE: November 13, 2024

CLASSIFIED

<u>NAME</u>	<u>POSITION/SITE</u>	<u>START DATE</u>	<u>HIGHLY QUALIFIED</u>	<u>FUNDING SOURCE & SALARY</u>
Coil, Ashley	Paraprofessional/West Elementary	10/21/24	Yes	M&O; \$16.50/Hr.
Coberly, Annette	Paraprofessional/West Elementary	10/21/24	Yes	M&O; \$16.50/Hr.
Calderon, Christian	Paraprofessional/Coolidge HS	10/21/24	Yes	M&O; \$16.50/Hr.
Gerkin, Jazzmyn	Paraprofessional/Mini Bears	10/21/24	Yes	M&O; \$18.50/Hr.
Lopez, Jennifer	Paraprofessional/Mini Bears	10/21/24	Yes	M&O; \$18.50/Hr.
McWilliams, Jew	Paraprofessional/Mini Bears	10/21/24	Yes	M&O; \$18.50/Hr.
Adams, Cheri	Non CDL Driver/Support Services	10/28/24	Yes	M&O; \$17.50/Hr.
Muldrow, Olivia	Security Guard/Coolidge JH	10/29/24	Yes	M&O; \$18.00/Hr.
Usas, Susan	Paraprofessional/West Elementary	10/31/24	Yes	M&O; \$17.50/Hr.

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

PERSONNEL ITEMS:

DATE: November 13, 2024

POSITION CHANGES/TRANSFERS/SALARY ADJUSTMENTS

CLASSIFIED

<u>NAME</u>	<u>FROM:</u>	<u>FUNDING SOURCE & SALARY</u>	<u>TO:</u>	<u>FUNDING SOURCE & SALARY</u>	<u>START DATE</u>

CERTIFIED

<u>NAME</u>	<u>FROM:</u>	<u>FUNDING SOURCE & SALARY</u>	<u>TO:</u>	<u>FUNDING SOURCE & SALARY</u>	<u>START DATE</u>
McCain, Geoffrey	5 th Grade ELA Teacher/West Elementary	M&O; \$43,343/Yr.	Full Time Substitute/Coolidge JH	M&O; \$43,343/Yr.	11/4/24

(R) = Resignation; (T) = Termination; (S) = Split; *SEI = Structured English Immersion; TAP=Teacher Advancement Program; ^ \$2,000 in liquidated damages assessed. NOTE: All hires are contingent upon receipt and verification of employment documentation. Page 3 of 5

PERSONNEL ITEMS:

DATE: November 13, 2024

RESIGNATIONS/TERMINATIONS

CERTIFIED

<u>NAME</u>	<u>POSITION/SITE</u>	<u>LEAVE DATE</u>	<u>FUNDING SOURCE & SALARY</u>

CLASSIFIED

<u>NAME</u>	<u>POSITION/SITE</u>	<u>LEAVE DATE</u>	<u>FUNDING SOURCE & SALARY</u>
Bravo Cortez, Ramon	Security Guard/Coolidge JH	10/23/24	M&O; \$18/Hr.
Marshall, Sami	Paraprofessional/Coolidge HS	10/18/24	M&O; \$16/Hr.
Lopez, Cinthya	Custodian/Heartland Ranch Elementary	10/28/24	M&O; \$14.50/Hr.
Valencia, Julia	Paraprofessional/Heartland Ranch Elementary	10/18/24	M&O; \$17.50/Hr.
Adams, Kaleah	Paraprofessional/Mini Bears	10/18/24	M&O; \$18.50/Hr.
Ledlow, Aubree	Paraprofessional/Mini Bears	10/18/24	M&O; \$18.50/Hr.

(R) = Resignation; (T) = Termination; (S) = Split; *SEI = Structured English Immersion; TAP=Teacher Advancement Program; ^ \$2,000 in liquidated damages assessed. NOTE: All hires are contingent upon receipt and verification of employment documentation. Page 4 of 5

PERSONNEL ITEMS:

DATE: November 13, 2024

STIPENDS

<u>NAME</u>	<u>POSITION/SITE</u>	<u>START DATE</u>	<u>HIGHLY QUALIFIED</u>	<u>FUNDING SOURCE & SALARY</u>
Steed, Joshua	Drama/Coolidge HS	7/24/24	Yes	M&O; \$2050 (Stipend)
Steed, Joshua	Choir/Coolidge HS	7/24/24	Yes	M&O; \$2050 (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 5 of 5

**COOLIDGE UNIFIED SCHOOL DISTRICT
GOVERNING BOARD AGENDA**

AGENDA ITEM NUMBER: Other Consent **MEETING DATE:**11/13/2024
Items-2.

AGENDA ITEM: Annual Review of Indian Policies & Procedures, 1st Reading.

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

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

APPROVED BY SUPERINTENDENT:



RECOMMENDATION:

It is recommended that Governing Board approve this first reading of the Indian Policies and Procedures.

INFORMATION AND SUPPORTING DATA:

Please see attached.

PROJECTED COST:

FUNDING SOURCE:

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

ATTACHMENTS:

Description	Upload Date	Type
Indian Policies & Procedures	10/31/2024	Cover Memo

Indian Policies and Procedures
Coolidge Unified School District
2024-2025 School Year

It is the policy of the Coolidge Unified School District (“District) that all school-age Indian children shall have equal access to all programs, services and activities offered within the school district. To this end, the Coolidge Unified School District will consult with local tribal officials and parents of Indian children in the planning and development of Indian Policies and Procedures (IPPs), general education programs, and activities. These policies and procedures will be reviewed annually and revisions will be made within 90 days of the determination that requirements are not being adequately met.

ATTESTATIONS

The District attests that it has established Indian Policies and Procedures (IPPs) as required in section 7004 of the Impact Aid law for any children claimed who reside on eligible Indian lands. The IPPs have been adequately disseminated to the tribes and parents of children residing on eligible Indian lands. A copy of the current policies and procedures was attached to the FY 25 Impact Aid application.

The District attests that it has provided a copy of written responses to comments, concerns and recommendations received from tribal leaders and parents of Indian children through the Indian policies and procedures consultation process and disseminated these responses to tribal leaders and parents of Indian children prior to the submission of their FY 25 Impact Aid application.

Preferred Communication Method: U.S. Mail, PowerSchool Auto-Dialer/Auto-Email, Facebook Notification, Tribal Community Center Postings and Tribal Broadcast System

Indian Policies and Procedures

The following Indian policies and procedures become effective upon Governing Board approval at a properly noticed public meeting.

Policy 1: The District will disseminate relevant applications, evaluations, program plans and information related to the District's education program and activities with sufficient advance notice to allow tribes and parents of Indian children the opportunity to review and make recommendations. 34CFR222.94(a)(1)

Procedure 1: The District will timely disseminate information and seek timely input from tribes and parents of Indian children regarding the District’s education program and activities at least 2 weeks in advance of any meeting. The information will be disseminated using the tribe’s preferred method(s) of communication. The week of the parent meeting auto-dialer and auto-emails will be sent to the telephone number and email address on file in the student demographics/contacts page in the District Student Information System (SIS),

PowerSchool. More specifically, the District will disseminate our Indian Policies and Procedures (IPPs) and information on the following education programs: Title I, Part A, Title I, Part C, Title I, Part D, Title II, Part A, Title III, Part A, Title IV, Part A, Title IV, Part B, Title V, Part B subpart 2, Title VI, Part A, subpart 1, Title VIII-Impact Aid programs and Johnson O'Malley programming, typically.

Parents of Indian children, tribal officials, the Indian Education Committee and any other interested persons can review aggregate assessment data to help develop or modify educational programs and services allowing for the participation of Indian students on an equal basis in the district.

Parents of Indian children, tribal officials and the public will be given notice of any and all meetings related to equal participation or the content of the educational program by including information about meeting times and locations in the questionnaire to be disseminated in the fall. The location, date and time of any meeting described above shall be posted in the same manner as a legally posted Board meeting. The week of the parent meeting auto-dialer and auto-emails will be sent to the telephone number and email address on file in the student demographics/contacts page in the District Student Information System (SIS), PowerSchool.

POLICY 2: The District will provide an opportunity for the participating Tribes with tribal lands located within the school district boundaries and parents of Indian children to provide their views on the District's educational program and activities, including recommendations on the needs of their children and on how the District may help those children realize the benefits of the educational programs and activities. 34CFR222.94(a)(2)

- (i) Notify tribes and the parents of Indian children of the opportunity to submit comments and recommendations, considering the tribe's preferred method of communication (U.S. Mail, PowerSchool Auto-Dialer/Auto-Email, Facebook Notification, Community Center and Tribal Center Postings and Tribal Broadcast System), and
- (ii) Modify the method of and time for soliciting Indian views, if necessary, to ensure the maximum participation of tribes and parents of Indian children.

Procedure 2: In order to allow Indian parents and tribal officials to make commentary concerning (1)the needs of their children and the ways in which they can assist them in realizing the benefits of the education programs; (2)the overall operation of the District's education program; and (3)the degree of parental participation allowed in the same, the Board will mail parents of Indian children and Tribal officials a questionnaire requesting their input and recommendations in the fall and will thereafter hold an annual Board meeting where such commentary may be reviewed by Indian parents, Tribal officials, and the Board.

Indian parents and tribal officials will be given notice of any and all meetings by including in the above-referred questionnaire to be disseminated in the fall semester by U.S. Mail, appropriate social media posts, and posting at tribal offices and community centers and through the tribal broadcast system. The location, date and time of any meeting described above shall be posted in the same manner as a legally posted Board meeting. The mailings and postings will begin three weeks prior to the open forum meeting lead by the Indian Education Committee, a reminder will be sent two weeks prior to the date and the last reminder will be sent the week of the forum.

The District and Indian Education Committee representatives will schedule meetings with the participating Tribes with tribal lands located within the school district boundaries to discuss ongoing programming goals. These meetings are held in an open forum format to allow for all stakeholders to provide input into educational programs and activities. The District will consider the tribe's preferred method of communication to provide input of an open forum, email or phone call response. All questions, comments, responses and concerns will be summarized and provided for all stakeholders to review.

If participation in the survey results in a low return rate or the established meeting yield low participation by the parents of Indian children and tribal officials, the District will re-evaluate its plan and consult with parents of Indian children and tribal officials on ways to improve and enhance participation in the consultation process. The District may re-locate meetings or times to encourage participation.

POLICY 3: The District will annually assess, with sufficient enough notice (3 weeks prior, 2 weeks prior and the week of) the extent to which Indian children participate on an equal basis with non-Indian children in the District's education program and activities. 34CFR222.94(a)(3)

- (i) Share relevant information related to Indian children's participation in the District's education program and activities such as sports, afterschool programming, Advanced Placement Courses, Gifted & Talented Programing, etc. with tribes and parents of Indian children; and
- (ii) Allow tribes and parents of Indian children the opportunity and time to review and comment on whether Indian children participate on an equal basis with non-Indian children.

Procedure 3: The District will take the following measures to annually assess and disseminate the results, with sufficient enough notice (3 weeks prior, 2 weeks prior and the week of), the extent to which Indian children participate on an equal basis with non-Indian children in the District's education program and activities such as sports, afterschool programming, Advanced Placement Courses, Gifted & Talented Programing, etc.

- A. The District will monitor Indian student participation in all academic and co-curricular activities.
- B. The District will review school data to assess the extent of Indian children’s participation in the District’s educational programs on an equal basis.
- C. The District will share its assessment of district funding, Indian student participation, related academic achievements and other related data with the parents of Indian children and tribal officials using the tribe’s preferred method(s) of communication: U.S. Mail, appropriate social media posts and posting at tribal offices and community centers and through tribal broadcast system.
- D. Parents of Indian children, tribal officials and other interested parties may express their views on participation through direct communication with the school district, at any school board meeting or to the Indian Education Committee (Parent Advisory Committee) open forum meetings that are held quarterly.
- E. Copies of annual reports will be provided to tribal officials.

POLICY 4: The District will modify the IPPs if necessary, based upon the results of any assessment or input described in this document. CRF222.94(a)(4)

Procedure 4: During the organizations quarterly meeting of the Indian Education Committee (Parent Advisory Committee) open forum, the Indian Policies and Procedures will be reviewed and revised if necessary. If revisions are required, the document will be forwarded to the District Governing Board as well as the tribal officials and parents of Indian children for review and consideration. If necessary, the Indian Education Committee may suggest revisions at other times of the year as appropriate. Any revisions to the Indian Policies and Procedures become effective upon approval by the Governing Board at a public meeting. The District’s Native American Parent Liaison can be emailed or called at any time to receive revision suggestions.

The District will notify parents of Indian children and tribes of any changes to the Indian Policies and Procedures via the tribe’s preferred method(s) of communication: U.S. Mail, appropriate social media posts and posting at tribal offices and community centers, and tribal broadcast system within 30 days of adoption by the Governing Board.

POLICY 5: The District will respond at least annually in writing to comments and recommendations made by tribes or parents of Indian children, and disseminate the responses to the tribe and parents of Indian children prior to the submission of the IPPs by the District. 34CRF222 .94(a)(5)

Procedure 5: The District will at least annually respond in writing to comments and recommendations made by the Indian Education Committee (Parent Advisory Committee) open forum meetings, tribal officials or parents of Indian children and disseminate the responses to all parties by mail and posting at tribal offices prior to the submission of the IPPs by the District.

POLICY 6: The District will provide a copy of the IPPs annually to the affected tribe or tribes. 34CR F222.94 (a)(6)

The District will annually provide a copy of the current Indian Policies and Procedures to the participating tribes with tribal lands located within the school district boundaries using the tribe's preferred method(s) of communication prior to submitting the Impact Aid Application.

Governing Board Approval Date

Date of 1st Reading & Approval

Governing Board Approval Date

Date of 2nd Reading & Approval

**COOLIDGE UNIFIED SCHOOL DISTRICT
GOVERNING BOARD AGENDA**

AGENDA ITEM NUMBER: Other Consent **MEETING DATE:**11/13/2024
Items-3.

AGENDA ITEM: Approval of Policy Advisory 801-807, 2nd Reading.

SUBMITTED BY: Dawn Dee Hodge, Superintendent

RECOMMENDED TO SUPERINTENDENT BY: Dawn Dee Hodge, Superintendent

**APPROVED BY
SUPERINTENDENT:**



RECOMMENDATION:

Approval of Policy Advisory 801-807, 2nd Reading.

INFORMATION AND SUPPORTING DATA:

PROJECTED COST:

FUNDING SOURCE:

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

ATTACHMENTS:

Description	Upload Date	Type
PA801-807	10/28/2024	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. 802Policy DJE — Bidding / Purchasing Procedures
Regulation DJE-R Bidding / Purchasing Procedures

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

Policy Advisory No. 804Policy 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/ 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**

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>

- 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.

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

**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:**11/13/2024
Items-4.

AGENDA ITEM: Approval for overnight travel and expenses for CUSD Counselors Monica Cavanaugh, Tres Chapman, Diane Englehart, Shawn Pannell, Qiana Adams and Chris Lathan (CAP/CVA College/Career Advisor) to attend the Arizona School Counselors Association (AzSCA) Annual Conference in Fort McDowell, AZ, February 2-4, 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 overnight travel and expenses for CUSD Counselors Monica Cavanaugh, Tres Chapman, Diane Englehart, Shawn Pannell, Qiana Adams and Chris Lathan (CAP/CVA College/Career Advisor) to attend the Arizona School Counselors Association (AzSCA) Annual Conference in Fort McDowell, AZ, February 2-4, 2025.

INFORMATION AND SUPPORTING DATA:

The Arizona School Counselor Association (AzSCA) supports school counselors through professional development, resources, and advocacy at state and national level. By empowering school counselors to lead systemic change by delivering to all students a comprehensive competency based program, aligned with state standards for academic, personal/social, and career development.

PROJECTED COST:

Total; \$5,110.00

FUNDING SOURCE:

M&O

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

Lodging Name:
We-Ko-Pa Casino Resort
10438 N. We-Ko-Pa Way
Fort McDowell, AZ 85264

ATTACHMENTS:

Description	Upload Date	Type
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STAFF OVERNIGHT/OUT-OF-STATE TRAVEL

NAME: Monica Cavanaugh, Tres Chapman, Chris Lathan, Shawn Pannel, Qiana

SITE: District-wide Diane Englishat, Adams

DATE OF DEPARTURE: February 2, 2025 DATE OF RETURN: February 4, 2025

DESTINATION CITY & STATE: Fort McDowell, AZ

EDUCATIONAL PURPOSE OF TRIP (FILL IN BELOW, DO NOT ATTACH): Arizona Association of School Counselors (AZSCA) Annual Conference

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

METHOD OF TRANSPORTATION (CHECK ONE):

COMMERCIAL BUS AIRLINE OTHER: personal or district cars

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: We-Ko-Pa Casino Resort PHONE #: 480-789-5300

ADDRESS: 10438 N. We-Ko-Pa Way Fort McDowell, AZ 85264

****EXPENSES****

COMPLETE ALL FIELDS
These number should be maximum estimates.

TOTAL AIRFARE/TRANSPORTATION: N/A TOTAL HOTEL: \$2460.00 ^{+ tax} TOTAL MEALS: ≈ \$200.00

TOTAL GROUND TRANSPORTATION: N/A TOTAL REGISTRATION \$2450.00 OTHER: _____

MAXIMUM AMOUNT AUTHORIZED FOR PAYMENT OR REIMBURSEMENT: _____

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

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

EMPLOYEE SIGNATURE: Monica Cavanaugh DATE: 10/3/2024

SUPERVISOR'S SIGNATURE: [Signature] DATE: 10/7/24

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

GOVERNING BOARD APPROVED: _____ NOT APPROVED: _____ MEETING DATE: _____

BUSINESS OFFICE DATE RECEIVED: _____ SIGNATURE: _____



Registration Fees

AzSCA Members	\$375 (THROUGH 11/30/24) \$475 (AFTER 11/30/24)
Non-Members	\$475 (INCLUDES ONE-YEAR AZSCA MEMBERSHIP EFFECTIVE FEBRUARY 4, 2024)
Presenters	\$250
Students	\$185
Retirees	\$185
Administrators	\$375 (THROUGH 11/30/23) \$475 (AFTER 11/30/23)
PO Fee	\$20 (PER PURCHASE ORDER)

Payment is by credit card, check, or purchase order. Registration is completed online at www.azsca.org.

Location

We-Ko-Pa Casino Resort
10438 N. We-Ko-Pa Way
Fort McDowell, AZ 85264
480-789-5300

Our group discounted room rate of \$205 per night is available by reserving your room online at www.azsca.org and clicking on the Conference tab or by contacting the hotel and using the code HM9XFFRD



PO Box 30776
Mesa, AZ 85275

Payment & Billing: business.manager@azsca.org
Conference Info: conference@azsca.org

EMPLOYEE LEAVE FORM



ENGAGE - CHALLENGE - INSPIRE

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

Employee Name: Monica Cavanaugh Date: 10/3/2024

- 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	
2/2/2025 - 2/4/2025	Professional Leave Workshop/Conference: <u>Az SCA Annual Conference</u> Expense to be paid by (budget code): _____ # Days Away: <u>3</u> # Working Days Away: <u>2</u> District Vehicle: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Sub Needed: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	2
	Bereavement – Please identify your relationship to the deceased:	
	Jury Duty – Must attach document	
	Other	

Monica Cavanaugh 10/3/24 Employee Signature Date
[Signature] 10/7/24 Administrator/Supervisor Signature Date

ADMINISTRATOR/SUPERVISOR USE ONLY

Administrator/Supervisor Action: Leave Request Denied Pay Reduction Required: YES NO

Reason for Leave Request Denial/Pay Reduction Administrator/Supervisor Signature Date

EMPLOYEE LEAVE FORM



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

Employee Name: Diane Englehart Date: 10/3/2024

- 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	
<u>2/2/25 - 2/4/25</u>	Professional Leave Workshop/Conference: <u>Az SCA Annual Conference</u> Expense to be paid by (budget code): _____ # Days Away: <u>3</u> # Working Days Away: <u>2</u> District Vehicle: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Sub Needed: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<u>2</u>
	Bereavement – Please identify your relationship to the deceased:	
	Jury Duty – Must attach document	
	Other	

[Signature]
 Employee Signature Date: 10/21/24

[Signature]
 Administrator/Supervisor Signature Date: 10/21/24

ADMINISTRATOR/SUPERVISOR USE ONLY

Administrator/Supervisor Action: Leave Request Denied Pay Reduction Required: YES NO

Reason for Leave Request Denial/Pay Reduction Administrator/Supervisor Signature Date

EMPLOYEE LEAVE FORM



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

Employee Name: Shawn Panned Date: 10/3/2024

- 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	
2/2/25 - 2/4/25	Professional Leave Workshop/Conference: <u>AZ SCA Annual Conference</u> Expense to be paid by (budget code): _____ # Days Away: <u>3</u> # Working Days Away: <u>2</u> District Vehicle: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Sub Needed: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	2
	Bereavement – Please identify your relationship to the deceased:	
	Jury Duty – Must attach document	
	Other	

S. Panned 10/17/24
 Employee Signature Date

[Signature] 10/17/24
 Administrator/Supervisor Signature Date

ADMINISTRATOR/SUPERVISOR USE ONLY

Administrator/Supervisor Action: Leave Request Denied Pay Reduction Required: YES NO

Reason for Leave Request Denial/Pay Reduction _____

Administrator/Supervisor Signature _____ Date _____

EMPLOYEE LEAVE FORM



ENGAGE - CHALLENGE - INSPIRE

Jennifer Mariscal: (520) 723-2430

jennifer.mariscal@coolidgeschools.org

Employee Name: Chris Lathan Date: 10/3/2024

- 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	
<u>2/2/2025 - 2/4/2025</u>	Professional Leave Workshop/Conference: <u>Az SCA Annual Conference</u> Expense to be paid by (budget code): _____ # Days Away: <u>3</u> # Working Days Away: <u>2</u> District Vehicle: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Sub Needed: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
	Bereavement – Please identify your relationship to the deceased:	
	Jury Duty – Must attach document	
	Other	

[Signature] 10/7/24
Employee Signature Date

[Signature] 10/3/24
Administrator/Supervisor Signature Date

ADMINISTRATOR/SUPERVISOR USE ONLY

Administrator/Supervisor Action: Leave Request Denied Pay Reduction Required: YES NO

Reason for Leave Request Denial/Pay Reduction _____

Administrator/Supervisor Signature _____ Date _____

EMPLOYEE LEAVE FORM



ENGAGE - CHALLENGE - INSPIRE

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

Employee Name: Tres Chapman Date: 10/31/2024

- 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	
<u>2/2/25 - 2/4/25</u>	Professional Leave Workshop/Conference: <u>Az SCA Annual Conference</u> Expense to be paid by (budget code): _____ # Days Away: <u>3</u> # Working Days Away: <u>2</u> District Vehicle: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Sub Needed: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<u>2</u>
	Bereavement – Please identify your relationship to the deceased:	
	Jury Duty – Must attach document	
	Other	

[Signature] 10/31/24 [Signature] 10/21/24
 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

EMPLOYEE LEAVE FORM



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

Employee Name: Diana Adams Date: 10/3/2024

- 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	
<u>2/2/2025 - 5000/2/2</u> <u>2/4/2025 - 5000/1/2</u>	Professional Leave Workshop/Conference: <u>Az SCA Annual Conference</u> Expense to be paid by (budget code): _____ # Days Away: <u>3</u> # Working Days Away: <u>2</u> District Vehicle: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Sub Needed: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<u>2</u>
	Bereavement – Please identify your relationship to the deceased:	
	Jury Duty – Must attach document	
	Other	

Diana Adams 10-21-24
Employee Signature Date

Nelly Jususen 10-21-24
Administrator/Supervisor Signature Date

ADMINISTRATOR/SUPERVISOR USE ONLY

Administrator/Supervisor Action: Leave Request Denied

Pay Reduction Required: YES NO

Reason for Leave Request Denial/Pay Reduction

Administrator/Supervisor Signature

Date

**COOLIDGE UNIFIED SCHOOL DISTRICT
GOVERNING BOARD AGENDA**

AGENDA ITEM NUMBER: OTHER-A.

MEETING DATE:11/13/2024

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:**



RECOMMENDATION:

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

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:**11/13/2024

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:



RECOMMENDATION:

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

INFORMATION AND SUPPORTING DATA:

PROJECTED COST:

FUNDING SOURCE:

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